COURSE Completion Report

LOGIN & Find Report
This report requires access to the People Administration dropdown menu. Contact train@ora.msu.edu if you need access. Call 517-884-0948 if you have questions while running the report.

1. Go to https://train.ora.msu.edu/Saba/Web/Main and log in with your NetID.
2. From menu at upper right dropdown, select “People Administration.”
3. On the left, click the Reports tab.
4. At the search screen enter “Course completion report.” You could instead just click Search without entering the report name and then choose it from the list. NARROW REPORT

EXECUTE/GENERATE
5. Fill in 1 or more* field to narrow the focus of the report (course, last name, netID).

* Options:
- 1 course, 1 learner only (so enter Course and Person names)
- 1 course, All learners (just enter course name; leave Person blank)
- All courses, 1 learner (leave Course blank; enter Person name or NetID)
- All courses, All learners (not recommended as report is so large/slow - leave all fields blank)

Example: Find everyone who has completed the course Z-Test.
Enter course name “z-test.” You get a list of names and dates of when people took the course (a person may be listed as having taken the course many times).

Example: Find all the courses completed by someone with last name “test.” Enter Last Name “test”.
You get a list of courses for anyone whose last name begins with “test.” (enter a NetID to narrow the search to 1 person)