Online Professional Development

The Online Professional Development report details the online professional development activity of the users in your program(s).
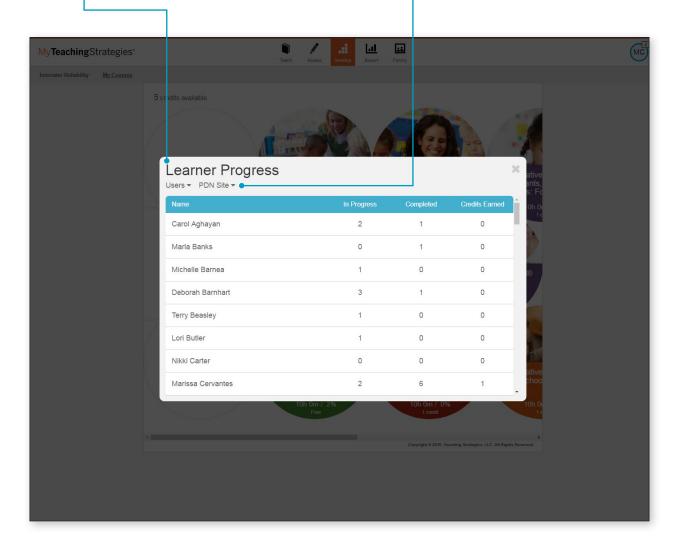
To create an Online Professional Development report, access the Report area, and then select GO for the Online Professional Development report. The report will then open in the Develop area.

When should I use the Online Professional Development report?

You can generate the Online Professional Development report to keep track of your users as they complete the online courses and the product tutorials in the Develop area.
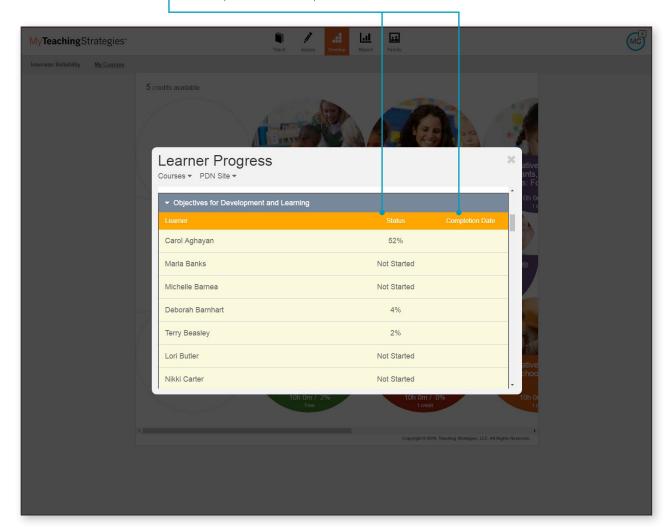
A list of users in a site will appear in a table detailing the number of courses and tutorials each user has in progress and has completed, plus the amount of credits earned from completed courses.

Use the SITE drop-down menu to view the users in another site.

Learner Progress

Users ▾   PDN Site ▾

Name	In Progress	Completed	Credits Earned
Carol Aghayan	2	1	0
Marla Banks	0	1	0
Michelle Barnea	1	0	0
Deborah Barnhart	3	1	0
Terry Beasley	1	0	0
Lori Butler	1	0	0
Nikki Carter	0	0	0
Marissa Cervantes	2	6	1

Select a user to view all of the courses and product tutorials that are in progress or completed for that user.
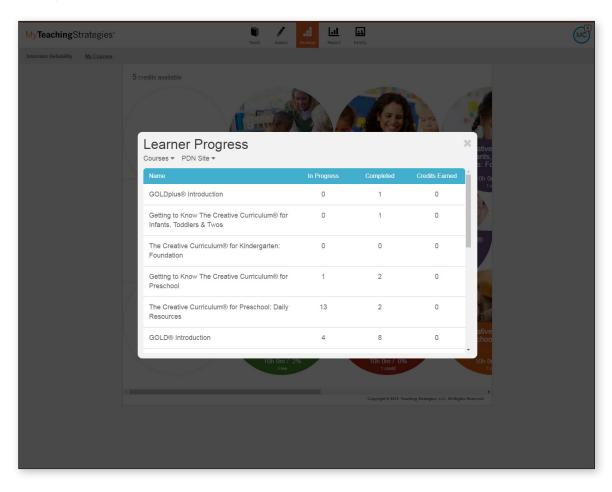
The STATUS column indicates how far along that user is for courses and product tutorials in progress, and the COMPLETION DATE column displays what date the user completed a course or product tutorial.

To view completion rates by course, toggle from Users to Courses.

A list of courses and product tutorials will appear in a table detailing the number of users who are in progress, who have completed a course or product tutorial, and the total amount of credits earned from completed courses.

Select a course to view all of the users in the site to view if each user has started, their status, and completion date for that course or product tutorial.