

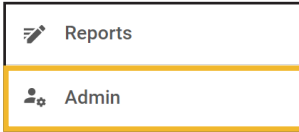
JOB AID Course Not Completed by Department Report

1

There are two ways to access the report.

Option 1

- a. Choose **Admin** from the Saba menu.

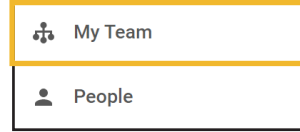


- b. Select **Analytics** from the top menu bar.



Option 2

- a. Choose **My Team** from the Saba menu.

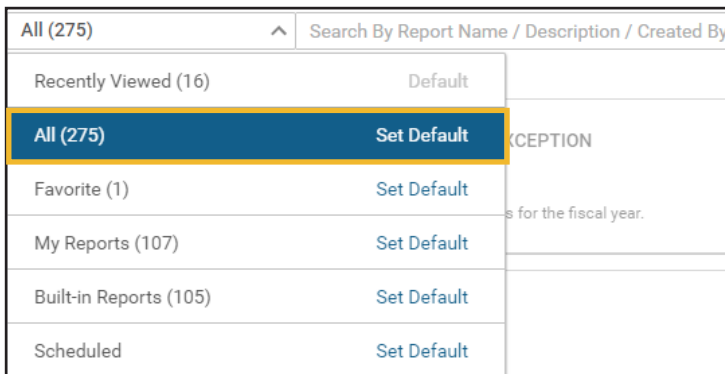


- b. Select the **Analytics Icon** from menu on the left.



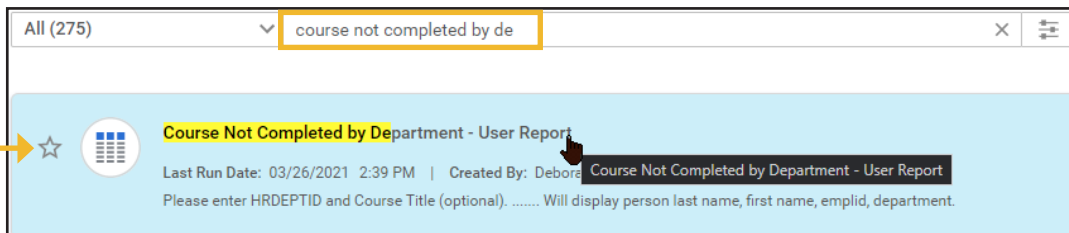
2

- a. Select **All** from the dropdown menu to the left of the search field.



- b. Type **“Course Not Completed by Department”** or a portion of the title into the search field to bring the report into view. **Click on the report name to open it.**

Click this star to make the report one of your Favorites.



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3

- Person Organization Name: Search for and select the **organization(s)** you would like a report on.
- Person Status: Open dropdown menu and select **Active, Leave, Paid Leave**.
- Is Terminated: Leave as **No**.
- Optional: Search for **Course ID** and/or enter in **Completed Courses on Date**.
- Click **Run**.

4

- The report lists staff and the courses that are not completed for the criteria you selected.

Person Last Name	Person First Name	Person EMPLID	Person Organization Name	Course Course ID	Course Title	Completed Courses (Transcript) Status	Course assigned by	Course Assigned On	Content Last Attempt Date/Time
			CED Staff Dev Ops and Tech HCEDEVOPS	WHT108-21 V2	WHT108-21 V2 Building a Foundation: Discrimination Prevention and Title IX - Revised	In Progress			
			CED Staff Dev Ops and Tech HCEDEVOPS	WBT122-21	WBT122-21 Information Security for Computer Users	In Progress			
			CED Staff Dev Ops and Tech HCEDEVOPS	WBT526-21	WBT526-21 Workplace Violence Prevention	In Progress			

- Click **Filter** to make any changes to the criteria.

- To export the report, click the **download arrow** on the upper right.
- Select **PDF** or **Excel** for the report type.
- Download** the report.