**Instructions to view course reports**

Please note, the following instructions are for viewing course reports only. It does not include managing enrollments (i.e., recording/editing attendance).

1. Access the course by clicking on the **course in the catalog or the direct link**. **Note: your CCEHS contact should provide you the direct link to the course.**
2. Choose **Course Reports**



1. **Overview**

This is a list, including the status, of everyone who is enrolled in the course and has an account. You can export to Excel by clicking at the bottom of the page.

***Note:*** This list does not include imported records for learners who did not create an account.



1. **Course Evaluation Data and Analysis**

To view the course evaluations and analysis, from the green banner, you can choose “Course Reports”, “Course Objects”, “Course Evaluation” and any of the options. “Analysis” will provide a summary.

Choose to save a copy.





1. **Dashboard**

The dashboard provides a variety of reports with hyperlinks to download.





1. **Orders**

 “Orders” to see the amount paid and order status.   ***Note:*** The meaning of the status column is listed below.

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**Order Statuses:**

* **Abandoned:** Learner went through EthosCE checkout to the hosted payment checkout page and did not complete their order. Order is in limbo until learner completes checkout.
* **Canceled:** Site administrator can manually set an order to 'Canceled.' A canceled order does not automatically unenroll a learner from a course. [The unenrollment would have to be done manually](https://ethosce.atlassian.net/wiki/spaces/ECE/pages/6259338/Unenrolling%2BLearners).
* **In checkout:** Learner is on the EthosCE checkout page and has not completed the checkout process.
* **Completed:** Orders with a successful credit