1. Click the Reports button from the Learning Administration tab to get started.

2. Scroll down to the Curriculum Item Status reports.

   Note: If you do not see Item Status, try searching by keyword in the upper left, or check/uncheck the boxes to see more reports. You may have a previous selection saved.

3. Toggle Curriculum Item Status to see the reports below. Select Penn Curriculum Item Status Report (CSV).

   Not familiar with .csv files? Don't worry! They all open in Microsoft Excel and other spreadsheet programs.
4. You will now see a prompt to Run Penn Curriculum Item Status Report.

The top options are settings for the output format. You can typically leave these as default.

5. These are your search options below:

1. **User** = Person or persons by ID, name, organization, job code etc.
2. **Curriculum** = Course or groups of courses by ID, title, course owner etc.

6. **Finding users**: Click the blue funnel next to the User search box

If you know the ID(s), please paste them separated by commas in the box and skip to step 8.
6.1 Searching for Users by Organization: Click the blue funnel

Organization can be a school, center, or department within either. If you don't see Organizations listed as an option, click Add/Remove Criteria and check the box for Organizations to add it to your view.

6.2 Searching for Organizations: By Organization ID

Organization ID is useful if you know the start of or the entire ID. All university organizations start with "UP." [Note the "."] All organizations in the same school or center start with the same two digits e.g. "UP.91" (ISC). Type in the code and click Search.

6.3 Searching for Organizations: By Description

1. Search by keyword (e.g. "dental", "vet", or "development".)
2. Click Search
6.4 Select the organizations you need

If you need all in your search, click **Select All** or use checkboxes to pick individual organizations. *(Too many pages to select all? Change the Records per Page from the default 25 to higher to see more at once.)*

![Select Organizations from List](image)

6.5 Click Add to Filter and Submit Filter

*If you clicked select all make sure if you have multiple pages to click to the next page and select all for those as well.*

6.6 You should now be back to the user window with organizations selected on the screen.

Skip to Step 13.

6.7 Searching for users with Employee Types, Job Codes, Supervisors, etc.

Please use the same steps you would as when searching by Organizations. *Always remember to Add to Filter what you want to search by and Submit Filter.*
6.8 Once you have your user filters set up, click Search to be able to select with the check boxes or Select All

6.9 Select users, Click Add to Filter, Click Submit Filter

Check individual boxes OR if you want all the users:

1. Change Records per Page to 500
2. Click Select All

Note: you may have to do this for multiple pages of users if your search returned more than 500.

7. You will now have Users Selected as shown below:

Note: If you made a mistake, click the white funnel and start over at step 6.
8. If you know the ID for the curriculum to report, please paste it in the Curriculum box and skip to step 11.

Curriculum IDs are formatted like UP.COURSEOWNER.CURR.COURSEID

9. Searching for a curriculum: Click the blue funnel to begin

9.1 If you are looking for a curriculum from one provider you can search by Curriculum ID (Starts With).

9.2 If you are looking for courses by name, use the Curriculum Title box, change the menu to Contains and search by keyword

This helps when you don't know the exact course title.
9.3 Check the boxes for the desired curriculum. Click Add to Filter, and Submit Filter.

As you select records to include in your filter, they will appear in the Filter List. Select Submit Filter when ready to submit the filter and return to your base search criteria.

10. You should now have your Curriculum selected on the original search screen

Note: If your Curriculum contains a subcurricula check the box to include it.
11. Check your work before you Run, Schedule, or Save the Report.

1. Do you have users selected?
2. Do you have your curriculum?
3. Choose to Run now or Schedule/Save for later

12. The report will run. Keep the window open.

When it reads "Succeeded", check your downloads folder for the report.

13. Open your report.csv in Excel or another program to view it.