Go to www.comevoservice.com

Log in with id and password given for the reports only logon.

From the main screen, choose ‘view reports’ and click “go” (view reports will actually be the only one enabled with this user id)

2. On the report selection, the best report is probably the Usage Spreadsheet (best only because you get all fields, but it does include students who did not actually complete…which can be identified by a ‘0’ in the test field). Click on Usage Spreadsheet for report, and make sure to select Online Learning Orientation for Course Module. You can generate the report for all dates, so click on ‘view dates’ and enter beginning and ending dates (for example, 12122012 through 12122012 will give all entries on 12/12) Then click on get raw data.
3. Click on 'open with Microsoft Excel' When that comes up.

4. The report will open up. You may need to resize some of the columns to see the data (anywhere there is ###). If the 'final test' is 0, that indicates they did not yet complete the orientation.