

## View User Reports

1. Navigate to the Online Academy and login.
2. Under the Management tab, click "Course Report."


The screenshot shows the Brightline Academy Management interface. At the top, there is a navigation bar with links for Compliance, Training Videos, Register For F&I Training, and Management (highlighted). A Logout button is in the top right. Below the navigation bar, there is a Group dropdown menu set to "BDA Frisco". Under "Group Courses", it shows "9 Courses". A sidebar menu on the right contains links for Group Management, Course Report (highlighted with an orange circle), User Report, and "How-To" Guides. Below this, the "Enrolled users" section shows "32 Users" and "68 Seats remaining / 100 Total Seats". There are "Users" and "Reports" dropdown menus. A search bar is present with the text "Search by name, email, status or key". Below the search bar is a table of enrolled users.


	First name	Last name	Email	Status	Key
<input type="checkbox"/>	Aaron	Kelly	akelly@brightlinedealer.com	In Progress	920b6a75f8
<input type="checkbox"/>	Albert	Franco	afranco@brightlinedealer.com	In Progress	2a8834e424
<input type="checkbox"/>	Bryce	Lane	blane@brightlinedealer.com	In Progress	269d5bacfb
<input type="checkbox"/>	Chris	Plaza	cplaza@brightlinedealer.com	In Progress	2d1c21d4a5


3. Select the location of your choice.

The screenshot shows the Brightline Academy Course Report interface. At the top, there is a navigation bar with links for Compliance, Training Videos, Register For F&I Training, and Management (highlighted). A Logout button is in the top right. Below the navigation bar, there is a "Back to Group Management" button. There are two dropdown menus: "Group" (set to "BDA Frisco") and "Course". Below these are "CSV export" and "Excel export" buttons. A search bar is present with the text "Search by username, name, email or date". Below the search bar is a "Customize columns" button. Below this is a table with columns: Username, First Name, Last Name, Email, % Complete, Course Time, Date Completed, Date Enrolled, Course Name, and Group Name. The table is currently empty, showing "No data available in table". At the bottom, there is a "Show" dropdown set to "10" entries, and pagination links: First, Previous, Next, Last. The bottom right corner shows "Showing 0 to 0 of 0 entries".

4. You can then select by course or by user to view their progress.




[Compliance](#) [Training Videos](#) [Register For F&I Training](#) [Management](#) 

[Logout](#) 

[< Back to Group Management](#)


Group

— BDA Frisco



Course

F&I Foundations



CSV export

Excel export

Search by username, name, email or date

Customize columns

Username	First Name	Last Name	Email	% Complete	Course Time	Date Completed	Date Enrolled	Course Name	Group Name
No data available in table									

Show

10

entries

First

Previous

Next

Last

Showing 0 to 0 of 0 entries