Use the Course Status Report

Common Buttons & Icons

	Hide Parameters bar
⊖	**Back Arrow** icon
💾 ⌄	**Save** icon

Use the Course Status Report

From the PromisePoint Reporting page:

1. Click the **Course Status** link.

    Note: If you hover over the Course Status link, a Tooltip description appears.

2. Click the **Location(s)** drop-down arrow; then choose your desired parameter(s).

    Note: This is a multi-select drop-down menu.

3. Click anywhere outside the drop-down menu to update subsequent fields.
4. Click the **Department(s)** drop-down arrow; then select your desired parameter(s).
5. Click anywhere outside the drop-down menu to update subsequent fields.
6. Click the **Course** drop-down arrow; then select the parameter.

    Note: Only one course can be selected at a time.

7. Click the **Status** drop-down arrow; then select the parameter(s).
8. Click **View Report**.
9. Click the **Hide Parameters** bar so you can see more of the report on screen.
10. Click a **Username** to view a student's transcript report.
11. Click the **Back Arrow** icon to return to the **Course Status Report**.
12. Click the **Save** drop-down arrow to view the formats the document can be saved in.
13. Click anywhere outside the drop-down menu to close the menu.
14. Click **Close Report**. You return to the **PromisePoint Reporting** page.

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