



Work Experience 270 & 272 Workplace Sexual Harassment Prevention (SB 1343) Mandatory Online Training Training Completion Report Job Aid

Site information and login credentials*:

<https://sdccdstudents-keenan.safecolleges.com/admin/main>

Username: email

Password: first five characters of your username

*Only designated Work Experience staff members will have Administrator access in the Keenan SafeColleges system to run and view learner reports.

Once logged in, click on **“Reports”** on the left main menu on the screen:

The screenshot shows the Keenan SafeColleges Training system interface. The left sidebar menu is visible with the following items: HOME, TRAINING PLAN, DATA MANAGEMENT, COURSES, **REPORTS** (highlighted with a red circle and a black arrow), PREFERENCES, and HELP. The main content area displays a dashboard with a 'Quick View' button and a 'Graph' tab. The graph is titled 'A BRIEF LOOK AT LAST MONTH'S COMPLETIONS' and shows a line chart with data points for various dates from April 21st to May 21st. The y-axis represents the number of completions, ranging from 0 to 4. The x-axis shows dates: Apr 21st, Apr 25th, Apr 26th, Apr 27th, Apr 28th, May 1st, May 3rd, May 5th, May 7th, May 9th, May 11th, May 13th, May 15th, May 17th, May 19th, and May 21st. The graph shows a peak of 3 completions on May 1st. Below the graph is a section titled 'RECENT FEEDBACK FROM YOUR USERS'. On the right side of the dashboard, there is an 'ADMINISTRATOR NEWS' section with a headline 'May Newsletter Now Available' dated 5/3/2021, 6:00:00 AM. Below the headline is a small image of a group of people and a link to read the entire newsletter.

To run reports for students who have completed the training requirement:

1. Under **“Quick Reports”**:
 - **Step 1:** Select **Learners with Completions**
 - **Step 2:** Select **Last 30 Days**
 - **Step 3:** Click **Generate Report**



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Quick Reports Compliance By Person Course Completions Over Time Learners With Completions Group Assignment Compliance

Assessment & Survey Results

Use Quick Reports to generate commonly used reports.

Step 1
Choose Report

- All Assignments
- Outstanding Assignments
- Past Due Assignments
- Learners with Completions**
- All Completions

Step 2
Choose Your Timeframe

- Month - to - Date
- Last 30 Days**
- Previous Calendar Month
- School Year - to - Date
- Previous School Year

Step 3
Generate Quick Report

GENERATE REPORT

2. Once a report is generated, it will automatically download as an Excel spreadsheet:

External Unique ID	Username	First Name	Last Name	Classification	Location
5550077197		Aaron	Guyett	Work Experience	61747
0005780990		Gabriel	Wu	DCP Su21	60917

3. Filter by **Classification** and **Location** to check for Learner (student) completion

- **Classification** = Work Experience
- **Location** = designated class section number

To run reports for students who have not completed the training requirement:

1. Under “**Quick Reports**”:
 - **Step 1:** Select **Outstanding Assignments**
 - **Step 2:** Select **School Year - to - Date**
 - **Step 3:** Click **Generate Report**



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION



Quick Reports

Compliance By Person

Course Completions Over Time

Learners With Completions


Group Assignment Compliance

Assessment & Survey Results

Use Quick Reports to generate commonly used reports.

Step 1

Choose Report

- 
- All Assignments
 - Outstanding Assignments**
 - Past Due Assignments
 - Learners with Completions
 - All Completions

Step 2

Choose Your Timeframe

- Month - to - Date
- Last 30 Days
- Previous Calendar Month
- School Year - to - Date
- Previous School Year

Step 3

Generate Quick Report

[GENERATE REPORT](#)