## SAN DIEGO COMMUNITY COLLEGE DISTRICT
### CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

**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:



**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



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



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** | **Step 2** | **Step 3** |
|---|---|---|
| **Choose Report** | **Choose Your Timeframe** | **Generate Quick Report** |
| ○ All Assignments | ● Month - to - Date | **GENERATE REPORT** |
| ● Outstanding Assignments | ○ Last 30 Days | |
| ○ Past Due Assignments | ○ Previous Calendar Month | |
| ○ Learners with Completions | ○ School Year - to - Date | |
| ○ All Completions | ○ Previous School Year | |