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

Training Completion Report Job Aid

Site information and login credentials*:

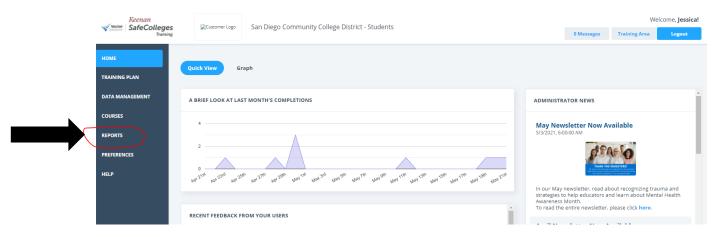
https://sdccdstudents-keenan.safecolleges.com/admin/main

Username: email

Password: first five characters of your username

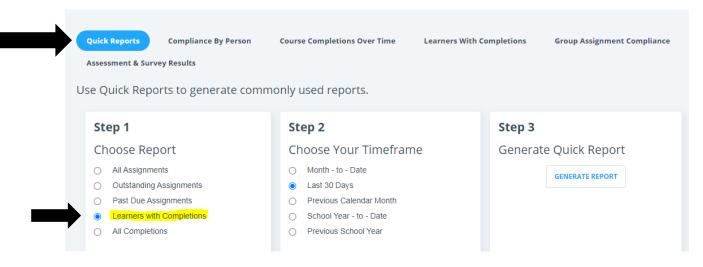
*Only designated Work Experience staff members will have Administrator access in the Keenan SafeColleges system to run and view learner reports.

Once logged in, click on "Reports" on the left main menu on the screen:

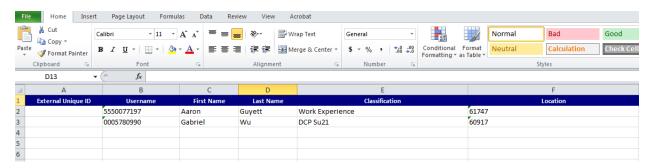


To run reports for students who have completed the training requirement:

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



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



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