



Generate Course Completion Report

SharePoint Quick Guide

Generate a Course Completion Report to view, download, or print total number of course completions by a specific date range, name, and completion date.

Step #1: Enter <https://sp.eota.energy.gov> into your browser url bar, then press **↵** Enter key on your keyboard

Step #2: Enter correct username and password

Step #3: Click Sign In

Step #4: Click EOTA Operations

1. Browser address bar: <https://sp.eota.energy.gov>

2. Login fields: Username: [input], Password: [input], Sign In button

3. Sign In button

General Information

About Emergency Operations Training Academy

General Information and Training

The Emergency Operations Training Academy (EOTA) has established this

Important Links

- Domestic Nuclear Detection Office

4. EOTA Operations - Communities of Interest Team Sites - DNDO Home First Responder Home Help

Directories

- Staff Directory

Site Content

- Sandbox Documents
- Virtual University

Travel Forms

- Travel Authorization & Expense Report

Welcome to the SharePoint Site for Emergency Operations Training

For help using SharePoint at any time, select the **Help** tab above for tutorials and quick tips on a variety of site components and features. please contact the EOTA SharePoint Coordinator (see Important Contacts).

Important Contacts

EOTA SharePoint Coordinator -
Jennifer Nachor at jennifer.nachor@nnsa.doe.gov or 505-845-6630

Online Learning Support Specialist -
Janet Lee at janet.lee@nnsa.doe.gov or 505-845-6617

The SharePoint Sites

Emergency Operations Training Academy (EOTA)

This is a restricted SharePoint site used by EOTA members for course/project development and collaboration.

Domestic Nuclear Detection Office (DNDO)

The Domestic Nuclear Detection Office (DNDO) is a jointly staffed agency within the Department of Homeland Security. DNDO is the primary entity in the U.S. government for implementing domestic nuclear detection efforts for a managed and coordinated response to radiological and nuclear threats, as well as integration of federal nuclear forensics programs. Additionally, DNDO is charged with coordinating the development of the global nuclear detection and reporting

Log In/Change Password

Welcome TestDOE@nnsa.doe.gov
[Change Password](#) | [Log Out](#)

About Team Sites

The **Team Sites** tab is a collection of sub-sites n SharePoint members and are restricted access only. about team sites, or to inquire about adding a f collection, please contact the EOTA SharePoint (Important Contacts).

Training... it's what we do.



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Step #5: Click and drag the **scroll bar** down to the end of the EOTA Group Calendar page

Site Actions | Browse | Page

Search this site...

EOTA Home | EOTA Operations | Communities of Interest | Team Sites | DNDO Home | First Responder Home | Help | Home

EOTA Group Calendar

July, 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Susan out-MO	30 Liz Out MO	1	2 Liz Out MO	3 Melissa off + 1 more item	4 Gilbert Out-MO	5
6 Liz Out MO	7 Gilbert Out-MO 9:00 am Doug Lar	8	9	10	11 Nicole Out-MO Larry AL	12
13	14	15	16 Larry AL	17 Mike Out - MO 2:30 pm Janet out	18	19
20	21 Mike Out - MO	22	23	24	25	26 Pete Out
27	28	29	30 Pete Out	31	1	2

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Step #6: Click **Course Completions**, under LMS Reports

Site Actions | Browse | Page

Document Drop-off
Pictures
Videos

EOTA Lists
Travel Expense Reports Toolbox
Code of Conduct
Governance
IS Maintenance Log

EOTA Reports
Project Status Report
Strategic Plan

LMS Reports
Course Evaluation
Course Summary
Demographics
Test Item Analysis
Customer Progression
Course Testing Rates
Course Questions
Course Completions

My Workflows

Site Content
Important Links
Virtual University

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Step #7: Enter **From** and **To Date** Parameters

Step #8: Select **EOTA**, or other desired department

EOTA Operations > Operations Reporting > Reports

Microsoft SQL Server Reporting

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

From Date
6/7/2014 12:00:00 AM

To Date
7/7/2014 12:00:00 AM

Department

(Select All)

EOTA

Albuquerque Complex

DNDO

EMISIG

FEMA

Quick Tip: You may select more than one Department and/or Category.

Step #9: Select applicable **Category**

EOTA Operations > Operations Reporting > Reports

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

From Date
6/7/2014 12:00:00 AM

To Date
7/7/2014 12:00:00 AM

Department
EOTA

Categories

(Select All)

EOTA Instructor Led Training

EOTA DVD and CD Courses

EOTA Web-Based Training

RAPTER 2011 - June

Surveys

Testing

Quick Tip: Click and drag the scroll bar down/up to view more categories.



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Step #10: Select desired course

Step #11: Click **Apply**

Step #12: View results

EOTA Operations > Operations Reporting > Reports

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

From Date: 6/7/2014 12:00:00 AM

To Date: 7/7/2014 12:00:00 AM

Department: EOTA

Categories: EOTA Web-Based Training

Courses:

- COOP 2012
- COOP 2013
- COOP 2014
- DRC101DW General User
- DRC201DW Privileged User
- ECA101DW: Consequence A
- ECC101DW: Categorization :

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11 Apply



Quick Tip: Click **Actions** to export this data into other file formats.

EOTA Operations > Operations Reporting > Reports

Course Completions 06/07/2014 - 07/07/2014

Course Title	Name	Email	Completed Date
DRC101DW General User	TestDOE1	TestDOE1@nnsa.doe.gov	07/04/2014
DRC101DW General User	TestDOE2	TestDOE2@nnsa.doe.gov	07/02/2014
DRC101DW General User	TestDOE3	TestDOE3@nnsa.doe.gov	07/03/2014
Total Students			3

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For SharePoint help: Scott Stoudenmire

- (505) 796-0996 Ext 109
- sstoudenmire@itpnm.com

For EOTA LMS assistance: Janet Lee

- (505) 845-6617
- na-40_2trainingacademy@nnsa.doe.gov