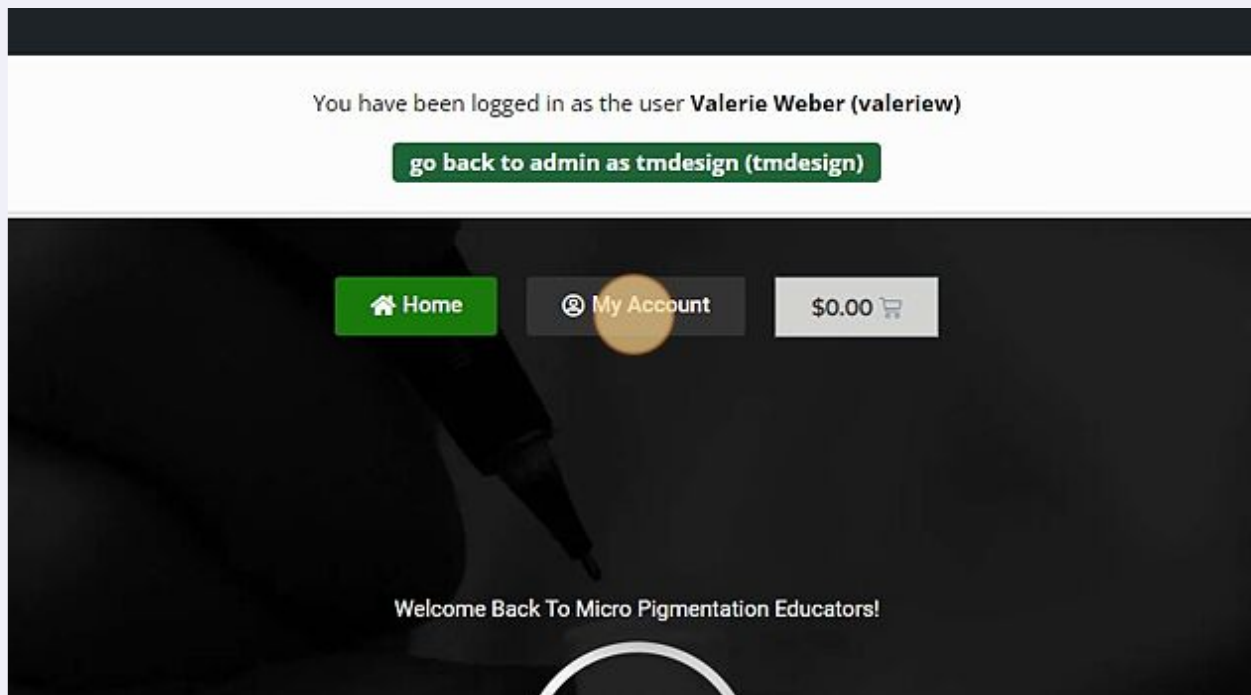


# How to Generate Various Reports in Micropigmentation Educators Course

- 1 Navigate to your individual training portal using YOURNAMEHERE.mpeducators.com

- 2 After logging in click "My Account"



3 Click "Course Management"

The screenshot shows a dashboard titled "MY ACCOUNT" with several menu items. The "Course Management" item is highlighted with a yellow circle. The items are:

- My Account**: Change any personal details and manage your password.
- My Courses**: Check your course progress and access your active courses.
- Student A**: Assess your performance.
- Trainer Resource Guide**: Resource guide for all trainers provided by mpeducators.
- Course Management**: Manage students, lessons, courses and exams. (Highlighted)
- Help Docu**: Need help nav our guides out.
- Course Manual**: Course manual with details on the course materials etc.
- Log Out**: Log out of your account.

4 Click "Reports"

The screenshot shows the "Reports" page. On the left is a sidebar menu with "Reports" highlighted. The main content area displays a table of course assessments:

|                          |  |  |   |
|--------------------------|--|--|---|
| <input type="checkbox"/> | Final Examination Retake 2                     | Final Assessment Retake 2                  | N |
| <input type="checkbox"/> | Final Examination Retake 1                     | Final Assessment Retake 1                  | N |
| <input type="checkbox"/> | Final Examination                              | Final Assessment                           | N |
| <input type="checkbox"/> | Micropigmentation Educators Course — Elementor | Micropigmentation Educators Course Content | N |

5

The first section you come to is for reports on 'Students'. Click a student name to view their individual progress, here we'll choose Sarah.

| Student (6)            | Email                     | Date Registered   |
|------------------------|---------------------------|-------------------|
| jarrod beukman         | jarrod@teammicro.com      | March 6, 2023     |
| Maria Crosby           | crosbymaria@ymail.com     | February 16, 2023 |
| <b>Sarah McCormick</b> | smccormick0606@gmail.com  | June 17, 2022     |
| tmdesign               | wpadmin@teammicro.com     | June 1, 2021      |
| DANIEL MOORE           | danpetermoore89@gmail.com | March 6, 2023     |
| Valerie Weber          | valeriew@dermagrafix.com  | May 31, 2022      |

6

Click the course you wish to view their progress on.

| Course                                    | Date Start |
|---|------------|
| <b>Micropigmentation Educators Course</b> | 2022-11-18 |
| Final Examination                         | 2023-03-06 |

7 The report has multiple pages based on there being quite a few lessons.

Hi, Valerie Weber

### Educators Course

Search Lessons

51 items 1 of 5

| Completed   | Date Completed      | Status    | Grade    |
|-------------|---------------------|-----------|----------|
| 07 17:50:49 | 2022-07-07 17:50:56 | Completed | No Grade |
| 07 17:50:57 | 2022-11-06 01:37:45 | Completed | No Grade |
| 06 01:37:46 | 2022-11-06 01:45:13 | Completed | No Grade |
| 13 02:13:24 | 2022-11-13 02:15:03 | Completed | No Grade |
| 13 02:15:04 | 2022-11-13 02:17:10 | Completed | No Grade |
| 13 02:17:11 | 2022-11-13 02:19:06 | Completed | No Grade |
| 13 02:19:07 | 2022-11-13 02:21:25 | Completed | No Grade |

8 You can click 'reports' to head back to the main report section.

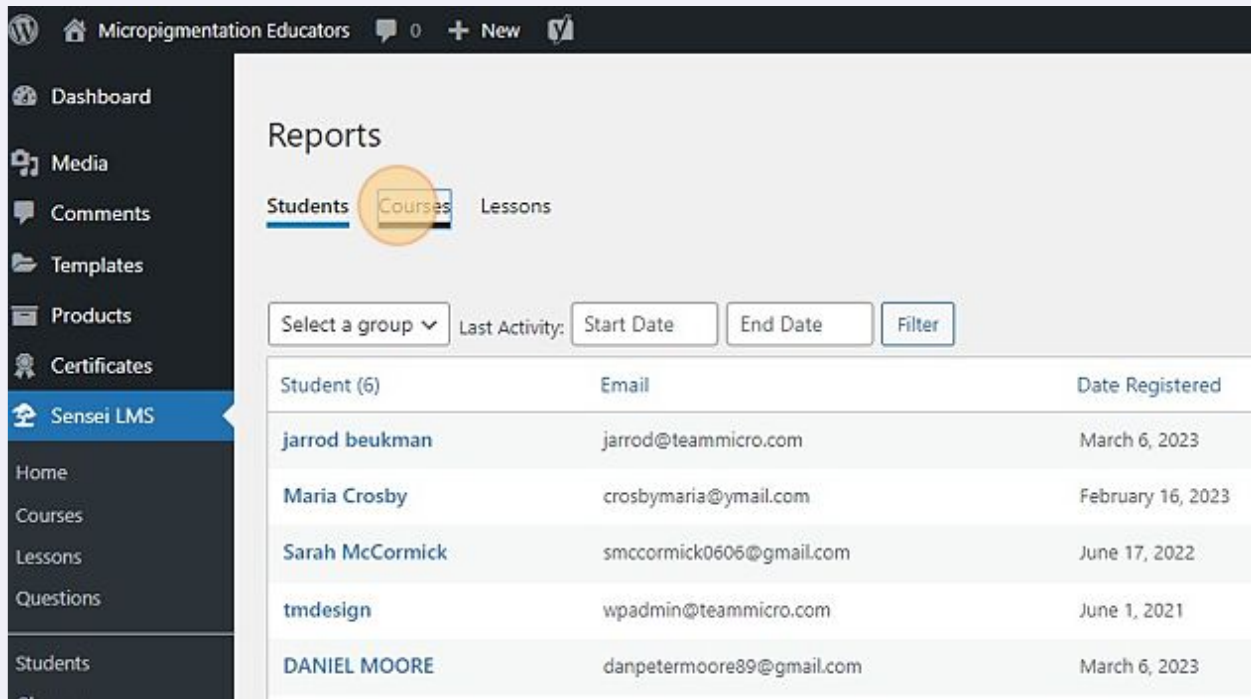
ntation Educators 0 + New

Lessons in this Course | Other Students taking this Course **Reports** > [Sarah McCormick](#) > [Micropigme](#)

Lesson

- 19. Pigment Types and Uses
- Machines & Needles Modules 3 & 4 Assessment
- 20. Pigment Drawdowns Exercise
- 21. How Pigments Behave In The Skin
- 22. Skin Tones On The Color Wheel
- Color Theory Module 5 Assessment
- 23. Eyebrow Procedure Overview

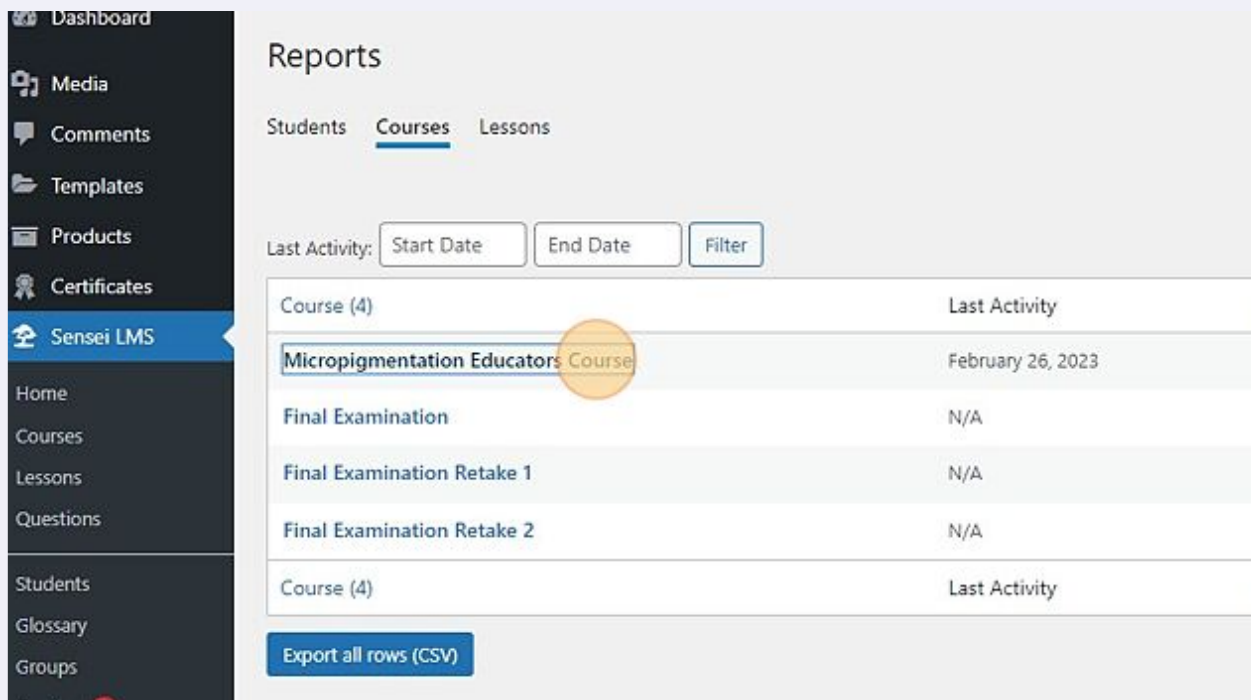
9 Next we'll view the reports for courses.



The screenshot shows the Sensei LMS interface. The left sidebar contains navigation options: Dashboard, Media, Comments, Templates, Products, Certificates, Sensei LMS (highlighted), Home, Courses, Lessons, Questions, and Students. The main content area is titled 'Reports' and has three tabs: 'Students', 'Courses' (highlighted with a yellow circle), and 'Lessons'. Below the tabs are filters: 'Select a group' (dropdown), 'Last Activity:' (dropdown), 'Start Date' (input), 'End Date' (input), and 'Filter' (button). The table below displays student data:

| Student (6)     | Email                     | Date Registered   |
|-----------------|---------------------------|-------------------|
| jarrod beukman  | jarrod@teammicro.com      | March 6, 2023     |
| Maria Crosby    | crosbymaria@gmail.com     | February 16, 2023 |
| Sarah McCormick | smccormick0606@gmail.com  | June 17, 2022     |
| tmdesign        | wpadmin@teammicro.com     | June 1, 2021      |
| DANIEL MOORE    | danpetermoore89@gmail.com | March 6, 2023     |

10 Click the name of the course that you would like to review the reports for.



The screenshot shows the Sensei LMS interface with the 'Courses' tab selected. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Reports' and has three tabs: 'Students', 'Courses' (highlighted), and 'Lessons'. Below the tabs are filters: 'Last Activity:' (dropdown), 'Start Date' (input), 'End Date' (input), and 'Filter' (button). The table below displays course data:

| Course (4)                         | Last Activity     |
|------------------------------------|-------------------|
| Micropigmentation Educators Course | February 26, 2023 |
| Final Examination                  | N/A               |
| Final Examination Retake 1         | N/A               |
| Final Examination Retake 2         | N/A               |
| Course (4)                         | Last Activity     |

At the bottom of the table, there is a blue button labeled 'Export all rows (CSV)'.

11 Again more pages are available.

|          |           |               |
|----------|-----------|---------------|
| 4        | 3         | N/A           |
| 4        | 3         | N/A           |
| 4        | 3         | N/A           |
| 4        | 3         | N/A           |
| 4        | 3         | N/A           |
| 4        | 3         | N/A           |
| 4        | 3         | N/A           |
| 4        | 3         | N/A           |
| 4        | 3         | N/A           |
| Students | Completed | Average Grade |

51 items << < 1 of 3 > >>

Version 6.1.1

12 Once again click 'Reports' to go back to the main report section.

Micropigmentation Educators 0 + New

Lessons in this Course | Students taking this Course **Reports** > [Micropigmentation Educators Co](#)

| Lesson                                      |
|---|
| 19. Pigment Types and Uses                  |
| Machines & Needles Modules 3 & 4 Assessment |
| 20. Pigment Drawdowns Exercise              |
| 21. How Pigments Behave In The Skin         |
| 22. Skin Tones On The Color Wheel           |
| Color Theory Module 5 Assessment            |
| 23. Eyebrow Procedure Overview              |

13 To view the individual lesson reports click 'Lessons'.

The screenshot shows the Sensei LMS interface. The top navigation bar includes the WordPress logo, the site name 'Micropigmentation Educators', a notification icon with '0', a '+ New' button, and a user profile icon. The left sidebar contains a menu with items: Dashboard, Media, Comments, Templates, Products, Certificates, Sensei LMS (highlighted in blue), Home, Courses, Lessons, Questions, and Students. The main content area is titled 'Reports' and has three tabs: 'Students', 'Courses', and 'Lessons' (which is selected and highlighted with a yellow circle). Below the tabs are filter controls: 'Select a group' (dropdown), 'Last Activity:' (text), 'Start Date' (input), 'End Date' (input), and 'Filter' (button). A table displays student data with the following columns: Student (6), Email, and Date Registered. The table contains five rows of data:

| Student (6)     | Email                     | Date Registered   |
|-----------------|---------------------------|-------------------|
| jarrod beukman  | jarrod@teammicro.com      | March 6, 2023     |
| Maria Crosby    | crosbymaria@gmail.com     | February 16, 2023 |
| Sarah McCormick | smccormick0606@gmail.com  | June 17, 2022     |
| tmdesign        | wpadmin@teammicro.com     | June 1, 2021      |
| DANIEL MOORE    | danpetermoore89@gmail.com | March 6, 2023     |

14 Select a course from the dropdown.

The screenshot shows the Sensei LMS interface. The top navigation bar is identical to the previous screenshot. The left sidebar is also identical. The main content area is titled 'Reports' and has three tabs: 'Students', 'Courses', and 'Lessons' (which is selected and highlighted with a yellow circle). Below the tabs are filter controls: 'Course:' (text), 'Select a course' (dropdown menu, highlighted with a yellow circle), and 'Filter' (button). A table displays lesson data with the following columns: Lesson, Module, Students, and Last Activity. The table is currently empty, showing only the header row and a blank row below it.

| Lesson | Module | Students | Last Activity |
|--------|--------|----------|---------------|
|        |        |          |               |

15 Click 'Filter'

The screenshot shows a web interface for 'Micropigmentation Educators'. The top navigation bar includes a home icon, the course name, a chat icon with '0', a '+ New' button, and a user profile icon. A dark sidebar on the left contains menu items: 'Dashboard', 'Media', 'Comments', 'Templates', 'Products', 'Certificates', 'Sensei LMS' (highlighted in blue), 'Users', 'Groups', 'Sessions', and 'Reports'. The main content area is titled 'Reports' and has three tabs: 'Students', 'Courses', and 'Lessons' (which is underlined). Below the tabs is a 'Course:' dropdown menu showing 'Micropigmentation Educat...' and a 'Filter' button highlighted with an orange circle. Below this is a table with the following structure:

| Lesson | Module | Students | Last Activity |
|--------|--------|----------|---------------|
|        |        |          |               |
|        |        |          |               |
|        |        |          |               |

16 You can now view the lesson reports for the course.