

## LSO ONLINE COURSE PARTICIPANT LIST (INCLUDING HISTORICAL DATA)

1. In MAGIC, select the **Training Coordinator** tab.
2. Select **Reports**.
3. Select the report – **Participant List (Including Historical Data)**.
4. There are only two required fields that must be populated for a complete agency list: Course Type ID and Agency.
5. Under Course type ID, input the **Course ID**.

Sexual Harassment – 41029378  
Ethics in State Government – 41029375

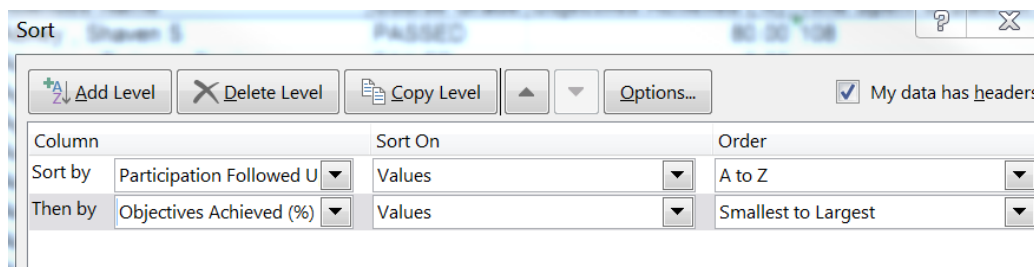
**Note:** To run the report for a specific employee's status, include the Participant ID (PERNR).

6. Enter Master **Agency Number**.
7. Select **Search**.
8. The report will populate in alphabetical order.
9. To export the file to Excel – select export. You will then be able to sort the report for passing and failing scores. Please note that a participant that fails and then passes will have both scores on the report.
10. After generating the first report, please **Clear** and re-enter your search fields.

### **Helpful Tips to Understand Report:**

The report will give you information including participant's email, their employee numbers and time spent on the course. Much of this information is not needed.

The recommendation is to sort the Excel file with the first level of **Participation Followed Up** and by the second level of **Objectives Achieved**.



At that time, you can delete anyone who scored less than 80% of Objectives Achieved. You will not want to report failed scores to the Governor's office.

You will now have a report that only lists the participants who passed the course. By passing the course, the score is generated to this report in "real time" for reporting purposes.

For participants who passed the course, an "X" in the Participation Followed Up column reflects that participants followed the instructions correctly and their passing score will also be reflected on their transcript.

If the participant has a passing score, but there is not an "X" in the Participation Followed Up column, the participant did pass the course but the instructions were not followed. They will be included on the report, but it will not be on their transcript.