

Volunteer Completion Report

This report lists all of the family and community members who have completed the online Recognizing Child Abuse and Neglect Training.

Step 1: Go to myMCPS on the [District Admin](#) panel. In the bottom right hand corner there is a section titled, "Compliance." Select "Volunteer Completion Report."

The screenshot shows the myMCPS District Admin interface. The user is logged in as Cherry, Shella B. The navigation menu includes District Admin, Assessment, Performance, Students, Business, Curriculum, and My Links. The main content area features a banner image of students, MCPS News, Today's Weather for Rockville, MD, Professional Development, How To Get Started, Tweets by MCPS, and myID information. The 'Compliance' section is highlighted with a red circle and a red arrow pointing to it. The 'Compliance' section includes the following links:

- Compliance Unit
- Compliance Report
- Volunteer Completion Report

Step 2: Select how you will search (by name or by school; see below) and then click "View Report"

Search by Name

This report allows you to search for any parent/guardian volunteer, community member, or contractor that has successfully completed the training.

1. Select **"By Name"** as the report type
2. Uncheck **"NULL"** and enter the search term in your chosen field: First Name and Last Name or Email
3. Note that if searching by name, you must enter First Name and Last Name
4. Click **View Report**

*If the name does not appear on the Volunteer List when searched by name, there is not record of that person successfully completing the training

The screenshot shows the Volunteer Completion Report search interface. The search form is filled out with 'ALTERNATIVE PROGRAMS' as the current school, 'By Name' as the report type, and 'NULL' checked for both First Name and Last Name. The 'View Report' button is highlighted with a green circle. Below the search form is a red instruction box and a table titled 'Volunteer List'.

To search one volunteer/community member from the master list, select By Name and enter first AND last name or email address. Uncheck "null" for any field you use. Click View Report. To pull a report of all parent volunteers associated with a specific school, select By School and choose the school from the dropdown. Click View Report.

FIRST NAME	LAST NAME	COURSE	EMAIL
		Y18-19 Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect	

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Report Content is MCPS-Confidential

Search by School

This report will show you a list of parent/guardian volunteers who have a student enrolled at your school and have successfully completed the training.

1. Select **“By School”** as the report type
2. Choose your school from the dropdown menu
3. Click **View Report**
4. Export the report, if desired

*If a volunteer has completed the training but is not on your list, they may not be associated with your school. Switch to **“By Name”** to search the master list by name.

The screenshot shows a web application interface for searching volunteers. At the top, there is a breadcrumb trail: Home > Reports > MCPS Staff > Compliance Tracking > Volunteers > Volunteer. On the right, there are links for Home, My Subscriptions, and Help. The main search area includes a 'Current School' dropdown menu set to 'ALTERNATIVE PROGRAMS' (callout 2), a 'Select Report Type' dropdown menu set to 'By School' (callout 1), and a 'View Report' button (callout 3). Below these are input fields for 'First Name' and 'Last Name', each with a 'NULL' checkbox. At the bottom, there is a pagination control showing '1 of 1' and a 'Find | Next' button (callout 4).

To search one volunteer/community member from the master list, select **By Name** and enter first AND last name or email address. Uncheck **“null”** for any field you use. Click **View Report**. To pull a report of all parent volunteers associated with a specific school, select **By School** and choose the school from the dropdown. Click **View Report**.

Volunteer List

FIRST NAME	LAST NAME	COURSE	EMAIL
[REDACTED]	[REDACTED]	Y17-18 Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect	[REDACTED]
[REDACTED]	[REDACTED]	Y17-18 Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect	[REDACTED]
[REDACTED]	[REDACTED]	Y17-18 Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect	[REDACTED]
[REDACTED]	[REDACTED]	Y17-18 Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect	[REDACTED]
[REDACTED]	[REDACTED]	Y18-19 Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect	[REDACTED]
[REDACTED]	[REDACTED]	Y18-19 Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect	[REDACTED]
[REDACTED]	[REDACTED]	Y17-18 Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect	[REDACTED]

Step 3: An excel spreadsheet will appear. If you erase lines #1-5, line #6 will become the new headers and you now have a list that you can filter and manipulate.

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