Relias ED (formerly GNOSIS)

Running Completions Reports

As follows are the steps to run, save and automate Completion Reports on the Relias site:

* Log in at <https://betaed.training.reliaslearning.com>
* Go to “Reports” on left hand side of page
* Under “Module Enrollments and Completions,” go to “Course Completion History”

**Running/Saving the Report:**

* #1-Filter by Hierarchy
  + Can leave this blank
* #2-Filter by Modules
  + Can leave this blank for a complete report
  + If looking for a specific course(s) (ex: Medical Management of Sepsis in the ED; Nursing Management of Sepsis in the ED), select this course(s) and click “Add” at the top of the page
* #3-Filter by User Attributes
  + Can also leave this blank
* #4-Report Output
  + Change Course Status from “Completed” to “All”
  + Select “Date Range” for Date Type
  + Select “Show modules with no due date”
  + Select a wide date range to cover any potential assignments being issued. (You may need to refer to your current enrollment roster to see your due dates entered.)
    - For example, can use 7/1/23 to 12/31/24
* Click “Save My Report”
  + You can now log back in and run this report at any time
  + There is also an option to have this report sent to you on an automated schedule via e-mail by clicking on the Envelope icon under “Saved Reports”

For more information, please view this short video:

<https://relias.webex.com/recordingservice/sites/relias/recording/0916c7d7d5814a148e4c0c5b5820b5e5/playback>