

Instructions for accessing Completion Status Report in Triand

Educators can generate a Completion Status Report in Triand to verify student completion of Arkansas graduation requirements.

To generate the Completion Status Report, follow the steps below:

STEP 1: Access Triand at: <https://my.triand.com/>

STEP 2: Users will click on the 'tests' tab on the green bar in Triand.



STEP 3: Make sure the top filter is set on 'Find tests shared by my friends'. User can choose a particular grade on the last dropdown menu, or they can choose from the results and select whichever grade they are interested in. Then just type completion in the 'Enter keywords' box



STEP 4: If no grade filter was selected, users will see many reports because they are separated out by grade. As you can see, the one in this screenshot is for 12th grade. Go all the way to the right and you'll see what looks like a piece of paper that says 'View'. Just click on that. Now you'll see a list of available buildings for the particular grade for the district. Click on the purple link to that particular building. Finally, you can just click on 'All Students'. That will give you a list of all of the students for the criteria that you chose and all of their completion status information. You can click on any column header to sort the data however you choose. There are also a couple of export options towards the top right of the page that allow users to export to Excel or to a PDF.

