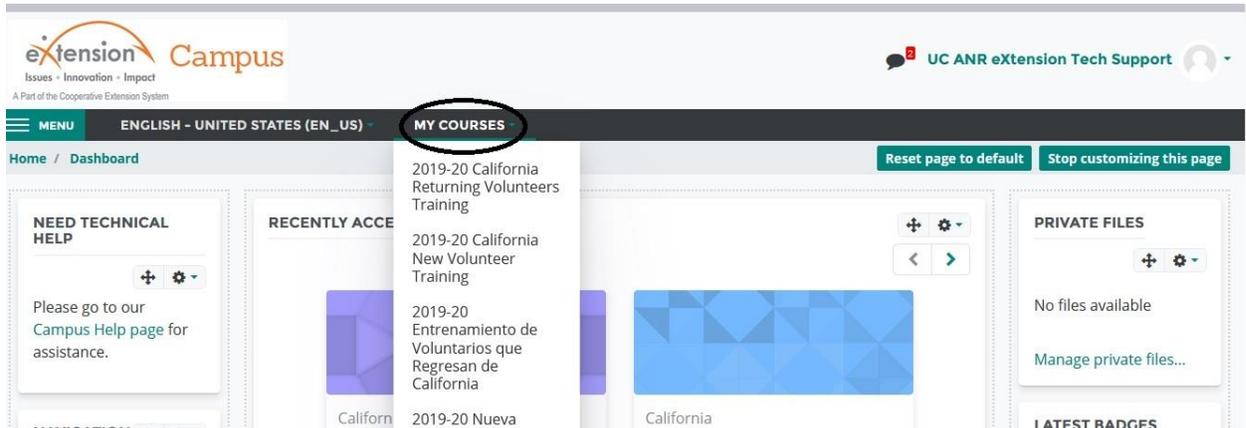


# 2020 eXtension Activity Completion Report Instructions

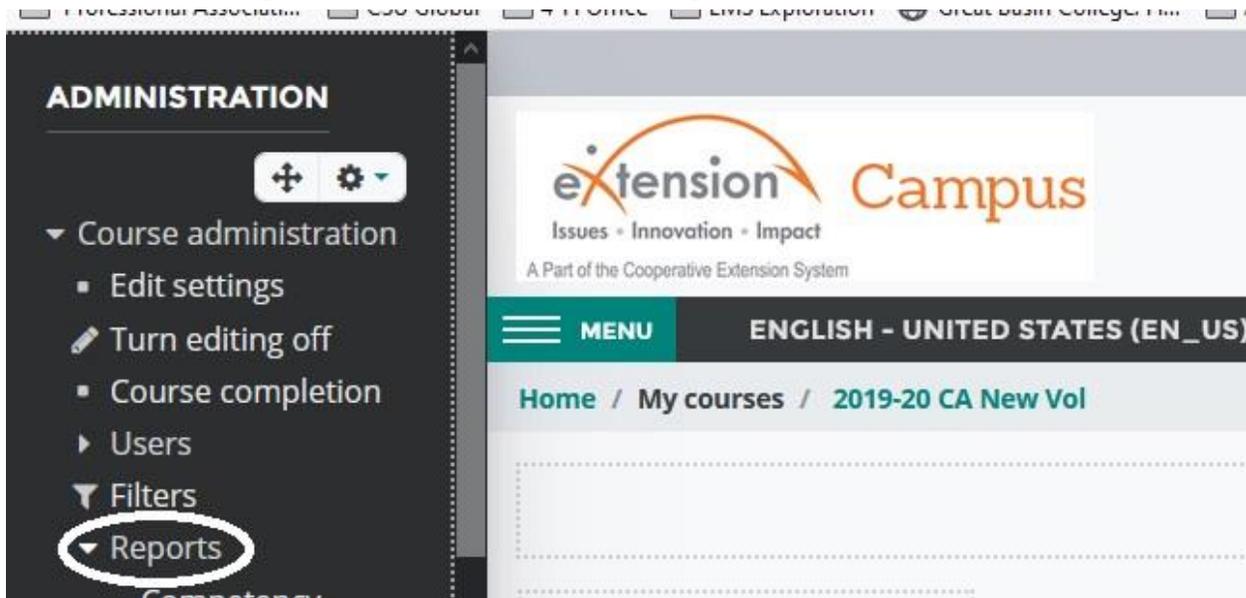
1. Go to [campus.extension.org](http://campus.extension.org)
2. Log in using the county email and password previously set up
3. Under the “My Courses” tab, choose the course that you wish to run the report on



4. Click on the “Menu” tab in the upper left-hand corner of the page to access the “Course Administration” features



5. Click the “Reports” tab to access the various reports for the chosen course.



6. Click on “Activity Completion” to run the report which shows the completion status of individuals who are completing the chosen course.

The screenshot displays the administration interface for 'extension Campus'. On the left, a dark sidebar menu is open, showing the 'ADMINISTRATION' section. Under 'Reports', the 'Activity completion' option is highlighted with a white oval. The main content area shows the 'extension Campus' logo with the tagline 'Issues · Innovation · Impact' and 'A Part of the Cooperative Extension System'. Below the logo is a 'MENU' bar with 'ENGLISH - UNITED STATES (EN\_US)' selected. The breadcrumb trail reads 'Home / My courses / 2019-20 CA New Vol'. A 'NEED TECHNICAL HELP' section contains a message: 'Please go to our [Campus Help page](#) for assistance.' To the right, there is a 'Welcome' message and a green four-leaf clover icon. At the bottom right, the text 'Who S' and 'California /' is visible.