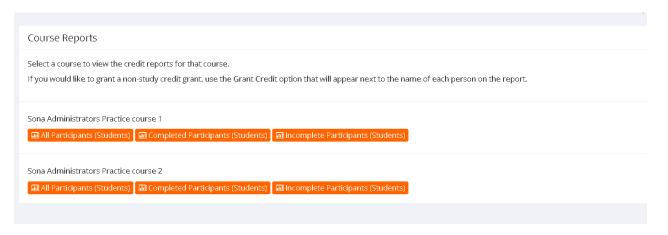


## Click on generate course credit reports



## Find the following table on your webpage

Sona Administrators Practice course 1: Credit Completion Report

Name Student ID # Overall Credits Earned Overall Credits Required Overall Unexcused No-Shows Credits Earned for Course

Look at the credits earned for course, and apply those credits to the students grades.