COURSE STATUS INSTRUCTIONS

INSTRUCTIONS FOR PULLING COURSE COMPLETION REPORTS

1. We highly recommend using the [Google Chrome browser](#) because there are known compatibility issues with both Internet Explorer and Safari.

2. Log-in to your account where you access the Tightrope program.

3. Once logged in, click the "Reporting" tab on the left-side toolbar and select "Course Status Report". If you do not see a "Reporting" tab, please contact cvanantwerp@acacia.org to gain admin rights.

4. Begin by selecting your organization and the course that you would like a status report.
   a. **Tightrope (2020-2021)**

5. Once you have selected a course, you may click on 'Reporting Group' to select a chapter.

6. You then have the option of selecting a date range. This will help separate different pledge classes who have taken the courses.

7. Click the submit button and an Excel spreadsheet will download or appear with the status of your member's completion.

8. Email cvanantwerp@acacia.org if you have trouble creating an account, enrolling in the courses or completing the required courses.