

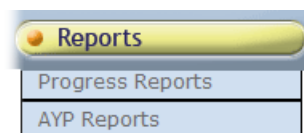
■ Viewing Reports

■ Understanding Reports

■ Using Reports

View Progress Reports

- Select Progress Reports.
- **Narrow your results** through the search criteria.
 1. Select a single learner, multiple learners, or all learners in the class.
 2. Select a single or multiple assignments.
 3. Click the *Go* button.



- **View, print, or export** the data.
 1. View the report on the screen below the search box.
 2. Print the report directly from your screen.
 3. Export the report in several formats.
 - Select the Export option on the screen.
 - Note that it offers convenience for display, sorting, and print purposes.
- Progress Reports return information on individual learners only. Class reports are not in aggregate, rather a list of individual learner’s progress grouped by class.
- Progress is tracked in real-time, but reports reflect the change of status within 24 hours or less.

Understanding Progress Reports

- Progress data are displayed in an outline format that reflects the hierarchy of the learning path of the assignment.
- Reports are reflective of the assignment. If you assign components of a learning path, progress is tracked on those assignments.
- The rows of higher levels in the hierarchy contain aggregated information for both Time on Task and Status from the subactivities below them. For example:

Activity	Time on Task	Status
Learning Path	20:00	started
Unit One	13:00	completed
module 1	4:00	mastered
module 2	5:00	mastered
module 3	4:00	mastered
Unit Two	7:00	started
module 1	7:00	started
module 2	0:00	not started

- Note that the total time for Unit One is 13:00 minutes, a summation of the time on task for the three modules. Unit Two has only the 7:00 minutes from the first module. The learning path reflects the total time for the two units.
- Depending on courseware design, completion or mastery may be automatically indicated.
- Some courseware may require teacher intervention for the report to show student progress accurately.

Consideration

Ongoing monitoring of learner performance is important to ensure academic success and to make adjustments to instruction as needed. Reports provide progress data to help you determine when and where you need to intervene with guidance.

Using Progress Reports

- **Uncover specific areas of need** by looking closely at individual learner progress. Progress Reports can provide you with more than just a cursory overview of how your learners are performing.
 - **Compare time-on-task** details regularly as this may alert you to conceptual or motivational issues that individual learners are experiencing.
 - **Track assignment progression** by reviewing mastery and completion indicators. Multiple modules showing activity with limited mastery could indicate difficulties in applied knowledge.
 - **Recognize opportunities for teacher intervention.** If your data show a learner with multiple attempts to complete a particular activity, consider alternative learning activities that support the same objective.