

For the State Usage Report, there is one Pathways report which is easily generated from the system. Please email this report in MS Excel format to lwheeler@plato.com.

This report shows aggregate information only and does not include any data specific to individual students.

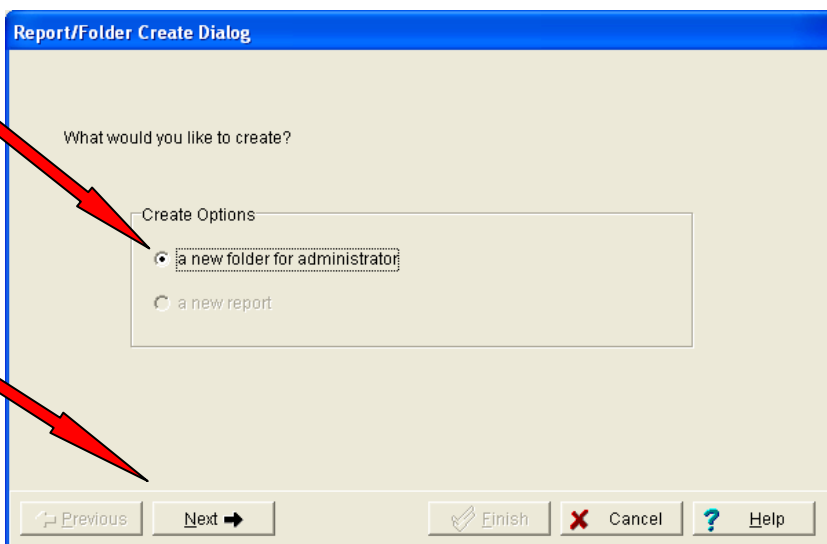
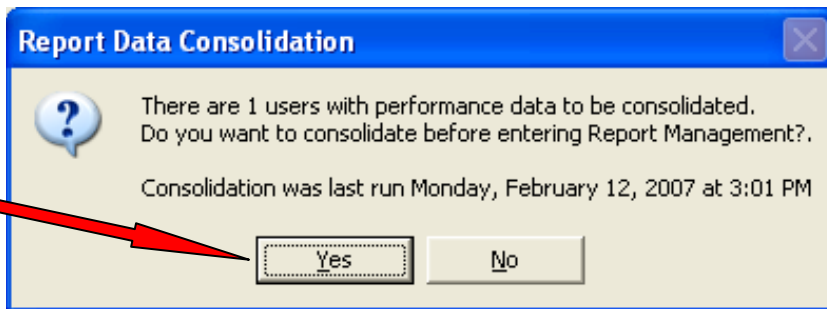
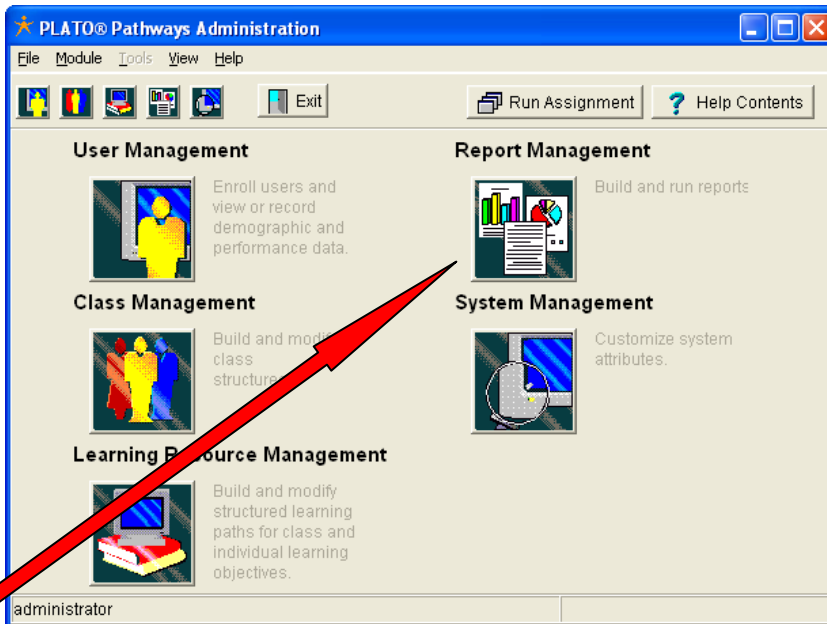
Step #1: Sign onto the system with an administrative login.

Step #2: Access the Report Management section by clicking on the icon on the desktop.

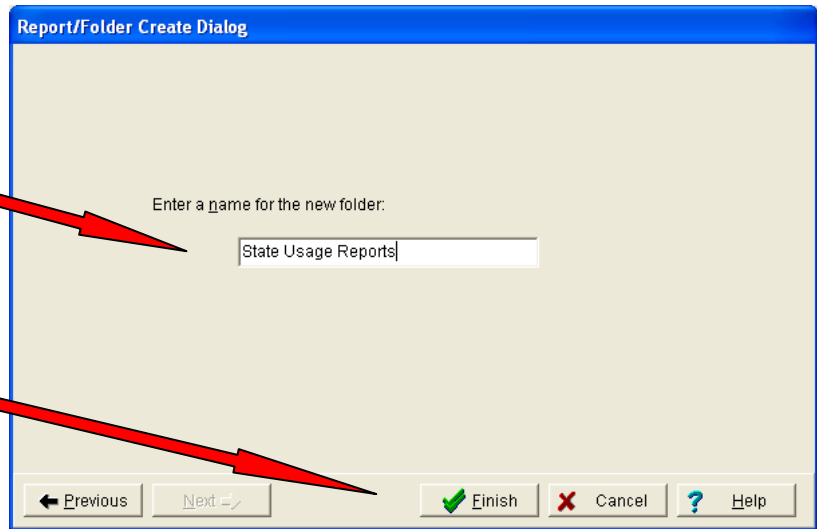
Step #3: Say "Yes" to consolidate all.

Step #4: Once in the Report section, "create" a new folder for administrator

Step #5: Click Next

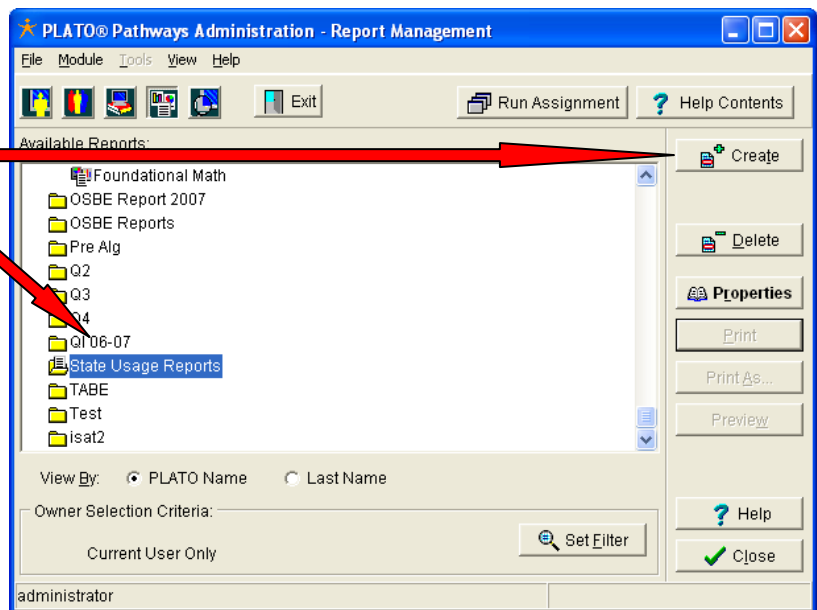


Step #6: Name it "State Usage Reports"



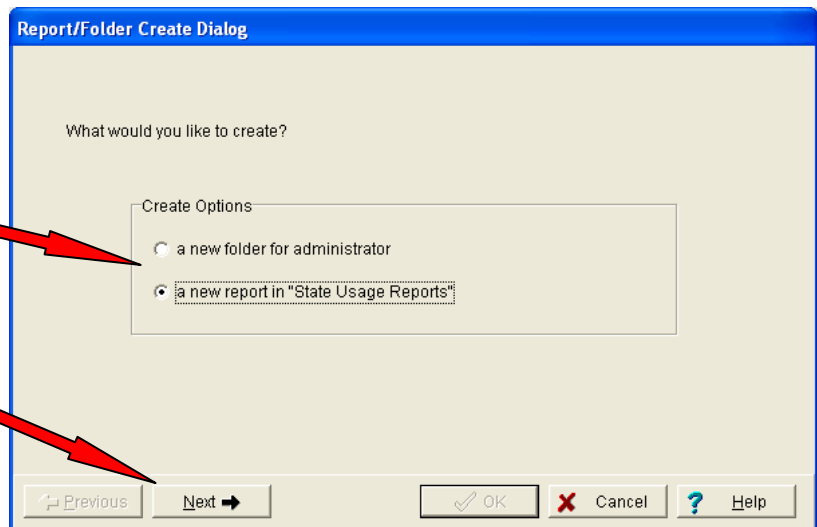
Step #7: Click Finish

Step #8: Make sure your folder is highlighted in blue-Click on Create

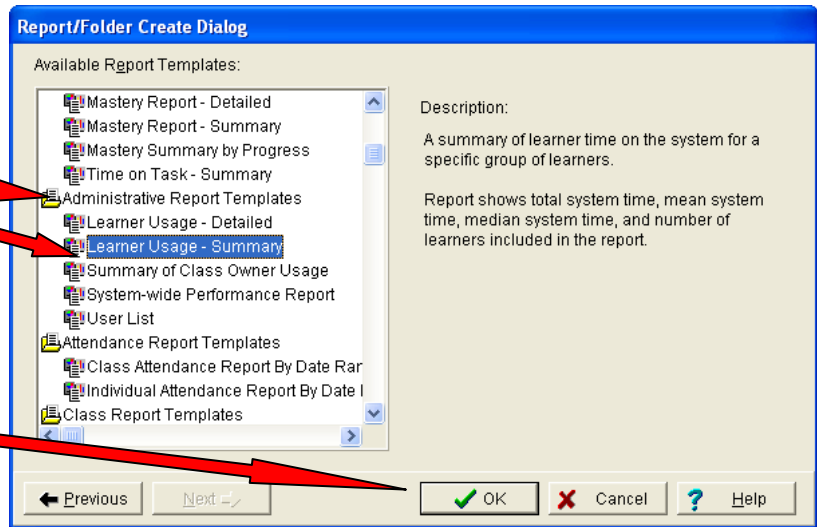


Step #9: Select a new report in "State Usage Report"

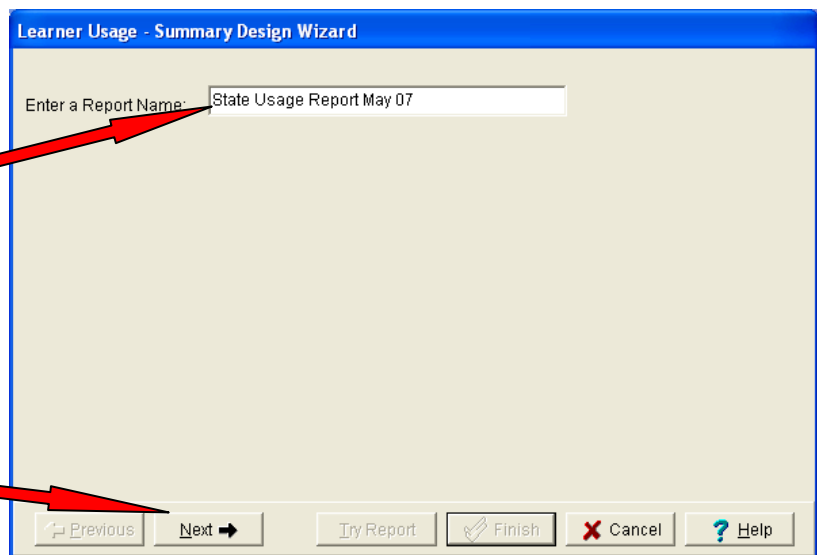
Step #10: Click on Next



Step #11: Under the title **Administrative Report Templates**-Choose the **Learner Usage-Summary**



Step #12: Click OK



Step #13: Enter the Report Name

Step #14: Click Next

Step #15: Check No



Step #16: Click Next

Step #17: Select June 12th as the beginning date

Learner Usage - Summary Design Wizard

Enter the desired date range over which to show learners' data:

Report From:

- First Data
- Data On...

End Date:

- Last Data
- Data On...

Include learners with no events in the specified date range

← Previous Next → Try Report Finish Cancel Help

Step #18: Select the date you are running the report

Step #19: Check include learners with no events in the specified range

Step #20: Click Next

Learner Usage - Summary Design Wizard

Enter the desired date range over which to show learners' data:

Report From:

- First Data
- Data On... 8/10/2006

End Date:

- Last Data
- Data On... 2/24/2007

Include learners with no events in the specified date range

← Previous Next → Try Report Finish Cancel Help

Step #21: Check Do not summarize groups

Step #22: Click Next

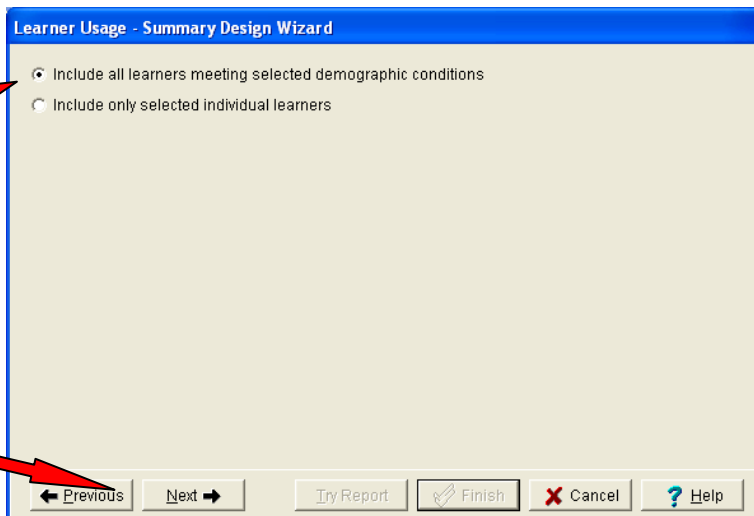
Learner Usage - Summary Design Wizard

Select a grouping option:

- Do not summarize on groups
- Summarize on attribute value
- Summarize on demographic groups

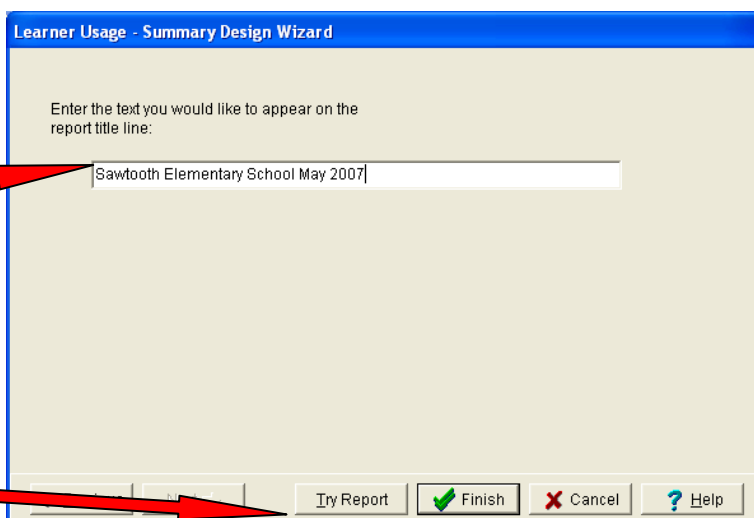
← Previous Next → Try Report Finish Cancel Help

Step #23: Check Include all learners meeting selected demographic conditions



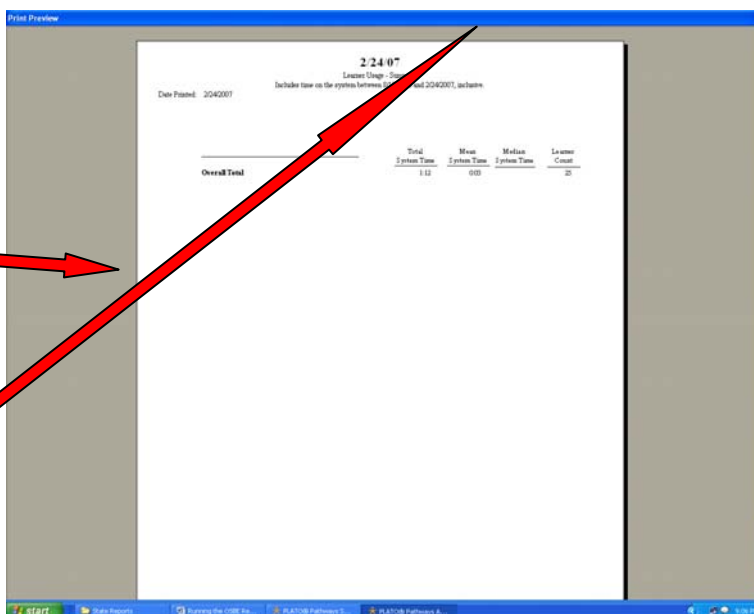
Step #24: Click Next

Step #25: Type in the site name and date



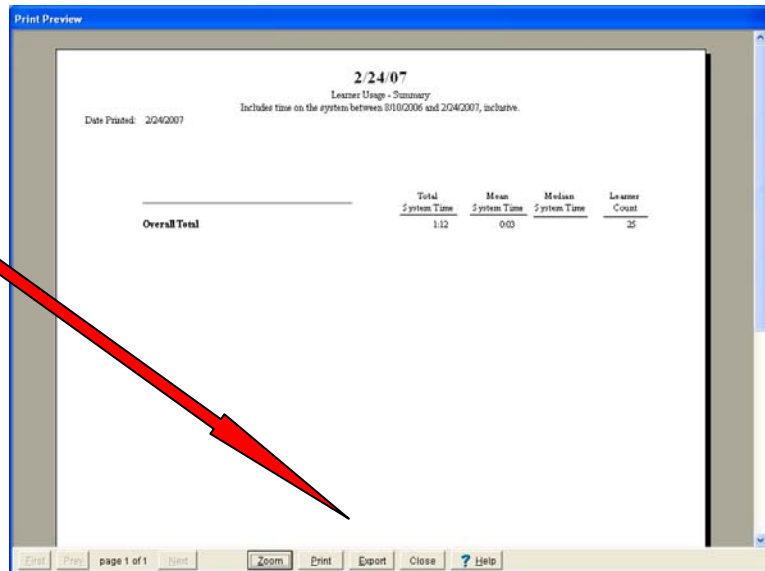
Step #26: Click Try Report

Step #27: Your report will look like this.

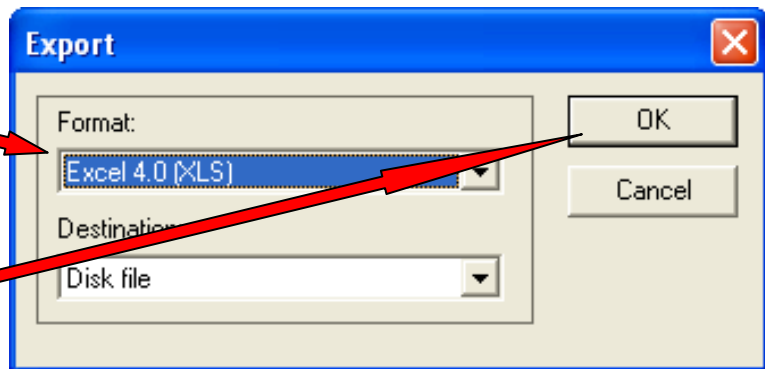


Step #28: To see the navigation buttons at the bottom of the page-**double click the top blue bar**

Step #29: Click on Export

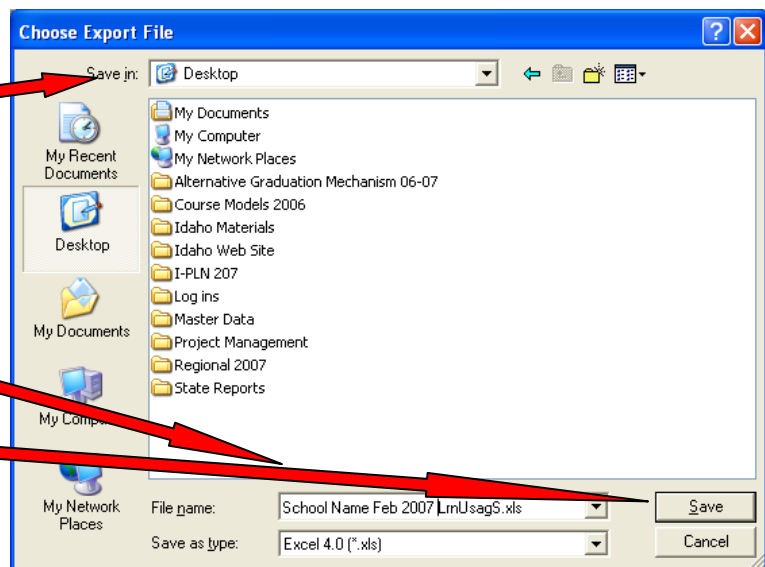


Step #30: Change the Format to Excel



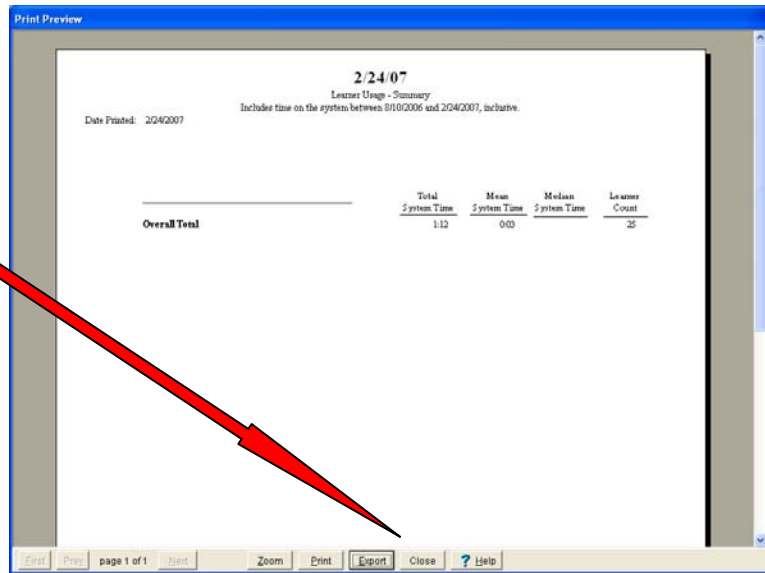
Step #31: Click OK

Step #32: Save in your file or desktop

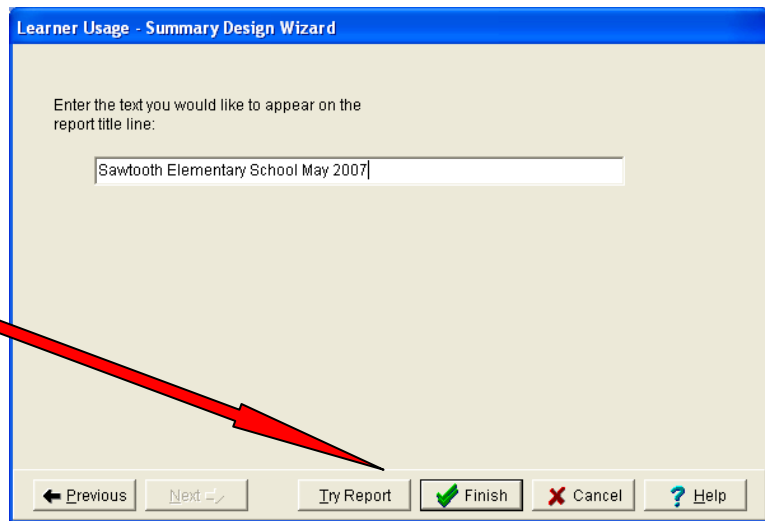


Step #33: Change the File name to your school name-month-year -Click Save

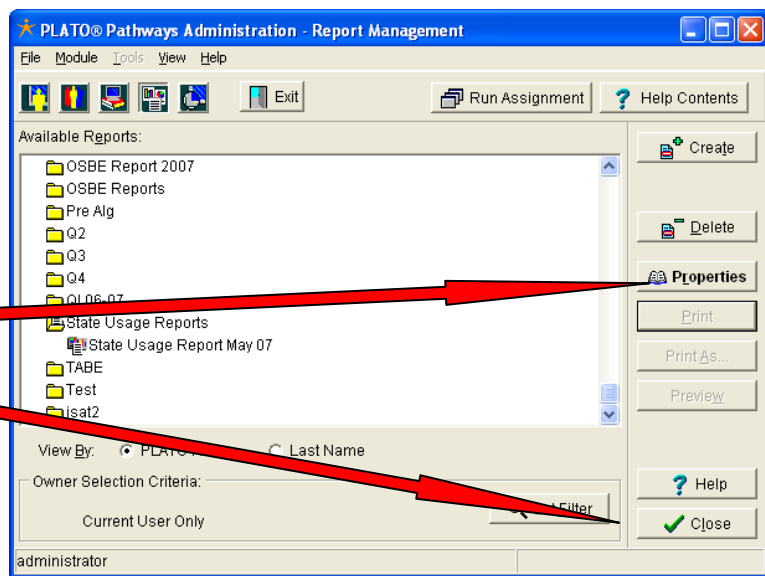
Step #34: Click close



Step #35: Click Finish



Step #36: Your report will show up under the folder you created
Note: If you want to edit your report-Click Properties



Step #37: Click Close

administrator

Step #38: You are now back to the main menu-click on a tab to continue other options



Step #39: Click on the exit button if you are finished

Step #40: Click exit to leave PLATO

