

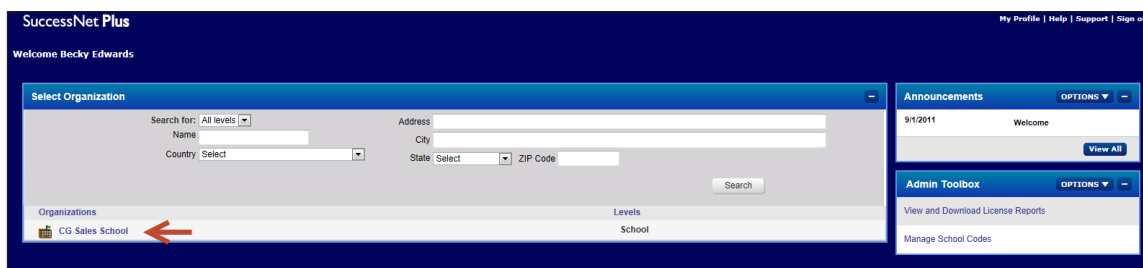
Administrators—Reports

Introduction

This guide provides an overview of how SuccessNet Plus administrators can generate reports using a SuccessNet Plus administrator account.

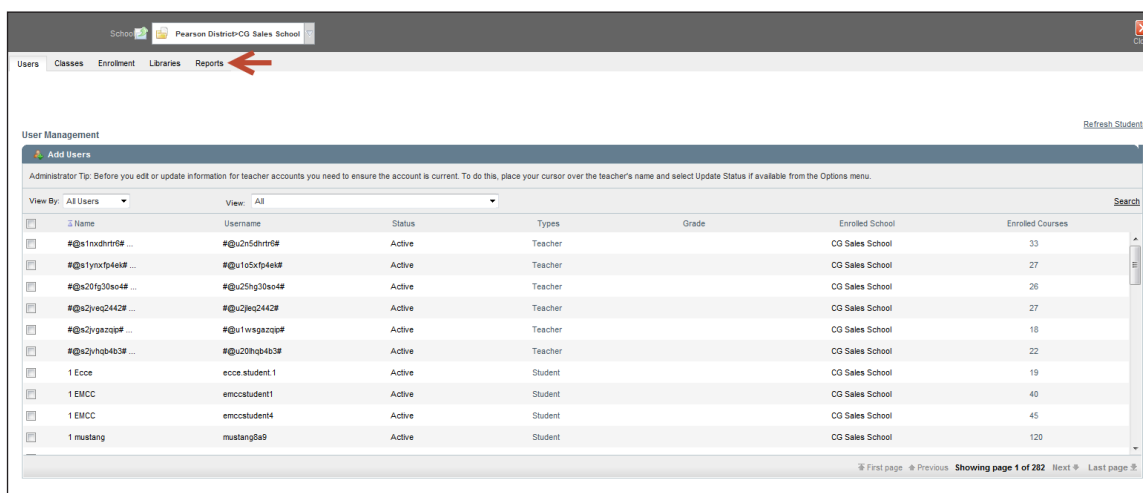
Reports

SuccessNet Plus administrators can generate reports from the Reports page in the Manage Organizations window. To access the Reports page, select your district or school from the Select Organization channel on the SuccessNet Plus administrator home page.



The Select Organization channel displays a list of the organizations that use Pearson programs and that you have the authorization to manage. If you are a school administrator, the school name will appear. If you are a district administrator, the name of the district and the schools in that district will appear.

Next, select **Reports** from the Manage Organization window.



Report Types

The reports available to you on the Reports page are based on the organization design and the permissions that are set. These can include any or all of the following categories and reports.

Student Activity Report

The Student Activity report shows session activity in the system for one or more students across one or more courses. To run a Student Activity report, click the Student Activity report title on the Reports page and choose the report options.

The screenshot shows the 'Options for Student Activity' window with the following callout boxes:

- Select a class.** (Points to the 'Class' dropdown menu)
- Choose a course—or Pearson curriculum.** (Points to the 'Course options' section with radio buttons for 'Select all', 'Select Course', and 'Select Subject')
- Check to run the report for all students or click **Select Students** to select students individually.** (Points to the 'Student Options' section with radio buttons for 'Add all students' and 'Select Students')
- Select **All Dates** or choose a date range.** (Points to the 'Date Options' section with radio buttons for 'All Dates' and 'From'/'To' date range)
- Show 1–1,000 results per page or select **Show all results**.** (Points to the 'Paging Options' section with a 'Show 50 results per page' dropdown and a 'Show all results' radio button)
- To save the report to My Reports, select the Save Settings to My Reports option before you run the report. To view the report, click **Run Report**.** (Points to the 'Save settings to My Reports' checkbox and the 'Run Report' button)

The following table is an organized list of the fields shown in the Student Activity report. Data on student submissions is available within an hour of when the student submitted the item.

Data	Description
Report Date	Date (MM/DD/YYYY) the report was generated
Student	Last and first name of the student
Class	Name of the class
Course	Name of the course

Data	Description
Start Date	Date on which the student first opened the course
Last Attempt	Date on which the student last opened an activity in the course
Days Online	Number of days the student has been active in the course
Time on Task	Total amount of time (HH:MM) the student has spent on activities in the course
% Content Completed	Percentage of assignments the student has completed in the course
Detailed Report*	Section of the main report that shows each session for the student, arranged by date
Date	Date (MM/DD/YYYY) the student started the session
Sign On/Sign Off	Time (HH:MM:SS) when the student signed in and signed off
Session Duration	Total time (HH:MM) of the session
Session Details	Section of the Detailed Report that shows details for each session
Activity	Title of the activity (as it appears in Manage Content)
Time	Total amount of time (HH:MM) the student took to complete the activity
Start Time*	Time (HH:MM:SS) when the student opened the activity
End Time*	Time (HH:MM:SS) when the student closed the activity
Activity Status	Status of the activity when the session ended
Score	Student score expressed as a percentage (graded activities only)

*The detailed report is organized by session. Click a session row to see activity details for each session.

Custom Report

Custom reports allow you to generate a custom report of data aggregated across an organization. You select the report settings and criteria prior to generating the report. You can also save the report settings and generated report data as well as print and download the report. Depending on the amount of data you select to include in the report, the report may take several hours to process, in which case the most recent student submission data may not be captured in the report.

To run a Custom Report, click the Custom Report title on the Reports page and choose the report options. The choices you make for Population Options and Report Rows determine which options are available to you for Report Columns and Date Range. Results from the current day are not included in the report.

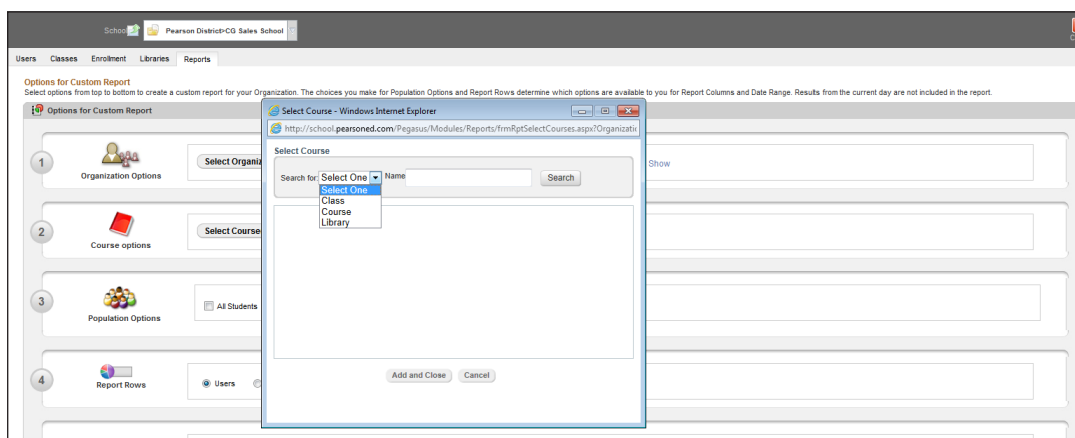
The screenshot shows the 'Options for Custom Report' interface. It is a web-based form with seven numbered steps. Step 1: 'Organization Options' with a 'Select Organization(s)' dropdown. Step 2: 'Course options' with a 'Select Course(s)' dropdown. Step 3: 'Population Options' with 'All Students' and 'Select Student(s)' options. Step 4: 'Report Rows' with radio buttons for 'Users', 'Content Names', and 'Skills/Standards'. Step 5: 'Report Columns' with a grid of checkboxes for various data points like 'Last Session Date', 'Name', 'Progress', 'Score', and 'Time'. Step 6: 'Date Range' with radio buttons for 'All Dates', 'Session Date', 'Submission Date', 'Due Date', and 'Course Completed Date', and date pickers. Step 7: 'Name of Report Results' with a text field and a character limit note. At the bottom right, there are buttons for 'Save settings to My Reports', 'Run Report', and 'Cancel'.

When you select your Course Options, you will be prompted to select a course.

Click the drop-down arrow in the Search for field to select one of the following course options:

- The Class option runs the report for a specific class using your Pearson curriculum. Some classes may be associated with multiple Pearson curricula.
- The Course options runs the report for the Pearson curriculum used by an individual teacher (not recommended for SuccessNet Plus administrators).
- The Library option runs the report for one or more of the Pearson curricula assigned to your school or district (recommended). The Library is the Pearson curricula shown in the Curriculum section on the SuccessNet Plus teacher Home page. When you select **Library**, you can then choose one or more of the Pearson curricula licensed to your school or district to include in the report.

Click **Add and Close** to save the course options you selected.



To save the report to My Reports, select the Save Settings to My Reports option before you run the report. To view the report, click **Run Report**.

The following table is an alphabetical list of all of the possible data that can be included in the Custom Report.

Data	Description
# Completed Study Plans	Number of study plans completed
# Remaining Study Plans	Number of study plans that still need to be completed
% Change	Percentage that shows the percent change between the pre-test and post-test score
% Of Content Completed	Percentage that shows the number of completed assignments divided by the total number of assignments
% Of Courses Completed	Percentage that shows the number of completed courses divided by the total number of assigned courses
All Test Average	Average of the test scores
Average Score (Non-study plan)	Average of scores recorded in Gradebook—excludes all study plan items
Average Session Time	Average duration (HH:MM) of all sessions
Average Time on Task	Averaged time (HH:MM) the student spent across all attempts

Data	Description
Class Name	Name of the class
Complete Date	Date on which the user completed the course
Completed/Enrolled	Number of completed courses and number of assigned courses
Content Type	Category of the content asset
Course Name	Name of the course
Days Online	Number of days the student has been active in the course (the difference between the First Activity Date and the Last Activity Date)
District Name	Name of the district
Ethnicity	Ethnicity of the user
First Name	First name of the user
Gender	Gender of the user
In Progress/Enrolled	Number of courses that are in progress and number of assigned courses
Last Attempt	Most recent date on which the user opened the asset
Last Name	Last name of the user
Last Session Date	Last date on which the user signed in to the application
Lesson (Container)	Name of the lesson module
Leveled Content Container	Name of the leveled content container

Data	Description
Post-Test Score Average	Average score for post-test
Pre-Test Score Average	Average score for pre-test
Role	Role of the user
School	Name of the school
Skills Framework	Name of the skills framework
Start Date	Date on which the user signed in to the course for the first time
Study Material Average	Average score on any gradable study materials included in the study plan
Study Plan Test Average	Average of all study plan pre-tests and post-tests
Time on Task (Total)	Total time (HH:MM) that shows the sum of all time on task values for all attempts

Enrollment Report

The Enrollment Report shows the enrollment data of an organization. Depending on the number of students you select to include in the report, the report may take several minutes to process, in which case the most recent student enrollment data may not be captured in the report.

The screenshot shows a web application interface for generating an Enrollment Report. At the top, the browser address bar shows 'School Pearson District-CG Sales School'. The application has a navigation menu with 'Users', 'Classes', 'Enrollment', 'Libraries', and 'Reports'. The 'Enrollment Report' page title is displayed, along with the subtitle 'This report shows enrollment data for an organization.' Below this, there is a section titled 'Options for Export Enrollment Report' containing three main configuration areas:

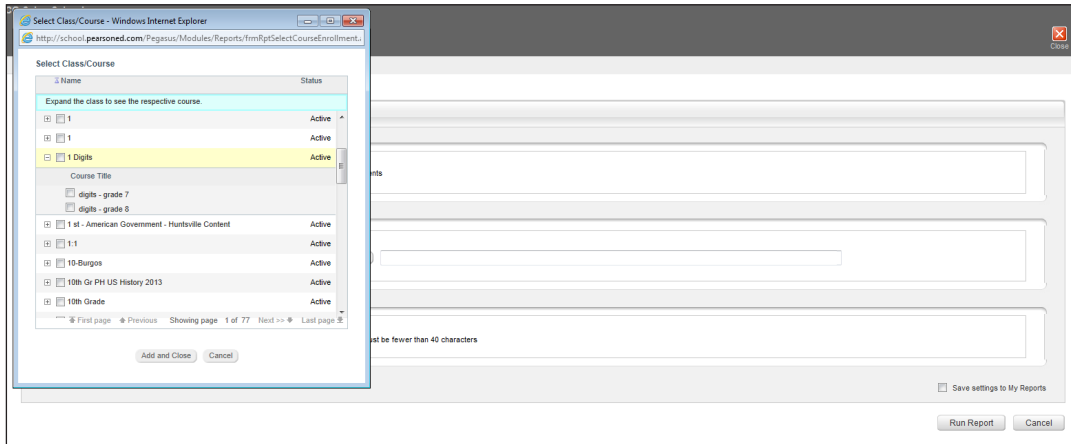
- Student Options:** Includes a group icon and radio buttons for 'All Students', 'Active Students' (which is selected), and 'Inactive Students'.
- Class and Course Options:** Includes a book icon and radio buttons for 'Select all' and 'Select Class(es)/Course(s)', with a text input field next to the latter.
- Name of Report Results:** Includes a text input field with a note 'Must be fewer than 40 characters'.

At the bottom right of the configuration area, there is a checkbox for 'Save settings to My Reports' and two buttons: 'Run Report' and 'Cancel'.

To run an Enrollment Report, click the Enrollment Report title and choose the report options. Student Options is the only required field for this report. You can run the report for All Students, Active Students, or Inactive Students.

In the Course Options section, you can choose to run the report for all classes and courses or click **Class(es)/Course(s)** to individually select one or more classes and one or more courses associated with those classes.

In the Select Class/Course window, use the plus signs to expand the class and view the respective courses associated with that class. After you have made your selections, select **Add and Close** to save your options.



To save the report to My Reports, select the Save Settings to My Reports option before you run the report. To view the report, click **Run Report**.

The following table is an alphabetical list of all of the possible data that can be included in the Enrollment Report.

Data	Description
Account Status	Active/Inactive status of student account at the organization level
Class Created by	Name (last name, first name) or role of the person who created the class
Class Enroller	Name (last name, first name) of the user who enrolled the student in the class—not available in all cases
Class Enrollment date	Date student was enrolled into the class
Class Name	Name of the class

Data	Description
Class Status	Active/Inactive status of the particular class
Course Created by	Name (last name, first name) or role of the person who created the course
Course Enroller	Name (last name, first name) of the user who enrolled the student in the course or "N/A" if the student is only enrolled in a class, not a course
Course Enrollment date	Date on which the student enrolled to the course or "N/A" if the student is only enrolled in a class
Course Enrollment Status	Active/Inactive status of the particular course
Course Name	Name of the course
First Login Date in Course	Date the student first logged into the course
First Login Session Date	Date on which the student first signed in to the application
First Name	First name of the student
Last Login Date in Course	Date the student last logged into the course
Last Login Session Date	Date on which the student last signed in to the application
Last Name	Last name of the student
Student ID	The unique ID for the student
Teacher	Name (last name, first name) of the teachers enrolled in the course
Username	Username of the student

Print or Download Reports

To print or download the report, click the Print or Download button in the top-right corner. To close the report window, click **Close**.

Student	Class	Course	Start Date	Last Attempt	Days Online	Time on Task (HH:MM)	% of Content Completed
McMichael Piper	2012-2013 8th Grade Class	digs - grade 8	8/29/2012	8/29/2012	1	00:10	23% Detailed Report

Review

This guide provided an overview of how SuccessNet Plus administrators can generate reports using a SuccessNet Plus administrator account.