# Administrative Reports Overview

Administrative Reports allow district- and/or school-level access to student and teacher activity across Learning A-Z products. They are organized by school, then by teacher, and include information regarding student activity, student skill performance, teacher activity, and assessment data.

## How to Access Administrative Reports

1. Log in to your account by visiting www.learninga-z.com, clicking on *LOGIN* and use your login credentials.

2. Select the *Reports* tab.

## Using Report Filters

- **School:** Keep this set to *All* to see an overview of district usage. Select a specific school from the drop down-menu to narrow your view to one campus, then expand the school to see data for each teacher within the school.

- **Teacher:** Select a specific teacher from the drop-down menu if you want to view usage for that individual user.

- **Products:** Use the *All* filter to see aggregated general student or teacher usage information. Select a specific product from the drop-down menu to narrow your view to product-specific usage.

- **Status:** Filter your report by *Active* or *Inactive* status. The activity determination is based on the time frame selected in the *Date*. Any user that has logged in during the designated date range is considered active. Make sure you update the *Date* filter to get the most applicable view of status.

- **Date:** Choose a pre-determined date range, or customize the range within the last calendar year, in order to see information that best fits your needs. *Please note: All administrative report data is updated nightly, so usage for the current day will not be reflected in the data.*

- **Download and Print:** There are *Download* and *Print* buttons at the top right corner of the data chart. Use these buttons to download the report and share usage information with other administrators and instructional support staff.

  - The downloaded or printed document will reflect the dynamic reporting criteria selected in the user interface. This means if you have expanded specific schools, then the CSV download or printed document will reflect the specific expanded view.

> **QUICK TIP:** Users with district-level access will see a list of all the schools under the account by default. A user with school-level access will see a list of all the teachers registered to the same school/organization.

**Still have questions? Contact Customer Support.**

## Student Activity Report Overview

The Student Activity Report defaults to show an aggregate of student usage across Learning A-Z products, as seen by the *All* designation in the *Products* filter. Update this filter to find product-specific student information.

- At the district level you will see a list of all registered schools. Select a school by name, or use the accordion arrow to expand the school and see data for each teacher within the school.

- After you have expanded the school report to see all teacher information, you can select a teacher name or use the accordion arrow to see individual student data within the classroom.

- Sharing the student usage information with campus or grade-level leaders is a great way to support your Learning A-Z implementation. Administrators can identify champions who can share best practices with their peers, or they can identify ways to utilize the many Learning A-Z professional development options to support their teachers.

> **QUICK TIP:** You may see a school in your list with multiple entries due to different naming conventions such as "Walker ES" and "Walker Elementary School". Coordinators can update a user's school/organization from the *Manage Users* tab, in order to consolidate users under a consistent naming convention.

## Student Skills Report Overview

The Student Skills Report defaults to show an aggregate of skill performance across Learning A-Z products, as seen by the *All* designation in the *Products* filter. Update this filter to view product-specific student skill performance.

- The Student Skill Report shows student skill performance across the entire district. District administrators can use the *Aggregate By* filter to change the view from *Skill/Standard* to *Organization* or *Member*.

- In order to see skill/standard success rates by school, keep the *Aggregate By* filter set to *By Skill*, then select a specific school from the *School* filter. This will show skill performance by school.

> **QUICK TIP:** Take a look at the *Total* column to review how many questions students have answered addressing a specific skill or standard. This will help you evaluate the significance of each accuracy percentage as you review the skills report and use it to guide future instruction or initiatives.

# Teacher Activity Report Overview

The Teacher Activity Report defaults to show an aggregate of teacher usage across Learning A-Z products, as seen by the *All* designation in the *Products* filter. Update this filter to find product-specific teacher information.

- The *Active Teachers* column shows the number of teachers that have logged in within the date range identified using the *Date* filter above vs. the total number of teachers registered.
- At the district level you will see a list of all registered schools. Select a school by name, or use the accordion arrow to expand the school and see data for each teacher within the school.

# Assessment Report Overview

The Assessment Report defaults to show data by school. It can be filtered by assessment type, completion status, reviewed status, and date range.

- **Number of Students:** How many students were enrolled during time period selected
- **Assigned:** Number of assessments teachers have assigned during time period selected
- **Completed:** Number of assessments students have completed during time period selected
- **Reviewed:** Number of completed assessments teachers have reviewed during time period selected

Select a school name to see data for each teacher. Select a teacher name to filter further and see details about individual student assessments.

- **Assigned:** Date the teacher assigned the assessment
- **Completed:** Date the student completed the assessment
- **Reviewed:** Date the teacher reviewed and scored the assessment
- **Assessment:** Assessment resource type
- **Student Name:** Student's name
- **Grade:** Student's grade level, as designated on the Class Roster
- **WCPM:** Words Correct Per Minute is a metric scored on running records and benchmark assessments
- **Accuracy Rate:** Helps determine if a text is at a student's independent, instructional, or frustrational level
  - See Scoring and Analyzing a Running Record for details
- **Notes:** Contains details regarding the specific assessment listed