

Viewing Data After a Closeout

Closeout Overview

What is a Closeout?

Commonly, schools need to remove prior school-year data so that users can get to current-year data quickly and easily. A Closeout is a process scheduled by an account administrator to remove classes and their corresponding assignments and reports. Typically, this is done over the summer or between semesters and helps to unclutter the system, making it easier to use. This process archives data so that the information is accessible in static format but is removed from the regular interface.

Closeout Options for Account Administrators

When conducting a Closeout, you can make the following choices:

- Determine the length of the Transition Period prior to Closeout
- Determine whether or not to keep the Learner Status data for classes being closed out
- Select which classes to close out
- Select the date for each Closeout



Quick Tip

Note: A Closeout will take one to two days to complete. The amount of time will depend on the number of classes included in the Closeout and the number of Closeouts being processed.

Data Removed During a Closeout

The following data will be permanently removed during a Closeout:

- Classes included in the Closeout
- Assignments and reports associated with closed-out classes
- Learner status data for assignments associated with closed-out classes (time on task; locks; and mastery, exemption, and completion status)—*unless you elect to keep this data when scheduling or editing a Closeout*
- Expired Name User licenses



Remember...

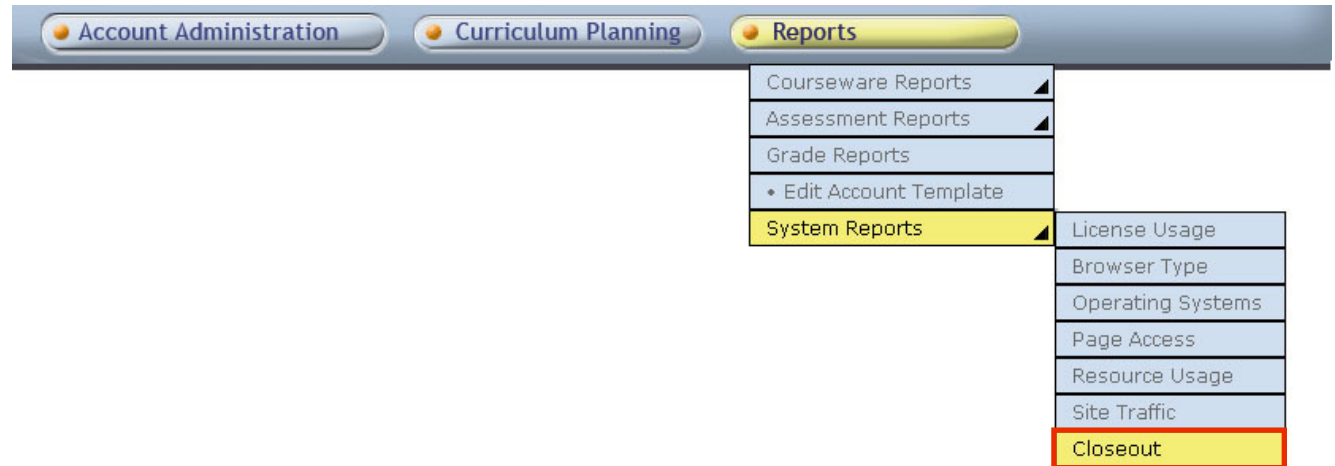
The default for Learner Status for a Closeout is **Keep Data**. If you want Learner Status data to be removed, change this option prior to the Closeout date.

Note: Learners themselves are **not** removed by a Closeout.

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Generating Your Closeout Report

Details about completed Closeouts for your account, as well as Closeouts scheduled for the future, are displayed in the **Closeout Report**.



1. From the **Reports** drop-down menu on your **Home** page, point to **System Reports**.
2. Select **Closeout** from the drop-down menu.

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Understanding Your Closeout Report

Account Closeout Report			
Promotion Summary		Date	Status
		01/30/2007	Complete
		04/30/2007	Complete
		09/30/2007	Scheduled
Completed Closeout History			
Closeout	04/30/2007	Modified By: Smith, John	Transition Period: 30 days
			Learner Status: Keep Data
Classes:			View Reports
Class A			
Class B			
Closeout	05/30/2007	Modified By: Automated Closeout	Transition Period: 60 days
			Learner Status: Keep Data
Classes:			View Reports
Class A			
Class B			
Scheduled Closeouts			
Closeout	06/30/2007	Modified By: Smith, John	Transition Period: 60 days
			Learner Status: Keep Data
Classes:			View Reports
Class A			
Class B			
Class C			
Closeout	08/30/2007	Modified By: Smith, John	Transition Period: 60 days
			Learner Status: Remove Data
Classes:			
Class A			
Class B			

Sample Closeout Report

Report Key

- 1 Completed Closeout History:** This section displays information about Closeouts that have occurred in the past.
- 2 Closeout dates:** The dates that classes and corresponding data were (if they appear in the Completed Closeout History section) or will be (if they appear in the Scheduled Closeouts section) permanently removed from the system
- 3 Modified By:** The name of the account administrator who last edited the Closeout options
- 4 Transition Period:** The time between selecting classes for Closeout and the occurrence of the Closeout; you can choose a Transition Period of 30, 60, or 90 days. During this period, closed out classes will be flagged with a **C** whenever they appear in the system. You can change Closeout selections during the Transition Period until 24 hours before the start of the Closeout.
- 5 Learner Status:** This status pertains to the learner's time on task and the mastery, exemption, and completion status for any assignment associated with a class included in a Closeout. Learner status options are **Keep Data** or **Remove Data** (see Report Key 6 and 7 below for descriptions). The default setting is **Keep Data**.

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- 6 Keep Data:** Under this option, learner status data will be retained as active for classes included in the Closeout. New assignments will inherit mastery, completion, and exemption status from the assignments associated with these classes.
- 7 Remove Data:** Under this option, learner status data will be removed from the system for classes included in the Closeout. New assignments will *not* inherit mastery, completion, or exemption status from the assignments associated with these classes.
- 8 Scheduled Closeouts:** This section displays information about scheduled Closeouts that have not yet occurred. You can schedule up to four Closeouts per year.
- 9 View Reports:** This hyperlink displays next to completed Closeouts. Click it to download a zip file containing static files (PDFs) of Instruction, System, and Summary Grade reports for the corresponding Closeout. These reports contain data as of the Closeout date. For more information about these reports, see the **Archived Reports** section below.

Data Available After a Closeout

Archived Reports

Clicking the **View Reports** hyperlink (see Report Key #9 above) downloads to your hard drive a zip file containing static reports in PDF format (not raw data) for the classes included in the Closeout.

These reports contain data *as of the Closeout date*. Any activity that has occurred or data that has changed after the Closeout will not appear in these reports.

The following reports are included in the zip file:

Instruction Reports

- Learner Progress Report (Summary view)
- Learner Assessment Report
- Demographics Summary Assignment Report

Grade Report

- Summary Grade Report



Did You Know?

Some reports will **not** be archived. You may want to save these reports prior to the Closeout date. To do so, Select a Format and click Export; then save that file to your hard drive.

Instruction Reports

- Learner Progress
- (Detailed and Graphic views will not be in the zip files)
- Class Module Mastery
- Learner Daily Usage
- Class Usage Summary

Assessment Reports

- Strengths & Needs
- Test Progress
- Score Analysis
- Summary Usage
- Demographics Summary (Assessment)

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Below are the names, descriptions, and file names for each type of report. (File names will be truncated to a number if they are too long. Use the file DetailFile.htm in the zip file to see the full name of reports with truncated names.)

Report Name / Description / Archived File Name
<i>(Note: The zip file will include only data in reports since the previous Closeout. For accounts with no previous closeouts, the zip file will include only data from reports since the activation date.)</i>
Instruction Reports
<p>Learner Progress Report Reports since the last closeout. One report for each class. Every report includes summary views by learning path for each student. FILE NAME: ProgressReport_schoolname_classname.pdf</p>
<p>Learner Assessment Report One report for each assessment (pretest, posttest, end-of-semester test, etc.) taken by a student since the last closeout. (This report is automatically generated after the completion of a PLE online assessment. It is a component of the Detailed Learner Progress Report, accessible as a hyperlink within that report.) FILE NAME: LearnerAssessment_schoolname_classname_studentname_AssessmentName_Assessmenttype.pdf</p>
<p>Demographics Summary Assignment Report One report for each demographic category by <i>All Assignments</i>, one report for each demographic category by <i>Assignments With Progress Data</i>, and one report for each demographic category by <i>Assignments Without Progress Data</i>. FILE NAMES: AYPReportAllAssignments_schoolname_classname_categoryname.pdf AYPReportAssignmentsWithProgressData_schoolname_classname_categoryname.pdf AYPReportAssignmentsWithoutProgressData_schoolname_classname_categoryname.pdf</p>
Grade Reporting
<p>Summary Grade Report The last report that was generated by each non-learner for each assignment prior to closeout. Includes information for weighted and manually scored categories. <i>Note: This might not reflect the user's saved settings for his or her grade reporting template. A teacher may have used different weighting categories the last time he or she used the grade reporting tool.</i> FILE NAME: GradeReport_AssignmentName_ReportSessionId.pdf</p>

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Finding Specific Archived Reports

The number of archived reports contained in a zip file (available from the View Reports hyperlink) depends on the account. Many reports may be included. To make navigating and finding files easier, a file directory is included in the zip file. To use this directory, follow these steps:

1. Double-click on the zip file. A pop-up window will open.
2. Scroll down to find a file named **detailfile.htm**, and click it. The file directory will open.
3. Select the reports you want to view.