

## Overview

**Purpose:** To monitor each student's progress on activities within an assignment or learning path\*.

**Features:** *Detailed View*—For each *activity*, view the following data for a student:

- Progress to date
- First and last use dates
- Number of attempts
- Total time on task
- Completion date
- Mastery status and date mastered
- Score

*Summary View*—This view is similar to the detailed view, but data is aggregated for the *assignment* or *learning path*, rather than for each activity.

*Graphic View*—This view focuses specifically on the module level and displays the following aggregated data for the *assignment* or *learning path*:

- Total modules mastered and exempted
- Total time on task
- Average module mastery time

**Usage:** This report allow you to see

- who is struggling or progressing quickly through activities;
- who is working diligently and who is not;
- how long students take to complete or master activities;
- students who are using the system inappropriately.

**Generate:** Weekly

\*A *learning path* is a sequence of instructional activities.

## Generating Your Learner Progress Report

The screenshot shows a navigation bar with three main categories: Account Administration, Curriculum Planning, and Reports. The Reports category is selected and expanded into a sub-menu. In this sub-menu, Courseware Reports is selected, which has opened a secondary menu where Learner Progress is highlighted.

Account Administration	Curriculum Planning	Reports
		Courseware Reports ▾
		Assessment Reports ▾
		Grade Reports
		• Account Template
		System Reports ▾
		Learner Progress
		Learner Daily Usage
		Class Usage Summary
		Class Module Mastery
		Demographics Summary

1. From the **Reports** drop-down list on your **Home** page, point to **Courseware Reports**.
2. Select **Learner Progress**. The report's landing page will display (not shown).

Classroom Administration Curriculum Planning Reports

Reports Courseware Report: Learner Progress

Keyword: Enter Learner's Name (optional)

School: School C

Class: Math Class 3

Learners: All learners in class  
Learner 1  
Learner 2  
Learner 3

Assignments: Geometry\_2  
Measurement\_1  
Special Angles, Part 1\_2

Look Up...

C = Class is scheduled for Closeout

Go

3. From the **Select View** drop-down list, select **Detailed**. (Select the Summary or Graphic views to run their corresponding reports.) The report's search form will display (shown above).
4. Select a **School**. If you're affiliated with only one school, this field may be disabled.
5. Select a **Grade** range and a **Class**.
6. Select the **Learners** whose data you want to see. Press the **Control** key on your keyboard to select more than one learner, or choose **All learners in class**.
7. Click the **Look Up** button to find assignments.  
A pop-up window will open.
8. From the **View Progress Report** drop-down list, select **By Assignment Name** or **By Learning Path**, depending on which data you want to display.
9. If you selected **By Assignment Name**, go to step 10.  
If you selected **By Learning Path**, choose a learning path. Then go to step 10.
10. From the **Show** drop-down list, select the type of assignments you want to find— those with progress data, those without progress data, or all assignments.
11. Click the calendars to select a **Date Range**.  
(Only assignments that are active during these dates will display.) Then click **Go**.
12. Check the box next to each assignment for which you want to see data. Click **OK**.
13. The assignment you checked appears in the **Assignments** box on the search form. Select the assignment again (press the **Control** key to select more than one) to include it in the report. Then click **Go**.



#### Did You Know?

- **Learning path:** A PLATO Title or PLATO Course in its entirety, with each component taken in the recommended, instructionally sound sequence.
- **Assignment:** A PLATO Title or PLATO Course in its entirety, or any component thereof, taken in the sequence determined by the teacher.

### Understanding Your Learner Progress Report

**Courseware Report: Learner Progress (Detailed View)**

Display: By Learning Path

Title	Progress <b>5</b>	Completion Date <b>6</b>	Mastered <b>7</b>	Mastered Date <b>9</b>	No. of Tries <b>10</b>	First Use Date <b>11</b>	Last Use Date <b>12</b>	Time On Task <b>13</b>	Score <b>14</b>
Learner Name: Learner 1 <b>1</b> Assigned By: Teacher 1 Start Date: 09/04/2007, End Date: <b>2</b>					Assignment Name: Geometry_2 School Name: School C Class Name: Math Class 3				
[-] Geometry_2 <b>3</b>					76	9/4/2007 1:56:00 PM	11/7/2007 2:18:08 PM	10:40:17	----
[-] Special Angles, Part 1		09/26/2007			9	9/4/2007 1:56:00 PM	9/26/2007 1:47:16 PM	01:07:31	----
<b>4</b> Special Angles, Part 1: Tutorial		09/26/2007			3	9/4/2007 1:56:00 PM	9/26/2007 1:47:16 PM	00:46:50	----
Special Angles, Part 1: Application		09/05/2007			2	9/5/2007 2:00:38 PM	9/5/2007 2:08:56 PM	00:07:59	50
[-] Special Angles, Part 1: Mastery Tests					4	9/5/2007 2:09:00 PM	9/5/2007 2:21:42 PM	00:12:42	----
Special Angles, Part 1: Mastery Test 1		09/05/2007			2	9/5/2007 2:09:00 PM	9/5/2007 2:18:29 PM	00:08:30	70
Special Angles, Part 1: Mastery Test 2		09/05/2007		09/05/2007	2	9/5/2007 2:18:40 PM	9/5/2007 2:21:32 PM	00:04:12	100
[-] Special Angles, Part 2			<b>8</b>		0			00:00:00	----

Not Started   
 In Progress   
 Complete   
 Exempted   
 Not Mastered   
 Mastery

Sample report—Detailed View, based on a learning path

**Courseware Report: Learner Progress (Summary View)**

Display: By Learning Path  
School Name: School C  
Class Name: Math Class 3

Student Name: Learner 1

Assignment Name	Progress	Completion Date	Mastered	Mastered Date	No. of Tries	First Use Date	Last Use Date	Time On Task	Score
Geometry_2		9/26/2007		9/05/2007	76	9/4/2007 1:56:00 PM	11/7/2007 2:18:08 PM	10:40:17	----

Sample report—Summary View, based on a learning path; data for individual activities is aggregated and displayed at the assignment level.

**Report Key:****Detailed and Summary views**

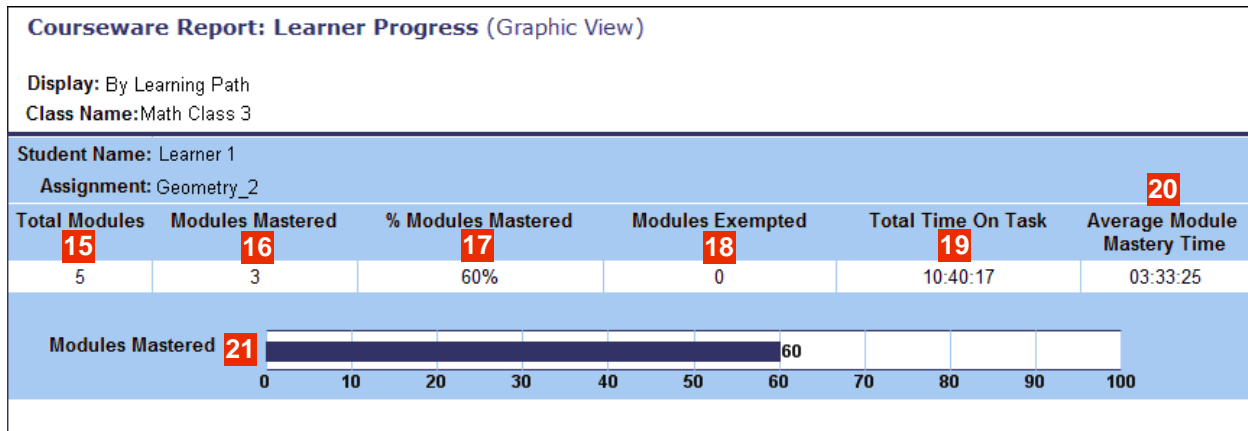
- 1 Learner Name:** The student whose progress data is shown
- 2 Start and End Dates:** The date assigned and the date due; these dates are entered by the teacher when the assignment is created. If no end date displays, there is no due date.
- 3 Assignment Title:** The main assignment or learning path, made up of individual activities
- 4 Activity Title:** The individual activity within the assignment or learning path
- 5 Progress:** The student's current status for the activity; this status can be *Not Started*, *In Progress*, or *Completed*. (See the icons in the legend above.) For a module, unit, or assignment, *Completed* means that all required activities are finished, *Not Started* means that no activities are completed, and *In Progress* means that one or more activities have been started.
- 6 Completion Date:** The date that the student finished the activity; for a module, unit, or assignment, the date that the last corresponding activity was completed
- 7 Mastered:** A yellow star means the activity can be mastered; a blue star means the activity was mastered, and no star means the activity can be completed but not mastered. For a module, unit, or assignment, a yellow star displays until all corresponding activities are mastered. (See the icons in the legend above.)
- 8 Exempted:** The student is excused from the instructional activity by demonstrating mastery on the corresponding readiness test(s) or pretest(s).
- 9 Mastered Date:** Often the same as the completion date; students can return to master an activity previously completed. For a module, unit, or assignment, the date that the last corresponding activity was mastered.
- 10 Tries:** The number of times the student worked on the activity; for a module, unit, or assignment, the combined number of tries for all corresponding activities
- 11 First Use Date:** The date and time the student first launched the activity; for a module, unit, or assignment, the date that the first corresponding activity was launched
- 12 Last Use Date:** The date and time the student last launched the activity; for a module, unit, or assignment, the date the last corresponding activity was launched
- 13 Time on Task:** The total time spent on the activity; for a module, unit, or assignment, the sum of time spent on all corresponding activities
- 14 Score:** The final score received; dashes display for activities that are not scored, and a zero displays if a score is pending. Scores are not displayed for modules, units, or assignments.

**Quick Tip**

The pre, post, end-of-semester, benchmark, and readiness tests displayed in this report are hyperlinks. Click these links to go to the learner assessment report for the corresponding learner.

**Caution**

All times displayed are for Pacific time. For an accurate reading of your data, convert times into your local time.



*Sample report—Graphic View; data for activities is aggregated at the module level and displayed for the entire learning path.*

## Report Key

### Graphic View

- 15 Total Modules:** The total number of modules included in the assignment
- 16 Modules Mastered:** The total number of modules mastered, including exempted modules
- 17 % Modules Mastered:** The percentage of modules the student mastered out of all modules in the assignment, including exempted modules
- 18 Modules Exempted:** The number of instructional modules the student is excused from taking by demonstrating mastery on corresponding readiness test(s) or pretest(s)
- 19 Total Time on Task:** The sum of time the student spent on all modules in the assignment
- 20 Average Module Mastery Time:** The average amount of time the student took to master a single module
- 21 Modules Mastered (graph):** A graphic representation of Report Key #17



### Remember...

- The **Detailed View** reflects student progress exactly. It is not averaged or altered in any way.
- The **Summary View** and **Graphic View** show aggregated data.

## Getting the Most from Your Data

Help teachers use this report to monitor student progress and identify problems and opportunities. Then plan appropriate measures—such as those listed below—to improve student performance and teaching practices.

- Have successful teachers share with each other their pacing guides or techniques for keeping students who start activities at the last minute on track.
- Allot more teaching time in school-wide pacing guides for concepts that previous progress reports have shown to be problematic for most students.
- Minimize the likelihood that others are doing the students' work for them. Define which activities must be completed during the school day, including mastery or unit posttests.
- Offer lab time after hours so that students can complete their work at school.
- Identify teachers whose students consistently have trouble moving through their assignments. Find a mentor, outside resources, or professional development opportunities to enhance their teaching of these concepts.
- Ask teachers to track the amount of work that students complete each day. Work with teachers to set policies around how much work should be completed in the computer lab or classroom centers, and enforce these policies with a grading rubric.
- Have teachers identify students who attempt an activity numerous times without completing it. Incorporate a pacing guide or rubric for weekly completion of modules into the grading policy.
- Help teachers use this report to watch for student growth over the term, semester, or year.



### Caution

There may be up to a 24-hour delay for progress data entered into the system to be reflected in your report.



### Did You Know?

This report shows data for online and offline activities that have been scored and entered into the system.