

Overview

Purpose: To monitor each student's progress on activities within an assignment or a 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;
- how students' work habits affect their final scores.

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: Classroom Administration, Curriculum Planning, and Reports. The Reports category is selected, and a dropdown menu is open. The dropdown menu lists several report types: Courseware Reports, Assessment Reports, Grade Reports, and System Reports. Under Courseware Reports, the Learner Progress report is highlighted with a red box. Other reports listed include Learner Daily Usage, Class Usage Summary, Class Module Mastery, and Demographics Summary.

Classroom Administration	Curriculum Planning	Reports
		Courseware Reports
		Assessment Reports
		Grade Reports
		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).

The screenshot shows a web interface for generating a learner progress report. At the top, there are navigation tabs for 'Classroom Administration', 'Curriculum Planning', and 'Reports'. The main heading is 'Courseware Report: Learner Progress'. Below this, there is a search form with the following elements:

- Keyword:** Enter Learner's Name (optional)
- School:** School C
- Class:** Math Class 3
- Learners:** A dropdown menu with options: All learners in class, Learner 1, Learner 2, Learner 3.
- Assignments:** A dropdown menu with options: Geometry_2, Measurement_1, Special Angles, Part 1_2.
- Buttons:** A 'Look Up...' button and a 'Go' button.
- Alert:** A red icon with 'C' and the text 'Class is scheduled for Closeout'.

- 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).
- Select a **School** and a **Class**. If you're affiliated with only one school or class, these fields may be disabled.
- 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**.
- Click the **Look Up** button to find assignments. A pop-up window will open.
- From the **View Progress Report** drop-down list, select **By Assignment Name** or **By Learning Path**, depending on which data you want to display.
- If you selected **By Assignment Name**, go to step 9. If you selected **By Learning Path**, choose a learning path. Then go to step 9.
- 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.
- Click the calendars to select a **Date Range**. (Only assignments that are active during these dates will display.) Then click **Go**.
- Check the box next to each assignment for which you want to see data. Click **OK**.
- 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	Completion Date	Mastered	Mastered Date	No. of Tries	First Use Date	Last Use Date	Time On Task	Score
Learner Name: Learner 1					Assignment Name: Geometry_2				
Assigned By: Teacher 1					School Name: School C				
Start Date: 09/04/2007, End Date:					Class Name: Math Class 3				
[-] Geometry_2					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	---
4 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			8		0			00:00:00	---

Not Started
 In Progress
 Complete
 Exempted
 Not Mastered
 Mastered

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.



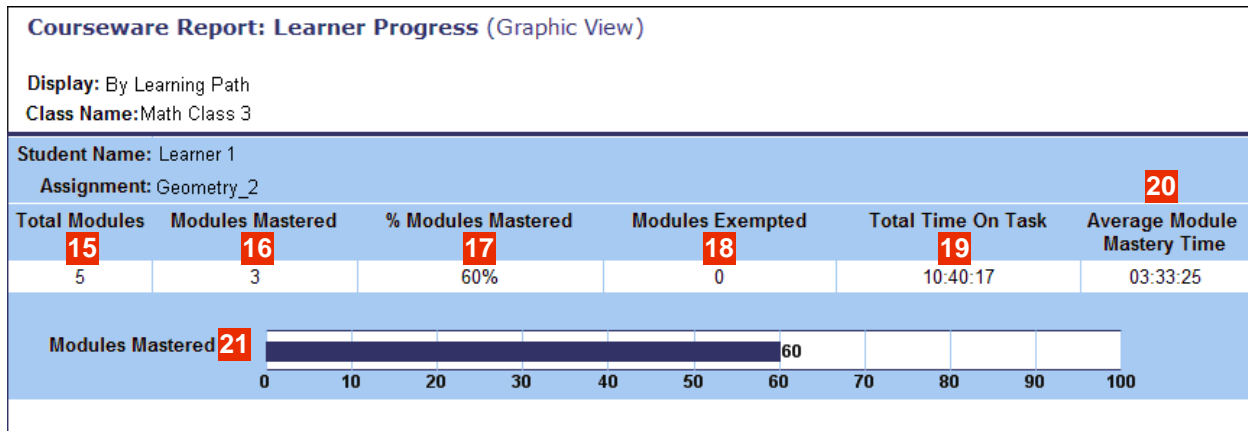
Quick Tip

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

Monitoring student progress helps you identify problems and opportunities, as well as plan appropriate measures to improve student performance. Here are some strategies for using the data from this report:

- Identify students who start activities at the last minute or attempt an activity numerous times without completing it. Incorporate this data into the grading policy, a pacing guide, or rubric for weekly completion of modules.
- Identify students who master activities easily and are ready to move more quickly through the assignment.
- Identify students who may not be doing their own work. Define which activities must be completed during the school day, including mastery or unit posttests.
- Identify students who make multiple attempts at completing certain activities. One-on-one or small-group instruction may be helpful.
- Identify areas where several students are having trouble. Adjust pacing guides to allocate extra time for teaching these concepts.
- Track how much time students spend on activities. Help them develop time management skills.
- Monitor the amount of work a student completes each day. Set policies around how much work should be completed in the computer lab or in classroom centers and enforce these policies with a grading rubric.
- Allot more time to teaching concepts that previous progress reports have shown to be problematic.
- Identify students who consistently have trouble moving through their assignments. Find a mentor, outside resources, or professional development opportunities to enhance teaching of these concepts.



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.