
Progress Summary Reports

Overview

Progress Summary Reports display individual student summaries on completed activities within a specified date range. Names of students who have no completed activities are not included in the report. The Progress Summary report includes—for each student—the number of activities completed, the number passed, an average score, and the duration of time spent on each activity. Statistics are summarized for all students at the beginning of the report.

To configure this report, click **Reports**, then click **Progress Reports** under "Compass Learning Reports." A list of progress reports appears in the center pane. Click the **Settings** link in the "Default Student Progress Summary Report" row.



The table below lists the settings you will encounter as you set up your report.

Report Tab	Description
Details	<p>Report Name: Either use the default name for the report that appears in this field, or provide a unique name (you may want to create a unique name if you plan to save the settings you configure as a new report template).</p> <p>Date Range: Specify the date range you want to use for the report; that is, the report will return results for the period of time that you specify here.</p> <ul style="list-style-type: none">• Choose Selected Range if you wish to provide a specific date range using the calendar icons that appear.• Choose From [Selected] to Today if you wish to have the date range start on a date that you specify and end on today's date.• Choose Last Week to report on data from the previous week.• Choose Last Month to report on data from the previous month.• Choose Last Selected Days to report on data from a period of days back that you specify (for example, provide the number 30 to report on data from the last 30 days).

Activity Types: From the list provided, select the types of activities you want included in the report.

Repeated Activites: From the drop-down menu, indicate how you want the report to account for repeated activities.

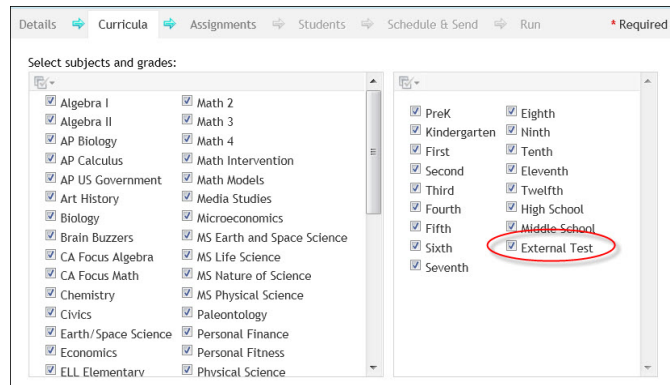
Summary Only: Choose **Yes** to show only progress for each activity; choose **No** to show the summary for each activity *and also* the same data broken down by student.

Include data from previous schools: Indicate whether you want to have data from previous schools included in the report.

Select the subjects and grades you want included in the report.

Note that with Progress Summary Reports, you can include NWEA or Scantron test data in your report results. On the Curricula tab, the External Test option appears among the grade levels you can choose to include in the report. To include NWEA or Scantron data, check the box for the **External Test** option.

Curricula



Assignments

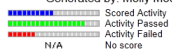








From the Search Options panel at the left side of this tab, set the options for filtering through assignments to find the ones you want to include in the report. You can opt for:

- **All Work.** This option will allow you to report on all work.
- **All Assignments.** This option allows you to report on all assigned activities.
- **Select Assignments.** This option allows you to specify the start and end dates for assignments you want to include, as well as the schools, owners, and availability of those assignments. (You do not have to specify a school and an owner for assignments, but you must at least specify the dates and availability of assignments you want to include.) After you click **Search**, results are listed in the center panel. Choose the results you want to include in the report and click **Add Selected Items**. Items you add will be

	<p>included in the report. You can click Review Added Items to review the assignments you selected before moving on to the next tab.</p>
Students	<p>From this tab, find the students you want to include in the report. You can use the following options from the left panel of the tab:</p> <ul style="list-style-type: none"> • My Classes will display a list of your classes; you can select a class or classes to be included in the report (all of the students in the class or classes you selected will be included). Check the box next to the class you want to include and click Add Selected Items. • My Students lists all of your students; check the box(es) next to the student(s) that you want to include, and click Add Selected Items. • Binders lists any binders you have created; check the box(es) next to the binder(s) that you want to include, and click Add Selected Items. • Student Search reveals a search field in the center panel, where you can locate students by searching for their first or last names. When the name of the student you want to include appears, check the box next to the student's name (or check the names of multiple students) and click Add Selected Items.
Schedule & Send	<p>This feature may be left on off or turned on for automatic email delivery of reports or of notification that reports have run.</p> <ul style="list-style-type: none"> • Status gives you the option to turn this feature on or off. (If you set this option to Off, you are choosing not to schedule the running of reports and can continue to the Run tab.) • Start: If you selected Status: On, enter start and stop dates for your reporting schedule. • Run Report: Select the frequency at which you want to run reports (every week, every month, every three months). If you select to run report, you must select on what day(s) or enter appropriate information. • Send To: populate this field with the email address of the person to whom you want to send the report or report notification. You can add additional email addresses separated by commas. • Attach: opt to attach a PDF or CSV file of the report. • File Size: specify a maximum file size. • In the Message field, type a message you want to send automatically send to those receiving the report automatically. This message will appear in the email notification.
Run	<p>Click Run Now to run the report immediately.</p> <p>Click Run Offline to run the report offline. Check Send me notification when complete to be notified when the report has run. Offline processing sends the report to your reporting queue for viewing. (Remember that if you set a schedule to generate your report, it will start on the date you entered.) All Administrator reports will be run offline.</p>




























Progress Summary Report (Summary Only)

The following report shows a summary of student progress, listing the data broken down only by activity.

Progress Summary Report					
Curriculum: Grade: All, Subject: All			Date: 12/13/2013		
Activity: Chapter Tests, Lesson Quizzes, Learning Activities, Objective-based Test			Report Name: Progress Summary Report 12-13-2013		
Date Range: 6/16/2013 - 12/13/2013			Generated by: Molly Moore		
Include data from previous schools: Yes					
Student Attributes: None Selected					
Report Summary					
Type	Number Complete	Number Passed	Average Score	Status	Duration (hh:mm:ss)
 Learning Activity	25	-	92%		06:58:59
 Lesson Quiz	4	1	55%		00:09:48
 Chapter Test	2	-	37%		00:02:55
 Objective-based Test	2	-	50%		00:10:02

Student Progress Report (With Student Detail)

The following report shows a summary of student progress listing data broken down by activity and showing separate results for each student.

Progress Summary Report					
Curriculum: Grade: All, Subject: All			Date: 12/13/2013		
Activity: Chapter Tests, Lesson Quizzes, Learning Activities, Objective-based Test			Report Name: Progress Summary Report 12-13-2013		
Date Range: 6/16/2013 - 12/13/2013			Generated by: Molly Moore		
Include data from previous schools: Yes					
Student Attributes: None Selected					
Report Summary					
Type	Number Complete	Number Passed	Average Score	Status	Duration (hh:mm:ss)
 Learning Activity	25	-	92%		06:58:59
 Lesson Quiz	4	1	55%		00:09:48
 Chapter Test	2	-	37%		00:02:55
 Objective-based Test	2	-	50%		00:10:02
Dennis, Valerie (valeriedennis) Summary					
Type	Number Complete	Number Passed	Average Score	Status	Duration (hh:mm:ss)
 Learning Activity	9	-	92%		05:14:28
 Lesson Quiz	N/A	N/A	N/A	N/A	N/A
 Chapter Test	N/A	N/A	N/A	N/A	N/A
 Objective-based Test	N/A	N/A	N/A	N/A	N/A
Finn, Tina (tinn) Summary					
Type	Number Complete	Number Passed	Average Score	Status	Duration (hh:mm:ss)
 Learning Activity	11	-	N/A	N/A	00:10:02
 Lesson Quiz	N/A	N/A	N/A	N/A	N/A
 Chapter Test	1	0	60%		00:01:59
 Objective-based Test	1	0	38%		00:06:31
Hill, Sammy (sammyhill) Summary					
Type	Number Complete	Number Passed	Average Score	Status	Duration (hh:mm:ss)
 Learning Activity	5	-	N/A	N/A	01:34:29
 Lesson Quiz	4	1	55%		00:09:48
 Chapter Test	1	0	15%		00:00:56
 Objective-based Test	1	0	63%		00:03:31