



CLICK SHEET

How to View Progress Reports



1. Under **My Classes**, click on the class period you want to view.
2. Under **Class**, click **Reports**.
3. Click **Progress** to view the report.
4. You can filter by **date range** if you want to view class or student progress by day, week, month, or academic quarter.

LAST NAME	FIRST NAME	GRADE	OVERALL USAGE	OUTSIDE USAGE	AVERAGE MASTERY	COMPLETED	NOT MASTERED	PARTIALLY MASTERED	MASTERY
ALDEAN	ALLAN	7	01:51	01:30	74	34	7	9	18
BROWN	KRISTOFF	7	01:45	01:12	92	21	1	2	17
BUENDIA	ANTHONY	7	00:30	00:30	70	10	5	2	3
CAMPBELL	JAYLEN	7	00:54	00:54	89	18	2	1	15
CHERY MARSENAT	ALIYAH	7	00:25	00:25	87	14	2	2	9
CURRY	DEMARCUS	7	00:50	00:35	58	17	11	2	4
GARNER	CARNESHA	7	02:18	01:47	92	38	1	3	33

Information you will find on the Progress Report

- a. **Summary Dashboard** at the top of the page shows:
 - i. Hours of usage by class
 - ii. Hours of usage per student
 - iii. Number of active students
 - iv. Overall average score for the class.
- b. **Student Summary**
 - i. Individual student usage
 - ii. Average mastery
 - iii. Number of activities completed
 - iv. Mastery levels are color-coded:
 - Red is for not yet mastered, with a score below 60%
 - Yellow is for partial mastery with a 60-79%
 - Green is for mastery with an 80% or above

LEARN MORE! Watch this self-help “How to” video: <https://vimeo.com/846289848/4c0ee9cf6f>

