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.

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