


LearnerPal reports provide users with audience specific data needed to make more informed instructional decisions. The data is displayed in easy to read reports. Users can drill down in all reports to find more details wherever there is a magnifying glass . This document previews the *Admin Report*.

Audience for *Admin Report*: School Administration; this includes Principals and Department Heads (APs). Upon user registration, Principals will select the **Principal** user type, whereas Department Heads will select the **Admin** user type.

**Principal** user type will have access to reporting for all teachers and students within the school.

**Admin** user type will have access to reporting for all teachers and students within the department.

Purpose of *Admin Report*: provides school Administrators high level, aggregated information on students' progress within the various subject areas. Administrators can view reports based on subjects and "drill down" on the reporting to data to view additional information based on teachers, classes, or individual students.

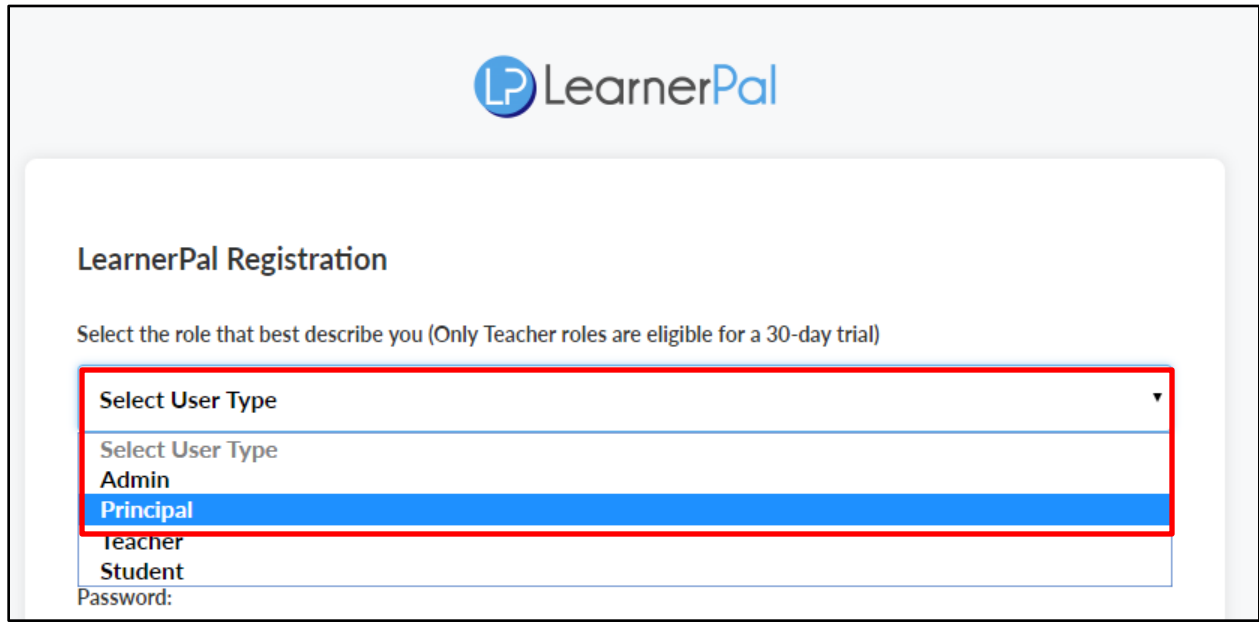
This Report helps by providing an aggregated view of **progress of all students' within the school, by subject area**

- overview how all classes/students have progressed within the subject area
- drill down to analyze how students/classes performed on assigned courses or activities
- identify strengths, weaknesses and make informed decisions based on reporting data

To Access the Admin Report you must be a registered **Admin** or **Principal**. Users can register as an **Admin** or **Principal** on the initial registration page.

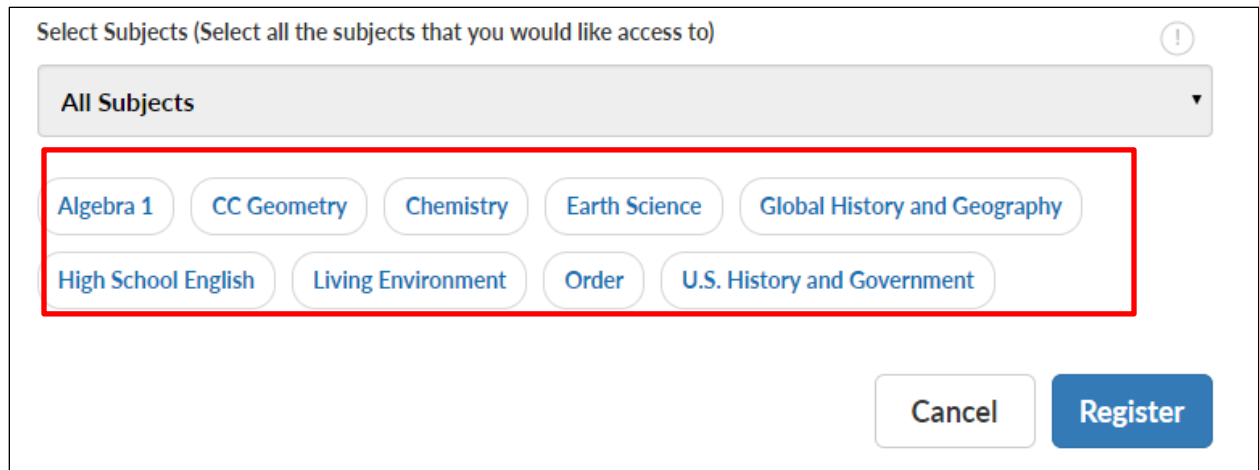
## Principal Registration:

Principals should select Principal in the **User Type** field when registering.



The screenshot shows the LearnerPal Registration interface. At the top is the LearnerPal logo. Below it is the title "LearnerPal Registration" and a sub-instruction: "Select the role that best describe you (Only Teacher roles are eligible for a 30-day trial)". A dropdown menu labeled "Select User Type" is open, showing a list of options: "Admin", "Principal" (highlighted in blue), "Teacher", and "Student". Below the dropdown is a "Password:" label.

The Principal selection/role will automatically select all subjects for this user.

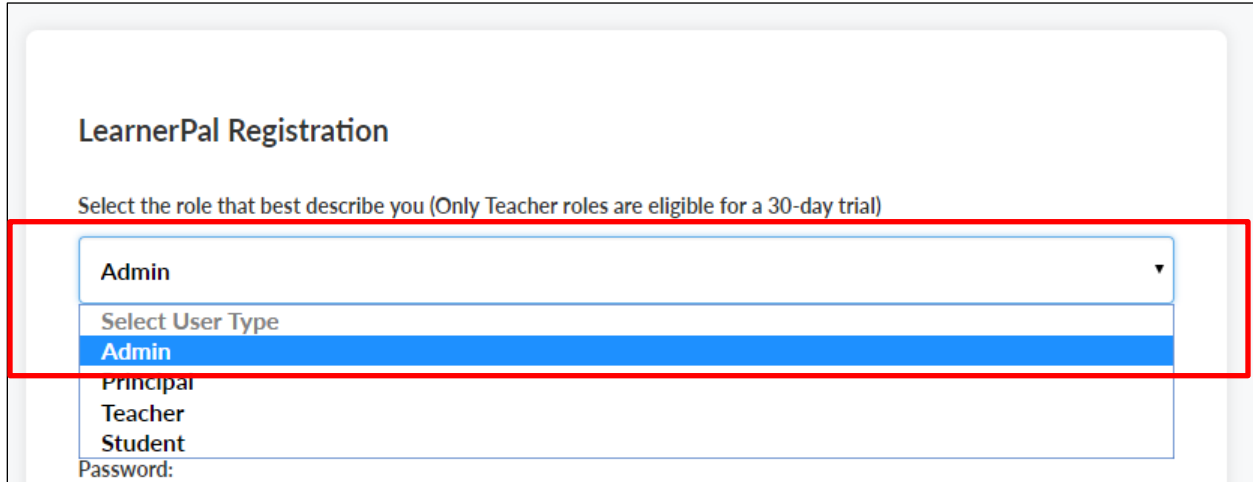


The screenshot shows a "Select Subjects" dialog box with the instruction "Select all the subjects that you would like access to". A dropdown menu is set to "All Subjects". Below the dropdown is a grid of subject buttons: Algebra 1, CC Geometry, Chemistry, Earth Science, Global History and Geography, High School English, Living Environment, Order, and U.S. History and Government. At the bottom right are "Cancel" and "Register" buttons.

Once the Principal is associated with all subjects, the Principal will have access to the *Admin Report* for every subject

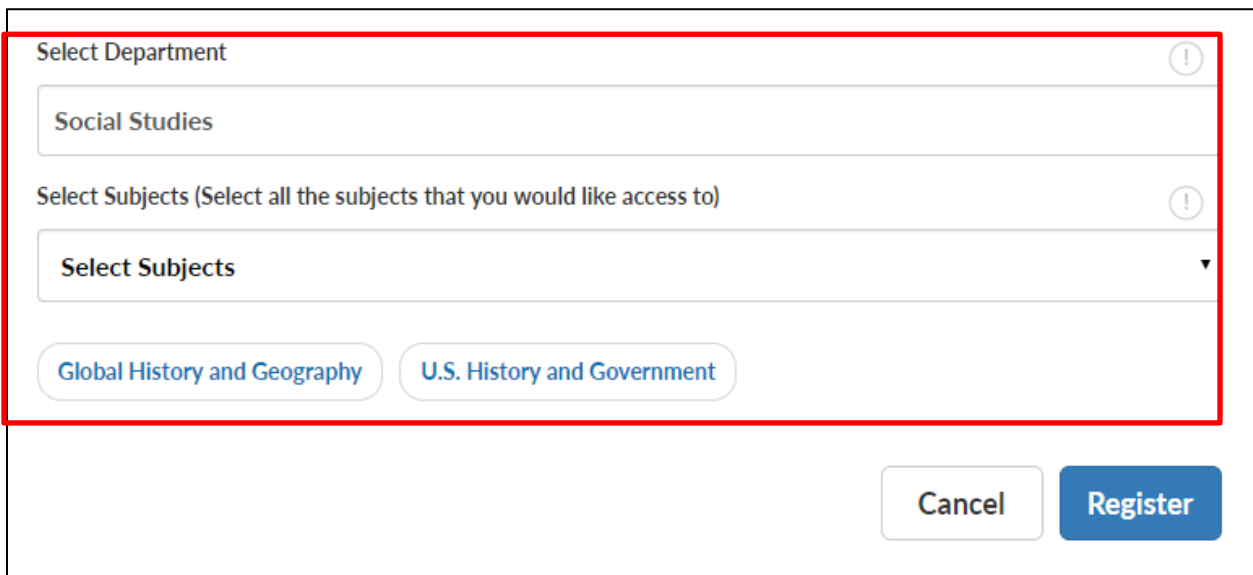
## Admin Registration:

Department heads and other Admin should select Admin in the **User Type** field when registering.



The screenshot shows the 'LearnerPal Registration' form. Below the title, there is a prompt: 'Select the role that best describe you (Only Teacher roles are eligible for a 30-day trial)'. A dropdown menu is open, showing the following options: 'Admin' (highlighted in blue), 'Principal', 'Teacher', and 'Student'. Below the dropdown, the text 'Password:' is visible. A red box highlights the dropdown menu and its options.

The **Admin** selection/role will require the user select a **Department** and **Subject(s)** during the registration process. Once the Admin selects their Department, the subjects associated with that department will populate below the **Select Subjects** field. The Admin can still add or remove subjects if needed from the picklist.

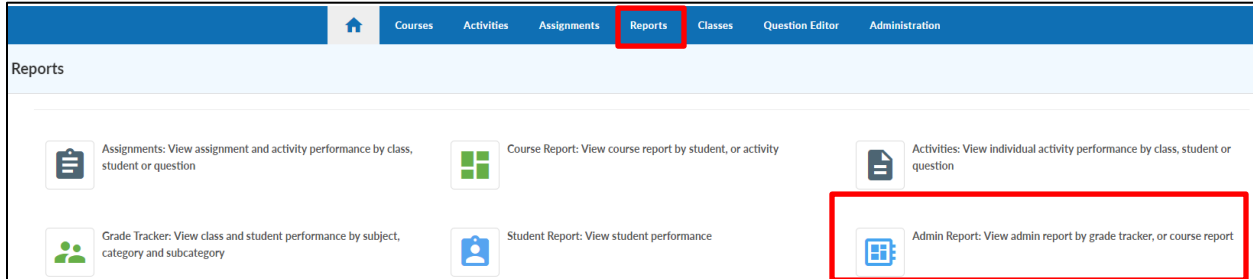


The screenshot shows the 'Select Department' and 'Select Subjects' fields. The 'Select Department' field has 'Social Studies' selected. Below it, the 'Select Subjects' field has a dropdown menu with 'Global History and Geography' and 'U.S. History and Government' selected. At the bottom right, there are 'Cancel' and 'Register' buttons. A red box highlights the 'Select Department' and 'Select Subjects' fields.

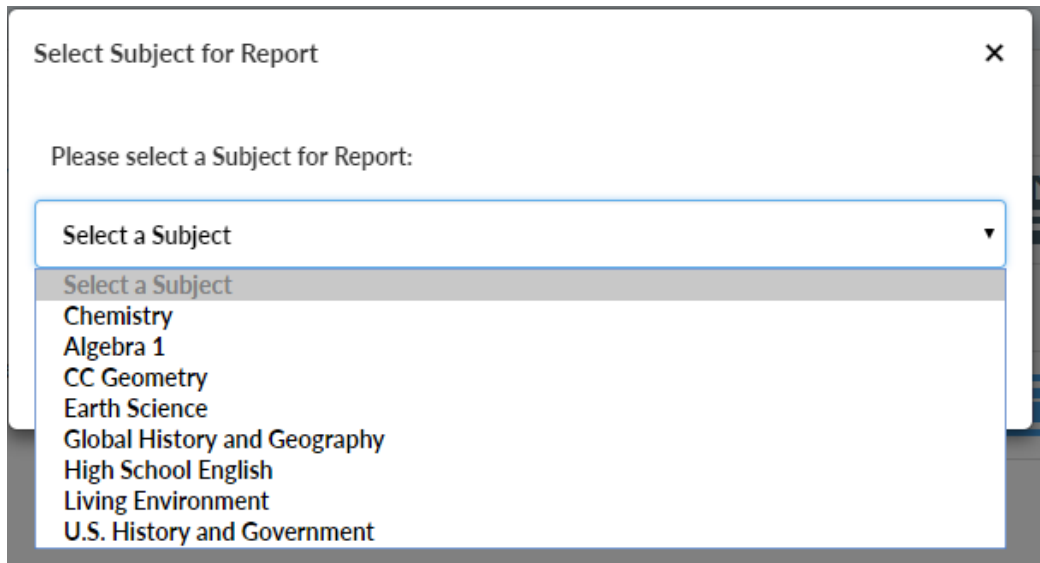
Once the Admin is associated with subjects, the Admin will have access to the *Admin Report* for each selected subject.

## View the Admin Report:

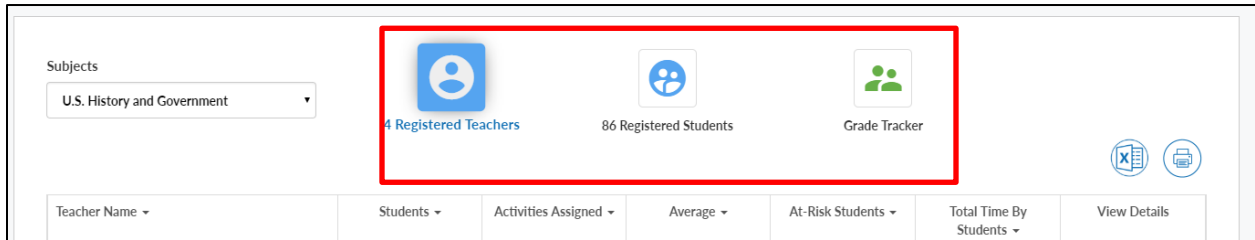
To view the **Admin Report**, go to **Reports > Admin Report** from the menu bar. ONLY REGISTERED ADMINS/PRINCIPALS WILL HAVE ACCESS TO THIS REPORT.



Once you select the **Admin Report**, you must **Select a Subject**. This selection will generate an *Admin Report* for that subject area.



## Navigation Panel:



The *Navigation Panel* for the Admin Report allows Admins/Principals to select from different reports by selecting the appropriate icons.

- **Registered Teachers** – this report will display aggregated reporting on all teachers who have classes within that subject area.
- **Registered Students** – this report will display reporting data on all students who are registered to the Teachers within that subject area.
- **Grade Tracker** – this report provides a detailed view of all students progress by category/subcategory within the subject

## Registered Teachers View:

The **Registered Teachers** report displays aggregated reporting on all teachers who have classes within that subject area.

Teacher Name	Students	Activities Assigned	Average	At-Risk Students	Total Time By Students	View Details
John Michaels	83	74	78%	2 (2%)	0:03:59	

This view displays the following information:

- **Students** – Total students for each teacher within that subject area
- **Activities Assigned** – how many activities were assigned to their students within that subject area
- **Average** – the average score for each student of ALL assigned activities including scores for *completed*, *in progress* and *activities that have not been started*. For example, if a student was assigned 10 activities, and scored perfectly on 9 of them, and did not start the

tenth one, the average will include 9 “100” scores, and one “0” score for the activity they did not start (average:  $900/10= 90\%$ )

- **At-Risk Students** – the amount of students who have a 65% average or below for each teacher
- **Total Time by Students** – Displays the aggregated time across all activities for the students within that teacher’s class.

The Admin/Principal can drill down on a particular teacher by selecting the magnifying glass next to the Teachers name.

For this example, we selected to view reporting on John Michaels (teacher).

Student Name	Activities Assigned	Completed Activities	Average	Completed Average	Total Time	View Details
Tim Smith	74	69	83%	86%	16:46	<a href="#">View Details</a>
Joan Frey	74	73	92%	93%	23:56	<a href="#">View Details</a>
Sally Jones	74	74	79%	79%	36:33	<a href="#">View Details</a>
Joe Walsh	74	32	32%	89%	12:23	<a href="#">View Details</a>

From the **Teacher Report**, Admin/Principals can view high-level reporting information for all of that Teachers’ students (or filter by class). Admins can view the following information from this report:

- **Activities Assigned** – how many activities the teacher assigned to their students within that subject area
- **Completed Activities:** How many of the assigned activities their students completed within that subject area
- **Average** – the average score for each student of ALL assigned activities including scores for *completed*, *in progress* and *activities that have not been started*.
- **Completed Average** – the completed average will only include scores for completed assigned activities. In the example above, the students completed average will only include the 9 “100” scores and will NOT include any assigned activities that have not been started (average:  $900/9=100\%$ )
- **Total Time** – Displays the aggregated time across all activities



The Admin/Principal can drill down on any student by selecting the magnifying glass to view the **Grade Tracker Report** for that particular student.

The Admin can also select from the icons on top of this report to view the **Grade Tracker** or **Course Report** for all of the teachers students.

John Michaels

Average (Assigned Activities):

Completed Average (Completed Activities):

Average Time Per Student:

All Classes

Student Name	Activities Assigned	Completed Activities	Average	Completed Average	Total Time	View Details
Tim Smith	74	69	83%	86%	16:46	

For more information on the Grade Tracker and Course reports, visit LearnerPals' help center. <http://www.learnerpal.com/help/>

## Registered Students View:

The **Registered Students** report displays reporting data on all students who registered within that subject area across all teachers.

Subjects

U.S. History and Government

9 Registered Teachers

86 Registered Students

Grade Tracker

All Teachers Select Period

Student Name	Teacher	Activities Assigned	Completed Activities	Average	Completed Average	Total Time	View Details
--------------	---------	---------------------	----------------------	---------	-------------------	------------	--------------

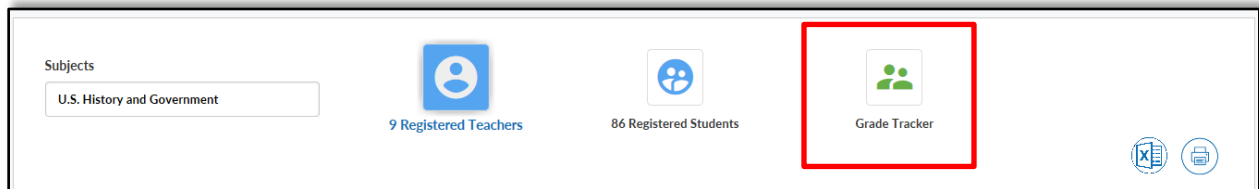
The Admin/Principal can filter by Teacher, and then by period to narrow down the view of students if they desire. The Admin/Principal can then view the following information for each student.

- **Student Name** – name of the student
- **Teacher** – name of the students teacher for that subject
- **Activities Assigned** – how many activities were assigned to the students within that subject area

- **Completed Activities** – The number of activities that the student completed out of the assigned amount
- **Average** – the average score for each student of ALL assigned activities including scores for *completed*, *in progress* and *activities that have not been started*.
- **Completed Average** – the completed average only includes scores for completed activities.
- **Total Time** – Displays the time across all activities for the student within that teacher’s class.

## Grade Tracker View:

The **Grade Tracker** report displays aggregated reporting data on all students across all teachers who have classes within that subject area.



Every question in LearnerPal is “tagged” with a subject, category and subcategory. As students complete question activities, either through self-study or assignments, the results are aggregated and presented in the *Grade Tracker* report.

The purpose of the *Grade Tracker* report is to **provide Admins/Principals with information as to how all students performed on subject specific categories and subcategories.** This provides Admin and Principals with valuable, targeted information and insights into where their students are excelling, and where they may need some extra work.