Getting Started Guide - Quill Premium Features
Table of Contents

What are Quill's Premium Features?.........................................................3
Quill Basic Reports Overview.................................................................4
   Activity Summary (4)
   Activity Analysis (5)
   Diagnostic Report (8)
   Diagnostic Recommendations (9)
Quill Premium Reports Overview.........................................................12
   Activity Scores (12)
   Concepts Report (14)
   Standard Report (16)
   Data Export (18)
## What are Quill’s Premium Features?

<table>
<thead>
<tr>
<th>Teacher Premium</th>
<th>School/ District Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Basic Reports - Activity Summary, Activity Analysis, Diagnostic Report</td>
<td>● Basic Reports - Activity Summary, Activity Analysis, Diagnostic Report</td>
</tr>
<tr>
<td>● Advanced Reports - Activity Scores, Concepts, Standards</td>
<td>● Advanced Reports - Activity Scores, Concepts, Standards</td>
</tr>
<tr>
<td>● View and print reports of your students’ progress</td>
<td>● View and print reports of your students’ progress</td>
</tr>
<tr>
<td></td>
<td>● School Admin Dashboard</td>
</tr>
<tr>
<td></td>
<td>● School-wide Educator Support</td>
</tr>
</tbody>
</table>
1. Go to the “Student Reports” tab
2. Select the “Activity Summary” page.

a. **Green** squares indicate proficiency (80-100%). **Yellow** Squares indicate that a student is nearly proficient (60-79%). **Red** squares indicate that a student is not yet proficient. (0%-59%).

b. Hover your mouse over an individual square to see which concepts the student mastered or missed for that specific activity.
To access the Activity Analysis:

1. Go to the "Student Reports" tab.
2. Select the "Activity Analysis."

a. The chart tells you how many students have completed a given activity and the average score for that activity. Select the activity name for a color-coded analysis of each students’ performance.
The following page shows you how every student in the class scored for that activity. To view a comprehensive breakdown of how an individual student responded to each of the questions in the activity, click on the student’s name.
Basic Reports Overview
Activity Analysis (Continued)

The following page contains a breakdown of student responses and the grammar concepts that the student mastered or missed.
Basic Reports Overview

Diagnostic Report

To access the Diagnostic Report:

1. Go to the “Student Reports” tab.
2. Select the “Diagnostics” page.
3. Scores are color coded to indicate proficiency. To view a comprehensive breakdown of how an individual student responded to each of the questions in the activity, click on the student’s name.
Basic Reports Overview
Assigning Diagnostic Recommendations

Quill provides up to eight weeks of personalized instruction based on the Diagnostic results. We generate both full-class Lessons Recommendations and Independent Practice Activity recommendations.

1. Go to the “Student Reports” tab.
2. Select the “Diagnostics” page.
3. Select the “Recommendations” button.

a. Select “View Class Lessons” for recommendations for full-class Lessons.

b. Select “View Independent Practice” for personalized independent practice plans.
Basic Reports Overview
Assigning Diagnostic Recommendations

Collaborative Class Lessons are whole-class, interactive, teacher-led learning sessions. Click on the “View Class Lessons” button to access recommended Lessons.

Quill will tell you the percentage of students in your class that could benefit from that particular Lesson Pack. To assign the Lesson Pack to your class, hit “Assign Pack.”

<table>
<thead>
<tr>
<th>Lesson Pack</th>
<th>Percentage of Students Needing Instruction</th>
<th>Assign Pack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complex Sentences Lesson Pack</td>
<td>100%</td>
<td>Assign Pack</td>
</tr>
<tr>
<td>Compound Sentences Lesson Pack</td>
<td>60%</td>
<td>Assign Pack</td>
</tr>
<tr>
<td>Appositive Phrases Lesson Pack</td>
<td>40%</td>
<td>Assign Pack</td>
</tr>
<tr>
<td>Parallel Structure Lesson Pack</td>
<td>40%</td>
<td>Assign Pack</td>
</tr>
</tbody>
</table>
Basic Reports Overview
Assigning Diagnostic Recommendations

After students complete the Diagnostic, Quill recommends up to eight weeks worth of independent practice activities based on student performance. Click on the “View Independent Practice” Activities button to access recommendations.

Quill Automatically selects recommended activity packs. Teachers have the option to unselect pre-checked ones and/or select additional ones. Once you’ve made your selection, hit the “Assign Activity” button.
Premium Reporting Features
Activity Scores

View the overall average score for each student in an active classroom. Click on a student’s name to see a report of each individual activity.

1. Select the “Student Reports” tab
2. Select the “Activity Scores” page.
3. To view a student’s full activity scores report, click on their name.
4. To print out Activity Scores for all students, click “Download Report.”
Premium Reporting Features

Activity Scores (Continued)

Clicking on the student’s name will show you their average Quill score, as well as their scores on individual activities.

Clicking on an activity name will bring you to the Activity Analysis.
Premium Reporting Features
Concepts Report

Each question on Quill targets a specific writing concept. This report shows the number of times the student correctly or incorrectly used the targeted concept to answer the question.

1. Select the “Student Reports” tab
2. Select the “Concepts” page.
3. Click on a student’s name to see their results on each concept.
4. To print out Concepts Scores for all students, click “Download Report.”
The following page will show you how many times a student mastered and missed questions related to specific grammar concepts.

### Concept Results: William Shakespeare

You can print this report by downloading a PDF file or export this data by downloading a CSV file.

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Questions</th>
<th>Correct</th>
<th>Incorrect</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Structure</strong></td>
<td>Compound Subjects</td>
<td>16</td>
<td>16</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Verbs</strong></td>
<td>Subject Verb Agreement</td>
<td>12</td>
<td>9</td>
<td>3</td>
<td>75%</td>
</tr>
<tr>
<td>Conjunctions</td>
<td>Since</td>
<td>12</td>
<td>9</td>
<td>3</td>
<td>75%</td>
</tr>
<tr>
<td>Conjunctions</td>
<td>Subordinating Conjunction in the Mid...</td>
<td>9</td>
<td>5</td>
<td>4</td>
<td>56%</td>
</tr>
<tr>
<td>Structure</td>
<td>Write Complete Sentences</td>
<td>8</td>
<td>5</td>
<td>3</td>
<td>63%</td>
</tr>
<tr>
<td>Nouns &amp; Pronouns</td>
<td>Subject Pronouns</td>
<td>8</td>
<td>2</td>
<td>6</td>
<td>25%</td>
</tr>
<tr>
<td>Conjunctions</td>
<td>Subordinating Conjunctions at the Beg...</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>71%</td>
</tr>
<tr>
<td>Nouns &amp; Pronouns</td>
<td>Singular Nouns</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>71%</td>
</tr>
<tr>
<td>Nouns &amp; Pronouns</td>
<td>Him</td>
<td>7</td>
<td>6</td>
<td>1</td>
<td>86%</td>
</tr>
<tr>
<td>Capitalization</td>
<td>Capitalization</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>0%</td>
</tr>
<tr>
<td>Verbs</td>
<td>Verb Tense Shift</td>
<td>6</td>
<td>2</td>
<td>4</td>
<td>33%</td>
</tr>
<tr>
<td>Spelling</td>
<td>Spelling</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>0%</td>
</tr>
</tbody>
</table>
Premium Reporting Features
Standards Report

Each activity on Quill is aligned to a Common Core standard. This report shows your students’ overall progress on each of the standards.

1. Select the “Student Reports” tab
2. Select the “Concepts” page.
3. Click on the standard to see a breakdown of how individual students performed on that particular standard.
4. To print out Standards scores for all students, click “Download Report.”
The following page will tell you whether or not your students are proficient in that particular concept.

If you click on a student's name, Quill will direct you to a breakdown on how that student is performing on every concept they have been tested on.
Premium Reporting Features
Data Export

You can export the data as a CSV file by filtering for the classrooms, activity packs, or students you would like to export and then pressing "Download Report."

1. Select the “Student Reports” tab
2. Select the “Data Export” page.
3. Download the data as a CSV file by pressing “Download Report.”
Any Further Questions?

Please reach out to support@quill.org!