Reports in Default View

The Teacher Panel contains the Reports option that you can use to track student progress and provide course completion statistics for each course in Jasperactive.

You can work with reports in Default view or in Export view. This document explains how to work with reports in Default view.

Step 1:   Log in to your Jasperactive Teacher account.

Step 2:   Click the **Reports** option in the panel.

The Reports page appears and displays a window with two tabs – the Learning Report tab and the Custom Activity Report tab.

Use the Learning Report tab to view reports that show student progress and scores on the default (built-in) assessments, lesson quizzes, and lesson exercises. Use the Custom Activity Report tab to view reports that show student progress and scores on custom exercises and custom quizzes that you have assigned.

You can click the Go to Export view link to work with reports in Export view. For information about working in Export view, please refer to the ***Reports in Export View*** article.
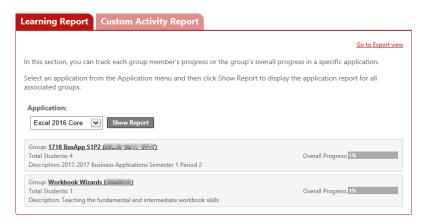
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Viewing Learning Reports

Learning reports show student progress and scores on the default assessments, lesson quizzes, and lesson exercises in each Jasperactive course. You can view these reports from the Learning Report tab in the Reports page.

To view Learning Reports, perform the following steps.

Step 1:   In the Learning Report tab, click the drop-down arrow in the **Application** field to select a course. Then click **Show Report**.
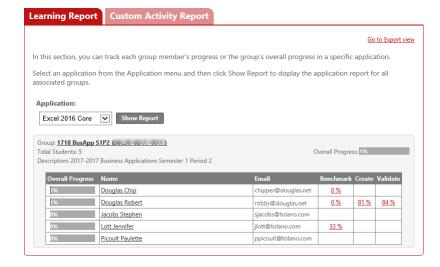
The window expands to list the classes (groups) for the selected application that are associated with your Teacher account.

The summary information for each group includes the group name and key, the number of students assigned to the group, a description of the group, and the overall progress of the group.

Step 2:   In the group list, click the **Group** link for the group you want to examine.

Jasperactive displays a table of student information.

For each student in the group, you can view the scores for any assessments that have been completed.

From the table of students, you can view assessment score details or course progress details for a student.

Viewing Assessment Score Details for a Student

You can view the score details about the individual skills tested in each Jasperactive assessment by clicking the score in the appropriate column in the student table. Assessment score details display in a new window (or window tab, depending upon your browser settings).

To view the score details for a particular assessment for an individual student, perform the following steps.

Step 1: In the table of students, locate the row for the student whose score details you want to see, then click the appropriate score link in the **Benchmark**, **Create**, or **Validate** column.

The assessment results display in a new window or window tab.

Exercise Results

Correct Percentage: **81%**

Course: **Microsoft Excel 2016 Core**
Exercise: **Create**
Student: **Douglas Robert**

Lesson	Topic		Question
Lesson 2: Constructing Cell Data	**Renaming Worksheets**	✓	The worksheets must be named according to the instructions
	Hiding/Unhiding Rows & Columns	✓	Hide rows
	Managing Worksheets	✓	Two or more worksheets
		✗	Hide a Worksheet
Lesson 3: Using Formulas	**Using Absolute Cell References**	✓	Include absolute references in the formulas or functions
	Using Math and Statistical Functions	✓	Use functions that allow you to obtain the higher and lower expenses
		✓	Use a function that allows you to count all expenses higher than $500
		✓	Show the average of expenses
		✓	Show the average monthly or the actual expenses for transportation
	Using Text Functions	✓	Use the concatenate function and the right function
	Using the Subtotal Function	✓	Use the subtotal function
Lesson 4: Formatting the Worksheet	**Using Cell Styles**	✓	Apply cell styles
	Conditional Formatting	✓	Use conditional formatting
Lesson 5: Viewing and Printing Workbooks	**Page Formatting**	✓	The grid lines are printed in the worksheet
	Customizing the Page Layout	✗	Change Page Orientation
	Adding a Header or Footer	✗	Check Header

Step 2: Close the **Exercise Results** window (or window tab) to return to the Reports page.
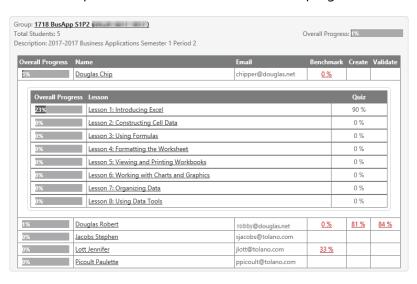
Viewing Course Progress Details for a Student

You can view detailed data about a student's course progress by clicking the student's name in the student table and drilling down through the available information. Each link that you click as you drill down into the data expands the level of detail shown. You can click the link again to collapse the progress details.

To view a student's detailed course progress, perform the following steps.
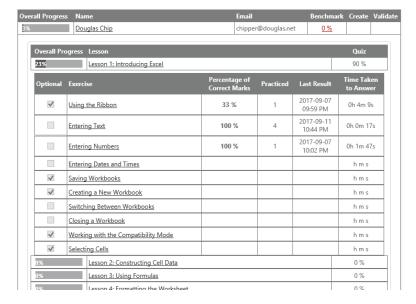
Step 1:   In the table of students, locate the row for the student whose course progress details you want to view, then click the student's name in the **Name** column.

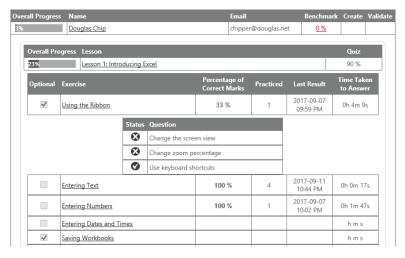The table expands to show the student's overall progress statistics by lesson.

Step 2:   To view details about each exercise within a specific lesson, click the lesson name in the **Lesson** column.

The table expands to show performance statistics for each lesson exercise.

Step 3: To view details about each task within an exercise, click the exercise name in the **Exercise** column.

The table expands to show which tasks were and were not performed correctly.

Overall Progress	Name		Email	Benchmark	Create	Validate
3%	Douglas Chip		chipper@douglas.net	0 %		

Overall Progress	Lesson		Quiz
23%	Lesson 1: Introducing Excel		90 %

Optional	Exercise	Percentage of Correct Marks	Practiced	Last Result	Time Taken to Answer
☑	Using the Ribbon	33 %	1	2017-09-07 09:59 PM	0h 4m 9s

	Status	Question
	✕	Change the screen view
	✕	Change zoom percentage
	✔	Use keyboard shortcuts

Optional	Exercise	Percentage of Correct Marks	Practiced	Last Result	Time Taken to Answer
☐	Entering Text	100 %	4	2017-09-11 10:44 PM	0h 0m 17s
☐	Entering Numbers	100 %	1	2017-09-07 10:02 PM	0h 1m 47s
☐	Entering Dates and Times				h m s
☑	Saving Workbooks				h m s

Step 4: To hide the report details for a student, click the student's name in the **Name** column.

Viewing Custom Activity Reports

If you have assigned custom exercises or quizzes to your students, you can work in the Custom Activity Report tab to view a report of a student's progress on those custom elements.

You can view detailed performance and score statistics for a custom activity by clicking the activity name in the custom activities table and drilling down through the available information. Each link that you click as you drill down into the data expands the level of detail displayed. You can click the link again to collapse the report details.

To view a Custom Activity Report, perform the following steps.

Step 1: In the Reports page, click the **Custom Activity Report** tab.

The Custom Activity Report window appears.

Reports

Learning Report	Custom Activity Report

Go to Export View

In this section you can view the learning progress of the groups, starting from the group down to the individual student. Click the Group Name to view more detail.

Application:

[▼] [Show Report]

Step 2: In the Custom Activity Report tab, click the drop-down arrow in the **Application** field to select a course. Then click **Show Report**.
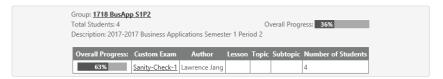
The window expands to list the classes (groups) for the selected application that are associated with your Teacher account, and within which, you have assigned custom activities.

The summary information for each group includes the group name, the number of students who have performed the assigned custom activities, a description of the group, and the overall progress (percentage) of group participation in the custom activities.
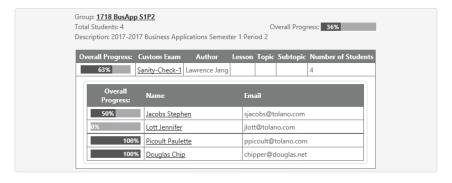
Step 3:   In the group list, click the **Group** link for the group you want to examine.

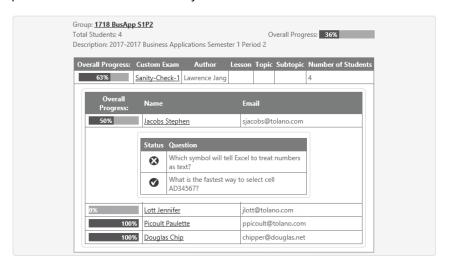Jasperactive displays a table of custom activities assigned to members of the group.

Step 4:   To view details about which students have attempted a custom activity, in the table of custom activities, locate the row for the activity you want to see, then click the appropriate activity name link in the **Custom Exam** column.

The table expands to show the overall progress of those students who have attempted the activity.

Step 5:   To view the activity scoring details for a student, click the appropriate student name link.

The table expands to show which specific tasks/questions were or were not performed/answered correctly.

What's Next?

You can work with reports in Export view if you want to generate printouts or export report data to a variety of file formats. Please refer to the **Reports in Export View** article for details.

If you need further assistance, contact Jasperactive Support (http://support.jasperactive.com/) or call them at (800) 668-1669.