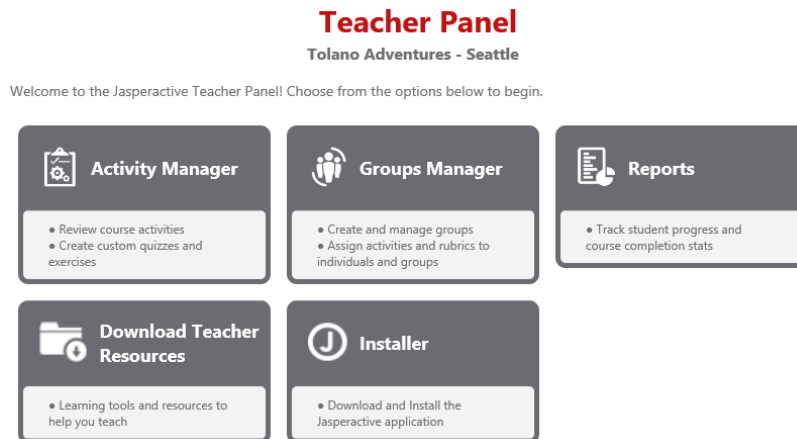


Reports in Export View

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 Export 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 two-tabbed window with a [Go to Export view](#) link. To work with reports in Export view, you must first switch to Export view.



Step 3: In the upper-right corner of the window, click the **Go to Export view** link to switch to Export view. The window updates to show the options available in Export view.

Reports

Learning Report **Custom Activity Report**

[Go to default view](#)

In this section you can see the overall progress of your groups. To start select an application and the groups that you want to see.
Note: Only active groups are listed.

Application: **Group:** 1718 BusApp S1P2 PD-Office 2016 Workbook Wizards

The window contains two tabs – the Learning Report tab and the Custom Activity Report tab.

Use the Learning Report tab to view reports that show overall progress and assessment scores for students in each of your groups. 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 default view link to work with reports in Default view. For information about working in Default view, please refer to the **Reports in Default View** article.

Generating Learning Reports

Learning reports show course progress percentages and assessment scores for students within a Jasperactive group. You can generate these reports from the Learning Report tab in the Reports page.

To generate 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.
- Step 2:** Select the check box(es) for the groups for which you want to generate a report.
- Step 3:** Click **Show Report**.

The window expands to display a Learning report for the group. The report shows overall progress and grade statistics for the group. Student information and scores display within the student table on the Learning report, and a bar chart displays below the table.

[Go to default view](#)

In this section you can see the overall progress of your groups. To start select an application and the groups that you want to see.
Note: Only active groups are listed.


Application: PowerPoint 2016

Group:

Block A Microsoft Office 2016 Business Apps Period 1 SEM1 1718 Kims Group
 BusApps P2 Sem1 1718 CCI Internal Training APR2017 Test
 BusApps P2 Sem1 1719 Dan Test Test Group
 BusApps P2 Sem1 1720 Kims Group

Show Report

1 of 1 100%

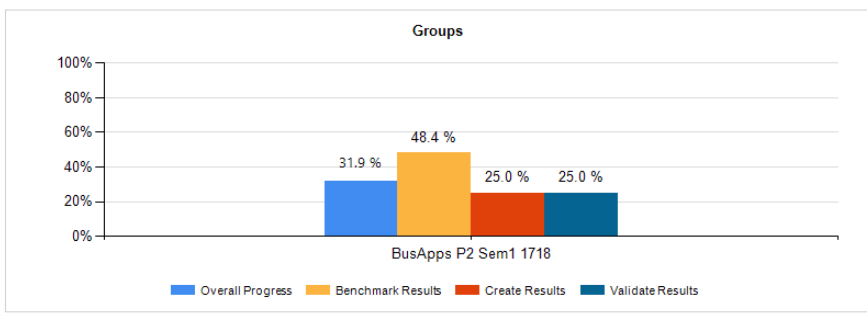


2017-10-30

Learning Report
Kim Williams (kwilliams@ccilearning.com)
PowerPoint 2016

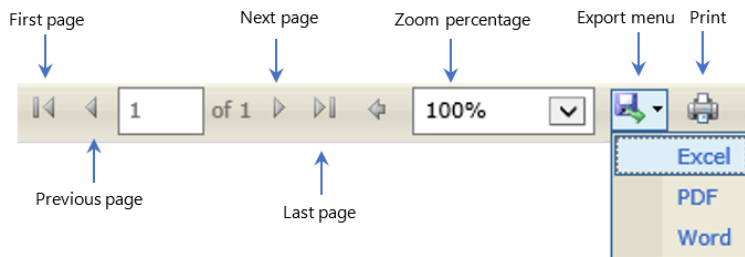
Group Name (Key)		Overall Progress	Benchmark Results	Create Results	Validate Results		
BusApps P2 Sem1 1718	(XXXXXXXXXX)	31.9 %	48.4 %	25.0 %	25.0 %		
Douglas	Ernie ernie@douglas.net	2017-10-24	2017-10-31	15.6 %	4.3 %	-	-
Williams	Kim kwilliams@ccilearning.com	2017-10-24	2017-10-31	100.0 %	100.0 %	100.0 %	100.0 %
Wong	Stan sfw67@outlook.com	2017-10-24	2017-10-31	-	-	-	-
Wong	Sue swong4363@gmail.com	2017-10-24	2017-10-31	11.9 %	89.1 %	-	-

4 student(s) in PowerPoint 2016



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You can use the toolbar options that appear immediately below the Show Report button to navigate the report, change the zoom setting, print the report, and export the report in various formats. In the example shown, the available toolbar options are:



Not all the toolbar options are available in all report types.

For each student listed in the student table, you can generate an exercise result report to show assessment score details, or you can generate an individual overall progress report to view student performance for each lesson in the course.

Generating an Individual Exercise Result Report for an Assessment

An exercise result report will show score details for the individual skills tested in each Jasperactive assessment. To generate an exercise result report for an assessment, click the score in the appropriate column in the student table. The exercise result report displays in a new window (or window tab, depending upon your browser settings).

To generate an exercise result report for an assessment for an individual student, perform the following steps.

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

The exercise result report for the assessment appears in a new window or window tab.

Exercise Result
PowerPoint 2016
Benchmark
Wong Sue
Correct Percentage: 89.1 %
The student Benchmark results from: 2017-10-30 02:44 PM

Lesson	Subject	Question
Lesson 1: Getting Started	Saving Presentations	✓ Save the presentation as a PDF
	Creating New Presentations	✓ Create a new presentation
	Changing Slide Size Options	✓ Choose another slide size
Lesson 2: Working with Slides	Using Slide Master View	✓ Insert a picture in the Slide Master
		✓ Modify bullets in the Slide Master
	Inserting New Slides	✗ Insert a slide and modify a table
		✓ Insert a new slide
		✓ Insert a new slide
	Applying Slide Layouts	✓ Change slide layout
	Applying Themes	✓ Apply a theme in the Slide Master
	Formatting Slide Backgrounds	✗ Modify the slide background
	Using Sections	✓ Create sections
Inserting Slides from an Outline	✓ Import an outline	

- Step 2:** Print or export the result data using the toolbar options at the top of the page.

- Step 3:** Close the exercise result report window (or window tab) to return to the Learning report.

Generating an Overall Progress Report for a Student

You can generate an overall progress report for a student by clicking the student's name in the student table within the Learning report. You can also drill down through the available information in the overall progress report. Each link that you click as you drill down into the data generates a new report about the specific details and opens the report in a new window (or window tab). You can close the new window or window tab to return to the overall progress report.

To generate an overall progress report for a student, perform the following steps.

- Step 1:** In the Learning report, in the student table, locate the row for the student whose course progress details you want to view, then click the completion percentage link in the **Overall Progress** column.

The overall progress report displays in a new window or window tab.

Overall Progress

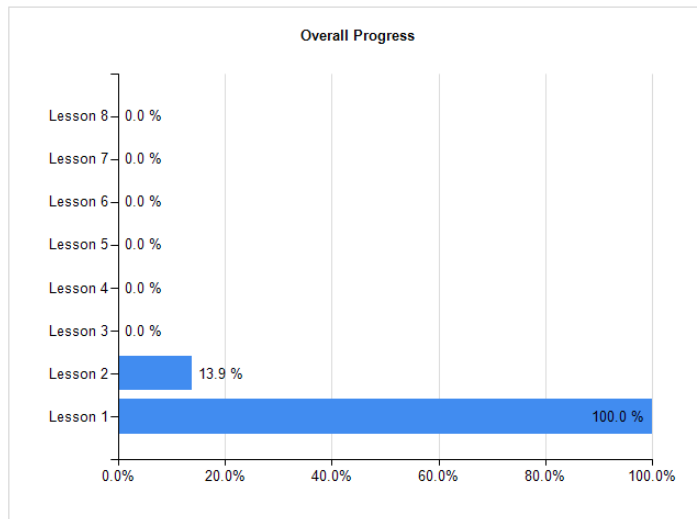
PowerPoint 2016 Overall Progress

BusApps P2 Sem1 1718
Wong Sue

Lesson	Quiz Results	Optional	Result
Lesson 1: Getting Started	60.0 %		100.0 %
Changing Slide Size Options		No	100.0 %
Saving Presentations		No	100.0 %
Maintaining Backward Compatibility		No	100.0 %
Modifying Presentation Properties		No	100.0 %
Viewing Presentations		No	100.0 %
Lesson 2: Working with Slides	80.0 %		13.9 %
Using Themes		No	83.3 %
Understanding Slide Layouts		No	-
Understanding Slide Masters		No	-
Managing Slides		Yes	-
Adding Footers, Date and Slide Numbers		No	-
Using Sections		Yes	-
Lesson 3: Working with Text	-		0.0 %
Using the Outline View		No	-
Using the Outline View		No	-

Step 2: To view a graph of the overall progress, click the **Last Page** navigation button in the toolbar above the report.

Lesson 8: Sharing Presentations		-	0.0 %
Reducing the Size of a Presentation File	No	-	-
Protecting and Inspecting a Presentation	No	-	-
Exporting Presentations in Other Formats	No	-	-
Packaging Presentations for CD	No	-	-
Printing a Presentation	No	-	-
Sharing a Presentation	No	-	-



Step 3: Print or export the report data using the toolbar options at the top of the page.

You can click links in the overall progress report to generate reports about quiz scores for each lesson, and to generate reports about scores for individual exercises within each lesson.

Generating an Exercise Result Report for Quiz Details

You can generate an exercise result report that displays detailed information about how a student scored on each lesson quiz.

To generate a report with detailed lesson quiz information, perform the following steps.

Step 1: In the overall progress report, click the score link for the appropriate lesson in the **Quiz Results** column.

The exercise result report for the selected quiz displays in a new window or window tab.

Lesson	Subject	Question
	Creating New Presentations	✘ When creating a new presentation, which option is NOT available in the Start screen?
		✘ Which Ribbon tab is used to access slide size options?
	Maintaining Backward Compatibility	✘ What feature is used to ensure your file will convert smoothly to an earlier version of PowerPoint?
Lesson 1: Getting Started	Viewing Presentations	✔ Which presentation view is similar to the Normal view, displays an outline of the text within the presentation, and is useful for editing purposes?
		✔ Which presentation view displays thumbnails of all the slides and allows you to change the order of slides, add special effects, and view sections, but cannot be used to edit the contents of slides?
		✘ Which File tab option allows you to view and modify document properties?
	Using the Ribbon	✔ Which ribbon tab opens into a full-screen window called Backstage

Step 2: Print or export the report data using the toolbar options at the top of the page.

Step 3: Close the exercise result report window (or window tab) to return to the overall progress report.

Generating an Exercise Result Report for Lesson Exercises

You can also generate an exercise result report that displays detailed information about how a student scored in each lesson exercise.

To generate a report with detailed lesson exercise information, perform the following steps.

Step 1: In the overall progress report, click the score link for the appropriate exercise in the **Result** column.

The exercise result report for the selected exercise displays in a new window or window tab.

Exercise Result

PowerPoint 2016

Using Themes Correct Percentage 83.3 %

Wong Sue

The student Learn results from: 2017-10-30 03:11 PM

Lesson	Subject	Question
Lesson 1: Getting Started	Viewing Presentations	✘ Change the view
	Using the Slide Sorter	✔ Change the view
Lesson 2: Working with Slides	Modifying Themes	✔ Apply a theme and add a font
		✔ Create a new theme color
	Formatting Slide Backgrounds	✔ Apply a theme to selected slides
		✔ Modify the slide background

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Step 2: Print or export the report data using the toolbar options at the top of the page.

Step 3: Close the exercise result report window (or window tab), and then close the overall progress report window (or window tab).

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 generate a report of your students' progress on those custom elements.

To generate 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 Default View](#)

In this section you can see the overall progress of your groups. To start select an application and the groups that you want to see.
Note: Only active groups are listed.

Application: [Dropdown] Activity: Select an Activity [Dropdown]

Group:

- Block A Microsoft Office 2016
- BusApps P2 Sem1 1718
- BusApps P2 Sem1 1719
- BusApps P2 Sem1 1720
- Business Apps Period 1 SEM1 1718
- CCI Internal Training APR2017
- Dan Test
- Kims Group
- Kims Group
- Test
- Test Group

Show Report

Step 2: In the Custom Activity Report tab, click the drop-down arrow in the **Application** field to select a course.

Step 3: Click the drop-down arrow in the **Activity** field to select the desired custom activity.

Step 4: Select the check box(es) for the group(s) whose data you want to see.

Step 5: Click **Show Report**.

The window expands to display a custom activity report for the selected group(s). The report shows overall scoring for the group(s).

[Go to Default View](#)

In this section you can see the overall progress of your groups. To start select an application and the groups that you want to see.
Note: Only active groups are listed.

Application: PowerPoint 2016
Activity: ConceptCheck-1

Group:

- Block A Microsoft Office 2016
- BusApps P2 Sem1 1718
- BusApps P2 Sem1 1719
- BusApps P2 Sem1 1720
- Business Apps Period 1 SEM1 1718
- CCI Internal Training APR2017
- Dan Test
- Kims Group
- Kims: Group
- Test
- Test Group

Show Report

1 of 1 | 100% | [Print] [Export]

Jasperactive™

2017-10-30

Custom Activity Report

PowerPoint 2016
Activity Name: ConceptCheck-1
Author: Williams Kim

Group Name (Key)			
Last Name	Name	Email	Correct Percentage
BusApps P2 Sem1 1718	(XXXXXXXXXX)		25.0 %
Douglas	Ernie	ernie@douglas.net	50.0 %
Williams	Kim	kwilliams@ccilearning.com	-
Wong	Stan	sfw87@outlook.com	-
Wong	Sue	swong4363@gmail.com	50.0 %

4 student(s) in PowerPoint 2016

Groups

Group	Correct Percentage
BusApps P2 Sem1 1718	25.0 %

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Student information and scores display within the student table in the report, and a bar chart displays below the table.

Step 6: Print or export the report data using the toolbar options at the top of the page.

What's Next?

You can work with reports in Default view if you want to examine student progress and course completion statistics for each course in Jasperactive without the need to generate printouts or export report data. Please refer to the **Reports in Default View** article for details.

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