

Using Administrator Reports

There are a variety of administrator reports that can be generated in Jasperactive. You can use reports to review partner associations, assigned license codes, and view teacher and group information.

The Reports option is available in all Jasperactive levels. However, teacher and student reports differ from administrator-level reports.

For more information about teacher reports, refer to the *Using Reports* section in the *Jasperactive Teacher's Guide*.

For more information about student reports, refer to the *Viewing Your Learning Reports* section in the *Jasperactive Student User Guide*.

To generate administrator reports, perform the following steps.

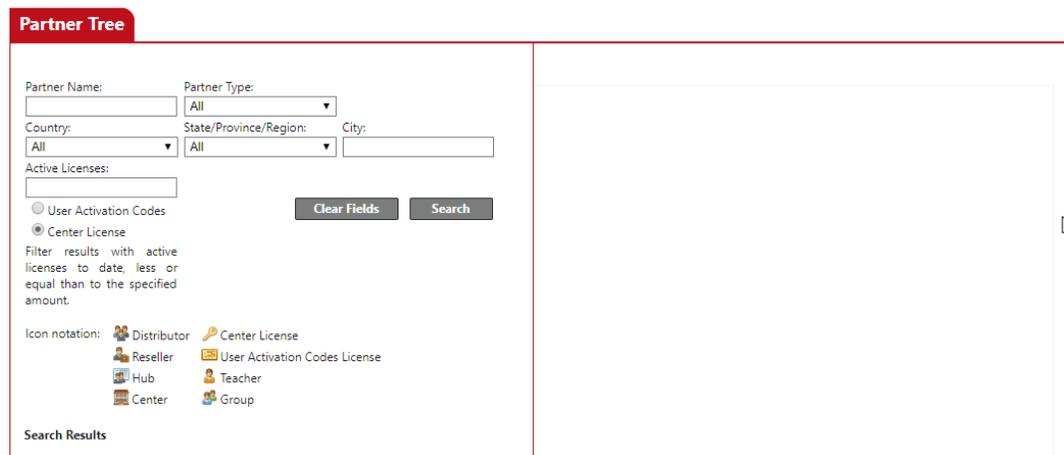
- Step 1:** Log in to [Jasperactive](#) using your administrator account.
- Step 2:** Click the **Reports** option in the panel to display the Administrative Reports page. The Partner Tree tab appears.

Administrative Reports

[Master Analysis Report](#)

In this section, you can expand the Partner Tree to view all levels.

Click any level in the tree to generate a report on that specific level. All partner types below the selected level will be included in the report.



The screenshot shows the 'Partner Tree' interface. On the left, there are search filters: 'Partner Name' (text input), 'Partner Type' (dropdown menu set to 'All'), 'Country' (dropdown menu set to 'All'), 'State/Province/Region' (dropdown menu set to 'All'), and 'City' (text input). Below these is an 'Active Licenses' text input field. There are two radio buttons: 'User Activation Codes' (unselected) and 'Center License' (selected). There are 'Clear Fields' and 'Search' buttons. Below the filters is a legend for 'Icon notation' with icons for Distributor, Reseller, Hub, Center, Center License, User Activation Codes License, Teacher, and Group. At the bottom left of the interface is a 'Search Results' section.

You can use the information in the Partner Tree tab to generate a report for any level with which you are associated. The Partner Tree fields and options are the same for all administrator account levels (Distributor, Reseller, Hub, and Center).

The partner types displayed in the Partner Tree vary depending on the administrator level you use to log in to Jasperactive. For example, if you log in as a Center Admin, you will access the teachers, groups, and licenses associated with your organization; and if you log in as a Hub Admin, you will access the centers, teachers, groups, and licenses associated with your organization.

Step 3: In the **Partner Tree** tab, enter information in the search fields, select options from the drop-down menus, and/or select a radio button to refine your search to locate a specific partner or group of partners. (You can also perform a search without entering any criteria if you want to see all partners associated with your administrator account.)

Step 4: Click the **Search** button to display the results.

Partner Tree

Partner Name: Partner Type:

Country: State/Province/Region: City:

Active Licenses:

User Activation Codes Center License

Filter results with active licenses to date, less or equal than to the specified amount.

Icon notation: Distributor Center License
 Reseller User Activation Codes License
 Hub Teacher
 Center Group

Search Results

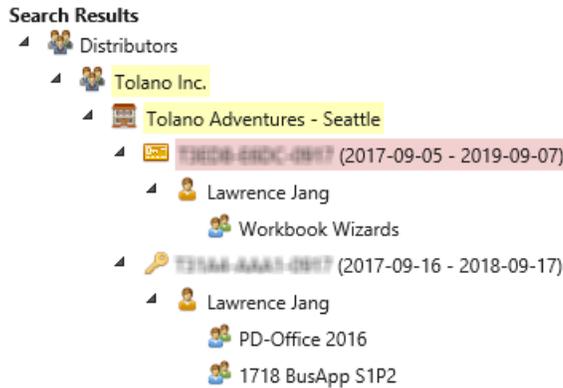
- ▲ Distributors
 - ▲ Tolano Inc.
 - Tolano High School
 - Tolano Adventures - Seattle
 - ▲ Green Soles
 - Tolano Enterprises

Jasperactive displays the partner types and licenses associated with the information you specified.

The example shown displays the partner types associated with the partner named *Tolano*. (These results are shown from the highest administrator level.)

The partner types associated with the partner named Tolano include two centers (Tolano High School and Tolano Adventures – Seattle), one reseller (Green Soles) and one hub (Tolano Enterprises).

Use the ▶ and ◀ icons to expand and collapse the search result items. For example, to view the groups associated with a specific activation license for the Tolano Adventures - Seattle center, click the ▶ icon next to Tolano Adventures - Seattle to display the license codes, and then continue to expand each level until the group information appears.



License activation codes in the preceding figure have been blurred for security purposes.

Step 5: In the search results, click the item for which you want to generate a report, then click the **Generate Report** button. The options that appear in the Partner Tree tab and the report that is generated will vary depending on the type of item you selected.

For example, selecting the Tolano Adventures - Seattle heading will prompt you to specify a start date and finish date. Clicking the Generate Report button will then generate a report showing the center licenses which are valid between the start date and finish date you specified.

Partner Tree

Tolano Adventures - Seattle

Optionally use the date range to filter the licenses and count students and teachers. The licenses whose initial date or final date is between this range of dates will be filtered. Use the date format: yyyy-mm-dd.

Start Date: Finish Date:

Generate Report

1 of 1 100% Find | Next

Jasperactive™ 2018-08-30

Tolano Adventures - Seattle

Licenses have been filtered between 2017-09-06 And 2018-09-07

Centers (3)

| Partner | Partner Parent | Available Center Licenses | Available User Activation Codes | Country | State/Province/Region | City | Address | Zip Code/Postal Code | Phone Number |
|-----------------------------|----------------|---------------------------|---------------------------------|---------------|-----------------------|---------|-------------------|----------------------|--------------|
| Tolano Adventures - Seattle | Tolano Inc. | 2 | 0 | United States | Washington | Seattle | 88 Piermont Drive | 98117 | () - |

Licenses of Tolano Adventures - Seattle:

| Code | Start Date | Finish Date | Inventory Type | Active: | Students | Teachers | Information for Activation Codes | | | | |
|------------------------------|------------|-------------|-----------------------|---------|-----------------------|-----------------------|----------------------------------|-----------------|---------------|-----------------|-------------|
| | | | | | | | Codes | Available Codes | Uses per Code | Duration (Days) | Finish Date |
| | 2017-09-06 | 2019-09-07 | User Activation Codes | No | 1 | 1 | 1 | 1 | 10 | 365 | |
| | 2017-09-16 | 2019-09-17 | Center License | Yes | 15 | 4 | | | | | |
| | 2018-08-14 | 2019-08-16 | Center License | Yes | 5 | 0 | | | | | |
| | | | | | Total Students | Total Teachers | | | | | |
| Tolano Adventures - Seattle: | | | | | 20 | 4 | | | | | |
| Total (Centers): | | | | | 20 | 4 | | | | | |
| Grand Total: | | | | | 20 | 4 | | | | | |

© CCI Learning Inc. Page 1 of 1

Selecting a group, such as Workbook Wizards, will prompt you to select an application suite, if necessary, and a specific course. Clicking the Generate Report button will then generate a group progress report for the specified course.

Partner Tree

Select a course to generate the report:
Office 2016

Access PowerPoint
 Excel Core Word Core
 Excel Expert Word Expert
 Outlook

Workbook Wizards ();
Lawrence Jang (ljang@tolano.com)

Generate Report

1 of 1 | 100% | Find | Next

Jasperactive

2017-10-02

Group Report
Lawrence Jang (ljang@tolano.com)
Excel 2016 Core

| Group Name (Key) | | | | Overall Progress | Benchmark Results | Create Results | Validate Results |
|----------------------|---------|---------------------|------------|------------------|-------------------|----------------|------------------|
| Lastname | Name | Email | Start Date | Finish Date | | | |
| Workbook Wizards () | | | | 0.6 % | 0.8 % | 40.7 % | 44.3 % |
| Douglas | Robert | gbrysings@yahoo.com | 2017-09-07 | 2017-09-17 | 1.2 % | 0.0 % | 84.3 % |
| Kozakis | Kenneth | ken@email.com | 2017-09-27 | 2018-09-27 | 0.0 % | 1.6 % | 4.3 % |

2 student(s) in Excel 2016 Core

Groups

© CCI Learning Inc. Page 1 of 1

You can use the toolbar options that appear immediately below the Generate Report button to navigate the report pages, find text in the report, change the zoom percentage, export the report into various formats, and print the report. In the example shown in the preceding figure, the available toolbar options are:

First page Next page Go back to parent report Export menu Find Text

Previous page Last page Zoom Print

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

Step 6: Click the **Partner Tree** tab to return to the Partner Tree search window.

Step 7: Click the **Home Page** (🏠) icon in the Jasperactive navigation bar to return to your home page.

Viewing the Master Analysis Report

You can use the Master Analysis Report to review detailed activity information for a single user or for all the groups, teachers, and centers associated with your organization.

You can choose to filter the report data based on a date or range of dates. You can also specify the type and level of information included in the report, such as assessment scores, exercise detail, or total training time and number of attempts.

The Master Analysis Report option is available in the Teacher panel and at all Jasperactive administrative levels. The options displayed in the Master Analysis Report vary depending on the level you use to log in to Jasperactive. For example, if you log in as a Hub Admin, you may generate a report based on the centers, teachers, and groups associated with your organization; if you log in as a Teacher, you may generate a report based on the groups associated with your Teacher account.

To generate a Master Analysis Report, perform these steps:

Step 1: In the Administrative Reports page, click the **Master Analysis Report** link. The Master Analysis Report options display.



* Mandatory Fields

Complete the following fields to generate the report. You may enter information in the Student Name, User Name (Email), or Activation Code fields. If you specify one of these fields, you may skip the Centers, Teachers, and Groups fields.

| | | |
|--|--|---|
| Student Name: First Name Last Name | User Name (Email): email@example.com | Activation Code: ####-####-#### |
|--|--|---|

Click the Centers field and individually select one or more centers. Click the Select all link to select all centers. Click the Clear link to clear the centers.

Centers *: Select all Clear

Note: The Centers field is not mandatory if you specify a Student Name, User Name (Email), or Activation Code.

Click the Teachers field and individually select one or more teachers. Click the Select all link to select all teachers. Click the Clear link to clear the teachers.

Teachers *: Select all Clear

Note: The Teachers field is not mandatory if you specify a Student Name, User Name (Email), or Activation Code.

Click the Groups field and individually select one or more groups. Click the Select all link to select all groups. Click the Clear link to clear the groups.

Groups *: Select all Clear

Note: The Groups field is not mandatory if you specify a Student Name, User Name (Email), or Activation Code.

Enter dates in one or more of the categories below. The report data will be filtered based on the date(s) specified. If you do not specify any dates, all data will appear in the report.

| | | |
|--|--|--|
| Activity Start Date: yyyy-mm-dd | Registration Start Date: yyyy-mm-dd | Last Login Start Date: yyyy-mm-dd |
| Activity Finish Date: yyyy-mm-dd | Registration Finish Date: yyyy-mm-dd | Last Login Finish Date: yyyy-mm-dd |

You may select specific courses and lessons to include in the report by expanding the Office Suite, selecting and expanding the Course(s), and then selecting the Lesson(s). You must select at least one lesson.

Application *:

- ▾ Office 2016
 - ▾ Access
 - ▾ Excel Core
 - ▾ Excel Expert
 - ▾ Outlook
 - ▾ PowerPoint
 - ▾ Word Core
 - ▾ Word Expert
- ▾ Office 2013
 - ▾ Access
 - ▾ Excel Core
 - ▾ Excel Expert
 - ▾ Outlook
 - ▾ PowerPoint
 - ▾ Word Core
 - ▾ Word Expert

Select the information that you want to include in the report:

Assessments:

- Benchmark
- Create
- Validate
- GMetrix

Lessons:

- Include quizzes
- Include attempts and total training time
- Show detail by exercise

Note: The attempts and total training time are calculated for the activity date range specified below.

Specify the desired report format:

XLSX CSV

Generate Report

Step 2: Follow the on-screen instructions to specify the report criteria and generate the report.

Jasperactive will export the report data in the format you specified to the default download location on your computer.

Step 3: Navigate to the exported file and double-click it to open it.

| Jasperactive Master Analysis Report | | | | | | | | | | | |
|-------------------------------------|-------------------------|----------------|--------------------|-------------------|-----------------|----------------|---------------|--------------|--------|--------------------|---------------------|
| Report Generated By | | | | | | | | | | Sue Wong | |
| Report Start Date | | | | | | | | | | | |
| Report End Date | | | | | | | | | | | |
| Number of Students | | | | | | | | | | 5 | |
| General Information | | | | | | | | | | Benchmark | |
| Student | Email | Activation | Center | Registration Date | Last Login Date | Applicati | Teacher | Group | Benchm | Number of Attempts | Total Training Time |
| Joel Freres | joel@jasperactive.com | SEBEC-86CD-041 | Tolano High School | 4/26/2018 17:23 | 10/1/2018 18:58 | Excel 2016 Cor | Lucy van Pelt | Office Basic | 3% | 1 | 0:01:51 |
| Ken Krindall | ken@jasperactive.com | SEBEC-86CD-041 | Tolano High School | 10/23/2017 22:57 | 9/15/2018 17:54 | Excel 2016 Cor | Lucy van Pelt | Office Basic | 6% | 1 | 0:50:00 |
| Lauren Gomez | lauren@jasperactive.com | SEBEC-86CD-041 | Tolano High School | 4/26/2018 17:24 | 9/19/2018 13:30 | Excel 2016 Cor | Lucy van Pelt | Office Basic | 18% | 1 | 0:43:26 |
| Lucy van Pelt | lucy@jasperactive.com | SEBEC-86CD-041 | Tolano High School | 5/2/2018 21:05 | 10/1/2018 16:20 | Excel 2016 Cor | Lucy van Pelt | Office Basic | 2% | 1 | 0:02:12 |
| Rosie Smith | rosie@jasperactive.com | SEBEC-86CD-041 | Tolano High School | 10/20/2017 17:24 | 10/1/2018 18:58 | Excel 2016 Cor | Lucy van Pelt | Office Basic | 3% | 1 | 0:02:33 |

You can save the report with a different name and analyze the data as needed.

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