



Odysseyware®
v2.51
Activity Reports User Guide
Released 10/2019

Odysseyware® v2.51 Activity Reports User Guide

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Helpful resources

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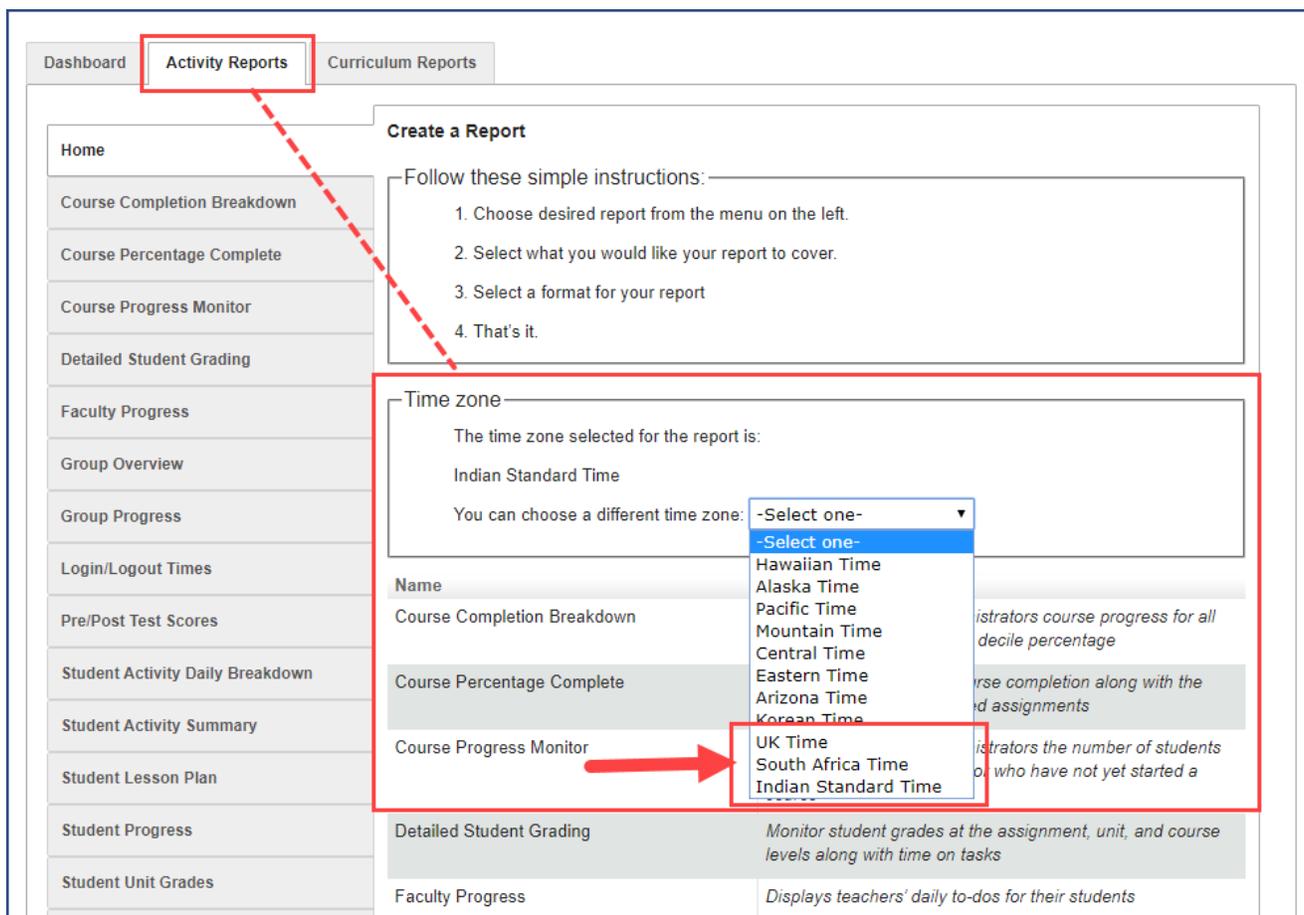
What's new in this release for Activity Reports

Odysseyware v2.51 contains an improvement for Activity Reports.

Three time zones were added to the Time Zone list for the school which means these time zones can also be used when running Activity Reports

The new time zones are:

- **Indian Standard Time** identified with the region of India.
- **UK Time** identified with the city of London and region of Europe.
- **South Africa Time** identified with the city of Johannesburg and the region of South Africa.



The default time zone uses the one set for the school, but a different time zone can be selected when running a report. The selected time zone displays on the report.



Login/Logout Times Report

Bunker Memorial Academy

Report Start Date: 10/11/2019

Date Retrieved: 10/28/2019

Report End Date: 10/25/2019

Time Retrieved: 03:38 am

student, test [testStudent]

Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
10/21/2019	09:34 pm	10:29 pm	00:55:14
10/21/2019	11:56 pm	01:11 am *	01:15:21
Total Time (hh:mm:ss):			02:10:35
Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
10/22/2019	10:24 pm	11:35 pm	01:10:23
Total Time (hh:mm:ss):			01:10:23
Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
10/23/2019	08:40 pm	09:39 pm	00:58:49
Total Time (hh:mm:ss):			00:58:49
Total Duration (hh:mm:ss):			04:19:47

Note: All Dates and Times are in Indian Standard Time.
 * against Logout time indicates that the student remained logged in past midnight

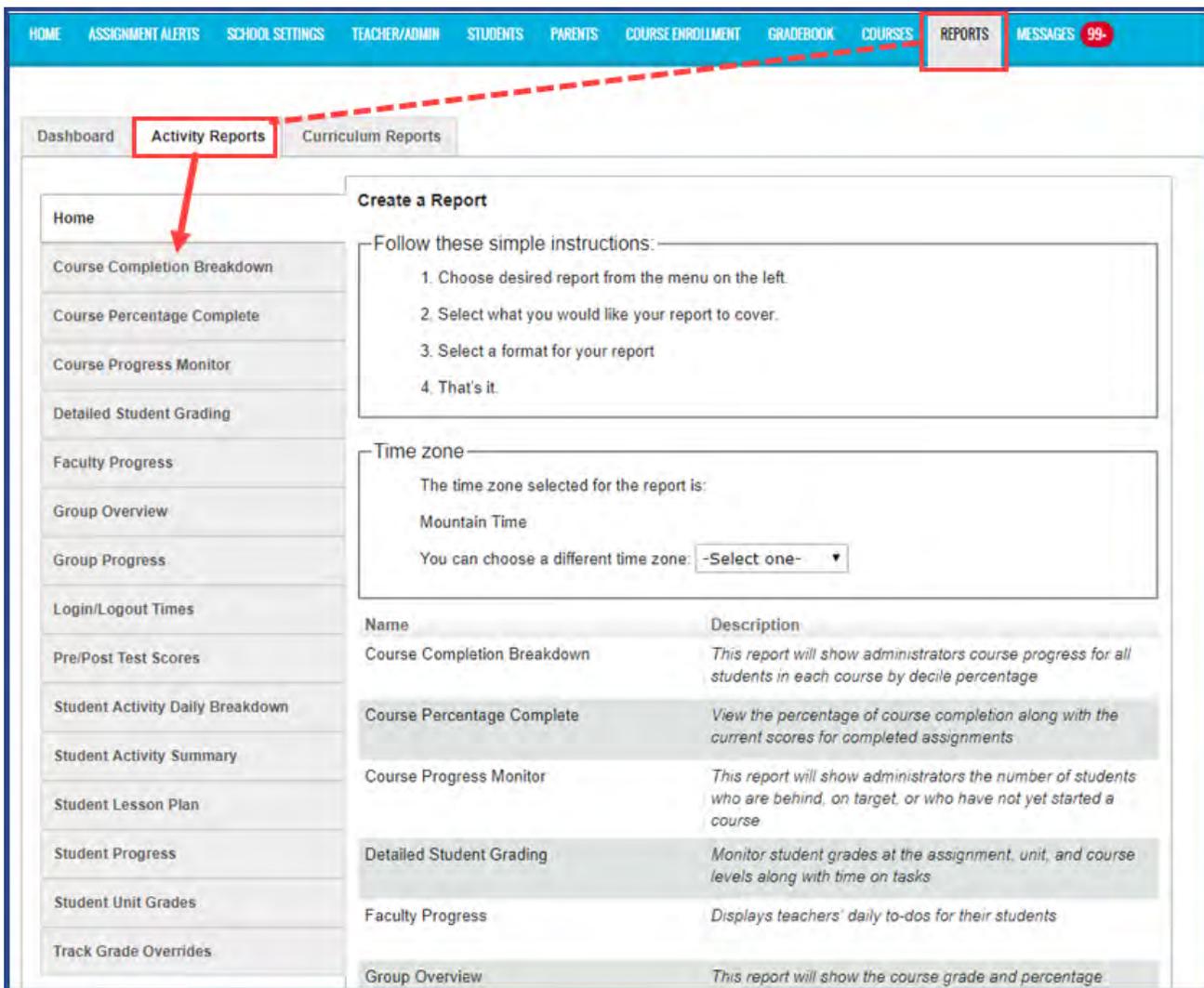


Introduction

Odysseyware provides a variety of student reports available to help manage and track student activity in enrollments, such as time on task and score, progress, and more.

Two access points in Odysseyware are available for running activity reports:

- The **Activity Reports** tab under the main nav bar **Reports** tool. Depending on your Odysseyware user role, the Activity Reports tab contains the full set of student and administrative reports. See ["Run reports from the Activity Reports tab"](#) on page 43.



The screenshot shows the Odysseyware interface with the 'REPORTS' tab selected in the top navigation bar. Below it, the 'Activity Reports' sub-tab is active. A red dashed line connects the 'REPORTS' tab to the 'Activity Reports' sub-tab. A red arrow points from the 'Activity Reports' sub-tab to the 'Course Completion Breakdown' report in the list. The 'Create a Report' section provides instructions and a time zone selector. The report list includes:

Name	Description
Course Completion Breakdown	This report will show administrators course progress for all students in each course by decile percentage
Course Percentage Complete	View the percentage of course completion along with the current scores for completed assignments
Course Progress Monitor	This report will show administrators the number of students who are behind, on target, or who have not yet started a course
Detailed Student Grading	Monitor student grades at the assignment, unit, and course levels along with time on tasks
Faculty Progress	Displays teachers' daily to-dos for their students
Group Overview	This report will show the course grade and percentage

- The **Quick Reports**  tool on the **Gradebook > Grading** tab. The **Quick Reports** tool appears after you have searched for a student or if you accessed the Gradebook from the student's **Go To > Gradebook** shortcut. The set of reports that you can run from the **Quick Reports** tool is limited to student reports.

You can export the report as a Web page (HTML), CSV file, or a PDF. See ["Activity Reports export formats"](#) on page 39.



Activity Reports descriptions, user access, and additional filtering options

Odysseyware provides a full set of administrative and student Activity Reports. The reports you can see are based on your Odysseyware user role.

This section explains all of the current Activity Reports and where in the application users can access them - either from the **Activity Reports** sub-tab and/or from the **Gradebook > Quick Reports**  button. Reports that are available to specific purchase plans or user roles are noted. Specific reports may have additional filtering options so that users can narrow the data to include in the report. Reports with additional filtering options are noted as well. Examples of most of the reports are also provided in this topic

Click a link to see the report's description, access, and additional filtering options.

Course Completion Breakdown	Faculty Progress	Student Activity Daily Breakdown
Course Percentage Complete	Group Overview	Student Activity Summary
Course Progress Monitor	Group Progress	Student Lesson Plan
Detailed Student Grading	Login/Logout Times	Student Progress Report
ECash Consumption	Pre/Post Test Scores	Student Unit Grades
Track Grade Overrides		

Course Completion Breakdown



Note: Report available to Admins only and is available from **Activity Reports**.

The **Course Completion Breakdown** report shows number of students by selected course(s) who have not started and includes course completion percentages by 10% increments (decile) *by campus* to give admins a high-level view of how students are progressing through the school year at the selected campus. Allows Admins to focus on courses where students are falling behind.

Under **Select Enrollments**, includes two filter options:

- **Teacher breakdown** option so that Admins can run the report to show course completion data by teacher and by campus, if desired.
- **CRx mode** (Both, Yes, No) option to run the report for all enrollments, just CRx enrollments, or for enrollments without CRx mode enabled.



Tip: CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most Odysseyware® courses. CRx mode allows students to "test out" of certain units.



Select Enrollments

Select	Course
<input type="checkbox"/>	
<input type="checkbox"/>	+ Algebra I
<input type="checkbox"/>	+ Bible 300 CRX (CRx)
<input type="checkbox"/>	+ Earth Science
<input type="checkbox"/>	+ Geometry (CRx)

Status	Reason
Active ▼	All ▼

Record Count: 4

Teacher breakdown
 CRx: Both ▼

For the Course Completion Breakdown report:

- Select to show the breakdown by Teacher as well as by campus. Otherwise, the report shows just by campus.
- Use the CRx option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

This example shows the **Course Completion Breakdown** report, which is based on course completion for a campus. The example does not have the **Teacher breakdown** filter selected and the **CRx** filter set to **Yes**.

Course Completion Breakdown Report

Bunker Memorial Academy

Report Start Date: 06/21/2018 **Date Retrieved:** 10/10/2018

Report End Date: 10/09/2018

Campus ID: OASIS11234@Campus

Course Title	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total
Algebra I (2016)	1	0	0	0	0	0	0	0	0	0	0	0	1
Algebra I - Semester 2 (2016)	0	1	0	0	0	0	0	0	0	0	0	0	1
CustomCRx44 (2016)	1	0	0	0	0	0	0	0	0	0	0	0	1
English I (2016)	0	0	1	0	0	0	0	0	0	0	0	0	1
Total	2	1	1	0	0	0	0	0	0	0	0	0	

This example shows the **Course Completion Breakdown** report *with* the **Teacher breakdown** filter selected and the **CRx** filter set to **Both**.

 Course Completion Breakdown By Teacher Report Bunker Memorial Academy															
Report Start Date: 06/21/2018														Date Retrieved: 10/09/2018	
Report End Date: 10/09/2018															
Campus ID: OASIS11234@Campus															
Course Title: Algebra I (2016)															
Teacher Name	Not Started	1-10%	10-20%	20-30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-99%	Comp	Total		
Evans, Justin	2	1	0	0	0	0	0	0	0	0	0	0	3		
Total	3	3	0												

Course Percentage Complete

The **Course Percentage Complete** report shows a student's progress as a percentage completed in one or more assigned courses along with the current score for completed assignments.



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

When accessing the report from **Activity Reports**, under **Select Enrollments**, two additional filter options are available:

- For those schools using the NWEA™ Assessment Integration, the **Include Learning Path Enrollments** option lets you include or exclude those types of enrollments.
- **CRx** mode option lets you include all enrollments, CRx mode only enrollments, or non-CRx enrollments.



Tip: When exporting to .csv, you also see enrollment status and reason if status is Archived.



Select Enrollments

Select	Course	Status	Reason
<input type="checkbox"/>		Active ▼	All ▼
<input type="checkbox"/>	<input type="checkbox"/> Algebra I Fundamentals		
<input type="checkbox"/>	<input type="checkbox"/> Biology		
<input type="checkbox"/>	<input type="checkbox"/> Earth Science		

Record Count: 3

Include Learning Path Enrollments
 CRx: ▼

For the Course Percentage Completion report, keep or clear the Include Learning Path Enrollments option and CRx mode option.

This example shows the **Course Percentage Complete** report for a specific student and has the **Include Learning Path Enrollments** filter cleared and the **CRx** filter set to **Both**.

Course Percentage Complete Report

Bunker Memorial Academy

Report Start Date: 09/03/2018

Report End Date: 05/24/2019

Date Retrieved: 10/09/2018

Brunskill , Jessica [JessBrun, Automation1433789, BWA29]

Current Score	Course Title	Teacher	Total Assignments	Assignments Completed	Course Completed %
93.200*	English Language Arts Additional Resources (2016)	Hadley, Ellen	61	2	3.300

Course Progress Monitor

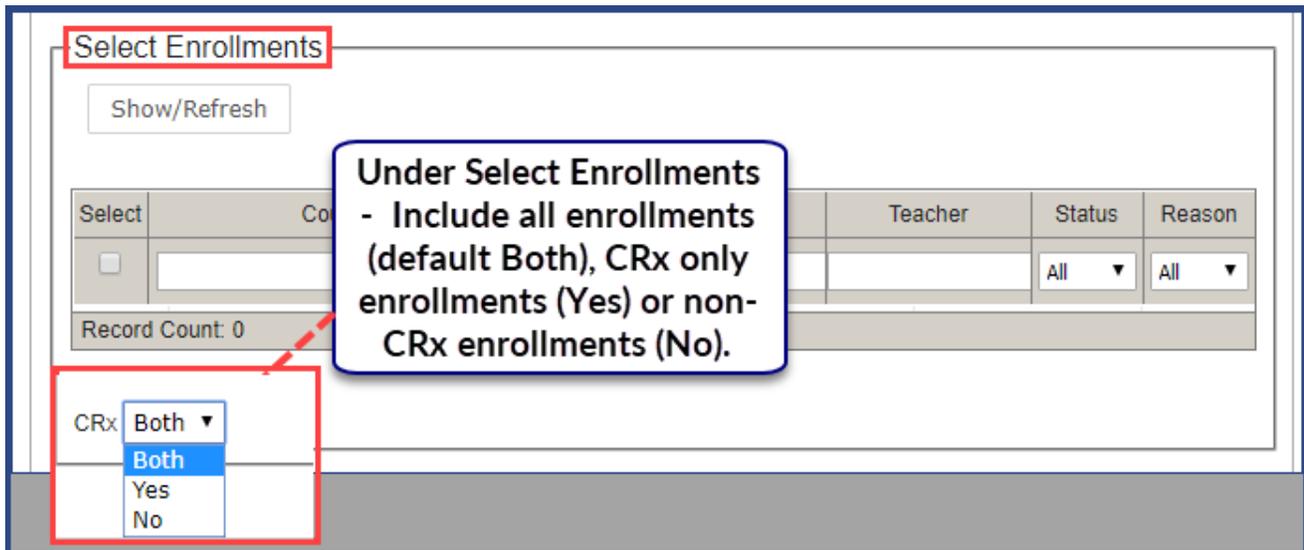


Note: Report available to Admins only and is accessed from **Activity Reports**.

The **Course Progress Monitor** report shows the number of students behind target, on target, or not yet started (future start date) on a per course basis for active enrollments *by campus*. This report can be used by the admin to focus on those courses that need attention. The report also displays the number of On Hold enrollments per course.

- *Behind target* is defined as having one or more assignments with a past due date that are in Assigned or Not Started status.
- *On target* is defined as having no assignments with a past due date that are in Assigned or Not Started status.
- *Future start date* is defined as a start date that is after the current date.

Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).



This example shows the **Course Progress Monitor** report, based on a selected campus, and has the **CRx** filter set to **Both** under **Select Enrollments**.

Odysseyware®		Course Progress Monitor				
		Bunker Memorial Academy				
Report Start Date: 06/21/2018					Date Retrieved: 10/10/2018	
Report End Date: 10/09/2018						
Campus ID: OASIS11234@Campus						
Course Title	Behind Target	On Target	Future Start Date	Active Enrollments	On Hold Enrollments	Total Enrollments
Algebra I (2016)	6	0	0	6	0	6
English I (2016)	1	0	0	1	0	1
English II (2016)	5	0	0	5	0	5



Detailed Student Grading

The Detailed Student Grading report shows student grades at the assignment, unit, and course levels, along with time on task (time spent working on an assignment).



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

Depending on your access point for the report, several additional filter options may be available:

- An **Include students who have not started** filter option allows you to include Active students who have not started work on the selected enrollments. This option allows Teachers (and Admins) to focus on students who may be falling behind.
- From **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

Select Users

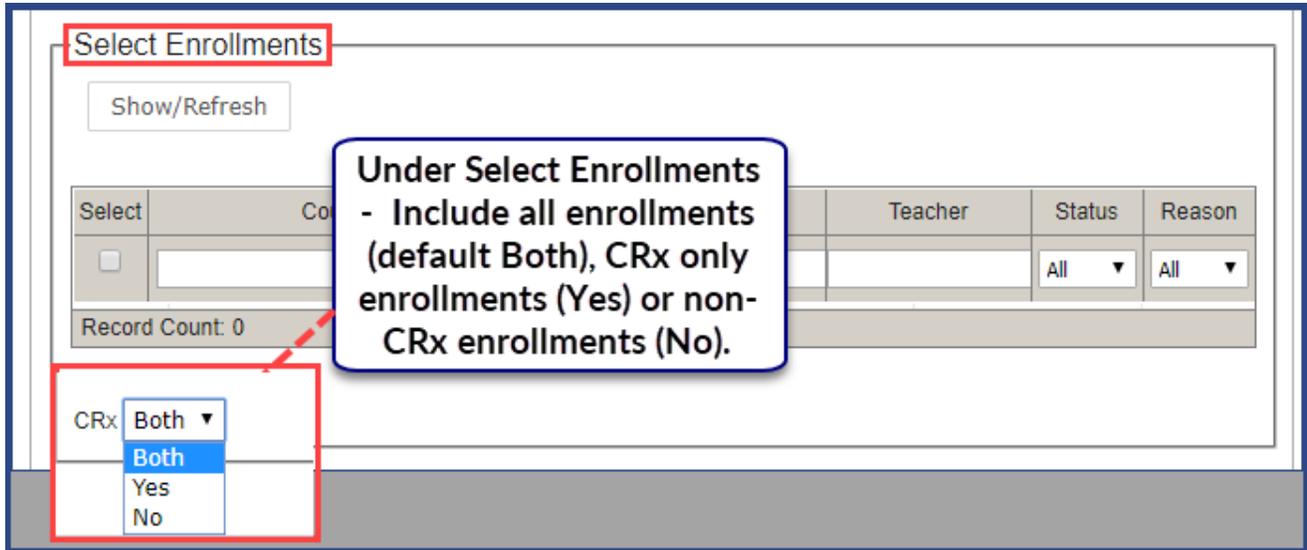
Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>					
<input type="checkbox"/>	Boyle, Abigail	boyle01	379	N/A	All
<input type="checkbox"/>	Chambers, Noah			2681 142QA	Active
<input type="checkbox"/>	Cobb, Julia			2681 142QA	Archived
<input type="checkbox"/>	Cooke, Leon			2681 142QA	On Hold
<input type="checkbox"/>	Curry, Xavier	curry01	366	2681 142QA	Active
<input type="checkbox"/>	Dawson, Helena	dawson01	399	2681 142QA	On Hold
<input type="checkbox"/>	Denver, Frank				Active
<input type="checkbox"/>	Drummond, Sarah				Active
<input type="checkbox"/>	Dunn, Amelie				Active
<input type="checkbox"/>	Fernandez, Ben				Active
<input type="checkbox"/>	Forbes, Bronx				Active
<input type="checkbox"/>	Harper, Paul				Active

Record Count: 58

Include students who have not started ⓘ

Sort the list to only show Active students.

For the Detailed Student Grading report, select this filter to include students who have not started. Otherwise, those students are not included in the report.



This example shows the **Detailed Student Grading** report *with* the **Include students who have not started** filter selected (under the **Select Users** category) for a selected student. With this filter selected, you will see all unstarted assignments in the report and not just the assignments that have been graded for the enrollment. If the filter is not selected, you only see the Graded assignments in the report, or if the student has not started a selected enrollment, the report is blank.

Odysseyware®		Detailed Student Grading Report				
Report Start Date: 06/21/2018		Bunker Memorial Academy				
Report End Date: 10/09/2018		Date Retrieved: 10/10/2018				
Brunskill, Jessica [JessBrun, Automation1433789, BWA29]						
Teacher : Hadley, Ellen						
Course Name : Biology (2016)						
Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	2. What is Life?	07/12/2018 03:36 pm	07/12/2018 03:40 pm	00:05	100.00
1	LESSON	3. Introduction to Biology	07/12/2018 03:41 pm	07/12/2018 04:07 pm	00:05	87.50
1	PROJECT	4. Project: Characteristics of Life	07/12/2018 04:07 pm	10/02/2018 04:29 pm	00:07	88.80
1	QUIZ	5. Quiz 1: Life Science	07/23/2018 01:01 pm	07/23/2018 03:50 pm	00:03	62.00
1	LESSON	6. Scientific Inquiry	10/02/2018 04:08 pm	10/02/2018 04:22 pm	00:14	71.30
1	LESSON	7. The Scientific Method	10/02/2018 04:30 pm	10/02/2018 04:35 pm	00:05	70.00
1	LESSON	9. Laboratory Safety	10/02/2018 04:35 pm	10/02/2018 04:40 pm	00:06	78.60
1	LESSON	12. Taxonomy: Classification and Naming	Not Started		NA	0.00
1	LESSON	13. Keys to Classification	Not Started		NA	0.00
1	QUIZ	17. Quiz 3: Taxonomy	Not Started		NA	0.00
1	TEST	19. Test	Not Started		NA	0.00
Unit Score:					73.60	
2	LESSON	1. Life Chemistry	Not Started		NA	0.00
2	LESSON	2. Atoms, Elements, and Compounds	Not Started		NA	0.00
2	LESSON	3. Chemical Bonds	Not Started		NA	0.00
Unit Score:					.00	
12	TEST	2. Exam	Not Started		NA	0.00
Unit Score:					.00	
13	TEST	1. Exam	Not Started		NA	0.00
Unit Score:					.00	
Course Score:					73.60	

* Assignment and Course Scores may not be the final score.
* All Dates and Times are in Mountain Time

ECash Consumption



Note: Report available to E-Cash schools only and is accessed from **Activity Reports**.

The E-Cash Consumption report allows an E-Cash school to view their E-Cash usage for a selected timeframe and user.

The screenshot displays the 'Activity Reports' section of the Odysseyware interface. In the left-hand navigation menu, the 'ECash Consumption' report is highlighted with a red box. The main content area features an 'Export as:' button at the top, followed by a 'Select Time-frame' section with 'Start Date' and 'End Date' input fields. Below this is a 'Select Users' section containing a table with the following data:

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>					Active
<input type="checkbox"/>	Jones, Jamyus	jjones	N/A	N/A	Active
<input type="checkbox"/>	Schaller, Lakyn	lschaller	N/A	N/A	Active

Below the table, a 'Record Count: 2' indicator is shown. At the bottom of the section, there is another 'Export as:' button.

Faculty Progress



Note: Report available to Admins and Super Teachers only and is accessed from **Activity Reports**.

The **Faculty Progress** report shows the status of notifications (items in the Home page, Actions list and Gradebook, Action Required tab) for selected Teachers of Record (TORs). "Current - No Pending Notifications" status means all notification items have been READ by the TOR. "Not current" status means notification items listed have not been READ by the TOR.

This report shows notifications (items in the **Home >Actions** list and **Gradebook >Action Required** tab) for selected Teachers of Record (TORs). "Current - No Pending Notifications" status means all notification items have been READ by the TOR. "Not current" status means notification items listed have not been READ by the TOR.



Odysseyware®

Faculty Progress Report

Bunker Memorial Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Student	Subject	Course	Unit	Assignment	Request Type	Event Date *
Hadley, Ellen Not Current →						
Brunskill, Jessica	English Language Arts	English II (2016)	1	"Through the Tunnel": Denotative and Connotative Meaning	Help Request	07/25/2018

* All Dates and Times are in Mountain Time

Group Overview

The **Group Overview** report shows the course grade and percentage complete by course for individual members of a selected group. This is useful for teachers who have used student groups to create classrooms for course enrollments. You can run the report each day to see how each member of the group is progressing for a course.



Note: As a Teacher or Super Teacher, you can only view group members allowed by your user role. This report is available from **Activity Reports** only.

- Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

Select Enrollments

Select	Co	Teacher	Status	Reason
<input type="checkbox"/>			All ▼	All ▼
Record Count: 0				

Under Select Enrollments
- Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No).

CRx: Both ▼
Both
Yes
No

This example shows a selected groups' course score and percentage complete for a selected enrollment. The **CRx** filter was set to **No** to select the enrollment.

Imported student records		Owner: Burr, Tim		
Civil War (2016)				
Student Name	Student ID	Campus ID	Course Score	Percent Complete
Cooper, Brad	ig_0014	scottsdale	90.000	3.600
Ferguson, Claude	None Provided	chandler	92.300	3.600

Group Progress

The **Group Progress** report shows detailed progress, by course, for a selected student group. Aggregate progress details include:

- Group's average completion percentage
- Lowest individual completion percentage.
- Highest individual completion percentage.
- Group's average course score.
- Lowest individual course score.
- Highest individual course score.



Note: As a Teacher or Super Teacher, you can only view group members allowed by your user role. This report is available from **Activity Reports** only.

- Under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).



Select Enrollments

Show/Refresh

Record Count: 0

CRx: Both ▼

Both
Yes
No

Under Select Enrollments
- Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No).

Select	Co	Teacher	Status	Reason
<input type="checkbox"/>			All ▼	All ▼

This example shows a selected groups' progress in a selected enrollment. The CRx filter was set to **No** to select the enrollment.

Odysseyware®

Group Progress Report
Damonte

Report Start Date: 06/21/2018
Report End Date: 10/09/2018
Date Retrieved: 10/11/2018

Group Name	Total Students in Group	
Imported student records	19	
Course Name	Total Students in Course	
Civil War (2016)	2	
Average Group Progress	Lowest Student Progress	Highest Student Progress
3.60	3.60	3.60
Lowest Student Score:		90.00
Highest Student Score:		92.30
Average Group Score:		91.15

Login/Logout Times



Note: Report is accessed from Activity Reports only.

The **Login/Logout Times** report shows a list of selected users, their login and logout times, and the duration of each session, for each day during the selected date range. Session time starts when the user logs into the application and logs out using the **Logout** button (for Teachers and Admins) or the **Sign Out** button (for Students).



Note: With a failed logout, for example, a browser close, the session ends at the preset session_closed_ at time which is currently set to one hour or 3,600 seconds. If the **Login/Logout Times** report is run within that hour, the session duration shows as "In Progress" until the hour is passed. Then, on the report, users are given 25 minutes credit for a failed logout.



Tip: When exporting to .csv, you get the User Type [Student, Teacher, Admin] data in the report.

This example shows the application session login and logout times for a selected student for a selected timeframe.

Odysseyware®		Login/Logout Times Report	
Report Start Date: 11/01/2018		Date Retrieved: 12/12/2018	
Report End Date: 11/18/2018		Time Retrieved: 10:15 am	
Mullin, Erin [emullin, baylor hall lab d005 SVR_Mission, 12808]			
Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
11/02/2018			01:39:27
11/02/2018			00:27:12
11/02/2018			< 1 minute
11/02/2018			00:01:39
11/02/2018	01:20 pm	01:45 pm	00:24:59
11/02/2018	02:33 pm	02:49 pm	00:16:02
11/02/2018	02:49 pm	03:14 pm	00:25:00
11/02/2018	04:00 pm	04:07 pm	00:06:37
Total Time (hh:mm:ss):			03:21:38
Total Duration (hh:mm:ss):			03:21:38

Student quiz opened and then browser closed. Waited an hour and ran report.

Note: All Dates and Times are in Arizona Time.
 * against Logout time indicates that the student remained logged in past midnight.



Pre/Post Test Scores



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Pre/Post Test Scores** report shows a comparison of pre-test/post-test scores for courses using CRx mode. CRx stands for "Credit Recovery". CRx is a feature that provides a unit Pre-Test for most Odysseyware® courses. CRx mode allows students to "test out" of certain units.

This example shows the pre-test and post-test scores for a selected student and CRx enrollment.



Tip: If the selected user does not have an CRx-enabled enrollment, no enrollment appears in the **Select Enrollments** list to be selected.

Odysseyware®		Pre/Post Test Scores Report	
		Bunker Memorial Academy	
		Date Retrieved: 10/11/2018	
Becker, Ashley [abecker, Automation1433789, BWA25]			
Teacher: Evans, Justin			
	Unit	Pre	Post
Algebra I (2016) (CRx)	1 . FOUNDATIONS OF ALGEBRA	43.00	--
	2 . LINEAR EQUATIONS	--	*
	3 . FUNCTIONS	--	*
	4 . INEQUALITIES	--	*
	5 . LINEAR SYSTEMS	--	*
	6 . SEMESTER REVIEW AND EXAM	N/A	--
	7 . POLYNOMIALS	--	*
	8 . EXPONENTIAL AND RADICAL FUNCTIONS	--	*
	9 . QUADRATICS	--	*
	10 . RATIONAL EXPRESSIONS	--	*
	11 . PROBABILITY AND STATISTICS	--	*
	12 . SEMESTER REVIEW AND EXAM	N/A	--
	13 . FINAL EXAM	N/A	*

Student Activity Daily Breakdown



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.



The **Student Activity Daily Breakdown** report shows a detailed log of the amount of time students worked on assignments in each course (time on task) by day within the selected time period. You see the total time spent in all selected courses.

- When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

Select Enrollments

Show/Refresh

Select

Record Count: 0

CRx: Both ▼

Both
Yes
No

Under Select Enrollments
- Include all enrollments (default Both), CRx only enrollments (Yes) or non-CRx enrollments (No).

Teacher	Status	Reason
	All ▼	All ▼

This example shows a selected student's daily activity breakdown for both CRx and non-CRx courses (if applicable).

Odysseyware®		Student Activity Daily Breakdown Report		
				Bunker Memorial Academy
Report Start Date: 09/03/2018				
Report End Date: 05/24/2019		Date Retrieved: 10/09/2018		
Brunskill, Jessica [JessBrun, Automation1433789, BWA29]				
Date: 10/02/2018				
Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Algebra I Fundamentals (2016)	04:07 pm	04:08 pm	< 1 minute
Hadley, Ellen	Biology (2016)	04:08 pm	04:22 pm	00:14:10
Hadley, Ellen	Biology (2016)	04:22 pm	04:29 pm	00:07:12
Hadley, Ellen	Biology (2016)	04:30 pm	04:35 pm	00:05:08
Hadley, Ellen	Biology (2016)	04:35 pm	04:40 pm	00:05:35
Hadley, Ellen	Biology (2016)	04:41 pm	04:45 pm	00:04:22
Total Time:				00:37:23
Date: 10/03/2018				
Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	English Language Arts Additional Resources (2016)	12:38 pm	12:38 pm	< 1 minute
Hadley, Ellen	Biology (2016)	12:38 pm	01:03 pm	00:25:00
Hadley, Ellen	Biology (2016)	01:05 pm	01:30 pm	00:25:00
Total Time:				00:50:20
Total Duration:				01:27:43

* All Dates and Times are in Mountain Time

Student Activity Summary

Student Activity Summary



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Activity Summary** report shows the total amount of time students worked in each course (time on task) for the selected time frame (when accessed from **Activity Reports**), along with the total time spent in all courses.



Activity Reports descriptions, user access, and additional filtering options

- When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

This example shows a student's activity in a selected enrollment for a custom time frame.

Teacher	Course	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Algebra I Fundamentals (2016)	00:08:30
Total Activity Time :		00:08:30

* All Dates and Times are in Mountain Time

Student Lesson Plan



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Lesson Plan** report shows a detailed breakdown of all assignment(s) for each selected course for a student. Details include:

- Course name and teacher of record.
- Unit number, assignment number and title.
- Status of assignment (Assigned, Completed, Graded, Not Started, Skipped).
- Due date and Completed On date (if appropriate).

Depending on your access point for the report, several additional filter options may be available:

- A **Show overdue** option, when selected, provides an indicator next to assignments that were overdue or are currently overdue based on the Due date.
- From **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments, CRx only enrollments, or non-CRx enrollments.

Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>					Active ▼	All ▼
<input type="checkbox"/>	Algebra I Fundamentals					
<input type="checkbox"/>	Biology					
<input type="checkbox"/>	Earth Science					

Record Count: 3

Show overdue

CRx Both ▼

For the Student Lesson Plan report, select to include Overdue assignments.

This example, for the selected enrollment, the **Show overdue** option was selected.

		<h2 style="text-align: right;">Student Lesson Plan Report</h2> <p style="text-align: right;">Bunker Memorial Academy</p>				
Report Start Date: 06/21/2018 Report End Date: 09/07/2018		Date Retrieved: 10/11/2018				
Becker, Ashley [abecker, Automation1433789, BWA25]						
Teacher	Course	Unit	Assignment	Status	Due Date	Completed On
Hadley, Ellen	Algebra I Fundamentals (2016)	1	2: Variables and Expressions - Overdue	Graded	07/06/2018	07/03/2018
Hadley, Ellen	Algebra I Fundamentals (2016)	1	3: Exponents and Order of Operations - Overdue	Graded	07/06/2018	07/09/2018
Hadley, Ellen	Algebra I Fundamentals (2016)	1	4: Evaluating Expressions - Overdue	Assigned	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	5: Quiz 1: The Language of Algebra - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	6: Classifying and Comparing Numbers - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	7: Decimal-Fraction Conversions - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	8: Fractions - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	9: Adding and Subtracting Signed Numbers - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	10: Multiplying and Dividing Signed Numbers - Overdue	Not Started	07/18/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	11: Absolute Value - Overdue	Not Started	07/19/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	12: Quiz 2: The Real Numbers - Overdue	Not Started	07/19/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	13: Commutative and Associative Properties - Overdue	Not Started	07/19/2018	N/A
Hadley, Ellen	Algebra I Fundamentals (2016)	1	14: Distributive Property - Overdue	Not Started	07/19/2018	N/A

Student Progress Report



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Progress Report** shows details by assignment type (Lesson, Project, Quiz, Test) for a student for an enrollment:

- Number of assignments Completed (those in Completed or Graded status) by assignment type.
- Number of assignments Total (those in the Assigned, Not Started, Completed and Graded, but NOT Skipped status) by assignment type.
- Average Score by assignment type. This calculation is computed based on grades of assignments completed (those in Completed or Graded status) AND includes Zero (0) grades for assignments that are Overdue in the Not Started or

Assigned status categories and are not completed. Assignments in the future are NOT factored into the calculation.

- Weight by assignment type.

Also shows:

- Overall course grade (score).
- Percent complete in course.
- Total Time the student has spent in the course (Time on task).



Tip: When exporting to .csv, you get the enrollment status and reason if status is Archived data.

When accessing from **Activity Reports**, under **Select Enrollments**, use the **CRx** mode option to include all enrollments (Both), just CRx-enabled enrollments (Yes), or non-CRx enrollments (No).

The screenshot shows the 'Select Enrollments' interface. A red box highlights the 'Select Enrollments' title and a 'Show/Refresh' button. A blue callout box points to a 'CRx' dropdown menu, which is currently set to 'Both' and has options for 'Both', 'Yes', and 'No'. Another blue callout box points to a table with columns for 'Teacher', 'Status', and 'Reason', with 'All' selected in both the 'Status' and 'Reason' dropdowns. A 'Record Count: 0' is displayed below the table.

This example shows a student's progress in a selected enrollment for a custom time frame.



Odysseyware®		Student Progress Report			
		Bunker Memorial Academy			
Report Start Date: 06/21/2018		Date Retrieved: 10/11/2018			
Report End Date: 10/09/2018					
Brunskill, Jessica [JessBrun, Automation1433789, BWA29]					
Course Title	Teacher	Start Date	End Date	Score	Percent Complete
Biology (2016)	Hadley, Ellen	07/12/2018	10/26/2018	73.60	4.00
	Completed	Total	Average Score	Weight	
Lesson	5	77	8.31	25	
Project	1	56	2.96	10	
Quiz	2	30	3.44	30	
Test	0	13	0	35	
			Total Time:	02:08:08	

Student Unit Grades



Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

The **Student Unit Grades** report shows the score, unit by unit, for selected courses for selected students.

- When accessing the report from **Quick Reports**, a **Completed Units Only** filter option allows you to view completed units only and view the cumulative score.



Tip: *Completed* means all assignments (including projects) have been submitted and all assignments requiring teacher-grading have been scored.

- When accessing the report from **Activity Reports**, under **Select Enrollments**, the **Completed Units Only** and the **CRx** mode (Both), CRx (Yes) for only CRx enrollments or CRx (No) option.

Select Enrollments

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>					Active ▼	All ▼
<input type="checkbox"/>	⊕ Algebra I Fundamen					
<input type="checkbox"/>	⊕ Biology					
<input type="checkbox"/>	⊕ Earth Science					
Record Count: 3						

Completed Units Only

CRx ▼

For the Student Unit Grades report, select to include Completed Units only in the report.

For this example, the **Completed Units Only** option under **Select Enrollments** is not selected, so all units appear in the report, even those without grades.

Student Unit Grades Report

Bunker Memorial Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Brunskill Jessica,[JessBrun, Automation1433789, BWA29]

	1	2	3	4	5	6	7	8	9	10	Course Score
English II (2016) - Hadley , Ellen	81.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	81.4

* All Dates and Times are in Mountain Time



Track Grade Overrides



Note: Report available to Admins only and is accessed from **Gradebook > Quick Reports and Activity Reports**.

The **Track Grade Overrides** report shows changes to assignment grades and the teachers that made the changes. Changes included in the report are:

- Assignment score
- Assignment status
- Question score
- Question status (skipped/unskipped)
- Question reassign

This example shows the grade overrides for a selected student's enrollments.

Odysseyware®		Bunker Memorial Academy					
		Track Grade Overrides Report					
Report Start Date: 03/08/2018						Date Retrieved: 10/11/2018	
Report End Date : 10/09/2018							
Brunskill, Jessica [JessBrun, Automation1433789, BWA29]							
Biology (2016)							
Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Project: Characteristics of Life	3	0.00	20.00		3	Ellen Hadley	10/02/2018 04:46 pm
Unit: 1 . Project: Characteristics of Life	3	20.00	40.00		1	Ellen Hadley	10/02/2018 04:47 pm
Unit: 1 . Project: Characteristics of Life	3	40.00	65.00		2	Ellen Hadley	10/02/2018 04:47 pm
Unit: 1 . Project: Characteristics of Life	3	65.00	88.80		4	Ellen Hadley	10/02/2018 04:47 pm
English II (2016)							
Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . "Through the Tunnel": Cultural Traditions and Prereading	3	60.00	68.00		10	Ellen Hadley	07/12/2018 03:56 pm
Unit: 1 . "Through the Tunnel": Cultural Traditions and Prereading	3	68.00	75.0		9	Ellen Hadley	07/12/2018 03:56 pm
Unit: 1 . "Through the Tunnel": Setting, Point of View, Conflict	3	77.80	87.8		9	Ellen Hadley	07/18/2018 04:01 pm
English Language Arts Additional Resources (2016)							
Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Narrative Writing: Exploring Dialogue and Description	3	85.70	97.1		4	Ellen Hadley	07/12/2018 03:57 pm
Unit: 1 . Project: Sharing Your Writing Using Technology	3	0.00	26.70		3	Ellen Hadley	07/12/2018 03:57 pm
Unit: 1 . Project: Sharing Your Writing Using Technology	3	26.70	56.70		2	Ellen Hadley	07/12/2018 03:57 pm
Unit: 1 . Project: Sharing Your Writing Using Technology	3	56.70	83.30		1	Ellen Hadley	07/12/2018 03:58 pm

Legend

- 1 = Assignment Score Changed
- 2 = Assignment Status Changed
- 3 = Question Score Changed
- 4 = Question Status Changed (Skipped/Unattempted)
- 5 = Question Reassign

* All Dates and Times are in Mountain Time

Activity Reports filters for data selection

When running **Activity Reports** from the **Reports > Activity Reports** tab, you must select from *filters* in several categories to determine the data (criteria) to include in the report. Depending on the type of report selected and your user role, the data selection filter categories vary.



Activity Reports filters for data selection

Report data filter categories include:

- [Time zone filter.](#)
- [Select Time-frame filter.](#)
- [Select Campus filter.](#)
- [Select Group filter.](#)
- [Select Users filter.](#)
- [Select Enrollments filter.](#)



Note: For Super Teachers with the "Restrict to Campus" permission enabled, report selection criteria is restricted to Users (Students), Groups, and Enrollments in which students' associated Campus IDs match the Super Teacher's associated Campus IDs and students with enrollments for which the Super Teacher is the Teacher of Record.

Time zone filter

The **Time zone** filter displays your school's default time zone. This filter appears when you are on the **Home** tab of **Activity Reports**. All reports you run will use this time zone for reporting purposes.

- To select a different time zone for the report, select one from the list.

Select Time-frame filter

The **Select Time-frame** filter controls the dates the report should cover, such as a school term or custom dates you enter.

Select	Term	Start Date	End Date
<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	Fall 2018	10/09/2018	12/31/2018
<input type="checkbox"/>	Winter 2018	12/01/2018	02/28/2019

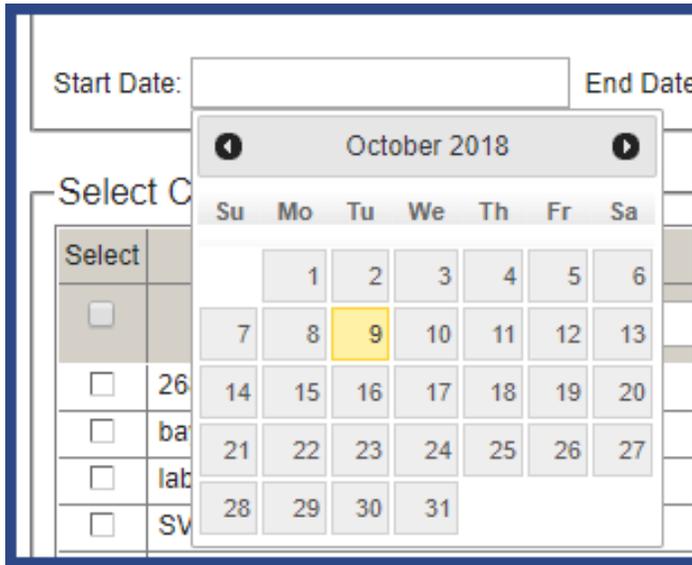
Record Count: 2

Start Date: End Date:

1. To easily locate a term, in the **Term** text box, start typing a term name to filter the list.
2. To select a term, click the check box beside the term, or to select all terms, click the check box at the top of **Select** column.

Or,

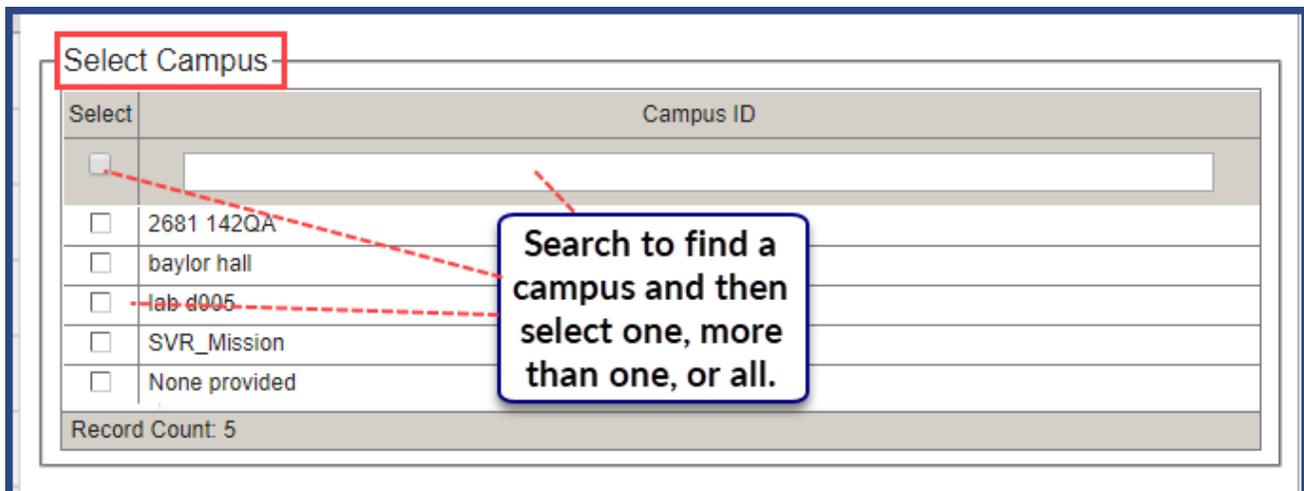
To use custom dates for the report, in the **Start Date** and **End Date** fields, click to activate a calendar and select dates.



The **Record Count** displays the number of terms based on your selections.

Select Campus filter

The **Select Campus** filter appears for Admin users only and applies to the **Course Completion Breakdown** and **Course Progress Monitor** reports. **Select Campus** allows an Admin to select campus IDs to include in the report.



1. If desired, enter characters in the **Campus** search text box to narrow the list to a specific campus.
2. To select a campus, click the check box beside the campus ID, or to select all campus IDs, click the check box at the top of the **Select** column.



The **Record Count** displays the number of campus ids selected.

Select Group filter

The **Select Group** filter appears for the **Group Overview** and **Group Progress** reports. This filter allows you to select the group(s) to include in the report.

Select	Group Name	Owner
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Algebra 1 am	Turner, Rosemarie
<input type="checkbox"/>	Harvey Tuesday am group	Harvey, Edwin
<input type="checkbox"/>	Summer school 2018	Turner, Rosemarie
Record Count: 3		



Note: The groups that appear in the **Select Group** filter category are determined by your user role and group ownership.

1. If desired, enter characters in the **Group Name** or **Owner** search text box to narrow the group list.
2. To select a group, click the check box beside the group name, or to select all groups, click the check box at the top of the **Select** column.

The **Record Count** displays the number of group(s) selected.

Select Users filter

From the **Select Users** list, you select the Students, Teachers, or Admins to include in the report. The **Select Users** list changes based on the selected report.



Note: The users that appear in the **Select Users** filter category are determined by your user role. For example, an Admin user can see all users - teachers, other admins, and students.

- For most student-related reports, such as the **Student Activity Daily Breakdown** report, the **Select Users** list contains students in all status modes (Active, Archived, and On Hold). You can filter the list to only show Active students if that is what you want to include in the report.

Select Users

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>	<input type="text"/>				<div style="border: 1px solid #ccc; padding: 2px;"> ▼ All Active Archived On Hold Active </div>
<input type="checkbox"/>	Boyle, Abigail	boyle01	379	N/A	Active
<input type="checkbox"/>	Chambers, Noah	chambers01	370	2681 142QA	On Hold
<input type="checkbox"/>	Cobb, Julia		385	2681 142QA	Active
<input type="checkbox"/>	Cooke, Leon		388	2681 142QA	Active
<input type="checkbox"/>	Curry, Xavier		366	2681 142QA	On Hold
<input type="checkbox"/>	Dawson, Helen		399	2681 142QA	Active
<input type="checkbox"/>	Denver, Frank		N/A	N/A	Active
<input type="checkbox"/>	Drummond, Sarah		383	2681 142QA	Active
<input type="checkbox"/>	Dunn, Amelie	dunn01	389	2681 142QA	Active
<input type="checkbox"/>	Fernandez, Ben	fernandez01	386	2681 142QA	Active
<input type="checkbox"/>	Forbes, Bronx	forbes01	364	2681 142QA	Active
<input type="checkbox"/>	Harper, Paul	harper01	384	2681 142QA	Active

For most of the Student-related reports, use the Status filter to sort the list.

Record Count: 58

- For the **Detailed Student Grading** report, the **Include students who have not started** option, when selected, includes enrollments not started by the selected students. Otherwise, by default, students who have not started the selected enrollment(s) are not included in the report.



Tip: The **Info** symbol at the end of check box, when the cursor is placed on it, lets you know this option can only be selected for Active student enrollments. **This means that enrollments in On Hold or Archived status are not included in the report.**



Select Users

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>					
<input type="checkbox"/>	Boyle, Abigail	boyle01	379	N/A	Active
<input type="checkbox"/>	Chambers, Noah			2681 142QA	On Hold
<input type="checkbox"/>	Cobb, Julia			2681 142QA	Active
<input type="checkbox"/>	Cooke, Leon			2681 142QA	Active
<input type="checkbox"/>	Curry, Xavier	curry01	366	2681 142QA	On Hold
<input type="checkbox"/>	Dawson, Helena	dawson01	399	2681 142QA	Active
<input type="checkbox"/>	Denver, Frank				Active
<input type="checkbox"/>	Drummond, Sarah				Active
<input type="checkbox"/>	Dunn, Amelie				Active
<input type="checkbox"/>	Fernandez, Ben				Active
<input type="checkbox"/>	Forbes, Bronx				Active
<input type="checkbox"/>	Harper, Paul				Active

Record Count: 58

Include students who have not started ⓘ

Sort the list to only show Active students.

For the Detailed Student Grading report, select this filter to include students who have not started. Otherwise, those students are not included in the report.

- For the **Login/Logout Times** report, you get all user types and can filter the list to only show Teachers or Students or Admins and also filter the list to show a user type by Status (Active, On Hold, Archived).

Select Users

Select	Name	Username	Student ID	Campus	Status	Type
<input type="checkbox"/>						All
<input type="checkbox"/>	Admin, Annie			2681 142QA	Archived	Admin
<input type="checkbox"/>	Austen, Jane			2681 142QA	Active	Student
<input type="checkbox"/>	Bolton, Alex			2681 142QA	Active	Teacher
<input type="checkbox"/>	Bonilla, Dominik	bonilla01	400	2681 142QA	Active	Student
<input type="checkbox"/>			N/A	2681 142QA	Active	Student
<input type="checkbox"/>			3	N/A	Active	Student
<input type="checkbox"/>			397	2681 142QA	Active	Student
<input type="checkbox"/>			379	N/A	Archived	Student
<input type="checkbox"/>	Chambers, Noah	chambers01	370	2681 142QA	Active	Student
<input type="checkbox"/>	Cobb, Julia	cobb01	385	2681 142QA	Active	Student
<input type="checkbox"/>	Connors, Calvin	calconnors	N/A	N/A	Active	Admin
<input type="checkbox"/>	Cooke, Leon	cooke01	388	2681 142QA	Active	Student

Record Count: 69

Filter by Status as well

For the Login/Logout Times report, sort the list by a specific user type

1. If desired, enter characters in the **Name**, **Username**, **Student ID**, or **Campus** search text boxes. Depending on the report, you may be able to select an option from the **Status** or **Type** fields to narrow the users list.
2. To select a user, click the check box beside the name, or to select all users, click the check box at the top of the **Select** column.
3. For the **Detailed Student Grading** report, an option appears so that you can select Active students that have not started work.

The **Record Count** displays the total number of users based on any search and/or other filter options applied.

Select Enrollments filter

The **Select Enrollments** filter applies to most reports except the **Faculty Progress** and the **Login/Logout Times** report. Use this filter to select enrollments, based on selected students (from the **Select Users** category), to include in the report. Several reports have additional filters so that you can narrow the report to the enrollments you want to see.

- For all reports involving enrollments, by default, the option **CRx Both** is selected. This means all enrollments for the specified users are included - both CRx-enabled enrollments and those without CRx enabled. To only include CRx-enabled enrollments, select **Yes**. Or, to only include those enrollments without CRx, select **No**.



Activity Reports filters for data selection

Select Enrollments

Show/Refresh

Select	Course	Edi
<input type="checkbox"/>		All
<input type="checkbox"/>	+ Algebra I	
<input type="checkbox"/>	+ History And Geography 500	

Record Count: 2

CRx Both ▼

Both
Yes
No

CRx Both is the default setting

- For the **Course Completion Breakdown** report, to show course completion details by teacher, select the **Teacher breakdown** filter.

Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>		All ▼			Active ▼	All ▼
<input type="checkbox"/>	+ Algebra I					
<input type="checkbox"/>	+ Bible 300 CRX (CRx)					
<input type="checkbox"/>	+ Earth Science					
<input type="checkbox"/>	+ Geometry (CRx)					

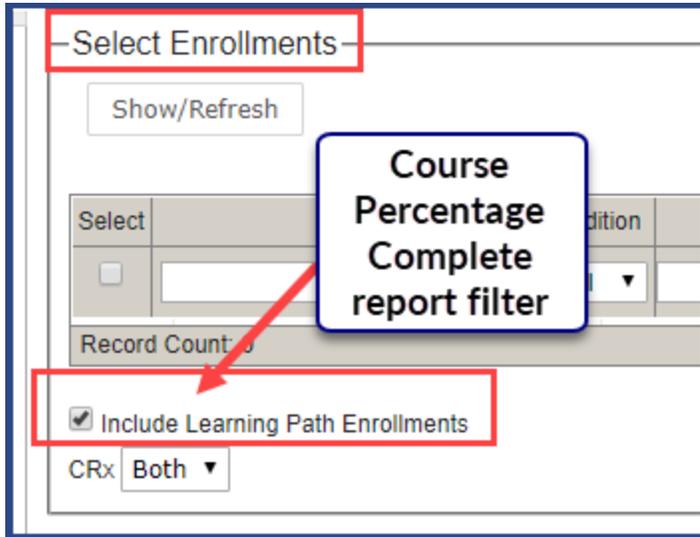
Record Count: 4

Teacher breakdown

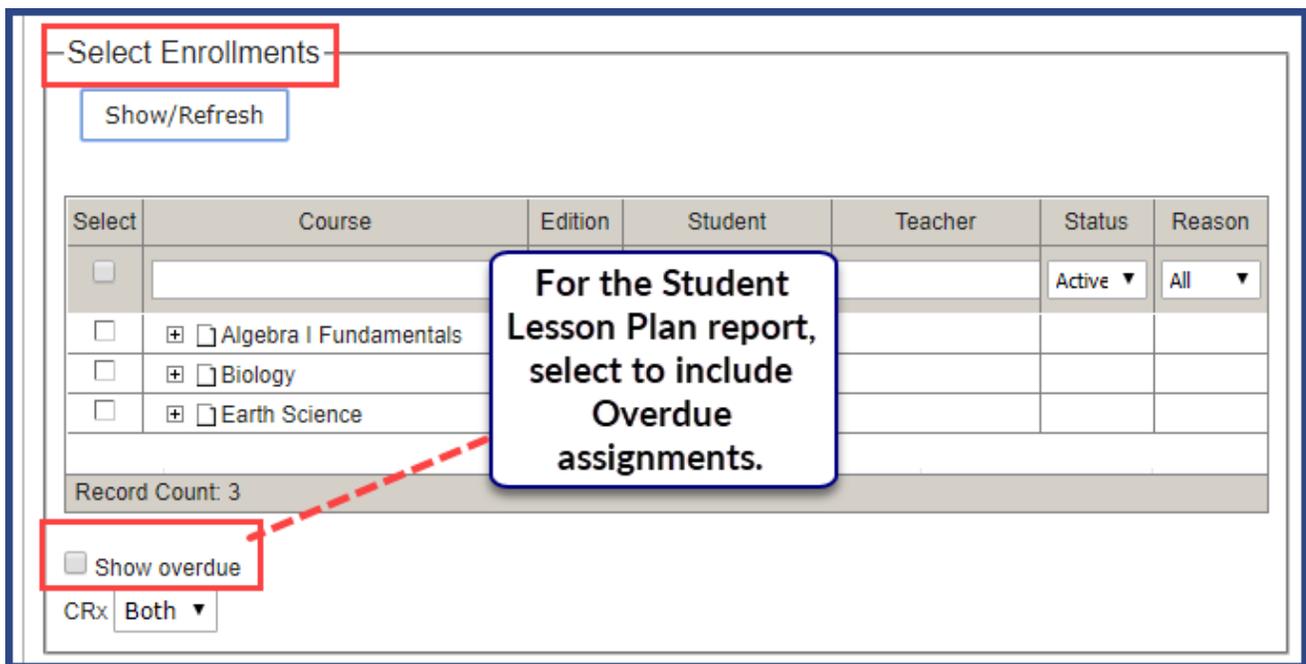
CRx Both ▼

For the Course Completion Breakdown report, select to show the breakdown by Teacher as well as by campus. Otherwise, the report shows just by campus.

- For the **Course Percentage Complete** report, by default, the option **Include Learning Path Enrollments** is selected. To not include those types of enrollments, clear the option.



- For the **Student Lesson Plan** report, select to show an indicator when assignments were overdue.



- For the **Student Unit Grades** report, select to only show completed units for the selected course(s) in the report. Otherwise, all units for the selected course(s) appear.



Select Enrollments

Show/Refresh

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>					Active ▼	All ▼
<input type="checkbox"/>	⊕ <input type="checkbox"/> Algebra I Fundamen					
<input type="checkbox"/>	⊕ <input type="checkbox"/> Biology					
<input type="checkbox"/>	⊕ <input type="checkbox"/> Earth Science					

Record Count: 3

Completed Units Only

CRx Both ▼

For the Student Unit Grades report, select to include Completed Units only in the report.

To select enrollments for a report:

1. Click the **Show/Refresh** button to display all courses for the selected users (from the **Select Users** category).
2. Use the **Course**, **Edition**, **Student**, **Teacher**, **Status**, or **Reason** filters to easily locate course enrollments. **Note:** Reason options only apply to enrollments with a status of Archived.
3. If desired, click the **Course** name to expand the course, and then click the check box next to the course(s) to include in the report. Or, to include all courses, click the check box at the top of the **Select** column.
4. Depending on the selected report, other filter options appear as explained above in the examples. Select or clear options as needed. Click the **Show/Refresh** button again.

The **Record Count** displays the total number of courses available to select from based on any filters applied.

Activity Reports export formats

Three export formats are available for generating and viewing reports.



- [Web page \(HTML\) export](#)
- [.CSV export](#)
- [.PDF export](#)

These export format options can be used from the **Gradebook > Quick Reports** and **Activity Reports**. Each export type has its advantages so you need to decide which format suits your reporting needs.



Note: Not all export formats match in data shown. For example, several reports when exported to .csv format display extra columns of data.

Web page (HTML) export

The **Web page (HTML)** export type opens a new tab in your browser to display a formatted, printable HTML report as shown in this example of the **Student Activity Daily Breakdown** report.



Odysseyware® Student Activity Daily Breakdown Report

Bunker Memorial Academy

Report Start Date: 07/06/2018

Report End Date: 10/26/2018

Date Retrieved: 10/02/2018

Brunskill, Jessica [JessBrun, Automation1433789, BWA29]

Date: 07/12/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Biology (2016)	03:36 pm	03:40 pm	00:04:47
Hadley, Ellen	Biology (2016)	03:41 pm	03:41 pm	< 1 minute
Hadley, Ellen	Biology (2016)	04:03 pm	04:07 pm	00:03:57
Hadley, Ellen	Biology (2016)	04:07 pm	04:07 pm	< 1 minute
Total Time:				00:09:37

Date: 07/23/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Biology (2016)	01:01 pm	01:01 pm	< 1 minute
Hadley, Ellen	Biology (2016)	03:47 pm	03:50 pm	00:02:49
Total Time:				00:03:16

Date: 10/02/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Biology (2016)	04:08 pm	04:22 pm	00:14:10
Hadley, Ellen	Biology (2016)	04:22 pm	04:29 pm	00:07:12
Hadley, Ellen	Biology (2016)	04:30 pm	04:35 pm	00:05:08
Hadley, Ellen	Biology (2016)	04:35 pm	04:40 pm	00:05:35
Hadley, Ellen	Biology (2016)	04:41 pm	04:45 pm	00:04:22
Total Time:				00:36:27

Total Duration: 00:49:20

* All Dates and Times are in Mountain Time

.CSV export

The .CSV export type is a comma-separated value file. For most supported browsers, the export creates a downloaded file that you can open in Microsoft® Excel® or any application that supports .CSV files to display the data as shown in this example of the **Student Activity Daily Breakdown** report.



Tip: For .csv exports, several reports provide extra columns of data not seen in the other export types.

Student Activity Daily Breakdown Report													
Student Last Name	Student First Name	Username	Campus ID	Student ID	Teacher L	Teacher F	Date	Course Name	Start time	End Time	Total Navi	Total Time	Total Duration
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/2/2018	Algebra I Fundamentals	4:07 PM	4:08 PM	< 1 minute	< 1 minute	< 1 minute
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/2/2018	Biology (2016)	4:08 PM	4:22 PM	0:14:10	0:15:06	0:15:06
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/2/2018	Biology (2016)	4:22 PM	4:29 PM	0:07:12	0:22:18	0:22:18
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/2/2018	Biology (2016)	4:30 PM	4:35 PM	0:05:08	0:27:26	0:27:26
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/2/2018	Biology (2016)	4:35 PM	4:40 PM	0:05:35	0:33:01	0:33:01
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/2/2018	Biology (2016)	4:41 PM	4:45 PM	0:04:22	0:37:23	0:37:23
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/3/2018	English Language Arts Ad	12:38 PM	12:38 PM	< 1 minute	< 1 minute	0:37:43
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/3/2018	Biology (2016)	12:38 PM	1:03 PM	0:25:00	0:25:20	1:02:43
Brunskill	Jessica	JessBrun	Automation143	BWA29	Hadley	Ellen	10/3/2018	Biology (2016)	1:05 PM	1:30 PM	0:25:00	0:50:20	1:27:43

* All Dates and Times are in Mountain Time

.PDF export

For most browsers, the .PDF export type creates a formatted report and downloads it so that you can open it in a PDF reader application as shown in this example of the **Student Activity Daily Breakdown** report.

Depending on your browser, if you open the downloaded file, you may have to use the Back button or click the Odysseyware tab to go back to the application. You are still logged into Odysseyware.



 Student Activity Daily Breakdown Report Bunker Memorial Academy				
Report Start Date: 09/03/2018		Report End Date: 05/24/2019		Date Retrieved: 10/09/2018
Brunskill, Jessica [JessBrun, Automation1433789, BWA29]				
Date: 10/02/2018				
Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	Algebra I Fundamentals (2016)	04:07 pm	04:08 pm	< 1 minute
Hadley, Ellen	Biology (2016)	04:08 pm	04:22 pm	00:14:10
Hadley, Ellen	Biology (2016)	04:22 pm	04:29 pm	00:07:12
Hadley, Ellen	Biology (2016)	04:30 pm	04:35 pm	00:05:08
Hadley, Ellen	Biology (2016)	04:35 pm	04:40 pm	00:05:35
Hadley, Ellen	Biology (2016)	04:41 pm	04:45 pm	00:04:22
Total Time:				00:37:23
Date: 10/03/2018				
Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Hadley, Ellen	English Language Arts Additional Resources (2016)	12:38 pm	12:38 pm	< 1 minute
Hadley, Ellen	Biology (2016)	12:38 pm	01:03 pm	00:25:00
Hadley, Ellen	Biology (2016)	01:05 pm	01:30 pm	00:25:00
Total Time:				00:50:20
Total Duration:				01:27:43

* All Dates and Times are in Mountain Time

Run reports from the Activity Reports tab

When running Activity Reports, you select various filters which determine the data to include in the report and you can select a format to save the report as, for example, a .CSV file that you can later use in Microsoft Excel.



Note: Depending on the report, filters applied, and selected export to type, some reports will generate many pages. For example, if you run the **Faculty Progress** report, select all teachers, and export to PDF, you generate a separate report for each teacher.

1. On the main nav bar, click **Reports**, and then click the **Activity Reports** sub-tab.
2. If desired, to change the time zone for the report, select a different time zone.

Time zone

The time zone selected for the report is:

Central Time

You can choose a different time zone: -Select one- ▼

3. From the left nav menu, select a report. See ["Activity Reports descriptions, user access, and additional filtering options" on page 6.](#)



Note: The report options in the left nav menu change based on your user role. Teachers and Super Teachers will not see all the reports available to Admins. The following example shows the reports available to Admins.

Dashboard
Activity Reports
Curriculum Reports

Home

- Course Completion Breakdown
- Course Percentage Complete
- Course Progress Monitor
- Detailed Student Grading
- Faculty Progress
- Group Overview
- Group Progress
- Login/Logout Times
- Pre/Post Test Scores
- Student Activity Daily Breakdown
- Student Activity Summary
- Student Lesson Plan
- Student Progress
- Student Unit Grades
- Track Grade Overrides

Create a Report

NOTE: This example shows all reports available to Admin users. Teacher and Super Teacher users do not see all the reports shown

1. Choose...
2. Select what you would like your report to cover.
3. Select a format for your report
4. That's it.

Time zone

The time zone selected for the report is:

Mountain Time

You can choose a different time zone: -Select one- ▼

Name	Description
Course Completion Breakdown	This report will show administrators course progress for all students in each course by decile percentage
Course Percentage Complete	View the percentage of course completion along with the current scores for completed assignments
Course Progress Monitor	This report will show administrators the number of students who are behind, on target, or who have not yet started a course
Detailed Student Grading	Monitor student grades at the assignment, unit, and course levels along with time on tasks
Faculty Progress	Displays teachers' daily to-dos for their students
Group Overview	This report will show the course grade and percentage complete by course for all the members of a selected group



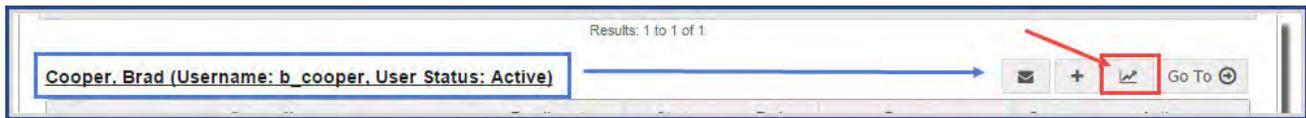
Run reports using Quick Reports from the Gradebook

4. Depending on the selected report, applicable filter categories appear. In each category, select the data to include in the report. See ["Activity Reports filters for data selection" on page 30](#).
5. From the **Export as** section (at the top or bottom of the filters area), select a report export format. See ["Activity Reports export formats" on page 39](#).
6. Depending on your selected report export format, you can open the file immediately or save it.

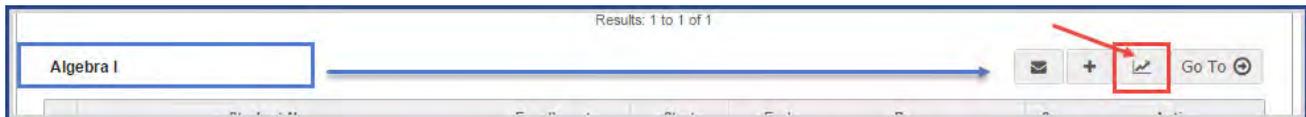
Run reports using Quick Reports from the Gradebook

Using the **Quick Reports**  tool from the **Gradebook > Grading** tab, you can run student reports for a selected student, multiple students, or for a course. Unlike running a report using the **Activity Reports** tool, the time frame for the report is the term for the course enrollment and all report times are in the default school time zone. So, if you need to add extra filters, such as selecting a custom time frame, for a report, use the **Activity Reports** tool. See ["Run reports from the Activity Reports tab" on page 43](#).

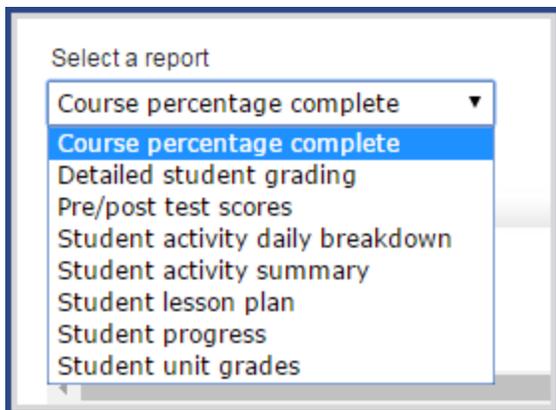
1. Do one of the following to access Quick Reports from the **Gradebook**:
 - On the main nav bar, click **Gradebook**. On the **Grading** tab, use the filters to search by student name or by course.
 - From the **Students > Registration** tab, for a selected student, under **Controls**, click the **Go To > Gradebook** shortcut menu option.
2. If you selected to **View by student**, from the toolbar located to the right of a student's name, click the **Quick Reports**  tool.



Or, if you have selected to **View by course**, to the right of the course name, click the **Quick Reports**  tool.



3. Select the report from the list of available reports. To learn more about the available student reports from the Gradebook, see ["Activity Reports descriptions, user access, and additional filtering options" on page 6](#).



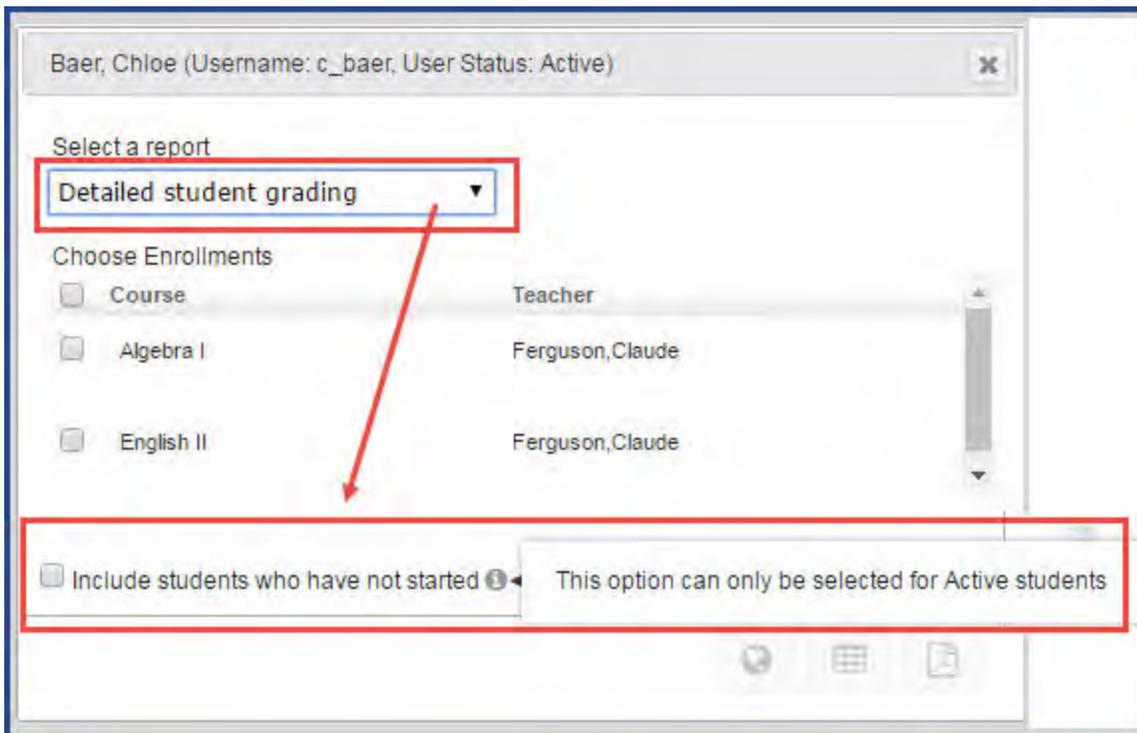
- If you selected the **Detailed student grading** report, to include students who have not started, select the check box.



Note: With the **Include students who have not started** filter selected, you will see all assignments in the report and not just the assignments that have been graded for the enrollment. If the filter is not selected, you only see Graded assignments in the report, or if the student has not started a selected enrollment, the report is blank.



Tip: The **Info** ⓘ symbol at the end of check box, when the cursor is placed on it, lets you know this option can only be selected for Active student enrollments. **This means that enrollments in On Hold or Archived status are not included in the report.**



- If you selected the **Student lesson plan** report, you can also select to have an "Overdue" indicator appear for assignments that were overdue and for assignments that are currently overdue.



Run reports using Quick Reports from the Gradebook

Cooper, Brad (Username: b_cooper, User Status: Active)

Select a report
 Student lesson plan

Choose enrollments

Course	Teacher
<input type="checkbox"/> Algebra I	Jones, Rita
<input type="checkbox"/> Civil War	Jones, Rita
<input type="checkbox"/> Integrated Physics and Chemistry	Jones, Rita

Show overdue

Buttons: Refresh, Grid, Print

- If you selected the **Student unit grades** report, you can also select to only show completed units for the selected course(s) in the report. Otherwise, all units for the selected course(s) appear.

Cooper, Brad (Username: b_cooper, User Status: Active)

Select a report
 Student unit grades

Choose enrollments

Course	Teacher
<input type="checkbox"/> Algebra I	Jones, Rita
<input type="checkbox"/> Civil War	Jones, Rita
<input type="checkbox"/> Integrated Physics and Chemistry	Jones, Rita

Completed units only

Buttons: Refresh, Grid, Print

This action causes applicable courses to display.

4. To select a course, under **Choose enrollments**, click the check box next to the course name. Or, to select all courses, click the check box next to the **Course** column.

<input checked="" type="checkbox"/>	Course	Teacher
<input checked="" type="checkbox"/>	Algebra I	Jones,Rita
<input checked="" type="checkbox"/>	Civil War	Jones,Rita
<input checked="" type="checkbox"/>	Integrated Physics and Chemistry	Jones,Rita

5. Select the format to export the report to. See ["Activity Reports export formats"](#) on page 39.



The selected report export file type downloads to your browser.

6. Click the download item notification to open the file and save it. You can use your browser's Print option or the application you opened the file with to print the report.

The following example shows a sample PDF of the **Detailed Student Grading** report.

Run reports using Quick Reports from the Gradebook

Odysseyware®		Detailed Student Grading Report				
Report Start Date: 06/21/2018		Bunker Memorial Academy				
Report End Date: 10/09/2018		Date Retrieved: 10/10/2018				
Brunskill, Jessica [JessBrun, Automation1433789, BWA29]						
Teacher : Hadley, Ellen						
Course Name : Biology (2016)						
Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	2. What is Life?	07/12/2018 03:36 pm	07/12/2018 03:40 pm	00:05	100.00
1	LESSON	3. Introduction to Biology	07/12/2018 03:41 pm	07/12/2018 04:07 pm	00:05	87.50
1	PROJECT	4. Project. Characteristics of Life	07/12/2018 04:07 pm	10/02/2018 04:29 pm	00:07	88.80
1	QUIZ	5. Quiz 1: Life Science	07/23/2018 01:01 pm	07/23/2018 03:50 pm	00:03	62.00
1	LESSON	6. Scientific Inquiry	10/02/2018 04:08 pm	10/02/2018 04:22 pm	00:14	71.30
1	LESSON	7. The Scientific Method	10/02/2018 04:30 pm	10/02/2018 04:35 pm	00:05	70.00
1	LESSON	9. Laboratory Safety	10/02/2018 04:35 pm	10/02/2018 04:40 pm	00:06	78.60
1	LESSON	12. Taxonomy: Classification and Naming	Not Started		NA	0.00
1	LESSON	13. Keys to Classification	Not Started		NA	0.00
1	QUIZ	17. Quiz 3: Taxonomy	Not Started		NA	0.00
1	TEST	19. Test	Not Started		NA	0.00
Unit Score:						73.60
2	LESSON	1. Life Chemistry	Not Started		NA	0.00
2	LESSON	2. Atoms, Elements, and Compounds	Not Started		NA	0.00
2	LESSON	3. Chemical Bonds	Not Started		NA	0.00
Unit Score:						.00
12	TEST	2. Exam	Not Started		NA	0.00
Unit Score:						.00
13	TEST	1. Exam	Not Started		NA	0.00
Unit Score:						.00
Course Score:						73.60

* Assignment and Course Scores may not be the final score.
 * All Dates and Times are in Mountain Time

7. The report selection page stays open for you to select another report. When finished, click the Close [X].

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