Ignitia®

v2.51

Activity Reports Guide

Released 10/2019

Ignitia® v2.51 Activity Reports Guide

Released 10/2019

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Alpha Omega Publications

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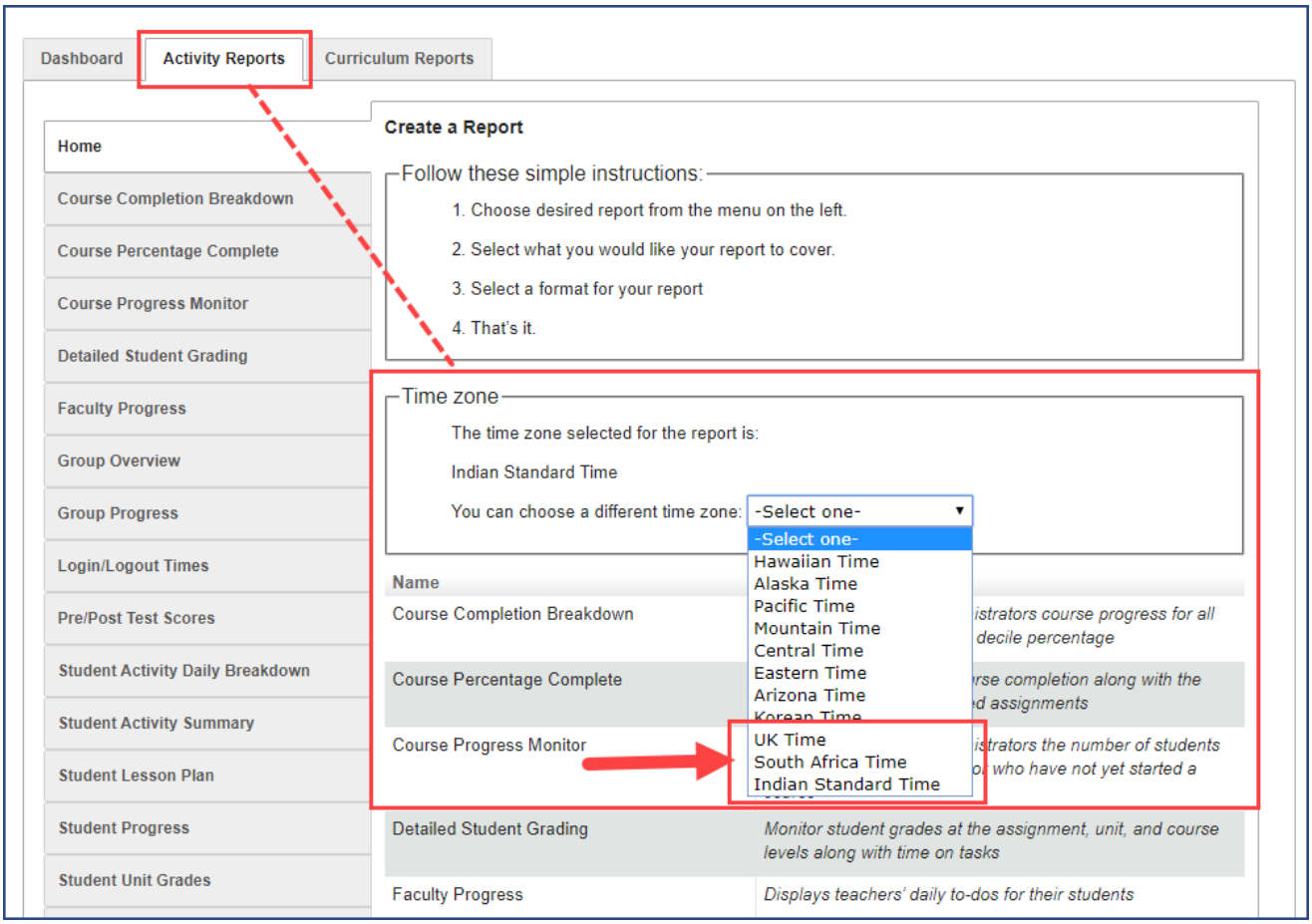
What's new in this release for Activity Reports

Ignitia v2.51 contains an improvement for Activity Reports.

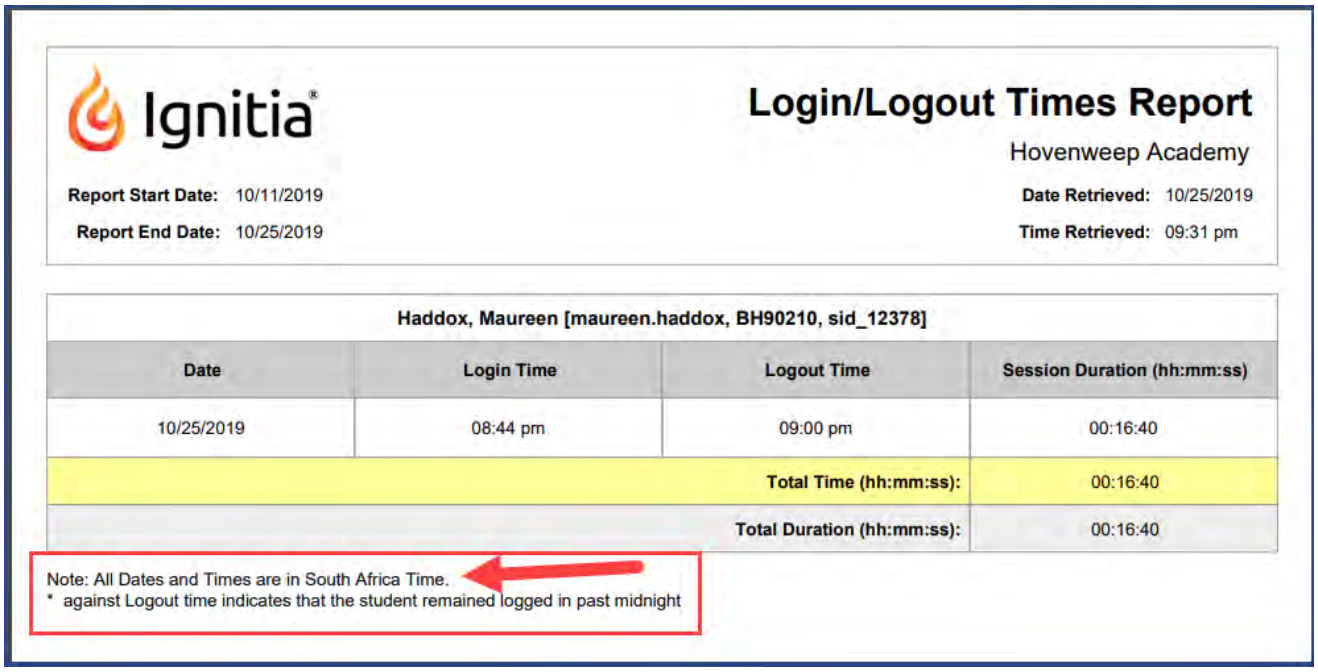
Three time zones were added to the Time Zone list for the school which means these time zones can also be used when running Activity Reports

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.



Ignitia

Login/Logout Times Report

Hovenweep Academy

Report Start Date: 10/11/2019
Report End Date: 10/25/2019

Date Retrieved: 10/25/2019
Time Retrieved: 09:31 pm

Haddox, Maureen [maureen.haddox, BH90210, sid_12378]

Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
10/25/2019	08:44 pm	09:00 pm	00:16:40
		Total Time (hh:mm:ss):	00:16:40
		Total Duration (hh:mm:ss):	00:16:40

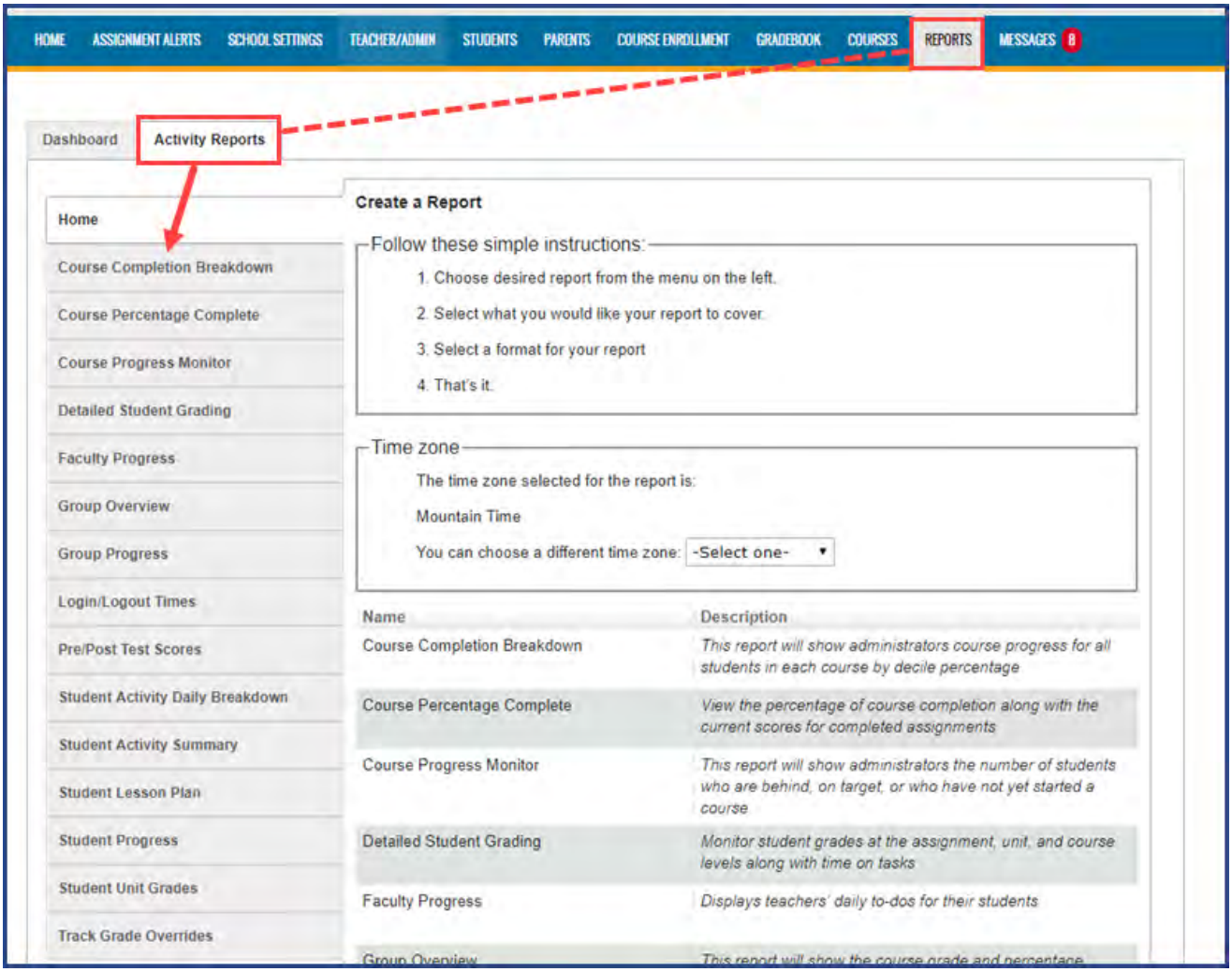
Note: All Dates and Times are in South Africa Time.
* against Logout time indicates that the student remained logged in past midnight

Introduction

Ignitia 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 Ignitia are available for running activity reports:

- The **Activity Reports** tab under the main nav bar **Reports** tool. Depending on your Ignitia 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 41.



- 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 38.

Activity Reports descriptions, user access, and additional filtering options

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

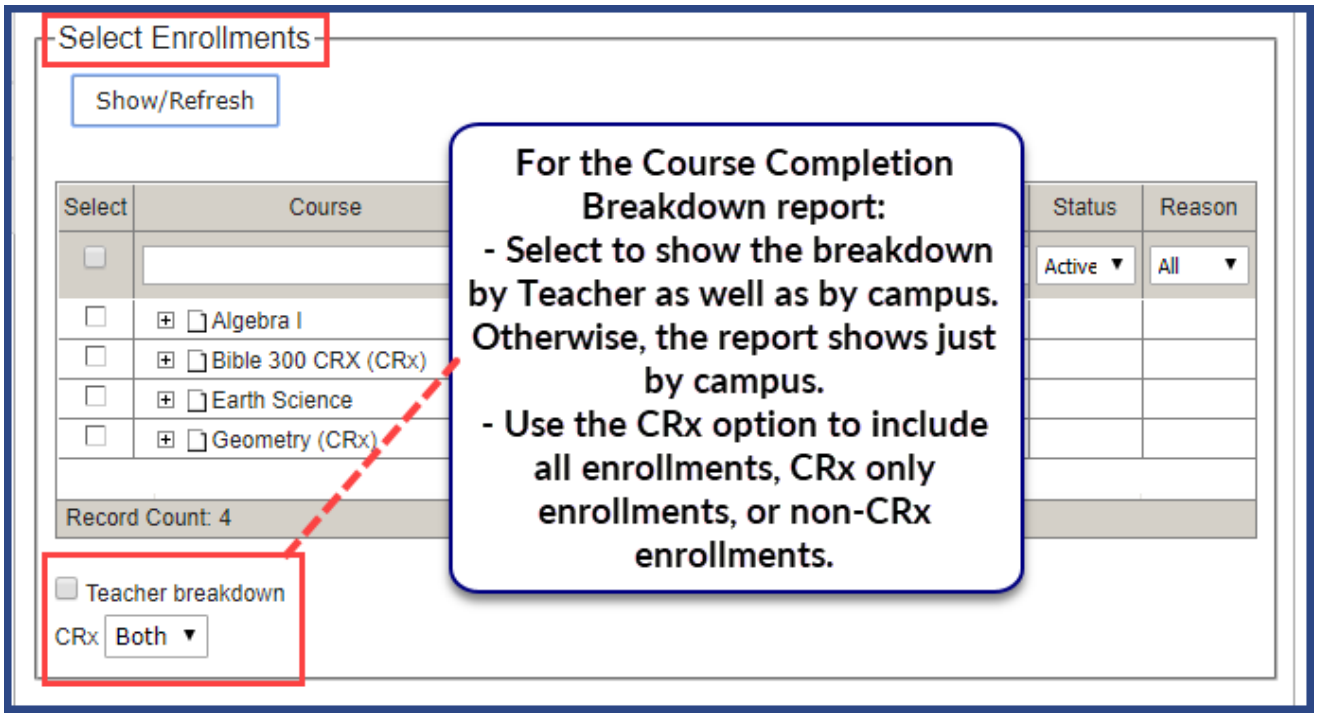
Note: Report available to Admins only and is available from **Activity Reports**.

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.

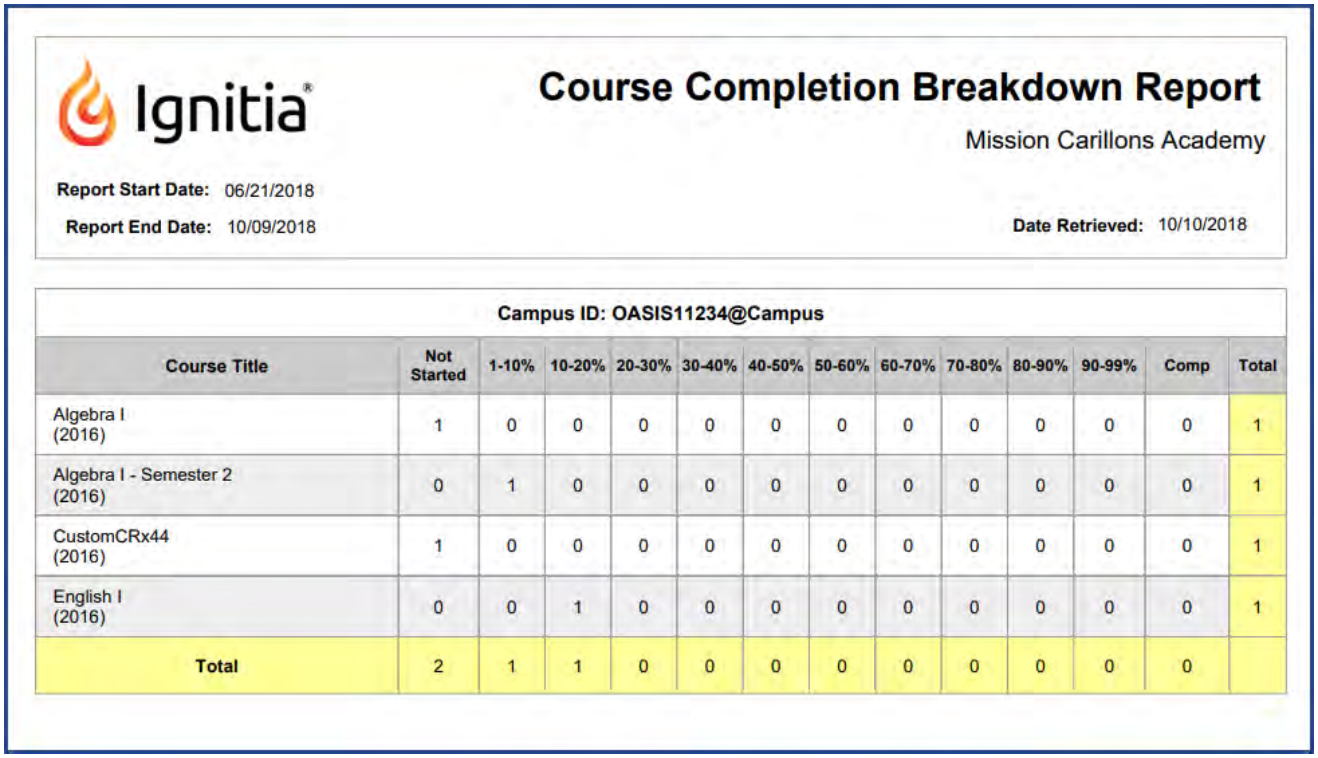
Under **Select Enrollments**, includes two filter options:

- **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 Ignitia® courses. CRx mode allows students to "test out" of certain units.



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**.



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Course Completion Breakdown Report

Mission Carillons Academy

Report Start Date: 06/21/2018

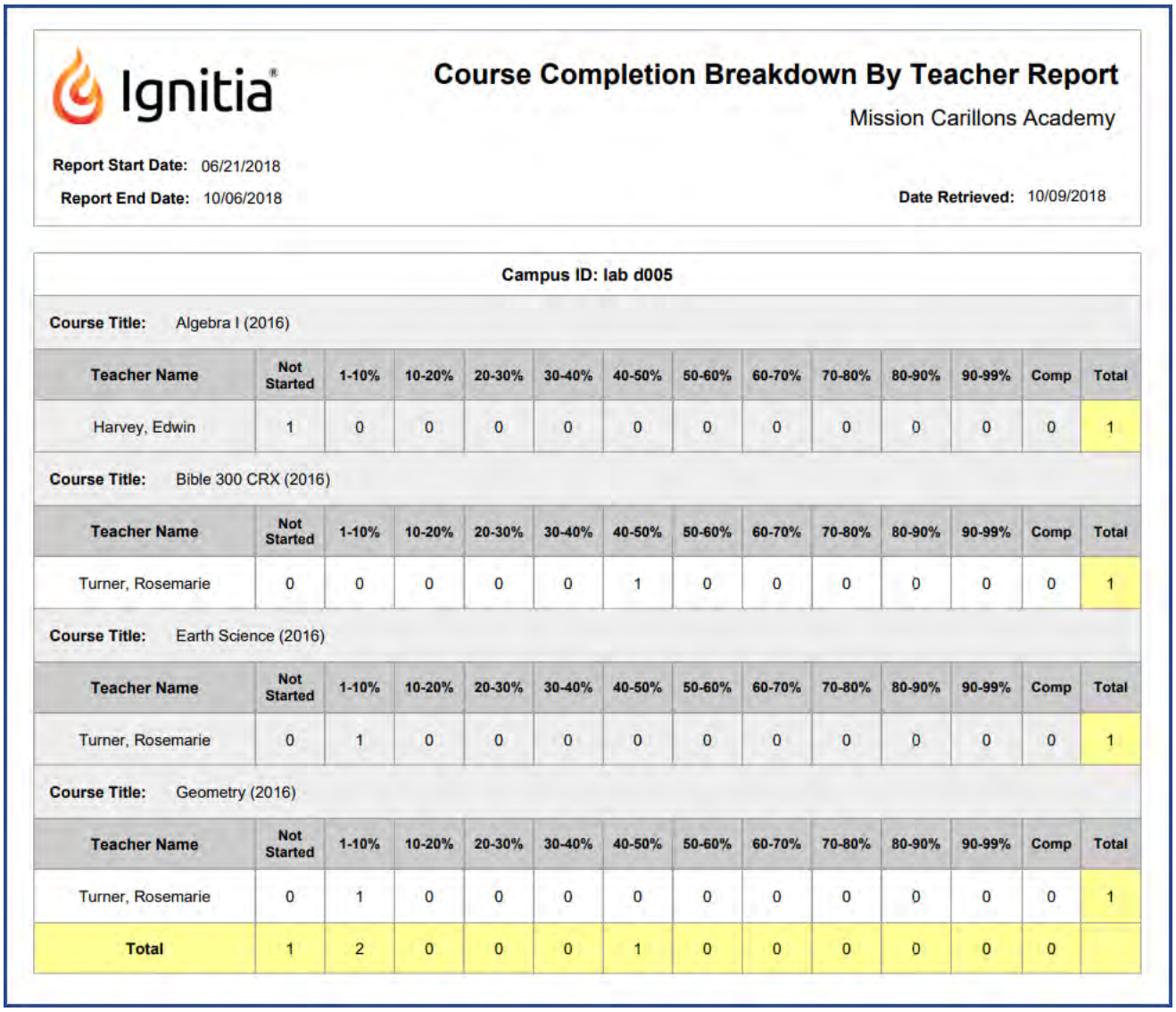
Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

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**.



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Course Completion Breakdown By Teacher Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/06/2018

Date Retrieved: 10/09/2018

Campus ID: lab d005

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
Harvey, Edwin	1	0	0	0	0	0	0	0	0	0	0	0	1

Course Title: Bible 300 CRX (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
Turner, Rosemarie	0	0	0	0	0	1	0	0	0	0	0	0	1

Course Title: Earth Science (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
Turner, Rosemarie	0	1	0	0	0	0	0	0	0	0	0	0	1

Course Title: Geometry (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
Turner, Rosemarie	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	1	2	0	0	0	1	0	0	0	0	0	0	

Course Percentage Complete

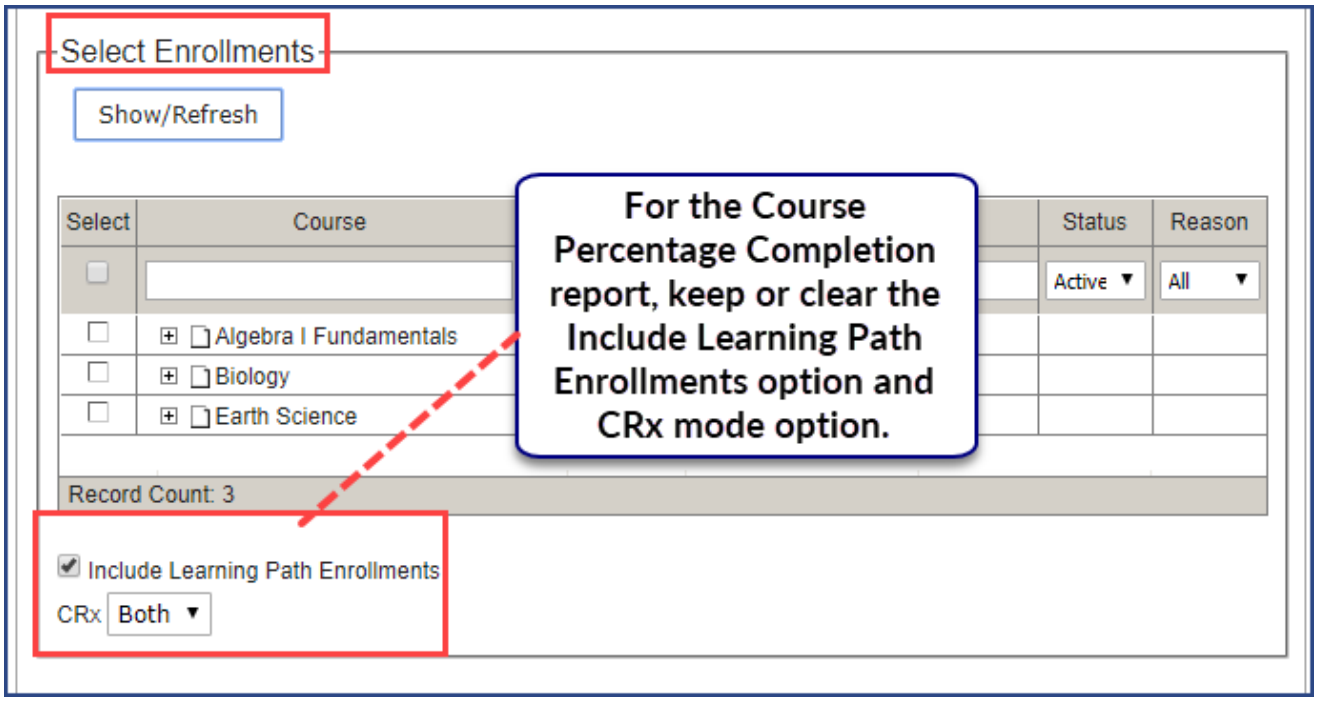
The **Course Percentage Complete** report shows a student's progress as a percentage completed in one or more assigned courses along with the current score for completed assignments.

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

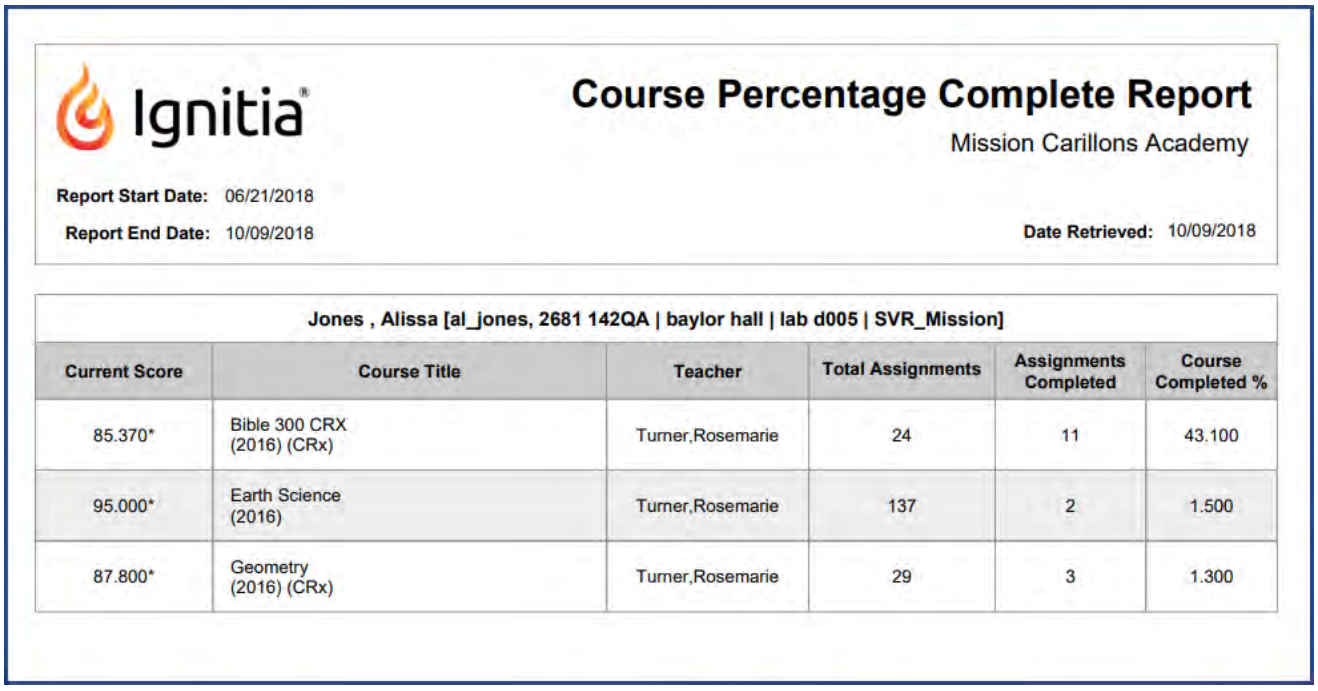
When accessing the report from **Activity Reports**, under **Select Enrollments**, two additional filter options are available:

- 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.



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**.



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Course Percentage Complete Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/09/2018

Jones , Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Current Score	Course Title	Teacher	Total Assignments	Assignments Completed	Course Completed %
85.370*	Bible 300 CRX (2016) (CRx)	Turner,Rosemarie	24	11	43.100
95.000*	Earth Science (2016)	Turner,Rosemarie	137	2	1.500
87.800*	Geometry (2016) (CRx)	Turner,Rosemarie	29	3	1.300

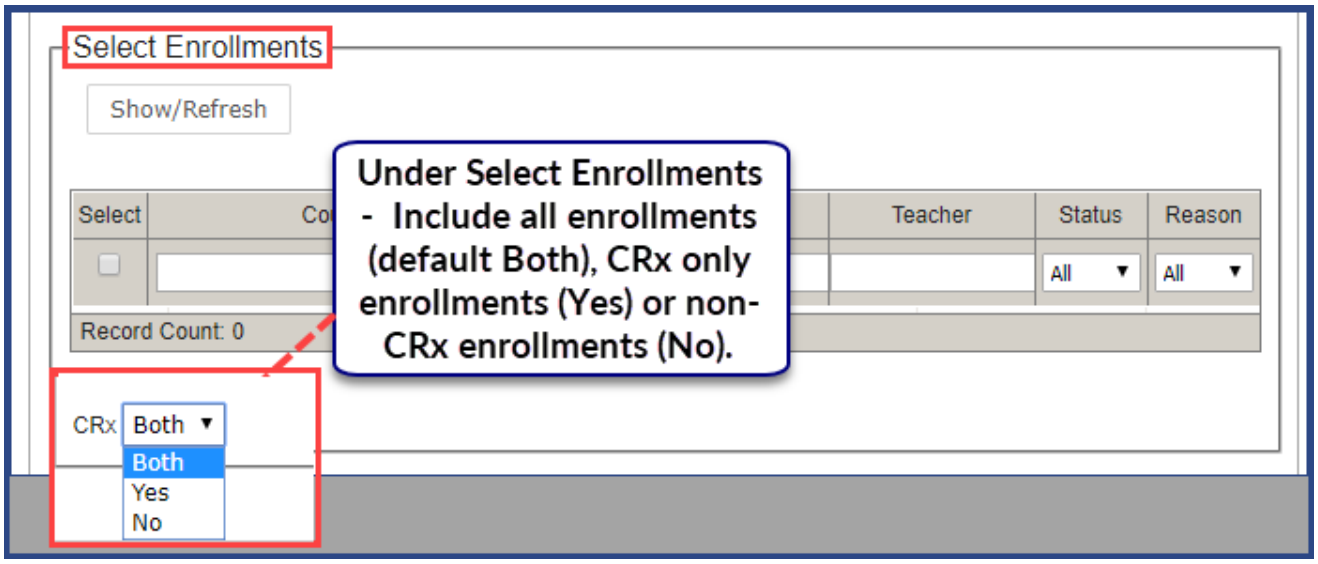
Course Progress Monitor

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

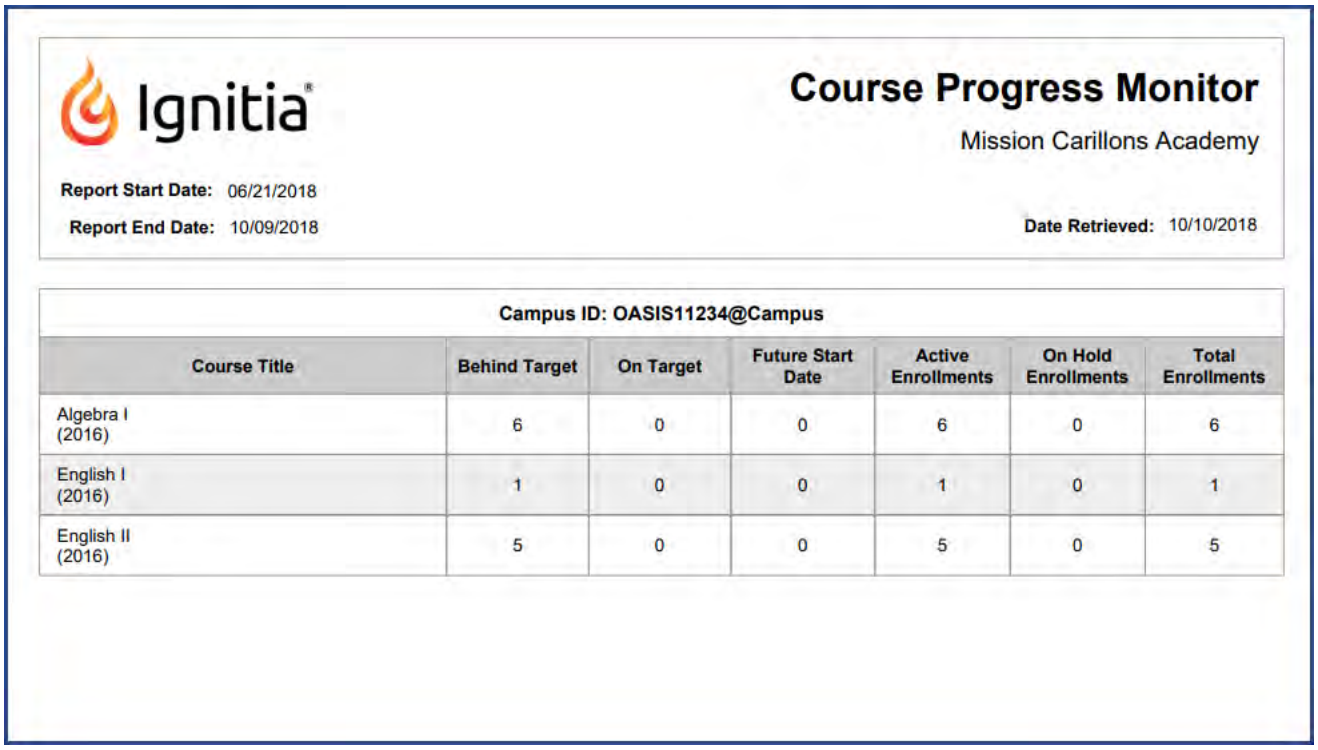
The **Course Progress Monitor** report shows the number of students behind target, on target, or not yet started (future start date) on a per course basis for active enrollments *by campus*. This report can be used by the admin to focus on those courses that need attention. The report also displays the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



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Course Progress Monitor

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

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

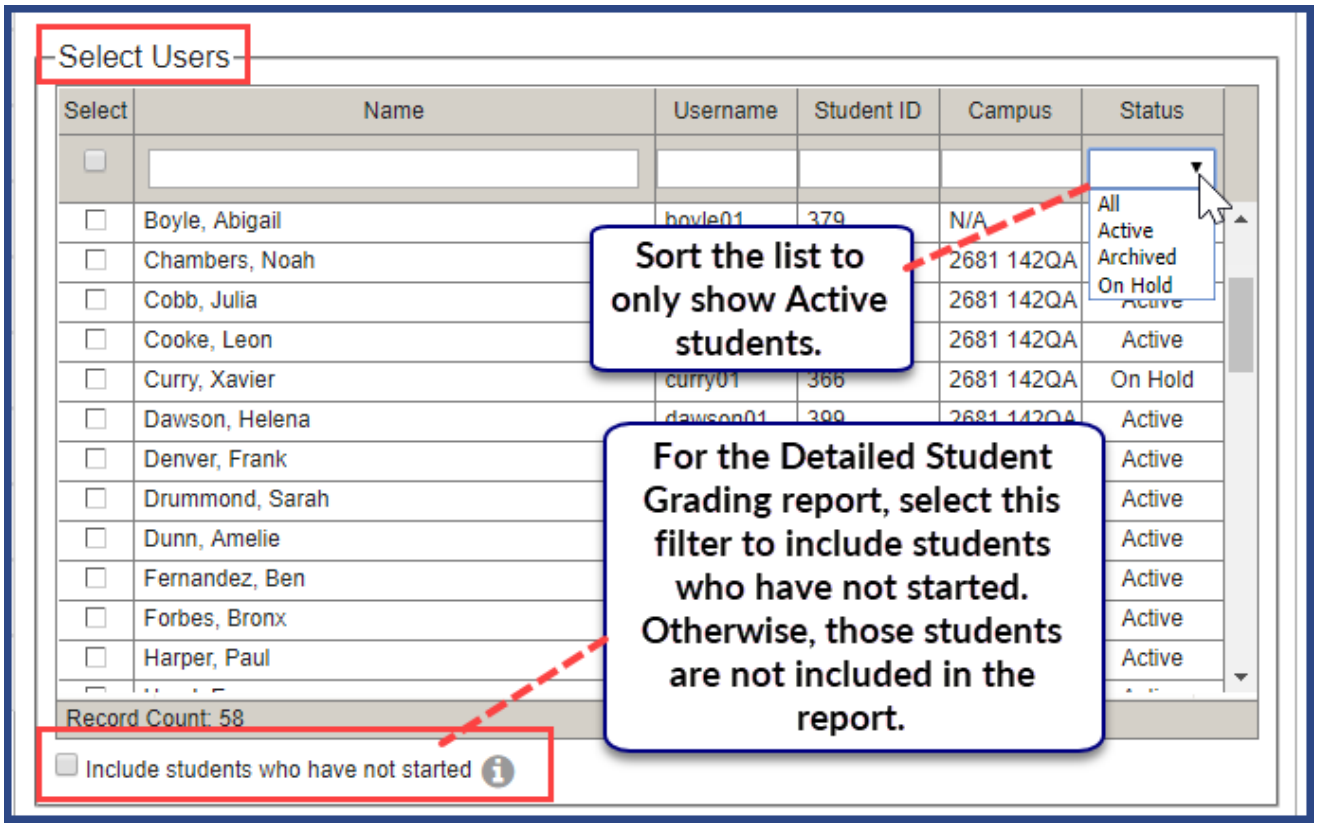
Detailed Student Grading

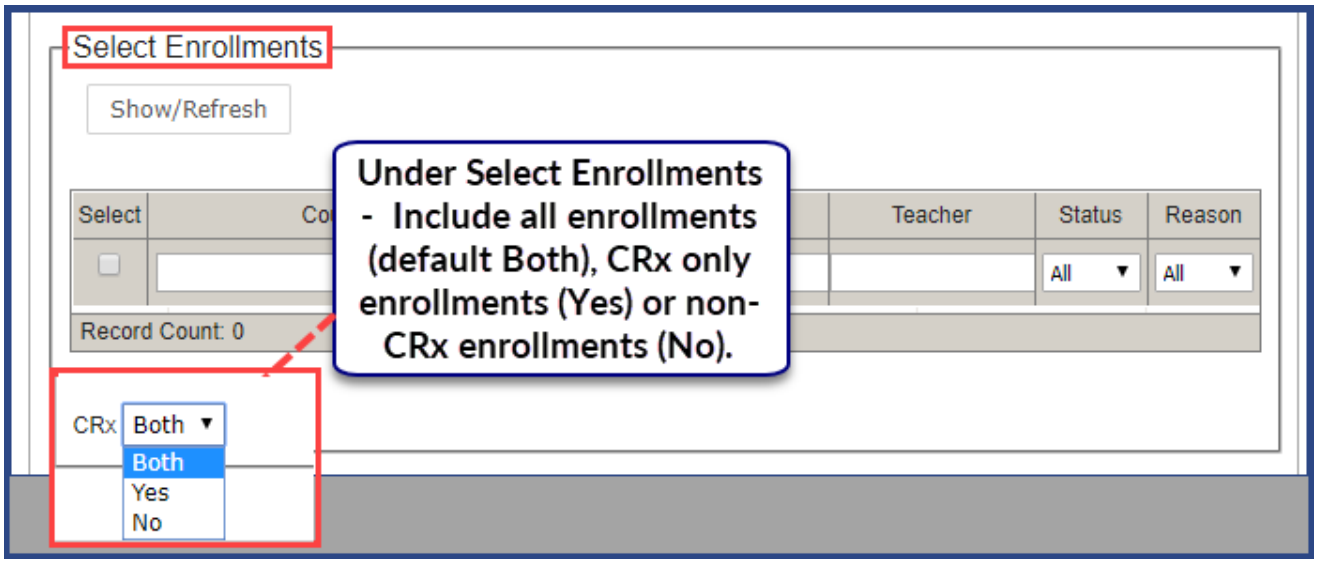
The Detailed Student Grading report shows student grades at the assignment, unit, and course levels, along with time on task (time spent working on an assignment).

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

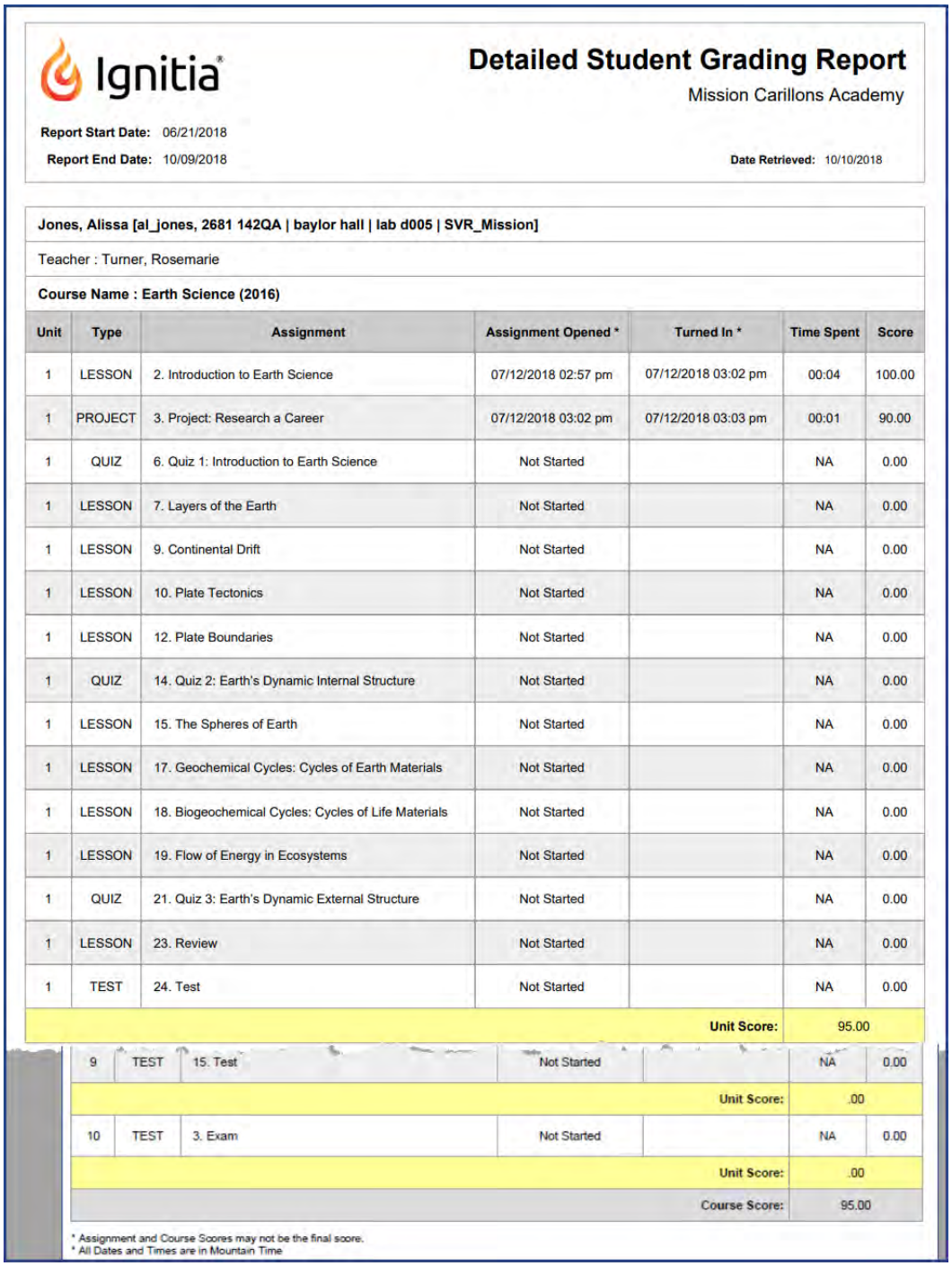
Depending on your access point for the report, several additional filter options may be available:

- 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.





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.



Ignitia

Detailed Student Grading Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher : Turner, Rosemarie

Course Name : Earth Science (2016)

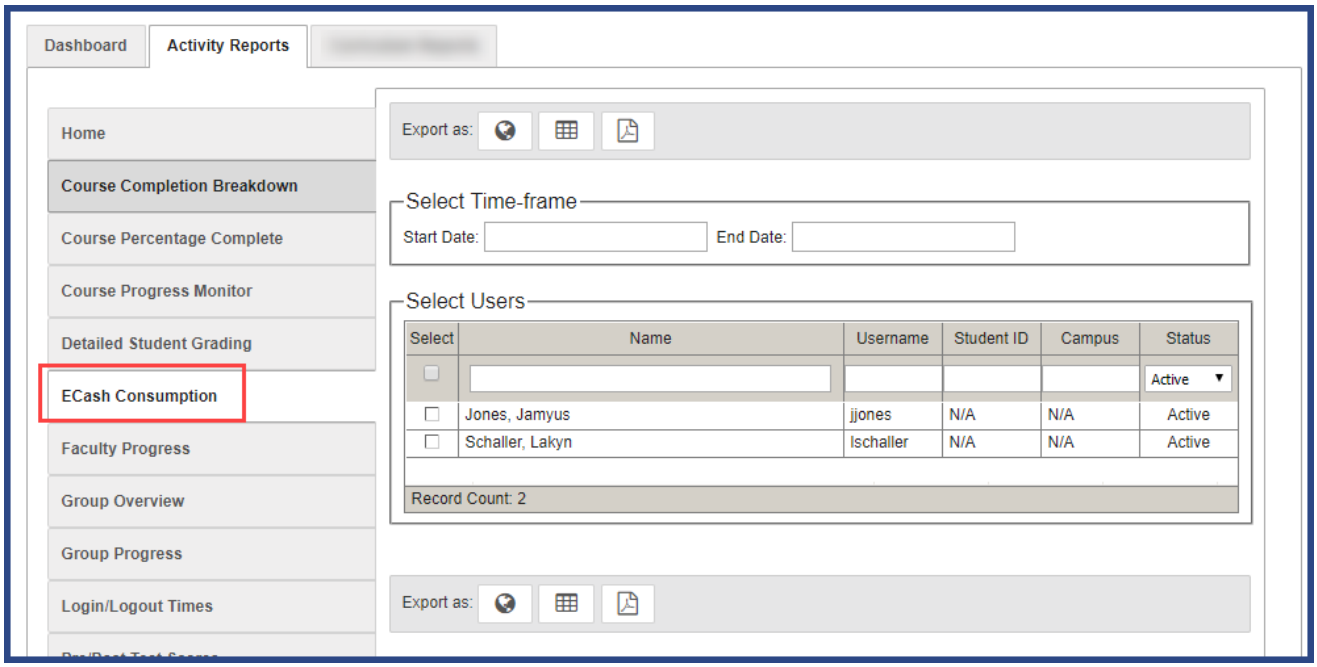
Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	2. Introduction to Earth Science	07/12/2018 02:57 pm	07/12/2018 03:02 pm	00:04	100.00
1	PROJECT	3. Project: Research a Career	07/12/2018 03:02 pm	07/12/2018 03:03 pm	00:01	90.00
1	QUIZ	6. Quiz 1: Introduction to Earth Science	Not Started		NA	0.00
1	LESSON	7. Layers of the Earth	Not Started		NA	0.00
1	LESSON	9. Continental Drift	Not Started		NA	0.00
1	LESSON	10. Plate Tectonics	Not Started		NA	0.00
1	LESSON	12. Plate Boundaries	Not Started		NA	0.00
1	QUIZ	14. Quiz 2: Earth's Dynamic Internal Structure	Not Started		NA	0.00
1	LESSON	15. The Spheres of Earth	Not Started		NA	0.00
1	LESSON	17. Geochemical Cycles: Cycles of Earth Materials	Not Started		NA	0.00
1	LESSON	18. Biogeochemical Cycles: Cycles of Life Materials	Not Started		NA	0.00
1	LESSON	19. Flow of Energy in Ecosystems	Not Started		NA	0.00
1	QUIZ	21. Quiz 3: Earth's Dynamic External Structure	Not Started		NA	0.00
1	LESSON	23. Review	Not Started		NA	0.00
1	TEST	24. Test	Not Started		NA	0.00
				Unit Score:	95.00	
9	TEST	15. Test	Not Started		NA	0.00
				Unit Score:	.00	
10	TEST	3. Exam	Not Started		NA	0.00
				Unit Score:	.00	
				Course Score:	95.00	

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

ECash Consumption

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

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

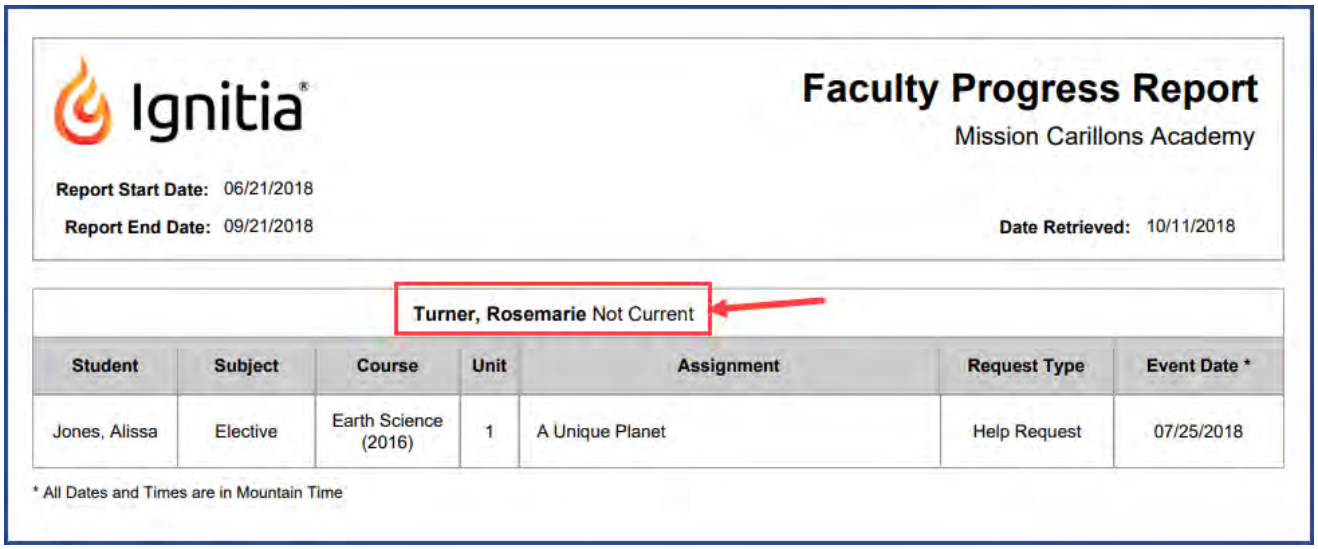


Faculty Progress

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.



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Faculty Progress Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 09/21/2018

Date Retrieved: 10/11/2018

Turner, Rosemarie Not Current

Student	Subject	Course	Unit	Assignment	Request Type	Event Date *
Jones, Alissa	Elective	Earth Science (2016)	1	A Unique Planet	Help Request	07/25/2018

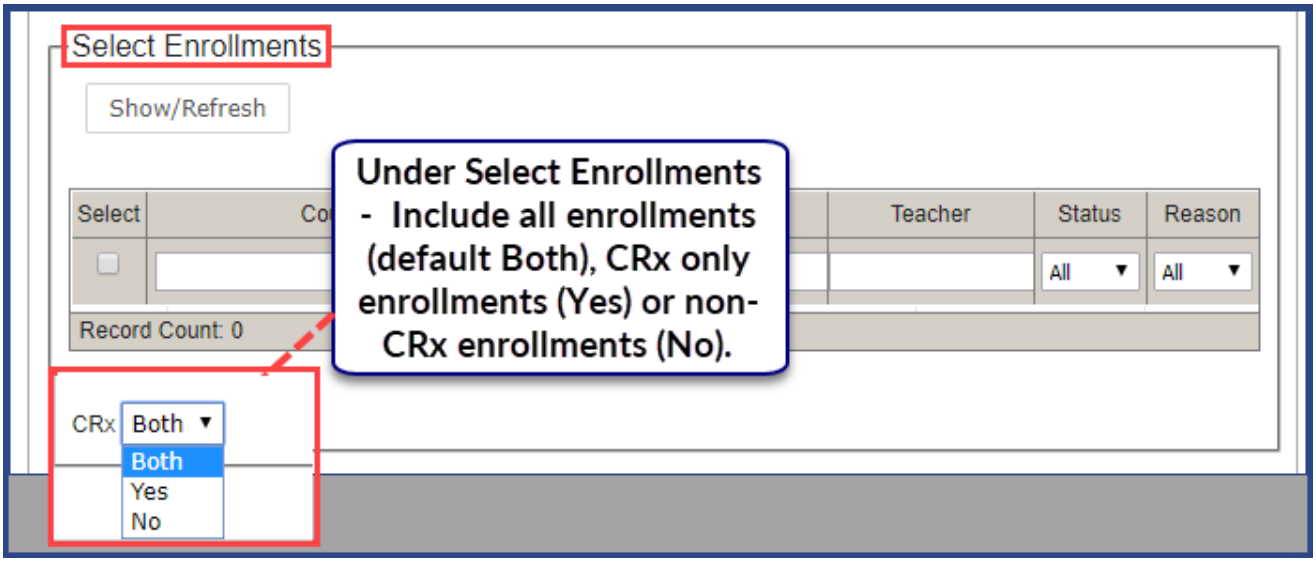
* All Dates and Times are in Mountain Time

Group Overview

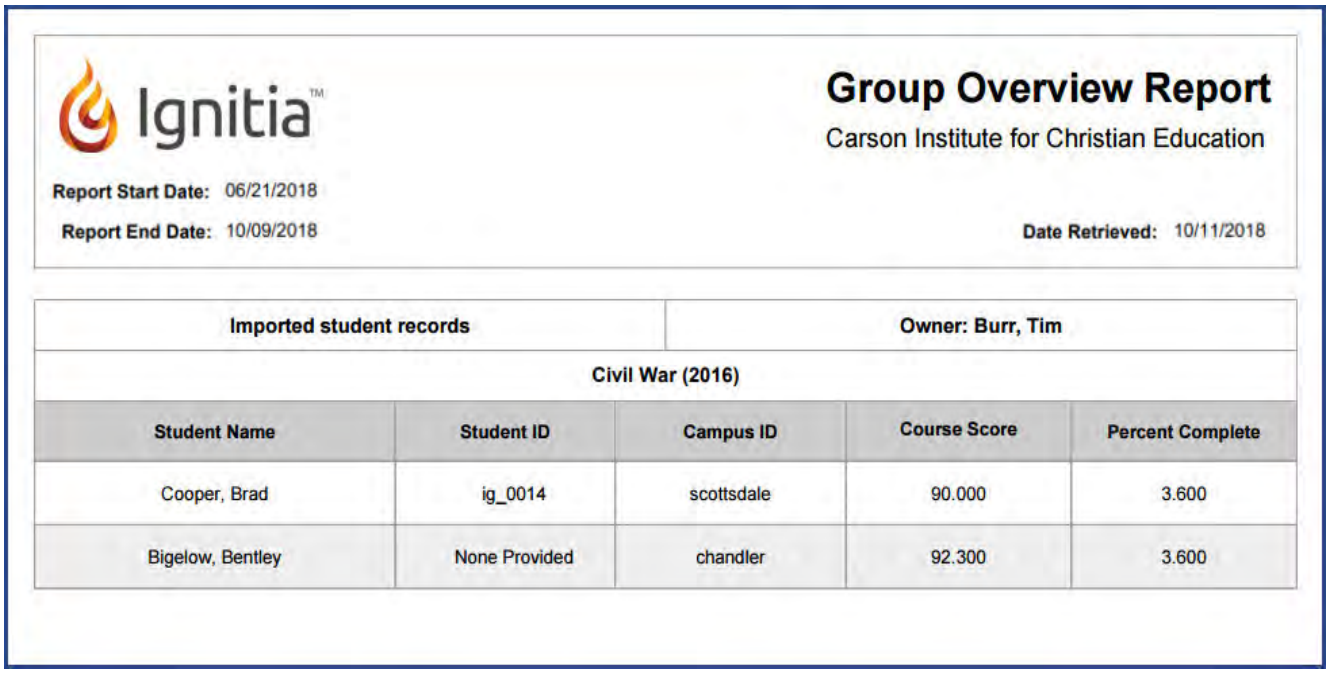
The **Group Overview** report shows the course grade and percentage complete by course for individual members of a selected group. This is useful for teachers who have used student groups to create classrooms for course enrollments. You can run the report each day to see how each member of the group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



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.



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Group Overview Report

Carson Institute for Christian Education

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

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
Bigelow, Bentley	None Provided	chandler	92.300	3.600

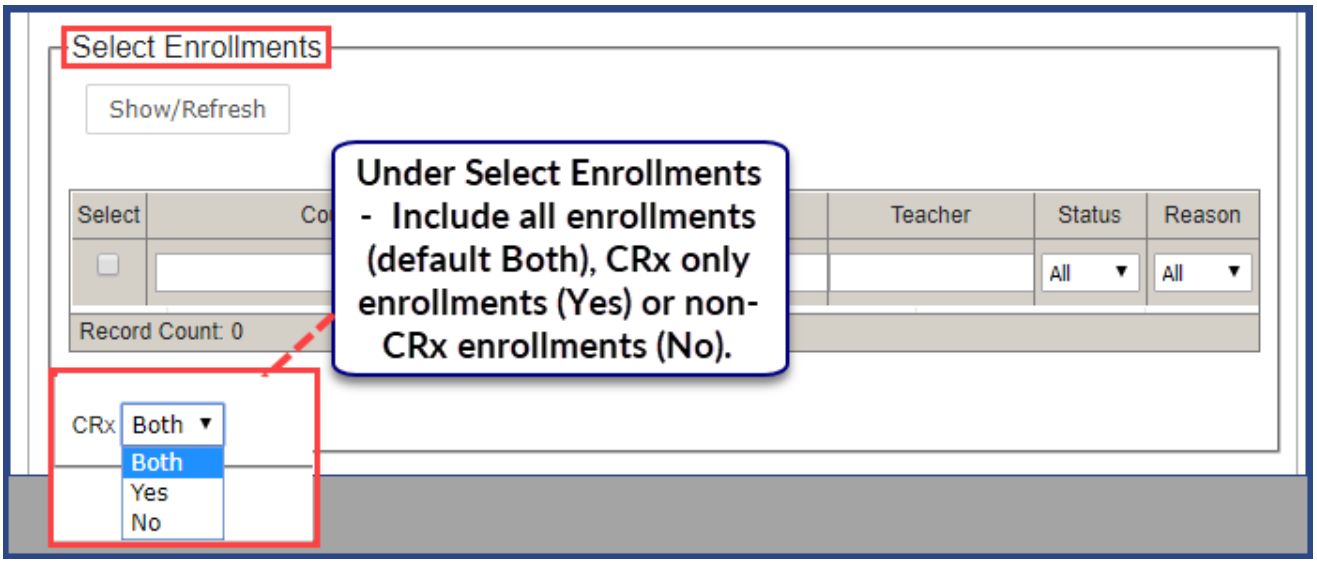
Group Progress

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

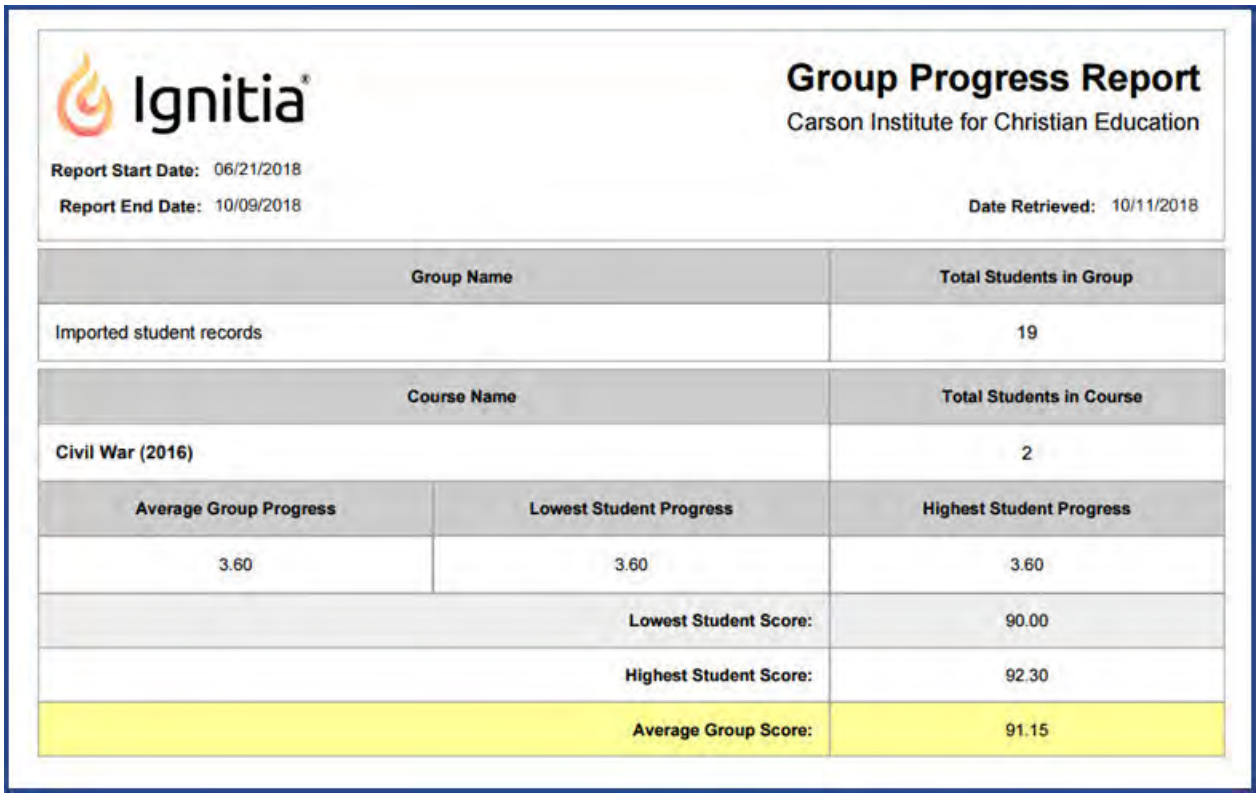
- Group's average completion percentage
- Lowest individual completion percentage.
- Highest individual completion percentage.
- Group's average course score.
- Lowest individual course score.
- Highest individual course score.

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).



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



Ignitia

Group Progress Report

Carson Institute for Christian Education

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.

Ignitia

Login/Logout Times Report

Mission Carillons Academy

Report Start Date: 11/02/2018
Report End Date: 11/02/2018
Date Retrieved: 11/02/2018
Time Retrieved: 04:16 pm

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

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

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

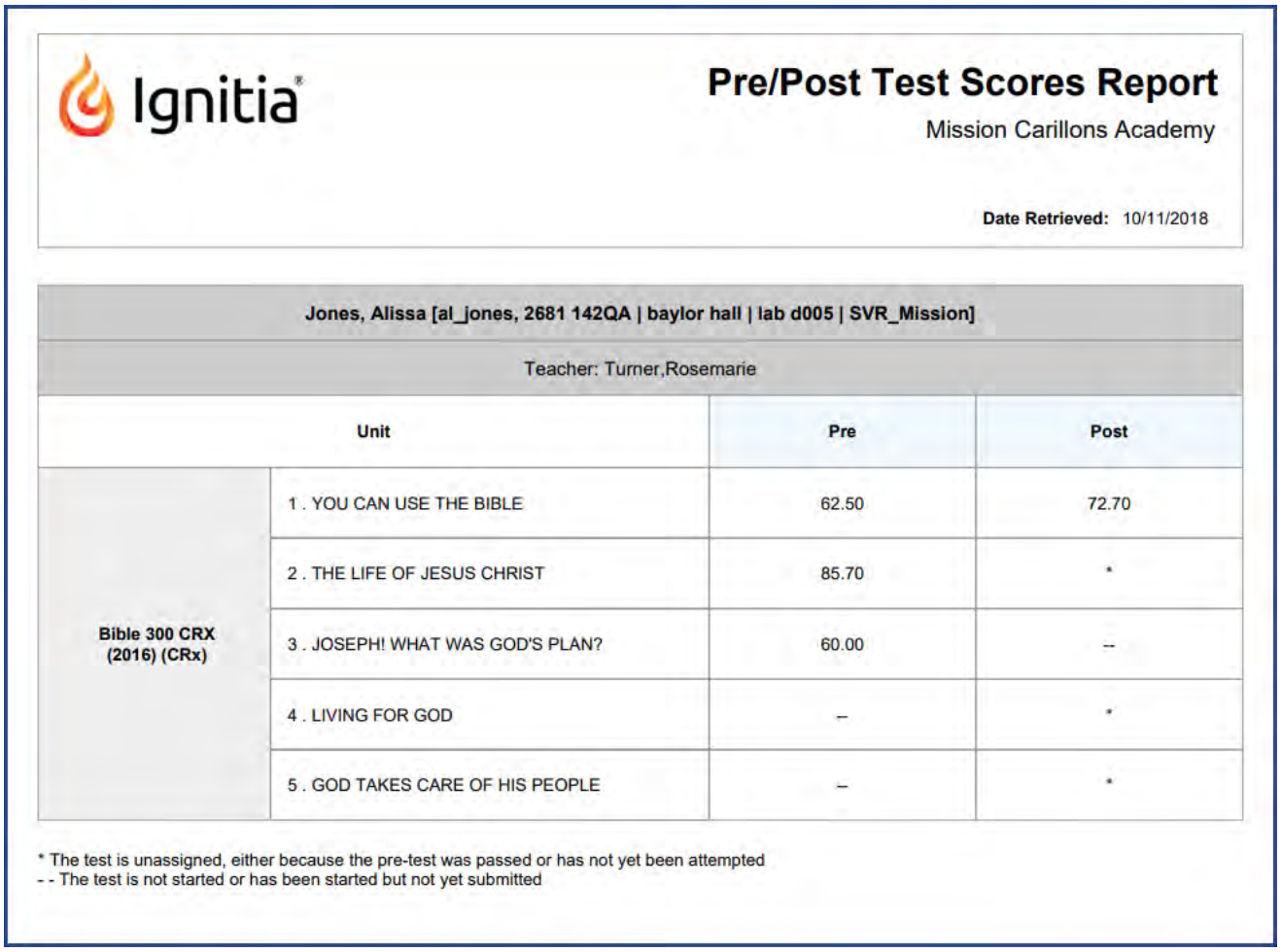
Pre/Post Test Scores

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 Ignitia® 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.



Ignitia®

Pre/Post Test Scores Report

Mission Carillons Academy

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher: Turner,Rosemarie

Unit		Pre	Post
Bible 300 CRX (2016) (CRx)	1 . YOU CAN USE THE BIBLE	62.50	72.70
	2 . THE LIFE OF JESUS CHRIST	85.70	*
	3 . JOSEPH! WHAT WAS GOD'S PLAN?	60.00	--
	4 . LIVING FOR GOD	--	*
	5 . GOD TAKES CARE OF HIS PEOPLE	--	*

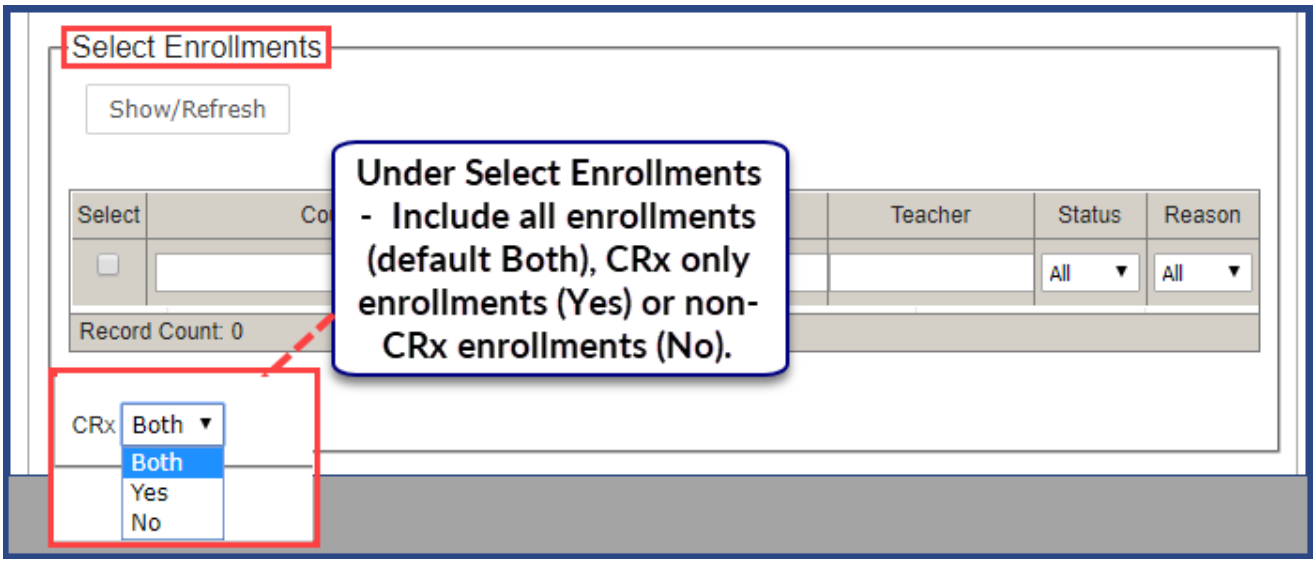
* The test is unassigned, either because the pre-test was passed or has not yet been attempted
- - The test is not started or has been started but not yet submitted

Student Activity Daily Breakdown

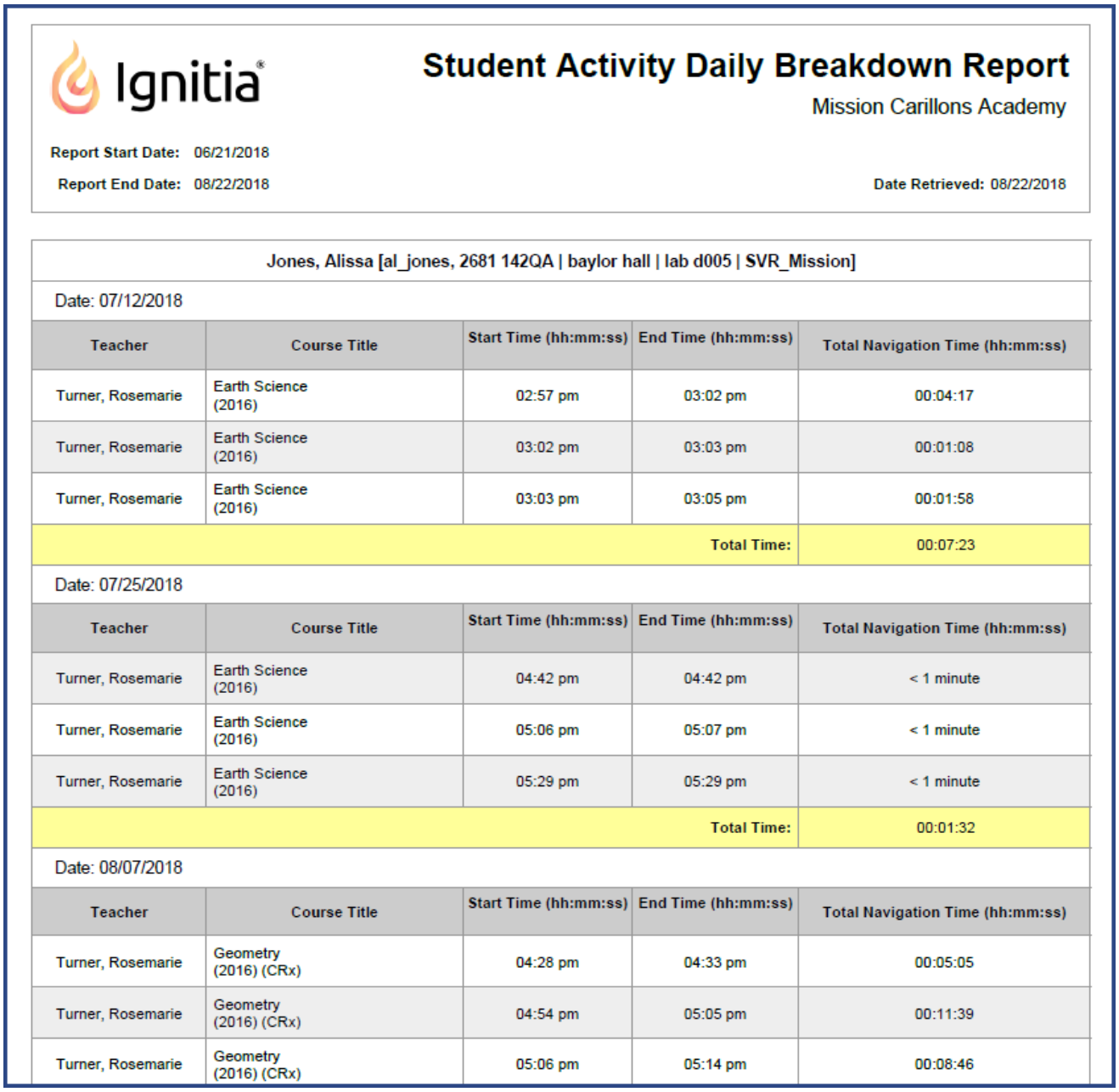
Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

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).



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



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Student Activity Daily Breakdown Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 08/22/2018

Date Retrieved: 08/22/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Date: 07/12/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	02:57 pm	03:02 pm	00:04:17
Turner, Rosemarie	Earth Science (2016)	03:02 pm	03:03 pm	00:01:08
Turner, Rosemarie	Earth Science (2016)	03:03 pm	03:05 pm	00:01:58
			Total Time:	00:07:23

Date: 07/25/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	04:42 pm	04:42 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:06 pm	05:07 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:29 pm	05:29 pm	< 1 minute
			Total Time:	00:01:32

Date: 08/07/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Geometry (2016) (CRx)	04:28 pm	04:33 pm	00:05:05
Turner, Rosemarie	Geometry (2016) (CRx)	04:54 pm	05:05 pm	00:11:39
Turner, Rosemarie	Geometry (2016) (CRx)	05:06 pm	05:14 pm	00:08:46

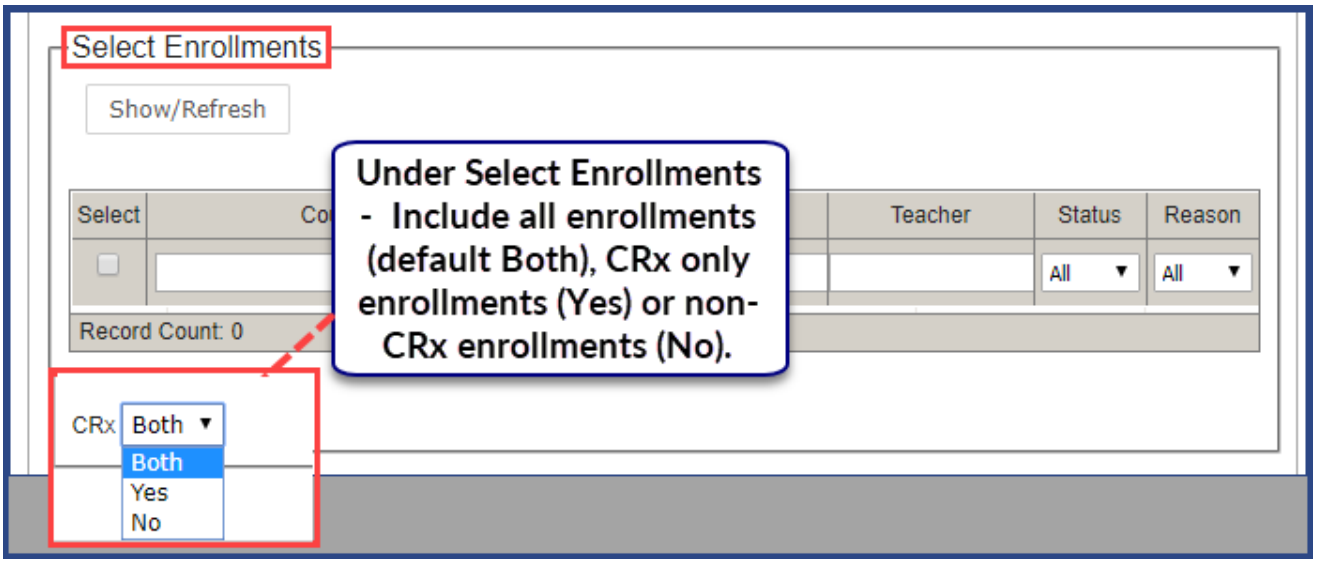
Student Activity Summary

Student Activity Summary

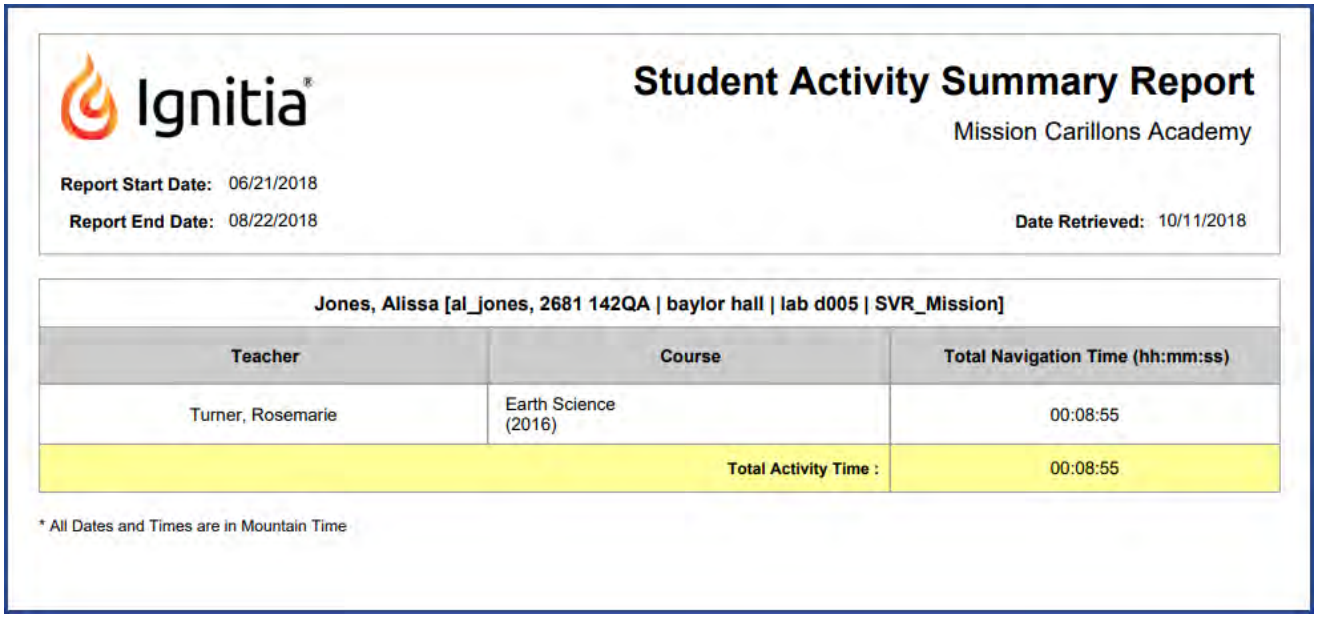
Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

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.

- 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.



Ignitia

Student Activity Summary Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 08/22/2018

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher	Course	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	00:08:55
	Total Activity Time :	00:08:55

* All Dates and Times are in Mountain Time

Student Lesson Plan

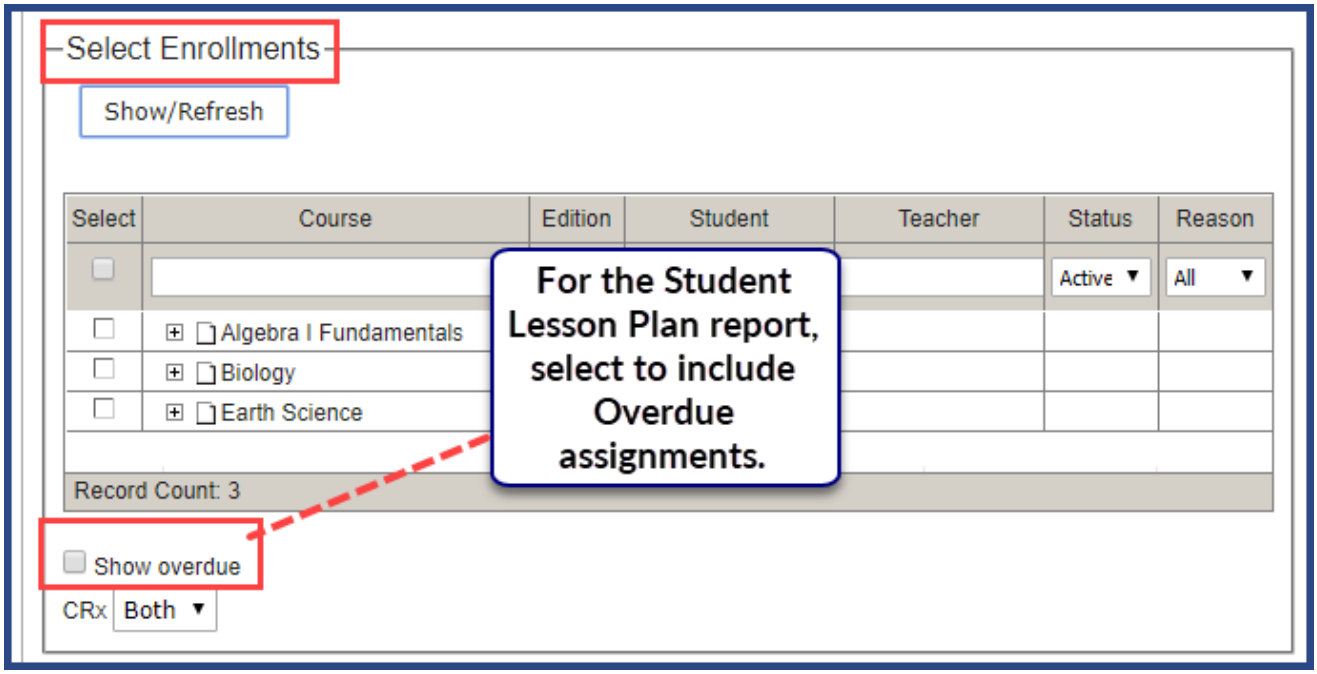
Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

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.



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

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Student Lesson Plan Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

King, Avery [a_king, baylor hall]

Teacher	Course	Unit	Assignment	Status	Due Date	Completed On
Turner, Rosemarie	Earth Science (2016)	1	2: Introduction to Earth Science - Overdue	Graded	07/12/2018	07/13/2018
Turner, Rosemarie	Earth Science (2016)	1	3: Project: Research a Career - Overdue	Graded	07/12/2018	07/13/2018
Turner, Rosemarie	Earth Science (2016)	1	4: A Unique Planet - Overdue	Assigned	07/13/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	5: Project: Earth Comparisons - Overdue	Assigned	07/13/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	6: Quiz 1: Introduction to Earth Science - Overdue	Not Started	07/16/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	7: Layers of the Earth - Overdue	Not Started	07/16/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	8: Project: Building a Model of the Earth - Overdue	Assigned	07/17/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	9: Continental Drift - Overdue	Not Started	07/17/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	10: Plate Tectonics - Overdue	Not Started	07/18/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	11: Project: Mantle Convection - Overdue	Assigned	07/18/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	12: Plate Boundaries - Overdue	Not Started	07/19/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	13: Project: Plate Boundaries - Overdue	Assigned	07/19/2018	N/A
Turner, Rosemarie	Earth Science (2016)	1	14: Quiz 2: Earth's Dynamic Internal Structure - Overdue	Not Started	07/20/2018	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.

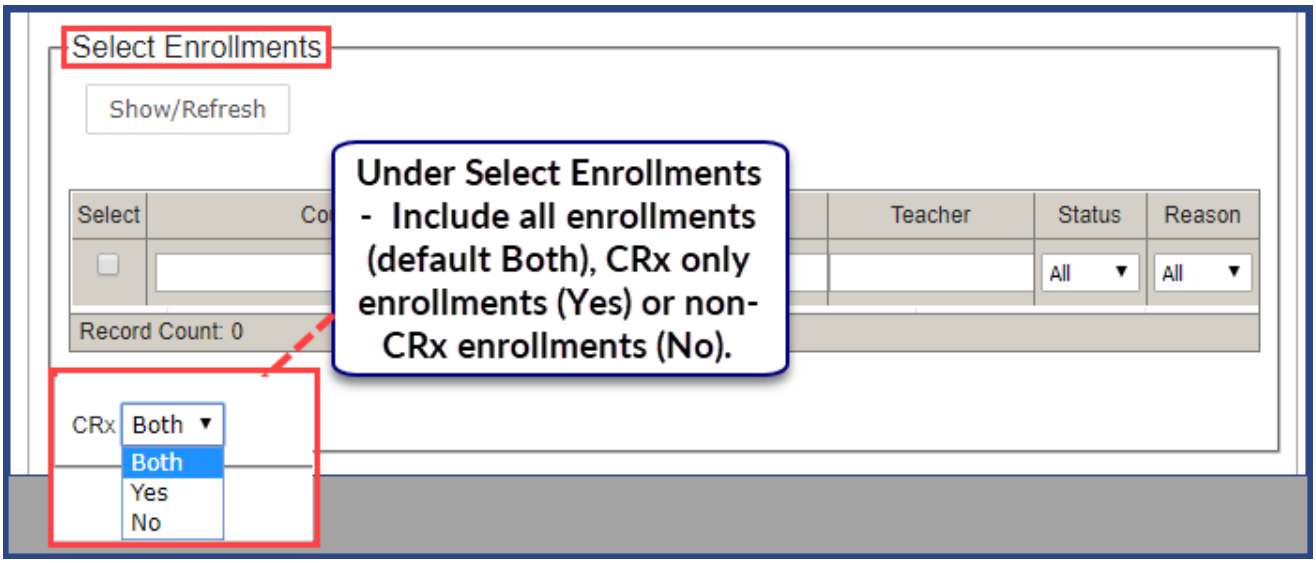
- Weight by assignment type.

Also shows:

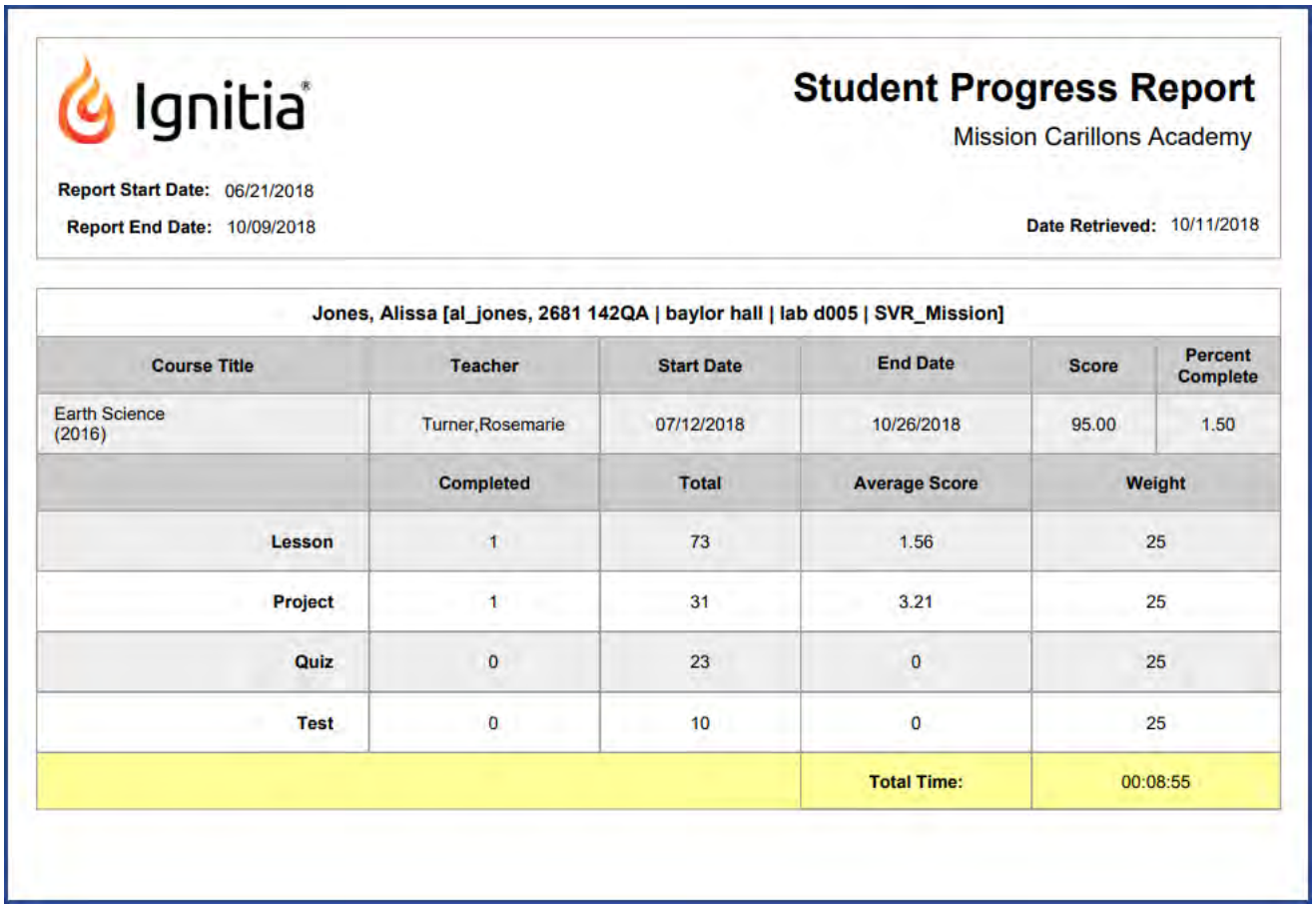
- Overall course grade (score).
- Percent complete in course.
- Total Time the student has spent in the course (Time on task).

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).



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



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Student Progress Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Course Title	Teacher	Start Date	End Date	Score	Percent Complete
Earth Science (2016)	Turner,Rosemarie	07/12/2018	10/26/2018	95.00	1.50

	Completed	Total	Average Score	Weight
Lesson	1	73	1.56	25
Project	1	31	3.21	25
Quiz	0	23	0	25
Test	0	10	0	25
			Total Time:	00:08:55

Student Unit Grades

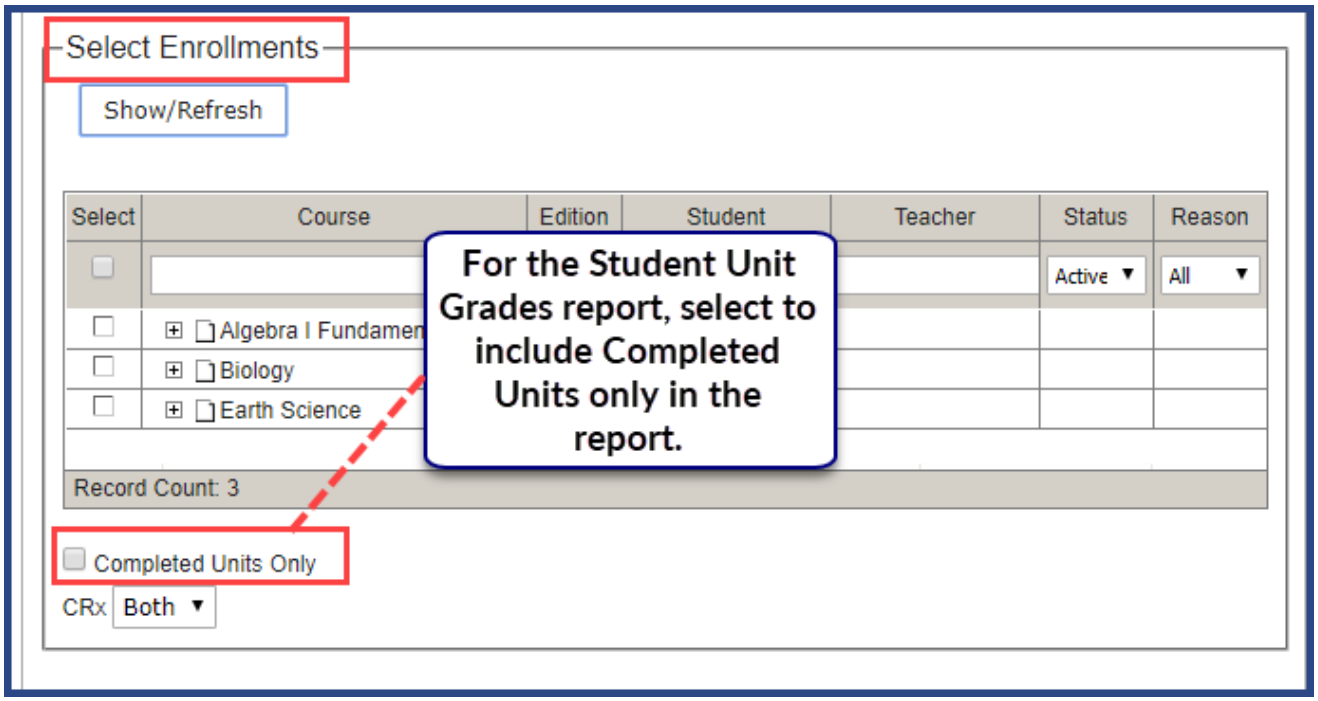
Note: This report is available from the **Gradebook > Quick Reports** and from **Activity Reports**.

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

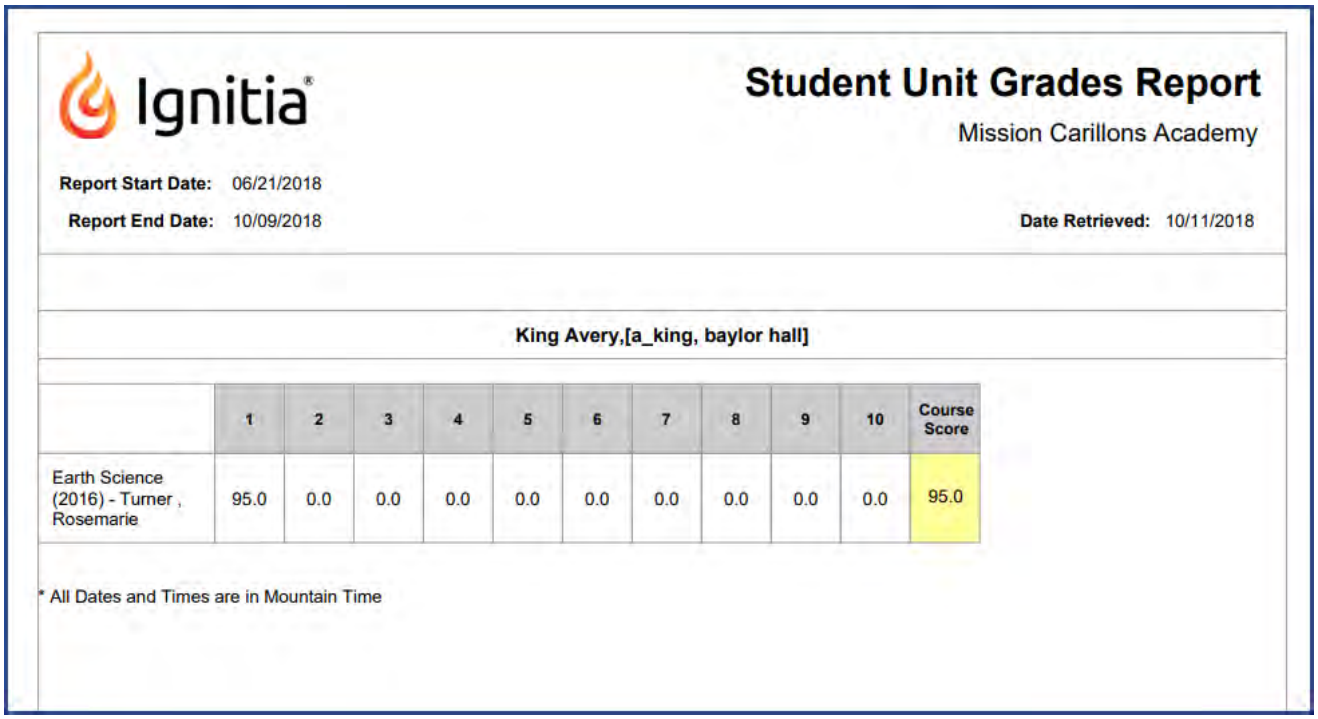
- When accessing the report from **Quick Reports**, a **Completed Units Only** filter option allows you to view completed units only and view the cumulative score.

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.



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.



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Student Unit Grades Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/11/2018

King Avery,[a_king, baylor hall]

	1	2	3	4	5	6	7	8	9	10	Course Score
Earth Science (2016) - Turner , Rosemarie	95.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	95.0

* All Dates and Times are in Mountain Time

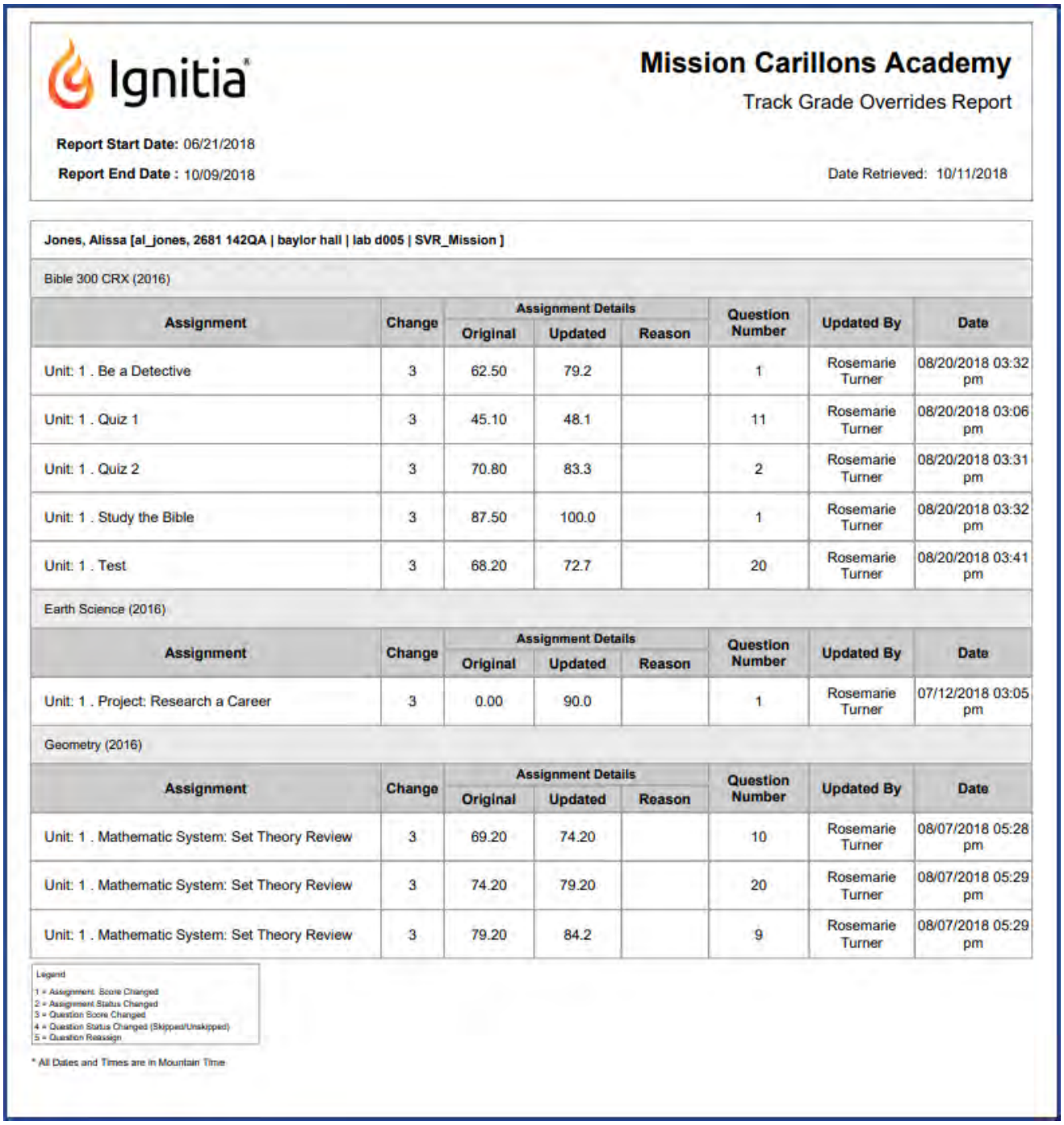
Track Grade Overrides

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.



Ignitia

Mission Carillons Academy

Track Grade Overrides Report

Report Start Date: 06/21/2018

Report End Date : 10/09/2018

Date Retrieved: 10/11/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Bible 300 CRX (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Be a Detective	3	62.50	79.2		1	Rosemarie Turner	08/20/2018 03:32 pm
Unit: 1 . Quiz 1	3	45.10	48.1		11	Rosemarie Turner	08/20/2018 03:06 pm
Unit: 1 . Quiz 2	3	70.80	83.3		2	Rosemarie Turner	08/20/2018 03:31 pm
Unit: 1 . Study the Bible	3	87.50	100.0		1	Rosemarie Turner	08/20/2018 03:32 pm
Unit: 1 . Test	3	68.20	72.7		20	Rosemarie Turner	08/20/2018 03:41 pm

Earth Science (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Project: Research a Career	3	0.00	90.0		1	Rosemarie Turner	07/12/2018 03:05 pm

Geometry (2016)

Assignment	Change	Assignment Details			Question Number	Updated By	Date
		Original	Updated	Reason			
Unit: 1 . Mathematic System: Set Theory Review	3	69.20	74.20		10	Rosemarie Turner	08/07/2018 05:28 pm
Unit: 1 . Mathematic System: Set Theory Review	3	74.20	79.20		20	Rosemarie Turner	08/07/2018 05:29 pm
Unit: 1 . Mathematic System: Set Theory Review	3	79.20	84.2		9	Rosemarie Turner	08/07/2018 05:29 pm

Legend

1 = Assignment Score Changed
2 = Assignment Status Changed
3 = Question Score Changed
4 = Question Status Changed (Skipped/Unskipped)
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.

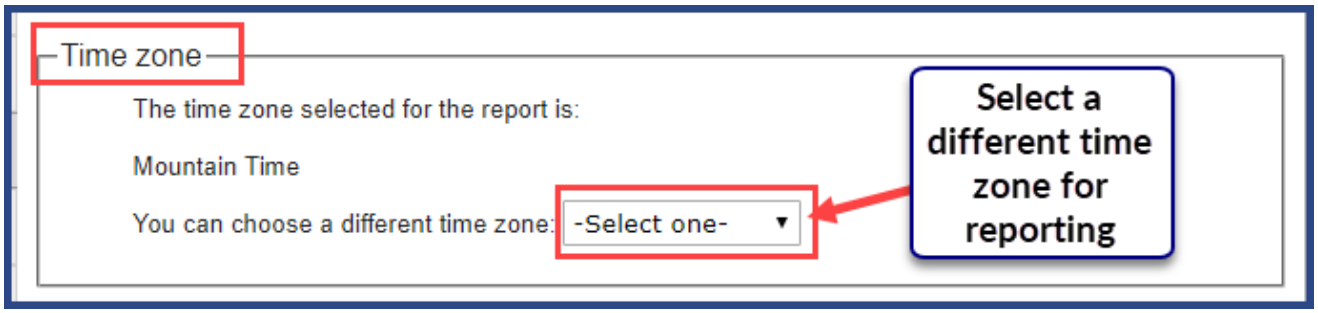
Report data filter categories include:

- 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

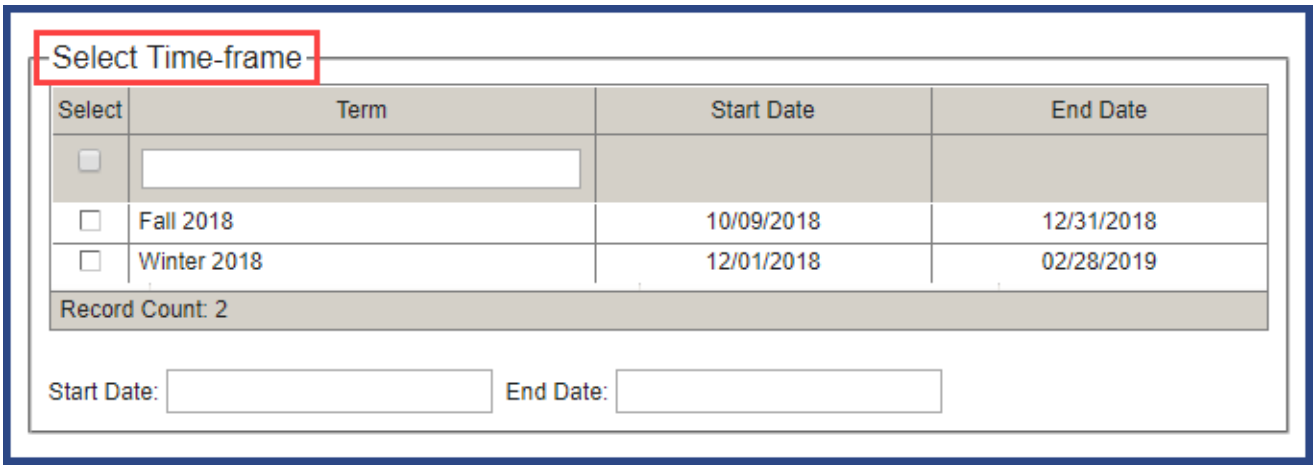
The **Time zone** filter displays your school's default time zone. This filter appears when you are on the **Home** tab of **Activity Reports**. All reports you run will use this time zone for reporting purposes.



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

Select Time-frame filter

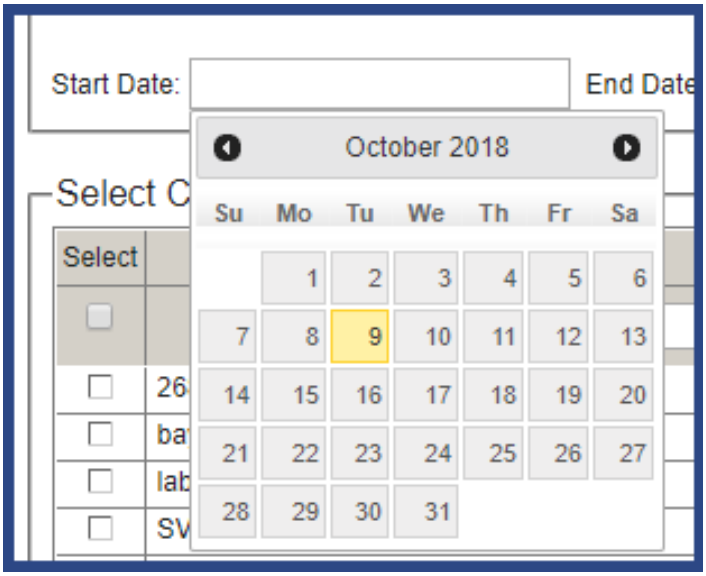
The **Select Time-frame** filter controls the dates the report should cover, such as a school term or custom dates you enter.



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,

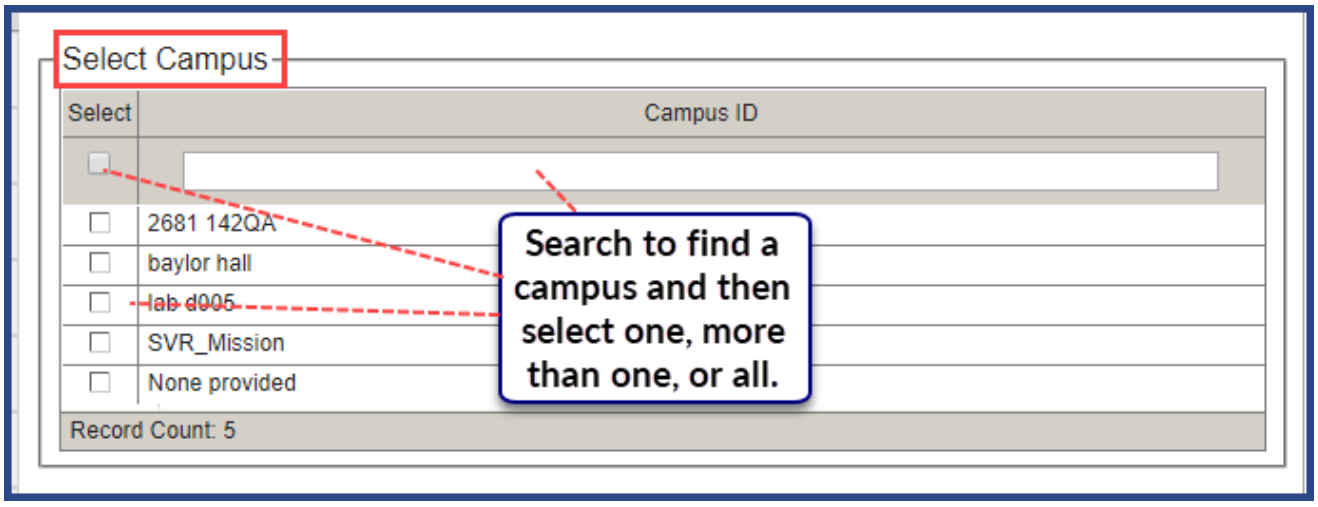
   To use custom dates for the report, in the **Start Date** and **End Date** fields, click to activate a calendar and select dates.



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.

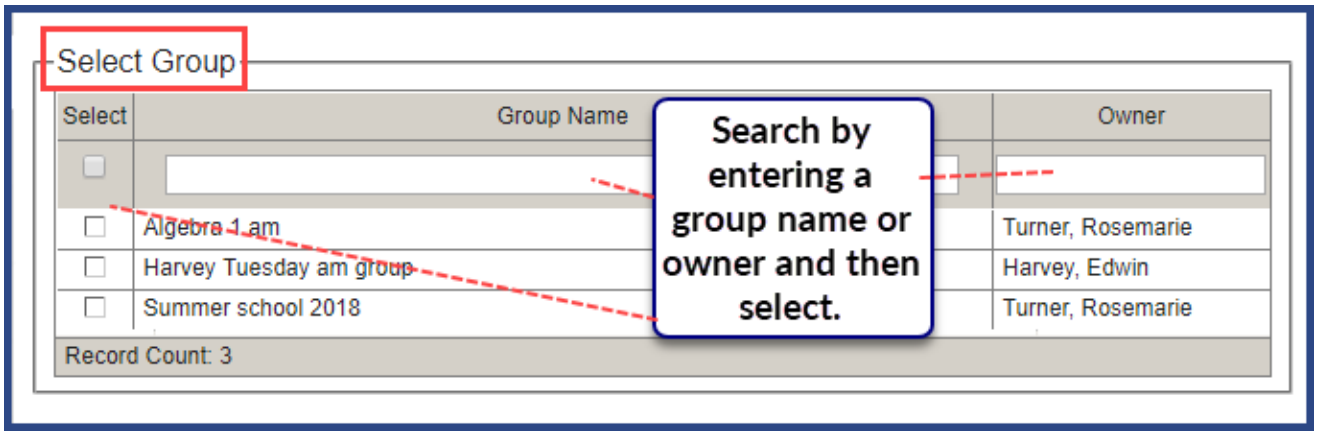


1. If desired, enter characters in the **Campus** search text box to narrow the list to a specific campus.
2. To select a campus, click the check box beside the campus ID, or to select all campus IDs, click the check box at the top of the **Select** column.

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.



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.

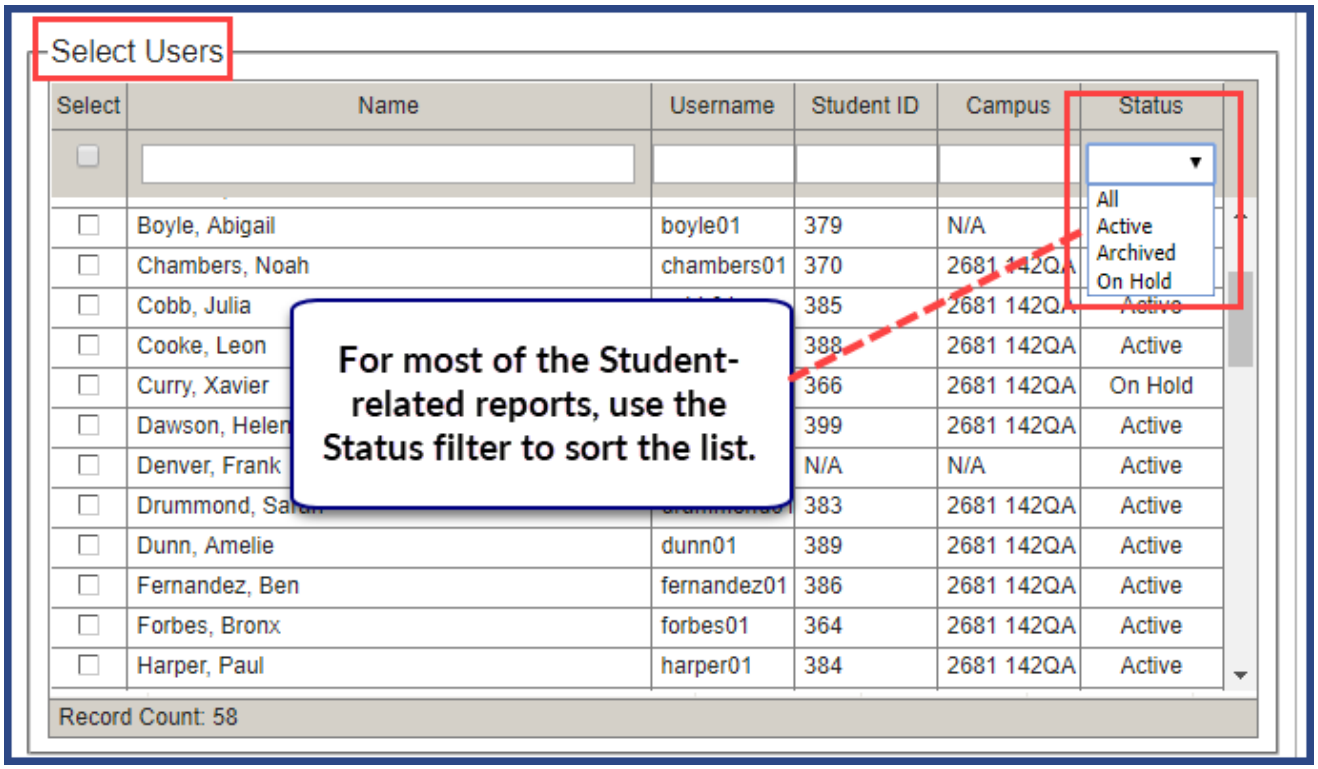
The **Record Count** displays the number of group(s) selected.

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.

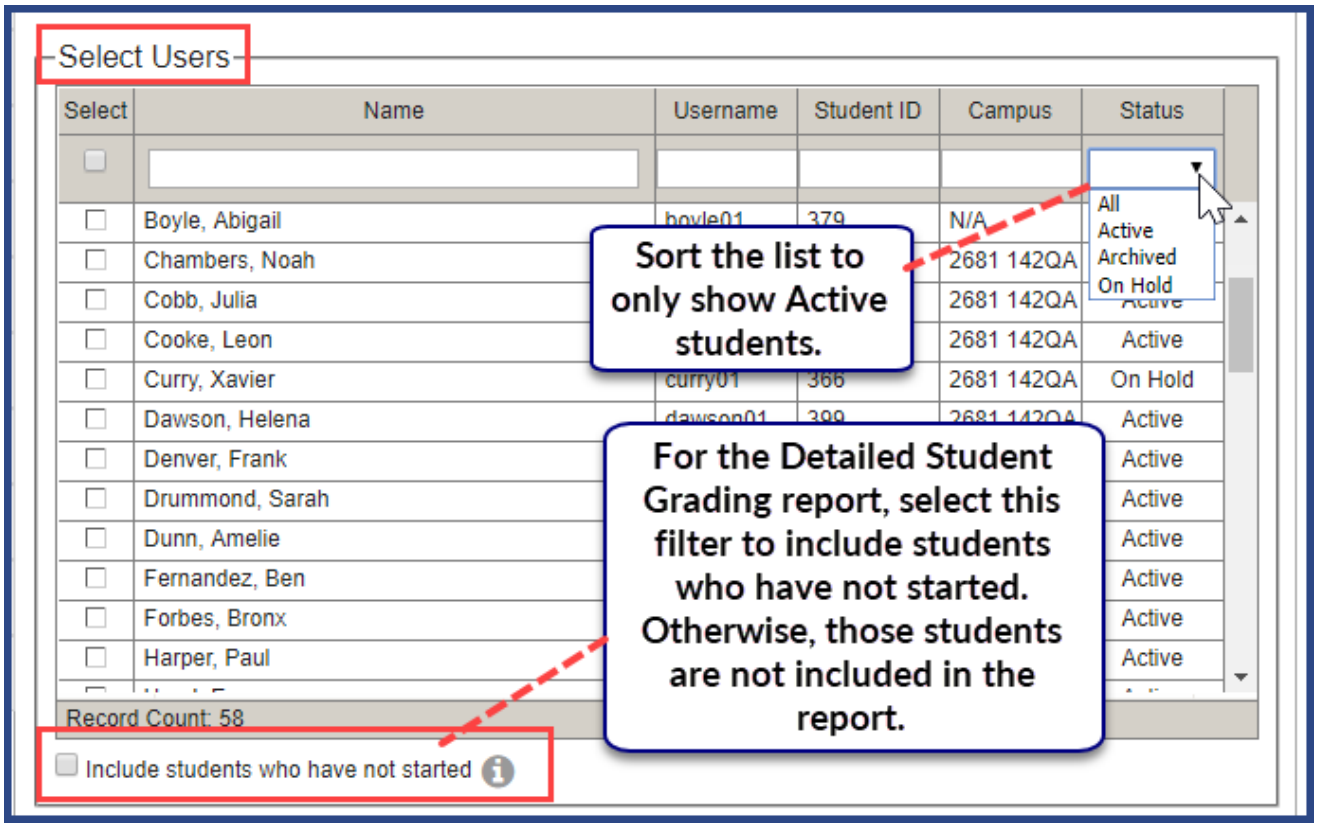
Note: The users that appear in the **Select Users** filter category are determined by your user role. For example, an Admin user can see all users - teachers, other admins, and students.

- 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.

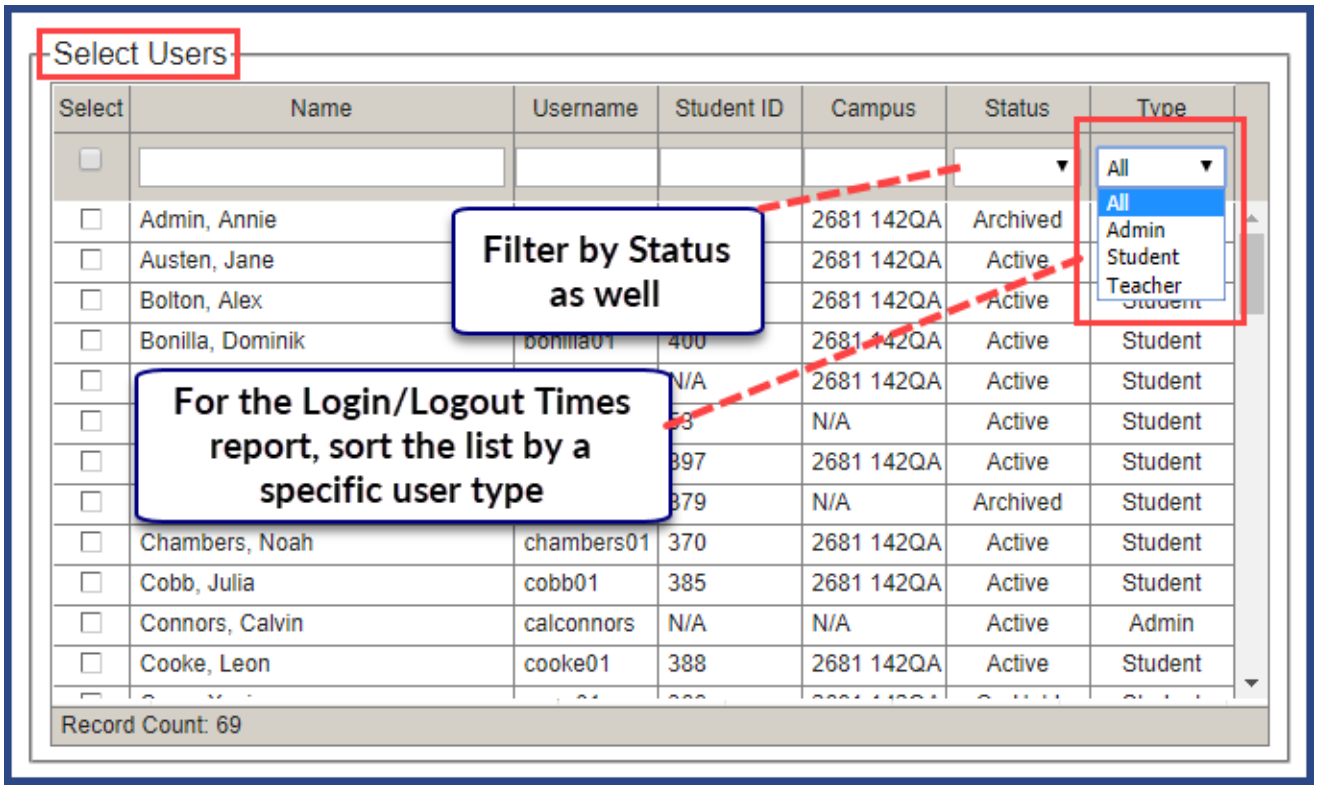


- For the **Detailed Student Grading** report, the **Include students who have not started** option, when selected, includes enrollments not started by the selected students. Otherwise, by default, students who have not started the selected enrollment(s) are not included in the report.

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**.



- 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).



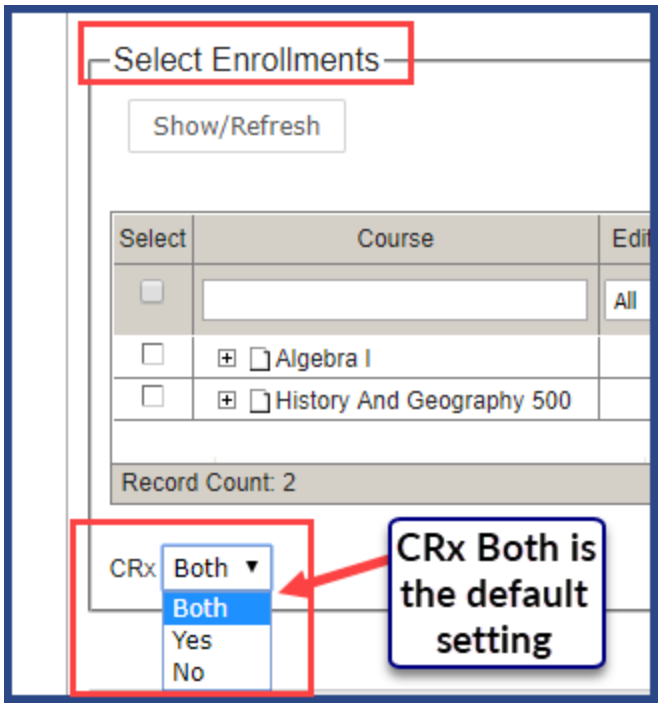
1. If desired, enter characters in the **Name**, **Username**, **Student ID**, or **Campus** search text boxes. Depending on the report, you may be able to select an option from the **Status** or **Type** fields to narrow the users list.
2. To select a user, click the check box beside the name, or to 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.

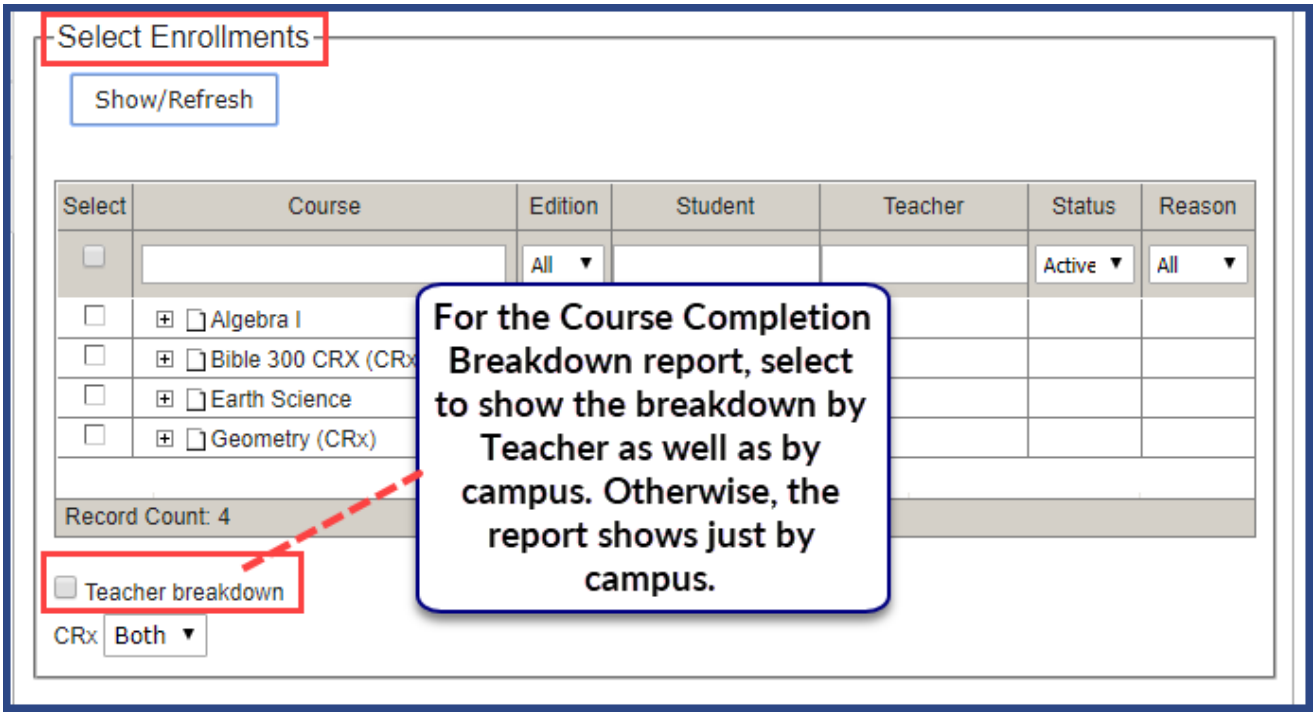
Select Enrollments filter

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.

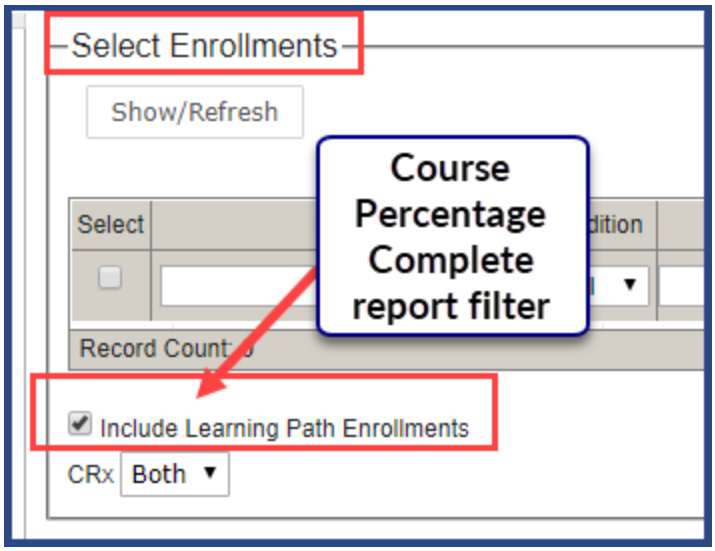
- For all reports involving enrollments, by default, the option **CRx Both** is selected. This means all enrollments for the specified users are included - both CRx-enabled enrollments and those without CRx enabled. To only include CRx-enabled enrollments, select **Yes**. Or, to only include those enrollments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



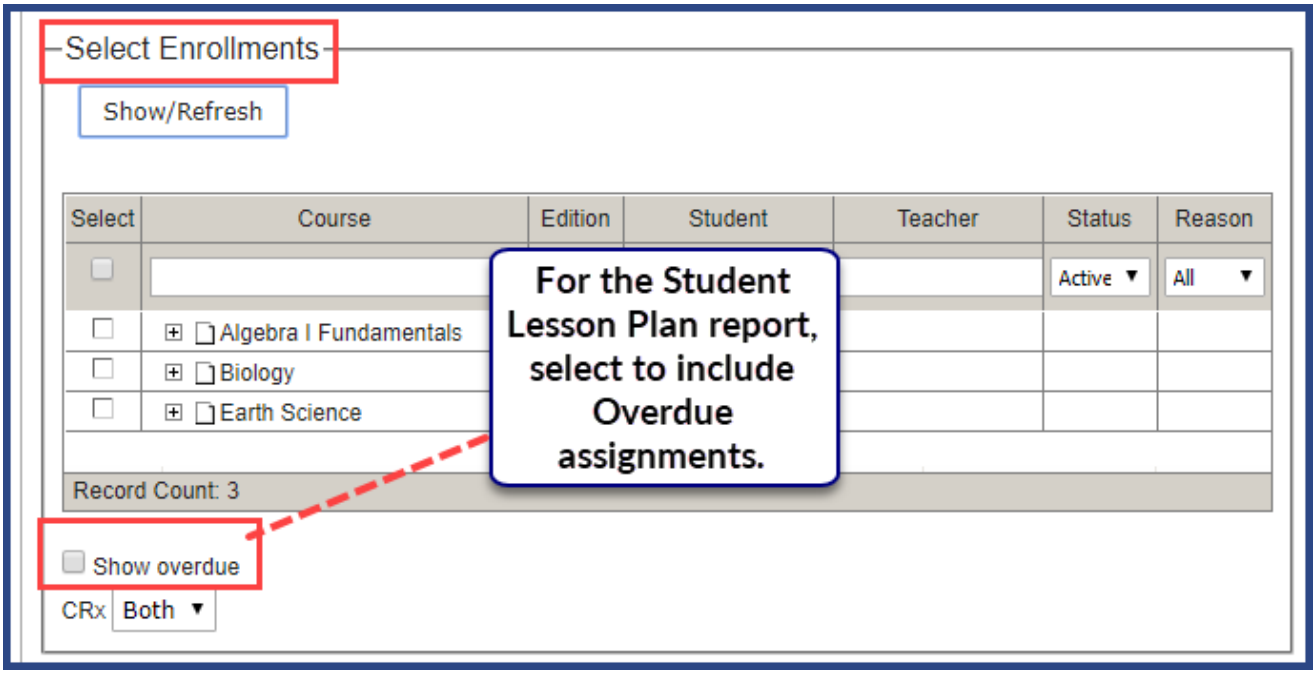
- For the **Course Completion Breakdown** report, to show course completion details by teacher, select the **Teacher breakdown** filter.



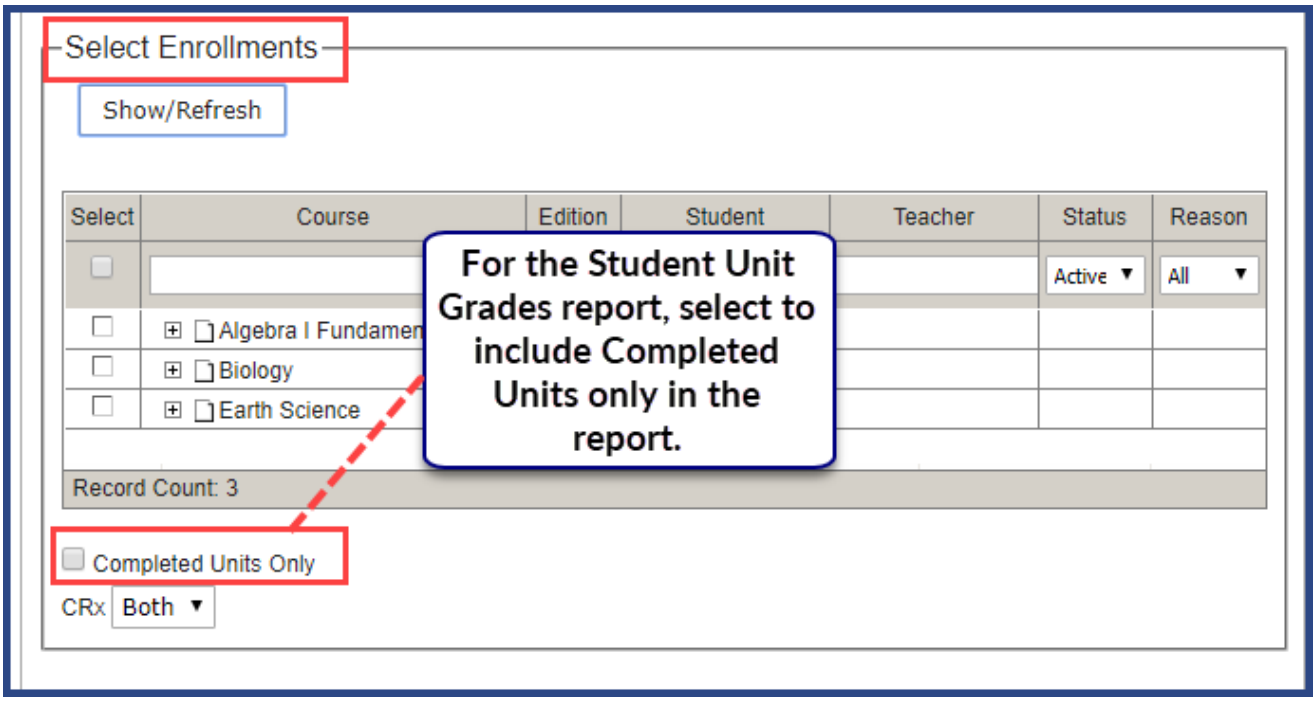
- For the **Course Percentage Complete** report, by default, the option **Include Learning Path Enrollments** is selected. To not include those types of enrollments, clear the option.



- 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.



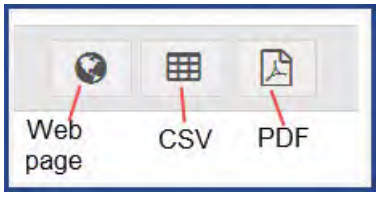
To select enrollments for a report:

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.



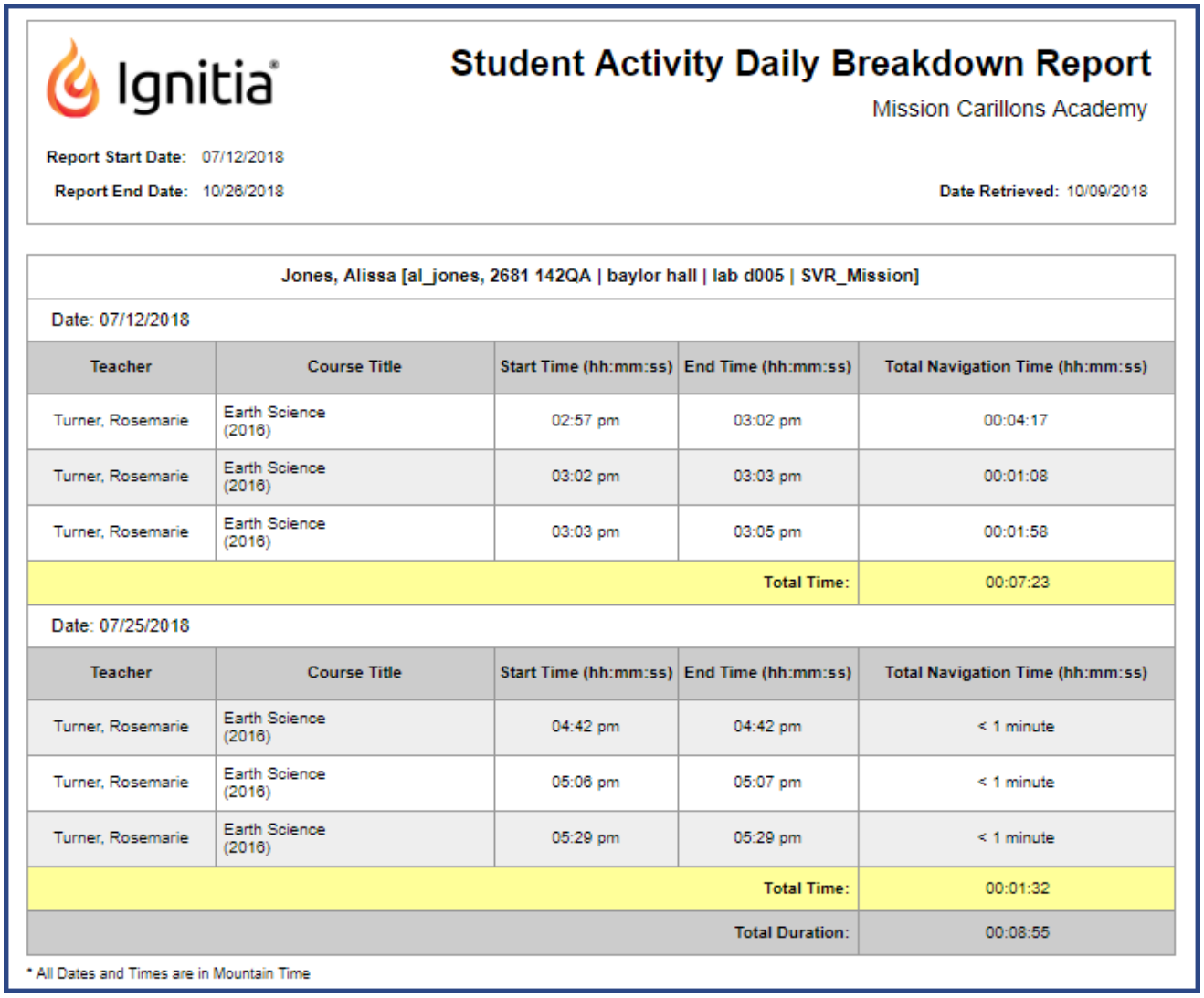
- Web page (HTML) export
- .CSV export
- .PDF export

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.



Student Activity Daily Breakdown Report

Mission Carillons Academy

Report Start Date: 07/12/2018

Report End Date: 10/26/2018

Date Retrieved: 10/09/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Date: 07/12/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	02:57 pm	03:02 pm	00:04:17
Turner, Rosemarie	Earth Science (2016)	03:02 pm	03:03 pm	00:01:08
Turner, Rosemarie	Earth Science (2016)	03:03 pm	03:05 pm	00:01:58
			Total Time:	00:07:23

Date: 07/25/2018

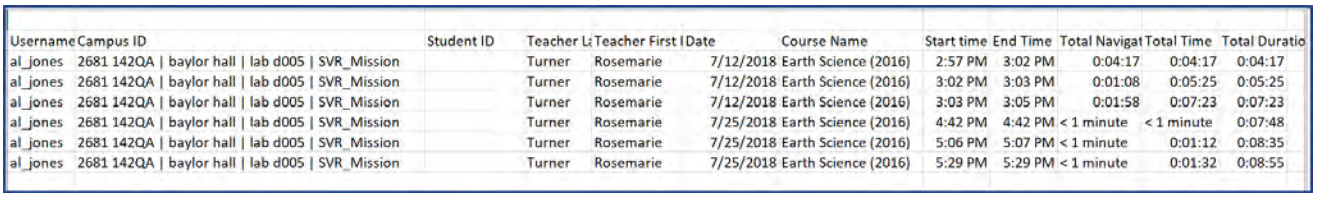
Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	04:42 pm	04:42 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:06 pm	05:07 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:29 pm	05:29 pm	< 1 minute
			Total Time:	00:01:32
			Total Duration:	00:08:55

* 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.

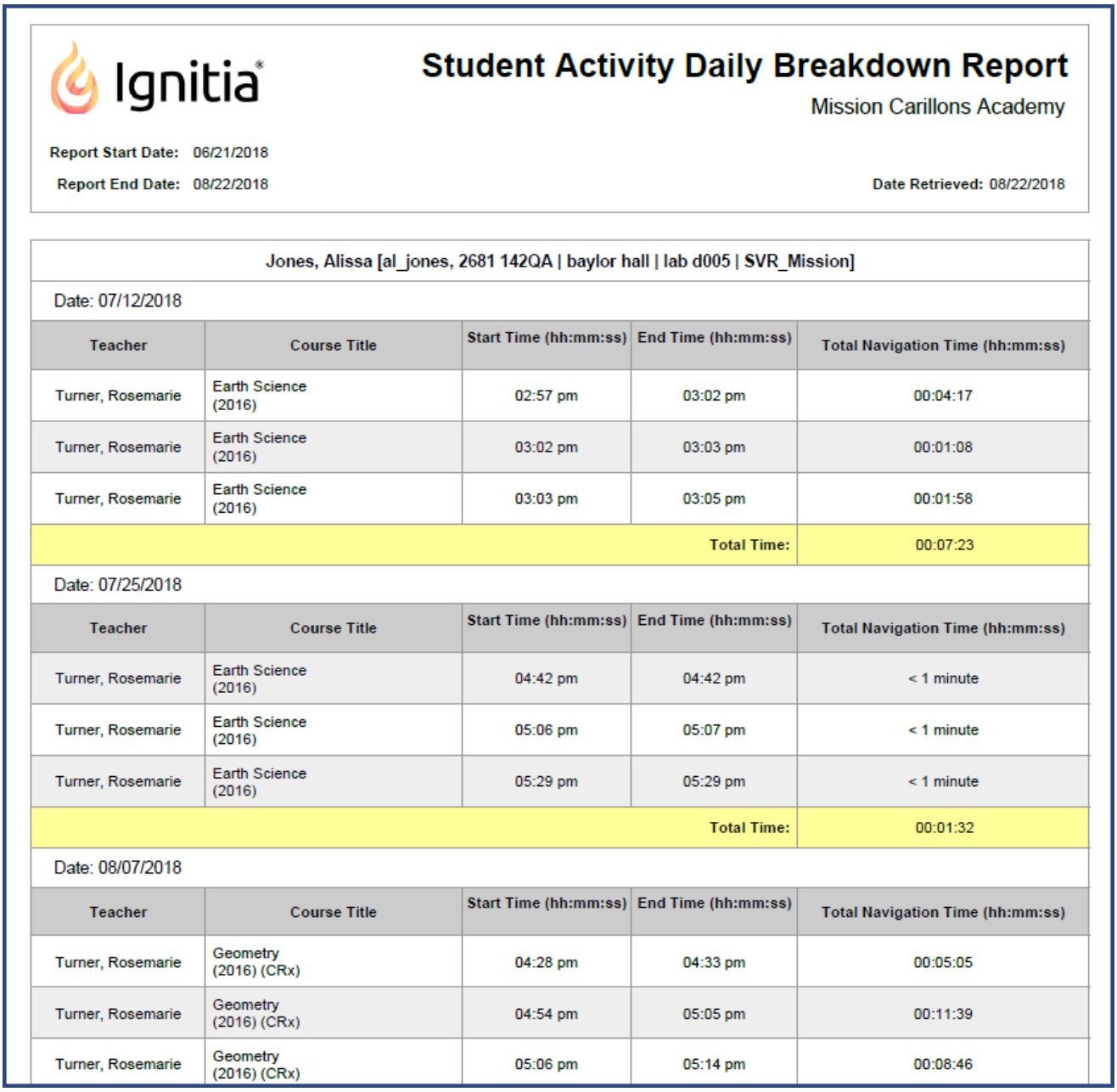
Tip: For .csv exports, several reports provide extra columns of data not seen in the other export types.



Username	Campus ID	Student ID	Teacher La	Teacher First I	Date	Course Name	Start time	End Time	Total Navigat	Total Time	Total Duratio
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	2:57 PM	3:02 PM	0:04:17	0:04:17	0:04:17
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	3:02 PM	3:03 PM	0:01:08	0:05:25	0:05:25
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/12/2018	Earth Science (2016)	3:03 PM	3:05 PM	0:01:58	0:07:23	0:07:23
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	4:42 PM	4:42 PM	< 1 minute	< 1 minute	0:07:48
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	5:06 PM	5:07 PM	< 1 minute	0:01:12	0:08:35
al_jones	2681 142QA | baylor hall | lab d005 | SVR_Mission		Turner	Rosemarie	7/25/2018	Earth Science (2016)	5:29 PM	5:29 PM	< 1 minute	0:01:32	0:08:55

.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.



Ignitia

Student Activity Daily Breakdown Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 08/22/2018

Date Retrieved: 08/22/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Date: 07/12/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	02:57 pm	03:02 pm	00:04:17
Turner, Rosemarie	Earth Science (2016)	03:02 pm	03:03 pm	00:01:08
Turner, Rosemarie	Earth Science (2016)	03:03 pm	03:05 pm	00:01:58
			Total Time:	00:07:23

Date: 07/25/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Earth Science (2016)	04:42 pm	04:42 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:06 pm	05:07 pm	< 1 minute
Turner, Rosemarie	Earth Science (2016)	05:29 pm	05:29 pm	< 1 minute
			Total Time:	00:01:32

Date: 08/07/2018

Teacher	Course Title	Start Time (hh:mm:ss)	End Time (hh:mm:ss)	Total Navigation Time (hh:mm:ss)
Turner, Rosemarie	Geometry (2016) (CRx)	04:28 pm	04:33 pm	00:05:05
Turner, Rosemarie	Geometry (2016) (CRx)	04:54 pm	05:05 pm	00:11:39
Turner, Rosemarie	Geometry (2016) (CRx)	05:06 pm	05:14 pm	00:08:46

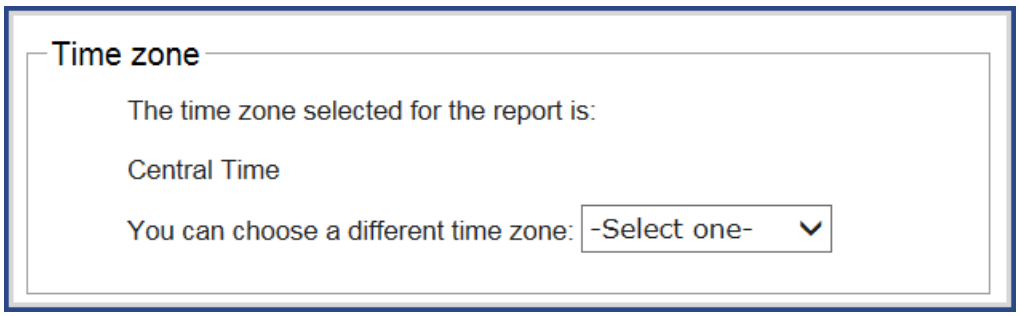
Depending on your browser, if you open the downloaded file, you may have to use the Back button or click the Ignitia tab to go back to the application. You are still logged into Ignitia.

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.

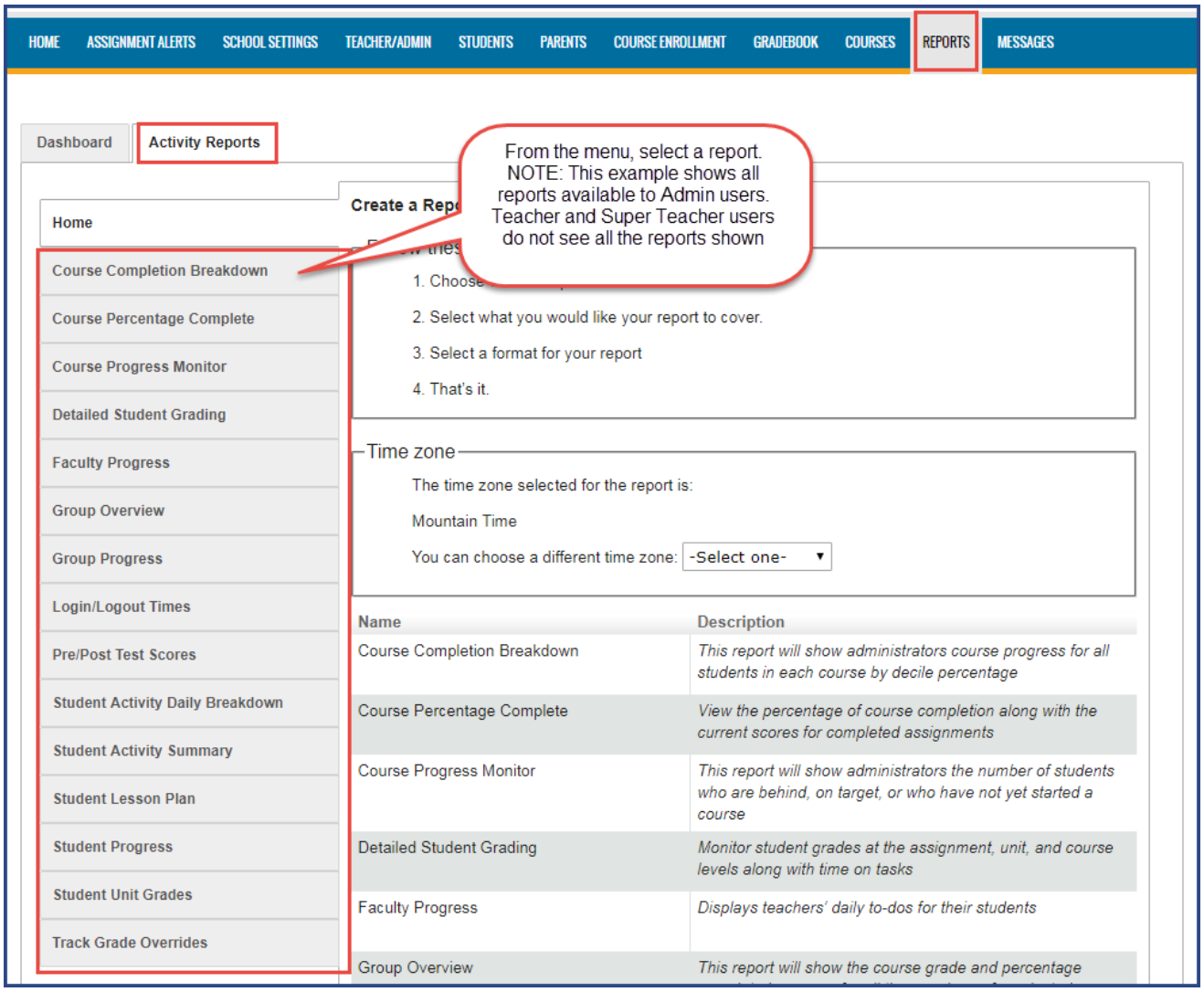
Note: Depending on the report, filters applied, and selected export to type, some reports will generate many pages. For example, if you run the **Faculty Progress** report, select all teachers, and export to PDF, you generate a separate report for each teacher.

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.



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.



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 29.
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 38.
6. Depending on your selected report export format, you can open the file immediately or save it.

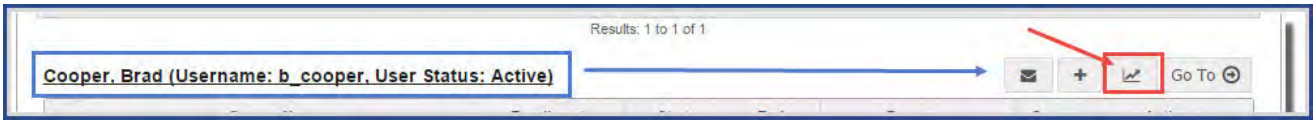
Run reports using Quick Reports from the Gradebook

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 41.

1. Do one of the following to access Quick Reports from the **Gradebook**:

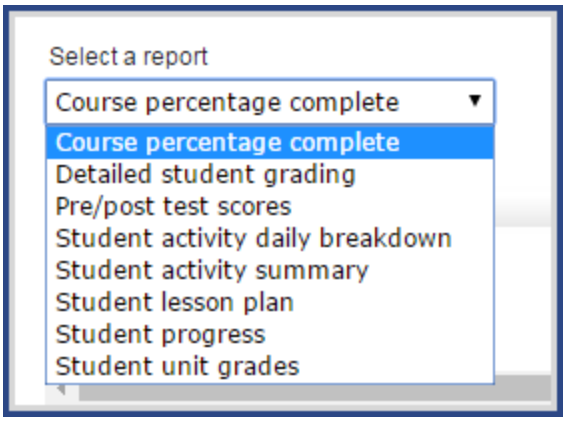
- On the main nav bar, click **Gradebook**. On the **Grading** tab, use the filters to search by student name or by course.
- From the **Students > Registration** tab, for a selected student, under **Controls**, click the **Go To > Gradebook** shortcut menu option.

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.

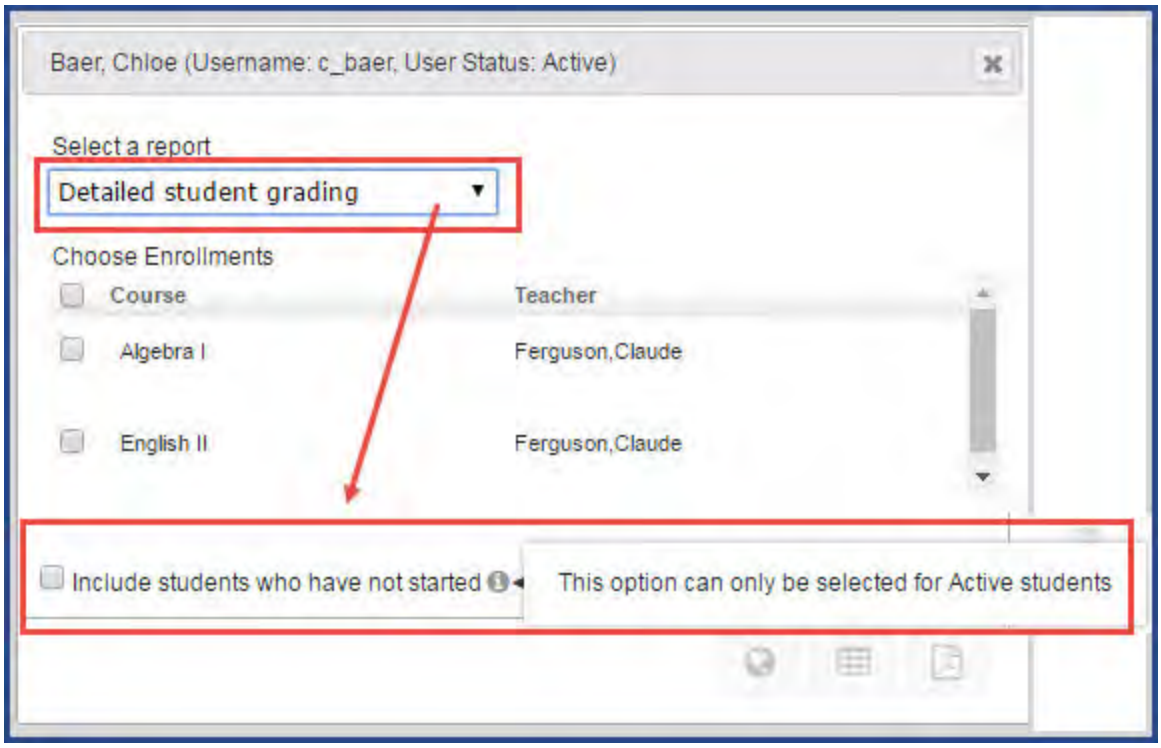
3. Select the report from the list of available reports. To learn more about the available student reports from the Gradebook, see "Activity Reports descriptions, user access, and additional filtering options" on page 6.



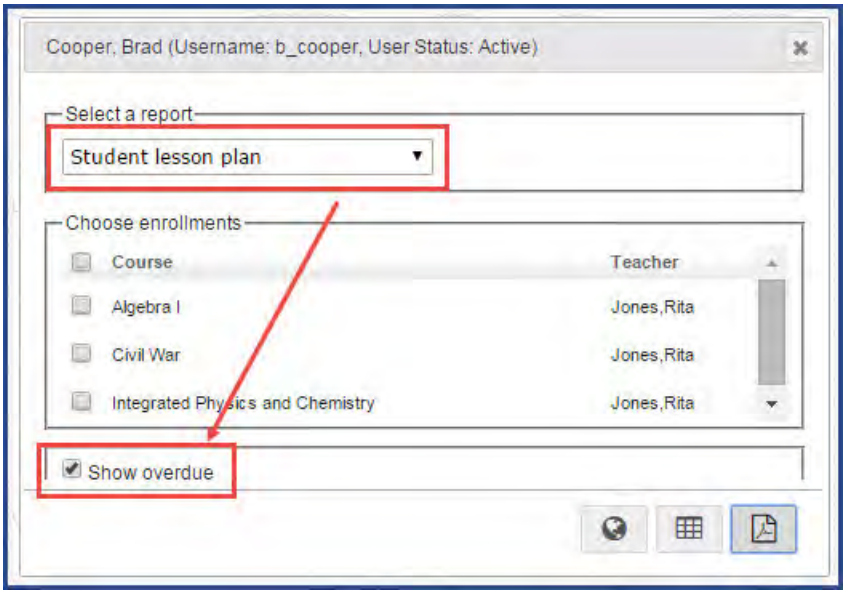
- If you selected the **Detailed student grading** report, to include students who have not started, select the check box.

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.

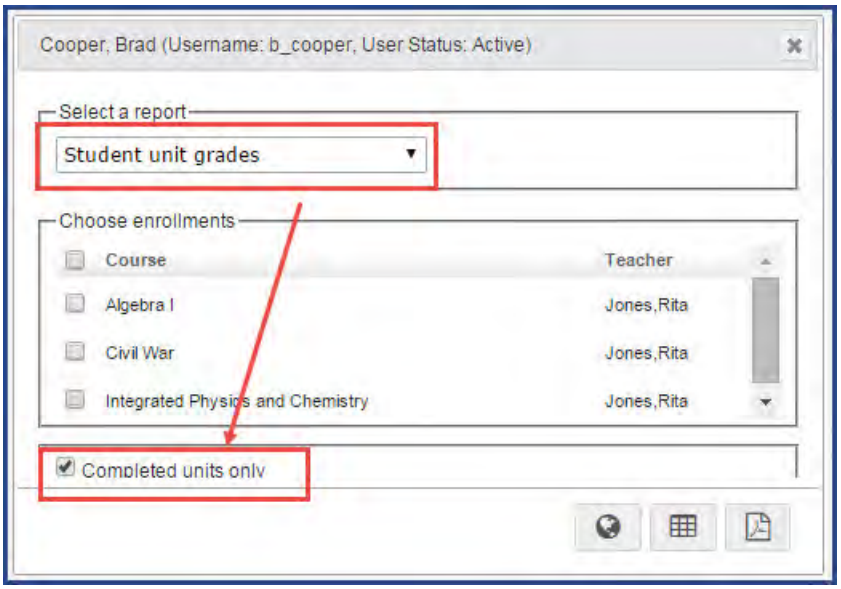
Tip: The **Info** symbol at the end of check box, when the cursor is placed on it, lets you know this option can only be selected for Active student enrollments. **This means that enrollments in On Hold or Archived status are not included in the report**.



- 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.

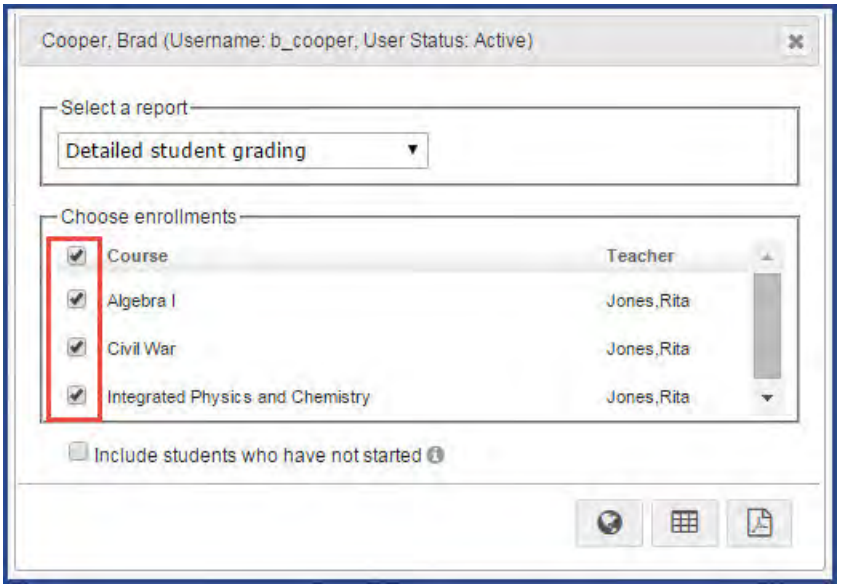


- If you selected the **Student unit grades** report, you can also select to only show completed units for the selected course(s) in the report. Otherwise, all units for the selected course(s) appear.

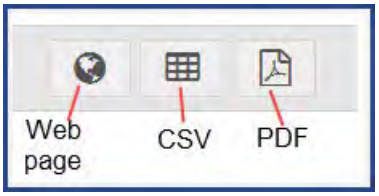


This action causes applicable courses to display.

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.



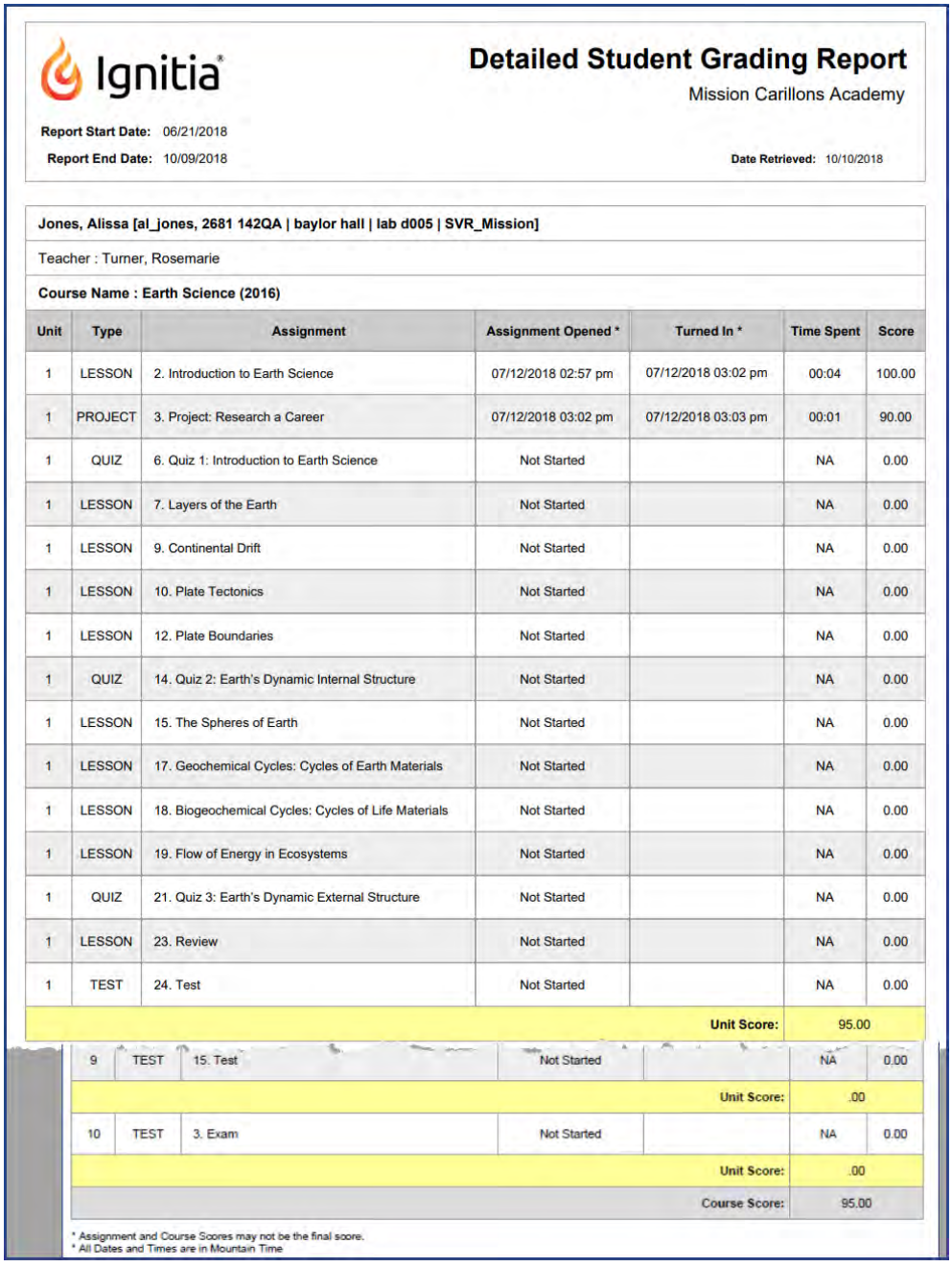
5. Select the format to export the report to. See "Activity Reports export formats" on page 38.



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.



Ignitia

Detailed Student Grading Report

Mission Carillons Academy

Report Start Date: 06/21/2018

Report End Date: 10/09/2018

Date Retrieved: 10/10/2018

Jones, Alissa [al_jones, 2681 142QA | baylor hall | lab d005 | SVR_Mission]

Teacher : Turner, Rosemarie

Course Name : Earth Science (2016)

Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	2. Introduction to Earth Science	07/12/2018 02:57 pm	07/12/2018 03:02 pm	00:04	100.00
1	PROJECT	3. Project: Research a Career	07/12/2018 03:02 pm	07/12/2018 03:03 pm	00:01	90.00
1	QUIZ	6. Quiz 1: Introduction to Earth Science	Not Started		NA	0.00
1	LESSON	7. Layers of the Earth	Not Started		NA	0.00
1	LESSON	9. Continental Drift	Not Started		NA	0.00
1	LESSON	10. Plate Tectonics	Not Started		NA	0.00
1	LESSON	12. Plate Boundaries	Not Started		NA	0.00
1	QUIZ	14. Quiz 2: Earth's Dynamic Internal Structure	Not Started		NA	0.00
1	LESSON	15. The Spheres of Earth	Not Started		NA	0.00
1	LESSON	17. Geochemical Cycles: Cycles of Earth Materials	Not Started		NA	0.00
1	LESSON	18. Biogeochemical Cycles: Cycles of Life Materials	Not Started		NA	0.00
1	LESSON	19. Flow of Energy in Ecosystems	Not Started		NA	0.00
1	QUIZ	21. Quiz 3: Earth's Dynamic External Structure	Not Started		NA	0.00
1	LESSON	23. Review	Not Started		NA	0.00
1	TEST	24. Test	Not Started		NA	0.00
				Unit Score:	95.00	
9	TEST	15. Test	Not Started		NA	0.00
				Unit Score:	.00	
10	TEST	3. Exam	Not Started		NA	0.00
				Unit Score:	.00	
				Course Score:	95.00	

* 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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