

# New in Reporting: Class Activity Report, Instructor Activity Report, Program Manager Report

New CL-150 reporting features allow users to easily run more comprehensive reports on the progress of individual users, groups of users, and whole organizations, all within a specified date range. Users can print the reports, generate PDFs, or save CSV files to store the report information.

## **Class Activity Report**

Available in the Instructor Portal and the Administration Portal, the Class Activity Report allows instructors and administrators to see class activity. Through the Instructor Portal, instructors can specify the date range and run reports on individual students, or all students in a class. Through the Administration Portal, administrators can choose any of their instructors' classes to report on. In either case, the report displays summary data for each student along with detailed data on class assignments, including the date assigned, date due, status as of the report date, and learning time. If a student worked with the program outside of assignments, the report will show that activity as well.

## **Instructor Activity Report**

Available in the Administration Portal, the Instructor Activity Report is primarily meant to provide an overview of how the instructors for an organization used the program during a particular time period. Administrators can run reports on reporting groups, classes, or specific instructors. The information included in the report provides summary data about each instructor, along with information on the languages being taught, class names, and class details.

## **Program Manager Report**

Available in the Administration Portal, the Program Manager Report allows program managers to gather information on a large number of users and their learned items. Program managers can run the report on reporting groups or classes, while also specifying dates, languages, and platforms (web, mobile, and/or desktop). For each user, the report will show all the languages used, as well as the learning time, the number of learned items, and the percentage of fresh, stale, and archived items.

Questions? Contact us at [usg@transparent.com](mailto:usg@transparent.com).