

Teachers: Run, Save, and Export Reports

Introduction This guide explains how to run, save, and export reports on SuccessNet Plus. Reports are a feature within the gradebook.

Accessing Reports

1. Select a class.
2. Click **Student Performance** on the Products and Classes channel.
3. Click **Reports**.

On the left, there are categories of reports, such as Performance, Progress, and Mastery.

Running Reports Keep in mind that each product may provide different types of reports, but the process to run a report is the same for all products. Additionally, each report provides different options. Just read each option and make the desired selections.

This example explains how to run the Activity Results by Student report:

1. The first option for this report is to select an activity.
2. Decide whether or not to display scores for all attempts or the most recent.
3. Select one or more students or select all students.
4. Choose options, such as to include all dates or specific dates and what type of score to display.
5. Choose **Paging Options**.
6. Check the box to save and name the report so it can be run again in the future.
7. Click **Run Report**.

The screenshot shows the 'Options for Activity Results by Student' configuration page in the SuccessNet Plus interface. The page title is 'Options for Activity Results by Student' and it includes the subtitle 'Shows activity results for one or more students.' The configuration options are as follows:

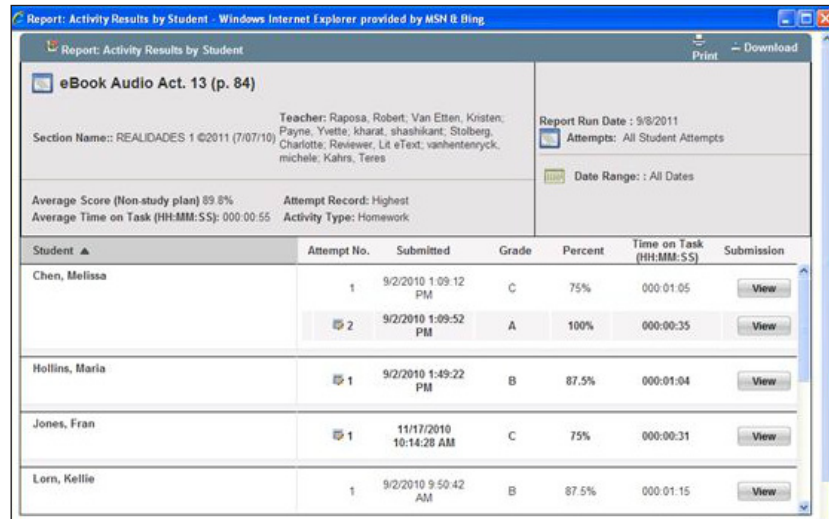
- Date Options:** Radio buttons for 'All Dates', 'From' (with a date picker), and 'To' (with a date picker).
- Display Scores:** Radio buttons for 'Percent', 'Raw Score', and 'Percent(Raw Score)'.
- Paging Options:** Radio buttons for 'Show 50 results per page' (selected) and 'Show all results'.

At the bottom right, there is a checkbox for 'Save settings to My Reports' and two buttons: 'Run Report' and 'Cancel'.

Saving Reports

When running a report, one of the options is how it is saved:

1. Enter a name for the report if the save report option was selected.
2. Click **Save Only** to run the report later or **Save and Run** to view the results.
3. The results window displays the data based on the search criteria.
4. To print the report, click **Print**.



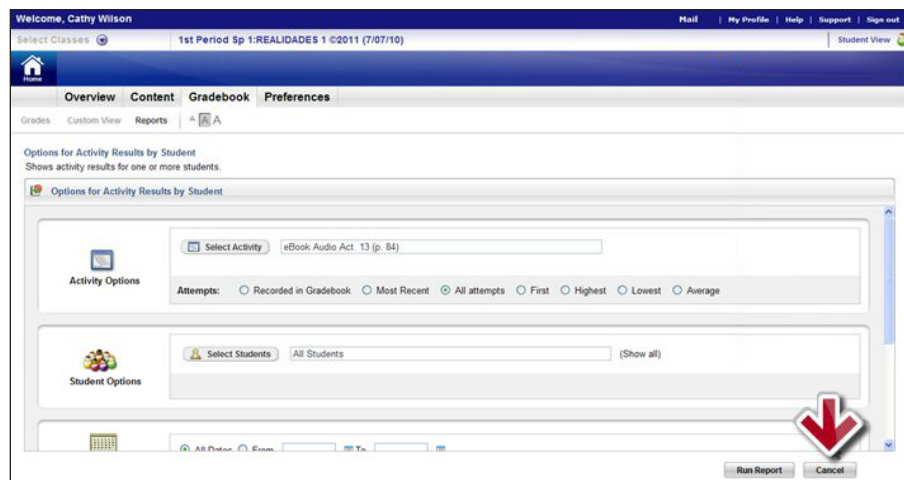
Student	Attempt No.	Submitted	Grade	Percent	Time on Task (HH:MM:SS)	Submission
Chen, Melissa	1	9/2/2010 1:09:12 PM	C	75%	000:01:05	View
	2	9/2/2010 1:09:52 PM	A	100%	000:00:35	View
Hollins, Maria	1	9/2/2010 1:49:22 PM	B	87.5%	000:01:04	View
Jones, Fran	1	11/17/2010 10:14:28 AM	C	75%	000:00:31	View
Lorn, Kellie	1	9/2/2010 9:50:42 AM	B	87.5%	000:01:15	View

Saved reports appear under My Reports. To run a saved report, click the options arrow and select **Run Report**.

Exporting Reports

To export a report, follow these steps after running it:

1. Click **Download** to export and save the report.
2. Close the results window, and then click **Cancel** to return to the reports list.



Welcome, Cathy Wilson

Select Classes: 1st Period Sp 1:REALIDADES 1 ©2011 (7/07/10)

Overview Content Gradebook Preferences

Options for Activity Results by Student

Select Activity: eBook Audio Act. 13 (p. 84)

Activity Options: Attempts: Recorded in Gradebook Most Recent All attempts First Highest Lowest Average

Student Options: Select Students: All Students (Show all)

Run Report Cancel