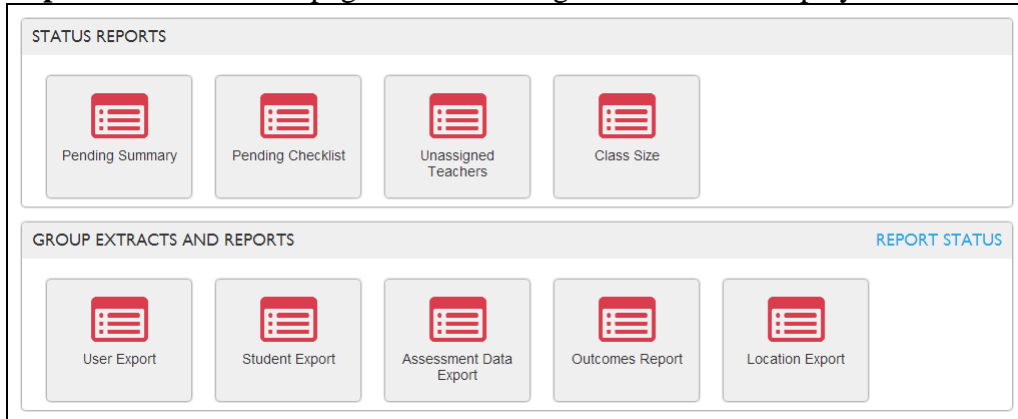


## As an Administrator, what reports do I need to run and when?

The following Exports and/or displays are available for Administrators. Select **Manage Reports** from the homepage. The following screen will be displayed:



- **Assessment Data Export**

Usage: The Assessment Data Export exports Student and Student assessment information for the current academic year.

Recommendation: Run this export at the end of each period and at the end of the academic year to have a copy of this data for your own permanent record.

- **Location Export**

Usage: The Location Export provides a list of locations in the license, including:

- Total number of users (License Managers, Administrators, Teachers)
- Total number of Students (Active, Archived)
- Total number of started Checklists broken out by period
- Total number of started Summary Reports broken out by period
- Total number of Observations broken out by period

Recommendation: Run this report to verify that all locations for the license have been entered and to verify that Students, Administrators, and Teachers have been assigned to each location.

- **Outcomes Report**

Usage: The Outcomes Report provides a summary of the ratings for students by domain, functional component, or performance indicator. This report can be used to determine where professional development is needed as well as for reporting to Federal agencies for funding.

Outcomes Reports may be generated by domain, area of development, or performance indicator level. The report may be configured to include all domains or to include specific domains.

Outcomes Reports may be disaggregated through Demographic Grouping, Demographic Filters, and Site Filters.

**Demographic Grouping** allows administrators to group children based on the demographic fields included in the license.

**Demographic Filters** allow administrators to pinpoint specific groups of children to be included in the report and allows for all others to be excluded. Demographic Grouping and Filters includes customized demographics that may be added to the license.

**Site Filters** allow Administrators to select which centers to include and exclude in the report.

Recommendation: Run this export at the end of each period and at the end of the academic year to have a copy of this data for your own permanent record.

- Pending Checklist Display and Table Export

Usage: Administrators use this report to determine which Teachers have Students that have not started their Checklists.

Recommendation: Run this report prior to each reporting period. If all Checklists have been created, no Students will be displayed in the Pending Checklist column. If Teachers are displayed, advise them to finalize their Students' Checklists. The User Export may be run at this time to determine if that user has a problem accessing the system.

- Pending Summary

Usage: Administrators use this report to determine which Teachers have not completed a Summary Report for each of their Students and are ready for their parent–teacher conferences.

Recommendation: Run this report prior to parent–teacher conferences. If all Summary Reports have been completed for a Teacher, he or she will not be displayed in the Pending Summary. If Teachers are displayed, advise them to complete the Summary Reports prior to parent–teacher conferences.

- Student Export

Usage: This report lists all Students and their demographic information that are entered into the license. Classes, Teachers, and percentage of completion for Checklists, Summary Reports, and Head Start Narrative Reports (if applicable) are also provided.

Recommendation: Run this report periodically to ensure that Students have not been entered more than once.

- User Export

Usage: List all users and their roles that have been entered into the license. This report may be used to:

- Determine the last time the users have logged into the system. This information can then be used to contact those users to determine if they are having a problem accessing the system
- Review the list of all users and their email addresses to ensure they have been entered correctly
- Review the current assigned roles and update as needed

Recommendation:

- Run this report at the beginning of each academic year to verify that the emails and the assigned roles are correct for each user.
- Run this report after viewing the Pending Checklist Report to verify if the user is having a problem accessing the system.

- Unassigned Teachers

Usage: The Unassigned Teachers Status Report allows Administrators to determine if all of the Teachers in the system have been assigned to a class.

Recommendation: Run this report at the beginning of the academic year to ensure all Teachers entered are assigned to a class.

- Class Size

Usage: Quickly identify the number of Students that have been assigned to a Class. The Class Size Status Report will allow administrators to ensure that all classes have the expected number of Students.

Recommendation: Run this report at the beginning of the academic year to ensure that all classes have the expected number of Students.