Progress Reports

Introduction

Progress reports are accessed via the Admin or Teacher account via the Progress Reports button on the left-hand menu. Progress reports can be produced via any computer with Internet access, including a home computer. Learners can access progress reports on their own progress only.

Overview

Generating progress reports is simply a question of selecting criteria from the drop-down menus; for example year group, subject and class.

The sections below describe the types of reports available and what they might be used for.

Year Group report

Choose: *Select Year Group. OK*

This will display a list of Learners and the subjects *in which they have done any work*. This is useful for Heads of Year and Senior Management who can see at a glance the overall pattern of usage across all subjects – and the scores being recorded.

Subject report

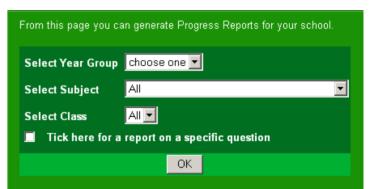Choose: *Select Year Group. Select Subject. OK*

This will display all the Learners in the year group and show their overall mark % and total hours usage for the chosen subject. This is useful for Heads of Department/Faculty who can see the pattern of usage and overall performance in their subject.

Class report

Choose: *Select Year Group. Select Subject. Select Class. OK*

This will display all the Learners in a specified class for a specified subject. Their overall mark % and total hours of use are displayed. This is useful for a class subject teacher who can identify patterns of use in their classes and spot anomalous usage or marking.

Question Reports

A question report is extremely useful for teachers who have used SAM Learning to set a homework or end-of-topic test. The question report shows at a glance which Learners have completed the task and their score –with no need for any marking! A printer friendly version of the report is available and you can even cut and paste the scores into an Excel mark book.

To access a question report, first select a Year Group and a Subject. Then tick the box marked "Tick here for a report on a specific question", which opens up an additional set of options. You then drill down to the question one step at a time, specifying first the Topic, then the Subtopic and finally the precise Question.

Click **here** for a list of topics

Year Group:	11
Class:	all
Subject:	GCSE Information Technology

Select a Topic, Subtopic and Question:

Topic | choose one ▼

Detailed Learner Reports

Most progress reports display a <u>more</u> link beside every Learner. Clicking this link displays a Detailed Learner Report. Learners can access this report via their Learner Account.

The report displays the full scheme of work within SAM Learning showing the mark % for each exercise completed.

"X" means there is no exercise to try there, "– " means the Learner hasn't tried that area yet.

Detailed Learner Report   **Printer Friendly Page**

Name: Sarah WELLS		**Overall %:** 71
Year Group: 11		**Total Hours:** 7
Subject: GCSE Information Technology		

TOPIC	SUBTOPIC	EXAM PAPERS	REVISE	EXAM PRACTICE		
				Test 1	Test 2	Test 3
Exam Papers	Paper 1	-	X	X	X	X
	Paper 2	-	X	X	X	X
	Paper 3	-	X	X	X	X
	Paper 4	-	X	X	X	X
Applications Software	Database	X	57%	X	X	X
	Graphics & Presentation	X	78%	X	X	X

Reporting Tips

§ Where a column heading is underlined – such as <u>LASTNAME</u> or <u>OVERALL%</u> - clicking on the heading will sort the report by that field.

§ Clicking the <u>Printer Friendly Page</u> link will display a black and white version of the page that will be faster and more economical to print.