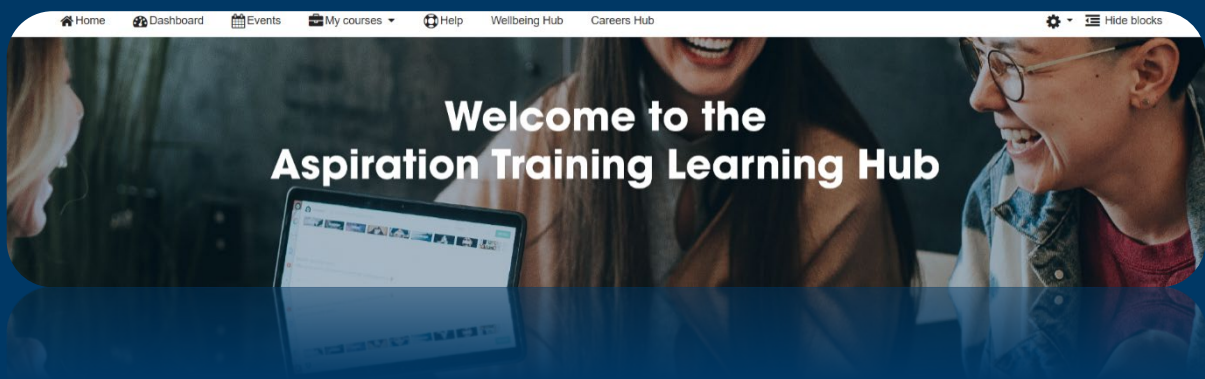


# Aspiration Training Digital Learning Hub

## User Guide for Teaching Staff

### Reports



V2 2023

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## Introducing Reports

There are several reports available to you in our Digital Learning Hub, and this booklet takes you through the steps you need to follow to access each report.

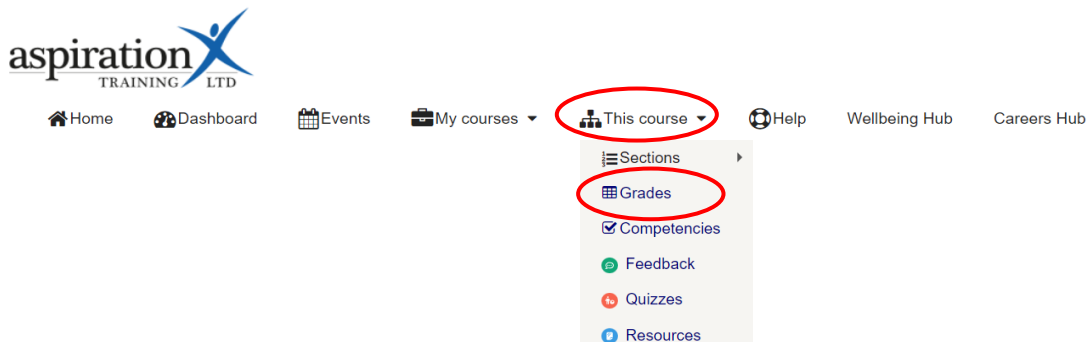
For ease of reference, a list of the reports available and their uses:-

Grades	Grader report	The Grader report displays all items that have been or can be graded from the various sections of a course. From the Grader Report, teachers can view the results for each item and each learner on the course. A learner can access the grader report but only see their results.
	Grade history	The grade history report allows coaches to view and download a list of all graded items, including each attempt by a learner, the score and the date. It is possible to filter this for specific learners, specific items, and a specific date or date range.
	Overview report	Both teachers and learners can access an overview report, with teachers being able to view an overview of the grades achieved against every course for a particular learner.
	Single view report	The single view report allows you to view all grades for a particular graded item and manually enter feedback or alter the grade.
	User report	The user report shows the currently logged in user's grades for the course however, teaching staff can access this report for a particular user.
Competencies	Competency report	From the competency breakdown report, you can view the competencies achieved by each learner and change competency ratings.
Activities	Activity report	The activity report allows you to see the level of engagement and last date of access for all resources and activities in a course.
	Course participation report	The Course Participation Report allows you to generate a list of who has participated in a given activity and the number of times.
	Activity completion report	The Activity Completion report gives you a view of all of the activities in a course site and which learners have completed the activity in a table format.
	Statistics	From the Statistics report, you can generate graphs and tables of user activity for the course site.

## Grade Reports

There are several reports available to view or download user grades.

To access the grade reports, navigate to the course site then select **Grades** from the **This course** link in the menu bar:-



### Grader report

The Grader report displays all items that have been or can be graded from the various sections of a course. From the Grader Report, teachers can view the results for each item and each learner on the course. A learner can access the grader report but only see their results.

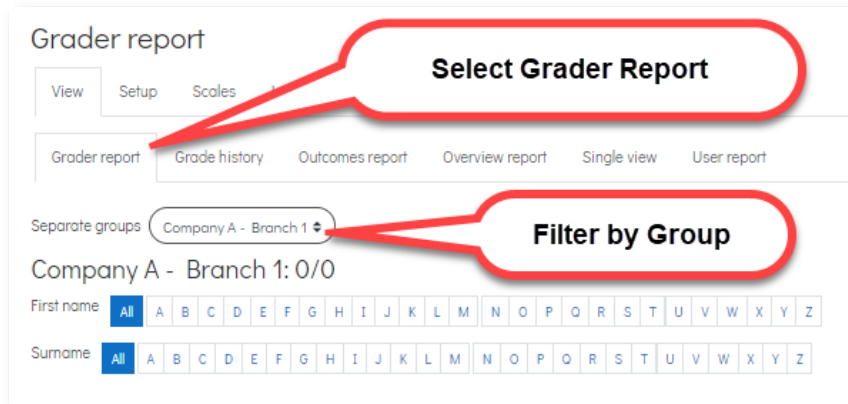
Level 2 Functional Skills Maths						
First name / Surname	Username	Email address	Positive and neg	Decimals - Know	Percentages - Kr	Fractions - Know
Demo Functional Skills L1 User	demouserfs1	demofs1@aspirationtraining.com	-Q	-Q	-Q	-Q
Demo Functional Skills L2 User	demouserfs2	demofs2@aspirationtraining.com	9 (92 %)	-Q	-Q	9 (90 %)
Demo L2 Adult Care User	demo2adultcare1	demo2adultcare1@aspirationtraining.com	-Q	-Q	-Q	-Q
Demo L2 Customer Service User1	demo2customerservice1	demo2customerservice1@aspirationtraining.com	-Q	-Q	-Q	-Q
Demo L3 Business Admin User1	demo3busadmin1	demo3busadmin1@aspirationtraining.com	-Q	-Q	-Q	-Q

Figure 1 Coach or Tutor view of the report

User report - Demo Functional Skills L2 User						
Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Level 2 Functional Skills Maths						
Positive and negative numbers - Knowledge Check	-	9 (92 %)	0-10	92 %	-	-
Decimals - Knowledge check	-	-	0-10	-	-	-
Percentages - Knowledge check	-	-	0-10	-	-	-
Fractions - Knowledge check	-	9 (90 %)	0-10	90 %	-	-
Averages - Knowledge check	-	10 (100 %)	0-10	100 %	-	-
2D and 3D shapes - Knowledge check	-	13 (87 %)	0-15	87 %	-	-

Figure 2 Learner view of the Grader Report

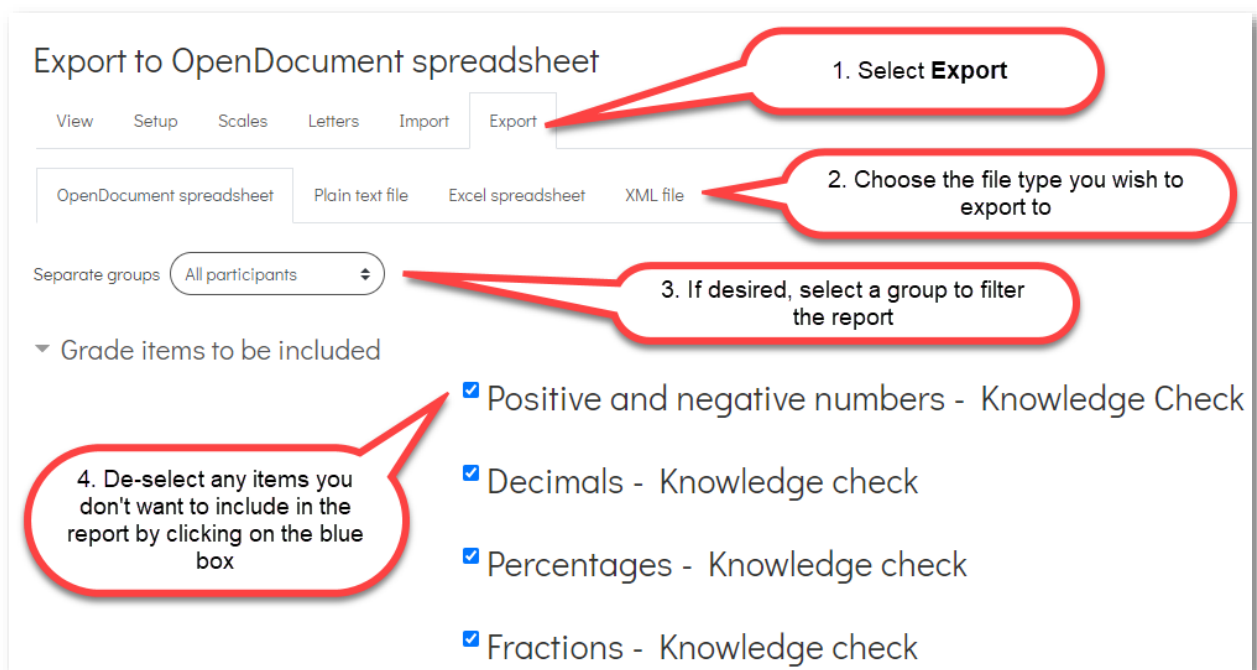
Select the **Grader report** from the report tabs. If desired, you may filter by group using the selection box or by letter on first name or surname using the links below.



## Exporting the Grader Report

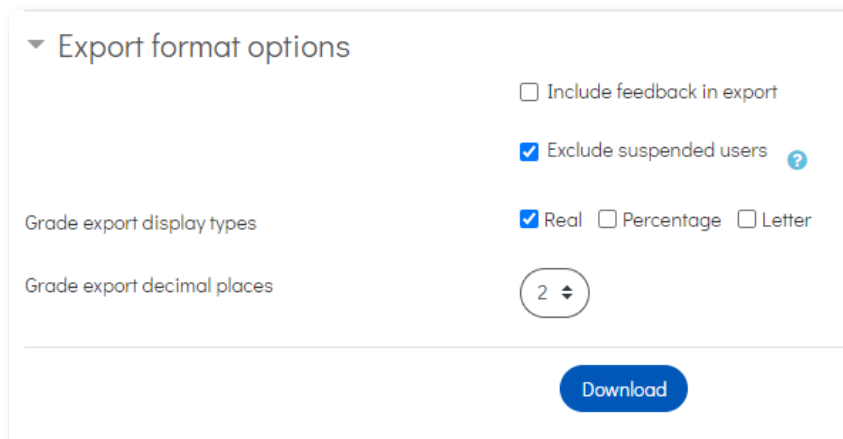
You can export the results from the grader report to a file, for example, an Excel spreadsheet.

To export the grader report, select **Export** from the tabs. You then need to select the format for your export. OpenDocument format is an open standard for spreadsheets that works with most free spreadsheet programmes. If you wish only to export the grades of a particular group of learners, select the Group name from the **Separate groups** drop-down list. Finally, deselect any items you wish to exclude by clicking on the blue box next to the item.



Scroll down to the bottom of the page. Additional export options allow you to include feedback, exclude suspended users and identify the grade type you wish to use (this can be Real – the actual score, a percentage or a letter).

When ready, click the **Download** button, and your grade report will be saved in your downloads folder.



▼ Export format options

Include feedback in export

Exclude suspended users ?

Grade export display types:  Real  Percentage  Letter

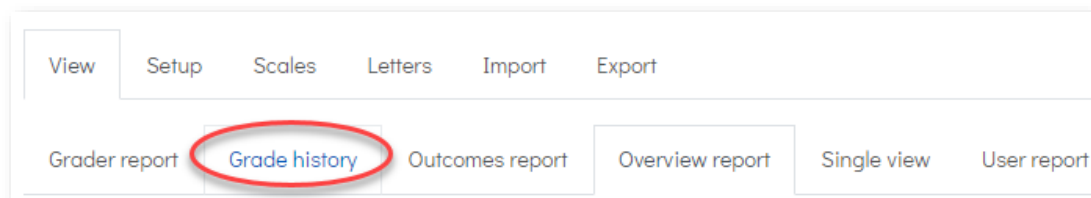
Grade export decimal places: 2

**Download**

## Grade history

The grade history report allows coaches to view and download a list of all graded items, including each attempt by a learner, the score and the date. It is possible to filter this for specific learners, specific items, and a specific date or date range.

Select the **Grade history** report from the tabs:-

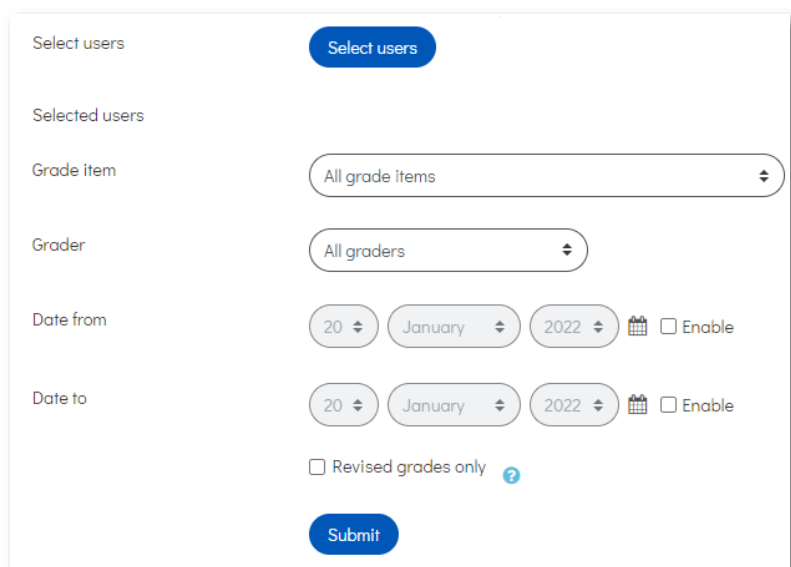


View | Setup | Scales | Letters | Import | Export

Grader report | **Grade history** | Outcomes report | Overview report | Single view | User report

You will then have several options to filter the grades history report.

- **Select users** - Filtering for one or more users can be achieved by clicking on the **Select users** button and ticking the box next to each user you wish to include.
- **Grade item** - You can elect to view all grade items or select a particular item from the Grade Item list.
- **Grader** - If you wish, you may also elect to view the specific grades awarded by staff members by selecting a teacher from the **Grader** list.
- **Filter by date** - Using the **Date from** and **Date to** options allows you to filter for activity in a specific date range.
- **Revised grades only** – If not selected, this will show all activity on graded items, including incompleting attempts.



Select users: **Select users**

Selected users:

Grade item: All grade items

Grader: All graders

Date from: 20 | January | 2022 |  Enable

Date to: 20 | January | 2022 |  Enable

Revised grades only ?

**Submit**

Once you have set your options, click the **Submit** button, and the data will be displayed.

Download table data as   Select a file type and click Download to export to a file

Date and time	First name / Surname	Username	Email address	Grade item	Original grade	Revised grade	Grader	Source	Overridden	Locked	Excluded from calculations	Feedback text
Thursday, 20 January 2022, 7:59 AM	Demo Functional Skills L2 User	demouserfs2	demofs2@aspirationtraining.com	Decimals - Knowledge check		9	Demo Functional Skills L2 User	mod/quiz	No	No	No	
Wednesday, 19 January 2022, 4:31 PM	Demo Functional Skills L2 User	demouserfs2	demofs2@aspirationtraining.com	Positive and negative numbers - Knowledge Check		9	Demo Functional Skills L2 User	mod/quiz	No	No	No	
Monday, 10 January 2022, 2:14 PM	Demo Functional Skills L2 User	demouserfs2	demofs2@aspirationtraining.com	Averages - Session presentation		0	Demo Functional Skills L2 User	mod/scorm	No	No	No	

## Overview report

Both teachers and learners can access an overview report, with teachers being able to view an overview of the grades achieved against every course for a particular learner.

Select **Overview** report from the tabs:-

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Select the group name from the **Separate groups** drop-down list to filter to a specific group. Select a user from the drop-down beneath that to view all learner's grades.

Separate groups

Select a user



Once you have selected the learner, the results will appear:-

Separate groups

Select a user

Course name	Grade
Level 2 Functional Skills English	8.00
Level 2 Functional Skills Maths	7 (5 %)
Equality & Diversity	94.44
Aspiration Training Continuing Professional Development	100
Level 2 Apprenticeship Adult Care Worker	50.00 % (0.50)
Level 1 Functional Skills Maths	5.00
Level 3 Apprenticeship Business Administrator	-

## Single View Report

The single view report allows you to view all grades for a particular graded item and manually enter feedback or alter the grade.

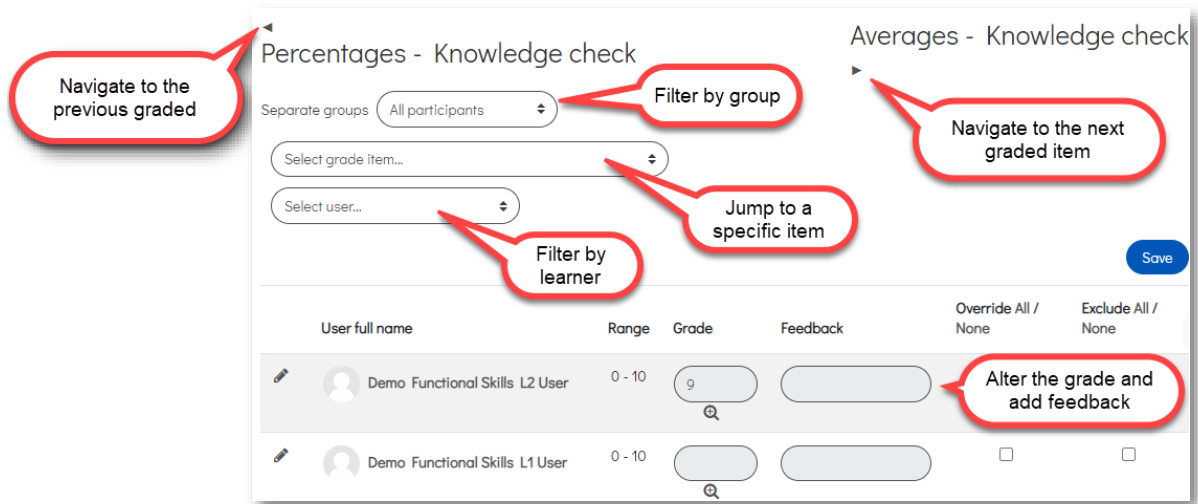
Select **Overview** report from the tabs:-

Grade user or grade item

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report **Single view** User report

You can navigate between items by using the forward and back icons at the top of the page. Several filter options allow you to filter by group, item, or user. Once you have selected the user or group, the grades will be displayed below.

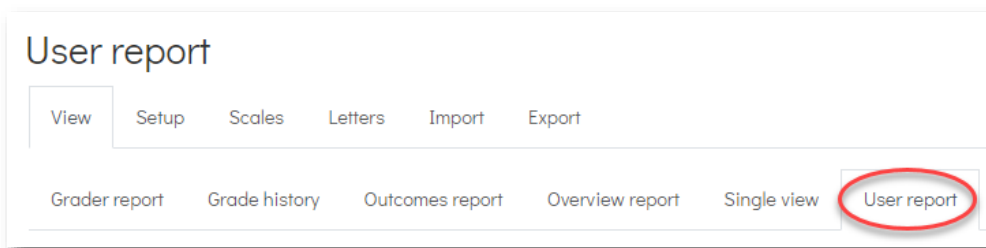


The screenshot shows a user interface for viewing grades. At the top, there are two tabs: "Percentages - Knowledge check" (active) and "Averages - Knowledge check". Below the tabs are several filter options: "Separate groups" (set to "All participants"), "Select grade item...", and "Select user...". A "Save" button is located on the right. Below the filters is a table with columns: "User full name", "Range", "Grade", "Feedback", "Override All / None", and "Exclude All / None". The table contains two rows of data for "Demo Functional Skills L2 User" and "Demo Functional Skills L1 User". Callouts point to various elements: "Navigate to the previous graded" (back arrow), "Filter by group" (Separate groups dropdown), "Filter by learner" (Select user dropdown), "Jump to a specific item" (Select grade item dropdown), "Navigate to the next graded item" (forward arrow), and "Alter the grade and add feedback" (Grade and Feedback input fields).

## User Report

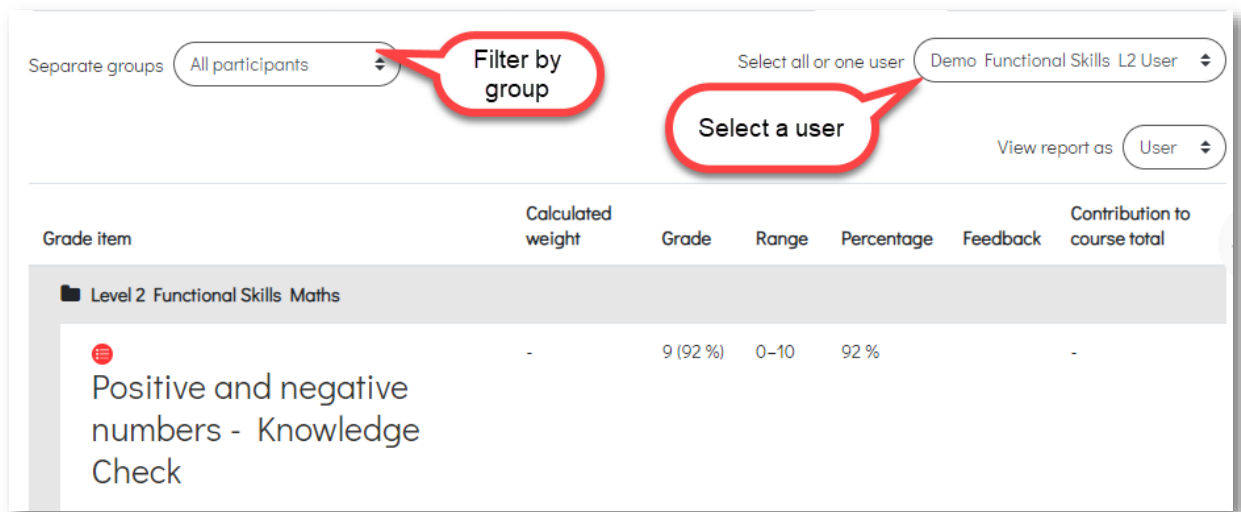
The user report shows the currently logged in user's grades for the course however, teaching staff can access this report for a particular user.

Select **user** report from the tabs:-



The screenshot shows the "User report" interface. At the top, there are tabs for "View", "Setup", "Scales", "Letters", "Import", and "Export". Below these tabs are several report options: "Grader report", "Grade history", "Outcomes report", "Overview report", "Single view", and "User report". The "User report" tab is highlighted with a red circle.

You can filter by the list by group by selecting from the **Separate groups** drop-down list. Select a user from the **Select all or one user** drop-down list, and their grades will be displayed below.



Separate groups: All participants (Filter by group)

Select all or one user: Demo Functional Skills L2 User (Select a user)

View report as: User

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Level 2 Functional Skills Maths						
Positive and negative numbers - Knowledge Check	-	9 (92%)	0-10	92%	-	-

## Course Reports

There are several reports that you can access from the course administration menu.

To get to the course administration menu, click on the cog in the top-right corner of the page, then click on the **More** item in the drop-down menu.

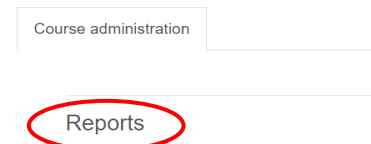


1. Click on the cog in the top-right of the page

2. Click on the More item to go to Course Administration

Click on **Reports** from the available tabs.

### Course administration



Course administration

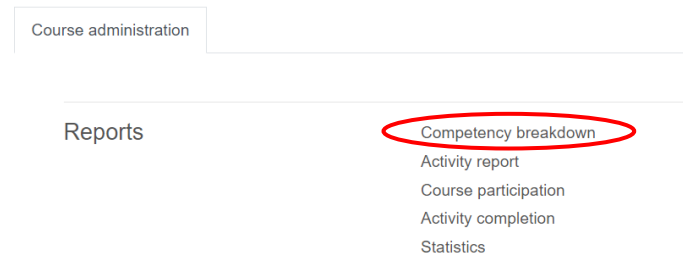
Reports

## Competency Breakdown

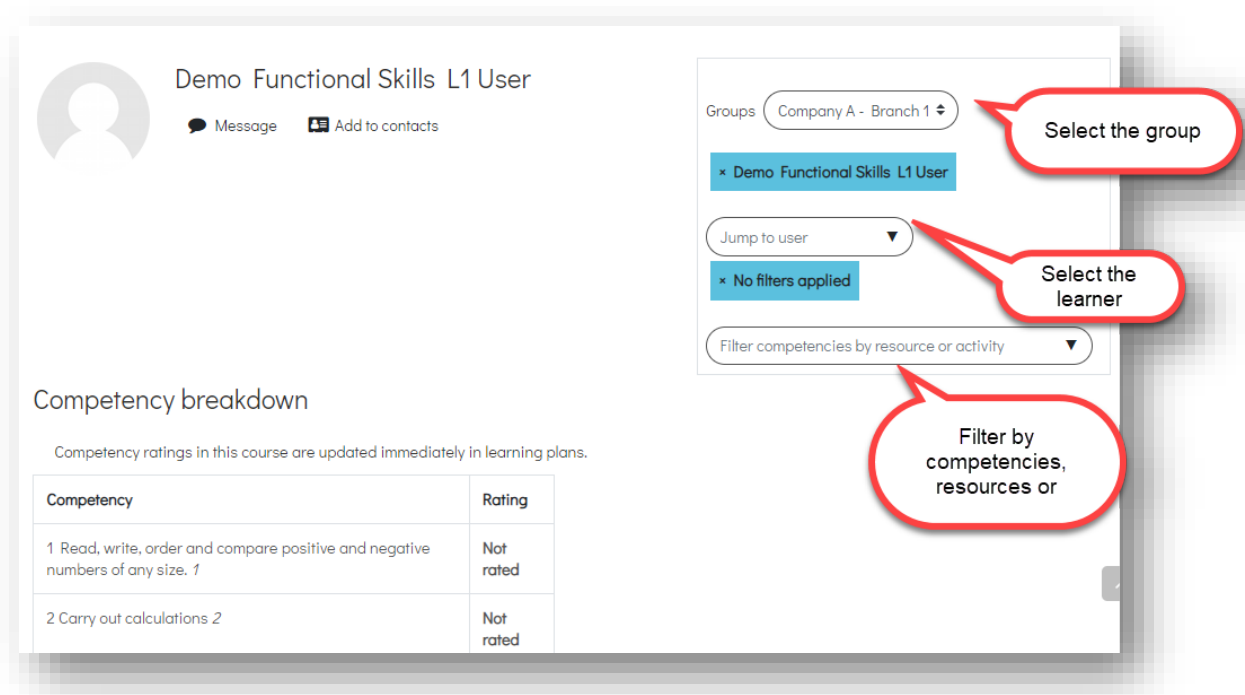
From the competency breakdown report, you can view the competencies achieved by each learner.

To view the competency report, click on the **Competency breakdown** link in the reports menu.

### Course administration



By default, the first learner in the first group will be displayed. You can jump to another learner by filtering by group, by learner and may even filter by competency, resource or activity.



Demo Functional Skills L1 User

Message Add to contacts

Groups Company A - Branch 1

× Demo Functional Skills L1 User

Jump to user

× No filters applied

Filter competencies by resource or activity

Competency breakdown

Competency ratings in this course are updated immediately in learning plans.

Competency	Rating
1 Read, write, order and compare positive and negative numbers of any size. 1	Not rated
2 Carry out calculations 2	Not rated

Select the group

Select the learner

Filter by competencies, resources or

Three different ratings may be shown in the report:-

1. **Competent** – The learner has completed the associated knowledge checks and achieved a passing score. The teacher has reviewed the competency and rated it as competent.
2. **Not rated.** – The learner has not completed the knowledge check related to the competency.
3. **Not yet competent.** The learner has completed the competency, but the teacher has not yet rated the competency.

## Competency breakdown

Competency ratings in this course are updated immediately in learning plans.

Competency	Rating
1 Read, write, order and compare positive and negative numbers of any size. <i>1</i>	Competent
2 Carry out calculations <i>2</i>	Competent
3 Evaluate expressions <i>3</i>	Competent
4 Identify and know the equivalence <i>4</i>	Competent
5 Work out percentages <i>5</i>	Not rated
6 Calculate percentage change <i>6</i>	Not rated
7 Order, add, subtract and compare amounts <i>7</i>	Not yet competent
8 Express one number as a fraction of another. <i>8</i>	Not yet competent
9 Order, approximate and compare decimals. <i>9</i>	Competent
10 Add, subtract, multiply and divide decimals <i>10</i>	Competent

## How to change a competency rating

To rate a competency, click on the rating and the dialogue box will appear.

### User competency summary

**19 Use coordinates in 2-D 19**  
City & Guilds Functional Skills Maths L2 603/4649/8 - Competency





Use coordinates in 2-D, positive and negative, to specify the positions of points.

Path: City & Guilds Functional Skills Maths L2 603/4649/8 /

**Cross-referenced competencies:**

No other competencies have been cross-referenced to this competency.

**Activities**

-  [Plans, elevations and coordinates - Knowledge check](#)
-  [Plans, elevations and coordinates - Pre-session workbook](#)
-  [Plans, elevations and coordinates - Session presentation](#)
-  [Plans, elevations and coordinates - Real-world problems](#)

**User**  
Demo Functional Skills L2 User

**Learning plans**

No learning plans contain this competency.

**Proficient**  
No

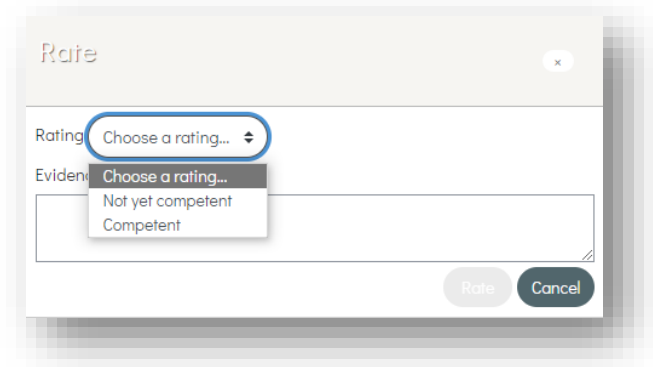
**Rating**  
Rate

**Evidence**  
 No evidence

The resources and activities linked to the competency are displayed

Click on the Rate button to change the rating

Click on the Rate button to change the rating, and another dialogue will appear. Click on the **Rating** drop-down and select the appropriate rating. When you're finished, the **Rate** button will be enabled. Click this, and the dialogue will close with your changes being saved.

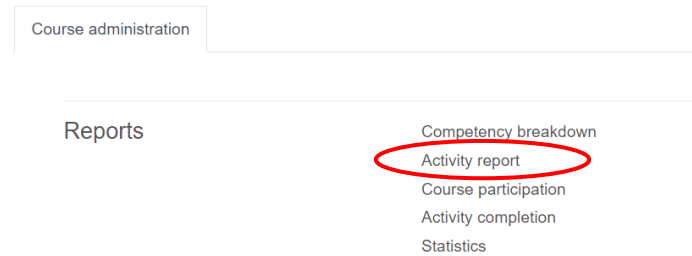


## Activity Report

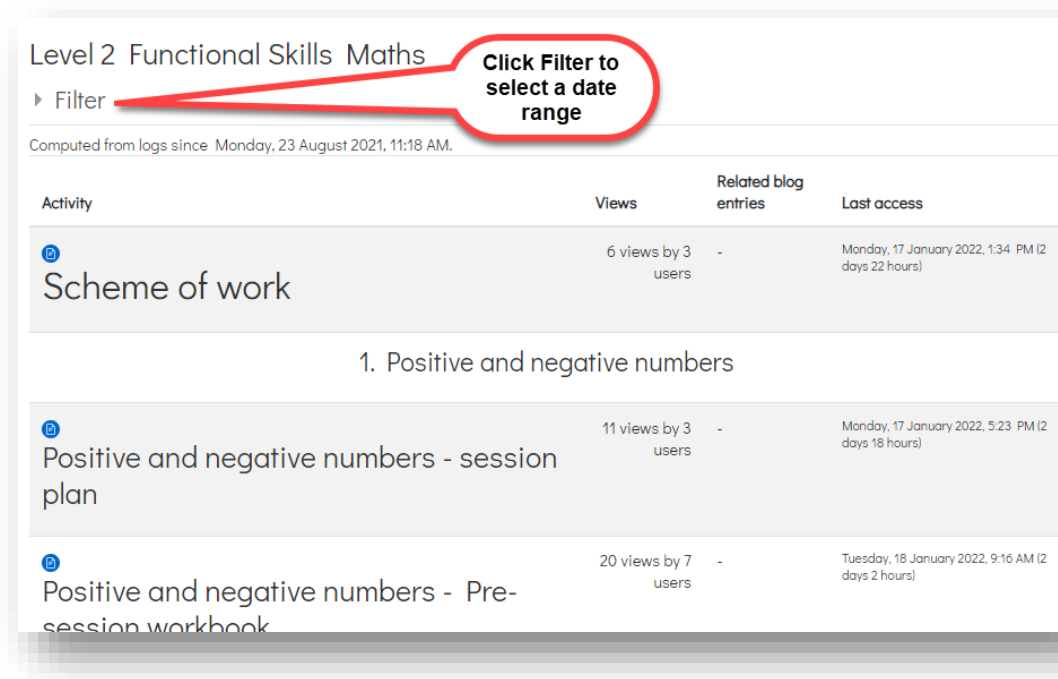
The activity report allows you to see the level of engagement and last date of access for all resources and activities in a course.

To access the activity report, select **Activity Report** from the Reports menu.

### Course administration



You can filter by date range by clicking on the Filter link.

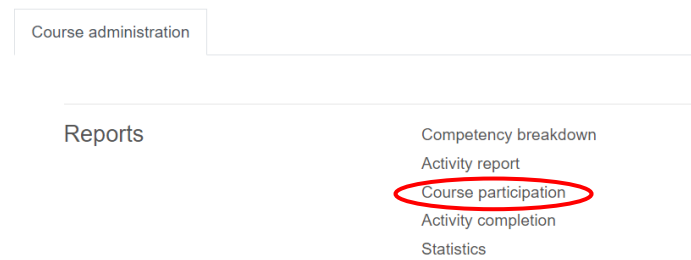


## Course Participation Report

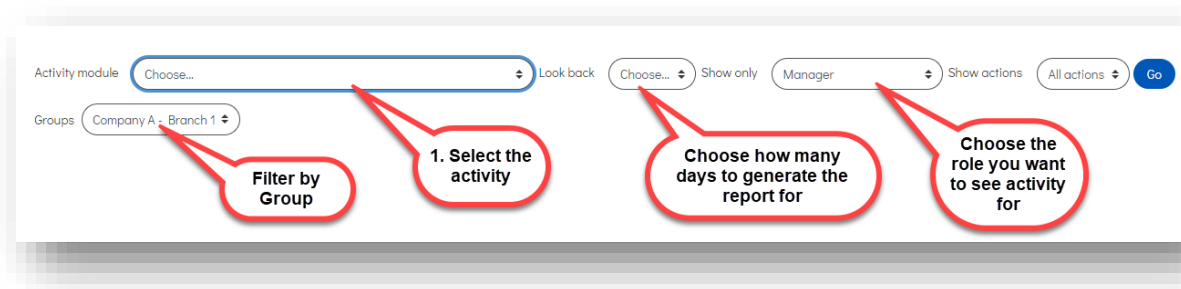
The Course Participation Report allows you to generate a list of who has participated in a given activity and the number of times.

To access this report, select **Course Participation Report** from the Reports menu.

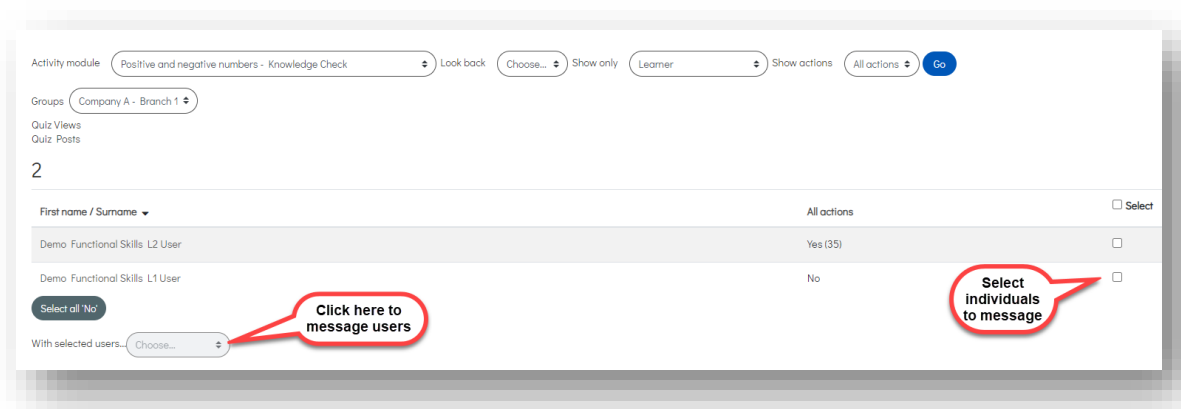
### Course administration



The report can be filtered by role, group or action, and from here, you can message the individuals.



Once you have selected the appropriate activity and applied any of the other filters, click the Go button.



## Activity Completion Report

The Activity Completion report gives you a view of all of the activities in a course site and which learners have completed the activity.

Select the Activity completion report from the Reports menu to access the Activity completion report.

### Course administration

Course administration

#### Reports

- Competency breakdown
- Activity report
- Course participation
- Activity completion**
- Statistics

You can filter the report by Groups using the **Separate groups** drop-down list. You can download the report as a CSV file using the links at the bottom of the page.



The screenshot shows the Activity Completion Report interface. At the top, there is a 'Separate groups' dropdown menu set to 'Company A - Branch 1'. Below this are two rows of filters for 'First name' and 'Surname', each with an 'All' button and a grid of letters A-Z. A red callout bubble points to these filters with the text: 'Filter by group or by first name/surname'. The main table displays a list of activities, including 'Scheme of work', 'Positive and negative ...', 'Decimals - Pre-session ...', 'Percentages - Pre-session ...', 'Fractions - Pre-session ...', 'Averages - Pre-session ...', and '2D and 3D shapes ...'. Each activity has a corresponding icon (blue or red) in the first column. At the bottom of the table, there are two download links: 'Download in spreadsheet format (UTF-8 .csv)' and 'Download in Excel-compatible format (.csv)'. A red callout bubble points to these links with the text: 'You can download the report as a csv file using the links'.

## Statistics

From the Statistics report, you can generate graphs and tables of user activity for the course site.



## Course administration

To access, click on **Statistics** from the report menu:-

Course administration

---

Reports

- Competency breakdown
- Activity report
- Course participation
- Activity completion
- Statistics**

You can filter the graphs and charts to include only learners and set the period using the drop-down list. Once you have selected your preferences, click **View**.

Select the activity view you wish to see (Learners, Teachers or
Select the time period

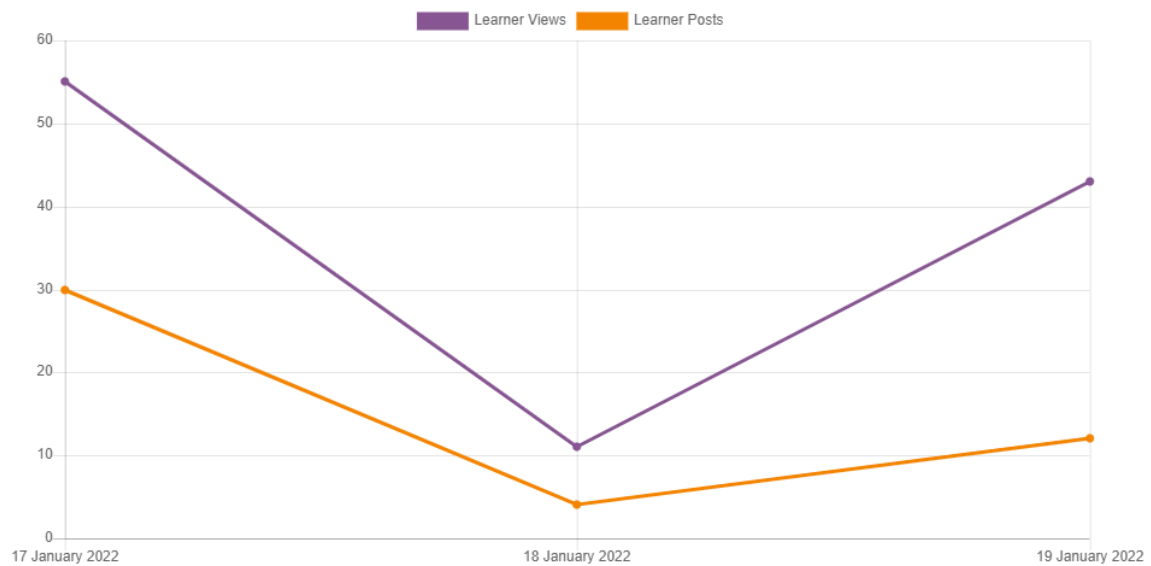
Course: L2 Functional Skills Math

Report type: All activity (views and posts) Learner

Time period - last: 1 weeks

[View](#)

### L2 Functional Skills Maths - All activity (views and posts) Learner



Period ending (day)	Learner Views	Learner Posts	Logs
19 January 2022	43	12	Course Logs
18 January 2022	11	4	Course Logs
17 January 2022	55	30	Course Logs