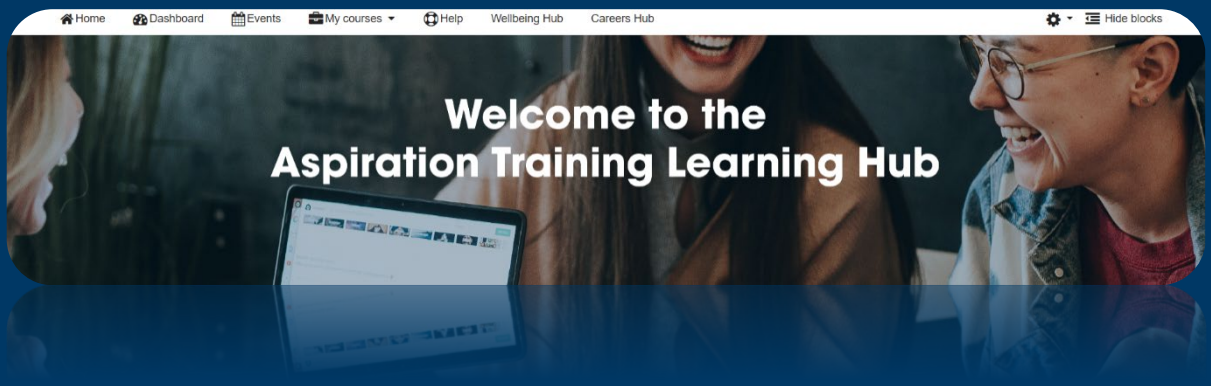
Aspiration Training Digital Learning Hub

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.

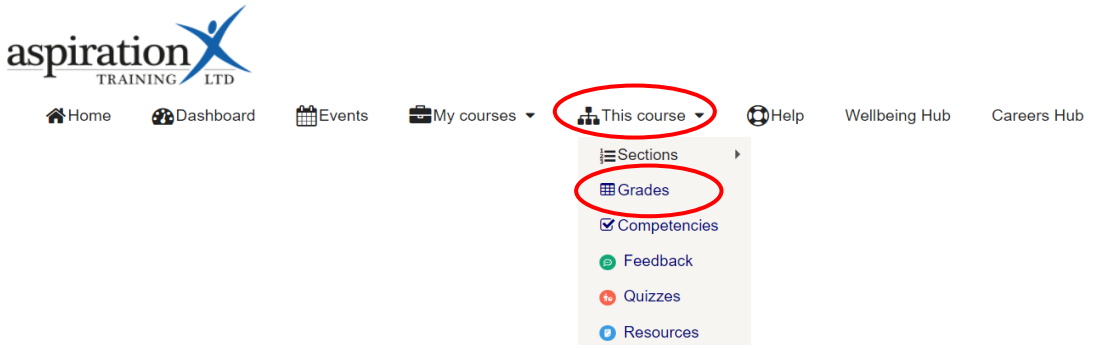
For ease of reference, a list of the reports available and their uses:-

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.

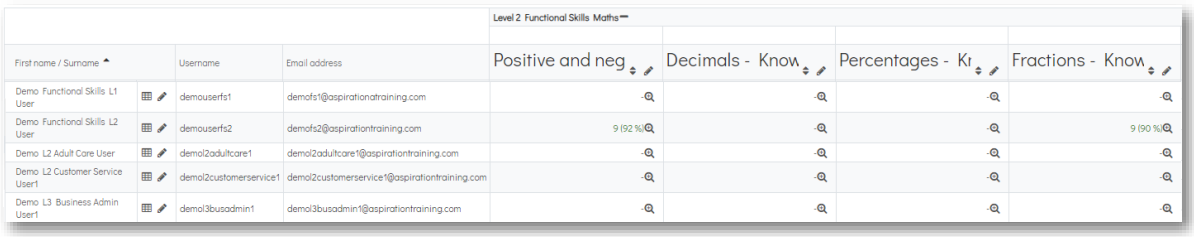


Figure 1 Coach or Tutor view of the report

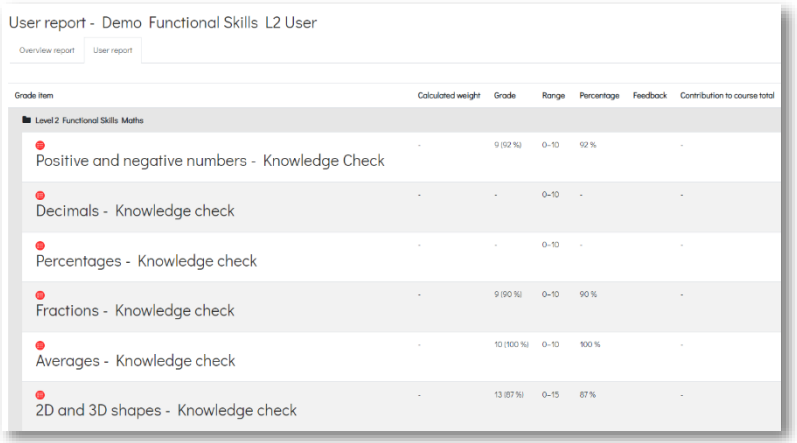
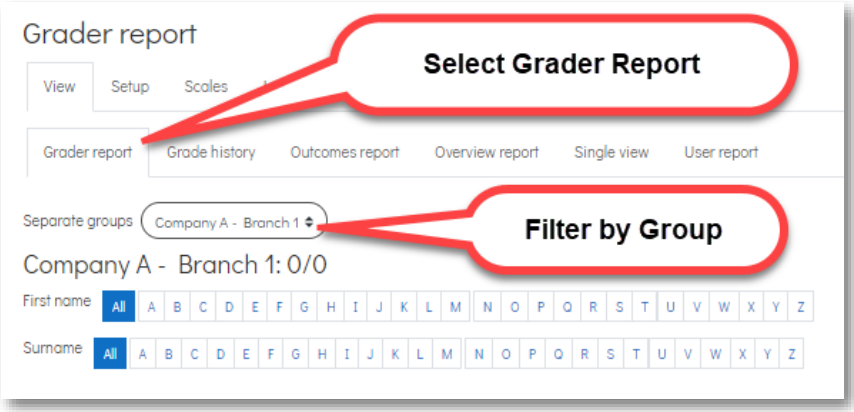


Figure 2 Learner view of the Grader Report

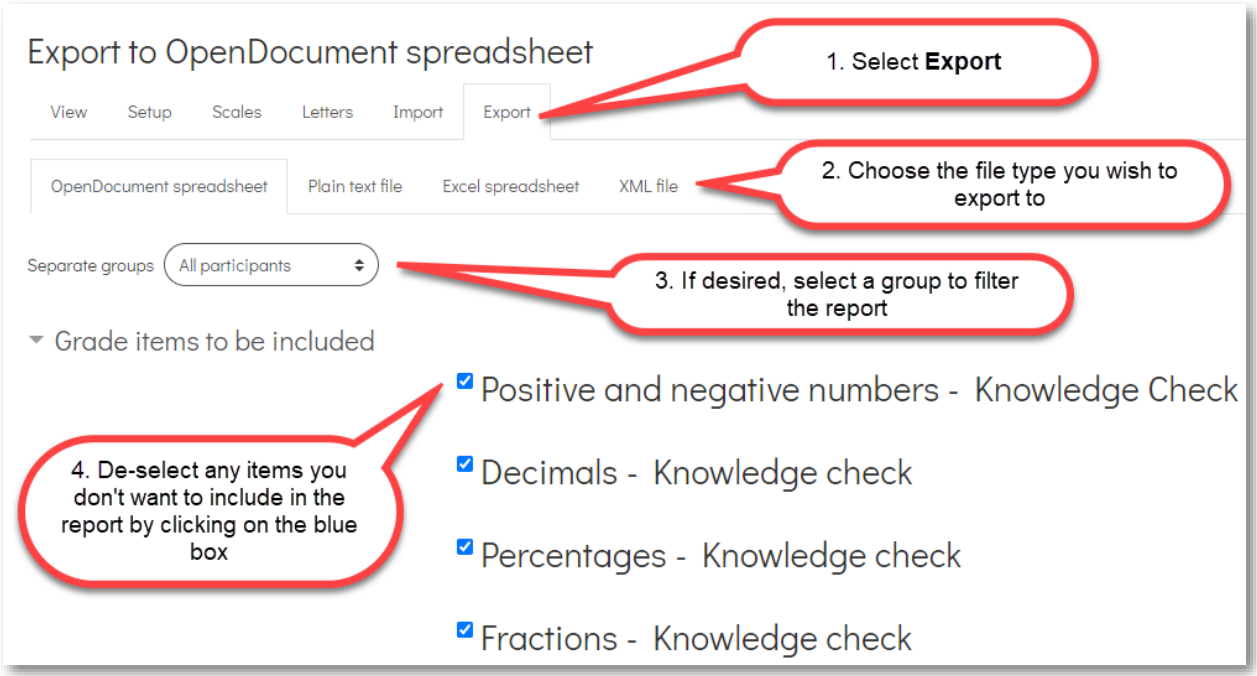
Select the **Grader report** from the report tabs. If desired, you may filter by group using the selection box or by letter on first name or surname using the links below.



Exporting the Grader Report

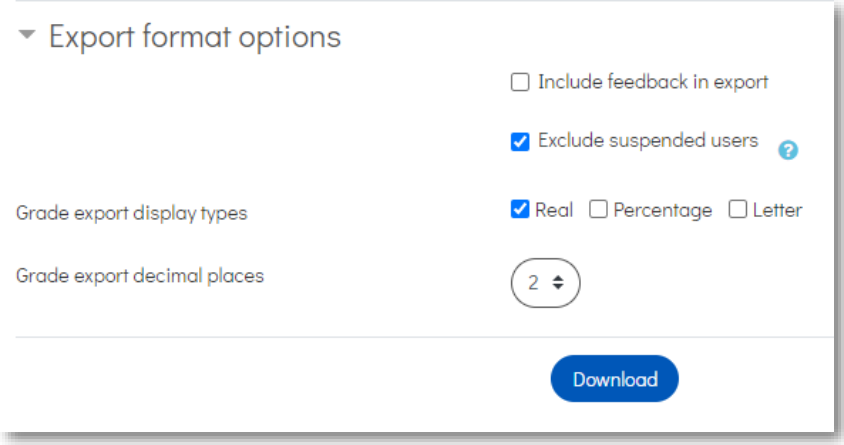
You can export the results from the grader report to a file, for example, an Excel spreadsheet.

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).

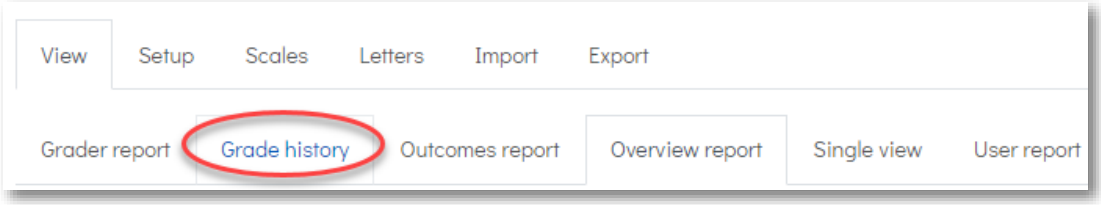
When ready, click the **Download** button, and your grade report will be saved in your downloads folder.



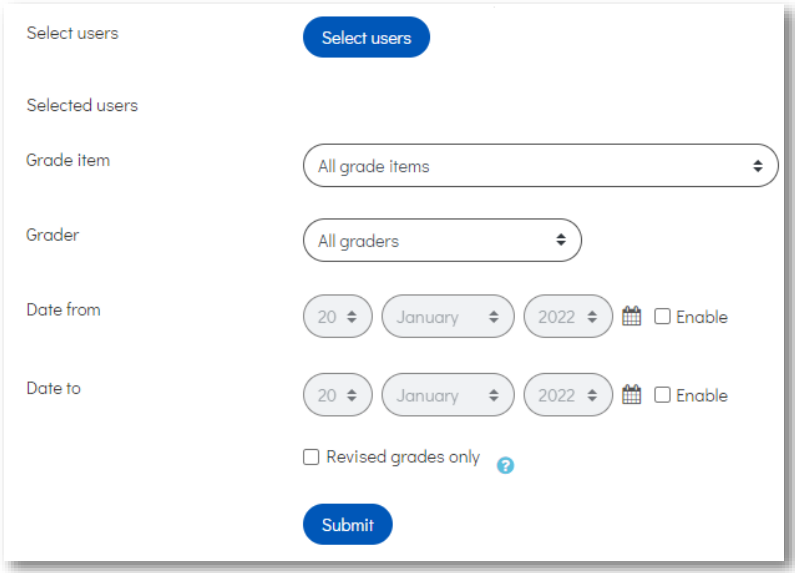
Grade history

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:-

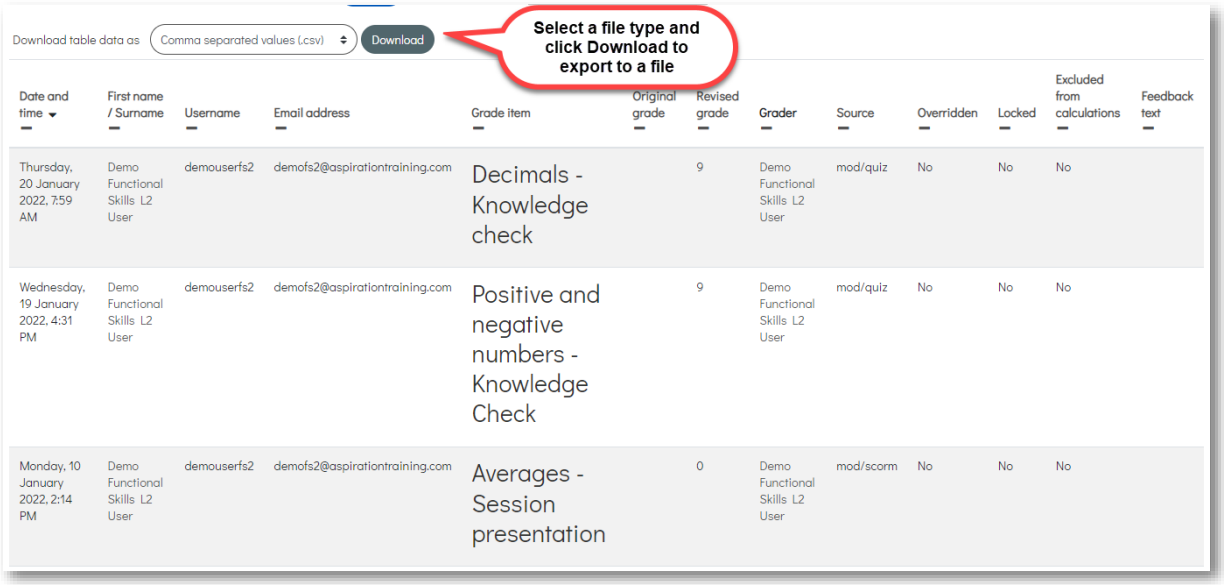


You will then have several options to filter the grades history report.



- **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 incompleted attempts.

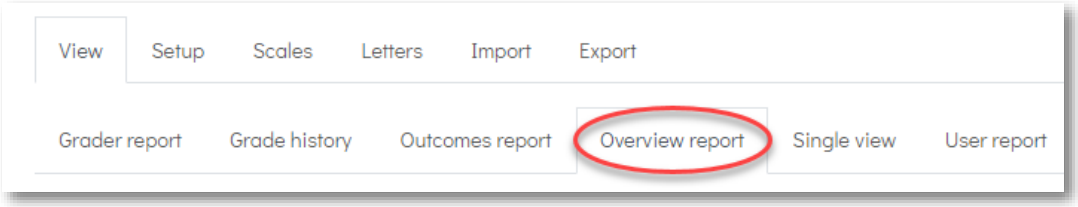
Once you have set your options, click the **Submit** button, and the data will be displayed.



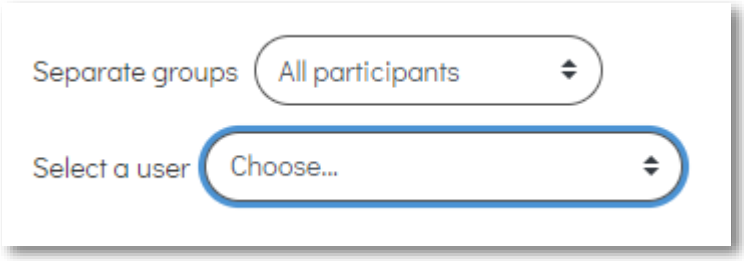
Overview report

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.

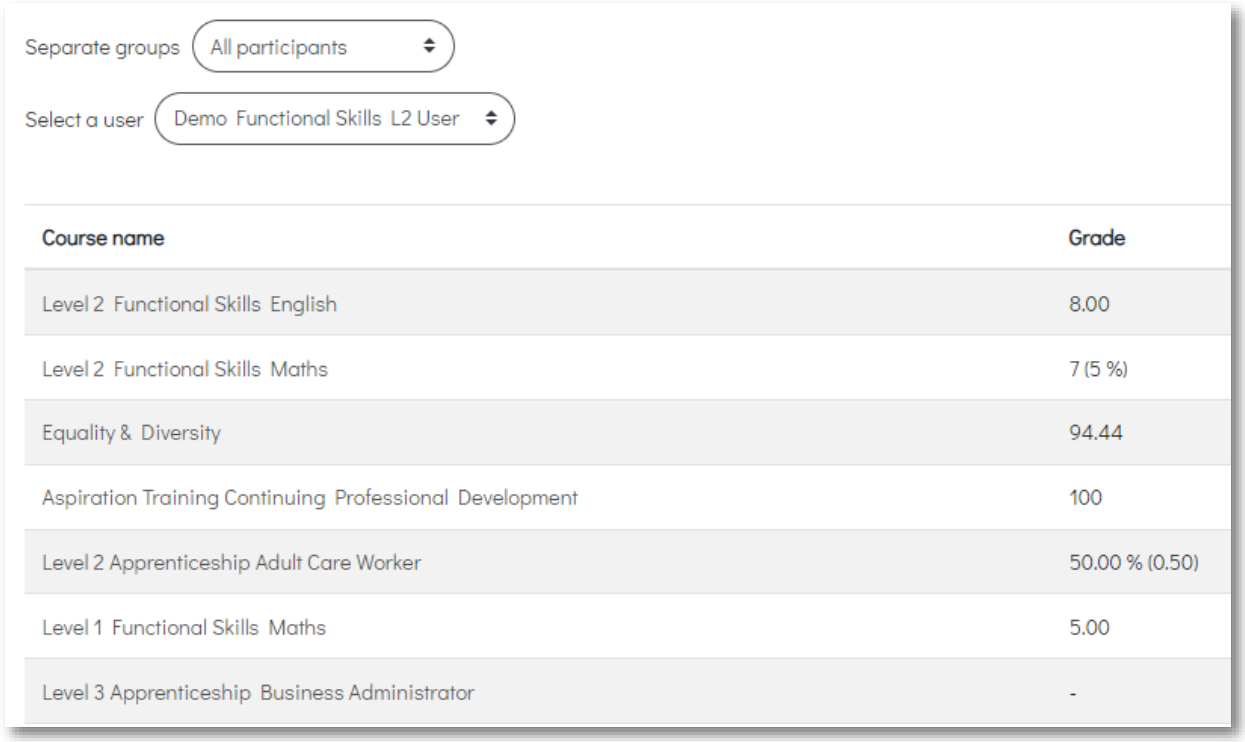
Select **Overview** report from the tabs:-



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.



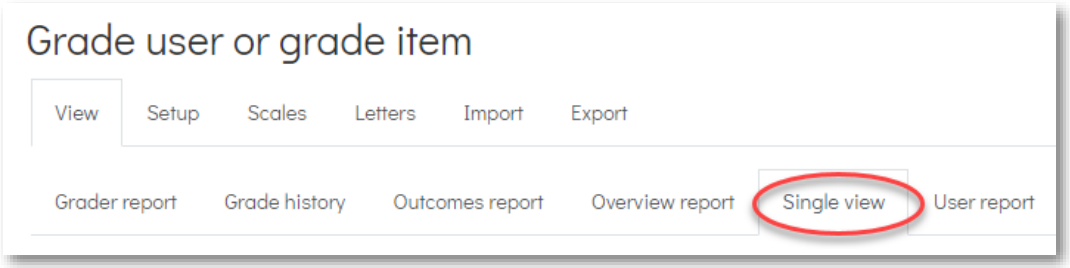
Once you have selected the learner, the results will appear:-



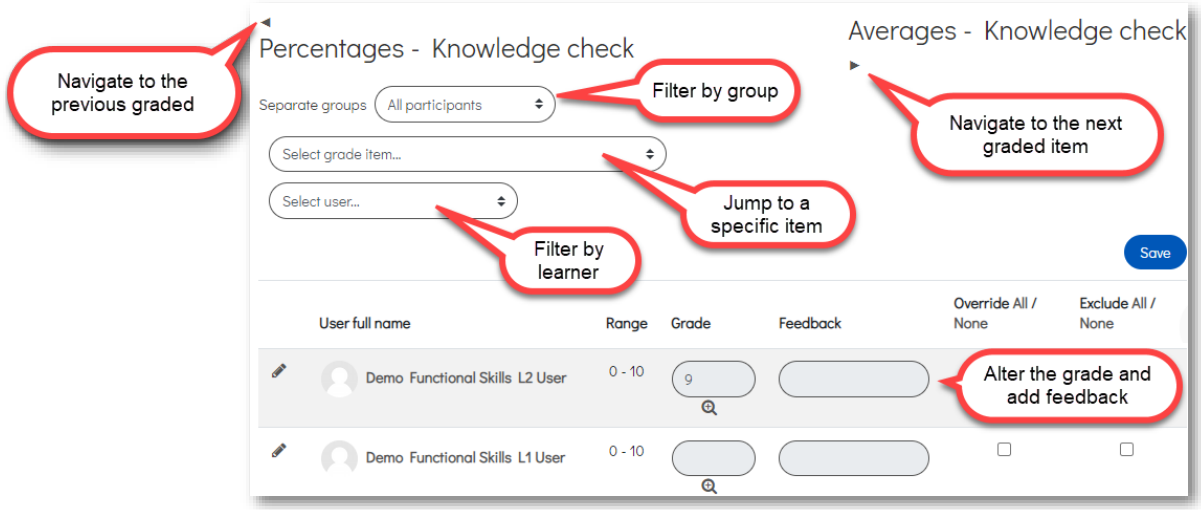
Single View Report

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:-



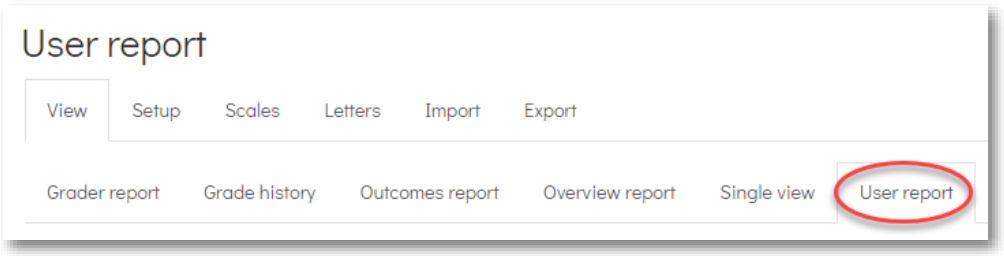
You can navigate between items by using the forward and back icons at the top of the page. Several filter options allow you to filter by group, item, or user. Once you have selected the user or group, the grades will be displayed below.



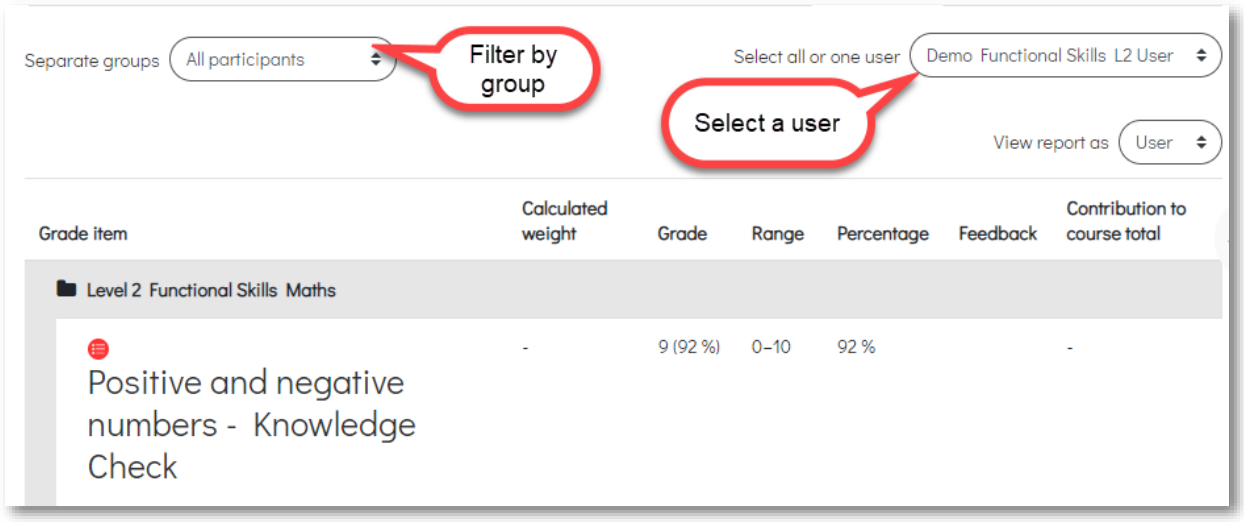
User Report

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:-



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.

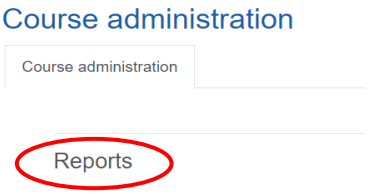


Course Reports

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.

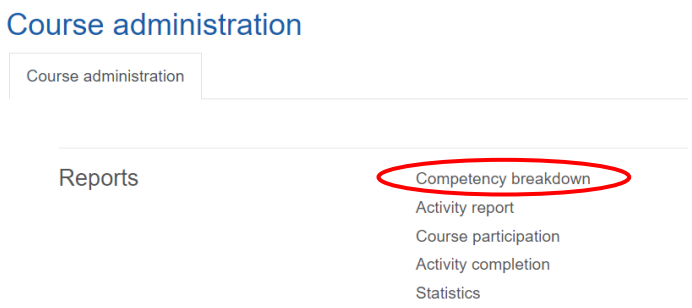
Click on **Reports** from the available tabs.



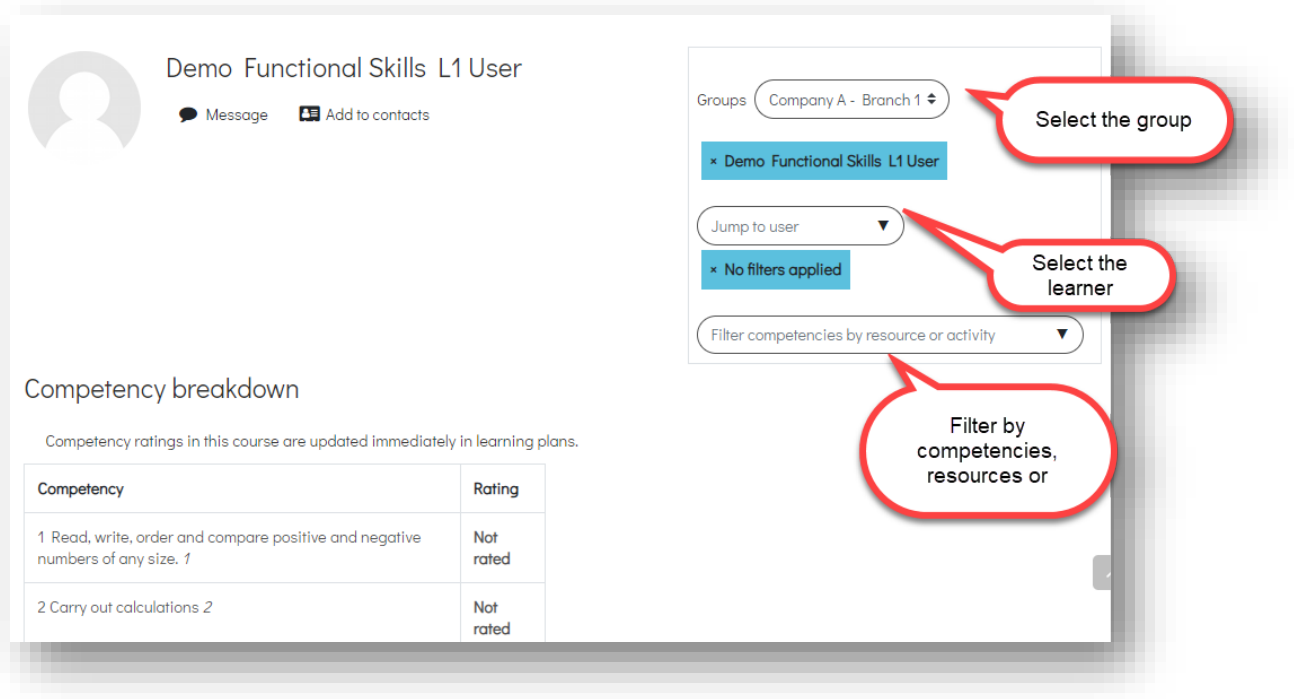
Competency Breakdown

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.

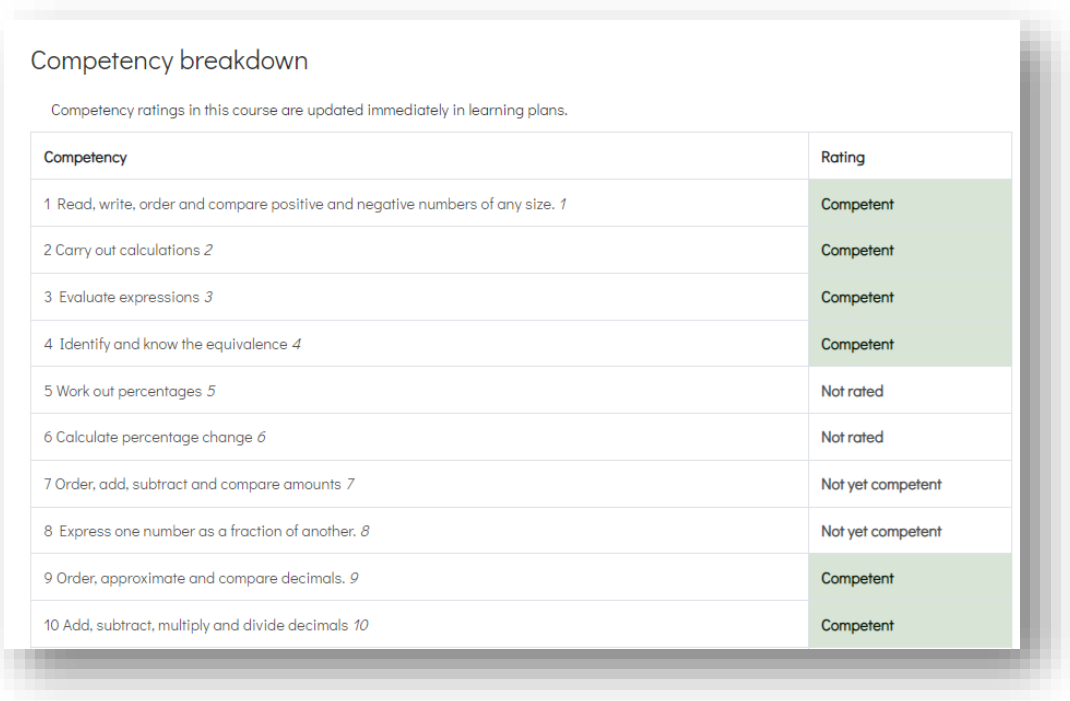


By default, the first learner in the first group will be displayed. You can jump to another learner by filtering by group, by learner and may even filter by competency, resource or activity.



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.



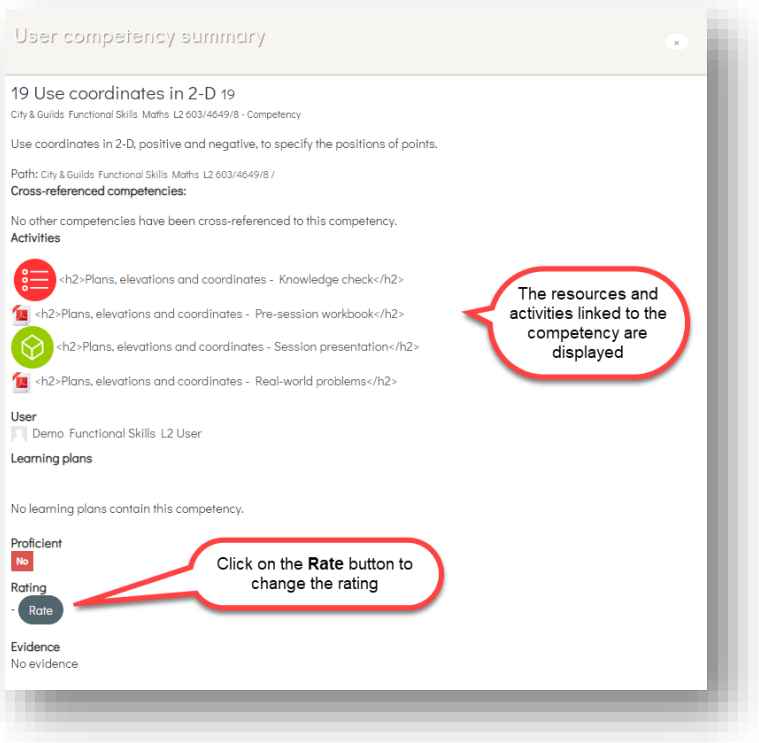
Competency breakdown

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

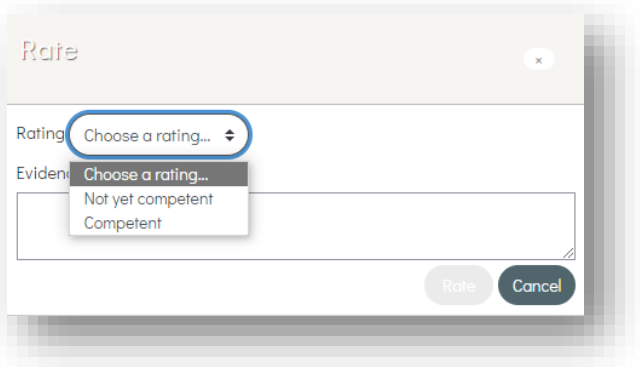
Competency	Rating
1 Read, write, order and compare positive and negative numbers of any size. *1*	Competent
2 Carry out calculations *2*	Competent
3 Evaluate expressions *3*	Competent
4 Identify and know the equivalence *4*	Competent
5 Work out percentages *5*	Not rated
6 Calculate percentage change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

How to change a competency rating

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



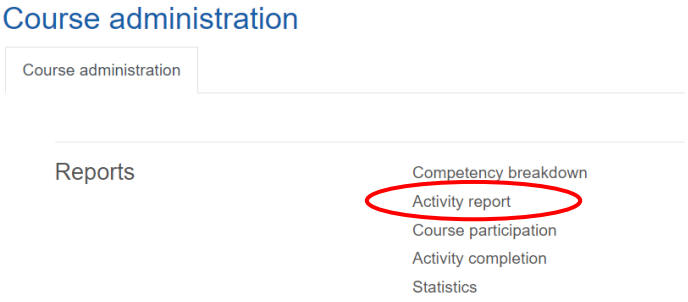
Click on the Rate button to change the rating, and another dialogue will appear. Click on the **Rating** drop-down and select the appropriate rating. When you're finished, the **Rate** button will be enabled. Click this, and the dialogue will close with your changes being saved.



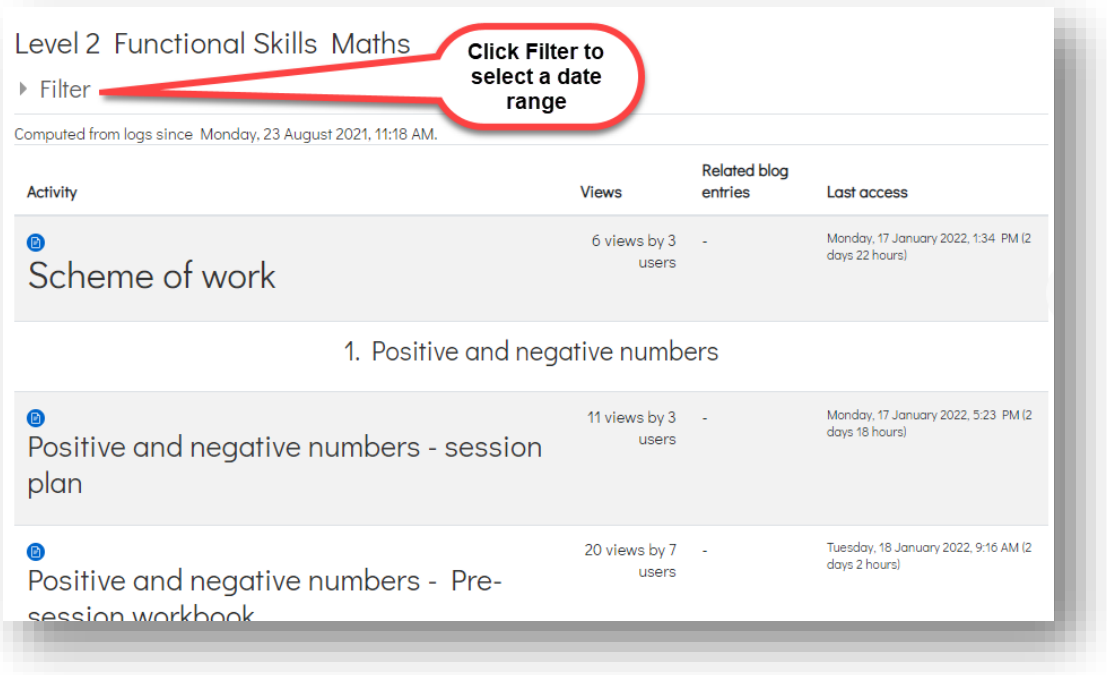
Activity Report

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.



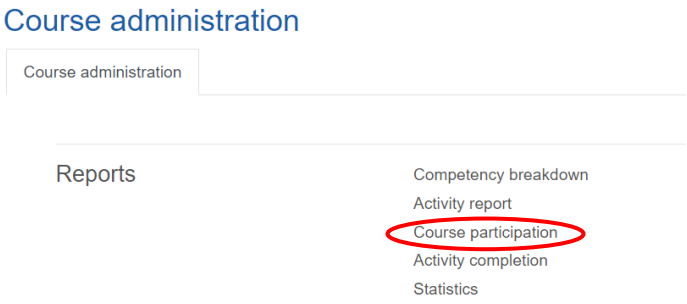
You can filter by date range by clicking on the Filter link.



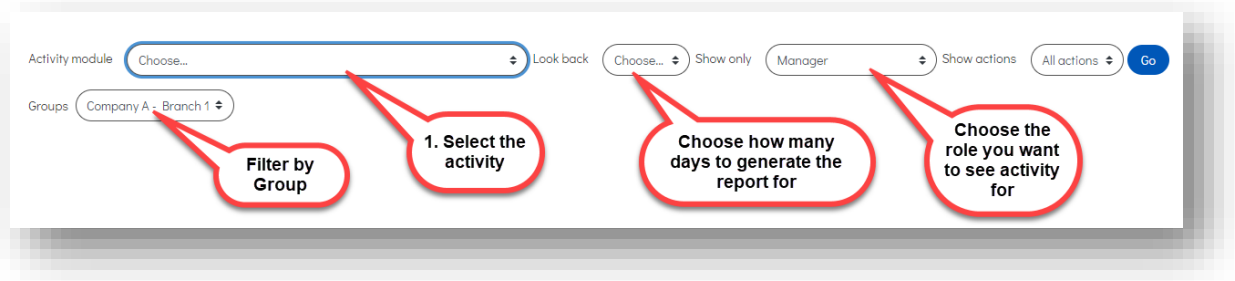
Course Participation Report

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

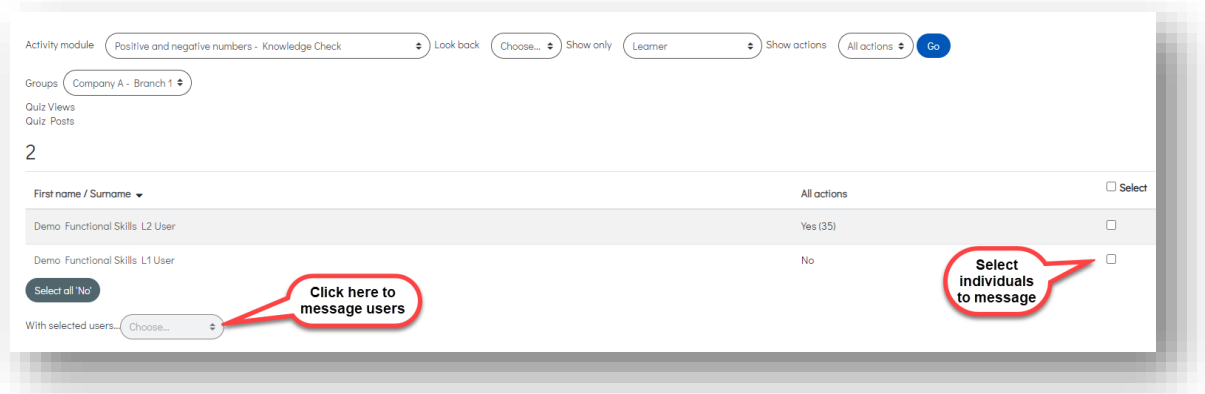
To access this report, select **Course Participation Report** from the Reports menu.



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



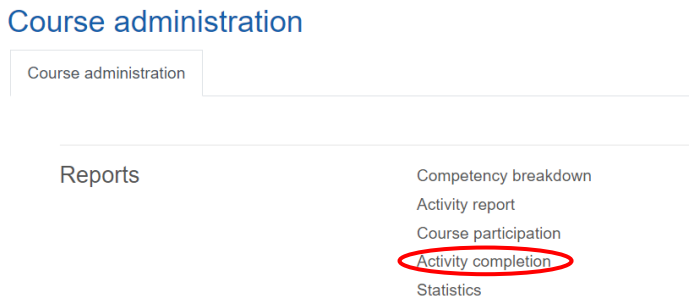
Once you have selected the appropriate activity and applied any of the other filters, click the Go button.



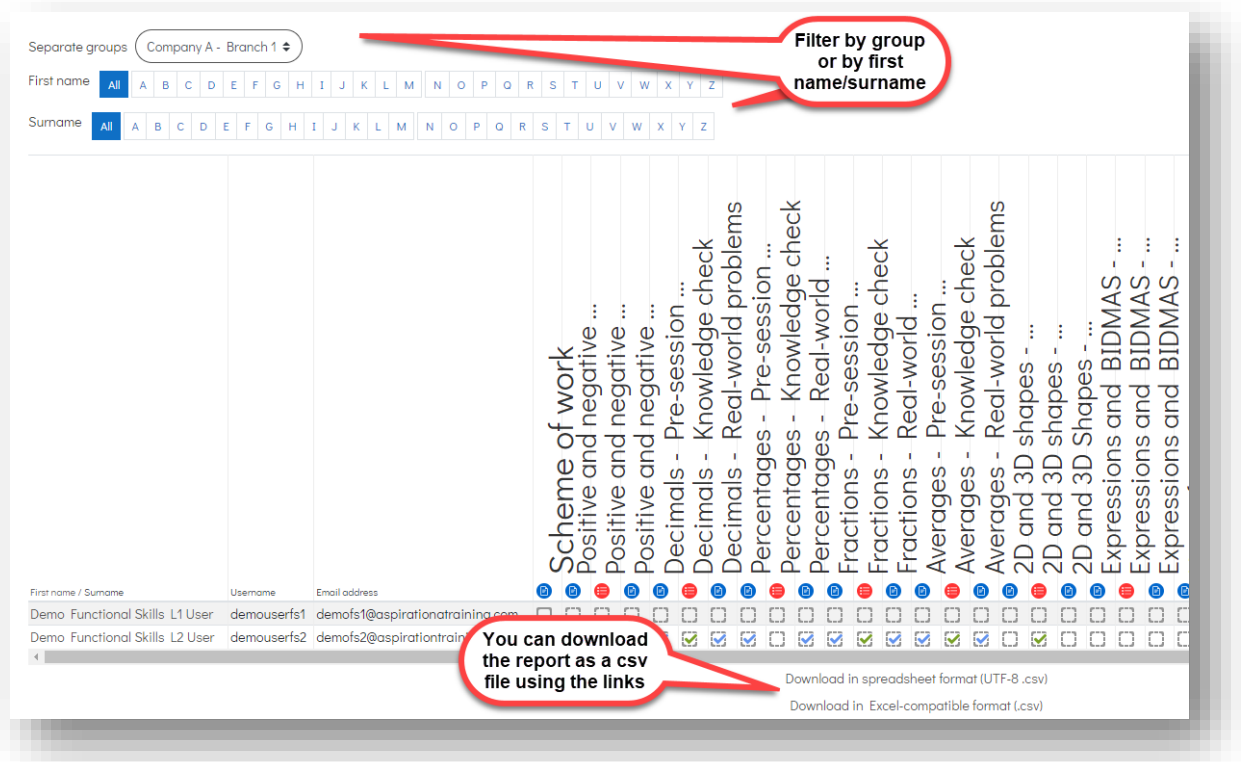
Activity Completion Report

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.



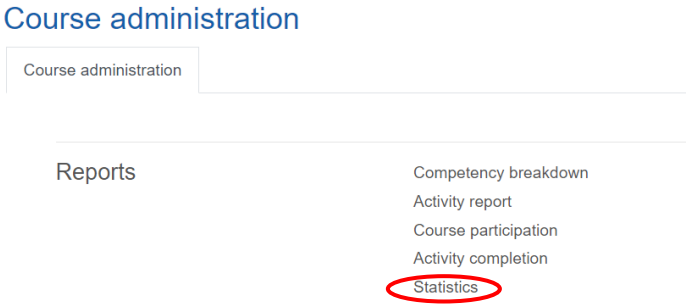
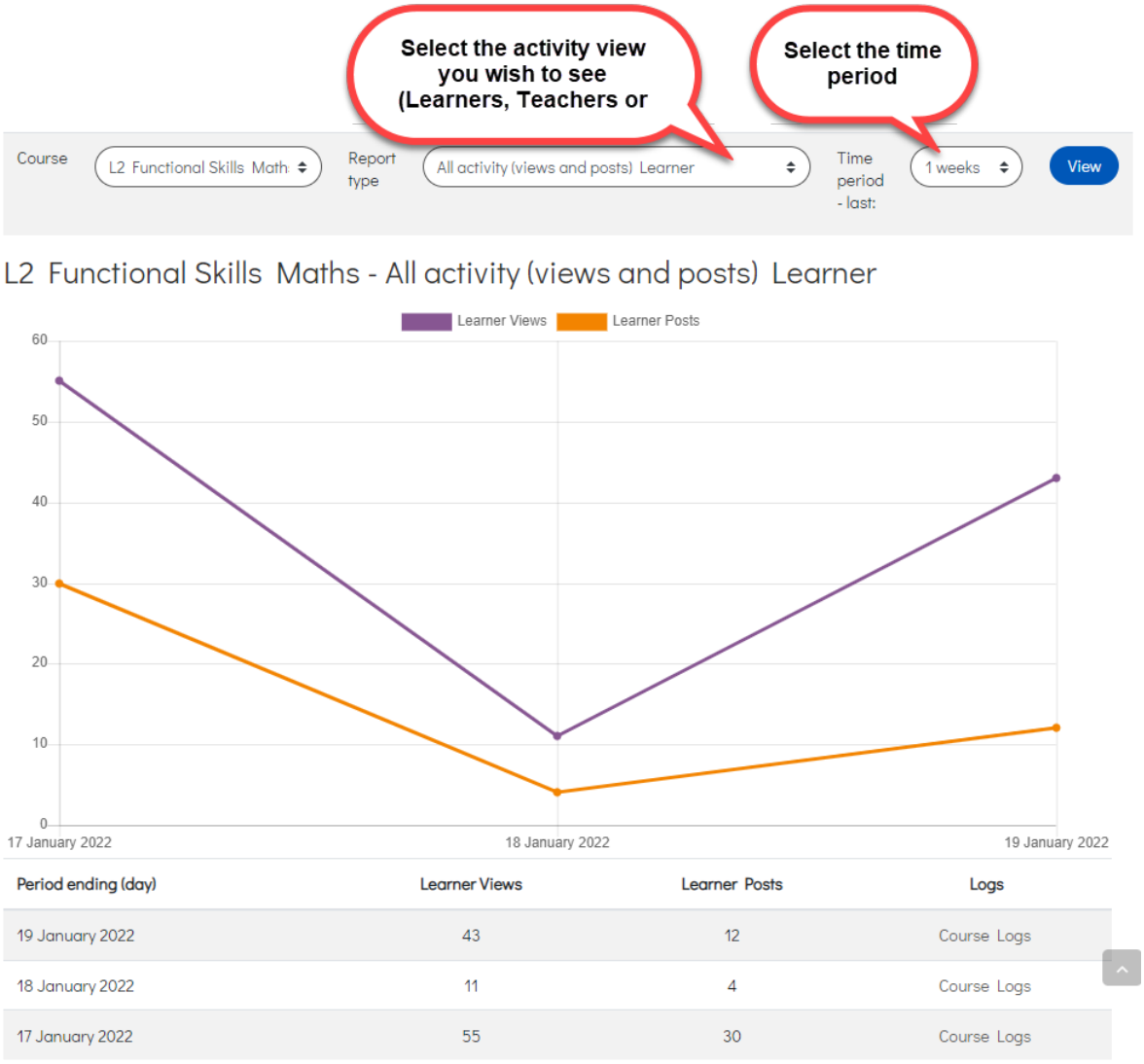
You can filter the report by Groups using the **Separate groups** drop-down list. You can download the report as a CSV file using the links at the bottom of the page.



Statistics

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

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



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**.