

### The Teacher and/o Program Admin Home Page

This document will detail how to access and run the available reports in i-Pathways.

From the Teacher and/or Program Admin Home Page, find the word “REPORTS” in the main yellow menu ribbon and click on it.



This will take you to the reports main menu page.



Reports are available based on individual state requirements. States that use the Lesson Mastery attendance model will only see that report. States which use time on task will see all reports.

1. Detailed Attendance Report – This report will provide you with information on how much time a student spent on each module they have access to.
2. Summary Attendance Report – This report will give you a total time spent in the system regardless of the module the student worked in.
3. Lesson Mastery Report – This report will simply show you which lessons the student has completed.

### Detailed Attendance Report Page

You have the option to run a Detailed Attendance Report.

The screenshot shows the 'Detailed Attendance Report' form. The 'Report Parameters' section contains several dropdown menus and text boxes. Two red boxes highlight the 'Consortium' and 'Start Date' fields, both of which have the text 'This parameter is mandatory' next to them. Other fields include 'Program Name', 'Search Teacher', 'End Date', 'Module Name', 'Class Location', 'Account Status', 'Student', and 'Output Type'. A 'View Report' button is located at the bottom left of the form.

The two items within the red boxes are required to run this report. The other fields are optional and can help you filter the information.

The screenshot shows the 'Detailed Attendance Report' form with numbered callouts 1 through 10 pointing to various fields. The fields are: 1. Consortium (CAIT Demo Consortium), 2. Program Name (CAIT Training), 3. Search Teacher (One, Teacher), 4. Start Date (January 1, 2015), 5. End Date (July 15, 2015), 6. Module Name, 7. Class Location (Select One), 8. Account Status, 9. Student (One, Student), and 10. Output Type (HTML (Paginated)). A 'View Report' button is located at the bottom left of the form.

1. Consortium – This is a required field. Select the consortium you belong to. There should be only 1 choice.
2. Program Name – Select the name of your program. There should be only 1 choice.
3. Search Teacher – Select the name of a single teacher you wish to view. You can leave this option blank and the report will show you all teachers in your program.
4. Start Date – This is a required field. You need to put the beginning date you wish to start searching from.
5. End Date – This date defaults to the day you are running the report. You can change this date if you need to.
6. Module Name – You can narrow your results by module.
7. Class Location – You can include this filter to show you student results based on whether they were “in-class”, “out-of-class” or “unknown”.
8. Account Status – You can select either “Active” or “Archived”.
9. Student – You can select a specific student to search for or leave blank to show all students.
10. Output Type – You can choose which format to have the report output to. You have the following options:
  - a. HTML (Paginated)
  - b. HTML (Single Page)
  - c. PDF
  - d. Excel

- e. Excel 2007
  - f. Comma Separated Value
  - g. Rich-Text Format
  - h. Text
11. Push the “View Report” button to generate your results.

Detailed Attendance Report

Report Parameters

Consortium: CAIT Demo Consortium | Program Name: CAIT Training | Search Teacher: One, Teacher | Start Date: January 1, 2015 | End Date: July 15, 2015 | Module Name: | Class Location: Select One

Account Status: | Student: One, Student | Output Type: HTML (Paginated)

View Report

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CAIT Training

CONSUMER\_EDUCATION

One, Teacher

Getting a Job or Furthering Your Education

Find A Job

One, Student	student.one@student.com	04/05	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
00:00:00		00:00:00		00:00:52	00:00:00	00:00:00	00:00:00	00:00:00	00:00:52
									Lesson Total: 00:00:52

Labor Unions

One, Student	student.one@student.com	04/05	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
00:00:00		00:00:00		00:02:35	00:00:00	00:00:00	00:00:00	00:00:00	00:02:35
									Lesson Total: 00:02:35
									Unit Total: 00:03:27
									Teacher Total: 00:03:27
									Module Total: 00:03:27

This report will show you a detailed account of a student’s time on task. It will show you how much time the student spent completing work in each module. You will be able to scroll through the various pages, see the name of the module, and how much time they spent in the module.

### Attendance Report Page

You have the option to run an attendance report.

The screenshot shows the 'Attendance Report' form with the following fields: Consortium (dropdown, mandatory), Program Name (dropdown), Search Teacher (dropdown), Start Date (text input, mandatory), End Date (text input, July 15, 2015), Module Name (dropdown), Class Location (dropdown), Account Status (dropdown), Student (dropdown), Output Type (dropdown, HTML (Paginated)), and a View Report button.

The two items within the red boxes are required to run this report. The other fields are optional and can help you filter the information.

The screenshot shows the 'Attendance Report' form with the following fields and callouts: Consortium (1), Program Name (2), Search Teacher (3), Start Date (4), End Date (5), Module Name (6), Class Location (7), Account Status (8), Student (9), Output Type (10), and a View Report button (7).

1. Consortium – This is a required field. Select the consortium you belong to. There should be only 1 choice.
2. Program Name – Select the name of your program. There should be only 1 choice.
3. Search Teacher – Select the name of a single teacher you wish to view. You can leave this option blank and the report will show you all teachers in your program.
4. Start Date – This is a required field. You need to put the beginning date you wish to start searching from.
5. End Date – This date defaults to the day you are running the report. You can change this date if you need to.
6. Module Name – You can narrow your results by module.
7. Class Location – You can include this filter to show you student results based on whether they were “in-class”, “out-of-class” or “unknown”.
8. Account Status – You can select either “Active” or “Archived”.
9. Student – You can select a specific student to search for or leave blank to show all students.
10. Output Type – You can choose which format to have the report output to. You have the following options:
  - a. HTML (Paginated)
  - b. HTML (Single Page)
  - c. PDF
  - d. Excel
  - e. Excel 2007
  - f. Comma Separated Value

- g. Rich-Text Format
  - h. Text
11. Push the “View Report” button to generate your results.

Attendance Report

▼ Report Parameters

<b>Consortium</b>	<b>Program Name</b>	<b>Search Teacher</b>	<b>Start Date</b>	<b>End Date</b>	<b>Module Name</b>
CAIT Demo Consortium	CAIT Training	One, Teacher	January 1, 2015	July 15, 2015	
<b>Class Location</b>	<b>Account Status</b>	<b>Student</b>	<b>Output Type</b>		
-- Select One --		One, Student	HTML (Paginated)		

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One, Teacher

	One, Student	student.one@student.com						
	01/25	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	00:00:00	00:00:00	00:00:00	00:00:28	00:00:00	00:00:00	00:00:00	00:00:28
	02/15	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	00:00:00	00:00:00	00:00:00	00:00:00	00:00:31	00:00:00	00:00:00	00:00:31
	03/08	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	00:00:00	00:03:37	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:03:37
	03/15	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
	04/05	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	00:00:00	00:00:00	00:04:03	00:00:00	00:00:00	00:00:00	00:00:00	00:04:03
	04/12	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	00:00:00	00:04:41	00:00:00	00:00:00	00:00:27	00:01:05	00:00:00	00:06:13
	05/31	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:39	00:00:00	00:00:39
	06/28	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	00:00:00	00:00:00	00:00:00	00:05:06	00:00:00	00:00:00	00:00:00	00:05:06
								Student Total: 00:20:37
								Teacher Total: 00:20:37

If the report includes multiple pages you will be able to scroll through those pages by clicking on the arrows by the page number toward the top of the report.

This report will give you a weekly breakdown of time and total time on task at the bottom of the page.

### Lesson Mastery Report Page

The Lesson Mastery report can be run to see how many lessons your student has completed.

The screenshot shows the 'Lesson Mastery' report form. Under the 'Report Parameters' section, there are several dropdown menus: Consortium, Program, Teacher, Student, End Date (with the value 2015/07/15), Class Location, and Output Type (set to HTML (Paginated)). A red box highlights the Start Date field, which contains the text 'This parameter is mandatory'. A white arrow points to this red box. At the bottom left, there is a 'View Report' button and an 'Auto-Submit' checkbox.

The item within the red box is required to run this report. The other fields are optional and can help you filter the information.

This screenshot shows the same 'Lesson Mastery' report form, but with several fields filled out and numbered for reference. 1. Consortium: CAIT Demo Consortium; 2. Program: CAIT Training; 3. Teacher: One, Teacher; 4. Student: One, Student; 5. Start Date: 2015/01/01; 6. End Date: 2015/07/15; 7. Class Location: -- Select One --; 8. Output Type: HTML (Paginated). A white arrow points to the 'View Report' button.

1. Consortium – This is a required field. Select the consortium you belong to. There should be only 1 choice.
2. Program Name – Select the name of your program. There should be only 1 choice.
3. Teacher – Select the name of a single teacher you wish to view. You can leave this option blank and the report will show you all teachers in your program.
4. Student – You can select a specific student to search for or leave blank to show all students.
5. Start Date – This is a required field. You need to put the beginning date you wish to start searching from.
6. End Date – This date defaults to the day you are running the report. You can change this date if you need to.
7. Class Location – You can include this filter to show you student results based on whether they were “in-class”, “out-of-class” or “unknown”.
8. Output Type – You can choose which format to have the report output to. You have the following options:
  - a. HTML (Paginated)
  - b. HTML (Single Page)
  - c. PDF
  - d. Excel
  - e. Excel 2007

- f. Comma Separated Value
  - g. Rich-Text Format
  - h. Text
9. Push the "View Report" button to generate your results.

Lesson Mastery

Report Parameters

Consortium: CAIT Demo Consortium  
Program: CAIT Training  
Teacher: One, Teacher  
Student: One, Student  
Start Date: 2015/01/01  
End Date: 2015/07/15  
Class Location: -- Select One --  
Output Type: HTML (Paginated)

View Report  Auto-Submit

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CAIT Training

One, Teacher

One, Student

04/07/2015	Find A Job - Learning Check	2
	Labor Unions - Learning Check	
05/15/2015	Understanding Word Parts - Learning Check	1
07/01/2015	Confused Pairs - Learning Check	1

This report will show you which lesson learning checks your student has completed. They are sorted by the date they were completed.

If you need any assistance navigating i-Pathways please contact the Help Desk  
Telephone: 866-250-5494  
Email: [support@i-Pathways.org](mailto:support@i-Pathways.org)