Getting to Admin Reports

2. Tap Sign in >> Administrator sign in.
3. Enter your Username and Password, then tap Sign in, or click Forgot your username or password?
4. Once logged in, click View Reports >> Realize Reports.

The Dashboard is the first page to appear. You can filter by school, date range, and program.
To see the available Reports, tap the **Reports** tab. Tap an individual report to run.

Adjust your filters and run your report. You can send reports or subscribe for your selected intervals.
Report Descriptions

Usage Reports

Logins by Students and Teachers
This report is intended to provide a list of everyone who has logged into Realize within the filtered timeframe. This report is used by administrators who want to check on individuals’ use of the applications and gather metrics on which students, teachers, and/or schools are logging in at, above, or below expectations. Users may come to this report after viewing other reports on the Dashboard to drill into a specific school and determine which users are logging in.

Teacher Usage
This report is intended to provide a list of teachers who were registered in the district during the school year(s) filtered and shows the number of assignments they have created during the filtered timeframe. This report is used by administrators who want to check on individuals’ use of Realize; gather metrics on classes, assignments, or logins; or compare metrics on the number assignments teachers create. Users may come to this report after viewing other reports on the Dashboard to drill into a specific school and examine which teachers are logging in or creating assignments.

Student Usage by Class
This report is intended to provide a list of all classes that were created in the district during the school year(s) filtered and shows the number of enrolled students so that the user can compare that against active students in a class. This report is used by administrators who want to check on classes’ use of Realize; compare enrolled vs active students; or compare metrics on logins.

Student Usage by Program
This report is intended to provide a drillable list of all programs that have been associated to a class in the district during the school year(s) filtered as well as any programs with usage in the filtered time frame that were associated to a class in any previous year(s). This report is used by administrators who want to explore usage among programs or across a program by comparing content metrics across schools, classes, or students. This report lists programs, schools, classes, and students registered during the filtered school year(s). It also includes any programs, schools, and classes with usage by one or more students during the filtered time frame that were registered in a BTS prior to the time frame (in a class with usage all students in the class will show—even those with no usage.)

Program Usage
This report is intended to provide a list of all programs with usage (a minimum of one student opened a piece of content) in the district during the time frame filtered. This report is used by administrators who want a high-level look at the number of schools, classes, and students who have used a program.

Content Usage
This report is intended to provide an in-depth list of all content accessed in the district during the time frame filtered. This report is used by data-savvy administrators who want to perform additional analysis on their district’s usage patterns.
Assessment Reports

Assessment Scores
This report is intended to provide a view of performance across assessments in the district during the filtered time frame. This report is used by administrators to compare school, class, program, and/or student assessment performance. This report is often used to compare performance in a common assessment delivered district wide. This report lists all assessments and is not driven by mastery.

Assessment Scores for Export
This report is intended to provide a list of students’ performances on assessments across the district during the filtered time frame. This report is used by administrators to perform additional analysis on assessment performance or upload information into the district’s SIS. This report lists all assessments and is not driven by mastery.

Item Details Percentage Scores
This report is intended to provide a view of performance on each question of an assessment in the district during the filtered time frame. This report displays the student's performance as a percentage. This report is used by administrators to compare school, class, and/or student assessment performance. This report lists only assessments tagged as tests. It is not driven by mastery.

Item Details Raw Scores
This report is intended to provide a view of performance on each question of an assessment in the district during the filtered time frame. This report displays the student's performance as the number of points earned on each question (raw score). This report is used by administrators to compare school, class, and/or student assessment performance. This report lists only assessments tagged as tests. It is not driven by mastery.

Item Details for Export
This report is intended to provide a view of performance on each question of an assessment in the district during the filtered time frame. This report displays each student's performance as a percentage. This report is used by administrators to compare school, class, and/or student assessment performance. This report lists only assessments tagged as tests. It is not driven by mastery.

Item Details Raw Scores for Export
This report is intended to provide a view of performance on each question of an assessment in the district during the filtered time frame. This report displays the student's performance as the number of points earned on each question (raw score). This report is used by administrators to compare school, class, and/or student assessment performance or upload information into the district’s SIS. This report lists only assessments tagged as tests. It is not driven by mastery.
Standard Reports

Standards Scores by Student
This report is intended to provide a high-level overview of a student’s average performance across all standards assessed in the district during the filtered time frame. This report is used by administrators to see individual students’ performances—at a glance one can identify students who excel or struggle overall. Using the filters, an administrator can review performance across school(s), subject(s), class(es), standards set(s), assessment(s), and/or individual standard(s). This report considers students’ performance only on assessments tagged toward mastery in Realize.

Standards Scores by Standard
This report is intended to provide a high-level overview performance on individual standards assessed in the district during the filtered time frame. This report is used by administrators to identify standards in which the district excels and/or struggles. Using the filters, an administrator can review performance across school(s), subject(s), class(es), standards set(s), assessment(s), and/or individual student(s). This report considers performance only on assessments tagged toward mastery in Realize.

Cumulative Standards Scores by School
This report is intended to provide a view of students’ performance on individual standards in the district during the filtered time frame. This report is used by administrators to compare school, class, and/or individual student standard performance across standards. This report only calculates percentage score based on performance on assessments flagged for mastery with associated standards.

Cumulative Standards Scores by Standard
This report is intended to provide a view of the district’s performance on individual standards sets during the filtered time frame. This report is used by administrators to compare standards sets, individual standards, school, class, and/or student standard performance on individual standards. This report only calculates percentage score based on performance on assessments flagged for mastery with associated standards.

Cumulative Standards Scores by Standard for Export
This report is intended to provide a view of the district’s performance on individual standards sets during the filtered time frame. This report is used by administrators to compare standards sets, individual standards, school, class, and/or student standard performance on individual standards or to upload information into their district’s SIS. This report only calculates percentage score based on performance on assessments flagged for mastery with associated standards.