

# Realize Reports Guide and Descriptions

When you assign a PDF activity to your class, each student receives an individual copy of the PDF that enables the student to interact with the assignment. Using the PDF toolbar features, the student can add text, highlights, notes, and various formatting options to complete the assignment. In addition, you can use the same PDF toolbar features to provide feedback to the student.

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## Which report should I run?

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### Are teachers using the program?

**Report to run:** Teacher Usage

Shows all enrolled teachers, number of classes, number of assignments, number of logins, and first and last login for the filtered time frame.

Metric to Analyze	Questions to Consider	Possible Implications
# Classes	Are teachers setting up their classes as expected by the implementation plan?	If # Classes per teacher is below expectations, teachers or Customer Admin may need help configuring classes and rosters.
# Logins	Are some teachers logging in significantly more or less than others?	Large variations in # Logins across teachers may indicate inconsistent implementation or opportunities for professional development.
# Logins	Have sessions dropped off or increased as time goes by?	May need to investigate possible barriers to usage. Are there infrastructure (e.g., #

		devices, bandwidth) constraints? Is the product difficult to use?
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## How many students are registered in each class? How do classes compare?

**Report to run:** Student Usage by Class

- Shows enrolled vs. active students by class.
- Provides total and average number of logins per class.

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Metric to Analyze	Questions to Consider	Possible Implications
# Enrolled (Students)	Are enrollments in one class higher/lower than expected compared to other classes?	Comparing enrollments across classes can identify best practices to share with others.
# Enrolled (Students)	How many students were added to classes in a given time frame?	If enrollments don't match expectations, teachers or administrators might need to be trained on enrolling students.

## Are students logging in?

**Report to run:** Student Usage by Class

- Shows enrolled vs. active students by class.
- Provides total and average number of logins per class.

Metric to Analyze	Questions to Consider	Possible Implications
# Active (Students)	Does the number of active users match the number of enrolled users?	Users may have problems using the program or fail to see its value and may need additional assistance.
# Active (Students)	Is the number of users from the start of the year	Users may have had challenges early in the year that were not addressed.

	consistent with the current number of users?	Running this report at the school or district level can help identify teachers or schools, respectively, that may need extra assistance in continuing to use the product.
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## Which products are students using?

### Report to run: Student Usage by Program

- Shows all enrolled students, grouped by program with subtotals by class and school.
- Provides total # content assets opened vs. completed.

Metric to Analyze	Questions to Consider	Possible Implications
# Content Opened	Is the # of content opened as expected for that time period?	Lower than expected numbers could suggest challenges in students accessing the product to open assignments.
# Content Opened vs. #Completed	Are the two metrics equal?	If students are opening but not completing assignments, need to assess roadblocks in student completion. Do students not have enough time to finish assignments in class? Are teachers collecting the responses offline?
# Content Opened, #Completed	Are the metrics consistent across products?	If some products or classes have higher usage trends than others, find out what they're doing and share best practices across the school/district.
# Content Opened, #Completed	How do the two metrics trend throughout the year?	A decrease over time in product usage warrants further investigation. Faulty implementation or inadequate buy in at the beginning of the year would cause these metrics to decrease over the year.

## How did schools/ classes perform on a given standard?

**Report to run:** Cumulative Standards Scores by Standard

- Shows scores on all standards assessed in date range.
- Shows average across the date range.
- Grouped by school and class to facilitate comparisons.

Metric to Analyze	Questions to Consider	Possible Implications
Standard Average	Which standards require additional intervention?	Low average scores suggests a need to intervene across the district or school with additional curricular support or to offer training in pedagogy or learning resources specific to that standard.
Standard Average (by school)	How do the average scores compare across schools and teachers?	Identify best practices in higher performing classes, and share with lower than average schools and teachers.

## How did each student perform across standards?

**Report to run:** Cumulative Standards Scores by Standard

- Shows scores on all standards assessed in date range.
- Shows average across the date range.
- Grouped by school and class to facilitate comparisons.

Metric to Analyze	Questions to Consider	Possible Implications
Standard Average (by Standard)	On which standards are students excelling vs. struggling?	Low scores suggest opportunities to provide additional curricular supports or instruction for students.  Analyzing by standard can help identify where along the learning trajectory students are struggling (Is it a

		foundational standard that is causing the students to misunderstand subsequent standards?)
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**How did students perform on a given assessment?**

**Report to run:** Assessment Scores, Assessment Scores for Export

- Shows score of every student who took an assessment.
- Grouped by school and class to facilitate comparisons.

<b>Metric to Analyze</b>	<b>Questions to Consider</b>	<b>Possible Implications</b>
Percent Score	What trends are seen in the assessment scores?	Scores on assessments that cover content taught for the first time (lesson quizzes, chapter tests) would be expected to be lower than summative assessments. If summative assessment scores remain flat or decrease, training may be needed on the program’s intervention features.
Percent Score	How do average scores compare across schools and teachers?	Identify best practices from higher than average schools and teachers to share with others.

**Which questions stumped most students on a given assessment?**

**Reports to run:** Item Details Percentage Scores, Item Details Raw Scores, Item Details for Export, Item Details Raw Scores for Export

- Shows the score on every question by every student who took an assessment.
- Shows scores color coded to user defined ranges.
- Shows the standard(s) mapped to each question
- Grouped by school and class to facilitate comparisons

Metric to Analyze	Questions to Consider	Possible Implications
Percent Score	Which questions did most students get wrong? Are the scores on that question consistent across classes?	If everyone gets it wrong, there may be a problem with the question itself. If some students get full scores, the others may need to be retaught the standard.
Test Score	How do average scores compare across schools and teachers?	Identify best practices from higher than average schools and teachers to share with others.

### What content is being accessed by teachers and students?

**Report to run:** Content Usage

- Provides raw data, ideal for export to other tools.
- Shows all content opened events, corresponding login date/time, and scores for completed submissions.

Metric to Analyze	Questions to Consider	Possible Implications
Program, Product, Content Name, Type	Are teachers and students accessing content as expected by the implementation goals?	Gauge what types of content are being accessed and how frequently. Gauge who is accessing given content as a way to identify best practices (when analyzed with score reports).
Type, Content Name	For a given product, do the classes that use the product use similar content around the same time?	To the extent that lesson plans are coordinated across the school or district, variations in content used in a given week may indicate classes or students that are ahead of (or behind) the rest of the organization.

## Report Descriptions

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### 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.