

ALEKS®

Custom Reports

ALEKS administrators and instructors can now create custom reports for their district, school, and classes with the Custom Reports feature. This feature has many options to suit advanced reporting needs across classes and instructors. Administrators and instructors can select data from existing ALEKS reports and export the combined data into a single customized Excel report. Additionally, reports can conveniently be scheduled to save time.

NOTE: Data for the Custom Reports feature is available beginning from August 1, 2012.

Reports can be run at multiple levels (e.g., district, school, instructor, class, and multi-class) based on the user's ALEKS account type. For example, district administrators can select from options that are relevant to their administration level, and instructors can select from options that are relevant to their instructor level.

Both administrators and instructors can schedule up to 15 reports at a time per level. For example, an instructor can schedule up to 15 reports for Class 1 and another 15 reports for Class 2.

What are the Benefits of Custom Reports?

Among the many values this feature has to offer, below are some of the most important uses:

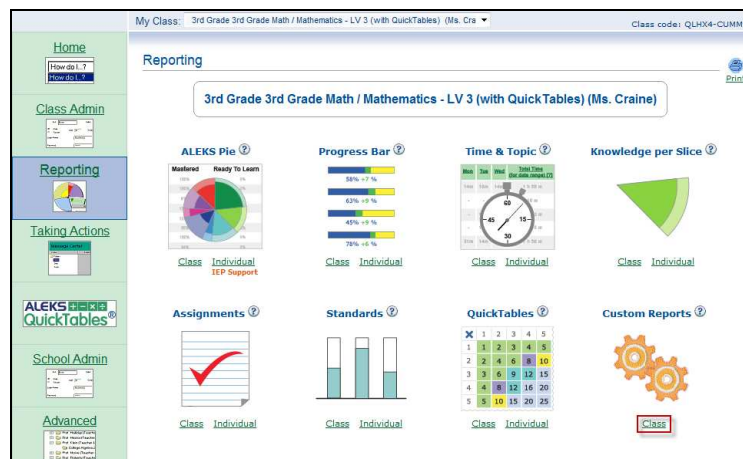
- This feature is a powerful tool that can help administrators gather important metrics to show how schools, instructors, and classes are performing in comparison to each other.
- Averages can be computed based on the data selected across schools, instructors, classes, and students.
- Popular existing reports such as the Time and Topic report can be scheduled to run weekly.
- Instructors teaching multiple sections of the same subject can run reports to view the course mastery per student across all sections of the class.

How to Access the Feature

Custom Reports is available to K12 schools and districts and can be accessed in the IM1 Basic and Advanced Teacher Modules. The Custom Reports entry point differs based on the Instructor Module and the level of the desired report. Below are some examples of how to access the feature at various reporting levels. NOTE: Institution reports and reports spanning across multiple classes can be accessed from the Advanced Teacher Module only.

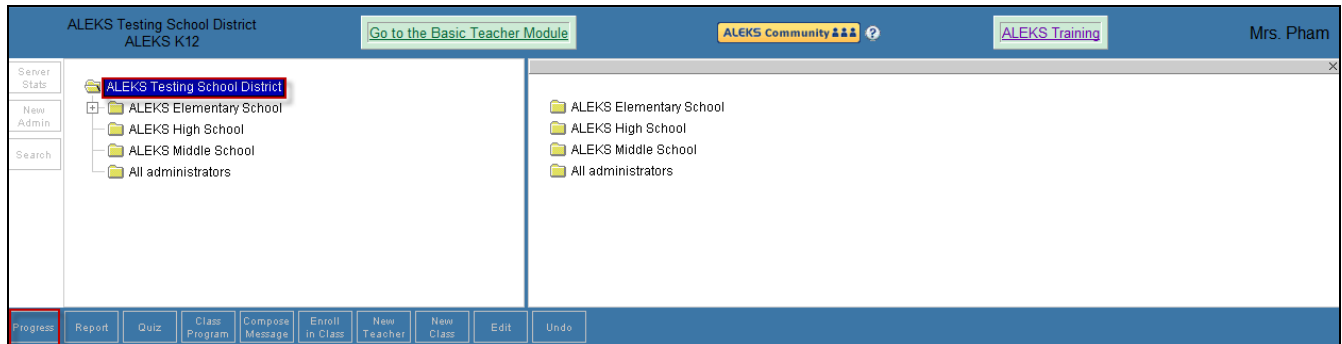
Basic Teacher Module: Example of a Class Level Report

The feature can be accessed after selecting a class, then clicking on "Reporting," and finally, clicking on the "Class" link under "Custom Reports".



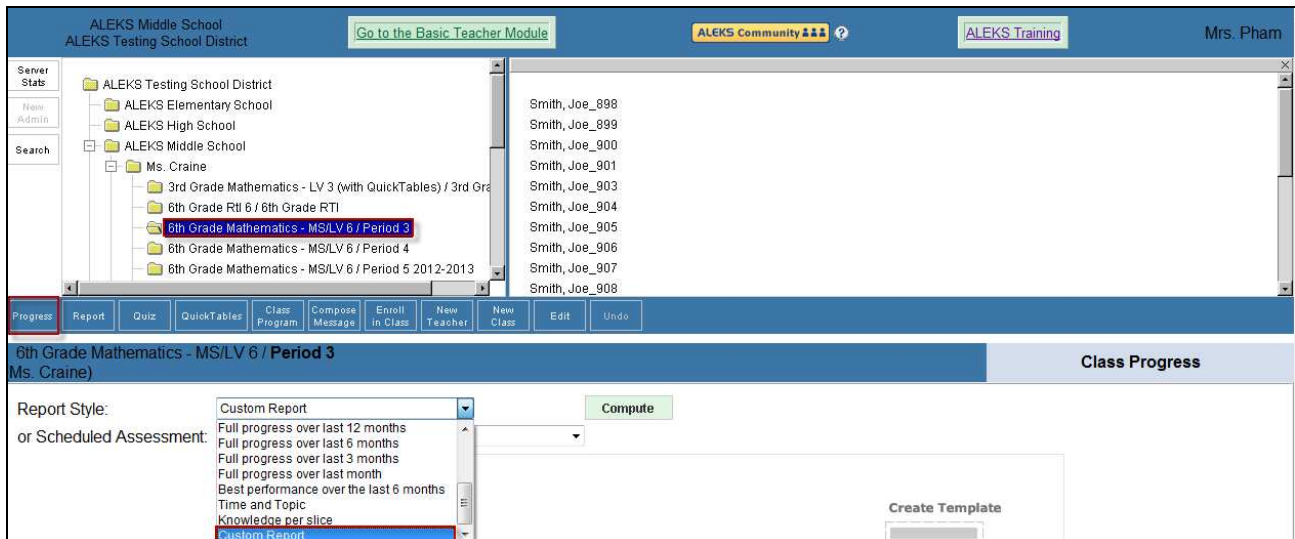
Advanced Teacher Module: District and School Reporting Levels Example (Administrators Only)

The feature can be accessed after selecting the district or school's folder, and then clicking on the "Progress" button. NOTE: Clicking on the "Progress" button is also how instructors can access the feature at the multi-class level.



Advanced Teacher Module: Class Reporting Level Example

The feature can be accessed after selecting the class name, then clicking on the "Progress" button, and finally using the drop-down menu to select "Custom Report".



How Custom Reports Work

There are three main steps to creating a custom report:

1. **Create Template** – By first creating a template, administrators and instructors can determine the foundation for their custom report, and then schedule multiple reports to run off the template. Templates can be re-used and duplicated to save time.
2. **Review and Save** – In this step, users will confirm and save their custom report parameters.
3. **Schedule Report** – Administrators and instructors can run multiple iterations of their template, modifying the date range and student/class/instructor data to focus on.

When first accessing the feature, administrators and instructors will see the following introduction page:

Custom Reports


What Are Custom Reports?

The Custom Reports feature allows you to tailor a report specific to your reporting needs. You can schedule a one-time report, or automate a report so that it runs daily, weekly, or monthly to ensure that you not only save time, but also receive the most up-to-date information.

How Does It Work?

- Start by creating a template and customize it to include the data fields that are available across the standard ALEKS reports.
- Schedule how often to run the report and select the specific students or classes to retrieve information on.
- After the report is generated, check your ALEKS inbox for your customized Excel report.

[Create New Custom Report Template](#)



Administrators and Instructors can begin by clicking on the “Create New Custom Report Template” button, or the “+ New Report Template” button on subsequent visits.



Step 1: Create a custom report template by selecting data from existing ALEKS reports. Several actions can be performed on this page:

STEP 1. Create Template

1. Create Template | 2. Review and Save | 3. Schedule Report

Basic Information

Name: Enter a name for the custom report template

Type: Instructor report

Excel Report Options

All data in one tab (summary report) ?

One tab per ALEKS course product (summary report) ?

One tab per class (comprehensive report) ?

Select Data

Browse through the categories on the left and select the data you want to include in your report template. Each selected data field will represent a column in the report. Data fields will appear on the downloaded excel report in the "Report Selections" window.

Add Data

Student and Class Information ?

Assessment Performance ?

Pie Mastery ?

Standards

Time and Topic ?

Report Selections clear all

Student and Class Information edit x

STUDENT INFORMATION Name Last login date

Assessment Performance Initial assessment edit x

DETAIL Course Mastery

ASSESSMENT DATA Assessment date

MASTERY Mastery (%) Mastery (number of topics)

Assessment Performance Latest assessment edit x

DETAIL Course Mastery

ASSESSMENT DATA Assessment date

MASTERY Mastery (%) Mastery (number of topics)

Time and Topic edit x

BREAKDOWN Total

TIME & TOPIC Time spent in ALEKS

Click on the data category to expand the section. →

Click on the data fields to include in the custom report template. →

Click to move the data fields into the Report Selections window. →

Click to edit the data fields. →

Click to remove the data chunk. →

The Report Selections window displays the order that the data will appear in the Excel report. To reorder the data chunks, click on the direction of the arrow until the data chunk is in the desired location.

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Step 2: Review data selections and save the template.

Template Information

Template Name: Custom Report Summer 2013
Type: Institution report
Excel Report Option: All data in one tab (summary report)

Data Selected

- Student and Class Information**
STUDENT INFORMATION Name
INFORMATION Last login date
- Assessment Performance: Initial assessment**
DETAIL Course Mastery
ASSESSMENT DATA Assessment date
MASTERY Mastery (%)
MASTERY Mastery (number of topics)
- Assessment Performance: Latest assessment**
DETAIL Course Mastery
ASSESSMENT DATA Assessment date
MASTERY Mastery (%)
MASTERY Mastery (number of topics)
- Pie Mastery: Pie mastery at start of report**
DETAIL Course Mastery
MASTERY Mastery (%)
- Time and Topic**
BREAKDOWN Total
TIME & TOPIC Time spent in ALEKS

Step 3: Schedule when and how often to run the report. For example, reports can be scheduled to run one time or they can be scheduled to recur daily, weekly, or monthly.

1. Edit Template | 2. Review and Save | **3. Schedule Report**

STEP 3. Schedule Report

Report Name

Report Name: ← Enter a name for the custom report.

Template: Custom Report Summer 2013 Type: Instructor report Excel Report Option: All in one tab (summary report)

Output Format

Excel 2007 and later (.xlsx) Select an option to run a one time report (default setting) or recurring report. Then, enter the dates for the report.
 Excel 2003 and earlier (.xls)

Scheduling Options

One time report Recurring report

Report Start Date: **Report End Date:**

Month Day Year Month Day Year
 May 29 2013 May 29 2013

Maximum date range is 12 months.

Set report date range to 1 Weeks

Class Options

Select Classes NOTE: Options in this section are displayed based on the selected level of the report.

<input type="checkbox"/>	Class Name	Course Product	End Date
<input type="checkbox"/>	3rd Grade Math (2 students)	Mathematics - LV 3 (with QuickTables)	
<input type="checkbox"/>	6th Grade RTI (1 student)	RTI 6	
<input type="checkbox"/>	7th Grade Math (10 students)	Middle School Math Course 2	
<input type="checkbox"/>	8th Grade Math (1 student)	Middle School Math Course 3	
<input type="checkbox"/>	Period 3 (21 students)	Mathematics - MS/LV 6	
<input type="checkbox"/>	Period 4 (32 students)	Mathematics - MS/LV 6	
<input type="checkbox"/>	Period 5 2012-2013 (17 students)	Mathematics - MS/LV 6	

Type of Data

Individual student data
 Average for each selected class
 Average for all selected classes

Check the boxes to include averages for the data fields selected.

Example of How to Schedule a Recurring Report

After clicking on the “Recurring report” option, administrators and instructors see the following:

Scheduling Options

One time report Recurring report

Repeat: (Choose one) ▾

Last report: Month: May ▾ Day: 30 ▾ Year: 2013 ▾

Cumulative report ?

The “Repeat” drop-down menu will allow administrators and instructors to select how often they want the report to run. For this example, “Weekly” was selected.

Repeat: Weekly ▾

(Choose one)

Daily

Weekly

Every 2 Weeks

Monthly

Every 3 Months

Repeat: Weekly ▾

Sun Mon Tue Wed Thu Fri Sun

Click on the day of the week the report will run.

The first report instance will include data from 06/03/2013 ([change date](#)) to 06/09/2013.

Last report: Month: Jul ▾ Day: 7 ▾ Year: 2013 ▾

Enter the last day the report will run.

A total of 5 report instances will be scheduled.
The last report instance will include data from 07/01/2013 to 07/07/2013.

Cumulative report ?

After scheduling a report, a confirmation message is displayed. A Custom Report may take up to 30-60 minutes to process depending on its size, and will be sent to the ALEKS Inbox once it is ready.

ALEKS Middle School School Progress

✔ Your request is being processed. Custom Report Custom Report Summer 2013 will be sent to your ALEKS inbox once it is ready. This process may take up to 30-60 minutes.

[+ New Report Template](#)

Reports
Templates
[Refresh Table](#)

Custom Reports for school ALEKS Middle School.

Report Name	Start Date	End Date	Status	Report Template
Custom Report Summer 2013 Edit Cancel Report	04/01/2013	05/30/2013	Scheduled	Custom Report Summer 2013

The Reports and Templates Tabs

After Custom Reports templates and reports are created, they are listed under the applicable “Reports” or “Templates” tab.

Reports Tab

Scheduled and completed Custom Reports can be managed from this tab. NOTE: For recurring reports, only the next instance of the report (in addition to instances already run) will be shown.

[Refresh Table](#)

Reports
Templates

Custom Reports for Craine, Tanya.

View the columns to see details about the report. Click on a column header to sort the column by ascending or descending order.

Report Name	Start Date	End Date	Status	Report Template
Quarterly Standards Report Edit Cancel Report	10/01/2012	06/30/2013	Scheduled (recurring)	Every 3 months cumulative ALL DATA ONE TAB
Monthly Pie Progress Edit Cancel Report	10/31/2012	06/05/2013	Scheduled (recurring)	Monthly pie ALL IN ONE TAB
Monthly Assessment Results (2) Download Report Delete Report	10/01/2012	11/30/2012	Completed	Monthly assess ALL IN ONE TAB
Monthly Assessment Results (1) Download Report Delete Report	10/01/2012	10/31/2012	Completed	Monthly assess ALL IN ONE TAB

Manage reports using available links.

NOTE: The [Delete Report](#), [Cancel Report](#), and [Edit](#) links are active for the administrator or instructor who created the report.

Templates Tab

Custom Report templates can be managed from this tab.

Manage templates using available links.

NOTE: The **Edit** and **Delete** links are active for the administrator or instructor who created the template.

Template Name	Last Edited	
2 Teacher Level Progress Summary Edit Schedule Report Duplicate	05/21/2013	Delete
Every 3 months pie noncumulative one tab per class Edit Schedule Report Duplicate	05/21/2013	Delete
Every 3 months standards cumulative ALL DATA ONE TAB Edit Schedule Report Duplicate	05/21/2013	Delete

Refresh Table

Edit the selections in this template.

Schedule a new report based on the selections in this template.

This can be useful for the purpose of reusing and modifying templates without having to start from scratch.

Custom Excel Report

After the custom report is generated as an Excel report, it will be attached to a message sent to the administrator's or instructor's ALEKS Message Center Inbox.

Subject: Custom Report Custom Report Summer 2013

From: ALEKS

Date: 05/29/2013 10:09:49 PM EDT

To: Mrs. Pham

Dear Mrs. Pham,

Attached is the Custom Report Custom Report Summer 2013.

Thank you for choosing ALEKS!

The ALEKS team

Attachments:
CustomReport__20130529190950.xlsx (7.5 KB)

Below is an example of a custom Excel report.

1	Custom Report: Custom Report Summer 2013										
2	Template: Custom Report Summer 2013										
3	Date Range: [04/01/2013 - 05/31/2013]										
4	School: ALEKS Middle School										
5	Generated on: 05/31/2013 at 6:46 PM										
6											
7											
8	Legend: The student spent some time on an ALEKS assessment during that day.										
9											
10		Student Information		Initial Assessment		Latest Assessment			Learning progress at start of report	Time & Topics	
11	Type of Data	Student Name	Last Login	Assessment date	Mastery (%)	Mastery (number of topics)	Assessment date	Mastery (%)	Mastery (number of topics)	Mastery (%)	Total Time
12											04/01/2013 - 05/31/2013
13	Student	Alberti, John	04/16/2013	01/17/2013	35%	104	-	-	-	46%	3h41m
14	Student	Bryant, Joe	04/16/2013	09/07/2012	46%	134	04/08/2013	84%	246	86%	6h02m
15	Student	Candle, Michelle	04/16/2013	09/07/2012	36%	106	-	-	-	83%	6h48m
16	Student	Dyllan, Nicholas	04/16/2013	09/07/2012	30%	89	04/10/2013	78%	228	75%	6h25m
17	Student	Eisenhower, Lisa	04/16/2013	09/07/2012	44%	128	04/05/2013	80%	233	80%	5h07m
18	Student	Frank, Jordan	04/16/2013	09/07/2012	75%	221	04/08/2013	91%	267	92%	4h15m
19	Student	Gregg, Sheila	04/16/2013	09/07/2012	57%	166	04/03/2013	91%	268	95%	6h27m
20	Student	Howsen, Aimee	04/16/2013	09/07/2012	64%	187	-	-	-	93%	5h04m
21	Student	Jackson, Jeramiah	04/16/2013	09/07/2012	35%	103	03/13/2013	73%	215	73%	5h09m
22	Student	Kendall, Lynette	04/16/2013	09/07/2012	39%	115	04/03/2013	75%	220	79%	4h47m
23	Student	Lu, Lawrence	04/16/2013	09/07/2012	29%	86	-	-	-	65%	4h24m
24	Student	Lynn, Monique	04/16/2013	09/07/2012	32%	93	04/08/2013	83%	243	88%	5h40m
25	Student	Marshall, Jane	04/16/2013	09/07/2012	48%	140	-	-	-	88%	5h12m
26	Student	Nelson, Shannon	04/16/2013	09/07/2012	26%	77	04/12/2013	66%	194	66%	6h05m
27	Student	Osborne, Dan	04/16/2013	09/07/2012	63%	186	04/03/2013	93%	272	95%	5h08m
28	Student	Peak, Dennis	04/16/2013	09/07/2012	30%	88	-	-	-	78%	5h34m
29	Student	Quinn, Kim	04/16/2013	09/07/2012	50%	146	04/09/2013	92%	270	93%	10h30m
30	Student	Ross, Zachary	04/16/2013	09/07/2012	38%	112	-	-	-	73%	2h50m
31	Average For Class	-	-	-	43.2%	126.7	-	82.4%	241.5	80.5%	5h31m