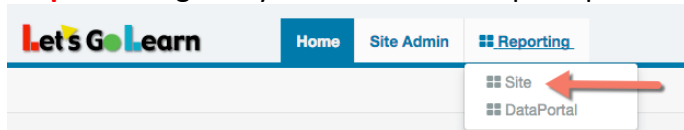


Monitoring Site Usage with a "Principal" Account

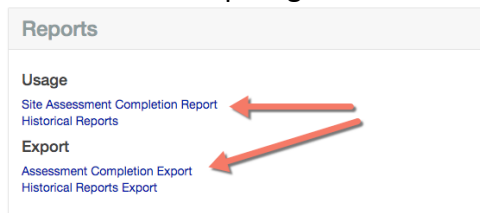
Overview: These directions assume the user has an account in LGL with the role of "principal." Lead teachers, TOSAs, or VPs can be given this role in addition to the actual principal at a site. Teachers can have both a teacher and principal role. If you need your account updated, contact Let's Go Learn customer support or your organization's LGL admin.

To Check the Assessment Status, Use the "Assessment Completion" Report

Step One: Log into your account with "principal" access. Go to the <Reporting> menu and select "Site."



Step Two: Choose either the "Report" or "Export" option shown below. The report displays on your screen and the export generates an Excel or comma-delimited file.



Step Three: Fill out the parameters of the report.

Site Assessment Completion Report

Select Desired Criteria

Students to include All Students Only students In-Progress or Queued

Teacher:

Date Range

Start date:

End date:

Series:

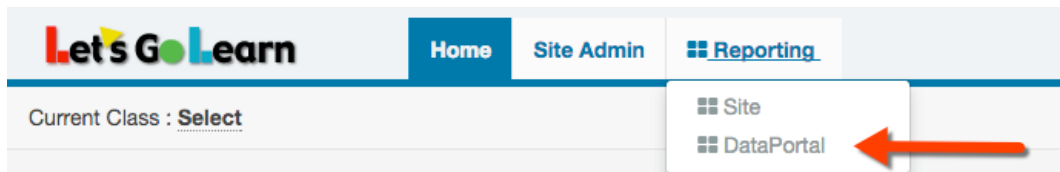
1. Select "All Students" or "Only Students In Progress or Queued." The second option is easier if you know that all students were queued up for the test, but you want to know who has not finished or who has not yet started; the list is a lot shorter.
2. Select "All Teachers" or a specific teacher at your site.
3. Enter in your testing window dates.
4. Select the tests you want to check on. You can select multiple tests.
5. Click "Submit."

LGL Data Portal Reports: System Usage and *Edge* Instructional Usage

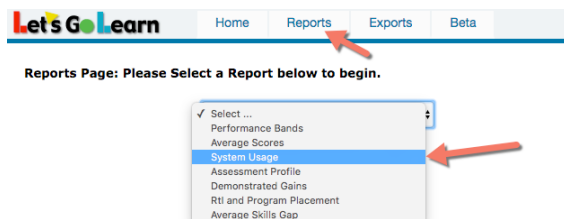
Note: The LGL Data Portal handles data in a historical manner, storing rosters over time. This means that you'll be able to compare 5th grade results year after year because the LGL Data Portal stores records of 5th grade students over time, even though two years from now those 5th graders may be at another school. In addition, the LGL Data Portal is better equipped to export large amounts of data, so it should be used for all data exports. There is a one-day lag in data availability; tests completed today are copied to the data portal at night.

System Usage: This report reveals how many unique students have completed an assessment or used instruction for a site. When the report is run over a longer period of time, you can easily verify how many students have taken assessments multiple times. This allows you to ensure that students are testing during the date range entered.

Step One: From a site admin account, go to the <Reporting> tab and select "Data Portal."



Step Two: Go to the <Reports> menu and select "System Usage."



Step Three: Fill out the parameters. On the second page, be sure to fill out the section below correctly.

Start Date: 1

End Date: 2

Assessment use only Instruction usage only Usage for Both

Breakout by each site 3

1. Enter in the date range upon which you want to summarize usage.
2. This defaults to "Assessment Use Only." Be sure to check "Usage for Both" if you want to monitor *LGL Edge* usage.
3. Check "Breakout by Each Site" if you want a separate row for each site.

System Usage Results:

System Usage Report

Start Date: 8/1/2017

End Date: 9/20/2017

Sites: Albert F Biella ES

students completing assessments in usage window 1

Groups:	Dora	Dora Span	Dora PA	Adam	Pre Alg	Alg
Albert F Biella ES	312		1	282		

completing 1 or more lesson of Edge 2

Groups:	English Language Arts	Math Edge
Albert F Biella ES	134	72

students completed 1 assessment 3

Groups:	Dora	Dora Span	Dora PA	Adam	Pre Alg	Alg
Albert F Biella ES	310		1	281		

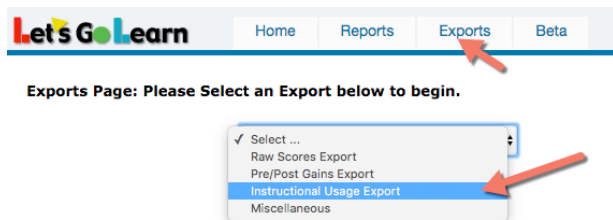
students completed 2+ assessments 4

Groups:	Dora	Dora Span	Dora PA	Adam	Pre Alg	Alg
Albert F Biella ES	2		0	1		

1. Number of unique students testing for each assessment.
2. Number of unique students completing one or more lesson in *LGL Edge*.
3. Number of unique students taking only one assessment during the date range entered.
4. Number of students taking two or more assessments during the date range entered.

Instruction Usage Export: This option provides the number of lessons and the total time on task by each student on *LGL Edge* during the date range entered. *LGL Edge* is Let's Go Learn's instructional product linked to the Let's Go Learn assessments.

Step One: From the <Export> menu, select "Instructional Usage Export."



Step Two: Fill in the parameters.

Exports Page: Please Select an Export below to begin.

Instructional Usage Export

EDGE Use Export EDGE 2.0 Use Export

Start Date:

1

End Date:

Grade Start:

2 Kindergarten

Grade End:

12+

File Type:

3 CSV File

Instructional Series:

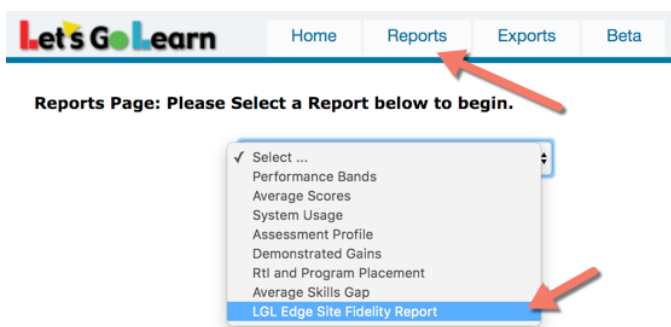
4 All Series Totals
 ELA Edge
 Math Edge

5

1. Select the date range for which you want to gather instructional usage data.
2. Select the grade range of the students to examine.
3. Select the file type. This data is meant to be opened in a spreadsheet program.
4. Select the *LGL Edge* series subject.

LGL Edge Site Fidelity Report: This option provides the number of lessons and the total time on task by each student on *LGL Edge* during the date range entered. *LGL Edge* is Let's Go Learn's instructional product linked to the Let's Go Learn assessments.

Step One: Go to the Report Menu and Select "LGL Edge Site Fidelity Report."



Step Two: Choose the Report Type:

Please select one of the options below to begin.

- Weekly: Pre-processed in weekly periods (Easiest for sites to use)
- Open Parameters: Allows you to enter your own date range and usage target levels (More complex)

Weekly:

The screenshot shows the LGL Edge Site Fidelity Report - MATH interface. It includes a site selection menu at the top with radio buttons for Innovation HS, PS 39 (selected), PS 26, and Adult Sch. Below this are buttons for 'Set / Update Site', 'Select All', and 'Clear All'. The main report area has several filters: 'Test' (EDGE Weekly Matt), 'Fidelity' (.75 h), 'School Year' (2018), 'Week Range' (11/26/2017 to 12/0), and 'Grade Range' (Kindergarten to 8). A 'Run Report' button is at the bottom left. The report title is 'LGL Edge Site Fidelity Report - MATH'. Below the title are 'Thresholds' (0-64%, 65%-79%, 80%-100%), 'Week: 17', 'Period Target in Hours: .75 h', 'Date Range: 11/26/2017 to 12/2/2017', and 'Grade Range: Grade Start: 0 Grade End: 8'. The main data is a table with columns for Site, Grade, and weeks 0-8. The table shows data for '039 - DR.C.P.DEFUCGIO SCHOOL' with various metrics like '# of Active Students', 'Time on target or above', 'Avg Hrs Per Stud', 'Estimated Ave GLS Gains', and 'Gross # of lessons completed'. A disk icon in the top right of the report area is highlighted with a red circle and arrow.

Site	Grade	0	1	2	3	4	5	6	7	8
039 - DR.C.P.DEFUCGIO SCHOOL	# of Active Students	26	4	15	29	31	45	29	27	25
	Time on target or above	31%	75%	40%	79%	52%	78%	83%	81%	84%
	Avg Hrs Per Stud	0.57	0.67	0.78	1.17	0.70	1.37	2.10	1.52	1.58
	"Estimated" Ave GLS Gains	0.0338	0.0900	0.0720	0.0593	0.0310	0.0436	0.0593	0.0519	0.0432
	Gross # of lessons completed	225	420	511	1342	1465	1941	1040	601	498

1. Check the sites you want included in the report. Each site is broken out on its own.
2. BE SURE TO "SET" YOUR SITE OTHERWISE YOU'LL GET AN ERROR.
3. Choose your product. ELA Edge, Math Edge, or Both Combined.
4. Select the hourly threshold that is your "Target" use per week.
5. Select the week. Default is the previous week from Saturday to Sunday. So best to run this report each Monday morning.
6. Select your grade-level ranges
7. Click [Begin]
8. The report appears. Click on the disk icon to save report as PDF, Excel, Word, TIFF, etc.

Open Parameters:

The screenshot shows the 'LGI Edge Site Fidelity Report - MATH' interface. It includes several sections for parameter selection:

- Sites:** A list of schools with checkboxes. Callout 1 points to the 'PS 22' checkbox.
- Buttons:** 'Select All', 'Clear All', and 'Set / Update Site' (Callout 2).
- Test:** A dropdown menu set to 'EDGE Math' (Callout 3).
- Fidelity:** A numeric input field set to '2' (Callout 4).
- Thresholds:** A row of colored bars representing percentage ranges: 0-50% (red), 51-69% (orange), 70-100% (green).
- Date Range:** Input fields for 'Start Date' (1/1/2018) and 'End Date' (1/23/2018) (Callout 5).
- Grade Range:** Dropdown menus for 'Start' (Kindergarten) and 'End' (8) (Callout 6).
- SPED Option:** A checkbox labeled 'Remove SPED Students from Reports' (Callout 7).
- Run Report:** A 'Begin' button (Callout 8).
- Report Title:** 'LGI Edge Site Fidelity Report - MATH' (Callout 9).

The main data table is as follows:

Site	Grade	2	3	4	5
022 - REV.DR.E.F.WEBB SCH.	# of Active Students	31	83	104	106
	Time on target or above	3%	28%	62%	85%
	Avg Hrs Per Stud	0.58	1.80	2.60	3.78
	"Estimated" Ave GLS Gains	0.0387	0.0800	0.0846	0.1083
003 - F. R. CONWELL SCHOOL	Gross # of lessons completed	87	462	1034	980
	# of Active Students		69	79	67
	Time on target or above		38%	48%	15%
	Avg Hrs Per Stud		1.98	2.57	1.23
	"Estimated" Ave GLS Gains		0.0852	0.1251	0.0484
	Gross # of lessons completed		386	637	259

1. Check the sites you want included in the report. Each site is broken out on its own.
2. BE SURE TO "SET" YOUR SITE OTHERWISE YOU'LL GET AN ERROR.
3. Choose your product. ELA Edge, Math Edge, or Both Combined.
4. Select the hourly threshold that is your "Target" use per week. This can only be whole numbers. i.e. 1, 2, 3, 4, etc.
5. Select the custom date range
6. Select your grade-level ranges
7. Check this box if this option exists to remove any student with SPED designation*
8. Click [Begin]
9. The report appears. Click on the disk icon to save report as PDF, Excel, Word, TIFF, etc

* Only available for specific customers with this option enabled.