

How Teachers (or Site Admins) Can Check to See Who Has Completed Assessments in Their Classes (or Site)

Step One: Go to the <Scores & Reports> tab and select “Teacher Report.”
Site admins, select “Site” instead.

Step Two: Under the “Usage” heading, select “Teacher Assessment Completion Report.”
Site admins, select “Site Completion Report.”

The screenshot shows the Let's Go Learn interface. At the top, there are navigation tabs: Home, Class, Test Queue, Scores & Reports, and Instruction. The 'Scores & Reports' tab is highlighted with a red circle and an arrow labeled '1'. Below this, there is a dropdown menu with options: DORA, ADAM, Teacher Report, and DataPortal. The 'Teacher Report' option is selected. Below the navigation, there is a section for 'Reports' with sub-sections: Placement Reports, Summaries, and Usage. Under the 'Usage' section, the 'Teacher Assessment Completion Report' is highlighted with a red arrow labeled '2'.

Step Three: Fill out the report parameters to run the report.
Site admins can select specific teachers and print out a report for each one.

Teacher Assessment Completion Report

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LGL ID	Student ID	First Name	Last Name	DOB	Grade	Dora	Teachers
1278071		Bronwyn	Arthur	08/20/2005	7	In Progress 09/09/2015	readingdemo@lgl.com
1278069		Jill	Ashe	07/06/2005	5	Queued 09/09/2015	readingdemo@lgl.com
1278074		John	Austin	06/21/2005	5	Queued 09/09/2015	readingdemo@lgl.com

Under each assessment column, you will see four possible results:

- “In Progress | Date” < Student is in progress and started on the date listed.
- “Queued | Date” < Student was queued up for the assessment on this date but has not started.
- “Finished | Date” < Student finished on this date.
- “ empty ” < Student has no activity for this assessment nor anything pending.