

ISI Management System

User Guide



Release 4.0

Instructional Systems Inc.
401 Hackensack Avenue
Hackensack, New Jersey 07601
201-343-3003
www.isinj.com

Table of Contents

Entering the Management System.....	5
Student Management.....	5
Enrolling Students.....	5
Adding Courses to a Student	6
Adding Comments to a Student Record.....	7
Attaching Comment Files.....	7
Attaching Photos.....	8
Viewing Students.....	8
Editing Student Records.....	9
Deleting Students.....	10
Group Management.....	11
Adding Students to a Group.....	12
Adding Courses to a Group.....	12
Deleting Groups.....	13
Viewing Group Information.....	15
Batch Enrollments.....	15
Accessing Enrollment Lists.....	16
Notes.....	17
Record Management.....	18
Edit Student IDs.....	18
Merge Student IDs.....	18
Export Student Data.....	18
Import Student Data.....	19
Archiving, Restoring and Purging Records.....	19
Course Management.....	20
Accessing Course Information.....	20
Third Party Course Information.....	22
License Information.....	22
Course Bundles.....	22
Deleting Courses.....	23
Creating Course Assignments.....	23
Lesson Approval.....	24
Utilities.....	25
Account Security Management.....	25
Changing Student Passwords.....	27
Favorites.....	27
Search Options.....	30
Preferences.....	31
Curriculum:	31
Instructional	31
Assessment	35

Table of Contents (Cont.)

Preferences (Cont.)

Modify Course Structure.....	36
Manager:	37
Reports.....	37
Certificates.....	38
Enrollments.....	39
Course Information.....	39
Terminology.....	40
Site.....	40
Reports.....	40
Assessment Reports.....	42
Certificates.....	44
Cumulative Reports.....	45
Graphical Reports.....	45
Performance Analysis Reports.....	47
Student Reports:	49
Activity.....	49
Completion.....	52
Summary.....	54
Essay Writing.....	57
Exercise Response.....	57
Executive Summary Report.....	58
Utility Report.....	59
Report Filters.....	59

Entering the Management System

To use ISI courses, a student must first be enrolled in the ISI Manager.

On the desktop, look for the **ISI Release 4.0 Manager** icon:



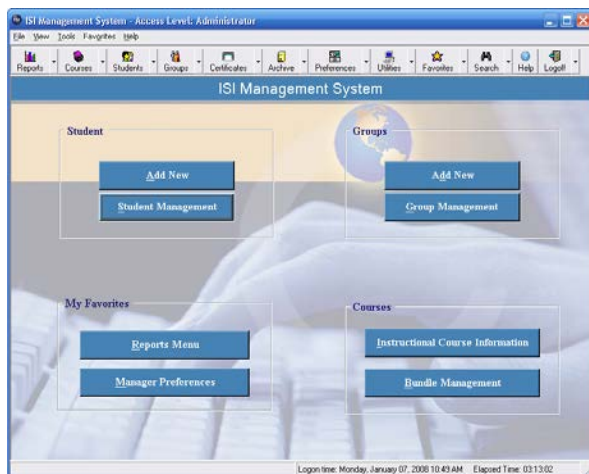
Double-click on the icon to open the Login Screen:



Your ID is "admin". At the password prompt, type your password "ISI" and click on **Logon**.

*Note: For more information about User IDs and passwords, see **Utilities – Security**.*

You will see the Main Menu, also known as the Favorites screen.

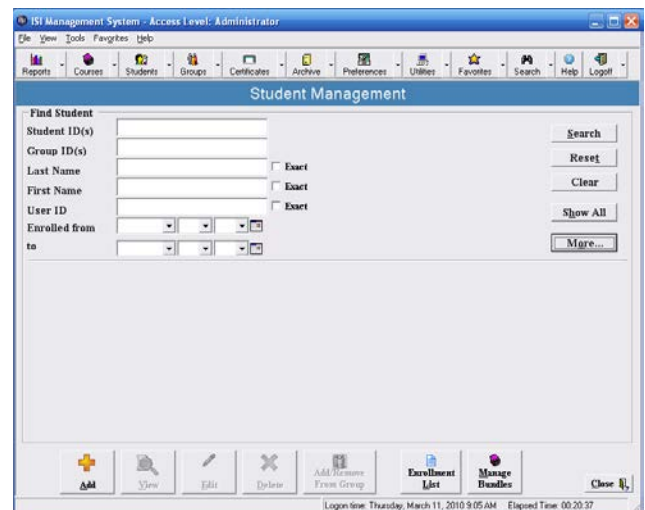


For instructions on how to customize your Favorites screen, please see the Favorites section of this guide.

Student Management

From the **Student Management** screen you may add, view, edit and delete students. This window is also a quick link to other functions such as **Add/Remove from Groups**, **Enrollment List** and **Manage Bundles**.

To access **Student Management**, click on **Students** located in the top row of buttons in the Manager.



Enrolling Students

To enroll a new student, go to the **Student Management** window and click on the **Add** button located on the bottom left.

Select an available ID #' from the box on the lower left portion of the **Add New Student** form. Enter it in the blank ID field. Alternatively, double-clicking on a range in the **Available Student ID** field will fill the number in for you.

Note: The ISI Manager can automatically fill in an ID number for you each time. If this has not been set up on your Manager, see the Preferences section of this manual for further instructions.

ISI Management System - Access Level: Administrator

Student Management - Add New Student

Enrollment Data | Demographic Data | Initial Grade Level

ID: [] Secondary ID: [] Account Type: Student

Last Name: [] First Name: [] Middle Name: []

Course List: [] Change

Add To Group: [] Change

Enroll Date: 01/07/2008 Comments: []

Attached Comment File: [] Set Path View

Photo File (Directory Path): [] Set Path View

Available Student IDs:

- 86-93
- 108-110
- 112-236

Save Close

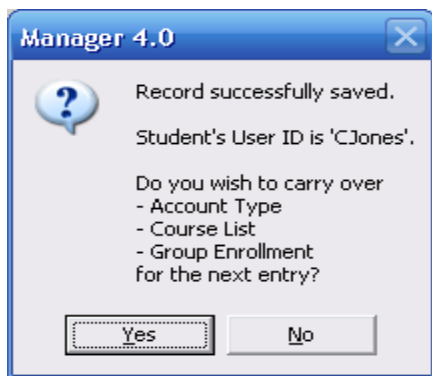
Logon time: Monday, January 07, 2008 10:49 AM Elapsed Time: 05:15:50

Enter all relevant Student information:

- ID (See Available Student IDs on lower left)
- A Secondary ID (*optional*)
- Account Type (Student)
- Last Name
- First Name
- Middle Initial (*optional*)

You may save the record, but before doing so, you may add courses to the student's record, add him/her to a group, enter comments, and/or attach a comment file or photo. See the following sections for instructions on each feature.

To exit the record, click on **Save**. A confirmation of the enrollment and the student's ID will appear:



Click "Yes" to carry over the Account Type, Course List and Group Enrollment to the next Student. Click "No" if you do not want to carry over the same selections.

Please Note: The Manager default is set to automatically assign a User ID. To change this, go

to Preferences – Manager - Enrollment Preferences - Add/Edit Student(s).

Adding Courses to a Student

To give the student access to ISI courses from the Add New Student screen, click in the **Course List** box.

Course List [] Change

Add To Group [] Change

In the **Student Management – Add/Delete Courses** window, click on the course(s) on the left that you wish the student to study and add them to the student's record by clicking on the right arrow.

ISI Management System - Access Level: Administrator

Student Management - Add/Delete Course

Student: 00000086 - JONES, JAMES

Available Courses:

Code	Title
ASL	Adult Basic Skills: Language
ADM	Adult Basic Skills: Mathematics
ABR	Adult Basic Skills: Reading
AVD	Adult Vocabulary Development
AVDL1	Adult Vocabulary Development: Level 1
AVDL2	Adult Vocabulary Development: Level 2
AVDL3	Adult Vocabulary Development: Level 3
ARC	Advanced Reading Comprehension
IEW	Essay Writing Practice
IMP	Integrated Mathematics Plus
MSE	Internet Explorer
IDR	Introduction to Reading

Selected Courses:

Code	Title
PCM	Foundations of Mathematics

* Courses marked with an asterisk are not currently licensed

Keep the associated course data for reporting

Select All Reverse Selection Clear Selection

Select Bundle

Done

** Denotes existing ISI bundles/courses that are not included in your package.

Close

Logon time: Monday, January 07, 2008 10:49 AM Elapsed Time: 05:36:34

To remove courses, select courses from the right hand column and use the left arrow to remove them from the student's record.

To select a full curriculum bundle rather than an individual course, go to **Select Bundle** on the lower left corner of the Add/Delete Course window.

Click on the bundle of your choice to highlight it. The courses from the selected bundle will immediately appear in the **Selected Courses** column.

Click on **Done** to return to the Add New Student form.

For instructions on how to create a course bundle, see the "Course Bundle" section of this guide.

Adding Comments

In the **Student Management – Add New Student** window you may add a comment to a student's record. Click in the **Comments** field and type your comment. After clicking **Save**, the comment will be visible in the student's record.

If you choose, you may also view the comment on the enrollment list. Here is an example:

Student Enrollment List					
Report Date:		August 27, 2008		Sort By: Student ID	
Student ID(s):		72			
Student ID	Student Name	Enrollment Date	User ID	Course Code(s)	
000000072	Jones, Michael	08/27/2008	MJones	CRM, CRR, CRW, FCM	
Comments: Student is preparing for the GED and is interested in the Office Skills program.					
Grand Total: 1 Student					

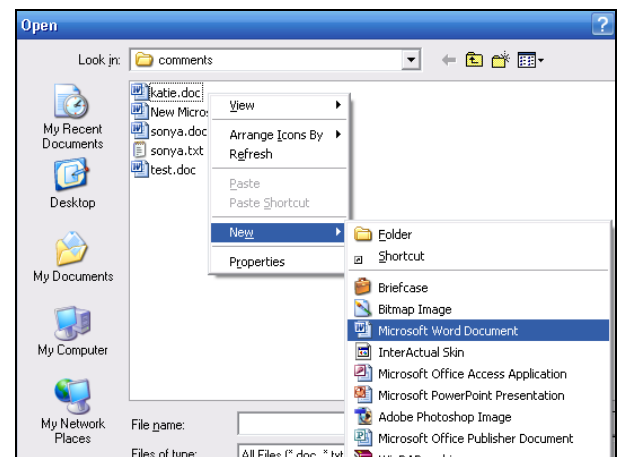
See “Accessing Enrollment Lists” for more information.

Attaching Comment File

The **Attach Comment File** feature of the ISI Manager can be used to store additional student specific information. These text files can be created with either ‘.doc’ or ‘.txt’ extensions. The extension used will be determined by the word processor you use.

To attach a file, click on the **Set Path** button positioned to the right of the **Attached Comment File** box in the lower portion of the **Student Management – Add New Student** window.

Right-click on an unused space in the window pad, select **New** and choose the application you wish to use for your comments. Name the document.



Be sure to end your new file name with the appropriate file extension, i.e. ‘.txt’ or ‘.doc.’

Click on the **Open** button located to the right of the **File name** box. The name of the comment file has been established and its path will now appear in the **Attached Comment File** box.

Click on **Save**.

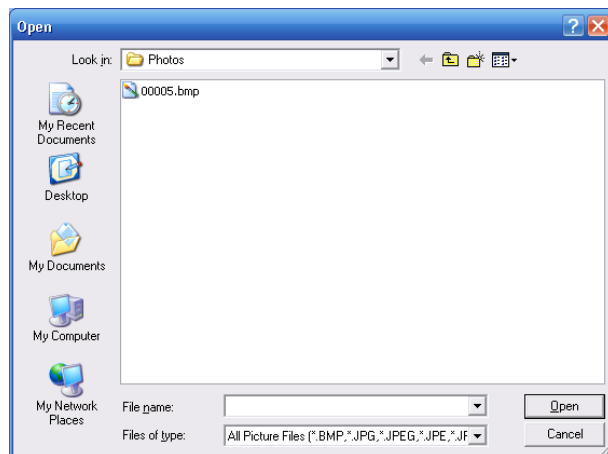
Click on the **View** button to the right of the **Attach Comment File** box to access the comment file.

Attaching Photos

The process for attaching photos is similar to that of attaching comment files.

In the **Student Management – Add New Student** window, click on the **Set Path** button to the right of the Photo File (Directory Path) box.

Choose the photo you wish to add. Your photo can have any one of the following file extensions: '.bmp', '.gif', or '.jpg.'



Click on **Open**.

The photo will now appear in the student's individual enrollment file.

Please Note: when attaching photos, the image to be used must be readily accessible. That is, you must save it beforehand to the default path for photos which is C:\slap7\manager\photo.

Be sure to click **Save**.

Viewing Student Records

From the **Student Management** window (accessible via the Students button), you may search for and view student records.

You may search for students and groups by entering Student IDs or Group IDs.

A range of students/groups would be indicated by a dash (e.g., 1-25 represents the first 25 students). You may also use commas to search for multiple students at one time (e.g., 1, 3, 5). For example, if looking for the first 25 students and ID #60, you would enter "1-25, 60".

Note: This search convention using dashes and commas works in all features of the Manager where a Student or Group search field appears.

If you do not know the Student or Group ID, you may enter the Student or Group name.

Note: only click the "Exact" box if you are sure of the exact spelling and/or full name of the group.

You may also search by User ID and Enrollment Date. Additionally, by clicking on the **More** button on the right, you may search by account types, specific courses or by group name.

After filling in your search fields, click on Search and you will see a list of records. Clicking on the desired records will highlight them.

ID	Last Name	First Name	User ID	Enrolled	Account Type
00000068	Wang	Yuchen	YWang	07/15/2008	Student
00000071	Jones	Clay	CJones	06/21/2008	Student
00000072	Jones	Michael	MJones	06/27/2008	Student

To view more information about the selected records, click on **View** on the bottom row of buttons. This will take you to the **Student Management – View** screen:

Use the buttons on the bottom of the screen to browse through the records.

Editing Student Records

To edit student records, go to **Student Management** from the **Students** button. Search for desired record, highlight it and select the **Edit** button. This will take you to the **Student Management – Edit Student Record**.

In this screen, you may edit all available fields by erasing and entering new information, or by clicking on **Change** and **Set Path**, where applicable.

Be sure to click **Save** after you are finished making changes.

Deleting Student Records

To delete student records, search for the record(s) in the **Student Management** screen, highlight them and click on the **Delete** button. You will be taken to **Student Management – Delete Student**.

Here, you have the option of deleting individual student records or multiple records at one time. Make your selection on **Delete Options** located on the top left.

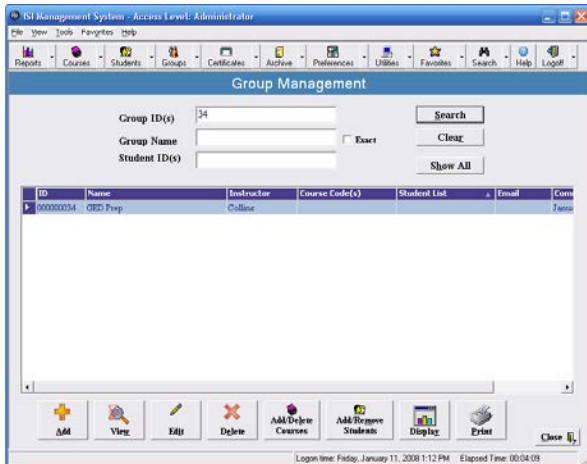
Click on Delete once you have made your selection.

You will be asked if you are certain you want to delete the records.

Please note: Once you have deleted a student, his/her records reside in archiving. If you find that you have deleted a student by mistake, you may restore the records by going to the **Archive – Restore Records** screen.

Group Management

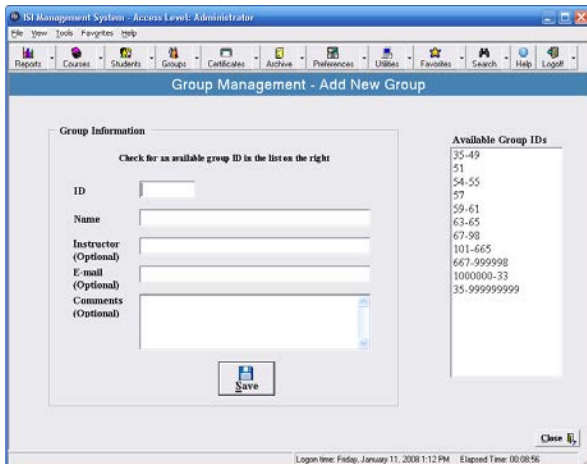
The **Group Management** window allows for the addition, deletion, modification and viewing of group information. To access this window, click on the **Groups** button.



The data grid in the above window has two useful features:

- 1) A mouse over feature which provides more information about a desired cell once you place your mouse over it.
- 2) The columns may be sorted by clicking on the column headers.

To create a new group, click on **Add** at the bottom left of the window. This takes you to **Add New Group**.

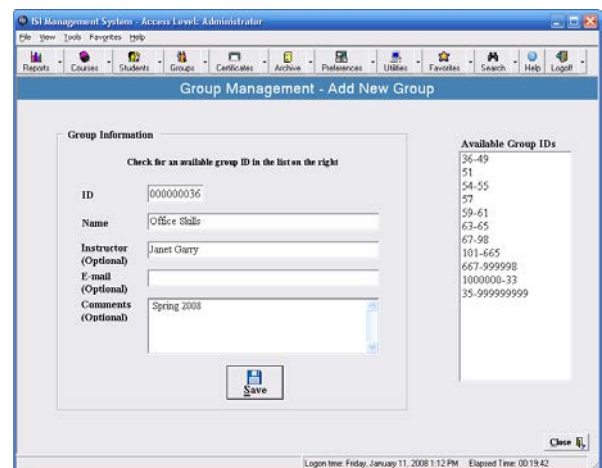


The **Available Group IDs** column on the right side contains the numbers that are available and may be assigned to new groups. Select a number from this column and type it into the ID field on the left hand side. Or, you may double-click on a range in the Available Group ID field and the number will be filled in for you.

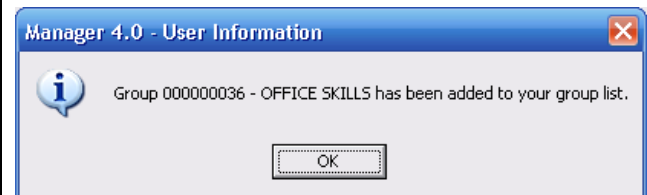
Enter the name of the group, which generally corresponds to the class or program at your site (e.g., GED Prep, Office Technology, etc.).

The next three fields are optional:

- Instructor
- E-mail
- Comments: you may use this field for your program code, semester (e.g., Fall 2010) or other information identifying the group.



Be sure to click on **Save** when finished. You will see a confirmation:



Once you have created a group, you may edit it in a variety of ways:

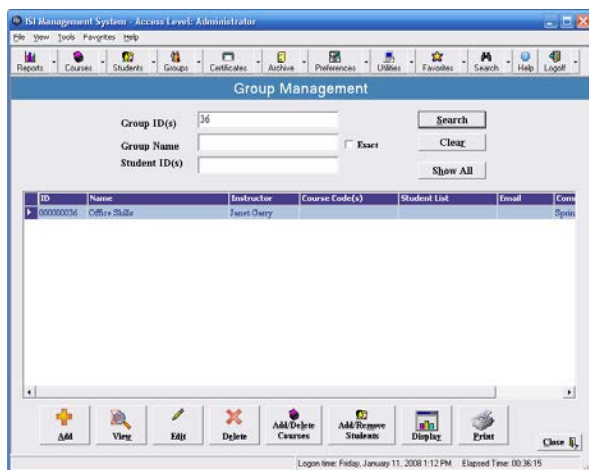
- Add/Delete Students
- Add/Delete Courses
- Edit the Group Name, Instructor, E-mail, and/or Comments.

Adding Students to a Group

To add students to a group, in the **Group Management** window, find the desired group by entering its Group ID and click on **Search**. If you do not know the Group ID, enter the Group Name.

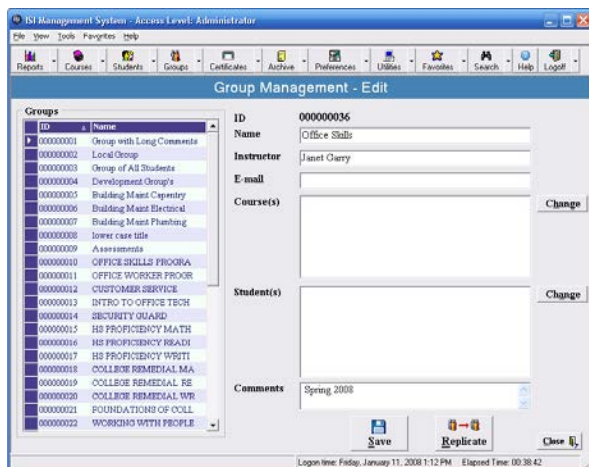
*Note: only click the **Exact** box if you are sure of the exact spelling and/or full name of the group.*

The group listing will appear in the box below the search fields. Select the group by clicking on its row and click on **Edit** on the bottom row of buttons.

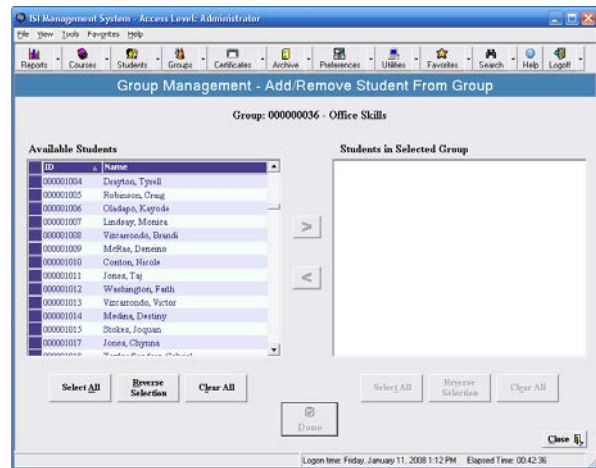


From this window you may edit:

- Group Name
- Instructor
- E-mail
- Courses
- Student(s)
- Comments



To add students to the group, click on the **Change** button next to the **Student(s)** box. This will take you to **Add/Remove Student from Group**.



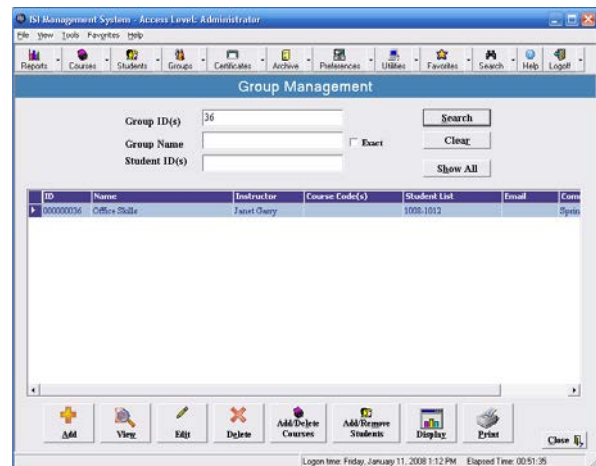
Select students from the **Available Students** column on the left and move them to the group by clicking on the arrow pointing to the right.

Conversely, to delete students from a group, select students from the **Students in Selected Group** column on the right and delete them by clicking on the arrow pointing to the left.

When you are finished, click on **Done**.

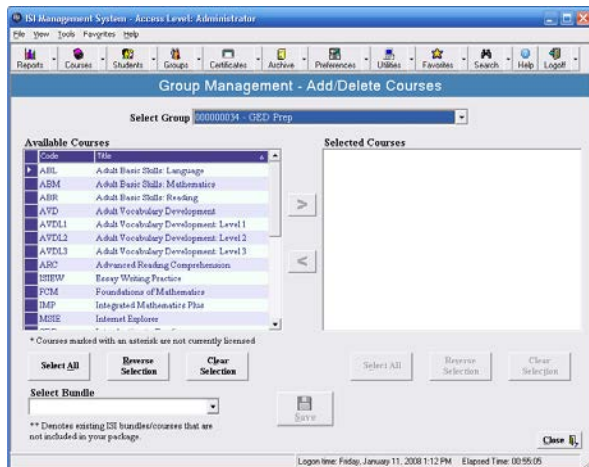
Adding Courses to a Group

To add courses to a group, click on the **Groups** button to pull up the **Group Management** window. Find the desired group by entering the Group ID or Group Name and click on **Search**.



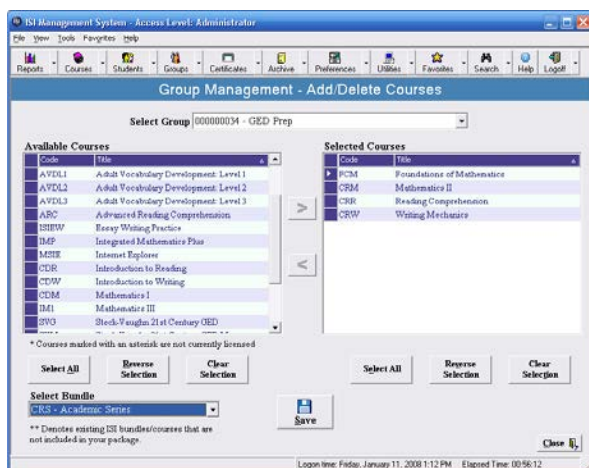
To add courses to the group, click on the **Add/Delete Courses** button at the bottom of the window.

This takes you to the Add/Delete Courses screen.



Select the courses you wish to add from the **Available Courses** column on the left. If you have created course bundles, you may select them from **Select Bundle** on the lower left.

Click on the arrow pointing to the right to add the courses. The selected courses will then appear under the column on the right.

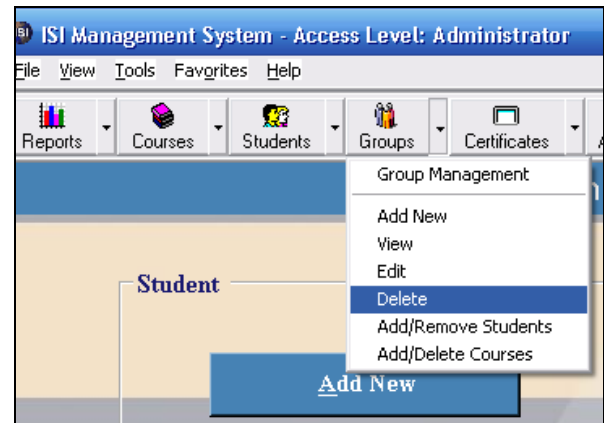


Conversely, to delete courses from a group, click on the courses listed in the right hand column and use the arrow pointing to the left to remove them from the group.

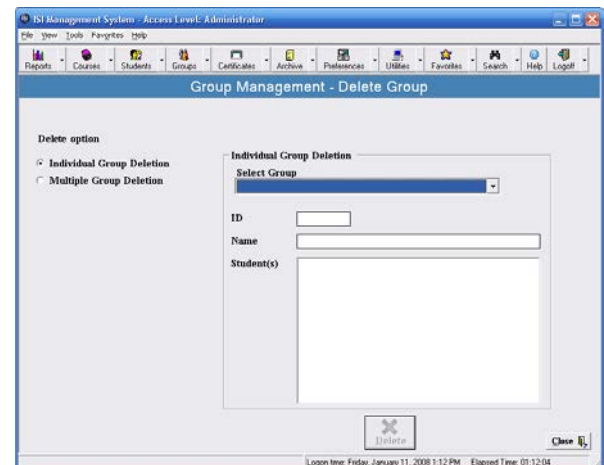
Be sure to click on **Save** when you have finished. You will see confirmation that the data has been saved.

Deleting Groups

To delete a group, select **Delete** from the **Groups** menu.

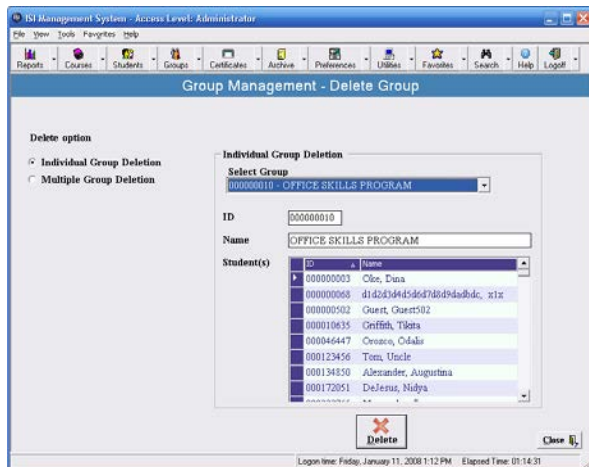


This takes you to the **Delete Group** window, where you may delete one group or multiple groups.

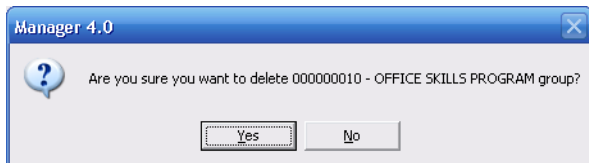


To delete an individual group, use the **Select Group** option on the right and find the desired group.

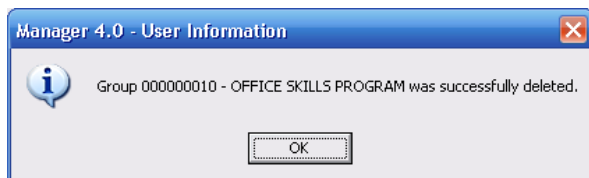
The group information will appear on the right hand side of the window. Confirm that you are deleting the correct group and then click on **Delete**.



The system will ask you to confirm. Click "Yes" if you are certain.

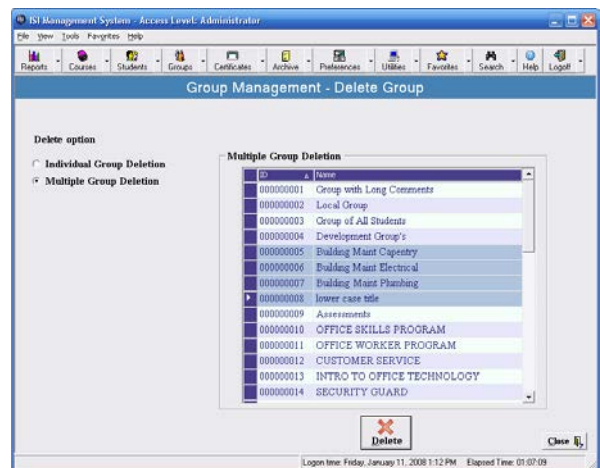


A message will confirm the deletion of the group.



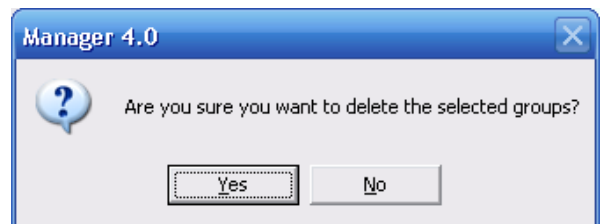
To delete multiple groups at one time, use the **Multiple Group Deletion** option on the left.

Select the groups you wish to delete by clicking on them in the right hand column.

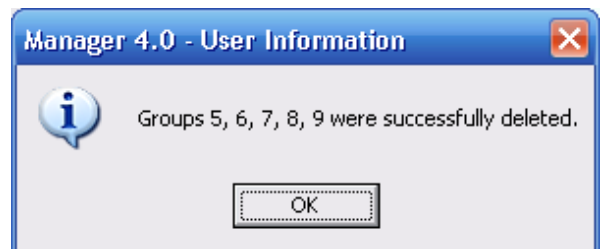


Press **Delete** once you have selected all groups.

A message will appear asking you to confirm that you wish to delete the selected groups.

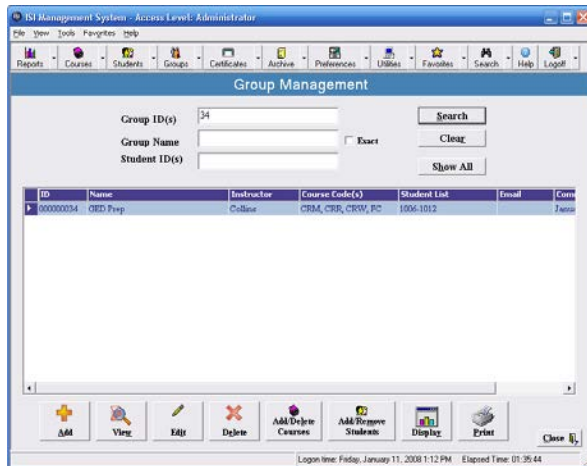


Click "Yes" if you are sure and you will see the following confirmation including group numbers:

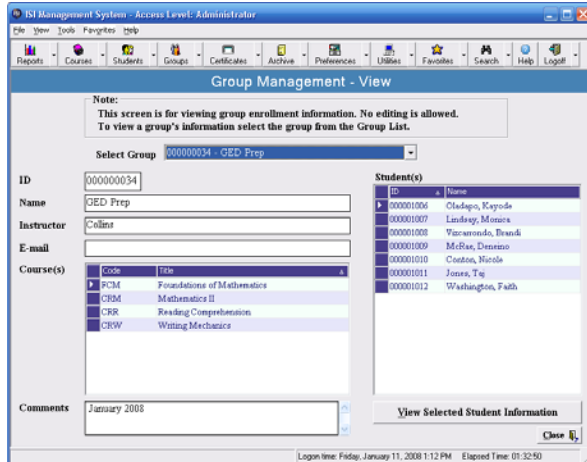


Viewing Group Information

To view group information, go to the **Group Management** window. Search for and select the desired group. Click on the **View** button located at the bottom left of the window.



After clicking **View**, the Manager will display the following information for the desired group:



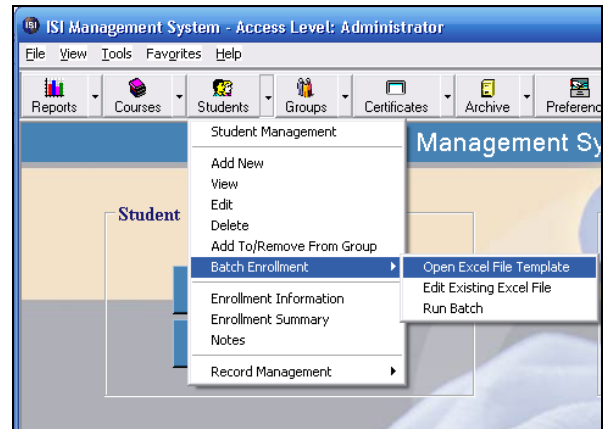
Please note: This window is only for viewing the group information. To edit, you must select the "Edit" button from the "Group Management" window.

Batch Enrollments

Using the **Batch Enrollment** feature offers a fast way to enroll a large number of students.

To access Batch Enrollments, go to the **Students** button, select **Batch Enrollment** from the menu

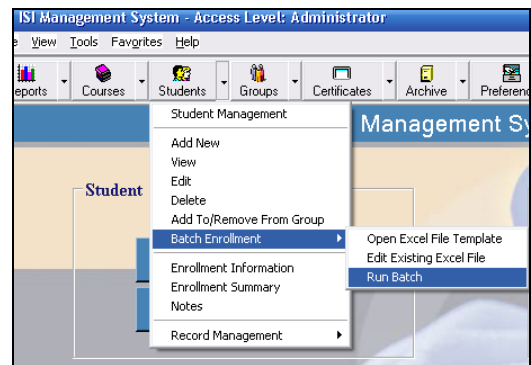
and click on **Open Excel File Template**.



You will see a blank excel template with headings and "help" instructions. Fill out the template and save it when you are finished. Here is a sample:

ID	Number	First Name	Last Name	Middle Initial	Secondary ID	Account Type	User ID	Password
1	76	Abel	Williams			Student	Awiliams	Abel
2	77	Bob	Young			Student	Byoung	Bob
3	78	Cathy	Wong			Student	Cwong	Cathy
4	79	Doug	Brand			Student	Dbrand	Doug
5	80	Ellen	Watson			Student	Ewatson	Ellen
6	81	Frank	Jones			Student	Fjones	Frank
7	82	Gary	Young			Student	Gyoung	Gary

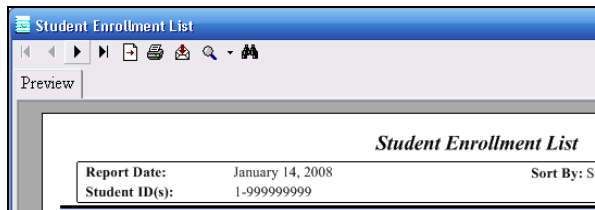
After saving the excel file, go to **Run Batch** from the **Student** menu.



You will be prompted to select the file you just saved. You will then see a note indicating whether or not your records were enrolled successfully.

If the records were not enrolled successfully, go to **Edit Existing Excel File** to solve the problem.

To print the Enrollment List, click on the printer icon at the top.



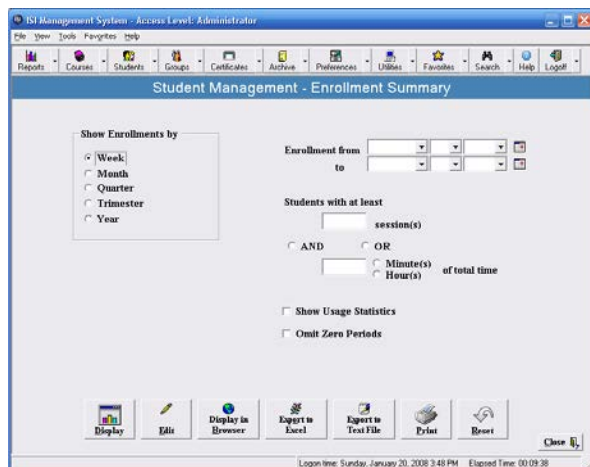
You may also export the data from this screen into other file formats (e.g., .pdf, .xls, .doc, .rtf) by clicking on the envelope icon.

The **Enrollment Summary** report is also accessible from the Student menu. It allows the user to view enrollment numbers by week, month, quarter, trimester and year.

The report can be filtered by enrollment date range, number of student sessions, and total time.

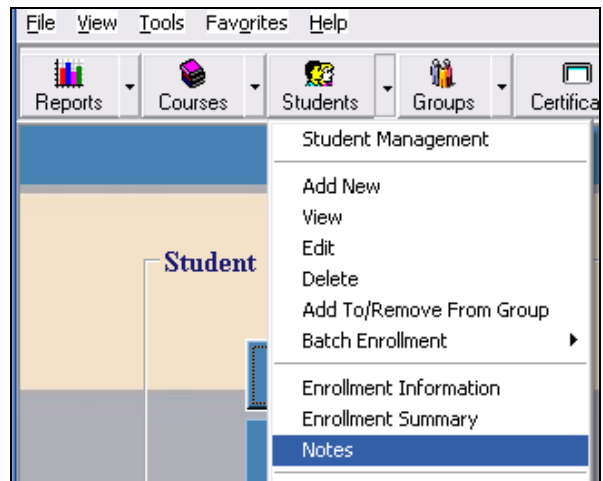
There is an option to show or hide usage information.

Time periods with no student enrollment may be omitted from the report by using **Omit Zero Periods**.

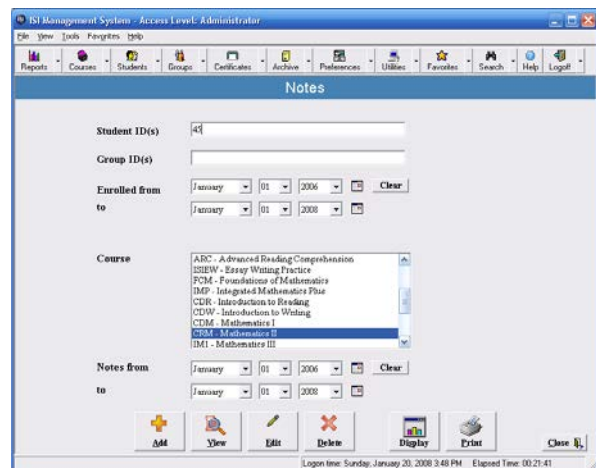


Notes

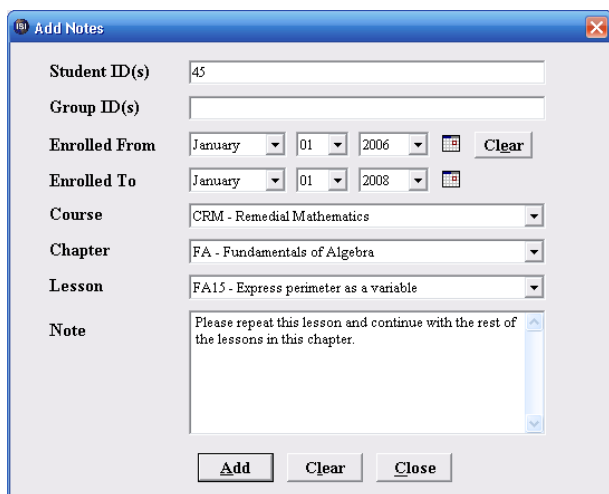
The **Notes** feature, accessible from the **Student** menu, is for adding, editing, viewing, deleting and printing notes written by instructors to students.



To create a note, enter the desired Student ID(s) or Group ID(s), select the Enrollment Date range and Course. Click on **Add** at the bottom left.



You will be taken to another window which asks you to select the chapter and lesson about which you wish to write a note to the student.



Add Notes

Student ID(s): 45

Group ID(s):

Enrolled From: January 01 2006

Enrolled To: January 01 2008

Course: CRM - Remedial Mathematics

Chapter: FA - Fundamentals of Algebra

Lesson: FA15 - Express perimeter as a variable

Note: Please repeat this lesson and continue with the rest of the lessons in this chapter.

When you are finished, click on **Add**. You will receive confirmation that the note was successfully added. You will be returned to the Notes window.

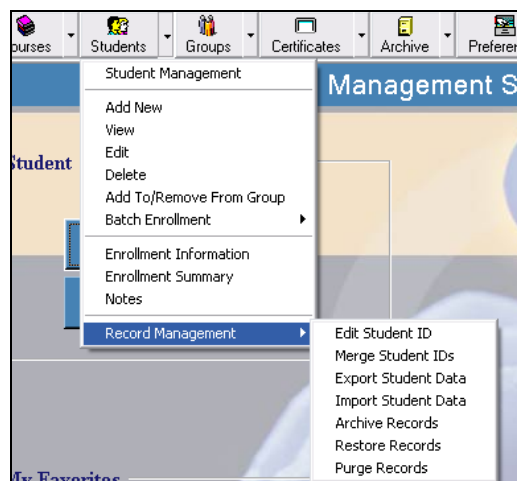
From the Notes window, you may also **View**, **Edit**, **Delete**, **Display** and/or **Print** notes.



Record Management

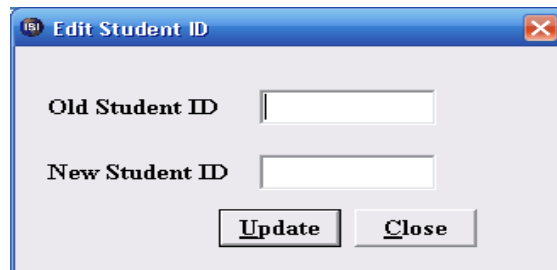
Under **Record Management**, accessible from the **Students** menu, are features that allow you to:

- Edit Student ID
- Merge Student IDs
- Export Student Data
- Import Student Data
- Archive, Restore & Purge Records



Edit Student IDs

The **Edit Student ID** feature allows you to change a Student ID.



Edit Student ID

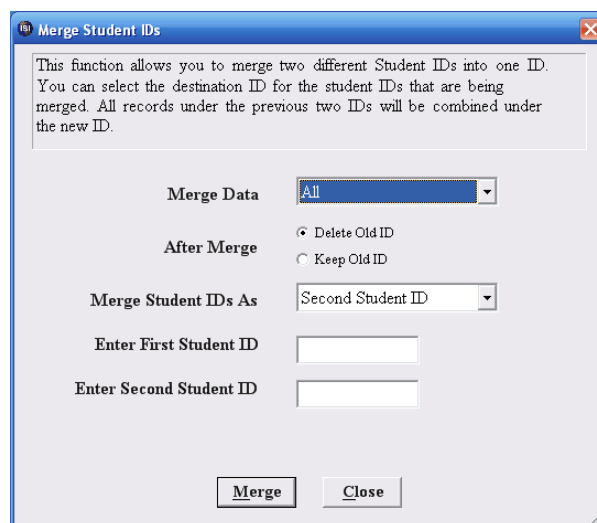
Old Student ID:

New Student ID:

Enter the **Old Student ID** and the **New Student ID**, and click **Update**.

Merge Student IDs

Merge Student IDs is for merging all or a subset of data for two student ID numbers into one record.



Merge Student IDs

This function allows you to merge two different Student IDs into one ID. You can select the destination ID for the student IDs that are being merged. All records under the previous two IDs will be combined under the new ID.

Merge Data:

After Merge: ☒ Delete Old ID ☐ Keep Old ID

Merge Student IDs As:

Enter First Student ID:

Enter Second Student ID:

You have the option of either keeping or deleting the old ID number. You must choose whether to merge the data under the **Second Student ID**, the **First Student ID** or to assign **A New ID**.

After filling in the Student ID fields, click **Merge**.

Export Student Data

Export Student Data and **Import Student Data** allow you to move student records and usage data between sites using the ISI Management System.

In the Export Student Data window, you will be asked to indicate the Student IDs you wish to export.



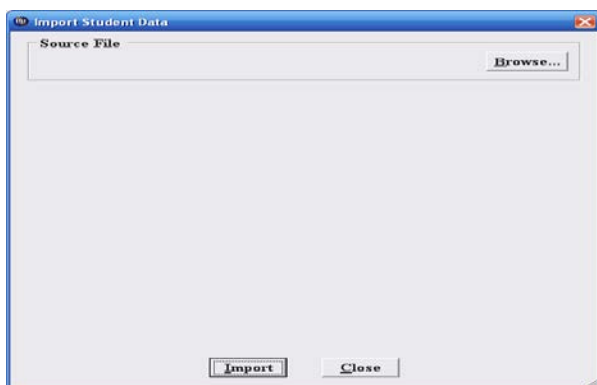
Select the **Destination Folder** by clicking on **Browse**.

You may deselect the data you do not wish to export. The default is set for **Student Activity**, **Comments File** and **Photo File**.

Click on **Export** when you are finished.

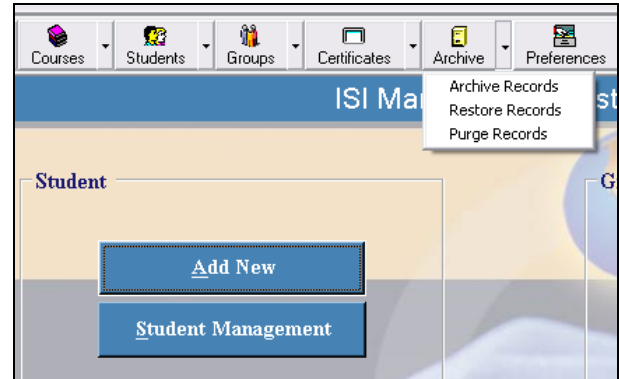
Import Student Data

You may now take the file you have exported and import it to the ISI Management System of another site. To do so, select **Import Student Data** from the Students menu – Record Management.



Click on **Browse**, select the file containing the exported data and click on **Import**.

Archiving, Restoring and Purging Records

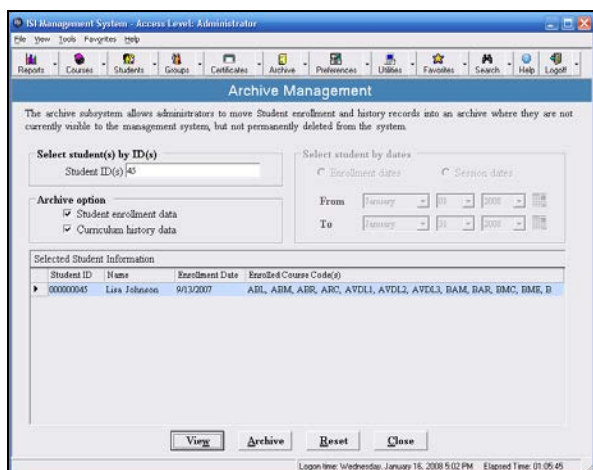


The Management System Archive feature offers three functions:

- 1) Archive allows administrators to move Student enrollment and history records into an archive where they are not visible in the ISI Management System, but are not deleted and are retrievable.
- 2) Restore reinstalls an archived record so that it is visible in the Management System.
- 3) Purge allows permanent deletion of previously archived student enrollment and history records from the Management System.

To archive student records, go to the **Archives** button and select **Archive Records**.

Enter the Student ID at the top and click on **View** at the bottom of the window. The Student's ID, name, enrollment date and courses will appear below. Click on **Archive** at the bottom of the window.



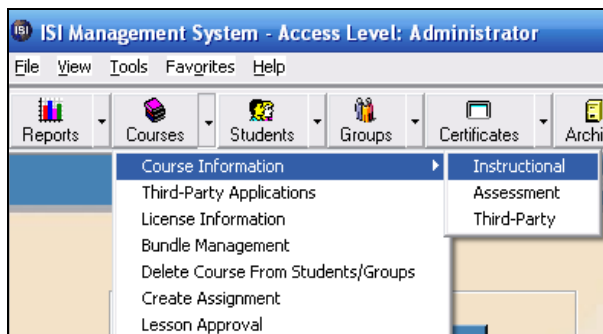
To restore the data, select **Restore Records** from the **Archive** menu, enter Student ID(s) and click on **Restore** at the bottom of the window.

To permanently purge data, select **Purge Records** from the **Archive** menu, enter Student ID(s) and click on **Purge** at the bottom of the window.

Course Management

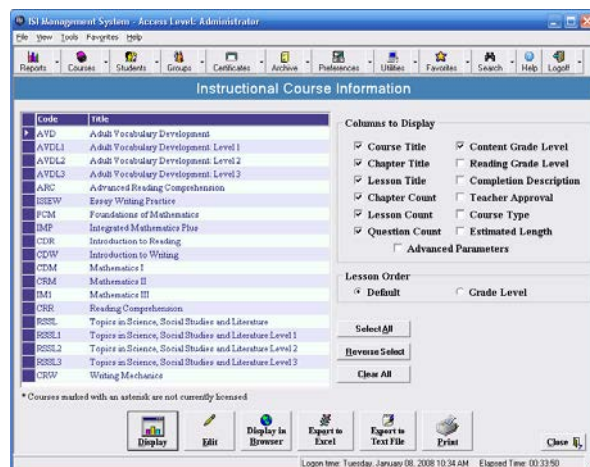
Under the **Courses** button, you have access to:

- Course Information: Instructional, Assessment and Third-Party
- Third-Party Applications
- License Information
- Bundle Management
- Delete Course From Students/Groups
- Create Assignment
- Lesson Approval



Accessing Course Information

The **Instructional Course Information** feature gives you the option of viewing many important details about ISI courses including chapter and lesson titles, number of lessons and questions in each course, and grade level of content.

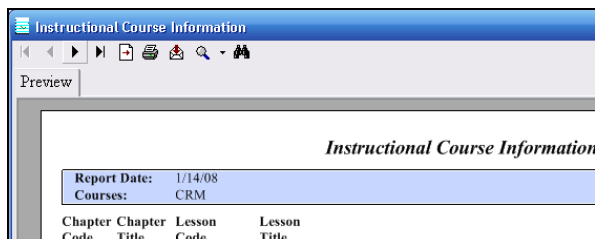


After selecting the desired categories from the top right, click on **Display**.

Sample Instructional Course Information for ISI Mathematics II:

Instructional Course Information					
Report Date: 10/18/07		Courses:			
Chapter	Chapter	Lesson	Lesson	Content Grade Level	Question Count
Code	Title	Code	Title		
ISI Mathematics II					
Chapter(s): 2				8.00	801
Lessons: 84				6.00	719
DA	Data Analysis	DA01	Compute the mean of a set of numbers.	6.00	6.03
		DA04	Solve a word problem involving the mean.	6.12	6.13
		DA07	Find the mode of a set of data.	6.24	6.27
		DA10	Find the median of a set of numbers.	6.36	6.39
		DA13	Identify the error in computing a test score.	6.48	6.51
		DA14	Recompute an average when data is added.	6.52	6.55
		DA15	Recompute an average when data is removed.	6.56	6.59
		DA16	Calculate calories from a table.	6.60	6.63
		DA18	Predict results of an election.	6.68	6.71
		DA20	Describe statistics in a number of ways.	6.76	6.79
		DA21	Compute the value of real estate sold.	6.80	6.83
		DA22	Compute the average number of cars sold.	6.84	6.87
		DA23	Find the mean of a set of temperatures.	6.88	6.91
		DA24	Find the mean gain or loss of stock market.	6.92	6.95
		DA25	Compute mean, mode, median and range of a set of data.	6.96	6.99
		DA27	Find the probability of a single event.	7.04	7.07
		DA28	Use probability to predict an outcome.	7.08	7.11
		DA29	Find the probability of selecting a point.	7.12	7.15
		DA30	Find the probability of two independent events.	7.16	7.19
FA	Fundamentals of Algebra	FA01	Solve an equation in the form $ax + b = c$.	7.20	7.23
		FA02	Solve an equation in the form $ax + b = cx + d$.	7.24	7.27
		FA03	Solve an equation in the form $ax + b = cx + d$.	7.28	7.31
		FA04	Solve an equation in the form $ax + b = cx + d$.	7.32	7.35
		FA05	Solve an equation in the form $ax + b = cx + d$.	7.36	7.39
		FA06	Solve an equation in the form $(ax+b) + (cx+d) = e$.	7.40	7.43
		FA07	Solve an equation in the form $ax + b = cx + d$.	7.44	7.47
		FA08	Solve an equation in the form $ax + b = cx + d$.	7.48	7.51
		FA09	Solve an equation in the form $ax + b = cx + d$.	7.52	7.55
		FA10	Solve an equation in the form $ax + b = cx + d$.	7.56	7.59
		FA11	Solve an inequality.	7.60	7.63
		FA12	Solve a word problem involving an average.	7.64	7.67
		FA13	Solve a word problem involving a sporting event.	7.68	7.71
		FA14	Solve an equation in the form $ax + b = cx + d$.	7.72	7.75

You may print via the printer icon at the top.

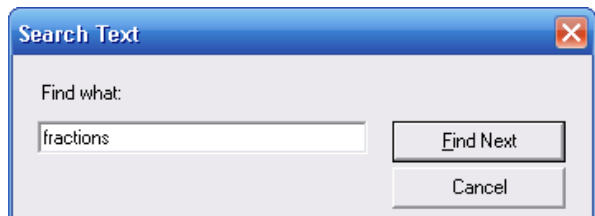


You may also export the data into other file formats (e.g., .pdf, .xls, .doc, .rtf) by clicking on the envelope icon located to the right of the printer icon.

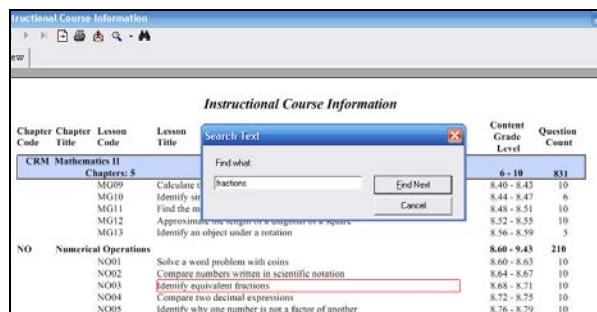
To search for specific content or skills, click on the binoculars on the top right.



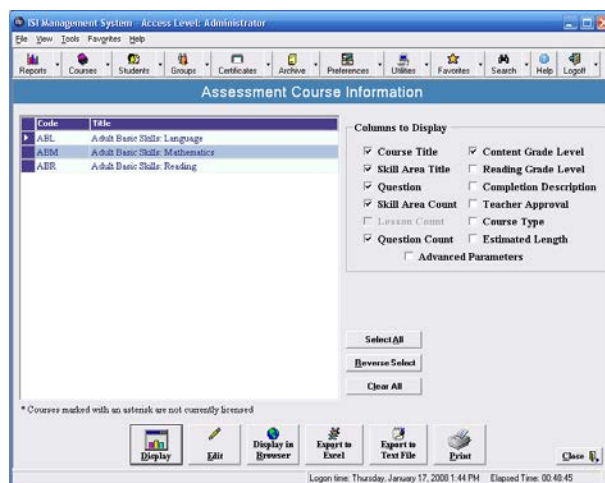
You will be asked to enter the desired content/skill (e.g., fractions).



A red box will outline the lesson containing the desired skill/content. Click **Find Next** to see more lessons with the desired word(s) in the lesson title.



Assessment Course Information (accessible from Courses – Course Information) offers important details about ISI Assessments. Place a checkmark in the desired categories on the right and then click **Display** at the bottom left.

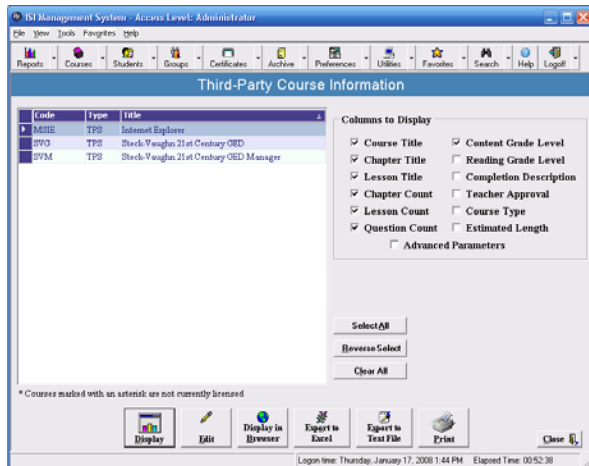


Sample 'Assessment Course Information' for Adult Basic Skills: Mathematics

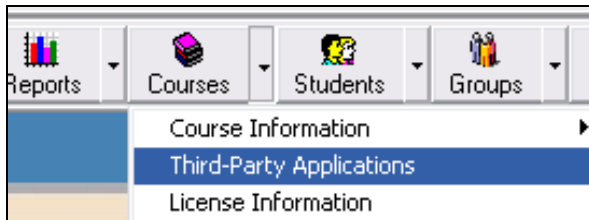
Assessment Course Information					
Report Date: 1/17/08					
Courses: ABM					
Skill Area Code	Skill Area Title	Question Code	Content Grade Level	Question Count	
ABM	Adult Basic Skills: Mathematics		2 - 9	106	
Skill Areas: 4					
N1	Number Operations - Level 1		2.00 - 3.19	20	
	N101	Write a word expression in numerals	2.00 - 2.05	1	
	N101	Write a number in words	2.06 - 2.11	1	
	N101	Multiply a number by zero	2.12 - 2.17	1	
	N101	Find a fractional part of a number	2.18 - 2.23	1	
	N101	Express a fraction as a percent	2.24 - 2.29	1	
	N101	Add three one-digit numbers	2.30 - 2.35	1	
	N101	Add two four-digit numbers	2.36 - 2.41	1	
	N101	Add three two-digit and three-digit numbers	2.42 - 2.47	1	
	N101	Subtract two two-digit numbers	2.48 - 2.53	1	
	N101	Subtract a two-digit number from a three-digit number	2.54 - 2.59	1	
	N101	Subtract two four-digit numbers	2.60 - 2.65	1	
	N101	Multiply a two-digit number by a one-digit number	2.66 - 2.71	1	
	N101	Multiply a two-digit number by a one-digit number	2.72 - 2.77	1	
	N101	Multiply a two-digit number by a two-digit number	2.78 - 2.83	1	
	N101	Divide a three-digit number by a one-digit number	2.84 - 2.89	1	
	N101	Divide a four-digit number by a one-digit number	2.90 - 2.95	1	
	N101	Divide a four-digit number by a two-digit number	2.96 - 3.01	1	
	N101	Subtract two fractions	3.02 - 3.07	1	
	N101	Add two decimals (money)	3.08 - 3.13	1	
	N101	Subtract two decimals (money)	3.14 - 3.19	1	
P1	Problem Solving - Level 1		3.20 - 4.39	20	
	P101	Compute take-home pay	3.20 - 3.25	1	
	P101	Compute savings in an installment purchase	3.26 - 3.31	1	
	P101	Compute the cost of a purchase	3.32 - 3.37	1	
	P101	Compute total time with fractional hours	3.38 - 3.43	1	

Third Party Applications

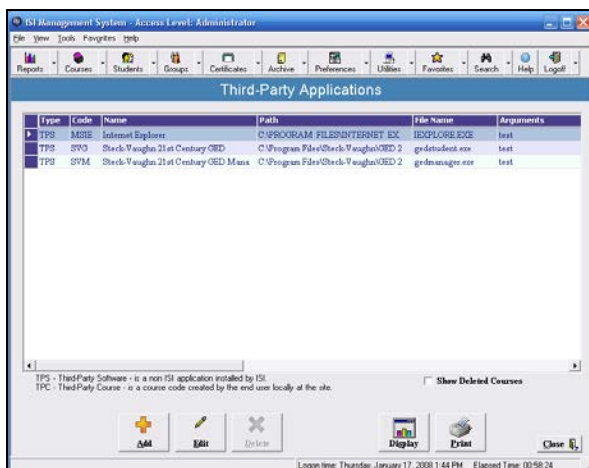
The **Third-Party Course Information** window offers details about third-party software that may be embedded within your ISI Manager.



To add or edit a third party application, go to **Courses – Third-Party Applications**.



You will see the following window:



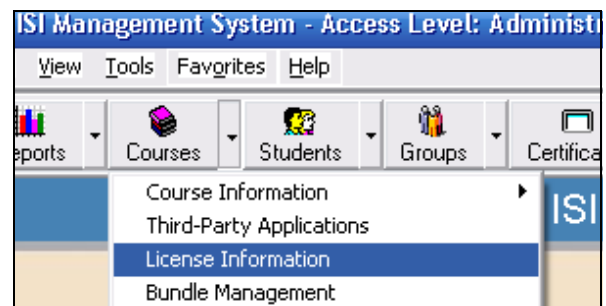
There are two categories of Third Party Software:

- 1) Third Party Software (TPS) - This is a non-ISI application provided by ISI.
- 2) Third Party Course (TPC) - This is a course code created locally at the network by the end user.

Contact your ISI Trainer regarding questions about adding/editing Third Party applications.

License Information

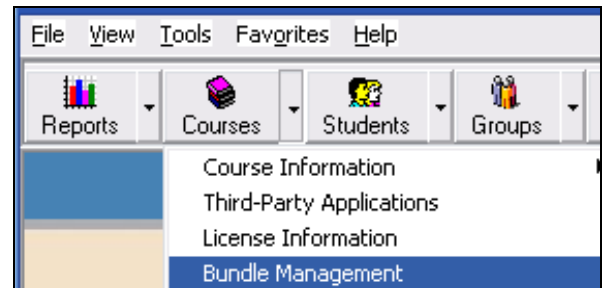
To view information about your site/course license, select **License Information** from the **Courses** button.



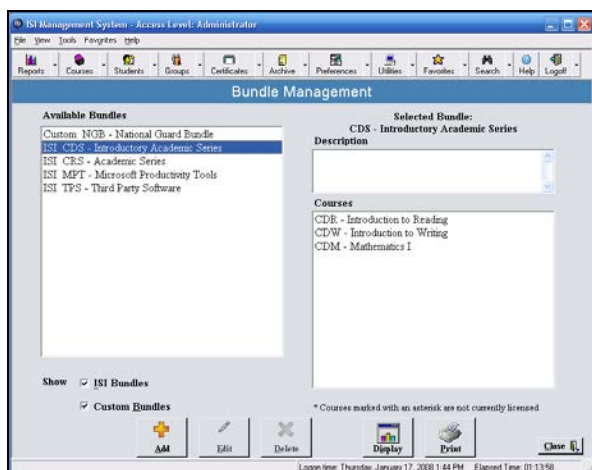
Course Bundle Management

To save time, some instructors choose to bundle ISI courses and assign them to students as a course bundle rather than clicking on individual courses in the enrollment process.

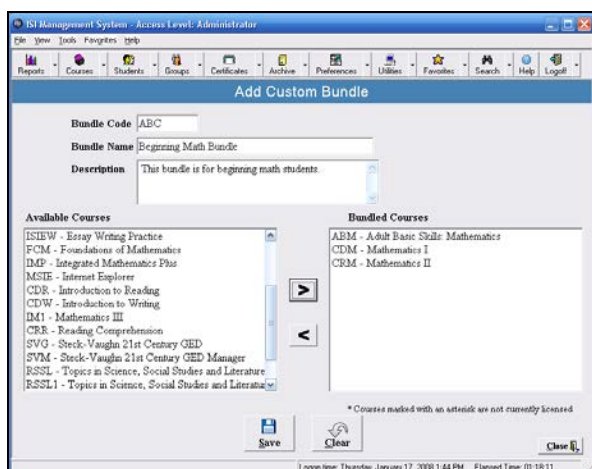
To create, delete or edit a course bundle, go to **Bundle Management** via the **Courses** menu.



From this window you may add a bundle.



Clicking on **Add** opens **Add Custom Bundle**.



In this screen, you will:

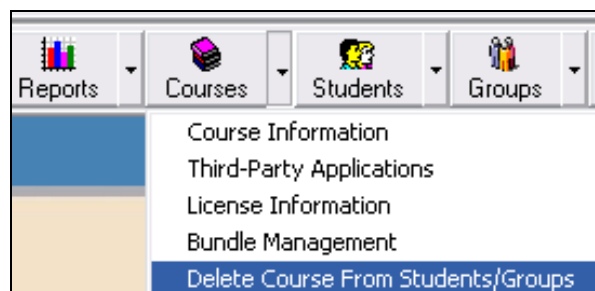
- Type a three letter bundle code of your choice.
- Assign a **Bundle Name** (e.g., Beginning Math).
- Enter a description (optional).
- Select courses for your bundle by clicking on the desired courses in the left-hand column.
- Move the courses to your bundle by clicking on the right arrow.
- Click **Save** when finished.
- You will see a confirmation that your bundle has been created successfully.

To modify a custom bundle, select it from the **Available Bundles** column in the **Bundle Management** screen and click on **Edit**.

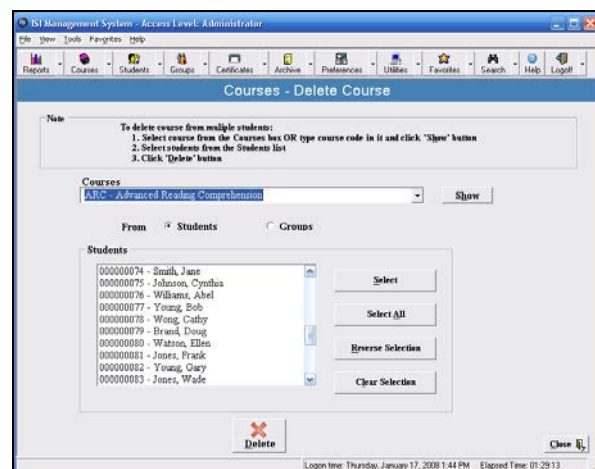
To delete a custom bundle, select the desired bundle from the **Available Bundles** column and click on **Delete**.

Deleting Courses

To delete courses from students or groups, select the delete option from the **Courses** menu.

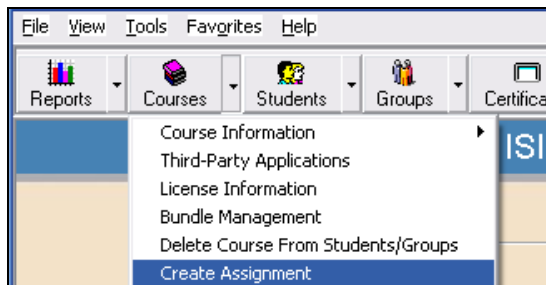


You will see the **Delete Course** window which asks you to select a course and the Students or Groups from which you wish to delete the course. The window contains full instructions.



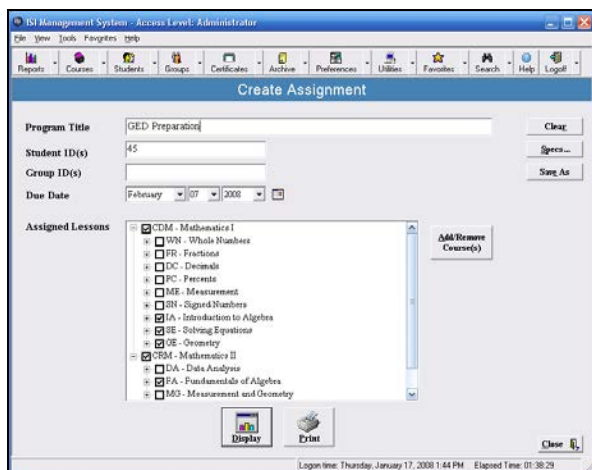
Create Assignment

You may create and print out assignments for your student(s), which detail the courses and lessons of study, as well as the due date.



From the **Courses** menu, choose **Create Assignment**. Enter the title of your program, Student ID(s) or Group ID(s), the due date of the assignment and click on **Add/Remove Course(s)** to select the content you wish to assign.

Please note: Clicking on the plus signs in the Assigned Lessons box will open the course chapters and lessons.

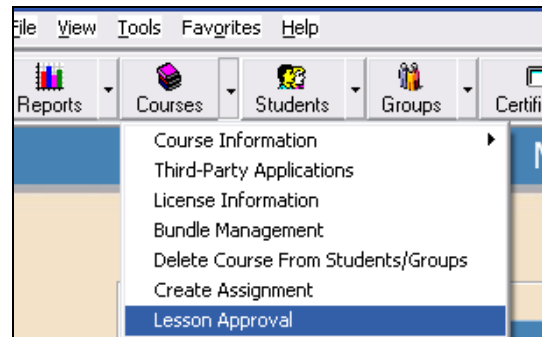


When finished, you may print or click on **Display** to see the assignment before printing it.

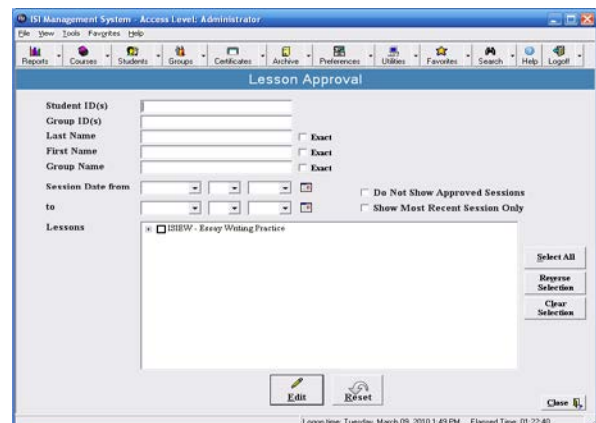
GED Preparation						
Student Name: Johnson Lisa						
Due Date: February 07, 2008						
Course Title	Chapter Title	Score 1	Score 2	Score	Completion	Date
Mathematics I						
Introduction to Algebra						
1A05	Application problems with algebraic expression					
1A01	Algebraic expressions					
1A02	Evaluating expressions					
1A04	Grouping symbols					
1A03	Simplifying expressions					
Solving Equations						
SE09	Application problems with equations					
SE02	Solving equations with multiplication or division					
SE03	Solving multi-step equations					
SE04	Solving equations with parentheses					

To save the assignment, click on **Save As** on the top right of the **Create Assignment** window.

Lesson Approval

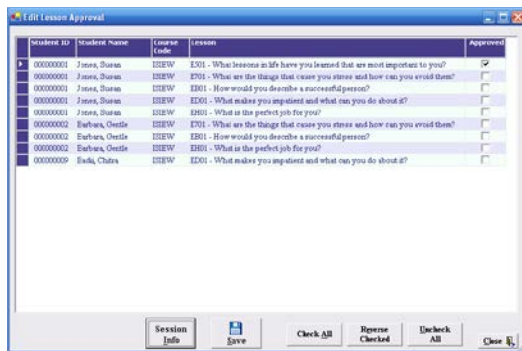


The **Lesson Approval** feature was implemented so that the lessons and courses without a grading component may be manually reviewed and approved by a teacher or lab manager. Once a teacher manually approves a lesson, ISI's completion report will designate a "Yes" in the "Completed" field for that lesson. At present, this feature only applies to ISI's Essay Writing course.



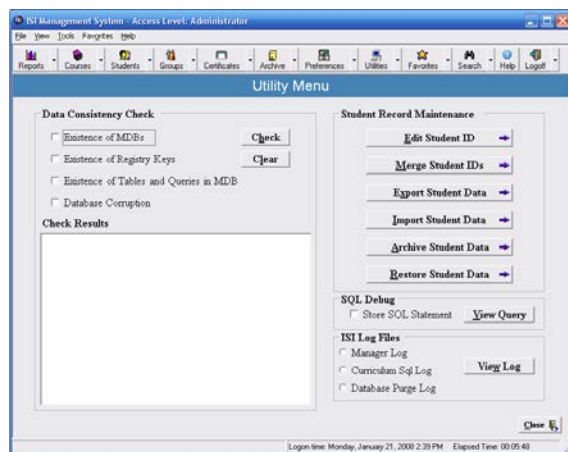
To approve a lesson:

- Enter the Student ID(s), Group ID(s), Last Name, First Name, and/or Group Name to locate the correct record(s).
- If working with a large number of records, you may want to filter them by selecting a **Session Date** range or placing a checkmark in **Do Not Show Approved Sessions** and/or **Show Most Recent Session Only**.
- Place checkmarks in the **Lessons** box to select desired lessons. *Clicking on the plus sign will show you a detailed list of lessons.*
- Click on **Edit** to see a list of lessons generated based on your search criteria. You will see the following screen.



- If you need to see more details about each lesson, click on **Session Info**.
- To approve a lesson, place a checkmark in the **Approved** box on the right.
- Click **Save** when done.

Utilities



The **Utilities** feature allows lab administrators to:

- Check the existence of the database, the registry, tables and queries in the database via Data Consistency Check. Administrators may also check for database corruption.

- Maintain student records such as changing an existing student ID, merging two different IDs into one, exporting specific student data, importing student data, archiving and restoring student data. *(Please note: These options are also available via Record Management in the Students menu.)*
- Diagnose problems by viewing the SQL statement used in the reports. This is via SQL Debug.
- Open and print ISI Log files for the Manager, Curriculum, and Database purges.

Security

Via the Utility menu - Security, you have access to the **Account Security Management** window, which allows administrators to define the level of ISI Manager access given to instructors and students.



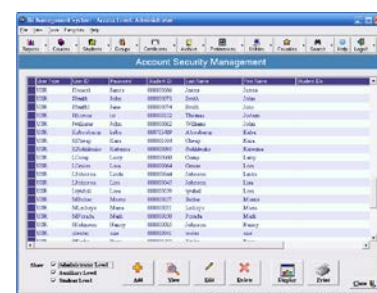
There are three levels of access:

Administrative (ADM) provides the highest level of access and can be modified.

Auxiliary (AUX): An administrator can set up this level of access to limit instructors to the records of specific classes and students.

Student (USR) allows students to view their own reports and course information in the ISI Manager.

In the Account Security Management window you have the option of **adding admin, auxiliary and user access** via the Add button.



Clicking on **Add** takes you to this window, where you enter the Password Type, User ID, and Password. On the right hand side, you select the functions that you wish to assign to this user.

When you are finished, click on **Add**.

To view user access, go to the **Account Security Management** window. Select the user you wish to view. Click on the **View** button at the bottom.

You will see **View Manager User Information** which displays, on the right, the various Manager functions to which this user has access.

To edit user access, go to the Account Security Management window. Select the user from the list and click on the **Edit** button.

You will see **Edit Manager User Information** where you may change the user's password (on the left) and add/remove access to the ISI Manager functions (on the right).

Be sure to click on **Save**.

To delete a user's access to the ISI Management system, click on his/her record in the **Account Security Management** window and click on **Delete** at the bottom of the screen. You will receive the following message:

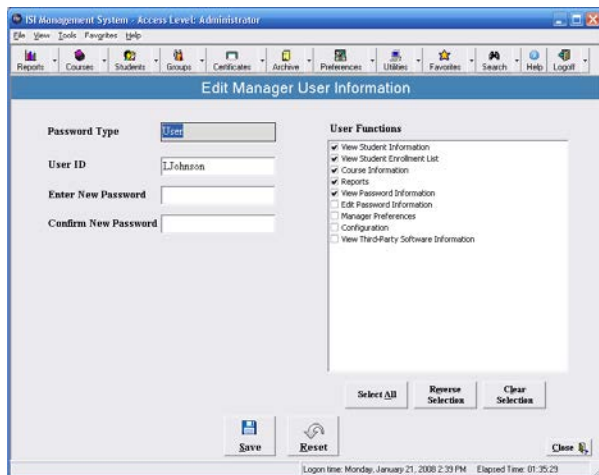
Click "Yes" only if you are sure you wish to delete this user's access.

Changing Student Passwords

To change a student's password, go to **Utilities – Security**. You will see the Account Security Management window.



Scroll down until you find the desired student and click on his/her record. Click on **Edit**. You will be taken to the **Edit Manager User Information**.



Here you will be able to enter a new password. You will have to type the password twice to confirm it.

In the right hand column, you also have **User Functions** that allow you to expand or limit the student's range of access to ISI Manager features.

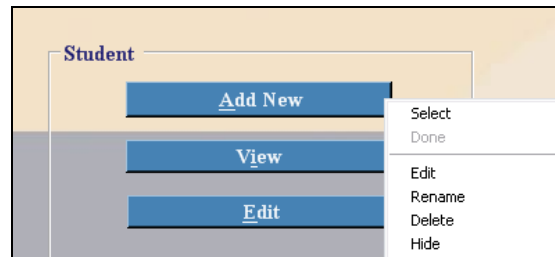
Click **Save** when finished.

Favorites

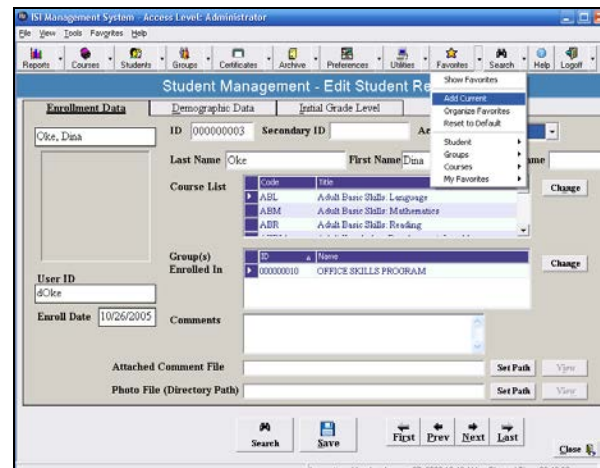
The main menu of the ISI Manager is your Favorites screen and may be customized in the following ways:

- 1) The individual buttons may be edited, replaced with other functions, or removed altogether.
- 2) The button labels may be changed. For example, you may change "Students" to "Customers" or another wording of your choice.
- 3) The size and position of the boxes and buttons may be adjusted, as needed.

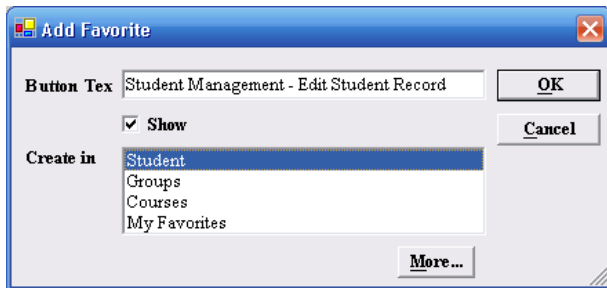
1 - To edit or remove the buttons, right click on the desired button and choose **Rename** or **Delete**.



To create a new button for a frequently used feature, go to the desired screen (e.g., Edit Student Record screen). Click on the Favorites menu at the top and select **Add Current**.



Select a category under **Create in**. For example, Edit Student Record belongs to the Student category.

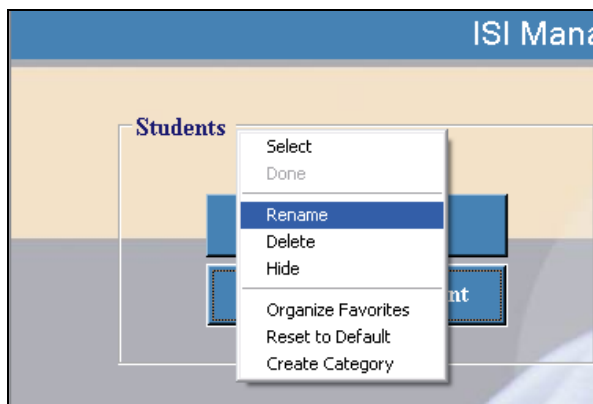


Click **OK** when finished.

The button will now appear on your Favorites/Main screen and needs to be resized and repositioned (see step 3).



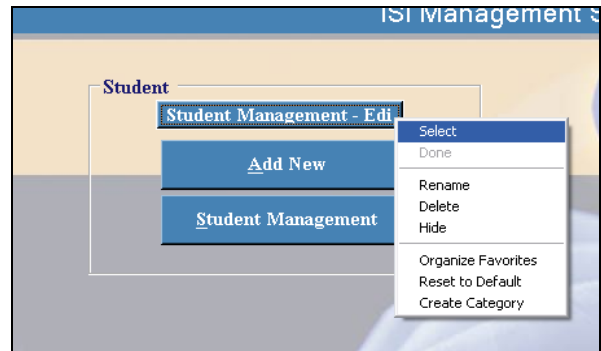
2 - To change the button label in your Favorites screen, right-click on the current description (e.g., Students) and select **Rename**.



Type in the desired title and press enter.

Please Note: This action will only change the titles on the Main/Favorites screen. To reflect this wording change in all screens and buttons of the ISI Manager, see the "Preferences" section of this manual.

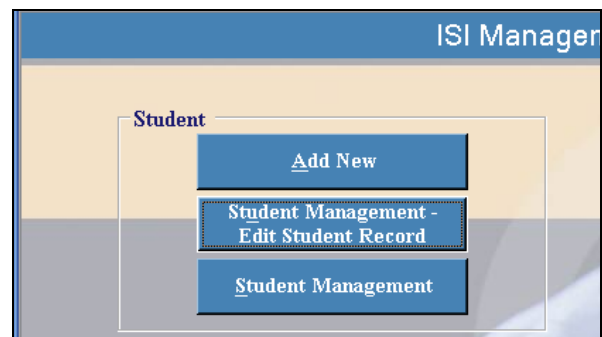
3 - To resize and reposition the buttons on the Favorites screen, right-click on the desired button and choose **Select** from the menu.



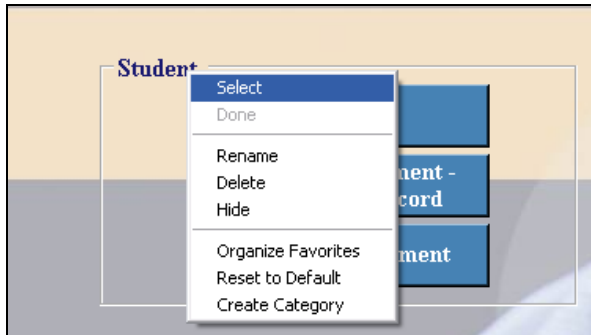
The button color will change from blue to pink, a sign that it is ready to be resized/repositioned.

Use your mouse to resize the button. To reposition, click on the button and drag it to its new location.

Here is the final look of the button after it has been created, resized and repositioned:



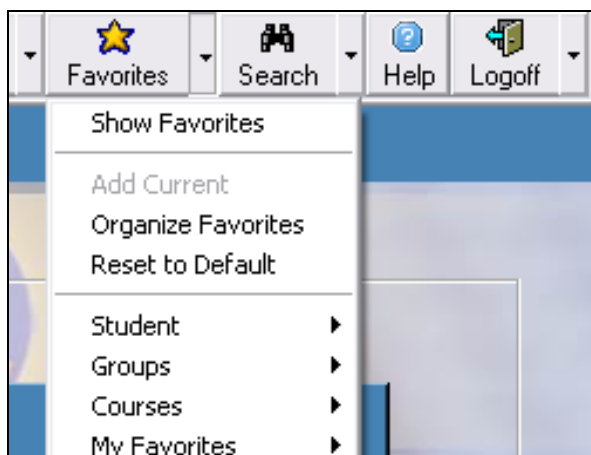
You may also resize and reposition the larger boxes containing the buttons (e.g., the Student box below). To do so, right-click on "Student" and choose **Select** from the menu.



The selected box will turn pink and you may begin resizing/repositioning the box.



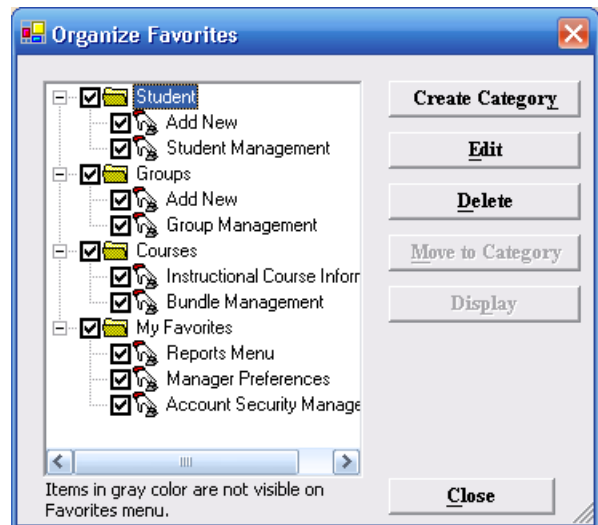
More About Favorites



The **Show Favorites** option takes you to the main screen of the ISI Manager, where your favorites reside. It will hide the other screens you have been working in during your session.

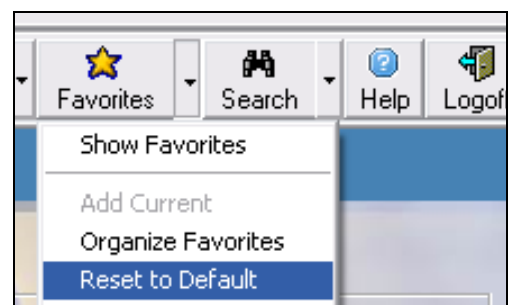
To check what screens are hidden, go to File and look under the Exit menu for a list of hidden screens.

The **Organize Favorites** screen allows you to manage your Favorites. You may delete an item or hide it.



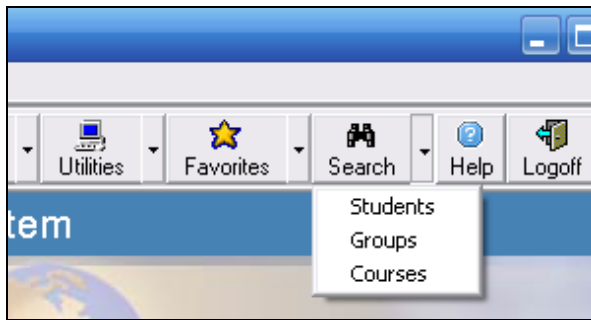
Please note: When deciding whether you want to delete an item or hide it, be aware that once deleted, you have to go through 'Add Current' to add it back. However, when you hide an item, you only have to go to 'Organize Favorites' and place a checkmark next to the item to make it visible again.

Reset to Default in the Favorites menu allows you to go back to the default screen.



The list of items that appears under Reset to Defaults are the current items on your Favorites screen.

Search Options



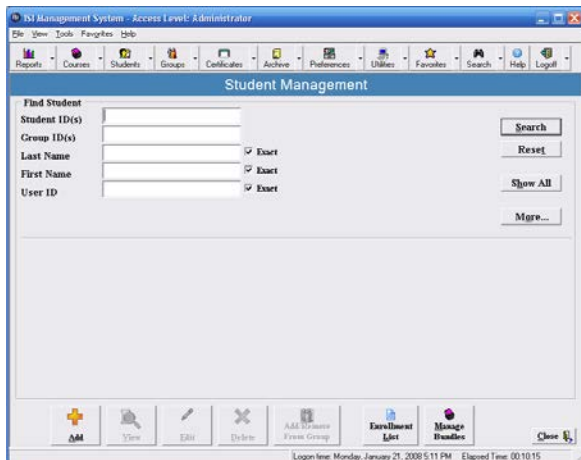
You may search data in a variety of ways. Via the **Search** button in the ISI Manager you may access search windows for:

- a) Students
- b) Groups
- c) Courses

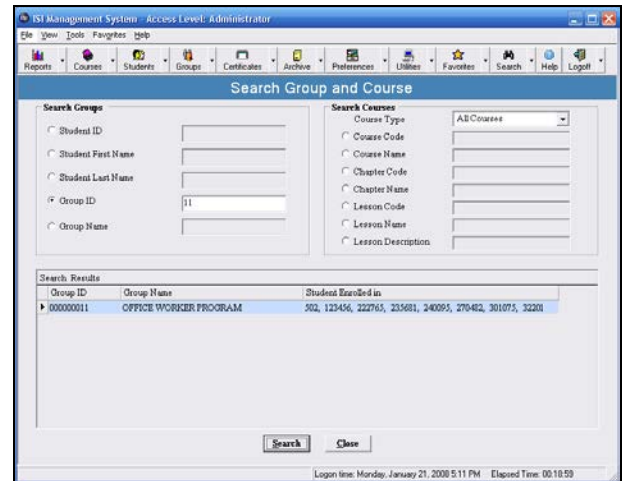
The **Student Management** window (also accessible via the Students button) allows you to search by Student ID(s), Group ID(s), Last Name, First Name and User ID.

The **Exact** option should only be selected if you are sure of the spelling of a student's name or user ID.

If unsure of spelling, entering the first few letters of the student's name will help to locate all possible records.

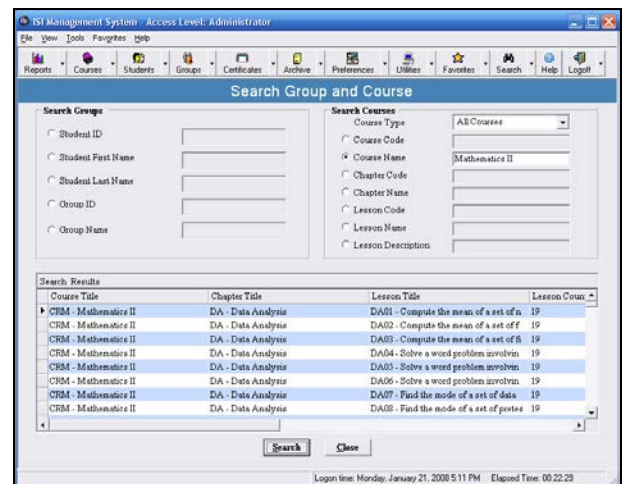


Both the **Groups** option and **Courses** option under the Search menu take you to **Search Group and Course** where you may search for groups on the left hand side and obtain a list of student ID numbers for a particular Group ID/Name. You may also plug in a Student ID, First Name or Last Name.



The **Search Courses** feature allows you to search courses by:

- Course Type
- Course Code
- Course Name
- Chapter Code
- Chapter Name
- Lesson Code
- Lesson Name
- Lesson Description

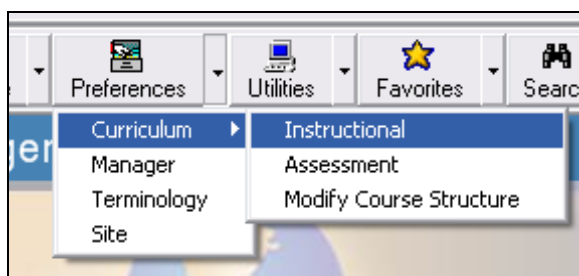


Preferences

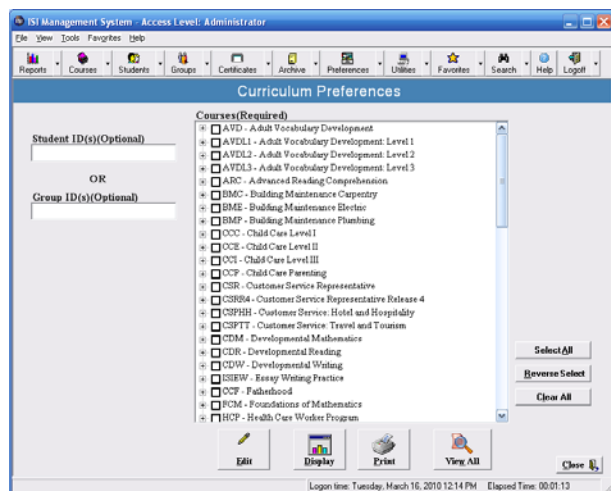
Via the **Preferences** button you may customize settings for:

- 1) Curriculum: Instructional, Assessment, and Modify Course Structure
- 2) Manager
- 3) Terminology
- 4) Site or Network

To adjust settings for Instructional Curriculum, go to **Preferences – Curriculum – Instructional**.



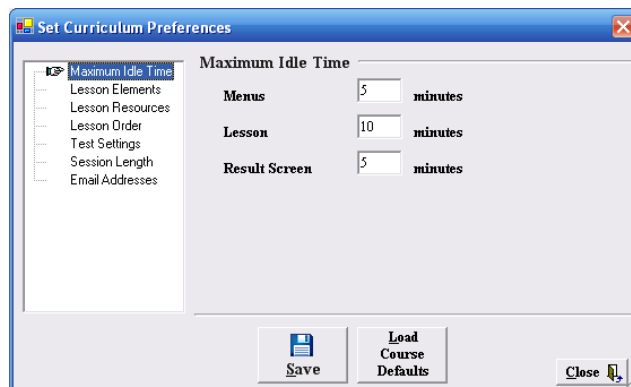
From the **Curriculum Preferences** window you can customize numerous aspects of the courseware.



To edit preferences settings:

- Select a course (Required).
- Enter Student ID(s) or Group ID(s) (Optional).
- Click on the **Edit** button at the bottom. (Or to see a report of current settings, click on **Display**.)

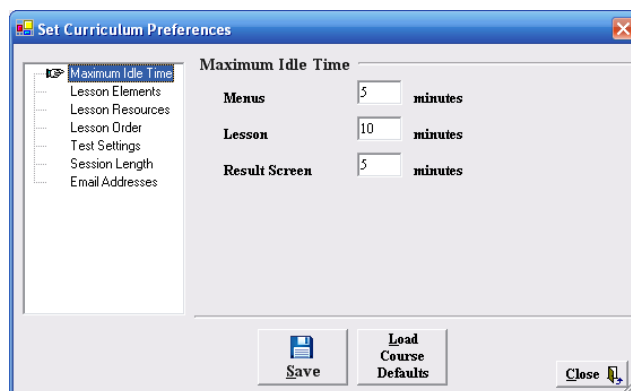
After clicking on **Edit**, you will see the following screen with menu items on the left hand side. From here you may edit a large number of courseware settings.



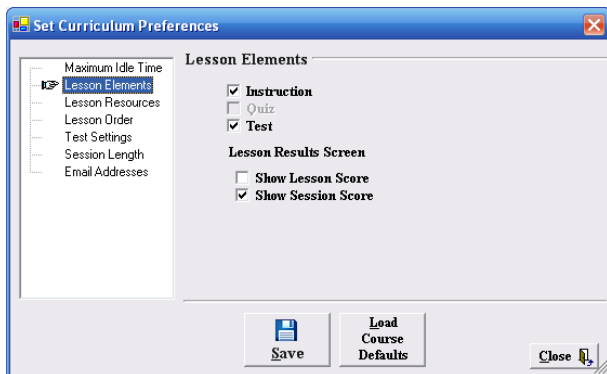
If at any time you wish to return to default settings, click on **Load Course Defaults**.

For your changes to take place, you must click on **Save** before leaving the **Set Curriculum Preferences** screen.

Maximum Idle Time allows you to adjust the number of minutes that the courseware screens remain open while idle. By idle is meant that there is no activity; the student is not clicking the mouse or using the keyboard. The student will automatically be exited from course menus, lessons and result screens after the time designated on this screen has been exceeded.



Lesson Elements: ISI courses consist of three main components: Instructional screens, quizzes, and tests. If a course does not contain quizzes, the "Quiz" portion of the following screen will be grayed out.

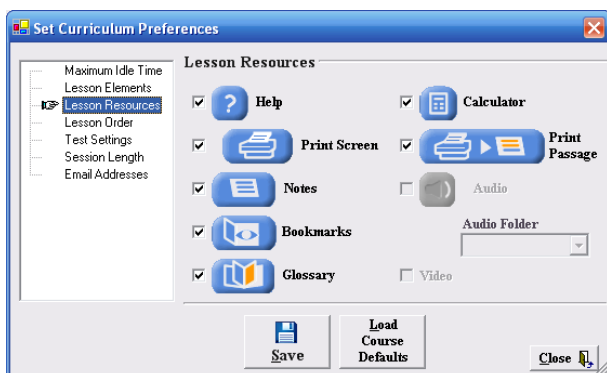


You may remove a component from the courseware by removing its checkmark. For example, if you want the student to view only instructional content and no tests or quizzes, you would remove the checkmarks next to **Quiz** and **Test**.

At the end of each test, students see their results displayed on the screen. The default is set to show session score.

Session Score displays the number correct out of number of questions attempted. You may change this setting on the Lesson Results Screen to display **Lesson Score**, which is the number correct out of number of questions in the test. To do this, place a checkmark in the **Show Lesson Score** box.

Lesson Resources – From this screen you may adjust the resources visible to a student.



ISI courses contain the following resources:

Help: Students may click on this for assistance in answering a question.

Print Screen: Allows printing if a printer is properly installed.

Notes: Learners may notate and save their thoughts and questions as they move through ISI courses.

Bookmarks: A student may use this feature to select lessons to revisit.

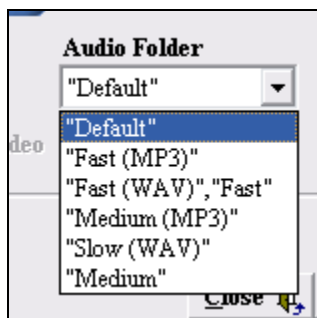
Glossary: Most ISI courses contain a glossary of words.

Calculator: This may be disabled if you want the student to work without a calculator.

Print Passage: The option exists to print passages if a printer has been installed.

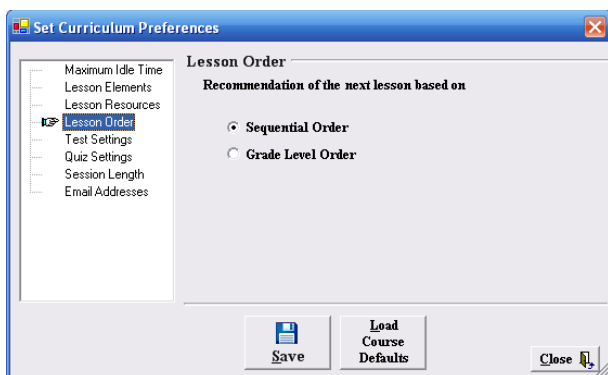
Audio: Some courses have audio. If there is no audio, this field will be grayed out.

Audio Folder: Currently, this folder refers to audio speed, choosing from slow, medium or fast. You may also select from MP3 and WAV files. Audio speed is adjustable only for select ISI courses.

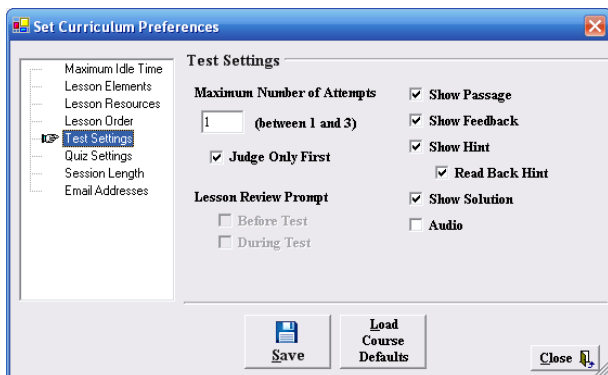


Lesson Order: From this screen you may choose the order in which lessons are presented to the student:

- **Sequential Order:** This is the default setting.
- **Grade Level Order:** Choosing this option means that lessons will be presented in grade level order. This option is applicable to ISI's academic series.



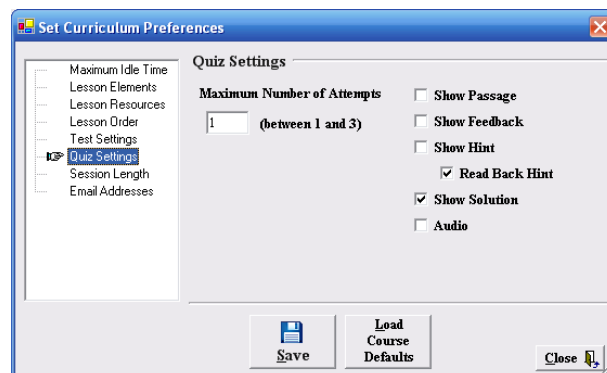
Test Settings: From this screen you may customize test settings for ISI courses.

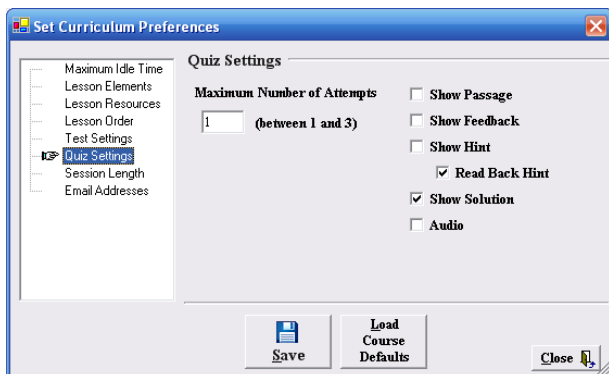


- **Maximum Number of Attempts:** If this is set at 1, the student will be allowed only one chance to answer the test question. You may allow up to three attempts and can do so by typing the number of attempts in the box.
- **Judge Only First:** If checked, even if you have allowed 2 or 3 attempts, only the first attempt will be judged. If unchecked, the final attempt will be judged.

- **Show Passage:** If checked, where applicable, the test question will show the relevant lesson passage. You may uncheck this if you want to test students' memory of the selection.
- **Show Feedback:** If checked, the student will see immediate feedback after answering each test question. If unchecked, no explanation will be provided.
- **Show Hint:** If checked, where applicable, the student will have access to hints while taking the test. Uncheck to disable hint.
- **Read Back Hint:** If checked, the audio, where applicable, will be enabled for Hint.
- **Show Solution:** If checked, the student will be able to see the solution to the test questions. If unchecked, this access will be disabled.
- **Audio:** In courses where test questions have audio, you may choose to enable or disable the audio.
- **Lesson Review Prompt:** At the end of each lesson, the student has the option of reviewing the lesson before moving on to the test. A checkmark next to **Before Test** will allow this option. A checkmark next to **During Test** will allow the option of lesson review while the student is taking a test.

Quiz Settings: From this screen you may customize quiz settings for ISI courses.

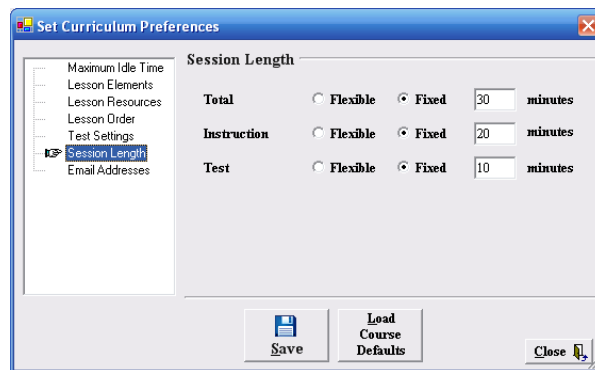




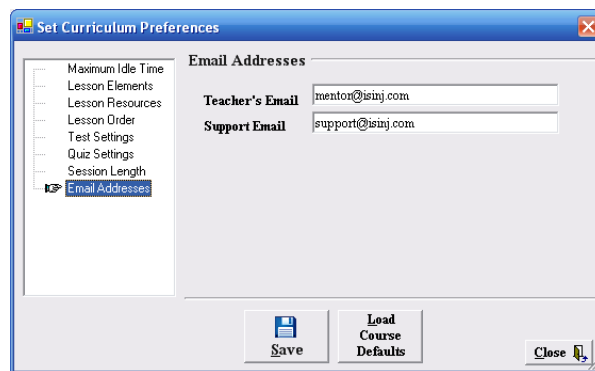
- **Maximum Number of Attempts:** If this is set at 1, the student will be allowed only one chance to answer the quiz question. You may allow up to three attempts and can do so by typing the number of attempts in the box.
- **Judge Only First:** If checked, even if you have allowed 2 or 3 attempts, only the first attempt will be judged. If unchecked, the final attempt will be judged.
- **Show Passage:** If checked, where applicable, the quiz question will show the relevant lesson passage. You may uncheck this if you want to test your students' memory of the selection.
- **Show Feedback:** If checked, the student will see immediate feedback after answering each quiz question. If unchecked, no explanation will be provided.
- **Show Hint:** If checked, where applicable, the student will have access to hints while taking the quiz. Uncheck this field to disable hint.
- **Read Back Hint:** If checked, the audio, where applicable, will be enabled for Hint.
- **Show Solution:** If checked, the student will be able to see the solution to the quiz question. If unchecked, this access will be disabled.
- **Audio:** In courses where quiz questions have audio, you may choose to enable or disable the audio.

Session Length: The default setting allows the student to take as long as needed in the instructional and test components of the courseware. You may adjust this by selecting **Fixed** and entering the time limits in the **minutes** field next to each component.

For example, as presented below, you may want to limit a session to 30 minutes, allotting 20 minutes for the instructional component and 10 minutes for test completion.



Email Addresses: If you would like students to contact an instructor or support person via email, you may enter an email address in the fields below.

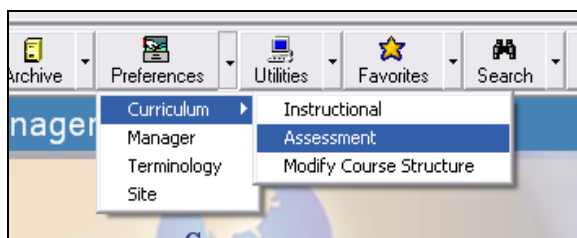


Students may send email to the designated email address by clicking on the **Web** button in the courseware and selecting **send email**. This will launch Outlook if it has been set up on the student's computer.

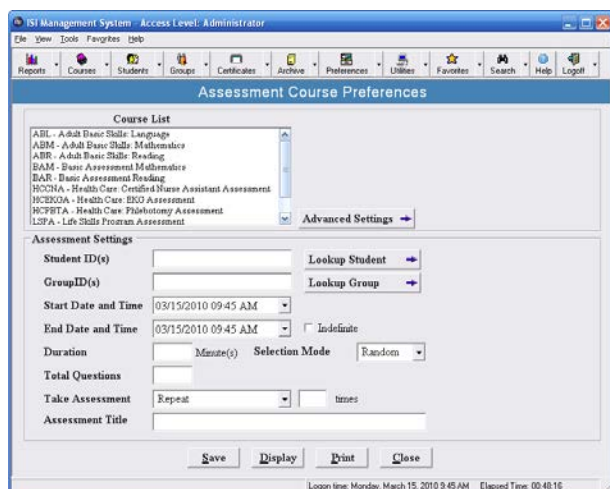


Adjusting Preferences for ISI Assessments

To adjust the preferences settings for ISI Assessments, go to **Preferences – Curriculum – Assessments**.



In the **Assessment Course Preferences** window, you may make adjustments to individual ISI Assessments listed under the **Course List** column on the left.

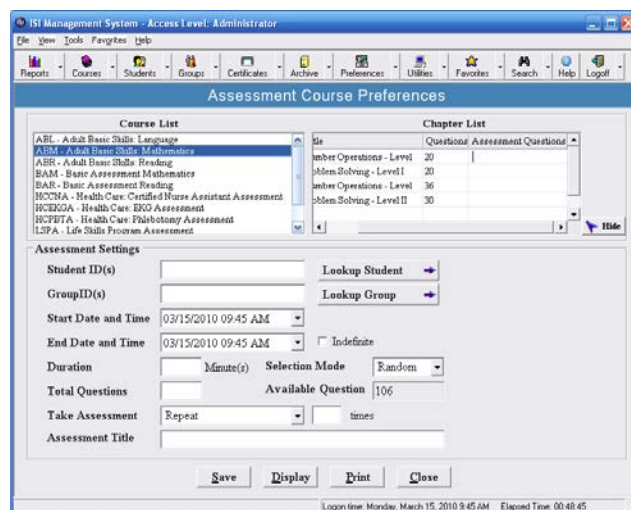


You may customize Assessments in the following ways:

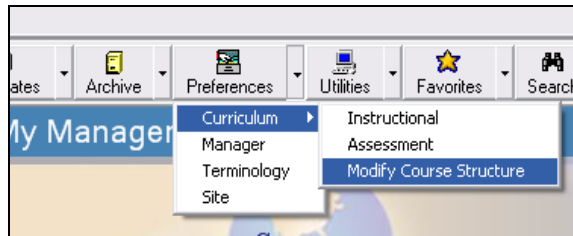
- 1) First select an ISI Assessment from the Course List on the top left and enter the applicable **Student ID(s)** or **Group ID(s)**.
- 2) You may limit the date range and time in which students have access to a particular Assessment by adjusting the **Start Date** and **End Date and Time** fields. To allow unlimited testing, check the **Indefinite** field.

- 3) Define the **Duration** of an Assessment in Minutes.
- 4) Designate if you want questions to appear in **Random** or **Sequential** order.
- 5) Enter the **Total Questions** you wish the Assessment to present to the student.
- 6) Choose between **Once**, **Repeat** and **Indefinite** under **Take Assessment**, determining how many times a student is allowed to take an assessment. When you select **Repeat**, a text box will appear asking you to enter the maximum number of times that an assessment may be repeated.
- 7) Change the title of an assessment by typing the new title in the **Assessment Title** field. This title change will appear in the courseware interface and reports. It will not change the course title in the ISI course menu.

Clicking on the **Advanced Settings** button next to the Course List allows you to adjust the number of questions in each particular assessment section (if applicable). Just type in the desired number and use **Selection Mode** to determine if the questions will be presented in random or sequential order.

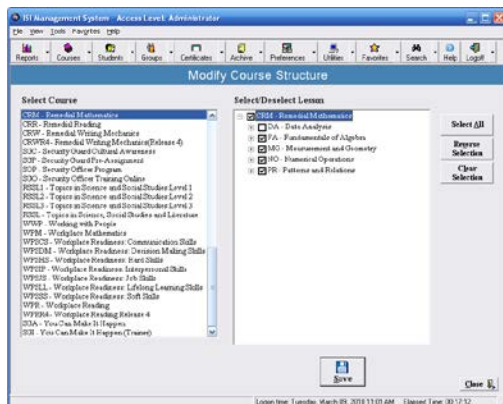


Modifying Course Structure



Modify Course Structure allows you to pick and choose from the chapters and lessons in a Release 4.0 ISI course. For example, when assigning work to a student in an ISI course, you may decide to eliminate a particular chapter or a series of lessons from being displayed to the student. In this case, you would:

- 1) Select the course from the window on the left.
- 2) Select/Deselect chapters and lessons from the window on the right.
- 3) Click **Save** when finished.



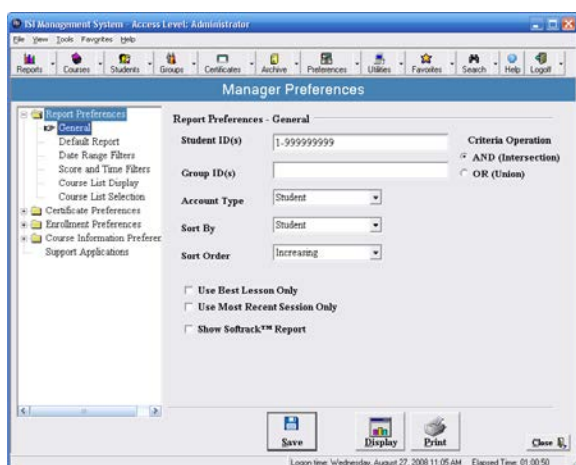
The chapters/lessons that you deselected will no longer be visible to the student.

Manager Preferences

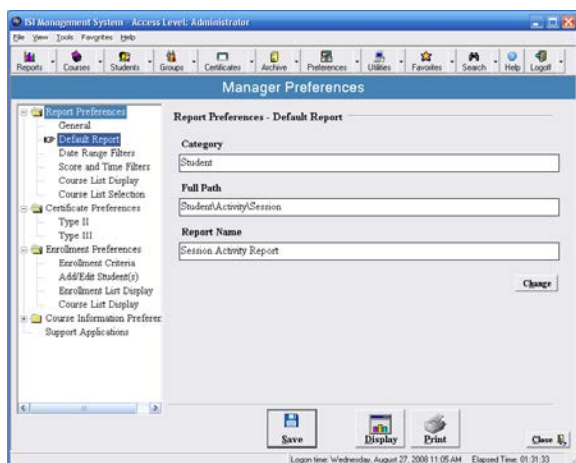
Using the **Manager Preferences** screen you may customize the ISI Manager with regards to:

- 1) Reports
- 2) Certificates
- 3) Enrollments
- 4) Course Information

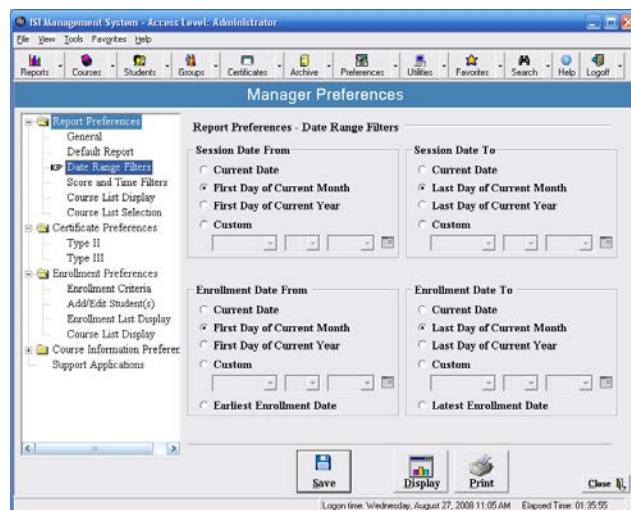
The **Report Preferences – General** screen allows you to set default settings for reports. You may do this for particular students or groups. Here you can set the default Account Type, Sort By and Sort Order. You may also set as default Use Best Lesson Only, Use Most Recent Session Only and Show Softrack Report.



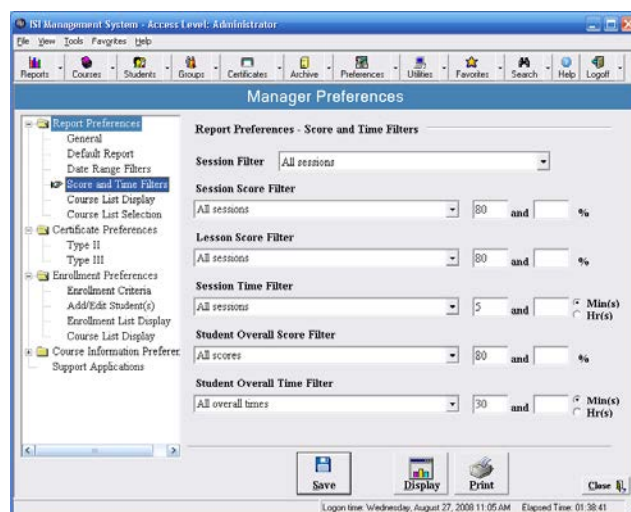
Using the **Report Preferences – Default Report** screen, you may set a commonly used report as the default report. Click on **Change** to see a list of reports where you may select the one of your choice. Be sure to click on **Save**.



In the **Report Preferences – Date Range Filters** window you may set the default date ranges for sessions and enrollment dates.

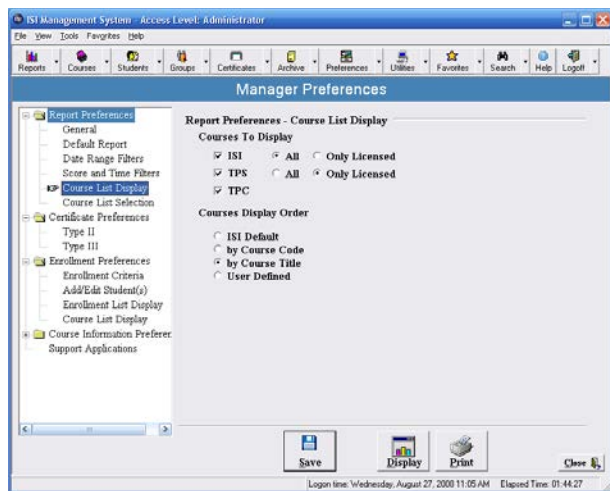


The **Report Preferences – Score and Time Filters** screen allows you to adjust the default score and time filters for reports. For example, your program may require students to achieve a minimum of 70% on each lesson. By changing the default **Lesson Score Filter** to 70%, you may then quickly view the lessons on which the student performed above or below 70%.

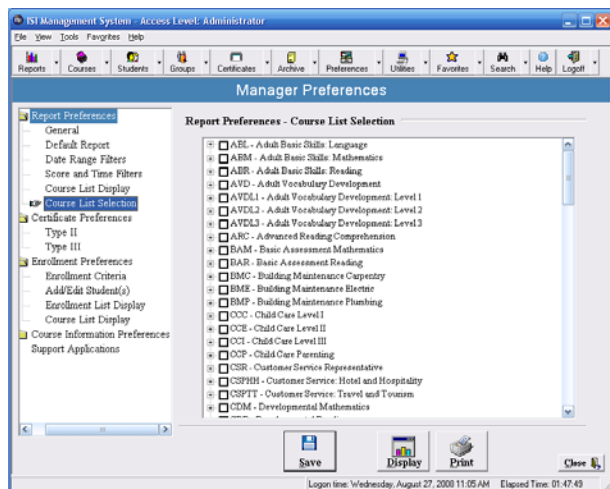


The **Report Preferences – Course List Display** screen allows you to select the types of courses you wish displayed in report screens. For example, you may wish to eliminate Third Party Software (TPS) from appearing on your report lists.

You may also designate the order in which courses are displayed in reports screens, choosing from ISI Default, by Course Code, Course Title or User Defined.

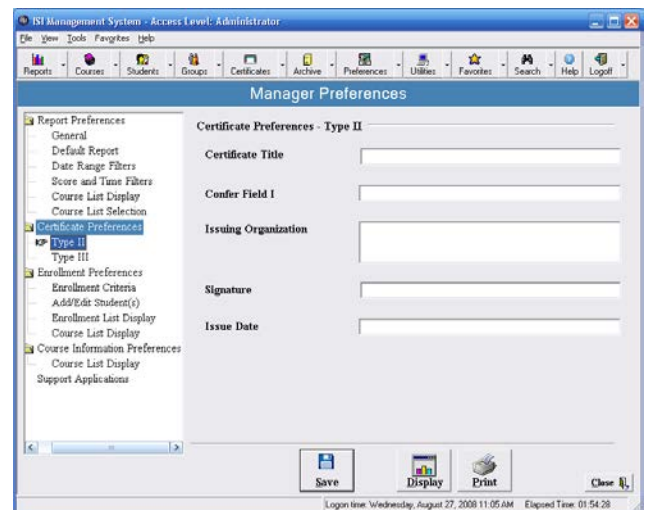


The **Report Preferences – Course List Selection** is used to set course selection defaults in the reports. For example, if your program is only concerned with mathematics courses, you may place a checkmark next to the desired math courses in this window. After clicking on save, your default course selection in the reports will be limited to those select math courses.

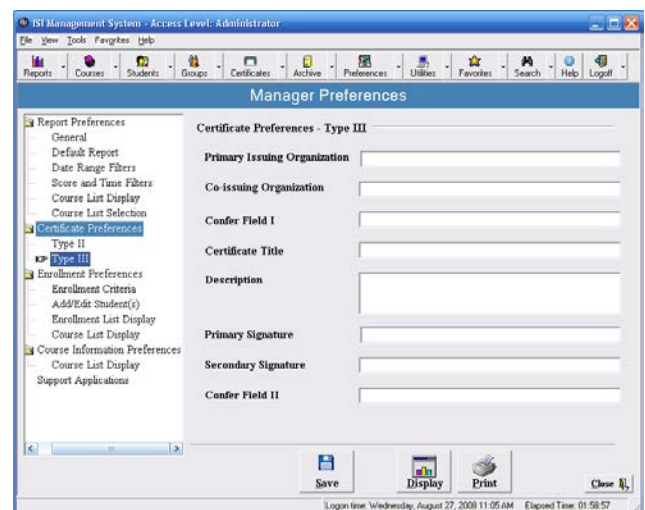


Please note: The Course List Display feature also exists for Enrollment and Course Information Preferences.

The **Certificate Preferences – Type II** window is used to set default entries for the Type II Certificates. For example, you may preset the Certificate Title, Issuing Organization, Signature and Issue Date. Once saved, this information will always appear in the Type II Certificate until it is changed again in this screen.

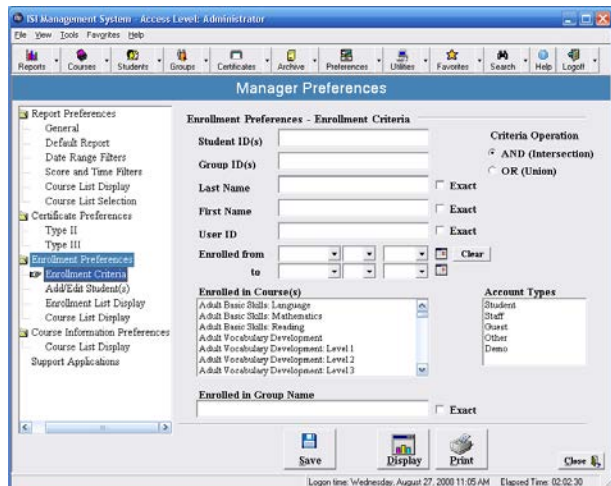


From the **Certificate Preferences – Type III** window you may set default entries for the Type III Certificate.

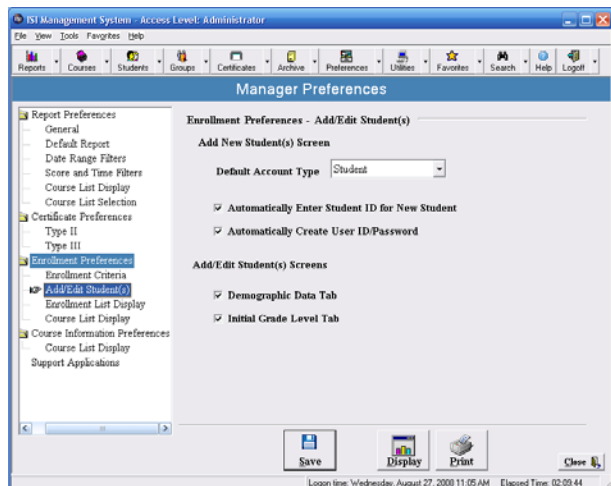


Enrollment Preferences – Enrollment Criteria is used to set the defaults for the Student Management screen. This is a useful feature if you are repeatedly viewing and editing the same student records. For example, you may be interested only in a particular group number or range of student IDs. You may set that here.

Other useful defaults include Enrollment Date Range, Courses, Group Name and Account Type.



Enrollment Preferences – Add/Edit Students speeds up the enrollment process by allowing you to set the Default Account Type, automatically enter Student IDs for new students, and automatically create user IDs/Passwords.



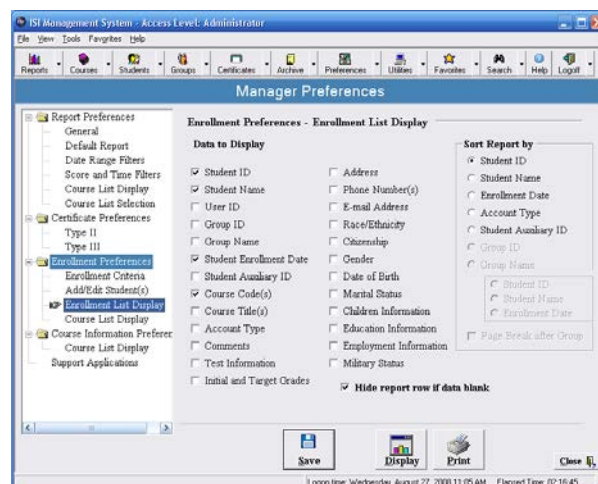
For example, placing a checkmark in the box next to **Automatically Enter Student ID for New Student** will automatically assign the next

available ID number to each new student during the enrollment process.

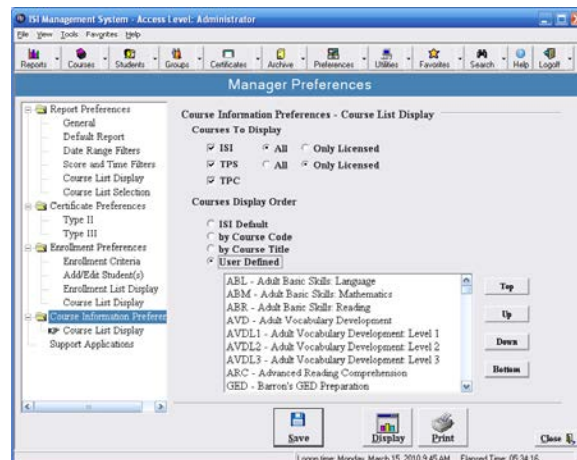
A checkmark next to **Demographic Data Tab** allows for viewing and editing of demographic data in the Add and Edit Student screens.

A checkmark next to **Initial Grade Level Tab** allows for viewing and editing of initial grade level data in the Add and Edit Student screens.

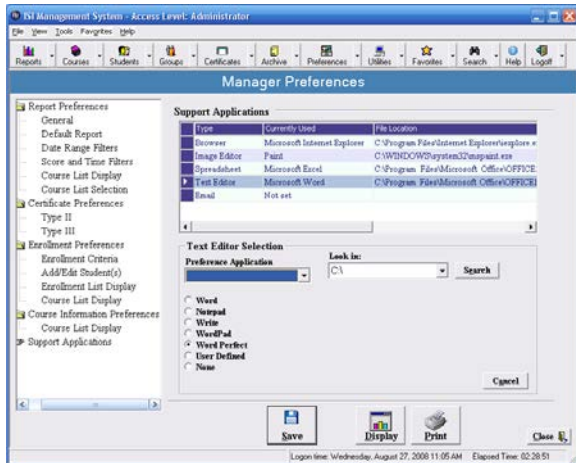
Enrollment Preferences – Enrollment List Display is used to set your preferences for the Enrollment List. Here you may select from a list of Data to Display and Sort features.



Course Information Preferences – Course List Display allows you to control the types of courses (ISI or Third Party) displayed in the Course Information window. You may also customize the order of the display based on Course Code, Course Title or a course order of your own preference.

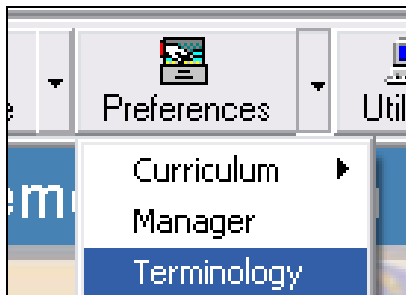


The **Support Applications** window displays the various applications currently used on the station and network, and allows for editing. For example, if your program uses Word Perfect instead of Microsoft Word, you may select that here.



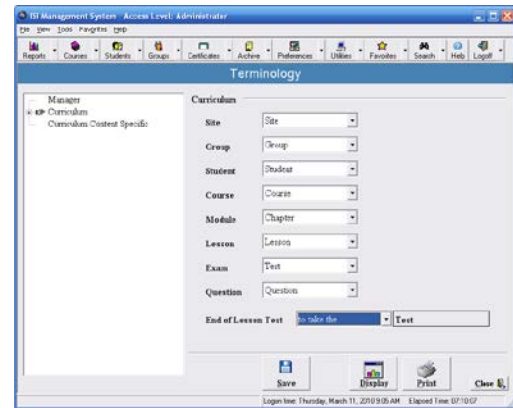
Changing Terminology Settings via Preferences

To change the terminology in all screens and buttons of the ISI Manager, go to **Preferences – Terminology**.



The **Terminology** screen is where you may customize the language used in your ISI Manager and Curriculum. For example, in your program, “Students” may be referred to as “Participants.” You may set that change in this screen and it will appear on all Manager buttons, pull downs and applicable labels.

You may also change the terminology for prompts that appear at the end of ISI lessons which ask students to click on a button to begin a test.

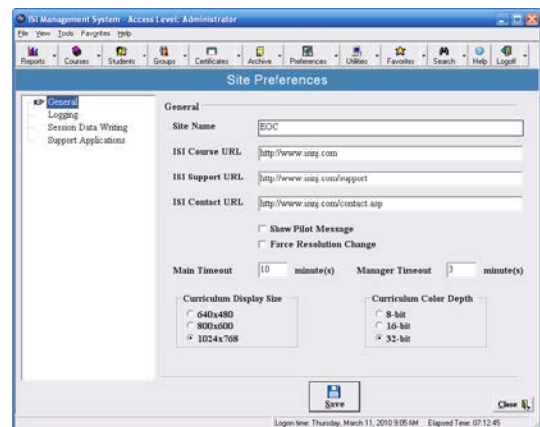


If the terminology of your choice is not on the existing list, please contact ISI to inquire about customization.

Be sure to click on **Save** after all selections have been made.

Site Preferences

Site Preferences are accessible via the Preferences button. They are preset by ISI to perform a variety of functions such as designating curriculum display size, tracking error messages, and setting the location to which curriculum data is written.

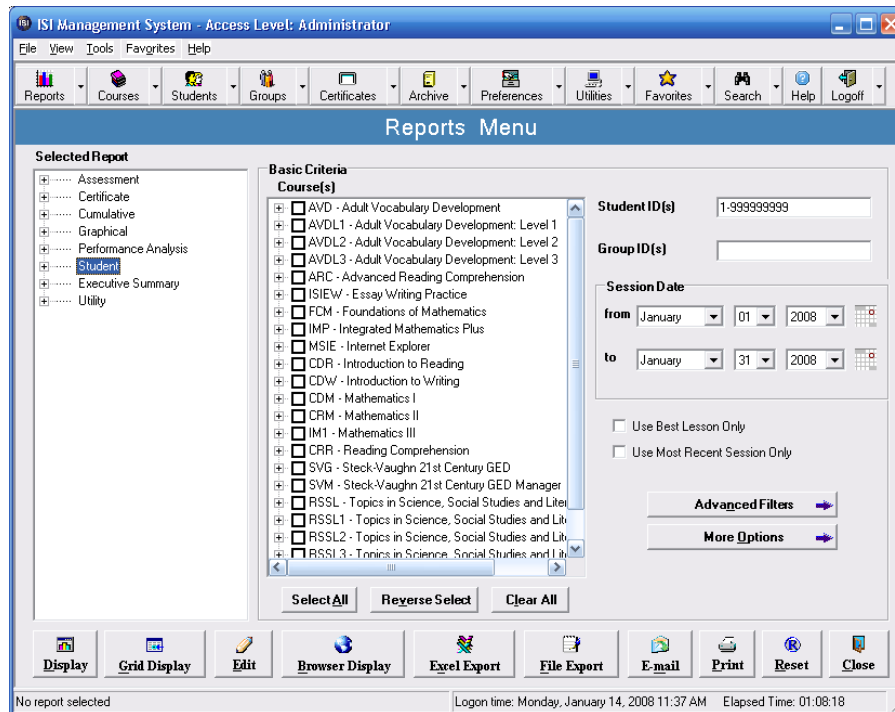


The end user may adjust various settings, as instructed by ISI Trainers. One example includes adjusting the Timeout on the ISI curriculum and Manager. Presently, the default is set for 10 minutes for the Curriculum and 3 minutes for the ISI Manager.



ISI Reports

The ISI Management System provides detailed reports on student activities in the courseware.



The Reports Menu Navigational Toolbar



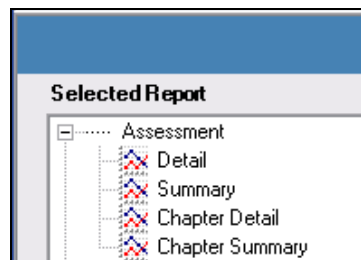
Icon	Function Performed
Display	Displays a formal report.
Grid Display	Displays report in database format.
Edit	Allows the report to be edited or modified.
Browser Display	Displays report as a web page.
Excel Export	Exports the report to Excel format.
File Export	Exports the report to another application.
E-mail	Emails the report via Outlook Express.
Print	Prints the report.
Reset	Returns the window to default settings.
Close	Returns to the previous window/menu.

The Reports menu contains eight report types:

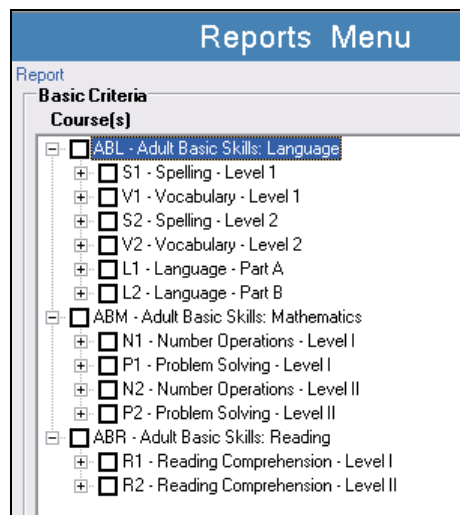
- 1) Assessment
- 2) Certificate
- 3) Cumulative
- 4) Graphical
- 5) Performance Analysis
- 6) Student
- 7) Executive Summary
- 8) Utility

Assessment Reports

Assessment Reports are broken down into **Detail** and **Summary** reports:



Assessment Reports may be pulled for all ISI assessments. Examples include the ISI Adult Basic Skills: Language, Mathematics and Reading.



A **Detail** report will indicate a student's performance on each question answered. The following is a sample Assessment Detail Report where "C" stands for "Correct" and "I" stands for "Incorrect."

<i>Assessment Detail Report</i>			
Report Date:	January 14, 2008	Sort By:	Student (Increasing)
Student Number(s):	48		
Date(s):	1/1/2007 - 1/31/2008		
Course Code(s):	ABM		
Exercise Title	Grade Level	Time (Min:Sec)	Correct/ Exercise Count
Student Name: Chitra Badii			
Student ID: 000000048			
Auxiliary ID: N/A			
(ABM) Adult Basic Skills: Mathematics			
(P1) Problem Solving - Level I (Grade Level: 3.20 - 4.39)			
10/01/07 9:58 pm Compute take-home pay	(3.20 - 3.25)	0:10	C
Compute savings in an installment purchase	(3.26 - 3.31)	0:08	C
Compute the cost of a purchase	(3.32 - 3.37)	0:42	C
Compute total time with fractional hours	(3.38 - 3.43)	0:11	C
Compute the cost of renting a car	(3.44 - 3.49)	0:15	C
Compute wages earned	(3.50 - 3.55)	0:19	C
Compute miles per gallon	(3.56 - 3.61)	0:13	C
Compute cost savings on transportation	(3.62 - 3.67)	0:15	I
Compute the percent of a down payment	(3.68 - 3.73)	0:16	C
Read data from a bar chart	(3.74 - 3.79)	0:18	C
Read a fuel gauge	(3.80 - 3.85)	0:10	C
Read data from a line chart	(3.86 - 3.91)	0:12	C
Identify a geometric shape	(3.92 - 3.97)	0:06	C
Compute perimeter of a triangle	(3.98 - 4.03)	0:14	C
Compute perimeter of a rectangle	(4.04 - 4.09)	0:15	C
Read a transportation schedule	(4.10 - 4.15)	0:07	C

The **Assessment Summary** reports provide totals for time and score. The following is an example of an Assessment Summary Report:

<i>Assessment Summary Report</i>			
Report Date:	January 14, 2008	Sort By:	Student (Increasing)
Student Number(s):	48		
Date(s):	1/1/2007 - 1/31/2008		
Course Code(s):	ABM		
Assessment Test	Assessment Date	Time (Hr:)Min:Sec	Correct/ Exercise Count
Student Name: Chitra Badii			
Student ID: 000000048			
Auxiliary ID: N/A			
(ABM) Adult Basic Skills: Mathematics			
(N1) Number Operations - Level I (Grade Level: 2.00 - 3.19)	10/01/07 9:51 pm	6:48	20/20 (100%)
(P1) Problem Solving - Level I (Grade Level: 3.20 - 4.39)	10/01/07 9:58 pm	8:04	18/20 (90%)
(N2) Number Operations - Level II (Grade Level: 4.40 - 6.55)	10/01/07 10:06 pm	18:59	35/36 (97%)
(P2) Problem Solving - Level II (Grade Level: 6.56 - 8.81)	10/01/07 10:25 pm	19:22	28/30 (93%)
Assessment Total: 4 session(s)		53:13	101/106 (95%)
Student Total: 4 session(s)		53:13	101/106 (95%)
Grand Total: 4 session(s)		53:13	101/106 (95%)

The two other report options under Assessments are:

Chapter Detail: breaks the 'Detail' report down to the chapter level.

Chapter Summary: breaks the 'Summary' report down to the chapter level.

Certificates

Certificates may be awarded to students for successful completion of ISI courses. Instructors or administrators may choose from several Certificate templates:

- Type 1 is a predefined certificate with Instructional Systems, Inc. as the issuing organization.
- Type 1A allows you to enter the name of the issuing organization.
- Type II allows the user to customize the certificate by entering the name of an organization, the certificate title, signature and date issued.
- Type III is designed to accommodate partner organizations that wish to join together in awarding a certificate. Two fields are available for organization names and signatures.

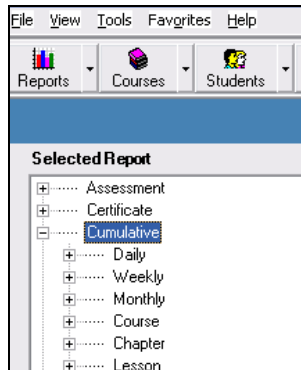
Once you have entered the student number and dates of study, along with optional advanced filters, you may use the Certificate Output page to customize the Type II & III certificates. Here is an example of the Type III Certificate Output page:

The screenshot shows the 'Certificate Type III' configuration page in the ISI Management System. The interface includes a menu bar with options like Reports, Courses, Students, Groups, Certificates, Archive, Preferences, Utilities, Favorites, Search, Help, and Logout. A 'Reports Menu' is also visible. The 'Selected Report' section on the left lists various report types, with 'Certificate Type III' selected. The main area is titled 'Certificate Output Validation' and contains several input fields: 'Primary Organization' (SUNY), 'Co-issuing Organization' (Instructional Systems, Inc.), 'Confer Field I' (Awarded This), 'Certificate Title' (Certificate of Completion), 'Description' (Mathematics II), 'Primary Signature' (John Smith), 'Secondary Signature' (Corrin Collins), and 'Confer Field II' (Evidencing successful completion of the Mathematics II program). A 'Back to Template' button and a 'Basic Data Selection' link are at the bottom. The status bar at the bottom indicates the login time as Monday, January 14, 2008 2:38 PM and elapsed time as 01:29:46.

This is an example of a Type III Certificate where two organizations and signature fields have been filled in:

The screenshot shows the 'Certificate Template' page in the ISI Management System. The interface is similar to the previous one, with the 'Selected Report' section on the left showing 'Certificate Type III' selected. The main area displays a preview of a certificate template. The certificate is titled 'SUNY EOC and Instructional Systems Inc. Award This Certificate of Completion' and is signed by 'Bob Smith'. The text on the certificate reads: 'Evidencing the commitment to academic excellence and personal development exhibited in the Life Skills Program administered by Suny EOC during Spring 2007'. The certificate is framed by a decorative border. Below the preview, there is a 'Certificate Output' button. The status bar at the bottom indicates the login time as Monday, January 14, 2008 2:38 PM and elapsed time as 01:28:38.

Cumulative Reports



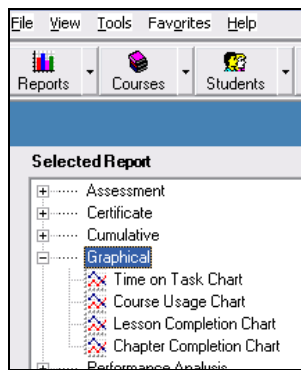
The **Cumulative Reports** present the successive completion of course content broken down in the following categories:

- **Daily, Weekly & Monthly Reports** show usage over a specified period of time. These reports are generally used to ensure that students are using the courseware properly over a given time frame. For example, a daily report can be used to show how many hours students spent in a particular course during a specified day(s).
- **Course Reports** show student usage in a particular course(s). This report is helpful for a student who is studying several courses and is a good gauge of progress per course.
- **Chapter Reports** show usage broken down by individual curriculum chapters. For example, an instructor can quickly see which chapters require review and which have been mastered.
- **Lesson Reports** show usage in individual lessons in a particular course, allowing instructors to gauge student progress.

All of the Cumulative Reports are available in:

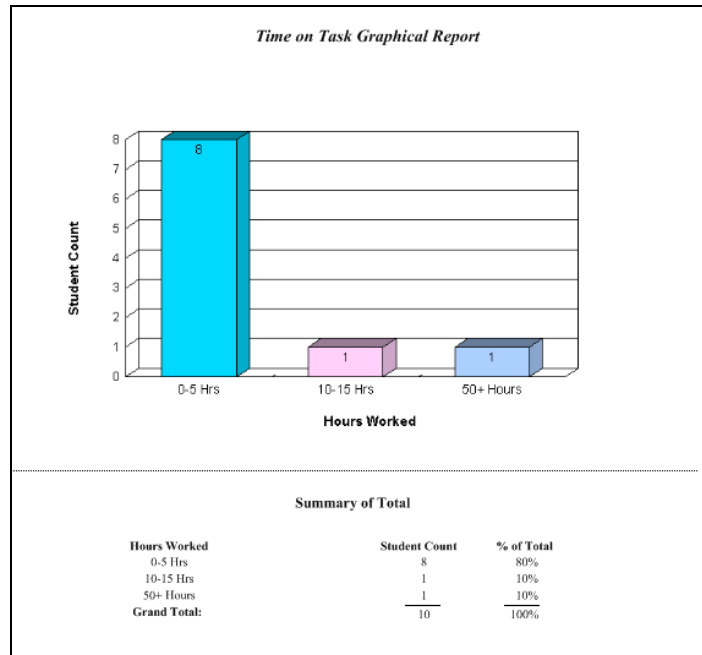
- Detail format, which shows the data for each session.
- Summary format, which provides totals based on the report type selected.

Graphical Reports

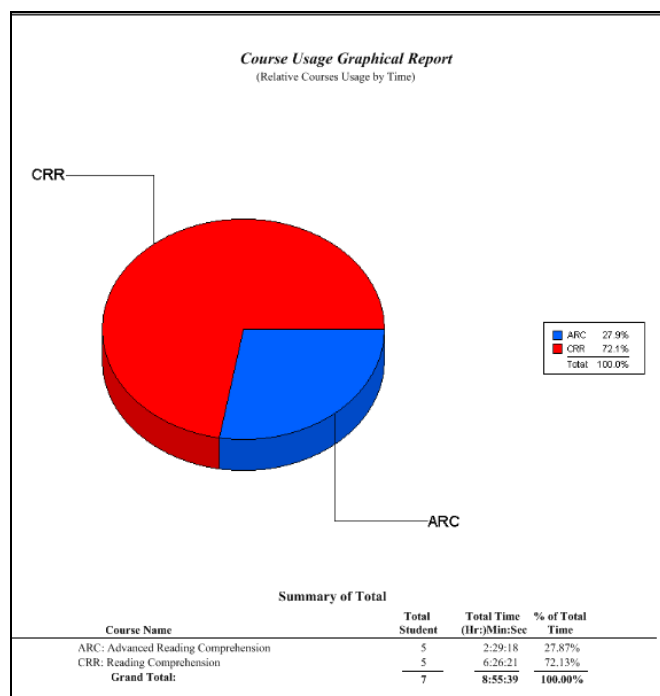


Graphical Reports give a visual breakdown of data:

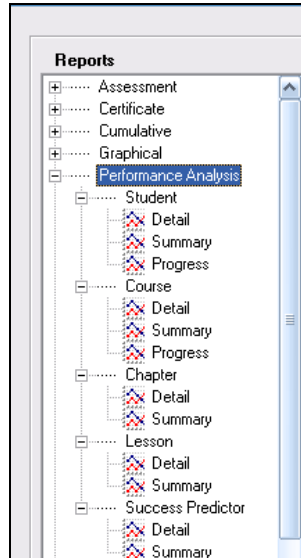
- **Time on Task Chart** gives a visual picture of how much time students have spent in the specified course(s). For example, in the following chart, ten students studied the courseware. Eight of those spent between zero and five hours in the courseware. One student spent ten to fifteen hours and one student spent more than fifty hours.



Course Usage Chart shows the number of students who studied a course(s) for a particular time period, the total time spent and the percentage of total time spent in that course, compared to other courses.



Performance Analysis Reports



Performance Analysis reports show student performance in both detail and summary format. You may pull this report by Student, Course, Chapter or Lesson.

This is an example of a Performance Analysis report pulled for a Student in detail format. Based on this report, an instructor will be able to identify student strengths and weaknesses within individual lessons and chapters:

<i>Student Performance Analysis Detail Report</i>						
Report Date: January 16, 2008		Sort By: Student (Increasing)				
Student Number(s): 45		Session(s): Omit session with 0/0 score and 1 minute time				
Date(s): 1/1/2007 - 1/31/2008		Session Scores: All sessions				
Course Code(s): CRM		Lesson Scores: All sessions				
Student	Session Date	Lesson	Grade Level	Session Length (Hr:Min:Sec)	Session Score	Lesson Score
000000045 - Lisa Johnson						
CRM: Mathematics II						
	08/09/07 9:45 am	DA01:Compute the mean of a set of numbers	6.00 - 6.03	3:43	10/20 (50%)	10/20 (50%)
	9:49 am	DA04:Solve a word problem involving the mean	6.12 - 6.15	1:52	11/20 (55%)	11/20 (55%)
	9:51 am	DA07:Find the mode of a set of data	6.24 - 6.27	4:01	10/10 (100%)	10/10 (100%)
	9:55 am	DA10:Find the median of a set of numbers	6.36 - 6.39	1:42	10/10 (100%)	10/10 (100%)
	9:57 am	DA13:Identify the error in computing a test score	6.48 - 6.51	2:43	2/20 (10%)	2/20 (10%)
	9:59 am	DA14:Recompute an average when data is added	6.52 - 6.55	2:13	4/20 (20%)	4/20 (20%)
	10:02 am	DA15:Recompute an average when data is removed	6.56 - 6.59	1:30	3/20 (15%)	3/20 (15%)
	10:03 am	DA16:Calculate calories from a table	6.60 - 6.63	1:57	9/10 (90%)	9/10 (90%)
	10:05 am	DA18:Predict results of an election	6.68 - 6.71	1:28	8/20 (40%)	8/20 (40%)
	10:09 am	DA20:Describe statistics in a number of ways	6.76 - 6.79	1:23	7/20 (35%)	7/20 (35%)
	10:10 am	DA21:Compute the value of real estate sold	6.80 - 6.83	1:28	5/20 (25%)	5/20 (25%)
	10:12 am	DA22:Compute the average number of cars sold	6.84 - 6.87	1:20	5/20 (25%)	5/20 (25%)
	10:14 am	DA24:Find the mean gain or loss of stock market	6.92 - 6.95	1:20	7/20 (35%)	7/20 (35%)
	10:16 am	DA25:Compute mean, mode, median and range of a set of data	6.96 - 6.99	1:24	5/20 (25%)	5/20 (25%)
	10:19 am	DA29:Find the probability of selecting a point	7.12 - 7.15	1:13	5/20 (25%)	5/20 (25%)
Student Total:			15 Sessions	29:17	101/270 (37%)	101/270 (37%)
Grand Total:			15	29:17	101/270 (37%)	101/270 (37%)

You may also pull a “progress” report by student or by course, which shows the starting and ending grade level as well as the monthly rate of progress. This is an example of a **Student Progress Report**:

Student Progress Report								
Report Date:	January 16, 2008			Sort By:	Student (Increasing)			
Student Number(s):	45			Session(s):	Omit session with 0/0 score and 1 minute time			
Date(s):	1/1/2007 - 1/31/2008							
Course Code(s):	CRM							
Student	Start Grade Level	Current Grade Level	Monthly Progress Rate	Sessions	Session Time Hr:Min:Sec	Start Session Date	Last Session Date	
000000045 - Lisa Johnson								
Auxiliary ID: N/A								
CRM: Mathematics II		6.00	9.83	3.8	43	58:31	08/08/07 22:33	08/09/07 10:49
Student Total:					43	58:31		
Grand Total:				43		58:31		

The **Success Predictor** reports come in both “detail” and “summary” format. This is an example of a Success Predictor Detail Report for a student who has worked in three math courses. It shows the course codes, total sessions, total time, average session time, session score, lesson score and totals for all categories:

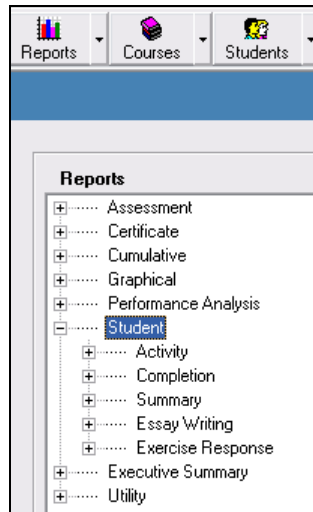
Success Predictor Detail Report									
Report Date:		January 16, 2008			Sort By:		Increasing Student		
Student Number(s):		45			Session(s):		Omit session with 0/0 score and 1 minute time		
Session Date(s):		1/1/2007 - 1/31/2008			Session Scores:		All sessions		
Course Code(s):		CDM, CRM, IM1			Lesson Scores:		All sessions		
Student ID	Student Name	Course Code	Total Sessions	Total Time (Hr:Min)	Avg Session Time (Min:Sec)	Session Score	Lesson Score		
000000045: Johnson, Lisa									
		CRM	43	0:59	1:22	241/780	(31%)	241/800	(30%)
		CDM	9	0:06	0:38	44/90	(49%)	44/90	(49%)
		IM1	3	0:10	3:22	15/60	(25%)	15/60	(25%)
Sub Total:		3 Course (s)	55	1:14	1:21	300/930	(32%)	300/950	(32%)
Grand Total:		1 Student (s)	55	1:14	1:21	300/930	(32%)	300/950	(32%)

The **Success Predictor Summary** report shows the same categories of data, but only the bottom line (i.e. the totals).

Student Reports

The set of reports labeled “**Student**” contains four categories:

- 1) Activity
- 2) Completion
- 3) Summary
- 4) Essay Writing
- 5) Exercise Response



Activity Reports show the results of the individual sessions a student has studied. You may pull Activity Reports by session, daily, monthly, course, chapter or lesson.

Sample Session Activity Report

Session Activity Report							
Report Date:		January 16, 2008		Sort By:		Student (Increasing)	
Student Number(s):		45		Session(s):		Omit session with 0/0 score and 1 minute time	
Date(s):		1/1/2007 - 1/31/2008		Session Scores:		All sessions	
Course Code(s):		CRM		Lesson Scores:		All sessions	
Course	Lesson Title	Grade Level	Session Date	Session Length (Hr:)Min:Sec	Session Score	Lesson Score	
Student Name: Lisa Johnson							
Student ID: 000000045							
Auxiliary ID: N/A							
CRM: Mathematics II							
	DA01:Compute the mean of a set of numbers	6.00 - 6.03	08/09/07 9:45 am	3:43	10/20 (50%)	10/20 (50%)	
	DA04:Solve a word problem involving the mean	6.12 - 6.15	9:49 am	1:52	11/20 (55%)	11/20 (55%)	
	DA07:Find the mode of a set of data	6.24 - 6.27	9:51 am	4:01	10/10 (100%)	10/10 (100%)	
	DA10:Find the median of a set of numbers	6.36 - 6.39	9:55 am	1:42	10/10 (100%)	10/10 (100%)	
	DA13:Identify the error in computing a test score	6.48 - 6.51	9:57 am	2:43	2/20 (10%)	2/20 (10%)	
	DA14:Recompute an average when data is added	6.52 - 6.55	9:59 am	2:13	4/20 (20%)	4/20 (20%)	
	DA15:Recompute an average when data is removed	6.56 - 6.59	10:02 am	1:30	3/20 (15%)	3/20 (15%)	
	DA16:Calculate calories from a table	6.60 - 6.63	10:03 am	1:57	9/10 (90%)	9/10 (90%)	
	DA18:Predict results of an election	6.68 - 6.71	10:05 am	1:28	8/20 (40%)	8/20 (40%)	
	DA20:Describe statistics in a number of ways	6.76 - 6.79	10:09 am	1:23	7/20 (35%)	7/20 (35%)	
	DA21:Compute the value of real estate sold	6.80 - 6.83	10:10 am	1:28	5/20 (25%)	5/20 (25%)	
	DA22:Compute the average number of cars sold	6.84 - 6.87	10:12 am	1:20	5/20 (25%)	5/20 (25%)	
	DA24:Find the mean gain or loss of stock market	6.92 - 6.95	10:14 am	1:20	7/20 (35%)	7/20 (35%)	
	DA25:Compute mean, mode, median and range of a set of data	6.96 - 6.99	10:16 am	1:24	5/20 (25%)	5/20 (25%)	
	DA29:Find the probability of selecting a point	7.12 - 7.15	10:19 am	1:13	5/20 (25%)	5/20 (25%)	
Course Total:				29:17	101/270 (37%)	101/270 (37%)	
Student Total:				29:17	101/270 (37%)	101/270 (37%)	

Sample Daily Activity Report

Daily Activity Report						
Report Date:		January 16, 2008		Sort By:		Student (Increasing)
Student Number(s):		48		Session(s):		Omit session with 0/0 score and 1 minute time
Date(s):		1/1/2007 - 1/31/2008		Session Scores:		All sessions
Course Code(s):		AVD, AVDL1, AVDL3, ARC, ISIEW, FCM, IMP, MSIE, CDR, CDM, IM1, CRR, SVG, SVM, RSSL, RSSL1, RSSL2, RSSL3, CRW		Lesson Scores:		All sessions
Course	Lesson	Grade Level	Session Time (Hr:Min:Sec)	Session Score	Lesson Score	
Student Name: Chitra Badii						
Student ID: 00000048						
Auxiliary ID: N/A						
Session Date: 10/4/07						
CDM:Mathematics I						
	WN01:Place value of whole numbers	1.00 - 1.62	2:01	10/10 (100%)	10/10 (100%)	
	10/04/07 Total:		2:01	10/10 (100%)	10/10 (100%)	
Session Date: 10/6/07						
CDM:Mathematics I						
	WN01:Place value of whole numbers	1.00 - 1.62	3:44	10/10 (100%)	10/10 (100%)	
	WN02:Ordering whole numbers	1.63 - 2.25	2:16	9/10 (90%)	9/10 (90%)	
	WN03:Addition of whole numbers	2.26 - 2.88	1:49	8/10 (80%)	8/10 (80%)	
	WN04:Subtraction of whole numbers	2.89 - 3.51	2:16	2/10 (20%)	2/10 (20%)	
	WN05:Multiplication of whole numbers	3.52 - 4.14	2:15	10/10 (100%)	10/10 (100%)	
	WN06:Division of whole numbers	4.15 - 4.77	4:54	6/10 (60%)	6/10 (60%)	
	WN07:Mixed operations with whole numbers	4.78 - 5.39	4:56	7/10 (70%)	7/10 (70%)	
	WN08:Application problems with whole numbers	5.40 - 6.00	4:24	9/10 (90%)	9/10 (90%)	
	FR01:Introduction to fractions	3.00 - 3.18	3:21	10/10 (100%)	10/10 (100%)	
	FR02:Equivalent fractions	3.55 - 3.72	2:51	10/10 (100%)	10/10 (100%)	
	FR03:Adding like fractions	3.37 - 3.54	1:11	10/10 (100%)	10/10 (100%)	
	FR04:Reducing fractions	3.19 - 3.36	2:26	9/10 (90%)	9/10 (90%)	

Sample Monthly Activity Report

<i>Monthly Activity Report</i>						
Report Date:	January 16, 2008	Sort By:	Student (Increasing)			
Student Number(s):	45	Session(s):	Omit session with 0/0 score and 1 minute time			
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions			
Course Code(s):	ALL	Lesson Scores:	All sessions			
Course	Lesson	Grade Level	Session Date	Session Time (Hr:Min:Sec)	Session Score	Lesson Score
Student Name: Lisa Johnson						
Student ID: 00000045						
Auxiliary ID: N/A						
August 2007						
AVDL1 Adult Vocabulary Development: Level 1						
	V102:Word Group 2	1.2 - 1.3	08/11/07	3:39	7/7 (100%)	7/7 (100%)
	V103:Word Group 3	1.4 - 1.5	08/11/07	1:58	7/7 (100%)	7/7 (100%)
	V104:Word Group 4	1.6 - 1.7	08/11/07	5:04	14/15 (93%)	14/15 (93%)
	V201:Word Group 1	2.0 - 2.0	08/11/07	2:12	12/12 (100%)	12/12 (100%)
	V202:Word Group 2	2.1 - 2.1	08/08/07	1:37	7/10 (70%)	7/10 (70%)
			08/11/07	3:02	10/10 (100%)	10/10 (100%)
	V203:Word Group 3	2.2 - 2.2	08/11/07	1:56	11/11 (100%)	11/11 (100%)
	V204:Word Group 4	2.3 - 2.3	08/11/07	5:02	11/11 (100%)	11/11 (100%)
	V205:Word Group 5	2.4 - 2.4	08/11/07	3:17	10/11 (91%)	10/11 (91%)
	V206:Word Group 6	2.5 - 2.5	08/08/07	1:48	6/10 (60%)	6/10 (60%)
			08/11/07	3:23	10/10 (100%)	10/10 (100%)
	V207:Word Group 7	2.6 - 2.6	08/11/07	2:46	6/11 (55%)	6/11 (55%)
	V208:Word Group 8	2.7 - 2.7	08/11/07	2:29	11/12 (92%)	11/12 (92%)
	V209:Word Group 9	2.8 - 2.8	08/11/07	3:30	11/11 (100%)	11/11 (100%)
	V210:Word Group 10	2.9 - 2.9	08/11/07	3:01	9/10 (90%)	9/10 (90%)
	V301:Word Group 1	3.0 - 3.0	08/08/07	1:56	9/17 (53%)	9/17 (53%)

Sample Course Activity Report

<i>Course Activity Report</i>						
Report Date:	January 16, 2008	Sort By:	Student (Increasing)			
Student Number(s):	45	Session(s):	Omit session with 0/0 score and 1 minute time			
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions			
Course Code(s):	AVDL3	Lesson Scores:	All sessions			
Course	Lesson	Grade Level	Session Date	Session Time (Hr:Min:Sec)	Session Score	Lesson Score
Student Name: Lisa Johnson						
Student ID: 000000045						
Auxiliary ID: N/A						
AVDL3: Adult Vocabulary Development: Level 3						
	V701:Word Group 1	7.0 - 7.0	08/11/07	8:46	15/15 (100%)	15/15 (100%)
	V702:Word Group 2	7.0 - 7.0	08/11/07	6:07	12/14 (86%)	12/14 (86%)
	V703:Word Group 3	7.1 - 7.1	08/11/07	6:21	14/16 (88%)	14/16 (88%)
	V704:Word Group 4	7.1 - 7.1	08/11/07	3:55	13/15 (87%)	13/15 (87%)
	V705:Word Group 5	7.2 - 7.2	08/11/07	4:58	16/16 (100%)	16/16 (100%)
	V706:Word Group 6	7.2 - 7.2	08/11/07	3:45	12/13 (92%)	12/13 (92%)
	V707:Word Group 7	7.3 - 7.3	08/11/07	4:49	14/15 (93%)	14/15 (93%)
	V708:Word Group 8	7.3 - 7.3	08/11/07	3:58	13/14 (93%)	13/14 (93%)
	V709:Word Group 9	7.4 - 7.4	08/11/07	4:07	14/16 (88%)	14/16 (88%)
	V710:Word Group 10	7.4 - 7.4	08/11/07	4:48	13/15 (87%)	13/15 (87%)
	V711:Word Group 11	7.5 - 7.5	08/11/07	4:11	17/17 (100%)	17/17 (100%)
	V712:Word Group 12	7.5 - 7.5	08/11/07	5:20	14/16 (88%)	14/16 (88%)
	V713:Word Group 13	7.6 - 7.6	08/11/07	4:33	14/15 (93%)	14/15 (93%)
	V714:Word Group 14	7.6 - 7.6	08/11/07	6:51	14/15 (93%)	14/15 (93%)
	V715:Word Group 15	7.7 - 7.7	08/11/07	3:08	12/15 (80%)	12/15 (80%)
	V716:Word Group 16	7.7 - 7.7	08/11/07	3:23	16/16 (100%)	16/16 (100%)
	V717:Word Group 17	7.8 - 7.8	08/11/07	7:16	14/16 (88%)	14/16 (88%)
	V718:Word Group 18	7.8 - 7.8	08/11/07	4:45	13/15 (87%)	13/15 (87%)
	V719:Word Group 19	7.9 - 7.9	08/11/07	5:30	13/15 (87%)	13/15 (87%)
	V720:Word Group 20	7.9 - 7.9	08/11/07	3:32	12/15 (80%)	12/15 (80%)
Course Total:				1:40:03	275/304 (90%)	275/304 (90%)

Sample Chapter Activity Report

<i>Chapter Activity Report</i>						
Report Date:	January 16, 2008	Sort By:	Student (Increasing)			
Student Number(s):	45	Session(s):	Omit session with 0/0 score and 1 minute time			
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions			
Course Code(s):	AVDL3	Lesson Scores:	All sessions			
Chapter	Lesson	Grade Level	Session Date	Session Time (Hr:Min:Sec)	Session Score	Lesson Score
Student Name: Lisa Johnson						
Student ID: 000000045						
Auxiliary ID: N/A						
Course: (AVDL3) Adult Vocabulary Development: Level 3						
V7:Vocabulary Words (Levels 7.0 to 7.9) (Grade: 7.0-7.9)						
	V701:Word Group 1	7.0 - 7.0	08/11/07	8:46	15/15 (100%)	15/15 (100%)
	V702:Word Group 2	7.0 - 7.0	08/11/07	6:07	12/14 (86%)	12/14 (86%)
	V703:Word Group 3	7.1 - 7.1	08/11/07	6:21	14/16 (88%)	14/16 (88%)
	V704:Word Group 4	7.1 - 7.1	08/11/07	3:55	13/15 (87%)	13/15 (87%)
	V705:Word Group 5	7.2 - 7.2	08/11/07	4:58	16/16 (100%)	16/16 (100%)
	V706:Word Group 6	7.2 - 7.2	08/11/07	3:45	12/13 (92%)	12/13 (92%)
	V707:Word Group 7	7.3 - 7.3	08/11/07	4:49	14/15 (93%)	14/15 (93%)
	V708:Word Group 8	7.3 - 7.3	08/11/07	3:58	13/14 (93%)	13/14 (93%)
	V709:Word Group 9	7.4 - 7.4	08/11/07	4:07	14/16 (88%)	14/16 (88%)
	V710:Word Group 10	7.4 - 7.4	08/11/07	4:48	13/15 (87%)	13/15 (87%)
	V711:Word Group 11	7.5 - 7.5	08/11/07	4:11	17/17 (100%)	17/17 (100%)
	V712:Word Group 12	7.5 - 7.5	08/11/07	5:20	14/16 (88%)	14/16 (88%)
	V713:Word Group 13	7.6 - 7.6	08/11/07	4:33	14/15 (93%)	14/15 (93%)
	V714:Word Group 14	7.6 - 7.6	08/11/07	6:51	14/15 (93%)	14/15 (93%)
	V715:Word Group 15	7.7 - 7.7	08/11/07	3:08	12/15 (80%)	12/15 (80%)
	V716:Word Group 16	7.7 - 7.7	08/11/07	3:23	16/16 (100%)	16/16 (100%)
	V717:Word Group 17	7.8 - 7.8	08/11/07	7:16	14/16 (88%)	14/16 (88%)
	V718:Word Group 18	7.8 - 7.8	08/11/07	4:45	13/15 (87%)	13/15 (87%)
	V719:Word Group 19	7.9 - 7.9	08/11/07	5:30	13/15 (87%)	13/15 (87%)
	V720:Word Group 20	7.9 - 7.9	08/11/07	3:32	12/15 (80%)	12/15 (80%)
Chapter Total:				1:40:03	275/304 (90%)	275/304 (90%)

Sample Lesson Activity Report

<i>Lesson Activity Report</i>						
Report Date:	January 16, 2008	Sort By:	Student (Increasing)			
Student Number(s):	45	Session(s):	Omit session with 0/0 score and 1 minute time			
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions			
Course Code(s):	AVDL3	Lesson Scores:	All sessions			
Course	Lesson	Grade Level	Session Date	Session Time (Hr:Min:Sec)	Session Score	Lesson Score
Student Name: Lisa Johnson						
Student ID: 000000045						
Auxiliary ID: N/A						
AVDL3: Adult Vocabulary Development: Level 3						
	V701:Word Group 1	7.0 - 7.0	08/11/07	8:46	15/15 (100%)	15/15 (100%)
	V702:Word Group 2	7.0 - 7.0	08/11/07	6:07	12/14 (86%)	12/14 (86%)
	V703:Word Group 3	7.1 - 7.1	08/11/07	6:21	14/16 (88%)	14/16 (88%)
	V704:Word Group 4	7.1 - 7.1	08/11/07	3:55	13/15 (87%)	13/15 (87%)
	V705:Word Group 5	7.2 - 7.2	08/11/07	4:58	16/16 (100%)	16/16 (100%)
	V706:Word Group 6	7.2 - 7.2	08/11/07	3:45	12/13 (92%)	12/13 (92%)
	V707:Word Group 7	7.3 - 7.3	08/11/07	4:49	14/15 (93%)	14/15 (93%)
	V708:Word Group 8	7.3 - 7.3	08/11/07	3:58	13/14 (93%)	13/14 (93%)
	V709:Word Group 9	7.4 - 7.4	08/11/07	4:07	14/16 (88%)	14/16 (88%)
	V710:Word Group 10	7.4 - 7.4	08/11/07	4:48	13/15 (87%)	13/15 (87%)
	V711:Word Group 11	7.5 - 7.5	08/11/07	4:11	17/17 (100%)	17/17 (100%)
	V712:Word Group 12	7.5 - 7.5	08/11/07	5:20	14/16 (88%)	14/16 (88%)
	V713:Word Group 13	7.6 - 7.6	08/11/07	4:33	14/15 (93%)	14/15 (93%)
	V714:Word Group 14	7.6 - 7.6	08/11/07	6:51	14/15 (93%)	14/15 (93%)
	V715:Word Group 15	7.7 - 7.7	08/11/07	3:08	12/15 (80%)	12/15 (80%)
	V716:Word Group 16	7.7 - 7.7	08/11/07	3:23	16/16 (100%)	16/16 (100%)
	V717:Word Group 17	7.8 - 7.8	08/11/07	7:16	14/16 (88%)	14/16 (88%)
	V718:Word Group 18	7.8 - 7.8	08/11/07	4:45	13/15 (87%)	13/15 (87%)
	V719:Word Group 19	7.9 - 7.9	08/11/07	5:30	13/15 (87%)	13/15 (87%)
	V720:Word Group 20	7.9 - 7.9	08/11/07	3:32	12/15 (80%)	12/15 (80%)
Course Total:				1:40:03	275/304 (90%)	275/304 (90%)
Student Total:				1:40:03	275/304 (90%)	275/304 (90%)
Grand Total:				1:40:03	275/304 (90%)	275/304 (90%)

Completion Reports

Completion Reports are the “report cards” for the course. They allow instructors to identify the number of lessons in a course that have been completed and those not yet attempted. Under **More Options**, instructors must designate a passing percentage a student must achieve to successfully complete a course. The Management System compares the number of lessons/chapters that the student completes against the criteria established by the instructor. This report may be run by **Course**, **Chapter**, or **Lesson**.

Sample Completion Report by Course

Completion Report By Course						
Adult Vocabulary Development: Level 1 (AVDL1)						
(34 Lessons and 511 exercises in Course)						
Report Date:	January 16, 2008	Sort By:	Student (Increasing)	Lesson Completion:	0% of exercises correct	
Student Number(s):	45	Total Lessons:	34	Chapter Completion:	0% of lessons complete	
Date(s):	1/1/2007 - 1/31/2008	Total Chapters:	3	Course Completion:	0% of chapters complete	

Student	Auxiliary ID	Total Time (Hr:Min:Sec)	Lesson Completion by		Course Completion by	
			Session Score	Lesson Score	Complete Session	Complete Lesson
000000045	Lisa Johnson	N/A	2:01:48	433/511 (85%)	433/511 (85%)	34/34 (100%)
Total: 1 Student(s)			2:01:48	433/511 (85%)	433/511 (85%)	34/34 (100%)

Sample Completion Report by Chapter

Completion Report By Chapter						
Adult Vocabulary Development: Level 1 (AVDL1)						
Report Date:	January 16, 2008	Sort By:	Student (Increasing)	Lesson Completion: 0% of exercises correct		
Student Number(s):	45	Total Lessons:	34	Chapter Completion: 0% of lessons complete		
Date(s):	1/1/2007 - 1/31/2008	Total Chapters:	3	Course Completion: 0% of chapters complete		
Lesson	Exercise Count	Attempted Exercises	Lesson Score (Best Score)	Session Date	Session Time (Hr:Min:Sec)	Completed Y / N
Student Name: Lisa Johnson						
Student ID: 000000045						
Auxiliary ID: N/A						
34 Lessons in AVDL1 (34 attempted, 34 completed)						
Chapter: Vocabulary Words (Levels 1.0 to 1.9)						
4 lessons in V1 (4 attempted, 4 completed)						
V101:Word Group 1	8	8	7/8 (88%)	08/08/07	0:41	Yes
V102:Word Group 2	7	7	7/7 (100%)	08/11/07	3:39	Yes
V103:Word Group 3	7	7	7/7 (100%)	08/11/07	1:58	Yes
V104:Word Group 4	15	15	14/15 (93%)	08/11/07	5:04	Yes
Chapter Total:	37	37	35/37 (95%)		11:22	(100%) Yes
Chapter: Vocabulary Words (Levels 2.0 to 2.9)						
10 lessons in V2 (10 attempted, 10 completed)						
V201:Word Group 1	12	12	12/12 (100%)	08/11/07	2:12	Yes
V202:Word Group 2	10	10	10/10 (100%)	08/11/07	3:02	Yes
V203:Word Group 3	11	11	11/11 (100%)	08/11/07	1:56	Yes
V204:Word Group 4	11	11	11/11 (100%)	08/11/07	5:02	Yes
V205:Word Group 5	11	11	10/11 (91%)	08/11/07	3:17	Yes
V206:Word Group 6	10	10	10/10 (100%)	08/11/07	3:23	Yes
V207:Word Group 7	11	11	6/11 (55%)	08/11/07	2:46	Yes
V208:Word Group 8	12	12	11/12 (92%)	08/11/07	2:29	Yes
V209:Word Group 9	11	11	11/11 (100%)	08/11/07	3:30	Yes
V210:Word Group 10	10	10	9/10 (90%)	08/11/07	3:01	Yes
Chapter Total:	109	109	101/109 (93%)		30:38	(100%) Yes
Chapter: Vocabulary Words (Levels 3.0 to 3.9)						
20 lessons in V3 (20 attempted, 20 completed)						
V301:Word Group 1	17	17	17/17 (100%)	08/11/07	2:53	Yes
V302:Word Group 2	16	16	15/16 (94%)	08/11/07	2:23	Yes

Sample Completion Report by Lesson

Completion Report By Lesson						
Adult Vocabulary Development: Level 1 (AVDL1)						
Report Date:	January 16, 2008	Sort By:	Student (Increasing)	Lesson Completion: 0% of exercises correct		
Student Number(s):	45	Total Lessons:	34	Chapter Completion: 0% of lessons complete		
Date(s):	1/1/2007 - 1/31/2008	Total Chapters:	3	Course Completion: 0% of chapters complete		
Lesson	Exercise Count	Correct Exercises	Lesson Score (Best Score)	Session Date	Session Time (Hr:Min:Sec)	Completed Y / N
Student Name: Lisa Johnson						
Student ID: 000000045						
Auxiliary ID: N/A						
34 Lessons in AVDL1 (34 attempted, 34 completed)						
V101:Word Group 1	8	7	7/8 (88%)	08/08/07	0:41	Yes
V102:Word Group 2	7	7	7/7 (100%)	08/11/07	3:39	Yes
V103:Word Group 3	7	7	7/7 (100%)	08/11/07	1:58	Yes
V104:Word Group 4	15	14	14/15 (93%)	08/11/07	5:04	Yes
V201:Word Group 1	12	12	12/12 (100%)	08/11/07	2:12	Yes
V202:Word Group 2	10	10	10/10 (100%)	08/11/07	3:02	Yes
V203:Word Group 3	11	11	11/11 (100%)	08/11/07	1:56	Yes
V204:Word Group 4	11	11	11/11 (100%)	08/11/07	5:02	Yes
V205:Word Group 5	11	10	10/11 (91%)	08/11/07	3:17	Yes
V206:Word Group 6	10	10	10/10 (100%)	08/11/07	3:23	Yes
V207:Word Group 7	11	6	6/11 (55%)	08/11/07	2:46	Yes
V208:Word Group 8	12	11	11/12 (92%)	08/11/07	2:29	Yes
V209:Word Group 9	11	11	11/11 (100%)	08/11/07	3:30	Yes
V210:Word Group 10	10	9	9/10 (90%)	08/11/07	3:01	Yes
V301:Word Group 1	17	17	17/17 (100%)	08/11/07	2:53	Yes
V302:Word Group 2	16	15	15/16 (94%)	08/11/07	2:23	Yes
V303:Word Group 3	16	15	15/16 (94%)	08/11/07	2:23	Yes
V304:Word Group 4	16	14	14/16 (88%)	08/11/07	2:21	Yes
V305:Word Group 5	16	11	11/16 (69%)	08/11/07	2:22	Yes
V306:Word Group 6	17	14	14/17 (82%)	08/11/07	7:00	Yes
V307:Word Group 7	17	12	12/17 (71%)	08/11/07	2:30	Yes
V308:Word Group 8	18	15	15/18 (83%)	08/11/07	6:51	Yes
V309:Word Group 9	17	15	15/17 (88%)	08/11/07	5:13	Yes
V310:Word Group 10	17	17	17/17 (100%)	08/11/07	4:37	Yes
V311:Word Group 11	20	15	15/20 (75%)	08/11/07	4:15	Yes
V312:Word Group 12	20	16	16/20 (80%)	08/11/07	4:48	Yes
V313:Word Group 13	19	14	14/19 (74%)	08/11/07	2:49	Yes
V314:Word Group 14	19	12	12/19 (63%)	08/11/07	3:34	Yes
V315:Word Group 15	20	17	17/20 (85%)	08/11/07	3:41	Yes
V316:Word Group 16	20	18	18/20 (90%)	08/11/07	5:25	Yes
V317:Word Group 17	20	15	15/20 (75%)	08/11/07	5:14	Yes
V318:Word Group 18	20	17	17/20 (85%)	08/11/07	4:00	Yes
V319:Word Group 19	20	14	14/20 (70%)	08/11/07	3:56	Yes
V320:Word Group 20	20	14	14/20 (70%)	08/11/07	3:33	Yes
Student Total:	511	433	511 433/511 (85%)		2:01:48	34

Summary Reports

Summary Reports provide totals and averages. For example, they may be used to determine the total number of lessons completed, total time spent in each lesson and student grades over a specified period of time. They may be pulled by time frame (daily, weekly or monthly) or by report type (course, chapter or lesson).

Sample Daily Summary Report

<i>Daily Summary Report</i>					
Report Date:	January 16, 2008	Sort By:	Student (Increasing)		
Student Number(s):	45	Session(s):	All sessions		
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions		
Course Code(s):	AVDL1	Lesson Scores:	All sessions		
Course	Lesson	Session Count	Session Time (Hr):Min:Sec	Session Score	Lesson Score
Student Name: Lisa Johnson					
Student ID: 000000045					
Auxiliary ID: N/A					
Session Date: 08/08/07					
AVDL1: Adult Vocabulary Development: Level 1					
	V101:Word Group 1	2	0:50	7/8 (88%)	7/16 (44%)
	V202:Word Group 2	1	1:37	7/10 (70%)	7/10 (70%)
	V206:Word Group 6	1	1:48	6/10 (60%)	6/10 (60%)
	V301:Word Group 1	1	1:56	9/17 (53%)	9/17 (53%)
08/08/07 Total:		5	6:11	29/45 (64%)	29/53 (55%)
Session Date: 08/11/07					
AVDL1: Adult Vocabulary Development: Level 1					
	V102:Word Group 2	1	3:39	7/7 (100%)	7/7 (100%)
	V103:Word Group 3	1	1:58	7/7 (100%)	7/7 (100%)
	V104:Word Group 4	1	5:04	14/15 (93%)	14/15 (93%)
	V201:Word Group 1	1	2:12	12/12 (100%)	12/12 (100%)
	V202:Word Group 2	1	3:02	10/10 (100%)	10/10 (100%)
	V203:Word Group 3	2	2:29	11/11 (100%)	11/22 (50%)
	V204:Word Group 4	1	5:02	11/11 (100%)	11/11 (100%)
	V205:Word Group 5	1	3:17	10/11 (91%)	10/11 (91%)
	V206:Word Group 6	1	3:23	10/10 (100%)	10/10 (100%)
	V207:Word Group 7	1	2:46	6/11 (55%)	6/11 (55%)

Sample Weekly Summary Report

<i>Weekly Summary Report</i>					
Report Date:	January 16, 2008	Sort By:	Student (Increasing)		
Student Number(s):	45	Session(s):	All sessions		
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions		
Course Code(s):	CDM	Lesson Scores:	All sessions		
Course	Lesson	Session Count	Session Time (Hr):Min:Sec	Session Score	Lesson Score
Student Name: Lisa Johnson					
Student ID: 000000045					
Auxiliary ID: N/A					
Week Of 8/5/07 - 8/11/07					
CDM: Mathematics I					
	WN01:Place value of whole numbers	1	0:36	10/10 (100%)	10/10 (100%)
	WN02:Ordering whole numbers	1	1:00	10/10 (100%)	10/10 (100%)
	WN03:Addition of whole numbers	1	0:37	4/10 (40%)	4/10 (40%)
	WN04:Subtraction of whole numbers	1	0:30	3/10 (30%)	3/10 (30%)
	WN05:Multiplication of whole numbers	1	0:33	3/10 (30%)	3/10 (30%)
	WN06:Division of whole numbers	1	0:33	4/10 (40%)	4/10 (40%)
	WN07:Mixed operations with whole numbers	1	0:29	2/10 (20%)	2/10 (20%)
	WN08:Application problems with whole numbers	1	0:27	3/10 (30%)	3/10 (30%)
	FR01:Introduction to fractions	1	0:56	5/10 (50%)	5/10 (50%)
Weekly Total:		9	5:41	44/90 (49%)	44/90 (49%)
Student Total:		9	5:41	44/90 (49%)	44/90 (49%)
Grand Total:		9	5:41	44/90 (49%)	44/90 (49%)

Sample Monthly Summary Report

<i>Monthly Summary Report</i>				
Report Date:	January 16, 2008	Sort By:	Student (Increasing)	
Student Number(s):	45	Session(s):	All sessions	
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions	
Course Code(s):	CDM	Lesson Scores:	All sessions	
Course	Lesson	Session Count	Session Time (Hr:Min:Sec)	Session Score
Student Name: Lisa Johnson				
Student ID: 000000045				
Auxiliary ID: N/A				
August 2007				
CDM: Mathematics I				
	WN01: Place value of whole numbers	1	0:36	10/10 (100%)
	WN02: Ordering whole numbers	1	1:00	10/10 (100%)
	WN03: Addition of whole numbers	1	0:37	4/10 (40%)
	WN04: Subtraction of whole numbers	1	0:30	3/10 (30%)
	WN05: Multiplication of whole numbers	1	0:33	3/10 (30%)
	WN06: Division of whole numbers	1	0:33	4/10 (40%)
	WN07: Mixed operations with whole numbers	1	0:29	2/10 (20%)
	WN08: Application problems with whole numbers	1	0:27	3/10 (30%)
	FR01: Introduction to fractions	1	0:56	5/10 (50%)
August 2007 Total:		9	5:41	44/90 (49%)
Student Total:		9	5:41	44/90 (49%)
Grand Total:		9	5:41	44/90 (49%)

Sample Course Summary Report

<i>Course Summary Report</i>				
Report Date:	January 16, 2008	Sort By:	Student (Increasing)	
Student Number(s):	45	Session(s):	All sessions	
Date(s):	1/1/2007 - 1/31/2008	Session Score:	All sessions	
Course Code(s):	CDM	Lesson Score:	All sessions	
Course	Lesson	Session Count	Session Time (Hr:Min:Sec)	Session Score
Student Name: Lisa Johnson				
Student ID: 000000045				
Auxiliary ID: N/A				
CDM: Mathematics I				
	WN01: Place value of whole numbers	1	0:36	10/10 (100%)
	WN02: Ordering whole numbers	1	1:00	10/10 (100%)
	WN03: Addition of whole numbers	1	0:37	4/10 (40%)
	WN04: Subtraction of whole numbers	1	0:30	3/10 (30%)
	WN05: Multiplication of whole numbers	1	0:33	3/10 (30%)
	WN06: Division of whole numbers	1	0:33	4/10 (40%)
	WN07: Mixed operations with whole numbers	1	0:29	2/10 (20%)
	WN08: Application problems with whole numbers	1	0:27	3/10 (30%)
	FR01: Introduction to fractions	1	0:56	5/10 (50%)
Course Total:		9	5:41	44/90 (49%)
Student Total:		9	5:41	44/90 (49%)
Grand Total:		9	5:41	44/90 (49%)

Sample Chapter Summary Report

<i>Chapter Summary Report</i>				
Report Date:	January 16, 2008	Sort By:	Student (Increasing)	
Student Number(s):	45	Session(s):	All sessions	
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions	
Course Code(s):	CDM	Lesson Scores:	All sessions	
Course	Lesson	Session Count	Session Time (Hr:Min:Sec)	Session Score
Student Name: Lisa Johnson				
Student ID: 000000045				
Auxiliary ID: N/A				
CDM: Mathematics I				
Chapter: WN Whole Numbers				
	WN01: Place value of whole numbers	1	0:36	10/10 (100%)
	WN02: Ordering whole numbers	1	1:00	10/10 (100%)
	WN03: Addition of whole numbers	1	0:37	4/10 (40%)
	WN04: Subtraction of whole numbers	1	0:30	3/10 (30%)
	WN05: Multiplication of whole numbers	1	0:33	3/10 (30%)
	WN06: Division of whole numbers	1	0:33	4/10 (40%)
	WN07: Mixed operations with whole numbers	1	0:29	2/10 (20%)
	WN08: Application problems with whole numbers	1	0:27	3/10 (30%)
	Chapter Total:	8	4:45	39/80 (49%)
Chapter: FR Fractions				
	FR01: Introduction to fractions	1	0:56	5/10 (50%)
	Chapter Total:	1	0:56	5/10 (50%)
	Course Total:	9	5:41	44/90 (49%)
	Student Total:	9	5:41	44/90 (49%)
	Grand Total:	9	5:41	44/90 (49%)

Sample Lesson Summary Report

<i>Lesson Summary Report</i>				
Report Date:	January 16, 2008	Sort By:	Student (Increasing)	
Student Number(s):	45	Session(s):	All sessions	
Date(s):	1/1/2007 - 1/31/2008	Session Scores:	All sessions	
Course Code(s):	CDM	Lesson Scores:	All sessions	
Course	Lesson	Session Count	Session Time (Hr:Min:Sec)	Session Score
Student Name: Lisa Johnson				
Student ID: 000000045				
Auxiliary ID: N/A				
CDM: Mathematics I				
	WN01: Place value of whole numbers	1	0:36	10/10 (100%)
	WN02: Ordering whole numbers	1	1:00	10/10 (100%)
	WN03: Addition of whole numbers	1	0:37	4/10 (40%)
	WN04: Subtraction of whole numbers	1	0:30	3/10 (30%)
	WN05: Multiplication of whole numbers	1	0:33	3/10 (30%)
	WN06: Division of whole numbers	1	0:33	4/10 (40%)
	WN07: Mixed operations with whole numbers	1	0:29	2/10 (20%)
	WN08: Application problems with whole numbers	1	0:27	3/10 (30%)
	FR01: Introduction to fractions	1	0:56	5/10 (50%)
	Course Total:	9	5:41	44/90 (49%)
	Student Total:	9	5:41	44/90 (49%)
	Grand Total:	9	5:41	44/90 (49%)

Essay Writing Report

Essay Writing report shows a student's written essays and the time it took him/her to complete it. It is a useful tool for assessing essay writing skills and progress. There is no grading component in the Essay Writing course. However, instructors can review the essays via this report and use the **Lesson Approval** feature (via the Courses button) in the Manager to indicate that an essay has been approved. This manual approval will result in a "Yes" under the "Completed" field in the Completion Report.

Sample Essay Writing Report

<i>Essay Writing Report</i>			
Report Date:	October 18, 2007	Sort By:	Enlistee (Increasing)
Enlistee Number(s):	1-999999999	Session(s):	All sessions
Date(s):	10/5/2007 - 10/5/2007	Session Scores:	All sessions
Course Code(s):	ISIEW	Lesson Scores:	All sessions
Session Length (Hr:)Min:Sec			
Enlistee Name: Chitra Badii			
Enlistee ID: 000000048			
10/05/07 11:50 am	Total Time Used:	3:09	
Essay Contents (E101: What are different ways you can help conserve energy?) How to Conserve Energy There are many ways to conserve energy. In this essay, I will detail the various ways. The first thing that should be mentioned is that saving energy has to be brought to the forefront of one's mind. There are many ways to remind oneself of this. For one thing, you can put a note on your door every time you leave the house to remind you to turn the lights off. Second, if you have the radio and the TV on at the same time, turn one of them off.			

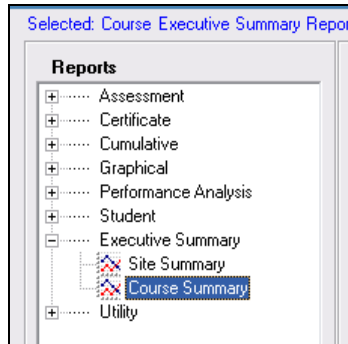
Exercise Response Report

The **Exercise Response** report is for use with ISI's You Can Make It Happen course. It shows the questions presented to the student along with his/her responses. Counselors utilize this report to gauge the needs and progress of their clients. For learners, the report serves as a journal of their thoughts and goals.

<i>Exercise Response Report</i>			
Report Date:	March 09, 2010	Sort By:	Student (Increasing)
Student Number(s):	8	Session(s):	All sessions
Date(s):	3/1/2009 - 3/31/2010	Session Scores:	All sessions
Course Code(s):	SGA, SGI	Lesson Scores:	All sessions
Chapter Title		Total Lesson Exercise Count	
Student Name: Shirley Jones			
Student ID: 000000008			
3/9/2010 1:10 pm	Chapter 1: Check Your ID		
Lesson: (CI03) Confidence		2	
Exercise 1: Now, think of some things that you feel have held you back from what you wanted to do. It may be people or events. It may be some feelings you have or some beliefs you have. This is the time to unload what has been bothering you for a long time. These are hurdles you have been running into for a long time. Click on the "ADD" button to add your own words. If you need some suggestions, click on the "HELP" button below. Some things that held me back are: Answer: I have lacked the necessary skills. I did not have people to support me in life. I did not have enough money.			
Exercise 2: What are you confident about? Click on the "ADD" button to add your own words. If you need some suggestions, click on the "HELP" button below. I am confident about: Answer: I am confident that I can speak well. I believe that I am a good person. I get along with people.			

Executive Summary Report

The **Executive Summary reports** are used by administrators and instructors to get an overview of student course usage and progress.



There are two reports:

- 1) **Site Summary**: summarizes site data by student.

Sample Site Executive Summary Report

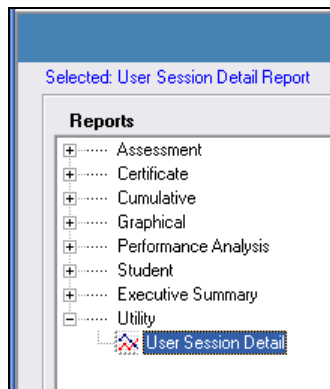
<i>Site Executive Summary Report</i>									
Report Date:		January 16, 2008		Sort By:		Increasing Student			
Student Number(s):		3,8,32,45		Session(s):		All sessions			
Session Date(s):		1/1/2007 - 1/31/2008		Session Scores:		All sessions			
Course Code(s):		ALL		Lesson Scores:		All sessions			
Student ID	Student Name	Number of Course Taken	Total Sessions	Total Time (Hr:Min)	Avg Session Time (Min:Sec)	Session Score	Lesson Score		
000000003	Oke, Dina	10	203	5:48	1:43	116/321	(36%)	116/1,954	(6%)
000000008	Gentle, Barbara	2	21	2:28	7:02	120/125	(96%)	120/329	(36%)
000000032	Chen, Peng	1	2	0:05	2:26	4/8	(50%)	4/8	(50%)
000000045	Johnson, Lisa	12	262	11:08	2:33	2,214/3,324	(67%)	2,214/3,496	(63%)
AVERAGE			122	4:52	2:24	614/944	(65%)	614/1,447	(42%)
MEDIAN			112	4:08	2:13	118/223	(53%)	118/1,142	(10%)
Grand Total: 4 Students			488	19:29	2:24	2,454/3,778	(65%)	2,454/5,787	(42%)

2) **Course Summary:** summarizes site data by course usage.

Sample Course Executive Summary Report

<i>Course Executive Summary Report</i>						
Report Date:	March 16, 2010			Sort By:	Increasing Course Code	
Student Number(s):	1-999999999			Session(s):	All sessions	
Session Date(s):	3/1/2008 - 3/31/2010			Session Scores:	All sessions	
Course Code(s):	ALL			Lesson Scores:	All sessions	
Course Name	Student Count	Total Sessions	Total Time (Hr:Min)	Avg Session Time (Min:Sec)	Session Score	Lesson Score
ABL - Adult Basic Skills: Language	2	2	0:03	1:40	0/1 (0%)	0/70 (0%)
ABM - Adult Basic Skills: Mathematics	1	2	0:02	1:13	0/1 (0%)	0/50 (0%)
ABR - Adult Basic Skills: Reading	1	1	0:00	0:08	0/2 (0%)	0/50 (0%)
AVD - Adult Vocabulary Development	2	146	8:07	3:20	372/560 (66%)	372/2,124 (18%)
AVDL1 - Adult Vocabulary Development: Level 1	3	17	1:03	3:44	0/1 (0%)	0/201 (0%)
AVDL2 - Adult Vocabulary Development: Level 2	2	2	0:24	11:56	0/0 (0%)	0/32 (0%)
AVDL3 - Adult Vocabulary Development: Level 3	4	354	27:24	4:39	1,213/1,524 (80%)	1,213/5,703 (21%)
BAM - Basic Assessment Mathematics	1	3	0:01	0:15	12/48 (25%)	12/75 (16%)
BME - Building Maintenance Electric	1	2	0:00	0:01	0/0 (0%)	0/15 (0%)
BMP - Building Maintenance Plumbing	1	4	0:01	0:14	0/0 (0%)	0/24 (0%)
CCC - Child Care Level I	2	31	0:06	0:11	9/38 (24%)	9/210 (4%)
CCE - Child Care Level II	2	76	0:08	0:06	19/49 (39%)	19/192 (10%)
CCF - Fatherhood	2	20	0:00	0:00	0/0 (0%)	0/0 (0%)
CCI - Child Care Level III	1	63	4:12	4:00	53/165 (32%)	53/290 (18%)
CCP - Child Care Parenting	2	29	0:25	0:52	5/16 (31%)	5/89 (6%)
CDM - Developmental Mathematics	4	257	2:40	0:37	312/1,117 (28%)	312/2,570 (12%)
CDR - Developmental Reading	3	105	2:47	1:35	40/155 (26%)	40/549 (7%)
CRM - Remedial Mathematics	2	10	0:08	0:49	0/4 (0%)	0/96 (0%)
CRR - Remedial Reading	2	15	1:22	5:30	3/6 (50%)	3/59 (5%)
CRW - Remedial Writing Mechanics	2	3	0:06	1:56	4/5 (80%)	4/28 (14%)
CRWR4 - Remedial Writing Mechanics(Release 4)	2	11	1:50	10:00	65/69 (94%)	65/110 (59%)

Utility Report - User Session Detail



This report is for ISI internal use. In rare cases, a lab manager may be asked by ISI to run this report for troubleshooting purposes.

Report Filters

All reports may be filtered using the following criteria:

Course Selection: you may choose the course(s), specific chapters or individual lessons.

Sample Course Selection Filter

Student ID: data for students may be pulled using a range of ID numbers (e.g., 1-25) or by individual ID numbers separated by commas (e.g., 1, 7, 9).

Sample Student ID Filter

Group ID: data for groups may be pulled by entering individual Group ID (e.g., 3) or for a range of Group IDs (e.g., 1-5).

Session Date range

Sample Session Date Filter

Please note: To change the default for Session Date range, go to Manager Preferences - Date Range Filters.

Use Best Lesson Only shows the best session that has the best lesson score. To use it, click in the box to the left and a checkmark will appear.

Use Most Recent Session Only shows the latest session attempted by the student.

Advanced Filters apply to all reports.

You may use Advanced Filters to sort through data by:

- 1) Account Type

Advanced Filters

Account Type Student

Sort By Student

Sort Order Increasing

- 2) By Student ID, Last Name or Auxiliary ID

Reports Menu

Advanced Filters

Account Type Student

Sort By Student

Sort Order Increasing

Session Filter

- 3) By increasing or decreasing "Sort Order"

Reports Menu

Advanced Filters

Account Type Student

Sort By Student

Sort Order Increasing

Session Filter

- 4) Session Filter offers choices related to omitting sessions with 0/0 score and/or 1 minute of time. Sessions with 0/0 score or less than 1 minute of time indicate that the student did not spend enough time in the lesson and/or did not attempt any exercise questions.

Reports Menu

Advanced Filters

Account Type Student

Sort By Student

Sort Order Increasing

Session Filter

Session Score Filter

- 5) Session Score Filter allows you to select data based on score. For example, if prescribing review of weak content areas, it may be useful to view all session scores equal to or below 70%.

Reports Menu

Advanced Filters

Account Type Student

Sort By Student

Sort Order Increasing

Session Filter

Session Score Filter

Session Time Filter

- 6) Lesson Score Filter allows you to sort through Lessons by score. For example, if you wish to see what content the student has mastered, you might select Lesson scores equal to or above 80%.

Lesson Score Filter

Lesson score equal to or above

Lesson score equal to or below

Lesson between

Lesson outside

- 7) Session Time Filter may be used to sort data by the amount of time a student has spent in a session(s). For example, if you want to see where he/she has spent too much time (e.g., longer than 30 minutes), you might choose **Session times equal to or above** and enter “30” in the **Minute(s)** field.

More Options filters apply only to those reports which contain overall summary information.

An instructor or administrator will be able to choose from the following filters:

- Overall Session Score Filter
- Overall Lesson Score Filter
- Overall Time Filter
- Minimum Number of Sessions
- Average Session Time (specifying a time range)

Page Break Options

Page Break Options are accessible via the More Options button in the **Reports** window. This feature may be applied to all reports.

You may insert a break after every student or after every group.