Administrator Reports: Student Usage

Administrator Reports allow district- and/or school-level access to student activity within all student-facing Learning A-Z products. They are organized by school, then by teacher, and include information regarding student downloads and activity.

Access Usage Reports From a License Coordinator Login

2. Click the blue title on the Product Licenses tab for any of your student-facing products. This will bring you to the corresponding product page.
3. Click the Administrative Reports link to view district- or school-level information.

Access Usage Reports From a Report-Only or Active-User Login

1. If you have not done so already, contact your Learning A-Z educational consultant to request access to usage reports.
3. Hover over Manage Students and select the Reports link.
4. Click the Administrative Reports link to view district- or school-level information.

View District-Wide Activity

1. Customize the date range to focus your usage review.
2. Active Schools are schools that had usage within the time frame you identified.
3. Inactive Schools are listed at the bottom of the page. These schools did not have any student logins within the identified time frame.

QUICK TIP: Select the Download button to receive a CSV file with usage information for all of your student-facing products.
**View Additional Usage Details**

1. Select a school hyperlink to review the student usage within the school.
2. Choose a hyperlinked teacher name to see individual student usage information.
3. Identify inactive classrooms by scrolling down to the *Inactive Classrooms* list and reviewing the *Last Student Login* dates.
4. Choose a different classroom or school from the drop-down menu at the top of the report to change the focus of your usage report.

**Overview Tab**

This tab shows the high-level activity of the students in your organization, such as the number of enrolled classes and students, the number of active classes and students, and the minutes students spent logged in. A school will be listed in the *Active Schools* list if at least one student in the school was active during the selected date range.

**Product Usage Tabs**

1. Find product-specific usage by selecting the appropriate product at the top of the report.
   - *Dashboard*: a visual summary of the student usage data for the product
   - *Activity*: product-specific student activity for schools or students
   - *Raz-Kids/Raz-Plus Skill Report*: accumulated skill rates at the school or district level
2. Use the *Showing* drop-down menu to select the appropriate date range.

**Activity Report Categories**

- **Raz-Kids/Raz-Plus**: Books Listened, Books Read, Quizzes, Practice Recordings, Levels Completed
- **Headsprout**: Headsprout Episodes, Placement Tests, Headsprout Benchmarks
- **Writing A-Z**: Writing Build-A-Book, Writing Process Writing Workshop, Writing Write Your Way