

Custom Reports

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

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

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

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

What are the Benefits of Custom Reports?

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

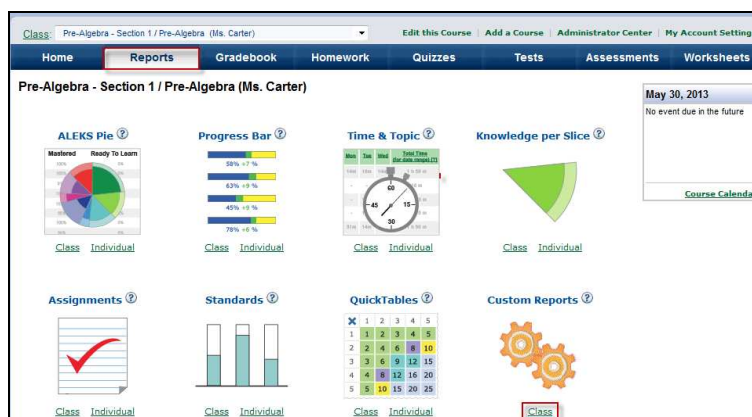
- This feature is a powerful tool that can help administrators gather important metrics to show how institutions, instructors, and classes are performing in comparison to each other.
- Averages can be computed based on the data selected across institutions, instructors, classes, and students.
- Popular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

How to Access the Feature

Custom Reports is available to Higher Ed institutions and can be accessed in the IM-2 Basic and Advanced Instructor Modules. The Custom Reports entry point differs based on the Instructor Module and the level of the desired report. Below are some examples of how to access the feature at various reporting levels. NOTE: Institution reports and reports spanning across multiple classes can be accessed from the Advanced Instructor Module only.

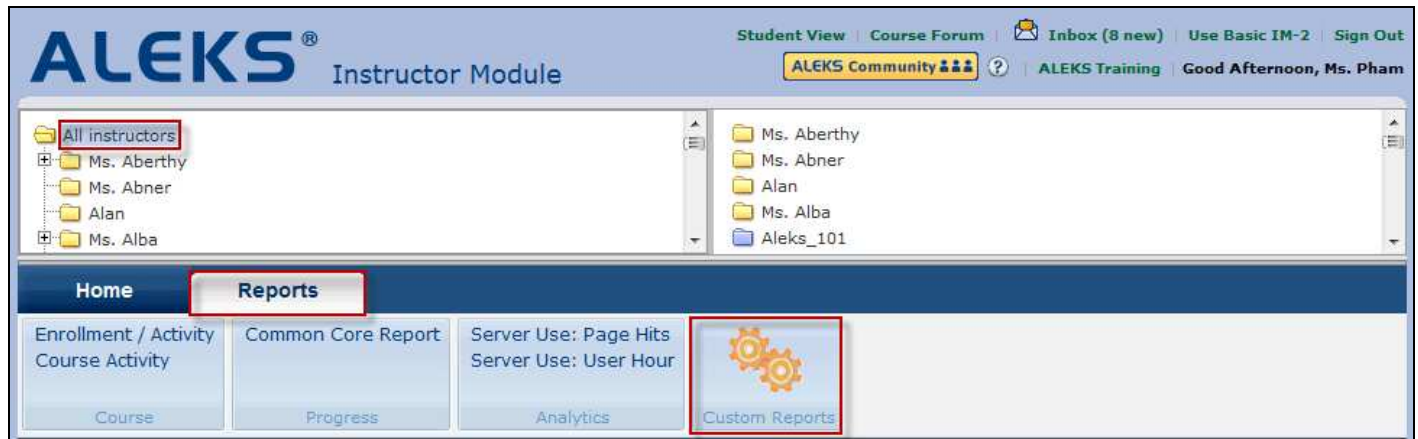
Basic Instructor Module: Example of a Class Level Report

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



Advanced Teacher Module: Institution Reporting Levels Example (Administrators Only)

The feature can be accessed after selecting the top folder in the upper left navigation panel. For an institution level report as shown in the example below, administrators click on the “All instructors” folder, then click on the “Reports” tab, and finally, click on the “Custom Reports” icon. NOTE: Clicking on the “Custom Reports” icon is also how instructors can access the feature at the class and multi-class levels.



How Custom Reports Work

There are three main steps to creating a custom report:

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

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

The introduction page for Custom Reports is titled 'Custom Reports'. It contains the following text and graphics:

- What Are Custom Reports?**
The Custom Reports feature allows you to tailor a report specific to your reporting needs. You can schedule a one-time report, or automate a report so that it runs daily, weekly, or monthly to ensure that you not only save time, but also receive the most up-to-date information.
- How Does It Work?**
 - Start by creating a template and customize it to include the data fields that are available across the standard ALEKS reports.
 - Schedule how often to run the report and select the specific students or classes to retrieve information on.
 - After the report is generated, check your ALEKS inbox for your customized Excel report.

At the bottom left, there is a green button labeled 'Create New Custom Report Template'. On the right side, there is a diagram illustrating the process: a 'Create Template' box leads to a 'Schedule Report' calendar icon (showing 'MARCH FRI 12'), which leads to a 'Receive Excel Report in your ALEKS Inbox' box with an Excel icon and a 'New' badge.

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



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

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

Basic Information

Name: Enter a name for the custom report template

Type: Instructor report

Excel Report Options

- All data in one tab (summary report) ?
- One tab per ALEKS course product (summary report) ?
- One tab per class (comprehensive report) ?

Select Data

Browse through the categories on the left and select the data you want to include in your report. Each selected data field will represent a column in the report. Data fields will appear on the down arrow when they are listed in the "Report Selections" window.

Add Data

- Student and Class Information ?
- Assessment Performance ?
- Pie Mastery ?
 - Pie mastery at start of report
 - DETAIL Course Mastery
 - MASTERY Mastery (%)
 - Mastery (number of topics)
 - Total number of topics available
- Gradebook
- Time and Topic ?

Add+

Report Selections clear all

- Student and Class Information edit x
 - STUDENT INFORMATION Name
 - Login name
- Time and Topic edit x
 - BREAKDOWN Total
 - TIME & TOPIC Time spent in ALEKS
 - Average topics mastered per hour
- Pie Mastery edit x
 - Pie mastery at start of report
 - DETAIL Course Mastery
 - MASTERY Mastery (%)
- Assessment Performance edit x
 - Initial assessment
 - DETAIL Course Mastery
 - ASSESSMENT DATA Assessment date
 - MASTERY Mastery (%)
 - Mastery (number of topics)

Click on an option to select how the information will be displayed in the Excel report.

NOTE: The comprehensive report contains additional options under some data categories.

Click on the data category to expand the section.

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

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

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

Click to edit the data fields.

Click to remove the data chunk.

Step 2: Review data selections and save the template.

STEP 2. Review and Save 1. Create Template **2. Review and Save** 3. Schedule Report

Template Information

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

Data Selected

Student and Class Information
 STUDENT INFORMATION Name
 Login name

Time and Topic
 BREAKDOWN Total
 TIME & TOPIC Time spent in ALEKS
 Average topics mastered per hour

Pie Mastery: Pie mastery at start of report
 DETAIL Course Mastery
 MASTERY Mastery (%)

Assessment Performance: Initial assessment
 DETAIL Course Mastery
 ASSESSMENT DATA Assessment date
 MASTERY Mastery (%)
 Mastery (number of topics)

Cancel Previous Step Save

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

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

Report Name

Report Name: Enter a name for the custom report.

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

Output Format ?

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

Scheduling Options

One time report Recurring report

Report Start Date: Month Day Year
 May 31 2013

Report End Date: Month Day Year
 May 31 2013

Maximum date range is 12 months.

Set report date range to 1 Weeks

Class Options

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

<input type="checkbox"/>	Class Name	Course Product	End Date
<input type="checkbox"/>	Henry MS – Joseffy 3 (3 students)	Beginning Algebra	06/28/2016
<input type="checkbox"/>	Pre-Algebra – Section 1 (28 students)	Pre-Algebra	06/01/2013
<input type="checkbox"/>	Pre-Algebra – Section 2 (11 students)	Pre-Algebra	06/01/2013

Check the boxes next to the classes to include in the report.

Type of Data ?

Individual student data
 Average for each selected class
 Average for all selected classes Check the boxes to include averages for the data fields selected.

Cancel Schedule Report

Example of How to Schedule a Recurring Report

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

Scheduling Options

One time report Recurring report

Repeat: (Choose one) ▾

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

Cumulative report ?

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

Repeat: Weekly ▾

(Choose one)

Daily

Weekly

Every 2 Weeks

Monthly

Every 3 Months

Repeat: Weekly ▾

Sun Mon Tue Wed Thu Fri Sun

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

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

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

Enter the last day the report will run.

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

Cumulative report ?

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

+ New Report Template

[Reports](#) | [Templates](#) [Refresh Table](#)

Custom Reports for school ALEKS Middle School.

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

The Reports and Templates Tabs

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

Reports Tab

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

[Reports](#) | [Templates](#) [Refresh Table](#)

Custom Reports for Craine, Tanya.

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

Report Name	Start Date	End Date	Status	Report Template
Overall Grades Edit Cancel Report	10/01/2012	06/30/2013	Scheduled (recurring)	Weekly overall grades ONE TAB PER CLASS
Monthly Pie Progress Edit Cancel Report	10/31/2012	06/05/2013	Scheduled (recurring)	Monthly pie ALL IN ONE TAB
Monthly Assessment Results (2) Download Report Delete Report	10/01/2012	11/30/2012	Completed	Monthly assess ALL IN ONE TAB
Monthly Assessment Results (1) Download Report Delete Report	10/01/2012	10/31/2012	Completed	Monthly assess ALL IN ONE TAB

Manage reports using available links.

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

Templates Tab

Custom Report templates can be managed from this tab.

Reports | **Templates** | [Refresh Table](#)

Custom Report Templates for Craine, Tanya.

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

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

Edit the selections in this template.

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

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

Custom Excel Report

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

Subject | From | Date

Custom Report Custom Report Summer 2013 | ALEKS | 05/29/2013 10:09:49 PM EDT

Subject: Custom Report Custom Report Summer 2013
Date: 05/29/2013 10:09:49 PM EDT
From: ALEKS
To: Mrs. Pham

Reply | Reply All | Forward

Dear Mrs. Pham,

Attached is the Custom Report Custom Report Summer 2013.

Thank you for choosing ALEKS!

The ALEKS team

Reply | Reply All | Forward

Attachments:
CustomReport__20130529190950.xlsx (7.5 KB)

Below is an example of a custom Excel report.

1	Custom Report: Custom Report Summer 2013								
2	Template: Custom Report Summer 2013								
3	Date Range: [04/01/2013 - 05/31/2013]								
4	Instructor: Shantel Carter								
5	Generated on: 05/31/2013 at 5:06 PM								
6									
7									
8	Legend: The student spent some time on an ALEKS assessment during that day.								
9									
10		Student Information		Time & Topics		Learning progress at start of report	Initial Assessment		
11	Type of Data	Student Name	Login	Total Time		Mastery (%)	Assessment date	Mastery (%)	Mastery (number of topics)
12				04/01/2013 -					
13	Student	Salazar, Monique	MSALAZAR269	2h51m	1.75	98%	-	-	-
14	Student	Galindo, Elden	EGALINDO52	3h37m	1.38	46%	08/29/2012	11%	33
15	Student	Phinprapha, Amy	APHINPRAPHAT2	3h39m	1.37	97%	08/29/2012	44%	131
16	Student	Archuleta, Iann	IARCHULETA3	3h41m	2.17	61%	08/29/2012	11%	34
17	Student	Daffin, Jane	JDAFFIN2	3h20m	0.90	52%	08/29/2012	19%	58
18	Student	Daniels, Iesha	IDANIELS25	4h45m	4.20	98%	08/29/2012	24%	73
19	Student	Fernandez, Unice	UFERNANDEZ5	2h24m	0.41	51%	08/29/2012	21%	63
20	Student	Madrid, Bernice	BMADRID20	4h08m	3.63	55%	08/29/2012	22%	65
21	Student	Lopez, Glory	GLOPEZ536	-	-	19%	08/29/2012	2%	6
22	Student	Fran, Celeste	CFRANCO101	2h58m	1.01	34%	08/29/2012	9%	27
23	Student	Estrada, Nestor	NESTRADA67	-	-	22%	08/29/2012	7%	22
24	Average For Class	-	-	3h29m	1.87	57.7%	-	17.0%	51.2