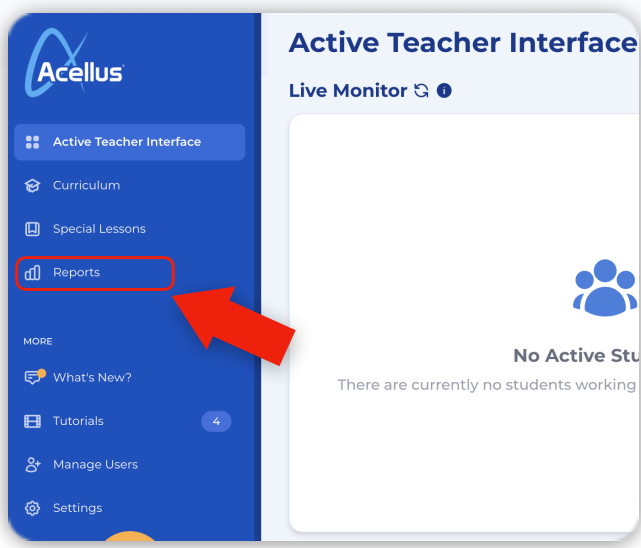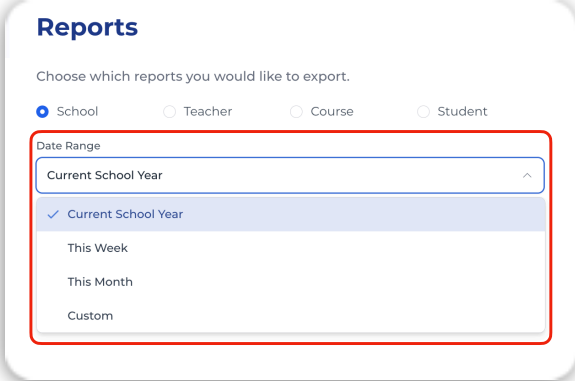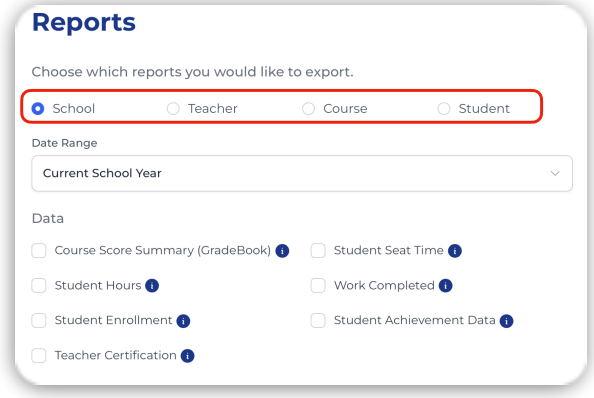![ACELLUS logo]

ACELLUS TUTORIAL

Reports

There are several reports available in Acellus Gold. These reports are exportable and the scope of each report can be narrowed by date range, grade level, and student.
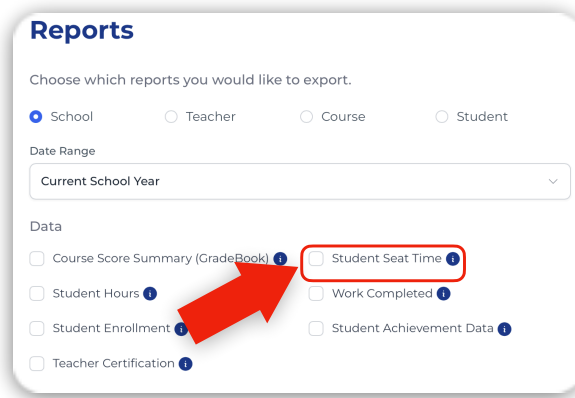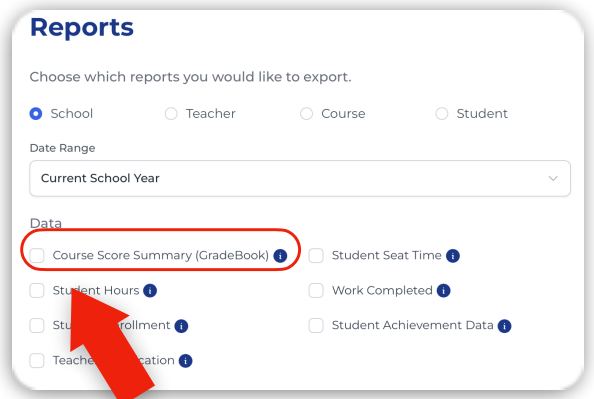
When you sign in, there will be a **'Reports'** option on the left side of your interface.

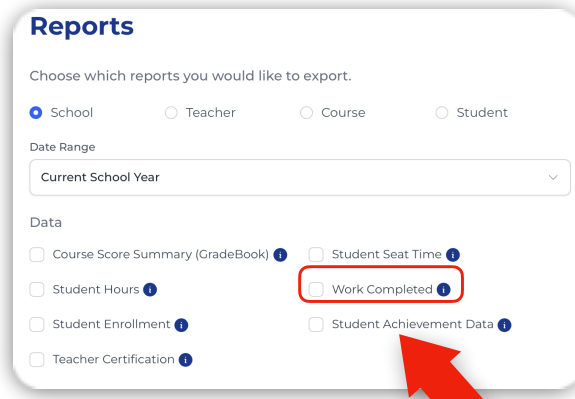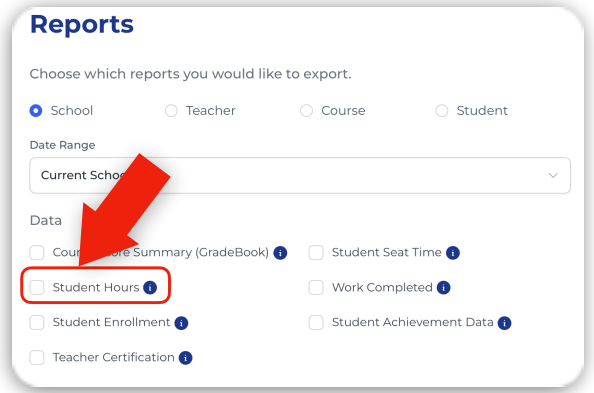The reports can be sorted by: **School**, **Teacher**, **Course** or **Student.**

Then choose a date range. This can be set to the **Current School Year**, **This Week**, **This Month**, or **Custom.**

'Course Score Summary' is the most common report that teachers pull. This report will show data such as the courses students are enrolled in, overall course grade, total seat time, last sign-in date, and total course progress.
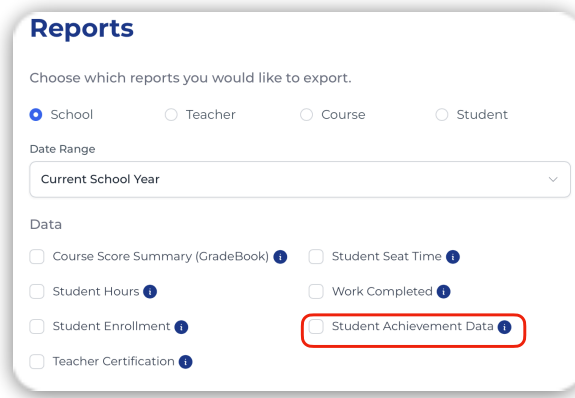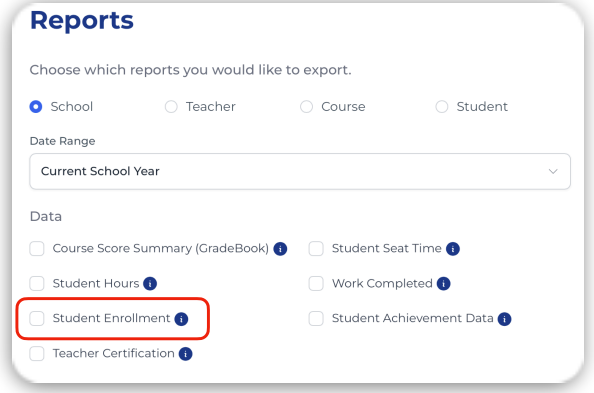
The **'Seat Time'** report will show how many courses a student is enrolled in, the total hours they have spent working, how many times a teacher has interacted with the students, and how many steps those students have completed.

'Student Hours' will show the time each student has spent in their courses each day, displayed in an hourly format.
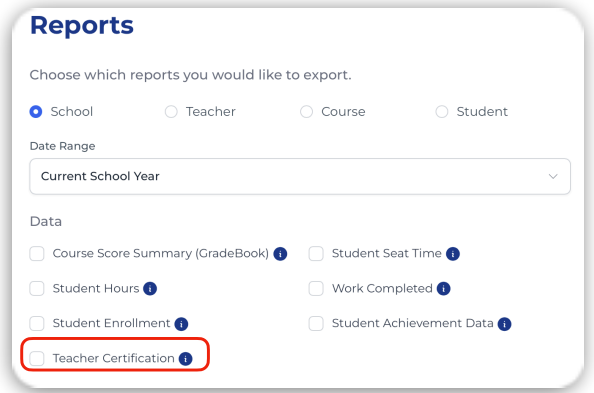
The **'Work Completed'** report will present all the details of the courses a student is enrolled in. This report shows data on which step the students are on, whether the steps are videos or problems, and the titles of the steps.

The **'Student Enrollment'** report will present all the details of the students that are enrolled in your school. This report shows student profile information.

The **'Student Achievement Data'** report will present all the details of the students who Met, Nearly Met, or Exceeded as Compared to the National Norm.

The **'Teacher Certification'** report will present all the details of the teachers. It will display Certification Level, Time Spent, Student Interaction, Courses Managing, and Success Zone.

After selecting how vast a report you would like, the **'Date Range'**, and exactly which report is needed, simply click **'Export Report'**. This will download a sortable **.CSV** file to your device with the necessary information.