

# Using ICT Essentials Reports



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## Using ICT Essentials Reports

As an ICT Instructor or Proctor, you have access to a variety of reports in the ICT learning portal. Reports are available to monitor each stage of a student's progression through the ICT online resources. A student first registers in the system, then executes an access code to enroll in his or her exam, and then takes the exam. You can use the ICT Reports to gather information about these activities. For example:

- To see if students are properly registered in their curriculum, use the R602: Accounts Generated by Access Code report.
- To see how many users have been active in the system, use the R601: Visits report.
- To see the grades your students have earned on the exams, use the R204: Results by Evaluation report.

Not all reports will be relevant to you (although they may be to other teachers). Some reports pull data on types of courses that are not currently used by ICT. Note that the ICT exams are the only material that will produce evaluation results (percentage scores and pass/fail grade).

## Generating Reports

The screenshot shows the ICT Essentials Reports interface. The top navigation bar includes 'Home', 'Reports', 'My Progress', 'Manage', and 'My Courses'. The 'Reports' tab is active. On the left, a 'Report Summary' sidebar shows the selected report 'R204: Results by Evaluation' and options to '1 Select Report', '2 User Groups', '3 Define Options', and '4 Generate Report'. The main content area lists reports under four categories: 'Content Details Reports' (R503: Overview), 'Ecommerce' (R401: Purchases, R402: Reconciliation), 'Group Progress' (R205: Affidavit Acceptance by Asset, R301: Evaluation Response Comparison, R209: Level of Completion by Certification, R220: Proctor Authorized Evaluation, R202: Response Discipline, R215: Responses - Actual, R214: Responses - Correct, R203: Results by Assessment), and 'Individual Progress' (R104: Affidavit, R105: Assessment or Evaluation Responses, R107: Level of Asset Completion, R102: Results by Assessment, R103: Results by Evaluation). The 'R204: Results by Evaluation' report is highlighted in green and circled in red. The 'Sort by' dropdown is set to 'Section', also circled in red. A search bar and a detailed description of the R204 report are visible on the right side of the interface.

Figure 1: Reports tab

To access Reports, click on the Reports tab within the ICT learning portal. We strongly recommend that you sort by Section (see the Sort by options at the top of the list of reports). Sorting by section will organize reports in a meaningful way.

Follow these steps to generate a report.

**Step One:** Select a report by clicking the desired title in the list. Click the **Step 2** button at the bottom of the page.

**Step Two:** Choose your Organization and a User Group for which you want to generate a report. Click the **Step 3** button at the bottom of the page.

**Step Three:** Choose the report options you want. Options vary according to the report selected. Click the **Step 4** button at the bottom of the page.

**Step Four:** Choose an output format for the report (either HTML or Excel spreadsheet).

## Types of Reports

### Group Reports (shows results for all users in the selected User Group)

#### **R208: Level of Asset Completion**

Use this report to determine if your students have taken an assessment(s) yet, and how many times they attempted the assessment(s). This report does not show the percentage score earned. Options on this report include:

- Select a course (product) to report on.
- Select one, some or all tests from within the course you chose.
- Select a completion status. This will limit or include results. If you select "Complete," only completed tests will show in your report. If you select "All," the report will include components that are started, but not yet finished; it will also show users who have not taken the test at all.
- Specify a date range (the time period for student activity).

ICT - Communications Essentials v1.0 Exams - ICT - Communications Essentials v1.0 Beginner Exam - Published: 11/10/2014 1:23:34 PM					
Name	Username	Take Number	Start Date	End Date	Status
Harnish, Lisa	ICTHarnish	1	11/10/2014	11/10/2014	Passed
Williams, Kim	kwilliams@certification-partners.com	1	11/19/2014	11/19/2014	Passed
Barrantes2, Erik	ebarrantes@certification-partners.com	1	01/02/2015	01/02/2015	Passed

Figure 2: R208: Level of Asset Completion (HTML output)

#### **R204: Results by Evaluation (Group Progress)**

Use this report to see the percentage scores and pass/fail grade on the most recently completed exams. Options on this report include:

- Select a course (exam product) to report on.
- Select one, some or all assets from within the course you chose. (Assets are components of the course.)
- Specify a date range (the time period for student activity).

Results by Evaluation Report R204							
<b>Generated On:</b> 1/15/2015 9:54:30 AM							
<b>Completion Start Date:</b> Any							
<b>Completion End Date:</b> 1/15/2015 11:59:00 PM							
ICT - Multimedia Essentials v1.0 Exams - ICT - Multimedia Essentials v1.0 Beginner Exam (Prova Evaluation - Marked by Combined Sections ,							
User Info			Final				Evaluation Sections
Last Name	First Name	Username	Taken	Completed	Grade	Passed	Beginner Exam
Smith	David	328553@myemail.com	6	12/9/2014 14:32	60%	Yes	60%
Johnson	Jack	321913@myemail.com	1	12/9/2014 14:06	65%	Yes	65%
Doe	John	356417@myemail.com	4	12/8/2014 10:46	75%	Yes	75%
Howard	Susan	326293@myemail.com	2	12/9/2014 14:17	80%	Yes	80%
Jones	Mary	323421@myemail.com	5	12/8/2014 10:25	95%	Yes	95%

Figure 3: R204: Results by Evaluation (Excel output)

### R202: Response Discipline

Use this report to see the attempt number, completion status, percentage score and pass/fail grade on selected assets. Options on this report include:

- Select one, some or all users in the User Group.
- Select a course (exam product) to report on.
- Select one, some or all assets from within the course you chose. (Assets are components of the course.)
- Select a completion status. This will limit or include results. If you select "Complete," only completed components will show in your report. If you select "All," the report will include components that are started, but not yet finished.
- Specify a date range (the time period for student activity).

R202 - Response Discipline										
<b>Evaluation:</b>	ICT - Gaming Essentials v1.0 Advanced Exam									
<b>User</b>	Doe, John Jones, Mary Smith, David									
<b>Criteria:</b>	Completed Evaluations									
<b>Date From:</b>	11/1/2014 0:00									
<b>Date To:</b>	1/15/2015 23:59									
Organization	User Group	Start Date	End Date	Evaluation	Last Name	First Name	Take Number	Status	Discipline	Grade
ICT	ICT - All Users	1/9/2015	1/9/2015	ICT - Gaming Essentials v1.0 Beginner Exam	Jones	Mary	1	Passed	(none)	65.00%
ICT	ICT - All Users	1/9/2015	1/9/2015	ICT - Gaming Essentials v1.0 Beginner Exam	Doe	John	1	Passed	(none)	55.00%
ICT	ICT - All Users	1/9/2015	1/9/2015	ICT - Gaming Essentials v1.0 Beginner Exam	Smith	David	1	Passed	(none)	70.00%

Figure 4: R202: Response Discipline (Excel output)

### R209: Level of Completion by Certification (Group Progress)

Use this report to determine which students have earned certifications for passing the advanced exams. Options on this report include:

- Select a certification to report on.
- Select the certification progress from within the certification you chose.

Level of Completion by Certification R209									
<b>Generated on:</b>	1/15/2015 10:45:57 AM by Kim Williams								
<b>User Groups:</b>	ICT - All Users								
<b>User Status:</b>	All Status								
<b>Certifications:</b>	ICT - Multimedia Essentials v1.0 Certificate								
Name (username)	User Groups	Certification	Completed Items	Required Items	Started	Completed Date	Expiry Date	Days until Expiration	
Williams, Stefan (swilliams@myemail.com)	ICT - All Users	ICT - Multimedia Essentials v1.0 Certificate	0	1	No				
Barrantes2, Erik (ebarrantes@certification-partners.com)	ICT - All Users	ICT - Multimedia Essentials v1.0 Certificate	1	1	Yes	12/19/2014	N/A	N/A	
Schneider, Stephen (sschneiderINST@certification-	ICT - All Users	ICT - Multimedia Essentials v1.0 Certificate	0	1	Yes				
<b>Totals: R209</b>									
Users:	3								
Started:	2								
Completed Date:	0								

Started -  
 Yes = Enrolled, but has not taken certificate exam  
 No = Registered, but not enrolled

Figure 5: R209: Level of Completion by Certification (Excel output)

### R221: Group Taxonomy Progress

Use this report to evaluate your students' progress on the objective standards for each topic. Options on this report include:

- Select a course (exam product) to report on.
- Select one, some or all assets from within the course you chose. (Assets are components of the course.)
- Specify a date range (the time period for student activity).

Group Taxonomy Progress Report R221						
<b>Generated on:</b>	1/15/2015					
<b>User Groups:</b>	ICT - All Users					
<b>Product</b>	ICT - Multimedia Essentials v1.0 Exams					
<b>Product Item</b>	ICT - Multimedia Essentials v1.0 Advanced Exam					
<b>Publish Date</b>	11/24/2014 11:43:10 AM					
<b>Date Range</b>	1/1/2014 - 1/15/2015					
<b>Taxonomy ICT-MLTMv1</b>						
Terms	Take	Completed	6.1 Presentation software	6.2 Graphics software	6.3 Multimedia technology	Grade
Doe, John <352451@myemail.com>	1	12/11/2014 10:39	57%	58%	0%	53.33%
Howard, Susan <313607@myemail.com>	1	12/11/2014 10:49	71%	35%	0%	43.33%
Student, Joe <347100@myemail.com>	1	12/10/2014 16:31	57%	76%	33%	66.67%
Jones, Mary <321431@myemail.com>	1	12/11/2014 10:32	57%	76%	33%	66.67%
Smith, David <323347@myemail.com>	1	12/11/2014 10:34	71%	47%	33%	46.67%

Figure 6: R221: Group Taxonomy Progress (Excel output)

### Individual Reports (shows all results for the single selected user)

#### R105: Assessment or Evaluation Responses

Use this report to see the questions presented during the test, the answers the user selected, and the correct answers. Options on this report include:

- Select a user from the filtered list.
- Select one course (product) to report on.
- Select one asset from within the course you chose. (Assets are the tests contained within the course.)

Please note, this report will not produce any results for the “Advanced” exams. Proctored exams are not permitted to show question and answer details in reports.

Assessment or Evaluation Responses R105							
User:	Mary Jones						
Asset:	ICT - Multimedia Essentials v1.0 Beginner Exam						
Generated On:	1/15/2015 12:10						
<b>Results Summary</b>							
Section	Grade	Passed					
Take 1							
Beginner Exam	75	Yes					
Take 2							
Beginner Exam	70	Yes					
<b>Take 1 / 2</b>							
Started: 12/10/2014 10:55:16 AM							
Finished: 12/11/2014 11:02:24 AM							
Section: Beginner Exam - 1 / 1							
#	Question Code	Type	Question	Feedback	Correct Response	ParticipantResponse	Correct
1	ICT-MLTMv1-06-01-11-01	Multiple Choice	Which method should you use to loop a presentation continuously?		Set the presentation to restart the slide show after the last slide.	Set the presentation to restart the slide show after the last slide.	Yes
2	ICT-MLTMv1-06-01-01-03	Multiple Choice	Which feature can you use to present slides automatically in a slide show?		Timings	Animations	No
3	ICT-MLTMv1-06-02-01-01	Multiple Choice	Which program is an example of graphics editing software?		Adobe Photoshop	Adobe Photoshop	Yes
4	ICT-MLTMv1-06-02-04-01	Multiple Choice	What term is used to describe how clear or see-through an object appears?		Transparency	Transparency	Yes
5	ICT-MLTMv1-06-02-05-02	Multiple Choice	Which choice lists common tools from graphics programs that are examples of blending tools?		Blur, Dodge, Sharpen	Blur, Dodge, Sharpen	Yes
6	ICT-MLTMv1-06-03-04-01	Multiple Choice	Which keyboard key is used to exit presentation mode?		Esc	Esc	Yes
7	ICT-MLTMv1-06-03-01-01	Multiple Choice	Which of the following controls how each slide replaces the previous one?		Transitions	Transitions	Yes

Figure 7: R105: Assessment or Evaluation Responses (Excel output)

### R107: Level of Asset Completion (Individual Progress)

Use this report to see a user's progress in all course products. The report will show test attempts and results for all scored tests, for all date ranges, in all courses the user is enrolled in (regardless of courses associated with the selected user group). Options on this report include:

- Select a user from the filtered list.

Level of Asset Completion Report R107					
Generated On: 1/15/2015 12:21:42 PM					
User: Mary Jones					
Topic: ICT - Multimedia Essentials v1.0 Exams					
Name:					
ICT - Multimedia Essentials v1.0 Beginner Exam					
Type: Prova Evaluation					
Published: 11/10/2014 9:59:55 AM					
Take Number	Start Date	End Date	Status	Grade	
1	12/03/2014 10:55:16 AM	12/03/2014 11:02:24 AM	Passed	75.00%	
2	12/08/2014 10:25:19 AM	12/08/2014 10:35:16 AM	Passed	70.00%	
3	12/08/2014 11:43:47 AM	(not finished)	Incomplete	Not Marked	

Figure 8: R107: Level of Asset Completion (Excel output)

## R108: Test Performance by Objective

Use this report to evaluate your students' progress on the objective standards for each topic. Options on this report include:

- Select a user from the filtered list.
- Select one or more exam products.
- Select one or all exam assets within the products.
- Specify a date range (the time period for student activity).

*Note: This report includes subheadings for “taxonomy” and “terms.” Taxonomy is the identifier that corresponds to the domain topic. Terms are shortened references to the subdomains (objective standards). The ICT Taxonomy and Terms table at the end of this document lists each topic and subdomain.*

Test Performance by Objective		R108
Report Generated	12/16/2014 10:26:13 AM	
User:	Harnish, Lisa <ICTHarnish> 6026221697	
User Groups:	ICT • ICT - All Users	

Product ICT - Communications Essentials v1.0 Exams				
Asset ICT - Communications Essentials v1.0 Beginner Exam				
Take 1				
Date 11/10/2014 4:26:01 PM				
Publish Date 11/10/2014 1:23:34 PM				
Taxonomy	Terms	Total Questions	Total Correct	(%)
ICT-COMMv1	2.1 Internet Components & Communications	4	3	75
	2.2 Internet Research	4	2	50
	2.3 Safety & Privacy Practices	5	4	80
	2.4 Locating & Creating Web Content	2	1	50
	2.5 E-mail Communication	5	3	60
<b>Total</b>		<b>20</b>	<b>13</b>	<b>65</b>

Product ICT - Communications Essentials v1.0 Exams				
Asset ICT - Communications Essentials v1.0 Intermediate Exam				
Take 1				
Date 11/10/2014 4:27:39 PM				
Publish Date 11/10/2014 1:25:01 PM				
Taxonomy	Terms	Total Questions	Total Correct	(%)
ICT-COMMv1	2.1 Internet Components & Communications	4	1	25
	2.2 Internet Research	5	2	40
	2.3 Safety & Privacy Practices	5	2	40
	2.4 Locating & Creating Web Content	2	1	50
	2.5 E-mail Communication	4	3	75
<b>Total</b>		<b>20</b>	<b>9</b>	<b>45</b>

Figure 9: R108: Test Performance by Objective (HTML output)

## Other Types of Reports

### R601: Visits

This summary report shows every user in a selected User Group, log-in dates and times, and session durations. Options on this report include:

- Select one or more courses (products) to report on.
- Specify a date range (the time period for student activity).



Visits R601		
Products: ICT - Multimedia Essentials v1.0 Exams		
From: 11/1/2014 To: 1/15/2015		
Name (Username)		
Mary Jones (mjones@myemail.com)		
Start	End	Duration
12/07/2014 9:34:46 AM	12/07/2014 10:04:24 AM	29m 38s
12/07/2014 11:29:50 AM	12/07/2014 12:05:23 PM	35m 33s
Total Time:		1hrs 5m 11s
John Doe (doejohn@myemail.com)		
No User Activity Records Exist		
Jack Johnson (jjohnson@myemail.com)		
Start	End	Duration
12/3/2014 3:05:46 PM	12/3/2014 3:22:22 PM	16m 36s
12/4/2014 11:09:40 AM	12/4/2014 11:57:13 AM	47m 33s
Total Time:		1hrs 4m 04s

Figure 10: R601: Visits (Excel output)

**R501: Access Code List with Balance**

Use this report to see how many times your access codes have been used, and how many credits remain. Options on this report include:

- Choose all or one access code from the drop-down list.

**R602: Accounts Generated by Access Code**

Use this report to see which students have executed their access code (and thus have successfully enrolled in their online resources). Options on this report include:

- Choose user status (select "Registered").
- Choose all or one access code from the drop-down list.

## ICT Taxonomy and Terms

The following table maps the report taxonomy to the topic, and the report terms to the subdomains. Use this table when reviewing reports R221 and R108.

<b>Taxonomy</b>	<b>Topic</b>	<b>Term</b>	<b>Subdomain Objective/Standard</b>
<b>ICT-COMPv1</b>	<b>Computing Essentials</b>	1.1 Computer usage	1.1 Demonstrate fundamental knowledge of computers and their uses.
		1.2 Computer components	1.2 Identify computer hardware components and their functions, and demonstrate proficiency using common computer peripherals.
		1.3 Computer software	1.3 Describe various types of computer software, and manage files in an operating system.
		1.4 Computer networking	1.4 Demonstrate knowledge of computer networking.
<b>ICT-COMMv1</b>	<b>Communications Essentials</b>	2.1 Internet components and communications	2.1 Explain how the Internet and its components function to enable communications.
		2.2 Internet research	2.2 Conduct basic research using resources located on the Internet.
		2.3 Safety and privacy	2.3 Demonstrate knowledge of safety and privacy practices for online communications.
		2.4 Locating and creating	2.4 Demonstrate effective strategies and techniques for locating, preparing and/or creating Web content.
		2.5 E-mail communication	2.5 Demonstrate effective and appropriate use of e-mail for online communication.
<b>ICT-WEBDv1</b>	<b>Web Design Essentials</b>	3.1 Web design principals	3.1 Demonstrate understanding of Web page design principles.
		3.2 Plan a Web site	3.2 Plan the design and development of an effective Web site.
		3.3 Create a Web page	3.3 Create Web pages using basic HTML code and authoring tools.
		3.4 Collaborative technologies	3.4 Use collaborative Web technologies in a Web development or research project.
		3.5 Prepare for publication	3.5 Prepare Web pages for publication, and publish a Web site to the Internet using appropriate tools.
<b>ICT-PROGv1</b>	<b>Programming and Logic Essentials</b>	4.1 Programming languages	4.1 Demonstrate fundamental knowledge of programming languages and how they are used to communicate with computers.
		4.2 Logic and problem solving	4.2 Demonstrate the use of logic and problem-solving, and relate these concepts to computer programming.
		4.3 Structured programming	4.3 Demonstrate knowledge of fundamental structured programming concepts.
		4.4 Proficiency	4.4 Demonstrate proficiency in basic programming and working with data.