

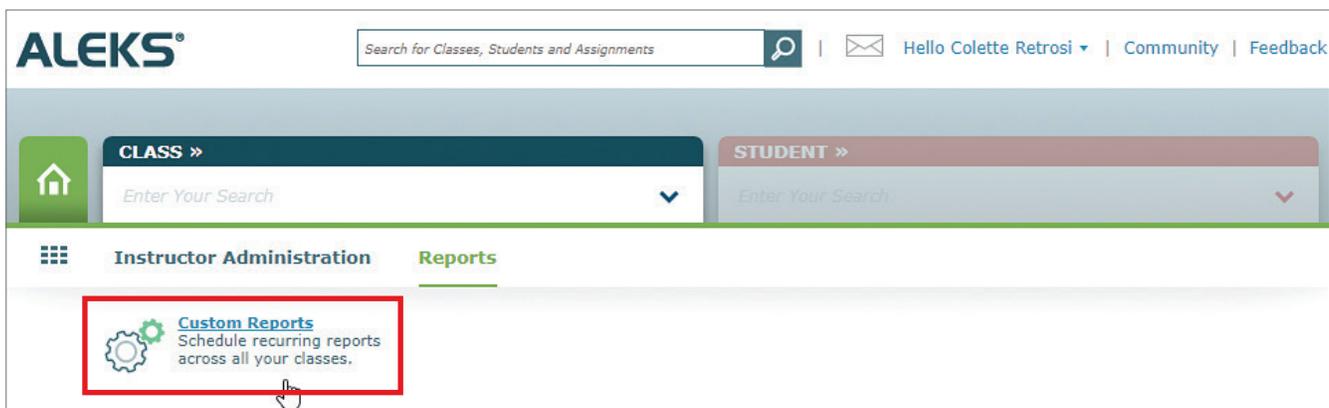
# CUSTOM REPORTS

Custom Reports allow you to tailor a report specific to your progress monitoring needs by creating a template and choosing the data to include in your report. You can schedule a one-time report or automate a report to run daily, weekly, or monthly to ensure that you save time and receive the most up-to-date information. Follow these steps to create a custom weekly grade report for multiple classes.

For example, you can convert the percent of Pie Mastery into a letter grade.

	NUMBER OF TOPICS/WEEK STUDENT "LEARNS" TO EARN THE FOLLOWING GRADE:				
Pie Mastery	A	B	C	D	F
0–24%	12	11	10	9	8>
25–49%	10	9	8	7	6>
50–74%	8	7	6	5	4>
75–100%	6	5	4	3	2>

1. With no class chosen, hover over **Reports** and click **Custom Reports**.



2. Click **Create New Custom Report Template**.



# Step 1: Create the Report Template

1. Name the template and choose your Excel report option.

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

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**Basic Information**

**Name:**

**Type:** Instructor report

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**Excel Report Options**

All data in one tab (summary report) ⓘ

One tab per ALEKS Course Product (summary report) ⓘ

One tab per class (comprehensive report) ⓘ

2. Select the data you wish to monitor by clicking its corresponding blue box. Your selected fields will be displayed on the right side of the page under **Report Selections**.

**Select Data**

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

**Add Data**

- Student and Class Information ⓘ
- Assessment Performance ⓘ
- Pie Progress ⓘ
- Standards ⓘ
- Assignments ⓘ
- Gradebook ⓘ
- Time and Topic ⓘ

**Report Selections** clear all

- Student and Class Information** edit ✕
  - STUDENT INFORMATION Name
  - CLASS INFORMATION Class name
  - COURSE INFORMATION Course product
- Pie Progress** edit ✕
  - Pie progress at end of report
  - DETAIL Course Progress
  - PROGRESS Progress (%)
- Time and Topic** edit ✕
  - BREAKDOWN Weekly
  - TIME & TOPIC Time spent in ALEKS
  - Number of topics learned

## Step 2: Review and Save

STEP 2. Review and Save

1. Create Template

2. Review and Save

3. Schedule Report

Review your selected options and click **Save**. If you need to make changes or add additional reports, click **Previous Step**.

Cancel

Previous Step

Save

## Step 3: Schedule the Report

1. Under **Scheduling Options**, select the day and recurrence of your report.

**Note:** We recommend a weekly recurring report delivered on Saturdays so that any time utilized on Friday can be considered. Grades can be entered Monday for the previous week.

STEP 3. Schedule Report

1. Create Template

2. Review and Save

3. Schedule Report

### Report Name

Report Name: Weekly Participation Grades

Template: Weekly Rubric (Mastery, Time, Topics Learned) Type: Instructor report

Excel Report Option: One tab per class (comprehensive report)

#### Output Format

- Excel 2007 and later (.xlsx)
- Excel 2003 and earlier (.xls)

#### Display of Duration

- Hours & Minutes (e.g. 1h12m)
- Minutes (e.g. 72m)

### Scheduling Options

- One time report
- Recurring report

Repeat: Weekly

Sun Mon Tue Wed Thu Fri Sat

The first report instance will include data from 12/09/2017 ([change date](#)) to 12/15/2017.

Last report: Month Day Year  
Jun 16 2018

A total of 28 report instances will be scheduled.  
The last report instance will include data for 06/16/2018.

Note: Data for assignments, objectives and scheduled assessments with due dates outside of the date range of each report instance will be excluded.

Cumulative report

2. Select the classes to be included in your report and select the **Type of Data** you wish to include. Once completed, click **Schedule Report**.

**Class Options**

**Select Classes**

<input type="checkbox"/> Class Name	Course Product	End Date
<input checked="" type="checkbox"/> <b>Math 117</b> (29 students)	Middle School Math Course 1 / LV 6	12/08/2017
<input checked="" type="checkbox"/> <b>Math 119</b> (32 students)	Middle School Math Course 2	12/08/2017
<input checked="" type="checkbox"/> <b>Math 120</b> (33 students)	Middle School Math Course 3	12/08/2017

**Type of Data** ⓘ

Individual student data

Average for each selected class

3. You will receive a notification when the report has been completed.

