

# REPORT USER GUIDE FOR ADMINISTRATORS

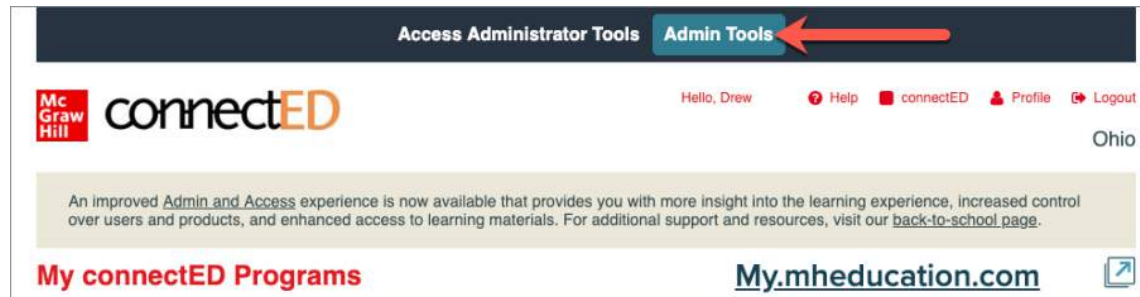
<div>  MHE Academy          Aguirre Math 1         <span>Reobird Math</span> <span>Select a student...</span> </div> <div> </div>									
<div>  Student list and news feed          Class reports          Edit Aguirre Math 1       </div>									
Student	On-Level Lessons Completed	Precursor Lessons Completed	Time spent (Hours)	Correct First Attempt (%)	Lesson Pace	Activity breakdown	Current Location	Lessons Worked On	
						<div> <span>Instruction</span> <span>practice</span> <span>precursor</span> <span>games</span> <span>projects</span> <span>work</span> <span>challenge</span> </div>		<div> <span>proficient</span> <span>not-proficient</span> <span>current</span> </div>	
Maisa Lang	21	0	5:31	82	5.3	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	6.4.P: City Evacuation	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Cesar Perez	28	2	17:10	67	6.5	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	5.5.P: Show What You Know	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Lilan Goetz	43	17	24:51	48	10.8	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	4.8.P: Self-Driving Car	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Rosario Blas	31	3	10:43	77	7.8	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	4.8.P: Show What You Know	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Amad Unmesh	29	7	8:44	60	7.3	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	4.5.P: Show What You Know	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Paul Jaffrey	26	4	11:13	58	6.5	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	4.5.P: Show What You Know	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Don Chen	26	3	8:12	62	6.5	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	4.5.P: Show What You Know	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Ethan Gakoway	0	0	0:03	--	0.0	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	4.5.1: Fractions: Compare Whole Nu...	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Marc Chascarillo	21	0	6:27	76	5.3	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	4.4.3: Area Diagrams in Division	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Tamir Ming	27	0	10:06	83	6.6	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	3.5.P: Show What You Know	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Daniel Jurado	27	1	8:29	64	6.8	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	3.5.1: Order of Operations with Paren...	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Dora Pazzo	23	0	13:35	39	5.8	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	2.7.P: Playground Design	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Edwin Hamilton	29	0	7:06	78	7.3	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	2.6.P: Show What You Know	<div><div></div><div></div><div></div></div>	<div><div></div></div>
Luca Soranzo	0	0	0:00	--	0.0	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	--	<div><div></div><div></div><div></div></div>	<div><div></div></div>

## Access Redbird Reports from your Admin Account

Please follow the steps listed below to access your Redbird reports from your McGraw-Hill Admin account.

1. Log in to access the McGraw-Hill Admin Tools via your school's SSO portal or via <https://my.mheducation.com/login>
  - If your account has both the administrator and teacher role, you will begin logged in as a teacher. If you are using one of McGraw-Hill's ConnectED Products then you will begin on the ConnectED Homepage. You will need to click on **"Admin Tools"** at the top of the page. (See **image #1** below)

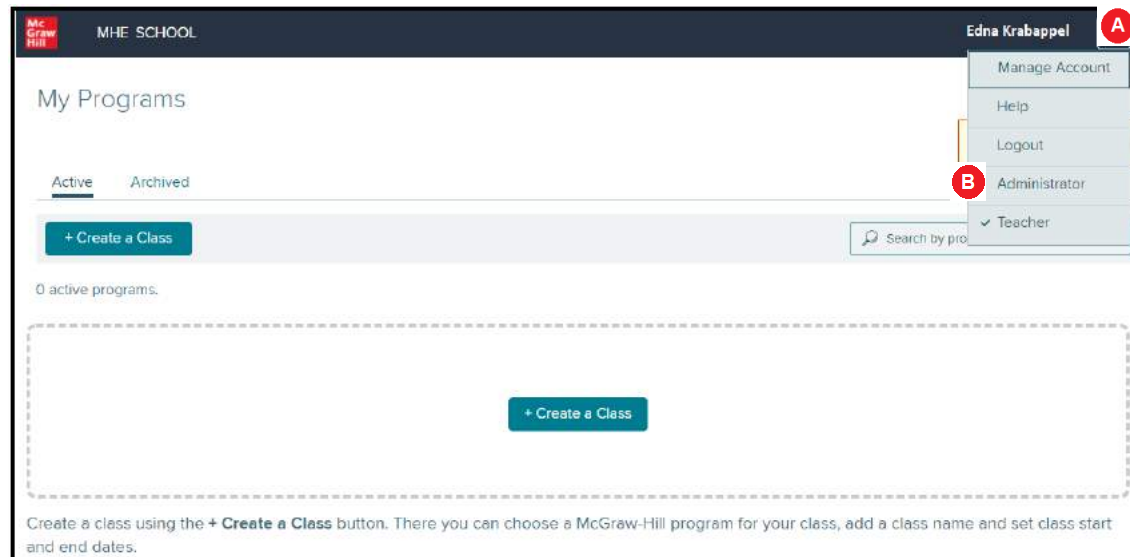
**Image #1**



**FYI:** If you only have the administrator role, you will bypass this step and begin on the Admin Tools page. (Skip down to the next page and view **Image #3**)

If you are NOT using one of McGraw-Hill's ConnectED Products you will still be logged in as a teacher but will instead begin on your "My Programs Page". From here you will click on your profile at the top right-hand side of the screen (See **A** in **image #2** below. Next you will choose Administrator (See **B** in **Image #2** below).

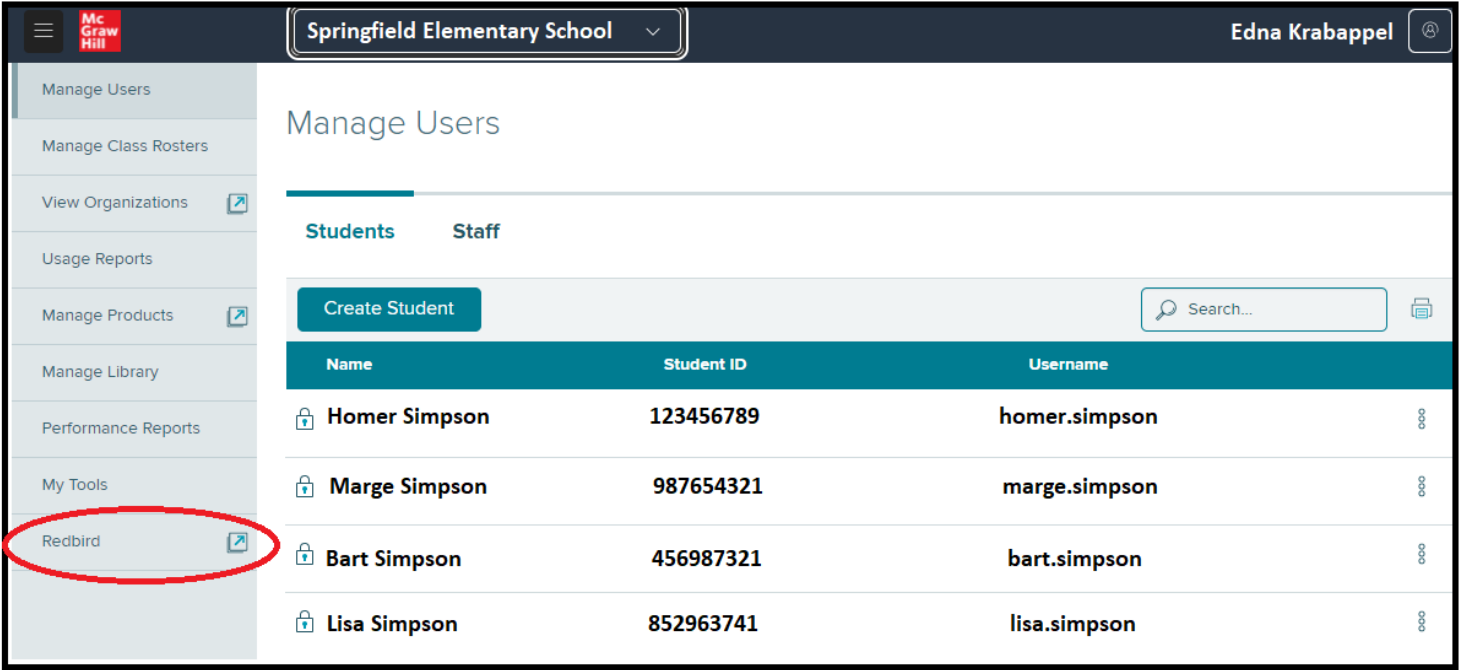
**Image #2**



**Important:** Administrators that need access to multiple schools will need to have admin rights provisioned for each individual school in which they are assigned. This is usually setup by a district administrator on the district's One Roster File. Please make sure that the "Reporting Option" has been selected.

2. If you only have the administrator role, you will land directly on the Admin Tools. From here you will click on Redbird on the menu on the left-hand side of the screen. This will open up Redbird Learning Center. (See **image #3** below)

**Image #3**



The screenshot shows the Springfield Elementary School Admin Tools interface. The left sidebar contains a menu with the following items: Manage Users, Manage Class Rosters, View Organizations, Usage Reports, Manage Products, Manage Library, Performance Reports, My Tools, and Redbird. The 'Redbird' item is circled in red. The main area displays the 'Manage Users' page, which has tabs for 'Students' and 'Staff'. Below the tabs is a 'Create Student' button and a search bar. A table lists the following students:

Name	Student ID	Username
Homer Simpson	123456789	homer.simpson
Marge Simpson	987654321	marge.simpson
Bart Simpson	456987321	bart.simpson
Lisa Simpson	852963741	lisa.simpson

Redbird Learning Center: Next, you should see either a tab for your district or a tab for each of your individual school(s).



**School Level Reporting**

All reports are printable as either a **csv** file or as a **pdf**.

**\*District Report = School Report:** If you want to see a high-level school report then you can click on “District Reports”. The user will only see the data for the schools in which they are associated. Therefore, a Principal would only see the data for their individual school.



School listDistrict reports

LESSONS COMPLETEDBENCHMARKSUMMARY

Display statistics for period from

2020-02-14to2020-02-21

Last 7 daysLast 14 daysLast 30 daysLast 60 daysLast 90 days

Redbird Math

District	Time Spent (hh:mm)	Proficient	Not Proficient	Precursors Completed
MHE School District	195:04	281	56	158

School	Time Spent (hh:mm)	Proficient	Not Proficient	Precursors Completed
MHE Academy	195:04	281	56	158

**Date Range:** You will only see the last 7 days' worth of data by default. However, you can change the date range to fit your needs.

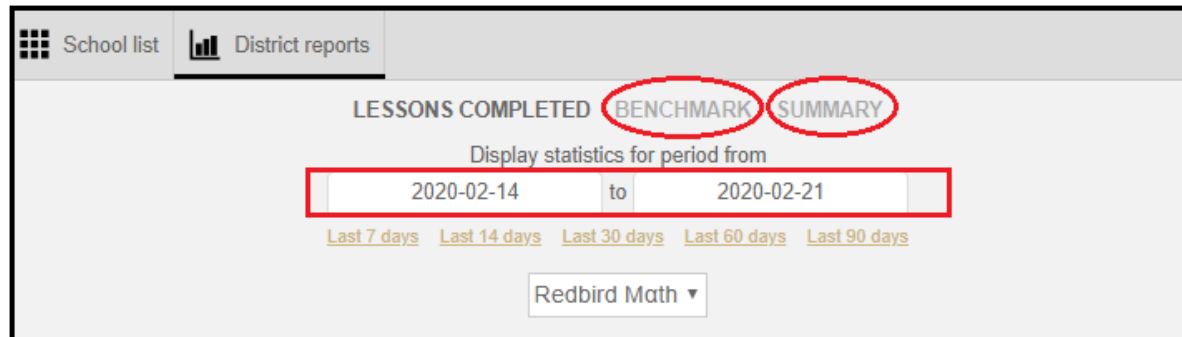


Display statistics for period from

2020-02-14 to 2020-02-21

[Last 7 days](#) [Last 14 days](#) [Last 30 days](#) [Last 60 days](#) [Last 90 days](#)

**Report Options:** You will initially land on the “**Lessons Completed**” report. But you also have access to a School Level “**Benchmark Report**” and a detailed “**Summary report**.” The summary report will generate a “Raw Data CSV” with information and data for each student enrolled on Redbird.



School list | District reports

LESSONS COMPLETED **BENCHMARK** **SUMMARY**

Display statistics for period from


2020-02-14 to 2020-02-21

[Last 7 days](#) [Last 14 days](#) [Last 30 days](#) [Last 60 days](#) [Last 90 days](#)

Redbird Math ▾

## **Class Level Reporting**

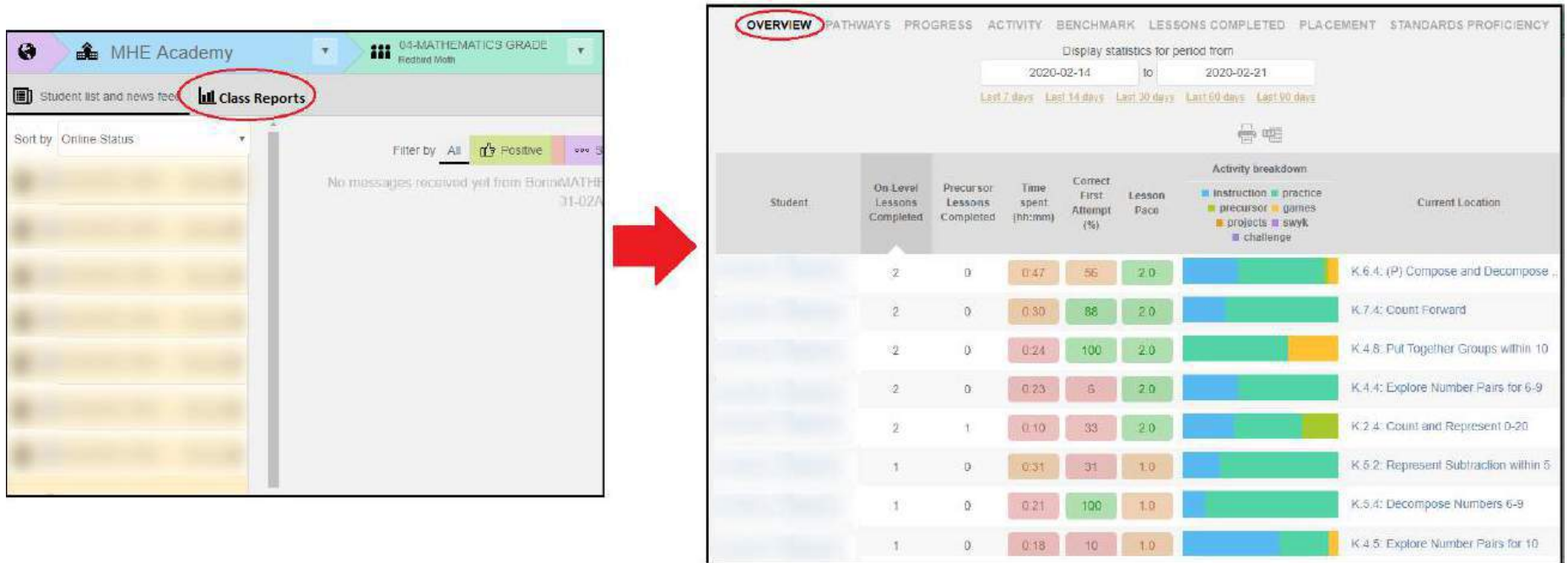
Click on your “School Tab” to view all Redbird Classes. There is a drop-down menu of these classes available via “Select a Class” option at the top of the screen



The diagram illustrates the navigation process from the School list to the Class list. On the left, a screenshot of the 'School list' interface shows 'MHE Academy' selected and circled in red. A large red arrow points to the right, where a screenshot of the 'Class list' interface is shown. In the 'Class list' interface, the 'Select a class...' dropdown menu at the top is circled in red. Below this menu, a list of classes is displayed, including '01 - Mathematics', '02 - Mathematics', '03 - Mathematics', '05 - Mathematics', '06 - Mathematics', and '07 - Mathematics', each with a right-pointing arrow.

**Class Reports:** Once you click on an individual class you will be taken to the class' dashboard. From here you will view the class roster and will see any real-time alerts available for the class.

Click on "**Class Reports**" to be taken to the "Class Overview Report". This is the report most commonly viewed by teachers.

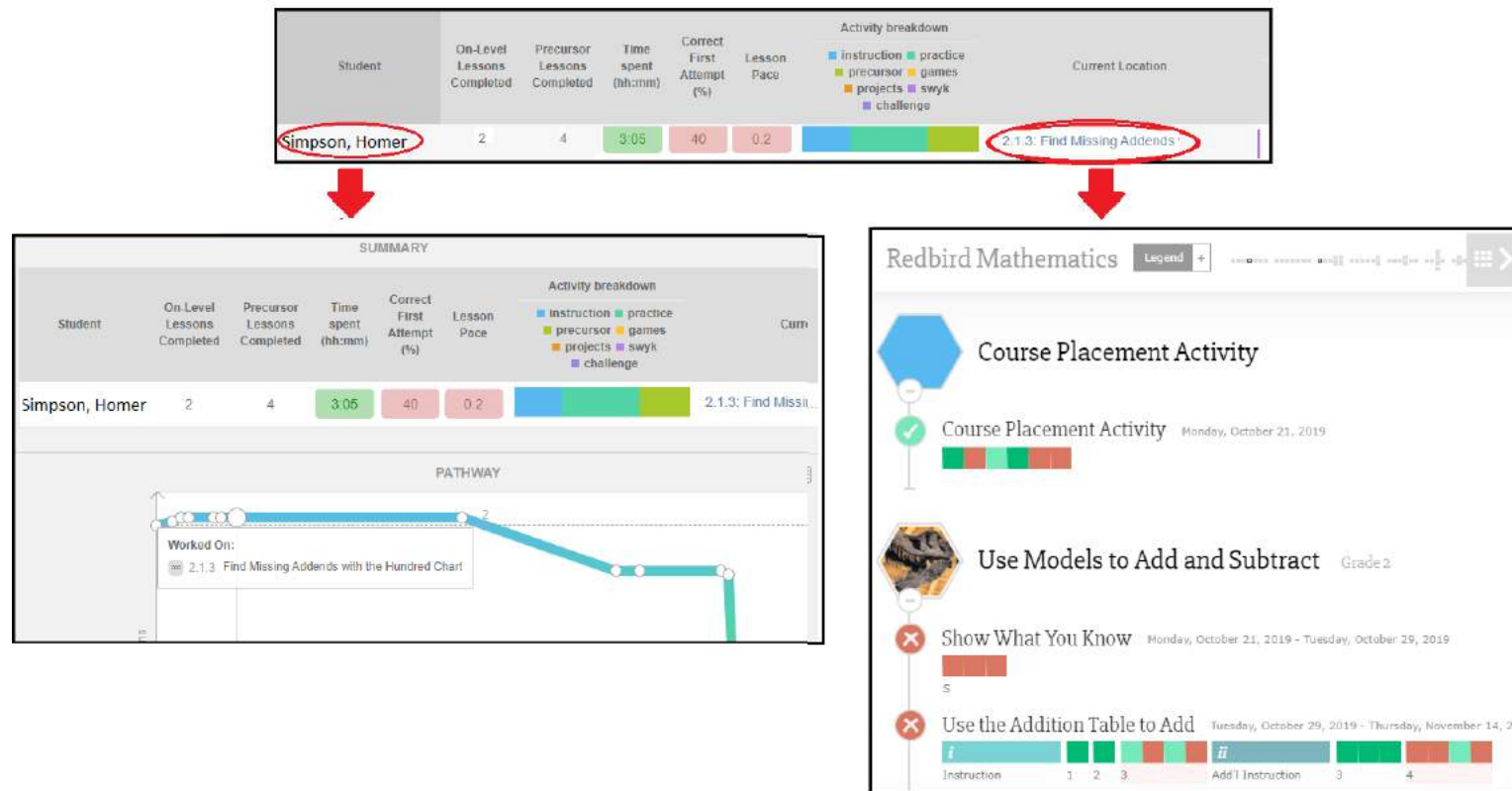


**Individual Student Summary Report:** An individual student "Summary Report" can be viewed at any time by simply clicking on the student's name.

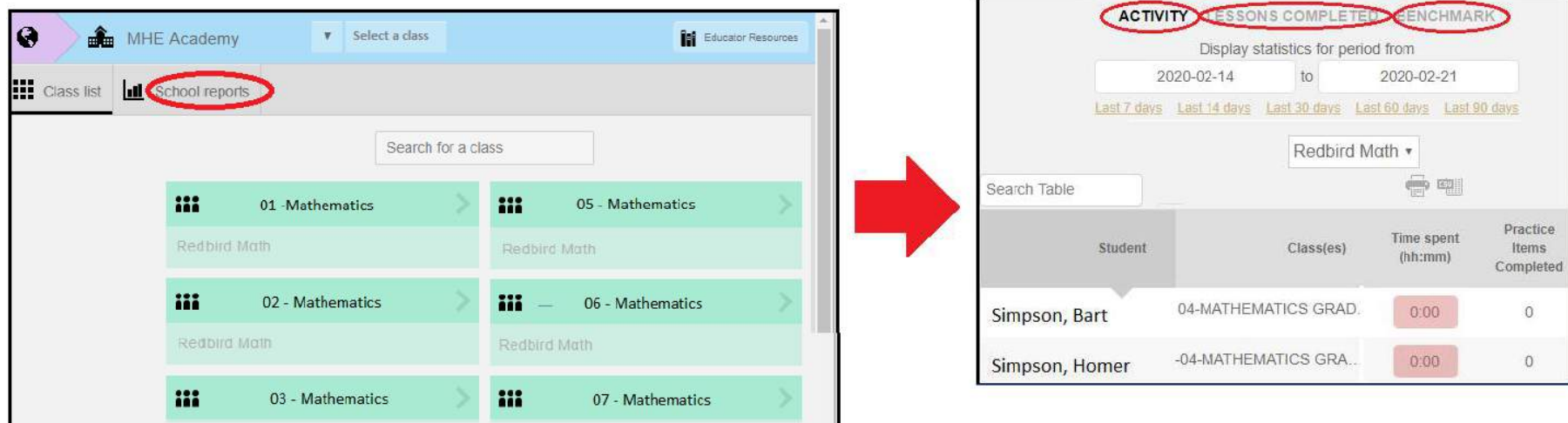




**Individual Student Snapshot Report:** An individual student “Snapshot Report” can be viewed at any time by simply clicking on the student’s “Current Location”



**School Report (Class Report Version):** There is another High-Level “School Report” available from your homepage.



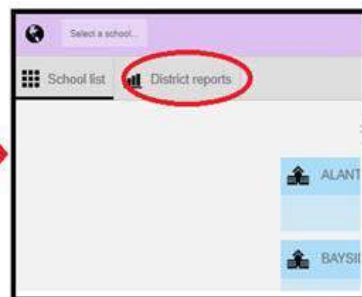
# Directions on formatting the raw data generated by the District Level Report

*(This is the report where you click on District report from the district's homepage)*

Below are directions on how to pull the data for a District Report and then plug it into the report template. The Report template was attached to the original email but can also be downloaded by [Clicking Here](#).



Login and **"Launch"** your Admin Reporting Class.



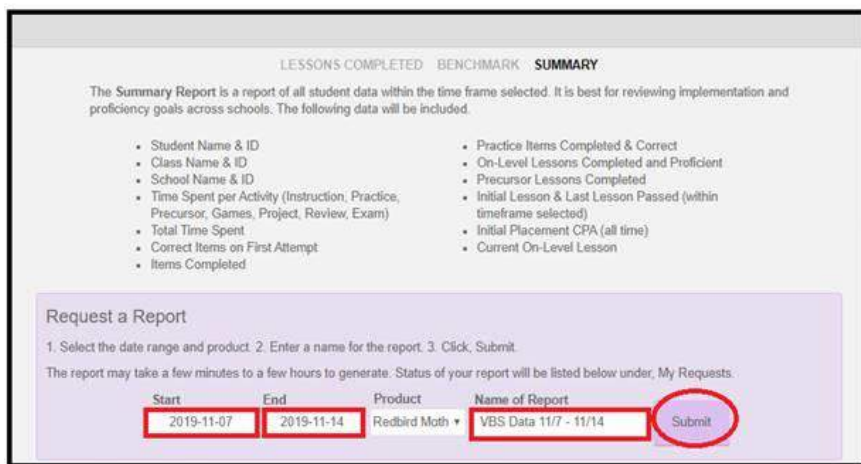
Select **"District Reports"** from the top left-hand part of your screen



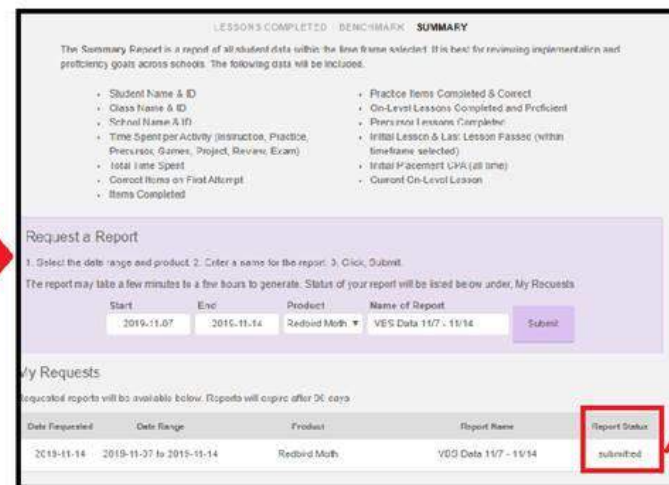
Enter in the **start date** and **end date** for the desired report. The default date range is only 7 days.



Once you have entered in the start date and end date and the data has populated, you will want to select **"Summary"**



Double check to make sure your dates are correct, give the report a name and select **"Submit"**



Refresh your browser until the report changes from **"submitted"** to **"download csv"**.

Download the csv file. This will be a "Raw Data File"



**Open the Report Template and click on the "Raw Data Goes Here Tab" at the bottom of the spreadsheet. (see image below)**

[illegible]

	I	J	K	L	M	N	O	P	Q
1	student_id	precursor_id	game_time	project_time	review_time	exam_time	cumulative_exam_time	cumulative_review_time	cumulative_game_time
2	3	-ilp-2	0	0	0	0	17.91592	0	0
3	4	-ilp-2	0	0	0	0	21.20963	0	1
4	5	-ilp-2	0	0	4	0	3.706333	0	2
5	6	-ilp-2	0	24	0	0	24.17458	7	7
6	7	-ilp-2	0	5	0	0	4.631867	0	2
7	8	-ilp-2	2	11	0	0	13.47942	1	10
8	9	-ilp-2	0	5	0	0	4.832233	3	4
9	10	-ilp-2	0	0	3	0	3.1862	0	1
10	11	-ilp-2	0	3	14	0	17.64637	2	17
11	12	-ilp-2	0	26	5	1	31.80765	8	19
12	13	-ilp-2	0	5	0	32	37.80053	6	6
13	14	-ilp-2	9	4	0	0	12.89688	2	13
14	15	-ilp-2	0	1	0	27	32.26655	2	2
15	16	-ilp-2	13	27	0	0	41.51827	11	23
16	17	-ilp-2	9	5	0	0	13.96068	2	14
17	417845_3d6c8bc8-mhe-ilp-2	-ilp-2	0	0	0	0	0	0	0

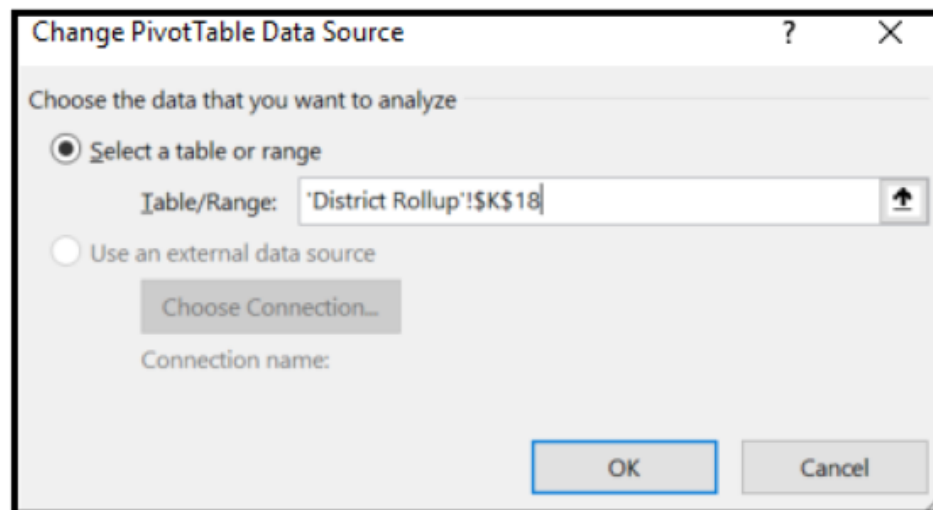
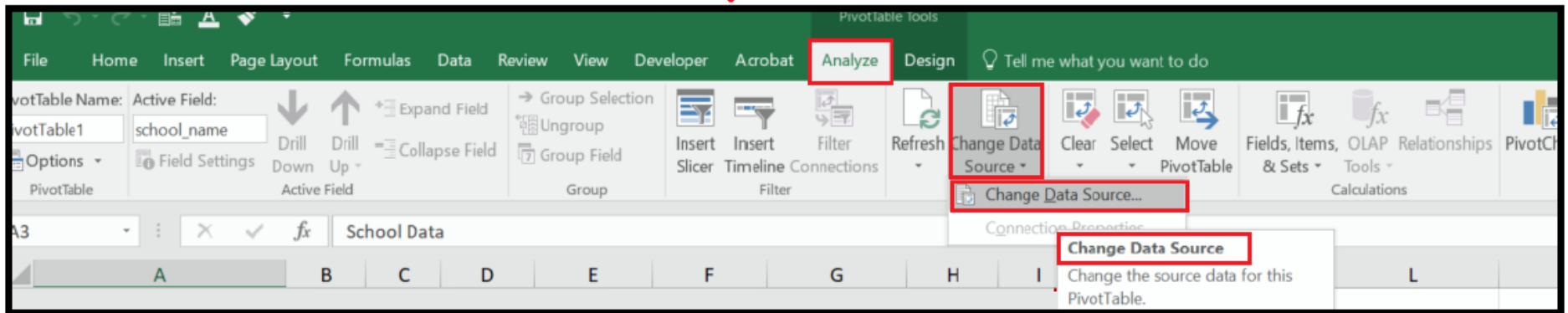
Copy and paste all of the data from the downloaded csv report file over into the Raw Data tab on the report template.

***Click on the "School Report Column" (see image below)***

School District Name Goes Here : Redbird Math Data (Start Date - End Date)										
School Data	Students Enrolled	Active Students	Total Time Spent (hrs)	Practice Items Completed	Correct Items	Correct Items on First Attempt	Lessons Completed	Lessons Proficient	Lessons Not Proficient	Precursor Lessons Completed
Elementary School	146	128	88	2,356	1,812	1,349	177	172	5	69



***Next, click on "Analyze --> Change Data Source"***



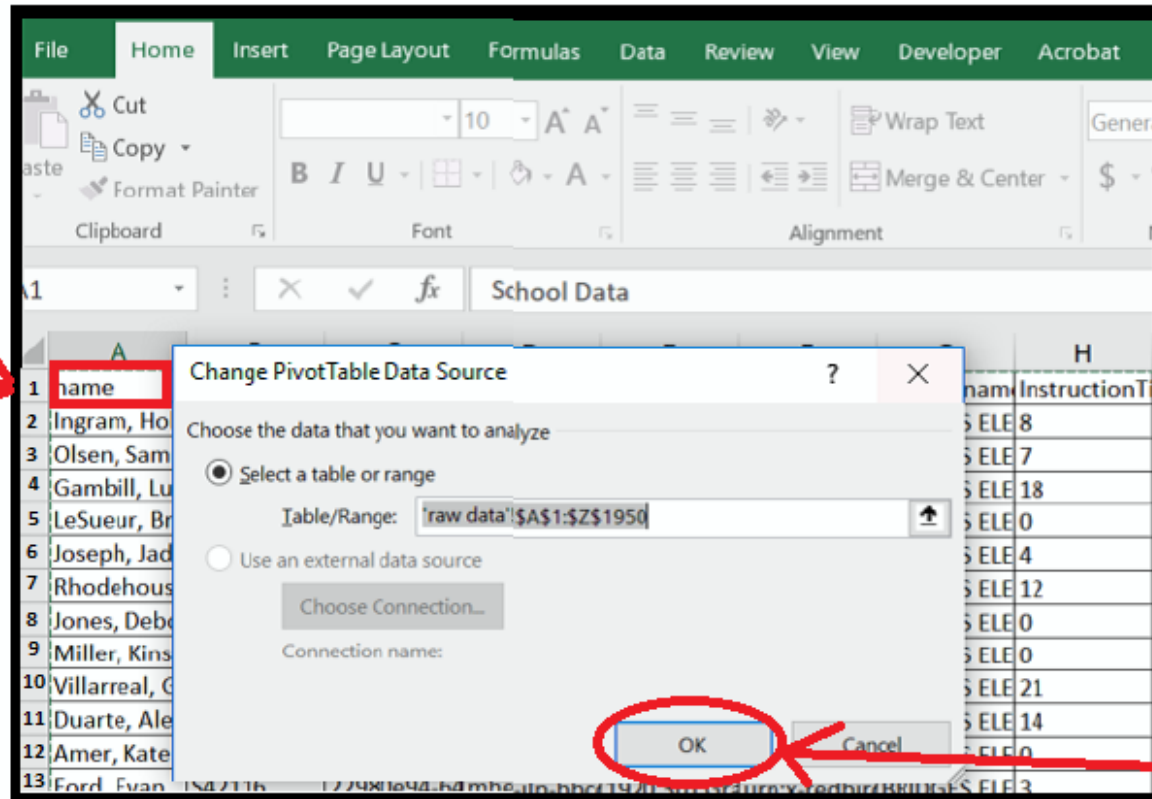
***A pop-up window will now appear entitled***

***"Change Pivot Table Data Source"***

***Now, you will click on the "Raw Data" tab at the bottom of the screen.***

***(See image on next page.)***

raw data goes here



Finally, select "OK"



You should automatically be taken back to the **School Rollup Data Tab**. If the data isn't all there then trying refreshing the spreadsheet.

Right click within the spreadsheet to receive the "refresh" option.

to each school to expand the view.

	Practice Items Completed	Correct Items	Correct Items on First Attempt	Lessons Completed	Lessons Proficient	Lessons Not Proficient	Precursor Lessons Completed		
Class Data	Students Enrolled	Active Students	5	3	1	-	0	0	1
Copy	1	1	5	2	1	0	0	0	1
Format Cells...	1	1	5	6	6	1	1	0	-
Refresh	1	1	5	6	6	1	1	0	-
PivotTable Options...	2	1	-	-	-	-	0	0	-
Hide Field List	2	1	-	-	-	-	0	0	-
	1	1	-	-	-	-	0	0	-
	1	1	-	-	-	-	0	0	-
PRIMARY SCHOOL	6	1	0	-	-	-	0	0	-
PRIMARY SCHOOL	1	1	0	-	-	-	0	0	-
PRIMARY SCHOOL	2	2	1	19	17	11	1	1	0
PRIMARY SCHOOL	2	2	1	19	17	11	1	1	0
ELEMENTARY SCH	1	1	0	10	6	6	1	1	0
ECHO	1	1	0	10	6	6	1	1	0
ECHO	37	16	12	82	69	52	3	3	0
ECHO	37	16	12	82	69	52	3	3	0
PRIMARY SCHOOL	1	1	0	5	2	1	1	1	0
PRIMARY SCHOOL	1	1	0	5	2	1	1	1	0
RMS ELEMENTARY SCHOOL	1	1	1	29	24	19	2	2	0
PRIMARY SCHOOL	1	1	1	29	24	19	2	2	0
PRIMARY SCHOOL	1	1	2	47	33	23	1	1	0
PRIMARY SCHOOL	1	1	2	47	33	23	1	1	0
ELEMENTARY SCHOOL	1	0	-	-	-	-	0	0	-
PRIMARY SCHOOL	1	0	-	-	-	-	0	0	-
PRIMARY SCHOOL	1	-	-	-	-	-	0	0	-
PRIMARY SCHOOL	1	-	-	-	-	-	0	0	-
PRIMARY SCHOOL	1	-	-	-	-	-	0	0	-
PRIMARY SCHOOL	1	1	0	5	5	5	1	1	0
PRIMARY SCHOOL	1	1	0	5	5	5	1	1	0
PRIMARY SCHOOL	1	1	0	10	14	10	1	1	0
PRIMARY SCHOOL	1	1	0	10	14	10	1	1	0
PRIMARY SCHOOL	3	3	6	133	90	38	4	3	1
PRIMARY SCHOOL	3	3	6	133	90	38	4	3	1
Grand Total	63	31	24	360	259	172	16	15	1

School Rollup Data raw data goes here

PivotTable Fields

Choose fields to add to report:

Search

- ☐ student\_id
- ☒ redbrd\_id
- ☐ class\_id
- ☒ class\_name
- ☐ school\_id
- ☒ school\_name
- ☐ InstructionTime
- ☐ PracticeTime
- ☐ PrecursorTime
- ☐ GameTime
- ☐ ProjectTime
- ☐ ReviewTime
- ☐ ExamTime
- ☐ CumulativeUsage
- ☒ CumulativeCFA

Drag fields between areas below:

Filters

Columns

Values

Rows

school\_name

class\_name

Students Enrolled

Active Students

Total Time...

Practice Time...

Correct Items...

Correct Items on First Attempt...

You will also want to check to make sure that all of the schools and classes are selected on the Pivot table.