REPORT USER GUIDE FOR ADMINISTRATORS


2021-2022

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

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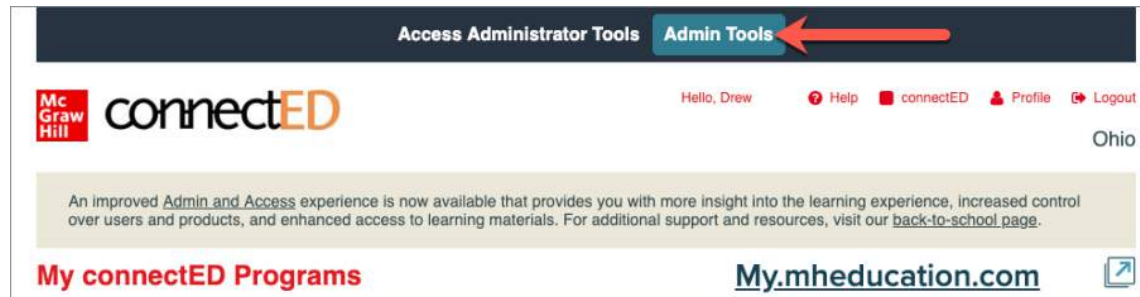
FYI: If you only have the administrator role, you will bypass this step and begin on the Admin Tools page. (Skip down to the next page and view Image #3)

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 Ⓐ in **image #2** below. Next you will choose Administrator (See Ⓑ in **Image #2** below).
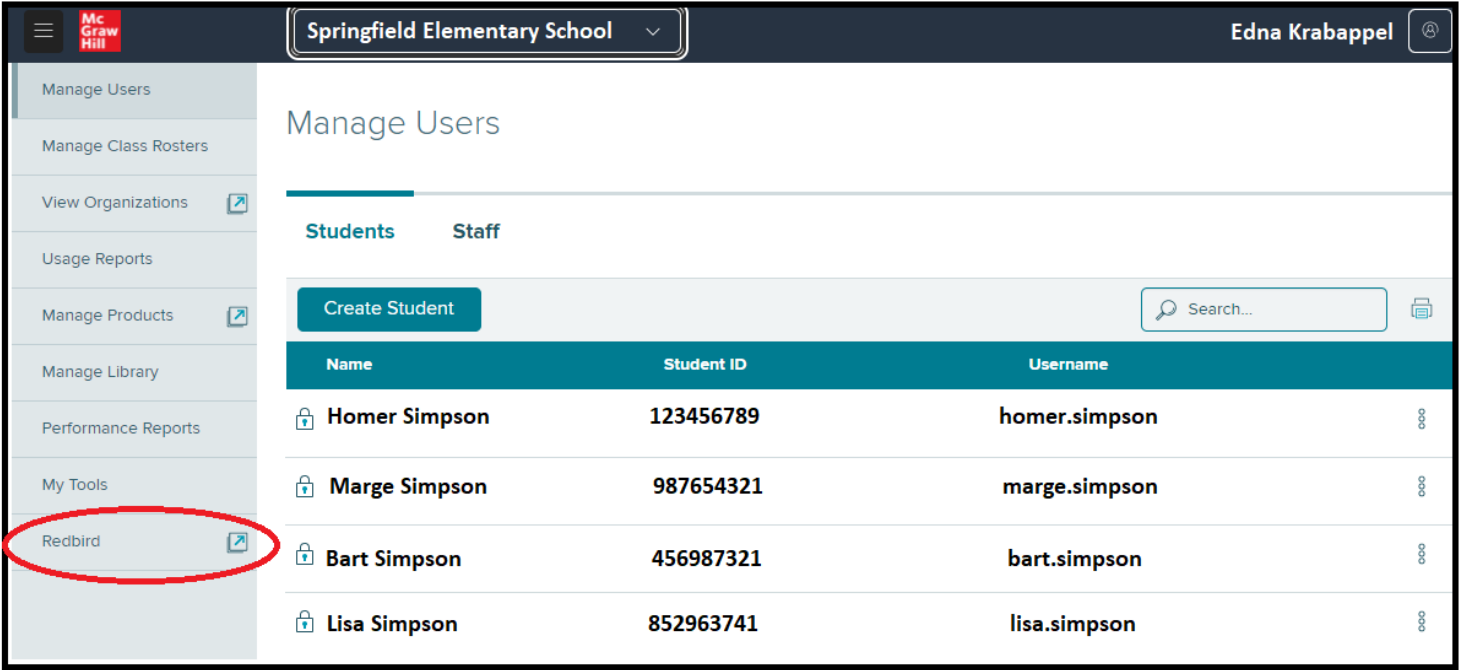
Image #2
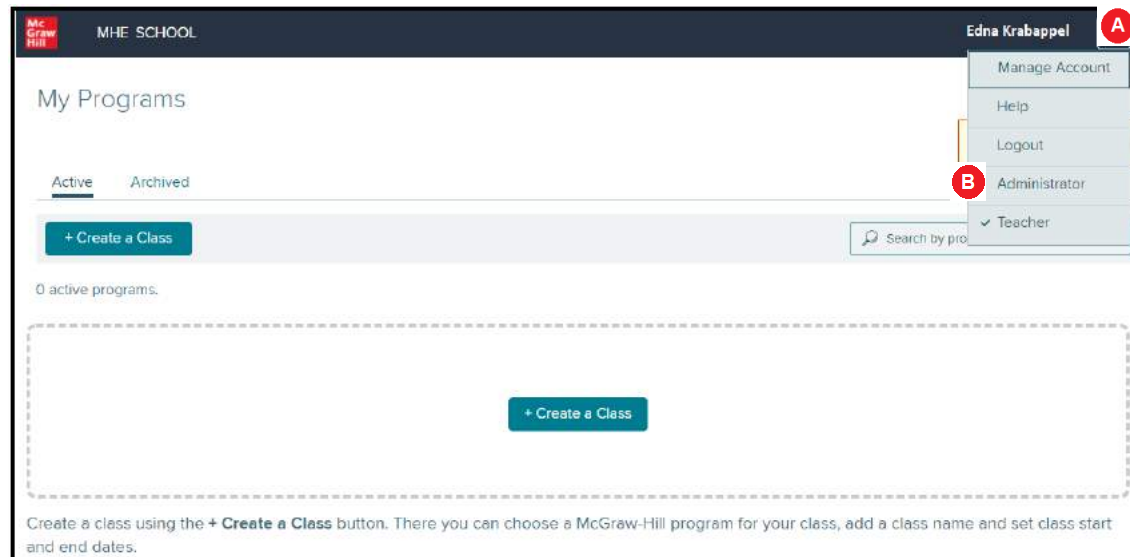
Important: Administrators that need access to multiple schools will need to have admin rights provisioned for each individual school in which they are assigned. This is usually setup by a district administrator on the district's One Roster File. Please make sure that the "Reporting Option" has been selected.

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

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.

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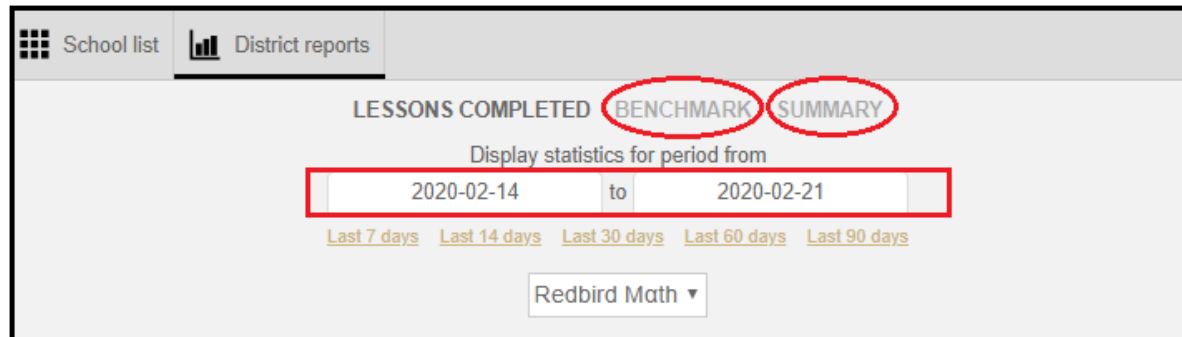
Report Options: You will initially land on the "*Lessons Completed*" report. But you also have access to a School Level "*Benchmark Report*" and a detailed "*Summary report*." The summary report will generate a "Raw Data CSV" with information and data for each student enrolled on Redbird.

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

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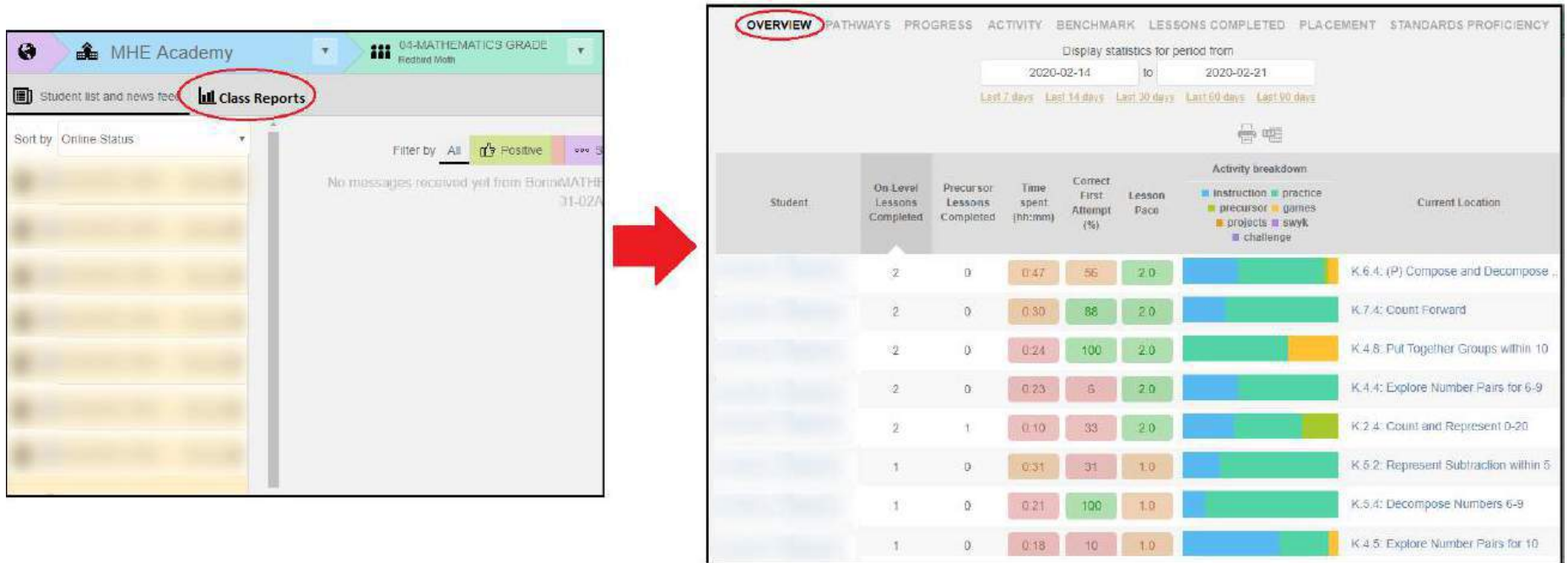
Individual Student Summary Report: An individual student "Summary Report" can be viewed at any time by simply clicking on the student's name.

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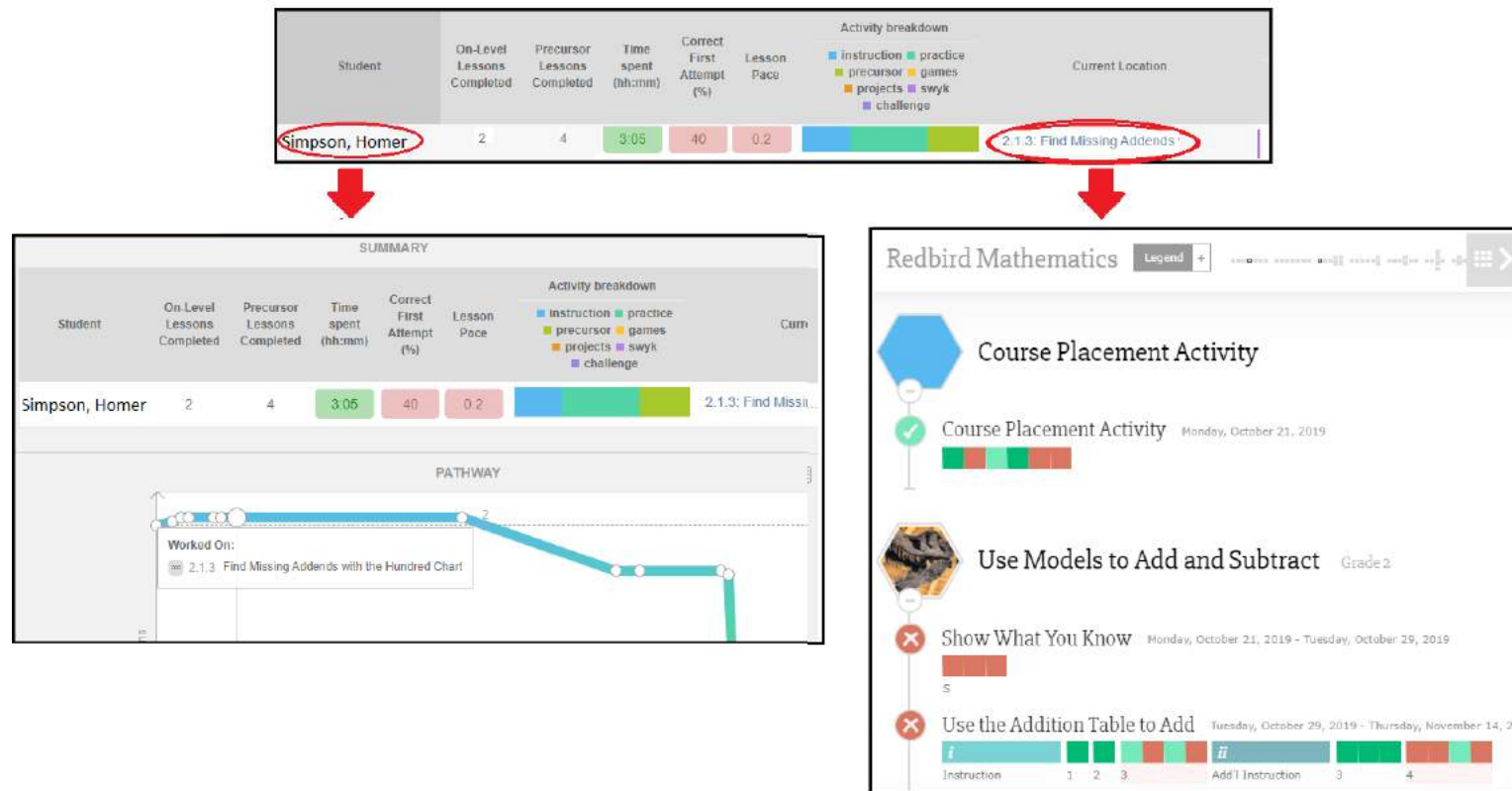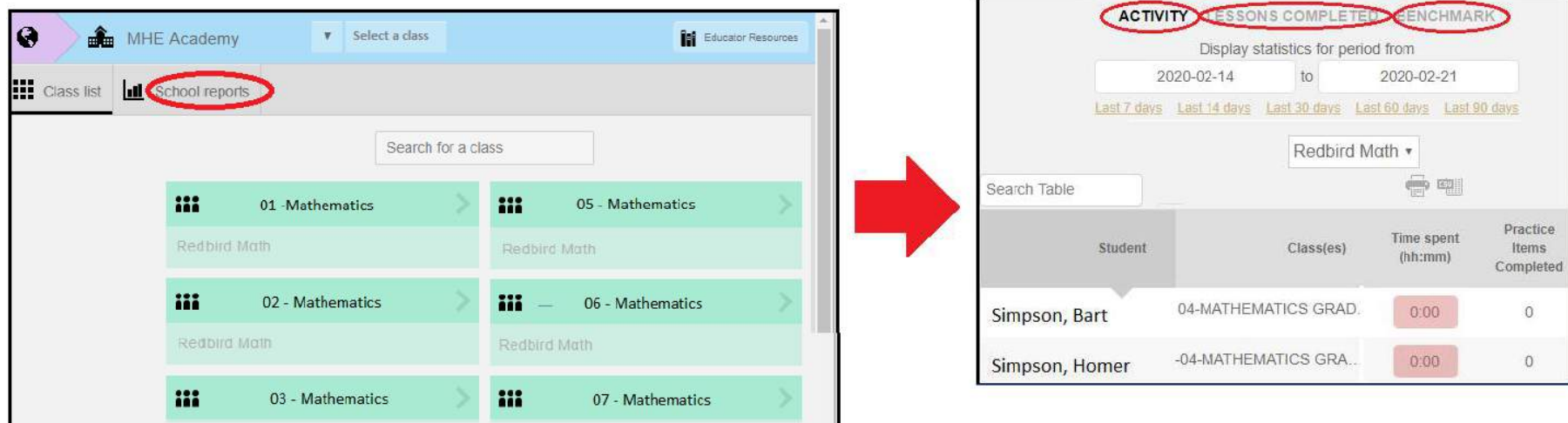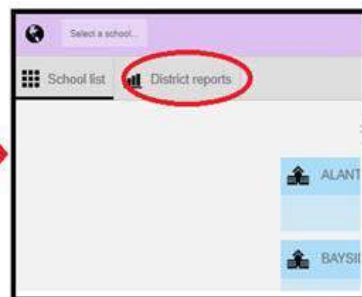*(This is the report where you click on District report from the district's homepage)*

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 in 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**"
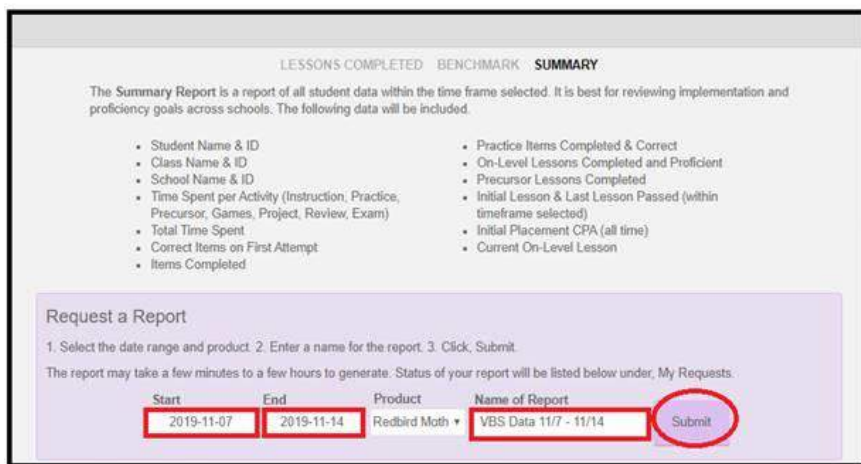
Double check to make sure your dates are correct, give the report a name and select "**Submit**"
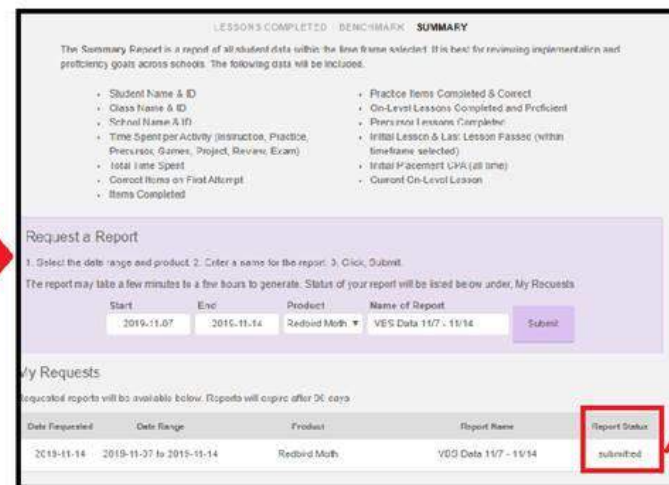
Refresh your browser until the report changs from "**submitted**" to "**download csv**".

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)

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)
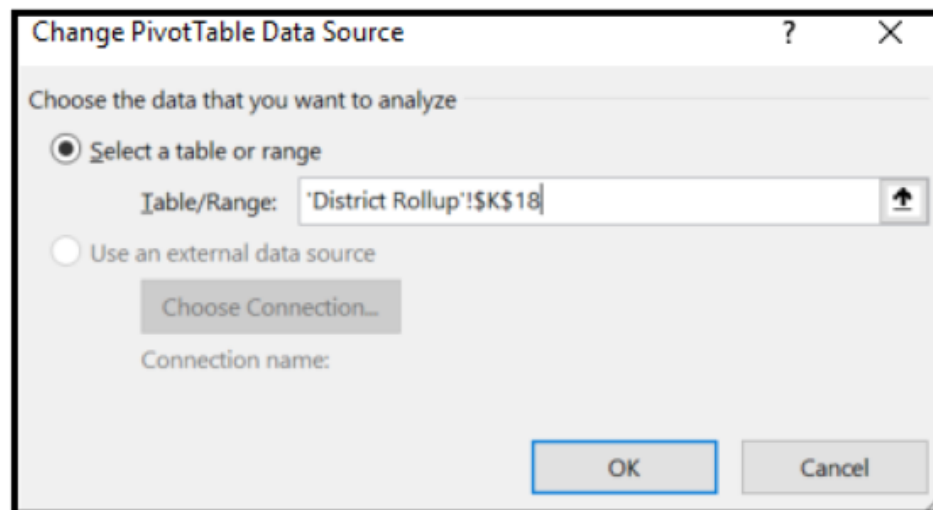
School Data	Students Enrolled	Active Students	Total Time Spent (hrs)	Practice Items Completed	Correct Items	Correct Items on First Attempt	Lessons Completed	Lessons Proficient	Lessons Not Proficient	Precursor Lessons Completed
Elementary School	146	128	88	2,356	1,812	1,349	177	172	5	69

Next, click on "Analyze --> Change Data Source"
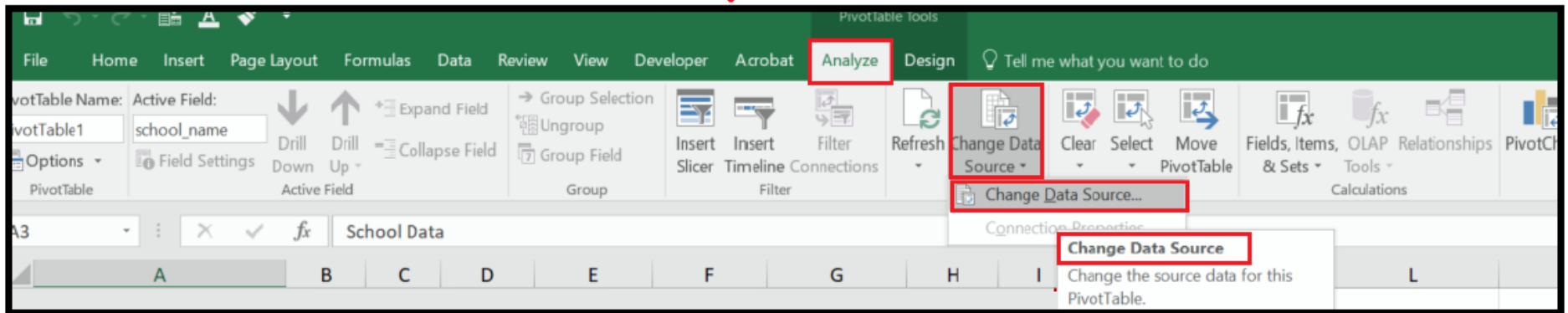
A pop-up window will now appear entitled

<u>*"Change Pivot Table Data Source"*</u>

Now, you will click on the "Raw Data" tab at the bottom of the screen.
   (See image on next page.)

raw data goes here ⊕

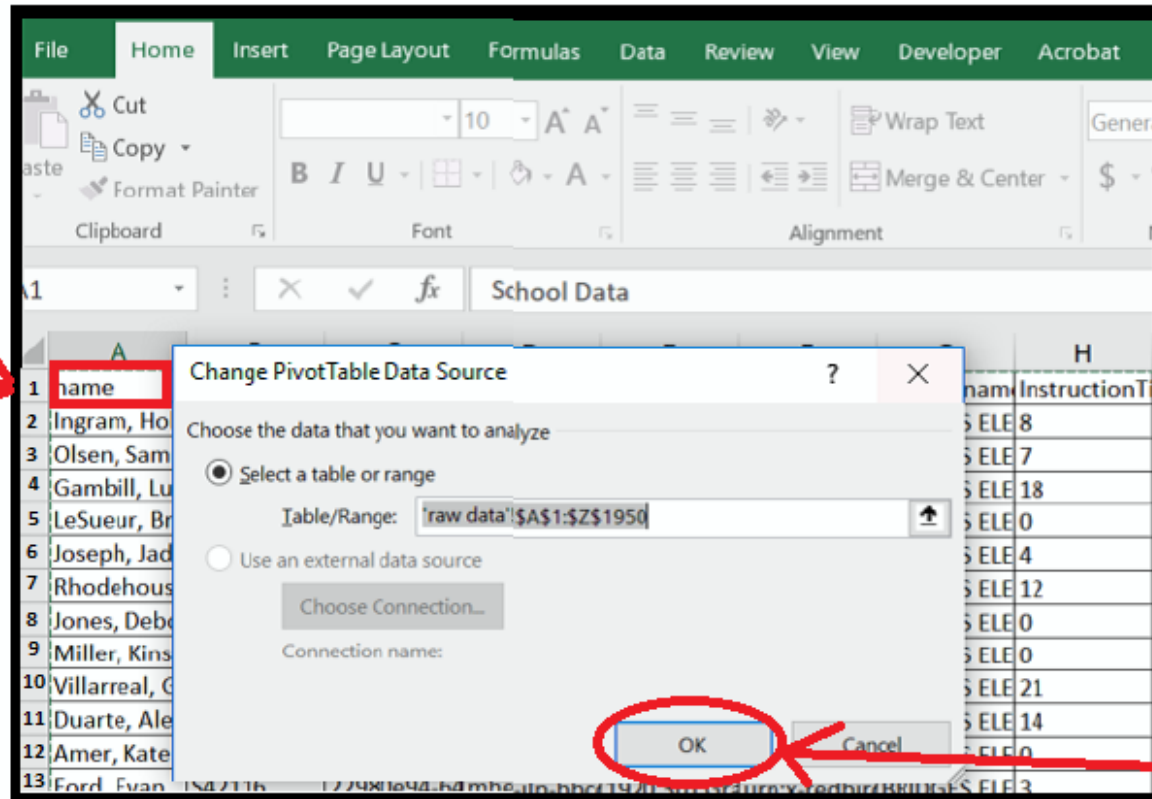**Click on the "Name" column (A1) and then hold down the SHIFT button and the CTRL button and then clicking on the "Down Arrow Key" followed by the "Right Arrow Key". This will select all of the data and populate the "Table/Range" column.**

| File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Acrobat |

Cut
Copy ▾
Format Painter

Clipboard

B I U ▾ | ▦ ▾ | ◇ ▾ A ▾

10 ▾ A˄ A˅

Font

≡ ≡ ≡ ≫ ▾
≡ ≡ ≡ ⇥ ⇤

Alignment

⬚ Wrap Text
⬚ Merge & Center ▾

Gener...
$ ▾

A1 ▾ ⋮ ☓ ✓ ƒx   **School Data**

Change PivotTable Data Source   ?   ☓

Choose the data that you want to analyze

⦿ Select a table or range

Table/Range: 'raw data'!$A$1:$Z$1950   ⬆

○ Use an external data source

Choose Connection...

Connection name:

	A
1	name
2	Ingram, Ho
3	Olsen, Sam
4	Gambill, Lu
5	LeSueur, Br
6	Joseph, Jad
7	Rhodehous
8	Jones, Deb
9	Miller, Kins
10	Villarreal, C
11	Duarte, Ale
12	Amer, Kate
13	Ford, Evan

nam InstructionTi
S ELE 8
S ELE 7
S ELE 18
S ELE 0
S ELE 4
S ELE 12
S ELE 0
S ELE 0
S ELE 21
S ELE 14
S ELE 0
S ELE 3

OK   Cancel

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.

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