



Reports

[Create a New Report](#)

- Create a new usage report, tracking report or outcome report based on the criteria you choose.

Your Reports

Grouped by date | [Grouped by report type](#) | [View All](#)

Use any report to create a new report -- use the same selections or edit them, then run the report again.

▼ Today



▶ This week

▶ This month

▶ Older

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This is the new **Professional Center - Reports** screen.

Reports

[▶ Create a New Report](#)

- Create a new usage report, tracking report or outcome report based on the criteria you choose.

Your Reports

Grouped by date | [Grouped by report type](#) | [View All](#)

Use any report to create a new report -- use the same selections or edit them, then run the report again.

▼ **Today**

Detailed Documentation

(All) <input type="checkbox"/>	REPORT NAME	DATE CREATED	REPORT TYPE	TIME FRAME	CREATE NEW REPORT
<input type="checkbox"/>	test	03-07-2012 7:13 AM	Basic Skills Survey	2010-7-1 2011-6-30	Create a new report using these selections

▶ **This week**

▶ **This month**

To create a new report, start by selecting the **Create a New Report** link.



Reports

Create New Report

[Your Reports](#)

Choose Report Type

Choose Criteria

Choose Time Frame

Finalize Report

Choose Report Type

Report Description
Detailed Documentation

Usage Reports

Report on general usage and account activity

- [Accounts Created](#)
- [Active Accounts](#)
- [Page Views](#)
- [Sessions](#)

Tracking Reports

Report on progress and completion of activities

- [Guideways Tracking Report](#)
- [Milestones Tracking Reports](#)
- [Tracking Plans of Study](#)

Outcome Reports

Report on specific outcomes

Choose the **Report Type**.



Reports

Create New Report

[Your Reports](#)

Choose Report Type

Choose Criteria

Choose Time Frame

Finalize Report

Choose Report Type

 Report Description
 Detailed Documentatio




Usage Reports

Report on general usage and account activity

- [Accounts Created](#) 
- [Active Accounts](#) 
- [Page Views](#) 
- [Sessions](#) 




Tracking Reports

Report on progress and completion of activities

- [Guideways Tracking Report](#) 
- [Milestones Tracking Reports](#) 
- [Tracking Plans of Study](#) 

Outcome Reports

Report on specific outcomes

- [Ability Profiler](#) 
- [Basic Skills Survey](#) 
- [Career Cluster Survey](#) 
- [Career Plans: \(Careers, Programs, Schools\)](#) 
- [Career Plans: Top 40 Pathways](#) 
- [College Admittance Status Summary](#) 

We will select the
Basic Skills Survey as an example.



Reports

Create New Report

[Your Reports](#)

[Choose Report Type](#)

- Basic Skills Survey

Choose Criteria

Choose Time Frame

Finalize Report

Choose Criteria

[Continue](#)

Choose Report Breakdown

Select the variable you want displayed for side-by-side comparison:

- Gender
- Ethnicity
- Graduation Year
- None

Filter Population

Choose filters below to narrow the list of accounts included in your report.

Filter by Graduation Year?

- NO
- YES

Select the years you want to include:

- | | |
|--|---|
| <input type="checkbox"/> 2012 (12th Grade) | <input type="checkbox"/> 2017 (7th Grade) |
| <input type="checkbox"/> 2013 (11th Grade) | <input type="checkbox"/> 2018 (6th Grade) |
| <input type="checkbox"/> 2014 (10th Grade) | <input type="checkbox"/> 2019 (5th Grade) |
| <input type="checkbox"/> 2015 (9th Grade) | <input type="checkbox"/> 2020 (4th Grade) |
| <input type="checkbox"/> 2016 (8th Grade) | <input type="checkbox"/> 2021 (3rd Grade) |

Choose the **criteria** for the population you wish to include in the report.



Reports

Create New Report

[Your Reports](#)

[Choose Report Type](#)

- Basic Skills Survey

Choose Criteria

Choose Time Frame

Finalize Report

Choose Criteria

[Continue](#)

Choose Report Breakdown

Select the variable you want displayed for side-by-side comparison:

- Gender
- Ethnicity
- Graduation Year
- None

Filter Population

Choose filters below to narrow the list of accounts included in your report.


Filter by Graduation Year?

- NO
- YES

Select the years you want to include:

- | | |
|--|---|
| <input type="checkbox"/> 2012 (12th Grade) | <input type="checkbox"/> 2017 (7th Grade) |
| <input type="checkbox"/> 2013 (11th Grade) | <input type="checkbox"/> 2018 (6th Grade) |
| <input type="checkbox"/> 2014 (10th Grade) | <input type="checkbox"/> 2019 (5th Grade) |
| <input type="checkbox"/> 2015 (9th Grade) | <input type="checkbox"/> 2020 (4th Grade) |
| <input type="checkbox"/> 2016 (8th Grade) | <input type="checkbox"/> 2021 (3rd Grade) |

You can **filter** your reports by **Graduation Year, Gender, Race, Ethnicity, and Role.**



Reports

Create New Report

Your Reports

[Choose Report Type](#)

- Basic Skills Survey

Choose Criteria

Choose Time Frame

Finalize Report

Choose Criteria

[Continue](#)

Choose Report Breakdown

Select the variable you want displayed for side-by-side comparison:

Gender

Ethnicity

Graduation Year

None

Filter Population

Choose filters below to narrow the list of accounts included in your report.

Filter by Graduation Year?

NO YES

Select the years you want to include:

<input checked="" type="checkbox"/> 2012 (12th Grade)	<input type="checkbox"/> 2017 (7th Grade)
<input type="checkbox"/> 2013 (11th Grade)	<input type="checkbox"/> 2018 (6th Grade)
<input type="checkbox"/> 2014 (10th Grade)	<input type="checkbox"/> 2019 (5th Grade)
<input type="checkbox"/> 2015 (9th Grade)	<input type="checkbox"/> 2020 (4th Grade)
<input type="checkbox"/> 2016 (8th Grade)	<input type="checkbox"/> 2021 (3rd Grade)

Only accounts that fit the selected criteria will be included. If you do not select any filtering options, all accounts will be included in the report.

Choose filters below to narrow the list of accounts included in your report.

Filter by Graduation Year?
 NO YES
Select the years you want to include:

<input checked="" type="checkbox"/> 2012 (12th Grade)	<input type="checkbox"/> 2017 (7th Grade)
<input type="checkbox"/> 2013 (11th Grade)	<input type="checkbox"/> 2018 (6th Grade)
<input type="checkbox"/> 2014 (10th Grade)	<input type="checkbox"/> 2019 (5th Grade)
<input type="checkbox"/> 2015 (9th Grade)	<input type="checkbox"/> 2020 (4th Grade)
<input type="checkbox"/> 2016 (8th Grade)	<input type="checkbox"/> 2021 (3rd Grade)


Filter by Group?
 NO YES
Select the group you want included:

Filter by Gender?
 NO YES
Select the gender(s) you want included:

Male
 Female

Filter by Race/Ethnicity?
 NO YES
Select the racial/ethnic groups you want included:

Hispanic/Latino of any race
 American Indian or Alaska Native, non-Hispanic/Latino
 Asian, non-Hispanic/Latino
 Black or African American, non-Hispanic/Latino
 Native Hawaiian or Other Pacific Islander, non-Hispanic/Latino
 White, non-Hispanic/Latino




You have the ability to **create and save groups** and then run reports on them. Any previously created groups are available on the new system.

Choose filters below to narrow the list of accounts included in your report.

Filter by Graduation Year?
 NO YES
Select the years you want to include:

<input checked="" type="checkbox"/> 2012 (12th Grade)	<input type="checkbox"/> 2017 (7th Grade)
<input type="checkbox"/> 2013 (11th Grade)	<input type="checkbox"/> 2018 (6th Grade)
<input type="checkbox"/> 2014 (10th Grade)	<input type="checkbox"/> 2019 (5th Grade)
<input type="checkbox"/> 2015 (9th Grade)	<input type="checkbox"/> 2020 (4th Grade)
<input type="checkbox"/> 2016 (8th Grade)	<input type="checkbox"/> 2021 (3rd Grade)

Filter by Group?
 NO YES
Select the group you want included:




Filter by Gender?
 NO YES
Select the gender(s) you want included:

Male
 Female

Filter by Race/Ethnicity?
 NO YES
Select the racial/ethnic groups you want included:

Hispanic/Latino of any race
 American Indian or Alaska Native, non-Hispanic/Latino
 Asian, non-Hispanic/Latino
 Black or African American, non-Hispanic/Latino
 Native Hawaiian or Other Pacific Islander, non-Hispanic/Latino
 White, non-Hispanic/Latino



Click the dropdown to select the group you want to include.

Filter by Gender?
 NO YES
Select the gender(s) you want included:
 Male
 Female

Filter by Race/Ethnicity?
 NO YES
Select the racial/ethnic groups you want included:
 Hispanic/Latino of any race
 American Indian or Alaska Native, non-Hispanic/Latino
 Asian, non-Hispanic/Latino
 Black or African American, non-Hispanic/Latino
 Native Hawaiian or Other Pacific Islander, non-Hispanic/Latino
 White, non-Hispanic/Latino
 Two or more races, non-Hispanic/Latino

Filter by Role?
 NO YES
Choose the role(s) you want included:
 Middle School or Junior High School Student
 High School Student
 College or Postsecondary School Student
 Adult
 Parent

[Continue](#)

Once you have selected your filters, select the **Continue** link.

Your Reports

[Choose Report Type](#)

- Basic Skills Survey


[Choose Criteria](#)

- Classes: 2012
- Roles: 1


Choose Time Frame


Finalize Report

Choose Time Frame

Only include report data from the following timeframe  :

- Today
- Yesterday
- This calendar week (March 4, 2012 - March 7, 2012)
- Last calendar week (February 26, 2012 - March 3, 2012)
- This Month (March 1, 2012 - March 7, 2012)
- Last Month (February 1, 2012 - February 29, 2012)
- This calendar year (January 1, 2012 - March 7, 2012)
- Last calendar year (January 1, 2011 - December 31, 2011)
- This school year (July 1, 2011 - March 7, 2012)
- Last school year (July 1, 2010 - June 30, 2011)
- Other time frame


Start date  (mm-dd-yyyy)

End date  (mm-dd-yyyy)

Only include active accounts in this report?

YES NO

The information in your report will be limited to the accounts within the chosen population that were active between the specified dates. Active accounts are those that have been signed into within the time frame for this report



Here is where you choose the **Report Time Frame**.

Your Reports

[Choose Report Type](#)

- Basic Skills Survey


[Choose Criteria](#)

- Classes: 2012
- Roles: 1


Choose Time Frame


Finalize Report

Choose Time Frame

Only include report data from the following timeframe  :

- Today
- Yesterday
- This calendar week (March 4, 2012 - March 7, 2012)
- Last calendar week (February 26, 2012 - March 3, 2012)
- This Month (March 1, 2012 - March 7, 2012)
- Last Month (February 1, 2012 - February 29, 2012)
- This calendar year (January 1, 2012 - March 7, 2012)
- Last calendar year (January 1, 2011 - December 31, 2011)
- This school year (July 1, 2011 - March 7, 2012)
- Last school year (July 1, 2010 - June 30, 2011)
- Other time frame

Start date  (mm-dd-yyyy)

End date  (mm-dd-yyyy)

Only include active accounts in this report?

YES NO

The information in your report will be limited to the accounts within the chosen population that were active between the specified dates. Active accounts are those that have been signed into within the time frame for this report

You can choose to only include accounts that are still active at the time you create the report. If an account was active in the selected time frame but no longer exists, it would not be included.

Your Reports

[Choose Report Type](#)

- Basic Skills Survey


[Choose Criteria](#)

- Classes: 2012
- Roles: 1


Choose Time Frame


Finalize Report

Choose Time Frame

Only include report data from the following timeframe  :

- Today
- Yesterday
- This calendar week (March 4, 2012 - March 7, 2012)
- Last calendar week (February 26, 2012 - March 3, 2012)
- This Month (March 1, 2012 - March 7, 2012)
- Last Month (February 1, 2012 - February 29, 2012)
- This calendar year (January 1, 2012 - March 7, 2012)
- Last calendar year (January 1, 2011 - December 31, 2011)
- This school year (July 1, 2011 - March 7, 2012)
- Last school year (July 1, 2010 - June 30, 2011)
- Other time frame

Start date  (mm-dd-yyyy)

End date  (mm-dd-yyyy)

Only include active accounts in this report?

YES NO

The information in your report will be limited to the accounts within the chosen population that were active between the specified dates. Active accounts are those that have been signed into within the time frame for this report

You can also choose to include accounts that are no longer active.

Your Reports

[Choose Report Type](#)

- Basic Skills Survey


[Choose Criteria](#)

- Classes: 2012
- Roles: 1


Choose Time Frame


Finalize Report

Choose Time Frame

Only include report data from the following timeframe  :

- Today
- Yesterday
- This calendar week (March 4, 2012 - March 7, 2012)
- Last calendar week (February 26, 2012 - March 3, 2012)
- This Month (March 1, 2012 - March 7, 2012)
- Last Month (February 1, 2012 - February 29, 2012)
- This calendar year (January 1, 2012 - March 7, 2012)
- Last calendar year (January 1, 2011 - December 31, 2011)
- This school year (July 1, 2011 - March 7, 2012)
- Last school year (July 1, 2010 - June 30, 2011)
- Other time frame

Start date  (mm-dd-yyyy)


End date  (mm-dd-yyyy)

Only include active accounts in this report?

YES NO

The information in your report will be limited to the accounts within the chosen population that were active between the specified dates. Active accounts are those that have been signed into within the time frame for this report

[Continue](#)



Select the **Continue** link to go to the Finalize Report screen.



Reports

Create New Report

Your Reports

[Choose Report Type](#)

- Basic Skills Survey

[Choose Criteria](#)

- Classes: 2012
- Roles: 1

[Choose Time Frame](#)

- Last calendar year

Finalize Report

Finalize Report

Display Graphs

- YES NO


Reporting Data

- Use current data to end of yesterday (less wait time)
 Use all data, including today (longer wait time)

[Create Report](#)

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This is the **Finalize Report** screen.



Reports

Create New Report

Your Reports

[Choose Report Type](#)

- Basic Skills Survey

[Choose Criteria](#)

- Classes: 2012
- Roles: 1

[Choose Time Frame](#)

- Last calendar year

Finalize Report

Finalize Report

Display Graphs

YES NO

Reporting Data

Use current data to end of yesterday (less wait time)

Use all data, including today (longer wait time)

Create Report

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Graphs will not appear if there is too much data (based on space constraints) or too little data (one or fewer data points).



Reports

Create New Report

Your Reports

[Choose Report Type](#)

- Basic Skills Survey

[Choose Criteria](#)

- Classes: 2012
- Roles: 1

[Choose Time Frame](#)

- Last calendar year

Finalize Report

Finalize Report

Display Graphs

- YES NO

Reporting Data

- Use current data to end of yesterday (less wait time)
 Use all data, including today (longer wait time)

[Create Report](#)



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Select the **Create Report** link.



Reports

View Report

[Print](#) | [Save](#) | [Export](#) | [Return to Your Reports](#)

Basic Skills Survey

The Basic Skills Survey allows users to self-assess their level on each of ten basic skills. This report shows the distribution of users across their selected levels in each basic skill.

Created : March 07, 2012
Site : West Virginia (Training)
Reporting Data : Current
Time Frame : Jul 01, 2010 - Jun 30, 2011
Total Students : 99

Usage

	Number of accounts	Completed Basic Skills Survey	%
Total	99	1	1%



Here is the report with graphs included.

Usage

	Number of accounts	Completed Basic Skills Survey	%
Total	99	1	1%



West Virginia (Training)

Completed Basic Skills Survey : 1 (100%)

Basic Skill	Level	Count	%
Reading comprehension	3rd Grade level	0	0%
	6th Grade level	0	0%
	9th Grade level	0	0%
	12th Grade level	0	0%
	College and professional level	1	100%
	Graduate and high-achieving professional	0	0%

West Virginia (Training)

Completed Basic Skills Survey : 1 (100%)

Basic Skill	Level	Count	%
Reading comprehension	3rd Grade level	0	0%
	6th Grade level	0	0%
	9th Grade level	0	0%
	12th Grade level	0	0%
	College and professional level	1	100%
	Graduate and high-achieving professional	0	0%
	Highest professional level	0	0%
Active listening	3rd Grade level	0	0%
	6th Grade level	0	0%
	9th Grade level	0	0%
	12th Grade level	0	0%
	College and professional level	0	0%
	Graduate and high-achieving professional	1	100%
	Highest professional level	0	0%
Writing	3rd Grade level	0	0%
	6th Grade level	0	0%
	9th Grade level	0	0%
	12th Grade level	1	100%
	College and professional level	0	0%
	Graduate and high-achieving professional	0	0%
	Highest professional level	0	0%
Speaking	3rd Grade level	0	0%
	6th Grade level	0	0%
	9th Grade level	0	0%
	12th Grade level	0	0%
	College and professional level	1	100%
	Graduate and high-achieving professional	0	0%
	Highest professional level	0	0%
Mathematics	3rd Grade level	0	0%
	6th Grade level	0	0%
	9th Grade level	0	0%
	12th Grade level	0	0%



Reports

View Report



[Print](#) | [Save](#) | [Export](#) | [Return to Your Report](#)

Basic Skills Survey

The Basic Skills Survey allows users to self-assess their level on each of ten basic skills. This report shows the distribution of users across their selected levels in each basic skill.

Created : March 07, 2012

Site : West Virginia (Training)

Reporting Data : Current

Time Frame : Jan 01, 2011 - Dec 31, 2011

Grad Years : 2012

Role : High School Student

Total Students : 9

Usage

	Number of accounts	Completed Basic Skills Survey	%
Total	9	0	0%

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Reports have links at the top to **print**, **save** or **export** the data.

Reports

View Report [Print](#) | [Save](#) | [Export](#) | [Return to Your Report](#)

Basic Skills Survey
The Basic Skills Survey allows users to self-assess their level on each of ten basic skills. This report shows the distribution of users across their selected levels in each basic skill.

Created : March 07, 2011
Site : West Virginia
Reporting Data : Current
Time Frame : Jan 01, 2011
Grad Years : 2012
Role : High School S
Total Students : 9

Save Report Selections
Save your report selections so you can run the report again later. If you want to save the data to your computer click **Cancel** and choose **Export**.
Enter a unique name for your report selections
 [Cancel](#)

Usage

			%
Total	9	0	0%

[Privacy policy](#) [Terms of use](#)

Select the **Save** link to save a report selection (the population and criteria you chose when creating the report) to the Reports screen.

Reports

View Report [Print](#) | [Save](#) | [Export](#) | [Return to Your Report](#)

Basic Skills Survey
The Basic Skills Survey allows users to view and compare scores across their selected levels in each basic skill.

Created : March 07, 2011
Site : West Virginia
Reporting Data : Current
Time Frame : Jan 01, 2011
Grad Years : 2012
Role : High School Students
Total Students : 9

Usage

		%
Total	0	0%

Export Report
Export report data to a file saved on your computer.

Choose report file type:

PDF

Word Document (DOCX)

Word Document (RTF)


Excel Document (XLS)

Excel Document (XLSX)

[Export Report](#) [Cancel](#)

[Privacy policy](#) [Terms of use](#)

Click the **Export** report link to export the data to your computer. The exported file will include all graphs and tables in the report.



Reports

[Print](#) | [Save](#) | [Export](#) | [Return to Your Reports](#)

View Report

Basic Skills Survey

The Basic Skills Survey allows users to self-assess their level on each of ten basic skills. This report shows the distribution of users across their elected levels in each basic skill.

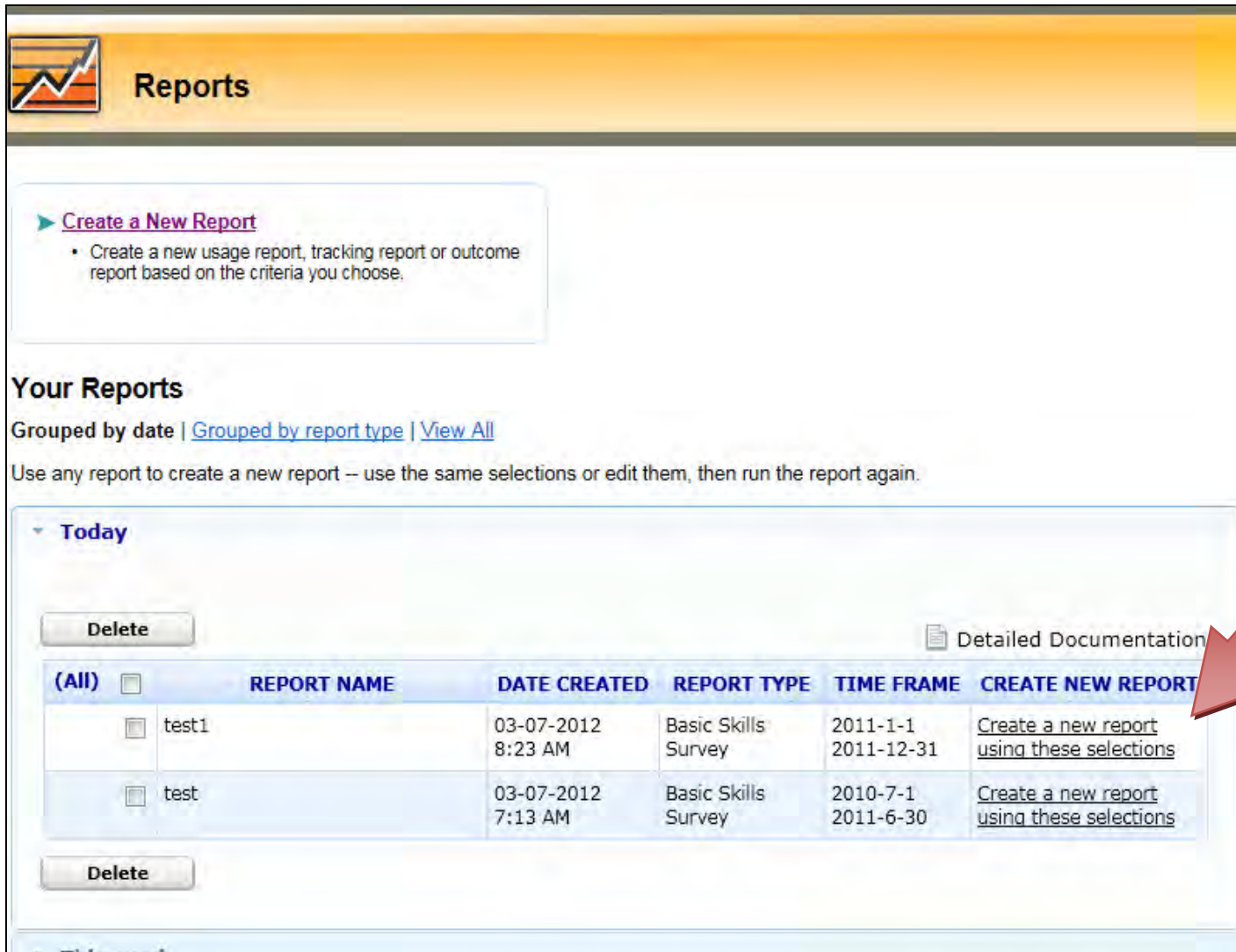
Created : March 07, 2012
Site : West Virginia (Training)
Reporting Data : Current
Time Frame : Jan 01, 2011 - Dec 31, 2011
Grad Years : 2012
Role : High School Student
Total Students : 9

Usage

	Number of accounts	Completed Basic Skills Survey	%
Total	9	0	0%

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Select the **Return to Your Reports** link to go to the **Reports** screen.



The screenshot shows a web interface for managing reports. At the top, there is a header with a line graph icon and the word "Reports". Below the header, there is a section titled "Create a New Report" with a sub-bullet: "Create a new usage report, tracking report or outcome report based on the criteria you choose." Underneath, there is a section titled "Your Reports" with links for "Grouped by date", "Grouped by report type", and "View All". A note states: "Use any report to create a new report – use the same selections or edit them, then run the report again." The main content area is titled "Today" and contains a table of reports. The table has columns for "REPORT NAME", "DATE CREATED", "REPORT TYPE", "TIME FRAME", and "CREATE NEW REPORT". A red arrow points to the "CREATE NEW REPORT" link in the first row of the table. There are "Delete" buttons above and below the table, and a "Detailed Documentation" link to the right.

Reports

► [Create a New Report](#)

- Create a new usage report, tracking report or outcome report based on the criteria you choose.

Your Reports

Grouped by date | [Grouped by report type](#) | [View All](#)

Use any report to create a new report – use the same selections or edit them, then run the report again.

▼ **Today**

Delete Detailed Documentation

(All) <input type="checkbox"/>	REPORT NAME	DATE CREATED	REPORT TYPE	TIME FRAME	CREATE NEW REPORT
<input type="checkbox"/>	test1	03-07-2012 8:23 AM	Basic Skills Survey	2011-1-1 2011-12-31	Create a new report using these selections
<input type="checkbox"/>	test	03-07-2012 7:13 AM	Basic Skills Survey	2010-7-1 2011-6-30	Create a new report using these selections

Delete

Select the **Create a new report using these selections** link to access the report selections that you made for previous reports in order to run the same report again with more up-to-date data.

For training and guidance support, contact:

WV Higher Education Policy Commission

Phone: **304-558-0655**

Email: **cwv@hepc.wvnet.edu**