

## Viewing Organization Reports in the LMS

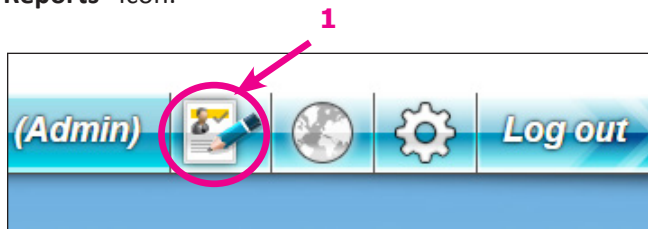
Did you know that you can see all the scores in a course for a given student in one place?

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Log into your LMS at [www.ljcreatelms.com](http://www.ljcreatelms.com) as a **Teacher** or **Administrator**.

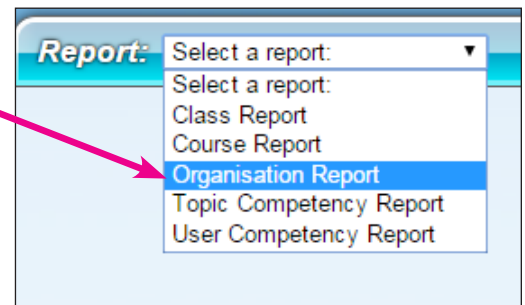


1. From the top right (next to your name) of the LMS Home page, click on the "View Reports" icon:



2. From the drop down menu, select the report you wish to generate. The best one for accessing reports for **students** specifically is the **Organization Report**:

*NOTE: This will generate all of your classes that are created under the Top Level Domain Group in the LMS Administration page. If you do not see your classes/groups, then your User ID (admin or teacher account) is not assigned to any classes/groups that contain courses. Please see the document "Adding Groups (Classes), Courses (Content), and Students into your LMS" for further assistance.*



3. Begin by **clicking on a Group** from the displayed table for which you wish to view reports. This will open up the subgroups available, which will vary based on how you have organized the structure of your district, school, teachers, and/or classes.

Name	Progress	Time	Logins	Score
LJ Sample School		9 m	11	47%

4. Click on the next desired Group to go further into the reports.

Name	Progress	Time	Logins	Score
Mrs. Brown				
Mrs. Green		9 m	11	47%

5. Keep going through your structure until you see the Class that you want to view the reports for.

6. Click to open that class report.

*NOTE: This shows the overall average for the subgroup at each stage.  
In this view, this is the average of the class as a whole.*

Name	Progress	Time	Logins	Score
Grade3 Math	<input type="text"/>	9 m	11	47%
Grade3 Science	<input type="text"/>	9 m	11	47%

7. Select the **Student** you want to view grades for.

*NOTE: This view shows the average score that each student has achieved in the class.*

First Name	Last Name	Progress	Time	Logins	Score
student	two	<input type="text"/>	6 m	3	60%
student	thirteen	<input type="text"/>			
student	three	<input type="text"/>	1 m	2	50%
student	four	<input type="text"/>	2 m	3	47%
student	five	<input type="text"/>			

8. Continue drilling down, by clicking on a Student name to view their individual reports. If a student has been assigned multiple courses, you will be able to select which course you want to see the grades for.

*NOTE: This view shows a single student's average for an assigned course.*

Name	Progress	Time	Logins	Score
LWS2: Elementary Science	<input type="text"/>	1 m	1	n/a
STEM1: STEM Design (Engineering Design)	<input type="text"/>	5 m	2	60%

9. Click on the course to show further data by student. On the next page is a report of all data available for Student Two for the selected course: **STEM1: STEM Design (Engineering Design)**.

Here you can see the scores for an individual student, broken down by lesson components of an assigned course.

Report: Organisation Report				
LJ Sample School > Mrs. Green > Grade3 Math > student two > STEM1: STEM Design (Engineering Design)				
Name	Time	Logins	Score	
Engineering Problems (Assessment)				
Engineering Problems (Investigation)				
Engineering Problems (Presentation)				
Engineering Problems - Task (Assessment)				
Engineering Problems - Task (Practical)				
Introduction to Engineering Design (Assessment)	4 m	1	20%	
Introduction to Engineering Design (Investigation)				
Introduction to Engineering Design (Presentation)				
Introduction to Engineering Design - Task (Assessment)	2 m	1	100%	
Introduction to Engineering Design - Task (Practical)				
Models and Prototypes (Assessment)				

*NOTE: You can print any page in the Reporting section for your records or copy/paste into Microsoft Excel.*