

## Type to Learn 4: Reports

Student Progress Reports can be created in the Management Section of the Type to Learn 4 application or through the Teacher Management Portal, teacher.ttl4.com (only available with Web-Enabled Accounts).

**Application:** Reports are saved as an html file and are automatically saved to Documents/Sunburst/Type to Learn 4/Reports.

**Management Portal:** Reports can be printed from this website.

**Status Report:** Shows the progress each student has made with WPM and Accuracy scores against goals.

On the **Management** page, select **Student Reports**.

Select **Status Report** on the **Select Report Type** dropdown.

Select and highlight a class or student(s).

Select **Date Range** for the report – the default is All Dates.

Select **CREATE REPORT**.



A second window with the report will be created.

Name	Last Lesson	WPM (Actual/Goal)	Accuracy (Actual/Goal)
Abby Rose	N/A	N/A	N/A
Anna Brekke	11	51 55	95 96
Dave Weismayer	10	48 50	97 60
Kathlyn Parsons	32	27 6	91 60

PRINT REPORT    CLOSE REPORT

**Detailed Report:** Shows the details of each section of a Lesson a student has completed.

On the **Management** page, select **Student Reports**.

Select **Detailed Report** on the **Select Report Type** dropdown.

Select **Report Specific Options:**

- Select Lesson(s)
- Score Calculations
- Dates
- Display Lessons
- Display Custom Content
- Display Activities

Select and highlight a class or student(s).

Select **CREATE REPORT**.

A second window with the report will be created.

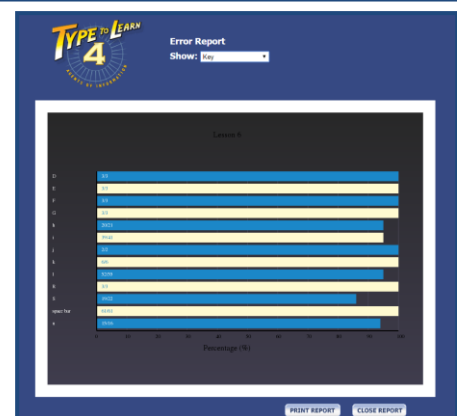
If no score is available for a certain lesson or activity it will display as N/A.

**Original Writing:** Generate a detailed report for a single student, select All Score, select one row (representing a single completion of a single lesson, select Show Content to see the original writing passage a student wrote in response to the writing prompts in Lesson 34 and Message Master (Lessons 23-33).

**Error Report:** Detailed graph displaying the student's errors (Key, Finger, or Hand) on that single lesson.



Name	Lesson	Date	Lesson (WPM/ACC)	Final Challenge (WPM/ACC)	Custom Content (WPM/ACC)	Big Ideas (WPM/ACC)	Dig This (WPM/ACC)	Drone Control (WPM/ACC)	Message Master (WPM/ACC)	Reconnect (WPM/ACC)
Dave Weisenmayer	2	2014-05-02	40 98	39 98	N/A N/A	26 98	37 100	37 97	39 97	N/A N/A
Kathlyn Parsons	3	2014-09-09	N/A N/A	N/A N/A	33 90	9 94	N/A N/A	14 94	N/A N/A	N/A N/A
Anna Brekke	3	2013-04-23	42 93	47 92	N/A N/A	24 96	33 96	31 95	35 94	N/A N/A
Dave Weisenmayer	3	2014-05-02	38 97	39 98	N/A N/A	27 90	40 96	31 95	40 98	N/A N/A
Dave Weisenmayer	4	2014-05-06	46 96	51 99	N/A N/A	21 91	49 98	36 99	45 98	N/A N/A
Anna Brekke	4	2014-10-13	44 92	50 95	N/A N/A	28 98	41 96	40 91	33 100	N/A N/A
Kathlyn Parsons	4	2014-07-29	N/A N/A	N/A N/A	N/A N/A	10 97	N/A N/A	N/A N/A	N/A N/A	N/A N/A
Kathlyn Parsons	5	2014-05-07	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	29 92	N/A N/A	N/A N/A
Dave Weisenmayer	5	2014-05-06	47 94	46 97	N/A N/A	24 99	58 98	N/A N/A	52 98	N/A N/A
Anna Brekke	5	2014-10-15	34 91	40 96	N/A N/A	24 93	43 96	21 93	38 96	N/A N/A
Dave Weisenmayer	6	2014-05-08	48 96	52 95	N/A N/A	26 99	41 100	43 99	47 93	42 94
Anna Brekke	6	2014-11-06	36 92	43 96	N/A N/A	28 96	45 96	34 85	28 97	42 91



**Assessment Report:** Shows the assessment scores, including the pre-test, for all selected students.

On the **Management** page, select **Student Reports**.

Select **Assessment Report** on the **Select Report Type** dropdown.

Select and highlight a class or student(s).

Select **Date Range** for the report – the default is All Dates.

Select **CREATE REPORT**.



A second window with the report will be created.



Name	Assessment #	Lessons	Date	Time on Test	Accuracy	WPM	Adjusted WPM
Abby Rose	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Anna Breske	3	1-9	2015-01-12	00:03:00	96	41	39
Anna Breske	3	1-9	2015-03-13	00:02:56	95	53	50
Anna Breske	Pre-Test	N/A	2015-04-23	00:01:18	94	34	32
Anna Breske	1	1-3	2014-10-13	00:03:00	93	34	32
Anna Breske	2	1-5	2014-10-27	00:03:00	94	44	41
Dave Weisenmayer	1	1-3	2014-05-02	00:03:00	98	35	34
Dave Weisenmayer	2	1-5	2014-05-06	00:02:47	98	49	48
Dave Weisenmayer	Pre-Test	N/A	2014-08-01	00:01:07	93	40	37
Dave Weisenmayer	3	1-5	2014-11-07	00:01:34	98	62	61
Kaitlyn Parsons	4	1-15	2014-05-23	00:01:50	98	50	49
Kaitlyn Parsons	Pre-Test	N/A	2014-05-14	00:01:08	93	39	36
Kaitlyn Parsons	5	1-20	2014-05-23	00:03:00	97	52	50

**Narrative Report:** Provides a personalized narrative about the selected student's goals and performance on lessons and assessments.

On the **Management** page, select **Student Reports**.

Select **Narrative Report** on the **Select Report Type** dropdown.

Select and highlight a single student. (Only able to create one Narrative Report at a time)

Select **CREATE REPORT**.

The Narrative Report for the selected student will be created.

