



Administrative Reporting Dashboard Training Manual

ideas
INTERNET DELIVERED EDUCATION FOR ARKANSAS SCHOOLS

Administrative Reporting Dashboard

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Sample View of Dashboard

Below is a sample of the Administrative Reporting Dashboard. Once access has been given, the Administrative Reporting Dashboard will become visible under the Home tab on the left-hand side of your account. In the center of your dashboard, report links will be visible for you to access.

The screenshot shows the 'ideas' dashboard for Kayla Fletcher. The navigation bar includes 'Home', 'Find Learning', 'Record of Learning', and 'Help'. The main content area is titled 'Dashboard / Administrative Reporting Dashboard' and features several sections:

- DASHBOARDS:** A list containing 'Administrative Reporting Dashboard' and 'Certified Teacher Dashboard'.
- NEED HELP?:** Contact information for the ArkansasIDEAS Help Desk, including hours (Mon-Fri 7:00 AM - 5:30 PM), phone number (800) 488-6689, and email ideas@myarkansaspbs.org. A notice states that due to COVID-19, call agents are unavailable and email is the preferred contact method. It also mentions increased site traffic and potential delays in response times.
- WELCOME TO TRAINING ANALYTICS!:** A central banner with a green geometric background that says 'Welcome to Training Analytics!' and 'Click on report links below to view learner records.'
- REPORTS:** A list of report types: 'Course Status Report', 'Top Courses by Completion Report', 'User Log-In Report', and 'User Record of Learning Report'.
- UPCOMING MAINTENANCE:** A notice about scheduled LMS maintenance from 6:00am-10:00am CST on specific dates: May 12, 2020; June 9, 2020; July 14, 2020; September 15, 2020; October 13, 2020; November 10, 2020; and December 8, 2020. A note specifies that there will be no scheduled maintenance in August.
- ACCESS REQUEST:** A prompt asking if the user wants to request access for others in their organization to view the dashboard, with a link to the 'Access Request Form'.
- FACILITATED TRAINING RESOURCES:** A section titled 'Would you like to use ArkansasIDEAS video segments within your local face-to-face PD sessions?' with a link to 'Training Resources for PD Facilitators'.

Course Status Report

This report offers the ability to view the progress of multiple users based on selected ArkansasIDEAS courses. All users who have identified themselves to be in your organization will be viewable in the report. Use the filtering system to specify the course you are searching for. You will also be given an option to set specific date parameters for the report.

STEP 1: USING THE FILTERS

The screenshot shows a 'Filters' window with a search bar and a list of courses. The search bar is highlighted with a blue box. Below the search bar, there are several course titles, including '108 Degrees: Critical Response' and 'AAEA-ASPMA: BBS 203 - Facility Planning, Design, and Construction (07/19/18)'. At the bottom of the window, there are three buttons: 'Select All', 'Deselect All', and 'Invert', each with a corresponding icon.

- Choose a course by:
 - Typing the title into search bar
 - Click "Select All" to select all possible courses
 - Click "Deselect All" to unselect any courses chosen
 - Click "Invert" to select all courses not currently selected
- Scroll down to set date parameters by clicking the calendar icon
- Click OK

STEP 2: VIEWING THE REPORT

The screenshot shows the 'Course Status Report' interface. At the top, there are buttons for 'Filters' and 'Export to Excel'. A blue arrow points to the 'Export to Excel' button. To the right, there is a text box that says 'Export the report into an Excel spreadsheet by clicking here.' Below this, there is a pagination control showing 'Page 1 of 10'. The main part of the interface is a table with the following columns: Name, Email Address, AELS Case ID Number, Organization, LEA, Status, Date Completed, and Course Code. The table contains several rows of data, including courses from Dardanelle High School, Dardanelle High School, Dardanelle Primary School, Dardanelle School District, and Dardanelle Middle School.

Name	Email Address	AELS Case ID Number	Organization	LEA	Status	Date Completed	Course Code
		3682931	Dardanelle High School	7504011	Completed	Aug 5, 2019 6:43:59 PM	ELB19043
		9663249	Dardanelle High School	7504011	Completed	Jul 16, 2019 4:14:54 PM	ELB19043
		8446177	Dardanelle Primary School	7504013	Completed	Jul 26, 2019 3:52:32 PM	ELB19043
		7434535	Dardanelle School District	7504000	Completed	Jun 3, 2019 2:15:28 PM	ELB19043
		88452	Dardanelle School District	7504000	Completed	Jul 20, 2019 2:33:13 PM	ELB19043
		66213	Dardanelle High School	7504011	Completed	Jun 6, 2019 8:42:39 PM	ELB19043
		28189	Dardanelle Primary School	7504013	Completed	Jun 5, 2019 9:10:09 AM	ELB19043
		2420	Dardanelle Middle School	7504010	Completed	Jun 22, 2019 12:49:21 PM	ELB19043

Please Note: If you'd like to specify users from a specific school within your organization, scroll down and use the "Organization contains" filter to view that information.

Top Courses by Completion Report

This report offers the ability to view a list of the top ten courses completed by users in your organization. The report provides the Course Name, Credit Hours, TESS Domain's met within the course, along with the course Subject Area and total number of completions from your organization. This report will be auto-generated and can potentially change over time.

Top Courses by Completion Report

Filters [Export to Excel](#) ← Export the report into an Excel spreadsheet by clicking here.

Top Courses by Completion

Course Name	Credit Hours	TESS Domain	Subject Area	Completions
Act 1236 of 2011: Child Maltreatment (2017)	2	4f	Ethics & Professional Responsibilities, Health & Wellness, School Counseling, 2017-18 Scheduled PD	27,173
The Science of Reading Part One: The Right to Read Act	1	4e	English Language Arts	19,722
The Science of Reading Part Two: An Overview	1	1b	English Language Arts	18,638
The Science of Reading Part Three: The Reading Brain	1.5	1b	English Language Arts	17,396
Suicide Prevention - Looking Deeper	2	2a, 4f	Ethics & Professional Responsibilities, Health & Wellness, School Counseling, 2019-20 Scheduled PD	17,115
Dyslexia: A Three-Part Professional Awareness	1	1b	Ethics & Professional Responsibilities, Instruction & Assessment, Section 504 & Special Education, Administration	16,926
The Science of Reading Part Four: Essential Elements	1	1a	English Language Arts	16,861
The Science of Reading Part Five: Phonology	1	1e, 3d, 3e	English Language Arts	16,228

User Log-In Report

This report offers the ability to view a single user's "loggedin" and "loggedout" access activity to the ArkansasIDEAS LMS. Use the filtering system to specify the user you are searching for. You will also be given an option to set specific date parameters for the report.

STEP 1: USING THE FILTERS

Filters

First Name contains

Last Name contains

Activity Time between

2015-06-01 00:00:00

and

DAY

OK Reset Cancel

- Type the name of the user you are searching for
- Set date parameters by clicking the calendar icon
- Click OK

STEP 2: VIEWING THE REPORT

User Log-In Report

Export the report to an Excel spreadsheet by clicking here.

Filters Export to Excel

User Log-In Report

First Name	Last Name	Email	Activity	Activity Time
Kayla	Fletcher	kayla.fletcher1114@gmail.com	loggedin	May 6, 2020 9:55:41 AM
Kayla	Fletcher	kayla.fletcher1114@gmail.com	loggedout	May 6, 2020 9:58:38 AM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 1, 2020 8:08:50 AM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 1, 2020 8:08:26 PM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 3, 2020 7:28:44 PM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 4, 2020 10:30:27 AM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 4, 2020 11:54:55 AM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 4, 2020 3:14:16 PM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 5, 2020 9:12:25 AM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 5, 2020 11:13:44 AM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 5, 2020 11:17:25 AM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 5, 2020 5:18:28 PM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 5, 2020 8:35:26 PM
Kayla	Fletcher - ADMIN	kfletcher@aetn.org	loggedin	May 6, 2020 9:58:43 AM

User Record of Learning Report

This report offers the ability to view a single user's ArkansasIDEAS course transcript. All courses completed by the user within the LMS will be viewable. Use the filtering system to specify the user you are searching for. You will also be given an option to set specific date parameters for the report.

STEP 1: USING THE FILTERS

Filters
✕

Name contains

Date Completed between

30

and

30

OK
Reset
Cancel

- Type the name of the user you are searching for
- Set date parameters by clicking the calendar icon
- Click OK

STEP 2: VIEWING THE REPORT

User Record of Learning Report

Filters
Export to Excel

View multiple pages of the report by clicking on the arrows below.

<< Page 1 of 4 >>

User Record of Learning

Name	Email Address	Organization	Course	Course Credit Hours	Status	Date Completed
		Other	Dyslexia: A Three-Part Professional Awareness	1	Completed	Jan 21, 2016 9:08:13 PM
		Other	Act 1236 of 2011: Child Maltreatment (January 2014)	2	Completed	Jan 22, 2016 9:19:32 AM
		Other	Something to Talk About: Suicide Awareness	2.5	Completed	Jan 22, 2016 9:38:54 AM
		Other	The Six Components of Parental Involvement for Teachers	2.5	Completed	Jan 22, 2016 10:12:20 AM
		Other	Understanding Student Motivation, 2nd Edition	12	Completed	Oct 24, 2016 11:00:02 AM
		Other	Act 1236 of 2011: Child Maltreatment (2017)	2	Completed	Aug 10, 2017 6:34:45 PM
		Other	Human Trafficking: Arkansas Act 765 of 2017 - U.S. Department of Homeland Security Blue Campaign	1	Completed	Jan 4, 2018 9:35:05 AM
		Other	The Science of Reading Part One: The Right to Read Act	1	Completed	Jun 4, 2018 3:29:33 PM
		Other	Family & Community Engagement: Inviting Caregivers & Community Partners Into School	2	Completed	Jun 5, 2018 11:27:18 AM
		Other	ATI Online: Intellectual Property and Copyright in the Field of Education	2	Completed	Jun 6, 2018 4:00:52 PM
		Other	Human Trafficking: Arkansas Act 765 of 2017 - Arkansas Cases	1	Completed	Jun 18, 2018 2:10:11 PM
		Other	Food Safety: The Flow of Food and Active Managerial Control Systems	3.5	Completed	Jul 10, 2018 2:52:15 PM
		Other	Professional Development Needs Assessment Survey	SURVEY	Completed	Jul 31, 2018 2:03:51 PM