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Introduction to Waterford Reports

Waterford Reading Academy, Waterford Early Learning, and Waterford Early Learning: SmartStart provide teachers and administrators with real-time data on student usage, progress, and scores. Each report is displayed in a gray font for optimized readability.

The reports you can generate through Waterford Manager vary based on your role:

- **District and School Administrator Reports:** Completion and Usage
- **Teacher Reports:** Completion, Usage, Placement, Area of Difficulty, Weekly Scores, and Objective Details

If you'd like a PDF of the Reports Help Guide to download or print, [click here](https://files.helpdocs.io/uufzl24u09/other/1571756960151/waterford-10-articles-1571756936.pdf) (<https://files.helpdocs.io/uufzl24u09/other/1571756960151/waterford-10-articles-1571756936.pdf>).

Here's a list of links that answer common questions while using Waterford Reports:

- [Where can I find a list of Waterford Reports?](https://help.waterford.org/waterford-report-list) (<https://help.waterford.org/waterford-report-list>)
- How do I [export](https://help.waterford.org/waterford-reports/exporting-reports) (<https://help.waterford.org/waterford-reports/exporting-reports>), or [generate](https://help.waterford.org/waterford-reports/generating-reports) (<https://help.waterford.org/waterford-reports/generating-reports>), Reports?



Generating Reports

To view a report, you need to first generate it in Waterford Manager. To generate a report:

- 1 Log in to Waterford Manager and go to **Reports**.
- 2 Select a **District, School** or **Class**.

At the class level, you can check the box next to the student names (or the box in the header to select all students) for more report options.

- 1 Select the type of report you want to generate.

Objective Details reports can only be generated for individual students.

- 1 Select your preferred report options. If you want to generate individual reports, for example, you must select at least one student before generating the report.
- 2 Click **Generate**.

Waterford Manager Settings | Help | Jeff Eschler | Log Out

STUDENTS DASHBOARDS REPORTS CURRICULUM STAFF

Rocking School District

- Beatles Elementary
 - Mr. Harrison
 - Mr. Lennon
 - Mr. McCartney
 - Mrs. Ono
 - Mr. Starr
- Eagles Elementary
- Floyd Elementary
- Led Zeppelin Elementary
- Marley Elementary

Rocking School District

District Progress Projection Completion Usage

School
<input type="checkbox"/> Beatles Elementary
<input type="checkbox"/> Eagles Elementary
<input type="checkbox"/> Floyd Elementary
<input type="checkbox"/> Led Zeppelin Elementary
<input type="checkbox"/> Marley Elementary

Exporting Reports

Exporting Waterford Reports allows you to save reports as shareable files, which you can then keep on your computer or print for your own use. To export a report:

- 1 Generate a report using the above instructions.
- 2 Hover over the **Export** button in the top-right corner.
- 3 Select your desired format for your report (PDF, XLSX, DOCX, etc).

The screenshot shows a web interface for a 'Usage Report' from Waterford. The report title is 'Usage Report' for 'Waterford Early Learning: Reading' covering the period 'Aug 2018 - May 2019'. The page number is 'Page 1 of 8'. An 'Export' button is visible in the top right corner, which has opened a dropdown menu with the following options: PDF, Excel (Paginated), Excel, CSV, DOCX, RTF, ODT, ODS, XLSX (Paginated), XLSX, and PPTX.

Class	Total Students	Average Usage Minutes	Total Usage Minutes	School Usage Minutes	Home Usage Minutes	Average minutes per month											
						Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Class 1	4	17	66	66	0	17	11										
Class 2	17	79	1346	1346	0	43	37										
Class 3	1	63	63	63	0		63										

Objective Details Reports

Objective Details Reports allow you to get deeper insights into a student’s performance. All objectives encountered during the time frame appear on the report, along with the following information:

- Latest Score
- Latest Attempt Date
- Number of Attempts
- Average Score
- Pass/Fail Status

Objectives are grouped by **Skill Areas** and organized by strands. The learning branches match the color schemes in all other reports.

Completion Report		A. Reading 2									
Waterford Early Learning: Reading		Aug 2018 - May 2019									
Number of students in each level at the end of each month											
Student Grade	Completion Level	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
K	Pre-Reading 1	17	7	1							
	Pre-Reading 2	1	12	8	7						
	Pre-Reading 3			10	12						
	Basic Reading 1										
	Basic Reading 2										
	Basic Reading 3										
	Fluent Reading 1										
	Fluent Reading 2										
	Fluent Reading 3										
		TOTAL STUDENTS	18	19	19	19					

Progress Reports

Class Progress Reports

Class Progress Reports provide the completion rate per student towards the end-of-year goal for a specific course. Each one displays the following information:

- **School Minutes:** the amount of time a student has worked on Waterford programs in school
- **Home Minutes:** the amount of time a student has worked on Waterford programs at home
- **Days:** the number of days a student has used Waterford programs (including weekends and holidays)
- **Starting Level:** the student's level at the program start date
- **Current Level:** the level a student has reached so far
- **Goal Level:** the level a student plans to reach by the program end date
- **Progress Towards Goal:** the percentage of the goal a student has currently reached from the starting level
- **Objectives Remaining:** the number of objectives a student has left to complete before they reach the goal level

Class Progress Report				A, Session 3				
Waterford Early Learning: Reading				Dates: Nov 19 - Dec 11, 2018				
Student Name	School Minutes	Home Minutes	Days	Start Level	Current Level	Goal Level	Progress Towards Goal	Objectives Remaining
Miss, Megan Lutz, 01000	18	0	1	Pre-Reading 1 2%	Pre-Reading 3 59%	Pre-Reading 3 100%	84%	59
Miss, Amber Lutz, 00000	19	0	1	Pre-Reading 1 2%	Pre-Reading 2 25%	Pre-Reading 3 100%	33%	254
Miss, Angela Lutz, 00000	19	0	1	Pre-Reading 1 2%	Pre-Reading 3 51%	Pre-Reading 3 100%	81%	70
Miss, Beth Lutz, 00000	0	0	0	Pre-Reading 1 2%	Pre-Reading 2 30%	Pre-Reading 3 100%	35%	247
Miss, Brooke Lutz, 00000	20	0	1	Pre-Reading 1 2%	Pre-Reading 2 34%	Pre-Reading 3 100%	37%	241
Miss, Jackson Lutz, 00000	25	0	1	Pre-Reading 1 2%	Pre-Reading 2 68%	Pre-Reading 3 100%	50%	191

Weekly Progress Reports

Weekly Progress Reports provide the same information as **Class Progress Reports** for single or multiple students within a classroom.

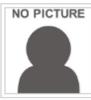
Weekly Progress Report									
Waterford Early Learning: Reading									
12 Aug 2018 - 13 Dec 2018									
Student Name	Week Start Date	School Minutes	Home Minutes	Days	Current Level	Progress Towards Goal	Objectives Remaining	Highest Score	Lowest Score
	Start				Pre-Reading 1 2%	385			
	9/24/18	148	0	5	Pre-Reading 2 64%	48%	197	Comprehension and Vocabulary 92%	Phonological Awareness 61%
	10/1/18	96	0	3	Pre-Reading 2 83%	56%	166	Comprehension and Vocabulary 80%	Phonological Awareness 36%
	10/8/18	84	0	4	Pre-Reading 3 4%	64%	137	Comprehension and Vocabulary 100%	Phonics 28%
	10/15/18	32	0	2	Pre-Reading 3 15%	66%	129	Phonological Awareness 100%	Phonics 93%
	10/22/18	86	0	4	Pre-Reading 3 25%	71%	108	Comprehension and Vocabulary 80%	Phonics 47%
	10/29/18	64	0	4	Pre-Reading 2 68%	50%	191	Comprehension and Vocabulary 80%	Phonological Awareness 35%
	11/5/18	113	0	5	Pre-Reading 3 29%	73%	101	Comprehension and Vocabulary 90%	Phonics 70%
	11/12/18	73	0	3	Pre-Reading 3 38%	77%	88	Comprehension and Vocabulary 80%	Phonological Awareness 64%
	11/19/18	0	0	0	Pre-Reading 3 39%	77%	88		
	11/26/18	18	0	1	Pre-Reading 3 49%	77%	86	Phonics 70%	Phonological Awareness 51%
	12/3/18	0	0	0	Pre-Reading 3 49%	77%	86		
	12/10/18	0	0	0	Pre-Reading 3 49%	77%	86		
	Goal	75	0	5	Pre-Reading 3 100%	100%			
	Start				Pre-Reading 1 2%	385			
	9/24/18	67	0	4	Pre-Reading 2 13%	28%	274	Phonics 91%	Phonological Awareness 70%
	10/1/18	65	0	3	Pre-Reading 2 9%	27%	278	Comprehension and Vocabulary 90%	Phonological Awareness 80%
	10/8/18	71	0	4	Pre-Reading 1 100%	23%	292	Phonics 91%	Phonological Awareness 70%
	10/15/18	50	0	2	Pre-Reading 2 30%	37%	238	Phonics 95%	Phonological Awareness 86%
	10/22/18	17	0	1	Pre-Reading 2 34%	37%	241	Phonics 87%	Phonics 87%
	10/29/18	38	0	2	Pre-Reading 2 33%	36%	243	Comprehension and Vocabulary 100%	Phonological Awareness 58%
	11/5/18	25	0	2	Pre-Reading 2 47%	42%	222	Phonics 98%	Comprehension and Vocabulary 90%

Filtering Progress Reports

You can also filter the information in **Progress Reports** by the following date ranges:

- **Current Week**
- **Last Week**
- **Last Two Weeks**
- **Last Month**
- **Custom Dates By Week**

Weekly Progress

NO PICTURE  Mr. Harrison

Reports

Individual Reports

Course

SmartStart PreK

Reading

Math & Science

Date Range

Year-to-Date

Last 4 Weeks

Last 2 Weeks

Custom dates
(may take up to 5 min. to display)

Start Date:

End Date:

Include Transfer Students

Progress Reports are only available on the classroom level, not school or district levels.

Completion Reports

Completion Reports provide a month-by-month breakdown of the students in each completion level with a page break between grades. You can view this report on the district, school, or classroom level.

Completion Report
Waterford Early Learning: Reading

A. Blevins, Jr.
 Aug 2018 - May 2019

Number of students in each level at the end of each month

Student Grade	Completion Level	Month											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
K	Pre-Reading 1	17	7	1									
	Pre-Reading 2	1	12	8	7								
	Pre-Reading 3			10	12								
	Basic Reading 1												
	Basic Reading 2												
	Basic Reading 3												
	Fluent Reading 1												
	Fluent Reading 2												
	Fluent Reading 3												
	TOTAL STUDENTS		18	19	19	19							

School districts who use a rostering system may see duplicate student names listed because students may be assigned to several Waterford classes within the school. The **Completion Report** will list all of the classes assigned to a student.

Area of Difficulty Reports

Waterford Early Learning Area of Difficulty Reports

Area of Difficulty Reports contain information about which concepts your students have struggled to meet mastery requirements for over the past 45 days. It also includes the following information:

- **Latest Score**
- **Latest Attempt**

Students will often have another chance to master objectives after playing additional instructional activities.

- **Required Score**

Mastery requirements vary for each objective and will be displayed in the **Required Score** field.

Waterford Early Learning: SmartStart Area of Difficulty Reports

Waterford Early Learning: SmartStart Area of Difficulty Reports are color coded by domain in order to match the SmartStart Activity Library. If your students are having difficulty with a particular domain, go to the matching section in the **Activity Library** for additional whole-class and center-based activities to supplement the online curriculum.

Usage Reports

Usage Reports provide a month-by-month breakdown of usage for all students enrolled in Waterford programs listed alphabetically. Usage will display by school at the district level, by class at the school level, and by student at the teacher level.

Usage Report
Waterford Early Learning: Math & Science

Mr. Harrison 1st Grade
Sep 2017 - Jun 2018

Student Name	ID	Total Usage Minutes	School Usage Minutes	Home Usage Minutes	Minutes per month											
					Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Angie Anderson	12345	898	460	438	300	306	292									
Brittany Brown	12346	603	402	201	127	293	183									
Camille Cook	12347	890	890	0	283	315	292									
David Dennis	12348	943	928	15	324	314	305									
Emily Erickson	12349	581	581	0	175	282	299									
Fred Farnsworth	12350	817	681	136	238	303	276									
Gary Gobert	12351	884	566	318	293	283	308									
Henry Henry	12352	793	512	281	264	275	254									
Ivan Ivanovich	12353	772	745	27	224	253	295									
Jeff Jefferson	12354	547	547	0	248	152	147									
Kristen Kokkonen	12355	767	663	104	307	257	203									
Lily Lund	12356	853	780	73	278	275	300									



At the school and district levels, you can drill down in the report to lower levels by clicking on the school or class name.



Placement Reports

Placement Reports generate a class summary of every student’s performance on the placement test for Waterford Early Learning courses.

Class Placement Report

School:

Grade:

Waterford Early Reading Program

Student	Date Completed	Phonics	Phonological Awareness	Comprehension & Vocabulary	Language Concepts	Fluency
View Student Report	13 Aug 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	22 Aug 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	15 Aug 2018	PR 3	PR 1	PR 2	PR 1	--
View Student Report	28 Aug 2018	PR 1	PR 1	PR 2	PR 1	--
View Student Report	15 Aug 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	15 Aug 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	13 Aug 2018	PR 3	PR 1	PR 2	PR 1	--
View Student Report	15 Aug 2018	PR 2	PR 1	PR 2	PR 1	--
View Student Report	13 Aug 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	15 Aug 2018	PR 3	PR 1	PR 2	PR 1	--
View Student Report	14 Aug 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	11 Sep 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	15 Aug 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	15 Aug 2018	PR 1	PR 1	PR 1	PR 1	--
View Student Report	22 Aug 2018	PR 3	PR 1	PR 2	PR 1	--

Only Waterford Early Learning students take placement tests. This report is unavailable for SmartStart teachers.

Weekly Scores Reports

Weekly Scores Reports display the average individual weekly score per strand for the previous nine weeks. Scores below 80% will be highlighted.

Average Weekly Scores
Waterford Early Learning: Reading

Mr. Harrison
2017-2018

Student Name	Week Start Date	Phonics	Phonological Awareness	Comprehension & Vocabulary	Language Concepts	Fluency
Angie Anderson	6/4/18	100	85	100	100	0
	6/11/18	95	73	98	100	0
	6/18/18	93	53	0	100	0
	6/25/18	86	90	89	0	0
	7/2/18	100	85	100	100	0
	7/9/18	95	73	98	100	0
	7/16/18	93	53	0	100	0
	7/23/18	86	90	89	0	0
	7/30/18	100	100	100	100	0
Brittany Brown	6/4/18	98	72	50	86	0
	6/11/18	20	85	76	100	0
	6/18/18	93	53	0	100	0
	6/25/18	86	90	89	0	0
	7/2/18	98	72	50	86	0
	7/9/18	20	85	76	100	0
	7/16/18	93	53	0	100	0
	7/23/18	86	90	89	0	0
	7/30/18	100	100	100	100	0
George Jenkins	6/4/18	98	72	50	86	0
	6/11/18	20	85	76	100	0