

# Waterford Reports Help Guide

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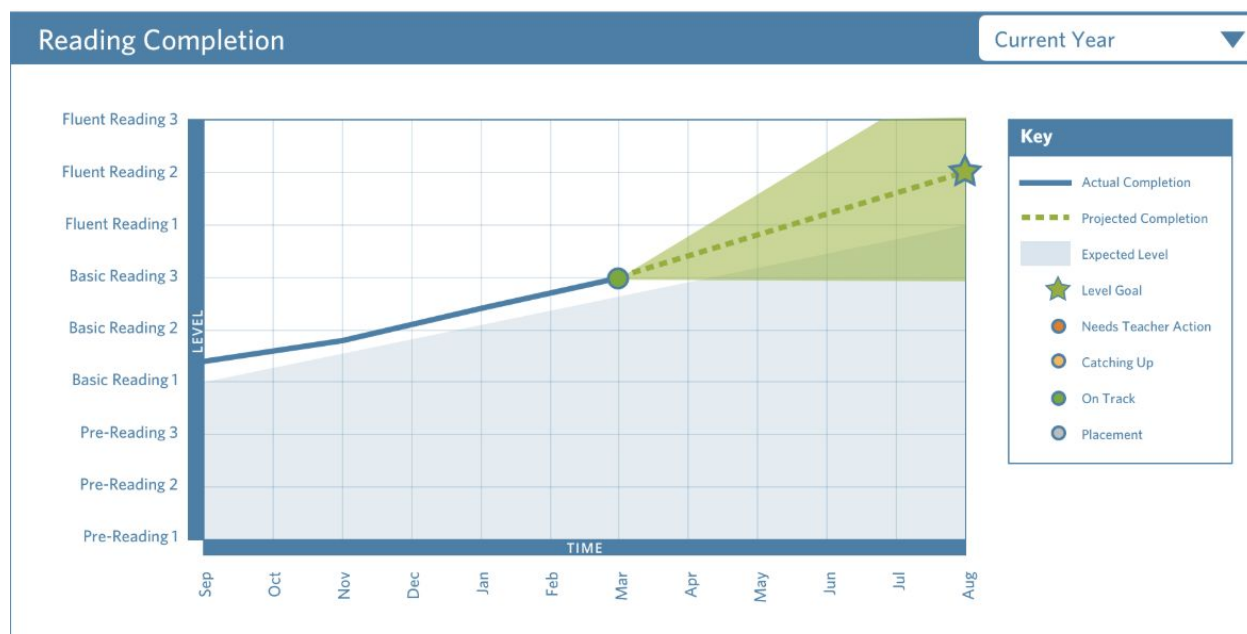
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## Introduction to Waterford Reports

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



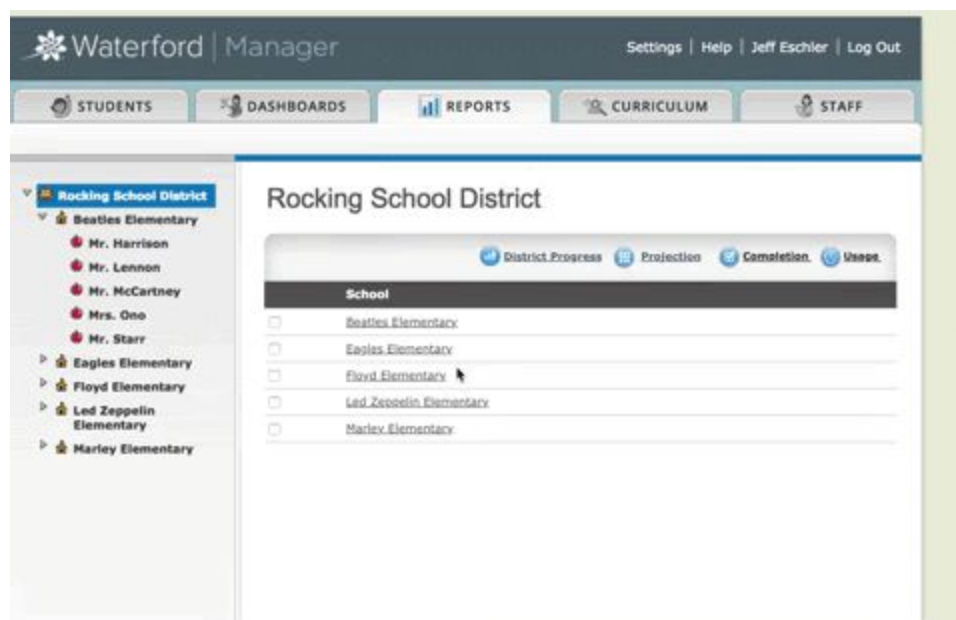
## Viewing Reports

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**.

*Note: 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**.



## 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).

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Export

**Usage Report**  
Waterford Early Learning: Reading

Aug 2018 - May 2019

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										

PDF  
Excel (Paginated)  
Excel  
CSV  
DOCX  
RTF  
ODT  
ODS  
XLSX (Paginated)  
XLSX  
PPTX

## Waterford Reports List

### Objective Details Report

**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.

### 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

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
Preo_001en-1001_01000	18	0	1	Pre-Reading 1 2%	Pre-Reading 3 59%	Pre-Reading 3 100%	84%	59
Preo_001en-1001_01000	19	0	1	Pre-Reading 1 2%	Pre-Reading 2 25%	Pre-Reading 3 100%	33%	254
Preo_001en-1001_01000	19	0	1	Pre-Reading 1 2%	Pre-Reading 3 51%	Pre-Reading 3 100%	81%	70
Preo_001en-1001_01000	0	0	0	Pre-Reading 1 2%	Pre-Reading 2 30%	Pre-Reading 3 100%	35%	247
Preo_001en-1001_01000	20	0	1	Pre-Reading 1 2%	Pre-Reading 2 34%	Pre-Reading 3 100%	37%	241
Preo_001en-1001_01000	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		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
Preo_001en-1001_01000	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 85%	56%	166	Comprehension and Vocabulary 86%	Phonological Awareness 36%
	10/8/18	84	0	4	Pre-Reading 3 48%	64%	137	Comprehension and Vocabulary 100%	Phonics 28%
	10/15/18	32	0	2	Pre-Reading 3 10%	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 38%	77%	88		
	11/26/18	18	0	1	Pre-Reading 3 40%	77%	86	Phonics 70%	Phonological Awareness 51%
	12/3/18	0	0	0	Pre-Reading 3 40%	77%	86		
	12/10/18	0	0	0	Pre-Reading 3 40%	77%	86		
Goal		75	0	5	Pre-Reading 3 100%	100%			
Preo_001en-1001_01000	Start				Pre-Reading 1 2%		385		
	9/24/18	67	0	4	Pre-Reading 2 12%	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 36%	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**

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

### Completion Report

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											
	<b>TOTAL STUDENTS</b>		18	19	19	19						

## 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.

## 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**
- **Required Score**

*Note: 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.

**Completion Report**  
Waterford Early Learning: Reading

A. Williams, II  
Aug 2018 - May 2019

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

Student Grade	Completion Level	Number of students in each level at the end of each 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										
	<b>TOTAL STUDENTS</b>		18	19	19	19					

*Note: 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.*

## 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									



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*Note: 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	Level Key		
							PR: Pre-Reading	BR: Basic Reading	FR: Fluent Reading
<a href="#">Mrs. Jagan Lark, Jagan</a>	13 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	22 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	15 Aug 2018	PR 3	PR 1	PR 2	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	28 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	15 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	15 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	13 Aug 2018	PR 3	PR 1	PR 2	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	15 Aug 2018	PR 2	PR 1	PR 2	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	13 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	15 Aug 2018	PR 3	PR 1	PR 2	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	14 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	11 Sep 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	15 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	15 Aug 2018	PR 1	PR 1	PR 1	PR 1	--			
<a href="#">Mrs. Jagan Lark, Jagan</a>	22 Aug 2018	PR 3	PR 1	PR 2	PR 1	--			

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