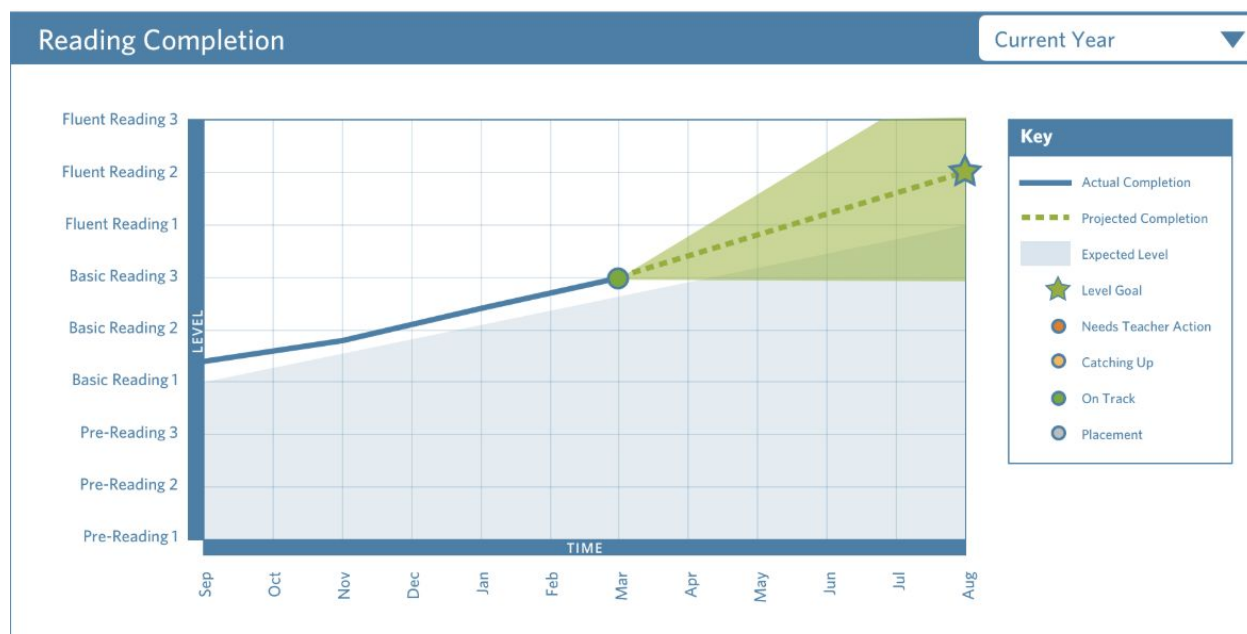# Waterford Reports Help Guide

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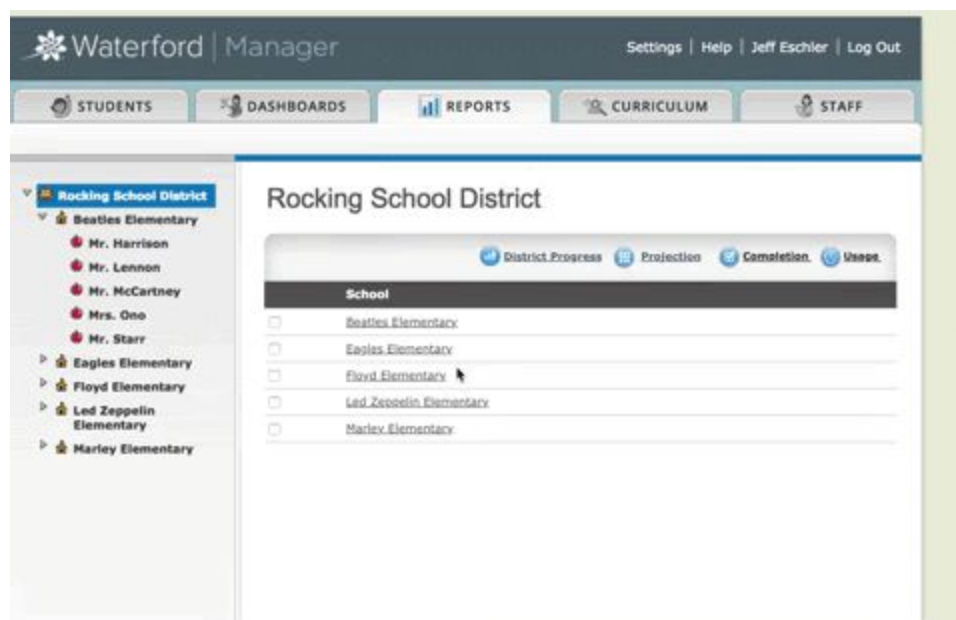- **Teacher Reports**: Completion, Usage, Placement, Area of Difficulty, Weekly Scores, and Objective Details

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).

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

Weekly Progress Reports

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

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										
	TOTAL STUDENTS	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

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						

*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

Level Key
PR: Pre-Reading
BR: Basic Reading
FR: Fluent Reading

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