

School Administrator Gradebook and Report Quick Reference Guide

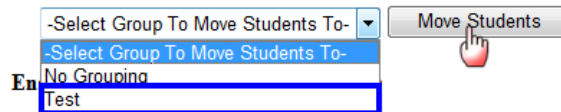
SkillConnect.org offers school Administrators and Teachers the ability to view student's grades and final certificates as well as download the certificates. Student passwords can be easily reset by a Teacher as well. Five different administrator reports are also available.

Gradebook

Student Grades

1. Login to SkillConnect.org with your username and password.
2. On the left navigation click on Voucher and Teacher Tools
3. Select Gradebook from the list of links on the main part of the page.
4. Groups can be created to a teacher's preference. Groups can be defined by the Assessment Area, Class Period, or Year.
 - a. Click Create Group.
 - b. Enter the desired Name and click Save.
 - c. Once all the students have registered on their Voucher, put a check next to the student's names. Select from the drop down list which Group they go in and click Move Students.
 - d. These students will now be grouped together

Gradebook Group Actions: [Move Students](#) | [Display Groups](#) | [Create Group](#) | [Rename Group](#) | [Delete Group](#)



5. In the Student Information, teachers can see the students name who is taking the course, what their username is, a link to Reset the students password, the Voucher Number they are using, what Course/Assessment they are taking, their Course Status, Completion Date (once they've finished the Assessment), their Seat Time, the Course Expiration, and the Course/Assessment Average.

Student Information - 100 - Demo Architectural Drafting									Required Assessments
Username	Password	Voucher Number	Course	Course Status	Completion Date	Seat Time	Course Expiration	Course Average	
test@gmail.com	Reset	LNIL752D	100 - Demo Architectural Drafting	Completed	08/22/2013	2 min	08/22/2013	0.0	
CLASS AVERAGE									0.0

- a. To reset a student's password, click the Reset link on the line with their name. A small window will open allowing you to create a password for them.
- b. Once a student has completed the course, click the Completed link and a new window will open with the Certificate available to print/download.

Reports

1. Login to SkillConnect.org with your username and password.
2. On the left navigation click on Voucher and Teacher Tools.
3. Select Reports. The following screen will appear.

Teacher Reports

Define the report using the fields below. Click View Report when done.

Report Properties

Report Type:

Assessments:

Completion Date Filter: From to

Enrollment Date Filter: From to

Group Filters:

None

Administrator

Voucher owner

School / Organization

Sort Parameters:

1	<input type="text" value="None"/>	<input type="text" value="Sort Ascending"/>
2	<input type="text" value="None"/>	<input type="text" value="Sort Ascending"/>
3	<input type="text" value="None"/>	<input type="text" value="Sort Ascending"/>
4	<input type="text" value="None"/>	<input type="text" value="Sort Ascending"/>

- a. Select a report type: Pre-test/Post-test Report, Standard Grade, State and School Summary, Detailed Competency or Summary Competency
 - b. Select a date range:
 - i. Enrollment Date Filter provides data on all testers
 - ii. Completion Date Filter provides data for only the students who passed.
 - c. Group Filters: Select a group filter if you are an administrator who has access to data by teacher, school or administrators.
 - d. Sort Parameters: Allows you to define which specific parameters will be sorted in either Ascending or Descending order. (Available for some reports)
4. Click the “View Report” button to display the report. This will either be downloadable as an Excel file or will display as an HTML (browser) file.

Questions?

Send us an email or give us a call! The Support Desk is open Monday–Friday 8-6EST.