

Administrator Usage Reports Guide

In this time of virtual learning, the Altitude Learning team is here to support you, your educators, your students, and your families. To that end, we developed robust Admin Usage Reports so leadership teams can monitor real-time platform usage and leverage key learnings to guide and support practices.

Below you will find instructions on how to access the reports and a reference guide for:

- 1) Defining your measurement objectives
- 2) Measuring them
- 3) Synthesizing data to inform practices

TO ACCESS USAGE REPORTS:

- 1) Open a **Chrome** browser
- 2) Go to: admin.**[INSERT SCHOOL]**.altitudelearning.com/usage_reports
- 3) Select Report Type, Date Range, Output Type, Click "Go"

Usage Reports

Report type By teacher: Assessments created ▾

From 2020-03-01

To 2020-03-16

Output format table ▾

Include blank

Go

**Note: If you are working with multiple schools, choose the csv output format so you can easily sort and filter.*

ADMIN REPORTS REFERENCE GUIDE

Use this table to align reports to intended outcomes and ways administrators can support practices.

Objectives & Outcomes	Altitude Learning Reports to Measure Impact	Guiding Questions Admin Support
Decrease confusion: Be able to see who has assigned Cards in a virtual learning environment	<p>Select: By Teacher: Student Cards Assigned</p> <p>Select: Aggregated Units & Cards stats</p>	<p><i>Are educators assigning too many/too few Cards?</i></p> <p><i>What is the ideal number of Cards per day/week for our school?</i></p> <p><i>How can we celebrate all the virtual learning happening in our school community?</i></p>
Increase the visibility of educator formative & summative assessments	<p>Select: By Teacher: Assessments Created</p> <p>Select: Aggregated Assessment stats (shows both formative and summative assessment volume)</p>	<p><i>Are educators providing enough feedback to students?</i></p> <p><i>What are the feedback norms we should establish with our teachers?</i></p>
Increase communication between teachers, families, and students about their learning	<p>Select: By Teacher: Stream Posts Created</p> <p>Select: By Student: # of Guardians (identify guardians who have not recently logged in)</p> <p>Select: Aggregated Stream Stats</p>	<p><i>Are educators and students communicating with families via Stream?</i></p> <p><i>Are there families who have not recently checked Stream and may be missing vital information?</i></p> <p><i>Does our daily digest email time still work in a virtual learning model? Should we change it?</i></p>

If you have any questions, please feel free to reach out to your Partner Success Lead or any member of the Altitude Learning team.