



Instructor Tutorial

Reporting Functions

Instructor Tutorial: Reporting Functions

This tutorial provides instructors an overview of reporting functions within *STARTALK LFO*. It is divided into the following sections:

- Section A: Class Reports
- Section B: Student Reports

Section A: Class Reports

1. Go to startalklfo.uoregon.edu. Log in by clicking "Log In" near the top right corner of the screen.

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2. Next, you will see the screen below. After entering your username and password, click "Log In."

Log In
Username
Password
Remember Me ■
If you forgot your password you can reset it.

3. You will begin at your dashboard which will look similar to the one pictured below.

	guaFolio STAF					🧵 Log Out (t	eacher0)				
🌣 My Groups					Add New Group						
< (DEMO Beginnin 7 students. 1 instructors Lang: Swehill, Spanish.	ng Swahili	Beginning Swahili ents, 2 Instructors entit	7 students, 21 Lang: Swehil	nediate Swahili	Our new O students, 1 instruction Lang: Spanish	group				
Members											
è Instructors (2)	•										
Add Instructor	teacher0	Li-Hsien Yang Il-hsien y0702									
🞓 Students (20)	-										
*	*	Alexis Evans alexise0128	Andrew Martinez andrewm1021	Ariston Mokaya aristorm0610	Carter Ranck	Chandra Xu chandrax0109	Chynna Lutje chyma 10715				
	Students		Search	South	Svaril	Sunt	Svahi				
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Chynna Lutje chynnal0715	Dylan Wells dylanw0318	Emma Miller emmam0401	Humzah Kashif humzahk0321	John Chappell johnc0131	Jordan Al-Higazine jordana0520	Kaela Childers kaela c1107	Katie Koehn katiek0224				

4 a. Scroll down to access the "Can-Do Clusters" section of the dashboard. This section (pictured below) allows you to review reports related to the Can-Do Clusters that you have assigned to your students.



4 b. Select "View Reports" for the Can-Do Cluster you want to review.

Demo Can-Do Cluster 2017 Can-Do statements assigned: 4 Start Date: not set End Date: not set
Can-Do statements assigned: 4 Start Date: not set End Date: not set
Start Date: not set End Date: not set
View Reports

5. You will have access to a variety of reports related to the work that your students produce. The first report you will see is the "Aggregate Report." This report shows how learners have performed on the most recent evidence uploaded for all assigned Can-Do Statements. You may deselect a performance level by clicking it at the top of the graph. An example of the aggregate report for Interpersonal Communication is pictured below.



Demo Can-Do Cluster 2017 Reports

In this report, students who have not started the work have been deselected. At the Novice Low level, two evidence files have been rated as "This is a goal," one evidence file has been rated as "Can do with help," and three evidence files have been rated as "Can do." At the Novice Mid level, one evidence file has been rated as "Can do," and three evidence files have been rated as "Can do well."

6. In order to see a report related to the specific Can-Do Statements within a Can-Do Cluster, click the appropriate mode of communication located in the banner on the right.

Demo Can-Do Cluster 2017 Reports



7a. Next, you can select how you want to view the report. Grid view (■) displays a series of graphs related to student performance, and list view (■) displays a textual overview of student performance.



7b. If you select grid view, you will see an overview of how many evidence uploads have been evaluated at each performance level. For example, the graph below shows that two students have not yet uploaded evidence. One student has uploaded evidence evaluated as "Can do," and one student has uploaded evidence evaluated as "Can do well."



In order to view students' evidence, click any of the bars on the graph to display the Can-Do Report. Then select "View Evidence."

Can-Do Report			×					
I can say hello and goodbye to an adult.								
¢ Name	¢ Username	+ Status	+ Evidence Count					
	learner	O-O-O-O Not Started	0					
Abc	learner2	O-O-O-O Not Started	0					
Stephanie Knight	student2017	•••• Can do well	1 View Evidence					
Test Account	CASLS2017	•••• Can do well	1 View Evidence					

6c. If you select list view, you will see a list of the Can-Do Statements assigned within the mode. This list includes information regarding the number of students performing at each level on their most recent evaluation of evidence related to a particular Can-Do Statement.

Can-Do	Not started	This is a goal	Can-Do with help	Can- Do	Can-Do well	# of Students with Evidence
I can say hello and goodbye.	1	0	1	2	0	3
l can respond to yes/no questions.	1	2	0	1	0	3
I can say hello and goodbye to an adult.	2	0	0	0	2	2
I can introduce someone else.	2	0	0	1	1	2

Congratulations! You now know how to view and interpret reports for your entire class!

Section B: Student Reports

1. Repeat steps 1-4b in the previous section.

2. After clicking "View Reports," locate the learner who you would like to review in the left column. Click on "Aggregate Report" or "Can-Do Report" under the learner's name.



Demo Can-Do Cluster 2017 Reports

3a. If you click "Aggregate Report," you will see how well the student has performed on the most recent evidence uploaded for the assigned Can-Do Statements. Each graph represents all proficiency levels within a given mode. The example below shows the Interpersonal Communication performance of the learner. At the Novice Low level, this learner uploaded evidence for one Can-Do Statement at the "This is a goal" level and evidence for one Can-Do Statement at the "Can do" level.



learner Aggregate Report

3b. If you click "Can-Do Report," you will see a series of graphs separated by mode of communication that feature the student's most recent performance on evidence uploaded for assigned Can-Do Statements. Additionally, you can view the total evidence count that student has created for each Can-Do Statement.

Restance interpersonal Communication								
Can-Do	Not started	This is a goal	Can-Do with help	Can-Do	Can-Do well	# of Evidence		
I can say hello and goodbye.				•		5		
I can respond to yes/no questions.		✓				1		
I can say hello and goodbye to an adult.	•					0		
l can introduce someone else.	~					0		

learner Can-Do Report

You are now ready to view and interpret student reports! Congrats!







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