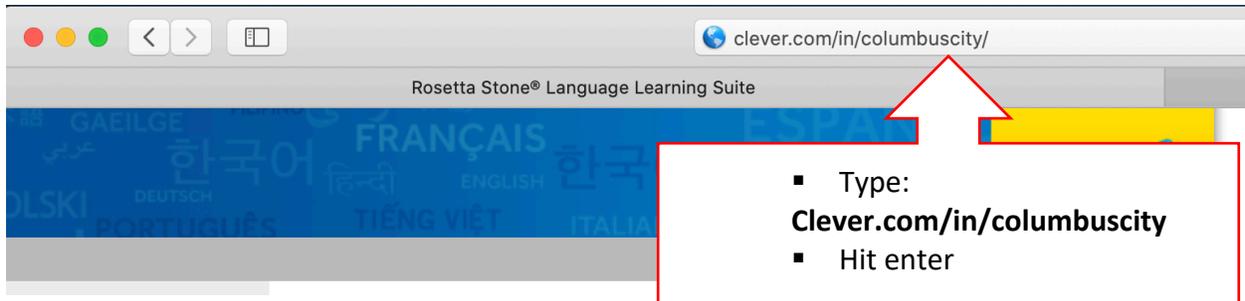


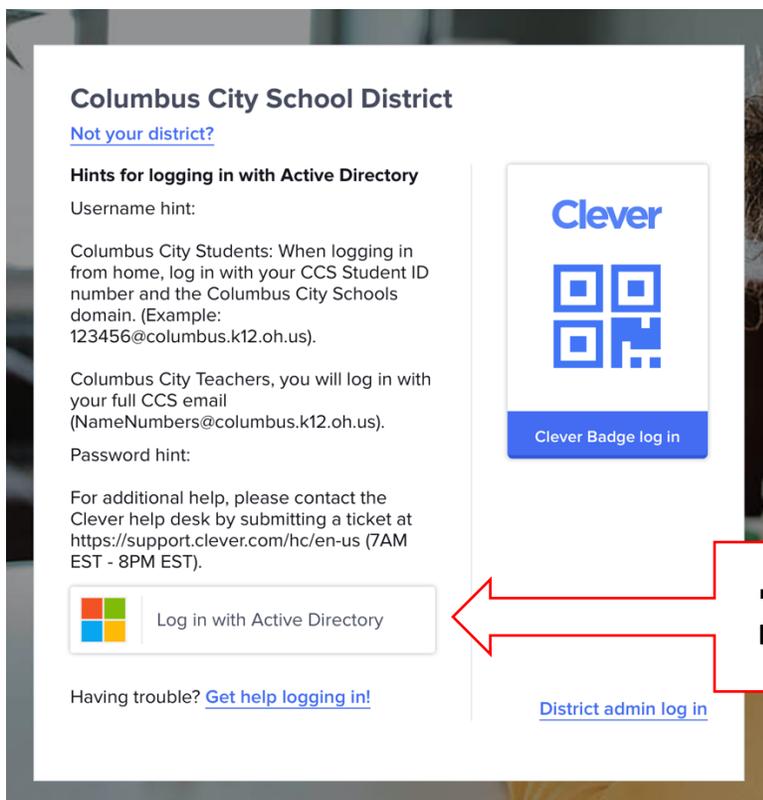
Accessing Reports on Rosetta Stone

To access Rosetta Stone List Curriculum Report you need to follow the steps below.

- Open any internet browser and in the address bar type in `clever.com/in/columbuscity` and hit enter. Click on Log in with Active Directory



- Click on Login with Active Directory



- Type in your CCS username and password

- Type in your CCS Email:
Test1234@columbus.k12.oh.us
- Type in your CCS password



COLUMBUS CITY SCHOOLS

Sign in with your organizational account

[Sign in](#)

Sign-in using your district provided **Email Address**.

Staff and Teachers: username@columbus.k12.oh.us
Students: StudentID@columbus.k12.oh.us

Experiencing login issues? Contact the helpdesk by calling 614-365-8425

- Click on Rosetta Stone icon to log in as a teacher

Clever Homeroom Messages New Analytics Classes ? 🔔 👤

44 Resources

Favorites



i-Ready
DISTRICT



Google Classroom
DISTRICT



Google Drive
DISTRICT



District Email
DISTRICT



Lightbot
.....



Code Combat
.....



CodeHS
.....



edcite
.....

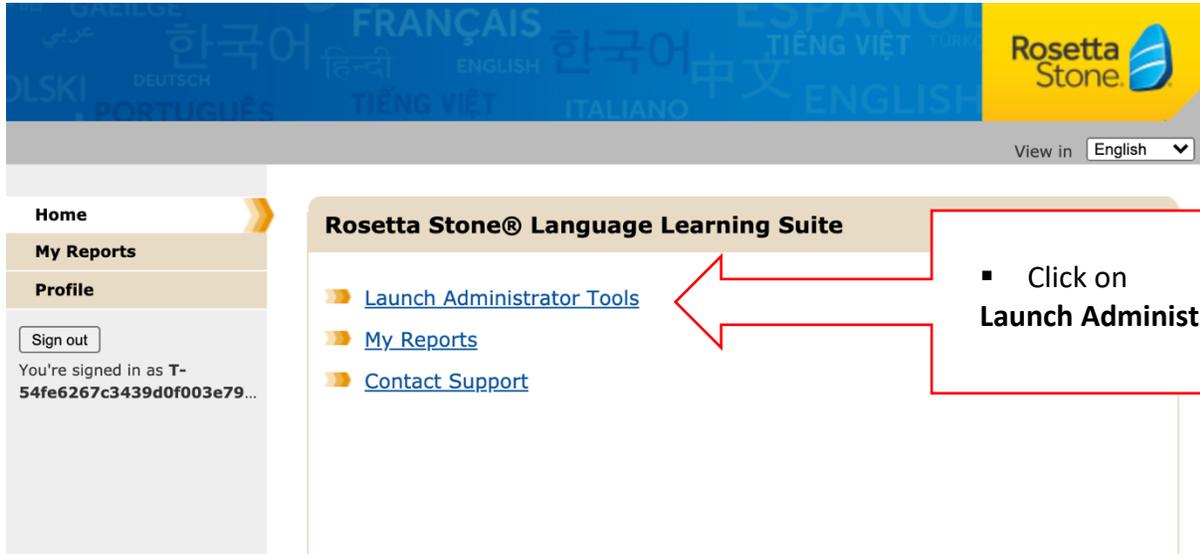


Rosetta Stone Education
Rosetta Stone American English...
DISTRICT

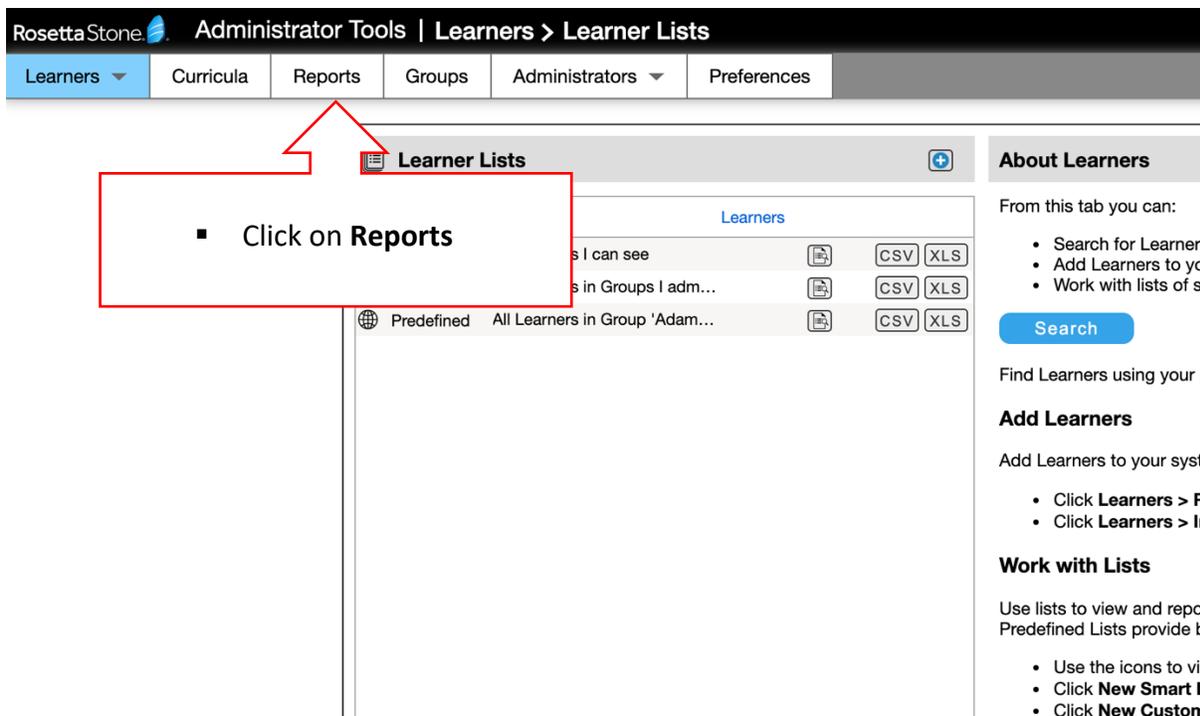
Hide ^

- Click on Rosetta Stone icon

- Click on Launch Administrator Tools



Click on Reports on the top left-hand corner of the screen



- On the bottom left-hand corner of the screen under the heading List Curriculum Report click on Begin

Reports Main Page

Learner List: All Learners in Group (62 Learners assigned)

Language: English (American) Level 1 Curriculum: Standard

% Learners Completed	17%	16%	19%	14%	12%	6%	8%	6
Average Score	96%	99%	98%	97%	98%	93%	96%	96%
Range	85% - 100%	96% - 100%	96% - 100%	90% - 100%	95% - 100%	89% - 100%	87% - 100%	97% -

List Curriculum Report: Create progress reports on lists of learners. **Begin**

Learner Curriculum Report: Create progress reports on individual learners. View Create PDF

Usage Report: Create usage reports on groups of learners. Begin Schedule

▪ Click on **Begin**

- Click on the list called All Learners in Group 'your name' then click on the curriculum on the right-hand side of the screen and then click on Generate Report

Create a List Curriculum Report

Choose a List of Learners:

List Type	List Name	Learners
Predefined	All Learners I can see	
Predefined	All Learners in Groups I administer	
Predefined	All Learners in Group	

Choose a Language Level: English (American) Level 1

Name	Description	Learners	Author
Standard	Optimized for efficient learning of content and skills	62	0

Only show Curricula used in selected List

Cancel Generate List Curriculum Report

▪ Click on **List**

▪ Click on **Curriculum**

▪ Click on **Generate Curriculum Report**

To access Usage Report in Rosetta Stone, follow the steps below:

- On the bottom of the page click Begin. You can also schedule to run reports periodically to your liking by clicking on Schedule and fill out the form with desired frequency information. The report will be sent to you by email according to the schedule you configured.

Learners ▾ Curricula **Reports** Groups Administrators ▾ Preferences Help About ⓘ

Reports Main Page Add a List View

▼ ▲ Edit

Learner List:										
All Learners in Group (62 Learners assigned)	% Learners Completed	17%	16%	19%	14%	12%	6%	8%	6	
Language: English (American) Level 1	Curriculum: Standard	Average Score	96%	99%	98%	97%	98%	93%	96%	98
<input type="button" value="Details"/>	Range	85% - 100%	96% - 100%	96% - 100%	90% - 100%	95% - 100%	89% - 100%	87% - 100%	97% -	

List Curriculum Report

Create progress reports on lists of learners.

Learner Curriculum Report

Create progress reports on individual learners.

Usage Report

Create usage reports on groups of learners.

- Click on the List on the left side of the screen then the time spent for the class will show up on the right-hand side of the screen. On the bottom you will find Student Names, Language Level, Time Spent, Curriculum, Score, Progress and Current Activity for each Student. Click on Filter if you want to further filter the data.
- To export the report to Excel click on CSV or XLS, to export to Adobe PDF click on PDF.

The screenshot shows the 'Usage Report' interface in the Rosetta Stone Administrator Tools. The page is titled 'Usage Report' and includes a search bar, a 'Choose Group' dropdown, and a 'Usage for this Group' section. The 'Usage for this Group' section displays a table of language levels and time spent. Below this is a 'Usage for Learners within this Group' section with a table of student data. Red callout boxes with arrows point to various UI elements: 'Click on Filter' points to the 'Filters' button; 'Click on CSV or XLS or PDF' points to the export buttons; 'Click on the List' points to the search results; 'Click on The Language Level' points to the 'Language' column header; and 'View the time spent for each Language Level, Scores, Activity, Progress' points to the main data table.

Usage Report
(Includes Inactive Learners) (Includes Learners with no Usage)

Overall Time Spent: 144m

Usage for this Group:

Language	Time Spent
English (American) Level 1	5h44m
English (American) Level 2	0h0m
English (American) Level 3	0h0m
English (American) Level 4	0h0m
English (American) Level 5	0h0m

Usage for Learners within this Group:

First Name	Last Name	Language Level	Last Activity Date	Time Spent	Curriculum	Score	Progress	Current Activity
Test	Test	English (American) Level 2	N/A	0h0m	Standard	0%	0%	N/A
		English (American) Level 3	N/A	0h0m	Standard	0%	0%	N/A
		English (American) Level 4	N/A	0h0m	Standard	0%	0%	N/A
		English (American) Level 5	N/A	0h0m	Standard	0%	0%	N/A
		English (American) Level 1	N/A	0h0m	Standard	0%	0%	N/A
		English (American) Level 2	N/A	0h0m	Standard	0%	0%	N/A

To access Student Curriculum Report in Rosetta Stone, follow the steps below:

- To View the report, click on View, to create a PDF file of the report click on Create PDF

Reports Main Page

% Learners Completed	17%	16%	19%	14%	12%	6%	8%	6
Average Score	96%	99%	98%	97%	98%	93%	96%	98
Range	85% - 100%	96% - 100%	96% - 100%	90% - 100%	95% - 100%	89% - 100%	87% - 100%	97% -

List Curriculum Report
Create progress reports on lists of learners. [Begin](#)

Learner Curriculum Report
Create progress reports on individual learners. [View](#) [Create PDF](#)

Usage Report
Create usage reports on groups of learners. [Begin](#) [Schedule](#)

- Click on **View** or **Create PDF**

- To view the report, click on View then click on the drop-down arrow to select the group.
- Click on Show Learners then click on the student name and then
- Click View at the bottom of the screen.

View a Learner Curriculum Report

Choose a Learner:

Select Learner Groups: {topGroup} (and all Subgroups)

Search

▼

9d3c000826

9d3c000826

Add Search Criteria:

[Show Learners](#)

First Name ▲ Middle Name Last Name

Test Test Test

Choose a Language Level: English (American) Level 1

[Cancel](#) [View](#)

- Click on the **Drop Down Arrow**
- Click on the **List**
- Click on **Show Learners**
- Click on the **Student Name**
- Click on the **View**

- Click Create PDF, click on the group then click on one of the format choices to select whether you want One Summary per Page or Multiple Summaries per Page and click Create PDF

Create PDF of Learner Curriculum Reports

Choose a Learner List:

List Type	List Name	Learners
Predefined	All Learners I can see	
Predefined	All Learners in Groups I administer	
Predefined	All Learners in Group 'Adam J Simon 170882'	

Choose a format:

One summary per page

Multiple summaries per page

Note: Only learners with usage will be included.

Click on the **Group**

Click on the **Format Choice**

Click on the **Create PDF**

