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

	S clever.com/in/columbuscity/
Rosetta Stone® Language Lea	arning Suite
패 GAEILGE REALE FRANÇAIS 한국어 FRANÇAIS ENGLISH 한국 DLSKI DEUTSCH PORTUGUÊS TIÊNG VIỆT ITALIA	 Type: Clever.com/in/columbuscity Hit enter

• Click on Login with Active Directory

Not your district?		
lints for logging in with Active Directory		
Jsername hint:	Clever	
Columbus City Students: When logging in rom home, log in with your CCS Student ID number and the Columbus City Schools lomain. (Example: 23456@columbus.k12.oh.us).		
Columbus City Teachers, you will log in with our full CCS email NameNumbers@columbus.k12.oh.us).	Clever Badge log in	
For additional help, please contact the Clever help desk by submitting a ticket at https://support.clever.com/hc/en-us (7AM EST - 8PM EST).		
Log in with Active Directory		 Click on : Login with Active Directory

• Type in your CCS username and password



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

Clever		Homeroom Messages New Anal	llytics Classes Q Search	0 🔺 🕹
44 Resources			Hide A	
Integration Integration Google Google Drive DISTRICT Integration DISTRICT DISTRICT Integration Integration Integration	District Email District Email District Email	de Combat ::::::::::::::::::::::::::::::::::::	Rosetta Stone American English DISTRICT	 Click on Rosetta Stone icon

• Click on Launch Administrator Tools



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

Rosetta S	Stone.	Admini	strator Toc	ols Lea	rners > l	earner Lis	sts			
Learners	s 🕶	Curricula	Reports	Groups	Admin	istrators 👻	Preferences	s		
			\wedge							
				Learner	Lists	1			٢	About Learners
							Learners			From this tab you can:
		Cli	ick on Re	ports		s I can see			CSV XLS	 Search for Learners Add Learners to your
						s in Groups I ad	m		CSV XLS	 Work with lists of se
				Predefined	All Learner	s in Group 'Ada	m		CSVXLS	Search
										Find Learners using your c
										Add Learners
										Add Learners to your syste
										 Click Learners > R Click Learners > In
										Work with Lists
										Use lists to view and repor Predefined Lists provide b
										 Use the icons to vie Click New Smart L Click New Custom

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

Learners - Curricula Rep	orts Groups Administrators	 Preferences 							Help	About
Reports Main Page									Add a Lis	t View
Edit									CSV XLS	ð
Learner List:				0	0	0	2	0		C
All Learners in Group		% 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
Details		Range	85% - 100%	96% - 100%	96% - 100%	90% - 100%	95% - 100%	89% - 100%	87% - 100%	97% -
List Curriculum Report		Learner Curriculum R	eport			Usage Repo	rt			
Create progress reports on lists of learne	rs.	Create progress reports on in	dividual learners.			Create usage rep	ports on groups of	learners.		
	Begin			liew Cr	reate PDF			Beg	in Sch	edule
	Click on Be	∠ egin								

• 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 Li	st Curriculum Report						
Choose a L	ist of Learners:		Choose a Language	Level:	English (Ameri	can) Level 1	
List Type 🔺	List Name	Learners	Name	Description		Learners	Author
Predefined	All Learners I can see		Z Standard	Optimized for efficient learning of content	and skills	62	0
Predefined	All Learners in Groups I administer			\wedge			
	Click on List		- (Click on Curriculum			
_					Only sho	w Curricula us	ed in selected List
The Learners colu	mn reflects only Learners within the selected Group			Can	Gener		Culum Report
				 Cli Gener 	ck on ate Curri	culum	Report

- To export the report to Excel file, click on CSV or XLS, to export to Adobe PDF click on PDF
- Double click on any student name to open individual student results or click on the name then click on View Learner Report

Reports										O Add as Li	st View	v xLs
Learner List:					(2)	0	0	0	(0	0	6
All Learners in G	roup '			% Learners Completed	17%	16%	19%	14%	12%	6%	8%	6
Language: English (American) Lev	vel 1	Curriculum: Standard		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 Curriculun	n Report				_						CSV PD	F xLs
First Name	Middle Nam	e	Last Name	Score	Progress		Training Use	L	ast Training Date	Curren	t Activity	
					99.71%	3.79	9% 1h32m	2	020 Sep 16	🕓 U1	L2 Pro	
Test	Test		Test		0%	0%	0h0m	١	I/A	N/A		
					98.019	3.79	9% 1h18m	2	020 Sep 16			
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					0%	0%	0h0m	N	I/A	CSV	or PD	F or XL
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huble click (าท					0%	0h0m	N	I/A	N/A		
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tudent nan					49	19.7	'% 4h0m	2	020 Sep 19	😑 U1	L3 Review	
ick on the r	iame lic	k on \	/iew Lea	rner Report	99	3.03	3% 1h33m	2	020 Sep 21	O U1	L2 Pronunciation	
						0%	0h0m	Ν	I/A	N/A		

• To export the individual student report to Excel file, click on CSV or XLS, to export to Adobe PDF click on PDF. To view the number of attempts click on the Arrow.

Learner Report					
	(21				Filters CSV PDF XLS
anguage Level: Inglish (American) Level 1	Overall S	core: 9.71%	Progress: 3.78%		Training Use: 1h32m
Urrent Activity: U1 L2 Pronunciation Not Yet Started	Last Activ 2020 Sep	vity Date: 16	A88117 ថាក្រហេងទេ៤ ១ 5421ac510ade5b9d 51513e3e42c7f2341	th Grade 13c000826- 8f41b3a	^{He} Ac ■ Click on
Activity 🔺	Score	Status	Time Spent	Last Attempt	CSV or PDF or XLS
U1 L1 Core Lesson	99	% Completed	0h35m	2020 Sep 14	
U1 L1 Pronunciation	10	0% Completed	0h13m	2020 Sep 14	6 4
U1 L1 Vocabulary	10	0% Completed	0h2m	2020 Sep 14	1
0 U1 L1 Grammar	10	0% Completed	0h17m	2020 Sep 16	2 4
U1 L2 Core Lesson	10	0% Completed	0h25m	2020 Sep 16	2 4
U1 L2 Pronunciation	09	6 Not Yet Started	0h0m	N/A	\wedge
U1 L1 Writing	0%	6 Not Yet Started	0h0m	N/A	\angle \geq
0 U1 L2 Grammar	09	6 Not Yet Started	0h0m	N/	
U1 L2 Vocabulary	09	6 Not Yet Started	0h0m	N/	
U1 L1 Listening	0%	6 Not Yet Started	0h0m	N/	Click on Arrow
U1 L3 Core Lesson	0%	6 Not Yet Started	0h0m	N/	
	0	6 Not Yet Started	0h0m	N/	
U1 L3 Pronunciation	U7				
U1 L3 Pronunciation U1 L3 Grammar	09	6 Not Yet Started	0h0m	N/A	

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 Lis	t View
Edit											CSV XLS	5 Ū
Learner List:					e	•	0	0	۲	•	0	¢
(62 Learners assigned)				% Learners Completed	17%	16%	19%	14%	12%	6%	8%	6
Language: English (American) Level 1	4	Curriculum: Standard		Average Score	96%	99%	98%	97%	98%	93%	96%	98
Details				Range	85% - 100%	96% - 100%	96% - 100%	90% - 100%	95% - 100%	89% - 100%	87% - 100%	97% -
List Curriculum Report				Learner Curriculum F	leport			Usage Repo	rt			
Create progress reports on lists	s of learners.			Create progress reports on in	ndividual learners.			Create usage rep	ports on groups of	earners.		
			Begin			'iew Cr	reate PDF			Beg	in Sch	edule

- Click o 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.

								•	Click	on Filter	
etta Stone. 🏓. earners 👻 🛛 🕻	Administrator	ools Repor	ts Administrators	s 🔻 Preference:	s		cc	olun	7	Hel	p About
sage Report											
ncludes Inac hoose Grour	ctive Learners) (li p:	cludes Learr	ers with no	Usage)		Usage for this Grou	D:			Filters CSV	PDF XLS
Search						Language		Time Sp	ent		
	ac510a ac510a	de5b9d3c000826 de5b9d3c000826				English (American) Level 2 English (American) Level 3 English (American) Level 4		0h0m 0h0m 0h0m		Click	on CSV or
	Z					English (American) Level 5	\backslash	0h0m			
Jsage for Lea	 Click 	on the	List			 Click or Langua 	n The age Level	0h0m			
sage for Lea	Click arners within this Last Name	on the Group:	List	Last Activity Date	Time Spent	Click of Langua	n The age Level	Oh0m	Jress	Current Activity	
Jsage for Lea st Name Test	 Click armers within this Last Name Test 	on the Group:	List He Level American) Level 2 American) Level 3	Last Activity Date N/A N/A	Time Spent OhOm OhOm	Click or Click or Langua Curriculum Standard Standard	n The age Level	0h0m Pro 0% 0%	gress	Current Activity 0% N/A 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

Connors - Ournoula	Reports	Groups	Administrators -	Preferences							Help	About 🕕
Reports Main Page											Add a Lis	t View
Edit											csv xL) Ů
Learner List:						Q	0	0	۲	0	0	Ç
All Learners in Group (62 Learners assigned)				% Learners Completed	17%	16%	19%	14%	12%	6%	8%	6
Language: English (American) Level 1	Cu Sta	riculum: ndard		Average Score	96%	99%	98%	97%	98%	93%	96%	98
Details				Range	85% - 100%	96% - 100%	96% - 100%	90% - 100%	95% - 100%	89% - 100%	87% - 100%	97% -
List Curriculum Report				Learner Curriculum R	leport			Usage Repo	rt			
List Curriculum Report Create progress reports on lists	of learners.			Learner Curriculum R Create progress reports on in	leport ndividual learners.			Usage Repo Create usage rep	rt forts on groups of	learners.		
List Curriculum Report Create progress reports on lists	of learners.		Begin	Learner Curriculum R Create progress reports on ir	leport ndividual learners.	'iew Ci	reate PDF	Usage Repo Create usage rep	rt Norts on groups of	learners. Beg	in Sch	edule
List Curriculum Report Create progress reports on lists	of learners.		Begin	Learner Curriculum R Create progress reports on in	leport Individual learners.	iew C	reate PDF	Usage Repo	rt oorts on groups of	learners. Beg	in Sch	edule

- 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.



• 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

