**Teacher Dashboard- Reports Transcript**

In this video, we're going to look at the reports and various metrics that are available in World Book *Wizard.* To access reports, click on the class that you would like reports for and then click the tab “Reports.” Here, you'll see big picture information, such as the number of active assignments that students have completed as well as the total number of learning minutes that students have spent on World Book *Wizard.* This class overview page can be sorted by those metrics as well.

You can create a report of this information by clicking the arrow next to “Generate Reports” and clicking “Class Proficiency Report.” This will download as a CSV file that you can open up as a spreadsheet. Here, you'll see data sorted by the assignment, so you’ll see title the drill title, you'll see the students proficiency levels, the amount of time they spent on that drill, and the date that they took that drill. Just like any other spreadsheet, you can edit this, filter this, rearrange to see the data in whatever manner works best for you. This spreadsheet is great for planning, for seeing which students might need more of a challenge or more remediation, and you can also use this data to provide to your administration to share your results.

Back on World Book *Wizard*, you can find more information about a specific student by clicking on their name in the “Reports” tab. This will break down by student- which assignments they haven't started, which assignments they have in progress or are complete, and how much time a student’s spent on each of those assignments. So again, this would be great data to use for interventions for students, for grouping students, for sharing data with parents and families on how their student is doing- and you can find it all in one place on *Wizard.*