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This document focuses on dashboards and reports visible in the Buzz platform as well as reports Accelerate Education collates and makes available.

## TERMINOLOGY AND COLOR CODES (READ FIRST)

### Terminology

When reviewing any report or data on a dashboard, it is essential to understand the terms and how different calculations are determined. This section reviews terms commonly seen on both Accelerate and Buzz reports.

**PERFORMANCE:** Refers to the academic grades of the student. Performance can refer to the overall course grade visible on the student’s course card or to individual assignment grades.

# Reports & Data

**PACING:** Represents the concept of students keeping up with their expected progress on graded assignments only. Due dates impact this concept. Do not confuse pacing with percent complete.

**% COMPLETE:** Is a mathematical calculation. There are two ways to calculate the percent complete:

*% Completion (All Activities)* – # of links marked as completed / total # of course activity links.

## Locations Visible:

Student grade view

Teacher and Admin People view

Buzz Student Performance Report

*% Completion (Graded Activities)* – measures the completion percentage based only on the # of submitted, gradable activities / total # of gradable activities in the course.

## Locations Visible:

Student course card

Admin Buzz Enrollment Report (dashboard)

Student grade view

Buzz Student Performance Report

All Accelerate reports

**COMPLETE GOAL %:** Is the percentage of time that has passed in a course. It is sometimes used to **estimate** the percentage of **graded** items that should have been submitted to date. It is critical to understand that the Complete Goal %:

- Is not related to a student's pacing and whether they are up to date with their course calendar.
- Does not recognize blackout dates.
- Is not visible within the Buzz platform. It is only visible within Accelerate Reports and Student Progress reports (if the school has requested these sent to observers).
- Is a valuable data point but only if understood as an estimate. Please do not interpret the measurement as a match to student due dates on their calendar.
- Calculation example:  
If a student has 90 days between the start and end of the course (regardless of holidays), and the student is now on day 30 of the enrollment, the Completion Goal % = 30/90 or 33.33%.

**SCORE:** Is the student's present grade in the course. It is the same as Raw Score in some reports.

- By default, it does not include zeros assigned to past due work.
- The grade may include zeros for past due work if the school has enabled the option to assign zeros for past due work or instructs their teachers to assign 0's via the gradebook.

**RAW SCORE:** This term is visible in Accelerate reports and is the same as the Score in Buzz.

**PROJECTED GRADE:** This term is visible only in Accelerate reports. The grade is calculated by multiplying the raw score by the completion percentage. The Projected Grade:

- Provides a sense of the impact of work not yet completed.
- Is not a walk-away grade, especially in courses with semester exams. If students do not complete the semester exam, their grades will likely drop 15-20%.

# Reports & Data

## Color Codes (Buzz LMS)

Buzz uses color in several views to help teachers and administrators visually identify items that may need to be addressed. Most prominently, these colors are visible at a student level on all People views and at the course level on the teacher's dashboard.

Explanations of default values are outlined below. On occasion, administrators alter these values at a domain level. If different than the default, administrators should communicate this to their teachers.

### TEACHER RESPONSIVENESS:

Teacher responsiveness is visible on both the teacher and administrator dashboards and alerts users if there is concern around the time it takes a teacher to provide posted grades. Teachers should remember to post grades, even if they allow a retry. Posting grades helps teachers manage their Needs Grading widget and allows for accurate data reporting on the dashboard.

- Green – indicates all graded items have had grades posted within **2** days of submission.
- Yellow – indicates 1 or more gradable items have been ungraded for **3** or more days.
- Red – indicates 1 or more items have been ungraded for **6** or more days.

### STUDENT PERFORMANCE:

Uses the student's overall course grade and the student's most recently scored activity to evaluate the student's grade and grade trend.

- Green

*Dashboard* – indicates that students (in aggregate):

- have course grades above – 77.5%; if the passing grade is 70%
- have course grades above – 70%; if the passing grade is 60%

*People View* – indicates none of the most recently scored activities are below their passing threshold and:

- have course grade above – 77.5%; if the passing grade is 70%
- have course grade above – 70%; if the passing grade is 60%

- Yellow

*Dashboard* – indicates that students (in aggregate) have failed 1 of their last five submissions, or:

- have course grades between – 70 -77.5%; if the passing grade is 70%
- have course grades between – 60-70%; if the passing grade is 60%

*People View* – indicates the student has failed 1 of their last five submissions or:

- have course grades between – 70 -77.5%; if the passing grade is 70%
- have course grades between – 60-70%; if the passing grade is 60%

- Red

*Dashboard* – indicates that students (in aggregate) are failing the course or have failed 2+ of their last five submissions.

*People View* – indicates the student's course grade is failing, or the student has failed 2+ of their last five submissions.

# Reports & Data

## **Example #1: Passing grade is 70%**

If the passing grade is 70%

- Green – 77.5% or above
- Yellow – 70% but less than 77.5%
- Red – less than 70%

## **Example #2: Passing grade is 60%**

In this scenario, students would have the following indicators:

- Green – 70% or above
- Yellow – 60% but less than 70%
- Red – less than 60%

### **STUDENT PACING:**

Uses the student's activity submission date and compares that to the due date for gradable items. The completion of non-gradable activities does not impact this data point.

- Green

*Dashboard* – indicates that students (in aggregate) are submitting all gradable items on time or less than 15% are past due.

*People View* – indicates the student is submitting all gradable course items on time or less than 15% are past due within the given course.

- Yellow

*Dashboard* – indicates that students (in aggregate) have between 15-30% of their gradable work past due.

*People View* – indicates the student has between 15-30% of their gradable course work past due.

- Red

*Dashboard* – indicates that students (in aggregate) have 30% or more of their gradable work past due.

*People View* – indicates the student has 30% or more of their gradable course work past due.

### **RETURN TO OR VIEW:**

[Administrator Dashboard](#)

[Teacher Dashboard](#)

[People View](#)

Or continue to view information about Accelerate Reports.

## ACCELERATE REPORTS

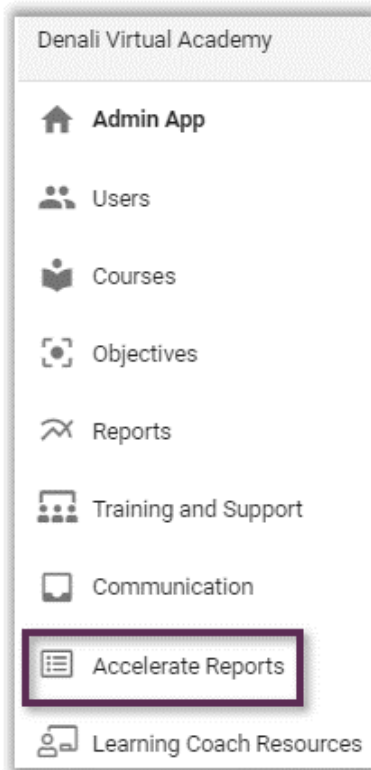
### **Access and Support**

Accelerate reports are housed on a protected server outside the Buzz platform; however, they are accessed directly through an SSO (Single Sign-On) integration that assures users only access appropriate data based on their role and student associations.

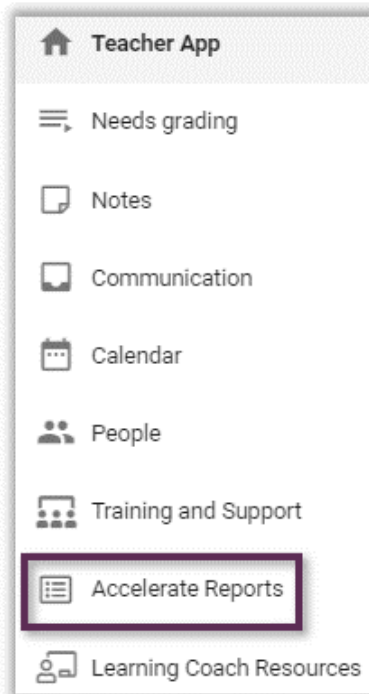
To access Accelerate Reports:

# Reports & Data

1. Log into the Buzz platform.
2. Select the hamburger menu » **Accelerate Reports**.



**Admin Menu**



**Teacher Menu**

If users receive a token error, the SSO connection likely timed out in the background. Log back in, and this should fix the issue.

3. Select the desired report. Each report has:
  - a. a set of filters to target report results (filters vary based on role and report)
  - b. an **Update Data** button that populates the report based on the selected filters
  - c. a **Report Help** hyperlink that contains report definitions if needed
  - d. a **Home** hyperlink that returns users to the Accelerate Reports home page
  - e. link(s) below the filter options that allow users to download the report

A screenshot of the Enrollment Report form. The form has a title 'Enrollment Report' and a header with 'Report Help' and 'Home' links. Below the title are four filter fields: 'School:' (Choose a school...), 'Teacher:' (Choose a teacher...), 'Start Date On or After:' (empty), and 'Start Date Before:' (empty). Below these are two more filter fields: 'Status:' (all statuses) and 'User External ID:' (empty). A blue 'Update Data' button is to the right of the 'User External ID' field. At the bottom, there is a link 'Click here to view or download the enrollment data as a CSV (comma-separated values) file suitable for viewing in Excel.' A red arrow points to this link.

# Reports & Data

4. Review the sections below to learn more about individual reports.

[Attendance Report](#)

[Enrollment Report](#)

[Trend Report](#)

## Attendance Report

**VIDEO SHORT:** Select [here](#).

Data in this report reflects the time students spend in their courses and on given activities over a designated time. A few facts before reviewing:

- Reporting levels:
  - Summary level – shows daily time per course and is viewed immediately upon selecting the Update button.
  - Detail level – shows course activity times and completions. Accessible by selecting a student's hyperlinked course name or via the Download Detail Report.
- Reported time:
  - By default, represents the past **seven** days, but can be adjusted as needed.
  - The report is not real-time; it takes several hours to sync activity between the platform and the reports. As a result, it is possible to view same-day activity time, but there is a delay.
- Factors that can impact the report:
  - Detail reports include overlapping time if students have multiple windows or tabs open.
  - If Idle time out settings within the domain are not set or are too long, time can appear exaggerated as students often leave browsers open without logging out.

### SUMMARY ATTENDANCE VIEW:

*Sample Summary Report:*

| Student's Name                  | Course                                       | Date       | Duration          | Activities Accessed | Activities Completed |
|---------------------------------|--|------------|-------------------|---------------------|----------------------|
| <a href="#">Bedell, Darnell</a> | <a href="#">Language Arts 3 A - (Bedell)</a> | 10/12/2021 | 6 min 34 sec      | 3                   | 0                    |
| <a href="#">Bedell, Darnell</a> | <a href="#">Language Arts 3 A - (Bedell)</a> | 10/13/2021 | 19 min 19 sec     | 5                   | 0                    |
| <a href="#">Bedell, Darnell</a> | <a href="#">Language Arts 3 A - (Bedell)</a> | 10/25/2021 | 1 h 14 min 11 sec | 10                  | 0                    |
| <a href="#">Bedell, Darnell</a> | <a href="#">Language Arts 3 A - (Bedell)</a> | 10/28/2021 | 8 min 24 sec      | 2                   | 0                    |
| SUBTOTAL FOR Bedell, Darnell    |  |            | 1 h 48 min 28 sec | 20                  | 0                    |
| <a href="#">Brown, Katy</a>     | <a href="#">Language Arts 5 A - (Bedell)</a> | 10/06/2021 | 38 min 56 sec     | 10                  | 7                    |
| <a href="#">Brown, Katy</a>     | <a href="#">Math 5 A - (Bedell)</a>          | 10/06/2021 | 17 min 48 sec     | 5                   | 3                    |

- Hyperlinked student name – select to view raw platform data associated with the student for the given period.
- Hyperlinked course name – select to display the individual student's detailed data for the given period within a popup window.
- Duration – indicates the total time spent in a course for a given day. Can include multiple access times.

# Reports & Data

- Activities Accessed – includes both graded and non-graded activities.
- Activities Completed – includes any non-graded activity marked as completed or any submitted, gradable activity.
- Subtotal – represents the total time across all courses a student spent online for the given period.

## DETAIL ATTENDANCE VIEW

*Sample Individual Student/Course Detail View:*

| Date       | Title                                   | Status/Score | Time (hh:mm:ss) |
|------------|---|--------------|-----------------|
| 2022-04-04 | Getting Started                         | Completed    | 00:00:03        |
| 2022-04-04 | Online Learning Tools - What do I need? | Completed    | 00:00:04        |
| 2022-04-04 | Scientific Theory                       | Completed    | 00:00:07        |
| 2022-04-04 | Scientific Communication                | Completed    | 00:00:06        |
| 2022-04-04 | Scientific Data                         | Completed    | 00:00:04        |
| 2022-04-04 | Introduction Module Exam                | 95.8 %       | 00:18:16        |
| 2022-04-04 | Scientific Questions                    | Completed    | 00:00:03        |
| 2022-04-04 | Models Quiz                             | 75.0 %       | 00:02:35        |

The detailed report for all students and courses is available via the download hyperlink below the filter options. To access for a specific student or course, select the hyperlinked **course name** within the summary view. The detail view displays:

- Activity name
- Status/Score
  - Completed – appears when students “**Mark this activity complete**” button.
  - Numerical Score – appears when graded activities are submitted and scored.
  - Submitted – appears when students have submitted an assignment, but the teacher has not yet graded it (visible on the exported spreadsheet).
  - Review – appears when a student accesses a graded assignment to review.
  - In Progress – represents an activity accessed but not yet marked as completed or submitted.

## Enrollment Report

**VIDEO SHORT:** Select [here](#).

Data visible in this report allows administrators to track and manage enrollments and allows both teachers and administrators to track the performance and progress of their active students. The data in

# Reports & Data

this report is not real-time but updates throughout the day with a several hour sync delay. The Enrollment report displays the following data:

- Basic student and course enrollment data – left side of the online table (often used to filter after downloading):
  - School or subdomain if associated with more than one domain
  - Enrollment ID
  - Student name and email, if available
  - Student External ID, User ID, and Username
  - Course ID, Title, Teacher
    - Teacher column is especially helpful for schools using AE Teachers as the teachers' emails are listed here as well.
  - Enrollment creation, start and end dates, and days active in the course
    - Enrolled days – helps administrators manage per enrollment grace period if needed.
- Performance Data – right side of online table:

| Start Date | End Date  | Enrolled Days | Raw Score | % Complete | % Complete Goal | Projected Grade | FG | Final Score | Last Login Date |
|------------|-----------|---------------|-----------|------------|-----------------|-----------------|----|-------------|-----------------|
| 8/31/2022  | 1/3/2023  | 125           | 85.19%    | 100.00%    | 100.00%         | 85.19%          | Y  | 85.19%      | 12/25/2022      |
| 9/17/2022  | 2/11/2023 | 122           | 90.43%    | 73.91%     | 82.43%          | 66.84%          | N  |             | 1/14/2023       |
| 10/20/2022 | 1/18/2023 | 88            | 65.63%    | 95.65%     | 96.70%          | 62.78%          | N  |             | 1/15/2023       |

- Raw Score – reflects the grade teachers and students see in Buzz. This data point only reflects the impact of late assignments on the student's grade if the school has activated "soft" zeros.
  - Projected Grade – represents the impact of the % completion on the student's overall grade. It does not represent a "walk-away" grade. In grades 6-12, where students have semester exams, the current grade will drop significantly if the student does not submit the semester exam. This is an estimate only.
  - Final grade submission indicator – Y indicates the posting of the final grade.
  - Final Score – posted final grade. Do not try to pull the final grade until the auto grade out process is completed. We suggest having an overnight pass between teachers posting the participation assignment grade and downloading final grades. [VIDEO SHORT: Pulling Final Grades.](#)
- Pacing Data – right side of online table:
    - % Complete – shows the percentage of graded work completed. This is not impacted by "soft zeros"; however, it is overinflated if schools add hard zeros manually.



# Reports & Data

- % Complete Goal – represents the % of time that has passed relative to the student's start and end date. *e.g.*, if 90 days exist between the start and end date of the enrollment and it is now day 40, the % Complete Goal =  $40/90 \times 100$  or 44.44%. Blackout dates and due dates do not impact this data point.

## Pacing Warnings:

»» Accelerate % Complete Goal numbers do not match due dates within the platform. Why?

Our goal percentage is the percentage of time elapsed in the enrollment period. It is not looking at due dates or blackout dates visible to students on their calendars.

»» Hiding graded assignments impacts the % Completion data.

## Sample Exported Enrollment Report:

|   | A             | B             | C                   | D               | E                   | F         | G                  | H         | I                        |
|---|---------------|---------------|---------------------|-----------------|---------------------|-----------|--------------------|-----------|--------------------------|
| 1 | School        | Enrollment ID | Student Name        | Student Email   | Student External ID | User ID   | Student Username   | Course ID | Course Title             |
| 2 | Denali VA_HS  | 159910273     | Schifflet, Meredith | ms375@gmail.com | 2024_ST             | 153745001 | Schifflet.Meredith | 132227734 | Algebra 1 A - (Browning) |
| 3 | Denali VA_HS  | 158618113     | Storey, Addison     | as467@gmail.com | 2024_ST             | 158618101 | Storey.Addison     | 132227734 | Algebra 1 A - (Browning) |
| 4 | Denali VA_HS  | 159564457     | Butler, John        | jb675@gmail.com | 2024_ST             | 159564189 | Butler.John        | 132227734 | Algebra 1 A - (Browning) |
| 5 | Denali VA_HS  | 161276094     | Ropper, Sara        | sr431@gmail.com | 2024_ST             | 161276059 | Ropper.Sara        | 132227734 | Algebra 1 A - (Browning) |
| 6 | Denali VA_HMS | 153498761     | Albescu, Matei      | ma868@gmail.com | 2026_ST             | 153498424 | Albescu.Matei      | 132227925 | Math 7 B - (Browning)    |
| 7 | Denali VA_HMS | 158154829     | Boseman, Maurice    | mb597@gmail.com | 2026_ST             | 152693469 | Boseman.Maurice    | 132227924 | Math 7 A - (Browning)    |

...

| J                 | K         | L           | M          | N         | O             | P         | Q                | R                     | S             | T        | U      | V               |
|-------------------|-----------|-------------|------------|-----------|---------------|-----------|------------------|-----------------------|---------------|----------|--------|-----------------|
| Teacher(s)        | Status    | Create Date | Start Date | End Date  | Enrolled Days | Raw Score | Percent Complete | Percent Complete Goal | Current Grade | Final FG | Score  | Last Activity   |
| Browning, Jasmine | Active    | 3/18/2021   | 3/18/2021  | 7/1/2021  | 84            | 96.93     | 39.56%           | 80.00%                | 38.35%        | N        |        | 6/1/2021 19:56  |
| Browning, Jasmine | Completed | 2/8/2021    | 2/8/2021   | 4/25/2021 | 77            | 96.62     | 100.00%          | 100.00%               | 96.62%        | Y        | 96.62% | 4/23/2021 21:49 |
| Browning, Jasmine | Completed | 3/8/2021    | 3/8/2021   | 5/14/2021 | 67            | 71.7      | 100.00%          | 100.00%               | 71.70%        | Y        | 71.70% | 5/11/2021 15:44 |
| Browning, Jasmine | Active    | 5/3/2021    | 5/3/2021   | 9/21/2021 | 38            | 99.53     | 43.96%           | 26.95%                | 43.75%        | N        |        | 6/9/2021 21:56  |
| Browning, Jasmine | Active    | 10/28/2020  | 3/18/2021  | 8/6/2021  | 84            | 76.68     | 54.55%           | 59.57%                | 41.83%        | N        |        | 6/4/2021 20:25  |
| Browning, Jasmine | Active    | 1/29/2021   | 2/1/2021   | 6/22/2021 | 129           | 92.49     | 75.76%           | 91.49%                | 70.07%        | N        |        | 6/8/2021 8:56   |

## Trend Report

VIDEO SHORT: Select [here](#).

The Trend report is most helpful if used regularly and is the go-to report to identify if students are struggling and if improvements are made week-on-week.

This report:

- Contains two levels:
  - Summary default view – displays grade and pacing data based on the last filter date.
  - Detail view – displays comparisons of grade and pacing data for the filter dates used.
- Displays data for **active enrollments** for the given time range. Note, we suggest not expanding the time range to be greater than a week.

# Reports & Data

- Displays a snapshot taken at 2 AM GMT daily. Data displayed does not change during the day.
- Can be downloaded for additional sorting and filter options by selecting Download Report to CSV. Data for both Summary and detailed views are visible on the downloaded report.

## SUMMARY TREND VIEW

*Sample Summary Data Trend Report:*

Trend (Time-Based Performance) Report

Report HelpHome

School:Student:Observer:Teacher:Start of Range:End of Range:

Andrea's SandboxChoose a student...Choose an observer...02/08/202402/14/2024Update Data

Summary ViewDetailed ViewDownload Report to CSV

|                |                        | Performance         |                   | Pacing                           |                                |            |            |            |            |          |
|----------------|------------------------|---------------------|-------------------|----------------------------------|--------------------------------|------------|------------|------------|------------|----------|
| Student's Name | Course                 | Raw Score - 2/14/24 | Performance Trend | # of Overdue Gradable Activities | Oldest Missing Assignment Date | % Complete | Pace Trend | Last Login | Start Date | End Date |
| Oz, Dorothy    | Physical Education 1 B | 97.69%              | ↑                 | 0                                | n/a                            | 6%         | ↑          | 2/12/24    | 1/29/24    | 6/18/24  |
| Weasley, Fred  | Language Arts 8 B      | 93.36%              | ↓                 | 0                                | n/a                            | 10%        | ↓          | 2/14/24    | 2/5/24     | 6/7/24   |
| Weasley, Fred  | Math 8 B               | -                   | →                 | 3                                | 2024-02-12                     | 0%         | ↓          | 2/10/24    | 2/5/24     | 6/7/24   |
| Weasley, Fred  | MS Health              | 92.50%              | ↑                 | 0                                | n/a                            | 5%         | ↓          | 2/14/24    | 2/5/24     | 6/7/24   |

### Performance Columns:

Raw Score – is the grade based on the last of the filter dates used. The grade only includes 0's for late work if schools activate soft zeros. If soft zeros are desired, reach out to your Client Service Manager.

Performance Trend – icons represent the grade change as compared to the week prior.

- Color:
  - Green – score is greater than 70%
  - Yellow – score is between 60-70%
  - Red – score is less than 60%
- Arrows:
  - Up/Down – indicate if the score has improved or dropped as compared to the prior week's course grade
  - Dash – grade remains the same as the previous week
  - ? – is likely visible in the first few weeks of enrollment as there are no prior grades to compare.

### Pacing Columns:

# of Overdue Gradable Activities – this column provides the number of graded assignments that are past due.

# Reports & Data

Oldest Missing Assignment Date – displays as n/a if students have no late gradable assignments. It displays the date of the oldest missing assignment if students have missed a due date.

% Complete – this is the percentage of gradable work complete.

Pace Trend – icons represent the change in the student’s pacing now as compared to pacing performance for the period prior to the time the report was run.

- Color:
  - Green – less than 15% of gradable items are past due
  - Yellow – 15 – 30% of gradable items are past due
  - Red – 30% or more of gradable items are past due
- Arrows:
  - Up/Down – indicate if the student’s pacing has improved or dropped as compared to previous week
  - Dash – indicates there has been no change in the student’s pacing
  - ? – indicates there is no data to compare present pacing to. This is likely seen at the beginning of a semester.

## DETAILED TREND VIEW

*Sample Detailed Data Trend Report:*

Trend (Time-Based Performance) Report

Report HelpHome

School:

Andrea's Sandbox

Student:

Choose a student...

Observer:

Choose an observer...

✕

Teacher:

Start of Range:

02/08/2024

End of Range:

02/14/2024

Update Data

Summary View

Detailed View

Download Report to CSV

| Student's Name | Observer                           | Course                 | Comparative Statistics |      |           |                  |      |           | Last Login |
|----------------|------------------------------------|------------------------|------------------------|------|-----------|------------------|------|-----------|------------|
|                |                                    |                        | START - 2/8/24         |      |           | END - 2/14/24    |      |           |            |
|                |                                    |                        | Percent Complete       |      | Raw Score | Percent Complete |      | Raw Score |            |
|                |                                    |                        | Actual                 | Goal |           | Actual           | Goal |           |            |
| Oz, Dorothy    | Gale, Emily (auntieem@mail.com)    | Physical Education 1 B | 0%                     | 2%   | -         | 6%               | 6%   | 97.69%    | 2/12/24    |
| Weasley, Fred  | Weasley, Molly (weasleym@mail.com) | Language Arts 8 B      | 7%                     | 0%   | 96.44%    | 10%              | 5%   | 93.36%    | 2/14/24    |
| Weasley, Fred  | Weasley, Molly (weasleym@mail.com) | Math 8 B               | 0%                     | 0%   | -         | 0%               | 3%   | -         | 2/10/24    |
| Weasley, Fred  | Weasley, Molly (weasleym@mail.com) | MS Health              | 5%                     | 0%   | 80.00%    | 5%               | 2%   | 92.50%    | 2/14/24    |

The detail view of the Trend report:

- Displays both grade and pacing data for both the start and end date of the filter range. This allows users to see changes in both for the period selected. Note, some data from prior to 2/12/2024 may not display.
- Goal percentages are impacted by posted school holidays, exemptions and activity due dates.

# Reports & Data

- Raw scores only include 0's for late work if schools activate soft zeros. If soft zeros are desired, reach out to your Client Service Manager.
- Visual circle indicators and arrows are the same as the Summary view.

## BUZZ ADMINISTRATOR DASHBOARD

Upon login, administrators have immediate visibility of their platform dashboard. Each domain dashboard reflects data on enrollments in courses located in that domain. If administrators manage multiple domains, then navigating between subdomain views is necessary.

### Active Student Summary

The active student summary section of the administrator dashboard provides a graphical representation of student performance in courses within that domain. It is also possible to download an enrollment CSV file from this location with student-specific details.



Green – indicates # of student enrollments that are passing and keeping pace.



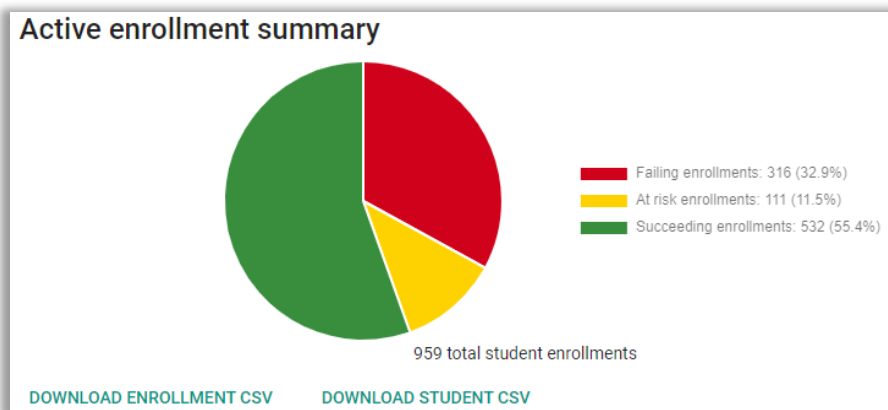
Yellow – indicates # of student enrollments that:

- have course grades between 70 – 77.5%; if the passing grade is 70%
- have course grades between 60 – 70%; if the passing grade is 60%
- are starting to have pacing issues with 15-30% of their work past due



Red – indicates the # of student enrollments that:

- have course grades below the passing threshold
- have pacing issues and are 30% or more behind in their course





















Select the **Download Enrollment CSV** to view specific student/course associations shown on the dashboard. This report provides more details than the student export. Once downloaded, administrators often sort or filter by:

- Score
- Failing flag
- Pace light
- Performance light




Select **Download Student CSV** to view which students are succeeding or struggling without course association.

## Domain Teacher Summary

Below the **Active enrollment summary** section, administrators see the **Domain teacher summary**. This table displays the names of all teachers assigned to courses within the viewed domain. This table summarizes the data found in each teacher's dashboard.

| Teacher                      | Active students |    |    |    |
|------------------------------|-----------------|---|---|---|
| <a href="#">Teacher Name</a> | 4               |    |    |    |
| <a href="#">Teacher Name</a> | 2               |    |    |    |
| <a href="#">Teacher Name</a> | 1               |    |    |    |
| <a href="#">Teacher Name</a> | 3               |    |    |    |
| <a href="#">Teacher Name</a> | 2               |  |  |  |

### TABLE FACTS:

- By default, the initial view shows the teachers listed alphabetically. Data visible is cumulative across all courses
- Selecting the teacher's name allows administrators to view that teacher's dashboard, including the volume of grading indicators and course-level flags. The [section](#) that follows describes the teacher dashboard.
  - Exception – administrators are unable to view Accelerate Education teacher dashboards.
  - Similar data is visible via a course People View or a Users' Performance View.
- Selecting any of the table headings allows an administrator to sort by:
  - Active enrollments – # of active enrollments
  -  Teacher responsiveness – the speed at which teachers are returning submitted work.
  -  Student performance – flags in aggregate students' performance (grades).
  -  Student pacing – flags in aggregate student pacing.

Select [here](#) for more information on Buzz color codes for responsiveness, performance, and pacing.

# Reports & Data

## BUZZ TEACHER DASHBOARD

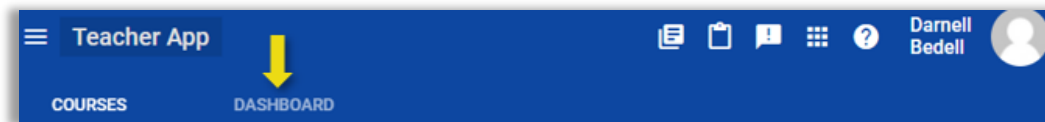
The teacher dashboard is visible to both teachers and administrators.

*Administrators* – access by selecting the teacher’s name from their landing page dashboard view.



| Teacher           | Active enrollments |  |  |  |
|-------------------|--------------------|--|--|--|
| Bedell, Darnell   | 4                  |  |  |  |
| Browning, Jasmine | 5                  |  |  |  |

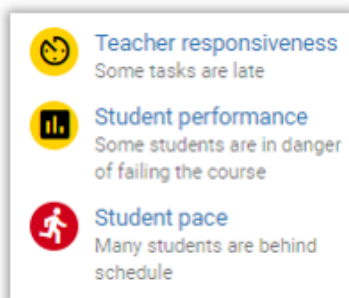
*Teachers* – access via the **Dashboard** tab on their homepage.



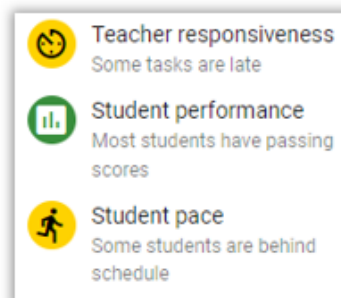
Three distinct sections are visible on the teacher dashboard.

### TOP SECTION: PERFORMANCE SUMMARY

- The top graph shows the # of assignments graded per day over the prior two weeks.
- The bottom graph shows the # of assignments that remained in the Needs Grading status each day over the prior two weeks.
- Alerts to the right of the graphs are color-coded and are active hyperlinks for those in the teacher role. The alerts are visible but not hyperlinked for those viewing as an administrator.
  - Teacher responsiveness – select to open **Needs Grading** view.
  - Student performance and pacing – select to open the teachers’ **People** view. The view accessed from these alerts opens with data pre-filtered to show only enrollments with performance and pacing concerns.



Teacher View – alerts hyperlinked



Administrator View – alerts are not hyperlinked

# Reports & Data

## MIDDLE SECTION: COURSE & STUDENT SUMMARIES

### Course summary

11

Courses

4

Courses with critical students

### Student summary

3

Active students  
11 total enrollments

7

Critical students  
Students at risk of failing or are behind schedule


This section provides alerts for both teachers and administrators. Teachers can drill down on these alerts to see their People view. However, unlike the teacher role, administrators cannot directly access the teacher’s People view through these alerts.

- Courses – represents the total # of active class sections assigned to the teacher. When teachers select this alert, an unfiltered People view opens.
- Courses with critical students – represents the # of courses containing students with performance or pacing issues. When teachers select this alert, a filtered People view opens.
- Active students – represents the # of active students and, secondarily, the # of associated enrollments. When teachers select this alert, an unfiltered People view opens.
- Critical students – represents the # of enrollments with students struggling with performance or pacing. When teachers select this alert, a filtered People view opens.

## BOTTOM SECTION: COURSES

This section displays the number of active enrollments, teacher responsiveness, student performance, and student pacing for each assigned course.
















Icons:

 Teacher Responsiveness

 Student Performance

 Student Pacing

# Courses

| Title ↑           | Active enrollments |  |  |  |
|-------------------|--------------------|---|---|---|
| Language Arts 5 A | 20                 |  |  |  |
| Language Arts 5 B | 25                 |  |  |  |
| Math 5 A          | 12                 |  |  |  |
| Math 5 B          | 19                 |  |  |  |

# Reports & Data

Select [here](#) for more information on Buzz color codes for responsiveness, performance, and pacing.

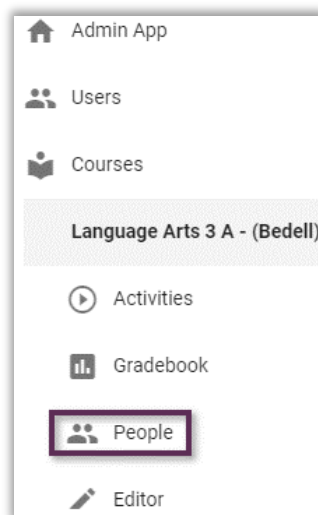
- Select the course name to view the course content. Both administrators and teachers can access course content.
- Select the course enrollment number to view the unfiltered course People view. Both administrators and teachers can access the course People view.
- Select the desired color alert to view:
  - Teacher's **Need Grading** filtered for the selected course. Administrators cannot view a teachers' need grading widget.
  - Course **People** view filtered to view students who have performance or pacing struggles.

## BUZZ PEOPLE VIEW

Administrators have access to all course People views, while teachers have access to course People views and a teacher-specific People view. All People views are customizable and are one of the most efficient views to look for flags to student success.

### *Administrator Access:*

1. Select the hamburger menu » **Courses**.
2. Filter for the desired course » select the **course ID**.
3. Select the hamburger menu » select the **People** option visible as a sub-menu below the course name.



### *Teacher Access:*

1. Select the hamburger menu » **People**, to view all enrollments.
- or



# Reports & Data

2. Select the people icon associated with a specific course to view only enrollments related to a particular course.



## *People View Interpretation and Customization:*

By default, the fields visible on all People views are:

|                              |                               |
|------------------------------|-------------------------------|
| Student/course association   | Progress bar (all activities) |
| Accommodation flag           | Pace indicator                |
| Score                        | Performance indicator         |
| Self-assessment (group of 3) |                               |

## *Sample default People View:*

| People  |        |     |     |     |          |      |      |
|---|--------|-----|-----|-----|----------|------|------|
| Name ↑  | Score  | Und | Int | Eff | Progress | Pace | Perf |
| Bakir, Farah<br>Math 3 A - (Bedell)           | 90%    |     |     |     | 1%       |      |      |
| Merced, David<br>Language Arts 3 A - (Bedell) | 89.76% |     |     |     | 7%       |      |      |

Select [here](#) for more information on Buzz color codes for responsiveness, performance, and pacing.

Besides viewing data displayed on the People dashboard, teachers and administrators can:

- Select the filter icon to filter for users or issues

Filter by name:  Quick list or group:  Min score:  Max score:  Min progress:  Max progress:  ☐ Critical students

- Select the email icon to start an email to students or observers
- Select a student name to view the associated student's course gradebook.

Although the default fields provide insight, customizing the People view can improve the view's functionality. To customize a People view:

1. Select the gear icon in the People navbar.
2. Deselect or select desired data fields. Common adjustments include:
  - a. Deselecting (remove): Self assessment
    - i. If not expected to be completed consistently by the teacher, students frequently do not engage with the self assessment reflection tool, so columns are empty.

# Reports & Data

b. Select (add):

- i. Self assessment changed date – add if self assessment data remains visible.
- ii. Time spent
- iii. Online – adds indicator if students are presently online.
- iv. Today – adds the number of graded activities submitted on that day.
- v. Recently failed
- vi. Late

3. Select **Save**.

- a. Any People view can be customized as desired and later customized again.
- b. Customizations remain but are course or viewer specific, so each course will need to be customized.

*Sample Customized View:*

| Name   | Score  | Time     | Progress | Pace | Perf | Failed | Late |
|--|--------|----------|----------|------|------|--------|------|
| Bakir, Farah<br>Math 3 A - (Bedell)            | 90%    |          | 1%       |      |      |        | 70   |
| Merced, David<br>Language Arts 3 A - (Bedell)  | 89.76% | 01:11:59 | 7%       |      |      |        | 155  |
| Merced, David<br>Social Studies 3 A - (Bedell) | 87%    | 03:02:17 | 27%      |      |      |        | 20   |

## BUZZ REPORTS

The Buzz platform has a variety of internal reports. This document reviews only the most commonly accessed reports.

*Administrator Access:*

- 1. Select the platform hamburger menu » Reports.
- 2. Access Report tab desired.

*Teacher Access:*

Teachers have a limited view of Buzz reports, and these reports are accessible only at the course level.

- 1. Navigate to the Teacher App homepage.
- 2. Select the report (line graph) icon associated with the desired course.



## Student Tab (Admins & Teachers)

The student tab is visible to both teachers and administrators and contains three options:

# Reports & Data

- Student performance in a given course
- Student performance associated with a teacher
- Student performance for one individual

These reports include an incredible amount of data. Once downloaded, we suggest culling the data columns down to what is helpful to the user. Culling the data helps focus the user's attention and makes the data less overwhelming.

Below are portions of the report to help focus on what each means.

## COLUMNS A THROUGH I

The first column grouping focuses on the course, user, and enrollment information.

| A         | B                                | C         | D          | E         | F          | G                | H              | I             |
|-----------|----------------------------------|-----------|------------|-----------|------------|------------------|----------------|---------------|
| Course ID | Course Title                     | User ID   | First Name | Last Name | Reference  | Enrollment Start | Enrollment End | Enrollment ID |
| 137685565 | Earth Science A IS - CDemo 20-21 | 136113145 | Donna      | Wright    | AE Trainer | 9/30/2020        | 12/31/2020     | 151787777     |
| 137685565 | Earth Science A IS - CDemo 20-21 | 136680477 | Andrea     | Saturn    | MHS_ST     | 8/11/2020        | 8/10/2021      | 138595587     |

## COLUMNS J THROUGH P

This column grouping focuses on grade details.

| J          | K          | L                | M                | N           | O            | P          |
|------------|------------|------------------|------------------|-------------|--------------|------------|
| Achieved   | Possible   | Teacher Achieved | Teacher Possible | Final Score | Final Letter | Failing    |
| 10/14/2020 | 10/14/2020 | 10/14/2020       | 10/14/2020       | 10/14/2020  | 10/14/2020   | 10/14/2020 |
| 90.9829932 | 100        | 90.9829932       | 100              |             |              | FALSE      |
| 61.5       | 65         | 61.5             | 65               |             |              | FALSE      |

- Achieved and Possible columns are point references, not grade references.
- Users may wish to delete Teacher Achieved (Column L) and Teacher Possible (Column M) as they display the same data as columns J & K unless teachers delay grade posts.
- Final Score and Letter data do not display for active students. These only populate for students with a completed status.
- Failing (True or False) is based on the set course passing score.

## COLUMNS Q THROUGH W

This column grouping focuses on time and completion percentages.

| Q          | R           | S          | T           | U          | V                  | W                    |
|------------|-------------|------------|-------------|------------|--------------------|----------------------|
| Seconds    | Completable | Completed  | Completed % | Gradable   | Completed Gradable | Completed Gradable % |
| 10/14/2020 | 10/14/2020  | 10/14/2020 | 10/14/2020  | 10/14/2020 | 10/14/2020         | 10/14/2020           |
| 9489       | 241         | 24         | 9.95        | 146        | 14                 | 9.58                 |
| 789        | 177         | 7          | 3.95        | 108        | 2                  | 1.85                 |

- Seconds can be converted to user-friendly time formatting if desired.
- Completable, Completed, and Completed % refer to all activities (gradable and non-gradable) visible to the student.

# Reports & Data

- Gradable, Completed Gradable, and Completed Gradable % refer to only those activities that count towards a student's grade calculation.

## COLUMNS X THROUGH AF

This column grouping focuses on pace and performance data.

| X          | Y          | Z          | AA              | AB               | AC         | AD          | AE                | AF                 |
|------------|------------|------------|-----------------|------------------|------------|-------------|-------------------|--------------------|
| Graded     | Late       | Failed     | Recently Failed | Oldest Work Item | Pace Light | Pace Reason | Performance Light | Performance Reason |
| 10/14/2020 | 10/14/2020 | 10/14/2020 | 10/14/2020      | 10/14/2020       | 10/14/2020 | 10/14/2020  | 10/14/2020        | 10/14/2020         |
| 12         | 0          | 0          | 0               | 10/8/2020 8:11   | Green      | None        | Green             | None               |
| 2          | 1          | 0          | 0               |                  | Green      | None        | Green             | None               |

- Graded, Late, and Failed are all # of activities in each category.
- Recently Failed is the # of failed assignments in the last five submissions.
- Oldest Work Item refers to the date and time of the student's last submission that the teacher has not yet graded.
- Pace Light, Pace Reason, Performance Light and Performance Reason use the same metrics as seen on the Teacher Dashboard.

## COLUMNS AG THROUGH AU

This column grouping includes the following items:

| AG                   | AH              | AI       | AJ            | AK                  | AL       | AM             | AN       | AO           | AP                    | AQ        | AR        | AS         | AT                  | AU                      |
|----------------------|-----------------|----------|---------------|---------------------|----------|----------------|----------|--------------|-----------------------|-----------|-----------|------------|---------------------|-------------------------|
| Last Due Date Missed | Calculated Date | Badges   | Understanding | Understanding Label | Interest | Interest Label | Effort   | Effort Label | Last Self Assess Date | Pace Past | Pace Late | Objectives | Objectives Mastered | Objectives Not Mastered |
| 4/6/2022             | 4/6/2022        | 4/6/2022 | 4/6/2022      | 4/6/2022            | 4/6/2022 | 4/6/2022       | 4/6/2022 | 4/6/2022     | 4/6/2022              | 4/6/2022  | 4/6/2022  | 4/6/2022   | 4/6/2022            | 4/6/2022                |
| 4/5/2022 16:59       | 4/6/2022 1:51   | 0        | 0             | 0                   | 0        | 0              | 0        | 0            | 0                     | 3         | 23        | 73         | 23                  | 4                       |
| 4/5/2022 16:59       | 4/6/2022 1:51   | 0        | 0             | 0                   | 0        | 0              | 0        | 0            | 0                     | 4         | 2         | 0          | 0                   | 0                       |

- Last Due Date Missed
- Date the grade was calculated
- Badges, if assigned, and student self-assessment categories and date
- Objective Mastery statistics if mapped to the course.

## User Activity Tab (Admins Only)

These reports are only available to administrators within Buzz. However, teachers and administrators can access the same information through our Accelerate Attendance Report. Our Accelerate Reports only show activity data, not a lack of activity displayed within the Buzz **Domain users not logged in** report.

### Factors impacting Activity Time:

»» Grade Level & Subject – Students in the primary grades (especially K-2) interact offline more than secondary grade levels. These reports may not capture this offline time. The same is true for reading novels in all language arts courses.

# Reports & Data

»» Domain Settings – Administrators have control of idle timeout settings. Time in these reports can be overinflated if no idle time out is set or set unusually high.

»» Sync Delay – There can be a sync delay between students logging in and when that activity is recognized and the student removed from the **Domain users not logged in** reports. The delay can be as much as 24-48 hours if students access late at night.

Four report options appear to administrators:

## USER LOGIN AND LOGOUT TIMES:

This report displays platform login and logout times for a single user, not course-specific data. It is possible to track teacher login and logout times via this report.

| User ID   | First Name | Last Name | Reference | Login           | Logout          | Time in System (seconds) | Time in System (hh:mm:ss) |
|-----------|------------|-----------|-----------|-----------------|-----------------|--------------------------|---------------------------|
| 136680472 | David      | Merced    | 3_ST      | 10/8/2020 12:33 | 10/8/2020 12:42 | 543                      | 0:09:03                   |
| 136680472 | David      | Merced    | 3_ST      | 10/8/2020 12:43 | 10/8/2020 12:45 | 126                      | 0:02:06                   |
| 136680472 | David      | Merced    | 3_ST      | 10/9/2020 9:34  | 10/9/2020 9:34  | 34                       | 0:00:34                   |

## USER ENROLLMENT ACTIVITY:

This report provides time spent within any given course activity and is user-specific.

| User ID   | First Name | Last Name | Reference | Course ID | Course Title | Item Title      | Date            | Time Spent (seconds) | Time Spent (hh:mm:ss) |
|-----------|------------|-----------|-----------|-----------|--------------|-----------------|-----------------|----------------------|-----------------------|
| 136680472 | David      | Merced    | 3_ST      | 136112753 | Math 3 A     | Resources       | 8/13/2020 10:20 | 9                    | 0:00:09               |
| 136680472 | David      | Merced    | 3_ST      | 136112753 | Math 3 A     | Getting Started | 8/13/2020 10:20 | 95                   | 0:01:35               |

## DOMAIN USER ACTIVITY:

This report provides the same as the individual enrolment activity and login/logout reports. The difference is this report displays information for all users within the domain. Report options:

- Timeframe – By default, the report shows data for the past seven days but can be changed.
- Data Displayed – Focus on login and logout times, activity data, or both.

☒ Login and logout times

☐ Enrollment activity summary

## DOMAIN USERS NOT LOGGED IN:

This report displays users who have not logged in to the platform for a specific timeframe. When viewing, be aware that this report can have sync delays.

# Reports & Data

## Other Tab (Admins Only)

The Other tab is visible to administrators only and contains many report options. Only the two most commonly used reports are discussed within this document.

### COURSE EXPORT

This report displays all active courses within the domain. It is most commonly used to pull Course IDs. Administrators use these IDs to bulk edit the courses' start/end date, term, type, or title. Below are a few useful tips:

- Before export – Change the report's date range to pull inactive course data.
- After export – Change the format type to Short date for both the Start and End date columns. The sample report below shows the date field with the date format applied.

### USER EXPORT

This report displays all active and inactive users associated with the domain. It is useful to pull this report to:

- Check for emails that still need to be verified.
  - Blank – Indicates email still needs to be verified.
  - Data – Change column format to short date to view specific date verified if needed.
- Bulk update status of several users. Do not Bulk inactivate user accounts before verifying that users do not have any active enrollments.

| A          | B         | C                           | D              | E                         | F           | G         | H              | I     | J      | K                       |
|------------|-----------|-----------------------------|----------------|---------------------------|-------------|-----------|----------------|-------|--------|-------------------------|
| First Name | Last Name | Username                    | User Reference | Email                     | Description | User Id   | User Guid      | Flags | Status | Email Verification Date |
| Donna      | Clapp     | donnac@accelerate.education | AE Trainer     | gebc@accelerate.education |             | 136113145 | 988b8ae8-1d5-1 |       | Active |                         |
| David      | Merced    | DavMer3                     | 31_ST          | 657David1@mac.com         |             | 136680472 | 200f3abe-f6c2  | 0     | Active | 54:09.8                 |