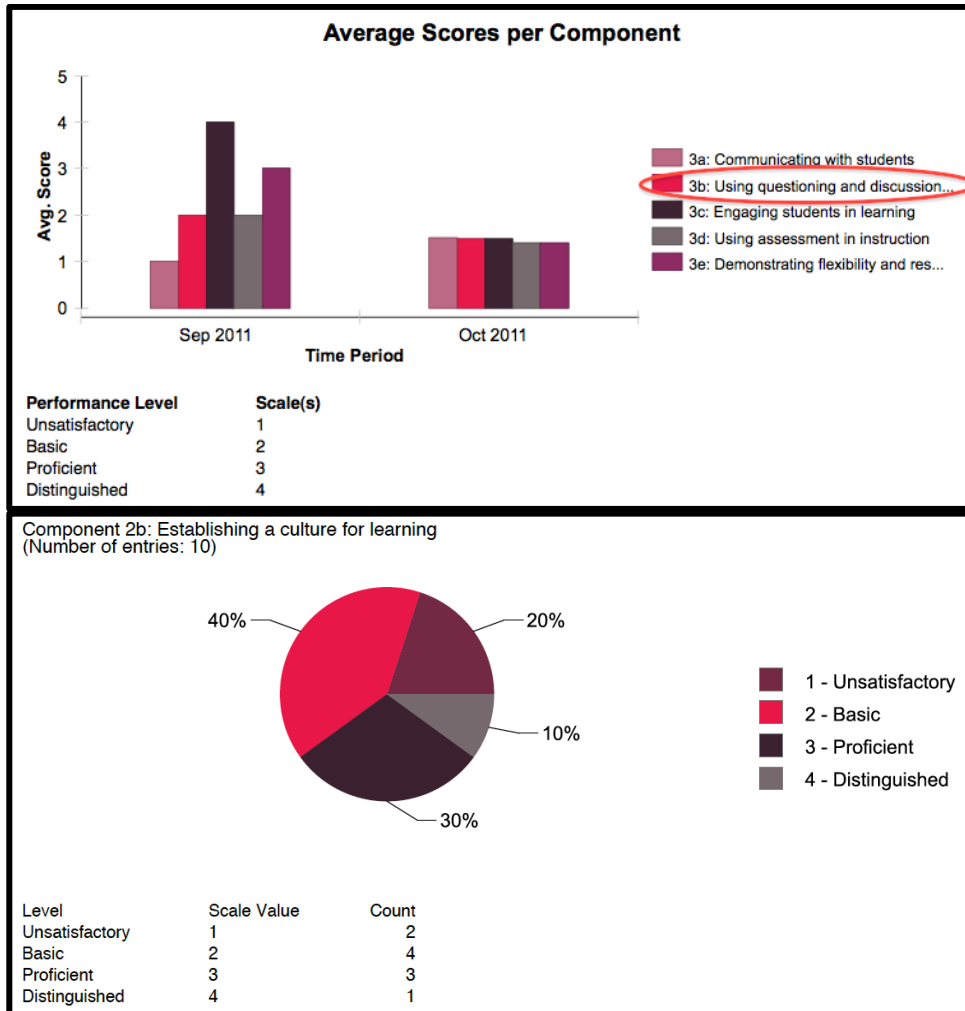


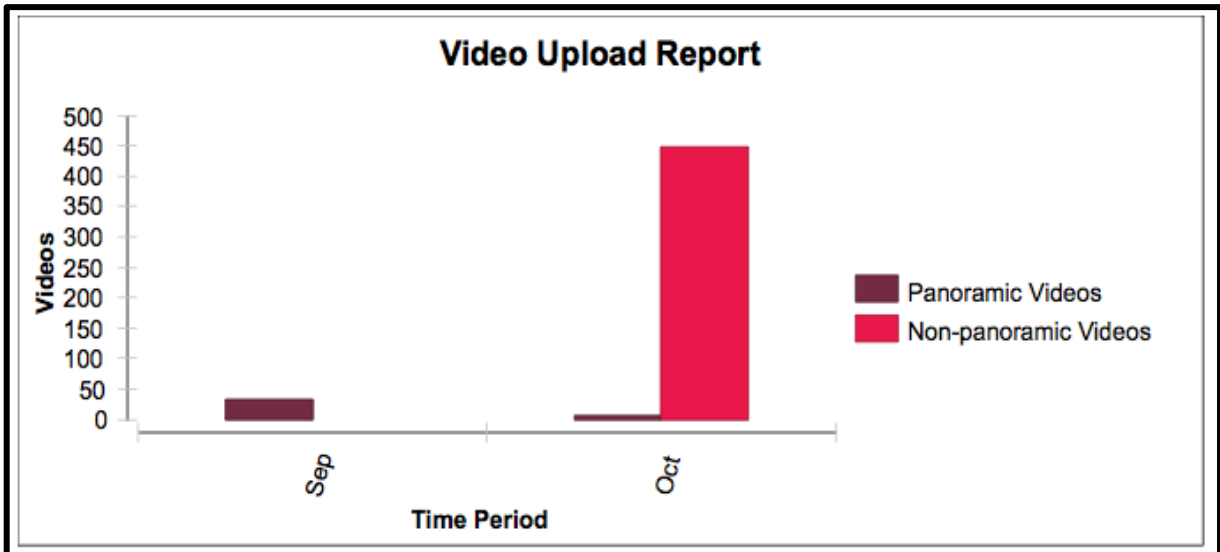
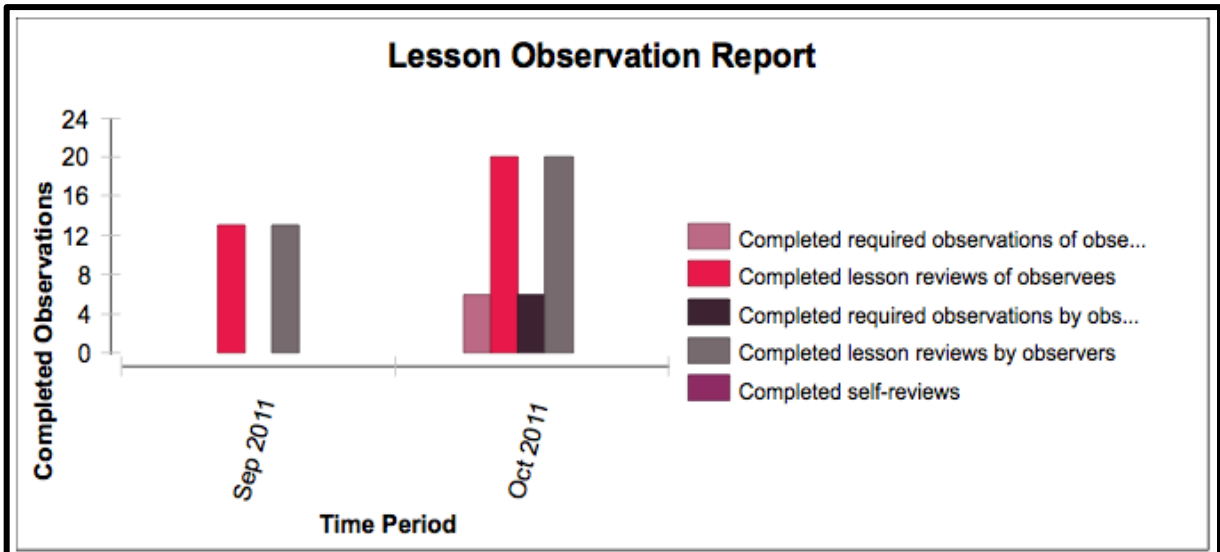
There are two types of reports for administrators in the Teachscape *Reflect* system: *Reflect* group aggregate reports and *Reflect* activity reports. These reports allow administrators to see observation scores for groups of teachers and to track usage of the *Reflect* system. This guide explains how to access these two reports.

- Reflect Group Aggregate Report** – This report shows observation scores for groups of teachers. It shows average scores for the group on components of the framework. It also shows the distribution of scores among teachers in the group. The following are examples of graphs available in the report:



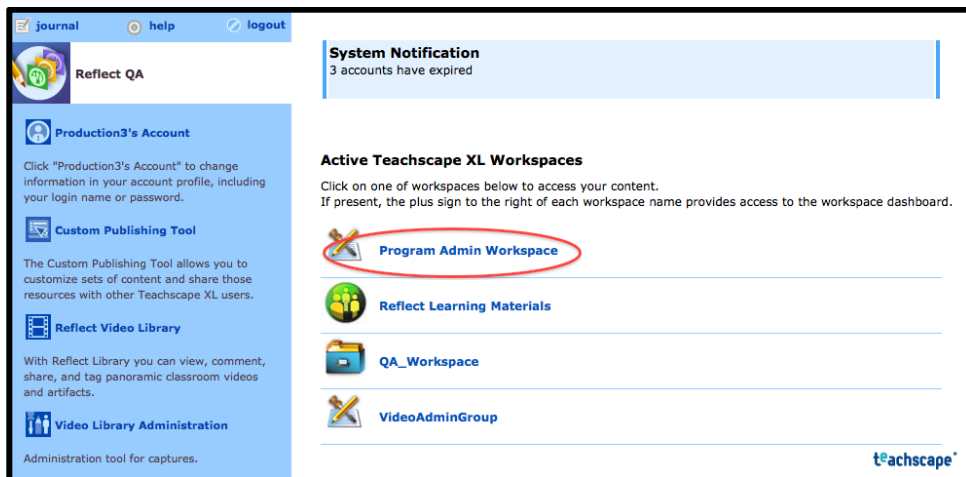
- Reflect Activity Report** – This report shows the usage of *Reflect* tools within a school or district. It tracks and reports on the number of videos uploaded and then scored in the system. The following are examples of graphs available in the report:

Panoramic video uploads: 25	Completed...
Non-panoramic video uploads: 371	Required observations of selected observee(s): 6
Video views: 236	Required observations by selected observer(s): 48
Video viewers: 15	Lesson reviews of selected observee(s): 33
Videos viewed: 185	Lesson reviews by selected observer(s): 16
Shared lesson videos: 35	Self reviews: 0
Contributed comments: 61	



Accessing the Reflect Group Aggregate Report

1. Log in to Teachscape *Reflect* by going to www.teachscape.com/login.
2. Click on **Program Admin Workspace**.



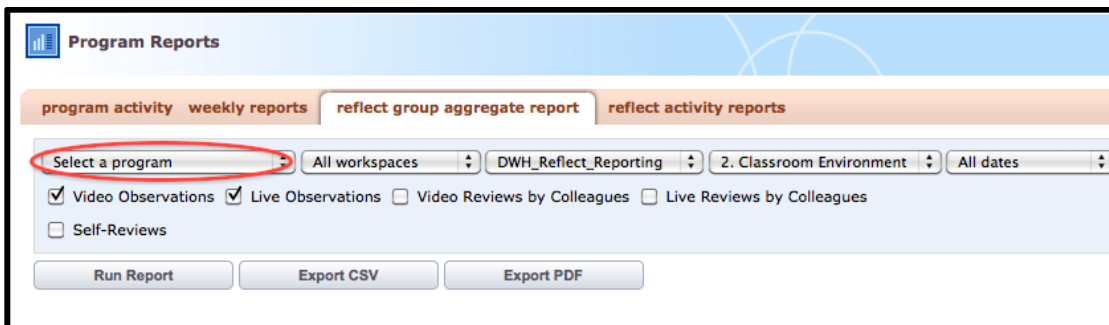
3. Click on **Program Reports**.



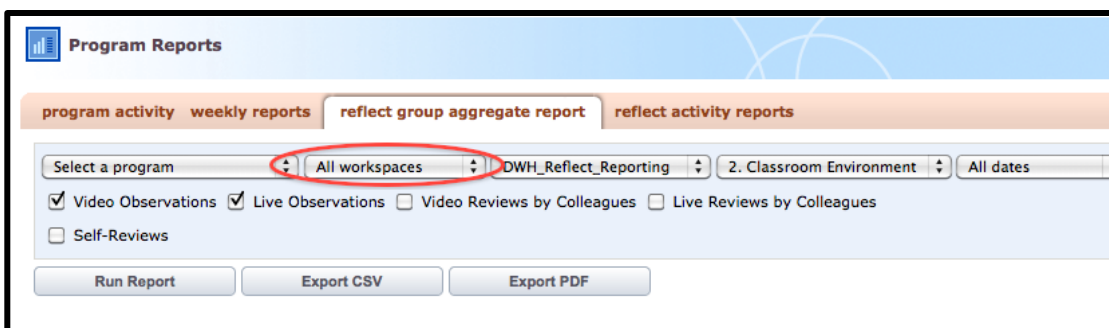
- Click on **reflect group aggregate report**.



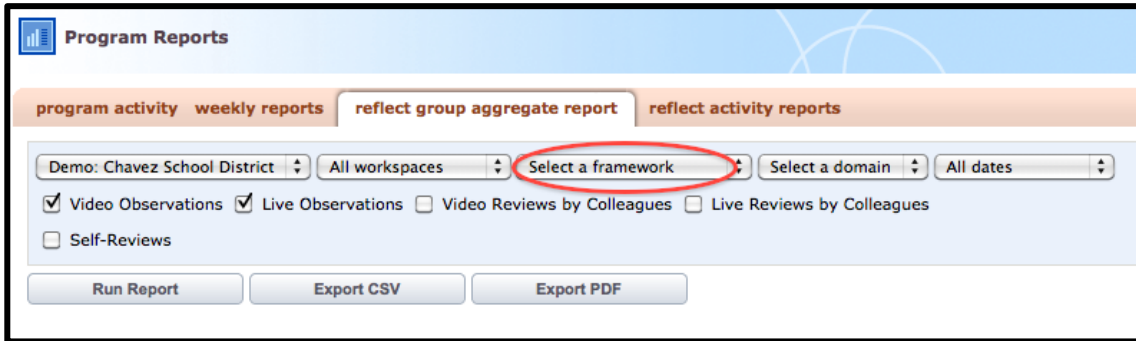
- If administrator access includes multiple programs, click on the **Select a program** drop-down menu and select a program from the list.



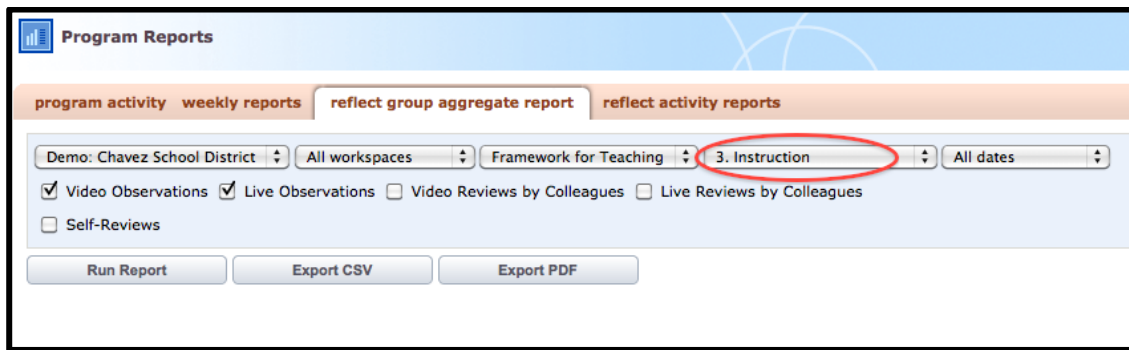
- Next, select a group of teachers by clicking on **All workspaces** and then selecting one of the available workspaces.



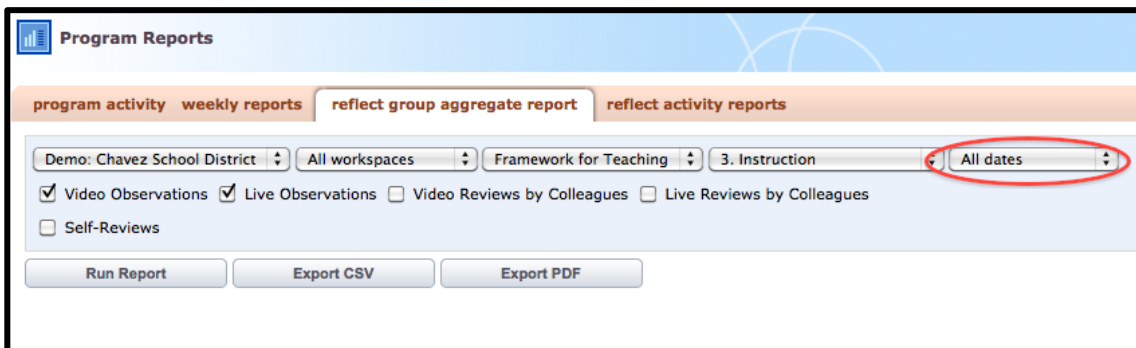
- Click on the **Select a framework** drop-down menu and select a framework from the list. (**Note:** If only one framework is available, it will be chosen by default.)



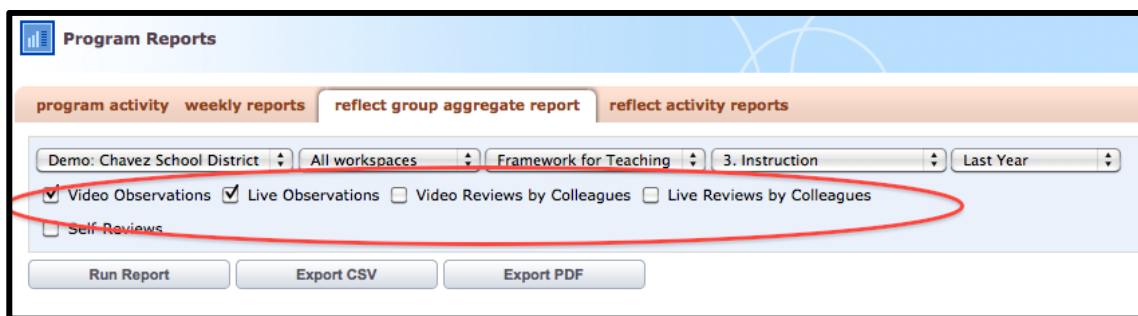
- Note the domain name showing in the domain drop-down menu. To change this selection, click on the default domain name and choose the appropriate domain.



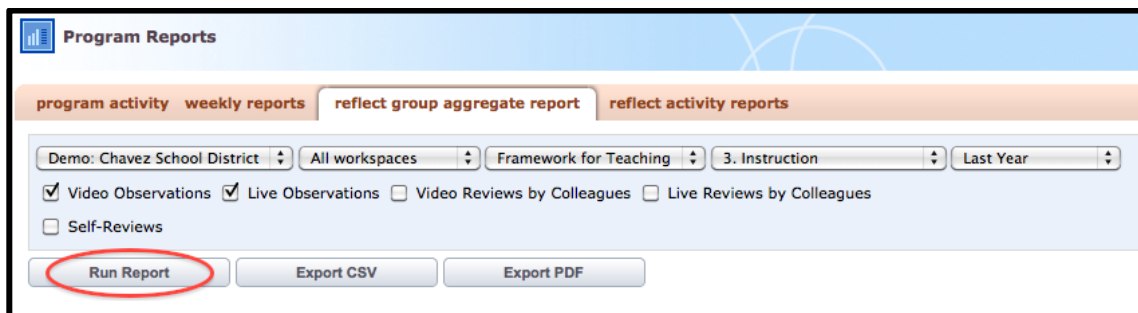
- Click on **All dates** to select a date range. Choose from **Last Week**, **Last Month**, or **Last Year**. Or, select **Custom Dates** and enter a date range.



10. Select at least one observation type to include in the report. (**Note:** Options depend on the type of *Reflect* license. Observers may only have access to *Reflect Video* or *Reflect Live* checkboxes.)
 - **Video Observations** – includes scores from all video-based observations initiated by the observer
 - **Live Observations** – includes scores from all classroom observations initiated by the observer
 - **Video Reviews by Colleagues** – includes scores from video-based lesson reviews and feedback requests initiated by the teacher
 - **Live Reviews by Colleagues** – includes scores from classroom lesson reviews and feedback requests initiated by the teacher
 - **Self-Review** – includes scores from teacher’s self-review

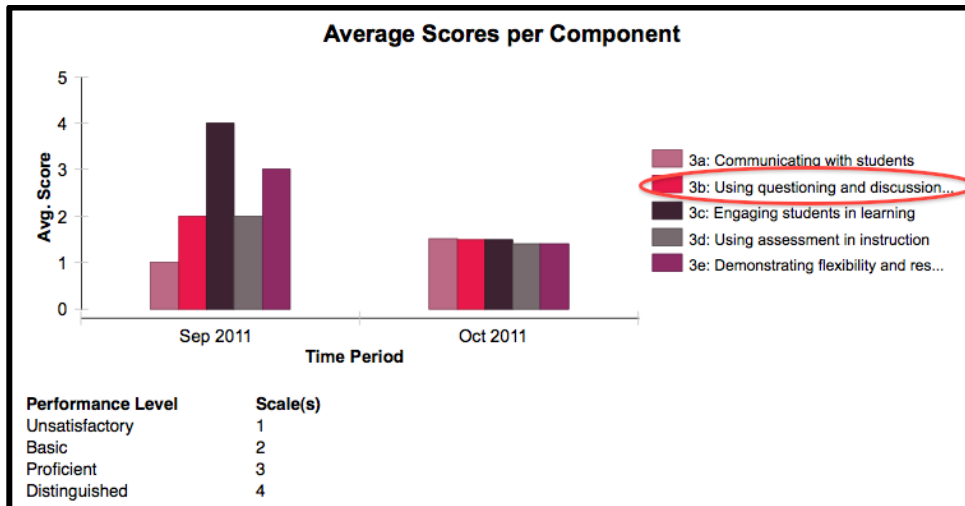


11. Click on **Run Report**.

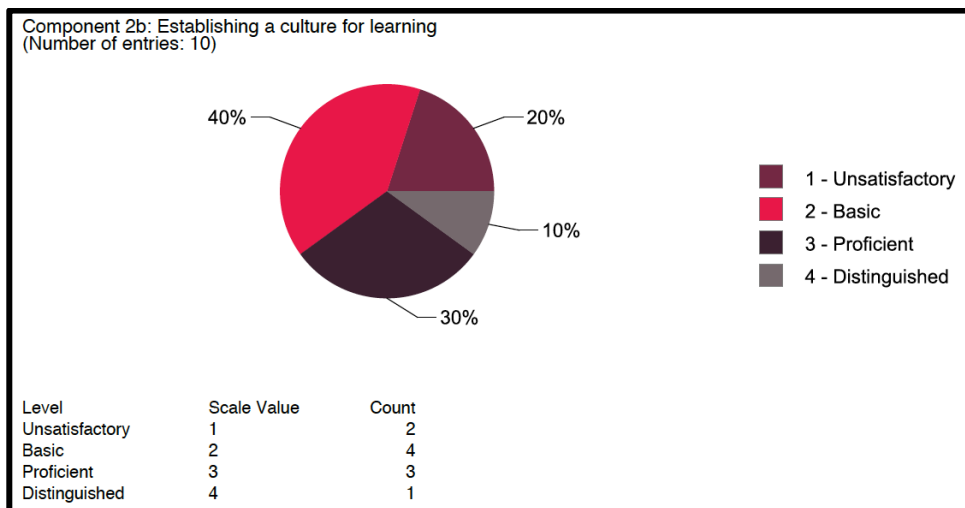


12. Review the report.

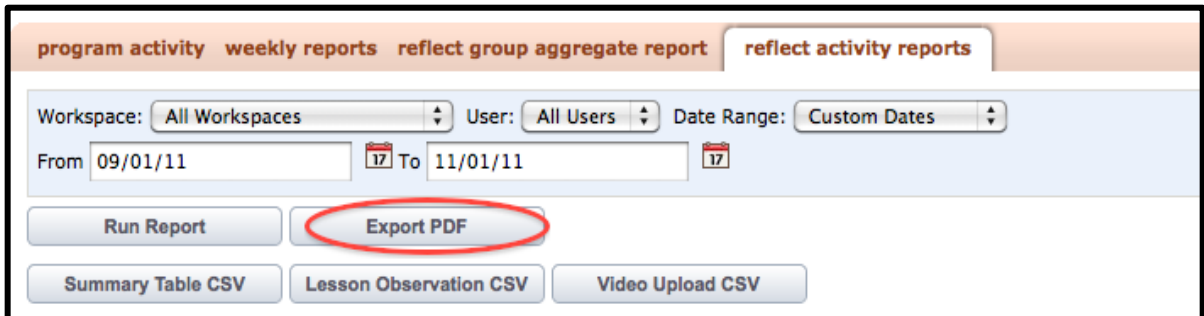
- The graph on the first screen shows average scores for all observations during the selected period of time. Scores are grouped by the components of the domain selected for this report. Select one of the components to see the distribution of the scores for that component.



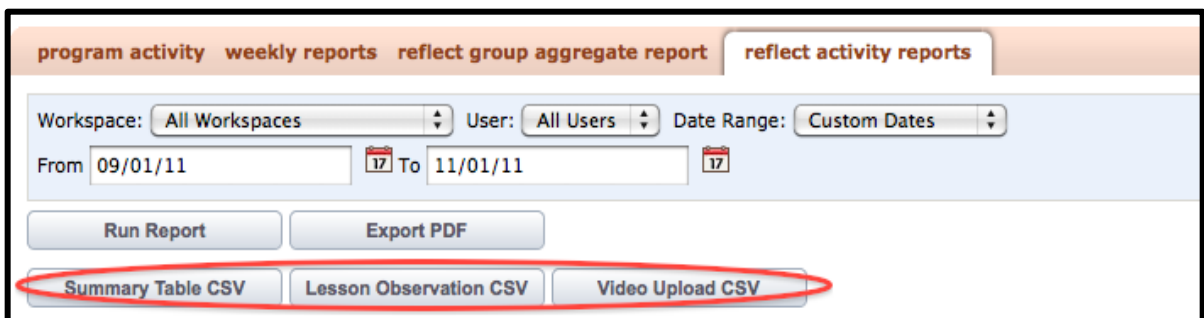
- Review the distribution of scores for performance levels on this component and see the total number of observations included in this report.



13. To export this report to a print-friendly format, click on the **Export PDF** button.



1. To export different parts of this report to CSV, click on the appropriate CSV export button.

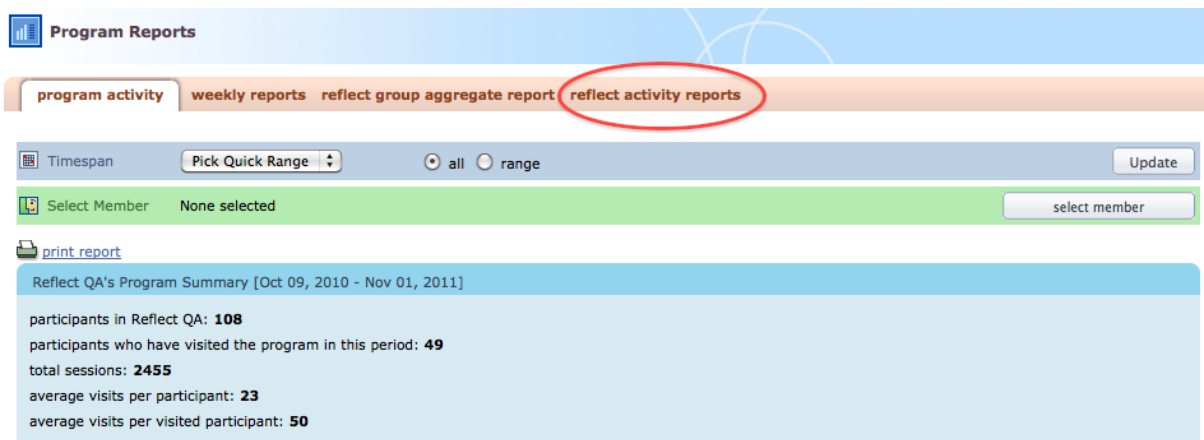


2. To refresh the data, select new report parameters and click on **Run Report**.

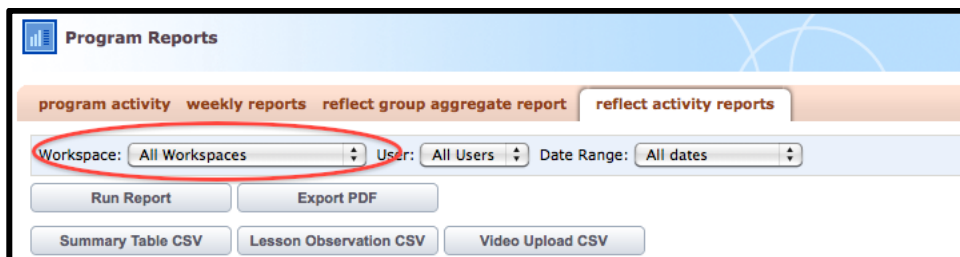
Accessing the Reflect Activity Report

Note: This report can be generated for a group of teachers or for an individual teacher.

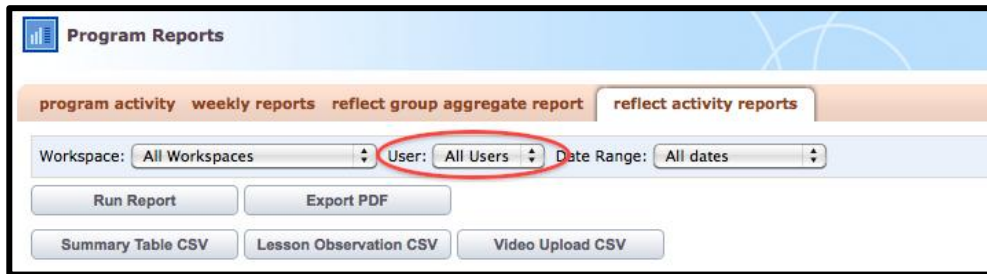
1. Follow steps 1–3 at the beginning of this document to access *Reflect* reports.
2. Click on **reflect activity reports**.



3. Click on **All Workspaces**. Use the menu to select a workspace with the appropriate group of teachers.



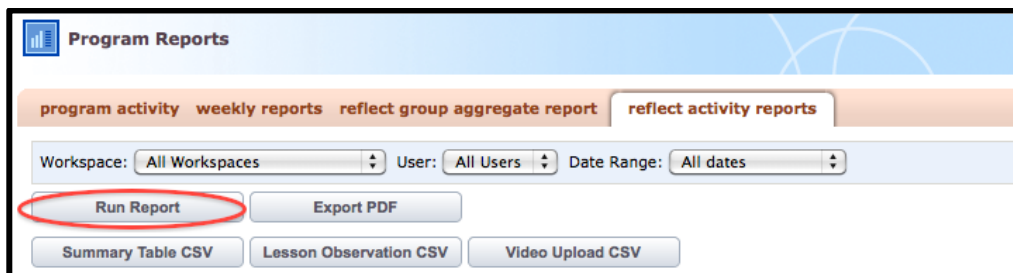
- To see activity for an individual teacher, click on the **All Users** drop-down menu and select the teacher's name.



- Click on **All dates** to select a date range. Choose from **Last Week**, **Last Month**, or **Last Year**. Or, select **Custom Dates** and enter a date range.



- Click on **Run Report**.



- Review the report.

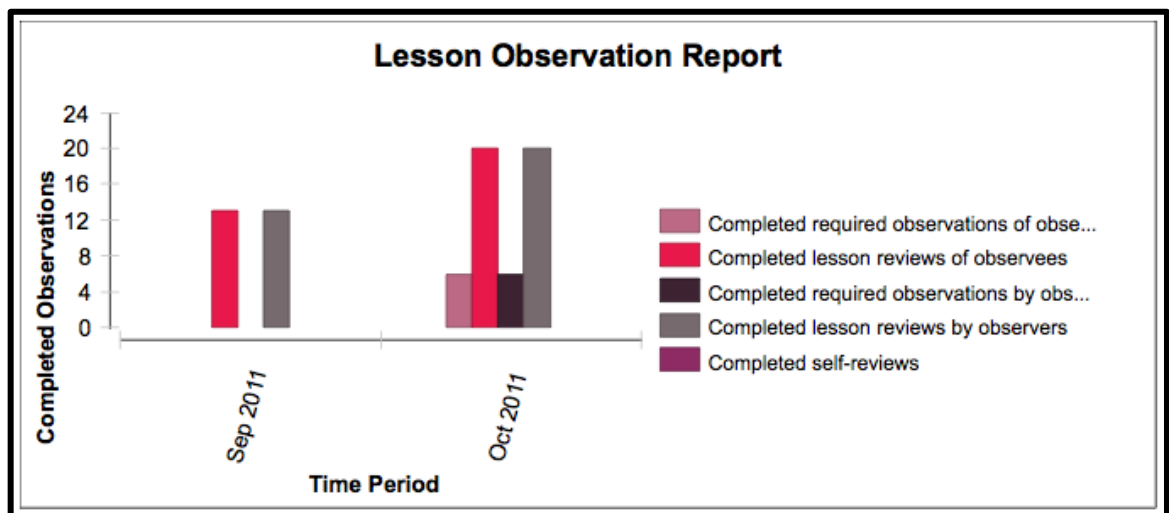
- Review the summary area of the report. (**Note:** If your license is for *Reflect Live*, the summary of this report will not include all the data elements shown in the screenshot below.)

Summary (Number of users: 133)

Panoramic video uploads: 51	Completed...
Non-panoramic video uploads: 462	Required observations of selected observee(s): 292
Video viewers: 44	Required observations by selected observer(s): 292
Videos viewed: 245	Lesson reviews of selected observee(s): 177
Shared lesson videos: 49	Lesson reviews by selected observer(s): 177
Contributed comments: 80	Self reviews: 16

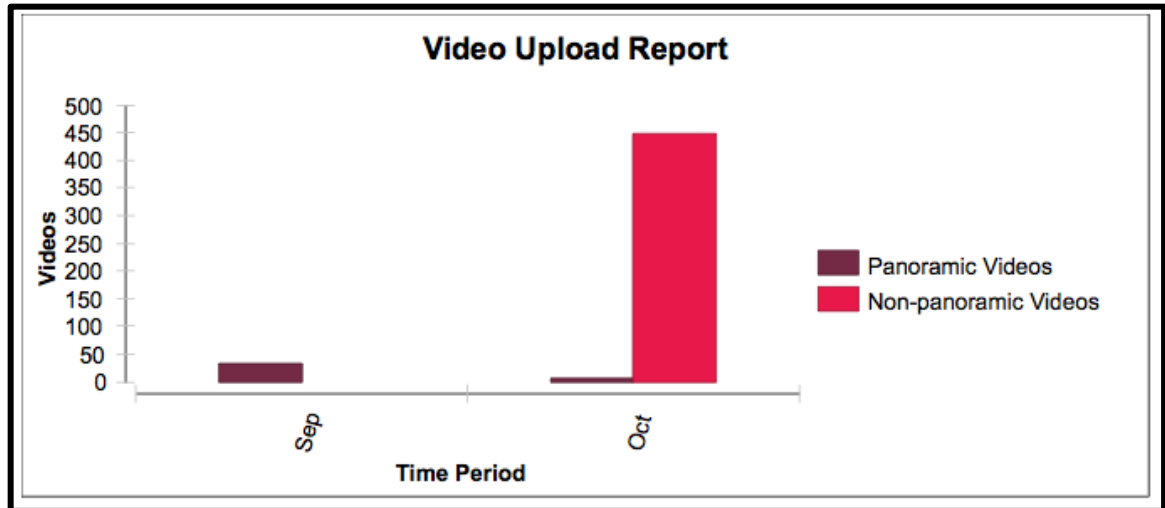
The first column in this report provides information about video uploads and views, and the second column provides information about completed observations during the selected period of time. In this example, the first column indicates that 133 users uploaded 51 panoramic videos and 462 non-panoramic videos. It also shows that 44 of 133 users viewed 245 videos. Forty-nine videos have been shared and 80 comments contributed. The second column indicates that there were 292 required observations, 177 lesson reviews, and 16 self-reviews.

- Review the area of the report called “Lesson Observation Report.” (**Note:** The graph illustrates a number of *completed* observations over the selected period of time. Observations must be complete in order to be counted in this report.)



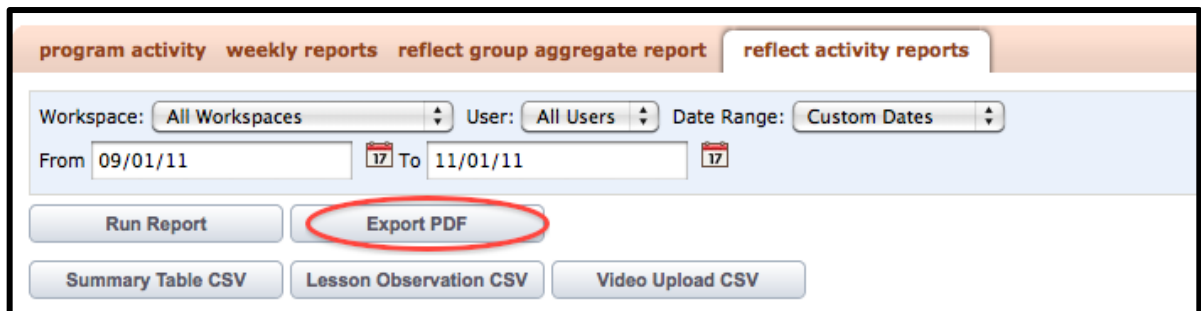
In this example, the report shows the number of required observations, lesson reviews, and self-reviews for the months of September and October, 2011. Scrolling over the bars in the graph shows that there were 13 completed lesson reviews in the month of September. It also shows that there were 20 observations and 6 completed self-reviews.

- Review the area of the report called “Video Upload Report.” (**Note:** This report is only available for *Reflect Video* customers.)

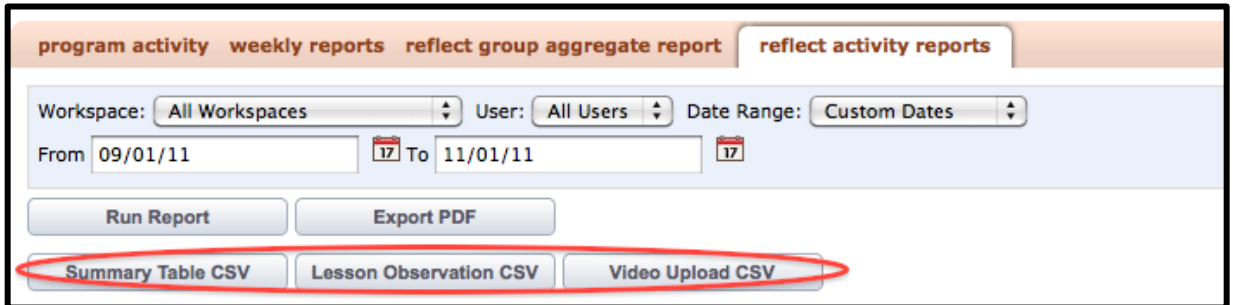


This report indicates that a selected group of users uploaded 34 panoramic videos in September. It also shows that the users uploaded 7 panoramic videos and 447 non-panoramic videos in the month of October.

- To export this report to a print-friendly format, click on the **Export PDF** button.



- To export different parts of this report to CSV, click on the appropriate CSV export button.



- To refresh the data, select new report parameters and click on **Run Report**.