

Reporting Options in GMetrix

Key Reporting Options

Pro Tips for Effective Reporting

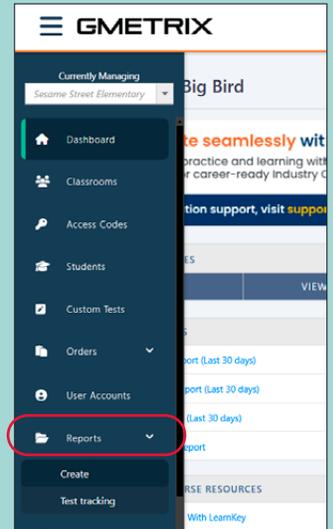
- Pull reports **weekly** for up-to-date insights.
- Use **post-test scores** for grading and motivation.
- Analyze **testing mode** results for the most accurate view of student knowledge.

Why Reporting Matters

Empower your teaching strategy with actionable insights from GMetrix reports. Monitor student progress, tailor instruction to their needs, and celebrate their growth—all in one dashboard.

How to Access Reports

- 1 Log into the GMetrix Admin Dashboard at manage.gmetrix.net.
- 2 Select **Reports** from the left-hand menu.
- 3 Choose the report type and apply necessary filters:
 - **Objectives Breakdown Report:** Filter by start/end date, category, product, and test.
 - **Course Usage Report:** Filter by start/end date and date filter.



Objectives Breakdown Report

#	Objective Name	Passed	Failed	%Pass	%Fail
1	1.1 Access and navigate between digital environments	2	0	100.00	0.00
2	1.2 Identify digital devices and connections	1	0	100.00	0.00
3	1.3 Explain fundamental software concepts	1	0	100.00	0.00
4	1.4 Explain fundamental hardware concepts	1	0	100.00	0.00
5	1.5 Explain fundamental operating system concepts	1	0	100.00	0.00
6	1.6 Explain fundamental networking concepts	1	0	100.00	0.00
7	2.1 Create and manage a digital identity	1	0	100.00	0.00
8	2.2 Culture, manage, and protect your digital reputation	1	0	100.00	0.00
9	2.3 Respond to inappropriate digital behavior and content	1	0	100.00	0.00
10	3.1 Use and refine criteria for online searches	1	0	100.00	0.00
11	3.2 Understand methods for searching within digital content	1	0	100.00	0.00
12	3.3 Understand copyright and licensing restrictions for digital content	1	0	100.00	0.00

Objectives Report Results View

Purpose:

Pinpoint student strengths and areas for improvement.

Benefits:

- View pass/fail rates for each objective.
- Focus on class-wide learning goals.
- Reinforce concepts through custom tests.



Generate This Report – Watch the Video:

Course Usage Report

First Name	Last Name	View	Course Name	SKU	Email Address	Progress	Time Spent (per item \$5)
Clara	C	View	AutoDesk Maya		clara@gmetrix.net	25%	00:00:00
David	D	View	Photoshop Visual Design 2024		dd@gmetrix.net	0%	00:01:04
David	D	View	Professional Communication		dd@gmetrix.net	0%	00:00:00
Zoe	Z	View	AutoDesk Maya		zz@gmetrix.net	0%	00:04:15
Zoe	Z	View	Professional Communication		zz@gmetrix.net	1%	00:00:00
Galina	G	View	Entrepreneurship and Small Business V2 U.S.		gg@gmetrix.net	50%	00:12:48
Jamal	J	View	Word 2019 Apps (MSO-110)	254899	jj@gmetrix.net	0%	00:00:07
Sabrina	S	View	Generative AI	518106&7=25-402133p-13&13=6&13=6	ss@gmetrix.net	0%	00:00:00

Course Report Results View

Purpose:

Quickly view and monitor overall student engagement and course activity in a single, customizable report.

Benefits:

- See all students' key information in one place (start date, last access, time spent, progress).
- Easily monitor student activity individually or make side-by-side comparisons.
- Customize your view with flexible column options (add, remove, or sort data with the 3-dot menu).
- Access detailed student insights through pop-up previews without leaving the report.
- Utilize a versatile, go-to report for everyday course management needs.



Generate This Report – Watch the Video: