

# Administrator Reports for Science

District and school administrator reports for Middle School Science

#### Overview

Self-service Administrator Reports are now available for **Amplify Science 6-8**. Access will be limited to district and school administrators, who will be able to open the reports directly from **Amplify My Account**.

Within these reports, administrators can see an overview of teacher and student usage and student performance data by unit or skill for the current school year. Detailed assessment data report views are also available for download as a CSV file.

#### How to Get Access

In order to access Admin Reports, administrators must have access to Amplify Science 6-8 curriculum and the appropriate administrator, school administrator, or district administrator role associated with their district or school. For NYC DOE schools, all Principals and Assistant Principals have access, as well as some Instructional Leaders at the Borough Offices.

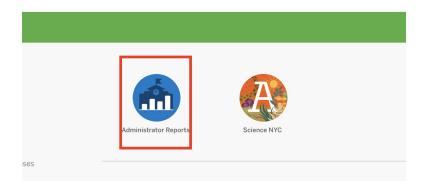
School administrators may access these reports directly from the **Go To My Account Tab** from the left side navigation bar.



**Amplify**Science

6th Grade - NYC

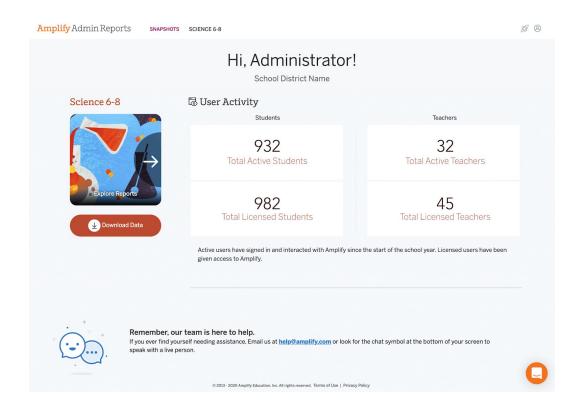
Then select **Administrator Reports** from the middle of the page.



## **Snapshots**

Upon login, administrators will land on the Snapshots page, which will provide:

- A quick glance at the number of active students versus total licensed students
- Active teachers versus total licensed teachers
- Active users who have signed in and interacted with Amplify since the start of the school year



Data on this page is aggregated based on the districts or schools you are associated with. For example, a district administrator would see a total active and licensed to Amplify Science across all schools in the district, and a school administrator would see a total for their specific school(s).

From the Snapshots page, navigate to other areas of Admin Reports:

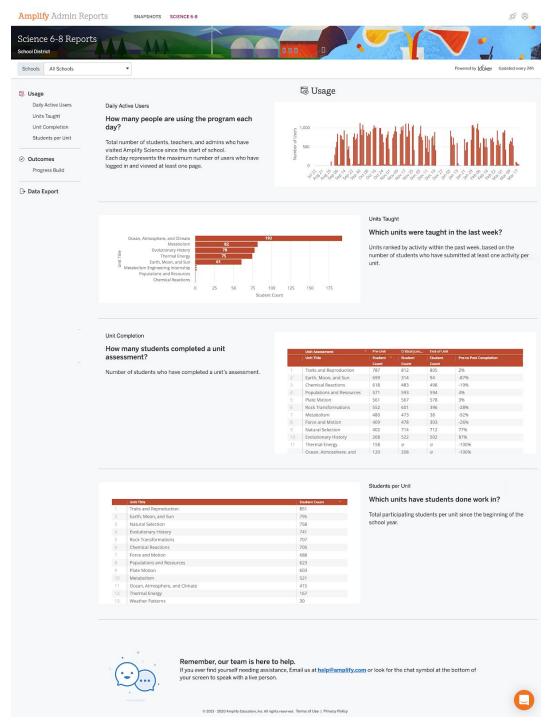
- Click the Explore Reports button to see Usage reports
- Click on the **Download Data** button to see the Export Data page



### Usage

Administrators can see an overview of student and teacher activity through Usage reports, including:

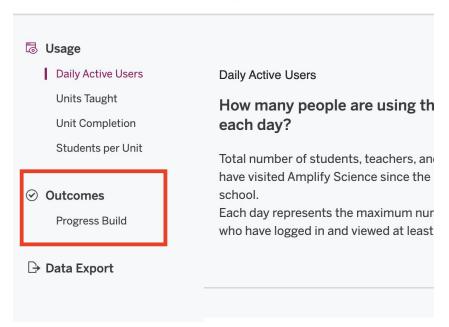
- Daily active users
- Units taught in the last week
- Number of students who have completed a reading assessment, by unit
- Number of students who have done work in the curriculum, by unit



If you are a district administrator or a multi-school administrator, use the drop-down menu to filter results on a specific school. The reports on the page will reload each time a school or the district is selected.

#### **Outcomes**

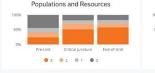
To reach the Outcomes section, click on the link in the left menu panel.

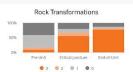


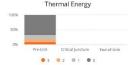
From here, administrators will be able to see if students are mastering the Science content by their Progress Build levels from Pre-Unit, Critical Juncture, and End-of-Unit Assessments.

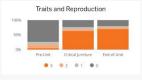
Please note the Launch units and engineering internships do not include assessments so those will not be included. If your school or district has opted out of specific core units, the reports will display blank.

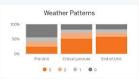
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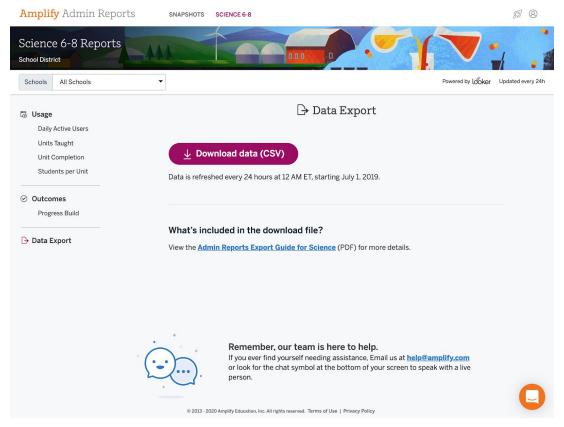




Remember, our team is here to help.
If you ever find yourself needing assistance, Email us at <a href="help@amplify.com">help@amplify.com</a> or look for the chat symbol at the bottom of your screen to speak with a live person.

#### **Data Export**

Administrators can download student data for unit assessment submissions. Click on the "Export CSV" button to download a CSV file that includes detailed student data aggregated over the school year. The size of the file will continue to grow as the school year progresses and more data is accumulated. For a detailed explanation of the columns and data included in the file, refer to the "Admin Reports Export Guide for Science" PDF available in the Admin Reports app.



If you are a district administrator or a multi-school administrator, use the drop-down menu to filter Data Export on a specific school. Once a specific school is selected, click the Export CSV button to download a CSV for that school.