Professional Center Reports

Create a variety of reports in the Professional Center to get a comprehensive picture of the students' progress at your site. Below is a list of the most commonly used reports.

Usage Reports

Accounts Created: the number of accounts created within the selected time frame.

Active Accounts: the number of active accounts as a percent of all accounts. An active account is one that was logged into at least once in the chosen time frame.

Page Views: the number of page views in the selected time frame.

Sessions: the number of sessions in the selected time frame. A session is counted when a user logs into their account.

Tracking Reports

Guideways Tracking Report: track student progress on guideways.

Milestones Tracking Reports: track student progress on specific outcomes and review completed work.

Tracking Plans of Study: manage your students' plans of study including printing, approving, and locking.

Outcome Reports

Basic Skills Survey: the percentage of Basic Skills Survey results that match each level of the 10 basic skills.

Career Cluster Survey: ranking of top career clusters. Displays the number and percentage of accounts that have selected each cluster through the Career Cluster Survey.

Career Key: interest areas for careers suggested by the Career Key.

Career Plans (Careers, Programs, Schools): unique career plans that have been created in the Career Plan Builder and the number of users who saved each of these plans.

Career Plans (Top 40 Careers): ranking of the top 40 careers and the number of times each was chosen in the Career Plan Builder.

Career Plans (Top 40 Colleges): ranking of the colleges that have been saved through the Career Plan Builder and the number of users who saved each of these plans.

Career Plans (Top 40 Pathways): ranking of pathway choices that have been saved through the Career Plan Builder and the number of users who saved each of these plans

Career Plans (Top 40 Programs): ranking of programs that have been saved through the Career Plan Builder and the number of users who saved each of these plans

Completed EFC Calculator: number and percentage of account holders who have completed the EFC Calculator.

Outcome Reports - Continued

Completed Job Interview Practice: number and percent of account holders who have completed a practice job interview.

Completed Resumes: number and percentage of account holders who have completed a resume.

Focus Career Clusters: career clusters selected by users by student name.

Interest Profiler: ranking of work interests suggested by the Interest Profiler (Social, Artistic, Investigative, Enterprising, Conventional, and Realistic.) Results are ranked by percentage.

Number of Saved Career Clusters: number and percentage of the selected accounts with saved career clusters. Saved career clusters can then be used to build the high school courses as part of a career plan.

Number of Saved Colleges: number and percentage of account holders who saved a college to their portfolio.

Saved Career Clusters: ranking of career clusters saved by users.

Saved Careers by User: number and percentage of account holders who have saved a career.

Saved Colleges: ranking of colleges saved by users.

Saved Documents: number and percentage of the selected portfolios with attached documents.

Saved Pathways: ranking of pathways saved by users.

Saved Scholarships: number and percentage of the selected portfolios with saved scholarships.

Top 40 Saved Careers: ranking of the top 40 careers which account holders have saved. Shows the number and percentage of account holders who have saved careers.

Top 40 Saved Colleges: ranking of the top 40 colleges saved in the selected accounts and the number of times each was saved.

Top 40 Saved Programs/Majors: top 40 programs and majors saved in the selected accounts in order of popularity and the number of times each was saved.

Transferable Work Skills: ranking of transferable work skills selected by users.

Work Values Sorter: ranking of work values suggested by the Work Values Sorter.

Workplace Skills: ranking of workplace skills selected by users.

Tips

Use the **Active Account** report in the Professional Center as a tool to pull a list of students and their account id's.

I Have A Plan Iowa® does not require users to list their gender or race. If you use gender or race as a criteria in a report, your results will be limited.

Access and Create Reports

Follow the steps below to create a report through your Professional Center account.

Access and Create Reports

1. Sign into the **Professional Center**
2. Click on the **Reports** tab
3. Click **Create a New Report**
4. Choose a **Report Type** by selecting a specific report listed under the three types of reports: Usage Reports, Tracking Reports, or Outcome Reports. View a report description and detailed documentation by clicking on their respective icons.5
5. Enter the report criteria by first selecting the variable to be used for a side-by-side comparison.
   - Gender
   - Ethnicity
   - Graduation year
   - None

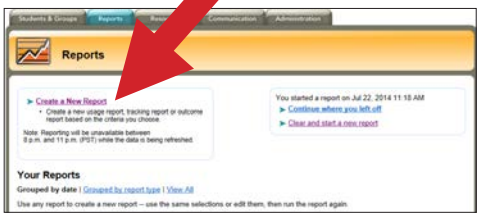
Then filter the report population:

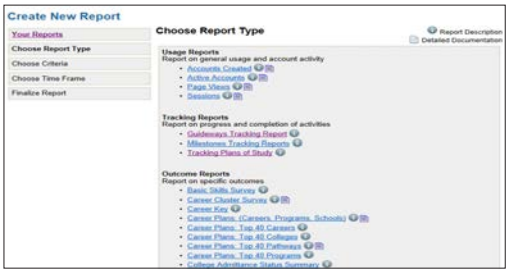
- Graduation Year
- Group
- Gender
- Race/Ethnicity
- Role

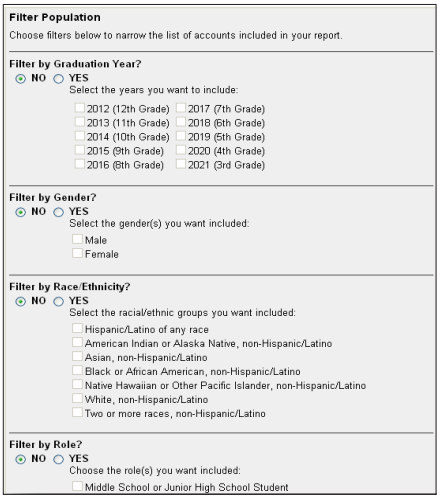
Note: You will not be able to filter the report population by the same criteria that you chose for your comparison.

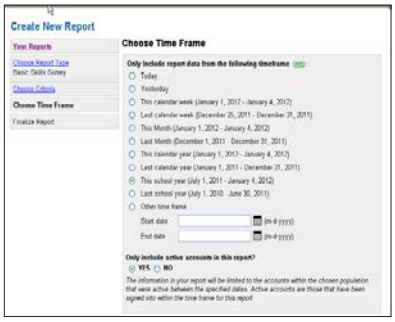
6. Select a timeframe from list, and then choose whether you would like to include only **Active Accounts** in the report.

7. Finalize the Report by choosing whether or not to display graphs. Note that some reports will have a data refresh date of the previous evening. Click **Create Report.**









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Access and Create Reports Continued

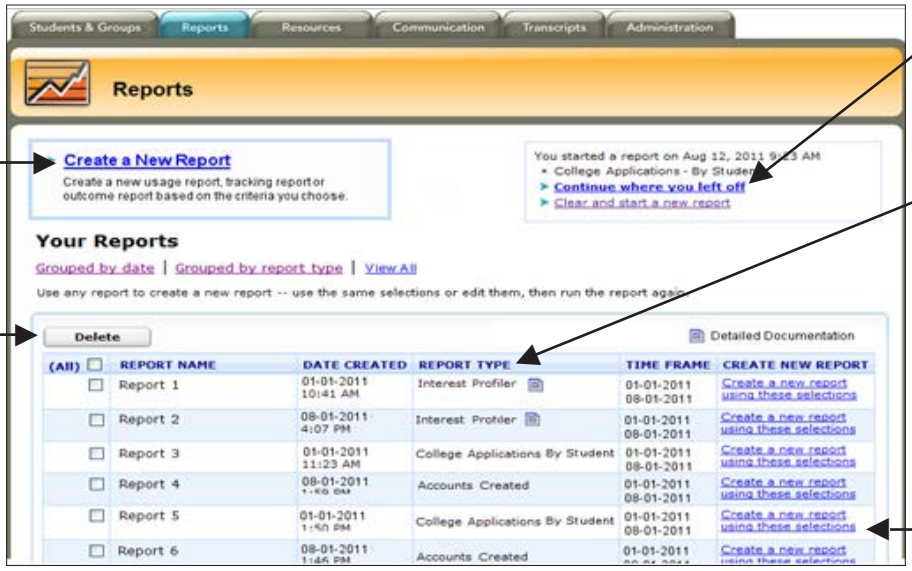
8. A **Create New Report** screen will appear while the report is being generated.

9. The final report may be displayed with or without graphs.

Note: Graphs will not appear if there is too much data (based on space constraints) or if there is too little data (only one data point.)

Your Reports

View saved reports in the Reports section of the Professional Center by Date, Report Type, or All.



Continue a report where you left off.

Create a new report.

Click on column headers to change sort order.

Delete a report.

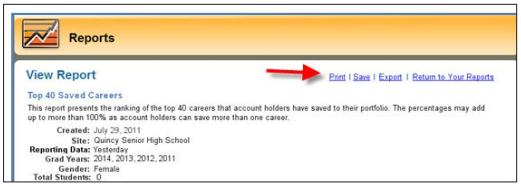
Create a new report using report selections saved for a listed report.

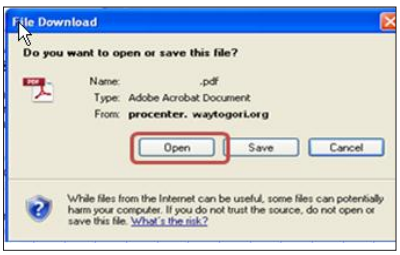
Print, Save, or Export Reports

Follow the steps below to print, save, or export a report that you have generated through your Professional Center account.

Print Report Results

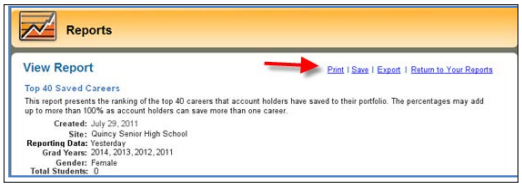
1. Click **Print** in the upper right corner of the report.
2. A **File Download** window* will appear.
3. Select **Open** to create a printable PDF file of the report.





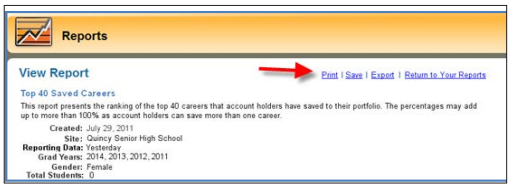
Save Custom Report Selections

1. Click **Save** in the upper right corner of the report.
2. A **Save Report Selections** screen will appear.
3. Enter a unique name for your report and click **Save**. This will save the Population and Criteria report selections used in your report, allowing you to run the same report in the future.



Export Report Results

1. Click **Export** in the upper right corner of the report.
2. An Export Report window* will appear.
3. Choose to save the document to your computer as one of the following:
   - PDF (default)
   - Word Document (.DOCX)
   - Rich Text Format Document (.RTF)
   - Excel Document version 2003 or older (.XLS)
   - Excel Document version 2007 or newer (.XLSX).
4. Click **Export Report.**
5. Follow the instructions in the window* that appears.



* If a pop-up window does not appear, please ensure any pop-up blocking programs are disabled and try again.

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