

# Professional Center Reports

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

## Usage Reports

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

**New! 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 month.

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

**New! 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 students progress on guideways.

**Milestones Tracking Reports:** track students 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 the top career clusters. Displays the number and percentage of accounts that have selected each cluster through the Career Cluster Quiz.

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

**Career Plans (Careers, Programs, and 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.

**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 Programs):** ranking of program choices from the selected portfolios that contain career plans and the number of times each was chosen.

**Career Plans (Top 40 Pathways):** ranking of pathway choices from the selected portfolios that contain career plans. Displays each pathway with the number and percentage of career plans including that pathway.

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



## Outcome Reports - Continued

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

**New! 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.

**New! 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.

**New! Number of Saved Careers:** number and percentage of account holders who have saved a career.

**New! 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 Colleges:** ranking of colleges saved by users.

**Saved Pathways:** ranking of pathways saved by users.

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

**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.

**New! Workplace Skills:** ranking of workplace skills selected by users.

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

**New! Saved Career Clusters:** ranking of career clusters saved 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. **Choose Criteria** by first selecting the variable to be used for a side-by-side comparison.

Gender  
Ethnicity  
Graduation year  
None

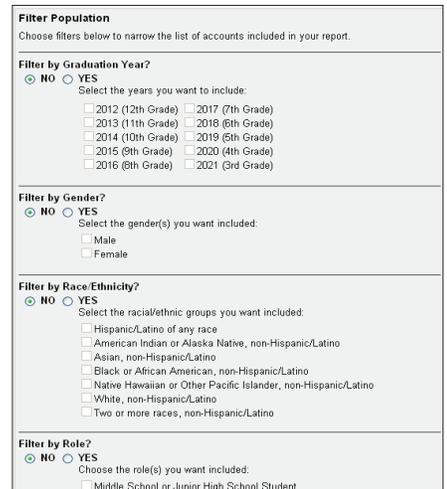
Then filter the report population:

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.

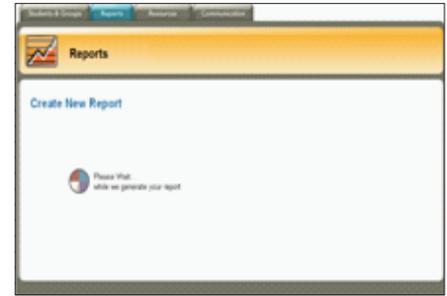
6. **Choose Time Frame** from list, and then choose whether you would like to only include **Active Accounts** in the report.

7. **Finalize Report** by choosing whether or not to display graphs and to include today in your reporting data, and then click **Create Report**.



## Access and Create Reports Continued

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



9. The final report can 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.

Create a new report.

Delete a report.

Continue a report where you left off.

Click on column headers to change sort order.

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

(All)	REPORT NAME	DATE CREATED	REPORT TYPE	TIME FRAME	CREATE NEW REPORT
<input type="checkbox"/>	Report 1	01-01-2011 10:41 AM	Interest Profiler	01-01-2011 08-01-2011	Create a new report using these selections
<input type="checkbox"/>	Report 2	08-01-2011 4:07 PM	Interest Profiler	01-01-2011 08-01-2011	Create a new report using these selections
<input type="checkbox"/>	Report 3	01-01-2011 11:23 AM	College Applications By Student	01-01-2011 08-01-2011	Create a new report using these selections
<input type="checkbox"/>	Report 4	08-01-2011 1:48 PM	Accounts Created	01-01-2011 08-01-2011	Create a new report using these selections
<input type="checkbox"/>	Report 5	01-01-2011 1:48 PM	College Applications By Student	01-01-2011 08-01-2011	Create a new report using these selections
<input type="checkbox"/>	Report 6	08-01-2011 1:48 PM	Accounts Created	01-01-2011 08-01-2011	Create a new report using these selections

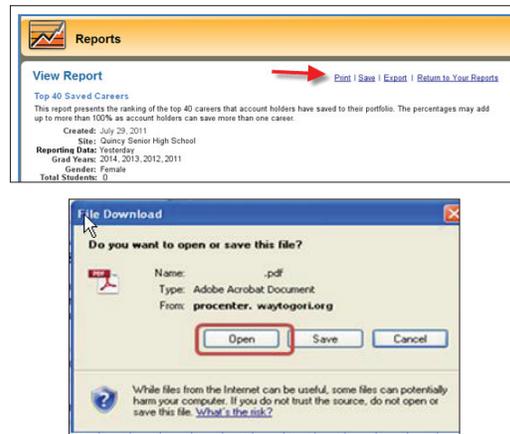


# Print, Save, or Export Reports

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.



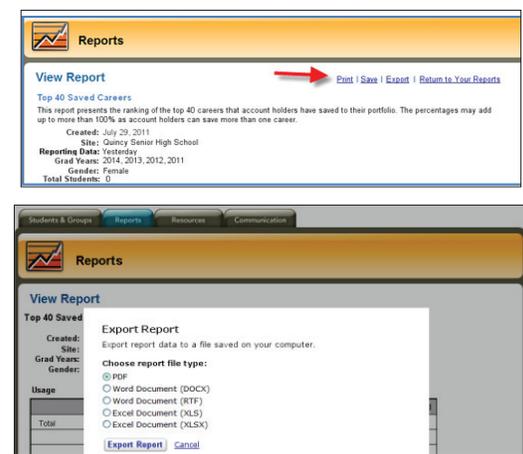
## Save Custom Report Selections

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.