



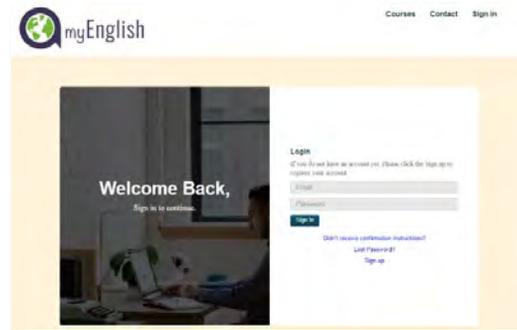
REPORT ADMIN GUIDE

The Report Admin feature gives clients real-time access to the myEnglish management system, allowing them to track and monitor student activity when needed.

1 LOG IN

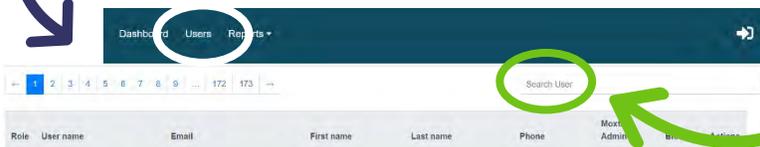
Enter your user data:

- URL: <https://xxxx.aziksa.com>
- Email: xxxx@email.com
- Password: Welcome123#



2 VIEW USERS

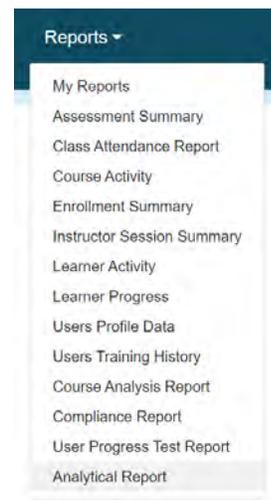
Select "Users" in the control panel to see the list of all registered students.



To search for a specific student use the "Search" tool.

3 REPORTS

Select your desired report from the list provided.





REPORT ADMIN GUIDE

4 GROUP PROGRESS REPORT

To see the Group Progress, select "Analytical Reports" and then "Group Progress".



All registered students will be displayed on the screen. To search for students individually, use the search fields at the top of the report.

Group Progress

Group name: [dropdown] Free search: [input] Level: [dropdown] Marks: [input] Progress: [input] **Search**

In addition to showing the names of the students, the report shows the first and last access, the activities carried out and the study time.

Level	Start	End	First Access	Last Access	Campus Time	Unit Mark	Unit Progress	Unit Time	Progress Tests Submitted	Progress Tests Passed	Progress Tests Mark	Progress Tests Time	Total Time
7. Upper-Intermediate	2020-11-03	2021-11-03	09/28/2021 09:29PM	10/05/2021 10:41PM	-	88	2/12	02:54:43	-	-	-	-	02:54:43
7. Upper-Intermediate	2020-11-03	2021-11-03	12/15/2020 08:24PM	09/28/2021 03:56PM	-	0	0/12	00:00:52	-	-	-	-	00:00:52
7. Upper-Intermediate	2020-11-03	2021-11-03	03/04/2021 01:53AM	08/31/2021 05:15PM	-	0	0/12	04:26:30	-	-	-	-	04:26:30
7. Upper-Intermediate	2020-11-03	2021-11-03	04/20/2021 11:18PM	08/10/2021 04:30PM	-	0	0/12	05:50:55	-	-	-	-	05:50:55
7. Upper-Intermediate	2020-11-03	2021-11-03	12/09/2020 01:22AM	12/09/2020 01:58AM	-	0	0/12	00:14:53	-	-	-	-	00:14:53

5 DOWNLOAD REPORT

Choose from the 3 formats to download the report: .pdf, .csv, or Excel.

Group Progress

Group name: [dropdown] Free search: [input] Level: [dropdown]

Generate Report

A notification will be sent once report generated successfully.

Download: Pdf | CSV | Excel | Download Customized Excel

Enter your email address and click "Generate Report".



REPORT ADMIN GUIDE

DOWNLOAD REPORT (cont.)

After you have received the email notifying you that your report is available, select the "Reports" menu and click on "My Reports".



The new report will appear in the list. Refer to the day and date to choose the correct report. Finally, click on the link to download the file.

Report name	Finish Time	CSV	EXCEL	
group progress	2021-10-11 10:02:29 +0200	CSV Download	Excel Download	Destroy
group progress	2021-10-06 19:49:11 +0200	CSV Download	Excel Download	Destroy
One To One Class Report	2021-10-06 13:16:39 +0200	CSV Download	Excel Download	Destroy
group progress	2021-10-06 11:21:11 +0200	CSV Download	Excel Download	Destroy
group progress	2021-10-05 16:09:50 +0200	CSV Download	Excel Download	Destroy
One To One Class Report	2021-10-04 21:34:38 +0200	CSV Download	Excel Download	Destroy



TIP

The Download Customized Excel option allows you to choose which data to export. To see all fields, we recommend using the standard EXCEL option.

Group Progress

Group name: Free search: Level:

[Generate Report](#)

A notification will be sent once report generated successfully.

Download: Pdf | CSV | [Excel](#) | [Download Customized Excel](#)

- Name
- Surname
- Username
- Country
- Email
- Phone
- Group
- Level
- Start
- End
- First Access
- Last Access
- Campus Time
- Unit Mark
- Unit Progress
- Unit Time
- Progress Tests Submitted
- Progress Tests Passed
- Progress Tests Mark
- Progress Tests Time