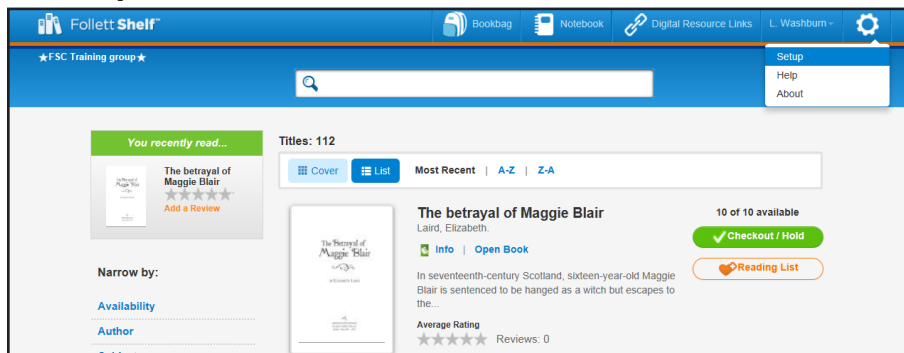


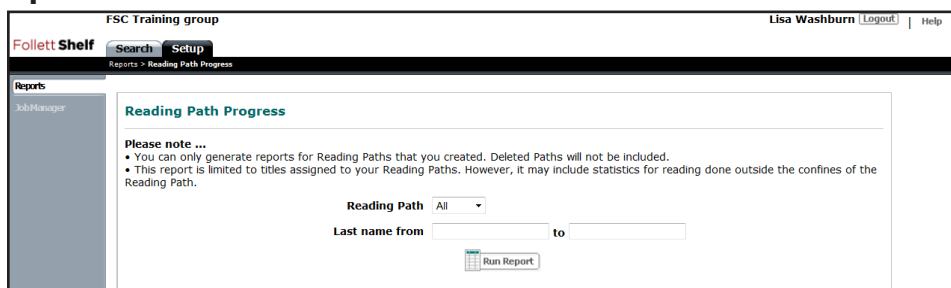
Educators can run a report to collect data about students' Reading Path progress. Use the Reading Path Progress report to see, per student, the number of eBooks read as well as the time spent reading, the number of pages read and any highlighted text or notes taken for each eBook in the Reading Path. The data reported on the Reading Path Progress report is updated nightly.

Important: The data reported on the Reading Path Progress report is updated nightly.

1. On the Follett Shelf *Home* page, click the **Tools** menu.
2. Use the **Tools** drop-down list to select **Setup**.
3. If needed, select **Reports** from the left-hand column.



4. To run the Reading Path Progress report, click the report's title.
5. Use the **Reading Path** drop-down list to select which Reading Path you want to collect data about. You can select a specific Reading Path or run the report for all Reading Paths you created.
6. To limit the report to an alphabetical range of patrons, enter last names in the **from** and **to** fields. Entering the same last name in both fields limits the report to that name for the selected patron type. Leaving both fields blank runs the report for all patrons of the selected patron type.
7. Click **Run Report**.



8. In the Job Manager, click **Refresh List** to update the status of the report.

9. Once the status changes to **Completed**, click **View**. The report downloads to your computer in XLS format.
10. Open the downloaded file to view the report. You can save the report locally to access it at anytime.

Which Report Do I Need?

	A	B	C	D	E	F	G	H
1	Reading Path	Name	Username	Patron Type	Reading Path Status	Title	Title Status	Reading Level
2	Jupiter	Johnson, Jamie	jjohnson	Student	Not Started	Exploring the Solar System	In Progress	2.8
3	Jupiter	Johnson, Jamie	jjohnson	Student	Finished	Jupiter	Finished	2.3
4	Jupiter	Adams, Allison	aadams	Student	Started	Jupiter	In Progress	2.3

Last week, Mrs. Trevino assigned a Reading Path to help two of her struggling readers. She told them to read the first book in the Reading Path by today. Now, Mrs. Trevino decides to run the Reading Path Progress report to confirm the students' progress on the Reading Path.

As you can see in the report above, Alison Adams and Jamie Johnson were assigned to the Reading Path. The Title Status and Title columns show that Jamie finished the first eBook in the Reading Path and started the second. However, Alison has not yet finished the first title. Mrs. Trevino now has the data to guide her follow-up with the students.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Reading Path	Name	User	Level	Total Number of Pages	Average Words Per Page	Total Reading Time	Total Number of Pages Read	Total Bookmarks	Total Highlights	Total Notes				
2	Blue	Troche, Adam	atro	5.3	423	93	3:18	378	6	12	30				
3															
4															

Mr. Silva assigned his best reader, Adam, to a Reading Path two weeks ago. To challenge him, Mr. Silva required Adam to take summary notes on each chapter in the eBook. Now, he wants to make sure Adam is on track to complete the first eBook by next week and take the required notes. He decides to run a Reading Path Progress report.

As you can see in the Total Notes, Total Number of Pages Read and Total Number of Pages columns, Adam read most of the eBook and took 30 chapter summary notes. From this data, Mr. Silva can be confident that Adam will complete the eBook by next week.