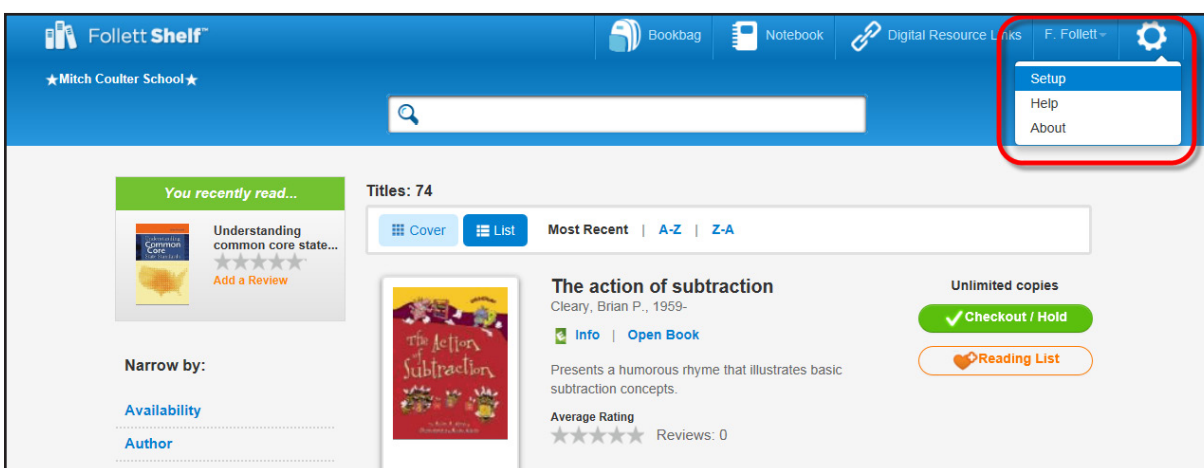


Educators can run reports to monitor student reading progress and collect data about students and their eBook reading experience.

- The Reading Progress report provides specific data on reading time, pages and number of eBooks read, highlights made, notes taken, and more.
- The Reading History Snapshot report provides more general data on the number of eBooks and pages read, number of annotations used, and more.

**Important:** The data reported on the Reading Progress and Reading History Snapshot reports 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. Click the name of the report you want to run.
5. In the **From** and **to** fields, enter the dates you want to run the report for. Leaving the fields blank will run the report for all dates.
6. Use the **Patron Type** drop-down list to select the patron type you want to collect the data for. The default patron type is **All**.
7. 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.
8. Click **Run Report**.
9. In the Job Manager, click **Refresh List** to update the status of the report.

10. Once the status changes to **Completed**, click **View**. The report downloads to your computer in XLS format.
11. 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	I
1	Name	Username	Patron Type	Date	Title	Reading Level	Reading Time	Number of Pages Read	Total Number of Pages
2	Davis, John	jdavis	Elementary Student	08/28/2013 8:39 AM	The Lightning Thief	4.9	0:18	7	377
3	Davis, John	jdavis	Elementary Student	8/28/2013 9:03 AM	The Lightning Thief	4.9	0:12	4	377
4	Davis, John	jdavis	Elementary Student	8/29/2013 12:15 PM	The Lightning Thief	4.9	0:05	2	377
5	Davis, John	jdavis	Elementary Student	8/30/2013 4:18 PM	Splendors and Glooms	5.1	0:23	8	384
6	Davis, John	jdavis	Elementary Student	9/1/2013 1:12 PM	Okay for Now	4.9	0:16	5	360
7	Davis, John	jdavis	Elementary Student	9/4/2013 8:43 AM	The Last Olympian	4.8	0:03	3	381

Fourth grader John Davis recently accessed several higher reading level eBooks, according to the Reading History Snapshot report his teacher ran. However, he still seems to struggle with reading grade-level appropriate passages. His teacher, Mr. Greggs, is curious how much John actually read of the eBooks he accessed.

Mr. Greggs ran the Reading Progress report, limited to and from the last name 'Davis.' As you can see on the report above, John Davis accessed several higher reading level eBooks. As noted in the Reading Time and Number of Pages Read columns, John neither spent much time reading the eBooks nor read many pages. Mr. Greggs now has the data to confirm that John is accessing but not reading the high reading level eBooks and can tailor his instruction accordingly.

	A	B	C	D	J	K	L	M	N
1	Name	Username	Patron Type	Date	Average Words Per Page	Last Page Read	Number of Bookmarks	Number of Highlights	Number of Notes
2	Dassouli, Austin	adassouli	High School Student	8/15/2013	239	147	0	2	17
3	Dassouli, Austin	adassouli	High School Student	8/17/2013	239	141	0	4	17
4	Dassouli, Austin	adassouli	High School Student	8/25/2013	239	141	0	0	17
5	Johnson, Kevin	kjohnson	High School Student	8/28/2013	239	178	0	1	17
6	Johnson, Kevin	kjohnson	High School Student	8/29/2013	239	141	0	6	17
7	Schuster, Danielle	dschuster	High School Student	8/25/2013	239	141	0	8	17

Three weeks ago, Mrs. Coltrane tasked her students with reading the first seventeen chapters of an eBook and taking chapter summary notes in their Follett Shelf Notebooks after each chapter. The assignment was due yesterday, and she wants to confirm the students successfully read the eBooks and created the notes.

Mrs. Coltrane ran the Reading Progress report, limited to the assignment start and due dates. As you can see in the report above, the 3 students each read the first seventeen chapters of the eBook and created seventeen notes. From this data, Mrs. Coltrane easily confirmed that the students successfully completed the assignment.

	A	B	C	D	E	F	G
1	Name	Username	Patron Type	Date	Title	Reading Level	Reading Time
2	Stevens, William	wstevens	Elementary Student	8/28/2013 8:39 AM	The Yangtze: China's Majestic River	7.6	0:18
3	Stevens, William	wstevens	Elementary Student	8/28/2013 9:03 AM	Chinese Culture	6.6	0:33
4	Stevens, William	wstevens	Elementary Student	8/29/2013 12:15 PM	If You Lived Here Houses of the World	6.6	0:16

William Stevens is a bright fifth grader. He tells his teacher that all the eBooks are super easy to read and boring. His teacher, Mrs. Greene, wants to verify what reading level William has been reading at in order to recommend some titles that will challenge and engage him.

Mrs. Greene ran the Reading Progress report, limited to and from the last name 'Stevens.' As you can see in the report above, William read three eBooks about China and other cultures. Each eBook is at the sixth and seventh grade reading level. With this data, Mrs. Greene is now able to effectively recommend new titles for William to investigate and read.

	A	B	C	D	E
1	Name	Username	Patron Type	Total Number of Titles	Total Number of Pages (of all Titles)
2	Ford, Susan	sford	High School Student	5	1802
3	Clark, Kelly	kclark	High School Student	6	1728
4	Fisher, John	jfisher	High School Student	4	789
5	Carlson, Magnus	mcarlson	High School Student	4	812
6	Lynfred, Winnie	wlynfred	High School Student	3	469

Mr. Bell, a high school librarian, ran a school-wide reading contest for the month of April in honor of National Library week. Mr. Bell challenged interested students to read a minimum of four eBooks at or above grade level. Now that the contest is over, Mr. Bell wants to confirm which students succeeded in reading four or more grade-level eBooks.

Mr. Bell ran the Reading History Snapshot report, limited the dates to the month of April and the Patron type to High School Student. As you can see in the report above, the first four students met the requirements of the challenge by reading at least four titles at or above grade level. The fifth student only read three titles, so she did not meet the contest requirements. With this data, Mr. Bell now has an accurate list of which students succeeded in meeting the contest rules and are eligible for the prize.

