

At the completion of each Unit's assignments as illustrated in the graphic on the previous page, you will be required to generate four reports throughout the term and forward each report to your instructor. Each report should be generated directly from the Rosetta Stone system, saved as an Excel (.XLS) file, and submitted to the instructor in the appropriate Assignment Dropbox.

## How to generate a Learner Progress Report

To generate a report, you first need to log into your course and select the **Go to Rosetta Stone** link under Course Home.

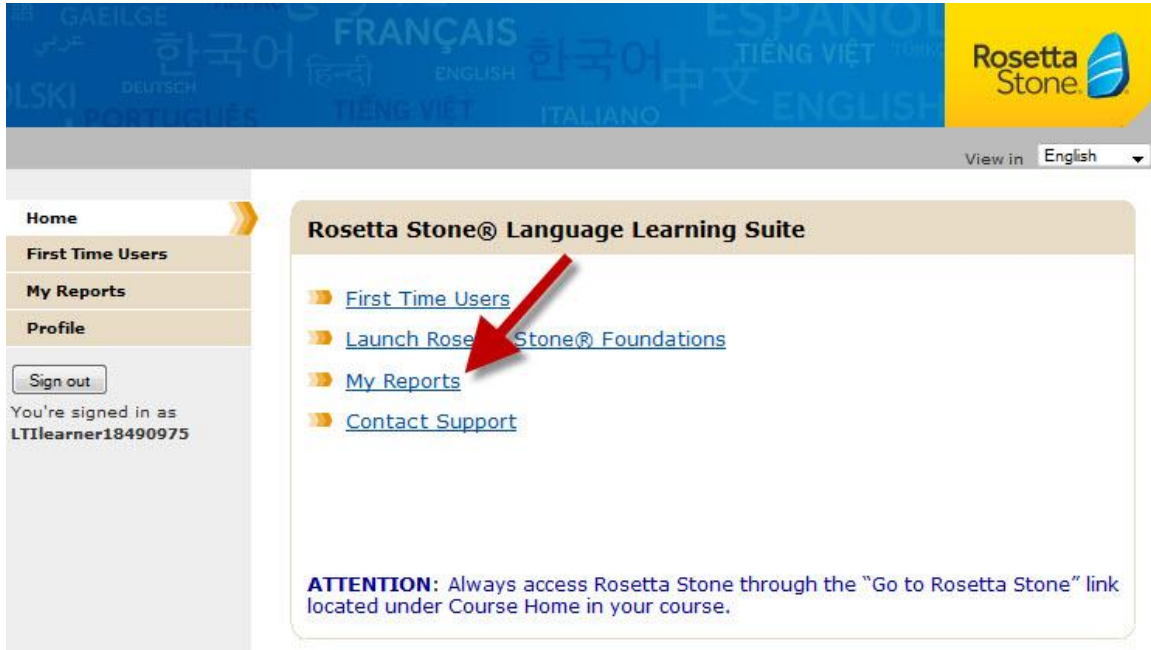
Reports can be generated for a specific timeframe and exported as an Excel (XLS) or CSV file, or in PDF format.

As mentioned above, make sure to save your report as an **Excel (.XLS)** file.

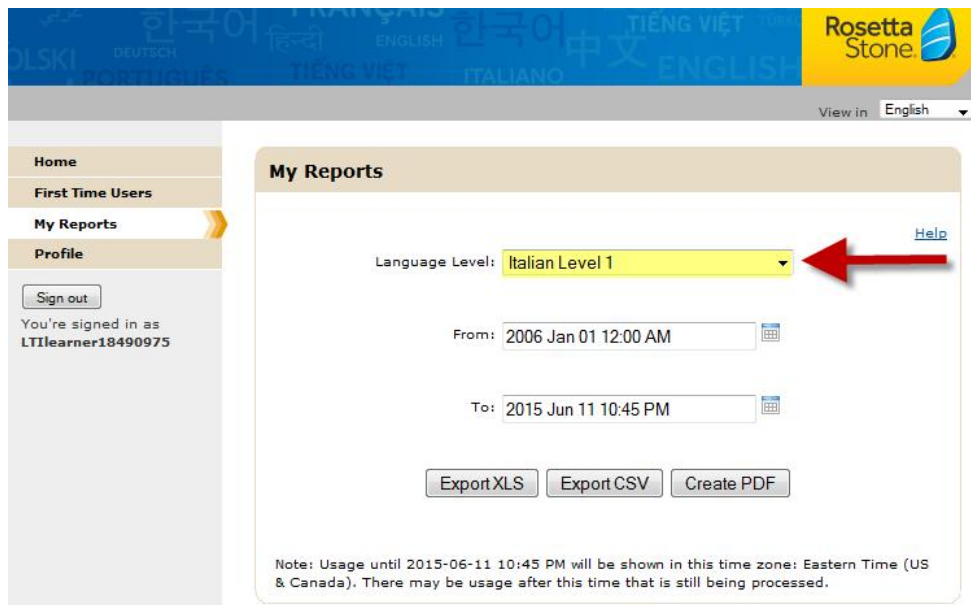


# GENERATING LEARNER PROGRESS REPORTS

After the Rosetta Stone portal fully loads, click the **My Reports** link.



In the image below, the Language Level that displays is "Italian Level 1." This field should display the appropriate Language Level you are assigned to. For example, if you are taking a French course that covers Level 1 language training content, the language level should read "French Level 1." Please review the Language Level field to be sure.



# GENERATING LEARNER PROGRESS REPORTS

Select a date range to enter into the "From:" and the "To:" fields as depicted in the image below. At the top of the calendar, make sure to select the appropriate **month** and **year**.

Remember to make sure the Language Level is the correct "language level" for your course.

## My Reports

[Help](#)

Language Level: Italian Level 1

From: 2015 May 18 12:00 AM

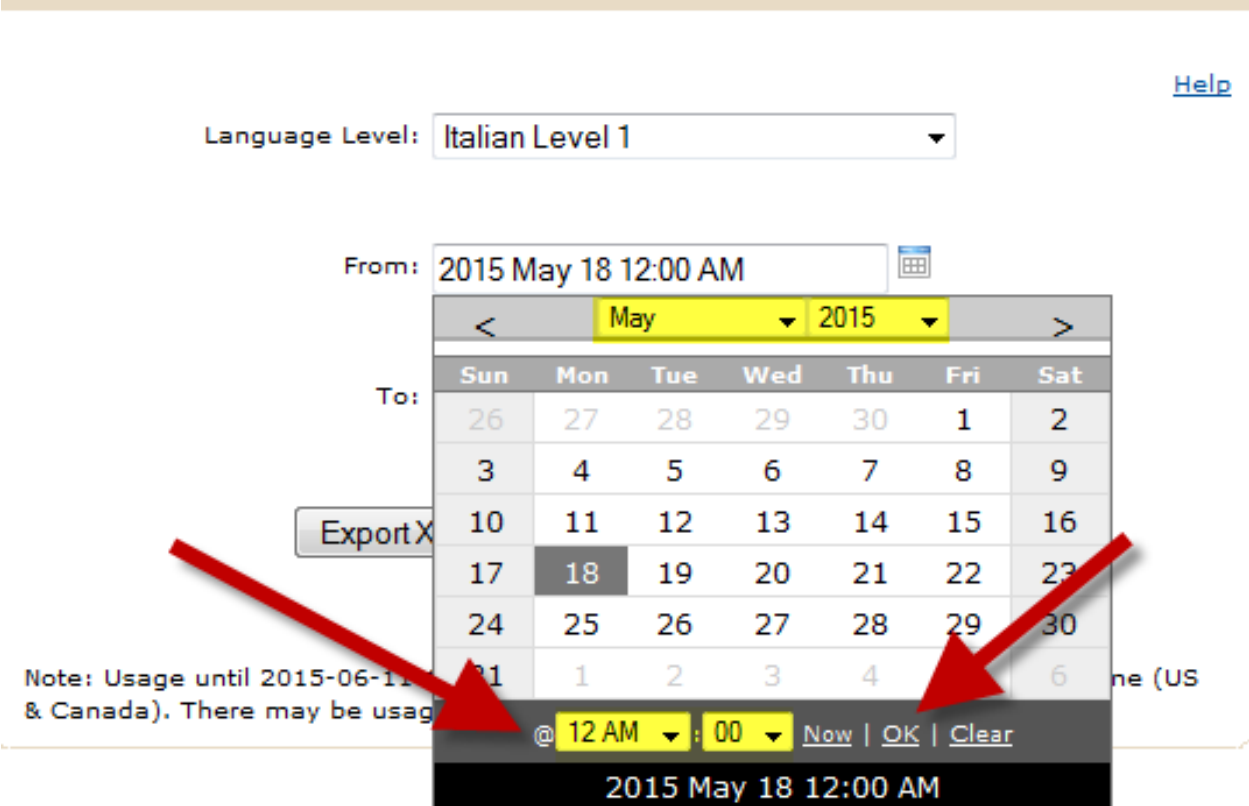
To:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Note: Usage until 2015-06-11 (US & Canada). There may be usage

@ 12 AM : 00 Now | OK | Clear

2015 May 18 12:00 AM



Select a date range to enter into the "From:" and "To:" fields as depicted in the image above. At the top of the calendar, make sure to select the appropriate **month** and **year**.

Throughout the semester, you will need to generate four reports. Make sure to refer to your Course Schedule to see when each report is due. Also, keep in mind that each report should include an entire Unit's assignments (all Core Lessons, all Focused Activities, and the Unit Milestone).

For example, **Rosetta Stone Report #1** should include the following activities:

- Unit 1 Core Lesson 1 and all Focused Activities
- Unit 1 Core Lesson 2 and all Focused Activities
- Unit 1 Core Lesson 3 and all Focused Activities
- Unit 1 Core Lesson 4 and all Focused Activities
- Unit 1 Lesson 5 Milestone

The image below displays the assignments that should be generated for each report.

Rosetta Stone Reports Level 1 Language Training Content	
At the completion of <b>each</b> of the four Unit Completion Assignments and the Unit Milestone, students should generate a report based on the activities listed below.	
<p style="text-align: center;"><b>Rosetta Stone Report #1</b></p> <p>Generate a report for all <b>Level 1 – Unit 1</b> Completion Assignments and Milestone. The report should include the following activities:</p> <ul style="list-style-type: none"> <li>• Unit 1 - Core Lesson 1 and all Focused Activities</li> <li>• Unit 1 – Core Lesson 2 and all Focused Activities</li> <li>• Unit 1 – Core Lesson 3 and all Focused Activities</li> <li>• Unit 1 – Core Lesson 4 and all Focused Activities</li> <li>• Unit 1 – Lesson 5 Milestone</li> </ul>	<p style="text-align: center;"><b>Rosetta Stone Report #2</b></p> <p>Generate a report for all <b>Level 1 – Unit 2</b> Completion Assignments and Milestone. The report should include the following activities:</p> <ul style="list-style-type: none"> <li>• Unit 2 - Core Lesson 1 and all Focused Activities</li> <li>• Unit 2 – Core Lesson 2 and all Focused Activities</li> <li>• Unit 2 – Core Lesson 3 and all Focused Activities</li> <li>• Unit 2 – Core Lesson 4 and all Focused Activities</li> <li>• Unit 2 – Lesson 5 Milestone</li> </ul>
<p style="text-align: center;"><b>Rosetta Stone Report #3</b></p> <p>Generate a report for all <b>Level 1 – Unit 3</b> Completion Assignments and Milestone. The report should include the following activities:</p> <ul style="list-style-type: none"> <li>• Unit 3 - Core Lesson 1 and all Focused Activities</li> <li>• Unit 3 – Core Lesson 2 and all Focused Activities</li> <li>• Unit 3 – Core Lesson 3 and all Focused Activities</li> <li>• Unit 3 – Core Lesson 4 and all Focused Activities</li> <li>• Unit 3 – Lesson 5 Milestone</li> </ul>	<p style="text-align: center;"><b>Rosetta Stone Report #4</b></p> <p>Generate a report for all <b>Level 1 – Unit 4</b> Completion Assignments and Milestone. The report should include the following activities:</p> <ul style="list-style-type: none"> <li>• Unit 4 - Core Lesson 1 and all Focused Activities</li> <li>• Unit 4 – Core Lesson 2 and all Focused Activities</li> <li>• Unit 4 – Core Lesson 3 and all Focused Activities</li> <li>• Unit 4 – Core Lesson 4 and all Focused Activities</li> <li>• Unit 4 – Lesson 5 Milestone</li> </ul>
Students should complete each assignment by the due date included on the Course Schedule to avoid points being taken off.	
<b>If students do not fully complete all Core Lessons and Focused Activities within a particular unit</b> , a zero will be granted for the Unit Completion grade.	
Students will receive a <b>separate grade</b> for each Unit's Milestone. The Milestone grade is based on the earned score (taken directly from the Rosetta Stone system).	

The report generation options are (1) Export XLS, (2), Export CSV, and (3) Create PDF. When generating each report, remember to always select the **Export XLS** option. After you select the Export XLS option, a pop-up window should appear with options to open or save the file.

Navigate to the **File** menu, select the **Save As** option, and save the report.

When you save the file make sure to include the report name and number followed by the first initial of your first name and your last name. Refer to example below:

- RosettaStoneReport1\_THoward

Access your course and submit the report to the appropriate Rosetta Stone Report Dropbox.

