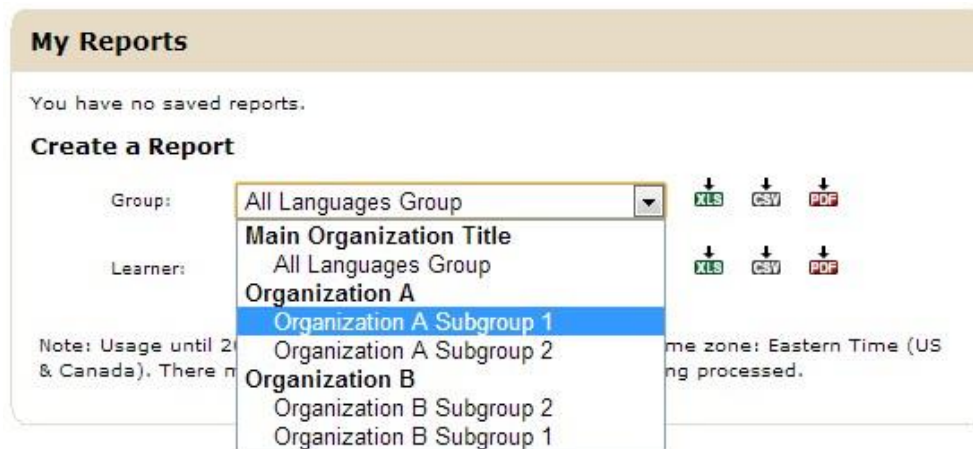
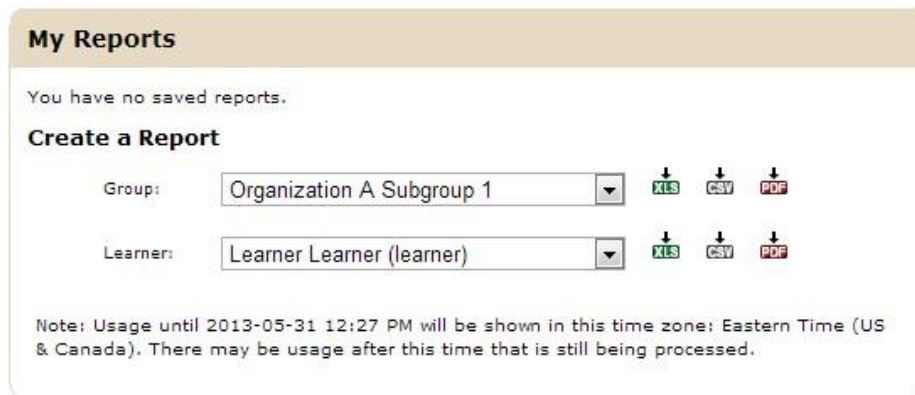


## How can I view reports from the Rosetta Stone® Access Portal?

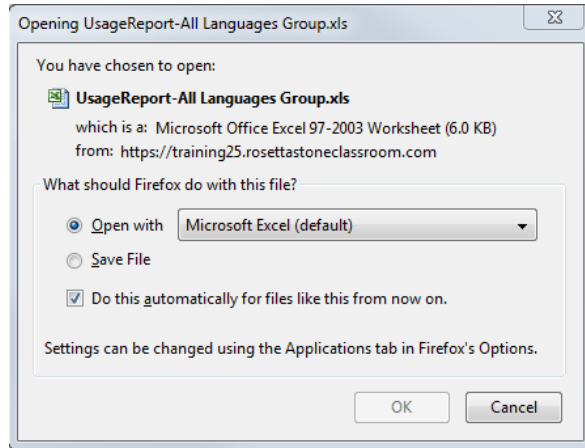
1. Sign in as an administrator.
2. After signing in, click on the link titled “My Reports.”
3. After selecting “My Reports,” you’ll see a dropdown menu for learners and for groups. Select the group or learner whose report you would like to view.



4. Select a file format by clicking on one of the icons directly to the right of either the group or the learner dropdown menu. You can download your report as an Excel, CSV, or PDF file.



- You may receive a pop-up screen asking if you wish to open or save the document. Choose the relevant option for your purposes and click OK.



- If you choose to open the file, you will see the report displayed in the requested format, as demonstrated below:

1	A	B	D	E	F	G	H	I	J	K	L	M	N	O	P
2	Usage Report for Organization A Subgroup 1 (To: 2013-05-31 12:27 PM) (includes learners with no usage) Created on 2013-05-31 12:32 PM	Group	First Name	Last Name	Username	E-mail	Notes	Initial Regis	Language Level	Last Activity Date	Total Usage	Curriculum	Score (%)	Progress (%)	Current Activity
3	Organization Learner	Eight					Implementa	2013-04-08	German Level 1	2013-04-10	0.1	Standard	100	0	1 U1 L1 Grammar
4	Organization Learner	Eight					Implementa	2013-04-08	German Level 2		0	Standard		0	
5	Organization Learner	Eight					Implementa	2013-04-08	German Level 3		0	Standard		0	
6	Organization Learner	Eight					Implementa	2013-04-08	German Level 4		0	Standard		0	
7	Organization Learner	Eight					Implementa	2013-04-08	German Level 5		0	Standard		0	
8	Organization Learner	Five					Implementa	2012-06-12	English (American) Level 1	2013-05-17	1.1	Standard	98	2	U1 L1 Grammar
9	Organization Learner	Five					Implementa	2012-06-12	English (American) Level 2		0	Standard		0	
10	Organization Learner	Five					Implementa	2012-06-12	English (American) Level 3		0	Standard		0	
11	Organization Learner	Five					Implementa	2012-06-12	English (American) Level 4		0	Standard		0	
12	Organization Learner	Five					Implementa	2012-06-12	English (American) Level 5		0	Standard		0	
13	Organization Learner	Four						2013-02-01	Latin Level 1	2013-03-19	0.8	Standard		0	U1 L1 Writing
14	Organization Learner	Four						2013-02-01	Latin Level 2		0	Standard		0	
15	Organization Learner	Four						2013-02-01	Latin Level 3	2013-02-01	0.4	Standard	86	1	U3 L1 Core Lesson
16	Organization Learner	One					Implementa	2012-06-12	Greek Level 1		0	Standard		0	
17	Organization Learner	One					Implementa	2012-06-12	Greek Level 2		0	Standard		0	
18	Organization Learner	One					Implementa	2012-06-12	Greek Level 3		0	Standard		0	
19	Organization Learner	Seven					Implementa	2012-06-12	English (American) Level 1	2013-05-30	4.5	Standard	97	4	U1 L2 Vocabulary
20	Organization Learner	Seven					Implementa	2012-06-12	English (American) Level 2	2013-03-12	0.2	Standard		0	U1 L1 Core Lesson
21	Organization Learner	Seven					Implementa	2012-06-12	English (American) Level 3	2013-03-19	0	Extended		0	
22	Organization Learner	Seven					Implementa	2012-06-12	English (American) Level 4		0	Standard		0	
23	Organization Learner	Seven					Implementa	2012-06-12	English (American) Level 5	2012-10-29	0	Standard		0	U1 L1 Core Lesson


## Russian Demo

### Russian Level 1

To: 31 May 2013 01:03 PM



Overall Score:  95% Curriculum: Standard Last Activity Date: 28 Jun 2012 Overall Time Spent: 16h16m

Progress:  63% Learner Group: All Languages Group Current Activity: U3 L1 Writing In Progress

Activity	Score	Status	Time Spent	Last Attempt	Attempts
U1 L1 Core Lesson	 96%	Completed	0h59m	31 Mar 2012	4
U1 L1 Pronunciation	 100%	Completed	0h4m	01 Apr 2012	2
U1 L1 Vocabulary	 100%	Completed	0h2m	03 Mar 2012	1
U1 L1 Grammar	 94%	Completed	0h5m	03 Mar 2012	1
U1 L2 Core Lesson	 97%	Completed	0h23m	03 Mar 2012	1
U1 L2 Pronunciation	 100%	Completed	0h4m	03 Mar 2012	1
U1 L1 Writing	 79%	Completed	0h8m	31 Mar 2012	1
U1 L2 Grammar	 97%	Completed	0h11m	01 Jun 2012	2
U1 L2 Vocabulary	 98%	Completed	0h17m	31 Mar 2012	2
U1 L1 Listening	 99%	Completed	0h7m	31 Mar 2012	1