



# WIN Career Readiness System Reports Manual

Version 1.0.0

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## Change Log

Date	Update
3/1/2026	Initial release of WINCRS Reports Manual with the following reports defined: Learner Listing Individual Class Credential Summary Learner Credential Summary

## Common Report Definitions

### Assessment Terms:

- **Module** refers to the name of the specific content area: Work Ready Math, Work Ready Reading, Work Ready Data.
- **Level Score** displays the level the learner achieved in the assessment: 1, 2, 3, 4, 5.
- **Scale Score** represents the total questions answered correctly converted to a common scale for consistency in reporting scores across different test forms in assessments.
- **eBadges** are earned for each module completed and are leveled 1, 2, 3, 4, 5.
- **Credentials** are earned when the student passes each module assessment with at least level 2. Credential levels represent the lowest common level across module assessments.
  - National Work Readiness Credential – Academic Skills
    - Achievement Level 2
    - Achievement Level 3
    - Achievement Level 4
    - Achievement Level 5

### Courseware Terms:

- **Module:** Refers to the name of the specific content area a learner has accessed.
- **Examples of Courseware Module Names:** Work Ready Math, Work Ready Reading, Work Ready Data, Communicating Effectively, Conveying Professionalism, Computer Operations, etc.
- **Content Type:** Refers to the type of course activity the learner has accessed. Examples of content type include Course Pretest, Course Posttest, Module Pretest, etc.
- **Level:** For leveled courseware, level displays the level at which the learner had activity.
- **Level Score:** For leveled courseware, level score displays the level the learner achieved in the placement test, pretest, or posttest.
- **Scale Score:** In courseware, scale score is the total questions answered correctly in placement tests, pretests, courseware activities and posttests. Scale scores for courseware are between 0-100; a score of 80 is passing.
- **eBadge:** eBadges are indicators of progress. They are earned for each module.

- **Certificate:** Certificates are earned in Courseware when a learner has fully completed all of the modules in a course and has passed all posttests in that course with an 80 or higher.

## Learner Listing Report

This report shows all work for all learners, active and non-active, at an organization within the chosen date range. Clicking a learner’s username transitions to the individual report for that learner. Certificates, credentials, and Individual Score Reports can be downloaded from this report.

### Features of the Report

The screenshot shows the 'Learner Listing Report' interface. On the left is a 'Filter' sidebar with sections for 'Run Report', 'Organization(s)', 'Product Offering(s)', 'Date', 'From', 'To', and 'Organization Level'. The main area displays report controls and a table. Annotations include:

- Column Chooser:** Located at the top right, it allows users to add available data fields to the report.
- Export data:** Buttons for exporting the report data.
- Expand All:** A checkbox labeled 'Expand All: off' that expands all grouped data.
- Flattens pivoted data:** A note indicating that the data is flattened for easy filtering post-export.
- Organization Level:** A note stating that when selected, the report will display the organization name for the level selected in the 'Exportable Version'.

Name ↑	Product ↑ ▾	Date Completed ↑ 2	Session Time ▾	Module ▾	Content Type ▾	Level ▾	Level Score ▾	Scale Score ▾	eBadge ↑ 5 ▾	Credential ↑ 3 ▾	Certificate ↑ 4 ▾
≥	📅	🔍	🔍	🔍	🔍	🔍			🔍	🔍	🔍
No data											

## Running the Report

### Filter

Run Report

Organization(s):

Product Offering(s):

Date:

From:

To:

Organization Level:

\*Displayed in Exportable Version

First, select one or more **organizations** and **products** from the filter dropdowns. The user will only be able to see the organization(s) and product(s) for which they have permission.

Then select a **date range** for the report.

If toggling Expanded Version on, select the **Organization Level** you would like displayed (Building, District, State).

Select **Run Report**.

## Data Dictionary

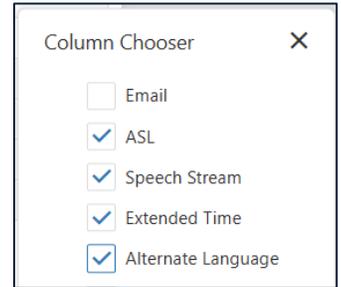
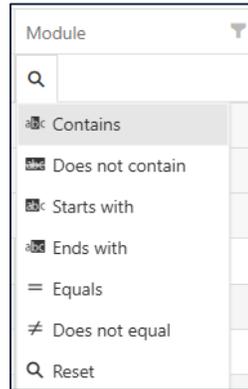
Data Type	Report Component	Definition
Filters Set Before Running the Report	Organization	Organization for which you would like to run the report
	Product Offering(s)	Filter of product offerings (courses, assessments, etc.)
	Date	Date range for the report
	Organization Level	Lists all levels of hierarchy in the portal that is in your purview; impacts resulting display only when Exportable Version is toggled on
Report Views and Filters Applied After Running the Report	Exportable Version	Toggling this on displays what a non-learner would see when exporting the Learner Listing report. If this is toggled on, the data becomes flattened so that each learner has one row per activity. This makes for easier filtering once the data is exported. The Organization Name(s), Code(s), and Username(s) will display in this view based on the Organization Level selected.
	Expand All	Toggling this on expands all grouped data at once.
	Name	Selecting the Name button above the column headers sorts the names in the report alphabetically A-Z or Z-A.

<b>Data Type</b>	<b>Report Component</b>	<b>Definition</b>
Report Views and Filters Applied After Running the Report	Product	Selecting the Product button above the column headers sorts the Products within each learner’s results alphabetically A-Z or Z-A. Selecting the funnel on the Product button allows the user to filter the report by Product.
Report Column Headers	Date Completed	This column includes: Hyperlinked Learner Name(s), Product Name(s), Hyperlinked ISR (if applicable), Date(s) and time(s) an activity is completed.
	Session Time	Amount of time spent completing an activity; session time will show for an activity once a score is recorded. Ability to filter by session time is available.
	Module	Name of the module Examples: Work Ready Math, Communicating Effectively
	Content Type (Courseware Only)	Type of content area Examples: Placement Test, Course, Course Pretest, Module Pretest
	Level (Courseware Only)	Leveled Courseware (Academic Skills): Displays the level at which the learner had activity and the lesson and exercise number (e.g. 2.4.1 means level 2, lesson 4, exercise 1).  Non-leveled Courseware (Soft Skills/Digital Skills): Displays the lesson number.
	Level Score	Leveled Courseware and Assessments: Displays the level the learner achieved in the placement test, posttest, and/or assessment (1, 2, 3, 4, 5).
	Scale Score	Scale score achieved in the course activity or assessment
	eBadge	Name and number of eBadges earned
	Certificate (Courseware Only)	Certificate earned in courseware
	Credential	Credential level earned and hyperlink to export (if applicable)
Report Totals at the Footer	Total Students	Total number of students with activity
	Total Session Time	Total session time for all students
	Total eBadges	Total eBadges earned for all students
	Total Credentials	Total credentials earned for all students
	Total Certificates (Courseware Only)	Total certificates earned for all students

All columns can be filtered by selecting the **filter icon**.

All columns can be searched using the **search field**.

Additional available data fields can be added by selecting the **Column Chooser**.



# Sample Learner Listing Reports

## Exportable Version OFF

Date Completed	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential
<div style="display: flex; justify-content: space-between;"> <span>≥</span> <span>📅</span> <span>🔍</span> <span>🔍</span> <span>🔍</span> <span>🔍</span> <span>🔍</span> <span>🔍</span> <span>🔍</span> </div>								
▶ <b>Name: Dwight, Ellen</b>		01:55:00					eBadges: 3	Credential: 1
▼ <b>Name: Ethel, Polly</b>		01:38:00					eBadges: 3	Credential: 1
▼ <b>Product: Academic Skills Assessments</b>		01:38:00					eBadges: 3	Credential: 1
2025-10-01 03:08:11 PM	00:30:00	Work Ready Reading			4	221		
2025-10-01 03:08:11 PM		Work Ready Reading					Achievement Level 4	
2025-10-08 11:03:47 AM	00:47:00	Work Ready Math			4	212		
2025-10-08 11:03:47 AM		Work Ready Math					Achievement Level 4	
2025-10-08 11:26:06 AM	00:21:00	Work Ready Data			3	206		
2025-10-08 11:26:06 AM		Work Ready Data					Achievement Level 3	
2025-10-08 11:26:06 AM								Achievement Level 3
▶ <b>Name: Lucy, Lesa</b>		00:38:00					eBadges: 3	Credentials: 0
▶ <b>Name: One, Student</b>		00:22:00					eBadges: 3	Credential: 1
▶ <b>Name: Ten, Student</b>		00:00:00					eBadge: 1	Credentials: 0
▶ <b>Name: Two, Student</b>		00:01:00					eBadge: 1	Credentials: 0

## Exportable Version ON

OrgNa...	OrgCo...	Name	Usena...	Email	Date Completed	Session Time	Product	Module	Content Type	Level	Level Sco...	Scale Sco...	eBadge	Credential
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 11:15:28 AM	00:28:00	Academic Skills Assessments	Work Ready Data			4	212		
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 11:15:28 AM		Academic Skills Assessments	Work Ready Data					Achievement Level 4	
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 11:59:11 AM	00:42:00	Academic Skills Assessments	Work Ready Reading			4	221		
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 11:59:11 AM		Academic Skills Assessments	Work Ready Reading					Achievement Level 4	
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 03:40:47 PM	00:45:00	Academic Skills Assessments	Work Ready Math			4	218		
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 03:40:47 PM		Academic Skills Assessments	Work Ready Math					Achievement Level 4	
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 03:40:47 PM		Academic Skills Assessments							Achievement Level 4
Michigan Demo	PRIMARY	Ethel, Polly	Polyethel		2025-10-01 03:08:11 PM	00:30:00	Academic Skills Assessments	Work Ready Reading			4	221		
Michigan Demo	PRIMARY	Ethel, Polly	Polyethel		2025-10-01 03:08:11 PM		Academic Skills Assessments	Work Ready Reading					Achievement Level 4	
Michigan Demo	PRIMARY	Ethel, Polly	Polyethel		2025-10-08 11:03:47 AM	00:47:00	Academic Skills Assessments	Work Ready Math			4	212		
Michigan Demo	PRIMARY	Ethel, Polly	Polyethel		2025-10-08 11:03:47 AM		Academic Skills Assessments	Work Ready Math					Achievement Level 4	
Michigan Demo	PRIMARY	Ethel, Polly	Polyethel		2025-10-08 11:26:06 AM	00:21:00	Academic Skills Assessments	Work Ready Data			3	206		

# Class Report

This report shows the activity of learners grouped by class. Learners can be associated with more than one class, but their activity is associated with their account, not their class. The report can be filtered by enrollment date or activity date. Clicking the class name allows you to see learners in the class. Clicking a learner's username transitions to the individual report for that learner. Certificates and credentials earned can be exported from this report.

## Features of the Report

The screenshot displays the 'Class Report' interface. On the left is a 'Filter' sidebar with sections for 'Run Report', 'Class(es)', 'Class Enrollment Date', 'Activity Date', and 'Filter by Learner'. The main area shows a table with columns: Class, Name, Product, Organization(s), Date Completed, Session Time, Module, Content Type, Level, Level Score, Scale Score, eBadge, Credential, and Certificate. Annotations include: 'Export data' pointing to the top right icons; 'Filters available after running the report' pointing to the 'Date Completed' column; 'Filters configured before running the report' pointing to the 'Class' column; and 'Column Chooser allows user to add available data fields to the report' pointing to the 'Certificate' column. The table content is currently empty, showing 'No data'.

## Running the Report

### Filter

Class(es):

Class Enrollment Date:

From:

To:

Activity Date:

From:

To:

Filter by Learner:

Select one or more **classes** from the Class(es) dropdown.

If running the report based on class enrollment date, set the Class **Enrollment Date** filter.

If running the report based on activity dates, set the **Activity Date** filter.

If looking for a single learner's data, enter the learner's name, email, username, or unique ID under **Filter by Learner**.

Select **Run Report**.

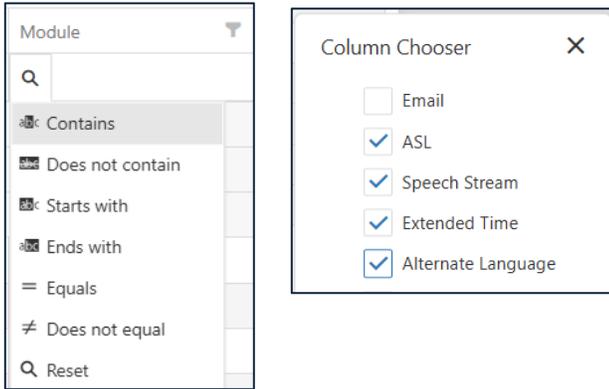
## Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Class(es)	List of Classes available to the user based on their permissions
	Class Enrollment Date	This date range filters the report based on the class enrollment date of learners.
	Activity Date	This date range filters the report based on the activity of learners in a class within a set date range.
	Filter by Learner	This filter allows a user to search for a single learner in a class.
Filters Set After Running Report	Class	This filter displays all selected classes and allows the user to filter the report by class.
	Name	This filter displays the names of the learners in selected classes and allows the user to filter the report by name(s).
	Product	This filter displays all products represented in the report and allows the user to filter the report by product.
	Organization(s)	This filter displays all the organizations corresponding to the selected classes and allows the user to filter the report by organization (e.g. school, location, building).
Report Column Headers	Date Completed	This column includes: Learner Name(s), Product Name(s), Date(s) and time(s) activity was completed, YYYY-MM-DD 00:00:00 AM/PM
	Session Time	Amount of time spent completing the activity; session time will show for an activity once a score is recorded.
	Module	Module in which the learner had activity
	Content Type (Courseware Only)	Content type that the activity data represents (e.g. Placement Test, Course, Course Pretest, Module Pretest)
	Level (Courseware Only)	For leveled courseware, this field displays the level at which the learner had activity.
	Level Score	For leveled courseware and assessments, Level Score displays the level the learner achieved in the assessment, placement test, pretest, or posttest.
	Scale Score	Scale score of the activity
	eBadge	Name and number of eBadges earned
	Credential	Credential earned and hyperlink to export (if applicable)
Certificate (Courseware Only)	Certificate earned and hyperlink to export (if applicable)	

All columns can be filtered by selecting the **filter icon**.

All columns can be searched using the **search field**.

Additional available data fields can be added by selecting the **Column Chooser**.



## Sample Class Report

Class Report											
Class	Name	Product	Organization(s)	Date Completed	Session Time	Module	Level Score	Scale Score	eBadge	Credential	Certificate
Class : Class 455				00:02:01					eBadges: 0	Credentials: 0	Certificates: 0
Class : SeeD Examinees August 31				01:34:01					eBadges: 13	Credentials: 2	Certificates: 0
Name: Dincht, Zell				00:20:49					eBadges: 4	Credential: 1	Certificates: 0
Product: Academic Skills Assessments				00:14:00					eBadges: 4	Credential: 1	Certificates: 0
Product: Academic Skills Courseware				00:06:49					eBadges: 0	Credentials: 0	Certificates: 0
Name: Heartilly, Rinoa				00:31:33					eBadges: 8	Credential: 1	Certificates: 0
Product: Academic Skills Assessments				00:17:00					eBadges: 3	Credential: 1	Certificates: 0
Organization(s): ABC High School North 1				00:17:00					eBadges: 3	Credential: 1	Certificates: 0
				2022-08-29 10:31:25 AM	00:03:00	Work Ready Math	4	216			
				2022-08-29 10:31:25 AM		Work Ready Math			Achievement Level 4		
				2022-08-29 10:37:56 AM	00:04:00	Work Ready Reading	3	206			
				2022-08-29 10:37:56 AM		Work Ready Reading			Achievement Level 3		
				2022-08-29 10:39:45 AM	00:01:00	Work Ready Data	5	260			
				2022-08-29 10:39:45 AM		Work Ready Data			Achievement Level 5		
				2022-08-29 10:39:45 AM						Achievement Level 3	

## Individual Report

The individual report shows all the activity in the system for an individual learner. Certificates, credentials, and Individual Score Reports can be exported from this report for the individual. The individual report can also be accessed via the Learner Listing Report by selecting an individual's hyperlinked name.

## Features of the Report

The screenshot shows the 'Individual Learner Report' interface. On the left is a 'Filter' panel with input fields for First Name, Last Name, Email, UserName, and Unique ID, along with a Search button. The main area displays a table with columns: Name, Product Offering, Date Completed, Activity Start Time, Activity End Time, Session Time, Language, Module, Content Type, Level, Level Score, Scale Score, eBadge, Credential, and Certificate. Annotations include: 'Filters available after running the report' pointing to the Name and Product Offering dropdowns; 'Filters configured before running the report' pointing to the filter input fields; 'Export data' pointing to the export icon; and 'Column Chooser allows user to add available data fields to the report' pointing to the column headers.

## Running the Report

The 'Filter' panel contains the following fields and a button:

- First Name
- Last Name
- Email
- UserName
- Unique ID
- Search button

Enter the Learner's **First Name and Last Name**. Partial characters of the name can be used to search.

Alternatively, if known, enter their **Email, Username, or Unique ID**.

Select **Search**.

**Click the linked name** when it appears at the bottom of the pane.

The Learner's activity will appear on the next screen.

The screenshot shows the 'Individual Learner Report' interface with a learner's activity displayed. The table has columns: Date Completed, Activity Start Time, Activity End Time, Session Time, Language, Module, Content Type, Level, Level Score, Scale Score, eBadge, Credential, and Certificate. The activity row shows: > [calendar icon] > [calendar icon] > [calendar icon] [magnifying glass icon]. Below the table, the text 'Learners (1)' is followed by a table with columns 'Name', 'UserName', and 'Email'. The row shows: Winters, January | jwinters | jwinters@win.com. An annotation points to the 'Name' link with the text: 'Click the name link when it appears at the bottom of the right pane.'

## Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Name	Name of the learner; ability to expand or collapse the learner's data details
	Email	Learner's email in the system
	Username	Unique name used to log into the system
	Unique ID	A distinct string of characters assigned to the learner to differentiate learner from all others in the system
Filters Set After Running Report	Name	Selecting the Name button above the column headers sorts the names in the report alphabetically A-Z or Z-A.
	Product Offering	This filter displays all products represented in the report and allows the user to filter the report by product.
Report Column Headers	Date Completed	This column includes: Learner Name(s), Product Name(s), Date(s) and time(s) activity was completed, YYYY-MM-DD 00:00:00 AM/PM
	Activity Start Time	Date and time a learner accessed an activity; can be filtered
	Activity End Time	Date and time a learner completed an activity; can be filtered. In the courseware, this time is recorded when a learner exits using the exit button or when a score is recorded. Assessments do not show an Activity End Time.
	Session Time	Total time a learner was in an activity; can be filtered and sorted; session time will show for an activity once a score is recorded.
	Language	Language selected by the learner to present the information
	Module	Modules within a courseware offering; can be filtered and sorted
	Content Type	In courseware content examples: Placement Test, Course, Course Pretest, Module Pretest; can be filtered and sorted
	Level	In courseware, this column displays the course level and lesson (example: 1.1) at which the learner had activity; can be filtered and sorted.
	Level Score	For leveled courseware, Level Score displays the level at which the learner achieved an individual score for activities, placement test, pretest, or posttest. For leveled assessments, Level Score relates to earned scale scores and O*Net Job Zones.
	Scale Score	In courseware, this column represents scores for placement tests, pretests, courseware activities, and posttests on a scale from 0-100. In assessments, total questions answered correctly are converted to a common scale for consistency in reporting scores across different test forms.

Data Type	Report Component	Definition
Report Column Headers	eBadge	Name and number of eBadges earned; can filter for one or more eBadge types
	Credential	Credential earned and hyperlink to export (if applicable)
	Certificate	Certificate(s) earned and hyperlink to export (if applicable)
Report Totals at the Footer	Total Session Time	Total session time spent by learner across all products
	Total eBadges	Total eBadges earned by learner across all products
	Total Credentials	Total credentials earned by learner across all products
	Total Certificates	Total certificates earned by learner across all products

### Sample Individual Learner Report

Individual Learner Report														
Name	Product Offering	Date Completed	Activity Start Time	Activity End Time	Session Time	Language	Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
Name: Winters, January					00:27:50							eBadges: 2	Credential: 1	Certificates: 0
Product: Digital Skills Assessment					00:10:00							eBadge: 1	Credential: 1	Certificates: 0
		2025-12-30 09:41:31 AM	2025-12-30 09:16:21 AM			English	Work Ready Digital Skills							
		2025-12-30 09:41:31 AM	2025-12-30 09:28:06 AM		00:10:00	English	Work Ready Digital Skills			0	226			
		2025-12-30 09:41:31 AM					Work Ready Digital Skills					Earned		
		2025-12-30 09:41:31 AM											Earned	
Product: Digital Skills Courseware					00:17:50							eBadge: 1	Credentials: 0	Certificates: 0
		2025-12-30 08:35:59 AM	2025-12-30 08:33:44 AM	2025-12-30 08:35:59 AM	00:02:15	English	Computer Operations	Module Pretest			100			
		2025-12-30 08:47:23 AM	2025-12-30 08:36:22 AM	2025-12-30 08:47:29 AM	00:11:06	English	Computer Operations	Course			100			
		2025-12-30 08:52:01 AM	2025-12-30 08:47:31 AM	2025-12-30 08:52:01 AM	00:04:29	English	Computer Operations	Module Posttest			100			
		2025-12-30 08:52:01 AM					Computer Operations					Earned		
					00:27:50							eBadges: 2	Credentials: 1	Certificates: 0

Link to Assessment Individual Score Report

Link to Earned Credential

### Certificate/Credential Summary Report

A non-learner would run this report to see a quick summary of all credentials and certificates earned in one or more organizations. Credentials, certificates, and individual score reports can be printed in bulk from this report. The hyperlinked numbers in this report navigate to the Learner Listing report with detailed information for the learners who have earned credentials and certificates. *Note: This report shows the highest earned credential/certificate for each learner, which differs from other reports that show all attempts.*

## Features of the Report

Filters configured before running the report

Column Chooser allows user to add available data fields to the report

## Running the Report

Choose **Organization(s)** from the dropdown.

Choose **Organizational Level** – for certificate/credential totals by Organization(s) or broken down by Location(s).

Choose a **date range** from the dropdown or enter a custom date range.

Choose **Product Offering(s)** from the dropdown.

Select **Run Report**.

## Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Organization(s)	Organization(s) for which you would like to run the report
	Organization Level	Lists all levels of hierarchy in the portal that are in your purview
	Date	Date range for the report; can input a custom range
	Product Offerings(s)	This filter displays all products represented in the report and allows the user to filter the report by product.
Filter Set After Running Report	District	This column shows the name of the top-level organization for the report request.

Data Type	Report Component	Definition
Filter Set After Running Report	School	When the Organization Level is filtered, this column shows the organizations in your purview.
	Product Offering	Selecting the funnel on the Product Offering button allows the user to filter the report by product.
Report Column Headers	Achievement Levels	Each column shows the total number of learners who earned that achievement level.
	Not Earned Column	Total number of learners who did not earn a credential or certificate in the selected date range
	Certificate / Credential Count	This count is the total number of learners who earned a credential or certificate; printer icon allows printing in bulk, if selected.
	Individual Score Report (Assessment Only)	Summarizes assessment activity and displays credential status of the learner

### Sample Certificate/Credential Summary Report

Certificate/Credential Summary Report								Provide Reports 2.0 feedback	
Product Offering	Achievement Level 2	Achievement Level 3	Achievement Level 4	Earned	Not Earned	Certificate/Credential Count	Individual Score Report		
ABC School District									
Academic Skills and Soft Skills Assessments	0	1	0	0	2	1	3		
Academic Skills Assessments	0	0	1	0	3	1	4		
Academic Skills Courseware	1	0	0	0	0	1	1		
Digital Skills Assessment	0	0	0	4	3	4	7		
Digital Skills Courseware	0	0	0	1	1	1	2		
Soft Skills and Digital Skills Assessments	0	0	0	0	2	1	2		
Soft Skills Assessment	0	0	0	1	2	1	3		

[Link to Learner Listing](#)  
[Link to bulk download certificate/credential](#)  
[Link to bulk download ISR](#)

### Learner Credential Summary Report

This report shows assessment scores and credentials earned for learners at an organization. It displays the current results and the most recent previous results. This is a useful report for demonstrating improvement over time. Non-learners can export credentials earned from this report and link to the learner’s individual report.

## Features of the Report

Organization Name ↑ ▾ ← Organization filter

Last Name	First Name	User Name	Work Readiness Assessments Previous
			Type ▾ Date ▾
Organization Name: MDE Test			
Bridgerton	Penelope	penelope.bridgerton	

↑ Link to Individual Report

Work Readiness Assessments Current		Ready Math	Ready Data	Ready Reading
Type	Date	Level	Level	Level
	11/19/2025			

Export data →

Export Credential

Column Chooser allows user to add available data fields to the report

## Running the Report

### Filter

[Run Report](#)

Organization(s):

Organization Level:

Choose **Organization(s)** from the dropdown.

Choose **Organizational Level** – for certificate/credential totals by Organization(s) or broken down by Location(s).

Select **Run Report**.

## Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Organization(s)	Name of the organization; can be filtered or sorted
	Organization Level	Lists all levels of hierarchy in the portal that is in your purview
Filters Set After Running Report	Organization Name	Name(s) of selected organization(s)
	Last Name)	Learner’s last name
	First Name	Learner’s first name
	User Name	Learner’s username; hyperlinked to their Individual Activity Report

<b>Data Type</b>	<b>Report Component</b>	<b>Definition</b>
Filters Set After Running Report	Type	Filters for different Achievement Levels; can be sorted in ascending/descending order
	Date	Date credential was earned
	Level	Specific level earned for that module assessment
Report Column Headers	Academic Skills Assessment Previous	Displays previously earned Academic Skills credentials status and date earned; can be filtered by Type and Date
	Academic Skills Assessment Current	Displays latest and highest earned Academic Skills credential for a learner; can be filtered by Type and Date
	Ready Math Ready Data Ready Reading	Displays assessment score(s) for most current/latest attempt for the given assessment content areas, if the assessment product has multiple assessments.

# Sample Learner Credential Summary Report

Learner Credential Summary					
Organization Name ↑ ▾					
Last Name	First Name	User Name	Work Readiness Assessments Previous		
			Type	Date	
Organization Name: Tans High School					
Colton	Courtney	ccolton			
Bundt	Harriet	hbundt			
Carter	Warren	wcarter			
			Work Readiness Assessments Current		
			Type	Date	Level
			Type	Date	Level
			Ready Math	Ready Data	Ready Reading
			Level	Level	Level
			Achievement Level 3	7/11/2024	4
			Achievement Level 3	3/20/2025	4
			Achievement Level 3	8/22/2024	3