

Reading Milestones

INTERACTIVE



How to Create Admin/Teacher Reports

1. Go to <https://readingmilestones.com>, and sign in to your account.
2. Click the bar graph icon to the right of the teacher or admin's name.
3. In the box that pops up, select a report and click **Generate**.
4. You can view, download, and print the report.

The screenshot shows the Reading Milestones INTERACTIVE dashboard. At the top right, it says "KOS Academy Kiki Symond" with "Help" and "Sign Out" buttons. The main area is divided into two panels: "USERS" and "ASSIGNMENTS". The "USERS" panel has a table with columns: Level Name, Tag, MFA, and Assignments. It lists five users: Cannon, Cookie (Level 1), Sugar, Chelsie (Level 2), Triton, Jude (Level 3), Douglas, Pepper (Level 3), and Symond, Kiki (Level 3). Each user has a bar graph icon to the right of their name. The "ASSIGNMENTS" panel is currently empty.

The "REPORT OPTIONS" dialog box is shown. It has a close button (X) in the top right corner. The "Report Type" dropdown is set to "Activity Frequency and Duration - Student". The "Date Range" is set to "09-01-2024" to "11-19-2024". At the bottom, there are "CANCEL" and "GENERATE" buttons.

The report titled "Activity Frequency and Duration - Teachers" is displayed. It shows the date "2024-11-19" and the teacher "Kiki Symond". The date range is "2024-09-01 to 2024-11-19". Below this is a table with the following data:

Teacher	Dates Active	Duration
Douglas	2024-11-18	10:21 - 10:22
Douglas	2024-11-18	10:24 - 10:25
Symond	2024-09-01	06:52 - 06:52
Symond	2024-11-18	10:28 - 10:29
Symond	2024-11-19	10:56 - 10:57