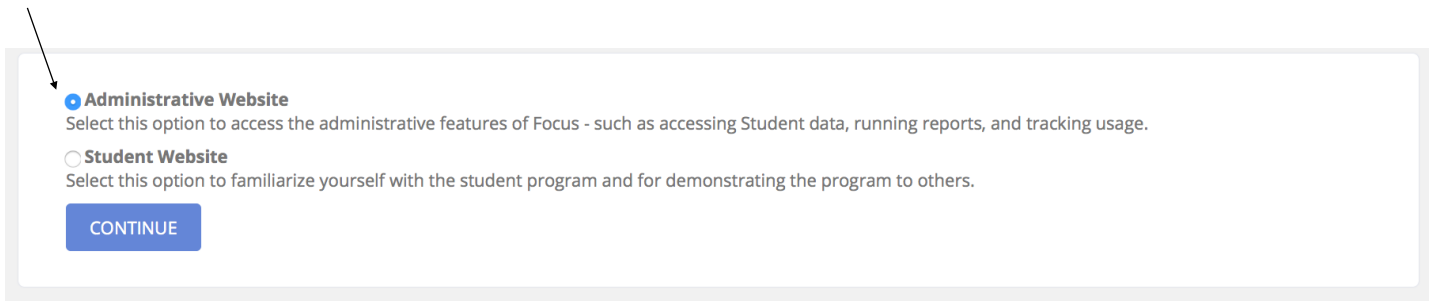# The Administrative Interface: Running Reports on Users

The administrative website is to where administrators can run detailed reports on users.

Log into your administrative website. This URL was provided to the FOCUS 2 Main Administrator at your college.

Enter your administrator username and password provided to you. When you log in you will have the choice of going into the Administrative Website or the Student Website as shown below.

Select Administrative Website and click continue

Administrative Website
Select this option to access the administrative features of Focus - such as accessing Student data, running reports, and tracking usage.

Student Website
Select this option to familiarize yourself with the student program and for demonstrating the program to others.
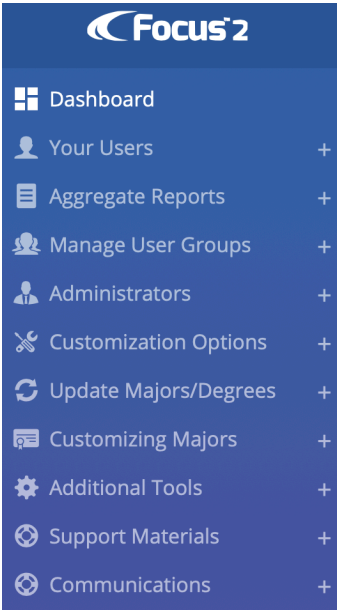
CONTINUE

There are two different dashboards seen in the administrative site depending on what type of administrator you have been set up as:

Full Access Administrator - Full access to all users, customization features including adding and deleting other administrators.
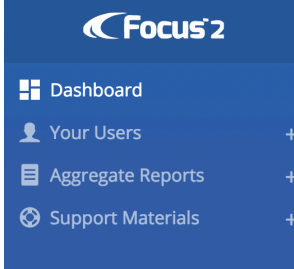
Sub-Administrator - Limited access. A Sub-Administrator can view specific groups of users only. Typically faculty advisors and staff are Sub-Administrators.

Full Access

Focus 2

- Dashboard
- Your Users +
- Aggregate Reports +
- Manage User Groups +
- Administrators +
- Customization Options +
- Update Majors/Degrees +
- Customizing Majors +
- Additional Tools +
- Support Materials +
- Communications +

Sub Administrator Access

Focus 2

- Dashboard
- Your Users +
- Aggregate Reports +
- Support Materials +

Running An Individual Student Report

Click on the plus sign to view the tools in **Your Users**:

Select **Look Up a User**: Look up any student and view his/ her registration information, add and read counselor and view the student's FOCUS 2 portfolio results. Scroll to the bottom of the webpage and select the results you wish to view.

Focus 2

- Dashboard
- Your Users   +
  - Add a New User
  - Look Up a User
  - Delete Users
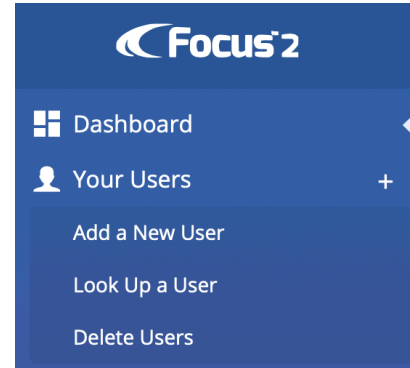
Look Up A User

Enter Username or Last Name
Search by name or by group

`redford`

First letter of Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search by Primary Group: Anticipated Year of Graduation selection.   (Select All | Deselect All)

☐ 2020	☐ 2022	☐ 2024		☐ Alumni
☐ 2021	☐ 2023	☐ 2025		☐ Faculty

View Users

Name ↓F	Username ↓F	Anticipated Year of Graduation selection.	Who referred you to FOCUS 2?	Top reason for using FOCUS 2	Date Added/Used	Delete
Redford, Robert	dsmith2	2020	Prof. Adams - Section 111	Undeclared, choosing my major	11/20/09 / 09/08/20	Delete

Scroll to the bottom of the page to view completed activity and select report to run.

Activity At A Glance And Reports

Below are the activities the student has completed. If you with to view more details, select *Portfolio Report* below. If the user has not completed any modules you will not be able to launch any detailed reporting features.

Task	Completed	Date Completed
Career Planning Involvement	⊙	09/08/2020
Academic Strengths & Weaknesses	⊙	09/08/2020
Am I Career Ready	⊙	09/08/2020
Work Interest Assessment	⊙	09/08/2020
Values Assessment	⊙	09/08/2020
Personality Assessment	⊙	09/02/2020
Skills Assessment	⊙	09/03/2020
Leisure Interest Assessment	⊙	
Action Plan	⊙	
Saved Occupations	⊙	
Saved Majors	⊙	
Search for Occupations by Name	⊙	08/13/2020
Search for Occupations by Industry	⊙	08/12/2020
What You Can Do With a Major In ...	⊙	09/08/2020
Compare 2 Occupations Side by Side	⊙	09/03/2020

Select Portfolio Reprot to see full report

Portfolio Report   **Combine Assessments**   **Saved Occupations**   **Saved Majors**

User Portfolio Report

From this page you can create a customized printable report. Items that are grayed out have not been completed and therefore cannot be included. Please select the items you would like to include and click the Report button.

Check select all or any individual completed task

(Select All | Deselect All)

☐ Career Planning Involvement	☐ Academic Strengths & Weaknesses	☐ Am I Career Ready	☐ Work Interest Assessment
☐ Values Assessment	☐ Personality Assessment	☐ Skills Assessment	☐ Leisure Interest Assessment
☐ Action Plan	☐ Saved Occupations	☐ Saved Majors	

Portfolio Report   **Back to User**

RUNNING AGGREGATE REPORTS

When you run aggregate reports, you can choose between running an aggregate report or a basic report. The aggregate option allows you to select which subgroups you would like to include in the report you are running. Normally you will want to click on the "And" option which means that the report will include users that fall into all three umbrella sub groups that you have selected simultaneously. The "Or" option means that you will see all users in all of the groups you have selected whether or not they fall into the other groups.

Focus 2

Dashboard
Your Users   +
Aggregate Reports   +
Completed Modules
Career Planning Involvement
Am I Career Ready?
Holland Code
Values Report
Skills Report
Saved Majors
Saved Occupations
Top Choice Majors
New Users
Users Login
User Demographic
Email Users
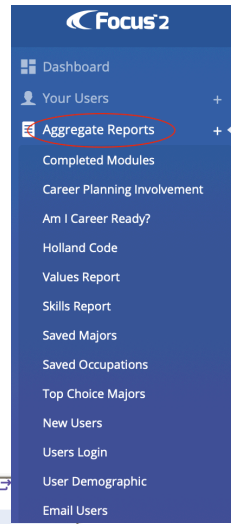
FOCUS 2 Demo for Webinars   DIANE MCCRUDDEN

Completed Modules Report

Select the date range for when the user was added for the report

Start Date	End Date
11/12/2011	09/14/2020

Select your options

Users to Include in Report

Select Type of Users
- ● Active (These Users have logged into their accounts)
- ○ Inactive (These Users have never logged into their accounts)
- ○ All Users (Both Active, Inactive and never used Users)

Select Level of Activity
- ● Both Completed and Not Completed
- ○ Completed at least 1 Assessment
- ○ Have Not Completed Any Assessments

Aggregate Search: Select from all groups

Basic Search: Primary Group only

Select Aggregate Search to see all groups

Anticipated Year of Graduation selection
(Select All | Deselect All)
- ☐ 2020
- ☐ 2021
- ☐ 2022
- ☐ 2023
- ☐ 2024
- ☐ 2025
- ☐ Alumni
- ☐ Faculty

Who referred you to FOCUS 2? (Select All | Deselect All)
- ☐ Prof. Adams - Section 111
- ☐ Prof. King- Section 222
- ☐ Prof. McCrudden - Workshop
- ☐ Career Services
- ☐ Academic Advisors
- ☐ Prof. Lane Section 125B
- ☐ Not applicable

Top reason for using FOCUS 2 (Select All | Deselect All)
- ☐ Undeclared, choosing my major
- ☐ Changing my major / Unhappily declared
- ☐ Exploring occupations / career paths
- ☐ Planning the courses I will take
- ☐ How to support my career goals
- ☐ Learning about internships, volunteering
- ☐ Exploring the job market
- ☐ Planning for further education
- ☐ Not applicable

Group By
- ● Or   ○ And

[View Report] [Create CSV]

There are many different reports to choose from under Aggregate Reports : View and/or create CSV. Simply select the desired report and select your options.

AGGREGRATE REPORTS	Detailed Reports of Multiple Groups of Users - View & Download
Completed Modules	Completed modules and overall usage count.
Career Planning Involvement	Scores of users Involvement. Sort high to low.
Am I Career Ready?	Scores of users Readiness Competencies development. Sort high to low.
Holland Code	Users grouped by first letter of Holland Code/ Download all 3 codes.
Values Report	Top three Values selected by user
Skills Report	Top three Skills selected by user
Saved Majors	Selected "Top Major" your users have identified.
Saved Occupations	Count of occupations being saved and who saved them.
Top Choice Major	A count of majors being saved who has saved them.
New Users	Month to month usage pattern of new users logging in.
Users Login	A count of how many times each user has logged in to.
User Demographic	Download users registration form demographics.
Email User	Download email addresses.