

Using ALISON Manager

To open ALISON Manager: **Click on the image of the Personal Organizer marked "MANAGER"** on your My Account page. This allows you to access Progress Reports, Quiz Scores, and a Comprehensive Activity Report.

Additionally, you can view and edit your learner's information and you can also easily communicate with your students via e-mail.



The Organizer opens and shows you information about each of your groups. To view details of learner progress, quiz and assessment scores, or visual charts of group data, simply click one of the buttons below each group listed.



Switching Views
The "Switch to Learner Stats" button allows you to access information on all courses and groups from the perspective of each individual learner.



Progress Reports and Quiz Scores
This feature allows you to view learner progress through each module. All data can be exported to a spreadsheet document easily.



Comprehensive Activity Report
The Comprehensive Activity Report can be accessed by clicking on the learner's name in the Progress Report Chart. You can see how long the learner spent on each topic and their quiz score for that lesson.

