

RUNNING A QUARTERLY REPORT

LANDING PAGE

When I log in as ALF to the database, this is what I see. This is the landing page. You will notice that there are a couple of interesting graphs here, including **Sessions this Quarter**. Along the top is a menu that includes 'Reports'. You can either click on **reports** from the menu, or you can click on **View Report** under the **Sessions this Quarter**.

Logged in as Adult Literacy Fredericton (info@adultliteracyfredericton.org) Log out as Adult Literacy Fredericton

READ NB
Laubach Literacy New Brunswick

Laubach Literacy Home Contacts Assignments **Reports** Tutor Applications

Dashboard Tutoring Dashboard

Last refreshed 20 days ago. Refresh this dashboard to see the latest data.
As of Oct 9, 2025, 10:22 AM Viewing as Adult Literacy Fredericton

Sessions this Quarter

Sum of Hours

Tutoring Assignment Name

- Nellia Kobenko Assignment-00579
- Ralph Curtis McFarlane Assignment-005...
- Robert Lavigne Assignment-00515

Adult Literacy Fredericton

[View Report \(Sessions by Council this Qtr\)](#) As of Oct 9, 2025, 10:22 AM

Sessions by Week

Record Count

Date

[View Report \(Sessions by Week this Qtr\)](#) As of Oct 9, 2025, 10:22 AM

Assessments

Record Count

Assessment Date

[View Report \(Assessments\)](#) As of Oct 9, 2025, 10:22 AM

Recent Records

- Tutoring Dashboard
- Assignment-00511

Assistant

Nothing needs your attention right now. Check back later.

Today's Events

Looks like you're free and clear the rest of the day.

[View Calendar](#)

Today's Tasks

Nothing due today. Be a go-getter, and check back soon.

[View All](#)

REPORTS

If you click on Reports from the menu bar, you will get this page. From this page, in order to get the report that I have pulled and shared with you, you will choose **Sessions by Council this Qtr** from the list.

Logged in as Adult Literacy Fredericton (info@adulthoodliteracyfredericton.org) Log out as Adult Literacy Fredericton

READ NB
Laubach Literacy

Home Contacts Assignments **Reports** Tutor Applications

Search...

Search recent reports... New Report

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Sessions by Council this Qtr		LLNB Reports	Admin user	2021-01-26, 3:20 PM	
Created by Me	Assessments		LLNB Reports	Admin user	2021-01-26, 3:20 PM	
Private Reports	2023 - Active Learners		LLNB Reports	Admin user	2023-05-16, 10:27 PM	
Public Reports	Sessions by Week this Qtr		LLNB Reports	Admin user	2021-03-22, 11:20 AM	

FOLDERS

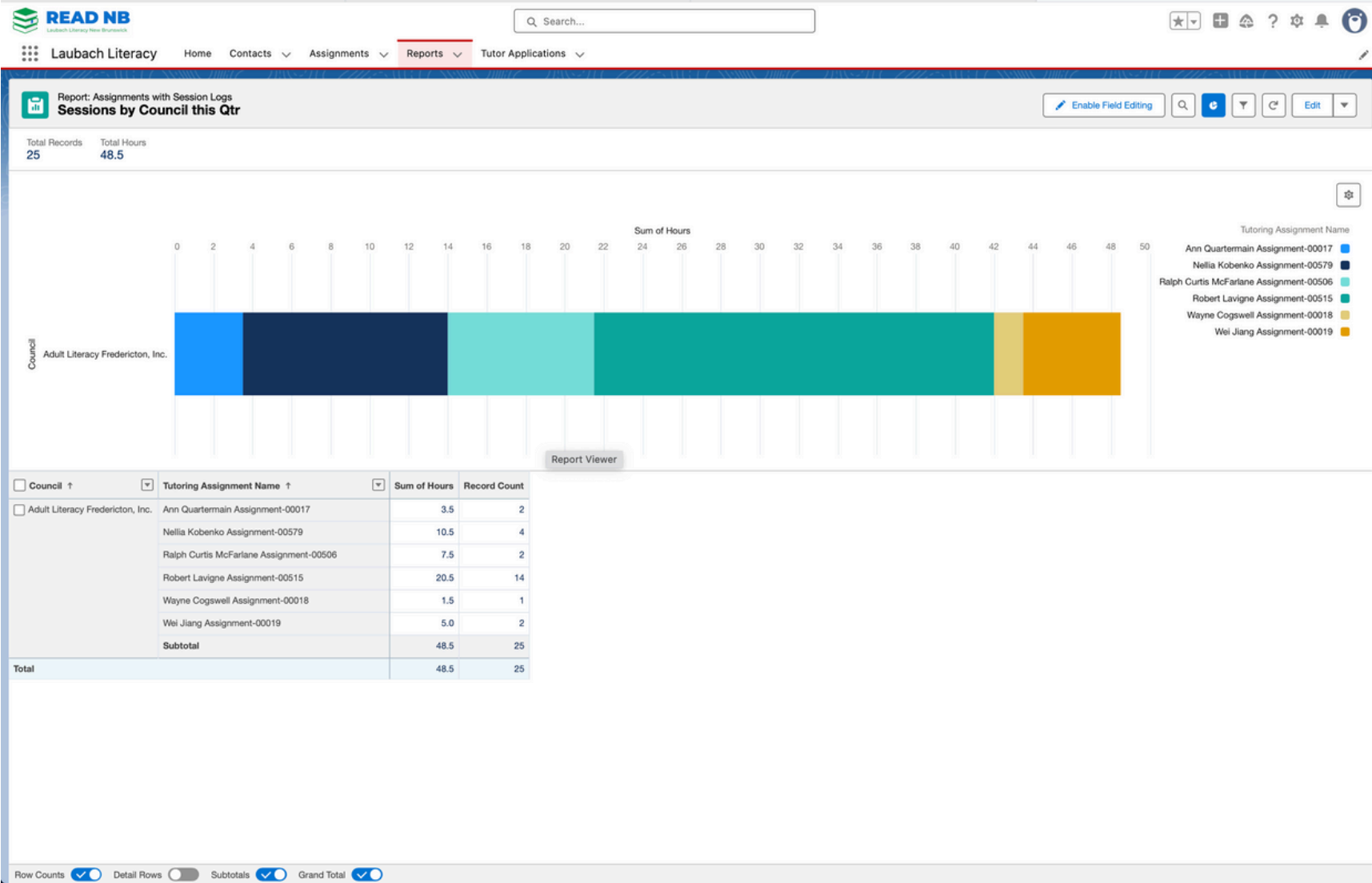
- All Folders
- Created by Me
- Shared with Me

FAVORITES

- All Favorites

REPORTS

If on the landing page you click View Reports under Sessions this Qtr, then it will take you directly to this report. In either case, you are seeing the current quarter (in this case October 1 - Dec 31.)



CHANGING THE DATE

To change the date, you are going to click on the funnel icon. That will bring up a filter panel (see square insert.) You are seeing all active assignments - active meaning that they have logged sessions - during a given period of time. By clicking on the Date field, you can change the date. Below the date is for the current quarter.

Report: Assignments with Session Logs
Sessions by Council this Qtr

Total Records: 25 Total Hours: 48.5

Sum of Hours

Tutoring Assignment Name

- Ann Quartermain Assignment-00017
- Nellia Kobenko Assignment-00579
- Ralph Curtis McFarlane Assignment-00506
- Robert Lavigne Assignment-00515
- Wayne Cogswell Assignment-00018
- Wei Jiang Assignment-00019

Council	Tutoring Assignment Name	Sum of Hours	Record Count
Adult Literacy Fredericton, Inc.	Ann Quartermain Assignment-00017	3.5	2
	Nellia Kobenko Assignment-00579	10.5	4
	Ralph Curtis McFarlane Assignment-00506	7.5	2
	Robert Lavigne Assignment-00515	20.5	14
	Wayne Cogswell Assignment-00018	1.5	1
	Wei Jiang Assignment-00019	5.0	2
	Subtotal	48.5	25
Total		48.5	25

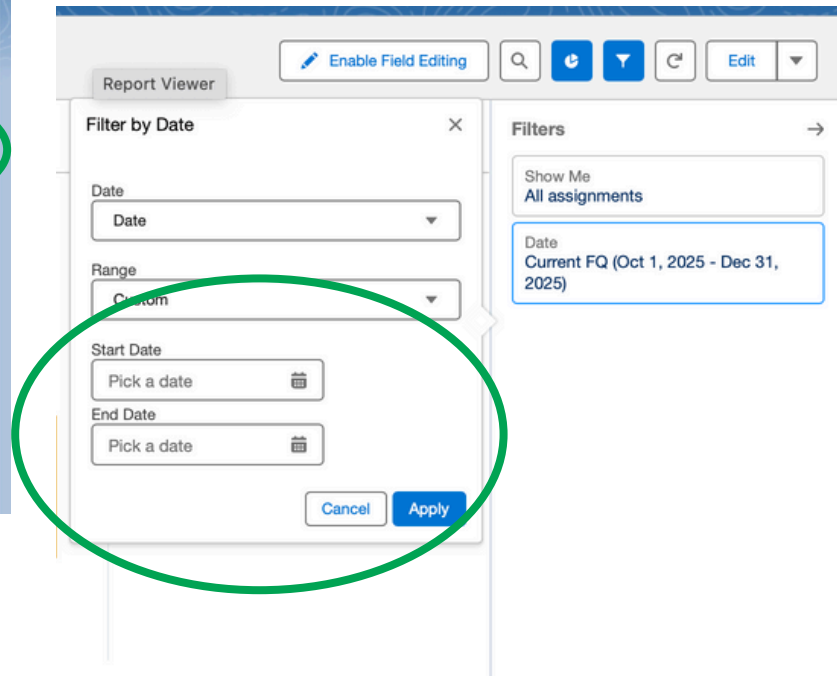
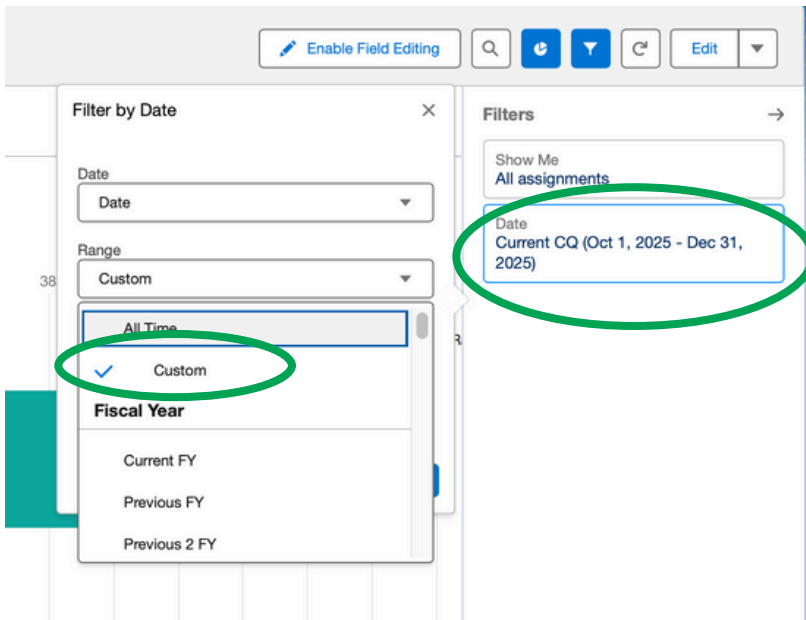
Filters

Show Me: All assignments

Date: Current FQ (Oct 1, 2025 - Dec 31, 2025)

CHANGING THE DATE

If you click on the Date under the selection under the Filters, you will get a side column that says Filter by Date - there are many choices under here, but I usually go to Custom. When I click Custom, I get the option of choosing my own start date and end date. For the purpose of my end of second quarter reporting, I will chose April 1, 2025 - September 30, 2025 and hit Apply.



THE REPORT

The resultant report shows the number of learner for the chosen period of time, whose tutors have logged their sessions. In the case of April 1, 2025, to September 30, 2025, this is 12.

