

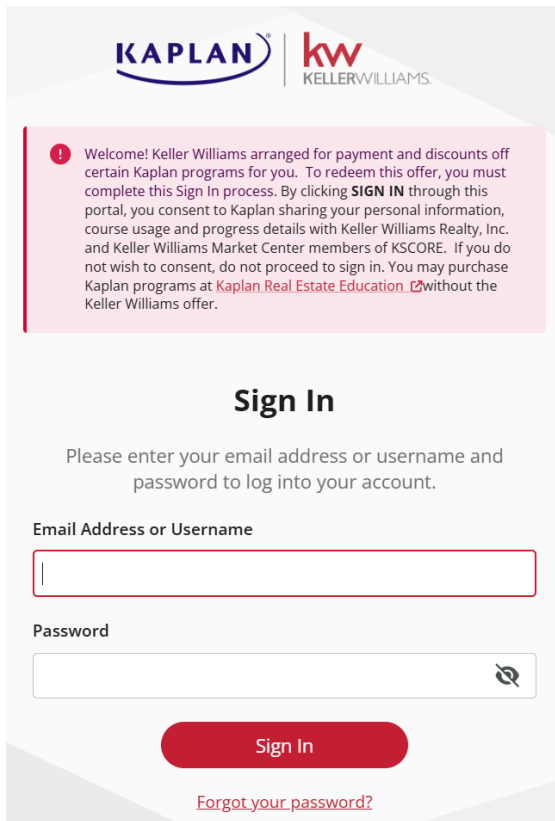
Dashboard Data Security

The Kaplan Student Progress Dashboard is a web application that organizes and presents data exported from the Kaplan portal. It does not provide nor have access to any internal Kaplan data and does not store any user data. To use the dashboard, authorized users must first log in to the Kaplan portal with administrator access and export an Enrollment Report.

During a session, the dashboard can generate and export processed results as a CSV file for the same user who uploaded the data. No information is retained in the dashboard after the session ends. If the dashboard is refreshed or closed, all uploaded and processed data is cleared from the dashboard.

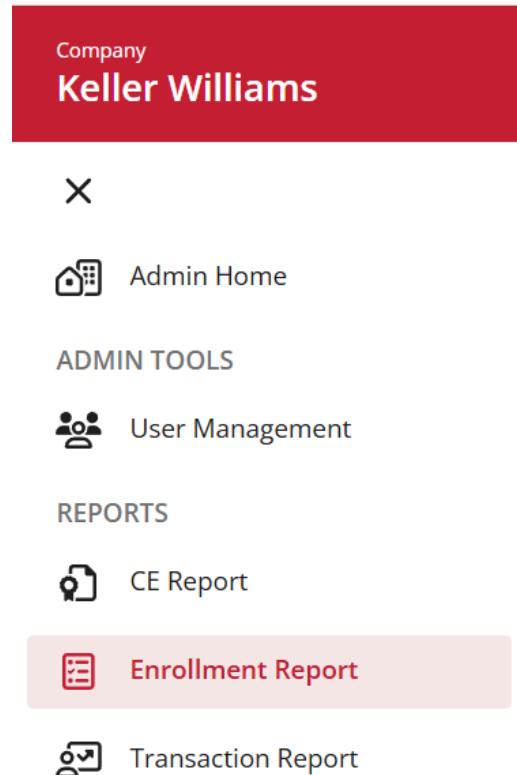
Instructions to Load Data

1. Sign in to your Kaplan Portal.



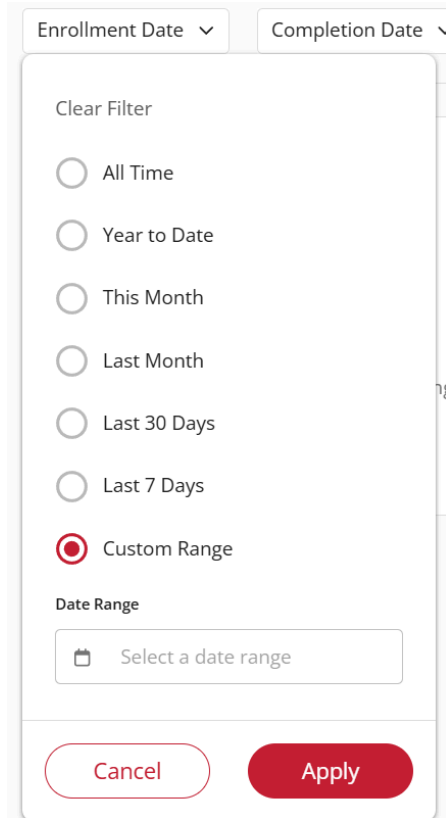
The image shows the Kaplan Sign In page. At the top, there are logos for Kaplan and Keller Williams. Below the logos is a pink banner with a warning icon and text: "Welcome! Keller Williams arranged for payment and discounts off certain Kaplan programs for you. To redeem this offer, you must complete this Sign In process. By clicking **SIGN IN** through this portal, you consent to Kaplan sharing your personal information, course usage and progress details with Keller Williams Realty, Inc. and Keller Williams Market Center members of KSCORE. If you do not wish to consent, do not proceed to sign in. You may purchase Kaplan programs at [Kaplan Real Estate Education](#) without the Keller Williams offer." Below the banner is the "Sign In" heading, followed by the instruction: "Please enter your email address or username and password to log into your account." There are two input fields: "Email Address or Username" and "Password". The "Password" field has a toggle icon for visibility. At the bottom is a red "Sign In" button and a link for "Forgot your password?"

2. Select **Enrollment Report** from the left-hand menu.



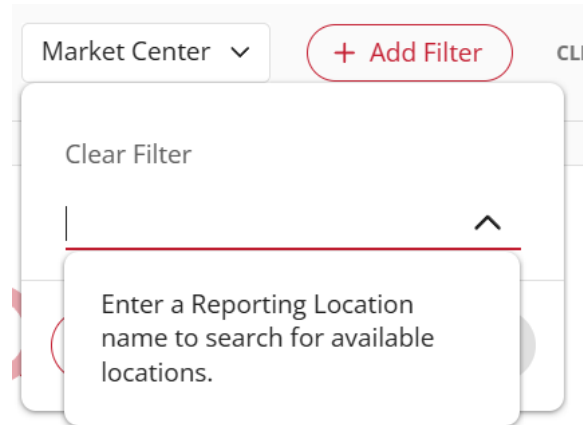
The image shows the Kaplan Admin Home sidebar menu. At the top is a red header with the text "Company Keller Williams". Below the header is a close icon (X). The menu items are: "Admin Home" with a home icon, "ADMIN TOOLS" with a group of people icon, "User Management", "REPORTS" with a report icon, "CE Report", "Enrollment Report" (highlighted in pink) with a report icon, and "Transaction Report" with a transaction icon.

3. Set Enrollment Date to 'Custom Range' and select for 6 months of data.



The screenshot shows a dropdown menu for 'Enrollment Date'. It has a 'Clear Filter' link at the top. Below it are radio button options: 'All Time', 'Year to Date', 'This Month', 'Last Month', 'Last 30 Days', 'Last 7 Days', and 'Custom Range' (which is selected). Below the radio buttons is a 'Date Range' section with a calendar icon and a text input field labeled 'Select a date range'. At the bottom are 'Cancel' and 'Apply' buttons.

4. Select Your Market Center



The screenshot shows a dropdown menu for 'Market Center'. It has a 'Clear Filter' link at the top. Below it is a search input field with a magnifying glass icon. A tooltip message is displayed over the search field, stating: 'Enter a Reporting Location name to search for available locations.' To the right of the search field is an upward-pointing arrow. At the top right of the dropdown is a '+ Add Filter' button.

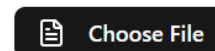
5. Click 'Export' in the top-right corner.



6. Proceed to the dashboard and click 'Choose File' to load the exported data.

Load Data

Load a CSV or Excel file to analyze student progress



Using the Dashboard

The Student Progress Dashboard is a web-based analytics tool that transforms portal provided enrollment data into useful visualizations and student reports. It enables Keller Williams Market Center administrators to follow enrollments, monitor engagement, identify at-risk students, and track course completions through an easy-to-use interface.

The dashboard is intended to support the following functions:

- **Student Progress and Performance Monitoring** – Displays key academic metrics such as completion rates, exam performance, assignment progress, or overall achievement indicators. Visualizes student advancement through courses, programs, or learning objectives, allowing users to compare current progress against expected benchmarks.

Enrollments

At-Risk Students

Completions

Total Current Students

Active students with courses that have not yet expired

1354

Student Records

Contact details for students showing most recent orders first

Export CSV

Search by name, email, or phone...

All Statuses

All Students

Start date

End date

- At-Risk Students** – Highlights participation trends and time since last activity to help identify students who may be falling behind or disengaging from coursework.

Enrollments

At-Risk Students

Completions

Started Rate

Students who began

88%

At-Risk Progress

Inactive > 14 days (unexpired incomplete)

56%

755 of 1354 students at-risk

Enrollment to First Access

How long students wait to start any course (by Order ID)

Insight: 82% of students wait 8+ days to start their first course

Time Interval	Percentage
0-7 days	6%
8-14 days	5%
15-30 days	7%
31-60 days	11%
60+ days	71%

Inactivity Analysis

Time since last access for incomplete courses (by Order ID)

0-7 days

328 (32%)

8-14 days

107 (10%)

15-30 days

151 (15%)

31-60 days

170 (16%)

60+ days

275 (27%)

Insight: 596 students have been inactive for 14+ days

Analysis groups students by Order ID and uses the most recent access date from all their unexpired incomplete courses.

- Data Reporting, Filtering and Exploration** – Provides a consolidated view of student data that can be used to filter and analyze information by student, enrollment dates, or other criteria to support targeted review and reporting.

Student Records

Contact details for students showing most recent orders first

Export CSV

Search by name, email, or phone...

All Statuses

All Students

Start date

End date

Student	Courses	Completion	Enrollment Date	Last Activity	Status
Matt Rush ShandaGordon@owmxb.org (654) 971-4094	1 0 completed · 1 not started	0% 	5/30/2026 2 days ago	No activity	Not Started
Belinda Becker JillDunn@fnnmtl.com (317) 099-2845	1 0 completed · 1 not started	0% 	5/29/2026 3 days ago	No activity	Not Started

- **Completion Records** - Easily view students who have completed their entire licensing program, or just an individual course.

