



Norfolk Public Schools
Instructional Technology
Resource Department

Technology Tutorial



Mastery Connect - How to Get Data for Data Reports

Mastery Connect: How to Get Data for Data Reports

Norfolk Public Schools

Note: There are many ways to access each of these pieces of information, so we tried to determine the most holistically straightforward path to each item; however, nearly every item in this overview can be accessed another way.

Please note that Mastery Connect's district-provided data and report options are significantly different from those of other assessment platforms; Mastery Connect focuses much of its data disaggregation on formative teacher-created assessments, and as such, available reports for district-provided assessments may be limited.

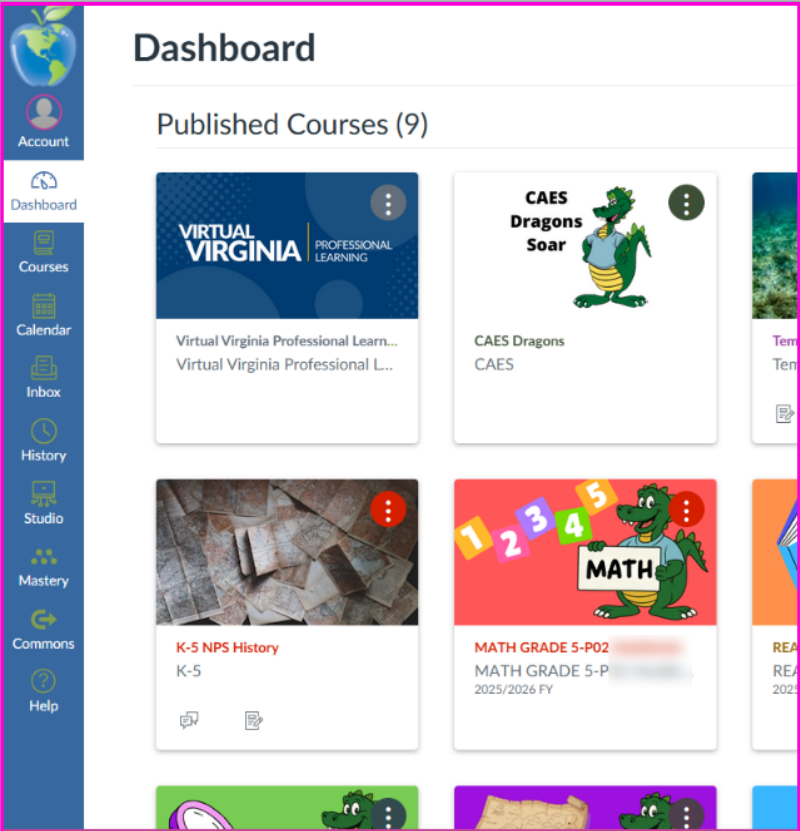


Scan here or [click this link](#) to go to the interactive player.



Open your **Canvas Dashboard**

1

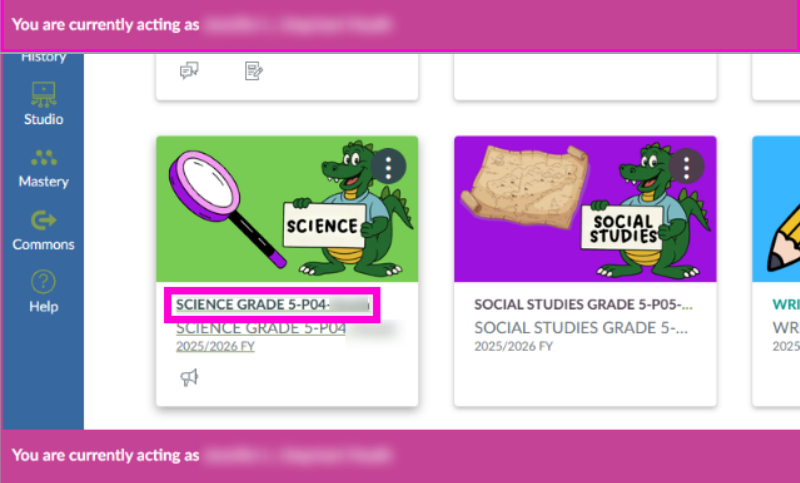


You are currently acting as



Click the **Course Tile** for the course where your District-Provided assessment is located

2



You are currently acting as



Norfolk Public Schools
Instructional Technology
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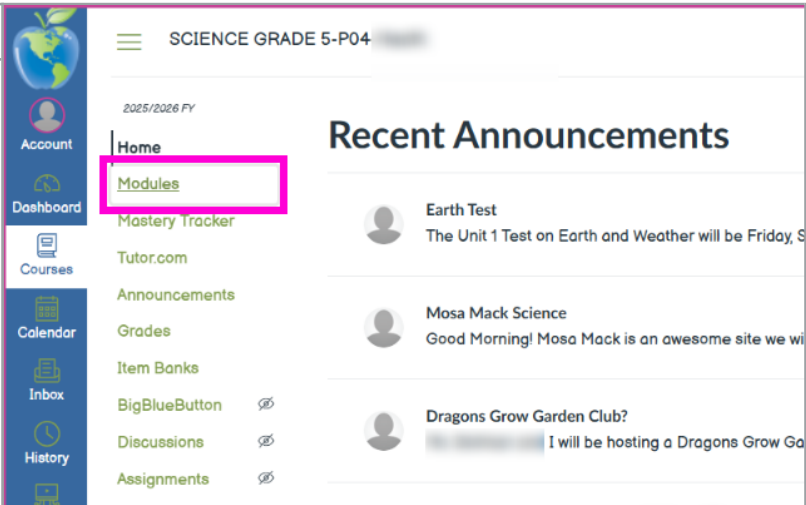
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Mastery Connect - How to Get Data for Data Reports



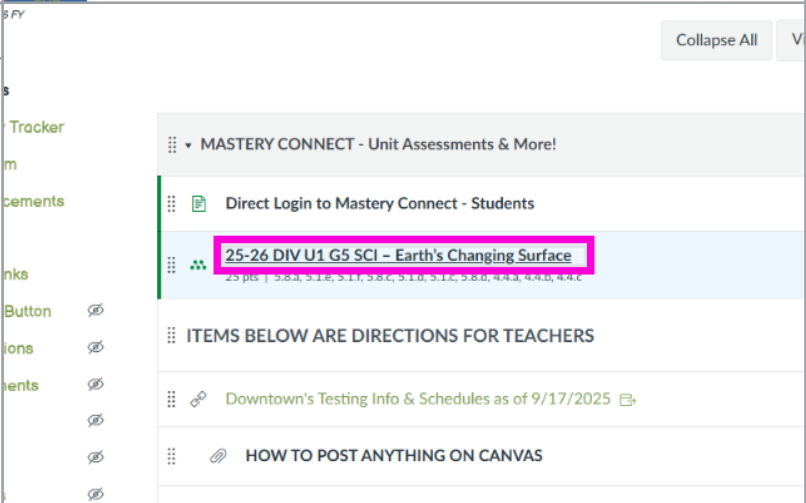
Click **Modules**

3



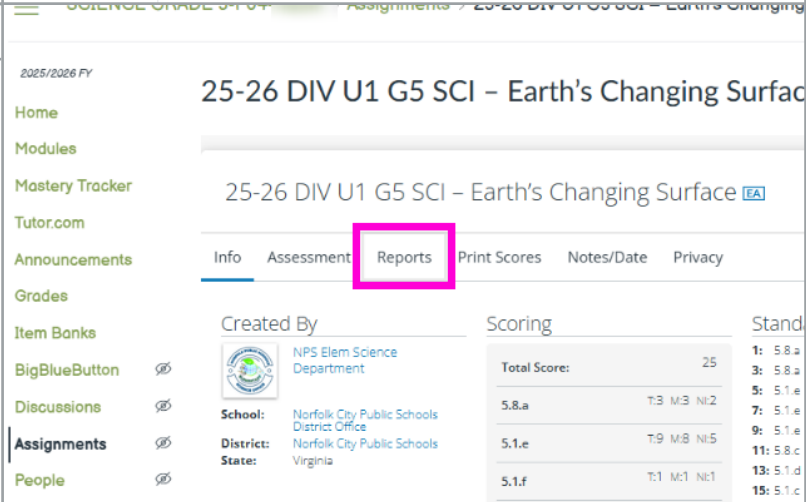
Click the **Name of the Assessment** for which you would like to collect data.

4



On the pop-up that appears, click **Reports**.

5





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Mastery Connect - How to Get Data for Data Reports



In the grey navigation window in the Reports section of the pop-up, select **Student Mastery**.

6

2025/2026 FY

Home
Modules
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Tutor.com
Announcements
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Item Banks
BigBlueButton
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25-26 DIV U1 G5 SCI – Earth's Changing Surface

25-26 DIV U1 G5 SCI – Earth's Changing Surface [EA](#)

Info Assessment Reports Print Scores Notes/Date Privacy
Item Analysis **Student Mastery** Tracker Comparison Teacher Comparison Predictive

View Options SCIENCE GRADE 5-8 Grade Five Science Assessment

Question 1

5.8.a



Question 2

5.8.a



A graph will appear for a quick reference of overall **Mastery by Standard for all standards on this test**. The default view includes ALL sections. To screenshot it, press **WINDOWS + Shift + s** and **CTRL + v** to paste it into your Data Report, if desired.

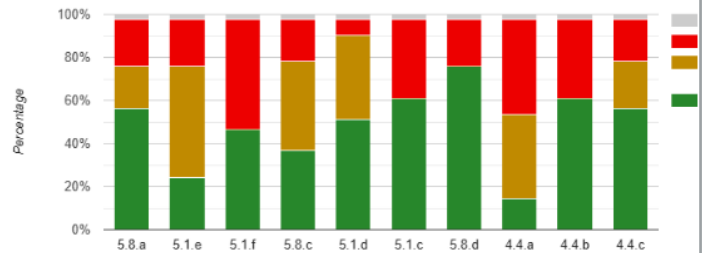
7

25-26 DIV U1 G5 SCI – Earth's Changing Surface [EA](#)

Info Assessment Reports Print Scores Notes/Date Privacy
Item Analysis Student Mastery Tracker Comparison Teacher Comparison Predictive Reports

View Options SCIENCE GRADE 5-8 Grade Five Science Demographic Options (None)

Mastery by Standard





Technology Tutorial

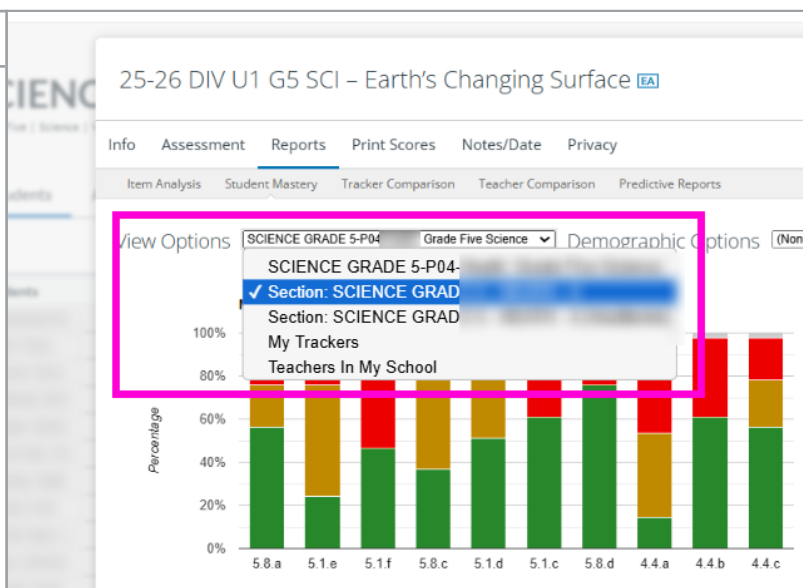


Mastery Connect - How to Get Data for Data Reports



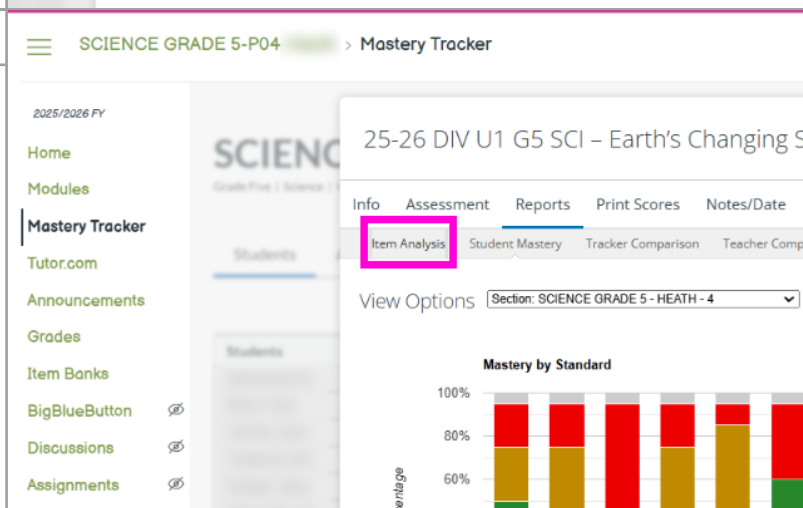
Use the **View Options** dropdown to switch the view to each section in crosslisted courses if you would like to compare the visual overview for each group of students.

8



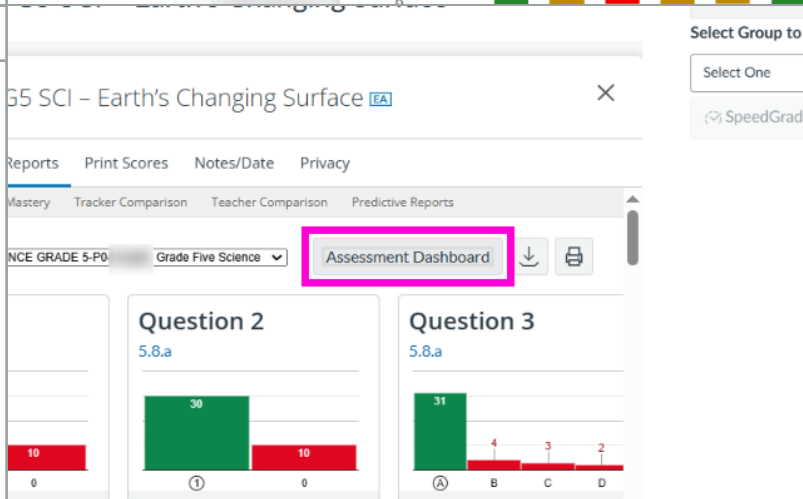
When you are done looking at your Student Mastery graphs, click **Item Analysis** in the grey navigation ribbon at the top of the pop-up.

9



We will discuss the Item Analysis interfaces later in the tutorial; for now, click **Assessment Dashboard**.

10





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Note the **Number of students assessed** on your data sheet, if needed; access a list of unassessed students by clicking the "See # students not assessed" link below.

11



On that same page, click **Item Analysis**.

(This item analysis link provides different functionality than the initial Item Analysis link we clicked to get here; before its completion, the tutorial will explain the use of both.)

12



Click the **Filters** icon. (If your screen view cuts this off, you can adjust the sizing by typing **CTRL** and the **-** (minus) button at the same time. To make it larger, click **CTRL** and the **+** (plus) button at the same time.)

13



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On the sidebar that appears, click the circle button corresponding to **Mastery**.

14

nts > 25-26 DIV U1 G5 SCI – Earth's Changing Surface

63 View as S

SCI – Earth's Changing Surface

LINK CITY PUBLIC SCHOOLS | 25-26

Filters

View

☐ Mastery

☒ Item Analysis

Class

All

School Year

2025-2026

Question #2
5.8.a

30 10 0

①



Choose the **Class/Grade/Course** you want to analyze in the "Class" dropdown or leave it as "All." (Administrators, specialists, and some teachers may have more sidebar options depending on their roles/locations; choose accordingly.)

15

SCI – Earth's Changing Surface

CITY PUBLIC SCHOOLS | 25-26

Filters

View

☒ Mastery

☐ Item Analysis

Class

All

All

VA: Standards of Learning (2018)

Grade Five

School Year

2025-2026

Other

☐ Include Archived

Cancel Apply

Question #2
5.8.a

30 10 0

①

Type Cloze Dropdown
Points 1
DOK n/a
Item 5.8.a-2

Question #5
5.1.e

30 4 4 4



Scroll down and click **Exclude No Scores** if you wish to keep students who have not answered those questions from being included in your data breakdown.

16

30 10 0

①

Type Cloze Dropdown
Points 1
DOK n/a
Item 5.8.a-2

Question #5
5.1.e

30 4 4 4

School Year

2025-2026

Other

☐ Include Archived Data

☒ Exclude No Scores

☐ Exclude Remote Scores

Cancel Apply

Stop Acti



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Mastery Connect - How to Get Data for Data Reports



Click **Apply**. (If your screen view cuts this off, scroll down.)

17

Close Dropdown

1

n/a

5.8.a-2

on #5

30

4

Cancel

Apply

Other

☐ Include Archived Data

☒ Exclude No Scores

☐ Exclude Remote Scores

Stop Acting as User



Click **Close** if the Filters sidebar reappears or remains when the new page loads.

18

Filters

View

☒ Mastery

☐ Item Analysis

Class

All

Demographic

(None)

School Year

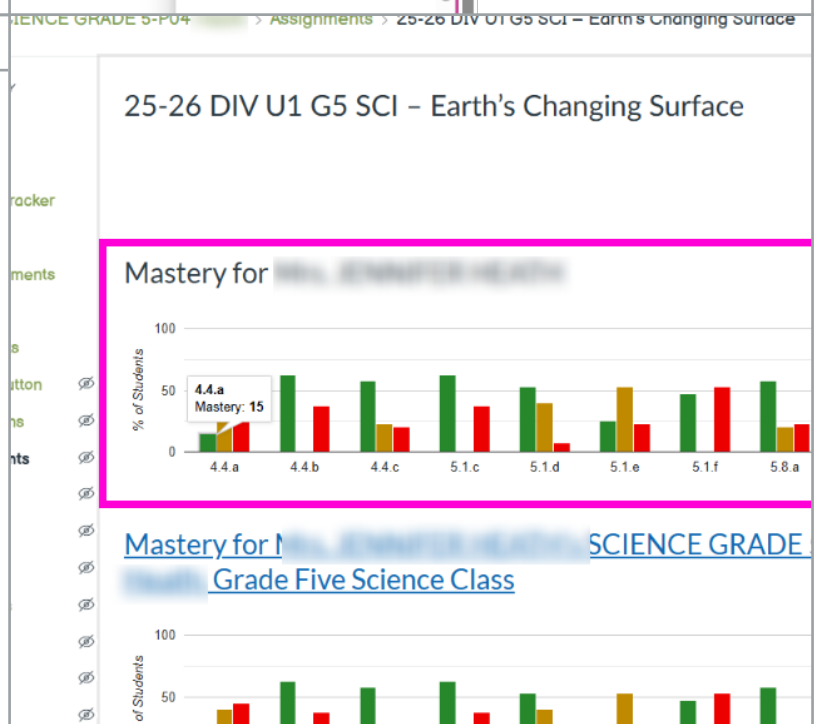
2025-2026

Close



Scroll down to the **Mastery Graphs** (which include ALL students in the Tracker) and identify the most challenging standards. If you **HOVER** over the bar graph, individual bars will tell you the percentage of students in the performance band by standard.

19





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Mastery Connect - How to Get Data for Data Reports

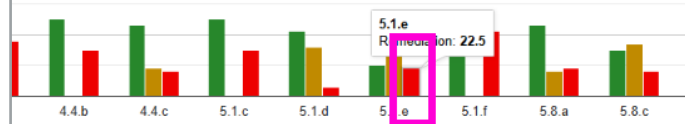


Click a **red bar** for one of the **most challenging standards in the Mastery Graph** to bring up a pop-up that shows you a list of students in each performance band for that standard, along with a description of the standard.

20

Assignments > 25-26 DIV U1 G5 SCI – Earth's Changing Surface

V U1 G5 SCI – Earth's Changing Surface



or Mrs. [Name] [SCIENCE GRADE 5-P04-](#)
[Grade Five Science Class](#)



This will open up a pop-up including a **list of students in that performance band for that standard**, which you can **copy** into your **Teacher Action Plan**, if needed.

21

25-26 DIV U1 G5 SCI – Earth's Changing Surface

Mastery Levels for 5.1.e

Standard Students

Mastery Needs Improvement Remediation No Score

Tracker: SCIENCE GRADE 5-P04

Remediation

- [Student Name]
- [Student Name]
- [Student Name]
- [Student Name]
- [Student Name]
- [Student Name]
- [Student Name]
- [Student Name]
- [Student Name]
- [Student Name]



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Click through the other **tabs** on the **grey bar** to see the other performance bands and add them to your Teacher Action Plan, if needed.

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2025/2026 FY

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25-26 DIV U1 G5 SCI – Earth's Changing Su

Mastery Levels for 5.1.e

Standard Students

Mastery Needs Improvement Remediation No Score

Tracker: SCIENCE GRADE 5-P04

Needs Improvement



After navigating through your performance band lists for the standard, click **Standard** to access copy-able text of the standard, if needed.

23

2025/2026 FY

Account
Dashboard
Courses
Calendar
Inbox
History
Studio

Home
Modules
Mastery Tracker
Tutor.com
Announcements
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Item Banks
BigBlueButton
Discussions
Assignments
People

25-26 DIV U1 G5 SCI – Earth's Changin

Mastery Levels for 5.1.e

Standard Students

Mastery Needs Improvement Remediation No Score

Tracker: SCIENCE GRADE 5-P04

Needs Improvement



Copy and paste the standards text into your Teacher Action Plan, if needed, and then click **Close** on the pop-up.

24

Close

ending of scientific and engineering practices by developing and using
example, or abstract representation to describe a scientific principle or

Five



Mastery Connect - How to Get Data for Data Reports



Repeat steps 20-24 by clicking on one of the bars of the standards graph for each challenging standard that will be included on your Teacher Action Plan.

25

Dashboard

Courses

Calendar

Inbox

History

Studio

Mastery

Commons

Mastery Tracker

Tutor.com

Announcements

Grades

Item Banks

BigBlueButton

Discussions

Assignments

People

Files

Syllabus

Outcomes

Rubrics

Mastery for Grade Five Science Class

Item	Green Bar (%)	Yellow Bar (%)	Red Bar (%)
4.4.b	~60	62.5	~40
4.4.c	~60	~25	~25
5.1.c	~60	~40	~10
5.1.d	~30	~50	~10

When you have gotten all the data you need, **close** the last Standards Mastery Levels pop-up.

26

G5 SCI – Earth's Changing Surface

63 View as Student

s Changing Surface

X

Select Group to Grade

Select One

SpeedGrader

e

PRINT

Pacheco, Jackson Makai

Pierre, Fedezalle

Scroll up and click **Mastery Tracker**.

27

Home, Redgella

2025/2026 FY

25-26 DIV U1 G5 SCI – Earth's Changing

Home

Modules

Mastery Tracker

Tutor.com

Announcements

Grades

Item Banks

BigBlueButton

Discussions

Assignments

25-26 DIV U1 G5 SCI – Earth's Changing

NPS 5th Grade Curriculum Map | Science | VA: Standards of Learning (2018) | Grade Five | Cr

10 STANDARDS

25 QUESTIONS

25 POINTS

Answer Key



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Your overall Mastery Tracker for the course will appear. **Scroll to find your Unit Test** and tally the number of students in each performance band in your Teacher Action Plan, if needed.

Note: Your Overall Course Mastery Tracker DOES NOT aggregate data from district-provided assessments. You will not have color-coded boxes per standard on your course-level Tracker if you do not give formative, teacher-created assessments via Mastery Connect.

28

	5.1.e	5.1.f	Daily Science...	25-26 DIV U1...
	MASTERY	100% (4/4)	96% (24/25)	
	MASTERY	100% (4/4)	88% (22/25)	
			64% (16/25)	
	MASTERY	75% (3/4)	72% (18/25)	
	NEEDS IMPROV	50% (2/4)	80% (20/25)	
			24% (6/25)	
	NEEDS IMPROV	50% (2/4)	40% (10/25)	
	NEEDS IMPROV	75% (3/4)	32% (8/25)	
	MASTERY	75% (3/4)	76% (19/25)	
	MASTERY	100% (4/4)	92% (23/25)	
			72% (18/25)	
	MASTERY	100% (4/4)	76% (19/25)	
	MASTERY	100% (4/4)	40% (10/25)	
	NEEDS IMPROV	75% (3/4)	48% (12/25)	
	MASTERY	100% (4/4)	76% (19/25)	
			60% (15/25)	
	MASTERY	100% (4/4)	92% (23/25)	
	MASTERY	75% (3/4)	76% (19/25)	

Stop Acting as User



For crosslisted courses, click **Students** to switch between sections and finish tallying the rest of your students' performance bands.

29

Tracker

GRADE 5-P04

Students

	5.1.a	5.1.b	5.1.c	5.1.d	5.1.e	5.1.f	Daily Science...	25-26
	MASTERY	NEEDS IMPROV	MASTERY			MASTERY	100% (4/4)	96%
	MASTERY	MASTERY	MASTERY			MASTERY	100% (4/4)	88%
		REMEDATION	NEEDS IMPROV					64%
	REMEDATION	MASTERY	NEEDS IMPROV			MASTERY	75% (3/4)	72%
	REMEDATION	NEEDS IMPROV	NEEDS IMPROV			NEEDS IMPROV	50% (2/4)	80%



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Mastery Connect - How to Get Data for Data Reports



Click the **circular button beside the section** you'd like to tally next. (If you want to winnow down any further, see the options on the sidebar. Note that some program demographic filters pull exited student data too.)

30

The screenshot shows the Mastery Connect interface. On the left is a table with columns for standards (5.1.d, 5.1.e, 5.1.f) and student performance levels (MASTERY, NEEDS IMPROVING). On the right is a sidebar titled 'Students' with a close button (x). Inside the sidebar, the 'Sections' section is highlighted with a pink box. Below 'Sections' are filters for 'Gender' (Female, Male) and 'Race' (Black or African). At the bottom of the sidebar is a 'Save' button, also highlighted with a pink box.



Scroll down and click **Save** on the side panel to switch to the other section. Note: You cannot view data for all sections at once.

31

This screenshot is similar to the one for slide 30, showing the same table and sidebar. The 'Save' button in the sidebar is highlighted with a pink box. Below the 'Save' button, there are buttons for 'Restore Default' and 'Cancel'. At the bottom of the sidebar, there is a 'Stop Acting as User' button.



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Your overall Mastery Tracker for the section you choose will appear. Scroll to find your **Unit Test** and tally the number of students in each performance band in your Teacher Action Plan, if needed. Repeat for all crosslisted sections.

32

5.1.e	5.1.f	Daily Science...	25-26 DIV U1...
MASTERY	100%	(4/4)	96% (24/25)
MASTERY	100%	(4/4)	88% (22/25)
			64% (16/25)
MASTERY	75%	(3/4)	72% (18/25)
NEEDS IMPROV	50%	(2/4)	80% (20/25)
			24% (6/25)
NEEDS IMPROV	50%	(2/4)	40% (10/25)
NEEDS IMPROV	75%	(3/4)	32% (8/25)
MASTERY	75%	(3/4)	76% (19/25)
MASTERY	100%	(4/4)	92% (23/25)
			72% (18/25)
MASTERY	100%	(4/4)	76% (19/25)
MASTERY	100%	(4/4)	40% (10/25)
NEEDS IMPROV	75%	(3/4)	48% (12/25)
MASTERY	100%	(4/4)	76% (19/25)
			60% (15/25)
MASTERY	100%	(4/4)	92% (23/25)
MASTERY	75%	(3/4)	76% (19/25)

Stop Acting as User



ADDITIONAL DATA OPTIONS

Scroll over to find the Unit Test column in your Tracker, **HOVER OVER** the title of the test and select **Reports** in the dropdown menu that appears.

33

5.1.e	5.1.f	Daily Science...	25-26 DIV U1...
MASTERY	75%	(3/4)	Assess
			Compare
			View
MASTERY	75%	(3/4)	Reports
MASTERY	100%	(4/4)	Export to Excel
REMEDIATION	25%	(1/4)	Export Scores
NEEDS IMPROV	25%	(1/4)	
MASTERY	75%	(3/4)	84% (21/25)
NEEDS IMPROV	50%	(2/4)	28% (7/25)
			88% (22/25)
			64% (16/25)
MASTERY	100%	(4/4)	68% (17/25)



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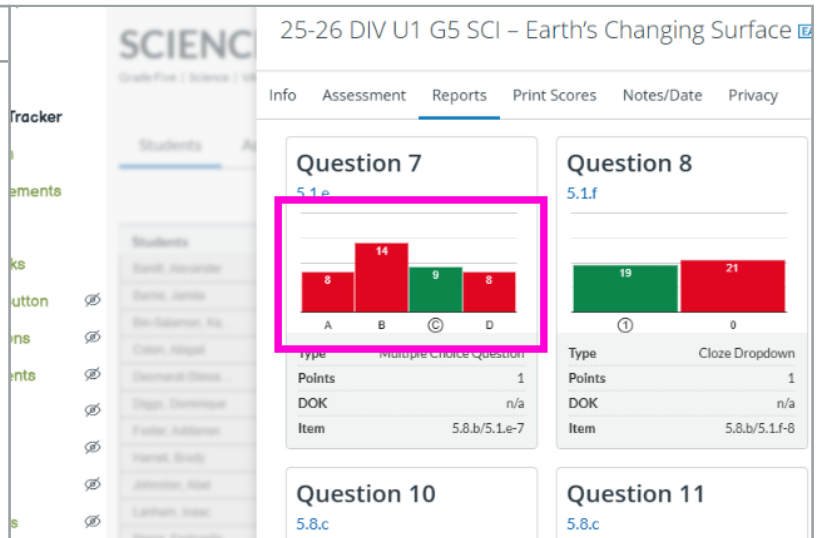


Mastery Connect - How to Get Data for Data Reports



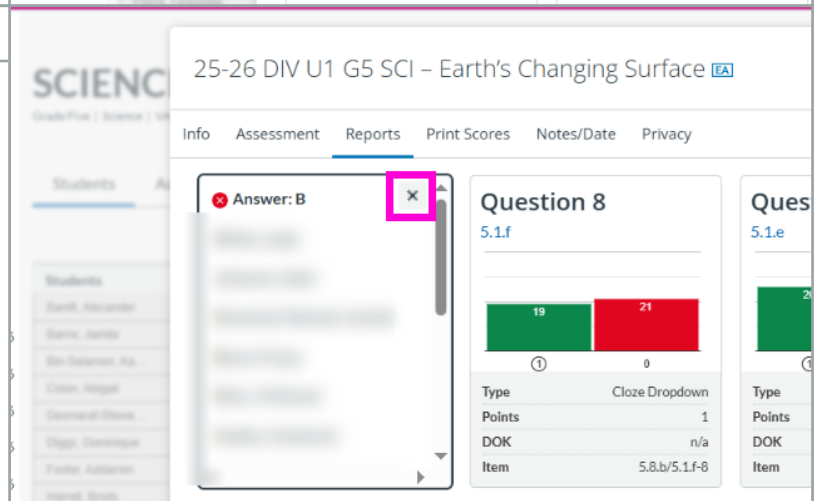
A pop-up will appear with your Item Analysis. You can **scroll** through and see item-specific answer breakdowns. **Click a bar of the graph** and a list of students that selected the corresponding answer choice will appear.

34



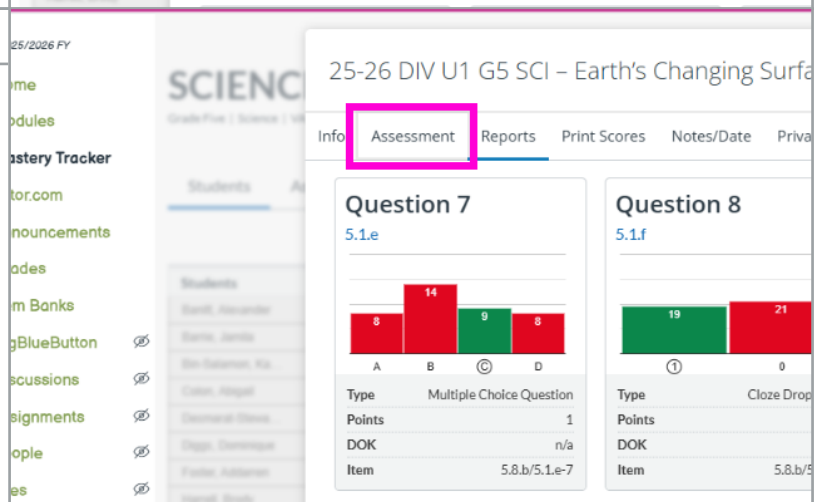
You can scroll through the list of students and copy the text, if you wish. When you are done looking, scroll up and click **Close**.

35



To see the Assessment itself and the answer choices that correspond with the graphs, click **Assessment** in the top navigation pane on the pop-up. (Note that the assessment will only be visible if downtown's VIEWING window for the test is still open.)

36





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Mastery Connect - How to Get Data for Data Reports



Navigate through the Assessment by clicking the **Question Number on the smaller side panel**, which you can scroll down. Scroll down the larger, main section of the pop-up to see the question and the correct answers.

37

The screenshot shows the 'Earth's Changing Surface' assessment page. On the right, a list of questions is displayed. Question #7 is highlighted with a pink box. The details for Question #7 are: TITLE: 5.8.b/5.1.e-7, STD: 5.1.e, TYPE: Multiple Choice Question, PTS: 1. Other questions listed include Question #6 (Multiple Choice), Question #8 (Cloze Dropdown), Question #9 (Classification), and Question #10 (Multiple Choice).



When you are done looking through the Assessment questions, use the top navigation ribbon and click **Print Scores**.

38

The screenshot shows the 'Mastery Tracker' page for the '25-26 DIV U1 G5 SCI - Earth's Changing Surface' assessment. The top navigation ribbon includes 'Info', 'Assessment', 'Reports', 'Print Scores', 'Notes/Date', and 'Privacy'. The 'Print Scores' button is highlighted with a pink box. Below the ribbon, the 'DIRECTIONS' section reads: 'Drag the answer to the correct box. Differentiate among cloud types identifying the type of weather associated with each.' There are two rows of cloud types: 'cirrus' and 'stratus', each with a corresponding empty box for the answer.



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Mastery Connect - How to Get Data for Data Reports



This will show you options for whichever section is currently selected to be visible on your Tracker. **Select the students and questions you would like included** on the individualized student reports, which will print one per page.

39

04-I > Mastery Tracker

25-26 DIV U1 G5 SCI - Earth's Changing Surface [EA](#)

Info Assessment Reports **Print Scores** Notes/Date Privacy

Print Options

20 students selected ☒ All 20 students 25 item selected

☒	20/25	☒ Question 01
☒	20/25	☒ Question 02 Cloze
☒	18/25	☒ Question 03 Multiple Choice
☒	16/25	☒ Question 04 Multiple Choice
☒	16/25	☒ Question 05 Multiple Choice
☒	17/25	☒ Question 06 C
☒	10/25	☒ Question 07 Multiple Choice
☒	(NO SCORE)	☒ Question 08 Cloze
☒	21/25	☒ Question 09 C
☒	7/25	☒ Question 10 Multiple Choice

☐ Show open response answers.

Print >



In another tab, a **PDF will open and you will see a student-focused breakdown** of questions correct, along with standards assessed, the number correct vs. number of questions asked in the standard, and the student's performance band on that standard.

40

Score 20/25 80%

25-26 DIV U1 G5 SCI - Earth's Changing Surface

4.4.a 3/3	● mastery
4.4.b 1/1	● mastery
4.4.c 2/2	● mastery
5.1.c 1/1	● mastery
5.1.d 1/2	● Needs Improv
5.1.e 8/9	● mastery
5.1.f 0/1	● remediation
5.8.a 3/3	● mastery
5.8.c 0/2	● remediation
5.8.d 1/1	● mastery

4.4.a 3/3	● mastery
4.4.b 1/1	● mastery
4.4.c 2/2	● mastery
5.1.c 1/1	● mastery
5.1.d 2/2	● mastery
5.1.e 7/9	● Needs Improv
5.1.f 1/1	● mastery
5.8.a 0/3	● remediation
5.8.c 2/2	● mastery
5.8.d 1/1	● mastery

Score 18/25 72%

4.4.a 1/3 ● remediation

4.4.b 1/1 ● mastery

4.4.c 2/2 ● mastery



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Mastery Connect - How to Get Data for Data Reports



These reports will print one-per-page, as reports that could be sent home with a child and returned signed. An easy way to initiate printing is to press **CTRL** + **P** on your keyboard while on this screen, which will bring up your print menu.

41

Score 20/25 80%									
25-26 DIV U1 G5 SCI – Earth's Changing Surface									
4.4.a 3/3	4.4.b 1/1	4.4.c 2/2	5.1.c 1/1	5.1.d 1/2	5.1.e 8/9	5.1.f 0/1	5.8.a 3/3	5.8.c 0/2	5.8.d 1/1
mastery	mastery	mastery	mastery	Needs Improv	mastery	remediation	mastery	remediation	mastery
25-26 DIV U1 G5 SCI – Earth's Changing Surface									
4.4.a 3/3	4.4.b 1/1	4.4.c 2/2	5.1.c 1/1	5.1.d 2/2	5.1.e 7/9	5.1.f 1/1	5.8.a 0/3	5.8.c 2/2	5.8.d 1/1
mastery	mastery	mastery	mastery	mastery	Needs Improv	mastery	remediation	mastery	mastery



On your browser's navigation pane, return to the Canvas/ Mastery Connect tab that you were in before opening the PDF report. If you have a cross-listed course, close the pop-up to switch to your other section to print those reports, if needed.

42

Score 18/25 72%									
4.4.a 1/3	4.4.b 1/1								
remediation	mastery								

ing Surface EA

Date Privacy

25 item selected All 25 items

☒ Question 01

Match List

☒ Question 02

Cloze Dropdown

☒ Question 03

Multiple Choice Question

☒ Question 04

Multiple Choice Question

☒ Question 05

Multiple Choice Question

☒ Question 06

Classification



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Click the **Students** icon to open the side panel to switch between sections so that you can access the printable reports for all your students.

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Tracker

Students

GRADE 5-P04-

arning (2018)

	5.1.a	5.1.b	5.1.c	5.1.d	5.1.e	5.1.f	Daily Science...	25-26
	REMEDATION	MASTERY	NEEDS IMPROV			MASTERY	75% (3/4)	80%
			NEEDS IMPROV					80%
		NEEDS IMPROV	NEEDS IMPROV					72%
	REMEDATION	MASTERY	NEEDS IMPROV			MASTERY	75% (3/4)	64%
	MASTERY	NEEDS IMPROV				MASTERY	100% (4/4)	64%



Switch to a section for which you need to print reports by **selecting the circular button beside the needed section's name**.

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Students

Sections

- SCIENCE GRADE 5 -
- SCIENCE GRADE 5 -

Last Synced: September 23, 2025 5:43 AM

Gender

- ☒ Female
- ☒ Male

	5.1.c	5.1.d	5.1.e	5.1.f
	NEEDS IMPROV			MASTERY
	NEEDS IMPROV			
	NEEDS IMPROV			
	NEEDS IMPROV			MASTERY
				MASTERY



Scroll down and click **Save** on the side panel to switch to the other section on your Tracker.

45

MASTERY

IEP

ELL

Note: Information is displayed based on data provided by the students or district.

Restore Default

Cancel

Save

Stop Acting as User



Technology Tutorial



Mastery Connect - How to Get Data for Data Reports



Scroll along the Tracker until you find the Unit Test, and **HOVER OVER** the title of the test, then click the **Reports** button on the dropdown menu that appears. Repeat steps 38-42 for all needed sections.

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5.1.e	5.1.f	Daily Science...	25-26 DIV U1...
	MASTERY	100% (4/4)	Assess
	MASTERY	100% (4/4)	Compare
			View
	MASTERY	75% (3/4)	Reports
	NEEDS IMPROV	50% (2/4)	Export to Excel
			Export Scores
	NEEDS IMPROV	50% (2/4)	
	NEEDS IMPROV	75% (3/4)	32% (8/25)
	MASTERY	75% (3/4)	76% (19/25)
	MASTERY	100% (4/4)	92% (23/25)
			72% (18/25)
	MASTERY	100% (4/4)	76% (19/25)
	MASTERY	100% (4/4)	40% (10/25)



Scan here or [click this link](#) to go to the interactive player.