

CREATING CUSTOM REPORTS

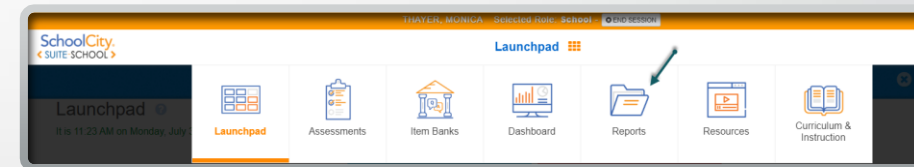
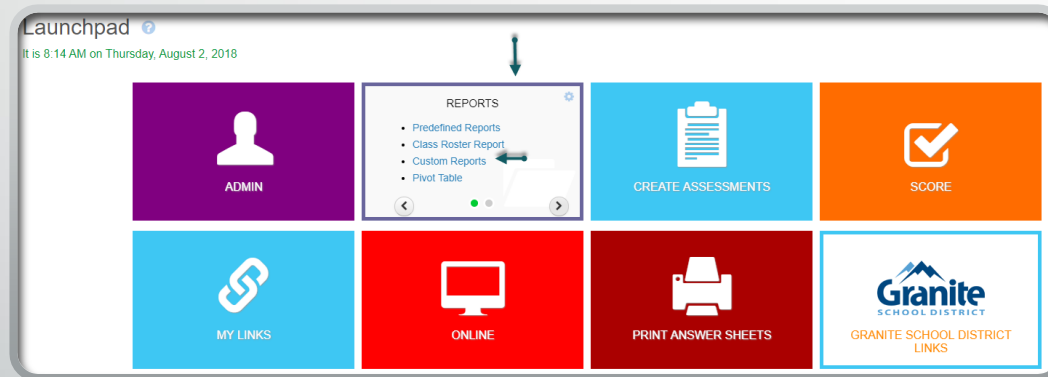
Danece Mangone

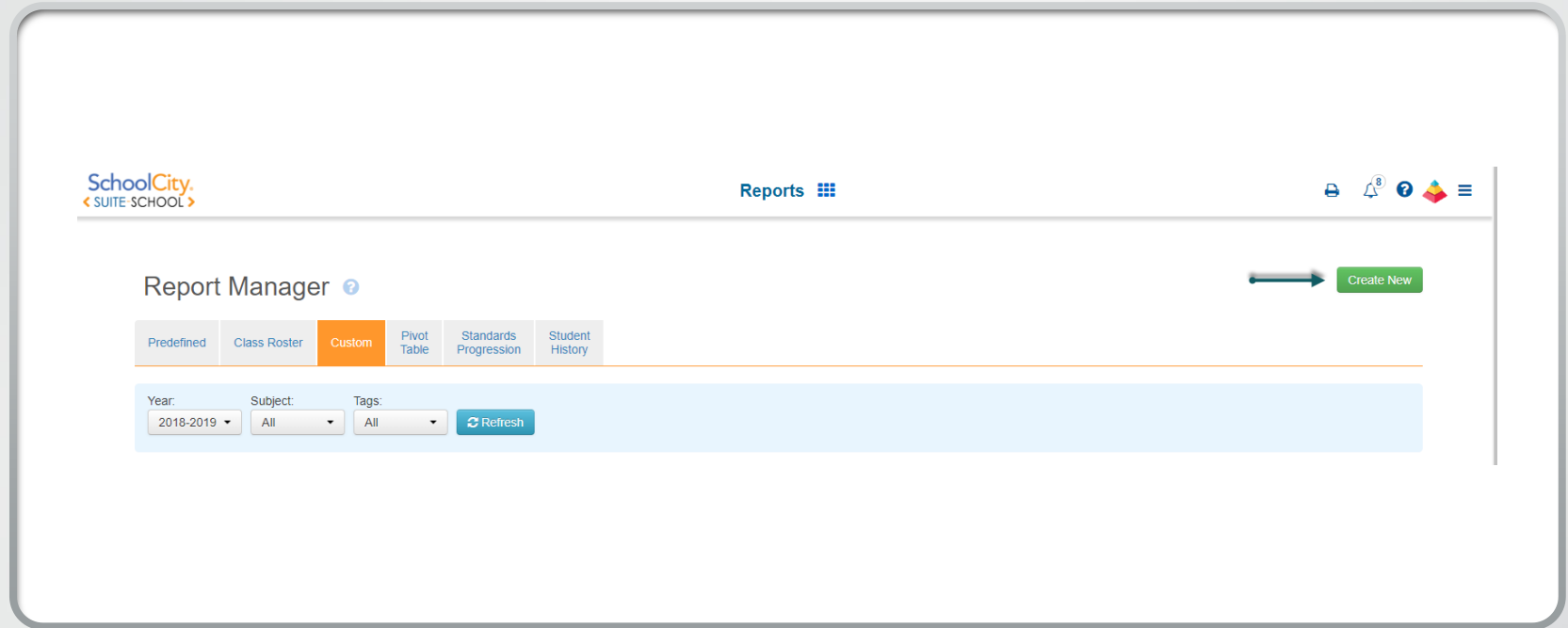
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385-646-4376

Creating a Custom Report

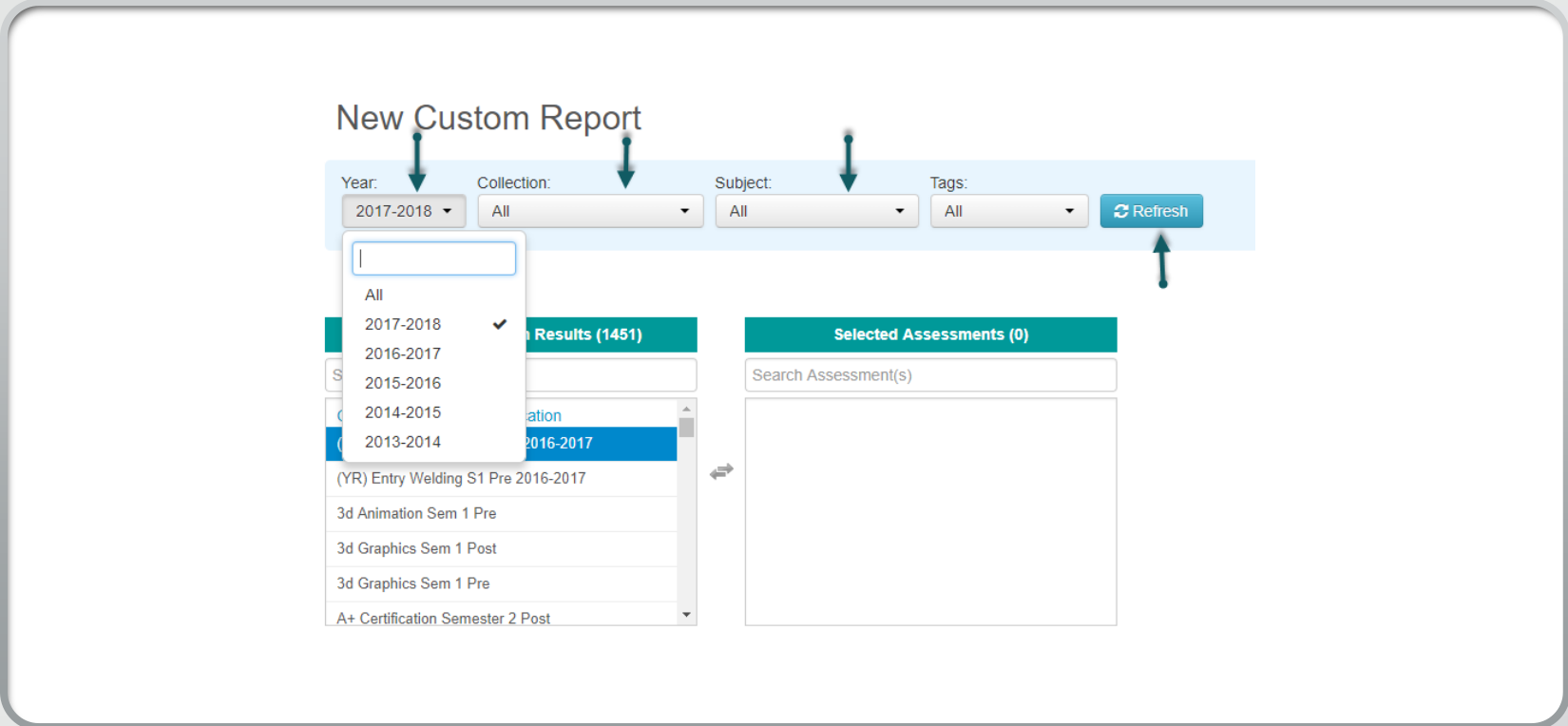
- Click on Reports on your Launchpad page
- Select Custom on the Report Manager page





Creating a Custom Report

Click on Create New



Creating a Custom Report

Select the year, collection (if applicable), subject or subjects and click Refresh

Creating a Custom Report

- Selected assessments will move to the Selected Assessments box
- Select the Score Type you want on your report
- Click on Show Advanced Selections

The screenshot displays a user interface for selecting assessments and score types. It is divided into two main sections: 'Assessment Search Results (25)' and 'Selected Assessments (2)'. The 'Assessment Search Results' section contains a search bar and a list of assessment titles. The 'Selected Assessments' section contains a search bar and a list of selected assessments. Below these sections is a table for selecting score types for the selected assessments. The table has columns for 'Assessment Name', 'Subject', and 'Select Score Type' (with sub-columns for Raw Score, Percent Correct, Performance Level, and Scale Score), and a 'Select SubScore Type' column. The 'Performance Level' column is checked for both selected assessments. At the bottom right, there are three buttons: 'Show Advanced Selections', 'Save', and 'Save & Run Report'. Arrows point to the 'Performance Level' checkbox and the 'Show Advanced Selections' button.

Assessment Name	Subject	Select Score Type				Select SubScore Type
		Raw Score	Percent Correct	Performance Level	Scale Score	Scale Score
SAGE 17-18 Science	Science	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science/Biology Semester 1 Post 17-18	Science	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Creating a Custom Report

- You may choose any of the information listed to be part of the report
- Click on Save & Run Report

The screenshot displays a web-based report configuration interface. At the top, there is a table with columns for Assessment Name, Subject, and a group of 'Select Score Type' options (Raw Score, Percent Correct, Performance Level, Scale Score). Two assessments are listed: 'SAGE 17-18 Science' and 'Science/Biology Semester 1 Post 17-18'. Below the table, there are dropdown menus for 'Roster: Year' (2018-2019) and 'Roster: SIS 18-19 Current'. A 'Display Column' section has checkboxes for Grade (checked), School, Teacher, and Period. An 'Include Test Date' section has a radio button for 'No'. A 'Demographics' section contains buttons for Ethnicity, Primary Language, Gender, Special Education, Primary Disability, Economic Disadvantage Status, LEP, District Entry Date, English Proficiency, NSLP, Disability, SEC_504, Migrant Education, and ESL. At the bottom right, there are three buttons: 'Hide Advanced Selections', 'Save', and 'Save & Run Report'. A blue arrow points to the 'Save & Run Report' button.

Assessment Name	Subject	Select Score Type				Select Sub Score Type
		Raw Score	Percent Correct	Performance Level	Scale Score	Scale Score
SAGE 17-18 Science	Science			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science/Biology Semester 1 Post 17-18	Science	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

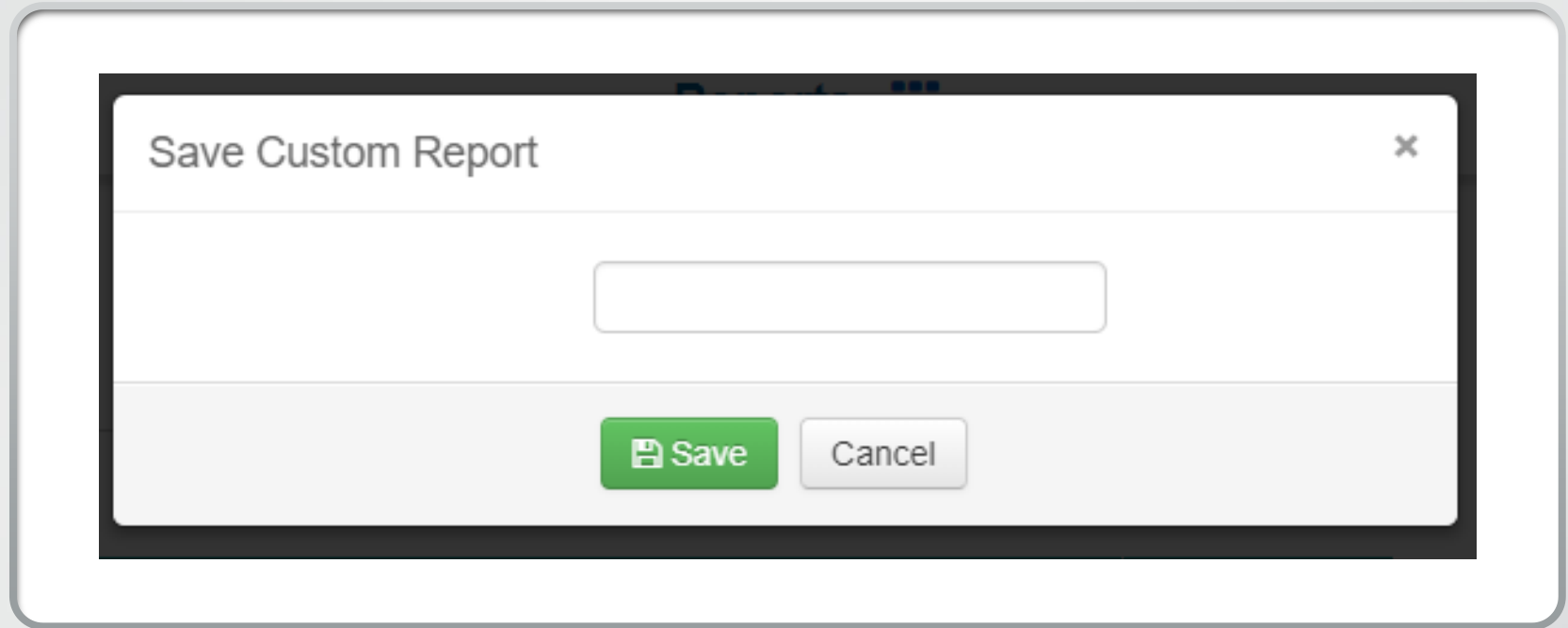
Roster: Year: 2018-2019 Roster: SIS 18-19 Current

Display Column: Grade School Teacher Period

Include Test Date: No

Demographics: Ethnicity Primary Language Gender Special Education Primary Disability Economic Disadvantage Status LEP District Entry Date English Proficiency NSLP Disability SEC_504 Migrant Education ESL

Hide Advanced Selections Save Save & Run Report

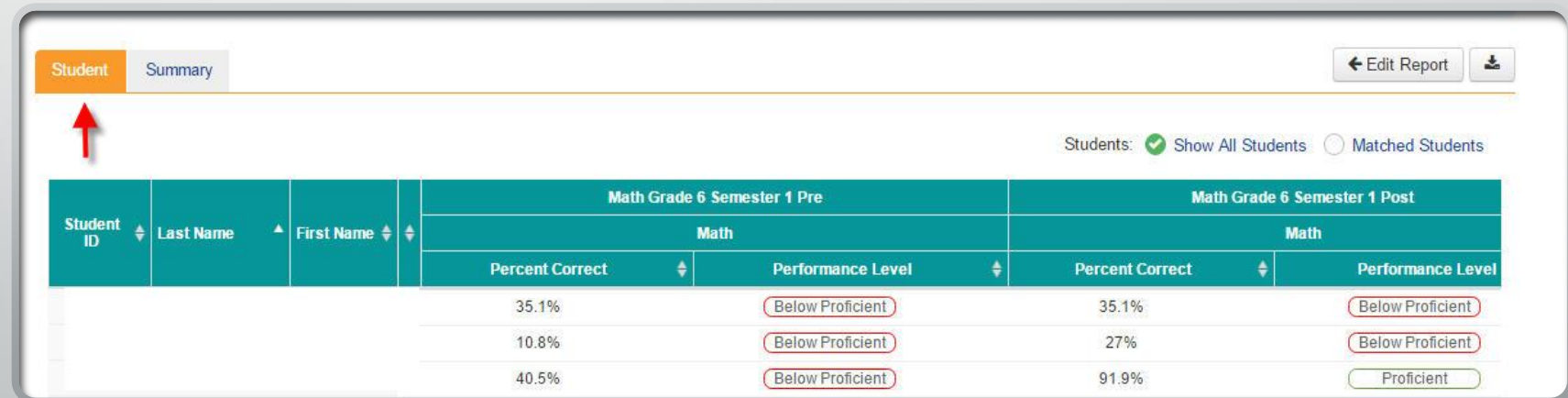


Creating a Custom Report

Name the report and click Save

Creating a Custom Report

- The report shows the assessments you selected and a student roster with results
- Use this report to compare pre and post assessment results or to show a number of assessment results



The screenshot displays a web interface for a custom report. At the top, there are two tabs: "Student" (highlighted in orange) and "Summary". To the right of the tabs are two buttons: "← Edit Report" and a download icon. Below the tabs, there is a red arrow pointing to the "Student" tab. To the right of the arrow, there is a "Students:" label followed by two radio buttons: "Show All Students" (which is selected) and "Matched Students". Below this is a table with the following structure:

Student ID	Last Name	First Name	Math Grade 6 Semester 1 Pre		Math Grade 6 Semester 1 Post	
			Math		Math	
			Percent Correct	Performance Level	Percent Correct	Performance Level
			35.1%	Below Proficient	35.1%	Below Proficient
			10.8%	Below Proficient	27%	Below Proficient
			40.5%	Below Proficient	91.9%	Proficient

Student Summary

By Period

Math Grade 6 Semester 1 Pre

Period	Math						# Tested	
	# Tested	Avg % Correct	Below Proficient		Approaching Proficient			Proficient
			#	%	#	%	#	%

[← Edit Report](#)

- PDF - Portrait
- PDF - Landscape
- Excel
- CSV

Creating a Custom Report

Reports can be downloaded and printed

Selected Parameters

District Name: Granite School District

School Name:

Teacher Name:

Student: Show All Students

Student ID	Last Name	First Name	Math Grade 6 Semester 1 Pre		Math Grade 6 Semester 1 Post	
			Math		Math	
			Percent Correct	Performance Level	Percent Correct	Performance Level
			Below Proficient	35.1%	Below Proficient	
			Below Proficient	27%	Below Proficient	
			Below Proficient	91.9%	Proficient	
			Below Proficient	78.4%	Proficient	

Creating a Custom Report

PDF Student Roster Results report

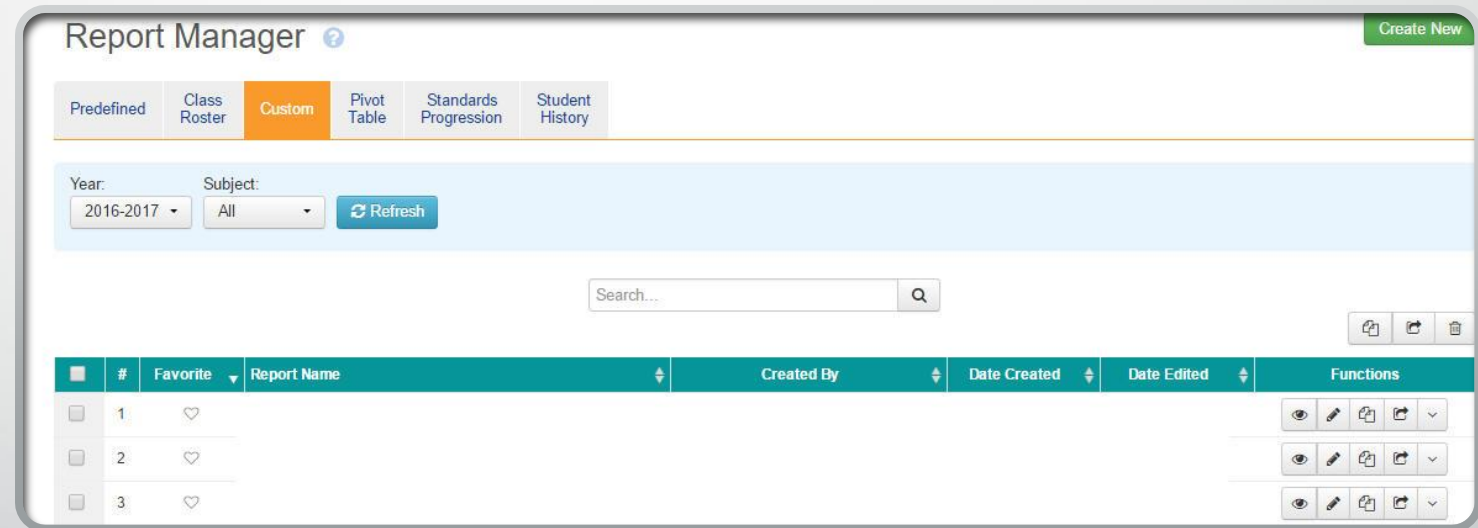
Selected Parameters																
District Name:		Granite School District														
School Name:																
Teacher Name:																
Period	Math Grade 6 Semester 1 Pre								Math Grade 6 Semester 1 Post							
			Math								Math					
	# Tested	Avg % Correct	Below Proficient		Approaching Proficient		Proficient		# Tested	Avg % Correct	Below Proficient		Approaching Proficient		Proficient	
			#	%	#	%	#	%			#	%	#	%	#	%
Granite School District	4863	37.4%	3837	78.9%	911	18.7%	115	2.4%	3564	56%	1558	43.7%	996	27.9%	1010	28.3%
School	69	28.6%	64	92.8%	4	5.8%	1	1.4%	72	57.3%	30	41.7%	17	23.6%	25	34.7%
Teacher	24	26%	24	100%	0	0%	0	0%	25	61.4%	8	32%	6	24%	11	44%
	24	26%	24	100%	0	0%	0	0%	25	61.4%	8	32%	6	24%	11	44%
	24	26%	24	100%	0	0%	0	0%	25	61.4%	8	32%	6	24%	11	44%
	24	26%	24	100%	0	0%	0	0%	25	61.4%	8	32%	6	24%	11	44%

Creating a Custom Report

PDF Summary Report

Creating a Custom Report

- Reports are saved on the Report Manager page
- The view, edit, copy, and share functions are available for each test



The screenshot displays the 'Report Manager' interface. At the top right, there is a 'Create New' button. Below the title, there are tabs for 'Predefined', 'Class Roster', 'Custom' (which is selected), 'Pivot Table', 'Standards Progression', and 'Student History'. A filter section includes 'Year' (set to '2016-2017') and 'Subject' (set to 'All'), with a 'Refresh' button. A search bar is located below the filter section. The main area contains a table with the following columns: '#', 'Favorite', 'Report Name', 'Created By', 'Date Created', 'Date Edited', and 'Functions'. The table lists three reports, each with a checkbox, a number, a heart icon, and a set of action icons (view, edit, copy, share, and a dropdown menu).

#	Favorite	Report Name	Created By	Date Created	Date Edited	Functions
1	♥					View Edit Copy Share
2	♥					View Edit Copy Share
3	♥					View Edit Copy Share