

## Using the “CST Proficiency Trend Analysis” Report

**Step 1:** In DataDirector, click the “Reports” tab at the top of the screen.



**Step 2:** Under the “Pre-Built Reports” heading, click the “CST Percent Proficient Trend Analysis” link.

CST Percent Proficient Trend Analysis *BETA*

**Step 3:** Select your report type.

The “Cohort Report” and “Limited Cohort Report” look at scores for a specific class of students (e.g., the class of 2009).

Report Type

- Cohort Report 
- Limited Cohort Report 
- Year To Year Comparison 

The “Year to Year Comparison” compares students from one academic year to another.

**Step 4:** Click the “Add Test Year(s)” button.

Add Test Year(s)

After doing so, a box will pop up, prompting you to select the year(s) you’d like to include in your report.

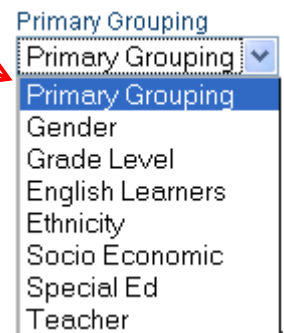
Select the year(s), and click the “Save Changes” button.



**Step 5:** If you'd like to create a more granular report, select a primary grouping from the drop-down menu.

Groupings include gender, grade level, EL, Ethnicity, SES, SPED, and Teacher.

If you'd prefer a general report, simply leave this setting as its default – “Primary Grouping.”



*Note: If you select a primary grouping (e.g., “Gender”), you’ll be prompted to select a secondary grouping. If you’d like a secondary grouping, select one from the drop-down menu. If you’d prefer to stick with a primary grouping, leave this setting as its default – “Secondary Grouping.”*

**Step 6:** Select your report breakdown.

If you're merely looking to see if students were proficient or not, select the “Met/Not Met” setting.

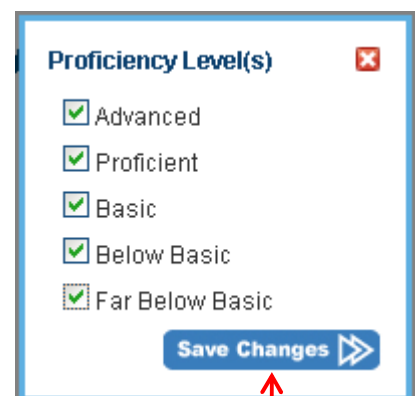
Report Breakdown

Met / Not Met  Proficiency Level

[Add Proficiency Level\(s\)](#) currently in use

If you'd like to see performance by proficiency band, select “Proficiency Level.”

If you select “Proficiency Level,” you’ll be prompted to add the level(s) you’d like to include in your report. Select those levels, then click the “Save Changes” button.



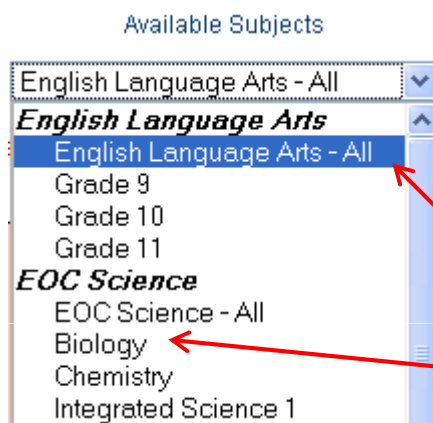
**Step 7:** Choose the way you'd like the data to appear – as percent correct or as a raw score.

Show Percentages  
 Percent Correct  Raw Score

**Step 8:** Choose the way you'd like the data grouped – by proficiency or by year.

Display Grouping  
 Group By Proficiency  Group By Year

**Step 9:** Click the “Submit” button to run your report.



**Step 10:** Choose the CST test you'd like reported.

For a general overview of a subject area, select a heading that says “ – All” next to it.

For information on a specific test (e.g., Biology), select that heading.

**Step 11:** If you'd like to download an individual report, click the “PDF (single)” or “Excel (single)” graphic.

If you'd like to download reports for every subject area and specific test, click the “PDF (All)” graphic.

