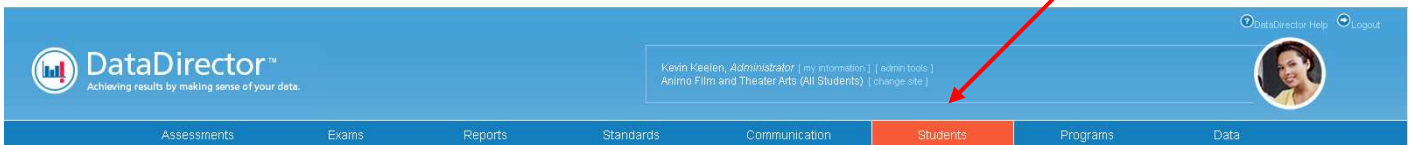


## Custom Reports

If you can't find the data you'd like through the pre-built reports, you can also build a custom report.

Custom reports are more complex than pre-built reports – and frankly, not particularly intuitive, so make sure you follow the exact steps listed on the following pages.

**Step 1:** Begin constructing your custom report by clicking on the “Students” tab at the top of your screen.



**Step 2:** Next, you'll be prompted to choose the group of students who will populate your custom report. Begin by choosing the academic year(s) you'd like by checking the appropriate box(es).

### Student Search

\*Note: This search is an AND search... all criteria entered MUST be met

GO >>

Academic Year / Term*			
<input type="checkbox"/> 2009-2010	<input checked="" type="checkbox"/> 2008-2009	<input type="checkbox"/> 2007-2008	<input type="checkbox"/> 2006-2007
<input type="checkbox"/> Term Q4	<input type="checkbox"/> Term S1	<input type="checkbox"/> Term S2	

\* Please note that term data may not be available for all academic years

**Step 3:** If you'd like to further refine your search, enter a student's name, ID, or a range of names by entering information in the appropriate boxes.

Student Information					
First Name:	<input type="text"/>	Last Name:	<input type="text"/>	Student ID:	<input type="text"/>
Range of Last Names: <input type="text"/> through <input type="text"/> (e.g. A through M or Dav through Wil)					
Grade:	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11		
Period:	<input type="checkbox"/> 1	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 14
	<input type="checkbox"/> 15	<input type="checkbox"/> 18	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9

**Step 4:** Next, if applicable, click the checkboxes for “Grade” and “Period.”

**Step 5:** Finally, if applicable, choose the student demographics for your custom reports. These demographics include: language fluency, ethnicity, socioeconomic status, and special education status.

Demographic Year (Note: This affects the available demographics)	
Use	<input type="text" value="2008-2009"/> Demographics
Demographic Filters	
Language Fluency	<input type="text" value="Not Entered (Blank)"/> English Learner English Only Initial Fluent English Proficient Reclassified Fluent English Proficient
Ethnicity	<input type="checkbox"/> African American or Black (not of Hispanic origin) <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic
Socio Economic	<input checked="" type="radio"/> Don't use this filter <input type="radio"/> Is Socio Economic <input type="radio"/> Is Not Socio Economic
Special Ed	<input checked="" type="radio"/> Don't use this filter <input type="radio"/> Is Special Ed <input type="radio"/> Is Not Special Ed

**GO >>**

**Step 6:** When you've finished selecting your search criteria, press the “GO” button (as seen above).

*Note: For the purpose of this demonstration, we'll begin with the following search terms: “2008-2009,” “9<sup>th</sup> grade,” “10<sup>th</sup> grade,” “English Learner,” and “Hispanic.”*

**Step 7:** On the next screen, wait while your custom report is being created. This may take 10-15 seconds depending on the number of students in your search.

## Student Search 3793

(Created Mon Aug 3rd, 2009 at 11:31 AM for Animo Film and Theater Arts)

### Search Criteria

- 2009 Language Fluency **is in** 'English Learner'
- 2009 Ethnicity **is in** 'Hispanic'
- academicyear **is in** 2008-2009 (from Student-Teacher Rostering)
- grade **is in** '9','10' (from Student-Teacher Rostering)
- Students **participating in** No Programs (from Program Participation)




### Loading Report



Please wait.

**Step 8:** Once the search is complete, your students will show up on the screen, complete with the search terms that you've chosen.

Displaying 1 - 30 of 30 students Show  students per page

<u>Lastname</u>	<u>Firstname</u>	<u>Student ID</u>	<u>Academic Year</u>	<u>Grade</u>	<u>2008-2009 Language Fluency</u>	<u>2008-2009 Ethnicity</u>
Arias	Carolina	19836	2009	9	English Learner	Hispanic
Arias	Claudia	19830	2009	9	English Learner	Hispanic
Baltazar	Ingrid	22184	2009	9	English Learner	Hispanic
Cervantes	Mitzy	17104	2009	10	English Learner	Hispanic
Cruz	Kathleen	17139	2009	10	English Learner	Hispanic
Felix	Vanessa	14992	2009	10	English Learner	Hispanic
Garcia	Jorge	18466	2009	10	English Learner	Hispanic
Guillen	Veronica	22196	2009	9	English Learner	Hispanic
Juarez	Diana	16675	2009	10	English Learner	Hispanic

At times, this may be everything you need. If so, click the “XLS,” “PDF,” or “TAB” icons to output the data in the format you'd like.

#### SEARCH GENERAL

[Make This a Report](#)

[Delete](#)

[Attach These Students to a Program](#)

**Step 9:** If you'd like to add additional fields – and we hope you do! – click “Make This a Report” in the left navigation bar under the “Search General” heading.

#### REPORT EDIT OPTIONS

[Summary](#)

[Modify Columns](#)

[Refine Data Set](#)

[Permissions/Sharing](#)

**Step 10:** Next, click “Modify Columns” in the left navigation bar under the “Report Edit Options” heading. This will allow you to add or remove search terms and to further refine your results.

**Step 11:** To remove a single search term, click the miniature trash can next to the term. To remove multiple search terms, click the appropriate check boxes, and select “delete” in the drop-down menu.

Name	Field Type	Display Order	Graph?	Delete
<input type="text" value="Student ID"/>	Text	<input type="text" value="3"/>		<input type="checkbox"/>
<input type="text" value="Academic Year"/>	Numeric (Integer)	<input type="text" value="4"/>		<input type="checkbox"/>
<input type="text" value="Grade"/>	Text	<input type="text" value="5"/>		<input type="checkbox"/>
<input type="text" value="2008-2009 Language Fluency"/>		<input type="text" value="6"/>		<input type="checkbox"/>
<input type="text" value="2008-2009 Ethnicity"/>		<input type="text" value="7"/>		<input type="checkbox"/>

[Click Here](#) to add another report column

Sort Report by

with selected:    
with selected:    
**Delete**

**Step 12:** To add a search term, click the “Click Here” button.

**Step 13:** Next, you'll need to choose the appropriate filter and data set.

In the left-hand column, choose the type of filter you'd like (demographics, assessments, Power Data Sets (e.g., grades), etc.), the academic year, and (if applicable), the subject. You can leave the last two filters as "Show All."

### Specify your report columns

#### Filters

**Step 1:** Use the Filters to narrow your Data Set options.

Type

Show All     Assessments  
 Demographics     Power Data Sets  
 Test Series     Teachers  
 Students

Academic Year

Show All     2008-2009  
 2007-2008     2006-2007

Subject

Show All  
 English Language Arts  
 History and Social Science  
 Mathematics  
 Science

Scope

Show All

Creator

Show All

#### Data Set

**Step 2:** Select a Data Set.

**Test Series** 5 item(s) found.

Select One

2008-9 B4 ELA

2008-9 B4 ELA

2008-9 B3 ELA

2008-9 B2 ELA

2008-9 B1 ELA

**Step 14:** Once you've chosen the filter, choose your data set. In this case, I am going to choose ELA Benchmark #2 for 2008-2009.

**Step 15:** After doing so, you may be asked to specify your report columns.

Click the appropriate checkboxes, then press "Next Step" to add your new column(s) to your custom report.

### Specify your report columns

- [2008-9 B2 ELA] Test Taken
- [2008-9 B2 ELA] Test Grade
- [2008-9 B2 ELA] Proficiency Level
- [2008-9 B2 ELA] Proficiency Level Text
- [2008-9 B2 ELA] Total Score
- [2008-9 B2 ELA] Total Percentage Score


[Go Back](#)

[Next Step](#)

**Step 16:** Repeat steps 10-15 for as many columns as you'd like to add.

**Step 17:** When you're finished, click the "XLS," "PDF," or "TAB" icons to output the data in the format you'd like.

Displaying 1 - 30 of 30 students Show  students per page

The image shows three icons for data export: an Excel spreadsheet icon (XLS), a PDF document icon (PDF), and a text file icon (TAB). These icons are circled in red.

<u>Lastname</u>	<u>Firstname</u>	<u>Student ID</u>	<u>Academic Year</u>	<u>Grade</u>	<u>2008-2009 Language Fluency</u>	<u>2008-2009 Ethnicity</u>
Arias	Carolina	19836	2009	9	English Learner	Hispanic
Arias	Claudia	19830	2009	9	English Learner	Hispanic
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Guillen	Veronica	22196	2009	9	English Learner	Hispanic
Juarez	Diana	16675	2009	10	English Learner	Hispanic

XLS = Excel spreadsheet

PDF = Adobe Reader or any other PDF reader

TAB = Text file (if you're a PC user, will open in Notepad)