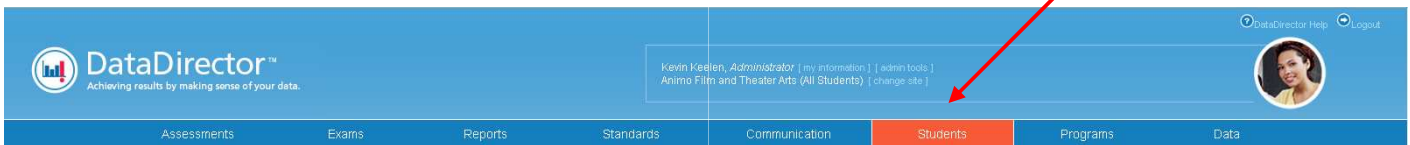
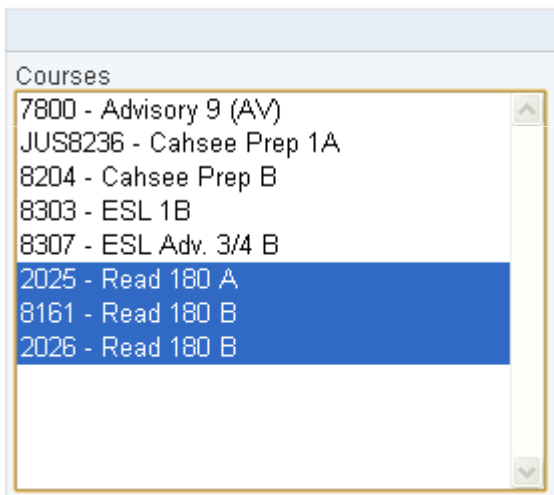
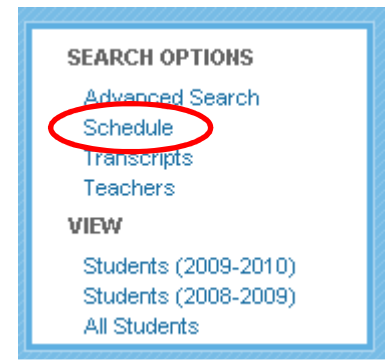


Custom Report – Read 180

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



Step 2: Next, in the left navigation bar, click the “Schedule” link under the “Search Options” heading.



Step 3: Scroll down to the bottom of the screen, and in the box under the “Courses” heading, select your Read 180 classes.

Note: To select more than one class, hold down your “ctrl” button on your keyboard.

Step 4: Click any of the “Go” buttons on the screen.



Step 5: 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 6: Once the search is complete, your students will show up on the screen, complete with a few default fields.

Displaying 1 - 30 of 66 students Show students per page

<u>Lastname</u>	<u>Firstname</u>	<u>Student ID</u>	<u>Academic Year</u>	<u>Grade</u>	<u>Course Name</u>	<u>Course ID</u>
Abdullah	Zainab	30282	2010	9	Read 180 B	2026
Arceo	Francisco	25699	2010	10	Read 180 B	2026
Arellano	Aurea	26048	2010	10	Read 180 B	2026
Baez	Luis	28970	2010	9	Read 180 B	2026
Barrera	Armando	29218	2010	9	Read 180 B	2026
Biddle	Kierra	25813	2010	10	Read 180 B	2026
Carballo	Alirio	28985	2010	9	Read 180 B	2026
Carballo	Enrique	28984	2010	9	Read 180 B	2026
Chacon	Marlene	29307	2010	9	Read 180 B	2026
Cruz	Stefannie	30058	2010	9	Read 180 B	2026

SEARCH GENERAL

[Make This a Report](#)

[Delete](#)

[Attach These Students to a Program](#)

Step 7: To add additional fields (e.g., benchmarks scores), 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 8: Next, click “Modify Columns” in the left navigation bar under the “Report Edit Options” heading. This will allow you to add fields and to further refine your results.

Step 9: To add a field, click the “Click Here” button.

Modify Columns

Copy of Student Search 7919

Would you like to display the graph with this report?

Color Grayscale No

Name	Field Type	Display Order	Graph?	Delete
<input type="text" value="Student ID"/>	Text	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Academic Year"/>	Numeric (Integer)	<input type="text" value="4"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Grade"/>	Text	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Course Name"/>	Text	<input type="text" value="6"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Course ID"/>	Text	<input type="text" value="7"/>	<input type="checkbox"/>	<input type="checkbox"/>
Click Here to add another report column				with selected: <input type="text" value=""/> <input type="button" value="↑"/>

Step 10: In the left-most box (Filters), click “Test Series.”

The screenshot shows two panels. The left panel, titled "Filters", contains several sections: "Type" with radio buttons for "Show All", "Assessments", "Demographics", "Power Data Sets", "Test Series" (circled in red), and "Students"; "Academic Year" with radio buttons for "Show All", "2009-2010", "2008-2009", "2007-2008", and "2006-2007"; "Subject" with radio buttons for "Show All", "English Language Arts", "History and Social Science", "Mathematics", and "Science"; "Scope" with a dropdown menu set to "Show All"; and "Creator" with a dropdown menu set to "Show All". The right panel, titled "Data Set", contains a section "Test Series" with the text "9 item(s) found." and a "Select One" radio button. Below it is a list of items: "2009-10 ELA Diagnostic", "2009-10 BM2 Science", "2009-10 BM2 Mathematics", "2009-10 BM2 History", "2009-10 BM2 ELA" (circled in red), "2009-10 B1 Science", "2009-10 B1 Mathematics", "2009-10 B1 History", and "2009-10 B1 ELA".

Step 11: In the right-most box (Data Set), click the appropriate benchmark and subject (e.g., BM2 ELA).




Step 12: Under the “Specify your report columns” heading, click the checkbox next to “[_____] Proficiency Level Text.”

This will provide you with the student’s proficiency band designation (0-20%, 20-40%, etc.) on that particular benchmark.

The screenshot shows a list of four items with checkboxes: "[2009-10 BM2 ELA] Test Taken", "[2009-10 BM2 ELA] Test Grade", "[2009-10 BM2 ELA] Proficiency Level", and "[2009-10 BM2 ELA] Proficiency Level Text" (circled in red).

Step 13: 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 66 students Show students per page

<u>Lastname</u>	<u>Firstname</u>	<u>Student ID</u>	<u>Academic Year</u>	<u>Grade</u>	<u>Course Name</u>	<u>Course ID</u>	<u>[2009-10 B1 ELA] Proficiency Level Text</u>
Abdullah	Zainab	30282	2010	9	Read 180 B	2026	
Arceo	Francisco	25699	2010	10	Read 180 B	2026	
Arellano	Aurea	26048	2010	10	Read 180 B	2026	
Baez	Luis	28970	2010	9	Read 180 B	2026	60-80% Correct
Barrera	Armando	29218	2010	9	Read 180 B	2026	20-40% Correct
Biddle	Kierra	25813	2010	10	Read 180 B	2026	40-60% Correct
Carballo	Alirio	28985	2010	9	Read 180 B	2026	20-40% Correct
Carballo	Enrique	28984	2010	9	Read 180 B	2026	
Chacon	Marlene	29307	2010	9	Read 180 B	2026	20-40% Correct
Cruz	Stefannie	30058	2010	9	Read 180 B	2026	40-60% Correct

XLS = Excel spreadsheet

PDF = Adobe Reader or any other PDF reader

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