

Pivot Table Report

The Pivot Table Report is great for comparing student proficiency level from one assessment to another. This is the quickest way to compare benchmarks to CSTs.

Step 1: To access the Pivot Table Report, click the “Reports” tab at the top of your screen.



Step 2: Scroll down and click “Pivot Table Report” under the “Pre-Built Reports” heading.



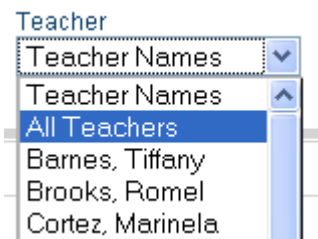
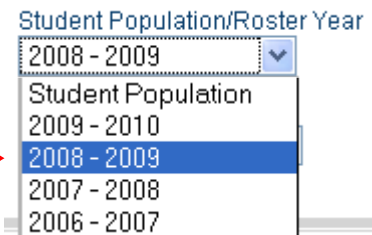
Pivot Table Report

Roster Options

- Select Manually
- From Report
- From Program

Step 3: Under “Roster Options,” click the “Select Manually” button.

Step 4: Under “Student Population/Roster Year,” select the year you’d like to include in your report.



Step 5: Under “Teacher,” select “All Teachers.”



Step 6: If you’d like to add a demographic filter (language fluency, ethnicity, socioeconomically disadvantaged), click the “Add Demographic Filter(s)” button and choose the appropriate filters.



Add Demographic Filter(s)

Generally speaking, when comparing benchmark performance to CST performance, you’ll skip this step.

Step 7: If you'd like to add a term, course, or grade, you can choose those filters as well.



Again, when comparing benchmark performance to CST performance, you'll generally skip this step.

Step 8: For the first dataset, choose the academic year (1), the content area (2), and the appropriate assessment (3).

Whichever dataset you choose will appear as the y-axis (the vertical part) of your pivot table.

Step 9: For the second dataset, again choose the academic year (1), the content area (2), and the appropriate assessment (3). Make sure you don't accidentally choose the same assessment.

Whichever dataset you choose will appear as the x-axis (the horizontal part) of your pivot table.

Step 10: Under "Report Type," choose either Linear or Differential.

A linear report provides a basic comparison between performance on each assessment.

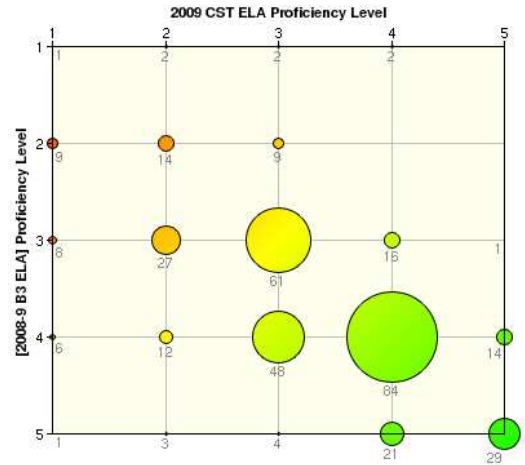
A differential report shows students' increase or decrease by the number of performance bands.

Step 11: After selecting a report type, click "Submit."

Sample Linear Pivot Table Report:

		2009 CST ELA Proficiency Level					
[2008-9 B3 ELA] Proficiency Level		Level 1	Level 2	Level 3	Level 4	Level 5	Total
Level 1		1 14%	2 29%	2 29%	2 29%	0 0%	7 100%
Level 2		9 28%	14 44%	9 28%	0 0%	0 0%	32 100%
Level 3		8 7%	27 24%	61 54%	16 14%	1 1%	113 100%
Level 4		6 4%	12 7%	48 29%	84 51%	14 9%	164 100%
Level 5		1 2%	3 5%	4 7%	21 36%	29 50%	58 100%
Total Students:		25 7%	58 16%	124 33%	123 33%	44 12%	374 100%

Click the numbers in blue to view the students in those categories. If you choose, you can later modify these results into part of a larger report.

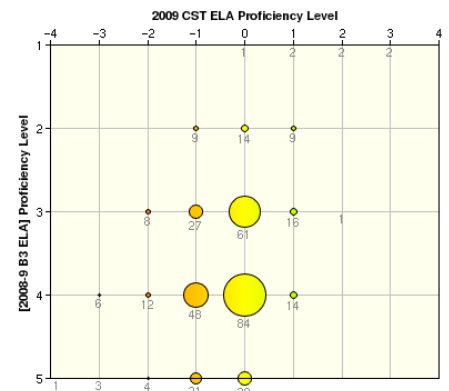


Look for student increases/decreases on the accompanying figure.

Sample Differential Pivot Table Report:

		2009 CST ELA Proficiency Level									
[2008-9 B3 ELA] Proficiency Level		-4	-3	-2	-1	0	1	2	3	4	Total
Level 1						1 1%	2 5%	2 67%	2 100%	0 0%	7 2%
Level 2				9 9%	14 7%	9 22%	0 0%	0 0%			32 9%
Level 3			8 33%	27 26%	61 32%	16 39%	1 33%				113 30%
Level 4		6 67%	12 50%	48 46%	84 44%	14 34%					164 44%
Level 5		1 100%	3 33%	4 17%	21 20%	29 15%					58 16%
Total Students:		1 0%	9 2%	24 6%	105 28%	189 51%	41 11%	3 1%	2 1%	0 0%	374 100%

See students' increase/decrease by number of performance bands, and again, click the numbers in blue to view the students. You can modify these results as well.



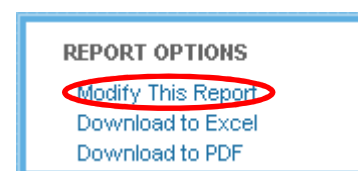
See how your students measure up in the accompanying figure.

Step 12a: To output your results, click the appropriate link: “Download to Excel” or “Download to PDF.”

I would recommend the selecting “Download to PDF,” as Excel doesn’t support this type of report particularly well.



Step 12b: If you’d prefer to modify your results into another report, click the “Modify this Report” link and you’ll be taken back to Step 2.



Step 12c: If you’d like to dig deeper, click one of the blue numbers in your pivot table. A new window will open.

Then, in the left navigation bar, click “Make This a Report.” From there, follow the steps in your “Custom Reports” tutorial, beginning with Step 10.

