

Custom Reports

If you can't find the data you'd like through the pre-built reports, you can build a custom report. These are useful if you want to look at multiple exam scores for the same set of students.

1. Begin constructing your custom report by clicking on the "Students" tab at the top of your screen.



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

3. If you'd like to further refine your search, enter a student's name, ID, grade, period, or a range of names by entering information in/ checking the appropriate box(es).

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

4. 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	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 >>

5. When you've finished selecting your search criteria, press the "GO" button (as seen above).

For the purpose of this demonstration, we'll begin with the following search terms: "2008-2009," "9th grade," "10th grade," "English Learner," and "Hispanic."

6. 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.

7. 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

Lastname	Firstname	Student ID	Academic Year	Grade	2008-2009 Language Fluency	2008-2009 Ethnicity
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

8. 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

VIEW

Assessments

Demographics

Exams

Students (2010-2011)

Students (2009-2010)

Students (2008-2009)

Students (2007-2008)

Students (2006-2007)

All My Students

PRE-BUILT REPORTS

CMA Scaled Scores

CST Scaled Scores

R30-LC

Pivot Table Report

CAPA Percent Proficient Report

CMA Percent Proficient Report

CST Percent Proficient Report

STS Percent Proficient Report

CST Cluster Scores

Multiple Assessment Listing

Student Profile Report

CAPA Percent Proficient Trend Analysis

CMA Percent Proficient Trend Analysis

CST Percent Proficient Trend Analysis

STS Percent Proficient Trend Analysis

Multi Year CAPA Comparison Report

Multi Year Comparison Report

SEARCH OPTIONS

Assessments Exams Reports Standards Co

Assessment Importing [Click here To see all](#)

Poster Importing [Click here To see all](#)

User Importing [Click here To see all](#)

- Exam ELA10 BM4 09-10 (2010-05-27 16:48:57) has been successfully exported.
- Exam ELA9 BM4 09-10 (2010-05-27 18:04:49) has been successfully exported.
- Exam ELA11 BM4 09-10 (2010-05-27 19:24:25) has been successfully exported.

** Note: A max of 3 out of 10 completed exports are shown

[\[Click here \]](#) to view and manage your exports.




[\[Clear List \]](#) removes completed/failed exports from the export list. Prevent future messages during this s

Student Search 9823
(Created on June 30th, 2010 11:56am PST for Green Dot Public Schools)

Search Criteria

- 2010 Language Fluency is in 'English Learner'
- 2010 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)

Displaying 1 - 30 of 136 students

Lastname	Firstname	Student ID	Academic Year
Aguirre	Mariano	17316	2009
Alfaro	Douglas	20928	2009

9. If you'd like to add additional fields such as exam scores or proficiency levels, click "Make This a Report" in the left navigation bar under the "Search General" heading.

SEARCH GENERAL

[Make This a Report](#)

[Delete](#)

[Attach These Students to a Program](#)

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.

REPORT EDIT OPTIONS
[Summary](#)
[Modify Columns](#)
[Refine Data Set](#)
[Permissions/Sharing](#)

Assessments Exams **Reports** Standards

REPORT EDIT OPTIONS
 Summary
 Modify Columns
 Refine Data Set
 Permissions/Sharing
 REPORT GENERAL
 Create a New Report
 Duplicate
 Delete
 PDF -- Group By Teacher
 PDF -- Group By Teacher/Period
 Attach These Students to a Program
 VIEW
 Assessments
 Demographics
 Exams
 Reports Summary
 My Reports
 All Reports
 PRE-BUILT REPORTS
 CMA Scaled Scores
 CST Scaled Scores
 R30-LC
 Pivot Table Report
 CAPA Percent Proficient Report
 CMA Percent Proficient Report
 CST Percent Proficient Report
 STS Percent Proficient Report
 CST Cluster Scores
 Multiple Assessment Listing
 Student Profile Report
 CAPA Percent Proficient Trend Analysis
 CMA Percent Proficient Trend Analysis
 CST Percent Proficient Trend Analysis
 STS Percent Proficient Trend Analysis
 Multi Year CAPA Comparison Report

Assessment Importing [Click here To see all](#)

Roster Importing [Click here To see all](#)

User Importing [Click here To see all](#)

Exam **ELA10 BM4 09-10** (2010-05-27 16:48:57) has been successfully exported.
 Exam **ELA9 BM4 09-10** (2010-05-27 18:04:49) has been successfully exported.
 Exam **ELA11 BM4 09-10** (2010-05-27 19:24:23) has been successfully exported.

** Note: A max of 3 out of 10 completed exports are shown

[[Click here](#)] to view and manage your exports.
 [[Clear List](#)] removes completed/failed exports from the export list. Prevent future messa

Copy of Student Search 9823
 (Created on June 30th, 2010 12:03pm PST for Green Dot Public Schools)

Search Criteria

- 2010 Language Fluency is in 'English Learner'
- 2010 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)

Displaying 1 - 30 of 136 students

XLS PDF TAB
 Excel Adobe iText

Lastname	Firstname	Student ID	Ac
Aguirre	Mariano	17316	
Alfaro	Douglas	20928	
Alvarado	Arturo	25060	
Alvarado	Maria	25990	
Amador	Byron	18505	
Amaya	Alen	26780	
Amaya	Kevin	26779	

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="checkbox"/>
<input type="text" value="Academic Year"/>	Numeric (Integer)	<input type="text" value="4"/>	<input 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="2008-2009 Language Fluency"/>		<input type="text" value="6"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2008-2009 Ethnicity"/>		<input type="text" value="7"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Sort Report by

with selected:

with selected:

Delete

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

13. Now 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 📄

14. Once you've chosen the filter, choose your data set. For this example, we will choose ELA Benchmark #2 for 2008-2009.

15. After doing so, you may be asked to specify your report columns. Click the appropriate checkboxes.

16. 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 ▶▶

17. Repeat steps 10-15 for as many columns as you'd like to add.

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

Displaying 1 - 99 of 99 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
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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)