


Pre-built Reports

DataDirector offers various types of reporting features, including **pre-built** and **custom** reports. These reports offer a snapshot of an entire school, a particular classroom, or an individual student, and can be shared with other educators.

1. To access **pre-built reports**, click on the “Reports” tab at the top of the page.



2. From there, simply scroll down. You will see a list of reports to choose from. Many of these are high-level reports, best for administrators.

Pre-Built Reports 

Why do the numbers in my DataDirector reports not match the numbers provided by the state?

Title	Summary
Multi Year Comparison Report	A longitudinal comparison of performance level data from multiple years. This report replaces the Multi Year CST Performance Summary and Band Percentages Report
CST Percent Proficient Trend Analysis BETA	Reports number and percentage of students proficient versus not proficient on a CST.
Exam Reports	District, school, classroom, and student level item analysis and standard-based reports.
Multiple Assessment Listing	Reporting tool enabling multiple assessment and demographic data to be viewed side by side.
CST Cluster Scores	Comparative analysis of CST clusters.
CAHSEE Report	CAHSEE summary report with the ability to display results by grade, program, gender, ethnicity, or language fluency.
CST Percent Proficient Report	A statewide accountability system mandated by the No Child Left Behind Act of 2001 which requires each state to ensure that all schools and districts make Adequate Yearly Progress.
AMAO Report	Set of reports that show AMAO 1 and AMAO 2 summary data and individual student CELDT results.
Band Percentages Report	Multiple year comparison by percentage of students in each performance band.
Pivot Table Report	Compare matched proficiency level results from any two CST, CELDT or locally administered tests (using a Test Series) by direct comparison (linear view) or by degrees of change (differential view).
API Estimation	Reporting feature that estimates API at the district, school, or classroom level.
R30-LC	Tabulates the number of English Learner (EL) and Fluent-English Proficient (FEP) students by primary language.
CST Scaled Scores	Color-coded graph report of CST scaled scores, including performance level cut points and average scaled score.
Student Profile Report	In-depth, academic and demographic profile of an individual student. It includes a robust, graphic PDF of state and local data, schedule information, transcript records and more.

3. Simply click on the report name to start the report generation process.


4. Follow the steps and input the parameters that DataDirector prompts you to, until DataDirector generates the final report.

If you need further assistance with any of these reports, please contact the Knowledge Management department.

Pre-built Reports: Student Profile Report

The Student Profile Report provides you with a PDF that can contain all demographic data on a student, as well as their schedule and detailed test scores. It also includes their phone number, school name, and student number.

1. To generate a Student Profile Report, scroll down the “Reports” page until you get to the Pre-Built Reports.
2. Click on the blue text, “Student Profile Report”.

Pre-Built Reports 

Why do the numbers in my DataDirector reports not match the numbers provided by the state?

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3. Keep “Roster Options” at “Select Manually”, and choose the roster year you would like to use from the drop-down.

If you are an admin with access to more than one school, choose the school you want to look at from the “Site” drop-down. Once you do that, you will have the option to filter by teacher. Select the “All Teachers” option unless you want to look at a specific teacher’s students only.


If you are a teacher, you do not have to worry about any of the above options.

Student Profile Report


Roster Options

- Select Manually
- From Report
- From Program

Site

Green Dot Public Schools <<DISTRICT>> 

Student Population/Roster Year

2009 - 2010 

Teacher

All Teachers 

[Add Demographic Filter\(s\)](#)

[Add Term\(s\)](#)

[Add Course\(s\)](#)

[Add Student List](#)

Total Selected Student Count **9104**

(Maximum number of students allowed in this report is 50)

[Submit](#)

4. If necessary, filter the group of students you are looking at by demographic, term, or course(s) by clicking on the appropriate button. Select the categories you'd like to limit your search by in the window that pops up.

Student Profile Report

Roster Options

- Select Manually
- From Report
- From Program

Site

Green Dot Public Schools <<DISTRICT>>

Student Population/Roster Year

2009 - 2010

Teacher

All Teachers

Add Demographic Filter(s)

Add Term(s)

Add Course(s)

Add Student List

Total Selected Student Count **9104**
(Maximum number of students allowed in this report is 50)

Submit

Demographic Filter(s)

Demographic filters for roster year 2009-2010

For multiple selections:
PC users CTRL + click
Mac users Command + click

Language Fluency

None
5
EL
English Learner
English Only

Race and Ethnicity

None
African American or Black (not of Hisp
American Indian
Chinese
Filipino

Socio Economic

Is Socio Economic Is Not Socio Economic

Special Ed

Is Special Ed Is Not Special Ed

Save Changes

Student List

- Aceituno, Alexa (29057)
- Aguirre, Elizabeth (28309)
- Aguirre, Karen (28310)
- Baeza, Luis (28316)
- Bazua, Rodolfo (28318)
- Bello, Angie (28319)
- Canal, Jose (28323)
- Carlos, Clarivel (15030)
- Corona, Valerie (28334)
- Crespo, John (28335)
- De Jesus, Evelin (19753)
- Delgado, Daisy (28338)
- Fields, Devonte (28345)
- Flores, Joselin (21600)
- Flores, Juan (28349)
- Garcia, Angelica (28352)
- Gonzalez, Daisy (28362)
- Gonzalez, John (28363)
- Hernandez, Edgar (28369)
- Huerta, Lucero (28373)

Save Changes

5. You can see the students you have currently selected by clicking on the "Add Student List" button. From the window that pops up, you can choose students individually.

Important: The maximum number of students allowed in this report is **50**. You **MUST** limit the total selected students to 50 or fewer before DataDirector will run the report.

The number of students you currently have selected can be found under the "Add Student List" button. If it is 50 or less, the number will appear in **green**. If it is over 50, the number will appear **red**.

6. Once you have selected 50 or fewer students, click the “Submit” button.



7. Now choose which tests you’d like to see detailed scores for. Simply check the box(es) of the elements you’d like to include in your report. Currently selected data sets are in the top box under “Selected Data Sets”, and will update automatically. To remove a data set, simply click on the red “X” next to the tests’ name.



The default report contains overviews and clusters for state tests, as well as student schedules.

The screenshot shows the 'Student Profile Report' interface. At the top, there is a 'Modify Report Options' section with the instruction: 'Choose the data that you would like to see on your student pages from the list below.' Below this is the 'Selected Data Sets' section, which is divided into three columns: 'State Clusters' (6 items), 'Overview' (4 items), and 'Schedules' (1 item). Each item has a red 'X' icon next to it for removal. The 'Schedules' column contains '2009-2010 Schedules'. Below the data sets are 'Filters' and 'Data Set' sections. The 'Filters' section has 'Step 1: Use the Filters to narrow your Data Set options.' with radio buttons for 'Show All', 'Assessments', 'Overview', 'State Clusters', 'Demographics', 'Transcripts', and 'Schedules'. The 'Data Set' section has 'Step 2: Select a Data Set.' and a list of 'Assessments' (177 items found) with checkboxes. A red arrow points from the 'X' icon next to '2009-2010 Schedules' to the 'X' icon next to 'California Standardized Test' in the 'Overview' column.

8. Click the “Create Report” button to run the report. Please note that this report is much more complex than the other reports in DataDirector, and will take some time to finish. DataDirector will give you this message– click on the blue “here” text to access your report.

The screenshot shows a yellow notification box with a blue information icon on the left. The text inside reads: 'You may continue to use DataDirector and you will be notified when processing is complete. Thank you for your patience as your report is being generated. • Click [here](#) to view status of and download your report.' A red arrow points from the 'here' link to the 'here' text in the instruction above.

9. You will now see the status of your report, which will look something like the image below. When it says “Finished” under “Status”, click on the report name to download and view it.

Student Profile Report

- Download to PDF

Report	Status
Student Profile Report 07/8/10 5:44 pm (43 students)	Finished

If you’ve kept the default settings, you will have three pages of data per student that will look something like the images below. That’s it!

Oscar Aguilar

Grade: 11
 Student ID: 16236
 School: Animo Jackie Robinson (Term: S1, Term: S2)
 Academic Year: 2009-2010

Language Fluency: EL
 Primary Language: Hispanic
 Race and Ethnicity: Hispanic
 Gender: M
 Birthdate: 12-20-1992
 Parent/Guardian Phone Number: (323) 381-7851

California Standardized Test Overview

Academic Year	Test Taken	Prof. Level	Scaled Score	Scaled Score/Proficiency Level
2008-2009	Algebra II	Far Below Basic	254	254
2007-2008	Geometry	Below Basic	282	282
2008-2009	Biology	Basic	342	342
2007-2008	Integrated Science 1	Basic	307	307
2008-2009	Grade 10	Basic	330	330
2008-2009	Grade 10	Basic	321	321
2007-2008	Grade 9	Below Basic	294	294
2008-2009	World History	Far Below Basic	256	256

California Standardized Test Cluster Comparison

Cluster	Pts. Possible	Number Correct	Percent Correct	Avg. State Min. % Proficient	Proficiency
2008-2009 CST English Language Arts					
Word Analysis	8	6	75	79	75
Reading Comprehension	18	11	61	74	61
Literary Response and Analysis	16	7	44	65	44
Written Conventions	13	8	62	70	62
Writing Strategies	20	12	60	69	60
2008-2009 CST Math					
Polynomials and Rational Expressions	19	8	42	73	42
Quadratics, Conics, and Complex Numbers	16	5	31	57	31
Exponents and Logarithms	16	4	25	64	25
Series, Combinatorics, Probability and Statistics	14	4	29	55	29
2008-2009 CST World History					
Development of Modern Political Thought	13	6	46	69	46
Industrial Expansion and Imperialism	10	4	40	72	40
Causes and Effects of the First World War	14	3	21	65	21
Causes and Effects of the Second World War	13	3	23	58	23
International Developments in the Post-WW II Era	10	3	30	62	30
2008-2009 CST Science					
Cell Biology	10	7	70	60	70
Genetics	12	7	58	57	58
Physiology	10	6	60	73	60
Ecology	11	6	55	70	55
Evolution	11	6	55	67	55
Investigation and Experimentation	6	3	50	79	50
2008-2009 CST End of Course Science					
Cell Biology	9	6	67	58	67
Genetics	18	12	67	66	67
Ecology and Evolution	16	6	38	63	38

Student Details | Aguilar, Oscar (16236)

Cluster	Pts. Possible	Number Correct	Percent Correct	Avg. State Min. % Proficient	Proficiency
Physiology	11	8	73	71	73
Investigation and Experimentation	6	4	67	67	67

CELT

Scaled Score / Proficiency Level

Academic Year	Listen/Spk	Listening	Speaking	Reading	Writing	Overall
2008-2009	591/3	648/5	596/3	590/4	606/4	606/4

CAHSEE

Test Date	ELA Pass	Math Pass
2009-03-17	Passed	Passed

Subject	Test Period
2009-03-17	
English Language Arts – Scaled Score	
CAHSEE ELA Reading – Word Analysis	56%
CAHSEE ELA Reading – Reading Comprehension	50%
CAHSEE ELA Reading – Literary Responses and Analysis	80%
CAHSEE ELA Writing – Writing Strategies	67%
CAHSEE ELA Writing – Writing Conventions	80%
CAHSEE ELA Writing Applications – Essay 1 Scaled Score	2/50
Mathematics – Scaled Score	
CAHSEE Math Probability & Statistics	77%
CAHSEE Math Number Sense	63%
CAHSEE Math Algebra & Functions	75%
CAHSEE Math Measurement & Geometry	67%
CAHSEE Math Algebra 1	42%

Student Schedule Information

Course ID	Course Name	School	Teacher	Period	Academic Year	Term	Grade
6002	PE/Health B	Animo Jackie Robinson	Alicia, Aric	1	2010	S2	11
4008	Pre Calculus B	Animo Jackie Robinson	Jensen, Erin	2	2010	S2	11
5084	Chemistry Honors B	Animo Jackie Robinson	McDonnell, Ryan	3	2010	S2	11
1013	AP Spanish Language B	Animo Jackie Robinson	Merchaca, Paulo	4	2010	S2	11
2006	English 11B: American Literature	Animo Jackie Robinson	Canonigo, Cristina	5	2010	S2	11
3026	AP US History B	Animo Jackie Robinson	Suptin, Ed	6	2010	S2	11
8174	Elective Block	Animo Jackie Robinson	Fraser, Jodie	7	2010	S2	11
7008	Team Advisory B	Animo Jackie Robinson	Ramos, Carlos	8	2010	S2	11
8085	Courriculum Skills 11B	Animo Jackie Robinson	Ramos, Carlos	9	2010	S2	11

Student Details | Aguilar, Oscar (16236)
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