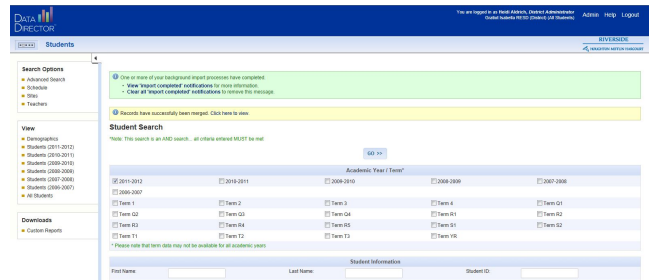
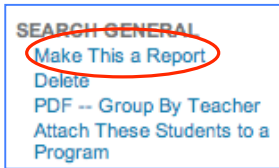




How to Create a Customized Report

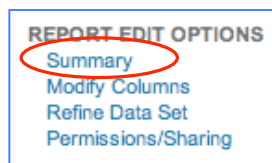
GETTING STARTED

1. Starting from the **Students** tab, select a group of students and click **Go**.
2. Click **Make This a Report** in the left navigation menu.



CHANGING THE TITLE

1. Click **Summary** in the left navigation menu.
2. In the second line, type the new title. Start the title with an academic year, e.g. 2033-2034.
3. Click **Save Changes**.



Edit Your Report Summary

Subject: Individual Students

Report Title: 2007-2008 Students With Declining Math Proficiency Levels

Summary: Which of my students performed lower on the Math CST in 06-07

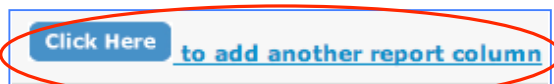
Students whose 2006-07 math proficiency levels dropped from the 2005-06 math proficiency.

Would you like to include a graph? ☐ Color ☐ Grayscale ☒ No

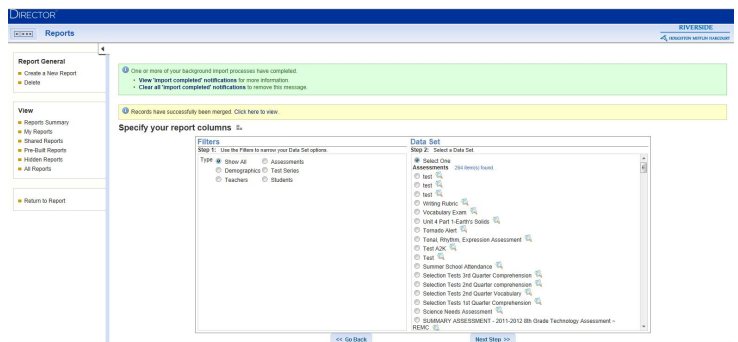
Make this a district focus report? ☐ Yes ☒ No

ADDING DATA

1. Click **Modify Columns** in the left navigation menu.
2. In the middle of the screen, click the link **Click Here to add another report column**.



3. Use the filters on the left side of the page to narrow the list of available Data Sets (e.g. Assessments, Demographics, etc.) on the right.
4. Select the Data Set from the box to the right that contains the information you would like to add to your report.
5. Use the check boxes to add data to your report. For each box that you select, a report column containing that data will appear in your report.
6. Click **Next Step**



Specify your report columns

You can add information to your report by selecting columns that will be displayed in

- ☐ CCS Interim Math Grade 6 Form A v2 Overall Exam Score
- ☐ CCS Interim Math Grade 6 Form A v2 Overall Exam Percent Score
- ☐ CCS Interim Math Grade 6 Form A v2 Overall Exam Proficiency Level
- ☐ CCS Interim Math Grade 6 Form A v2 Overall Exam Proficiency Level Text
- ☐ CCS Interim Math Grade 6 Form A v2 Cluster 1 Score
- ☐ CCS Interim Math Grade 6 Form A v2 Cluster 1 Percent Score
- ☐ CCS Interim Math Grade 6 Form A v2 Cluster 1 Proficiency Level
- ☐ CCS Interim Math Grade 6 Form A v2 Cluster 1 Proficiency Level Text
- ☐ CCS Interim Math Grade 6 Form A v2 Score
- ☐ CCS Interim Math Grade 6 Form A v2 Percent Score
- ☐ CCS Interim Math Grade 6 Form A v2 Proficiency Level
- ☐ CCS Interim Math Grade 6 Form A v2 Proficiency Level Text
- ☐ CCS Interim Math Grade 6 Form A v2 Score

MODIFYING YOUR REPORT

1. Click **Modify Columns** in the left navigation menu to make changes to your report columns. You can do any of the following from this screen:

- Change the column titles
- Change the display order of the columns
- Delete columns
- Add another report column
- Define how the report should be sorted

Modify Columns
Copy of Student Search: 120552

Would you like to display the graph with this report?
☐ Color ☐ Grayscale ☒ No

Name	Field Type	Display Order	Graph?	Delete
Academic Year	Numeric (Integer)	3		
Grade	Text	4		
2007 CST Math Proficiency Level	Numeric (Integer)	5		
2007 CST Math Proficiency Level Text	Text	6		
2007 CST Math Scaled Scores	Numeric (Integer)	7		

[Click Here to add another report column](#) (with selected: 4)

Sort Report by

Primary: Student Name (3) (Ascending) (3)

Secondary: --Select-- (3) (Ascending) (3)

Tertiary: --Select-- (3) (Ascending) (3)

Quaternary: --Select-- (3) (Ascending) (3)