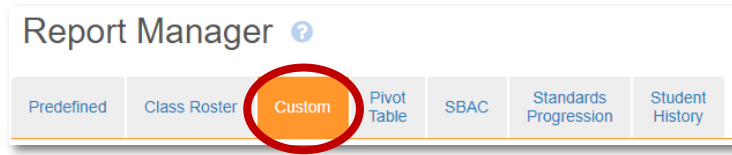# *User Generated Reports*

▶ Custom Reports

This report allows for extracting results of multiple assessments within one report. They may be saved for later viewing and shared with others.

1. Click the **Create New** button.

2. To include an assessment in the custom report, click the assessment listed in the ❶ "Assessment Search Results" box. It will move to the ❷ "Selected Assessments" box and added to the list of selected assessments below. To remove an assessment from the custom report, click the assessment, and it will return to the Assessment Search Results box.

3. As needed, rearrange the order that the assessments will appear in the custom report. To do this, grab the ❸ three lines on the left side of the list and move the selection up or down the list order.

4. Click individual checkboxes ❹ to include Raw Score and/or Percent Correct data in the custom report.

5. Click the **⊕ Show Advanced Selections** button to view other options that may be added to the custom report. Select options to include in the custom report, as desired.

Roster: Year: 2020-2021 ▾   Roster: SIS 20-21 Current ▾

Display Column: ☐ Grade ☐ School ☐ Teacher ☐ Period

Include Test Date: ⬤ No

Demographics: [Ethnicity] [Gender] [Special Education] [LEP] [Section 504] [Former IEP] [Former LEP] [Gifted]

6. Click the **→ Save & Run Report** button to view the results of the custom report and to name the report.

Save Custom Report ✕

Custom Report Example

🖫 Save   Cancel

7. If the report is not displaying information as expected, click the **← Edit Report** button to update the selected options.

8. Further modify the custom report with options shown below. **Note:** These options are not saved with the report.

Custom Report ⍰

Custom Report Example
Roster: SIS 20-21 Current

← Custom Reports

Grade Level Tested: All ▾   Course Group: All ▾   Course: All   ⟳ Refresh   Filter Students

> Use filtering options to list targeted students. The Filter students' button allows for narrowing the report to selected student groups or grade levels.

Student | Summary

← Edit Report   ⛶ Full Screen   ⬇

Create Group ☑ Performance Level ☐ Proficient ☐ Not Proficient

⊕ Order Assessments

> Matched Students narrows the report to include only students that have scores for all assessments.

Students: ◯ Show All Students ☑ Matched Students

Showing [1 ▾] of 1 records

< 1 >

> Additional report options

20-21 Online Practice (TRAINING)

> Filter for students by performance level

☐	Student ID ▲	Last Name ⇕	First Name ⇕	...est Date ⇕	Raw Score ⇕	Percent Correct ⇕	Performance Level ⇕
							🟥 🟨 🟩 🟦
☐	9051	TestStudent	Fifth1	1/26/2021	5	62.5%	Approaches Standard

9. Return to the Custom Report list by clicking the **← Custom Reports** button.

10. Custom Report home page functions:

Note: These functions are identical in all user generated reports.

Edit   Share

👁 ✏ 🗐 ↗ ⌄

View   Copy   Delete, rename, or view history

▶ Pivot Table Report

*The Pivot Table report is available when assessments are assigned **performance groups**. This report allows for the comparison of two administrations of an assessment or comparison of two different but like assessments.*

1. Click the **Create New** button.

2. From the ❶ "Assessment Search Results" box, select the beginning assessment and then the subsequent assessment. Click the ❷ "X" to remove a selected assessment.
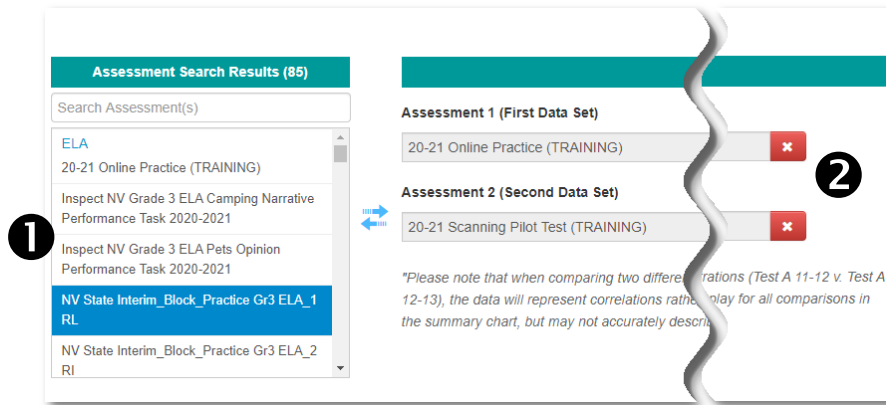
3. Click the **→ Save & Run Report** button to view the results of the custom report and name the report.
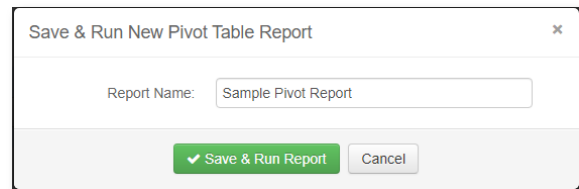
4. If the report is not displaying information as expected, click the **← Edit Report** button to update the selected options.

5. Further modify the custom report with options shown below. **Note:** These options are not saved with the report.

Use filtering options to list targeted students. The Filter students' button allows for narrowing the report to student groups or grade levels.

Additional report views

Click values in table to see students in the selected category.

Options to include actual number of students and/or percent in category.

6. The Pivot Table report provides four different views as shown below.

Linear View

|	Emergent/Developing		Approaches Standard		Meets Standard		Exceeds Standard		Totals	
	#	%	#	%	#	%	#	%	#	%
Emergent/Developing	161	42.7%	184	48.8%	21	5.6%	11	2.9%	377	20.3%
Approaches Standard	138	11.6%	697	58.6%	207	17.4%	147	12.4%	1189	64.2%
Meets Standard	0	0%	85	37.9%	57	25.4%	82	36.6%	224	12.1%
Exceeds Standard	1	1.6%	12	19%	19	30.2%	31	49.2%	63	3.4%
Totals	300	16.2%	978	52.8%	304	16.4%	271	14.6%	1853	100%

Students are placed in categories based on change in performance from the first to second assessment. Students in the green area improved, yellow maintained the same level, and students in the red did not perform as well.

Differential View

	-3		-2		-1		0		1		2		3		Totals	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Emergent/Developing							161	42.7%	184	48.8%	21	5.6%	11	2.9%	377	20.3%
Approaches Standard					138	11.6%	697	58.6%	207	17.4%	147	12.4%			1189	64.2%
Meets Standard			0	0%	85	37.9%	57	25.4%	82	36.6%					224	12.1%
Exceeds Standard	1	1.6%	12	19%	19	30.2%	31	49.2%							63	3.4%
Totals	1	0.1%	12	0.6%	242	13.1%	946	51.1%	473	25.5%	168	9.1%	11	0.6%	1853	100%

This view breaks down the change in test performance. The number headers in the columns indicates how many performance levels the students moved up or down.

Pie Graph View
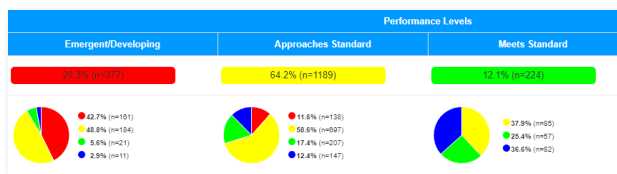
This view breaks down the results of the first assessment by performance levels which are shown in the first row. The pie graph below displays how the students performed on the second assessment in comparison to the first one.

Summary View

	Rising		Maintaining		Decreasing	
	#	%	#	%	#	%
Emergent/Developing	216	11.7%	161	8.7%	0	0%
Approaches Standard	354	19.1%	697	37.6%	138	7.4%
Meets Standard	82	4.4%	57	3.1%	85	4.6%
Exceeds Standard	0	0%	31	1.7%	32	1.7%
Totals	652	35.2%	946	51.1%	255	13.8%

The summary view categorizes students by those who are rising, maintaining, or decreasing from the first assessment to the second. In other words, the multiple columns seen in the Linear and Differential View are collapsed into one column each.

▶ Standards Progression Report
This report allows for tracking standard(s) performance across multiple assessments.

1. Click the **Create New** button.

2. **Report Info.** Name the report and select the standard(s) subject area.

Standards Progression Report Name: Standards Progression Example

Subject: Math ▼

3. **Standards.** Select standards to include within the report.

Select Standards From:
NV Math | Add Subjects

Mathematical Practices
Kindergarten
Grade 1
Grade 2
  Operations and Algebraic Thinking
  Number and Operations in Base Ten

Selected Standards:
NVACS.Math.Content.2.OA.A.1 | NVACS.Math.Content.2.NBT.B.5

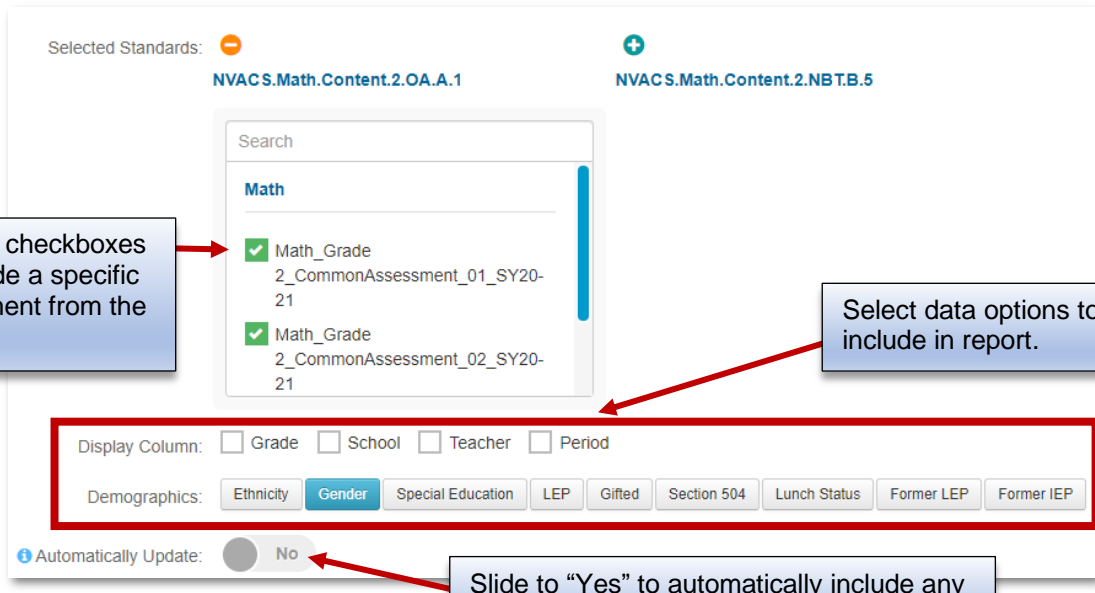Search Standard | Enter minimum 2 characters to search standards.

☑ NVACS.Math.Content.2.OA.A.1 - Use addition and subtraction within 100 from, putting together, taking apart, and comparing, with unknowns in all number to represent the problem.

☐ NVACS.Math.Content.2.OA.B.2 - Fluently add and subtract within 20 using numbers.

☐ NVACS.Math.Content.2.OA.C.3 - Determine whether a group of objects

4. **Setup.** *A list of the standards selected is displayed.* Click the plus ⊕ to view the assessments that contain items from the selected standard. See below to adjust report options.
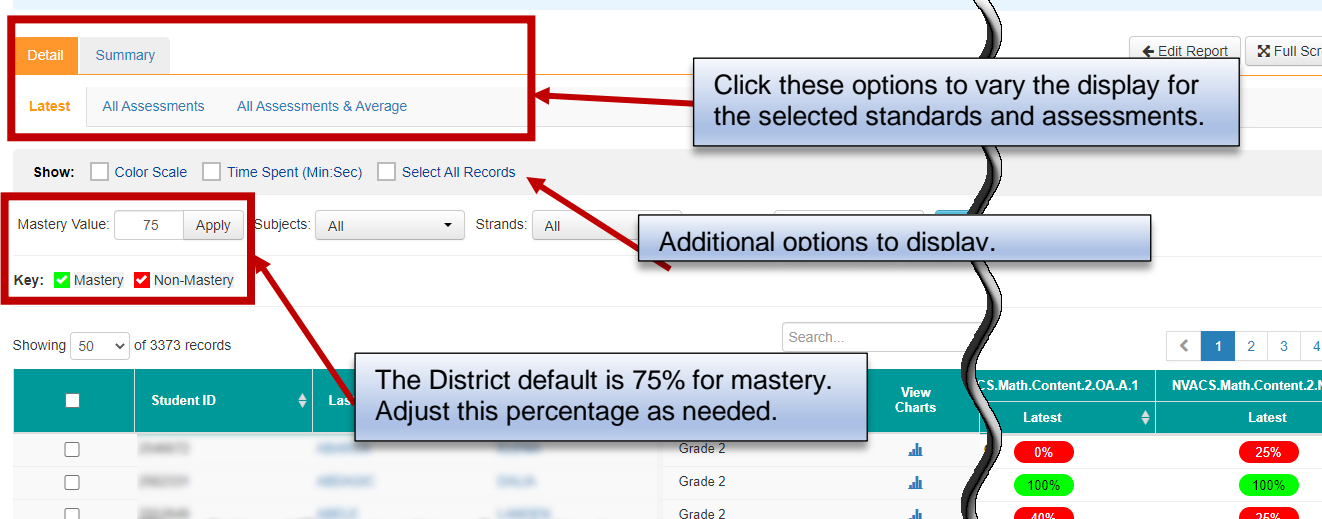

Remove checkboxes to exclude a specific assessment from the report.

Select data options to include in report.

Slide to "Yes" to automatically include any future assessments in this report.

5. Click the → Save & Run Report button to view the generated Standards Progression report.

6. If the report is not displaying information as expected, click the ← Edit Report button to update the selected options.

7. Further modify the Standards Progression report with options shown below. **Note:** These options are not saved with the report.

Click these options to vary the display for the selected standards and assessments.

Additional options to display.

The District default is 75% for mastery. Adjust this percentage as needed.