User Guide

Version 5.1

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1 Introduction

1.1 Purpose

Welcome to Pearson Inform 5.1! This application provides assistance and information for teachers, administrators, and parents. Pearson Inform 5.1 is a powerful, easy-to-use, web-based data analysis and reporting system perfect for Response to Intervention (RTI) and Adequate Yearly Progress (AYP) tracking.

Additionally, as a virtual student performance data library, the program brings all important assessment results together in one place and allows teachers, principals, district leaders, and parents to:

- Measure progress against school, district, state, and federal standards
- Make collaborative, informed decisions impacting teaching and learning
- Target assistance for students, teachers, and schools

Inform provides comparative analysis of student achievement and classroom performance across a district or school, incorporating data from multiple sources, including:

- High-stakes test score data
- State performance standards
- District-specific proficiencies
- Multiple tests and test types, including state, district, school, and classroom tests
- Multiple standards profiles for norm-, criterion- and rubric-referenced tests

This user guide will walk you through the technical requirements for this program and user instructions for full functionality of your assessment platform. Our goal at Pearson is to support you every step of the way.

1.2 Who Should Use This Guide

This user guide is intended for district administrators, principals, teachers, and support specialists responsible for both monitoring and executing student academic intervention plans. Pearson Inform provides quick access to clear, intuitive reports on student and school performance. Powerful graphs and charts, predefined or customized, make it easy for educators to target assistance, measure progress, and inform decisions.

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1.3 Our Mission

Our mission is to improve teaching and promote life-long learning. We help students, families, educators and professionals use assessment information, research and innovation to promote learning and personal development, advance academic achievement, improve instructional productivity, and transform educational communities.

1.4 About Pearson

Pearson, the global leader in education and education technology, reaches and engages today's digital natives with effective and personalized learning, as well as dedicated professional development for their teachers. This commitment is demonstrated in our investment in innovative print and digital education materials for preK through professional learning, student information systems and learning management systems, teacher development, career certification programs and testing and assessment products that set the standard for the industry.

Pearson's comprehensive offerings help inform targeted instruction and intervention so that success is within reach of every student at every level of education.

Pearson provides products and services to deliver mission-critical information to decision-makers at all levels in the education system:

- Students
- Parents
- Teachers
- Psychologists, speech pathologists and medical professionals
- School administrators
- Local, state and federal government agencies
- National influencers on education reform and accountability
- Employers and human resources professionals

Pearson's other primary businesses include the Financial Times Group and the Penguin Group.

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2 Getting Started

2.1 Work Environment

Pearson Inform 5.1 is a web-based application. You must have an operating computer and broadband Internet connection to use the software.

Please check that the computer has the following minimum system requirements before logging in, to ensure the system functions properly. Please note, these are the minimum requirements and a noticed degradation in performance may be experienced as the amount of data stored and accessed increases, especially when running reports or data queries.

Computer Requirements	
PC	**Macintosh**
Windows® 98 or later	OS 9.x or later
233 MHz Pentium®	PPC/G3/G4 Processor
32 MB RAM	32 MB RAM
250 MB free hard drive space	250 MB free hard drive space

Internet Requirements	
Windows OS Browsers	**MAC Browsers**
Internet Explorer® 7.0 or later	Safari®
FireFox® 1.5 or later	FireFox 1.5 or later

Connectivity
DSL or cable modem
Dial-up connection *A dial-up connection can be used.* *However, some applications may not run properly.*

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2.2 Important Terms

Term	Meaning
Primary Dashboard	The Primary Dashboard allows you to view multiple reports at the same time, including dynamic and static reports.
Student Dashboard	The Student Dashboard has its own set of tabs, and allows you to view student performance data, including student performance profiles, AIPs, grades and a composite view.
Toolbar	Toolbars are available along the top of each display.
Dashboard Tabs	Each display has tabs in the upper-left corner that change the display.
Workspace	The workspace is an open window that displays content based on your selections.
Title Bar	The Title bar displays your name, school district, logout link and the Pearson Inform 5.1 logo.
Context Navigator	The context navigator allows the user to determine the level of criteria for the execution of reports by selecting district, teacher, class or student.

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2.3 Accessing and Exiting the System

Each customer has a unique URL for Inform and each end user must use his or her unique username and password to access (log in to) and exit (log out of) the system. The Subscription ID identifies the Inform database that will be accessed. Generally it's associated with the name of the school, district or facility. Only authorized users will be able to access the web portal page.

2.3.1 To Log In:

Launch your preferred web browser, e.g., Internet Explorer or Firefox.

In the web address field at the top of the page:

To get to the proper login page, you will have to **enter** your Pearson Inform 5.1 URL web address, formatted as follows:

http://***AssignedSubscriptionID***.pearsoninform.com

Example:

Assigned Subscription ID: *LSC*
On the Browser Address Line enter:
http://lsc.pearsoninform.com

Bookmark this page to make it easier to find next time you log in.

The Registered User - Log In window displays.

Figure 2-1

Once the login page opens to your Subscription ID, each administrator, teacher or student will be prompted to **Enter** log-in information. There are two fields: *Username* and *Password*.

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In the Registered User – Log In window:

- **Enter** the assigned *Username*
- **Enter** the assigned *Password*
- **Click** the *Login* button

The *Primary Dashboard* page displays.

Figure 2-2

2.3.2 To Log Out:

To log out of the system:

- **Click** the *Exit* link in the Title bar

The logout page displays the following message and a link to log in again:

You have successfully logged out.

NOTE:	The Pearson Inform application has an automatic "time-out" security feature that initiates a time-out of the software after 10 minutes of inactivity. When this happens, log in again.

NOTE:	For security reasons, end users are strongly encouraged to log out from Pearson Inform 5.1 when finished with your current session. Otherwise, unauthorized users can access the system under your name until your session times out.

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2.4 System Layout Overview

The Pearson Inform 5.1 Home Page is your default view. It provides a Title bar, Toolbar, Dashboard Tabs and Tools, Context Navigator and Workspace.

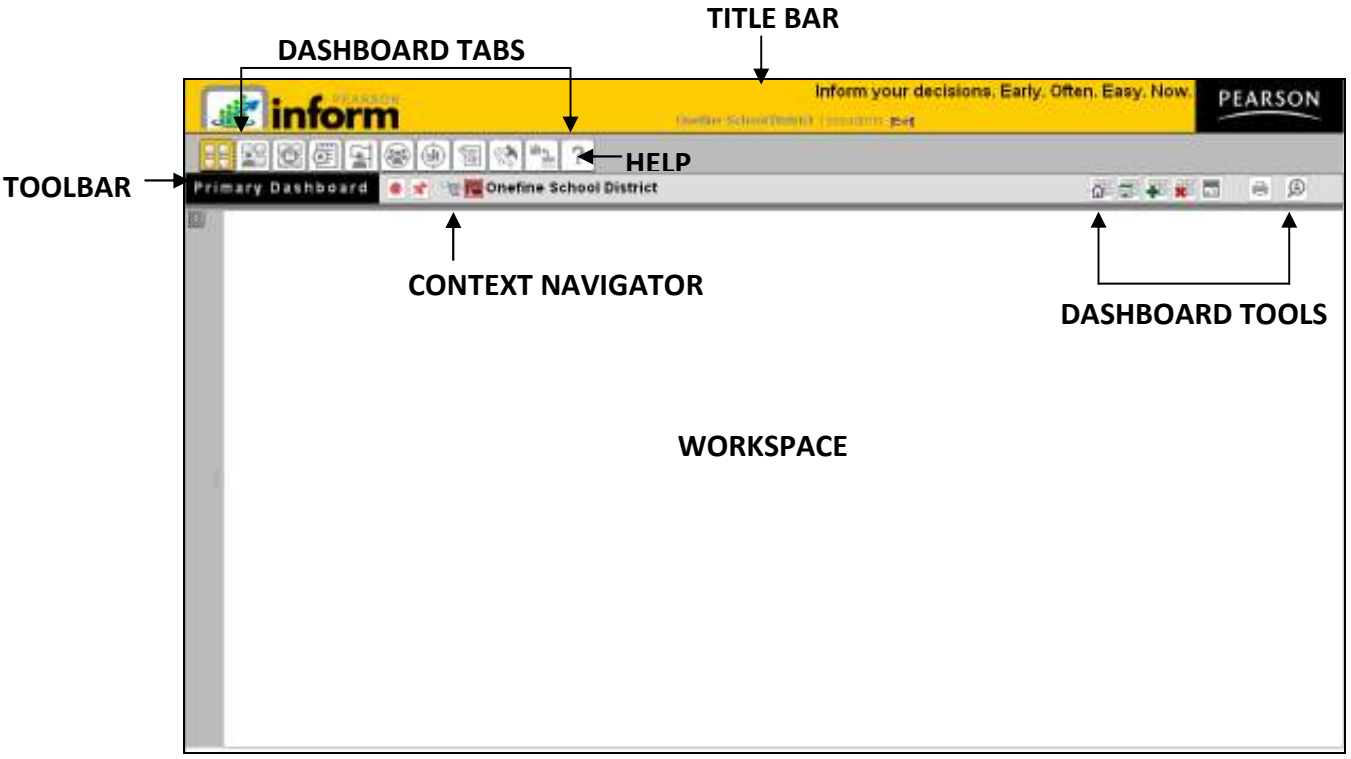

Figure 2-3

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3 Dashboard Navigation

3.1 Dashboard Tab Control

The Dashboard Tabs allow end users to quickly move around in the system and open different pages, where they can view and remove existing reports, create dashboards, queries, and reports, look up student information and scores, receive system messages, create AIPs, specify intervention groups and look up proficiency profiles.

The Dashboard Tabs are as follows:

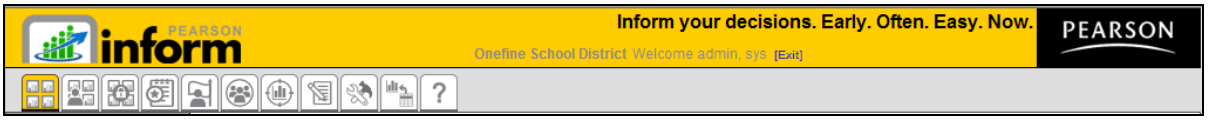

Figure 3-1

- *Primary Dashboard* — The Primary Dashboard contains a list of dashboards, queries, and reports that have been saved by you or others in the district or school.
- *Student Dashboard* — The Student Dashboard is a table that lists student information: Student ID, Student Name, and the current Grade. The list can include students in a teacher's class or students who are added from the Student Search.
- *Assessment Dashboard* — This Assessment Dashboard tab allows you to view all available assessments (including fixed assessments) and set up your own. Assessments can be modified and deleted from this page.
- *Academic Improvement Plans* — From this tab you can set up your Academic Improvement Plans.
- *Intervention Strategies* — This tab allows you to design intervention activities for specific groups of students and then assign the activities to a student or a group of students.
- *Student Groups* — This tab will help you monitor the performance of a particular group of students by creating target groups.

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- *Proficiency Profiles* — The Proficiency Profiles tab allows you to review the different rubrics that have been defined in your database.
- *Messages* — From this tab you can view new messages. All messages are read-only and are automatically deleted after 14 days.
- *Setup* & Maintenance — Set up and maintain different operations of Pearson Inform from this tab. Which items display in the Setup screen depends on the user role. For example, System Administrators will have permission to see and do more setup activities than a Classroom Teacher. These roles are defined by the User Name and Password.
- *Data Transfer Interface* — This tab allows you to transfer and load data into Pearson Inform. This functionality is typically done only by a System Administrator.
- *Help* — The Help tab is your resource for Pearson Inform information to get help on the system's functionality.

NOTE: All icons appear grayed until selected. For example, once the *Primary Dashboard* icon is selected, it will appear as .

3.2 Toolbar

The Dashboard Toolbar is displayed at the top of the pane:

Figure 3-2

The Toolbar is made up of the following functions:

- *Pin context in all panes* — Fix the Context level for selected reports on the Dashboard (district-level, school-level, teacher-level, etc.)
- *Unpin context in all panes* — Float Context for selected reports on the Dashboard (district-level, school-level, teacher-level, etc.) This allows the reports on the Dashboard to update automatically with real-time data.

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- *Click for Context Navigator* — Navigate to the district, school, teacher, course, or section level of a report.
- *School District* — Represents the district-level view for the Dashboard.
- *Reload Default Dashboard* — Reset the Dashboard to the default view.
- *Save Dashboard to Library* — Save the reports displayed in the Dashboard to your library.
- *Create New Report* — Create a new report.
- *Clear Dashboard* — Clear all data being viewed in the Dashboard (this does not delete the data, only clears them from your view).
- *Toggle Tiles in all Panes* — Toggle the report control bars in and out of view.
- *Print / PDF* — View your report as a PDF file and print.
- *Student Search* — Perform a student search and view student performance profiles.

3.3 Default Daily View

At any time you can change the default view displayed for the Dashboard by deleting, editing or even adding a new view. The following steps walk you through setting up your Dashboard Default View:

- From the home page**, click** the *Setup & Maintenance* tab.

The *Setup & Maintenance* page displays:

Figure 3-3

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- **Click** *Default Daily Views*.

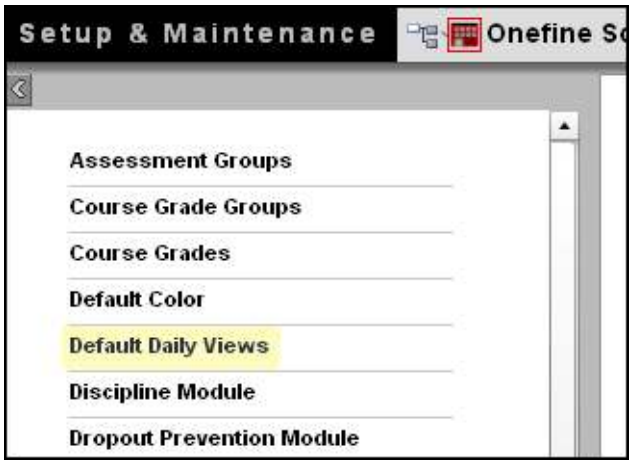

Figure 3-4

The *Manage Default Daily Views* page displays.

On this page you can edit, remove or add a daily view.

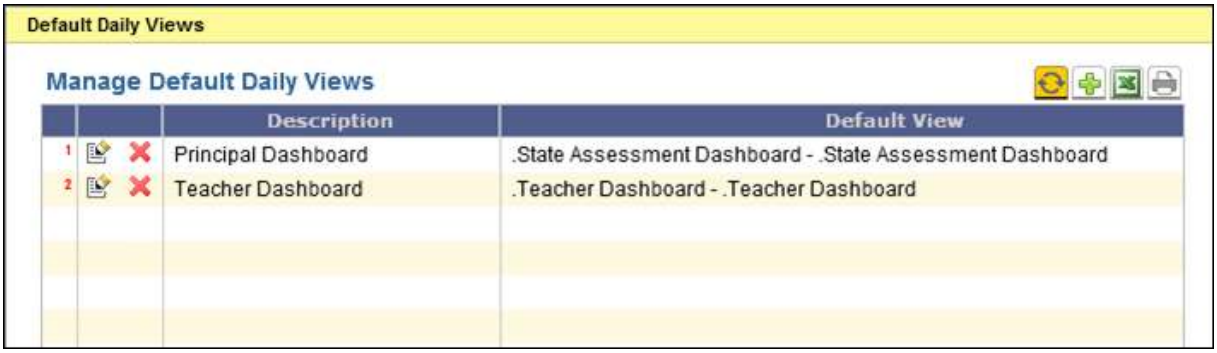

Figure 3-5

3.3.1 Manage Default Daily Views Layout

From the *Manage Default Daily Views* page, you can:

- Edit…
- Remove…
- Refresh list from server…
- Add a new record…
- Send list to Excel…

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- Print list…

3.3.2 Add a Default Daily View

- To add a view, **click** *Add a new record*.

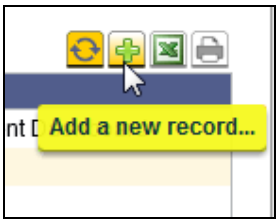

Figure 3-6

The *Default Daily View Editor* displays:

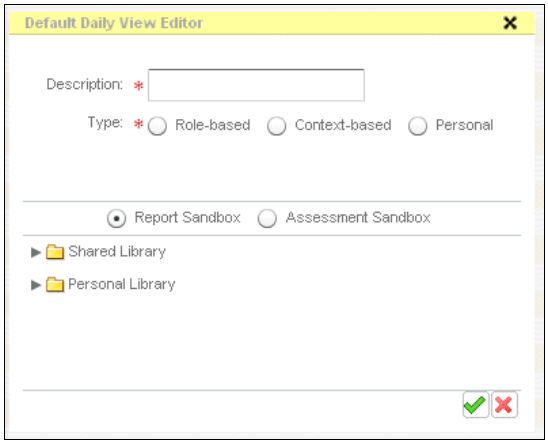

Figure 3-7

- **Click** in the *Description* field
- **Give** your Default Daily View a name that describes what it is displaying. For example, if it is a report showing last year's state test scores, call it "[08-09] State Test Scores".
- **Select** the *Type*: of view desired, based on who will see this Default Daily View when logging in.
    - *Role-Based* means it will display for a person based on their user role: system admin, school admin, district admin, teacher, etc.
    - *Context-based* means the Default Daily View applies to the context level: any user who logs in at the district level, the school level, or the classroom (teacher) level regardless of their role.
    - *Personal* means the Default Daily View will display only for the user who created it.

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- *Report Sandbox:* **select** this radio button if you want to choose your Default Daily View from an existing report or dashboard in the Report Library.
- *Assessment Sandbox:* **select** this radio button if you want to choose your Default Daily View from the reports in the Assessment Sandbox.
- **Click** Save or Cancel

You will return to *the Manage Default Daily Views* page and the list will update based upon your changes:

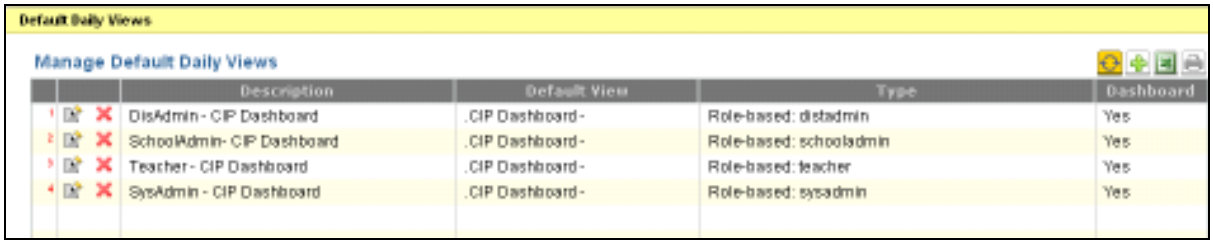

Figure 3-8

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4 Primary Dashboard

When a report is selected from the *Primary Dashboard*, it opens in the workspace of the *Primary Dashboard.* You can use the workspace to view all dashboards, dynamic reports, and static reports that have previously been created and stored.

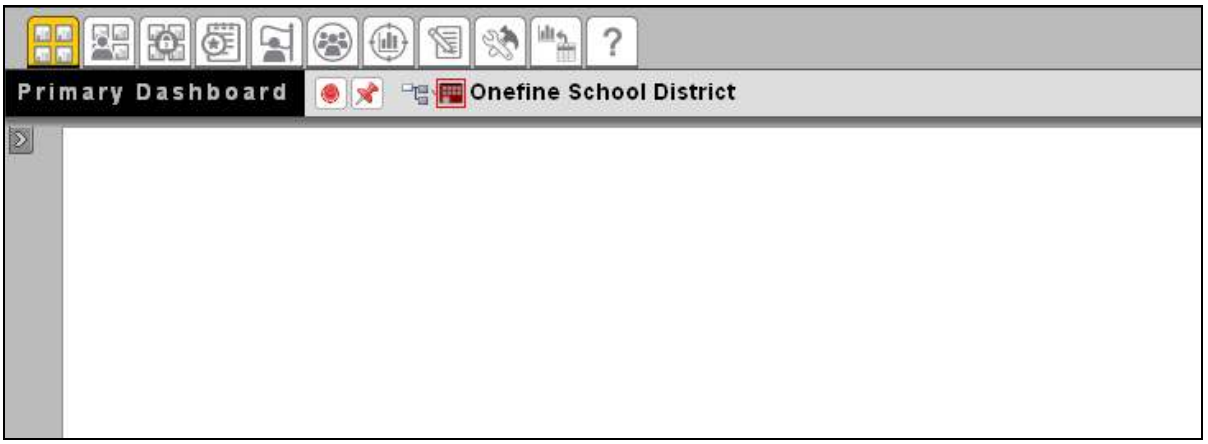

Figure 4-1

To display a dashboard in the *Primary Dashboard*:

- **Click** *Primary Dashboard*.
- **Expand** the *Report Library* panel.

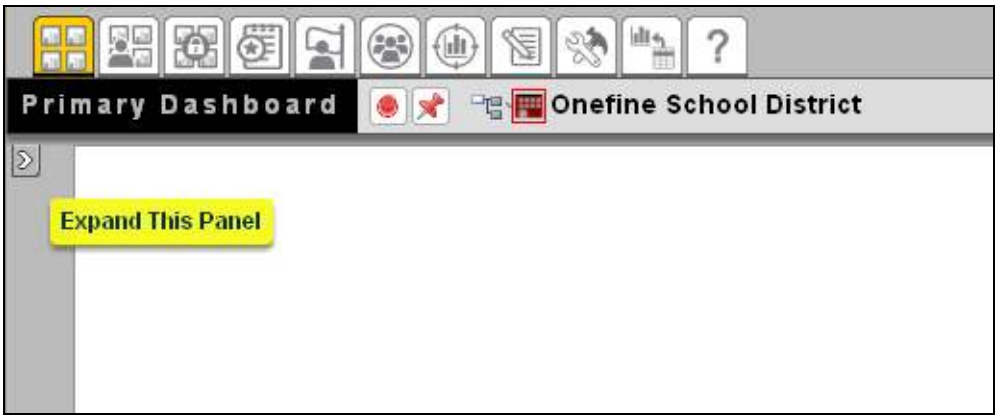

Figure 4-2

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The *Report Library* panel will display:

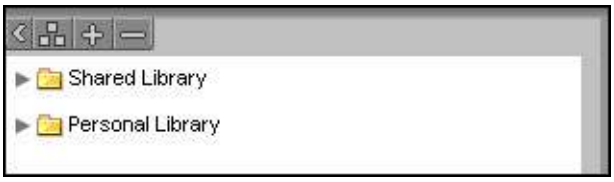

Figure 4-3

- **Click** to expand the *Shared Library* and view saved dashboards and reports.

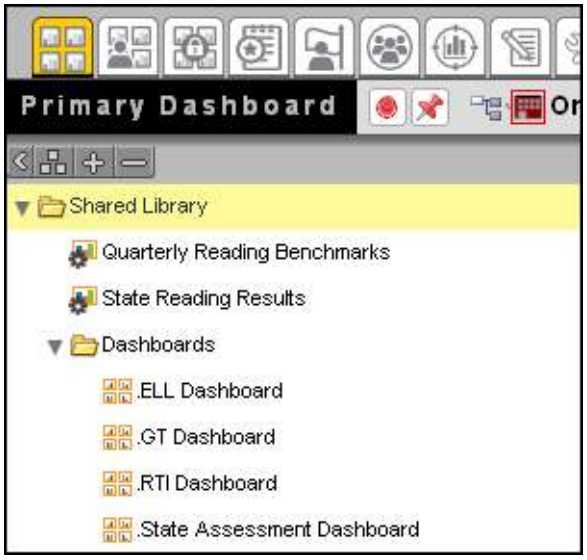

Figure 4-4

- **Click** on a dashboard title.

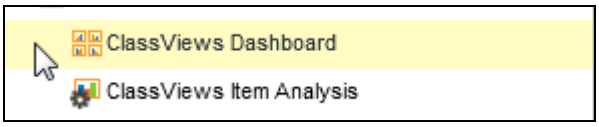

Figure 4-5

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The selected dashboard generates and displays in the *Primary Dashboard*:

Figure 4-6

To display a dynamic report:

- **Click** on a dynamic report title.

To display a static report:

- **Click** on a static report title.

All report types will display in a separate window. Each window will have independent toolbars for modifying the report:

The *Chart View Toolbar* contains:

- View Data as Chart
- View Data as Table
- Query Controls
- View Drilldown Data

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The *Chart Control Toolbar* contains:

- Chart Type drop-down
- Toggle Legend
- Swap Chart Variables
- More Chart Info

Additionally, the option to *Print/PDF* and *Save Report to Library* will be available in each report window.

To display a collection of dashboards, dynamic reports and static reports at the same time:

- **Click** on the first dashboard or report you want to display.

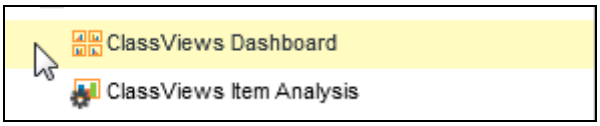

Figure 4-7

- **Press** and **hold** the <Ctrl> key on your keyboard while you **click** on other items you want to display.

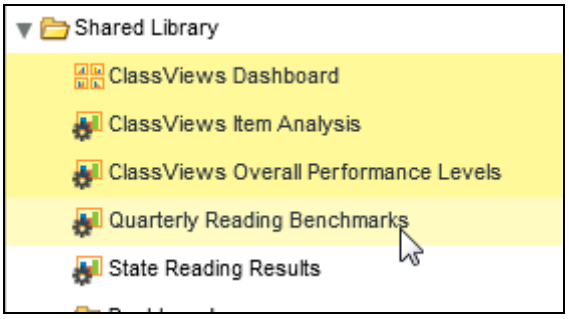

Figure 4-8

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- OR, **Drag-and-drop** the titles from the library onto the *Primary Dashboard*.

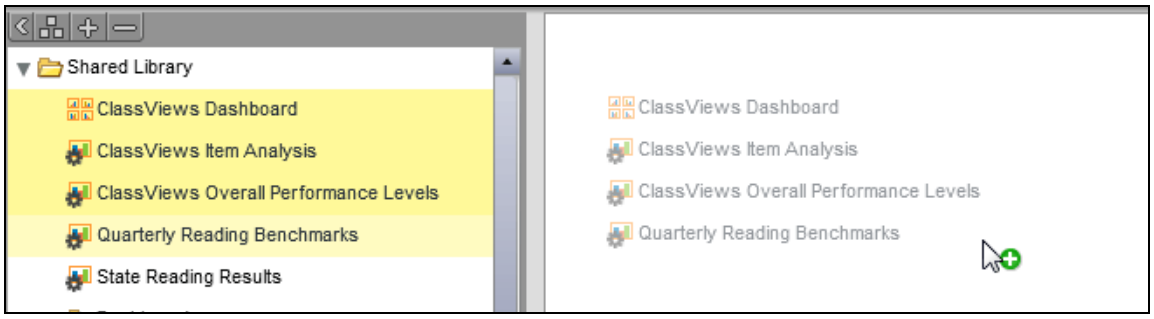

Figure 4-9

The selected reports generate and display in the right pane:

Figure 4-10

- **Click** *Save Dashboard to Library* to store the collection as a new dashboard in the *Report Library.*

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5 Using the Library

The *Report Library* is an area in Inform 5.1 that holds saved reports and dashboards for easy reuse.

5.1 Reviewing the Report Library Layout

To access the *Report Library*:

- **Click** the *Primary Dashboard* icon.

Figure 5-1

- **Click** the icon to expand the *Report Library* panel.

Figure 5-2

A toolbar and two folders will display:

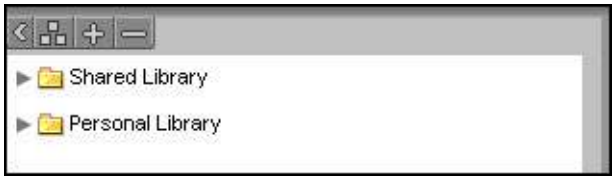

Figure 5-3

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The *Report Library Toolbar* contains these icons:

- *Collapse This Panel*
- *Organize Report Library*
- *Expand Report Library*
- *Collapse Report Library*

Shared Library

The *Shared Library* can contain selections of folders, dashboards, and reports saved and shared by users.

- **Click** on the dropdown arrow to view the list of *Shared Library* reports. Since this is a customizable area, your *Shared Library* may contain different information, but will be organized in the same fashion.

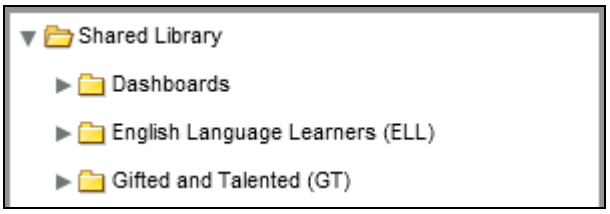

Figure 5-4

Personal Library

The *Personal Library* contains selections of folders, dashboards, and reports created by the user that is logged in. The items stored in the *Personal Library* cannot be viewed by other Pearson Inform users. Since this is a customizable area, your *Personal Library* may contain different information, but will be organized in the same fashion.

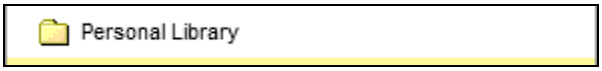

Figure 5-5

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5.2 Organizing the Report Library

The *Primary Dashboard* contains a list of queries, reports and dashboards that have been saved by you or others in the district or school. This is known as the *Report Library*. These reports are saved either in your own folders (*Personal Library*) or in public folders (*Shared Library*). When in *Edit* mode you can organize your folders by adding, editing or deleting a folder.

5.2.1 Enter Edit Mode

- To enter *Edit* mode, **click** the *Organize Report Library* icon to do so.

The *Report Library* area will then turn yellow:

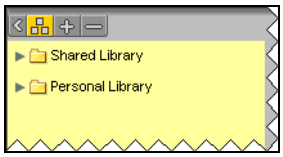

Figure 5-6

5.2.2 Adding a Folder

To add a folder:

- **Click** anywhere inside the panel.

The *Add Folder* option displays:

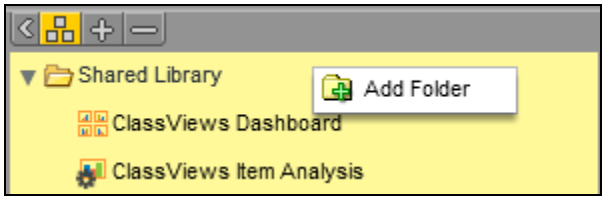

Figure 5-7

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- **Click** *Add Folder*.

The *Add Folder* pop-up window displays:

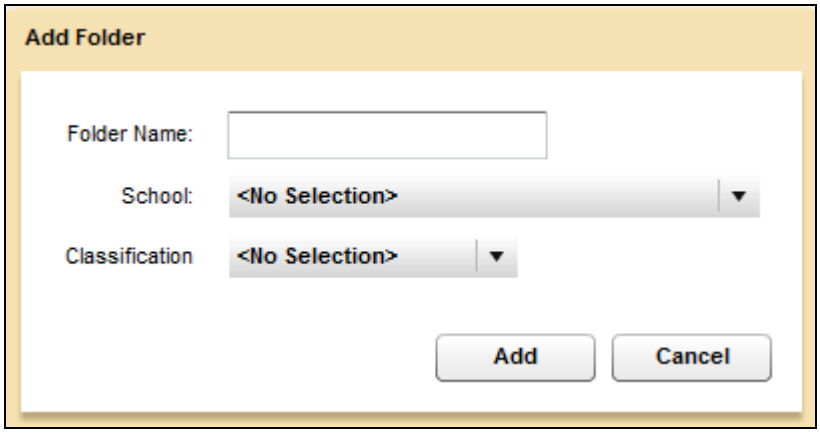

Figure 5-8

- **Click** in the *Folder Name:* text box and type the desired name for the folder.
- **Click** the drop down arrow for *School* and select a school name.
- **Click** on the drop down arrow for *Classification*, and choose the desired setting for this folder.
- **Click** the *Add* button to save details or *Cancel* to cancel your actions.

5.2.3 Editing a Folder

To edit a folder:

- **Click** on the *Organize Report Library* icon.
- **Click** on a folder name in the list.

The *Edit Folder* and *Add Folder* options display:

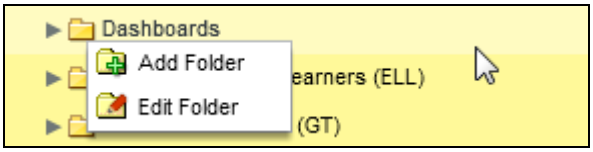

Figure 5-9

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- **Click** *Edit Folder.*

The *Edit Folder* pop-up window displays:

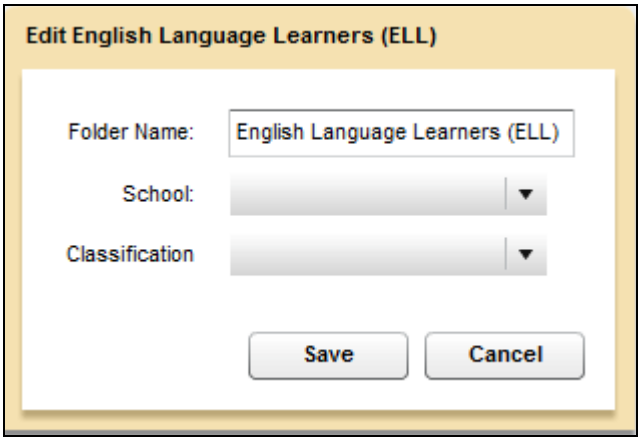

Figure 5-10

- **Click** in the *Folder Name:* text box and type the desired name for the folder.
- **Click** the drop down arrow for *School* and select a school name.
- **Click** on the drop down arrow for *Classification*, and choose the desired setting for this folder.
- **Click** Save or Cancel.

5.2.4 Deleting a Folder

Deleting shared folders is a security-driven feature of Inform. You may only delete a shared folder if you are the one who created it. Personal folders, however, can be deleted at any time.

Note: Only the owner of the personal folder or a user with administrative rights can delete that personal folder.

To delete a folder:

- **Click** on the *Organize Report Library* icon.
- **Click** the folder name.

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The *Add Folder*, *Edit Folder* and *Delete Folder* options display:

Figure 5-11

- **Click** *Delete Folder*.

The delete *Confirmation* box displays.

- **Click** Yes or No.

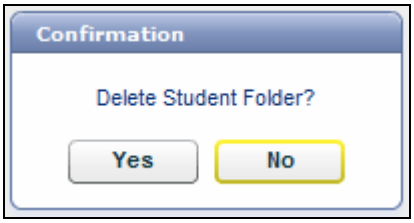

Figure 5-12

Your library will update based on your selection.

- Once you are finished organizing your *Report Library*, **click** to exit the edit mode.

  The *Organize Report Library* icon and *Report Library* panel will display in their default view.

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5.2.5 Editing Report Settings

- **Click** on the *Organize Report Library* icon.
- **Click** the dropdown arrow for a folder in the list.
- **Click** a report name.

The Edit Saved Report and Delete Saved Report icon options display:

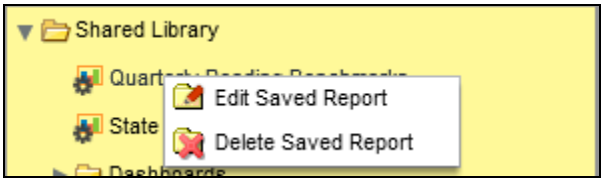

Figure 5-13

- **Click** *Edit Saved Report*.
- The *Edit Report* pop-up window displays:

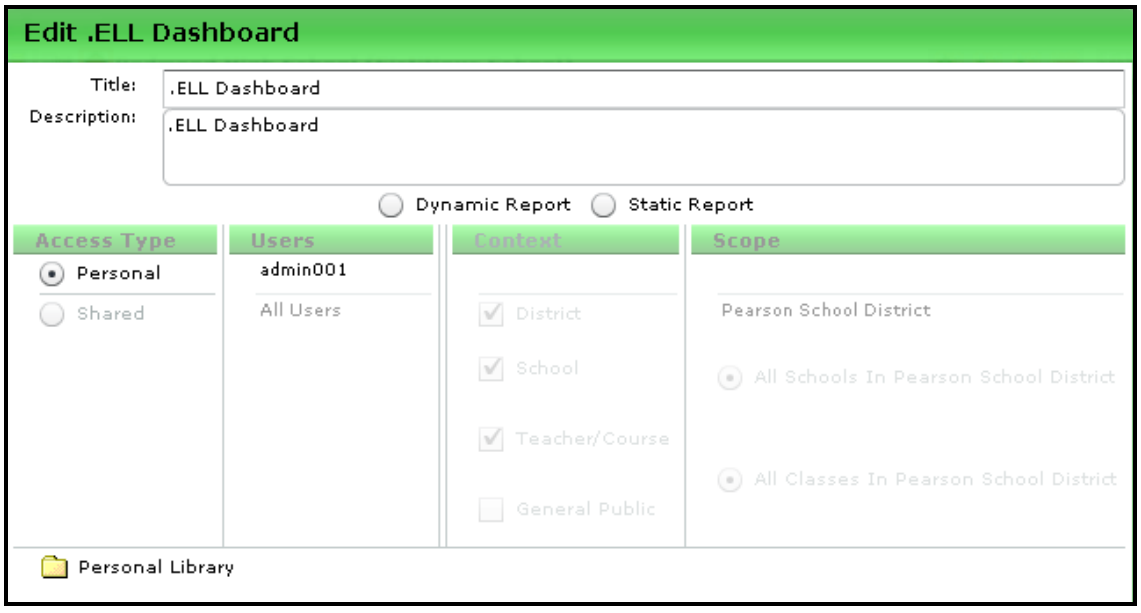

Figure 5-14

- **Edit** the settings.
- **Click** the *Save (Replace)* or *Cancel* button.

Figure 5-15

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- Once you are finished organizing your *Report Library*, **click** to exit the edit mode.

  The *Organize Report Library* icon and *Report Library* panel will display in their default view.

5.2.6 Deleting a Report

- **Click** on the *Organize Report Library* icon.
- **Click** a report name.
- The *Edit Saved Report* and *Delete Saved Report* icon options display:

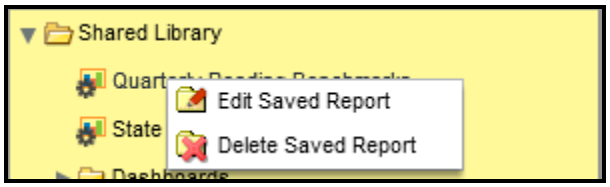

Figure 5-16

- **Click** *Delete Saved Report*.

The delete *Confirmation* pop-up window displays with a Yes or No option:

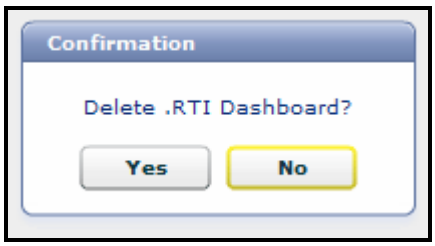

Figure 5-17

- **Click** the appropriate button.
- Once you are finished organizing your *Report Library*, **click** to exit the edit mode.

  The *Organize Report Library* icon and *Report Library* panel will display in their default view.

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5.2.7 Moving Dashboards and Reports between Folders

Once the *Report Panel* is expanded and you are in Edit mode, you can quickly organize your reports and dashboards by moving them between folders.

- **Click** on the *Organize Report Library* icon.
- **Choose** a report or dashboard in one folder.
- To move, **select and click** the report and **drag** the title from its original folder to the new one.
- **Select** the report or dashboard.

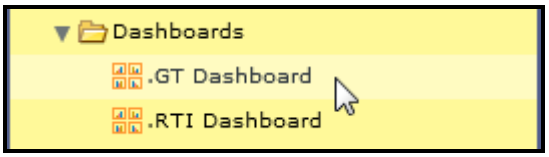

Figure 5-18

- **Click and drag** the report or dashboard to the workspace.

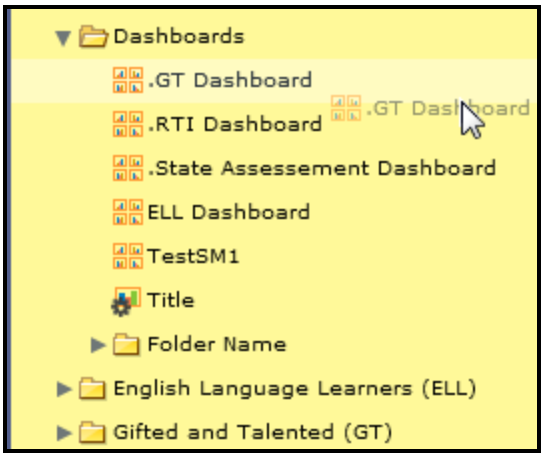

Figure 5-19

- **Release** your mouse button to add the report to the new folder.

Figure 5-20

The report will display in the new folder:

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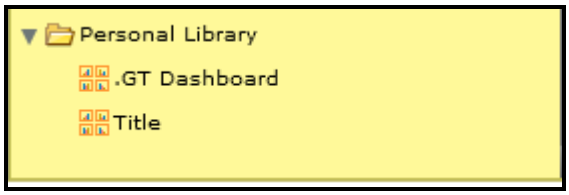

Figure 5-21

- **Click** to exit edit mode.

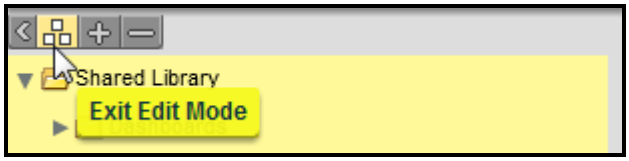

Figure 5-22

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6 Working with Reports

6.1 Report Layout Overview

There are two types of reports:

- Dynamic reports
- Static reports

All report types will display in a separate window. Each window will have independent toolbars for modifying the report:

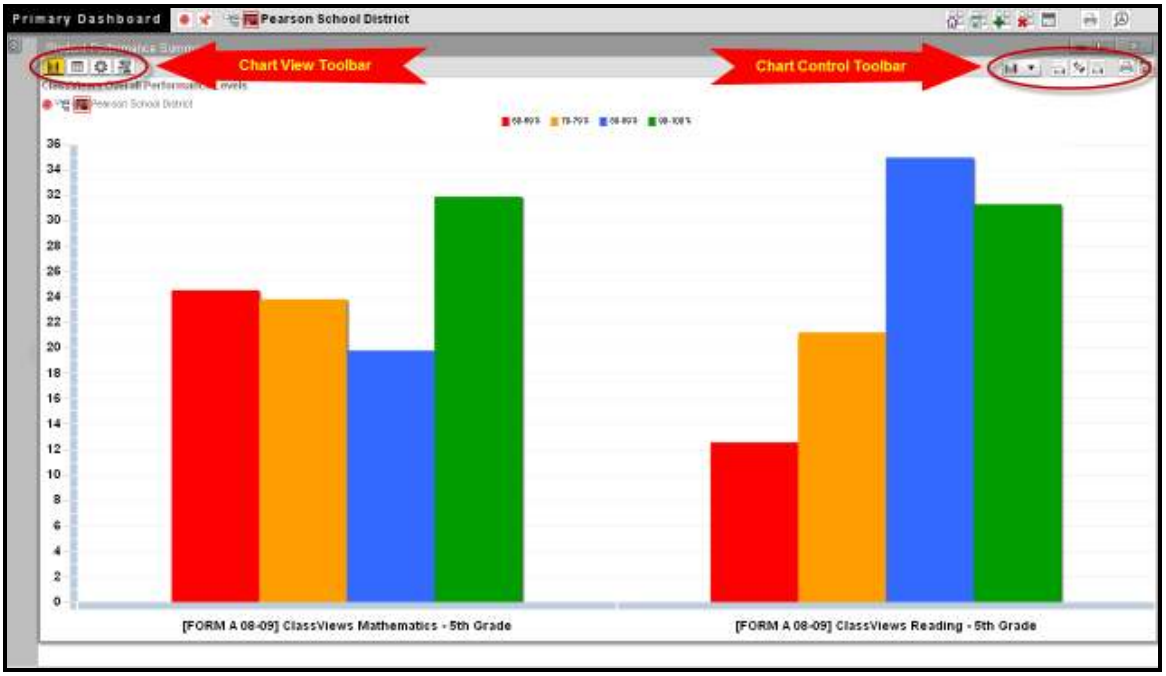

Figure 6-1

The *Chart View Toolbar* contains:

- View Data as Chart
- View Data as Table
- Query Controls
- View Drilldown Data

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The *Chart Control Toolbar* contains:

- Chart Type drop-down
- Toggle Legend
- Swap Chart Variables
- More Chart Info

Additionally, the option to *Print/PDF* and *Save Report to Library* will be available in each report window.

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6.2 Report Views

To toggle between the chart and table view of a report, you must first access the *Report Library* from the *Primary Dashboard*, and select a report for display.

6.2.1 Chart View

From the *Report Library*:

- **Click** a report name in the list.

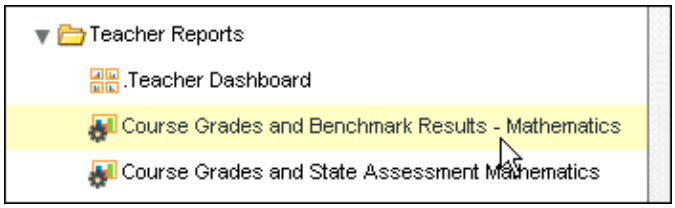

Figure 6-2

Note: Alternatively, you can click and drag the report name from the *Report Library* to the *Workspace*.

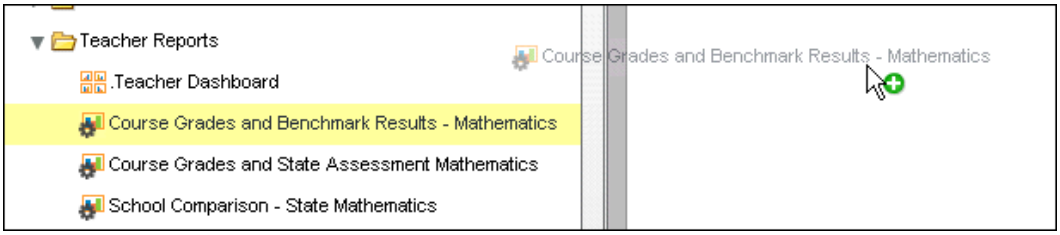

Figure 6-3

The selected report will open in the *Primary Dashboard* in the default *Chart View*:

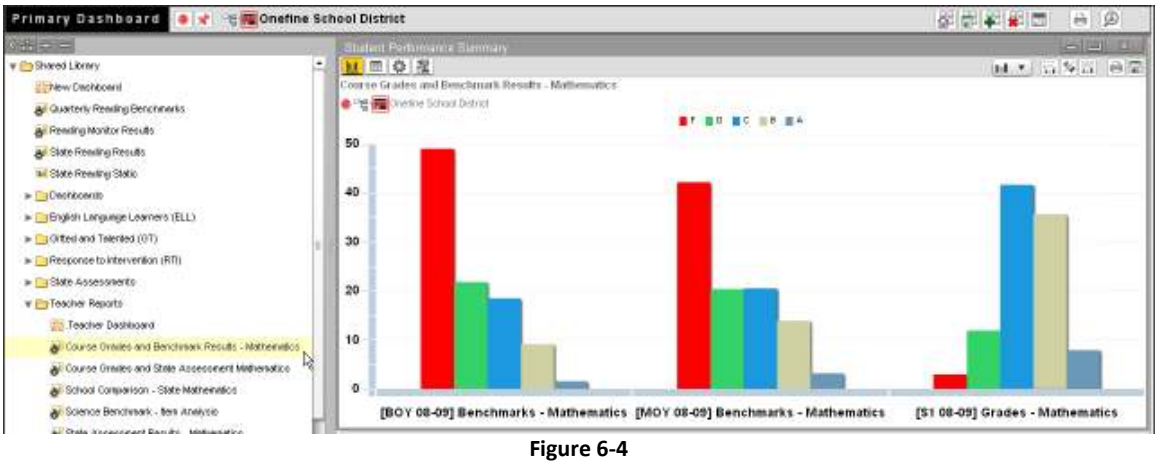

Figure 6-4

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Though the default view for a report is the *Chart View* – you can also select this view if needed, from the *Chart View Toolbar*.

- **Click** the *View Data as Chart* icon at the top left of the report to review the open report as a chart.

Figure 6-5

The report displays as a chart.

6.2.2 Table View

The *Table View* is accessed from the *Chart View Toolbar* located at the top right of the report being displayed.

- **Click** the *View Data as Table* icon to view the open report in table format.

Figure 6-6

The selected report will open in the *Primary Dashboard* in *Table View*:

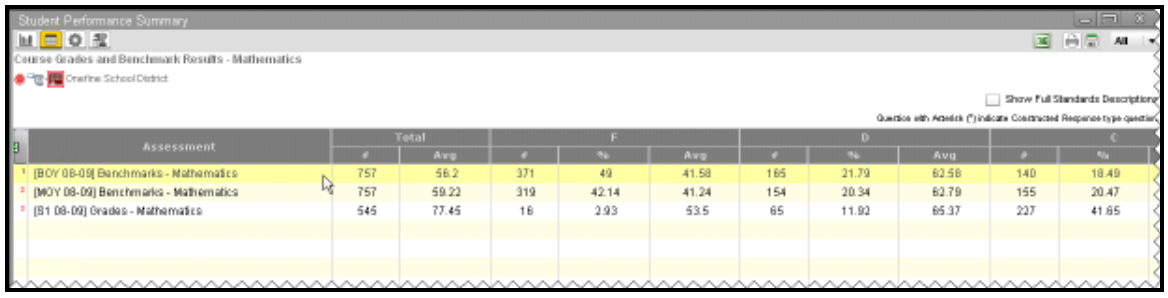

Figure 6-7

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6.3 Modifying Charts and Tables Displays

6.3.1 Modifying Charts

When data is displayed as a chart in the workspace, the *Chart Controls Toolbar* on the top right corner of the workspace is available to modify the chart data.

Figure 6-8

The chart type dropdown list can be used to display the chart in one of five different formats.

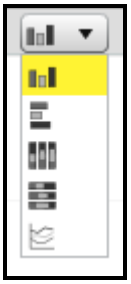

Figure 6-9

Click to display a vertical bar chart comparing the values of the items in each category:

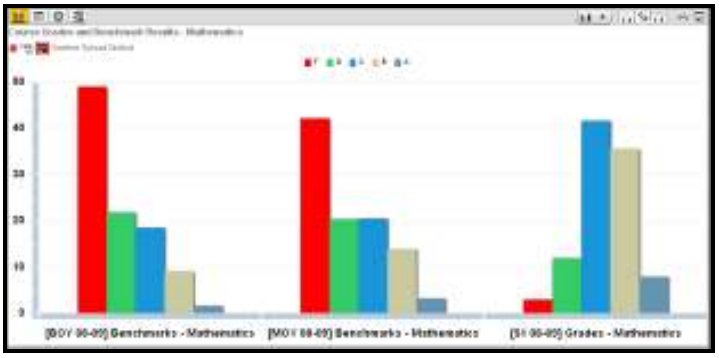

Figure 6-10

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Click to display a horizontal bar chart comparing the values of the items in each category:

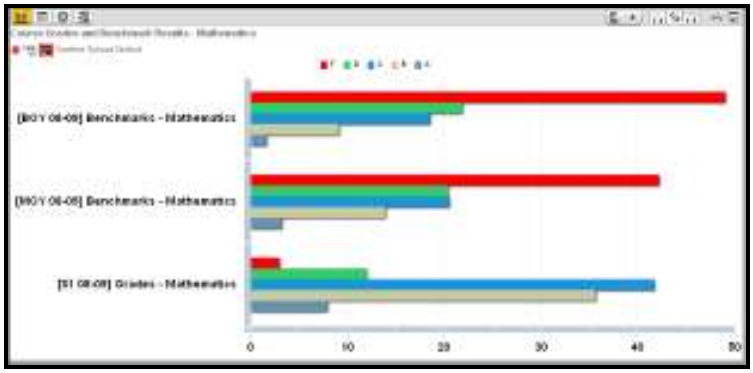

Figure 6-11

Click to display a vertical stacked bar chart showing the percentages of each item to total 100% across categories:

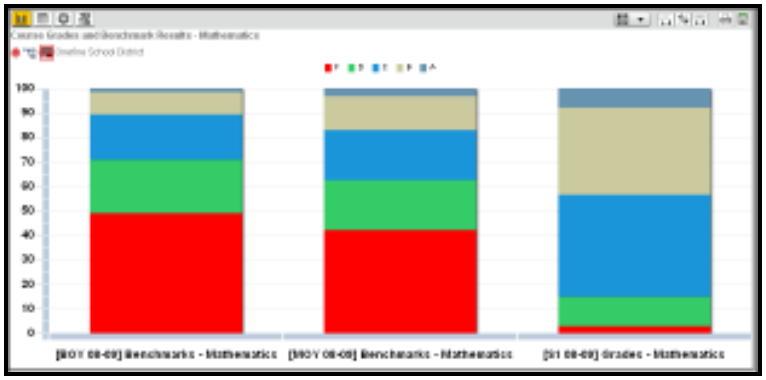

Figure 6-12

Click to display a horizontal stacked bar chart showing the percentages of each item to total 100% across categories:

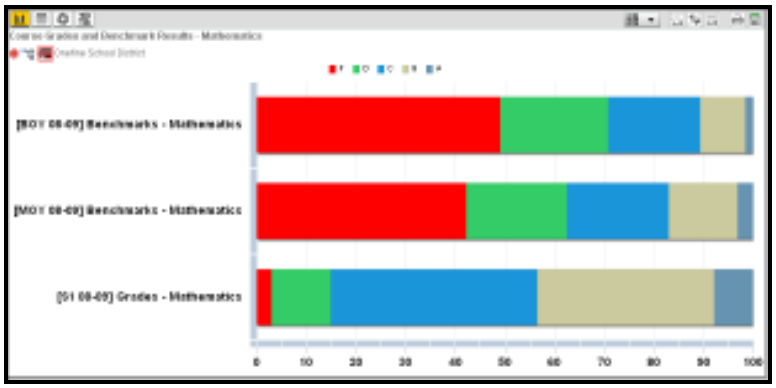

Figure 6-13

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Click to display a horizontal trend line chart:

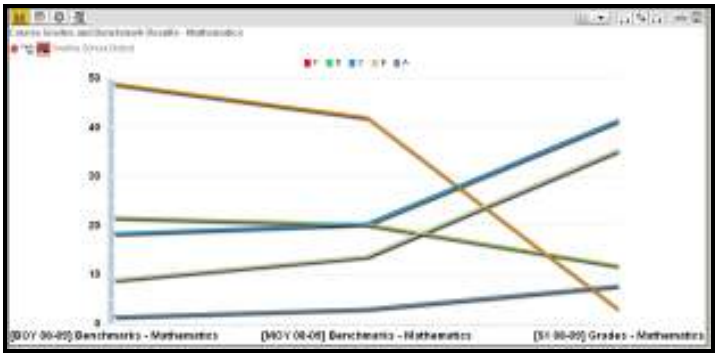

Figure 6-14

Other options include:

Click to hide the legend or change from a horizontal to a vertical display:

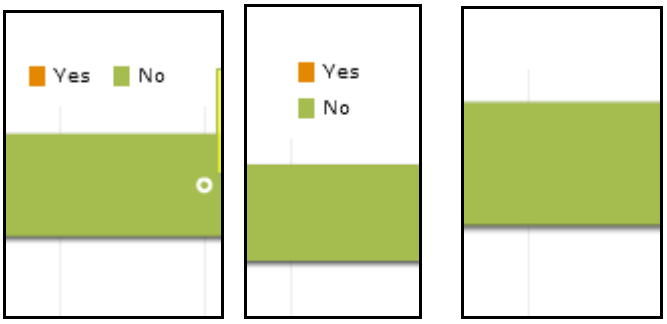

Figure 6-15

Click to swap chart variables:

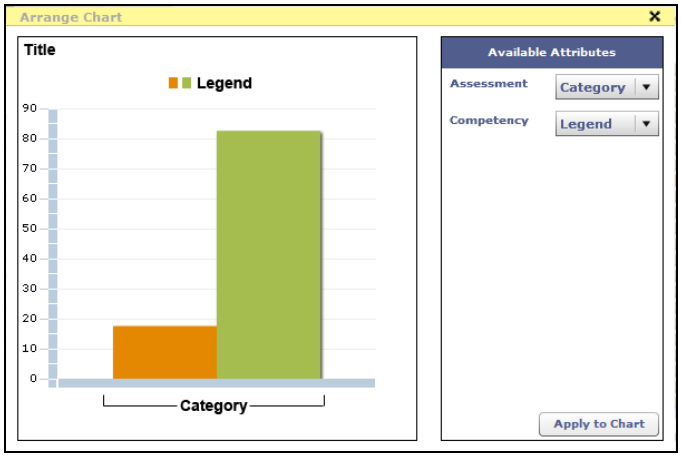

Figure 6-16

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Click to toggle more chart information:

Click to *View report query parameters*

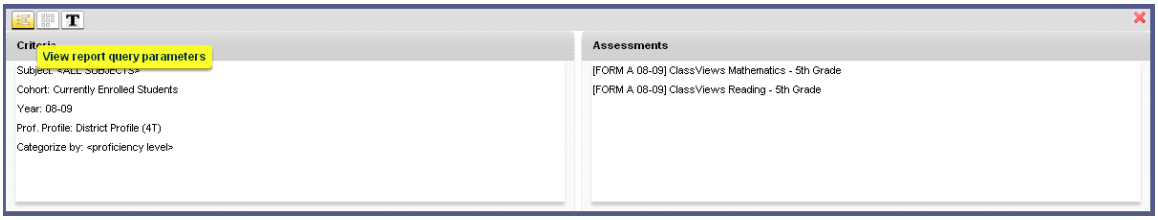

Figure 6-17

Click to *View test statistics:*

Figure 6-18

Click to *View Narrative / Notes:*

Figure 6-19

Click the to *Close this Panel*:

Figure 6-20

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6.3.2 Modifying Tables

To modify tables:

- **Click** the *View Data as Table* icon to view the open report in table format:

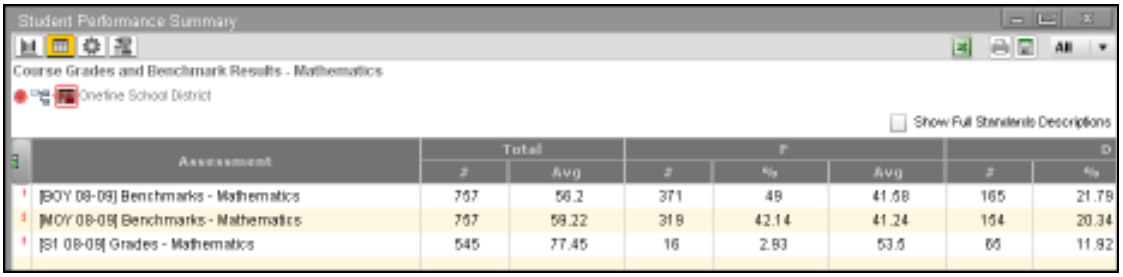

Figure 6-21

- **Use** the *Cross Tab* drop-down to control the display of data in the selected table:

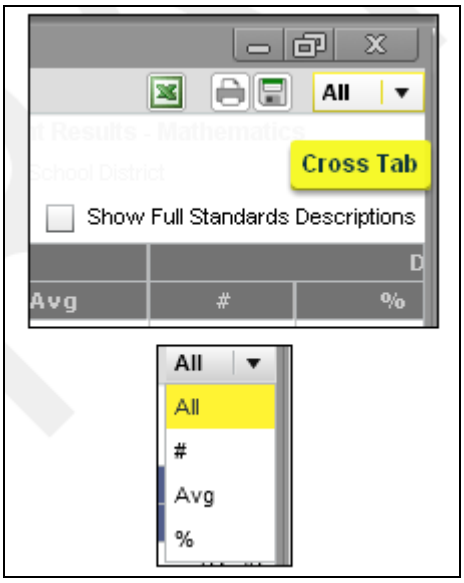

Figure 6-22

- **Select** *All* to view all table data, including the number of students in each category, the percent performing in each category, and the average of each category.

Narrow table data to the number of students tested and in each proficiency level:

Assessment	Total	F	D	C	B	A
	#	#	#	#	#	#
[BOY 08-09] Benchmarks - Mathematics	757	371	165	140	69	12
[MOY 08-09] Benchmarks - Mathematics	757	319	154	155	105	24
[S1 08-09] Grades - Mathematics	545	16	65	227	194	43

Figure 6-23

Narrow table data to the average score for the total number of students tested and the average for each test session:

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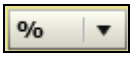
	Assessment	Total Avg	F Avg	D Avg	C Avg	B Avg	A Avg
1	[BOY 08-09] Benchmarks - Mathematics	56.2	41.58	62.58	71.7	81.73	92.5
2	[MOY 08-09] Benchmarks - Mathematics	59.22	41.24	62.79	72.12	82	92.7
3	[S1 08-09] Grades - Mathematics	77.45	53.5	65.37	74.16	83.98	92.51

Figure 6-24



Narrow table data to display the percentage of students for scoring ranges:

	Assessment	F %	D %	C %	B %	A %
1	[BOY 08-09] Benchmarks - Mathematics	49	21.79	18.49	9.11	1.58
2	[MOY 08-09] Benchmarks - Mathematics	42.14	20.34	20.47	13.87	3.17
3	[S1 08-09] Grades - Mathematics	2.93	11.92	41.65	35.59	7.88

Figure 6-25

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6.4 Drilling Down into Data

Users can drill down into data by moving the cursor over the data of interest and the icon will change to indicate that the drill-down mode has been activated.

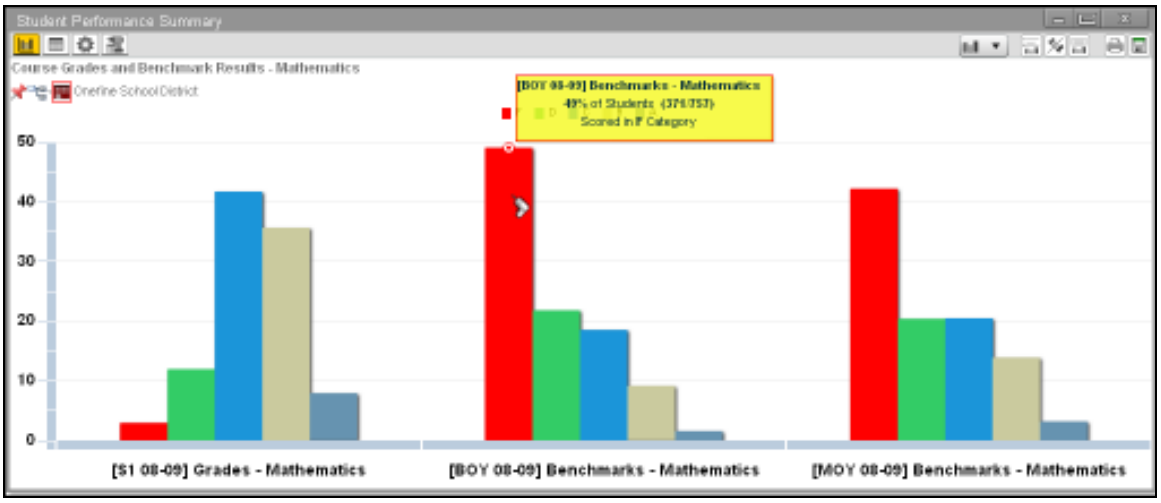

Figure 6-26

6.4.1 Drill Down Categories

When the user left clicks with the Drill Down icon over an area of data, there are four areas of information to drill into:

- *Students in…*
- *Learning Standards*
- *Instructional Resources*
- *Standards Mastery*

Figure 6-27

NOTE: Availability of the different drill down areas is dependent on the query criteria for that report.

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Students in…

- **Hover** the mouse over *Students in…* and then **click** on:

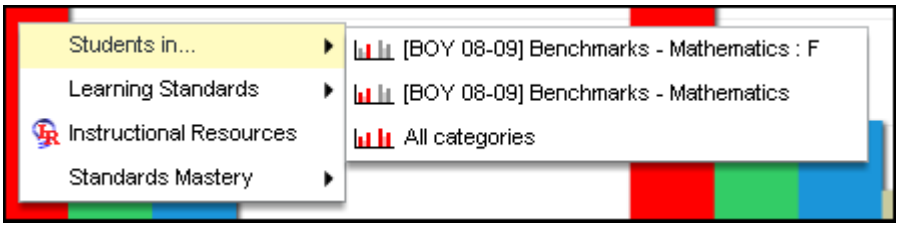

Figure 6-28

- Students in that single color segment:

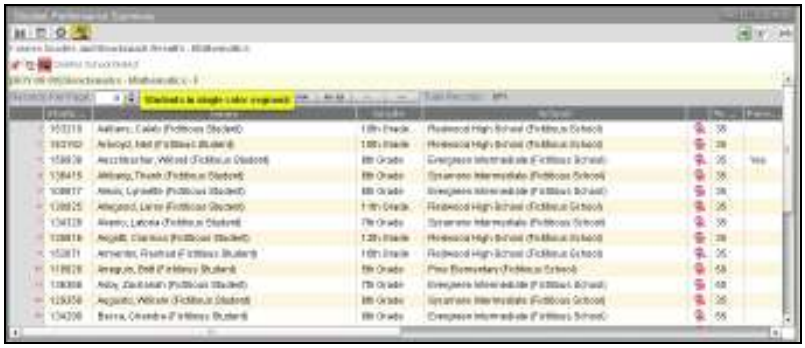

Figure 6-29

- Students in that single category, all colors:

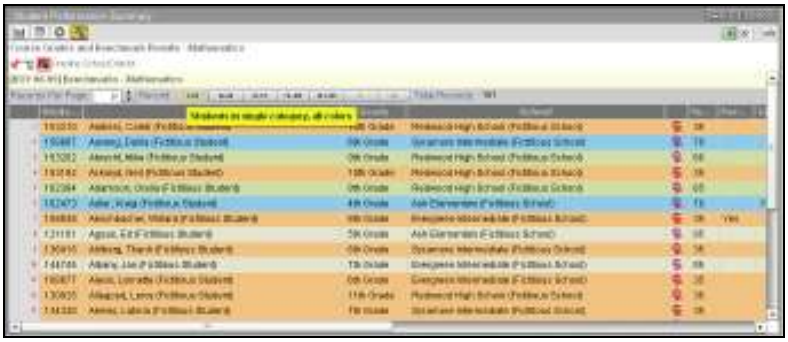

Figure 6-30

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- Students in all categories, all colors:

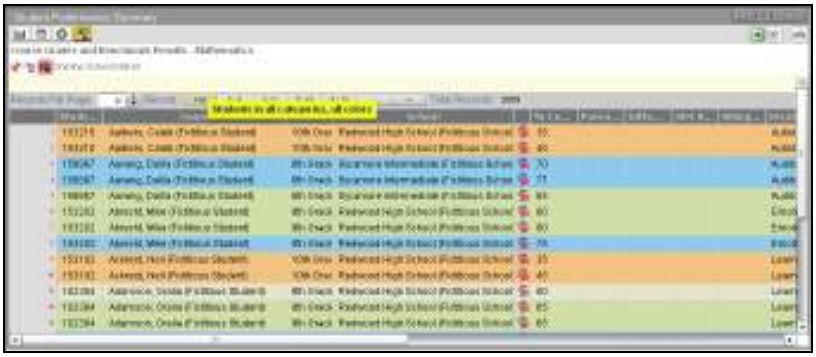

Figure 6-31

> Note: Once the data for a selected sub category is displayed, selecting a student opens that student's data in the *Student Dashboard*. (See section 9 of this manual for information regarding the Student Dashboard)

Learning Standards

- **Hover** the mouse over *Learning Standards…* and then **click** on:

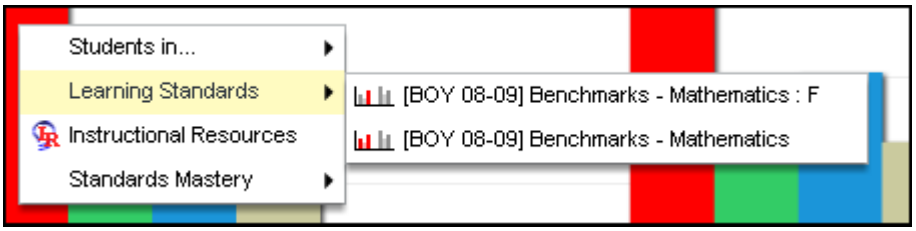

Figure 6-32

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- Students in that single color segment by *Learning Standards*:

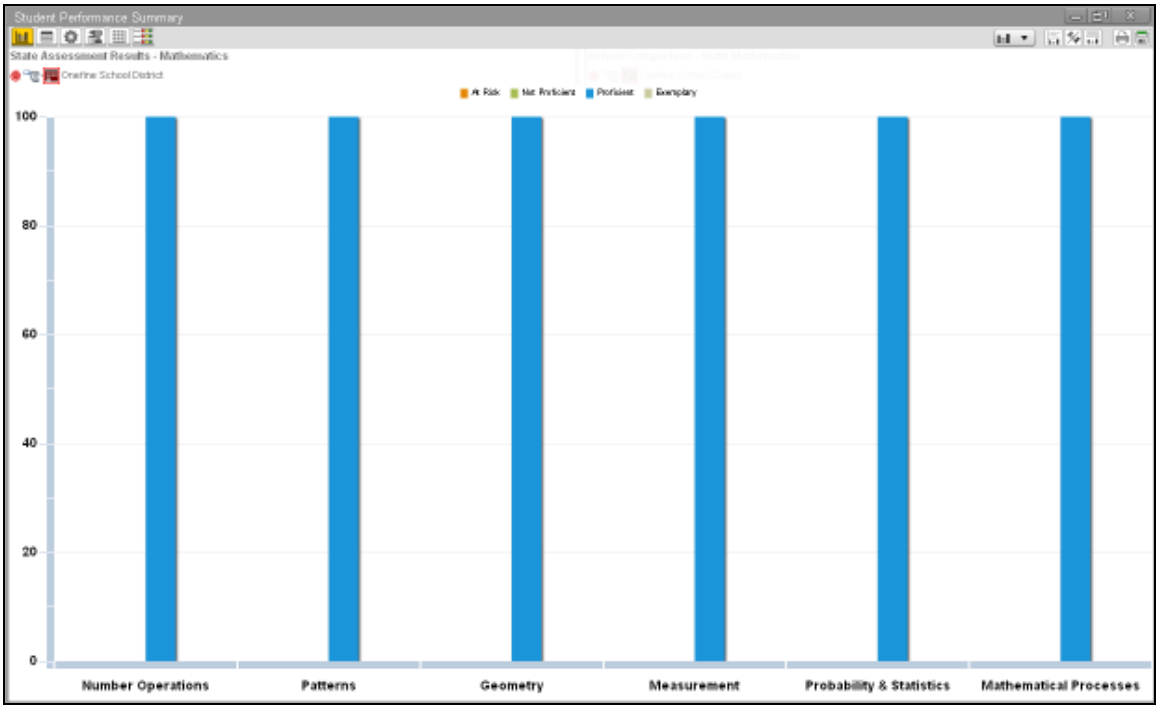

Figure 6-33

- Students in that single category, all colors by *Learning Standards*:

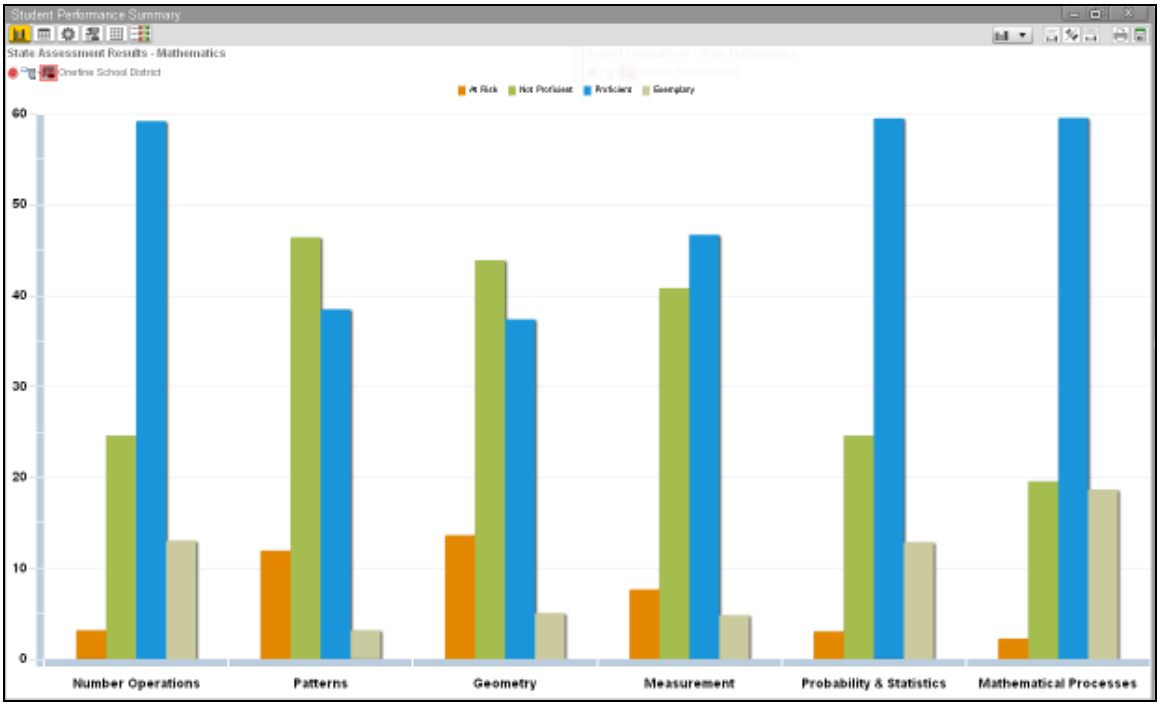

Figure 6-34

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Instructional Resources

- **Hover** the mouse over *Instructional Resources and* **click** to access links to remote support resources.

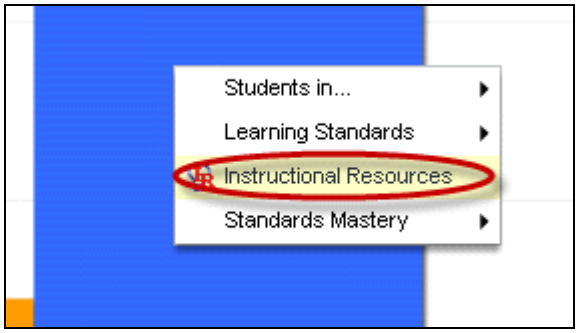

Figure 6-35

NOTE: These links to resources must be created and maintained by the district administrator in the *Setup & Maintenance* section of Pearson Inform.

Standards Mastery

- **Hover** the mouse over *Students in…* and then **click** on:

Figure 6-36

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- Students in that single color segment by *Standards Mastery*:

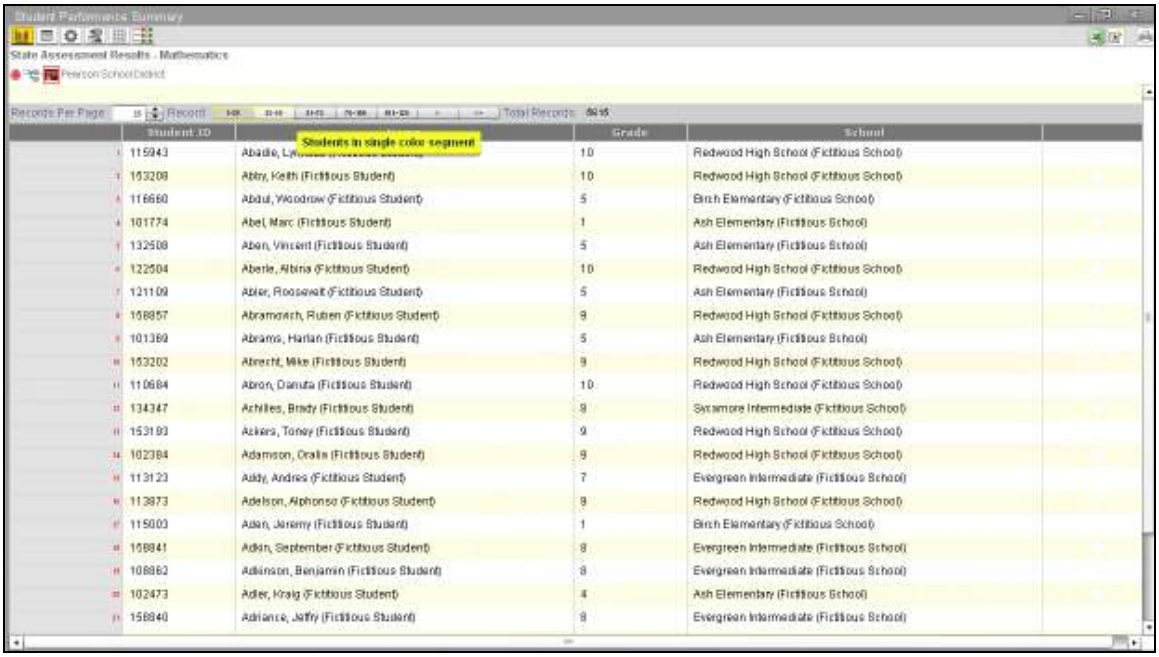

Figure 6-37

- Students in that single category, all colors by *Standards Mastery*:

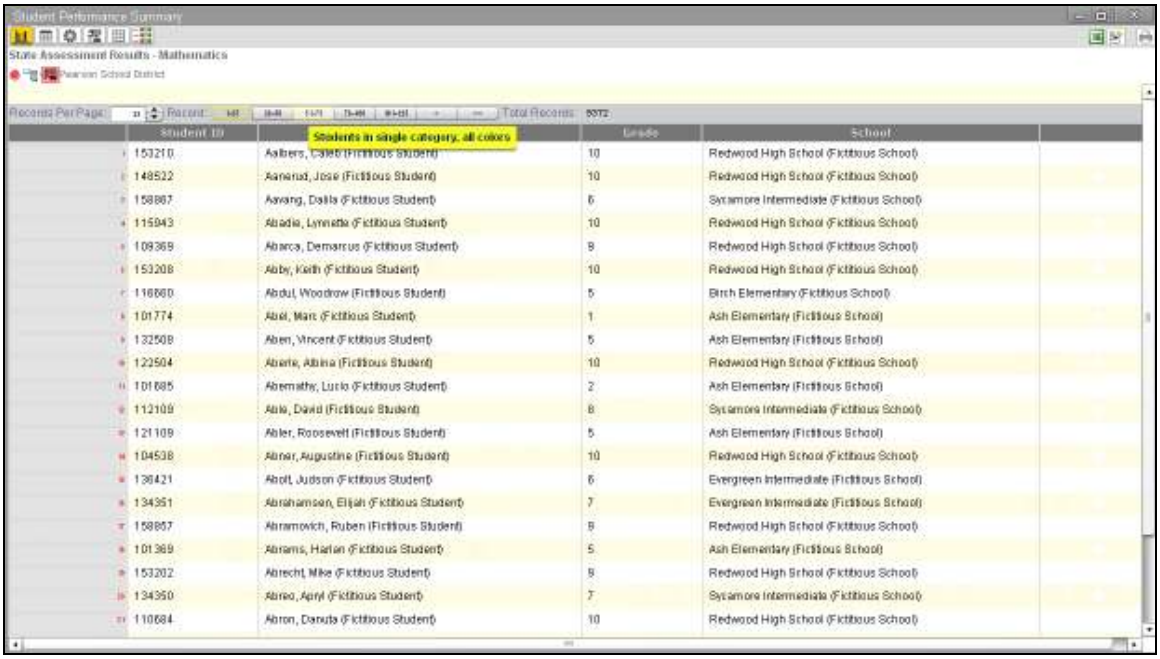

Figure 6-38

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- Students in all categories, all colors by *Standards Mastery*:

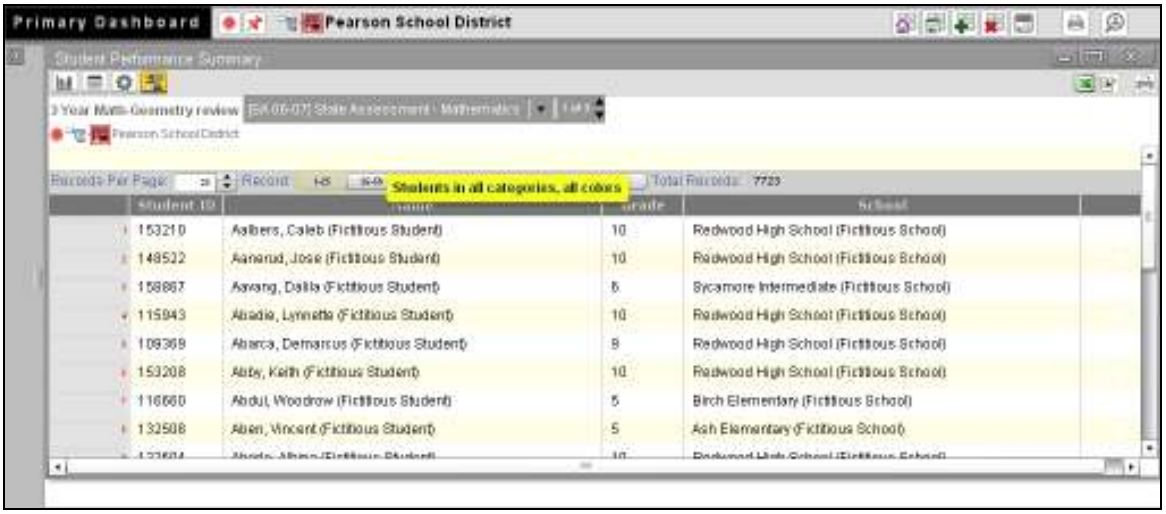

Figure 6-39

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6.5 Viewing Criteria and Modifying a Query

6.5.1 Viewing Criteria of a Report

You may view the criteria of any report. The criterion is the filter or filters that are selected to modify the results of the query when the report is generated. First, select the report you want to work with from the *Report Library*:

- **Click** the *Primary Dashboard* icon.

Figure 6-40

- **Expand** the *Report Library* panel.

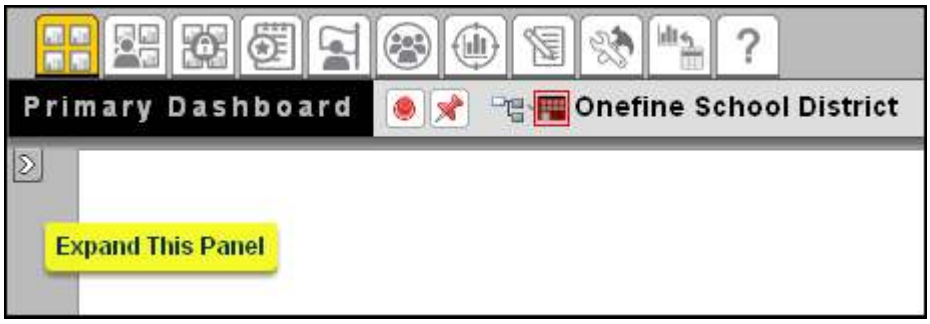

Figure 6-41

A toolbar and two folders will display:

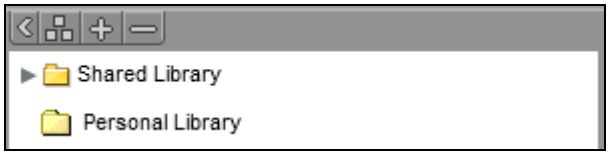

Figure 6-42

- **Click** the drop-down arrow for either *Shared Library* or *Personal Library*.

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A list of folders that is configurable by the system and district administrator security roles will display:

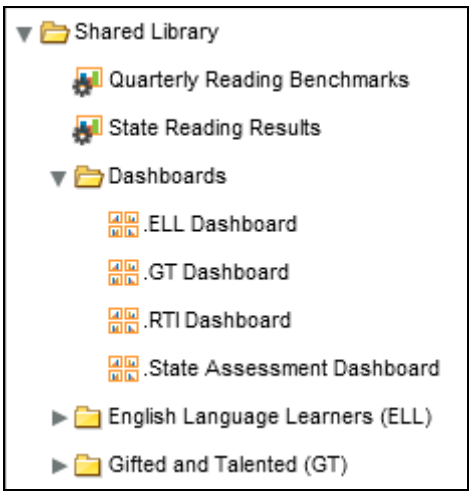

Figure 6-43

Click the drop-down arrow for a folder name in the list.

A list of reports will display:

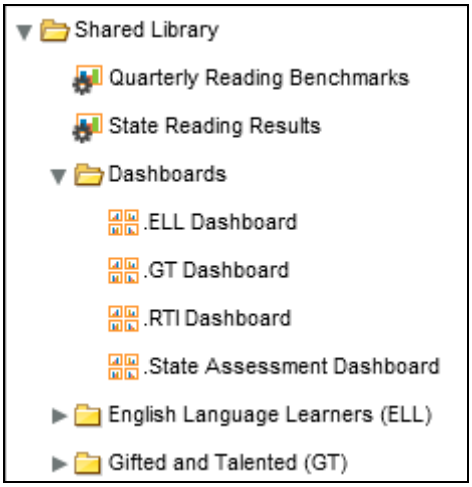

Figure 6-44

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- **Click** or **Drag and Drop** a report name in the list to the dashboard.

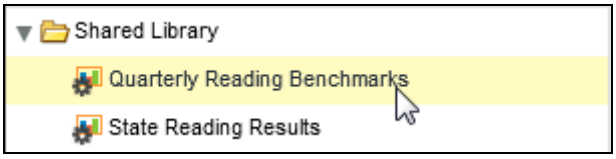

Figure 6-45

The selected report will open in the *Primary Dashboard* in the default *Chart View*:

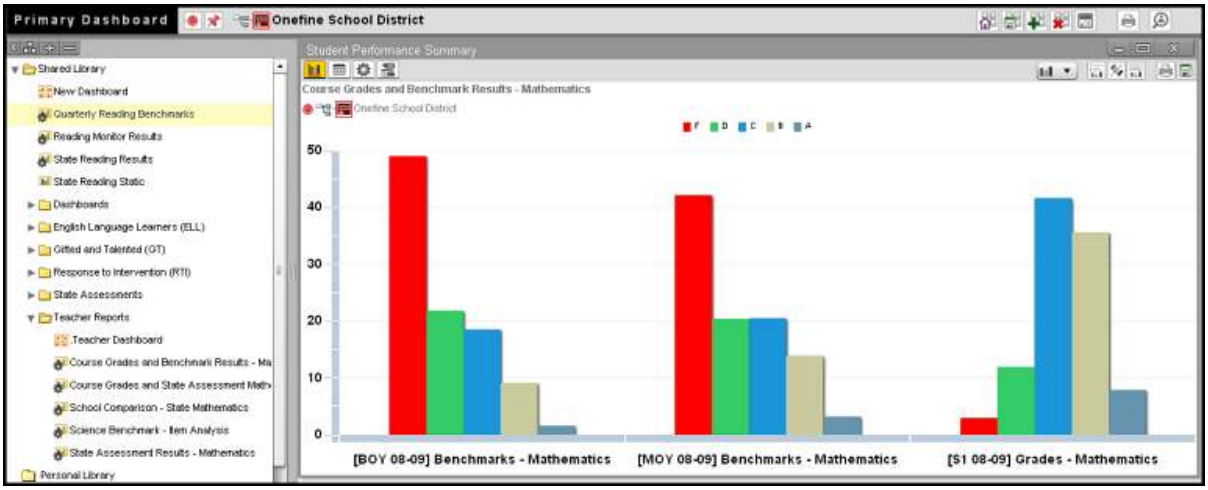

Figure 6-46

The *Query Controls* view allows you to view criteria used to generate reports. Saved queries can be modified for an existing report. To display the query page:

- **Click** the *Query Controls* icon to review the report criteria.

The *Query Controls* preview displays:

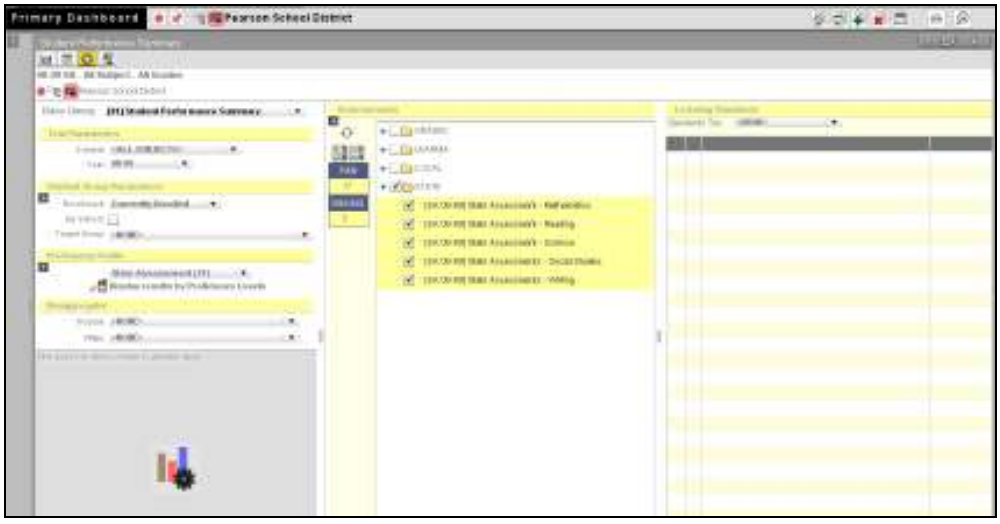

Figure 6-47

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6.5.2 Modifying a Query

The criteria used in generating a report can be modified by accessing the properties of a query. The original or default filters or criteria set for the query can be modified to generate different results in the report.

The following steps walk you through how to modify the query controls:

- **Select** the applicable query question from the drop-down.

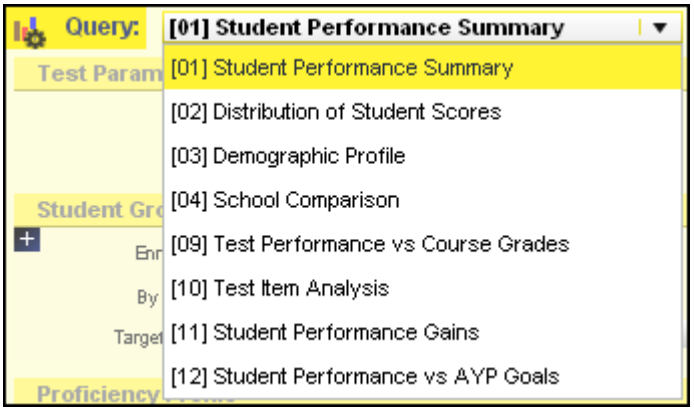

Figure 6-48

- **Select** the applicable drop-down options for *Test Parameters*, and *Student Group Parameters.*

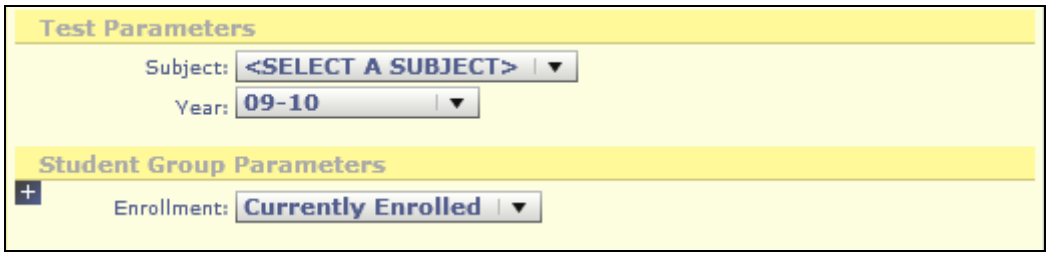

Figure 6-49

- **Select** the applicable drop-down options for *Disaggregators*.

Figure 6-50

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- **Click** to get Assessments, and then select the applicable Assessments from each folder checkbox.

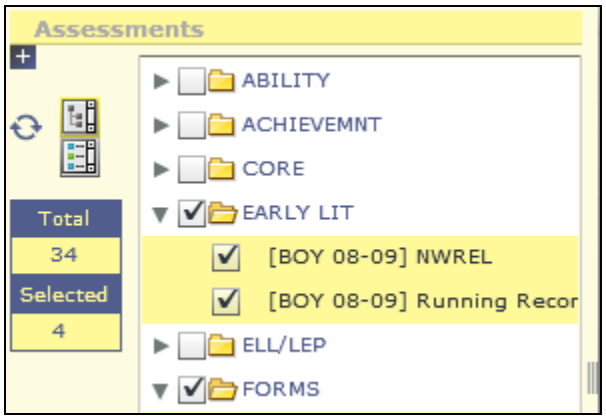

Figure 6-51

- **Click** to generate the report for the new query.

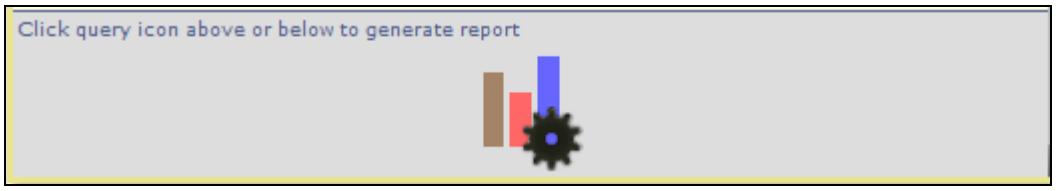

Figure 6-52

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6.6 Saving and Sharing Reports

Once a report has been modified and displayed to the user's expectations, the report can be saved by selecting the *Save Report to Library* icon on the top right of the pane.

Figure 6-53

Once the save button has been clicked, the user will enter all of the options for saving the report, including the *Title, the Description, Dynamic or Static, the Access Type, Users, Context, Scope and the Report Library* location.

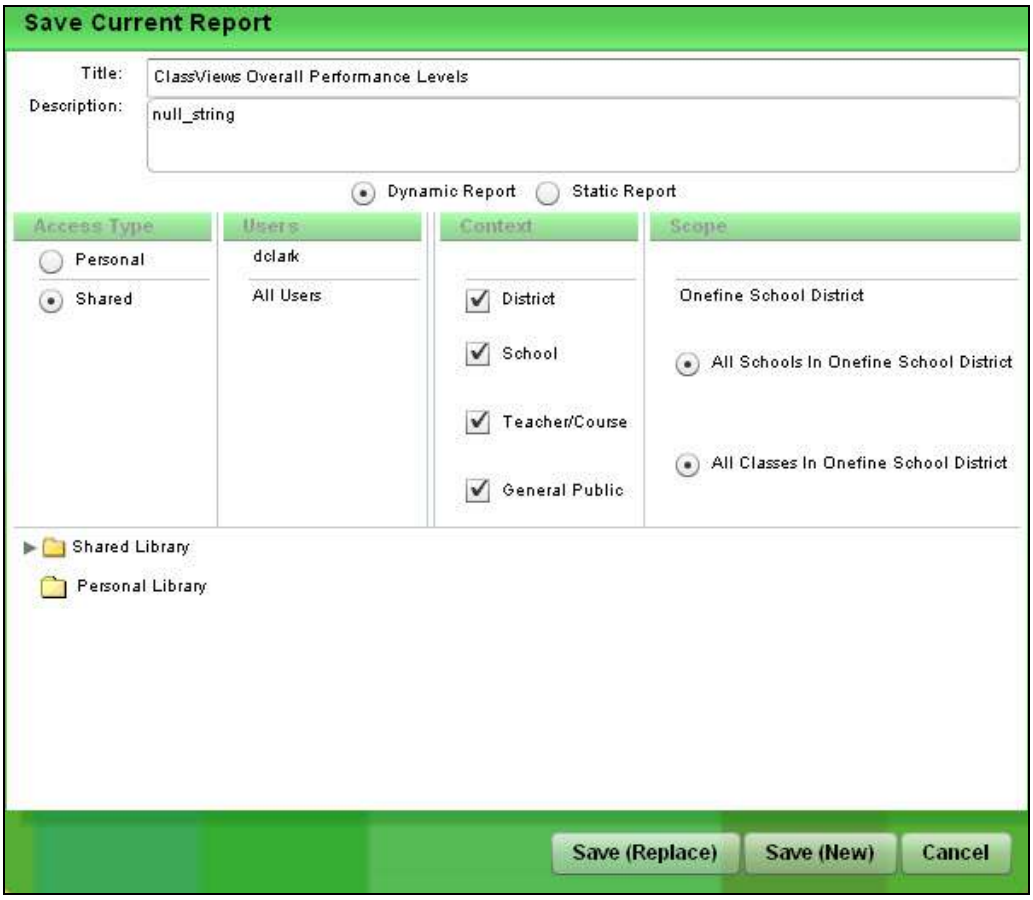

Figure 6-54

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- In the *Title* field, **enter** a title for your report.

> **NOTE: This is a required field. The title will display as a link in the Shared or Personal Library folder located in the Report Library.**

- In the *Description* field, **type** a brief description, if needed.
- **Select** the *Static Report* option to save the query as a report with constant data, a snapshot in time.
- **Select** the *Dynamic Report* option to save the query as an active report that reflects the most current data.
- **Determine** the *Access Type*.

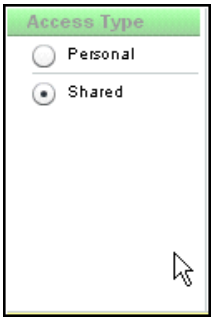

Figure 6-55

- **Select** *Personal* to store the report in a private folder that is available only to the current user.
- **Select** *Shared* to store the report in a public folder that other users can access.
- **Specify** if you want to save the report in the *Shared Library* or in the *Personal Library* by **clicking** the arrow next to the folder name.
- **Click** the subfolder name desired, to highlight the destination for your saved report.

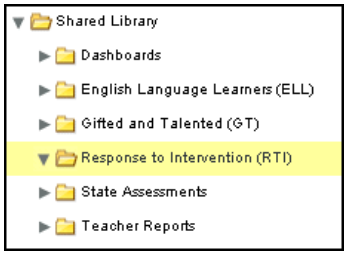

Figure 6-56

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- **Click** *Save*. The new report is listed in the specified folder in the Report Library:

Figure 6-57

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6.7 Printing and Exporting Report Data

Any saved report can be printed separately or you may choose to print all reports that are displayed in a dashboard. The printing function produces a PDF file that you can view online and print on your printer. The Adobe Acrobat Reader file looks very similar to the actual report on the Dashboard and it displays the Chart Results, Table Results, and Selection Criteria.

6.7.1 Printing a Report

To print a report (or dashboard):

- **Open** a report in *Primary Dashboard*.

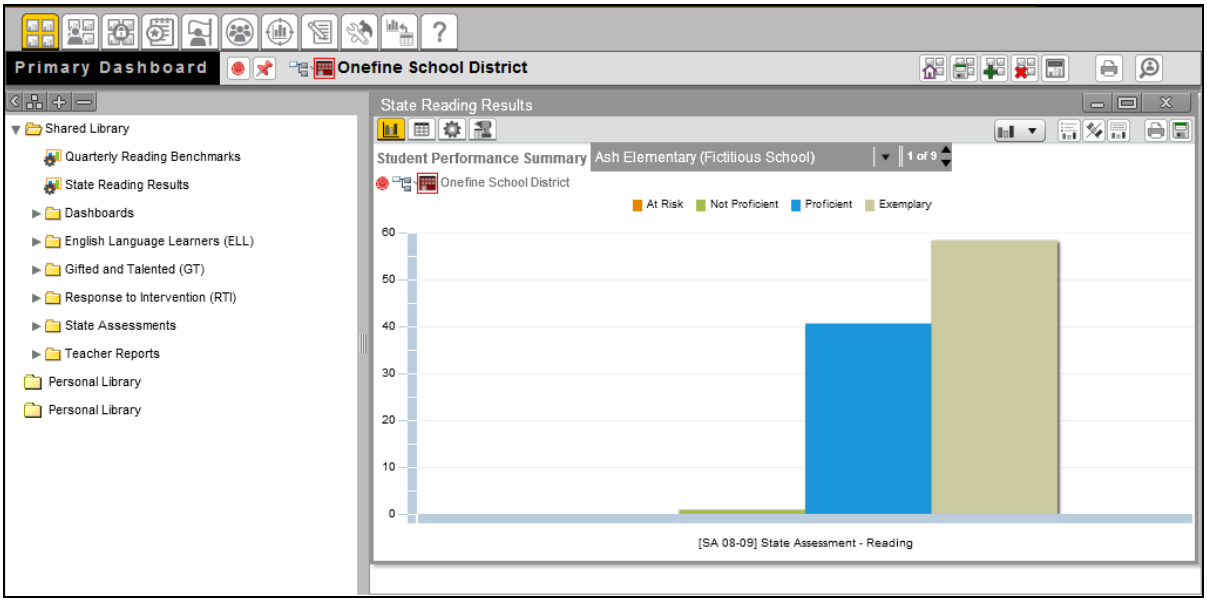

Figure 6-58

- **Click** the *Print/PDF* icon on the chart controls toolbar.

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- The *Reports Available* window will display:

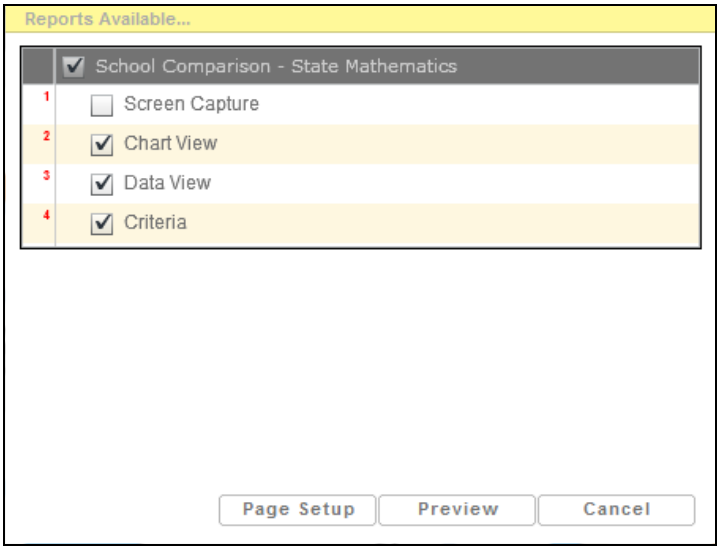

Figure 6-59

Specify the following:

- **Select** ☑ *Screen Capture* to print a picture of the pod on a separate piece of paper. In addition to the graph, the printed page includes the legend, context navigation, and chart view toolbar.
- **Select** ☑ *Chart View* to print the graph.
- **Select** ☑ *Data View* to print the data in a table format.
- **Select** ☑ *Criteria* to print the criteria used to generate the report, including the assessments.

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- **Click** *Page Setup* to specify the *Margins, Layout* and *Paper Size*.

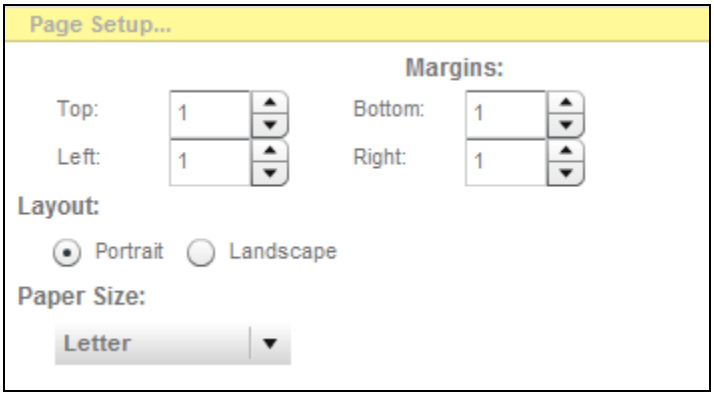

Figure 6-60

- **Click** *Preview* to preview the report before printing it. If you print several reports, each report displays on a separate page.

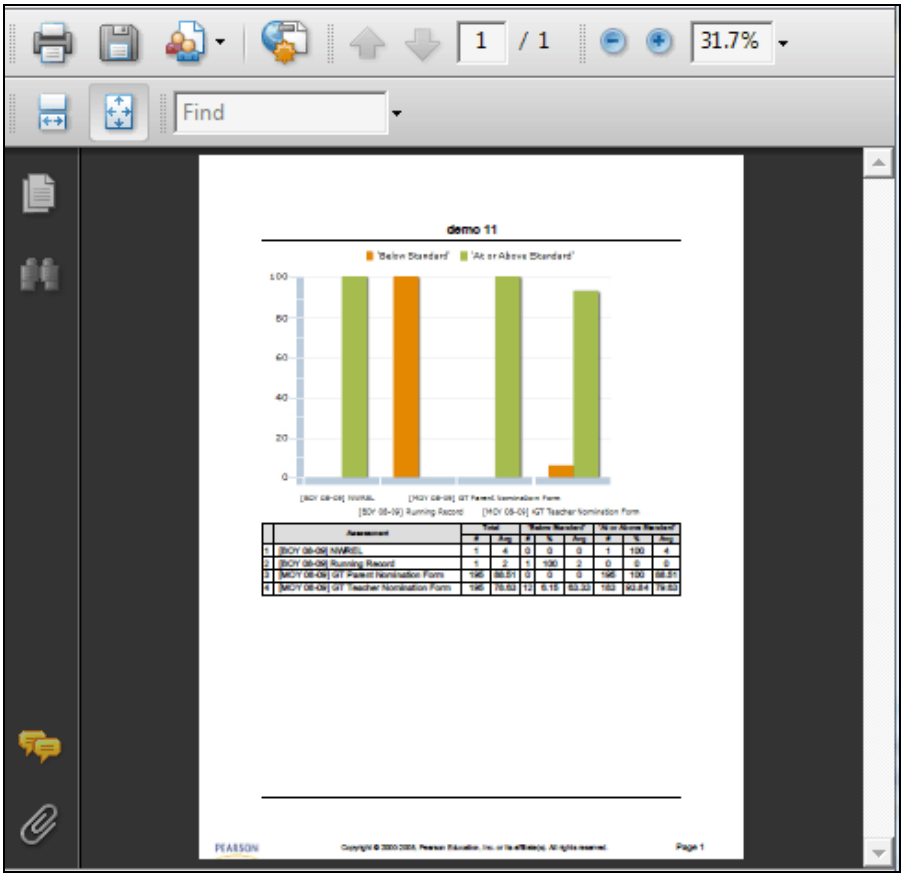

Figure 6-61

- **Click** *Print* to print the PDF file to a specified printer.

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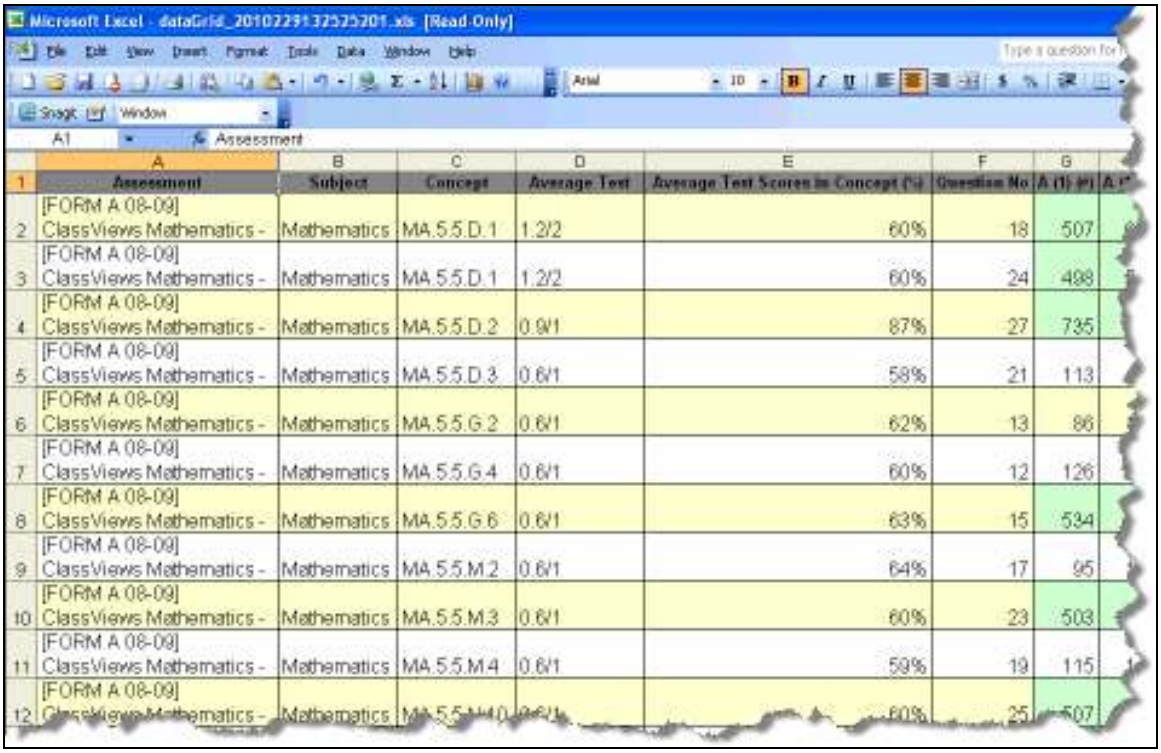
6.7.2 Exporting Report Data

Dynamic report data can be exported and saved as a Microsoft Excel Worksheet. To export data:

- **Open** a dynamic report.
- **Click** the icon to view the data in a table.
- **Click** the icon Export to Excel to open or save the file in Microsoft Excel.

The report will open as an Excel worksheet:



	A	B	C	D	E	F	G
1	Assessment	Subject	Concept	Average Test	Average Test Scores in Concept (%)	Question No	A (1) (#)
2	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.D.1	1.2/2	60%	18	507
3	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.D.1	1.2/2	60%	24	498
4	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.D.2	0.9/1	87%	27	735
5	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.D.3	0.6/1	58%	21	113
6	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.G.2	0.6/1	62%	13	86
7	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.G.4	0.6/1	60%	12	126
8	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.G.6	0.6/1	63%	15	534
9	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.M.2	0.6/1	64%	17	95
10	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.M.3	0.6/1	60%	23	503
11	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.M.4	0.6/1	59%	19	115
12	[FORM A 08-09] ClassViews Mathematics -	Mathematics	MA.5.5.M.0	0.6/1	60%	25	507

Figure 6-62

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7 Context Navigation

7.1 What Does Context Refer To?

Your user role determines which *Context levels* display. The displayed data varies depending on your user role; depending on your permissions, you can see reports for the entire district, a selected school, a selected teacher's classroom, or an individual student.

The Context Navigator is located on the Toolbar.

Figure 7-1

- **Click** the *Context Navigator* icon.

The *Context Navigator* window will display:

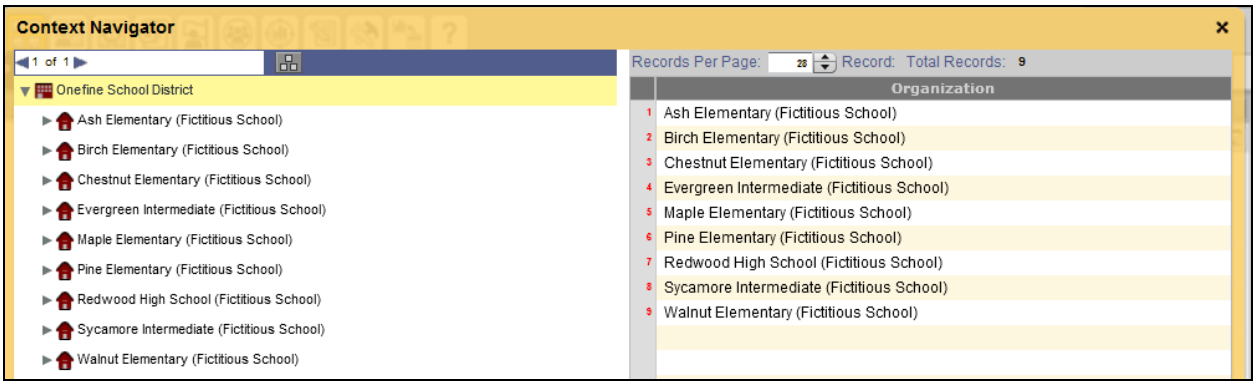

Figure 7-2

From this page you can click the drop-down arrows to navigate through the different context levels: district, school, teacher, course, and student.

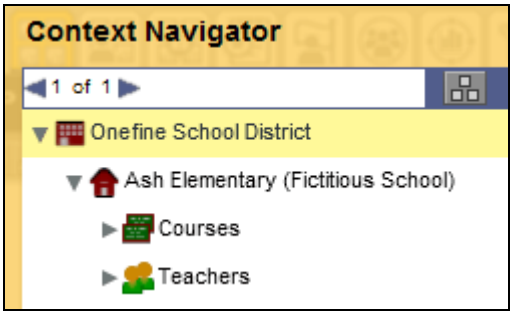

Figure 7-3

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When navigating through the system, icons display in the toolbar to indicate the *context level* you are in and how you got there.

Figure 7-4

In typical configurations, users can navigate to any context level; however, for teachers and principals, access to individual student information is limited to the user's school or courses.

The *District* context provides an overall view of district-wide performance. At this context level, you can access the information aggregated across schools within your district.

The *School* context enables you to determine how individual schools in your district are performing. Each user will access their context upon login unless otherwise configured by the system administrator. System administrators and district administrators have access to all schools and all data within the district. Principals may access all of the data for the students on their campus. Teacher may access the data for students in their current class(es).

- From the *Context Navigator* page, **click** ▶ to expand the *District* folder and display a list of all schools in the district.

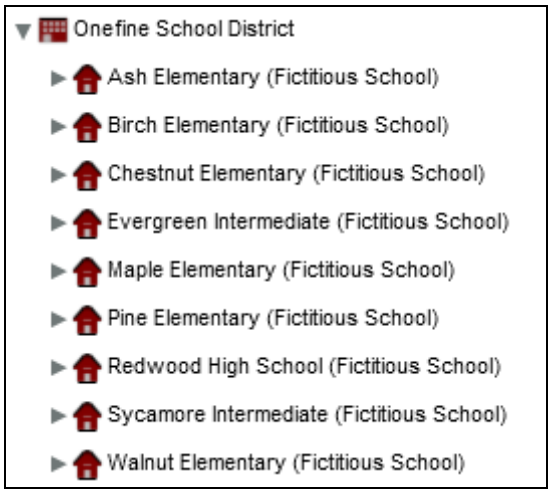

Figure 7-5

- Then, **double-click** a school name to change the view to the school level.

The *Teachers* context enables you to determine how individual teachers in your school are performing. You can analyze performance in a teacher's classroom at a particular school. School and district administrators can navigate to the Teachers level.

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- In the *Context Navigator*, **click** ▶ to expand the *District* folder and display a list of all schools in the district.

- **Click** ▶ to expand a *School* folder, **click** ▶ to expand the *Teachers* folder and display a teacher list:

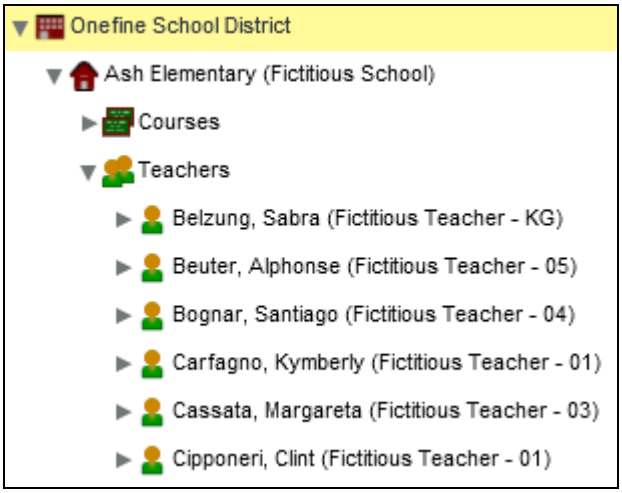

Figure 7-6

- Then **click** a teacher's name to change the context to the selected teacher level.

The *Courses* context enables teachers to analyze performance of an individual classroom at a particular school. When teachers log into Pearson Inform, they automatically go to their own Courses view where they can access the information for the classes they teach. School and district administrators default to a higher context level, but can navigate to the Courses level if necessary.

- In the Context Navigator, **click** ▶ to expand the *District* folder and display a list of all schools in the district.

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- **Click** ▶ to expand a *School* folder, **click** ▶ to expand the *Courses* folder, then **click** a course name to change the context to the selected course level:

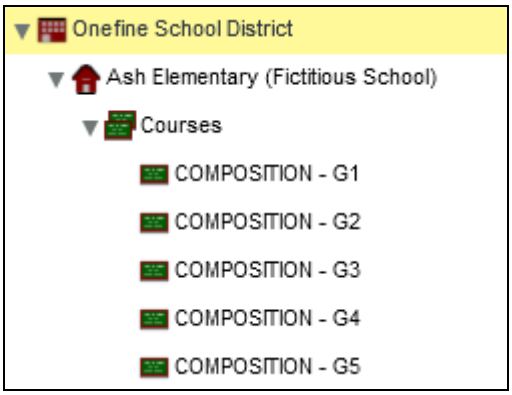

Figure 7-7

NOTE:	**Users can access data only if they have been given the required permission. Permissions are determined by the district's System Administrator in the Maintenance area.**

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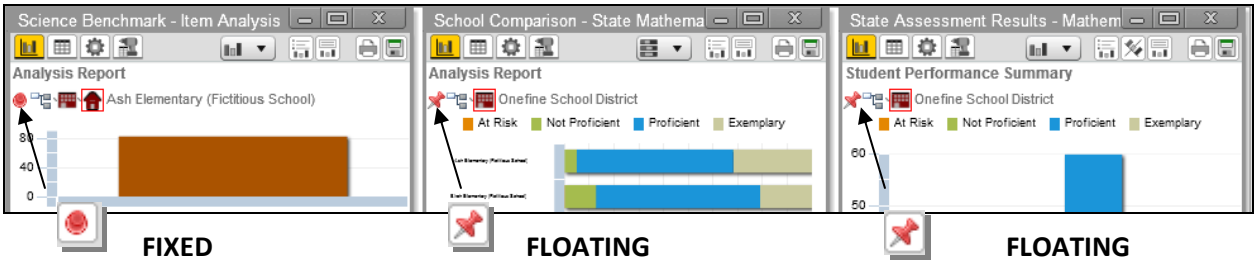
7.2 Fixed and Floating Contexts

All dashboard reports are viewed at a particular context level that can be changed from the Toolbar, according to your preference, at any time. In order to change the context in which you view a report, the context must be floating . A floating context can also be adjusted so that that the report remains fixed at the selected level.

- From your dashboard, note which report panes are floating or fixed.
- Also note the context levels of each report.

The image below shows a dashboard containing 3 reports; One is fixed at the school context level, and the other two have floating contexts at the district level:



When a report is fixed, the context remains at the selected level.

- To fix the context level of a report, **click** the push-pin within the selected report:

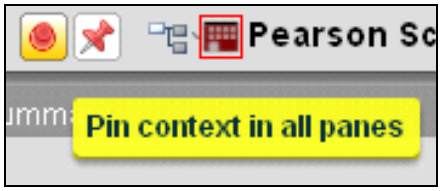


Figure 7-8

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It will then display as fixed.

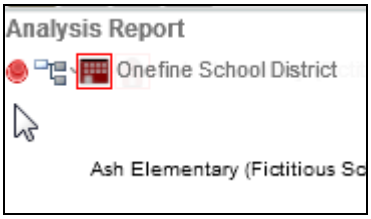
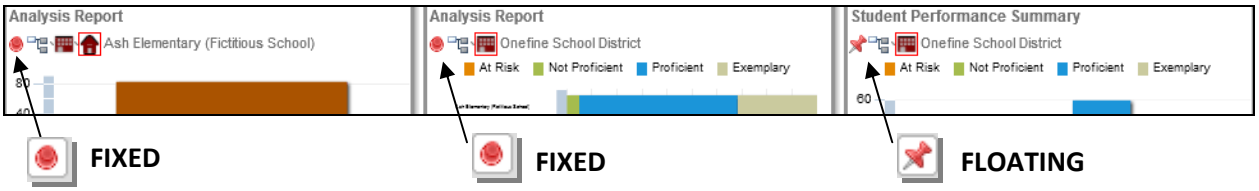


Figure 7-9

The report has been fixed at the District context level.

The first two reports are fixed with only the last one remaining as floating:



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- From the Toolbar, **attempt** to change the context of your dashboard reports.

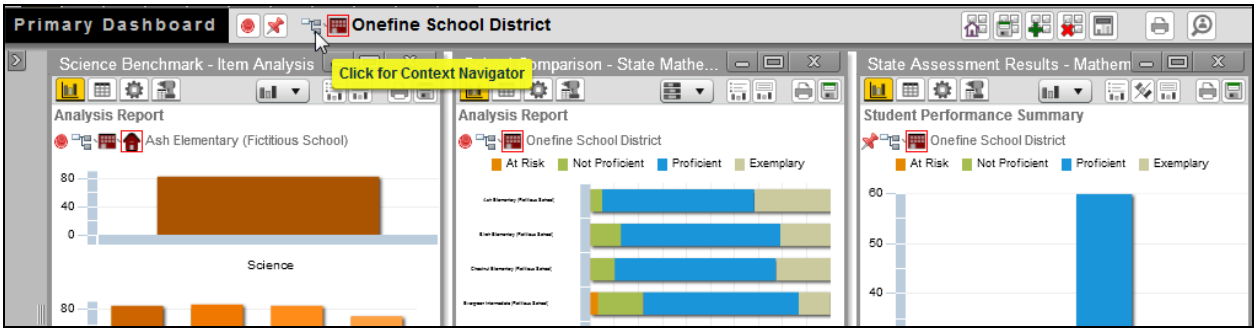

Figure 7-10

- **Click** the *Context Navigator* icon.

A pop-up window will display:

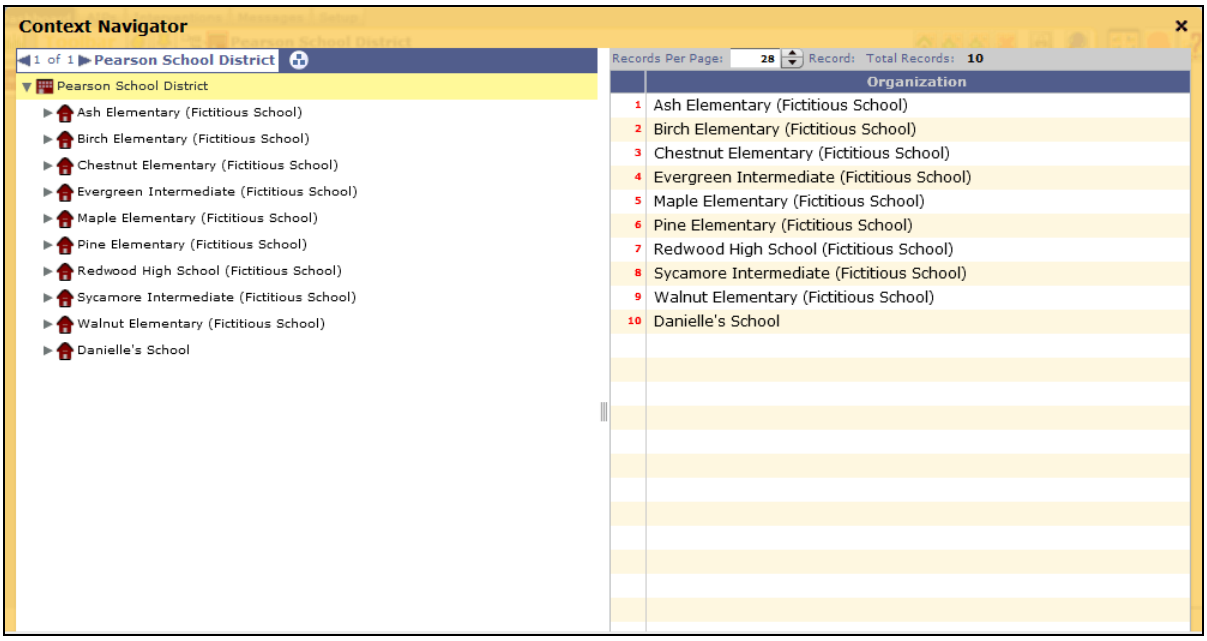

Figure 7-11

- **Select** any context level.

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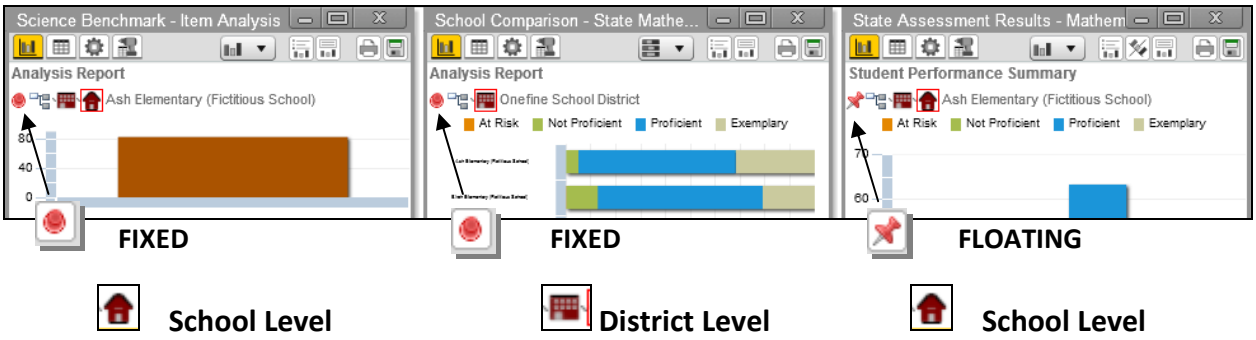
The floating report on your dashboard will display with the newly selected context level.

The other reports remain fixed:



FIXED **FIXED** **FLOATING**

School Level **District Level** **School Level**

Tips To Remember:

- ✓ If a dashboard report is *floating*, the context level can be changed from the toolbar's *Context Navigator*.
- ✓ A *fixed* report will remain at the selected context level when the toolbar's *Context Navigator* is toggled.
- ✓ Regardless of the fixed/floating status, a report's context level can always be changed by using the push-pins located within the individual report.

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7.3 Changing the Context of the Dashboard

The *District* context provides an overall view of district-wide performance. At this context level, you can access the information which is aggregated for the district.

The *School* context enables you to determine how individual schools in your district are performing. In general, when school administrators log into Pearson Inform, they automatically go to their school sites.

- From the *Context Navigator* page, **click** ▶ to expand the *District* folder and display a list of all schools in the district:

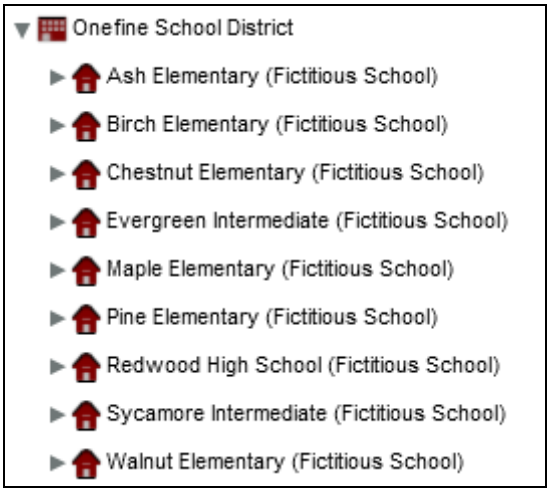

Figure 7-12

- Then, **double-click** a school name to change the view the school level.

The *Teachers* context enables you to access classroom level data. School and district administrators can navigate to the Teachers level, while teachers can navigate to and view overall classroom and individual student assessment data.

- In the *Context Navigator*, **click** ▶ to expand the *District* folder and display a list of all schools in the district.

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- **Click** ▶ to expand a school's folder, click ▶ to expand the *Teachers* folder and display a teacher list:

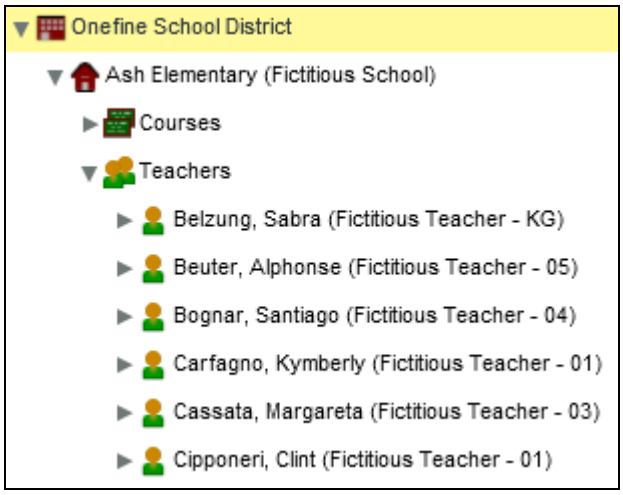

Figure 7-13

- Then **click** a teacher's name to change the context to the selected teacher level.

The *Courses* context enables teachers to analyze performance in an individual classroom at a particular school. When teachers log into Pearson Inform, they automatically go to their own Course view where they can access the information for the classes they teach. School and district administrators can navigate to the Courses level.

- In the Context Navigator, **click** ▶ to expand the *District* folder and display a list of all schools in the district.

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- **Click** ▶ to expand a school's folder, **click** ▶ to expand the *Courses* folder, then **click** a course name to change the context to the selected course level:

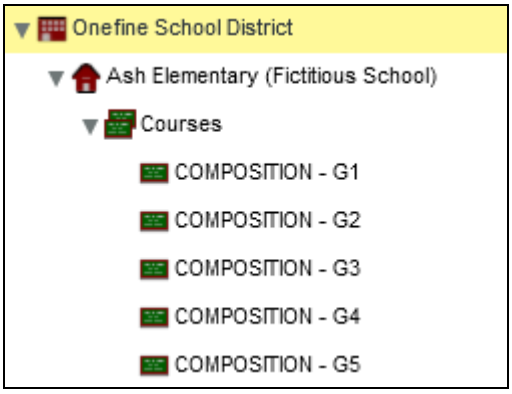

Figure 7-14

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7.4 Changing the Context of a Report

To change the context of any report, first open the report from the report library, and then **click** the *Context Navigator* icon on the toolbar.

Figure 7-15

The following information explains each context level and provides instructions for changing your context to the desired level.

The *District* context provides an overall view of district-wide performance. At this context level, you can access the information aggregated for your district.

The *School* context enables you to determine how individual schools in your district are performing. When school administrators log into Pearson Inform, they automatically go to their school sites.

- From the *Context Navigator* page, **click** ▶ to expand the *District* folder and display a list of all schools in the district:

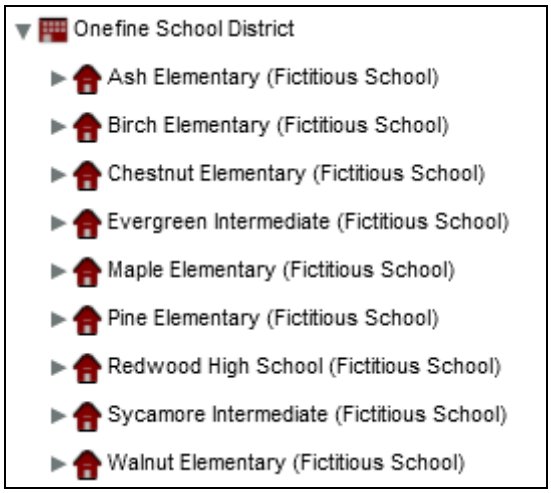

Figure 7-16

- **Double-click** a school name to change the view at the school level.

The *Teachers* context enables you to determine how individual teachers in your school are performing. You can analyze performance in a teacher's classroom at a particular school. School and district administrators can navigate to the Teachers level.

- In the *Context Navigator*, **click** ▶ to expand the *District* folder and display a list of all schools in the district.

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- **Click** ▶ to expand a school's folder, **click** ▶ to expand the *Teachers* folder and display a teacher list:

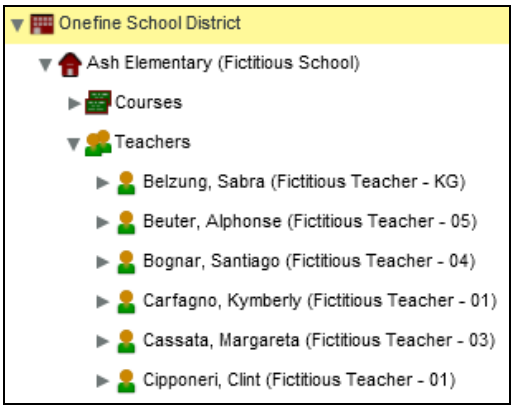

Figure 7-17

- **Click** a teacher's name to change the context to the selected teacher level.

The *Courses* context enables teachers to analyze performance data for classrooms at a particular school. When teachers log into Pearson Inform, they automatically go to their own Courses views where they can access the information for the classes they teach. School and district administrators can navigate to the Courses level.

- In the Context Navigator, **click** ▶ to expand the *District* folder and display a list of all schools in the district.

- **Click** ▶ to expand a school's folder, **click** ▶ to expand the *Courses* folder, then **click** a course name to change the context to the selected course level:

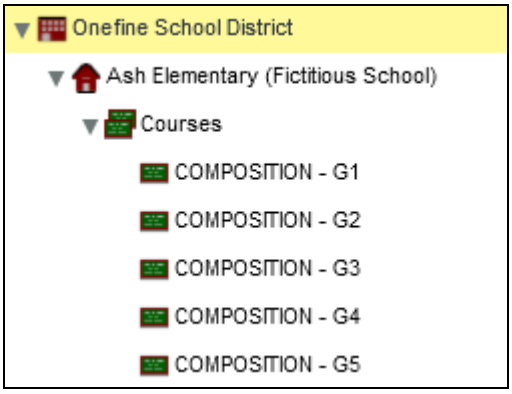

Figure 7-18

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8 Generating New Reports

8.1 Navigating the Query Engine

8.1.1 Creating a New Query

From the Primary Dashboard:

- **Click** *Create New Report* on the Toolbar.

Figure 8-1

Figure 8-2

The query page displays:

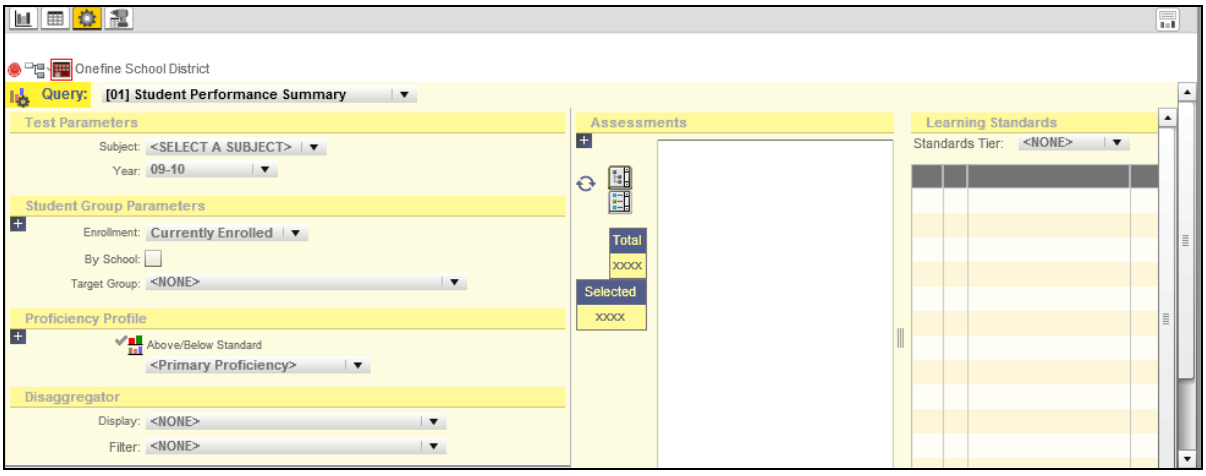

Figure 8-3

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To create a query and generate a report, follow these four steps:

- **Select** the applicable query from the drop-down:

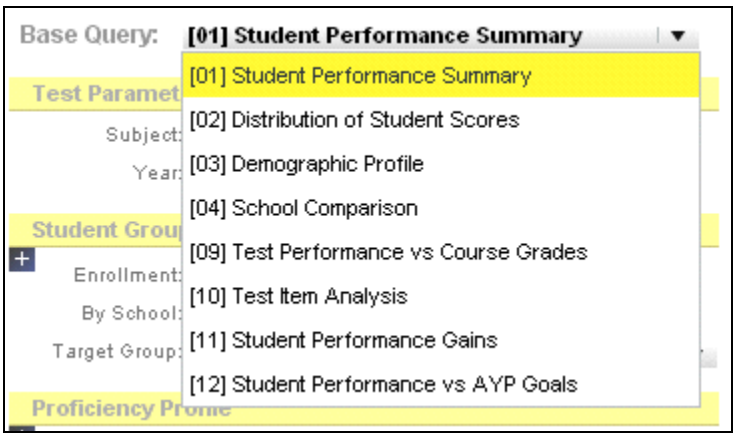

Figure 8-4

- **Select** the appropriate drop-down options for *Test Parameters, Student Group Parameters* and *Proficiency Profile*, etc:

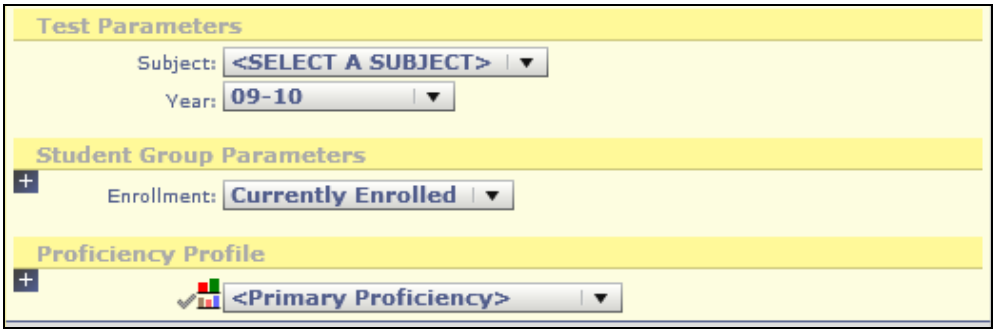

Figure 8-5

- **Click** to get Assessments, and then **select** the applicable *Assessments* from each folder checkbox:

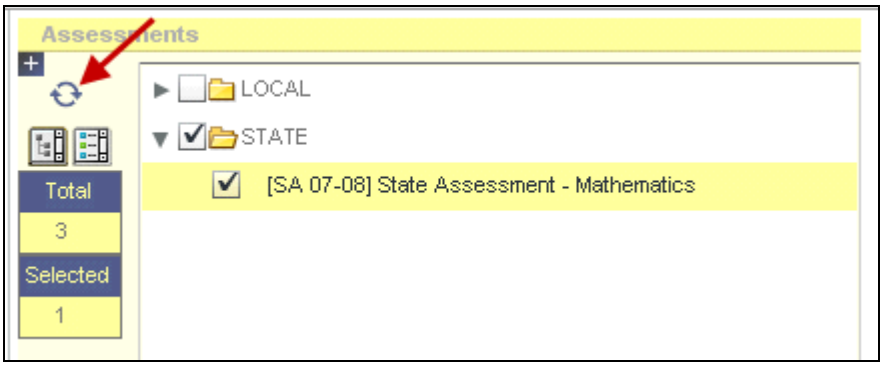

Figure 8-6

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- **Click** the gear icon to generate the report.

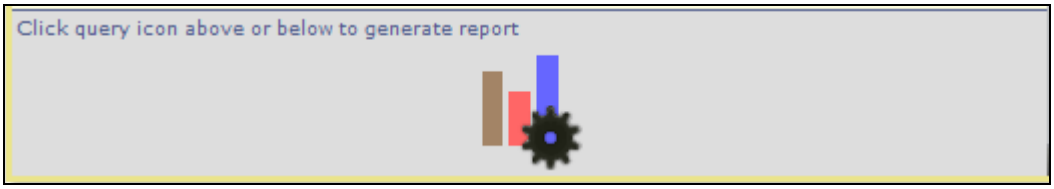

Figure 8-7

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8.2 Constructing a Student Performance Summary Query (Query 1)

NOTE: District/School/Class Context required.

The Student Performance Query can be used by educators at the District, School, Teacher, and Course levels to view and analyze the performance of students, courses, specific schools, and the district as a whole. You can select one or more assessments and take into account the proficiency level, concepts, student groups, school years, and student demographic groups.

To run the [01] *Student Performance Summary* query, follow these steps:

- In the *Query* list, **select** query *[01] Student Performance Summary*:

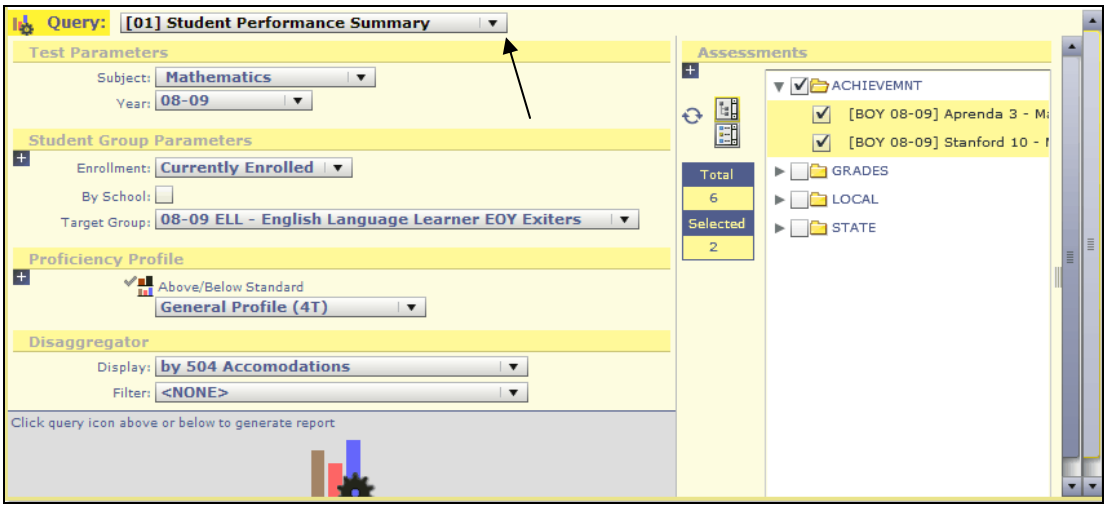

Figure 8-8

- In the *Test Parameters* area, **specify** the *Subject* and *Year*.

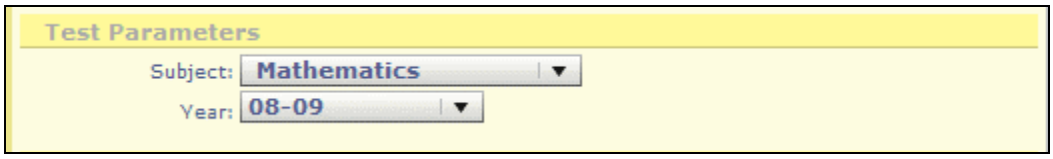

Figure 8-9

NOTE: Select *ALL* from either drop-down list to analyze more than one subject or to view multiple years.

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In the *Test Parameters* area, you are not limited to selecting a school year. You can also specify a date to query a particular set of students.

This is accomplished in two steps:

- **Select** *Scored Since* from the *Year* drop-down.
- **Specify** a date using the calendar icon.

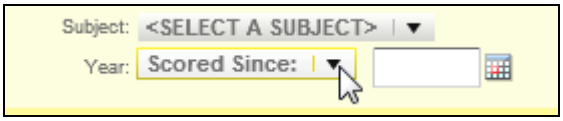

Figure 8-10

- In the *Student Group Parameters* area, **specify** the criteria required to analyze assessment results.

From the *Enrollment* drop-down:

- **Select** *Currently Enrolled* to display results for active students at the *context level*, either district, school, or class.
- **Select** *All Tested* to display results for all students who were tested at the *context level*, regardless of their enrollment status, i.e., inactive or active.
- **Select** *Continuous Enrolled* to display results for students active within the specified dates, at the context, either district, school, or class.

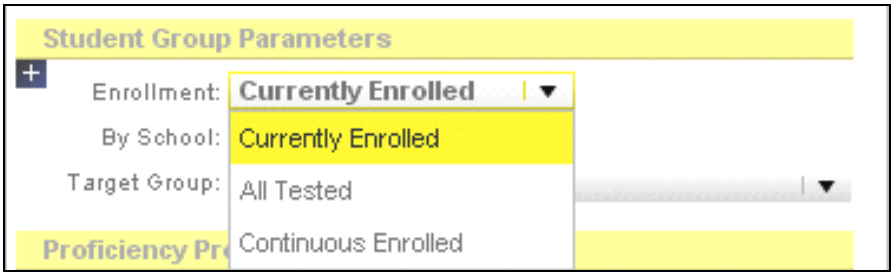

Figure 8-11

- If you are in the *District Context*, **select** the *By School:* check box to display a separate chart for each school in your district.
- If you are in the *School Context*, **select** the *By Class:* check box to display a separate chart for each class in your school.

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- In the *Target Group drop-down,* **select** an intervention group.

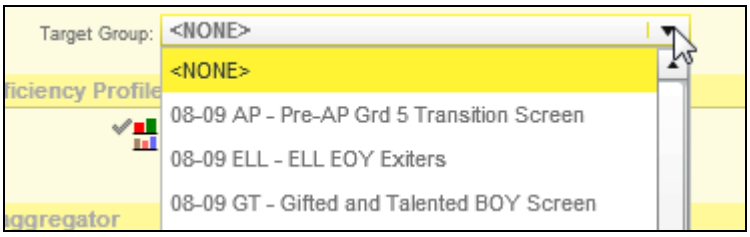

Figure 8-12

> **NOTE: An intervention group is defined based on assessment result criteria for assessments and concepts; the resulting list of students is saved as a target group. Students in a target group meet the criteria defined by the district for a particular performance.**

Additional criteria are available by clicking the *Advanced Controls* icon. These additional criteria are optional, and can be left at their default settings. To access the *Advanced Controls*:

- **Click** to display *the Curr Grd Lvl, Grd Lvl @ Test*, and *School Classification* fields.

> **NOTE: Make sure the *Grade Level @ Test* is equal or less than the Current Grade level.**

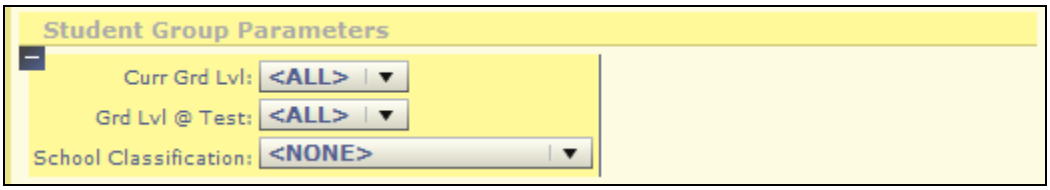

Figure 8-13

- **Specify** a *Current Grade Level* to limit the number of available tests to the student's current grade level or select *ALL.*
- **Specify** a *Grade Level @ Test* to limit the number of available tests to the student's grade level at the time they took the test or select *ALL.*
- In the *School Classification* list, **select** a group of schools or select *ALL*.

> **NOTE: Selecting one of these classifications produces reports that include the aggregated performance of all the schools in the selected category. Additional classifications can be added by the system administrator.**

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- **Select** a *Proficiency Profile* to be the default profile used in a query:

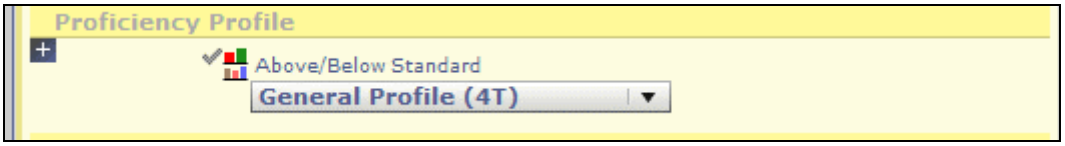

Figure 8-14

Profiles define the cut scores or performance levels by which assessment results are displayed. The district can prepare proficiency profiles that vary for different assessments, which you can view.

- To choose your view, simply **click** the icon. Two display options are available:

  Above/Below Standard and *Primary Proficiency*

- In the *Disaggregator* area, **specify** display options and demographic filters. Use these items to analyze data broken down by demographics and special programs.

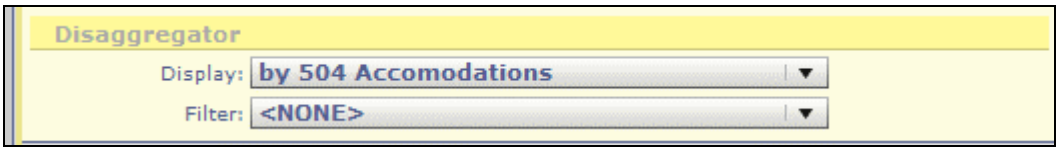

Figure 8-15

- From the *Display* drop-down, **select** a demographic category for your query. For example, *By Gender* will highlight the male and female scores. If you do not want to use demographic categories, select *<NONE>.*

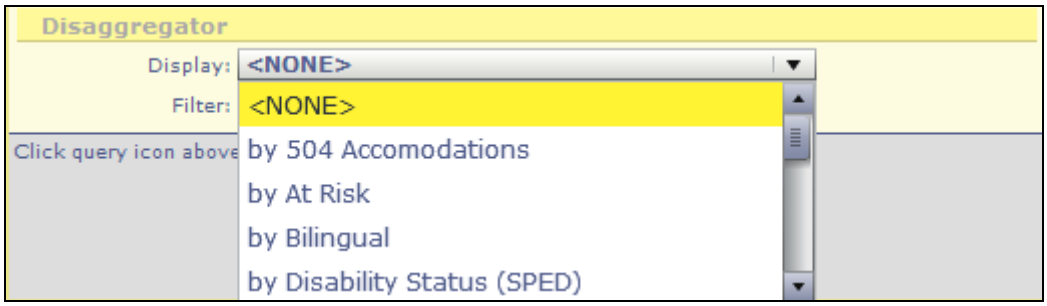

Figure 8-16

- From the *Filter* drop-down **select** the filter that you want to apply to your report. Select *<NONE>* if you do not want to use filters.

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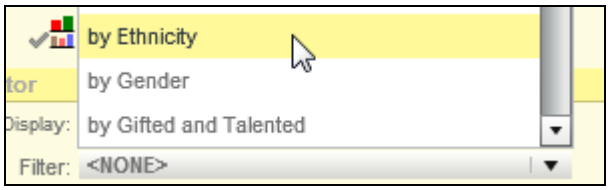

Figure 8-17

NOTE: You can also filter information by selecting AND/OR conditions. For example, if you want to view the performance of all female Caucasian students, you can filter the data by selecting: Filter: by Ethnicity =Caucasian AND by Gender = Female

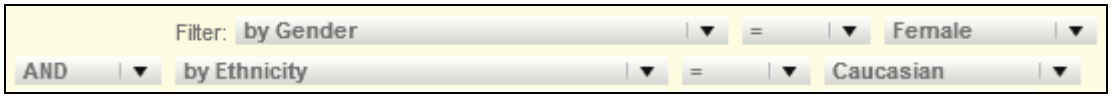

Figure 8-18

- **Click** *Get Assessments*.

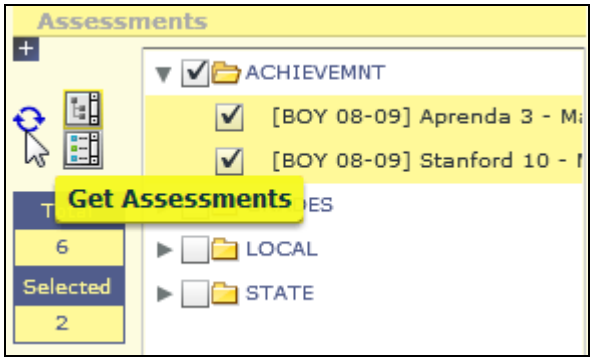

Figure 8-19

- **Click** to display the available assessments in a group.

OR

- **Click** to display the available assessments in a list. This option is not recommended if you have a very long list of assessments.

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When View Assessments in a Group is selected, all assessments will be organized into folders:

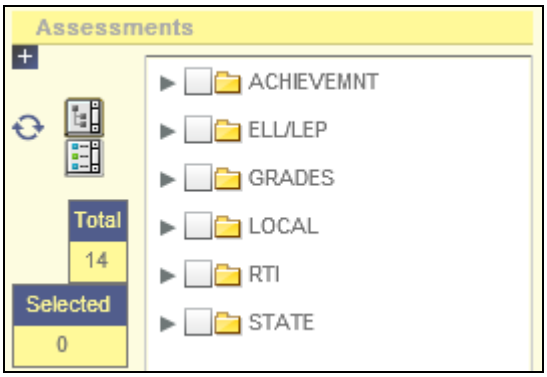

Figure 8-20

- **Click** the arrow to expand a folder and view the assessments.

Figure 8-21

- **Select** an assessment by clicking the check box. Select as many assessments as required.

- **Select** all assessments in a folder by clicking on the folder check box.

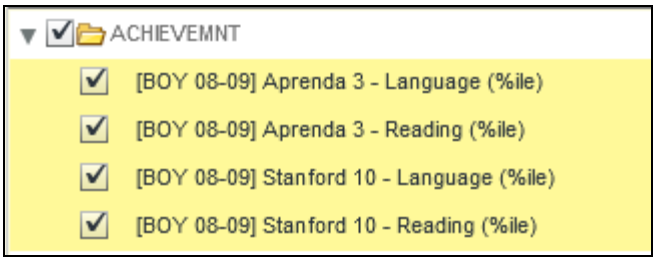

Figure 8-22

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- **Click** *Generate Report* to run the Student Performance Summary Query.

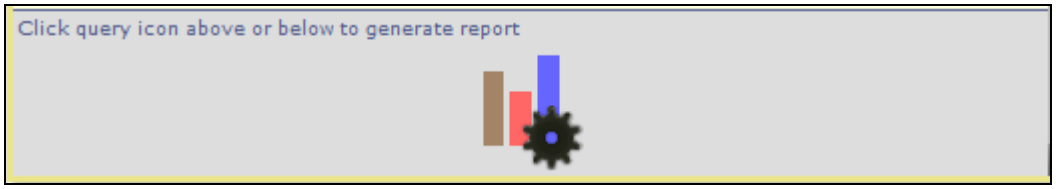

Figure 8-23

The student performance report will display:

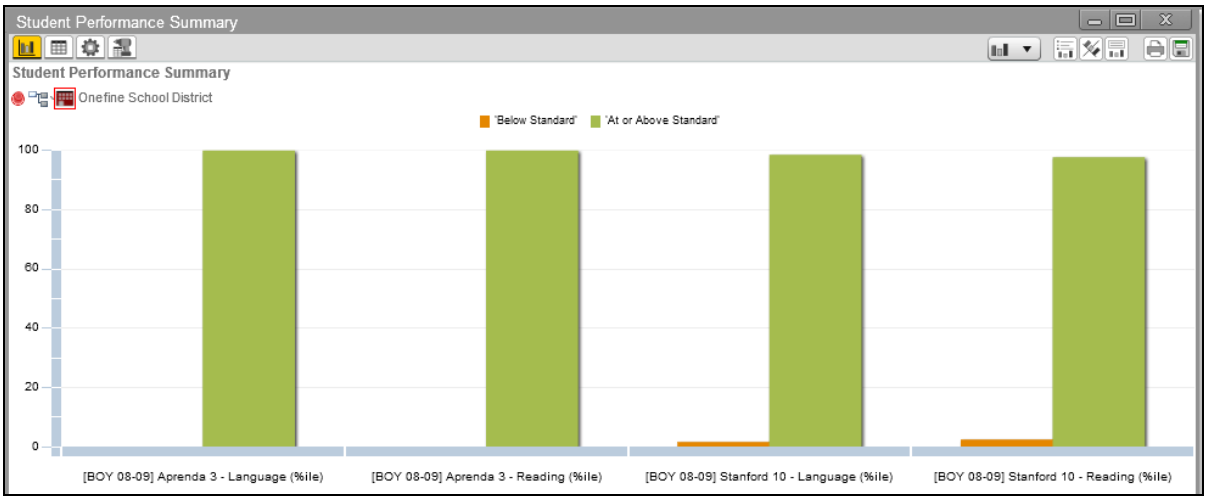

Figure 8-24

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8.2.1 Querying the Student Performance Summary by Concept

NOTE: District/School/Class Context required

The Student Performance Summary can be used by educators at the District, School, Teacher, and Course levels to view and analyze the performance of students, courses, specific schools, and the district as a whole. You can select one or more assessments and take into account the concepts, student groups, proficiency level, school years, and student demographic groups.

To run the [01] *Student Performance Summary* by Concept query, follow these steps:

- In the Query list, **select** query [01] *Student Performance Summary*.

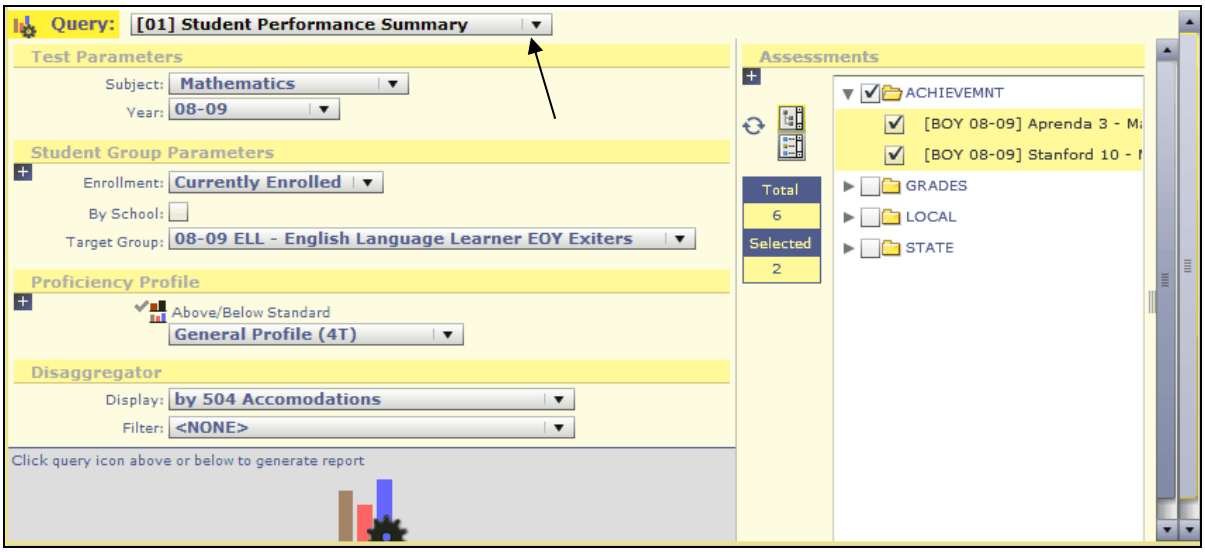

Figure 8-25

- In the *Test Parameters* area, **specify** the *Subject* and *Year*.

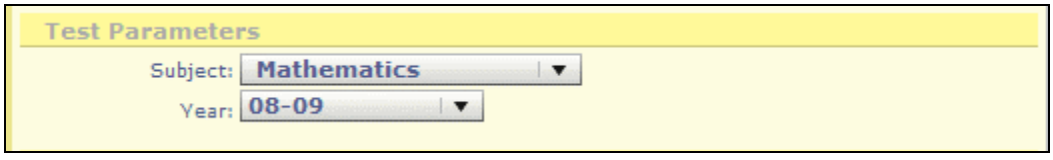

Figure 8-26

- **Select** one subject or, to analyze more than one subject, select *<ALL>*.
- **Select** the year when the assessments you want to analyze were administered. To view multiple years, **select** *<ALL>*. To limit the results to students brought into the system since the specified date, select **Scored Since** and specify a date using the calendar.

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- In the *Student Group Parameters* area, **specify** the criteria required to analyze assessment results.

- **Click** to display *the Curr Grd Lvl, Grd Lvl @ Test*, and *School Classification* fields.

NOTE: Make sure the *Grade Level @ Test* is equal or less then the Current Grade Level.

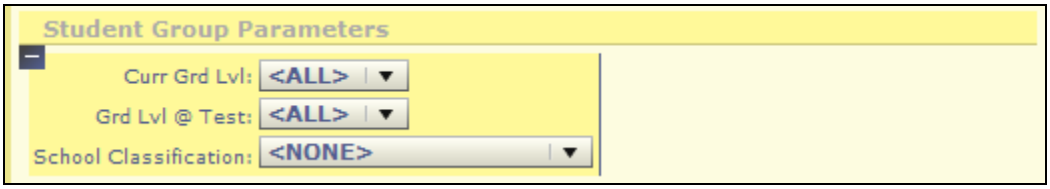

Figure 8-27

- **Specify** a *Current Grade Level* to limit the number of available tests to the student's current grade level or select *<ALL>.*

- **Specify** a *Grade Level @ Test* to limit the number of available tests to the student's grade level at the time they took the test or select *<ALL>.*

- In the *School Classification* list, **select** a group of schools or select *<ALL>.*

The system administrator can add classifications, for example Elementary, Middle, High School, or other groups of schools, such as Title I. When using Query [01], selecting one of these classifications produces reports that include the aggregated performance of all the schools in the selected category.

- **Click** *Enrollment* to display the following default options: *Currently Enrolled, All Tested, Continuous Enrolled.*

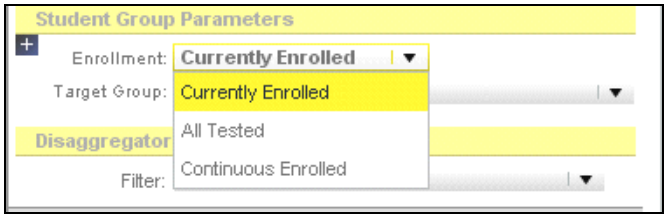

Figure 8-28

- **Select** *Currently Enrolled* to display results for active students at the *context level*, either district, school, or class.

- **Select** *All Tested* to display results for all students at the *context level*, regardless of their enrollment status, i.e., inactive or active.

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District: All students enrolled at the district during the school year when the test was issued.

School: All students enrolled at the school during the school year when the test was issued.

Class: All students enrolled in any of the teacher's classes during the school year when the test was issued. The results are not restricted to the currently selected class.

- **Select** *Continuous Enrolled* to display results for students active within the specified dates, at the context, either district, school, or class.
- If you are in the *District Context*, **select** the *By School:* ☑ check box to display a separate chart for each school in your district.
- If you are in the *School Context*, **select** the *By Class:* ☑ check box to display a separate chart for each class in your school.
- **Click** *Target Group* to select an intervention group.

An intervention group is defined based on assessment result criteria for assessments and concepts; the resulting list of students is saved as a target group. Students in a target group meet the criteria defined by the district for a particular performance.

- **Select** a *Proficiency Profile* to be the default profile used in a query.

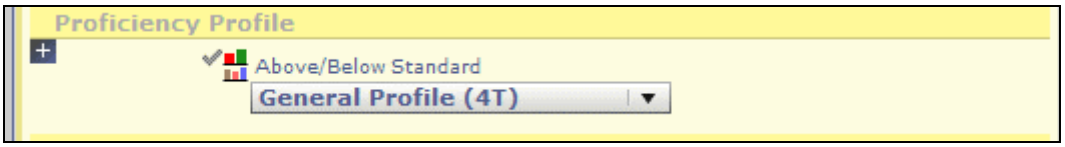

Figure 8-29

The district can prepare proficiency profiles that vary for different assessments. The profiles define the cut scores or performance levels by which assessment results are displayed. You can view an assessment with different proficiency profiles applied.

Two options are available to display and analyze results: *Above/Below Standard* and *Primary Proficiency*.

- In the *Disaggregator* area, **specify** display options and demographic filters. Use these items to analyze data broken down by demographics and special programs.

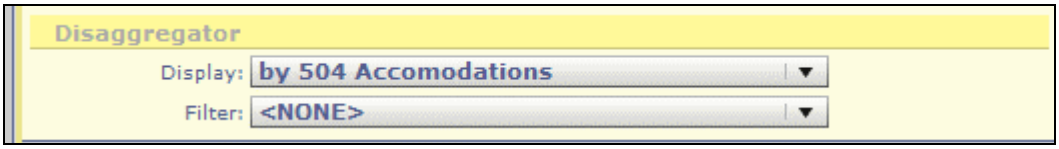

Figure 8-30

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- **Click** *Display* to display demographic categories. They originate from data uploaded from your student information system.

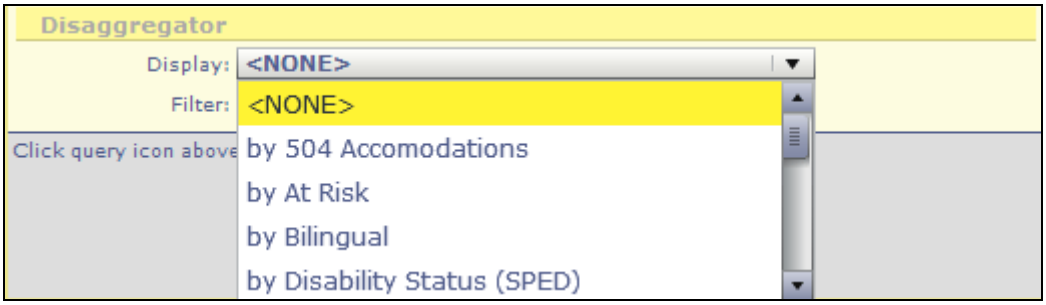

Figure 8-31

All students who took the assessment are included in the report results. For example: selecting *By Gender* results in a graph that shows one part for females and one for males.

- **Select** *By Report Group (NCLB)*to analyze a report displaying performance of the district-defined NCLB report group.
- **Select** <*NONE*> if you do not want to use demographic categories.
- **Click** *Filter* to display data filters. Not all of the students are included in the report results, only those students who match the defined filter.

You can further filter the information by selecting AND or OR conditions. For example, if you want to view the performance of female white students who are qualified to receive free lunch, you can filter the data by selecting the following: Filter: by Ethnicity = White (Not Hispanic Origin) AND by Gender = Female AND by Lunch Status = Free. Select <NONE> if you do not want to use filters.

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- **Click** *Get Assessments*.

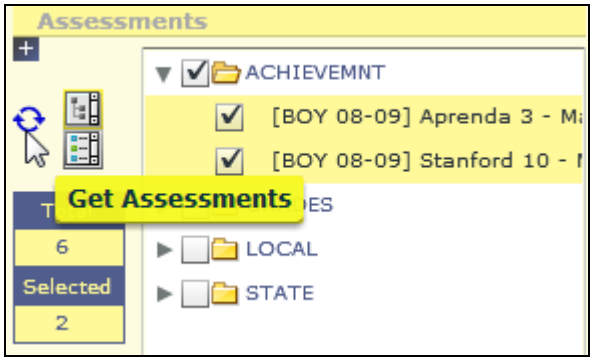

Figure 8-32

- **Click** to display the available assessments in a list. This option is not recommended if you have a very long list of assessments.

OR

- **Click** to expand a folder and list the assessments it contains.
- **Select** an assessment by **clicking** on the check box. Select as many assessments as required.
- **Select** all assessments in a folder by **clicking** on the folder check box.
- **Click** Generate Report to generate the report.

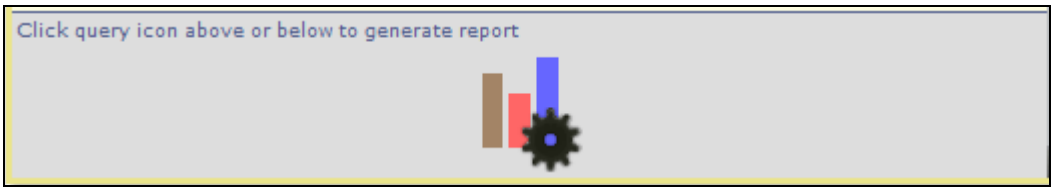

Figure 8-33

The student performance report appears in the *Dashboard Sandbox*.

The *Query Controls* page allows you to view criteria used to generate reports. The *Student Performance Summary* can be queried by concept.

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To do this, first display the Query page:

- From the chart toolbar **click** the *Query Controls* icon.

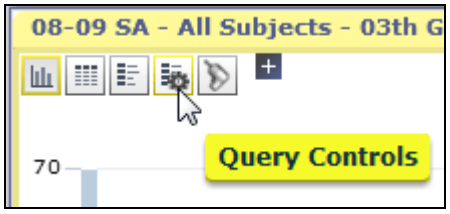

Figure 8-34

The *Query Controls* page displays:

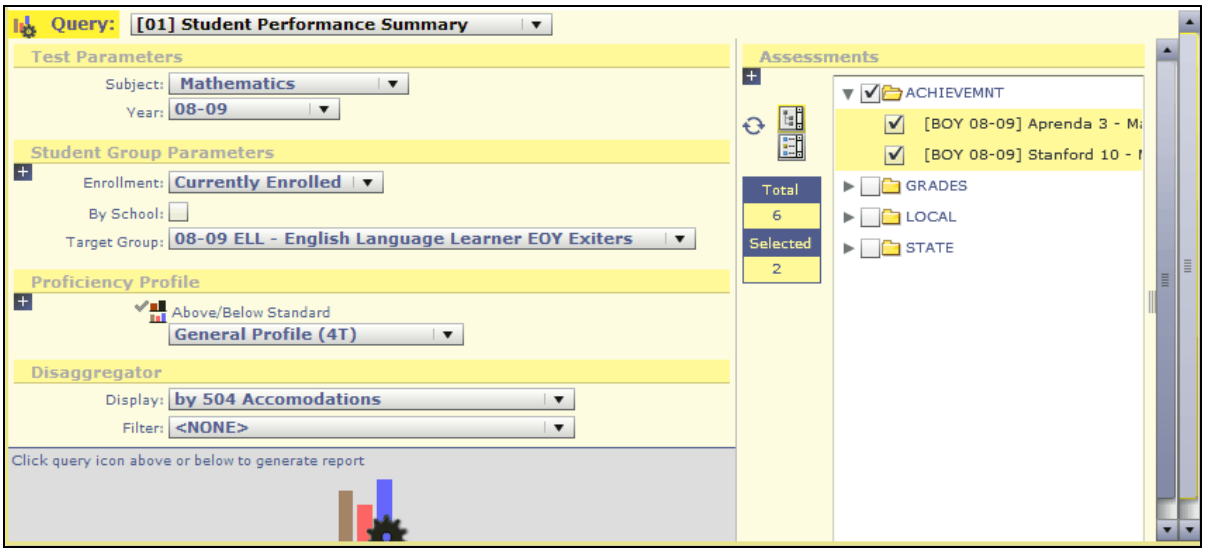

Figure 8-35

- In the Lear*ning Standards* area, **specify** the *Standards Tier*.
- From the *Standards Tier* drop-down, **select** *Concepts*.
- **Select** each concept you want to analyze and display in the report by selecting the appropriate check box.
- **Select** as many concepts as required.
- **Click** *Generate Report* to generate the summary by these concepts.

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8.3 Using Disaggregators

In the *Disaggregator* area of a report, you can specify display options and demographic filters:

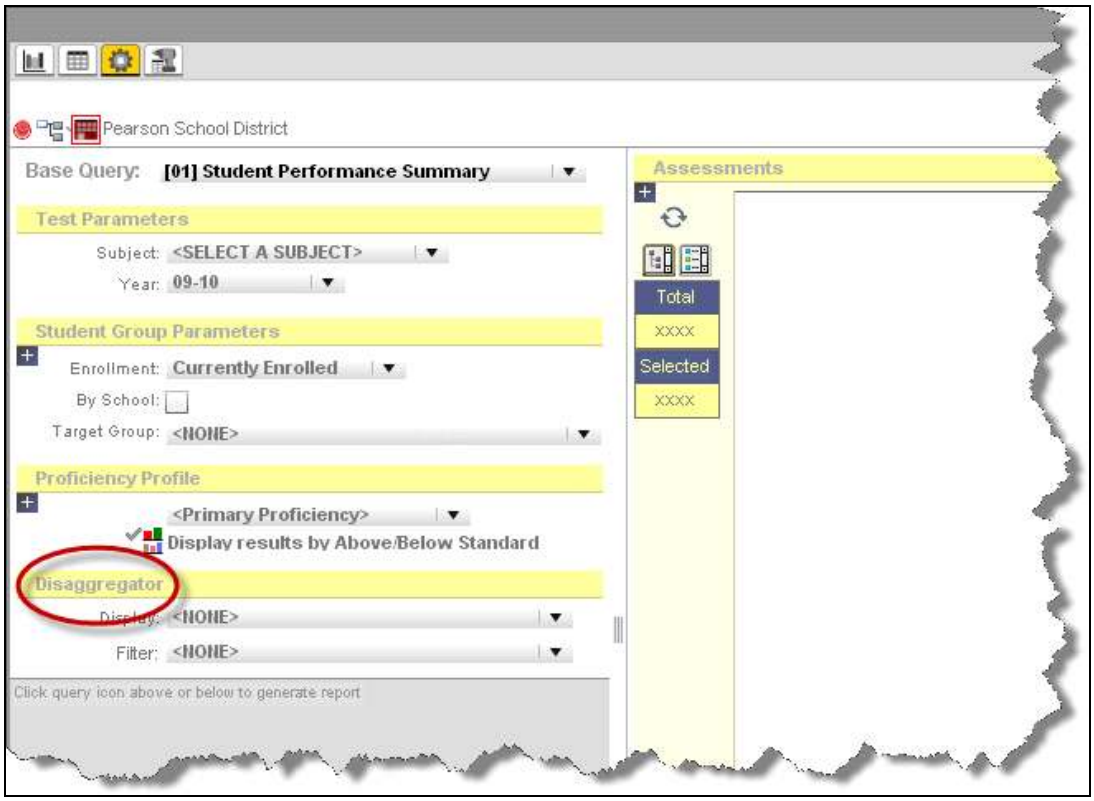

Figure 8-36

Use these items to analyze data broken down by demographics and special programs.

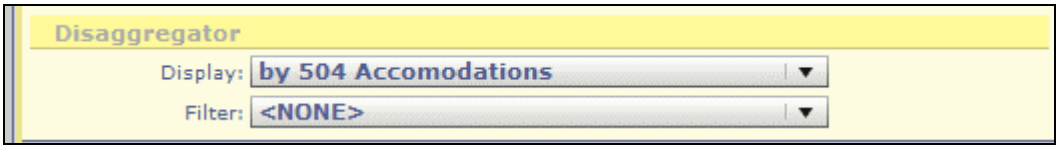

Figure 8-37

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- **Click** ▼ *Display* to display demographic categories.

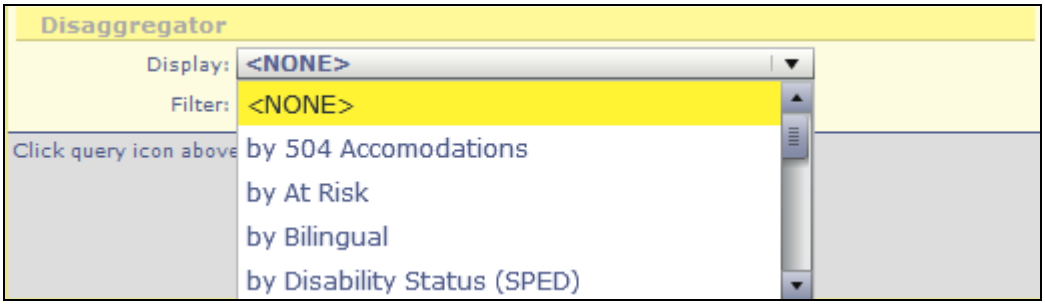

Figure 8-38

They originate from data uploaded from your student information system. All students who took the assessment are included in the report results.

For example:

Selecting *By Gender* results in a graph that shows one part for females and one for males.

Selecting *By Report Group (NCLB)* the report will display performance of the district-defined NCLB report group.

Only select *<NONE>* if you do not want to use demographic categories.

- **Click** ▼ *Filter* to display data filters.

Not all of the students are included in the report results, only those students who match the defined filter.

You can further filter the information by selecting AND or OR conditions.

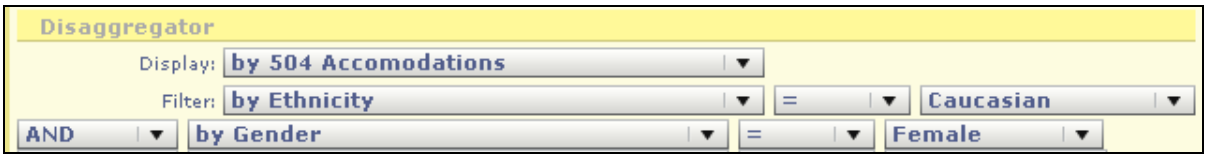

Figure 8-39

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8.4 Constructing a Distribution of Student Scores Query (Query 2)

To run the *[02] Distribution of Student Scores* query, follow these steps:

- On the *Toolbar*, **click** the *Create New Report* icon.

  The Create New Report page displays in the Dashboard Sandbox.

- The default Query

menu option displayed is [01] Student Performance Summary, **click** the drop-down arrow and **select** Query [2] Distribution of Student Scores.

- **Select** the applicable *Test Parameters* menu option for *Subject* and *Year*.

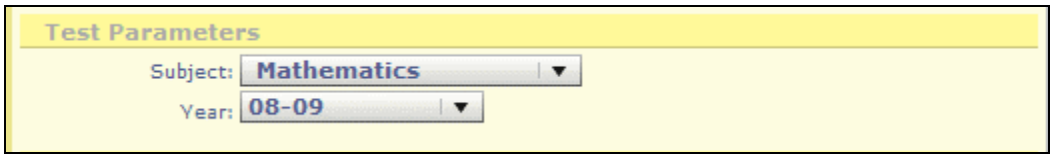

Figure 8-40

- In the *Student Group Parameters* area, **select** the applicable menu option for *Enrollment* and *Target Group.*

Figure 8-41

- In the *Proficiency Profile* area, **select** the applicable menu option.

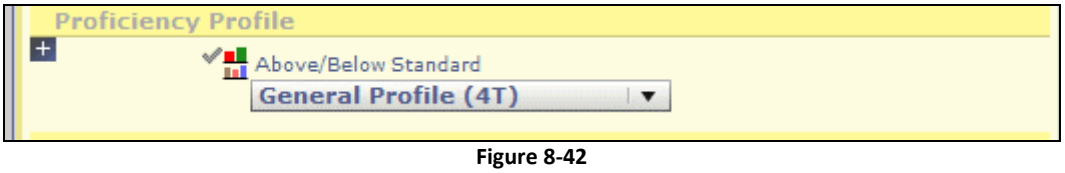

Figure 8-42

- **Scroll** over to the right of the page and in the *Assessments* area, **click** the *Get Assessments* icon. A list of assessment options will display.

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NOTE: Additional setup/configuration may be required to align assessments for the Distribution of Student Scores query.

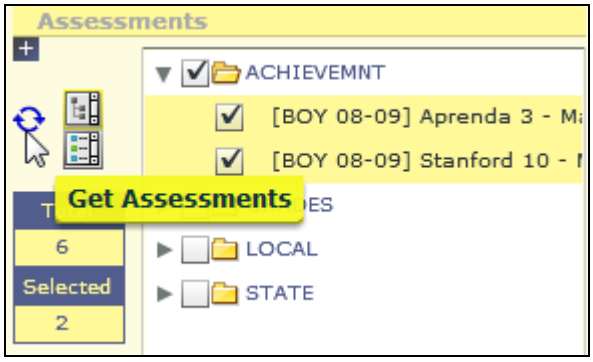

Figure 8-43

- **Select** the applicable assessment option(s).
- **Click** the applicable *Assessment* drop-down arrow. A list of specific assessment options display proceeded by check boxes.
- **Select** the check box of the specific assessment(s).

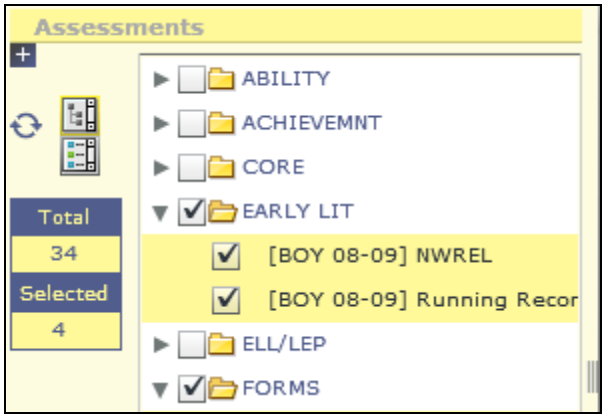

Figure 8-44

- After selecting the required report settings, **scroll** to the lower left area of the *Create New Report* page and **click** the *Generate Report* icon.

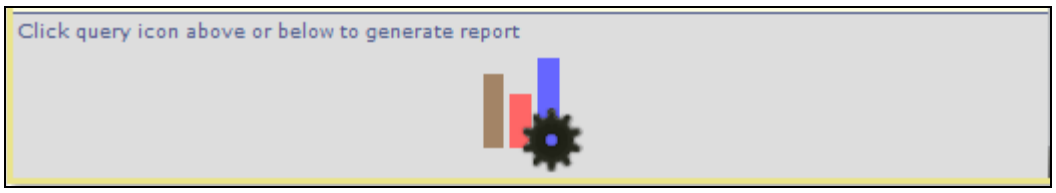

Figure 8-45

- The new report displays based on the defined settings.

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8.5 Constructing a Demographic Profile Query (Query 3)

To run the *[03] Demographic Profile* query, follow these steps:

- On the *Toolbar*, **click** the *Create New Report* icon.

The *Create New Report* page displays.

- The default *Query*

menu option displayed is *[01]Student Performance Summary,* **click** the dropdown arrow and **select** *Query [03] Demographic Profile*.

There are no *Test Parameters* options is displayed.

- **Click** the *Year* dropdown arrow and **select** the applicable school year option.
- In the *Student Group Parameters* area, **select** the applicable settings; e.g. *By Grade, By School*, and *Target Group*.
- In the *Disaggregator* area, **select** the applicable *Display; e.g. Bilingual,* and *Filter* menu option.
- After selecting the required report settings, **scroll** to the lower left area of the *Create New Report* page and **click** the *Generate Report* icon.

The new report displays based on the defined settings.

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8.6 Constructing a School Comparison Query (Query 4)

To run the *[04] School Comparison* query, follow these steps:

- On the Toolbar, click the Create New Report icon.

Figure 8-46

The *Create New Report* page displays:

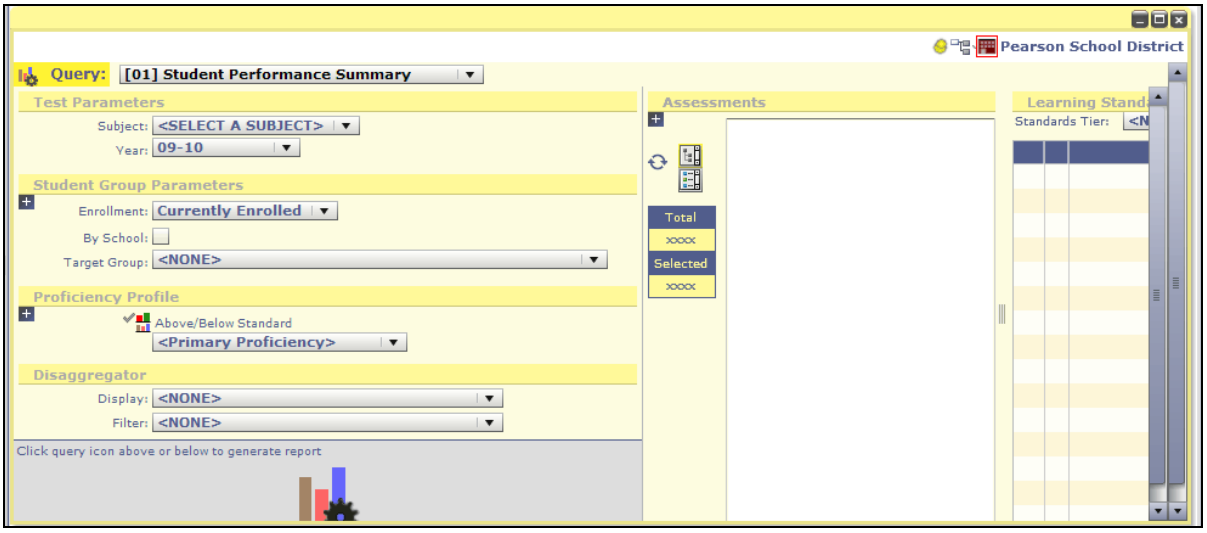

Figure 8-47

- The default Query menu option displayed is *[01]Student Performance Summary*, **click** the drop-down arrow and **select** query *[04] School Comparison.*

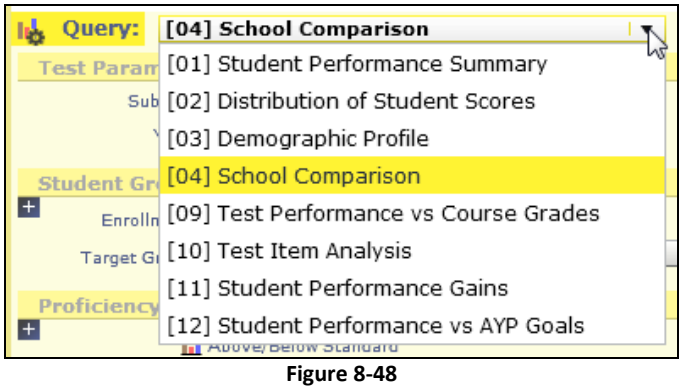

Figure 8-48

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- **Select** the applicable *Test Parameters* menu option for *Subject* and *Year*.

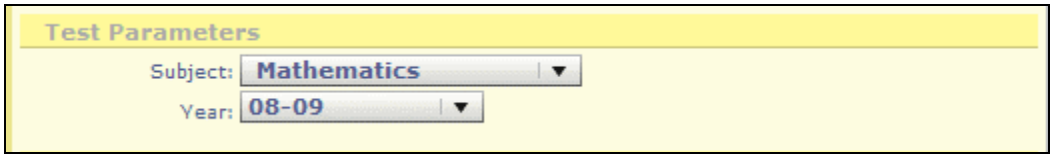

Figure 8-49

- In the *Student Group Parameters* area, **select** the applicable menu option for *Enrollment* and *Target Group.*

Figure 8-50

- In the *Proficiency Profile* area **select** the applicable proficiency profile.

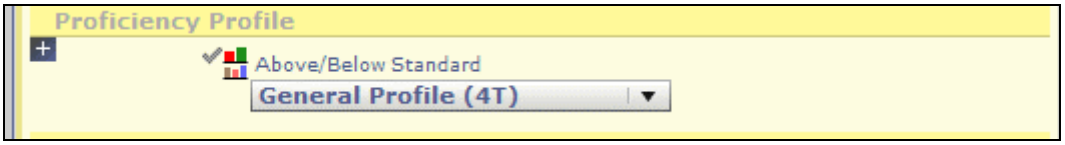

Figure 8-51

- In the *Disaggregator* area, **select** the applicable *Display* and *Filter* menu option.

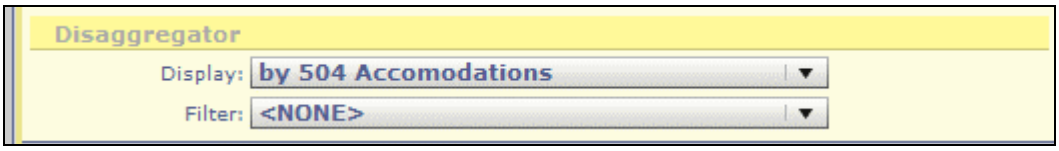

Figure 8-52

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- **Scroll** over to the right of the page and in the *Assessments* area, **click** the *Get Assessments* icon. A list of assessment options display.

NOTE: Additional setup/configuration may be required to align assessments for the School Comparison query.

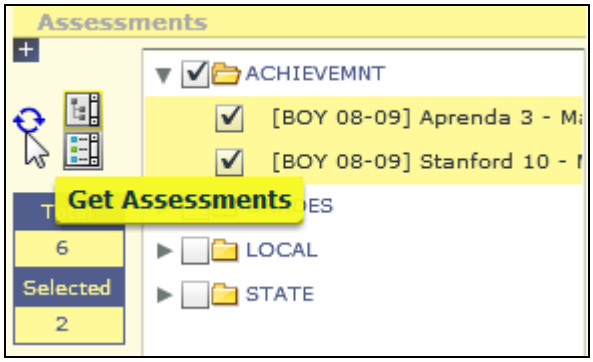

Figure 8-53

- **Select** the applicable assessment option(s).
- **Click** the applicable *Assessment* drop-down arrow. A list of specific assessment options display proceeded by check boxes.
- **Select** the check box of the specific assessment(s).

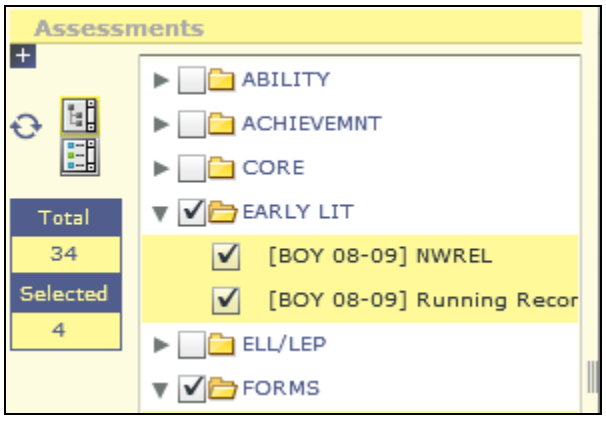

Figure 8-54

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- After selecting the required report settings, **scroll** to the lower left area of the *Create New Report* page and **click** the *Generate Report* icon.

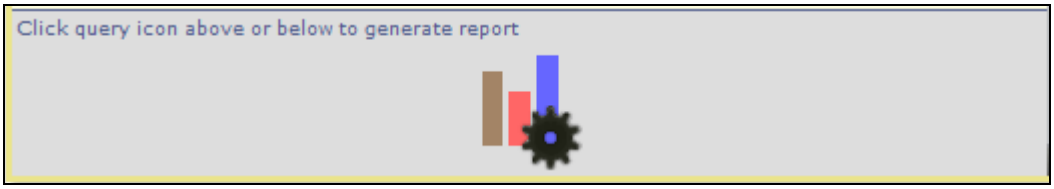

Figure 8-55

- The new report displays based on the defined settings.

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8.7 Constructing a Test Performance vs. Course Grades Query (Query 9)

To run the *[09] Test Performance vs. Course Grades* query, follow these steps:

- On the *Toolbar*, **click** the *Create New Report* icon.

The *Create New Report* page displays.

- The default Query

menu option displayed is *[01] Student Performance Summary*, **click** the drop-down arrow and **select** Query *[09] Test Performance vs Course Grades.*

- **Select** the applicable *Test Parameters* menu option for *Subject* and *Year*.

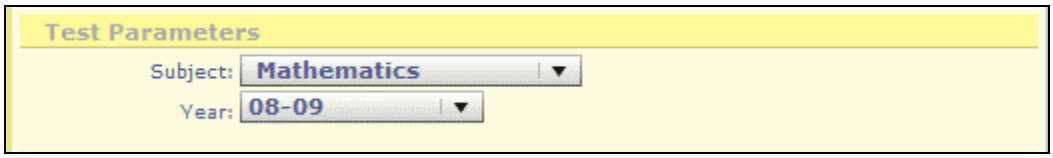

Figure 8-56

- In the *Student Group Parameters* area, **select** the applicable menu option for *Enrollment* and *Target Group.*

Figure 8-57

- In the *Proficiency Profile* area, **select** the applicable proficiency profile.

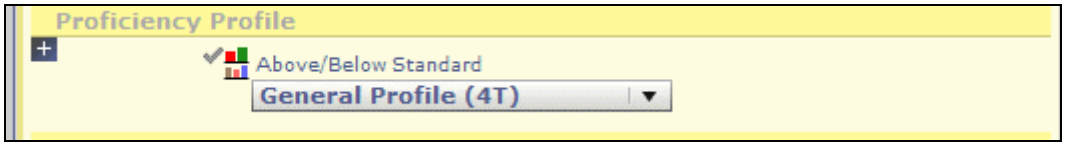

Figure 8-58

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- In the *Disaggregator* area, **select** the applicable *Display* and *Filter* menu option.

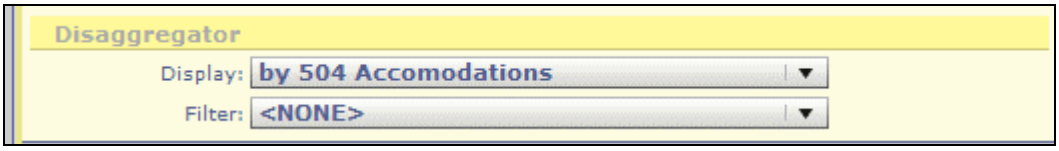

Figure 8-59

- In the *Course Parameters* area, **select** the applicable *Subject, Year, Term and Reporting Period.*

- **Scroll** over to the right of the page and in the Assessments area, **click** the Get Assessments icon. A list of assessment options display.

NOTE: Additional setup/configuration may be required to align assessments for the Test Performance vs Course Grades query.

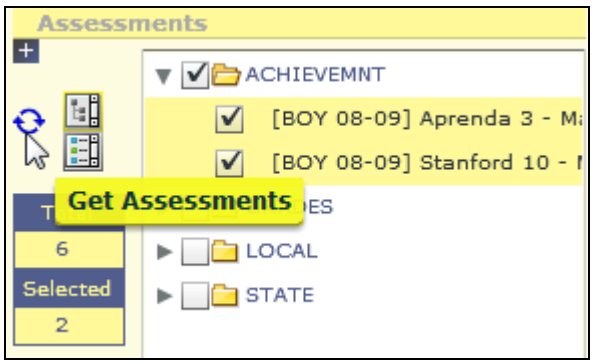

Figure 8-60

- **Select** the applicable assessment option(s).

- **Click** the applicable *Assessment* drop-down arrow. A list of specific assessment options display proceeded by check boxes.

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- **Select** the check box of the specific assessment(s).

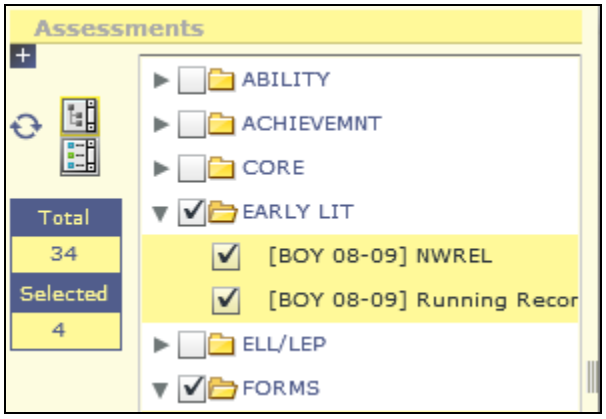

Figure 8-61

- After selecting the required report settings, **scroll** to the lower left area of the *Create New Report* page and **click** the *Generate Report* icon.

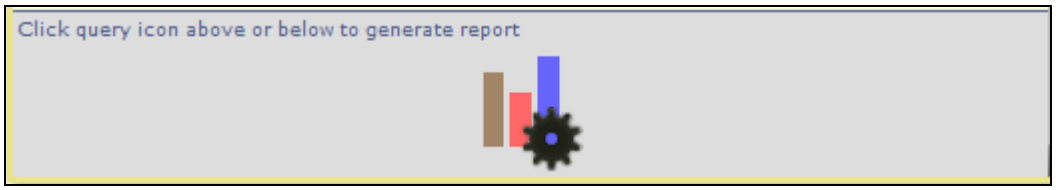

Figure 8-62

The new report displays based on the defined settings.

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8.8 Constructing a Test Item Analysis Query (Query 10)

To run the *[10] Test Item Analysis* query, follow these steps:

- On the *Toolbar*, **click** the *Create New Report* icon.

Figure 8-63

Figure 8-64

The *Create New Report* page displays:

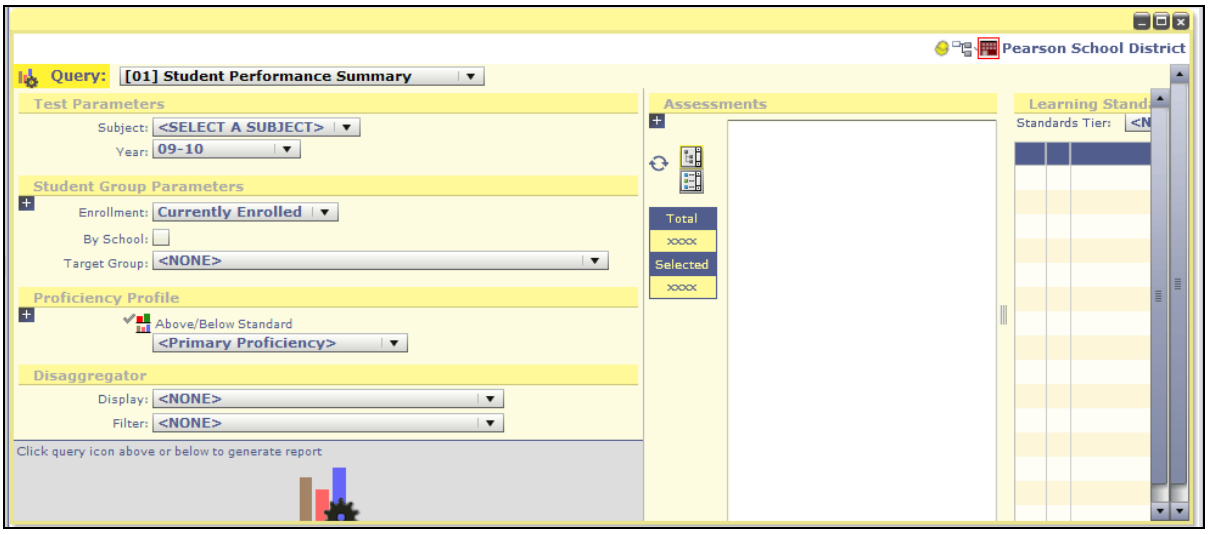

Figure 8-65

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- The default *Query* Query: menu option displayed is *[01] Student Performance Summary,* **click** the dropdown arrow and **select** query *[10] Test Item Analysis*.

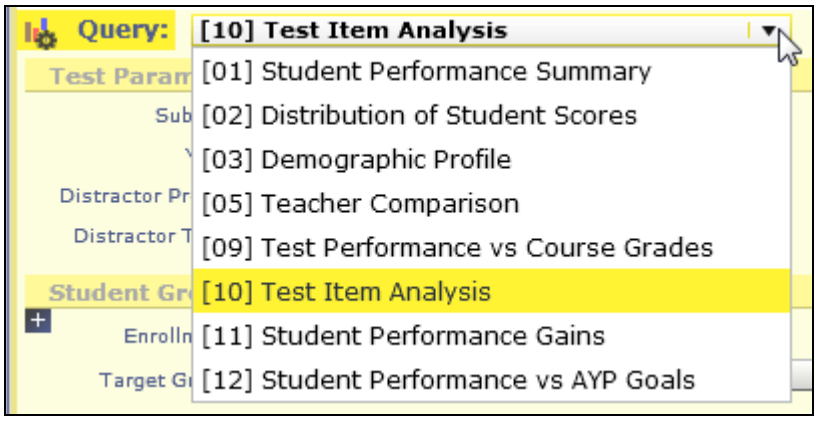

Figure 8-66

- **Select** the applicable *Test Parameters* menu option for *Subject* and *Year*.

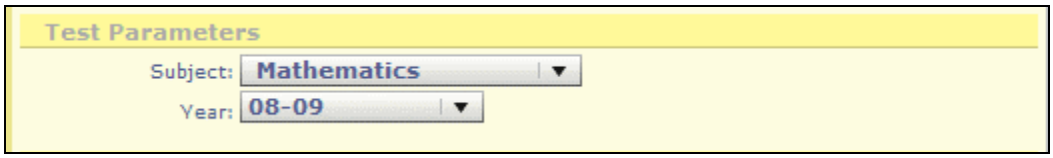

Figure 8-67

- In the *Student Group Parameters* area, **select** the applicable menu option for *Enrollment* and *Target Group.*

Figure 8-68

- In the *Disaggregator* area, **select** the applicable *Display* and *Filter* menu option.

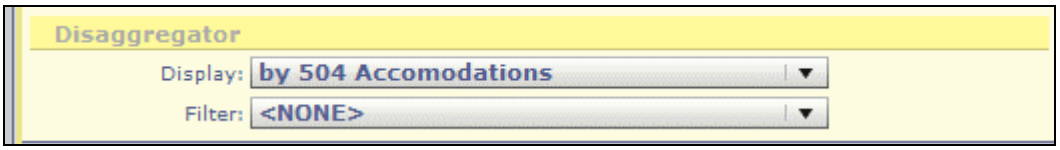

Figure 8-69

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- **Scroll** over to the right of the page and in the *Assessments* area, **click** the *Get Assessments* icon. A list of assessment options display.

NOTE: Additional setup/configuration may be required to align assessments for the Test Item Analysis query.

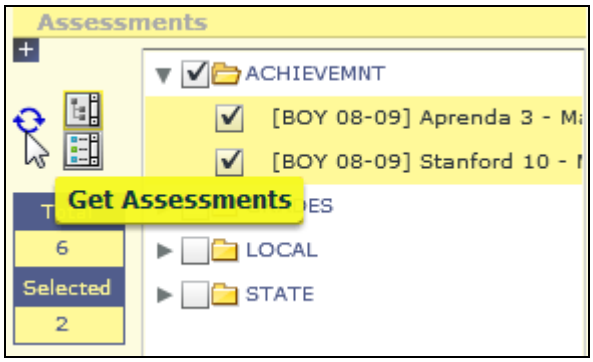

Figure 8-70

- **Select** the applicable assessment option(s).
- **Click** the applicable *Assessment* drop-down arrow. A list of specific assessment options display proceeded by check boxes.
- **Select** the check box of the specific assessment(s).

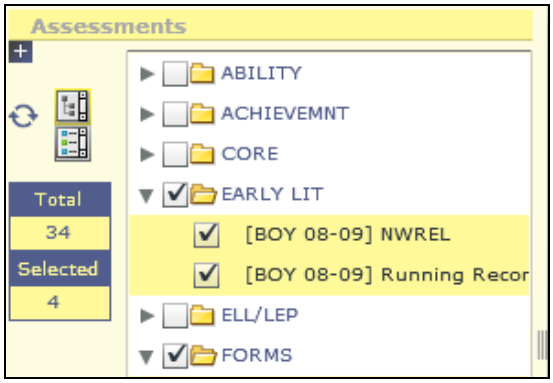

Figure 8-71

- After selecting the required report settings, **scroll** to the lower left area of the *Create New Report* page and **click** the *Generate Report* icon.

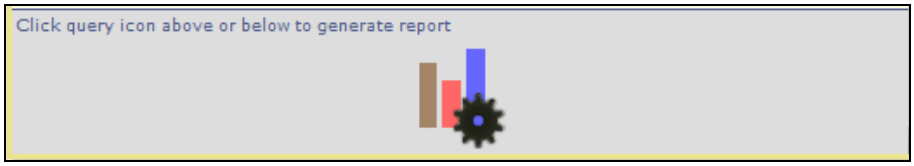

Figure 8-72

The new report displays based on the defined settings.

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8.9 Constructing a Student Performance Gains Query (Query 11)

To run the *[11] Student Performance Gains* query, follow these steps:

- On the *Toolbar*, **click** the *Create New Report* icon.

The Create New Report page displays in the Dashboard Sandbox.

- The default *Query* Query: menu option displayed is *[01] Student Performance Summary*, **click** the drop-down arrow and **select** the *[11] Student Performance Gains* query.
- **Select** the applicable *Test Parameters* menu option for *Subject* and *Year*.

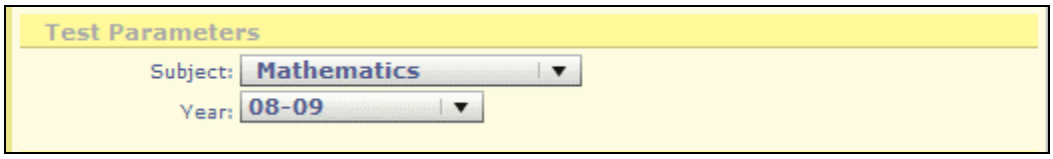

Figure 8-73

- In the *Student Group Parameters* area, select the applicable menu option for *Enrollment* and *Target Group.*

Figure 8-74

- In the *Proficiency Profile* area select the applicable menu option.

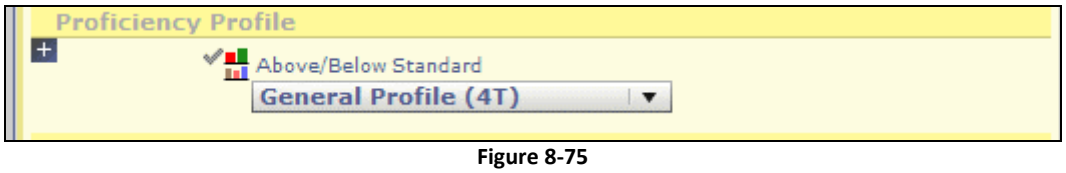

Figure 8-75

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- In the *Disaggregator* area, **select** the applicable *Display* and *Filter* menu option.

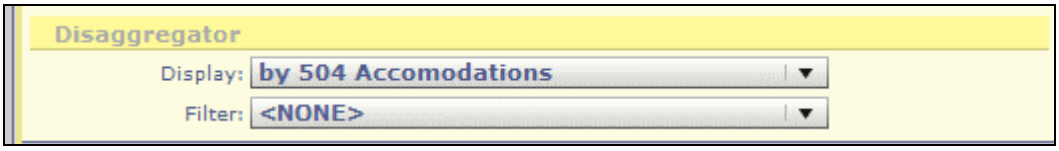

Figure 8-76

- **Scroll** over to the right of the page and in the *Assessments* area, **click** the *Get Assessments* icon. A list of assessment options display.

NOTE: Additional setup/configuration may be required to align assessments for the Student Performance Gains query.

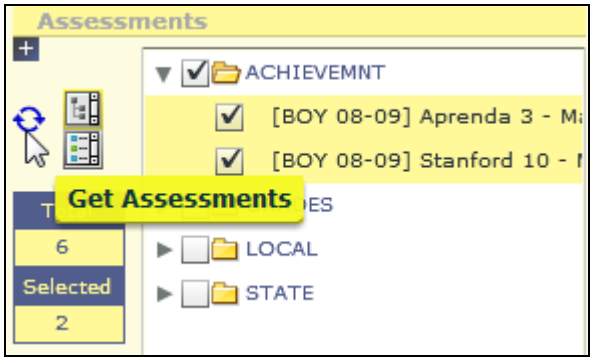

Figure 8-77

- **Select** the applicable assessment option(s).
- **Click** the applicable *Assessment* drop-down arrow. A list of specific assessment options display proceeded by check boxes.

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- **Select** the check box of the specific assessment(s).

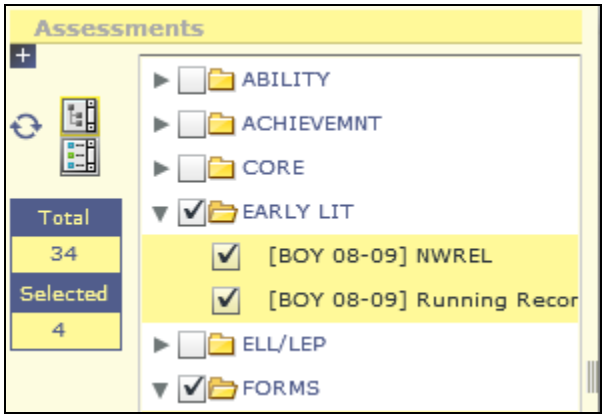

Figure 8-78

- After selecting the required report settings, **scroll** to the lower left area of the *Create New Report* page and **click** the *Generate Report* icon.

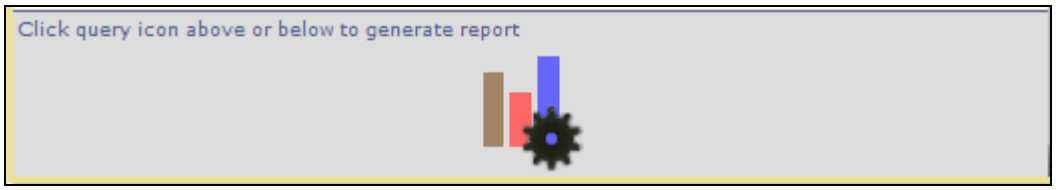

Figure 8-79

The new report displays based on the defined settings.

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8.10 Constructing a Student Performance vs. AYP Goals Query (Query 12)

To run the *[12] Student Performance vs. AYP Goals* query, follow these steps:

- On the *Toolbar*, **click** the *Create New Report* icon.

The Create New Report page displays in the Dashboard Sandbox.

- The default *Query* Query: menu option displayed is *[01] Student Performance Summary,* **click** the drop-down arrow and select the *[12] Student Performance vs AYP Goals* menu option.
- **Select** the applicable *Test Parameters* menu option for *Subject* and *Year*.

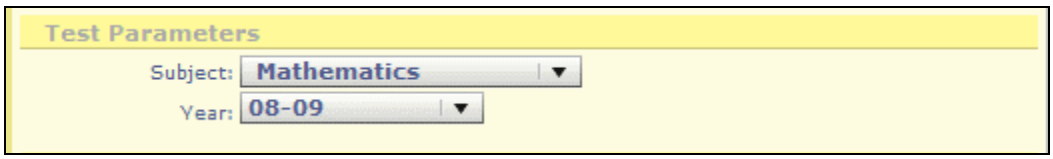

Figure 8-80

- In the *Student Group Parameters* area, **select** the applicable menu option for *Enrollment* and *Target Group.*

Figure 8-81

- In the *Proficiency Profile* area **select** the applicable menu option.

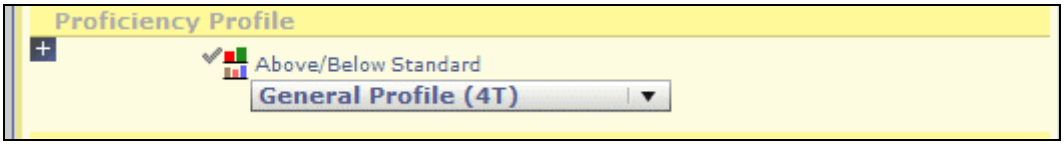

Figure 8-82

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- In the *Disaggregator* area, **select** the applicable *Display* and *Filter* menu option.

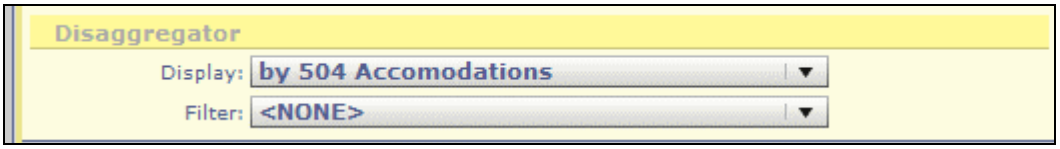

Figure 8-83

- **Scroll** over to the right of the page and in the *Assessments* area, **click** the *Get Assessments* icon. A list of assessment options display.

NOTE: Additional setup/configuration may be required to align assessments for the Student Performance vs. AYP Goals query.

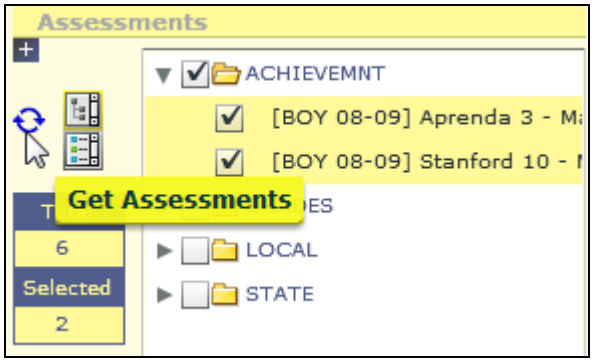

Figure 8-84

- **Select** the applicable assessment option(s).
- **Click** the applicable *Assessment* drop-down arrow. A list of specific assessment options display proceeded by check boxes.

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- **Select** the check box of the specific assessment(s).

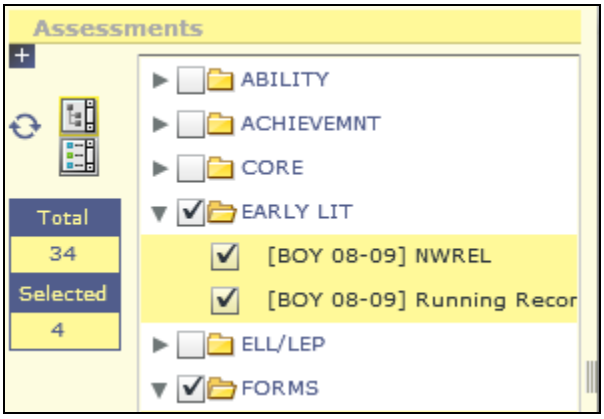

Figure 8-85

- After selecting the required report settings, **scroll** to the lower left area of the *Create New Report* page and **click** the *Generate Report* icon.

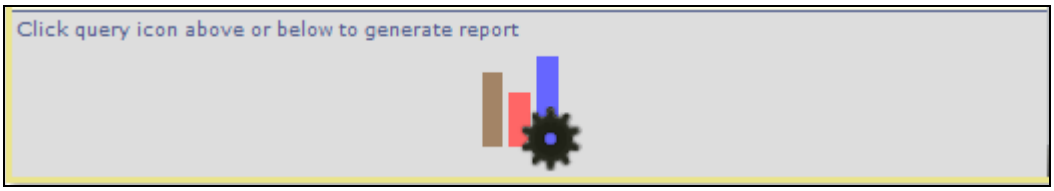

Figure 8-86

The new report displays based on the defined settings.

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9 Student Dashboard

The Student Dashboard allows you to view comprehensive student data in a number of ways. This section will provide a general overview of the functions and capabilities of this flexible, customizable view. There are several different ways to access this view and this influences the type and format of the information displayed.

9.1 Searching for a Student

Click the *Student Search* icon on the toolbar to perform a student search. A student can be searched by selecting a character from the alphabet for a listing, by Last Name, First Name and/or Middle Name. A student can also be searched by Student Id and a filter for Enrolled, Not Enrolled or All students can be applied to modify the search results. Once the search is completed, simply click on the student's name to access their information.

9.1.1 Student Search by Name

To conduct a Student Search by *Name*:

- **Click** the *Student Search* icon on the Toolbar.

Figure 9-1

Figure 9-2

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The *Student Search* pop-up window displays:

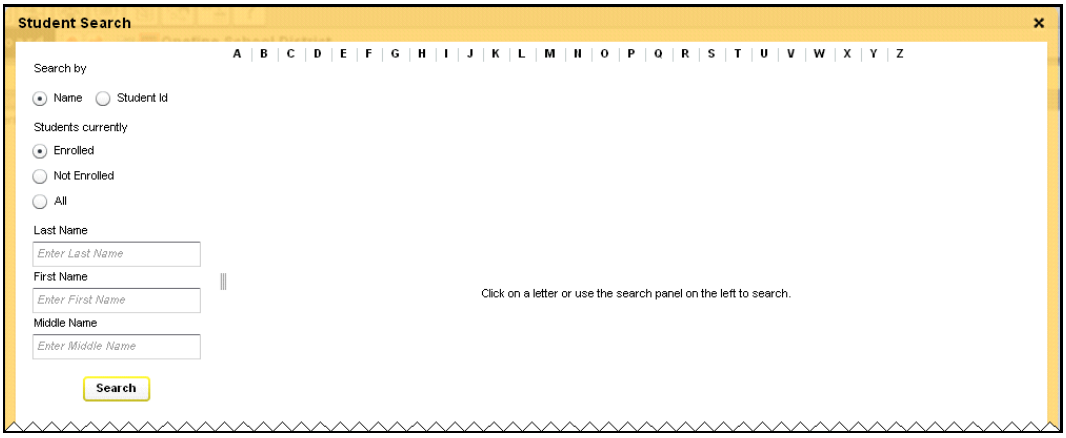

Figure 9-3:

There are three ways to search for a student from this page:

- Name
- Alphabetical listing
- Student ID

Additional filters that can be applied to any search are:

- Students currently Enrolled
- Students currently Not Enrolled
- All

NOTE: If a user attempts to access a student that is not associated to them, an error will appear.

Figure 9-4

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To search by *Name*:

- **Select** the *Name* option button, if necessary
- **Select** the desired option button for *Students currently*:
  - Enrolled
  - Not Enrolled
  - All
- **Enter** a full or partial *Last Name or*
- **Enter** a full or partial *First Name*
- **Enter** the *Middle Name* (Optional)

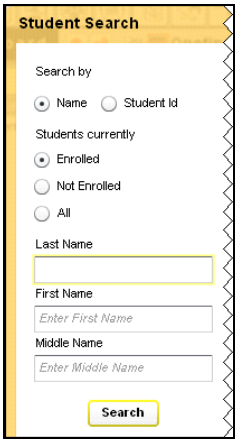

Figure 9-5:

- **Click** the *Search* button.

A student's name or list of student's names will display in the *Records Per Page* area of the *Student Search* pane, depending on your search criteria.

Figure 9-6

- **Click** on the desired student name.

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The *Student Composite View* for the selected student displays:

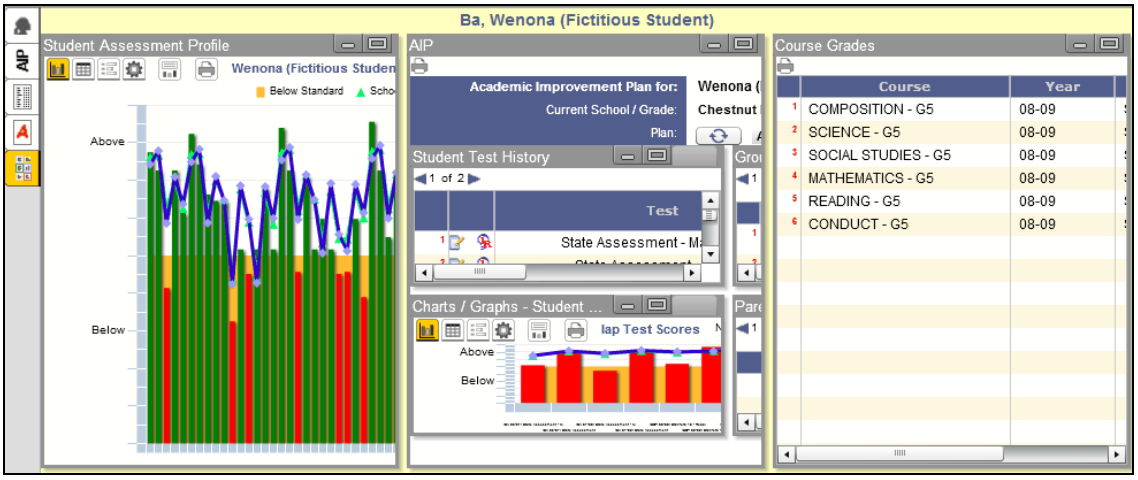

Figure 9-7

9.1.2 Student Search by Alphabetical Listing

To conduct a Student Search by *Alphabetical Listing*:

- **Click** the *Student Search* icon on the Toolbar.

Figure 9-8

Figure 9-9

- **Click** the initial letter of the student's last name.

Figure 9-10

- For example, **click** the link for the letter *B.*

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All students with last names beginning with the letter *B* will display:

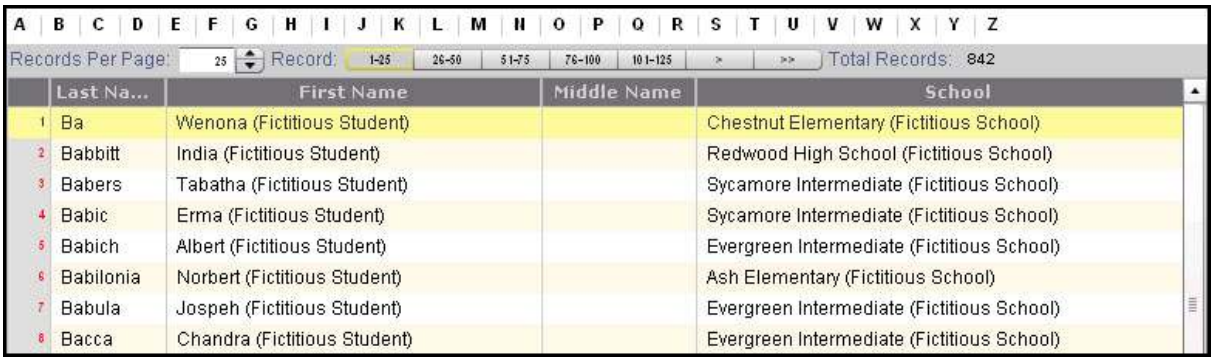

Figure 9-11

- **Click** on the first student name in the list.

Once the student's name is selected, the *Student Dashboard* will be populated with the *Student Composite View* data, by default. The *Student Composite View* is made up of the *Student Assessment Profile, the AIP (Academic Improvement Plan for the student) and the Course Grades.*

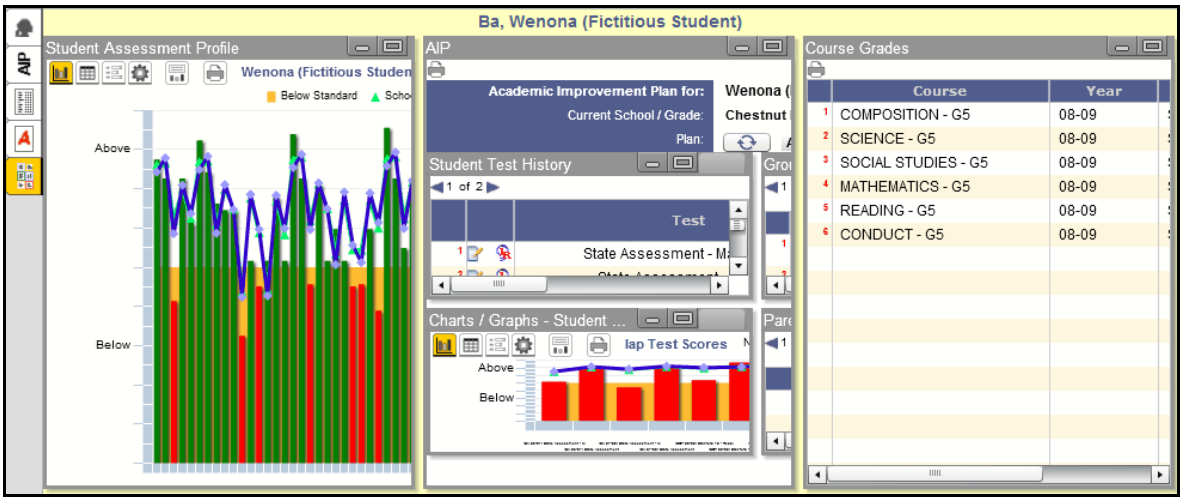

Figure 9-12

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9.1.3 Student Search by Student ID

To conduct a Student Search by *Student ID*:

Click the *Student Search* icon on the Toolbar.

Figure 9-13

Figure 9-14

- **Select** the *Student Id* option button.
- **Select** the desired option button for *Students currently*:
  Enrolled
  Not Enrolled
  All

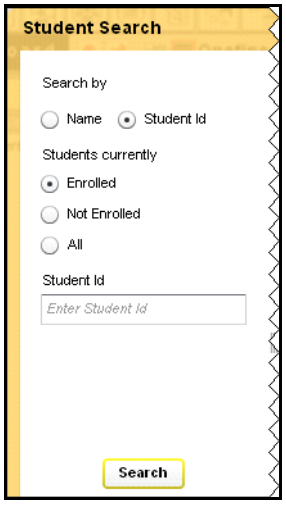

Figure 9-15

- **Enter** a full or partial student ID and **click** *Search*. The student or students matching that ID criteria will display.
- On the *Toolbar*, **click** the *Search Student* icon.

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A *Student Search* pop-up window displays:

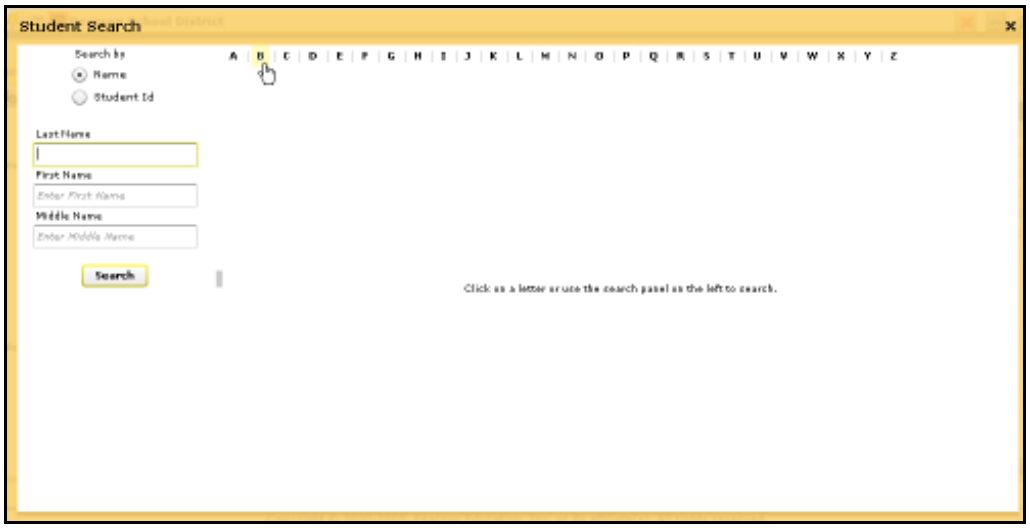

Figure 9-16

- **Conduct** a basic student search by clicking on a letter in the alphabetical list displayed.
- For example, **click** the *B* link.

A list of student names display.

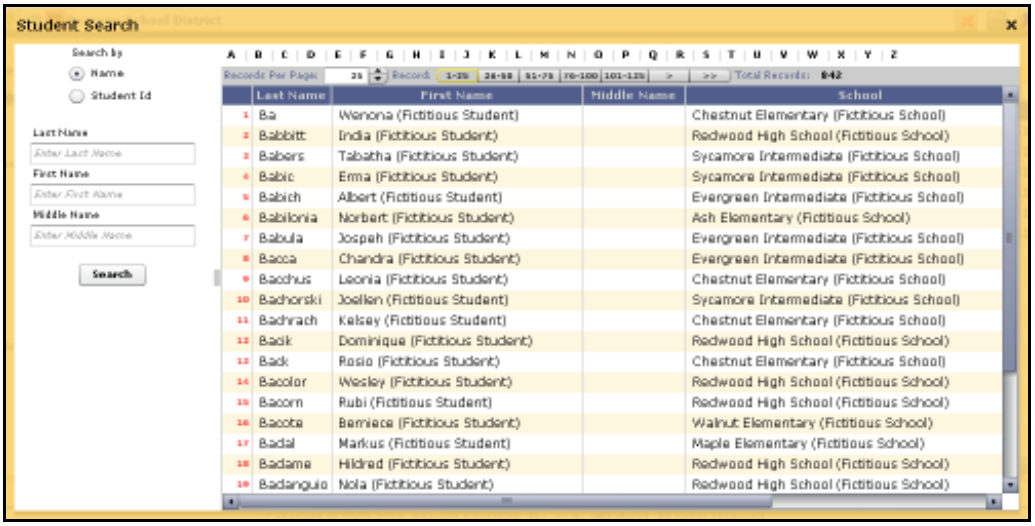

Figure 9-17

- **Click** on the first student name in the list.

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By default, the *Student Composite View* displays:

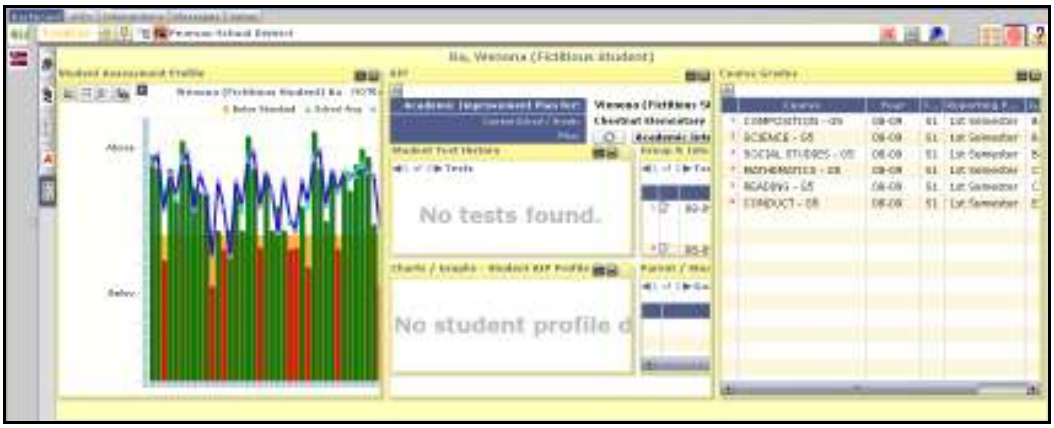

Figure 9-18

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9.2 Student Dashboard Areas

9.2.1 Student Assessment Profile View

Student Assessment Profile:

Figure 9-19

- **Click** on each *Chart Control* to view the details for the particular student.

Student Assessment Profile View

- **Click** the Student Assessment Profile View icon.

The other panes minimize and the Student Assessment Profile is maximized in the Student Sandbox:

Figure 9-20

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- **Scroll** over the profile pane. The following *Chart Controls* are accessible:

  View in Chart (default view)

  View as Table (Displays the list of assessment.)

  View in Criteria (Displays the list of criteria.)

  Query Controls (Displays the Query/Generate Report Sandbox.)

  Click the plus *to* display the *Print/PDF icon.*

  Scroll over and **click** each *Chart Control* icon to view details.

9.2.2 Academic Improvement Plan (AIP) View

- After selecting the applicable AIP from the dropdown menu options, **click** the *Refresh* icon to updates the contents of the *AIP* pane.

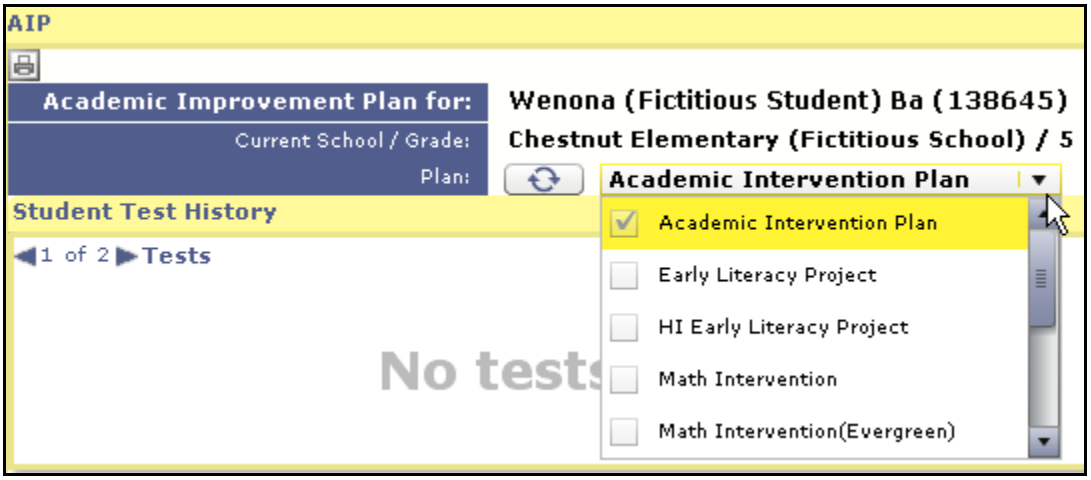

Figure 9-21

- **Click** the Educator's Comments icon to add comments regarding AIP.

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The Add Educator Comments pop-up window displays:

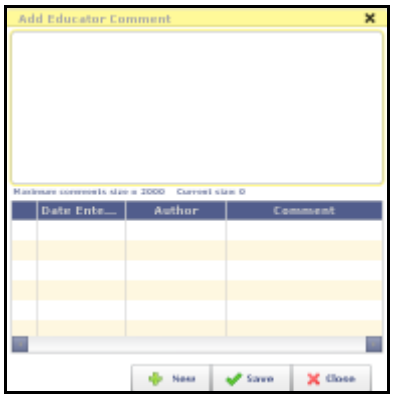

Figure 9-22

- **Enter** the applicable comments and **click** the *Save b*utton.
- If necessary, **click** the *new* button to add additional comments.

The AIP View has 4 sub views:

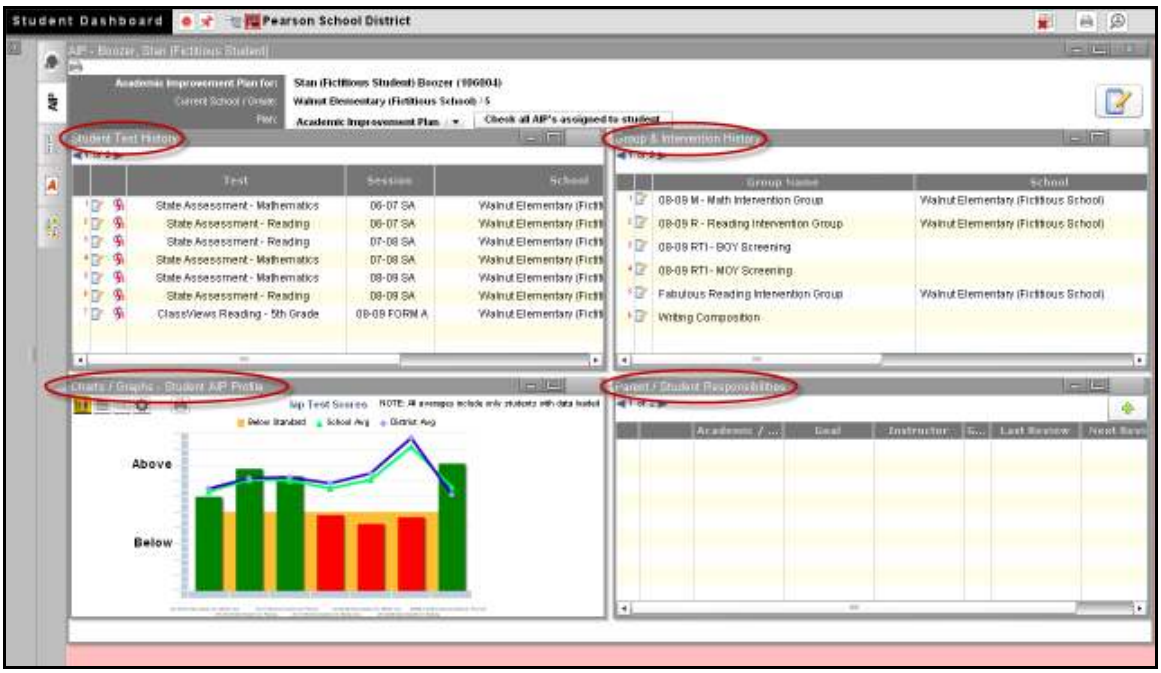

Figure 9-23

- **Student Test History**
- **Charts/Graphs – Student AIP Profile**
- **Group & Intervention History**
- **Parent / Student Responsibilities**

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Student Test History

The Student Test History view has two pages. Page one is the list of the tests completed by the selected student:

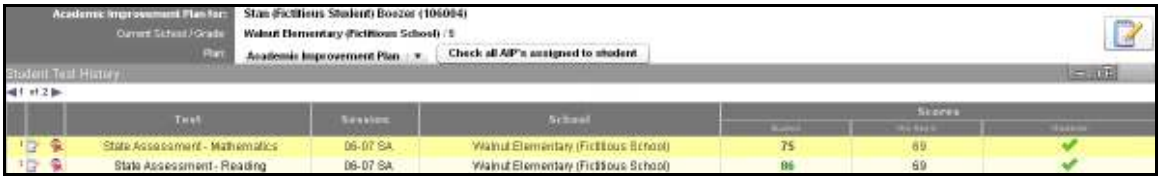

Figure 9-24

Page two is the list of the Concepts on the tests completed by the selected student:

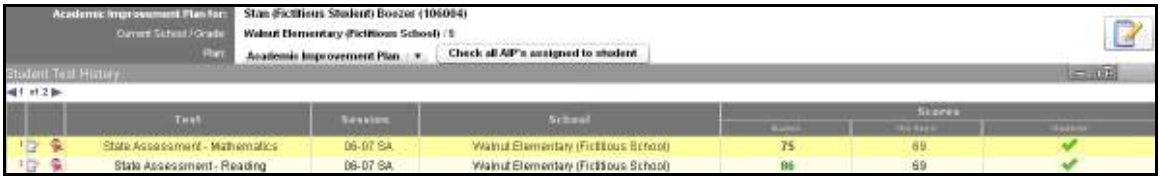

Figure 9-25

Charts/Graphs – Student AIP Profile

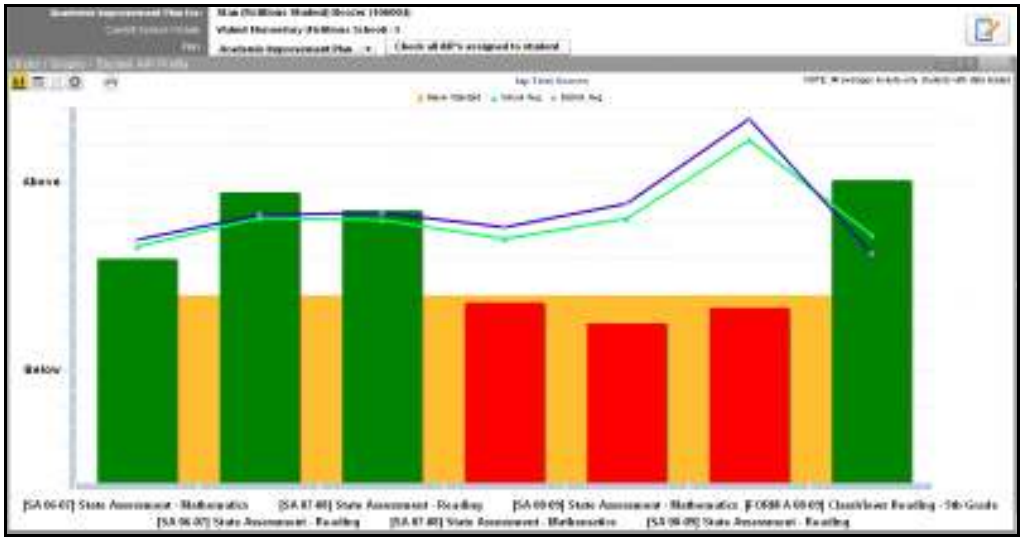

Figure 9-26

These charts and graphs can be manipulated as described in Section 6 – Working with Reports of this manual.

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Group & Intervention History

The Group & Intervention History view has two pages. Page one is the list of the groups of which the selected student is a member:

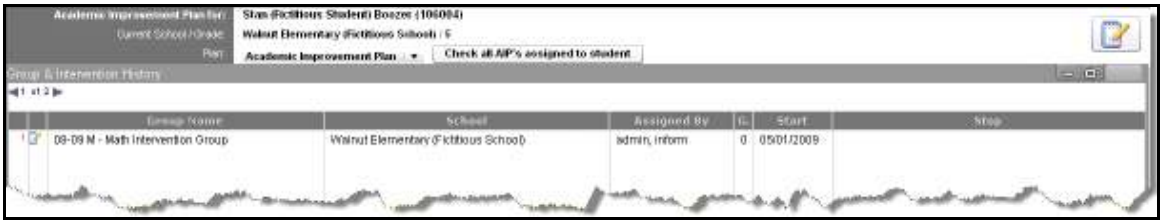

Figure 9-27

Page two is the list of the Intervention Plans currently assigned to the selected student:

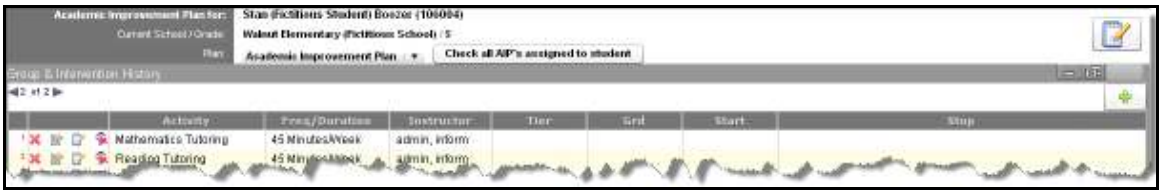

Figure 9-28

Parent / Student Responsibilities

- In the Parents/Students Responsibilities section, **click** the Add icon.

The Add Goal pop-up window displays:

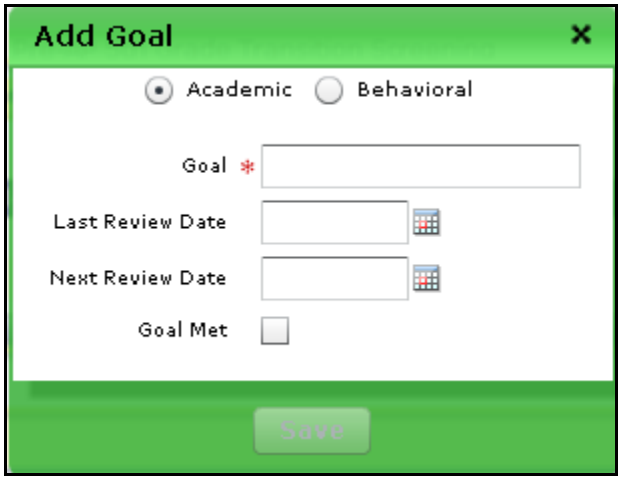

Figure 9-29

- **Enter/Select** the applicable goal details and **click** the *Save* button.

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9.2.3 Score Entry View

Score Entry View

- If necessary, in order to access the *Score Entry View*, **change** the context to teacher:

- **Click** the *Context Navigator* icon located in the *Toolbar*.

The *Context Navigator* pop-up window displays a list of district schools:

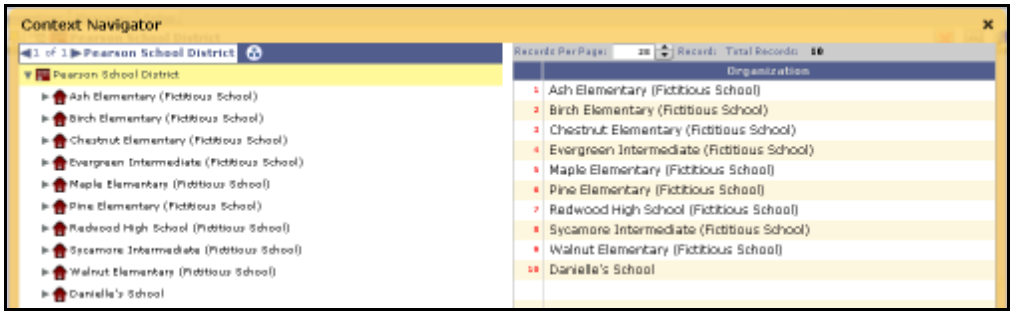

Figure 9-30

- **Click** a dropdown arrow for a school in the list (Optional**: click** a *School Name* and a list of teachers display to the right in the pane)**.**

Courses and *Teacher* options display:

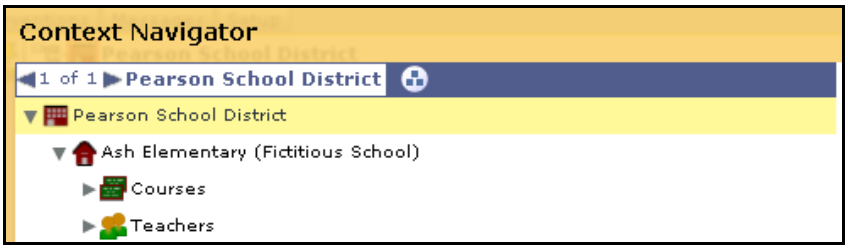

Figure 9-31

- **Click** the *Teachers* dropdown arrow to display a list of teachers.

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- **Double click** a teacher name in the list.

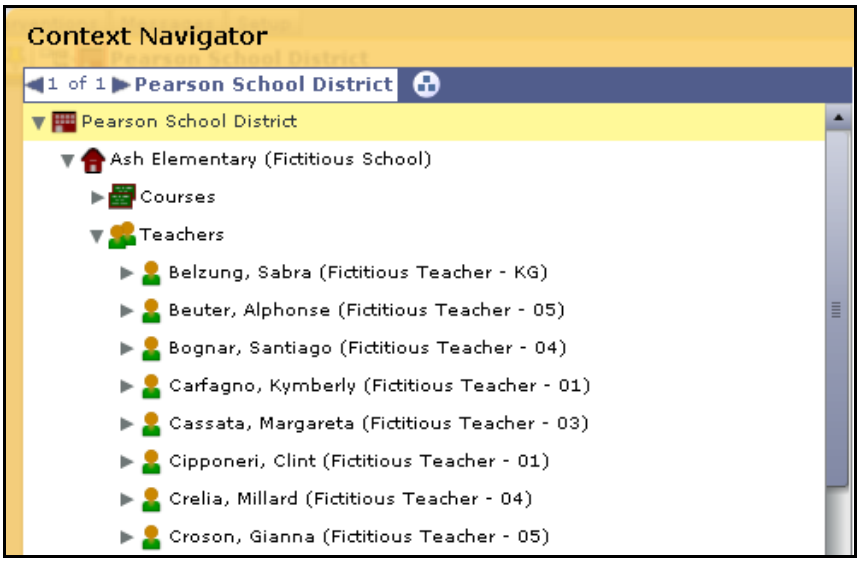

Figure 9-32

The *Student Composite View* displays within the *Student Sandbox.*

- **Click** the *Score Entry View* icon .

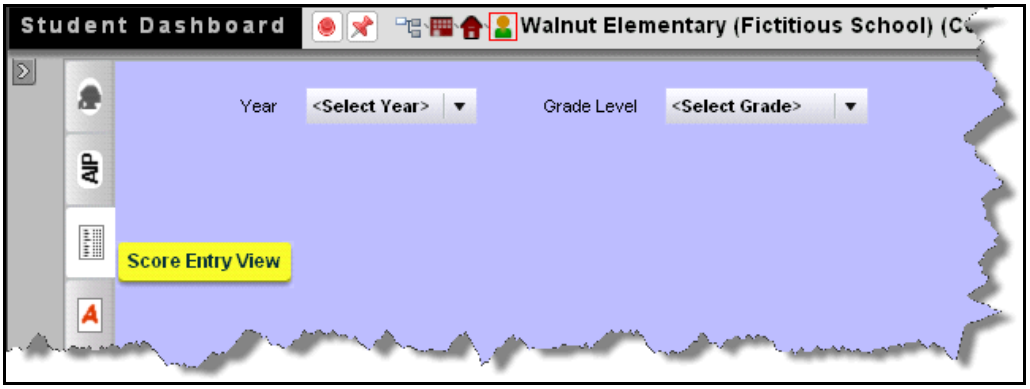

Figure 9-33

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- The *Year* and *Grade Level* buttons display, **select** the applicable dropdown menu option for each.

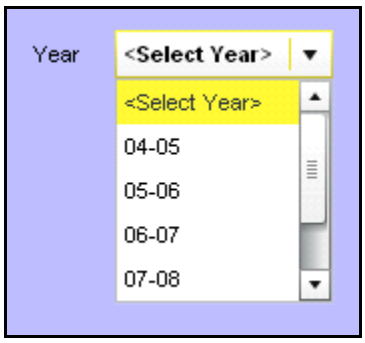

Figure 9-34

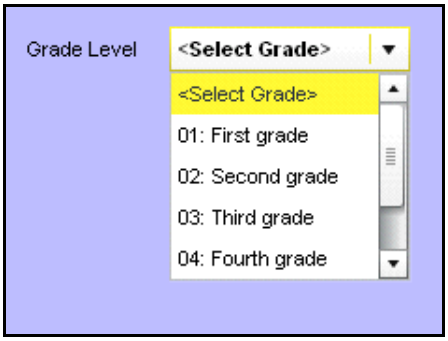

Figure 9-35

- The *Test* button displays. **Select** the applicable test; e.g. [BOY] Benchmarks – Mathematics.

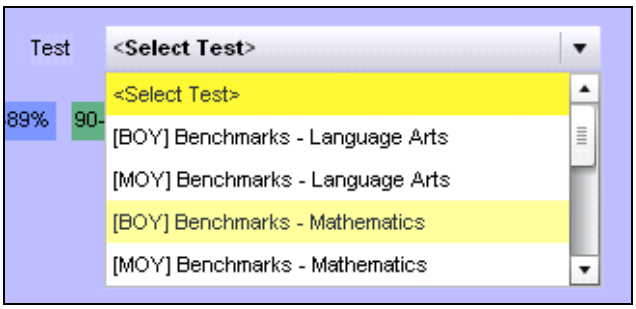

Figure 9-36

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The *Score Entry View* page displays for the applicable test:

Figure 9-37

To manually change test scores for individual concepts:

- Click on the icon to unlock the field for a specific concept column and the icon will change to the edit icon.

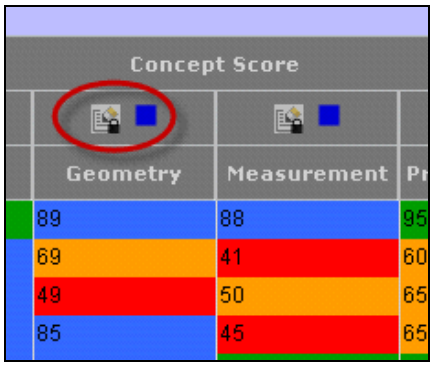

Figure 9-38

- Modify the individual score by **clicking** in the appropriate field and **entering** in the manual score.

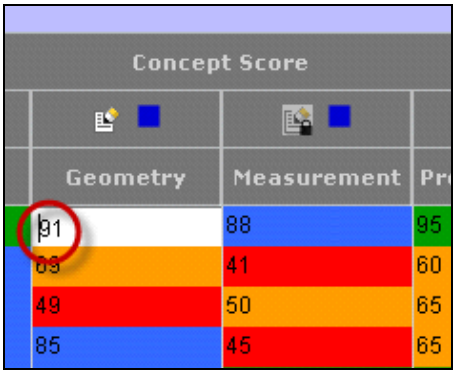

Figure 9-39

- **Click** the edit icon to lock the field after editing.

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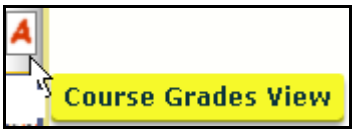
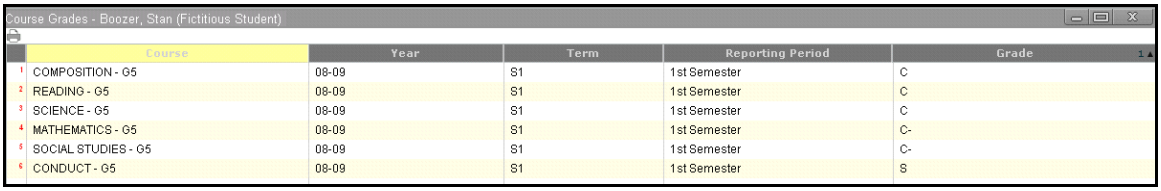
9.2.4 Course Grades View



The *Course Grades View* displays the current grades for the selected student:



	Course	Year	Term	Reporting Period	Grade
1	COMPOSITION - G5	08-09	S1	1st Semester	C
2	READING - G5	08-09	S1	1st Semester	C
3	SCIENCE - G5	08-09	S1	1st Semester	C
4	MATHEMATICS - G5	08-09	S1	1st Semester	C-
5	SOCIAL STUDIES - G5	08-09	S1	1st Semester	C-
6	CONDUCT - G5	08-09	S1	1st Semester	S

Figure 9-40

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10 Academic Improvement Plans (AIP)

10.1 View a Current Academic Improvement Plan

To display the current AIPs:

- After logging in, **click** the *AIP icon* to display all of the current AIPs.

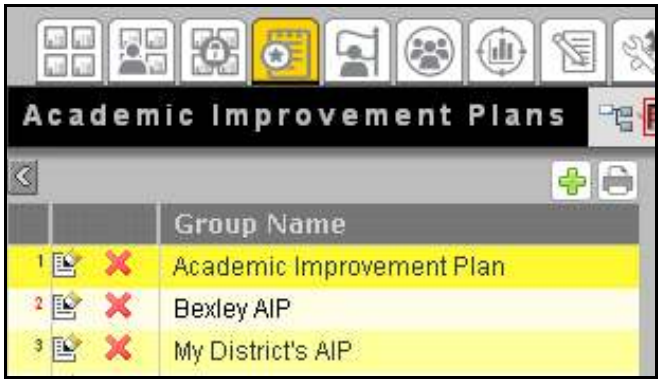

Figure 10-1

10.2 Viewing the Members of an AIP

To display the members of an AIP:

- After logging in, **click** the *AIP icon* to display all of the current AIPs.
- **Click** on the name of the AIP to see the current members:

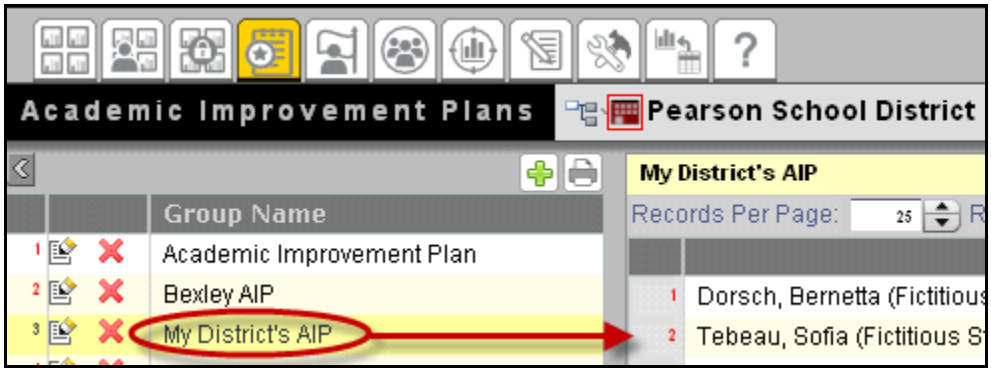

Figure 10-2

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10.3 Create a New Academic Improvement Plan

To create an AIP:

- After logging in, **click** the *AIP icon* to display all of the current AIPs.
- **Click** on the icon to create a new AIP:

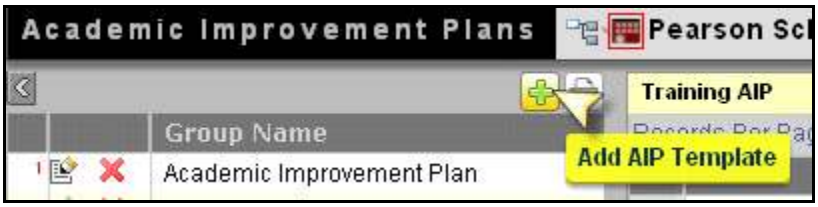

Figure 10-3

There are four tabs for entering data regarding the new AIP:

Figure 10-4

The *General* tab:

- **Enter** a unique *Name* for the new AIP and *Description* for the new AIP.
- **Select** the appropriate *Year* and **enter** a *Plan Session* and *General Comment*.
- **Select** the *Subject* drop down **make** the appropriate choice.

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- **Select** the *Student Selection* drop down and **select** *either All students currently enrolled or Only students in selected Target Groups.*

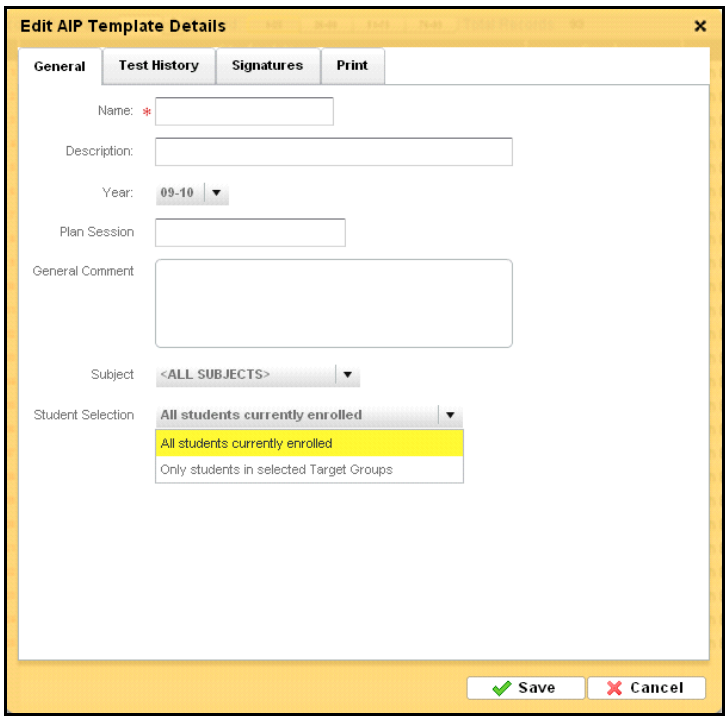

Figure 10-5

- If the later is selected, the appropriate *Target Group(s)* needs to be selected by **clicking and dragging** to the selected groups from the available groups.

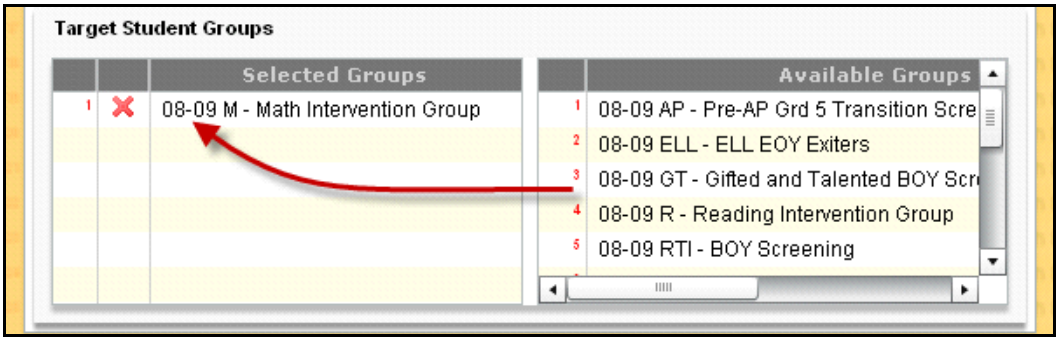

Figure 10-6

The *Test History* tab:

- **Enter** the number of years for assessment history.
- **Select** the appropriate *Proficiency Profile*, *Concept History Display* and *Concept History Sort* from each of the drop down lists.

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- **Left click and drag** the Assessments of Interest(s) from the *Available Assessments.*

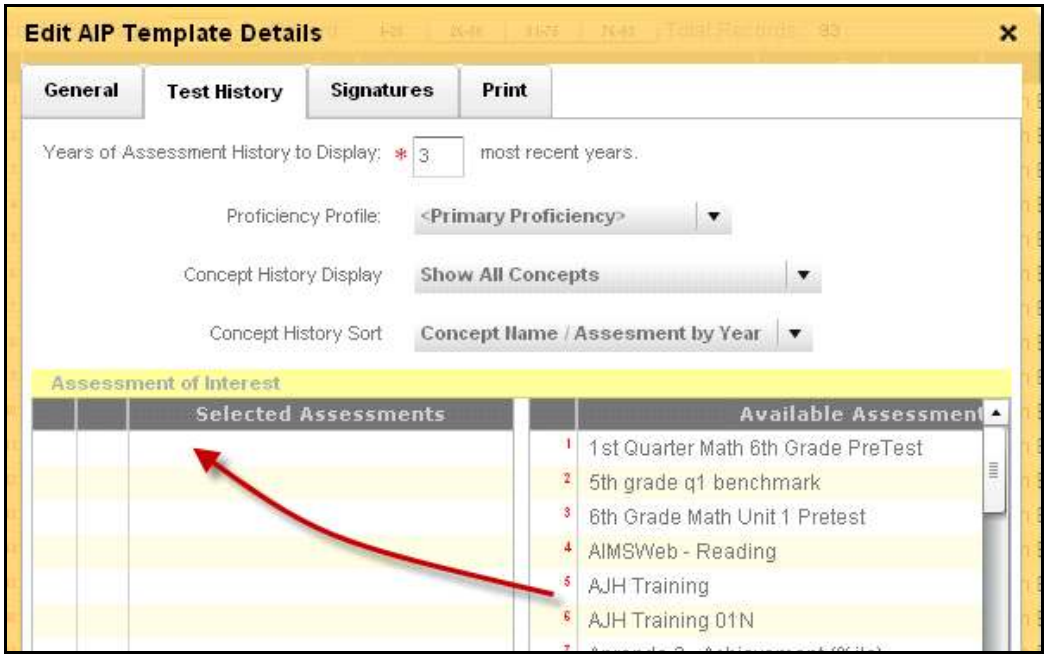

Figure 10-7

The *Signatures* tab:

- **Enter** the name of the signature in the *Signature* text field and then **click** on the Add Signature button for each signature line to be added to the AIP.

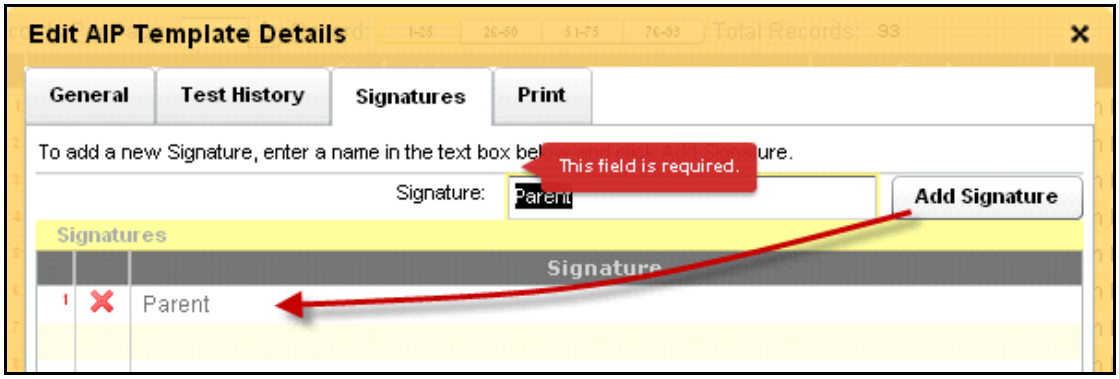

Figure 10-8

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The *Print* tab:

- **Check** each ☐ box for the information to be printed to the AIP by default when printed.

Figure 10-9

To complete the creation of the new AIP, **click** the Save button.

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10.4 Edit a Current AIP

To edit an AIP:

- After logging in, **click** the *AIP icon* to display all of the current AIPs.
- **Click** on the edit button of the AIP to be edited.
- **Modify** any information in the four tab areas of data as discussed in the previous section and then **click** the button.

Figure 10-10

10.5 Delete a Current AIP

To delete an AIP:

- After logging in, **click** the *AIP icon* to display all of the current AIPs.

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- **Click** the button to the left of the AIP to be deleted.

- When the *Delete Confirmation* window displays, **click** the

button to permanently delete the AIP from the system.

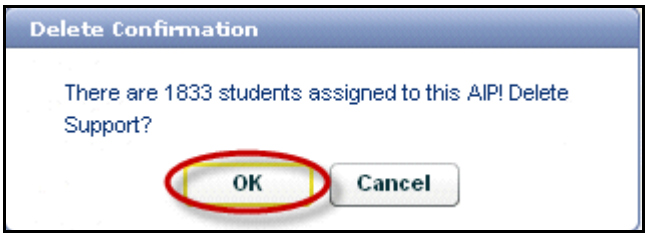

Figure 10-11

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11 Intervention Strategies

11.1 View Current Intervention Strategies

To display the current *Intervention Strategies:*

- After logging in, **click** the *AIP icon* to display all of the current *Intervention Strategies.*

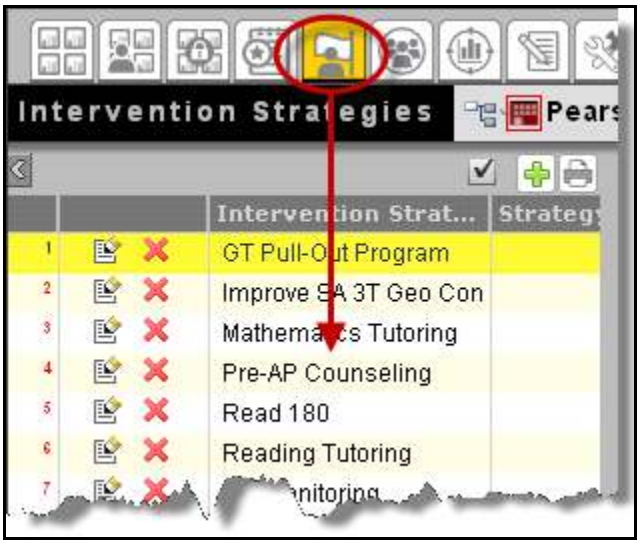

Figure 11-1

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11.2 View the Members of a Current Intervention Strategy

To display the current member of an existing *Intervention Strategy:*

- After logging in, **click** the *AIP icon* to display all of the current *Intervention Strategies.*
- **Click** on the name of the *Intervention Strategy* in the left pane for the members to be displayed in the right pane.

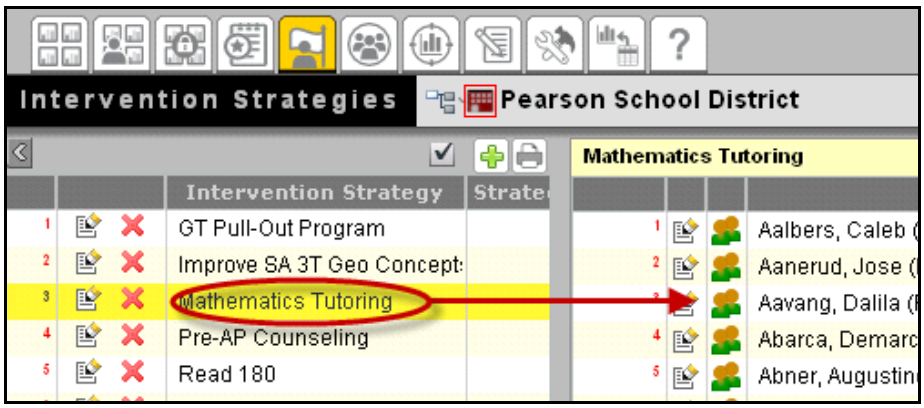

Figure 11-2

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11.3 Create New Intervention Strategies

To create a new *Intervention Strategy:*

- After logging in, **click** the *AIP icon* to display all of the current *Intervention Strategies.*

- **Click** on the button to add a new *Intervention Strategy.*

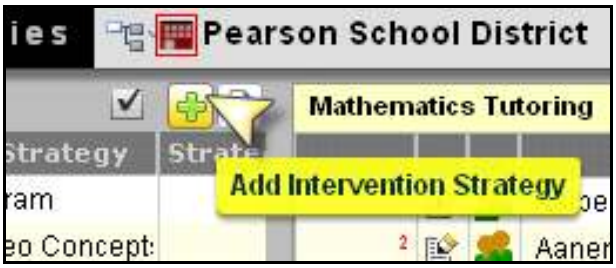

Figure 11-3

- **Enter** the *Name, Description, Begin Date, End Date and Frequency/Duration* of the new *Intervention Strategy* and then **click** on the button to create the new *Intervention Strategy.*

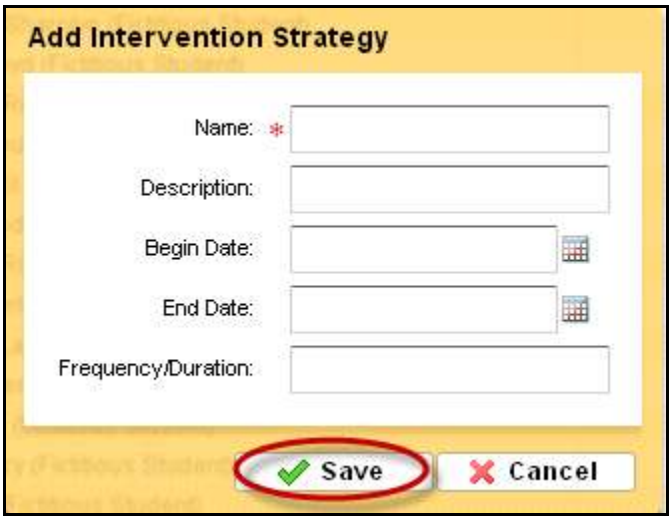

Figure 11-4

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11.4 Edit a Current Intervention Strategies

To edit an existing *Intervention Strategy*:

- After logging in, **click** the *AIP icon* to display all of the current AIPs.
- **Click** on the edit button of the AIP to be edited.
- **Modify** any information in the areas of data as discussed in the previous section and then **click** the Save button.
- A student who is currently under an *Intervention Strategy* can be edited by **clicking** on the button next to the student and modifying the information individually and then **click** the Save button.

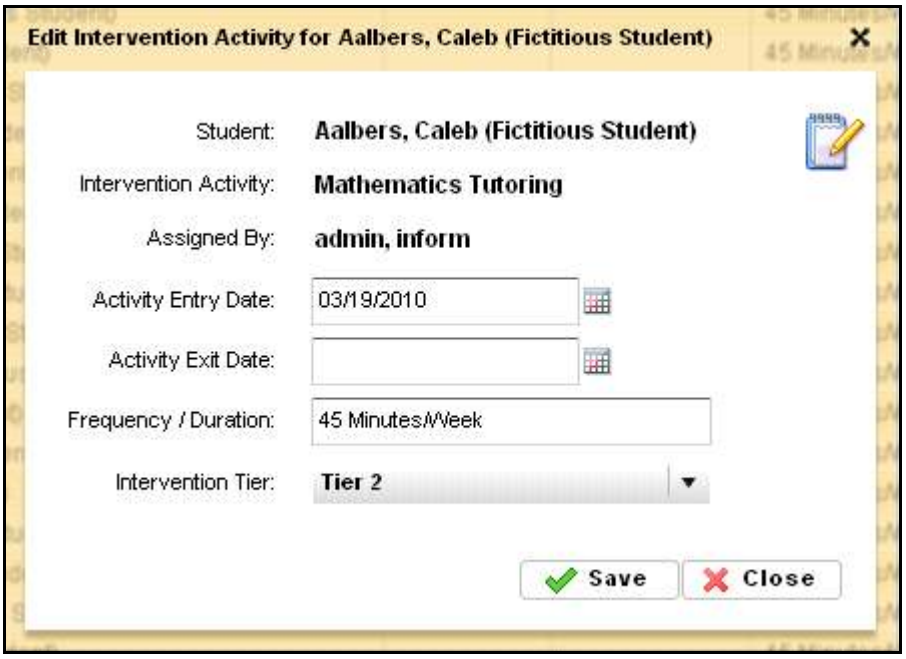

Figure 11-5

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11.5 Delete a Current Intervention Strategy

To delete an *Intervention Strategy:*

- After logging in, **click** the *AIP icon* to display all of the current *Intervention Strategies.*
- **Click** the button to the left of the *Intervention Strategy* to be deleted.
- When the *Delete Confirmation* window displays, **click** the

button to permanently delete the *Intervention Strategy* from the system.

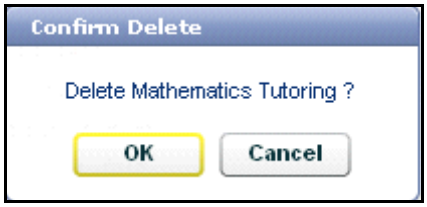

Figure 11-6

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12 Target Student Groups

12.1 View Current Target Student Groups

To display the current *Target Student Groups:*

- After logging in, **click** the *AIP icon* to display all of the current *Target Student Groups.*

Figure 12-1

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12.2 View the Members of Current Target Student Groups

To display the members of the current *Target Student Groups:*

- After logging in, **click** the *AIP icon* to display all of the current *Target Student Groups.*
- **Click** on the name of the *Target Student Group* in the left pane for the members to be displayed in the right pane.

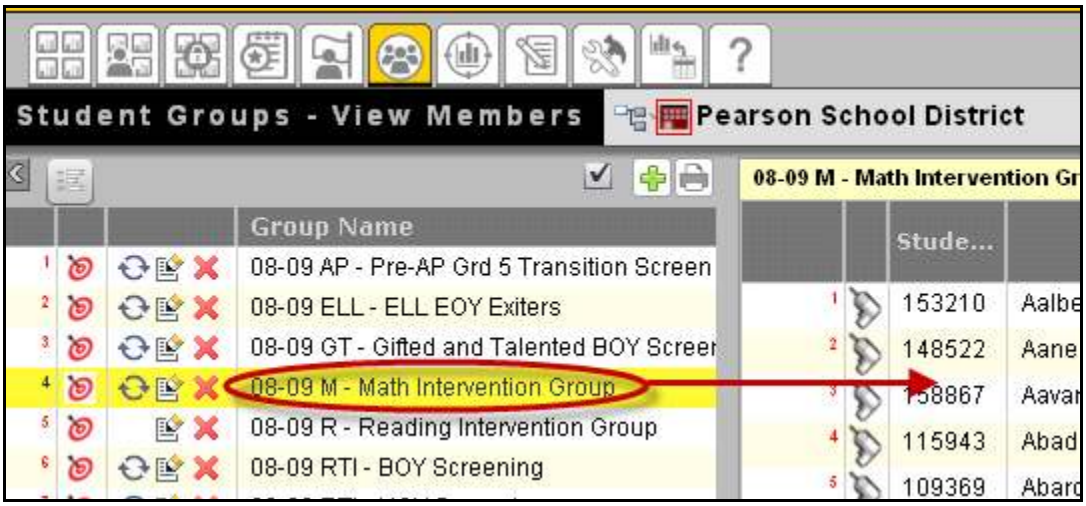

Figure 12-2

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12.3 Create New Target Student Groups

12.3.1 Creating a New Target Group from a Report

Create new target group from a report:

- **Click** the *Create New Report* icon located on the *Toolbar*.

Figure 12-3

The *Query/Generate Report* page displays in the *Dashboard* sandbox.

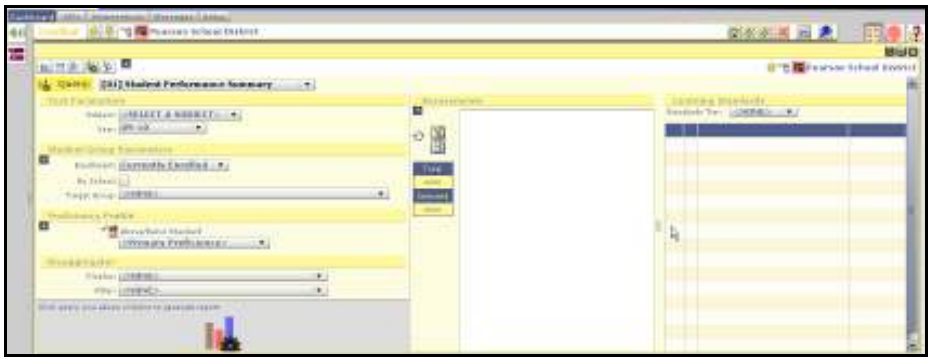

Figure 12-4

- **Click** the Query drop-down arrow and select the applicable menu option; e.g. Student Performance Summary, School Comparison, Demographic Profile, and Test Item Analysis.
- In the *Test Parameters* area, **select** a *Subject* drop-down menu and click the applicable subject; e.g. *Language Arts, Mathematics*, or *Science.*
- **Click** the *Year* drop-down arrow and select the applicable school year option.

Figure 12-5

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- In the *Student Group Parameters* area, select the applicable settings; e.g. current grade level, grade level at test, school classification (**click** the *Advanced Controls* icon), Enrollment, by School, and Target Group.

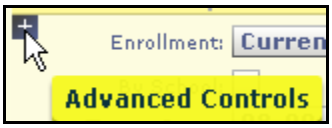

Figure 12-6

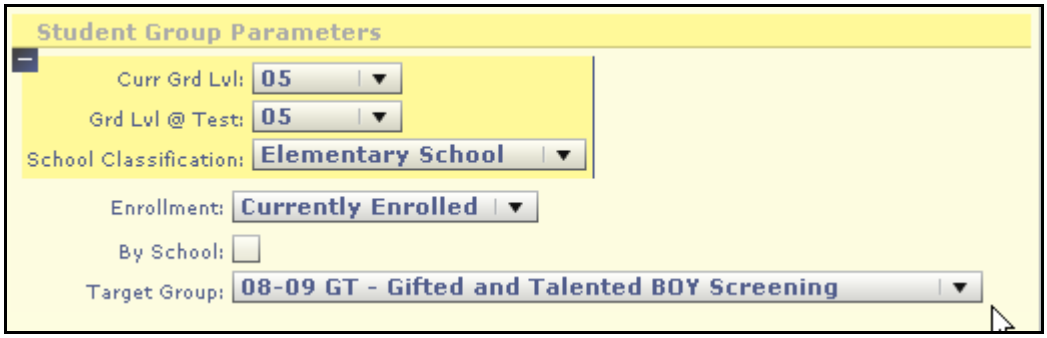

Figure 12-7

- In the *Proficiency Profile* area, **select** the applicable profile option.

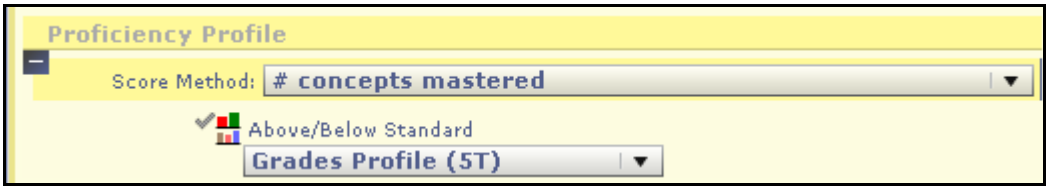

Figure 12-8

- In the *Disaggregator* area, **select** the applicable *Display* and *Filter drop-down* menu option.

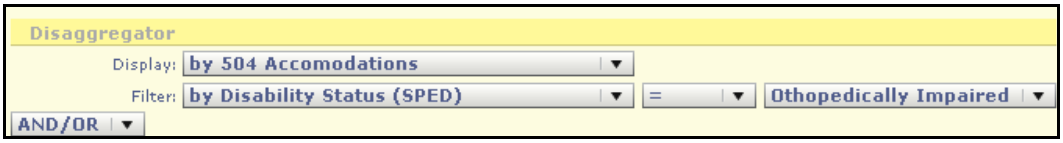

Figure 12-9

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- **Scroll** over to the right and in the Assessments area, **click** the Get Assessments icon. A list of assessment options display.

Figure 12-10

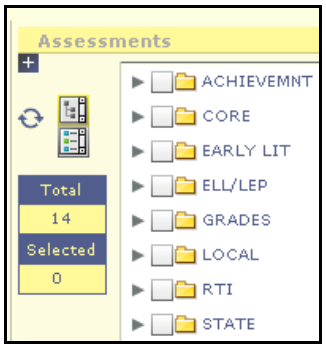

Figure 12-11

- **Select** the applicable assessment option.

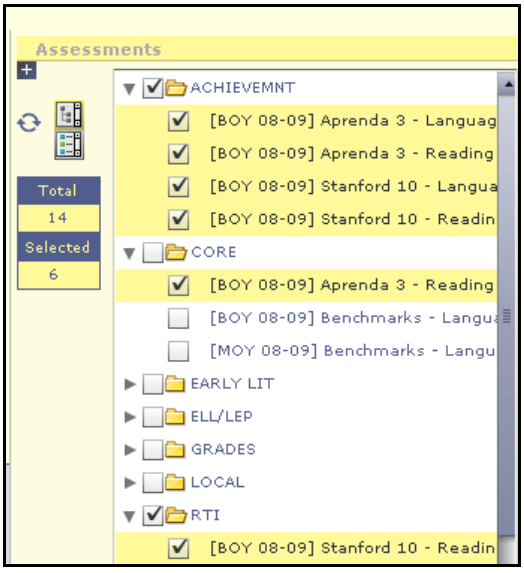

Figure 12-12

- **Click** the applicable Assessment drop-down arrow. A list of specific assessment options display proceeded by check boxes.

- **Click** the check box of the specific achievement type(s).

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- If applicable, **scroll** over to *the Learning Standards* section and **select** the *Standards Tier*; e.g. *Concepts*.
- After selecting the required report settings, **scroll** to the lower left area of the *Query/Generate Report* page and **click** the Generate Report icon.

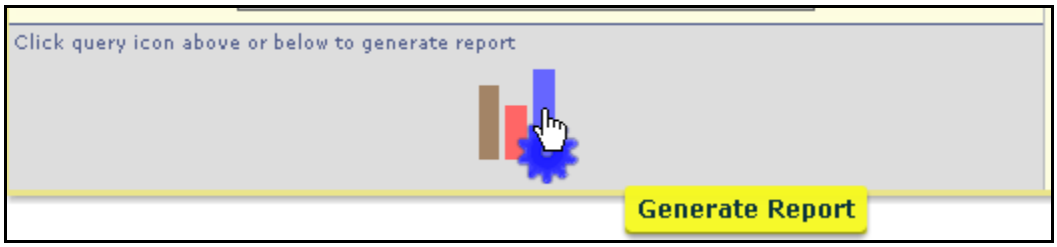

Figure 12-13

A new report displays based on the pre-defined settings and selected *Target Group*:

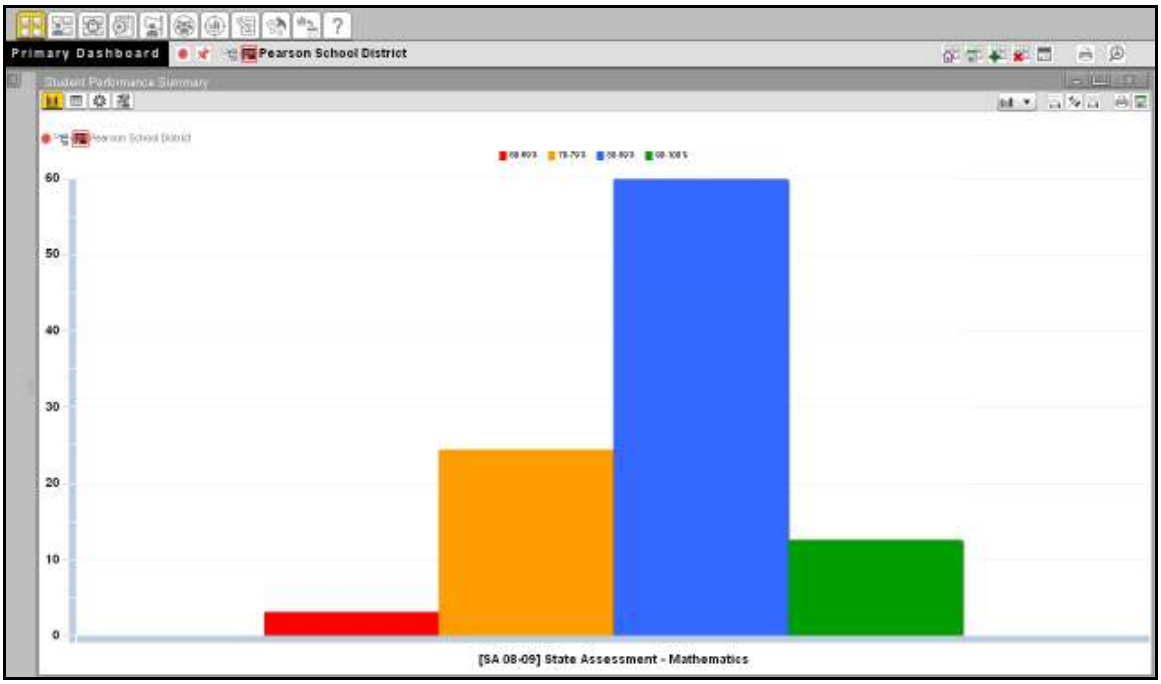

Figure 12-14

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- **Drill** into the data of the students for which the target group will be created.

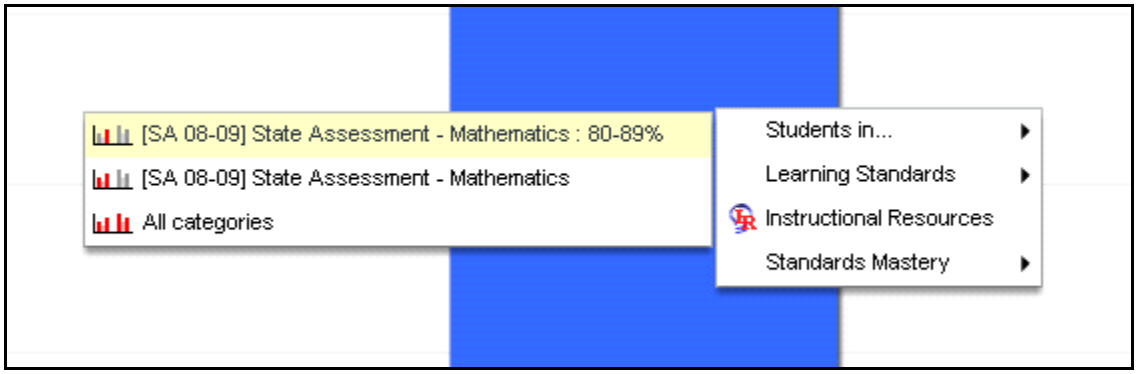

Figure 12-15

- **Click** the *Assign Target Groups and/or Intervention Activities* icon in the top right corner of the screen.

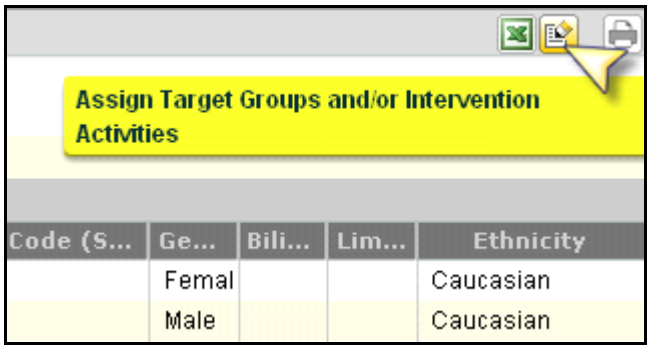

Figure 12-16

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- **Select** the *Student Groups* radio dial and **select** *the Student Group* from the drop down list to add the students to an existing group:

Figure 12-17

- OR, **select** the *Student Groups* radio dial and **select** the *Add Student Group*

to create a new student group.

12.3.2 View Available Intervention Group Criteria

To assign students to a target student group automatically by using group criteria, the criteria must first be defined.

To view the available intervention group criteria(s):

- After logging in, **click** the *Student Groups icon* to display all of the current *Target Student Groups.*

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- **Click** the *Selection Criteria Maintenance* icon to view the current selection criteria.

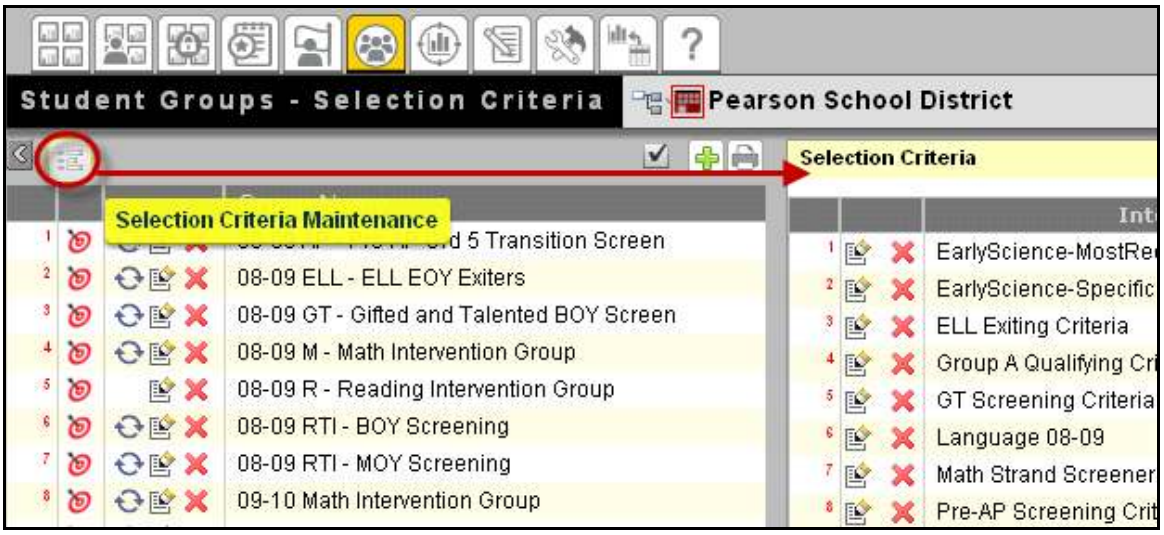

Figure 12-18

12.3.3 Create a New Intervention Group Criteria

To create a new intervention group criteria(s):

- After logging in, **click** the *Student Groups icon* to display all of the current *Target Student Groups.*

- **Click** the *Selection Criteria Maintenance* icon to view the current selection criteria.

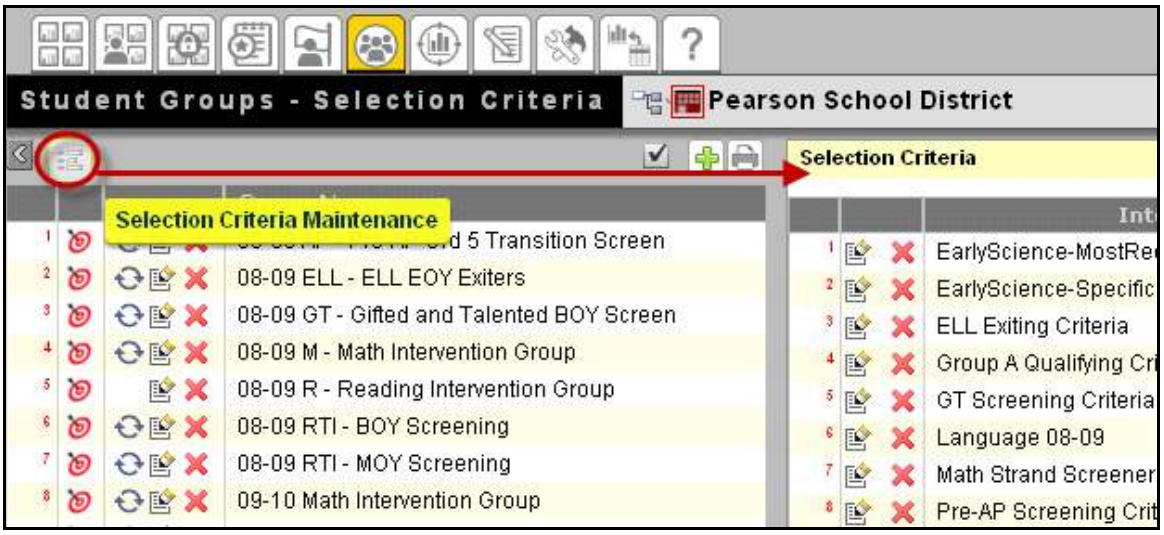

Figure 12-19

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- **Click** on the *Add a Group Criteria* icon on the top right of the screen and the *Group Criteria Editor* will open.

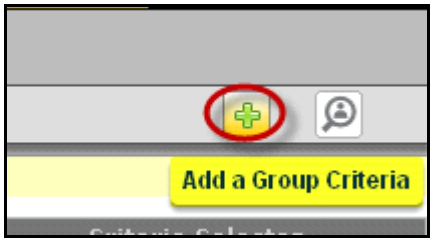

Figure 12-20

- **Enter** a unique name for the new criteria in the *Description* text box and choose the radio dial for either *Select students that meet all of the following criteria* OR **select** *students that meet any of the following criteria* and then **click** the *Add Intervention Criteria* button.

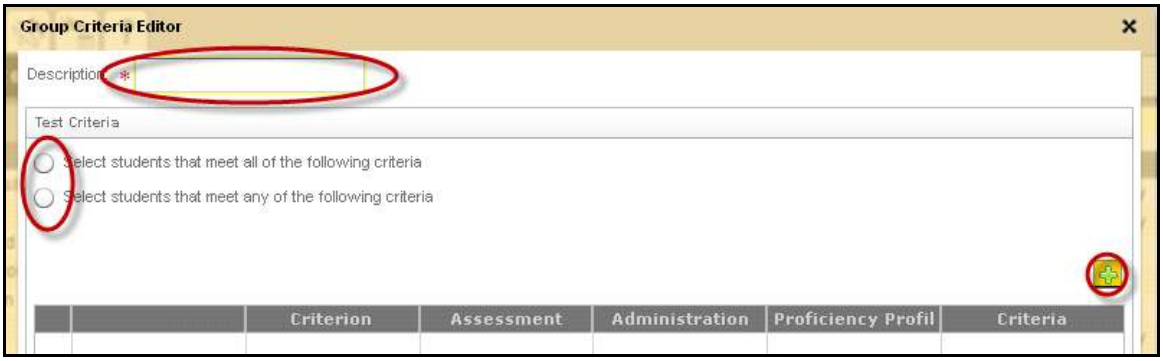

Figure 12-21

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- The *Test Criterion Editor* will open to **enter** the unique criterion name and there will be four drop down lists to enter criterion filtering data:
  - *Assessment*
  - *Proficiency Profile*
  - *Selection*
  - *Session*

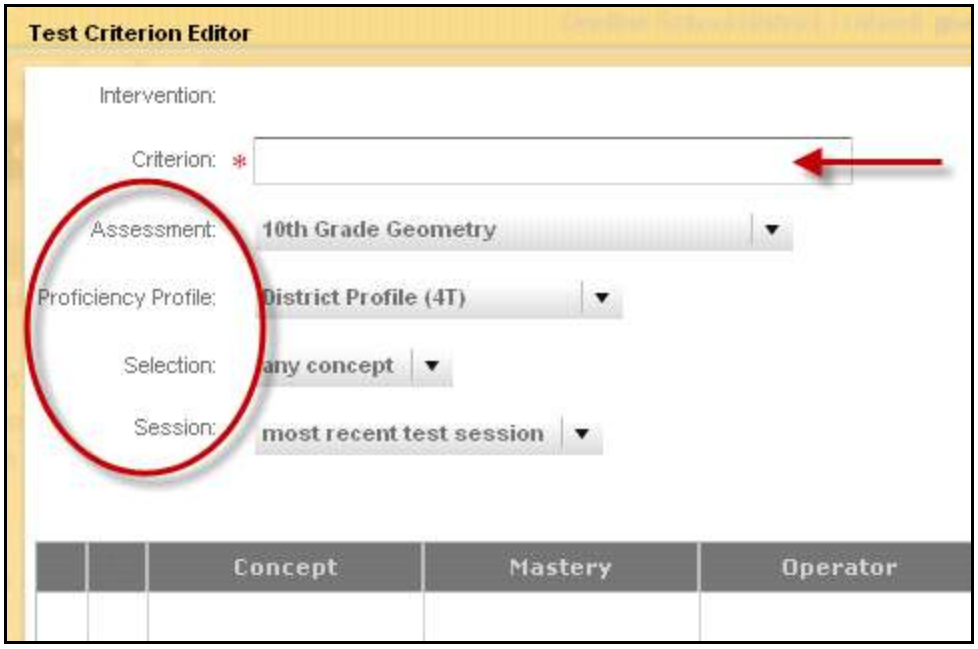

Figure 12-22

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- For the *Assessment* drop down, **select** the appropriate assessment.

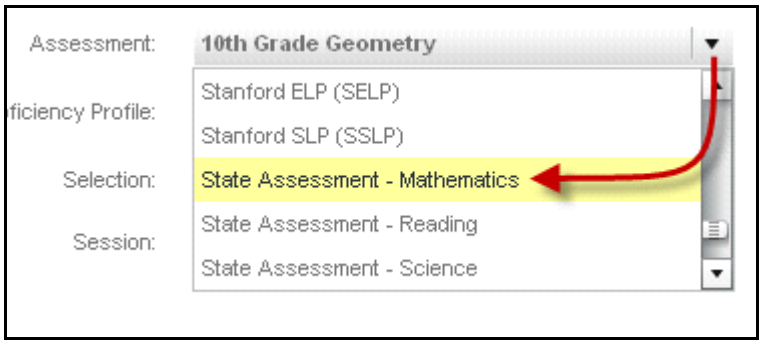

Figure 12-23

- For the *Proficiency Profile* drop down, **select** the appropriate profile.

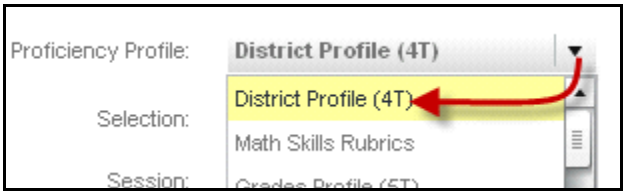

Figure 12-24

- For the *Selection* drop down, **select** the either *any concept, all concept or test score.*

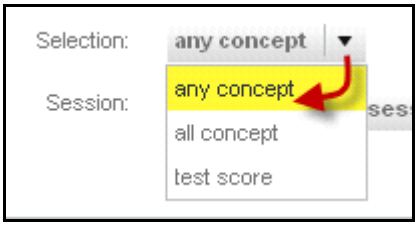

Figure 12-25

- For the *Session* drop down, **select** the either *most recent test session or specific test session.*

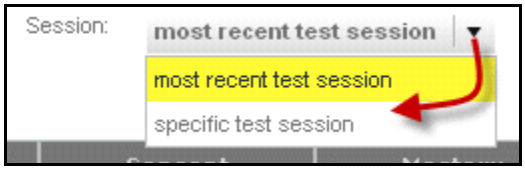

Figure 12-26

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- **Click** the *Criterion Concept Selection* button to add one or multiple choices.

Figure 12-27

Each concept added must have the criteria defined based on the *Master* drop down selection:

- For *competency* **select** either *Above Standard or Below Standard*:

Figure 12-28

- For *score* **select** the *Operator* and **enter** the appropriate value(s):

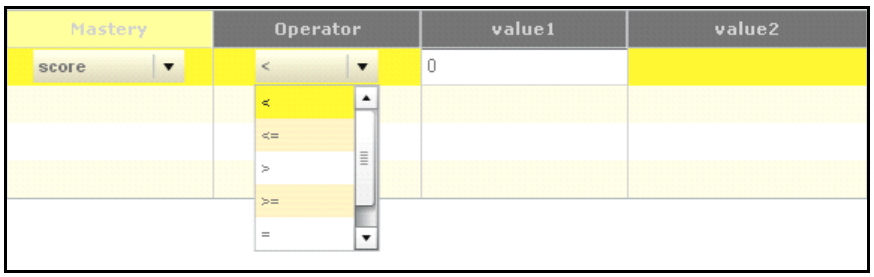

Figure 12-29

- For *proficiency* **select** the *Operator* value:

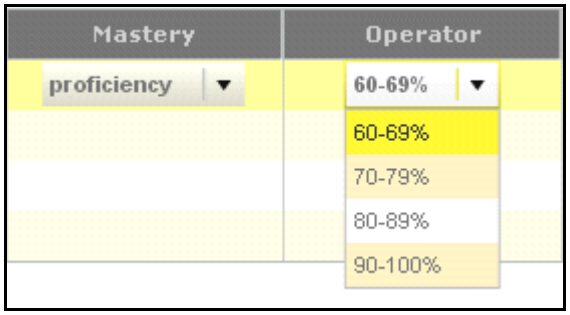

Figure 12-30

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- Once all of the appropriate criteria items have been identified for each test **click** the Save button to create the new test criteria or **click** the Cancel button to cancel the creation of the new test criteria.

- Then **click** the Save button to create the new intervention group criteria or **click** the Cancel button to cancel the creation of the new intervention group criteria.

12.3.4 Edit a Current Intervention Group Criteria

To edit the current intervention group criteria(s):

- After logging in, **click** the *AIP icon* to display all of the current *Target Student Groups.*
- **Click** the *Selection Criteria Maintenance* icon to view the current selection criteria.

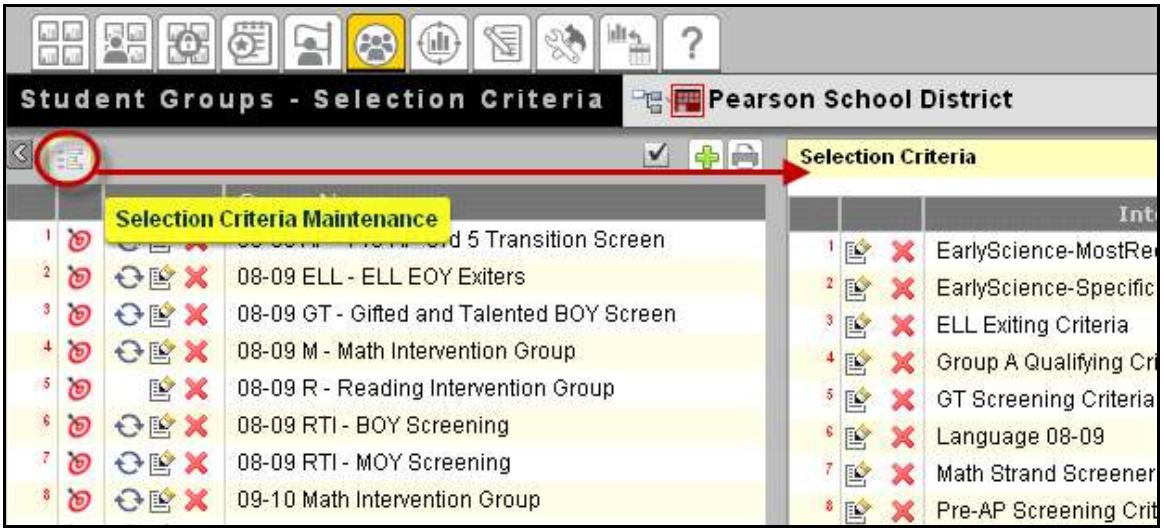

Figure 12-31

- **Click** the *Edit Group Criteria* icon next to a current group criterion to edit the properties.

Figure 12-32

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- **Click** the *Add Intervention Criteria* button to add additional criterion as defined in the section above, **click** the button to modify a current criterion, **click** the button to delete current criterion and then **click** the Save button to save the changes to the criteria or **click** the Cancel button to cancel the changes to the criteria.

12.3.5 Assigning Students to a Target Group via Intervention Group Criteria

- After logging in, **click** the *AIP icon* to display all of the current *Target Student Groups.*

- **Click** on the button to add a new *Target Student Group.*

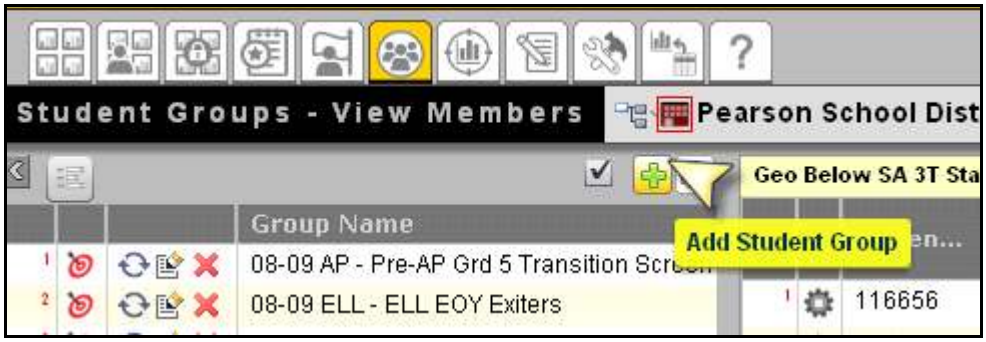

Figure 12-33

- The *Add Student Group* box will display and a unique *Group Name* will need to be **entered** and the *Description* is optional.

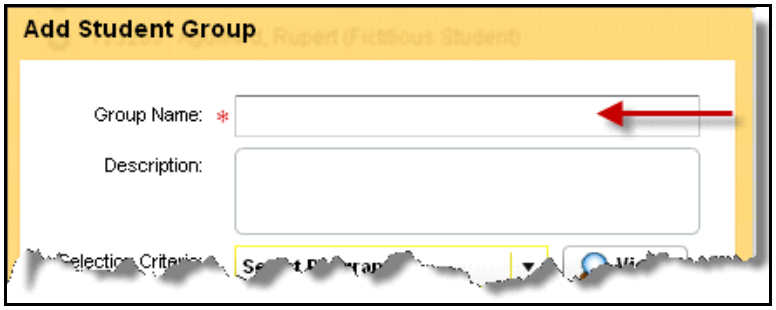

Figure 12-34

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- Next, **click** the *Selection Criteria* drop down list and **select** the appropriate choice.

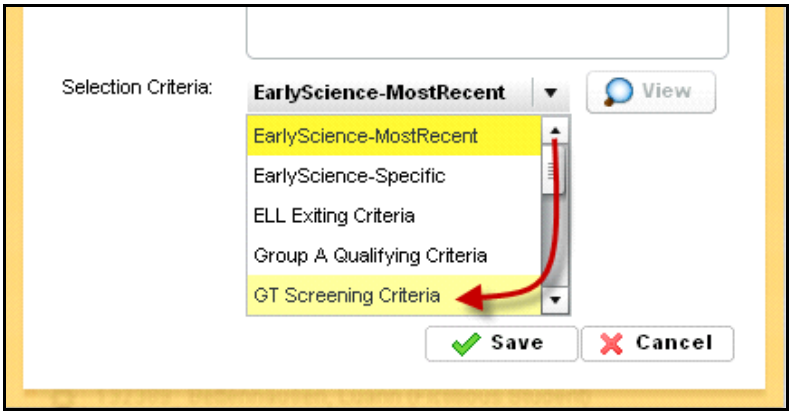

Figure 12-35

- **Select** the appropriate check boxes to make the group *Modifiable, Active and/or Targeted for Intervention.*

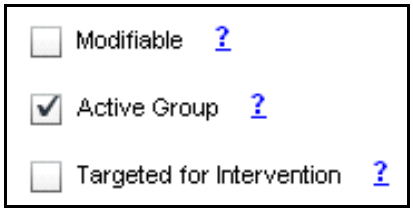

Figure 12-36

- **Click** the button to create the new student group or **click** the button to cancel the creation of the student group.

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13 Assigning Intervention Activities

13.1 Assigning Intervention Activities to Target Groups

This section outlines the steps to assign intervention activities to target groups in Pearson Inform.

To assign intervention activities to target groups:

- After logging in, **click** the *AIP icon* to display all of the current *Target Student Groups.*
- **Click** on the name of the *Target Student Group* in the left pane for the members to be displayed in the right pane.

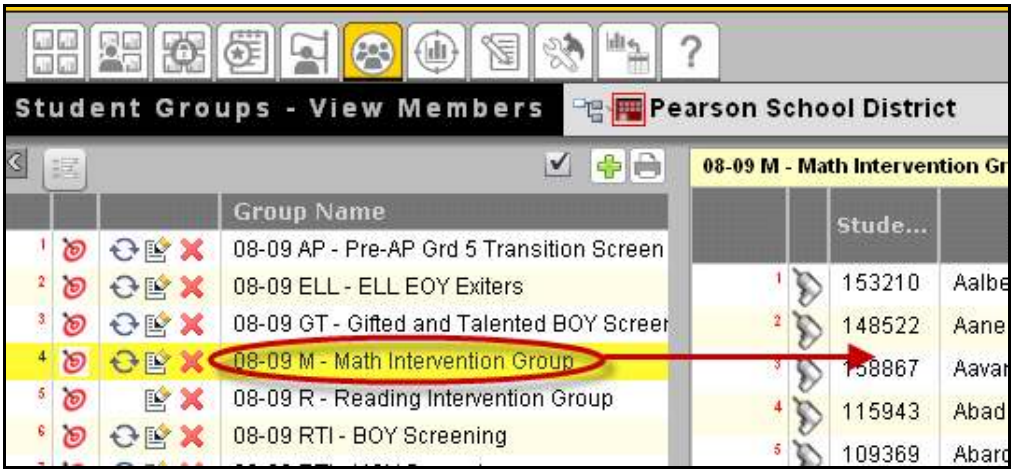

Figure 13-1

NOTE: The icon indicates that the student was assigned to group from a query. The icon indicates that the student was assigned to the group from a chart drill down.

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- **Click** the *Assign an Intervention Strategy to this Group* icon in the top right corner of the screen.

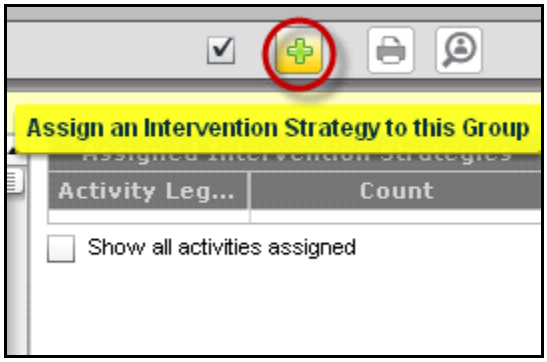

Figure 13-2

- **Select** the appropriate Intervention Strategy from the list, **select** the appropriate radio dial:
  - *To all current and future group members*
  - *To all current group members only*
  - *To all future group members only*
  - *Manually assign to group members*
- And then **click** the Save button to assign the strategies or **click** the Cancel button to cancel.

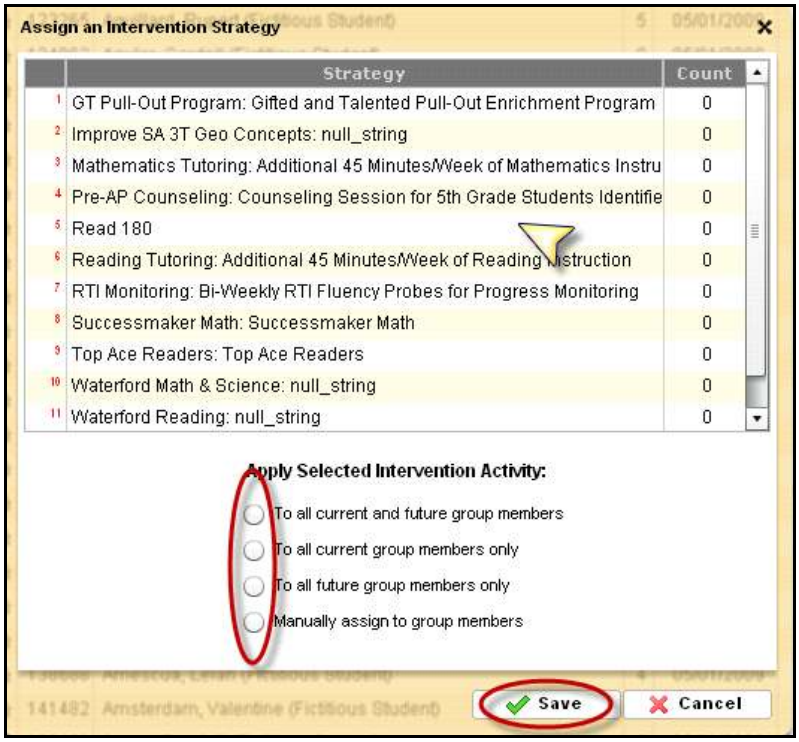

Figure 13-3

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13.2 Assigning Students to an Intervention Activity from Report

This section outlines the steps to assign students to a target group from the report drill down.

To assign students to an intervention activity from the report drill down:

Create new target group from a report:

- **Click** the *Create New Report* icon located on the *Toolbar*.

Figure 13-4

The *Query/Generate Report* Query: page displays in the *Dashboard* sandbox:

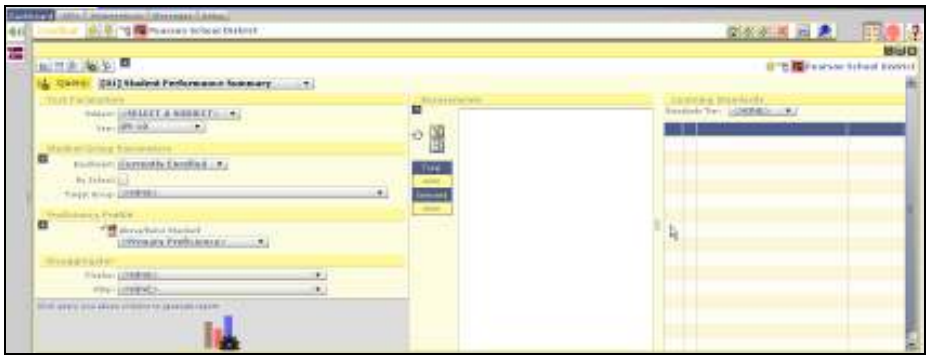

Figure 13-5

- **Click** the Query drop-down arrow and **select** the applicable menu option; e.g. Student Performance Summary, School Comparison, Demographic Profile, and Test Item Analysis.
- In the *Test Parameters* area, **select** a *Subject* drop-down menu and **click** the applicable subject; e.g. *Language Arts, Mathematics*, and *Science.*
- **Click** the *Year* drop-down arrow and **select** the applicable school year option.

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Figure 13-6

- In the *Student Group Parameters* area, **select** the applicable settings; e.g. current grade level, grade level at test, school classification (**click** the *Advanced Controls* icon), Enrollment, by School, and Target Group.

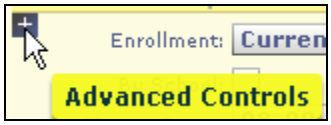

Figure 13-7

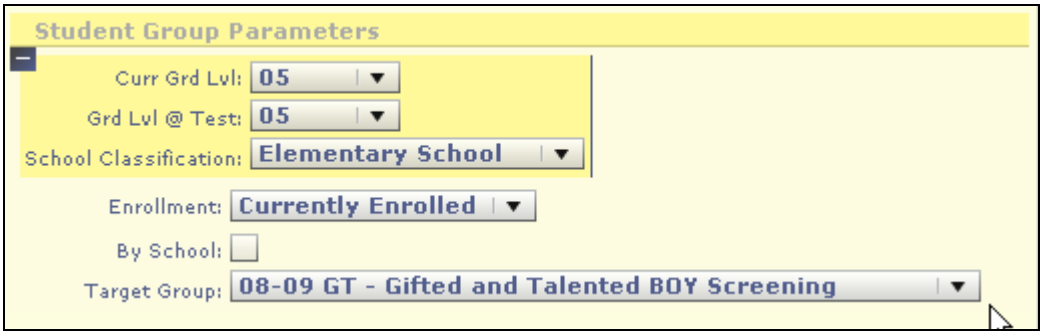

Figure 13-8

- In the *Proficiency Profile* area, **select** the applicable profile option.

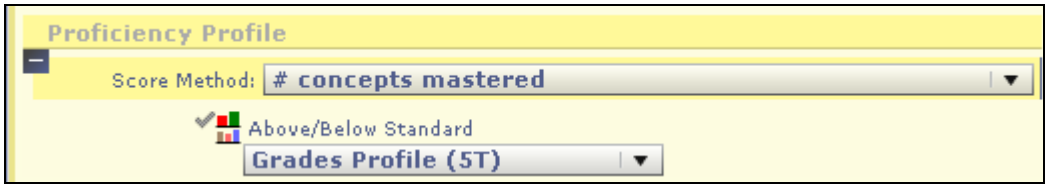

Figure 13-9

- In the *Disaggregator* area, **select** the applicable *Display* and *Filter drop-down* menu option.

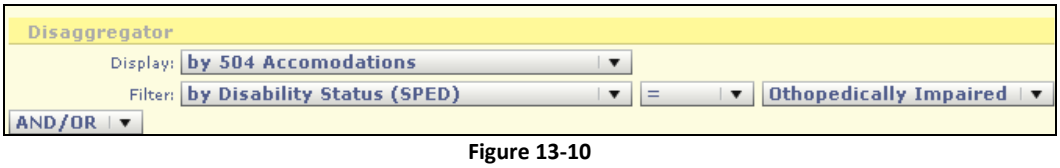

Figure 13-10

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- **Scroll** over to the right and in the Assessments area, **click** the Get Assessments icon. A list of assessment options display.

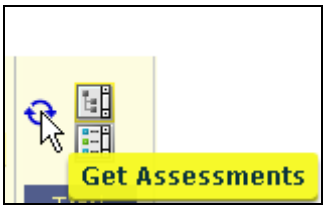

Figure 13-11

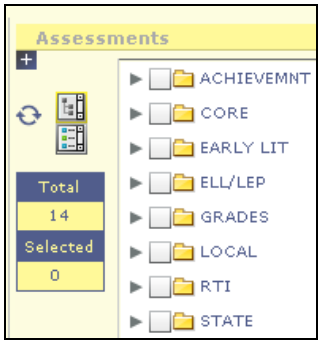

Figure 13-12

- **Select** the applicable assessment option.

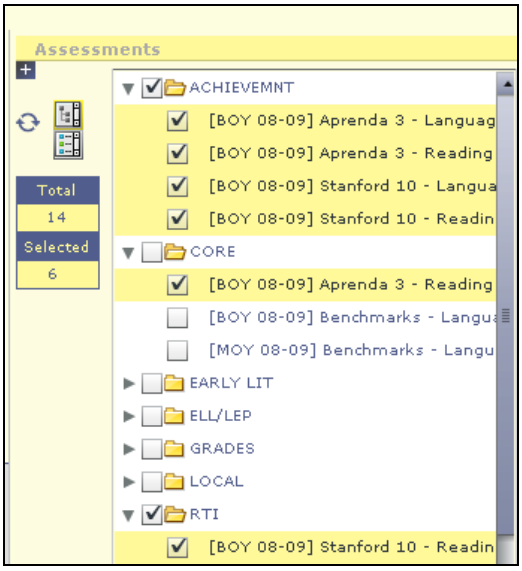

Figure 13-13

- **Click** the applicable Assessment drop-down arrow. A list of specific assessment options display proceeded by check boxes.

- **Click** the check box of the specific achievement type(s).

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- If applicable, **scroll** over to the *Learning Standards* section and **select** the Standards Tier; e.g. Concepts.
- After selecting the required report settings, **scroll** to the lower left area of the *Query/Generate Report* page and **click** the *Generate Report* icon.

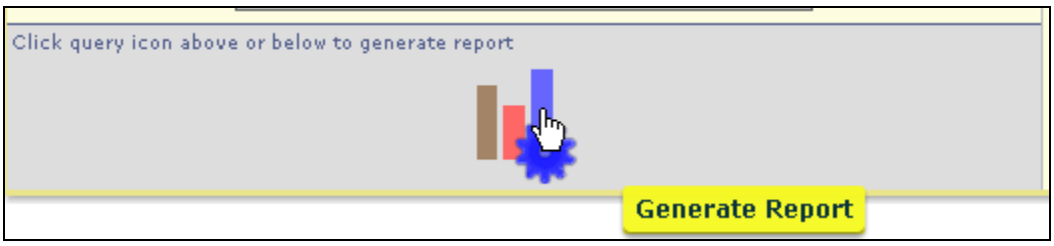

Figure 13-14

A new report displays based on the pre-defined settings and selected *Target Group*:

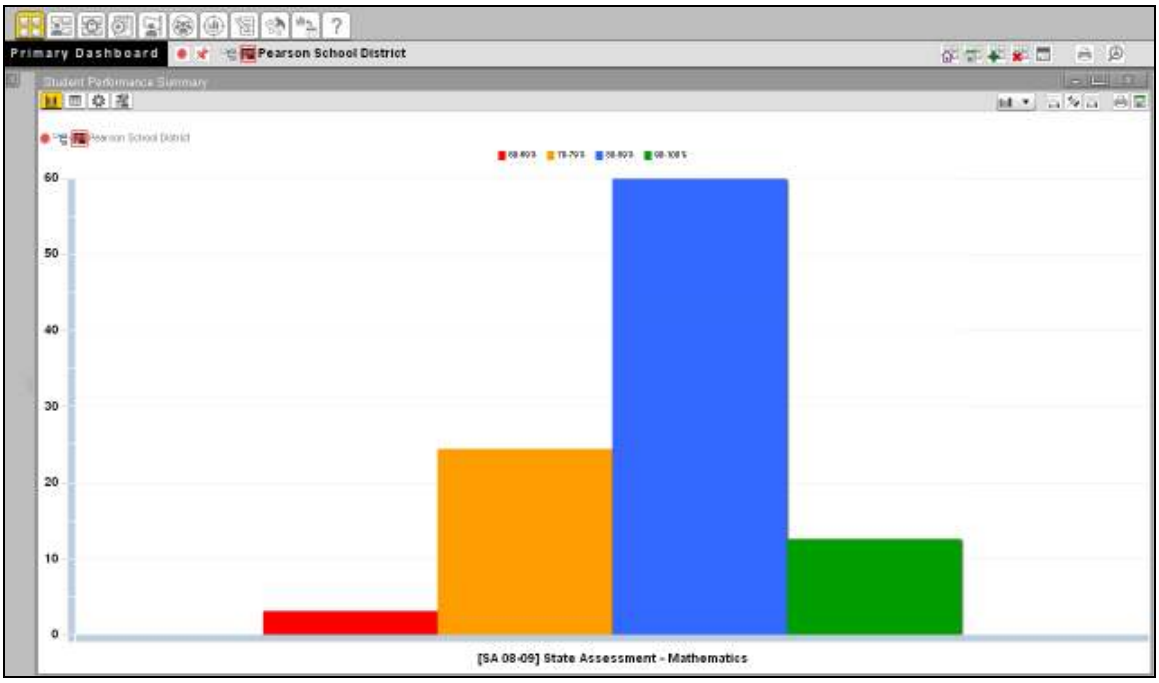

Figure 13-15

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- **Drill** into the data of the students for which the intervention strategy will be assigned.

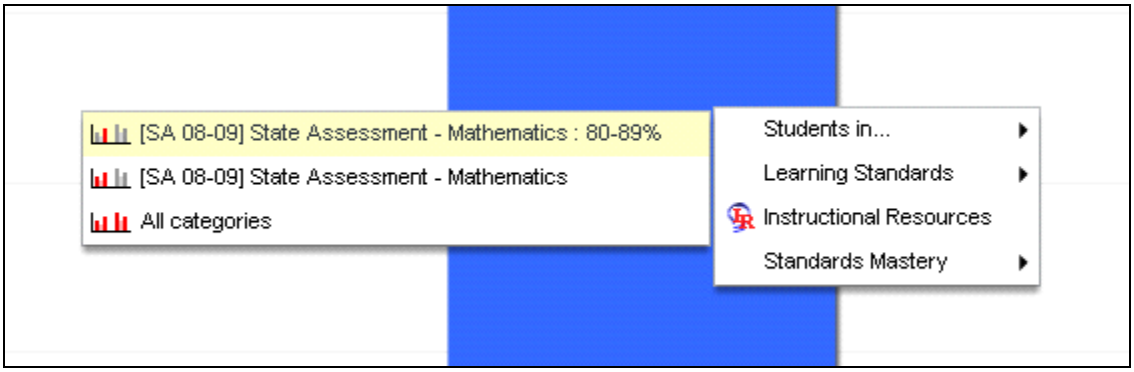

Figure 13-16

- **Click** the *Assign Target Groups and/or Intervention Activities* icon in the top right corner of the screen.

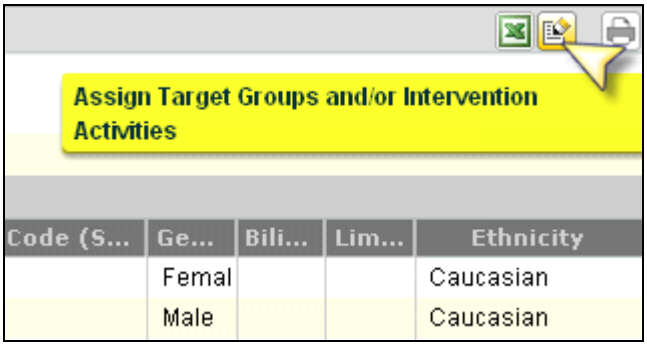

Figure 13-17

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- **Select** the *Intervention Strategies* radio dial and **select** the *Intervention Strategy* from the drop down list:

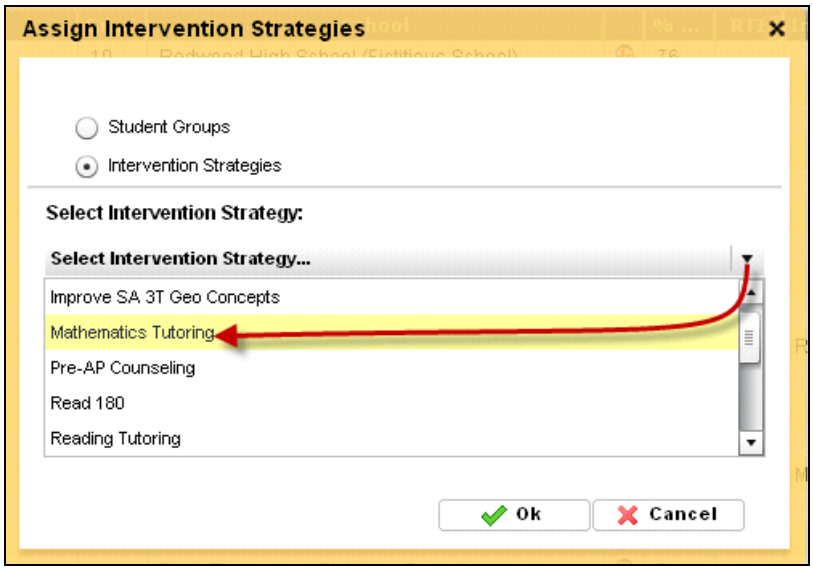
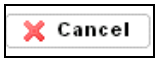


Figure 13-18

- **Click** the

button to add assign the intervention strategy to the students or **click** the 

button to cancel.

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