



# ☐ User Guide

**Version 5.1**

Copyright © 2010 Pearson Education, Inc. or its affiliate(s).

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without permission in writing from the copyright owner. Contact NCS Pearson, Inc., Educational Assessment, San Antonio, Texas; 1-800-228-0752.

"Pearson," the Pearson logo and "Pearson Inform" are trademarks of Pearson Education, Inc. or its affiliate(s) in the U.S. and/or other countries.



## Table of Contents

<b>User Guide Version 5.1</b>	<b>1</b>
1 Introduction	6
1.1 Purpose	6
1.2 Who Should Use This Guide	6
1.3 Our Mission	7
1.4 About Pearson	7
2 Getting Started	8
2.1 Work Environment	8
2.2 Important Terms	9
2.3 Accessing and Exiting the System	10
2.3.1 To Log In:	10
2.3.2 To Log Out:	11
2.4 System Layout Overview	12
3 Dashboard Navigation	13
3.1 Dashboard Tab Control	13
3.2 Toolbar	14
3.3 Default Daily View	15
3.3.1 Manage Default Daily Views Layout	16
3.3.2 Add a Default Daily View	17
4 Primary Dashboard	19
5 Using the Library	24
5.1 Reviewing the Report Library Layout	24
5.2 Organizing the Report Library	26
5.2.1 Enter Edit Mode	26
5.2.2 Adding a Folder	26
5.2.3 Editing a Folder	27
5.2.4 Deleting a Folder	28
5.2.5 Editing Report Settings	30
5.2.6 Deleting a Report	31
5.2.7 Moving Dashboards and Reports between Folders	32
6 Working with Reports	34
6.1 Report Layout Overview	34
6.2 Report Views	36
6.2.1 Chart View	36
6.2.2 Table View	37
6.3 Modifying Charts and Tables Displays	38
6.3.1 Modifying Charts	38
6.3.2 Modifying Tables	42
6.4 Drilling Down into Data	44
6.4.1 Drill Down Categories	44
6.5 Viewing Criteria and Modifying a Query	51
6.5.1 Viewing Criteria of a Report	51
6.5.2 Modifying a Query	54
6.6 Saving and Sharing Reports	56

6.7	Printing and Exporting Report Data.....	59
6.7.1	Printing a Report.....	59
6.7.2	Exporting Report Data .....	62
7	Context Navigation .....	63
7.1	What Does Context Refer To? .....	63
7.2	Fixed and Floating Contexts .....	67
7.3	Changing the Context of the Dashboard .....	71
7.4	Changing the Context of a Report .....	74
8	Generating New Reports .....	76
8.1	Navigating the Query Engine .....	76
8.1.1	Creating a New Query.....	76
8.2	Constructing a Student Performance Summary Query (Query 1).....	79
8.2.1	Querying the Student Performance Summary by Concept .....	86
8.3	Using Disaggregators .....	92
8.4	Constructing a Distribution of Student Scores Query (Query 2) .....	94
8.5	Constructing a Demographic Profile Query (Query 3).....	96
8.6	Constructing a School Comparison Query (Query 4).....	97
8.7	Constructing a Test Performance vs. Course Grades Query (Query 9) .....	101
8.8	Constructing a Test Item Analysis Query (Query 10).....	104
8.9	Constructing a Student Performance Gains Query (Query 11) .....	107
8.10	Constructing a Student Performance vs. AYP Goals Query (Query 12).....	110
9	Student Dashboard .....	113
9.1	Searching for a Student .....	113
9.1.1	Student Search by Name .....	113
9.1.2	Student Search by Alphabetical Listing .....	116
9.1.3	Student Search by Student ID.....	118
9.2	Student Dashboard Areas.....	121
9.2.1	Student Assessment Profile View .....	121
9.2.2	Academic Improvement Plan (AIP) View .....	122
9.2.3	Score Entry View.....	126
9.2.4	Course Grades View.....	130
10	Academic Improvement Plans (AIP) .....	131
10.1	View a Current Academic Improvement Plan .....	131
10.2	Viewing the Members of an AIP .....	131
10.3	Create a New Academic Improvement Plan.....	132
10.4	Edit a Current AIP .....	136
10.5	Delete a Current AIP .....	136
11	Intervention Strategies .....	138
11.1	View Current Intervention Strategies.....	138
11.2	View the Members of a Current Intervention Strategy.....	139
11.3	Create New Intervention Strategies .....	140
11.4	Edit a Current Intervention Strategies.....	141
11.5	Delete a Current Intervention Strategy .....	142
12	Target Student Groups .....	143
12.1	View Current Target Student Groups .....	143
12.2	View the Members of Current Target Student Groups .....	144
12.3	Create New Target Student Groups .....	145
12.3.1	Creating a New Target Group from a Report .....	145



- 12.3.2 View Available Intervention Group Criteria .....150
- 12.3.3 Create a New Intervention Group Criteria.....151
- 12.3.4 Edit a Current Intervention Group Criteria .....156
- 12.3.5 Assigning Students to a Target Group via Intervention Group Criteria .....157
- 13 Assigning Intervention Activities.....159
  - 13.1 Assigning Intervention Activities to Target Groups .....159
  - 13.2 Assigning Students to an Intervention Activity from Report .....161

A series of light gray squares of various sizes are scattered across the top of the page, some overlapping.

# 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.



## 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.

## 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
<b>DSL or cable modem</b>
<b>Dial-up connection</b> <i>A dial-up connection can be used. However, some applications may not run properly.</i>



## 2.2 Important Terms

---

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

## 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*.

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.

## 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.

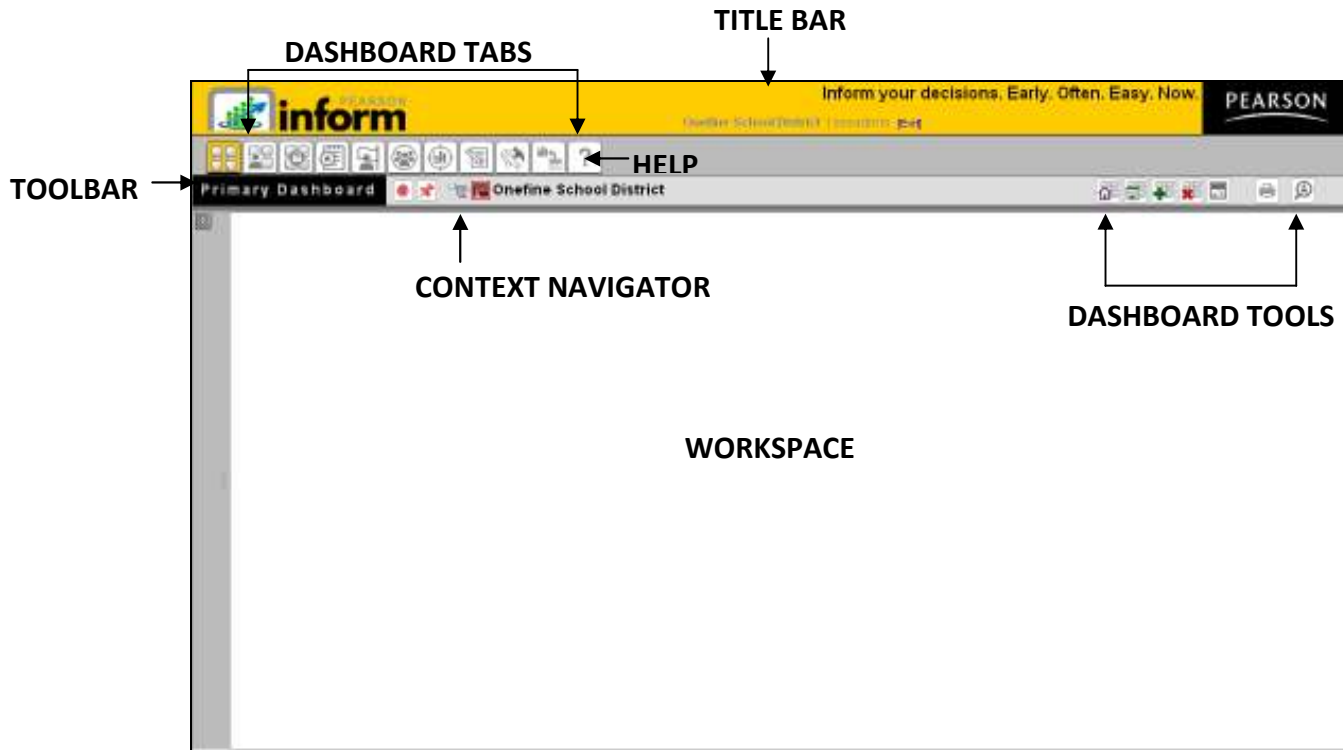


Figure 2-3

## 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:

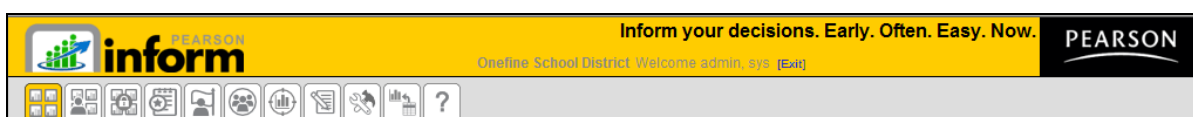















Figure 3-1

-  *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.

-  *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:

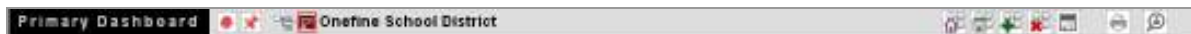













Figure 3-2


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.

-  *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:

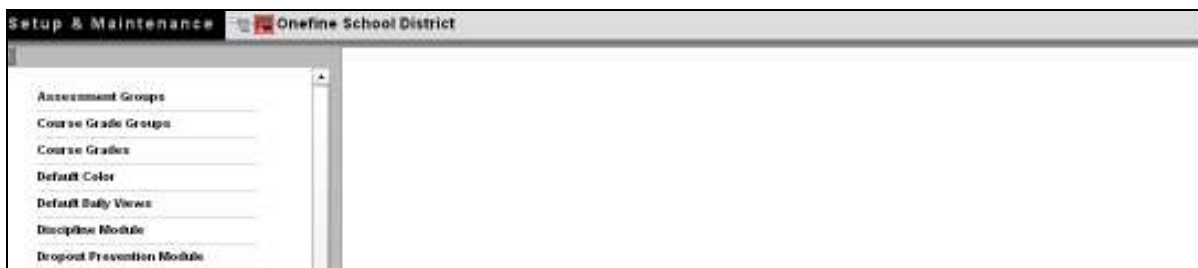


Figure 3-3

- 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.










Default Daily Views			
Manage Default Daily Views			
		Description	Default View
1	 	Principal Dashboard	.State Assessment Dashboard - .State Assessment Dashboard
2	 	Teacher Dashboard	.Teacher Dashboard - .Teacher Dashboard

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...



-  Print list...

### 3.3.2 Add a Default Daily View

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

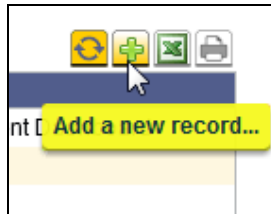


Figure 3-6

The *Default Daily View Editor* displays:

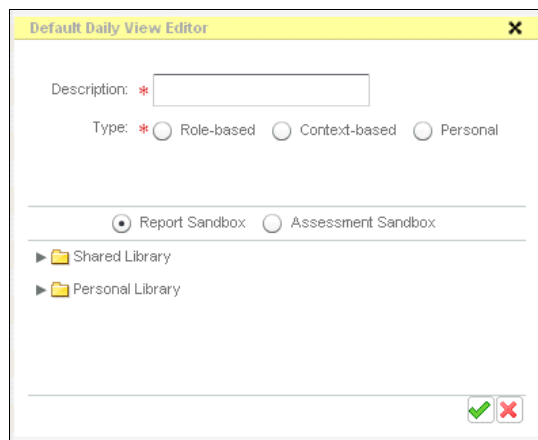




Figure 3-7

- **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.

- *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:






Default Daily Views					
Manage Default Daily Views					
		Description	Default View	Type	Dashboard
1		DisAdmin - CIP Dashboard	.CIP Dashboard -	Role-based: distadmin	Yes
2		SchoolAdmin- CIP Dashboard	.CIP Dashboard -	Role-based: schooladmin	Yes
3		Teacher - CIP Dashboard	.CIP Dashboard -	Role-based: teacher	Yes
4		SysAdmin - CIP Dashboard	.CIP Dashboard -	Role-based: sysadmin	Yes

Figure 3-8

## 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.

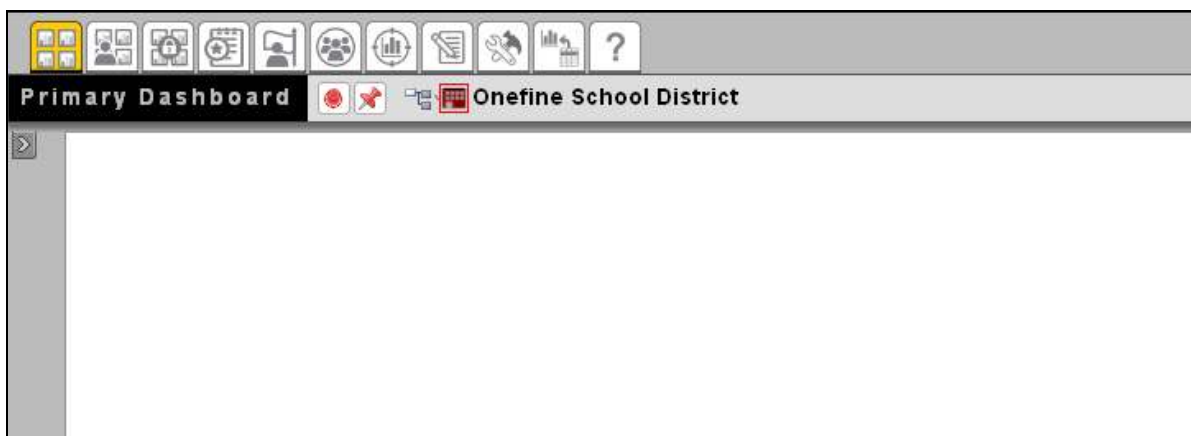


Figure 4-1

To display a dashboard in the *Primary Dashboard*:

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



Figure 4-2

The *Report Library* panel will display:



Figure 4-3

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

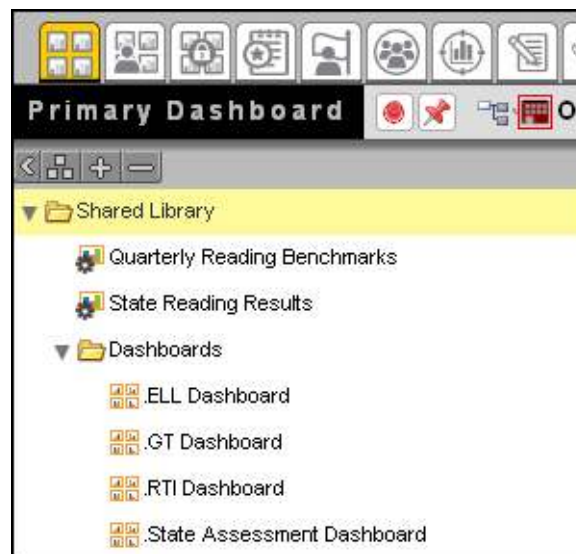


Figure 4-4

- Click on a  dashboard title.

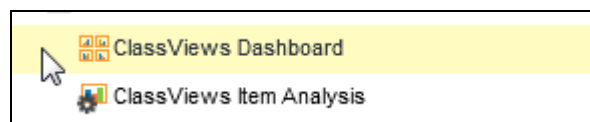


Figure 4-5

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



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.

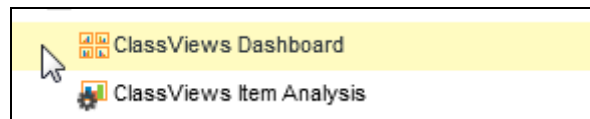


Figure 4-7

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

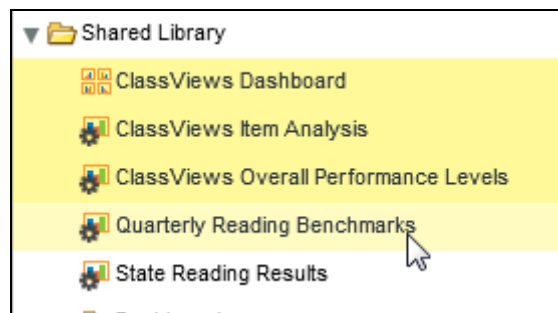


Figure 4-8

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

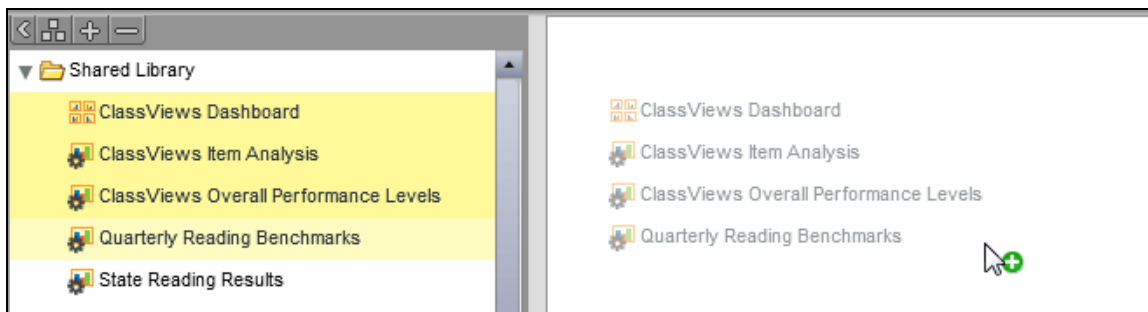



Figure 4-9

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*.

## 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.

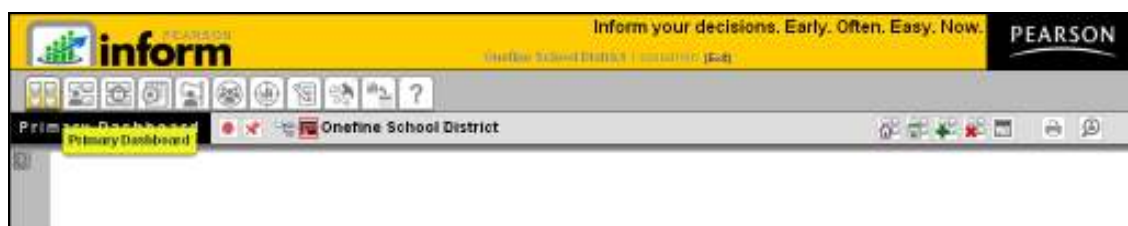


Figure 5-1

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



Figure 5-2

A toolbar and two folders will display:



Figure 5-3




 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.

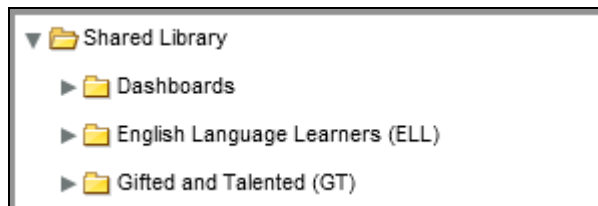


Figure 5-4




### *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

## 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:

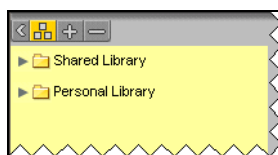


Figure 5-6

### 5.2.2 Adding a Folder

To add a folder:

- Click anywhere inside the panel.

The  *Add Folder* option displays:

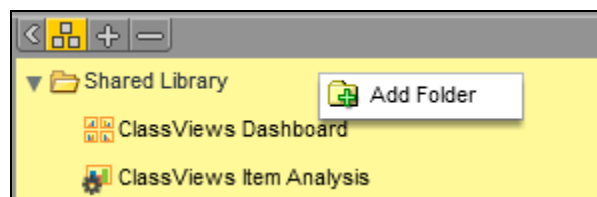
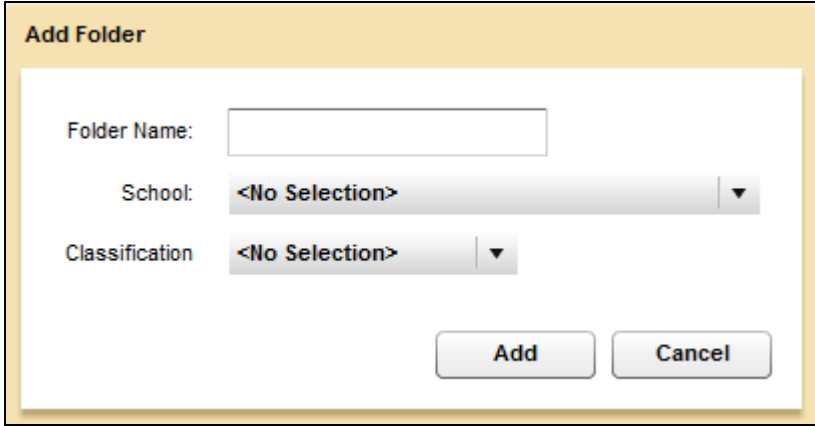


Figure 5-7

- Click  *Add Folder*.

The *Add Folder* pop-up window displays:



The **Add Folder** window contains the following fields:


- Folder Name:** A text input field.
- School:** A dropdown menu with the current selection "<No Selection>".
- Classification:** A dropdown menu with the current selection "<No Selection>".
- Buttons:** "Add" and "Cancel" buttons at the bottom right.

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:

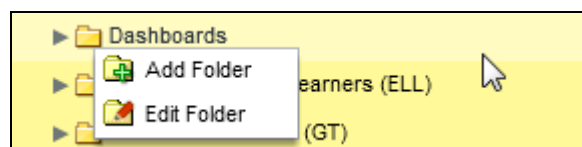


Figure 5-9

- Click  *Edit Folder*.

The *Edit Folder* pop-up window displays:

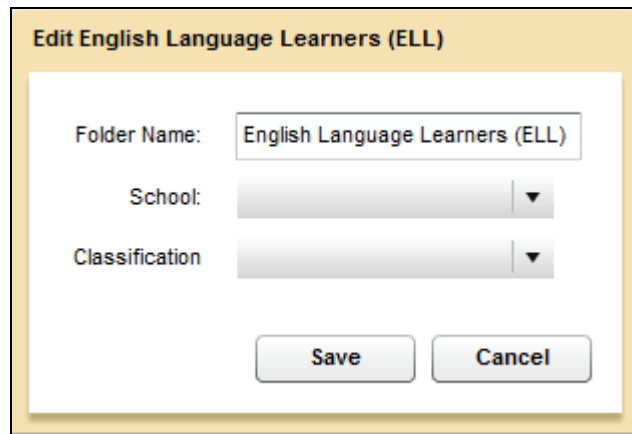


Figure 5-10


- 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.

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

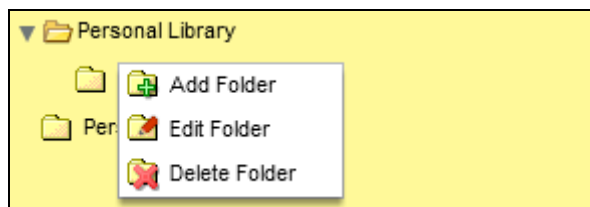


Figure 5-11

- Click  *Delete Folder*.

The delete *Confirmation* box displays.

- Click Yes or No.

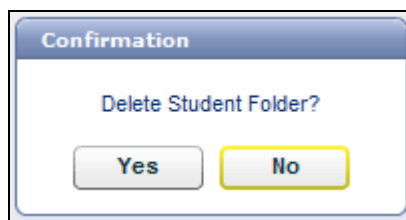





Figure 5-12

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.

## 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:

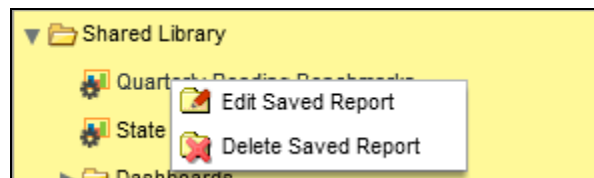



Figure 5-13

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

### Edit .ELL Dashboard

Title:

Description:

☐ Dynamic Report
 ☐ Static Report

Access Type	Users	Context	Scope
<input checked="" type="radio"/> Personal <input type="radio"/> Shared	admin001 All Users	<input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School <input checked="" type="checkbox"/> Teacher/Course <input type="checkbox"/> General Public	Pearson School District <input checked="" type="radio"/> All Schools In Pearson School District <input checked="" type="radio"/> All Classes In Pearson School District

Personal Library


Figure 5-14

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




Figure 5-15

- 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:

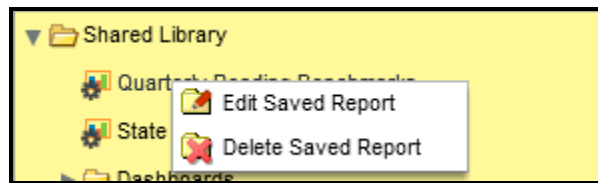


Figure 5-16

- Click  *Delete Saved Report*.

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

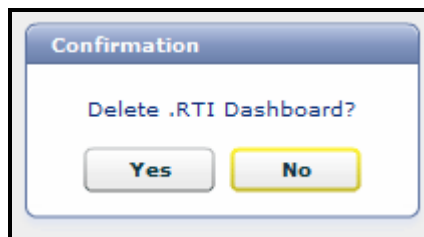




Figure 5-17

- 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.

## 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.

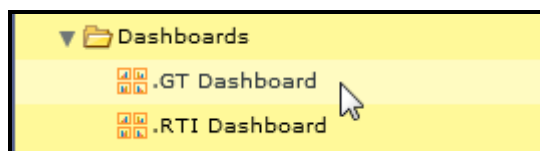


Figure 5-18

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

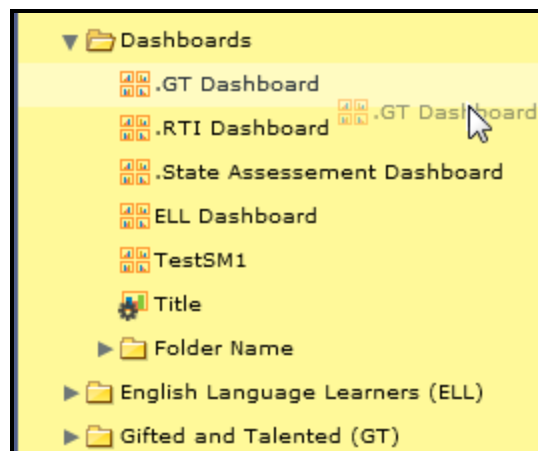


Figure 5-19

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

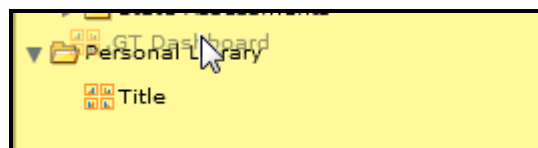


Figure 5-20

The report will display in the new folder:



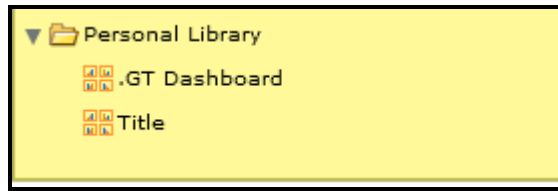


Figure 5-21

- Click  to exit edit mode.

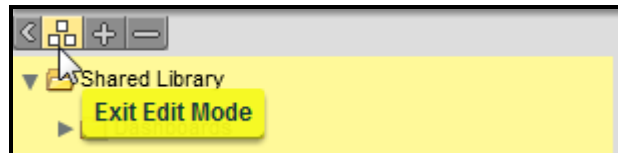




Figure 5-22

# 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:

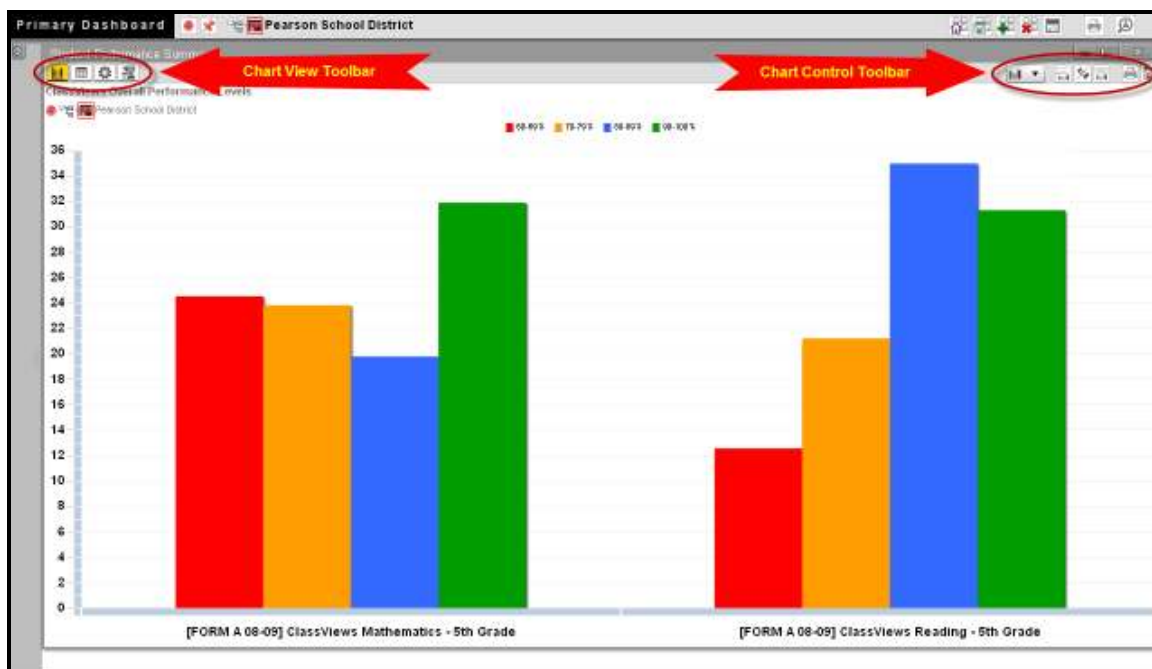



Figure 6-1









The *Chart View Toolbar* contains:

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



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.

## 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.

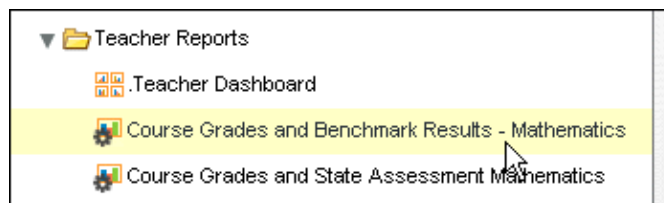


Figure 6-2

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

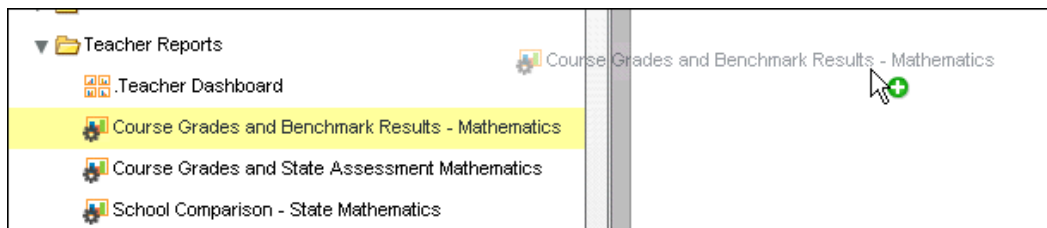


Figure 6-3

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

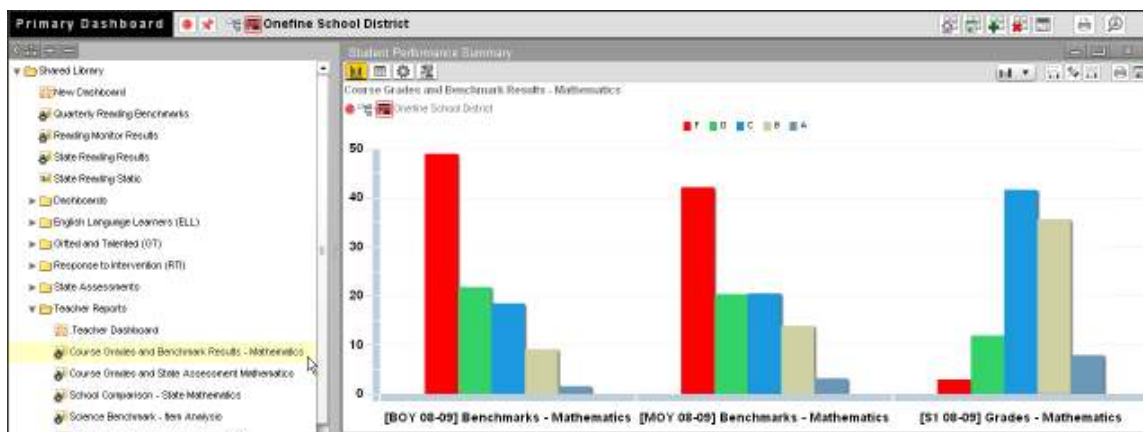




Figure 6-4

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.

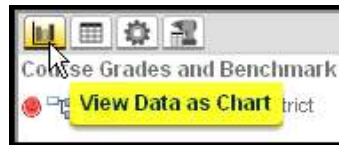


Figure 6-5

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*:

Student Performance Summary											
Course Grades and Benchmark Results - Mathematics											
Online School District											
<input type="checkbox"/> Show Full Standards Descriptions											
Questions with Asterisk (*) indicate Composed Response type questions											
Assessment	Total		F		D		C				
	#	Avg	#	%	Avg	#	%	Avg	#	%	
1 [BOY 08-09] Benchmarks - Mathematics	757	56.2	371	49	41.58	165	21.79	62.58	140	18.49	
2 [MOY 08-09] Benchmarks - Mathematics	757	59.22	319	42.14	41.24	154	20.34	62.79	155	20.47	
3 [B1 08-09] Grades - Mathematics	545	77.45	16	2.93	53.5	65	11.92	65.37	227	41.65	

Figure 6-7

## 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.

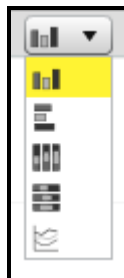


Figure 6-9



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

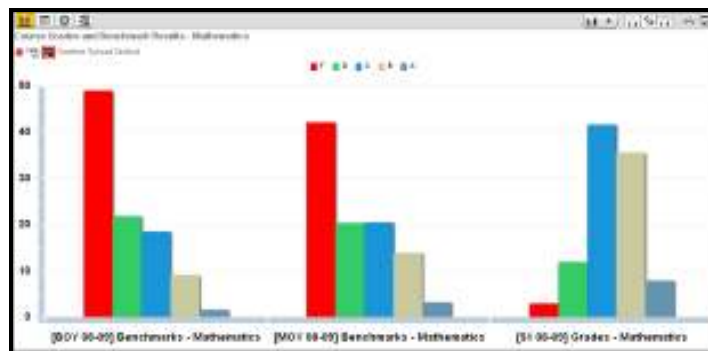


Figure 6-10



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

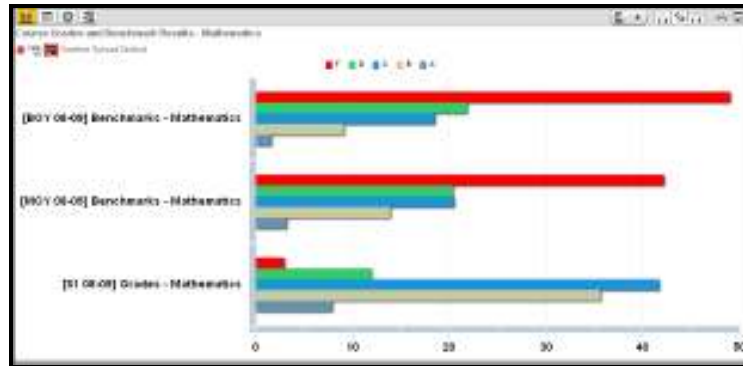


Figure 6-11



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

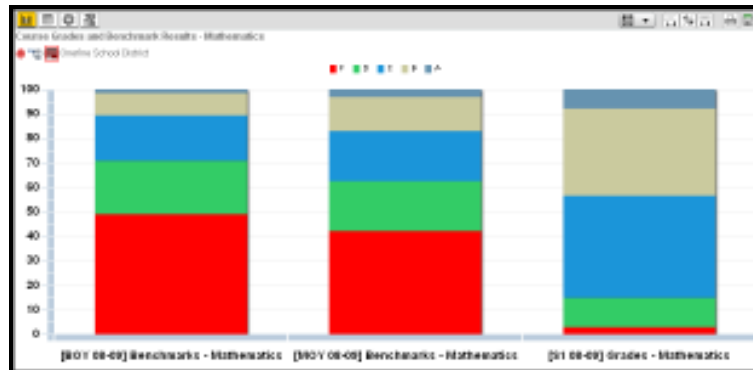


Figure 6-12



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

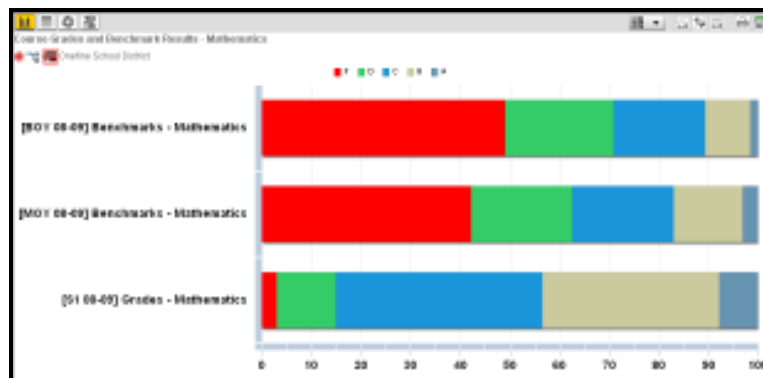


Figure 6-13



Click to display a horizontal trend line chart:

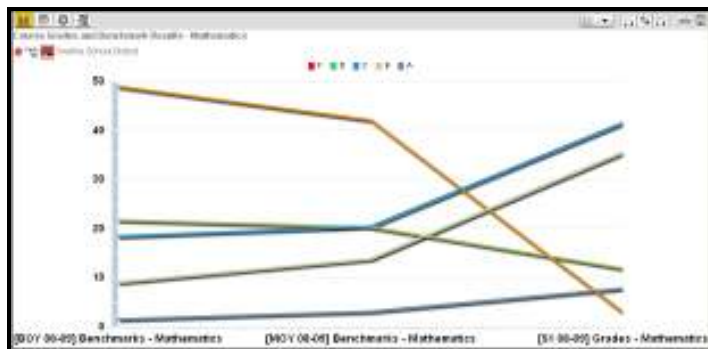


Figure 6-14

Other options include:



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

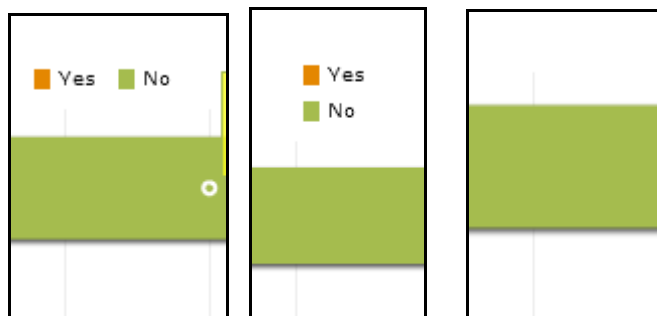


Figure 6-15



Click to swap chart variables:

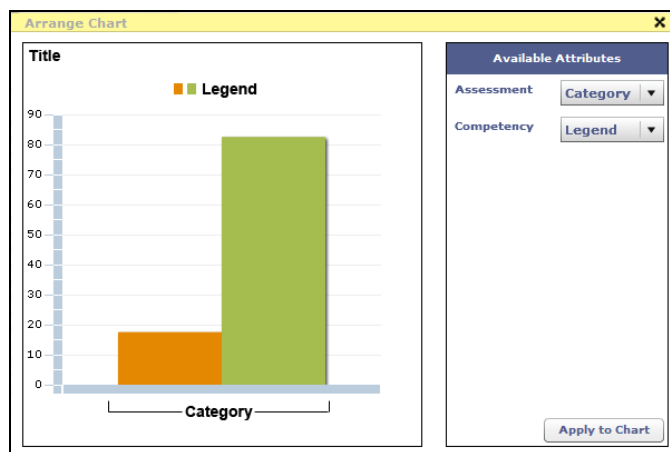

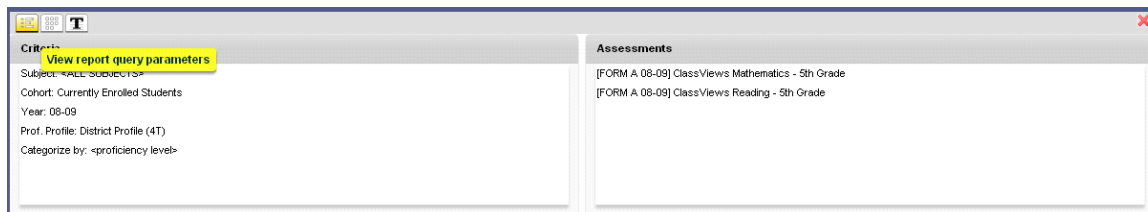


Figure 6-16



 Click to toggle more chart information:

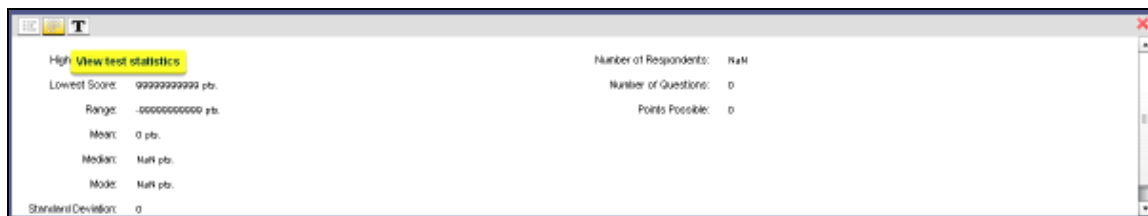
 Click to *View report query parameters*



Criteria	Assessments
<b>View report query parameters</b> Subject: <ALL SUBJECTS> Cohort: Currently Enrolled Students Year: 08-09 Prof. Profile: District Profile (4T) Categorize by: <proficiency level>	[FORM A 08-09] ClassViews Mathematics - 5th Grade [FORM A 08-09] ClassViews Reading - 5th Grade

Figure 6-17

 Click to *View test statistics:*



High	View test statistics	Number of Respondents:	N/A
Lowest Score:	0000000000 pbs.	Number of Questions:	0
Range:	0000000000 pbs.	Points Possible:	0
Mean:	0 pbs.		
Median:	N/A pbs.		
Mode:	N/A pbs.		
Standard Deviation:	0		

Figure 6-18

 Click to *View Narrative / Notes:*



Narrative / Notes

Figure 6-19



Click the  to *Close this Panel:*

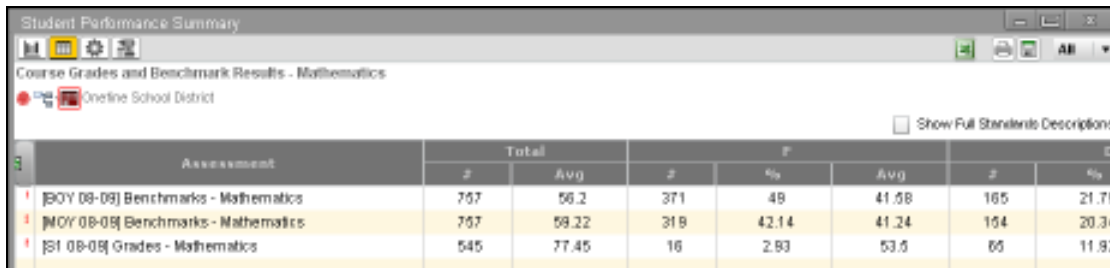


Figure 6-20

## 6.3.2 Modifying Tables

To modify tables:

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



Assessment	Total		F		D	
	#	Avg	#	%	Avg	%
[BOY 08-09] Benchmarks - Mathematics	757	56.2	371	49	41.58	21.79
[MOY 08-09] Benchmarks - Mathematics	757	59.22	319	42.14	41.24	20.34
[S1 08-09] Grades - Mathematics	545	77.45	16	2.93	53.5	11.92

Figure 6-21

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

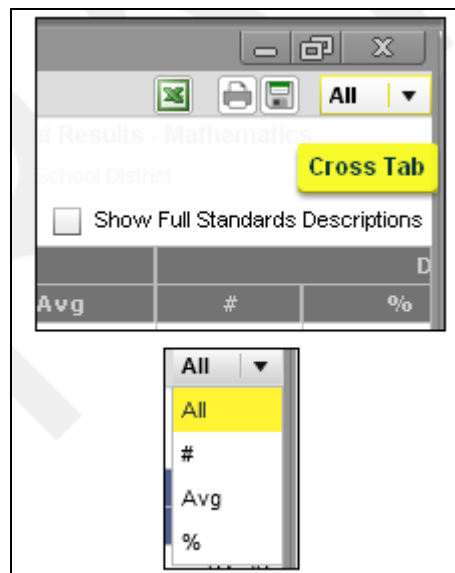
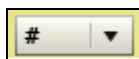
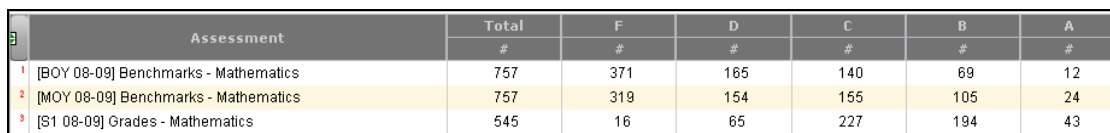


Figure 6-22

- 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:

	Assessment	Total	F	D	C	B	A
		Avg	Avg	Avg	Avg	Avg	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

## 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.

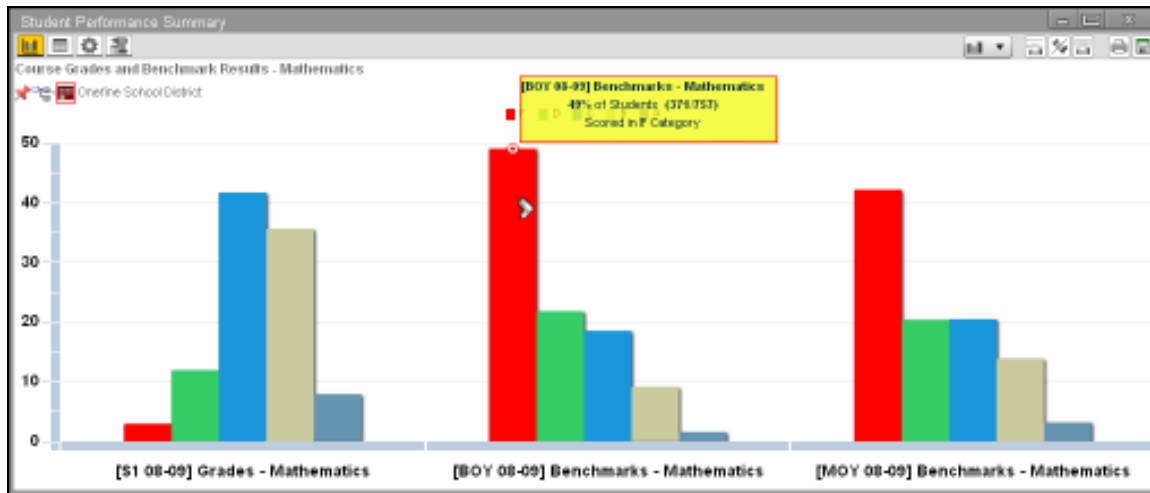



Figure 6-26

### 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*

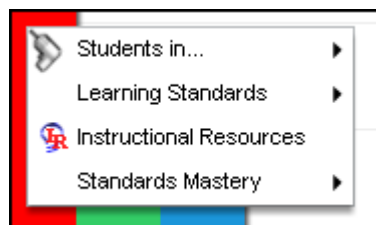


Figure 6-27

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

Students in...

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

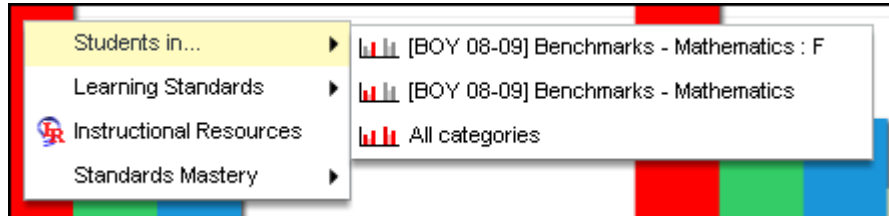


Figure 6-28

- Students in that single color segment:

Students in that single color segment	Students	Scores	Students	Scores
150119	Adams, Caleb (Fictional Student)	10th Grade	Redwood High School (Fictional School)	55
150120	Adams, Lisa (Fictional Student)	10th Grade	Redwood High School (Fictional School)	55
150121	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150122	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150123	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150124	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150125	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150126	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150127	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150128	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150129	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150130	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150131	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150132	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150133	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150134	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150135	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150136	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150137	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150138	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150139	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150140	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55

Figure 6-29

- Students in that single category, all colors:

Students in that single category, all colors	Students	Scores	Students	Scores
150119	Adams, Caleb (Fictional Student)	10th Grade	Redwood High School (Fictional School)	55
150120	Adams, Lisa (Fictional Student)	10th Grade	Redwood High School (Fictional School)	55
150121	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150122	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150123	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150124	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150125	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150126	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150127	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150128	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150129	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150130	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150131	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150132	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150133	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150134	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150135	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150136	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150137	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150138	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150139	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55
150140	Adams, Lisa (Fictional Student)	8th Grade	Springdale Intermediate (Fictional School)	55

Figure 6-30

- Students in all categories, all colors:

Item ID	Item Name	Item Type	Item Level	Item Score	Item Status
11111	Item 1	Item Type 1	Item Level 1	Item Score 1	Item Status 1
11112	Item 2	Item Type 2	Item Level 2	Item Score 2	Item Status 2
11113	Item 3	Item Type 3	Item Level 3	Item Score 3	Item Status 3
11114	Item 4	Item Type 4	Item Level 4	Item Score 4	Item Status 4
11115	Item 5	Item Type 5	Item Level 5	Item Score 5	Item Status 5
11116	Item 6	Item Type 6	Item Level 6	Item Score 6	Item Status 6
11117	Item 7	Item Type 7	Item Level 7	Item Score 7	Item Status 7
11118	Item 8	Item Type 8	Item Level 8	Item Score 8	Item Status 8
11119	Item 9	Item Type 9	Item Level 9	Item Score 9	Item Status 9
11120	Item 10	Item Type 10	Item Level 10	Item Score 10	Item Status 10
11121	Item 11	Item Type 11	Item Level 11	Item Score 11	Item Status 11
11122	Item 12	Item Type 12	Item Level 12	Item Score 12	Item Status 12
11123	Item 13	Item Type 13	Item Level 13	Item Score 13	Item Status 13
11124	Item 14	Item Type 14	Item Level 14	Item Score 14	Item Status 14
11125	Item 15	Item Type 15	Item Level 15	Item Score 15	Item Status 15
11126	Item 16	Item Type 16	Item Level 16	Item Score 16	Item Status 16
11127	Item 17	Item Type 17	Item Level 17	Item Score 17	Item Status 17
11128	Item 18	Item Type 18	Item Level 18	Item Score 18	Item Status 18
11129	Item 19	Item Type 19	Item Level 19	Item Score 19	Item Status 19
11130	Item 20	Item Type 20	Item Level 20	Item Score 20	Item Status 20

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:

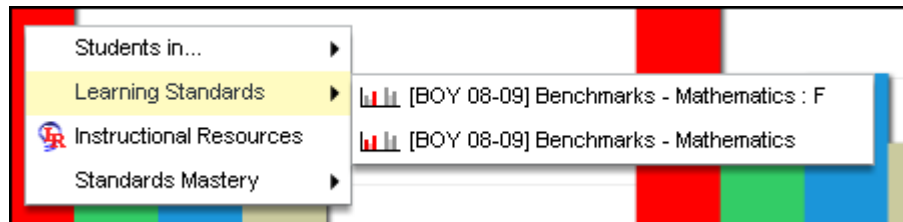


Figure 6-32

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

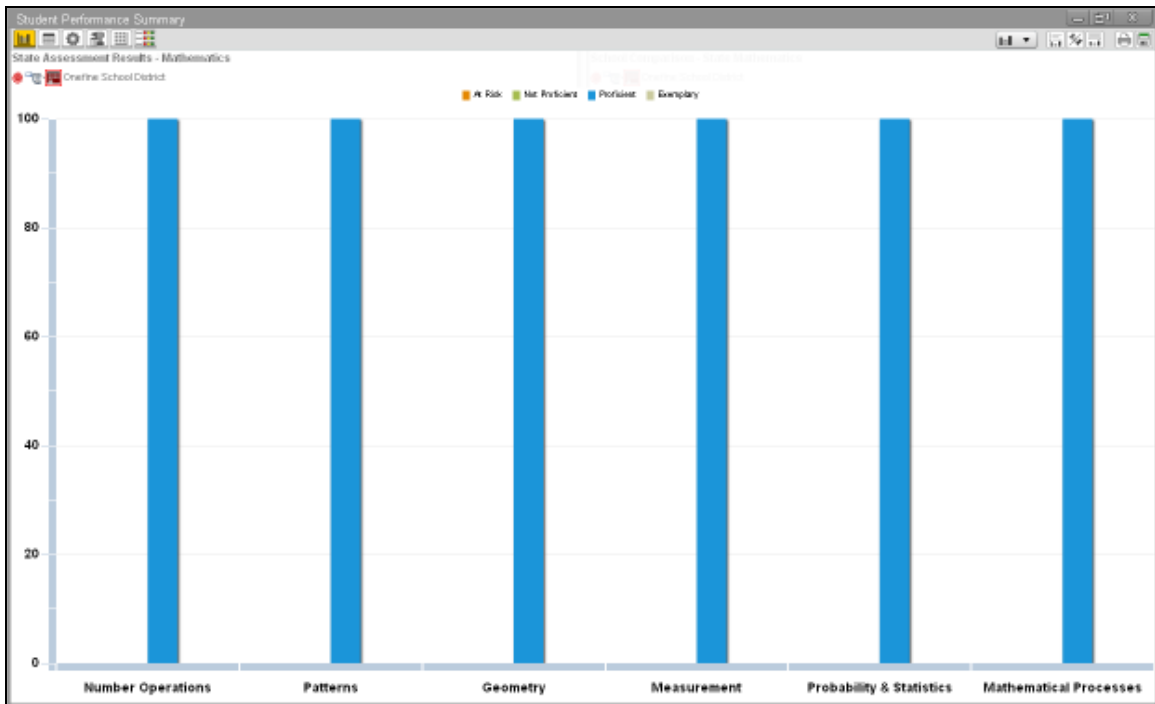


Figure 6-33

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

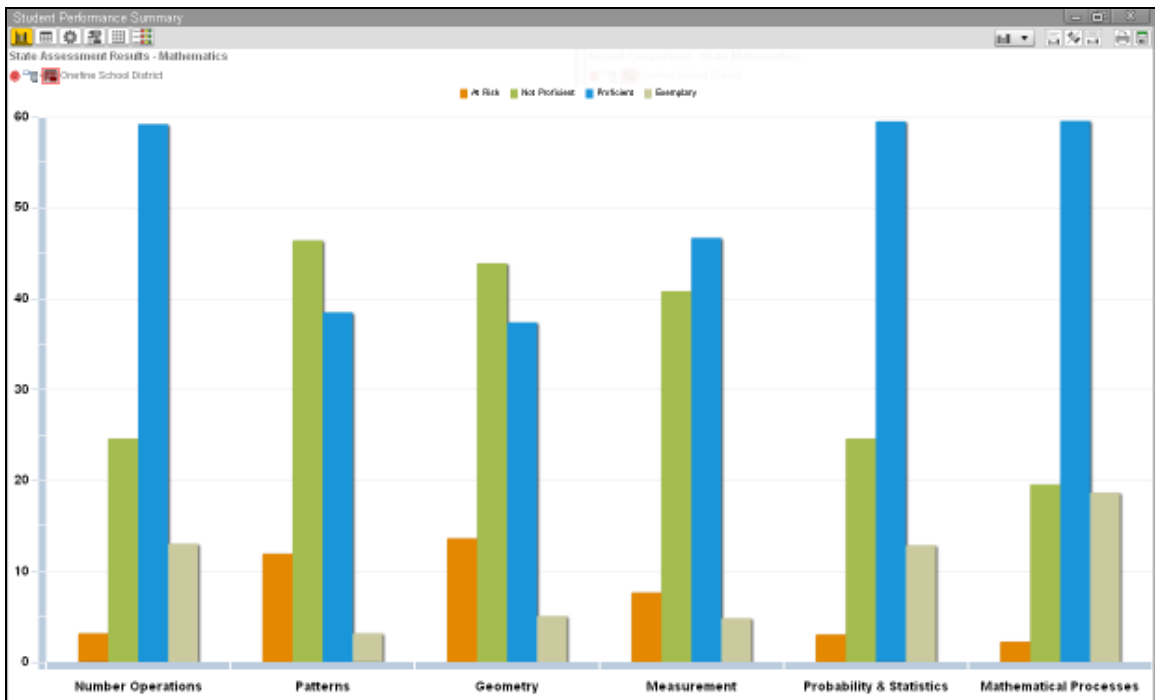


Figure 6-34

## Instructional Resources

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

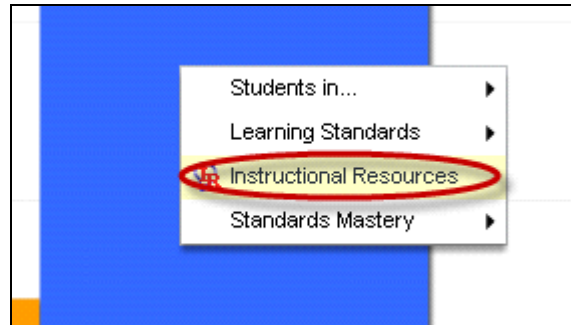


Figure 6-35

**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



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

Student Performance Summary  
State Assessment Results - Mathematics  
Pearson School District

Records Per Page: 10 | Records: 1-10 | 11-20 | 21-30 | 31-40 | Total Records: 46/46

Student ID	Student Name	Grade	School
115943	Abadie, Lynn (Fictitious Student)	10	Redwood High School (Fictitious School)
153208	Abby, Keith (Fictitious Student)	10	Redwood High School (Fictitious School)
116660	Abdul, Woodrow (Fictitious Student)	5	Birch Elementary (Fictitious School)
101774	Abel, Marc (Fictitious Student)	1	Ash Elementary (Fictitious School)
132508	Aben, Vincent (Fictitious Student)	5	Ash Elementary (Fictitious School)
122504	Aberle, Albin (Fictitious Student)	10	Redwood High School (Fictitious School)
121109	Abler, Roosevelt (Fictitious Student)	5	Ash Elementary (Fictitious School)
158857	Abrahamson, Ruben (Fictitious Student)	9	Redwood High School (Fictitious School)
101369	Abrams, Harlan (Fictitious Student)	5	Ash Elementary (Fictitious School)
103202	Abrecht, Mike (Fictitious Student)	9	Redwood High School (Fictitious School)
110684	Abron, Danuta (Fictitious Student)	10	Redwood High School (Fictitious School)
134347	Achilles, Brady (Fictitious Student)	9	Sycamore Intermediate (Fictitious School)
153193	Ackers, Tony (Fictitious Student)	9	Redwood High School (Fictitious School)
102384	Adamson, Dallas (Fictitious Student)	9	Redwood High School (Fictitious School)
113123	Adby, Andrea (Fictitious Student)	7	Evergreen Intermediate (Fictitious School)
113873	Adelson, Alphonso (Fictitious Student)	9	Redwood High School (Fictitious School)
115003	Aden, Jeremy (Fictitious Student)	1	Birch Elementary (Fictitious School)
158941	Adin, September (Fictitious Student)	9	Evergreen Intermediate (Fictitious School)
108862	Adkinson, Benjamin (Fictitious Student)	8	Evergreen Intermediate (Fictitious School)
102473	Adler, Craig (Fictitious Student)	4	Ash Elementary (Fictitious School)
158940	Adriance, Jaffy (Fictitious Student)	9	Evergreen Intermediate (Fictitious School)

Figure 6-37

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

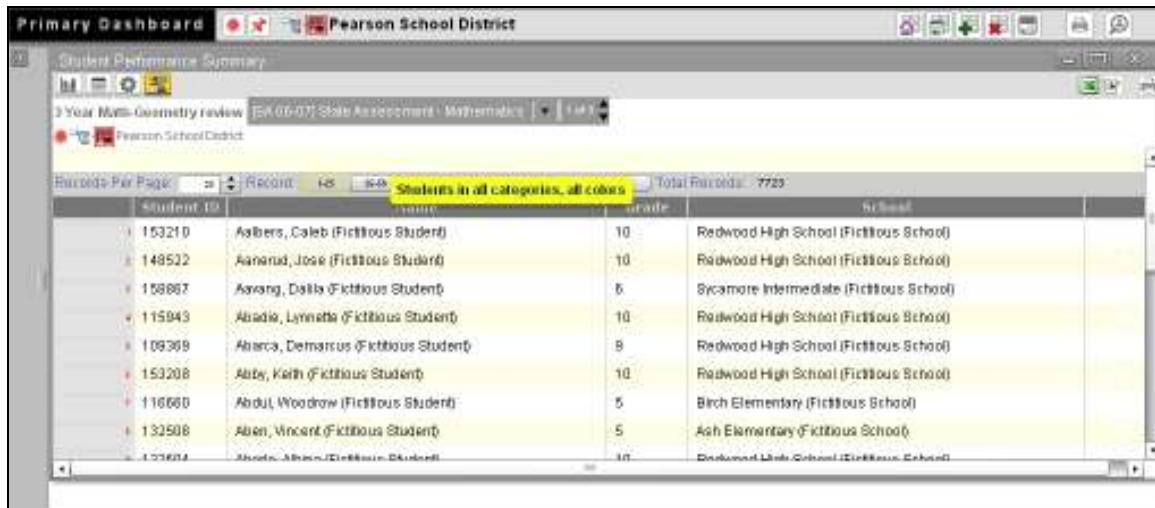
Student Performance Summary  
State Assessment Results - Mathematics  
Pearson School District

Records Per Page: 10 | Records: 1-10 | 11-20 | 21-30 | 31-40 | Total Records: 50/52

Student ID	Student Name	Grade	School
153210	Ackers, Tony (Fictitious Student)	10	Redwood High School (Fictitious School)
148522	Aanestad, Jose (Fictitious Student)	10	Redwood High School (Fictitious School)
158867	Avang, Della (Fictitious Student)	6	Sycamore Intermediate (Fictitious School)
115943	Abadie, Lynn (Fictitious Student)	10	Redwood High School (Fictitious School)
109369	Abarca, Demarcus (Fictitious Student)	9	Redwood High School (Fictitious School)
153208	Abby, Keith (Fictitious Student)	10	Redwood High School (Fictitious School)
116660	Abdul, Woodrow (Fictitious Student)	5	Birch Elementary (Fictitious School)
101774	Abel, Marc (Fictitious Student)	1	Ash Elementary (Fictitious School)
132508	Aben, Vincent (Fictitious Student)	5	Ash Elementary (Fictitious School)
122504	Aberle, Albin (Fictitious Student)	10	Redwood High School (Fictitious School)
101685	Abemathie, Lurio (Fictitious Student)	2	Ash Elementary (Fictitious School)
112109	Abie, David (Fictitious Student)	8	Sycamore Intermediate (Fictitious School)
121109	Abler, Roosevelt (Fictitious Student)	5	Ash Elementary (Fictitious School)
104538	Abner, Augustine (Fictitious Student)	10	Redwood High School (Fictitious School)
136421	Abott, Judson (Fictitious Student)	6	Evergreen Intermediate (Fictitious School)
134351	Abrahamson, Elijah (Fictitious Student)	7	Evergreen Intermediate (Fictitious School)
158857	Abrahamson, Ruben (Fictitious Student)	9	Redwood High School (Fictitious School)
101369	Abrams, Harlan (Fictitious Student)	5	Ash Elementary (Fictitious School)
153202	Abrecht, Mike (Fictitious Student)	9	Redwood High School (Fictitious School)
134350	Abreo, April (Fictitious Student)	7	Sycamore Intermediate (Fictitious School)
110684	Abron, Danuta (Fictitious Student)	10	Redwood High School (Fictitious School)

Figure 6-38

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



Primary Dashboard Pearson School District

Student Performance Summary

3 Year Math Geometry review [EIA 05-07] State Assessment: Mathematics 1 of 1

Pearson School District

Records Per Page: 25 Record: 145 of 145 Students in all categories, all colors Total Records: 7723

Student ID	Name	Grade	School
153210	Asibero, Caleb (Fictitious Student)	10	Redwood High School (Fictitious School)
148522	Aanerud, Jose (Fictitious Student)	10	Redwood High School (Fictitious School)
158867	Avang, Della (Fictitious Student)	5	Sycamore Intermediate (Fictitious School)
115943	Abadie, Lynnette (Fictitious Student)	10	Redwood High School (Fictitious School)
109369	Abanca, Demarius (Fictitious Student)	8	Redwood High School (Fictitious School)
153208	Abby, Keith (Fictitious Student)	10	Redwood High School (Fictitious School)
116660	Abdul, Woodrow (Fictitious Student)	5	Birch Elementary (Fictitious School)
132508	Allen, Vincent (Fictitious Student)	5	Ash Elementary (Fictitious School)
127604	Alston, Abner (Fictitious Student)	10	Redwood High School (Fictitious School)

Figure 6-39

## 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:

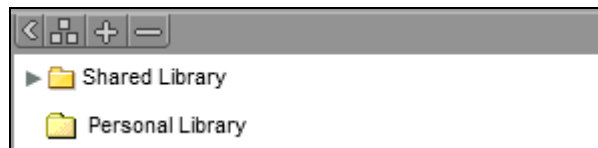





Figure 6-42

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

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

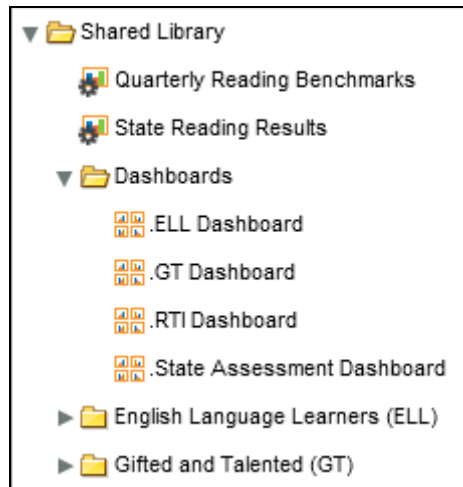


Figure 6-43

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

A list of reports will display:

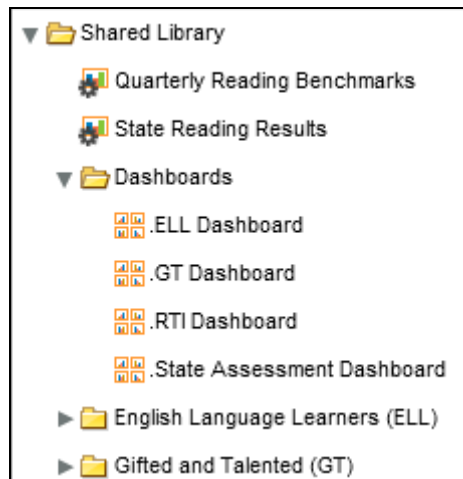


Figure 6-44

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

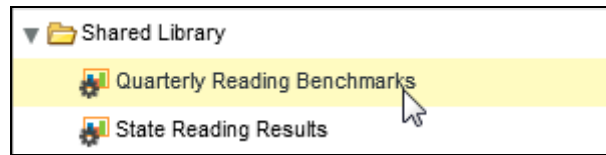


Figure 6-45

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

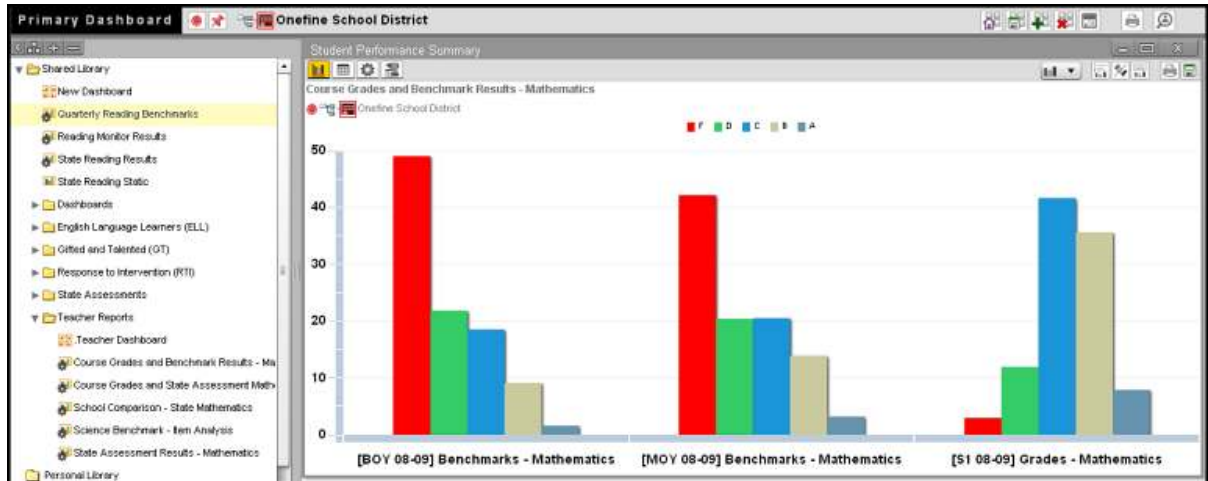



Figure 6-46

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:

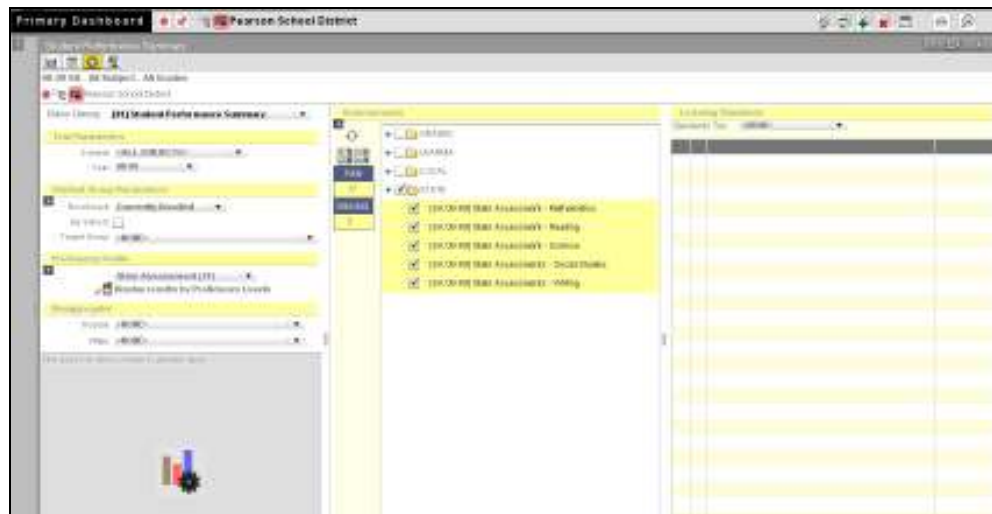


Figure 6-47

## 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.

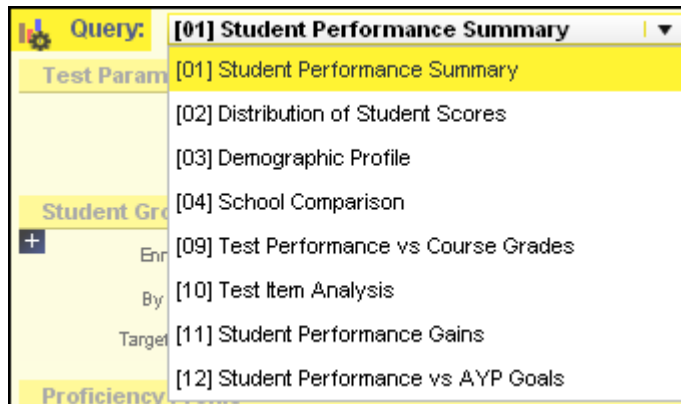


Figure 6-48

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


A screenshot of a software interface showing two sections: 'Test Parameters' and 'Student Group Parameters'. The 'Test Parameters' section has a 'Subject:' dropdown menu with '<SELECT A SUBJECT>' selected and a 'Year:' dropdown menu with '09-10' selected. The 'Student Group Parameters' section has a plus sign icon and an 'Enrollment:' dropdown menu with 'Currently Enrolled' selected.

Figure 6-49

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

A screenshot of a software interface showing a section titled 'Disaggregator'. Below the title is a 'Filter:' dropdown menu with '<NONE>' selected.

Figure 6-50

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

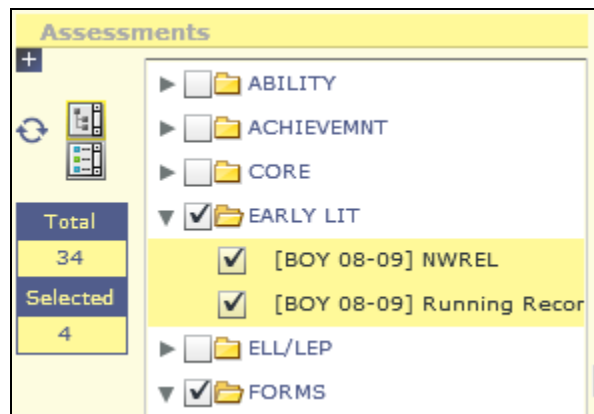


Figure 6-51


- Click  to generate the report for the new query.



Figure 6-52



## 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.

**Save Current Report**

Title: ClassViews Overall Performance Levels  
Description: null\_string

☒ Dynamic Report ☐ Static Report

Access Type	Users	Context	Scope
<input type="radio"/> Personal <input checked="" type="radio"/> Shared	dolark All Users	<input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School <input checked="" type="checkbox"/> Teacher/Course <input checked="" type="checkbox"/> General Public	Online School District <input checked="" type="radio"/> All Schools In Online School District <input checked="" type="radio"/> All Classes In Online School District

► Shared Library  
► Personal Library



Save (Replace) Save (New) Cancel

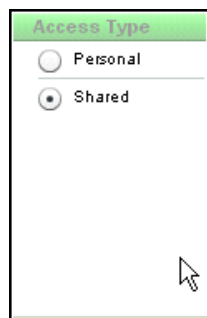
Figure 6-54



- 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.**

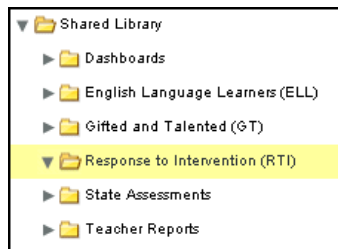
- In the *Description* field, **type** a brief description, if needed.
- **Select** the  *Static Report* option to save the query as a report with constant data, a snapshot in time.
- **Select** the  *Dynamic Report* option to save the query as an active report that reflects the most current data.
-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



The image shows a dialog box titled "Access Type". It contains two radio button options: "Personal" and "Shared". The "Shared" option is selected, indicated by a filled circle next to it. A mouse cursor is visible at the bottom right of the dialog box.

**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**


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



Figure 6-57

## 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*.

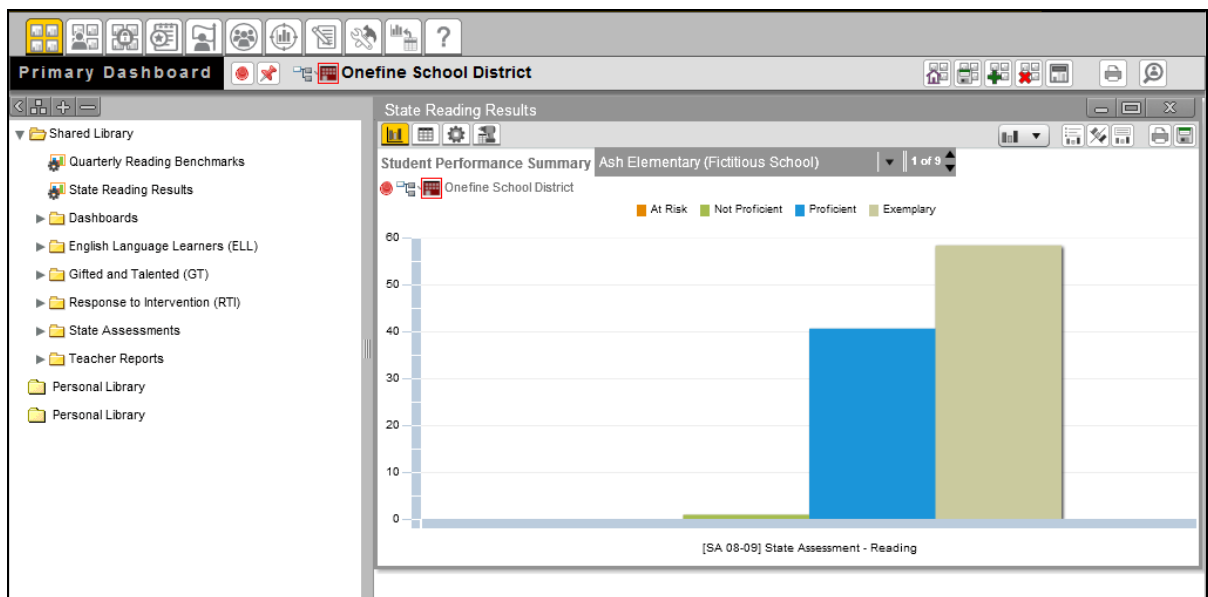

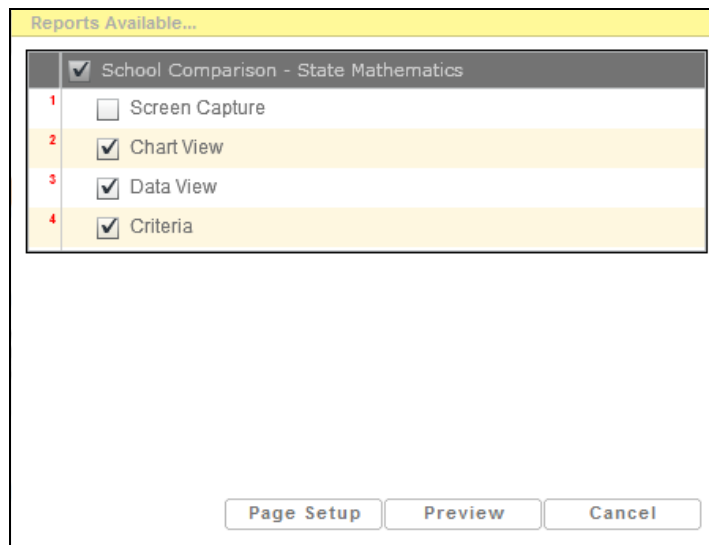


Figure 6-58

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

- 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.

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

**Page Setup...**

**Margins:**

Top: 1 Bottom: 1  
Left: 1 Right: 1

**Layout:**

☒ Portrait ☐ Landscape

**Paper Size:**

Letter

Figure 6-60

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

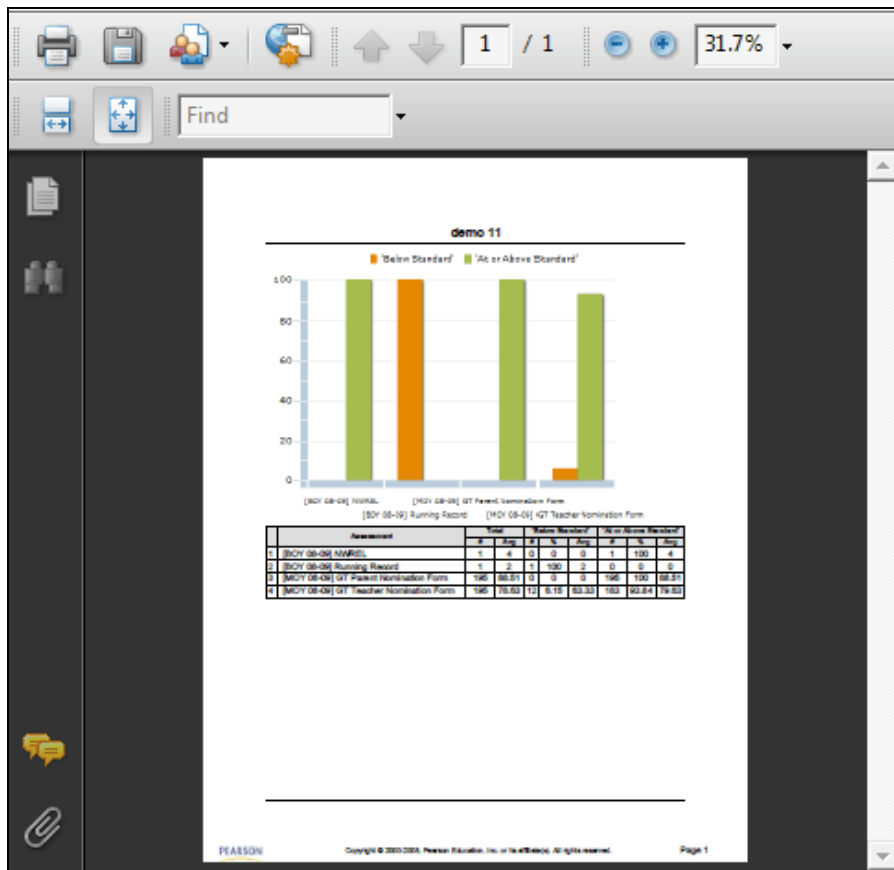





Figure 6-61

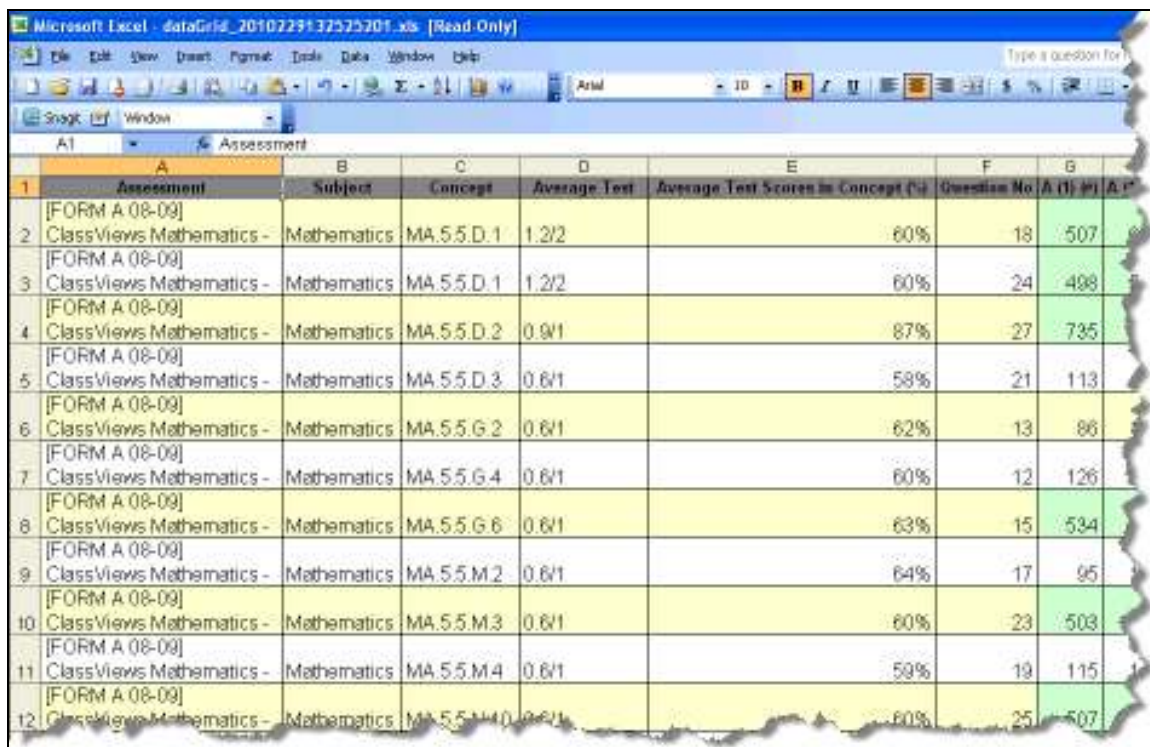
- Click *Print* to print the PDF file to a specified printer.

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

Figure 6-62

# 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:

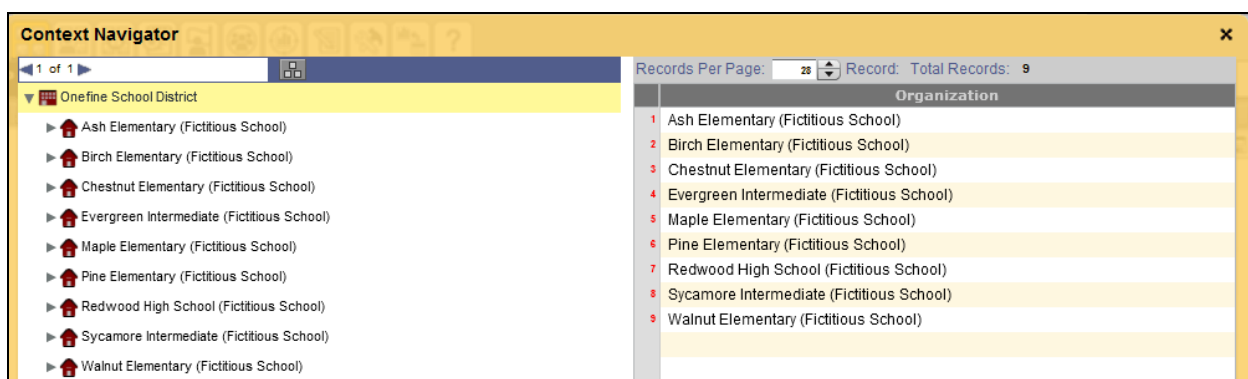


Figure 7-2

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

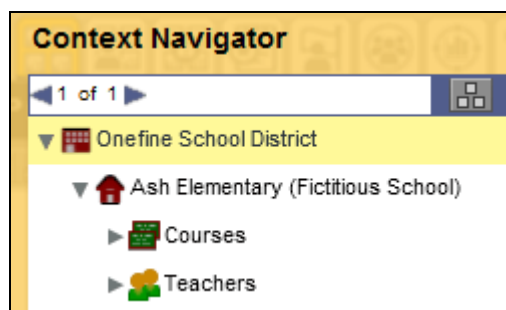


Figure 7-3

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.

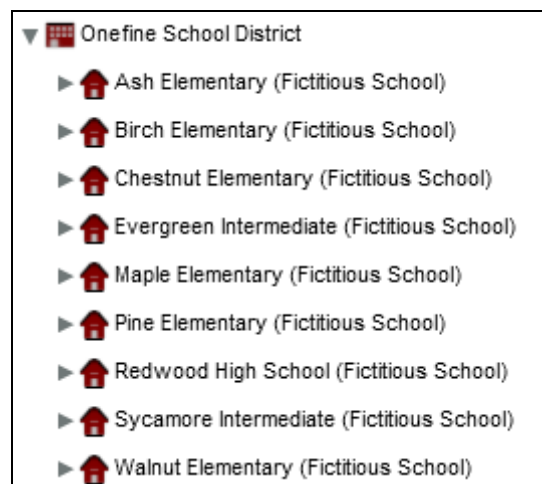





Figure 7-5

- 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.



- 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:

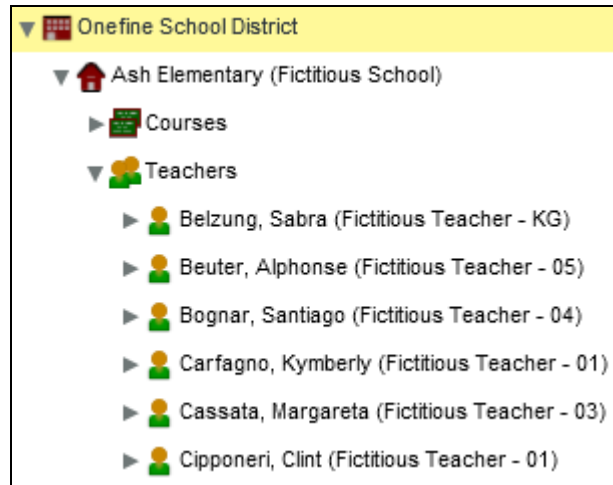




Figure 7-6

- 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.

- 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:

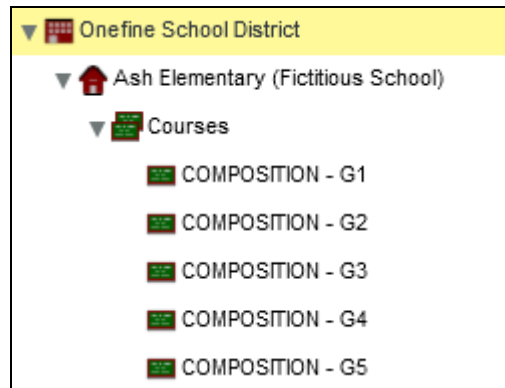






Figure 7-7

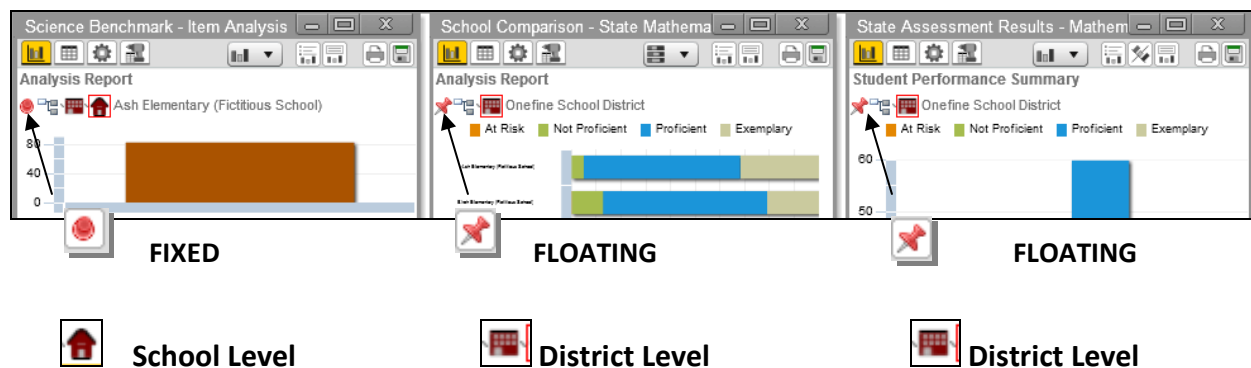
**NOTE:** Users can access data only if they have been given the required permission. Permissions are determined by the district's System Administrator in the Maintenance area.

## 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:

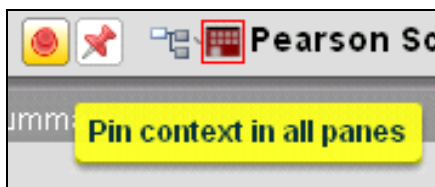


Figure 7-8

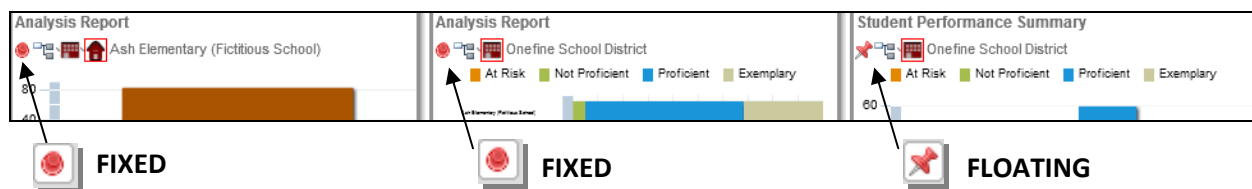
It will then display as  fixed.



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:



 **School Level**

 **District Level**

 **District Level**

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

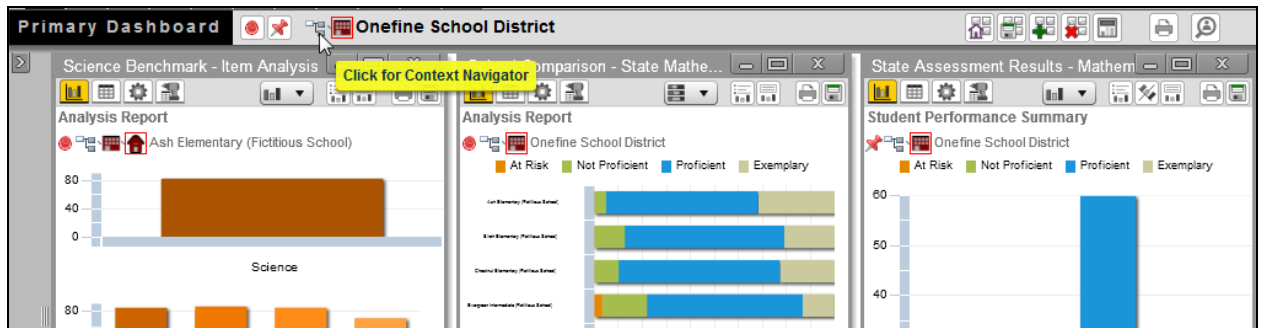


Figure 7-10

- Click the  *Context Navigator* icon.

A pop-up window will display:

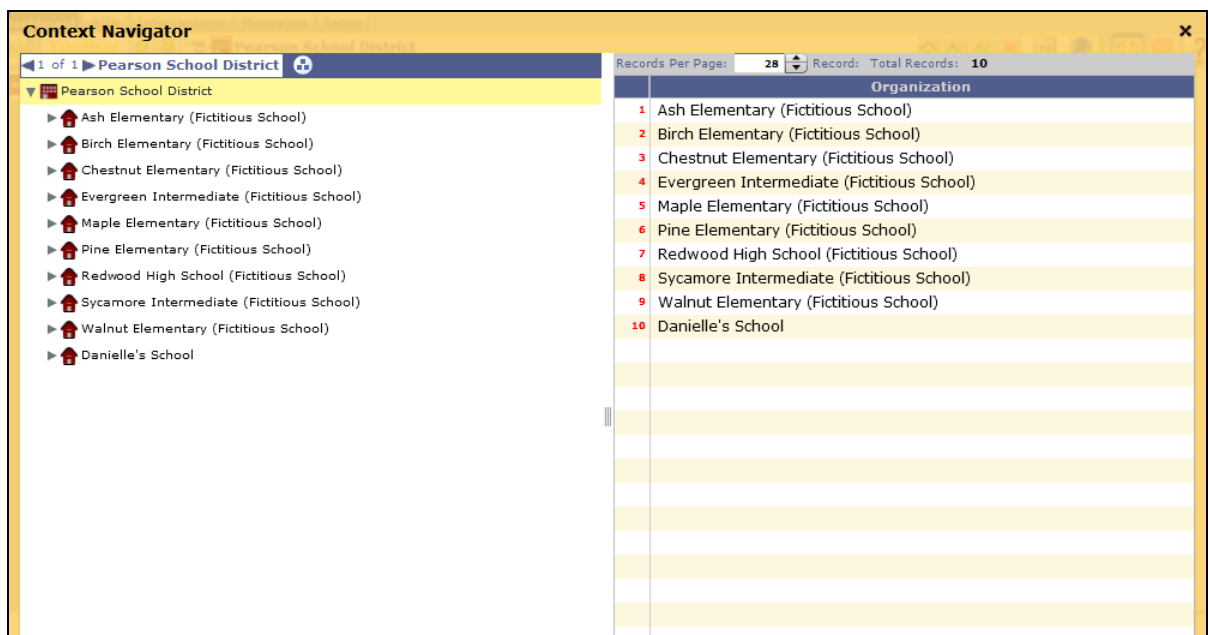

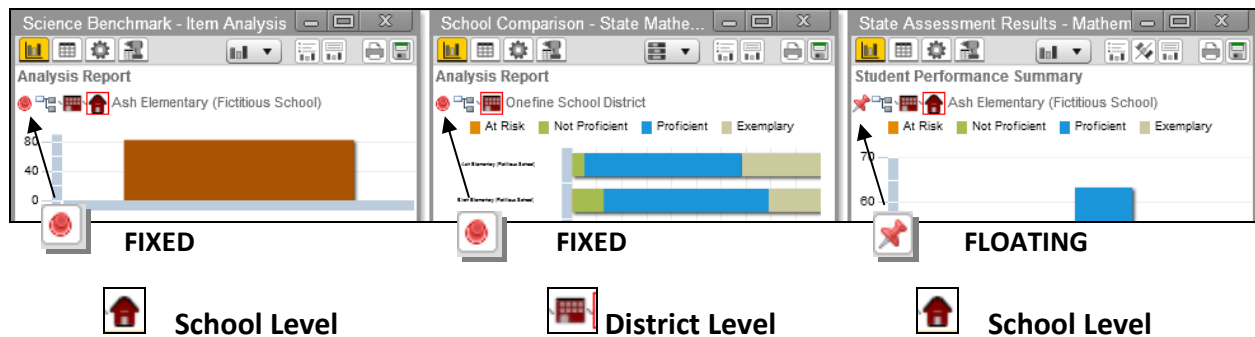


Figure 7-11

- **Select** any context level.

The  floating report on your dashboard will display with the newly selected context level.  
The other reports remain fixed:



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.

## 7.3 Changing the Context of the Dashboard

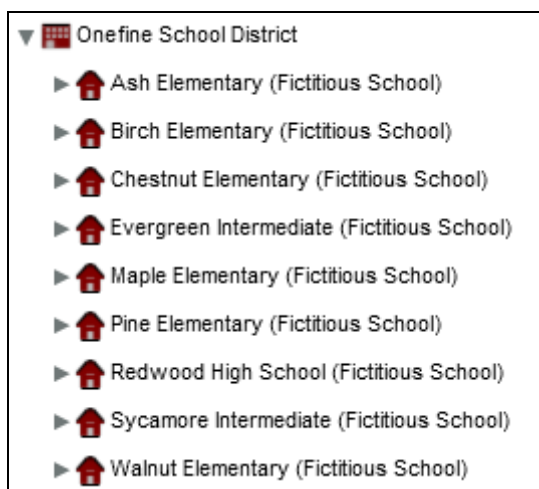


The *District* context provides an overall view of district-wide performance. At this context level, you can access the information which is aggregated for the district.




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**

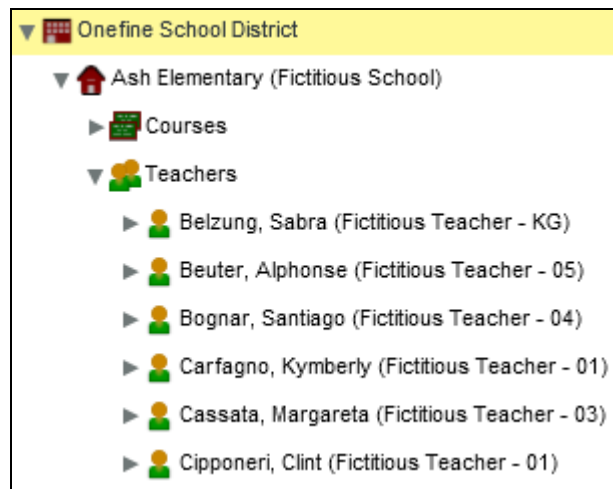
- Then, **double-click** a  school name to change the view the school level.



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.

- 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.

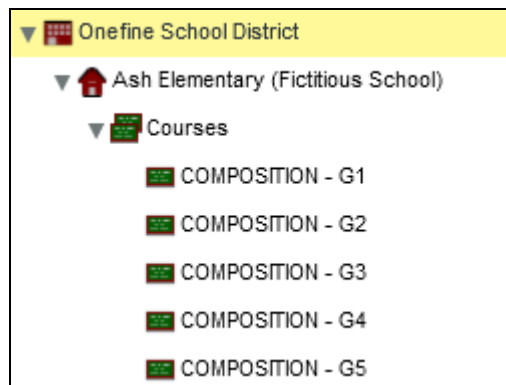


The *Courses* context enables teachers to analyze performance in an individual classroom at a particular school. When teachers log into Pearson Inform, they automatically go to their own Course view where they can access the information for the classes they teach. School and district administrators can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



- 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*

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

## 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:

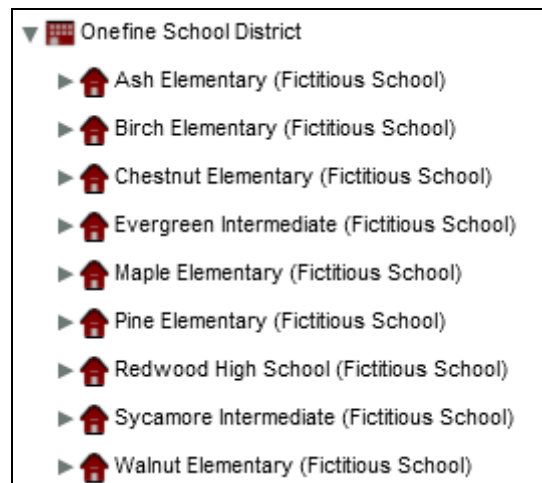






Figure 7-16

- **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.

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

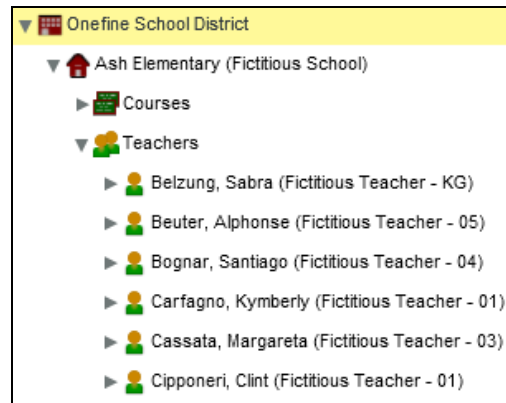






Figure 7-17

- 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:

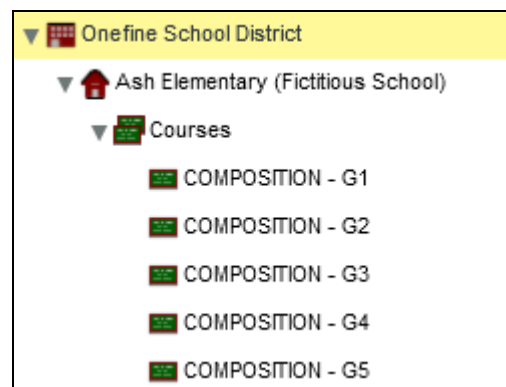


Figure 7-18

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

# 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:

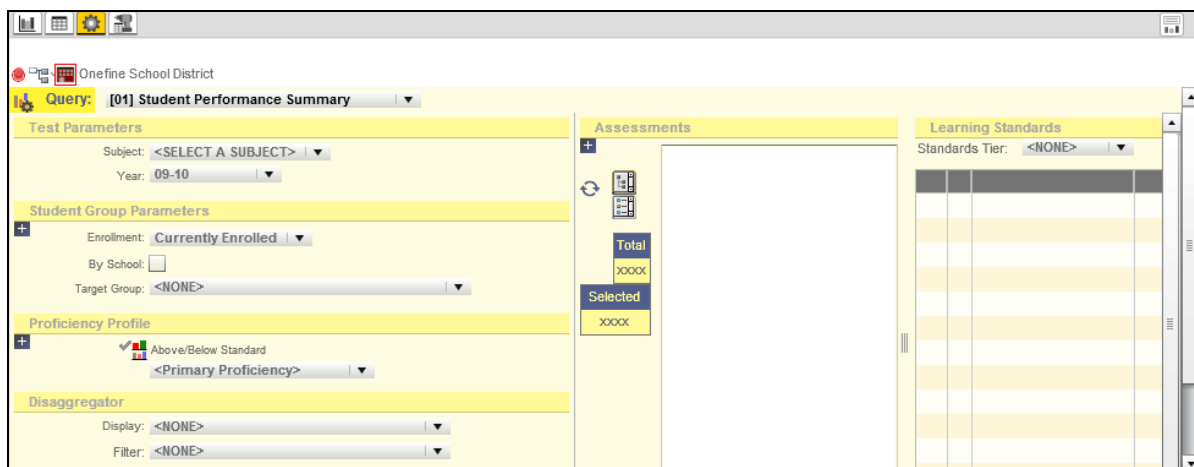


Figure 8-3

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

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

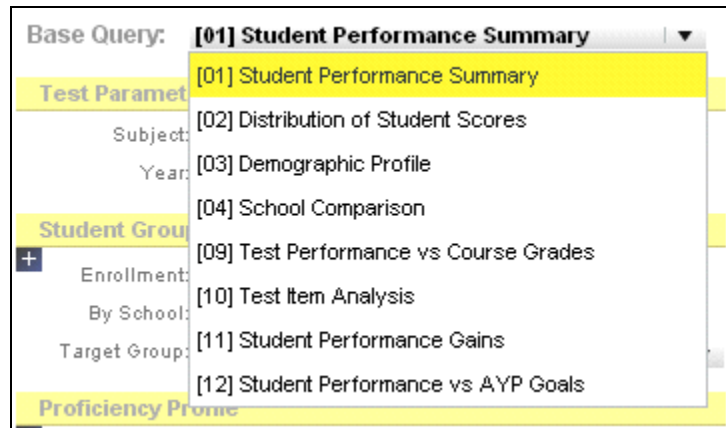



Figure 8-4

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

A screenshot of a software interface showing three sections: 'Test Parameters', 'Student Group Parameters', and 'Proficiency Profile'. In the 'Test Parameters' section, 'Subject' is set to '<SELECT A SUBJECT>' and 'Year' is set to '09-10'. In the 'Student Group Parameters' section, 'Enrollment' is set to 'Currently Enrolled'. In the 'Proficiency Profile' section, the proficiency level is set to '<Primary Proficiency>'. Each section has a plus icon to its left.

Figure 8-5

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

A screenshot of a software interface showing the 'Assessments' section. On the left, there is a sidebar with a plus icon, a refresh icon (indicated by a red arrow), and a table showing 'Total' as 3 and 'Selected' as 1. The main area displays a tree view of assessment folders: 'LOCAL' and 'STATE'. The 'STATE' folder is expanded, showing a checkbox next to it and a list of assessments. The checkbox for 'STATE' is checked. Below it, the assessment '[SA 07-08] State Assessment - Mathematics' is listed with a checked checkbox next to it.

Figure 8-6


- Click the  gear icon to generate the report.



Figure 8-7

## 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*:

The screenshot shows the 'Student Performance Summary' query interface. The 'Query' dropdown is set to '[01] Student Performance Summary'. The 'Test Parameters' section shows 'Subject: Mathematics' and 'Year: 08-09'. The 'Student Group Parameters' section shows 'Enrollment: Currently Enrolled' and 'Target Group: 08-09 ELL - English Language Learner EOY Exiters'. The 'Proficiency Profile' section shows 'Above/Below Standard' and 'General Profile (4T)'. The 'Disaggregator' section shows 'Display: by 504 Accommodations' and 'Filter: <NONE>'. The 'Assessments' section shows a list of assessments including 'ACHIEVEMNT', '[BOY 08-09] Aprenda 3 - M', and '[BOY 08-09] Stanford 10 - I'. A summary table on the right shows 'Total: 6' and 'Selected: 2'.

Figure 8-8

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

The screenshot shows the 'Test Parameters' section of the 'Student Performance Summary' query interface. The 'Subject' dropdown is set to 'Mathematics' and the 'Year' dropdown is set to '08-09'.

Figure 8-9

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

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.

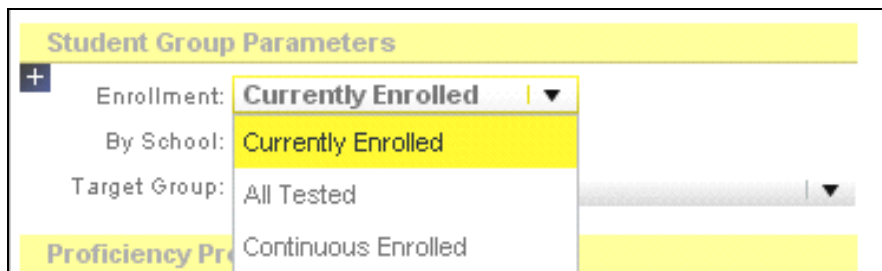


Figure 8-11


- 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.



- 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.

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

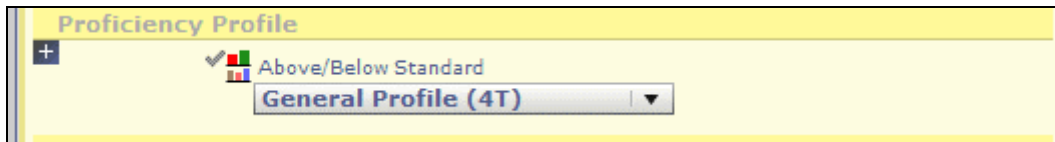




Figure 8-14

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.

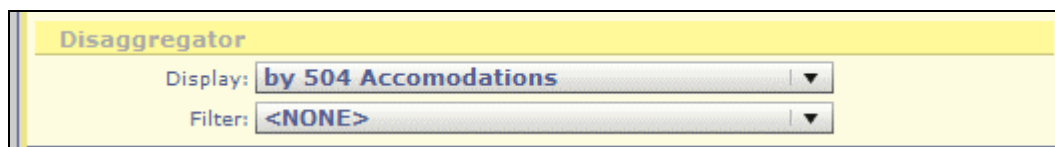


Figure 8-15

- 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>*.

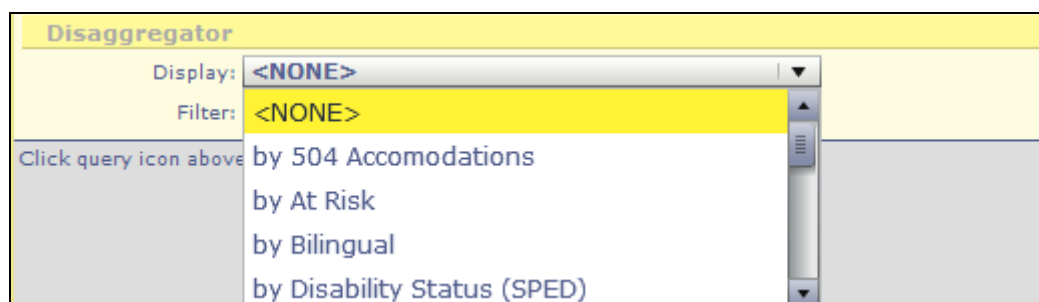


Figure 8-16

- 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.

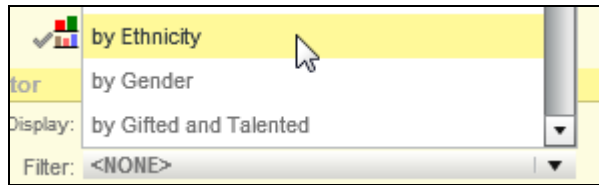


Figure 8-17

**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

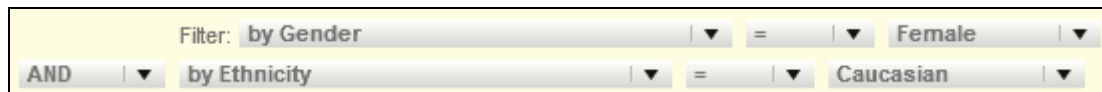


Figure 8-18

- Click  *Get Assessments*.

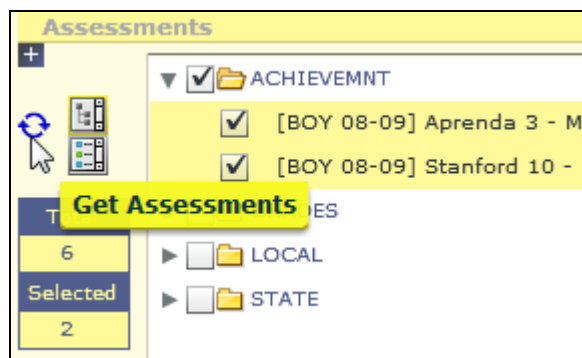





Figure 8-19

- 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.

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

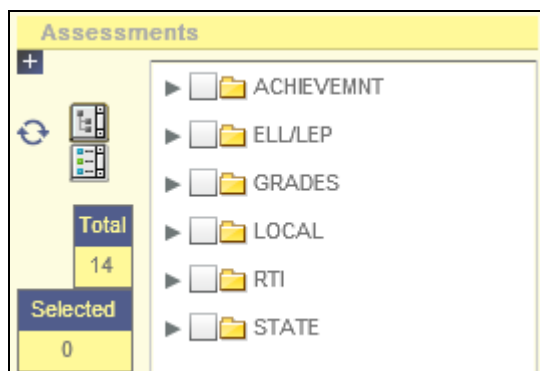





Figure 8-20

- 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.

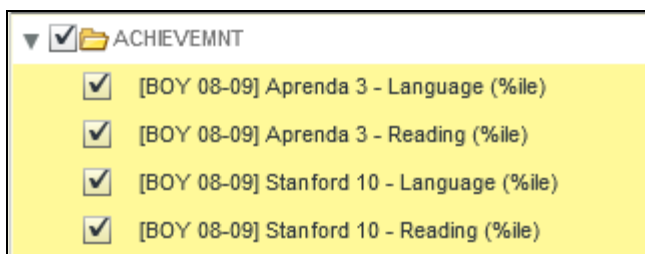


Figure 8-22


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



Figure 8-23

The student performance report will display:

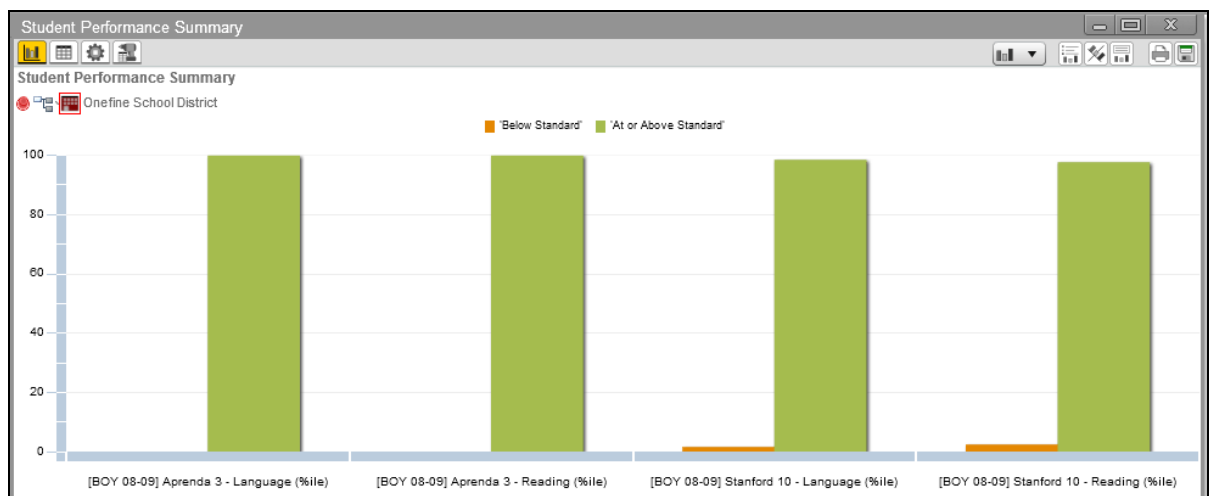


Figure 8-24

## 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*.

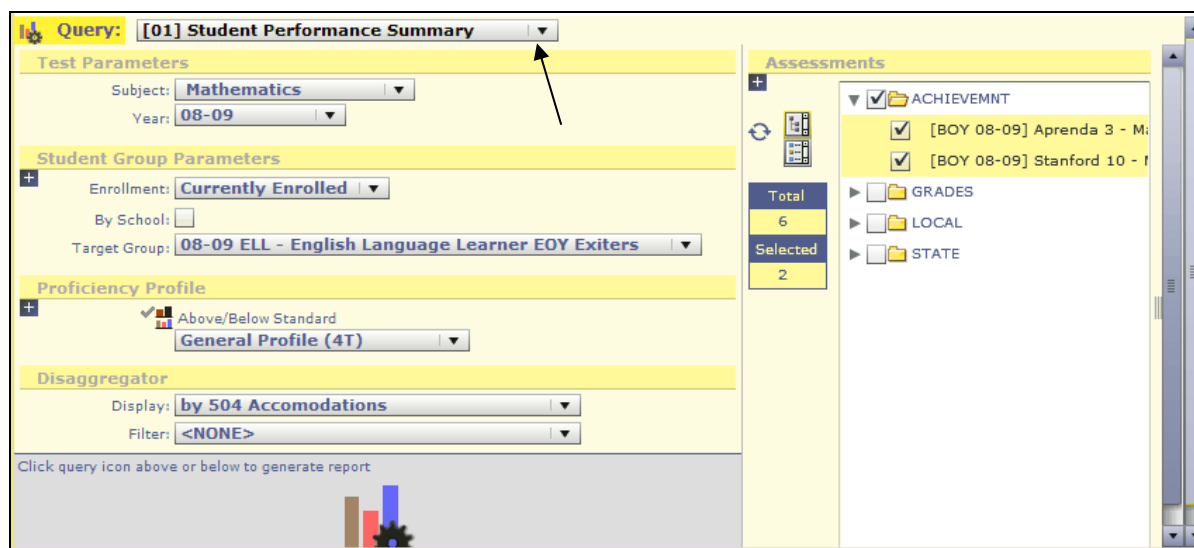


Figure 8-25

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

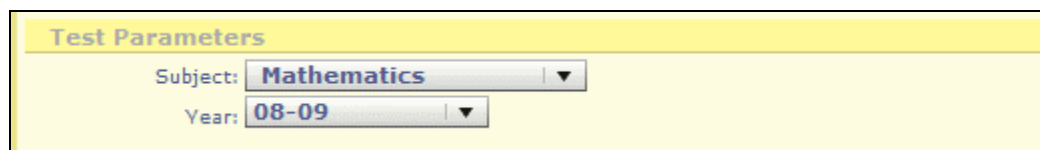




Figure 8-26

- **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.

- 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.**

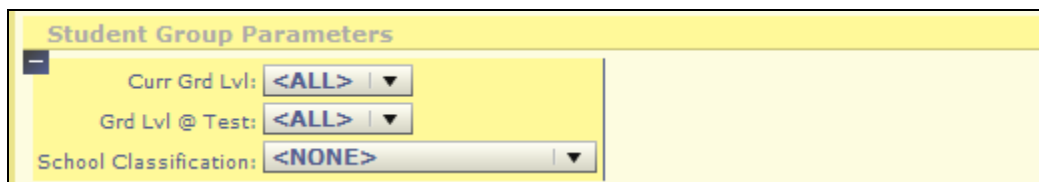


Figure 8-27

- **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*.

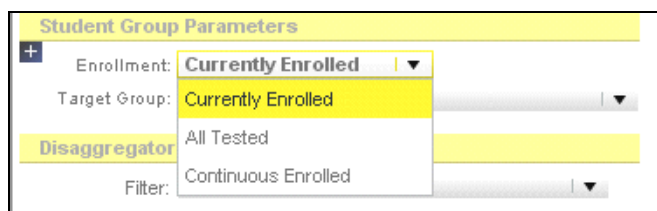


Figure 8-28

- **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.

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.

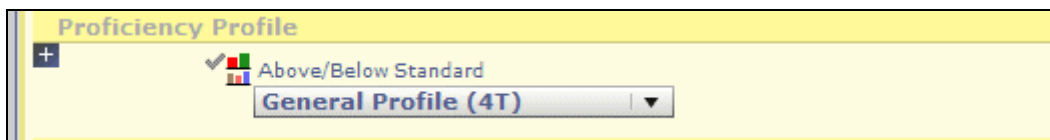



Figure 8-29

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.

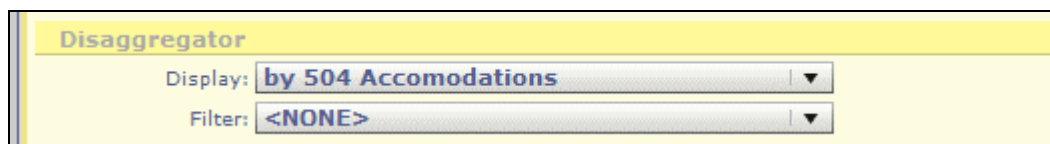



Figure 8-30



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

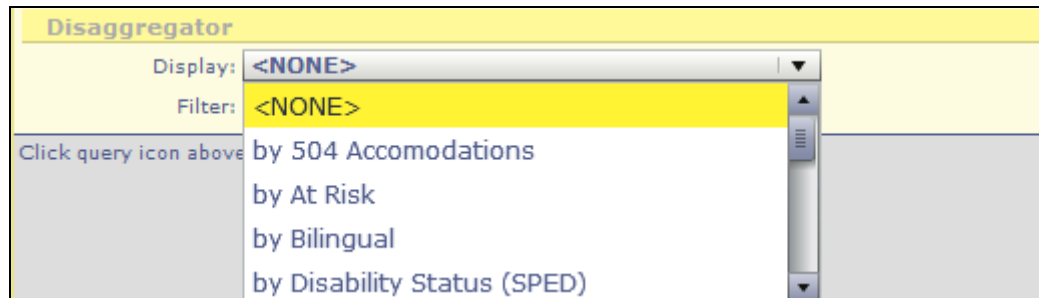




Figure 8-31

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.

- Click  *Get Assessments*.

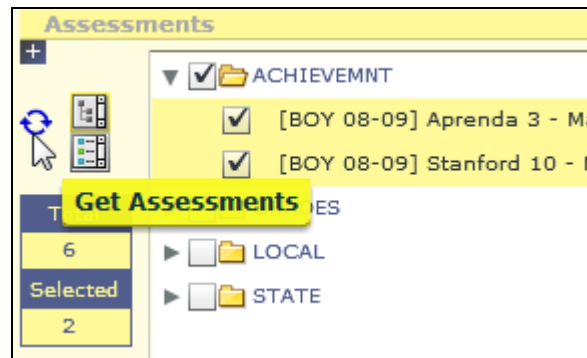



Figure 8-32

- 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.

To do this, first display the Query page:

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

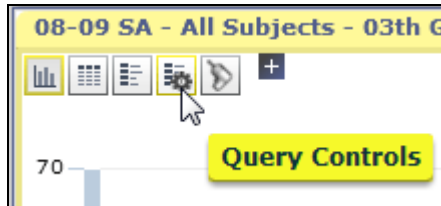


Figure 8-34

The *Query Controls* page displays:

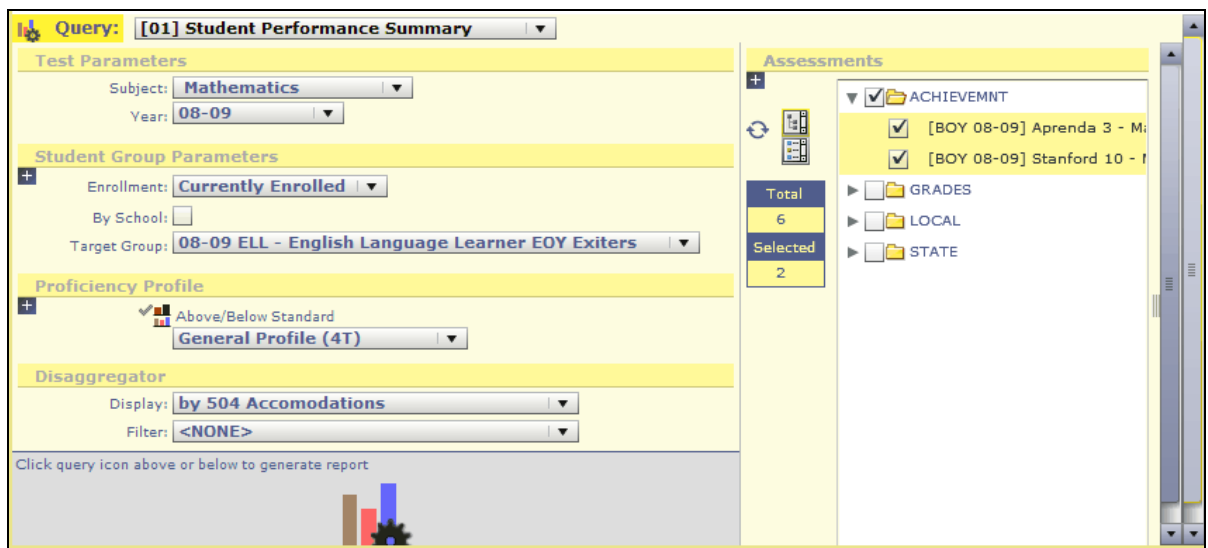



Figure 8-35

- In the *Learning 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.

## 8.3 Using Disaggregators

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

The screenshot shows the Pearson School District report interface. The 'Base Query' is '[01] Student Performance Summary'. The 'Test Parameters' section includes 'Subject: <SELECT A SUBJECT>' and 'Year: 09-10'. The 'Student Group Parameters' section includes 'Enrollment: Currently Enrolled', 'By School: [ ]', and 'Target Group: <NONE>'. The 'Proficiency Profile' section includes '<Primary Proficiency>' and 'Display results by Above/Below Standard'. The 'Disaggregator' section is highlighted with a red circle and contains 'Display: <NONE>' and 'Filter: <NONE>'. A sidebar on the right shows 'Assessments' with a '+', a refresh icon, and a table with 'Total', 'XXXX', 'Selected', and 'XXXX'.

Figure 8-36

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

The close-up shows the 'Disaggregator' section with 'Display: by 504 Accomodations' and 'Filter: <NONE>'.

Figure 8-37

- Click ▼ *Display* to display demographic categories.

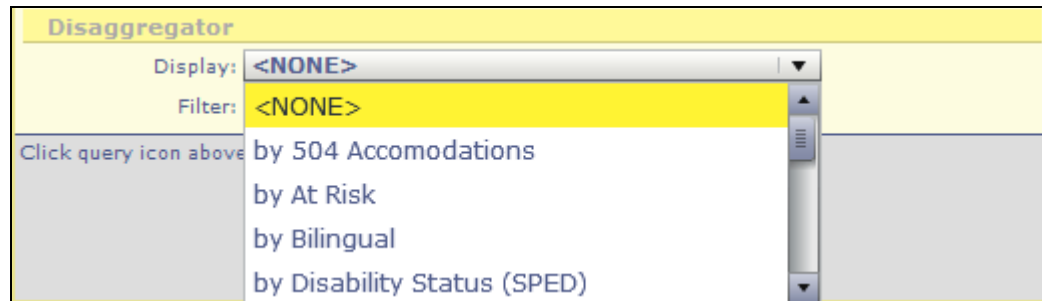


Figure 8-38

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.

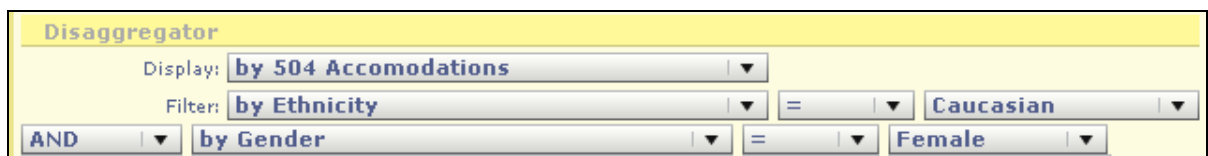



Figure 8-39

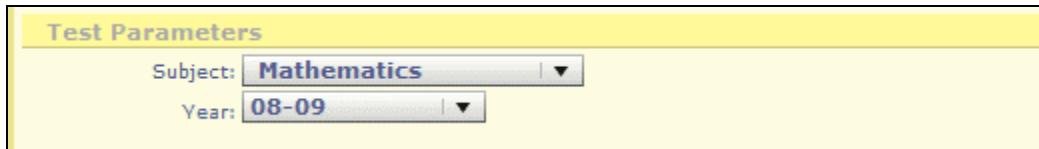
## 8.4 Constructing a Distribution of Student Scores Query (Query 2)

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  **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*.



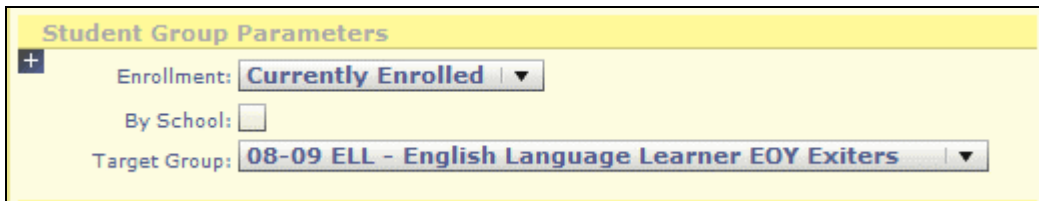
**Test Parameters**

Subject: **Mathematics** ▼

Year: **08-09** ▼

Figure 8-40

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



**Student Group Parameters**

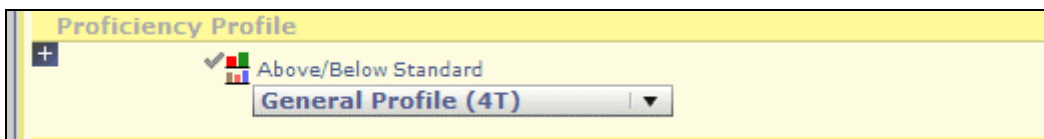
**+** Enrollment: **Currently Enrolled** ▼

By School: ☐


Target Group: **08-09 ELL - English Language Learner EOY Exitters** ▼

Figure 8-41

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




**Proficiency Profile**

**+**  Above/Below Standard

**General Profile (4T)** ▼

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.

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

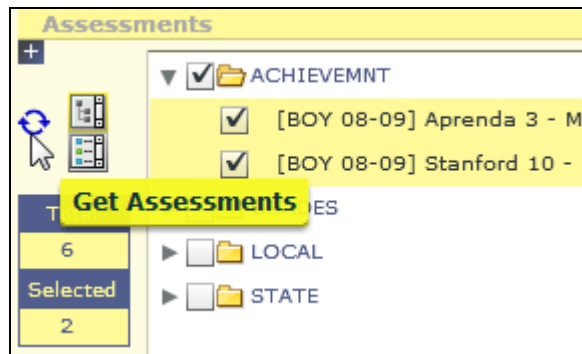


Figure 8-43

- **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).

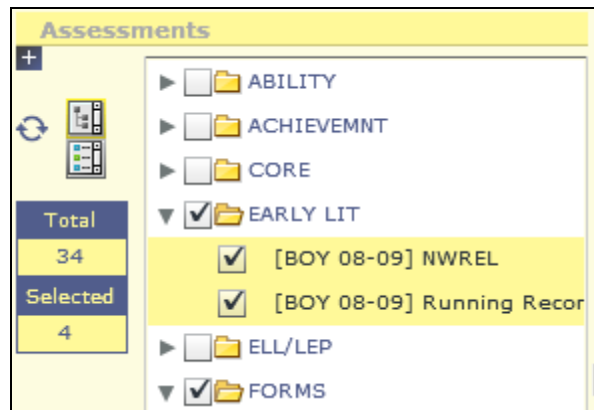


Figure 8-44


- 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.


## 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*  **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.



## 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:

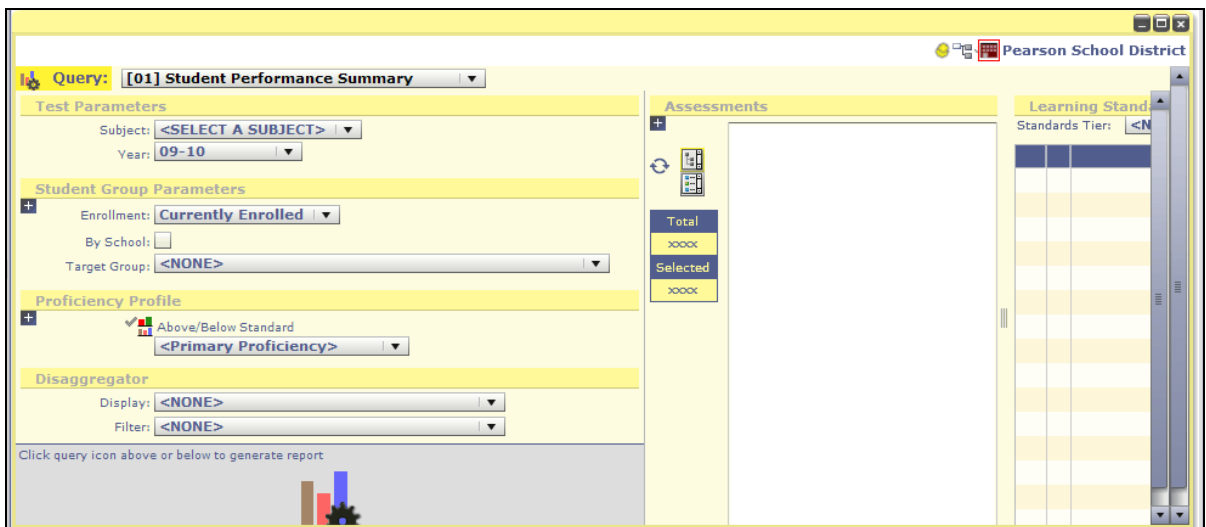



Figure 8-47

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

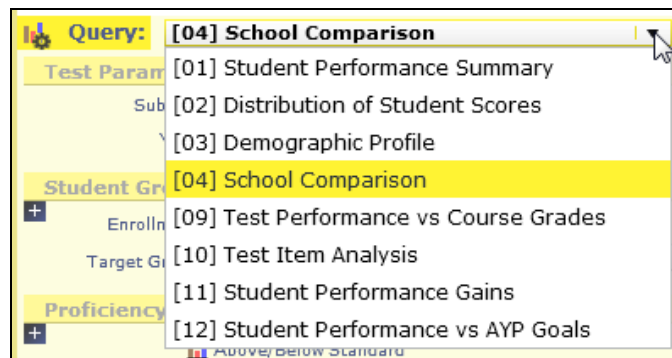



Figure 8-48


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



The screenshot shows a yellow header bar with the text "Test Parameters". Below it, there are two dropdown menus. The first is labeled "Subject:" and has "Mathematics" selected. The second is labeled "Year:" and has "08-09" selected.

Figure 8-49

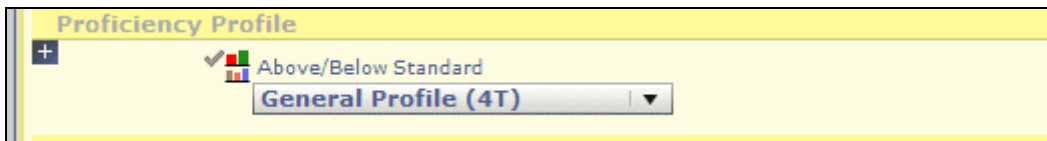
- In the *Student Group Parameters* area, **select** the applicable menu option for *Enrollment* and *Target Group*.



The screenshot shows a yellow header bar with the text "Student Group Parameters". Below it, there is a plus sign icon. Underneath, there are three fields: "Enrollment:" with "Currently Enrolled" selected, "By School:" with an empty checkbox, and "Target Group:" with "08-09 ELL - English Language Learner EOY Exitters" selected.

Figure 8-50

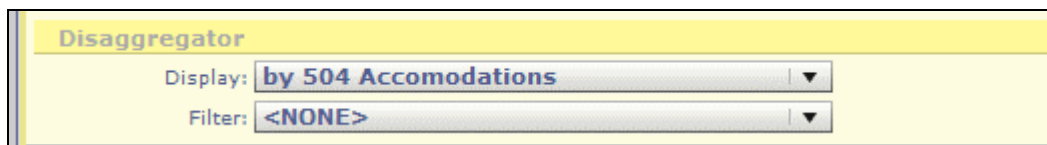
- In the *Proficiency Profile* area **select** the applicable proficiency profile.



The screenshot shows a yellow header bar with the text "Proficiency Profile". Below it, there is a plus sign icon. Underneath, there are two fields: "Above/Below Standard" with a checkmark icon and "General Profile (4T)" selected.


Figure 8-51

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



The screenshot shows a yellow header bar with the text "Disaggregator". Below it, there are two dropdown menus. The first is labeled "Display:" and has "by 504 Accomodations" selected. The second is labeled "Filter:" and has "<NONE>" selected.

Figure 8-52

- **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.**

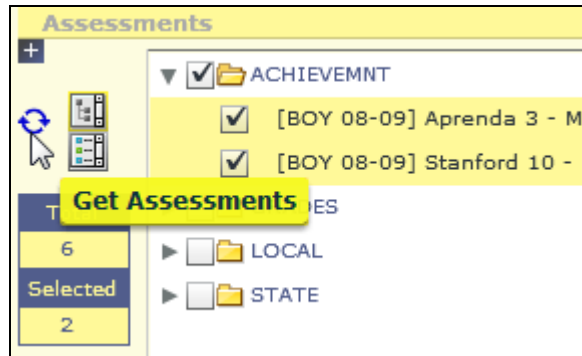


Figure 8-53

- **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).

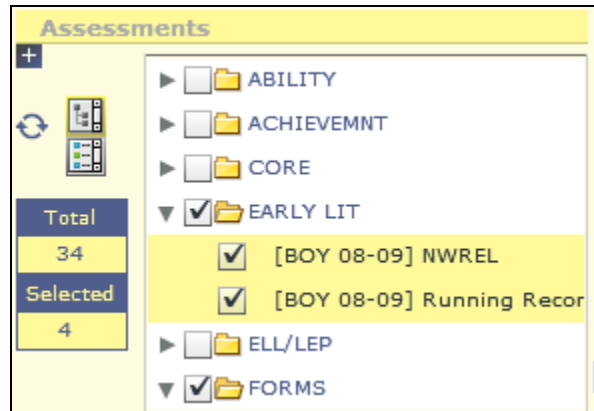


Figure 8-54


- 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.

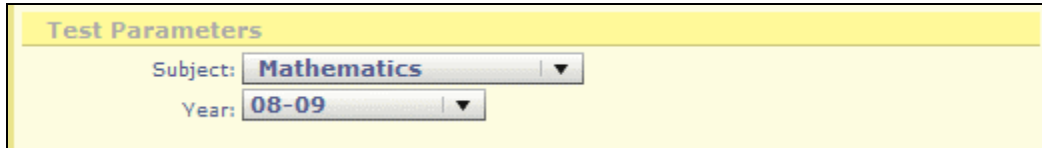
## 8.7 Constructing a Test Performance vs. Course Grades Query (Query 9)

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  **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*.




**Test Parameters**

Subject: **Mathematics** ▼

Year: **08-09** ▼

Figure 8-56

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



**Student Group Parameters**

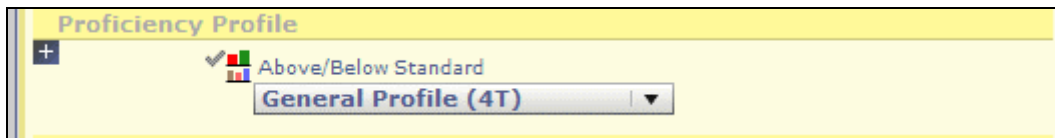
Enrollment: **Currently Enrolled** ▼

By School:

Target Group: **08-09 ELL - English Language Learner EOY Exitters** ▼

Figure 8-57

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



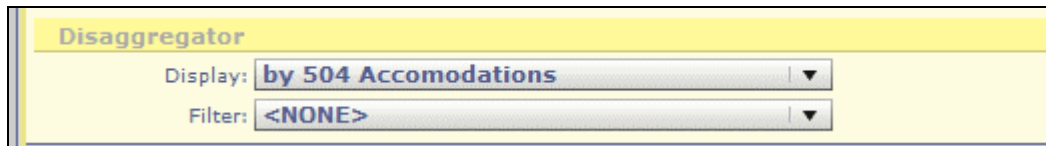
**Proficiency Profile**

☒ Above/Below Standard

**General Profile (4T)** ▼


Figure 8-58

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

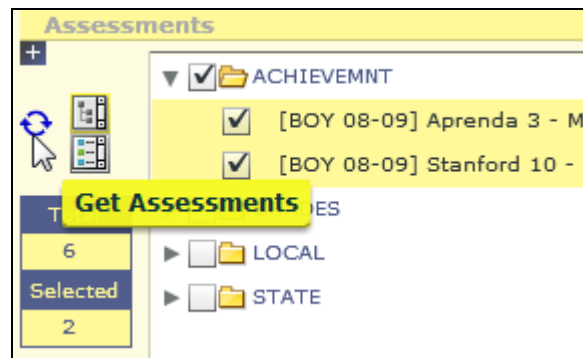


The screenshot shows a yellow header bar labeled "Disaggregator". Below it, there are two dropdown menus. The first is labeled "Display:" and has the text "by 504 Accomodations" selected. The second is labeled "Filter:" and has "<NONE>" selected.

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.**



The screenshot shows a yellow header bar labeled "Assessments". On the left, there is a sidebar with a "+" icon, a refresh icon, and a list of items: "6", "Selected", and "2". A yellow callout box with the text "Get Assessments" is pointing to the refresh icon. The main area shows a tree view of assessment options. Under "ACHIEVEMNT", there are two checked items: "[BOY 08-09] Aprenda 3 - Mi" and "[BOY 08-09] Stanford 10 - I". Under "LOCAL", there is an unchecked item. Under "STATE", there is an unchecked item.

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.

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

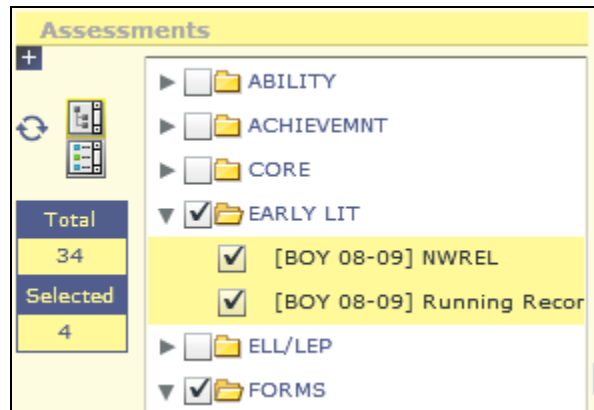


Figure 8-61


- 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.

## 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:

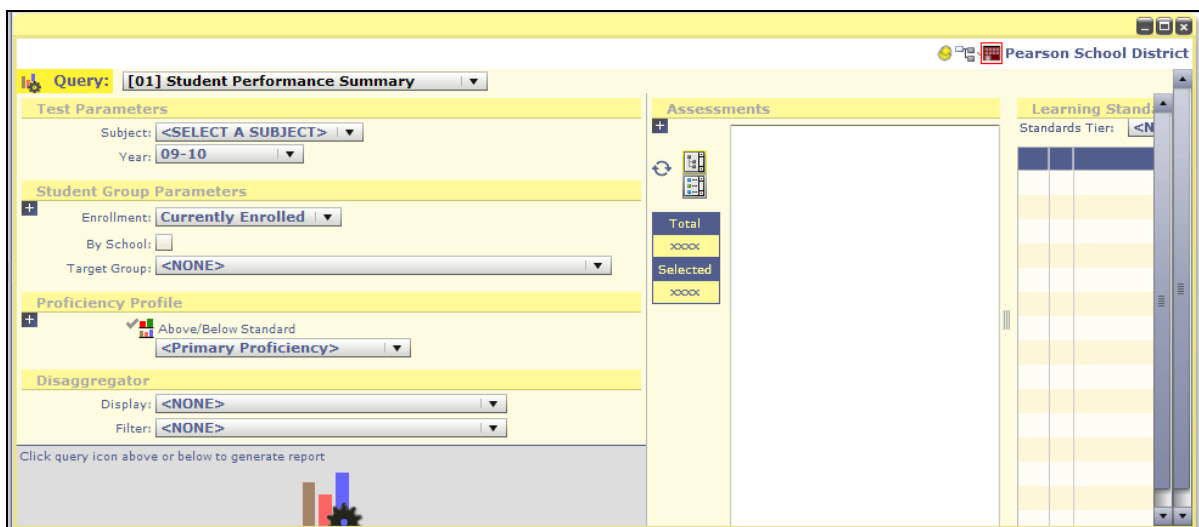


Figure 8-65



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

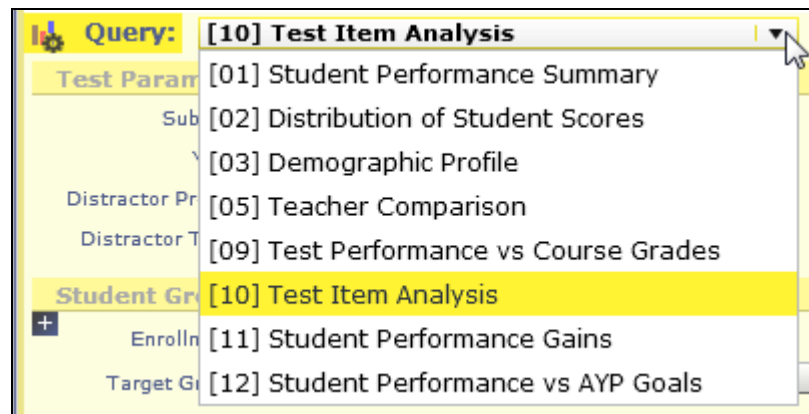


Figure 8-66

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

 A screenshot of the 'Test Parameters' section of the software interface. It features two dropdown menus. The 'Subject' dropdown is set to 'Mathematics' and the 'Year' dropdown is set to '08-09'. The section has a yellow header bar with the title 'Test Parameters'.

Figure 8-67

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


 A screenshot of the 'Student Group Parameters' section of the software interface. It features three dropdown menus. The 'Enrollment' dropdown is set to 'Currently Enrolled', the 'By School' checkbox is unchecked, and the 'Target Group' dropdown is set to '08-09 ELL - English Language Learner EOY Exiters'. The section has a yellow header bar with the title 'Student Group Parameters' and a plus icon on the left.

Figure 8-68

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

 A screenshot of the 'Disaggregator' section of the software interface. It features two dropdown menus. The 'Display' dropdown is set to 'by 504 Accommodations' and the 'Filter' dropdown is set to '<NONE>'. The section has a yellow header bar with the title 'Disaggregator'.

Figure 8-69

- **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.**

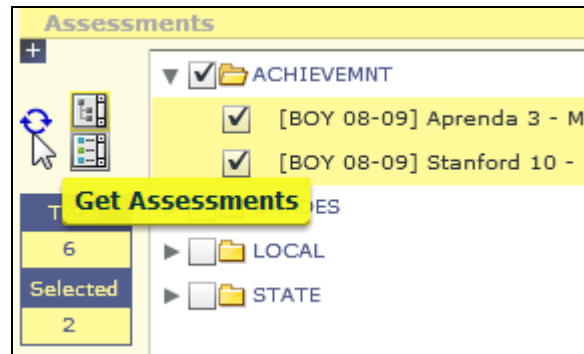


Figure 8-70

- **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).

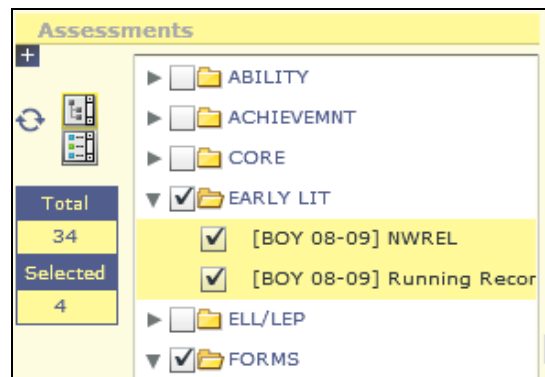



Figure 8-71

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

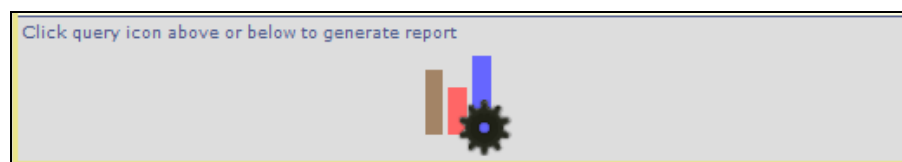


Figure 8-72


The new report displays based on the defined settings.

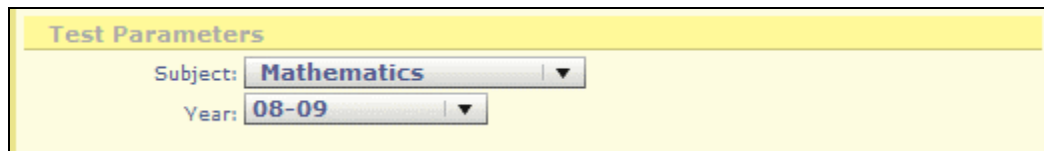
## 8.9 Constructing a Student Performance Gains Query (Query 11)

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.

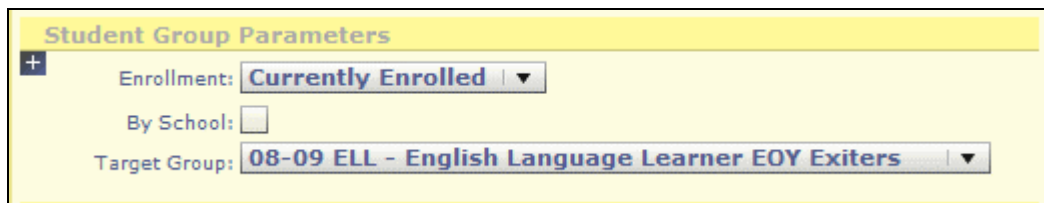
- The default *Query*  *Query:* menu option displayed is [01] *Student Performance Summary*, **click** the drop-down arrow and **select** the [11] *Student Performance Gains* query.
- **Select** the applicable *Test Parameters* menu option for *Subject* and *Year*.



The screenshot shows a yellow header bar with the text "Test Parameters". Below the header, there are two dropdown menus. The first is labeled "Subject:" and has "Mathematics" selected. The second is labeled "Year:" and has "08-09" selected.

Figure 8-73

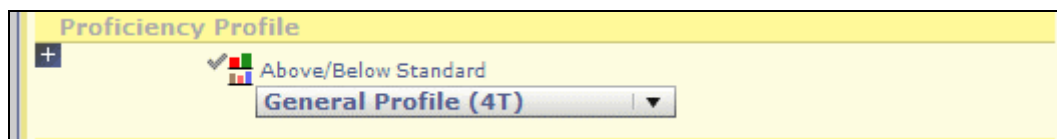
- In the *Student Group Parameters* area, select the applicable menu option for *Enrollment* and *Target Group*.



The screenshot shows a yellow header bar with the text "Student Group Parameters". Below the header, there is a plus icon in a blue square. There are three dropdown menus. The first is labeled "Enrollment:" and has "Currently Enrolled" selected. The second is labeled "By School:" and has an empty box. The third is labeled "Target Group:" and has "08-09 ELL - English Language Learner EOY Exiters" selected.

Figure 8-74

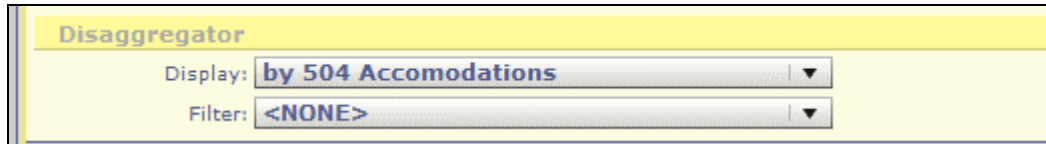
- In the *Proficiency Profile* area select the applicable menu option.



The screenshot shows a yellow header bar with the text "Proficiency Profile". Below the header, there is a plus icon in a blue square. There are two dropdown menus. The first is labeled "Above/Below Standard" and has a checkmark icon. The second is labeled "General Profile (4T)" and has a dropdown arrow.


Figure 8-75

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

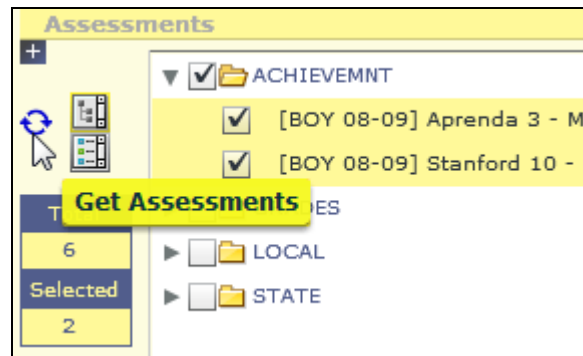


The screenshot shows a yellow header bar with the title "Disaggregator". Below the header, there are two dropdown menus. The first menu is labeled "Display:" and has the text "by 504 Accomodations" selected. The second menu is labeled "Filter:" and has the text "<NONE>" selected.

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.**



The screenshot shows a yellow header bar with the title "Assessments". On the left side, there is a sidebar with a refresh icon and a "Get Assessments" button. The main area displays a list of assessment options. The first option is "ACHIEVEMNT" with a checked checkbox. Below it are two more options: "[BOY 08-09] Aprenda 3 - Mi" and "[BOY 08-09] Stanford 10 - I", both with checked checkboxes. At the bottom, there are two more options: "LOCAL" and "STATE", both with unchecked checkboxes.

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.

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

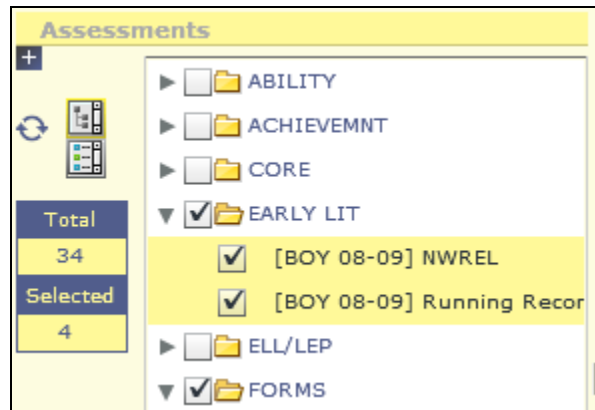


Figure 8-78


- 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.

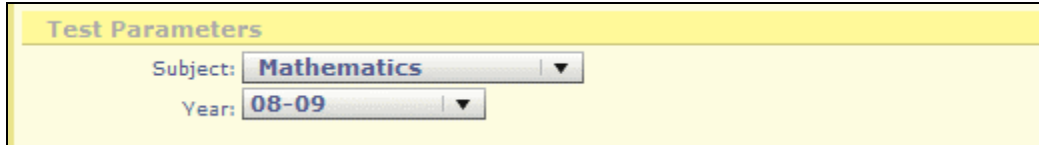
## 8.10 Constructing a Student Performance vs. AYP Goals Query (Query 12)

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.

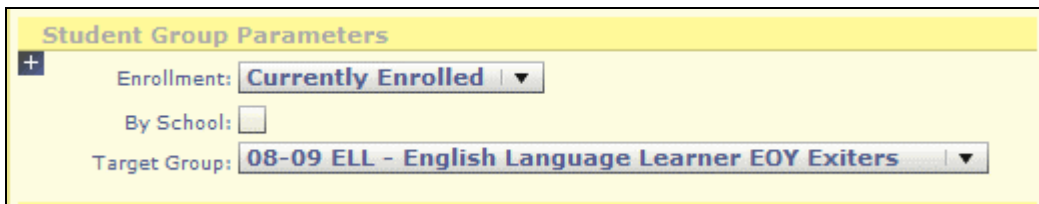
- The default *Query*  **Query:** menu option displayed is [01] *Student Performance Summary*, **click** the drop-down arrow and select the [12] *Student Performance vs AYP Goals* menu option.
- **Select** the applicable *Test Parameters* menu option for *Subject* and *Year*.



The screenshot shows a yellow header bar with the text "Test Parameters". Below the header, there are two dropdown menus. The first is labeled "Subject:" and has "Mathematics" selected. The second is labeled "Year:" and has "08-09" selected.

Figure 8-80

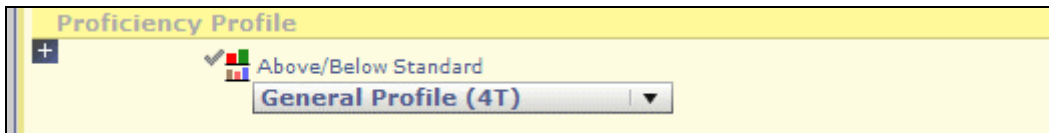
- In the *Student Group Parameters* area, **select** the applicable menu option for *Enrollment* and *Target Group*.



The screenshot shows a yellow header bar with the text "Student Group Parameters". Below the header, there is a plus sign icon. Underneath, there are two dropdown menus. The first is labeled "Enrollment:" and has "Currently Enrolled" selected. The second is labeled "Target Group:" and has "08-09 ELL - English Language Learner EOY Exitters" selected.

Figure 8-81

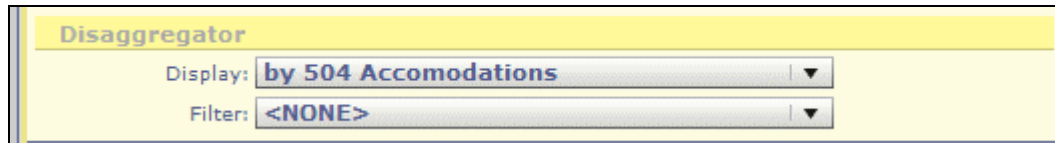
- In the *Proficiency Profile* area **select** the applicable menu option.



The screenshot shows a yellow header bar with the text "Proficiency Profile". Below the header, there is a plus sign icon. Underneath, there are two dropdown menus. The first is labeled "Above/Below Standard" and has "Above/Below Standard" selected. The second is labeled "General Profile (4T)" and has "General Profile (4T)" selected.


Figure 8-82

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

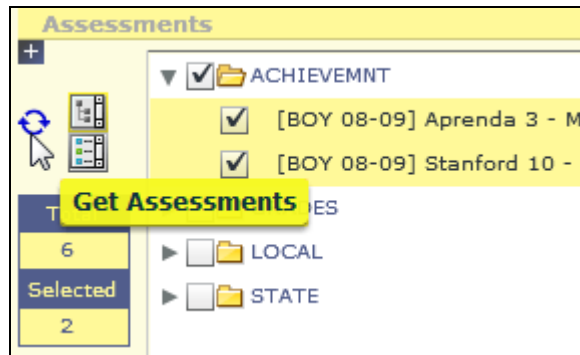


The screenshot shows a yellow header bar labeled "Disaggregator". Below it, there are two dropdown menus. The first is labeled "Display:" and has "by 504 Accomodations" selected. The second is labeled "Filter:" and has "<NONE>" selected.

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.**



The screenshot shows a yellow header bar labeled "Assessments". On the left, there is a sidebar with a refresh icon and a "Get Assessments" button. The main area displays a list of assessment options with checkboxes. The first section is "ACHIEVEMNT" with two items: "[BOY 08-09] Aprenda 3 - Mi" and "[BOY 08-09] Stanford 10 - I". Below this are "LOCAL" and "STATE" sections, each with a folder icon and a checkbox.

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.

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

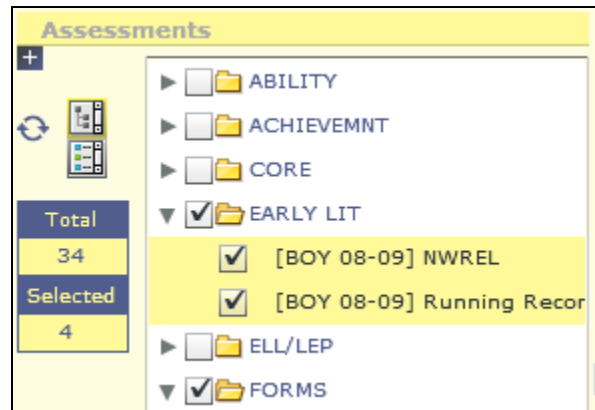


Figure 8-85


- 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.



## 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

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**

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)

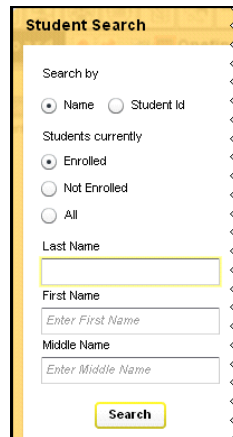
A screenshot of a 'Student Search' form. It has a yellow header with the title 'Student Search'. Below the header, there are two sections of radio buttons. The first section is 'Search by' with options 'Name' (selected) and 'Student Id'. The second section is 'Students currently' with options 'Enrolled' (selected), 'Not Enrolled', and 'All'. Below these are three text input fields: 'Last Name', 'First Name' (with placeholder text 'Enter First Name'), and 'Middle Name' (with placeholder text 'Enter Middle Name'). At the bottom is a yellow 'Search' button.

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.

Records Per Page: 25		Record: Total Records: 1	
Last ...	First Name	Middle Name	School
1 Adams	Oralia (Fictitious Student)		Redwood High School (Fictitious School)

Figure 9-6

- Click on the desired student name.

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

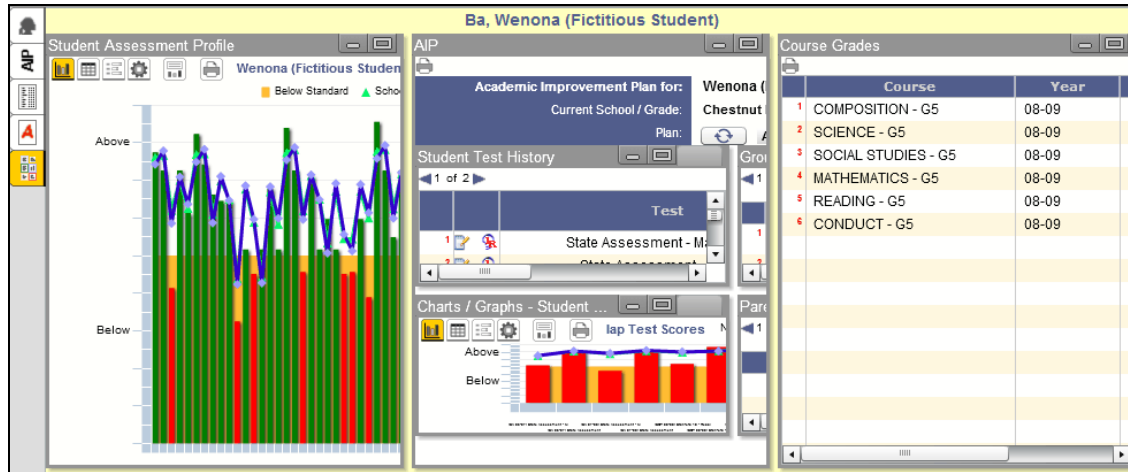


Figure 9-7

## 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*.

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Records Per Page: 25 Record: 1-25 26-50 51-75 76-100 101-125 > >> Total Records: 842																									
	Last Na...	First Name	Middle Name	School																					
1	Ba	Wenona (Fictitious Student)		Chestnut Elementary (Fictitious School)																					
2	Babbitt	India (Fictitious Student)		Redwood High School (Fictitious School)																					
3	Babers	Tabatha (Fictitious Student)		Sycamore Intermediate (Fictitious School)																					
4	Babic	Erma (Fictitious Student)		Sycamore Intermediate (Fictitious School)																					
5	Babich	Albert (Fictitious Student)		Evergreen Intermediate (Fictitious School)																					
6	Babilonia	Norbert (Fictitious Student)		Ash Elementary (Fictitious School)																					
7	Babula	Jospeh (Fictitious Student)		Evergreen Intermediate (Fictitious School)																					
8	Bacca	Chandra (Fictitious Student)		Evergreen Intermediate (Fictitious School)																					

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*.

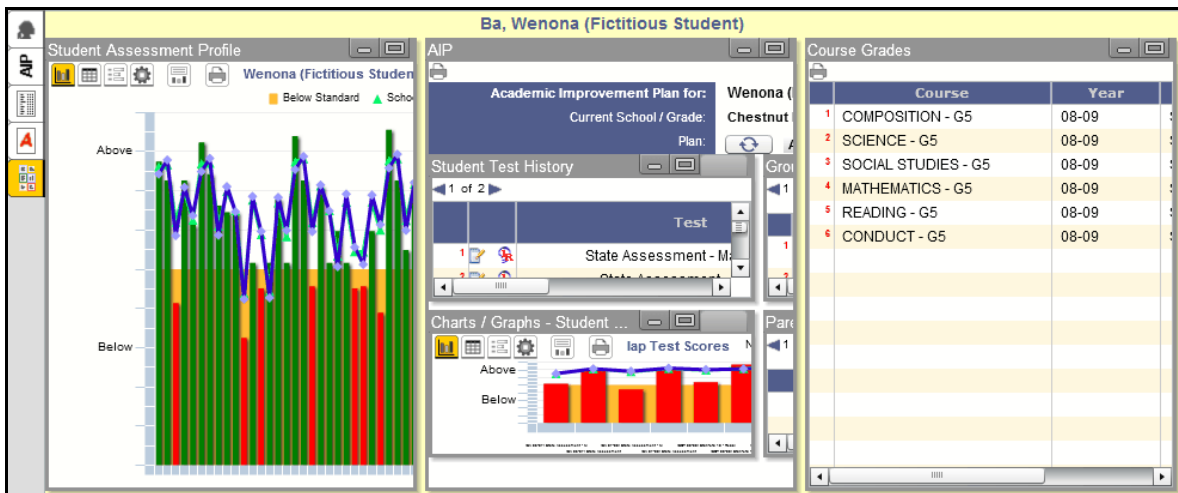


Figure 9-12

### 9.1.3 Student Search by Student ID

To conduct a Student Search by *Student ID*:

Click the  *Student Search* icon on the Toolbar.

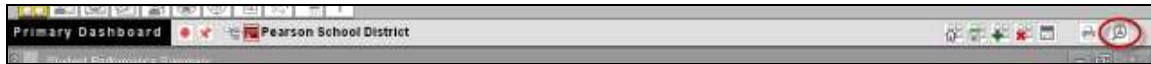


Figure 9-13



Figure 9-14

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

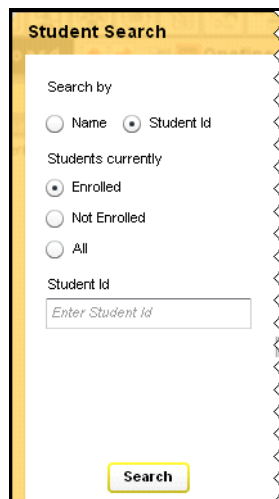

A screenshot of the "Student Search" dialog box. It has a yellow header. Below the header, there is a section "Search by" with two radio buttons: "Name" and "Student Id", where "Student Id" is selected. Below that is a section "Students currently" with three radio buttons: "Enrolled", "Not Enrolled", and "All", where "Enrolled" is selected. At the bottom, there is a text input field labeled "Student Id" with the placeholder text "Enter Student Id". A yellow "Search" button is at the bottom right.

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.

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.

	Last Name	First Name	Middle Name	School
1	Ba	Wenona (Fictitious Student)		Chestnut Elementary (Fictitious School)
2	Babbitt	India (Fictitious Student)		Redwood High School (Fictitious School)
3	Babers	Tabatha (Fictitious Student)		Sycamore Intermediate (Fictitious School)
4	Babic	Emma (Fictitious Student)		Sycamore Intermediate (Fictitious School)
5	Babich	Albert (Fictitious Student)		Evergreen Intermediate (Fictitious School)
6	Babilonia	Norbert (Fictitious Student)		Ash Elementary (Fictitious School)
7	Babula	Jospeh (Fictitious Student)		Evergreen Intermediate (Fictitious School)
8	Bacca	Chandra (Fictitious Student)		Evergreen Intermediate (Fictitious School)
9	Bacchus	Leonia (Fictitious Student)		Chestnut Elementary (Fictitious School)
10	Bachorski	Joellen (Fictitious Student)		Sycamore Intermediate (Fictitious School)
11	Bachrach	Kelsey (Fictitious Student)		Chestnut Elementary (Fictitious School)
12	Back	Dominique (Fictitious Student)		Redwood High School (Fictitious School)
13	Back	Rosie (Fictitious Student)		Chestnut Elementary (Fictitious School)
14	Bacolor	Wesley (Fictitious Student)		Redwood High School (Fictitious School)
15	Bacorn	Rubi (Fictitious Student)		Redwood High School (Fictitious School)
16	Bacote	Berniece (Fictitious Student)		Walnut Elementary (Fictitious School)
17	Badal	Markus (Fictitious Student)		Maple Elementary (Fictitious School)
18	Badame	Hildred (Fictitious Student)		Redwood High School (Fictitious School)
19	Badanguis	Nola (Fictitious Student)		Redwood High School (Fictitious School)

Figure 9-17

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

By default, the *Student Composite View* displays:

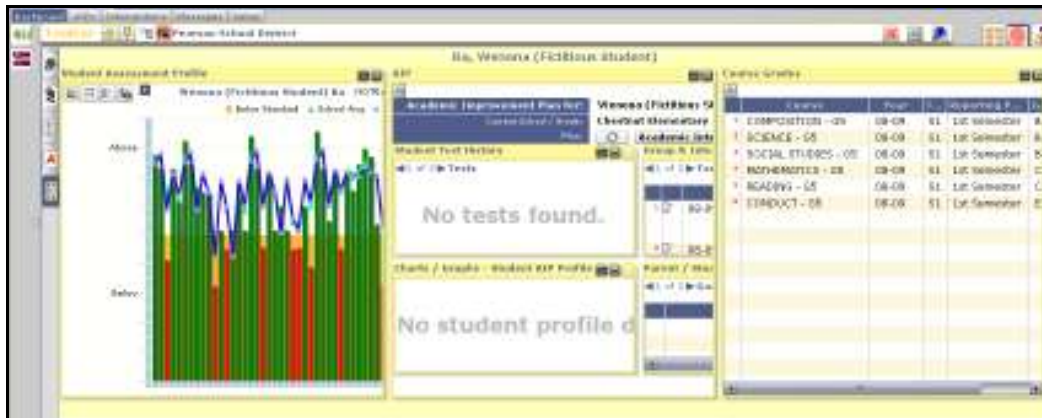
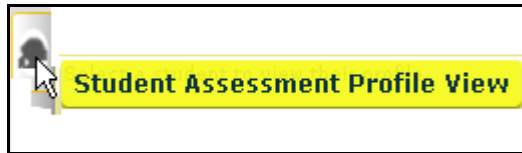


Figure 9-18



## 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:

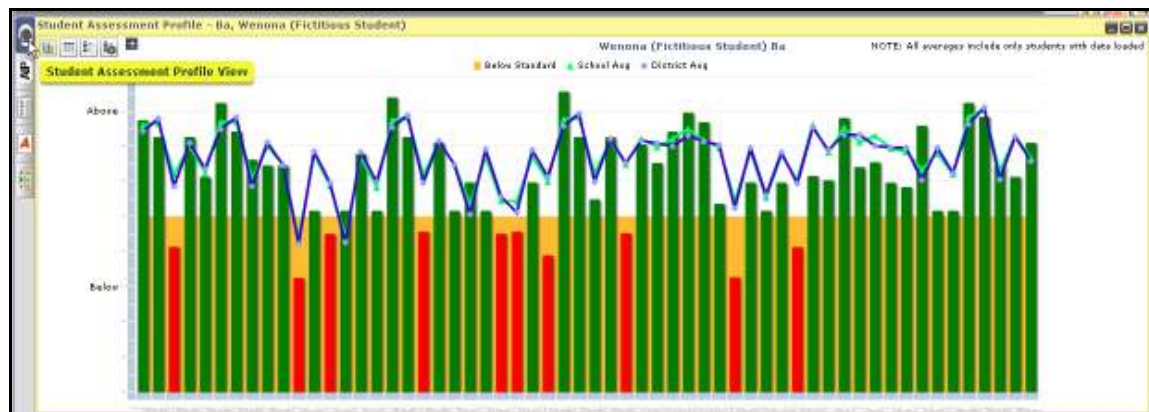


Figure 9-20

- **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.

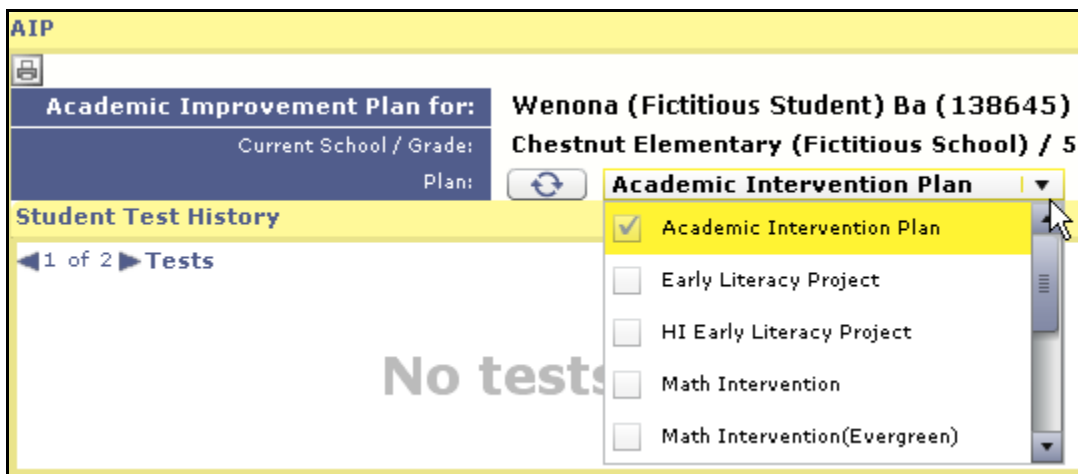
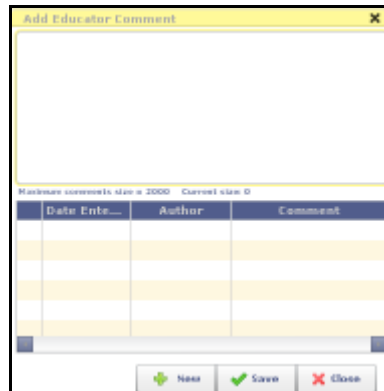


Figure 9-21

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

The Add Educator Comments pop-up window displays:



The 'Add Educator Comment' window features a large text area at the top for entering comments. Below this is a table with three columns: 'Date Entered', 'Author', and 'Comment'. The table has several empty rows for data entry. At the bottom of the window, there are three buttons: 'New' (with a green plus icon), 'Save' (with a green checkmark icon), and 'Close' (with a red X icon).

Figure 9-22

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

The AIP View has 4 sub views:

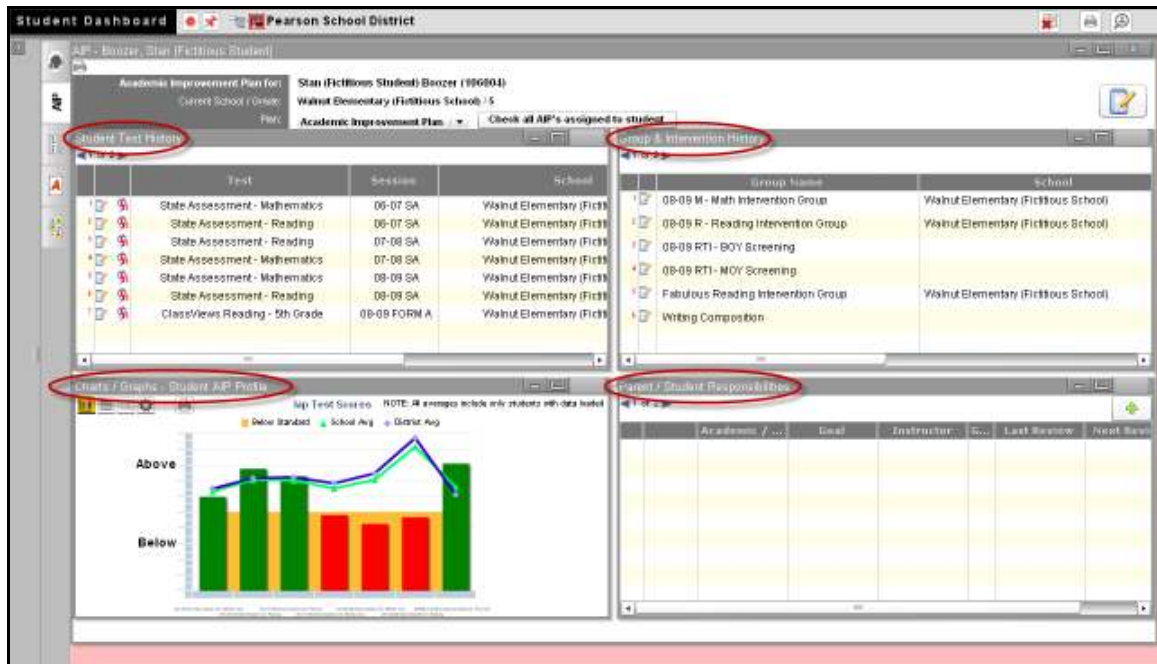


Figure 9-23

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

## Student Test History

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

Academic Improvement Plan for: Stan (Fictitious Student) Bozzer (106004)				Scores		
Current School/Grade: Walnut Elementary (Fictitious School) / 5				Score	On Track	Status
Plan: Academic Improvement Plan				Check all AIP's assigned to student		
Student Test History						
Test	Sessions	School	Score	On Track	Status	
State Assessment - Mathematics	06-07 SA	Walnut Elementary (Fictitious School)	75	88	✓	
State Assessment - Reading	06-07 SA	Walnut Elementary (Fictitious School)	88	88	✓	

Figure 9-24

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

Academic Improvement Plan for: Stan (Fictitious Student) Bozzer (106004)				Scores		
Current School/Grade: Walnut Elementary (Fictitious School) / 5				Score	On Track	Status
Plan: Academic Improvement Plan				Check all AIP's assigned to student		
Student Test History						
Test	Sessions	School	Score	On Track	Status	
State Assessment - Mathematics	06-07 SA	Walnut Elementary (Fictitious School)	75	88	✓	
State Assessment - Reading	06-07 SA	Walnut Elementary (Fictitious School)	88	88	✓	

Figure 9-25

## Charts/Graphs – Student AIP Profile

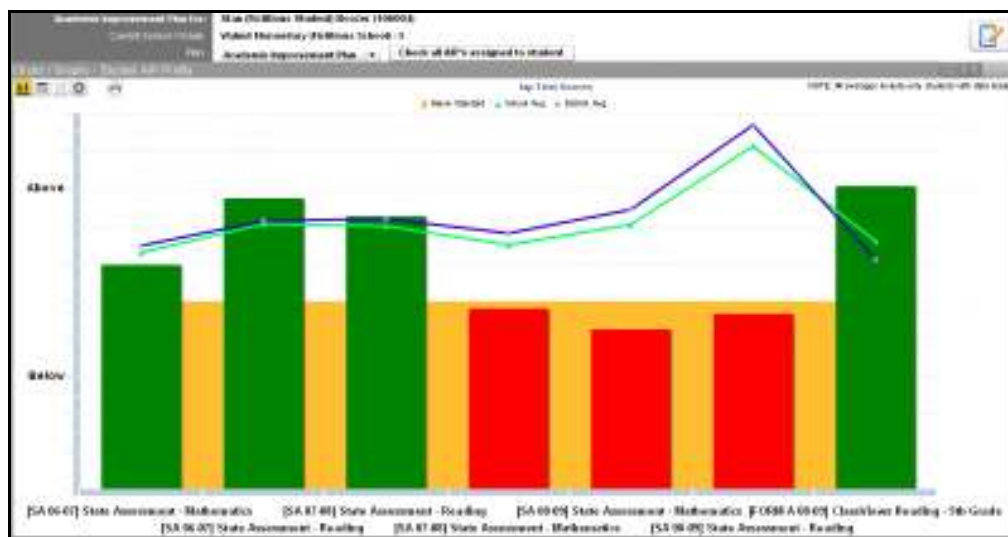


Figure 9-26

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

## 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:

Group Name	School	Assigned By	TL	Start	Stop
08-09 M - Math Intervention Group	Walnut Elementary (Fictitious School)	admin, inform	0	05/01/2009	


Figure 9-27

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

Activity	Time/Duration	Instructor	Dir.	Grd.	Start	Stop
Mathematics Tutoring	45 Minutes/Week	admin, inform				
Reading Tutoring	45 Minutes/Week	admin, inform				

Figure 9-28

## Parent / Student Responsibilities


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


The Add Goal pop-up window displays:

**Add Goal** [X]

☒ Academic ☐ Behavioral

Goal \*

Last Review Date  

Next Review Date  

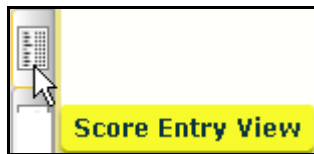
Goal Met ☐

**Save**

Figure 9-29

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

### 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:

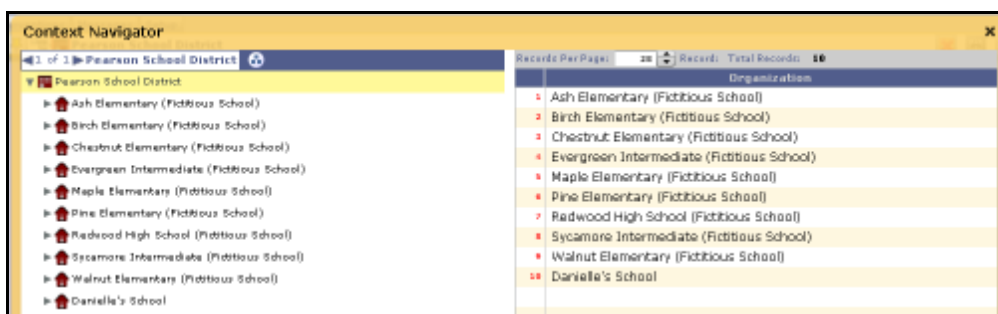


Figure 9-30

- 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:*

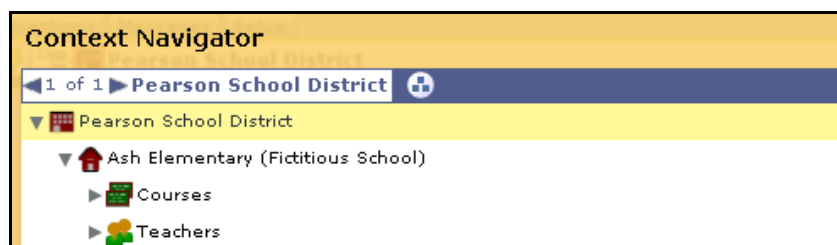


Figure 9-31

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

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

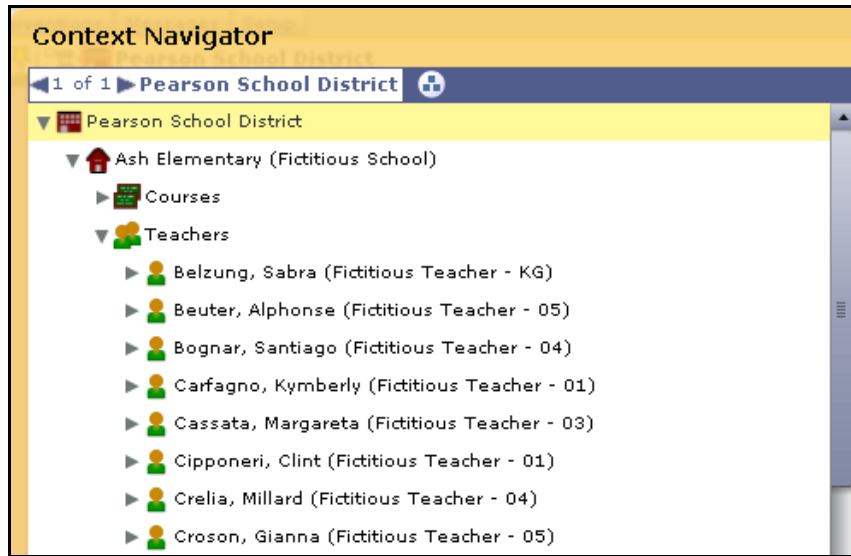


Figure 9-32

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

- Click the *Score Entry View* icon .

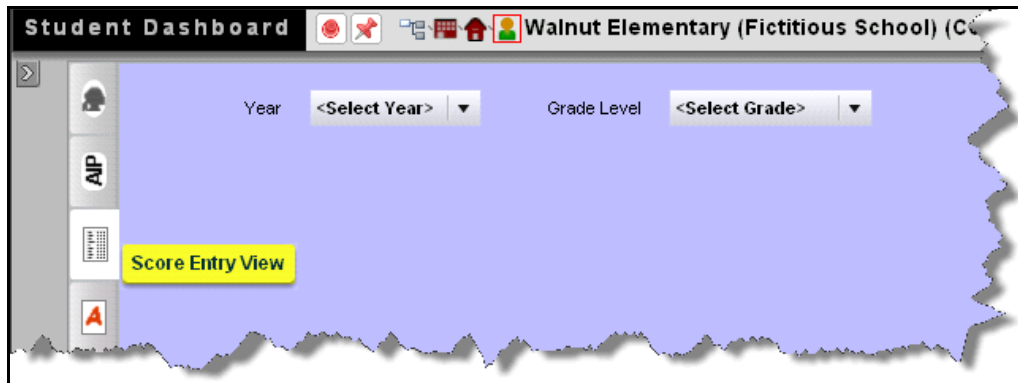


Figure 9-33

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

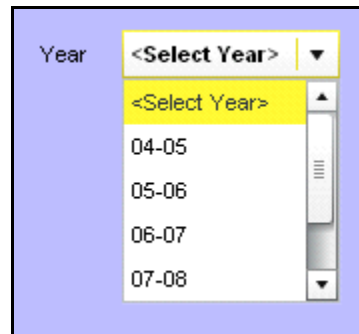


Figure 9-34

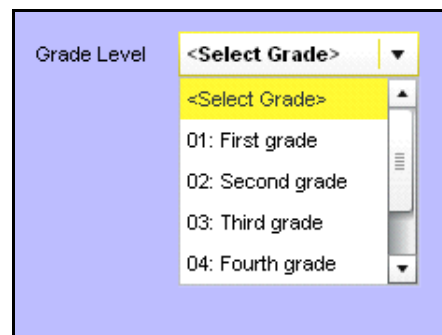


Figure 9-35

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

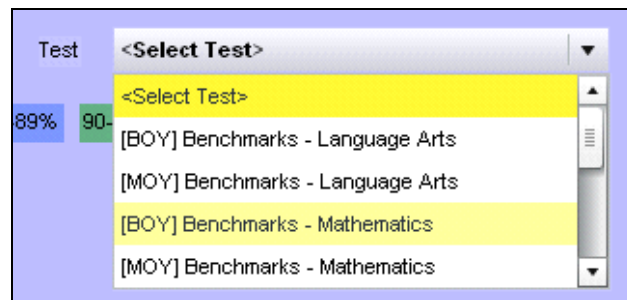


Figure 9-36





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

The screenshot shows a web application titled 'Student Database'. It displays a table with columns for 'Student Name', 'Last Name', 'First Name', 'Middle Initial', 'Grade', 'Year', 'Concept Score', and 'Total Score'. The 'Concept Score' column is further divided into sub-columns for different concepts like 'Geometry', 'Measurement', 'Probability', 'Statistics', 'Algebra', and 'Number Sense'. The table lists several students with their respective scores.

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.


This close-up view of the 'Concept Score' table shows the 'Geometry' and 'Measurement' columns. A red circle highlights the lock icon in the 'Geometry' column header, indicating it is being clicked to unlock the field.

Figure 9-38

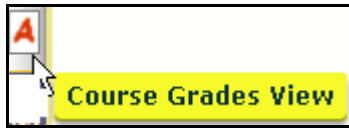
- Modify the individual score by **clicking** in the appropriate field and **entering** in the manual score.

This close-up view shows the 'Concept Score' table with the 'Geometry' column header now containing an edit icon. A red circle highlights the score '89' in the 'Geometry' column for the first student, indicating it is being edited.

Figure 9-39

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

## 9.2.4 Course Grades View



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

A screenshot of a software window titled "Course Grades - Boozer, Stan (Fictitious Student)". The window contains a table with the following data:

	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

# 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:

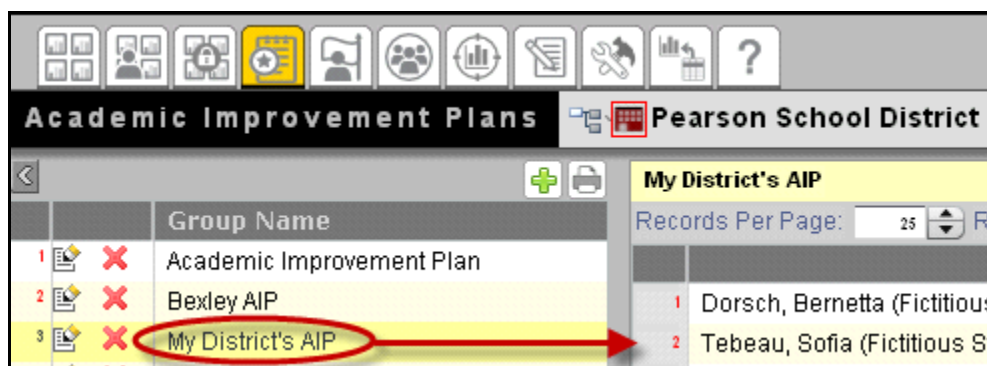


Figure 10-2

## 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.

- **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.

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

**Edit AIP Template Details** | 1-23 | 24-30 | 31-33 | 34-33 | Total Records: 93

**General** | **Test History** | **Signatures** | **Print**

Years of Assessment History to Display: \* 3 most recent years.

Proficiency Profile: <Primary Proficiency>

Concept History Display: Show All Concepts

Concept History Sort: Concept Name / Assessment by Year

**Assessment of Interest**

Selected Assessments		Available Assessment
		1 1st Quarter Math 6th Grade PreTest
		2 5th grade q1 benchmark
		3 6th Grade Math Unit 1 Pretest
		4 AIMSWeb - Reading
		5 AJH Training
		6 AJH Training 01N

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.

**Edit AIP Template Details** | 1-23 | 24-30 | 31-33 | 34-33 | Total Records: 93

**General** | **Test History** | **Signatures** | **Print**

To add a new Signature, enter a name in the text box below. This field is required.

Signature: Parent **Add Signature**

**Signatures**

Signature	
1	Parent

Figure 10-8

The *Print* tab:

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



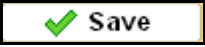
The screenshot shows the 'Edit AIP Template Details' dialog box with the 'Print' tab selected. The dialog has four tabs: 'General', 'Test History', 'Signatures', and 'Print'. Below the tabs, it says 'Select the options to show in printed reports.' and 'Report Template: AIP Basic'. Underneath, it says 'Select which items to print on selected report template:'. There are three columns of checkboxes. The first column is labeled 'Header:' and includes 'Print Year and Section', 'Print Student ID', 'Print School', 'Print Grade Level', 'Print Teacher', 'Print General Comments', and 'Print Educator Comments'. The second column includes 'Print Chart', 'Print Tests', 'Print Concepts', 'Print History', 'History Comments', 'Print Activity', and 'Activity Comments'. The third column includes 'Print Parent Activities', 'Parent Comments', 'Print Targets', 'Target Comments', and 'Print Signatures'. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

Figure 10-9

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

## 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  **Save** button.

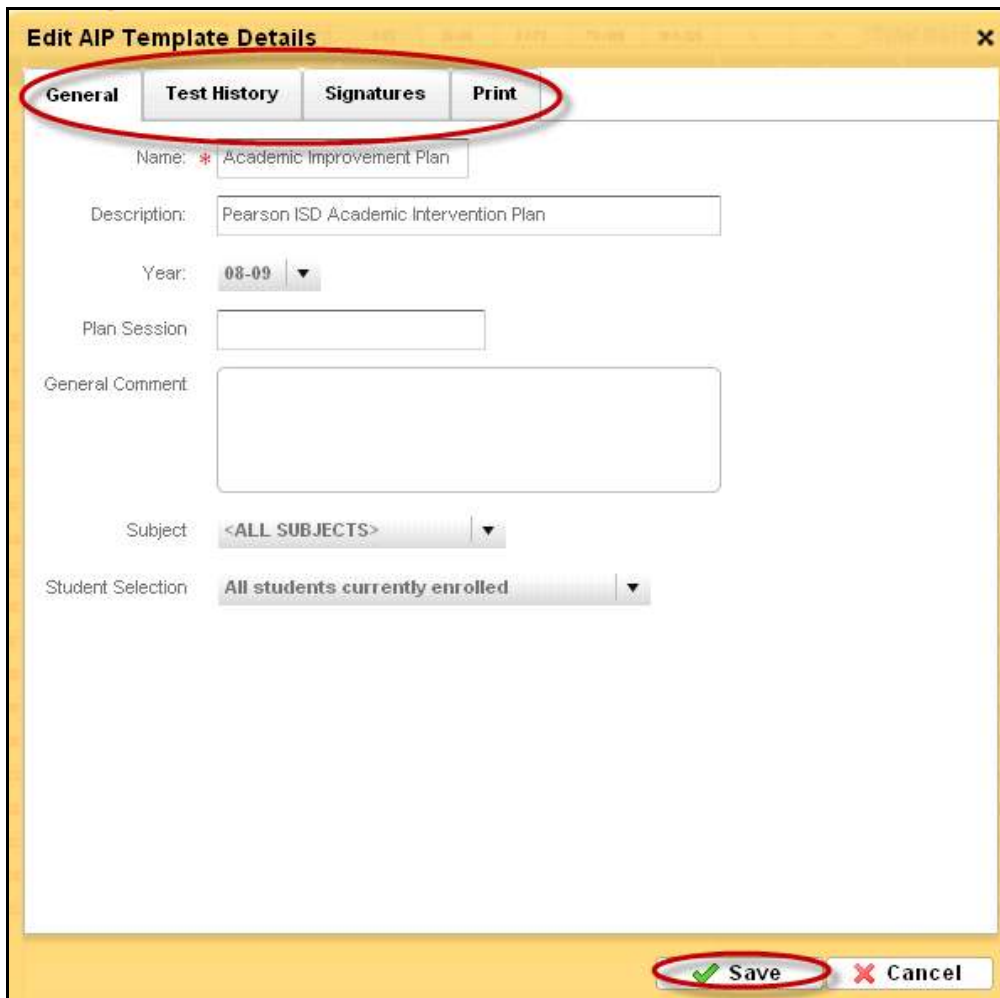




Figure 10-10

## 10.5 Delete a Current AIP

To delete an AIP:

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



- 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.

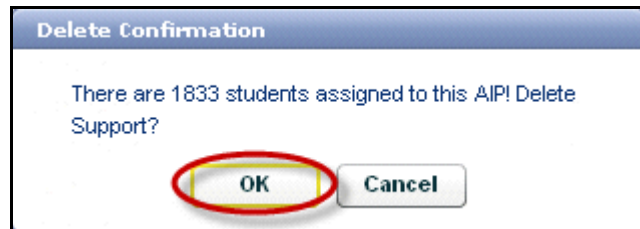



Figure 10-11

# 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*.

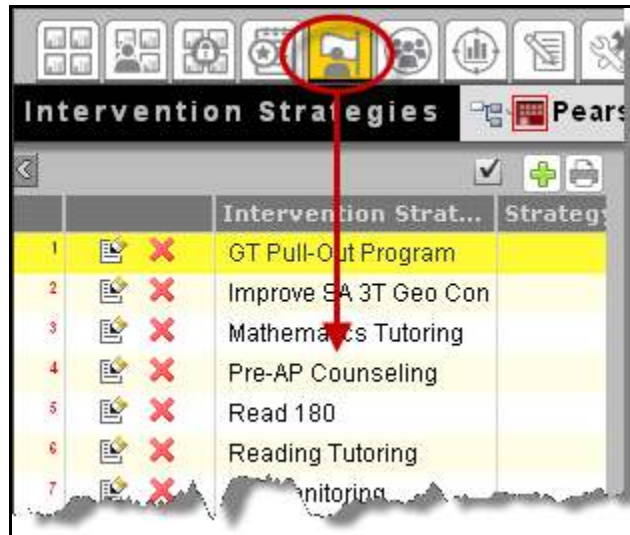



Figure 11-1

## 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.

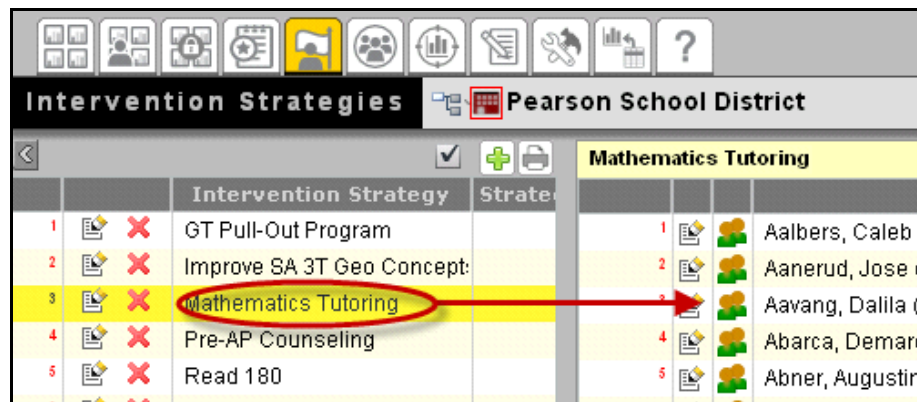


Figure 11-2

## 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*.

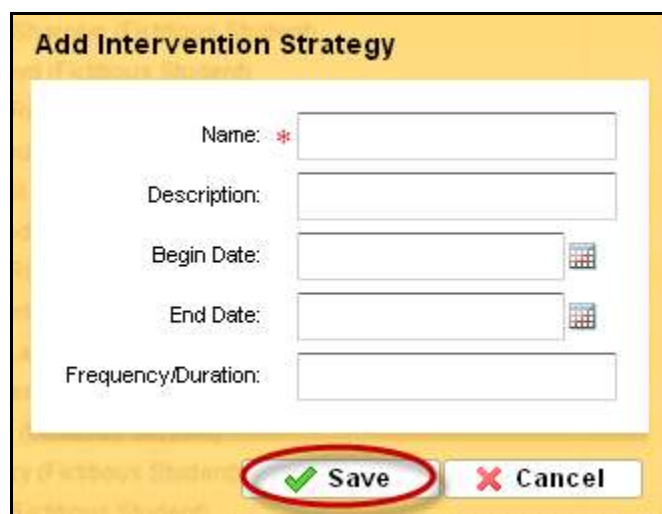





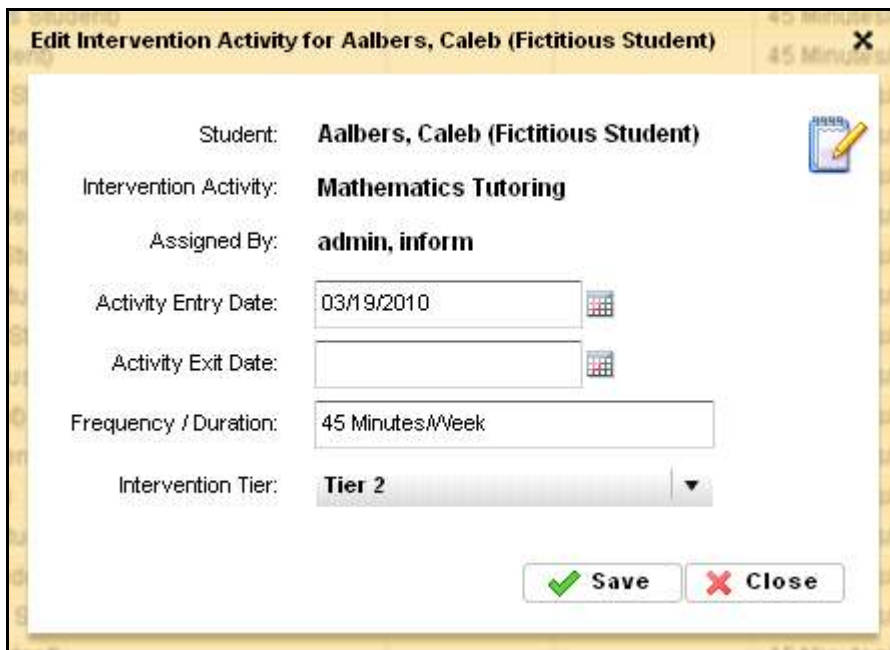
A screenshot of a web application form titled 'Add Intervention Strategy'. The form has a yellow background and contains the following fields: 'Name: \*' (required), 'Description:', 'Begin Date:', 'End Date:', and 'Frequency/Duration:'. Each date field has a small calendar icon to its right. At the bottom of the form, there are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'Save' button is circled in red.

Figure 11-4

## 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.



**Edit Intervention Activity for Aalbers, Caleb (Fictitious Student)**

Student: **Aalbers, Caleb (Fictitious Student)**

Intervention Activity: **Mathematics Tutoring**

Assigned By: **admin, inform**

Activity Entry Date: 03/19/2010

Activity Exit Date:

Frequency / Duration: 45 Minutes/Week

Intervention Tier: **Tier 2**






 **Save**  **Close**

Figure 11-5

## 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.

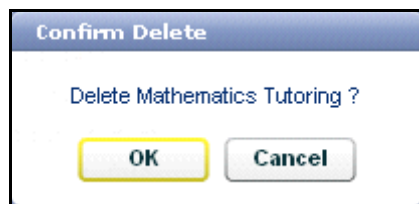


Figure 11-6

## 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*.

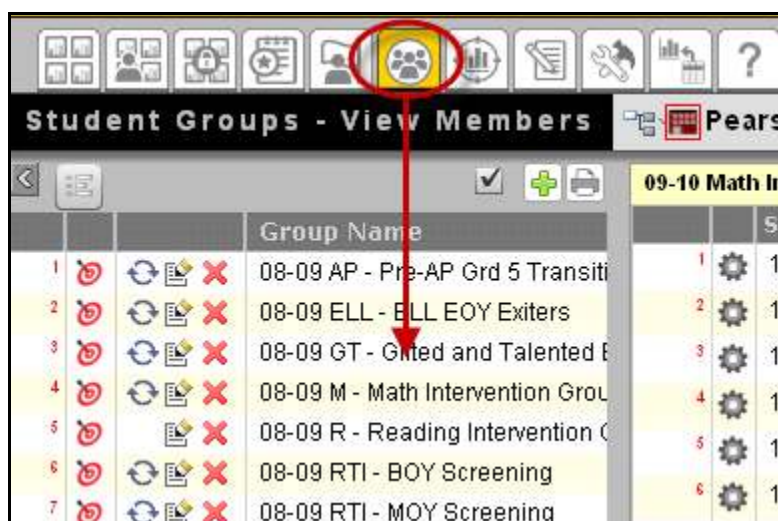



Figure 12-1

## 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.

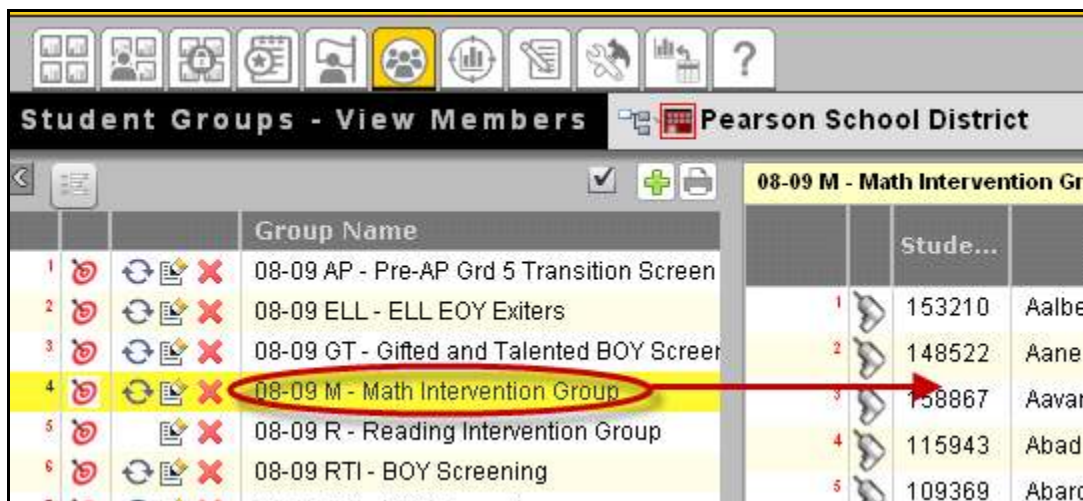


Figure 12-2



## 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*  *Query:* page displays in the *Dashboard* sandbox.

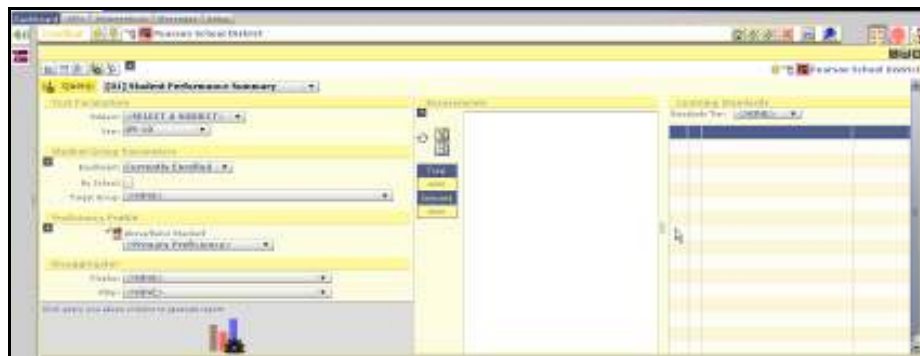


Figure 12-4

- 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

- 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.

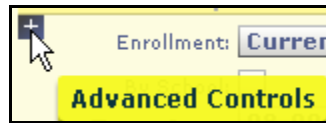


Figure 12-6


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

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

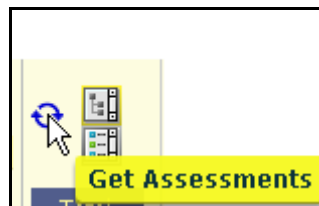


Figure 12-10

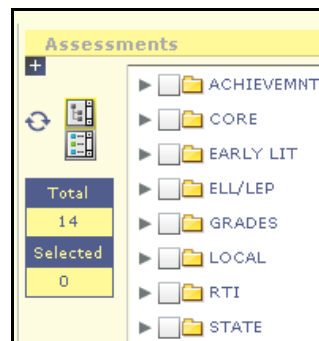


Figure 12-11

- **Select** the applicable assessment option.

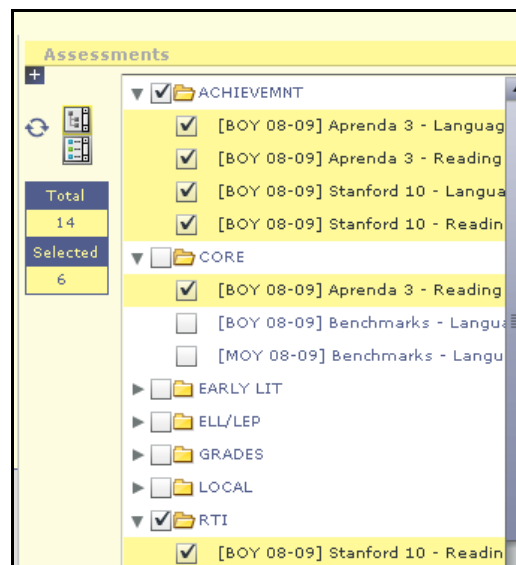


Figure 12-12

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


- 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*:

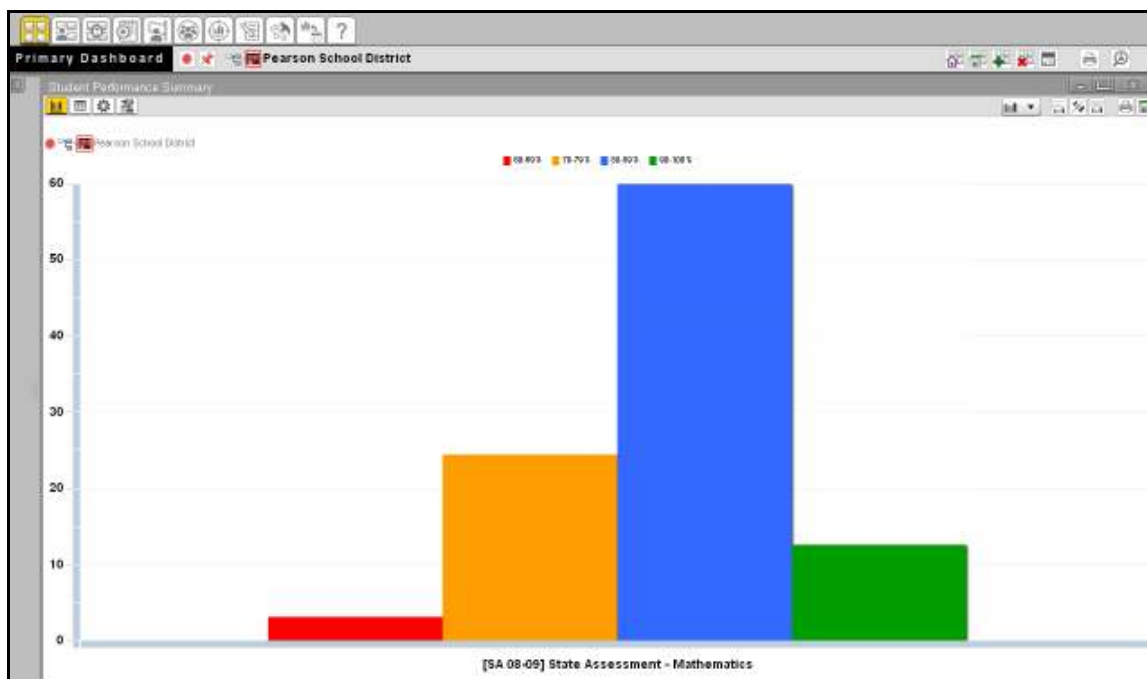


Figure 12-14

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

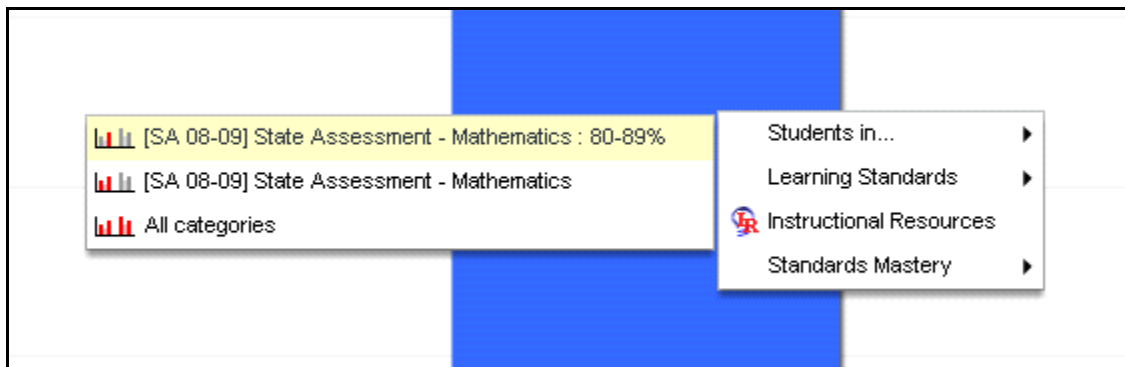



Figure 12-15

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

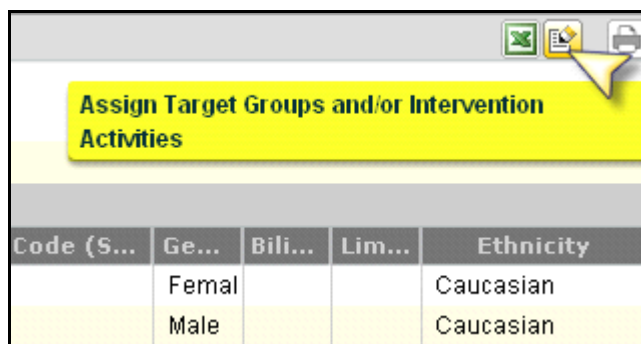


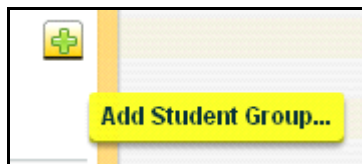
Figure 12-16

- **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*.

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

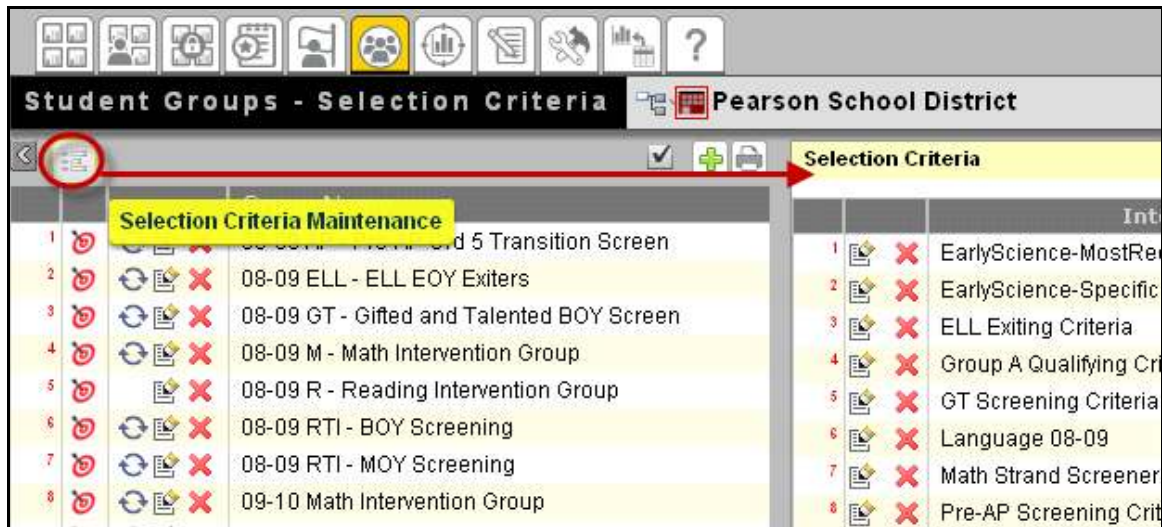


Figure 12-18

### 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

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

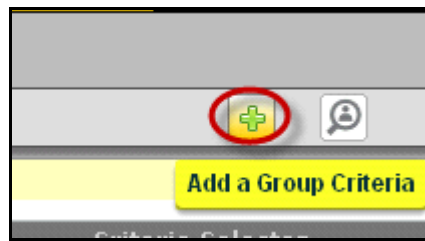



Figure 12-20

- **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.


 A screenshot of the "Group Criteria Editor" window. The window has a title bar with "Group Criteria Editor" and a close button. Inside, there is a "Description" text box with a red asterisk, which is circled in red. Below it is a "Test Criteria" section with two radio buttons. The first radio button is selected and circled in red. The second radio button is unselected. At the bottom right, there is a green plus icon in a square button, also circled in red. Below the radio buttons is a table with five columns: "Criterion", "Assessment", "Administration", "Proficiency Profil", and "Criteria".

Figure 12-21



- 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*

**Test Criterion Editor**

Intervention:

Criterion: \*

Assessment: 10th Grade Geometry ▼

Proficiency Profile: District Profile (4T) ▼

Selection: any concept ▼

Session: most recent test session ▼

	Concept	Mastery	Operator

Figure 12-22

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

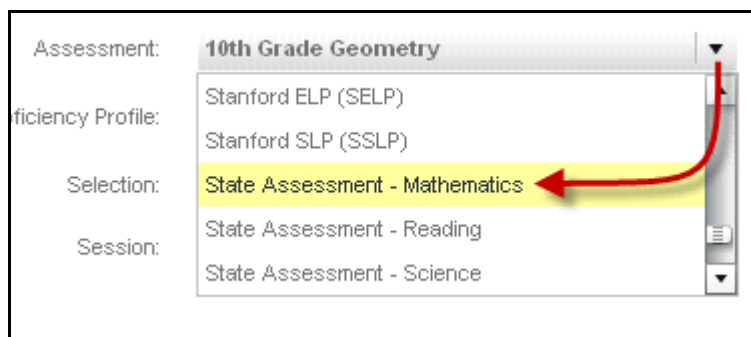


Figure 12-23

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

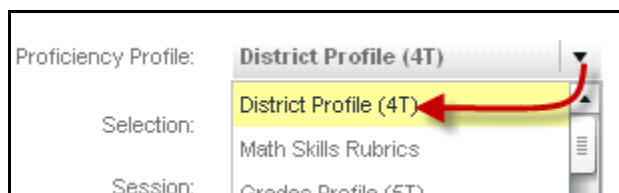


Figure 12-24

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

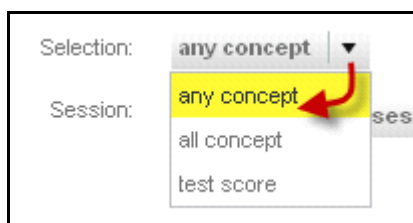


Figure 12-25

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

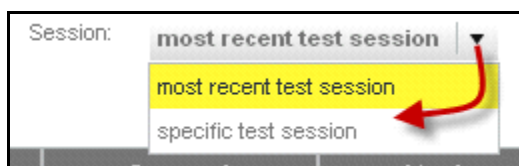


Figure 12-26

- 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*:

Mastery	Operator
competency ▼	Above Standard ▼
	Above Standard
	Below Standard

Figure 12-28

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

Mastery	Operator	value1	value2
score ▼	< ▼	0	
	>		
	<=		
	>=		
	=		


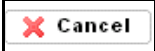
Figure 12-29


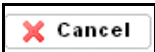
- For *proficiency* **select** the *Operator* value:

Mastery	Operator
proficiency ▼	60-69% ▼
	60-69%
	70-79%
	80-89%
	90-100%

Figure 12-30

- Once all of the appropriate criteria items have been identified for each test **click** the

 button to create the new test criteria or **click** the  button to cancel the creation of the new test criteria.

- Then **click** the  button to create the new intervention group criteria or **click** the  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






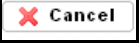


- Click** the *Edit Group Criteria*  icon next to a current group criterion to edit the properties.



Figure 12-32

- 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  button to save the changes to the criteria or click the  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*.

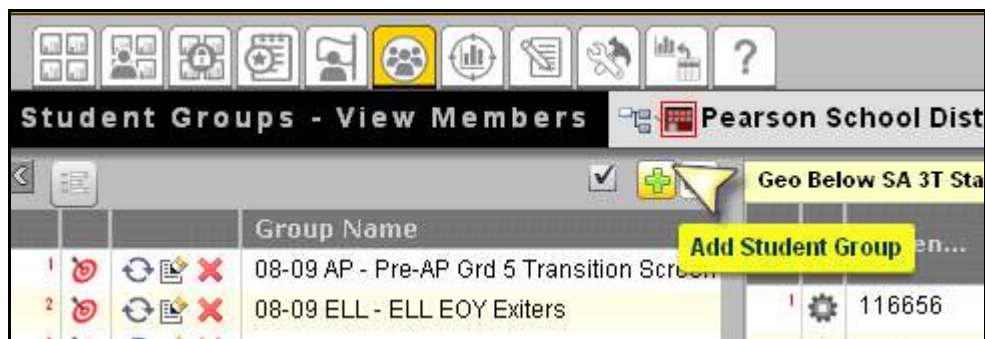


Figure 12-33

- 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

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

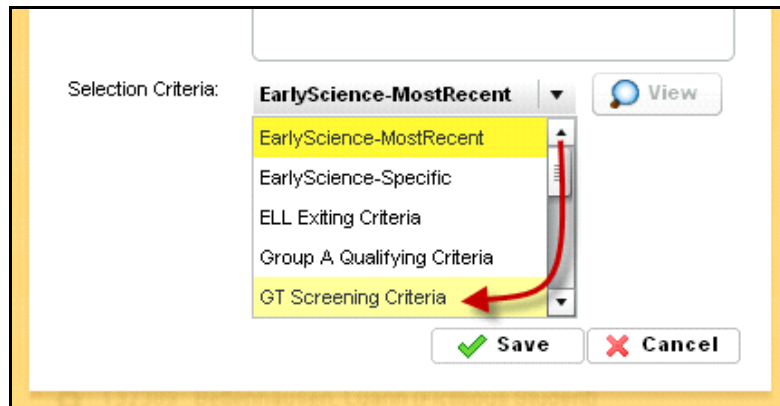




Figure 12-35

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

<input type="checkbox"/>	Modifiable	<a href="#">?</a>
<input checked="" type="checkbox"/>	Active Group	<a href="#">?</a>
<input type="checkbox"/>	Targeted for Intervention	<a href="#">?</a>

Figure 12-36


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

# 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.

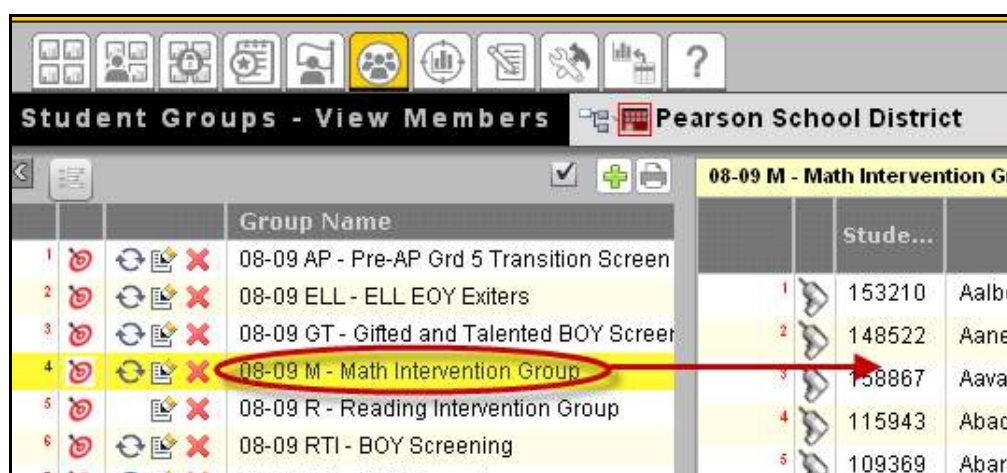




Figure 13-1

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.



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

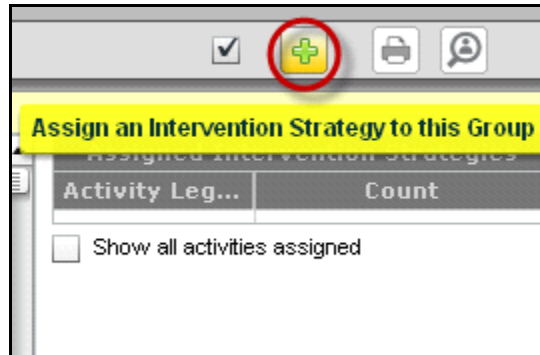




Figure 13-2

- 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  button to assign the strategies or click the  button to cancel.

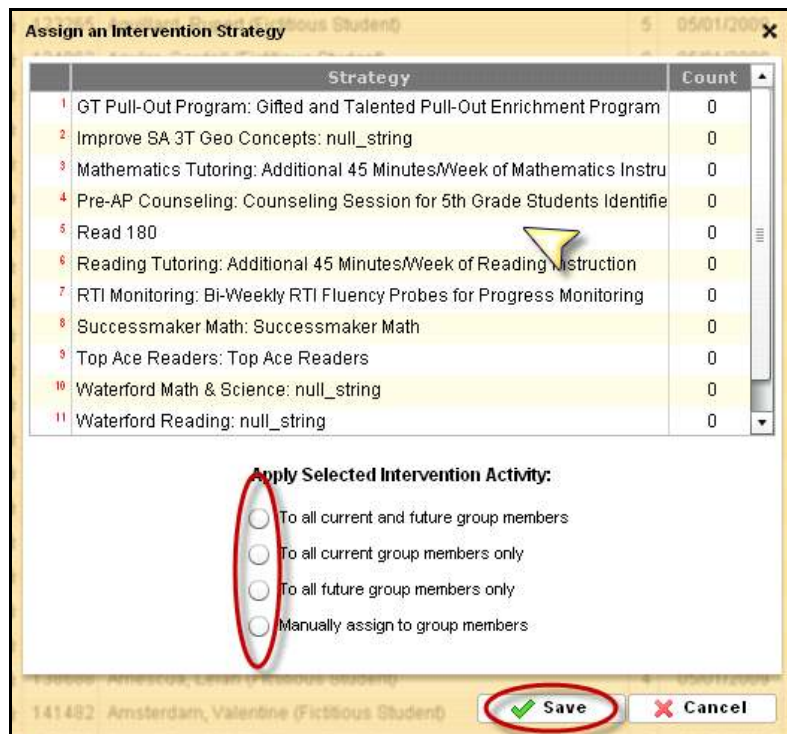


Figure 13-3



## 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:

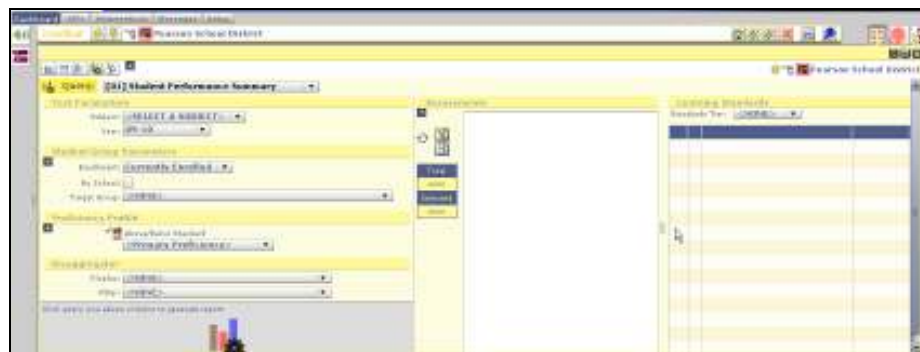


Figure 13-5

- 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.

**Test Parameters**

Subject: **Language Arts** ▼

Year: **08-09** ▼

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.

Enrollment: **Current** ▼

**Advanced Controls**

Figure 13-7

**Student Group Parameters**

—

Curr Grd Lvl: **05** ▼

Grd Lvl @ Test: **05** ▼

School Classification: **Elementary School** ▼

Enrollment: **Currently Enrolled** ▼

By School: ☐

Target Group: **08-09 GT - Gifted and Talented BOY Screening** ▼

Figure 13-8

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

**Proficiency Profile**

—

Score Method: **# concepts mastered** ▼

✓ Above/Below Standard

**Grades Profile (5T)** ▼

Figure 13-9

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


**Disagggregator**

Display: **by 504 Accomodations** ▼

Filter: **by Disability Status (SPED)** ▼ = ▼ **Othopedically Impaired** ▼

**AND/OR** ▼

Figure 13-10

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

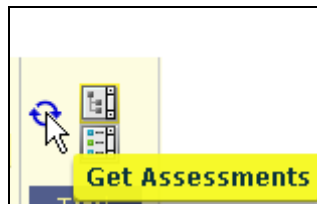


Figure 13-11

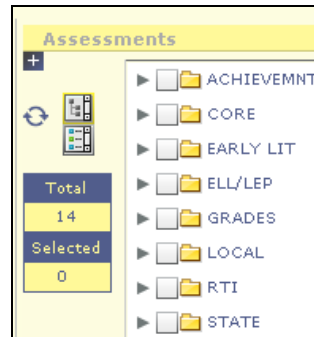


Figure 13-12

- **Select** the applicable assessment option.

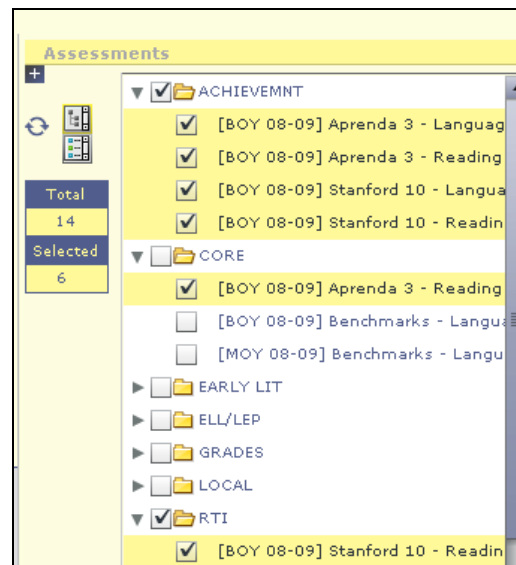


Figure 13-13

- **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).


- 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*:

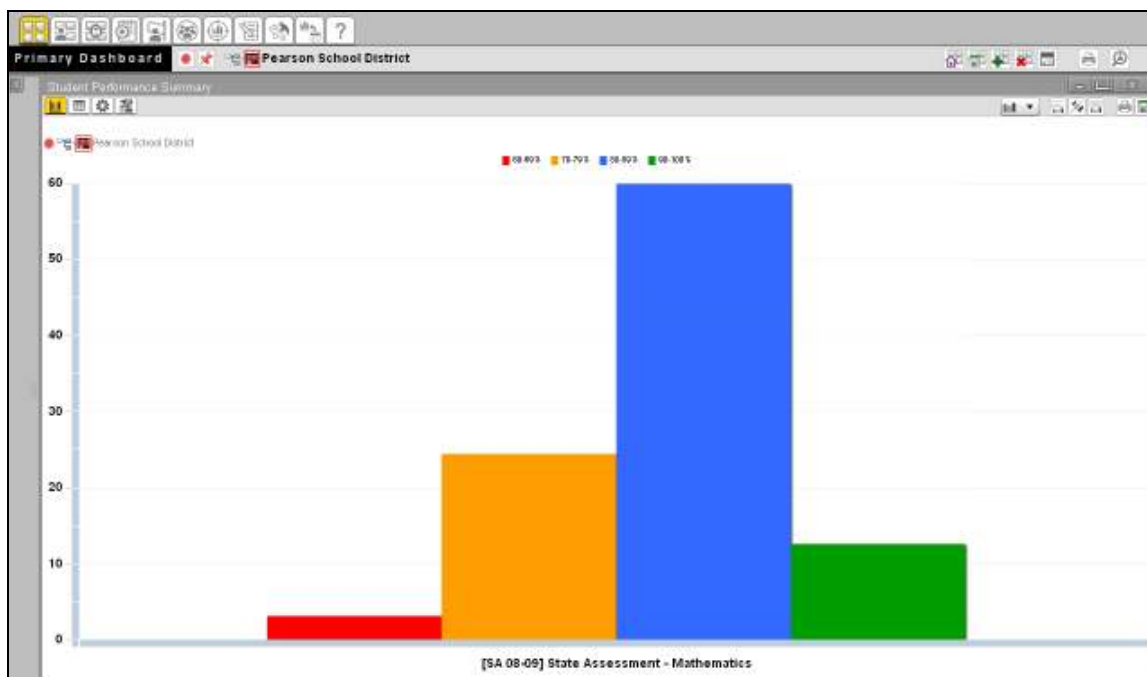


Figure 13-15

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

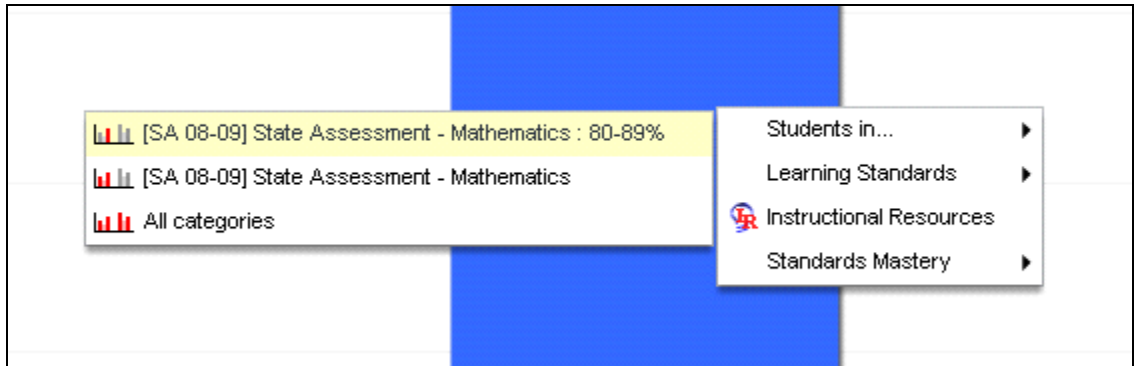



Figure 13-16

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

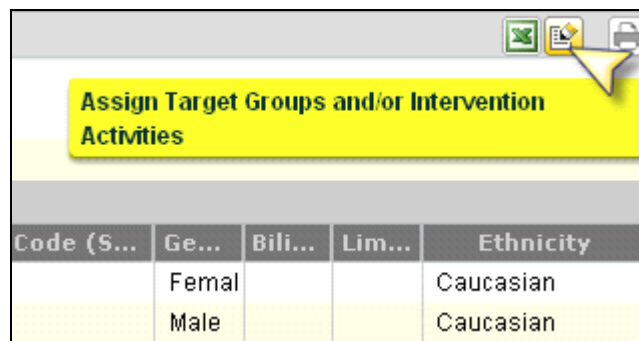


Figure 13-17

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

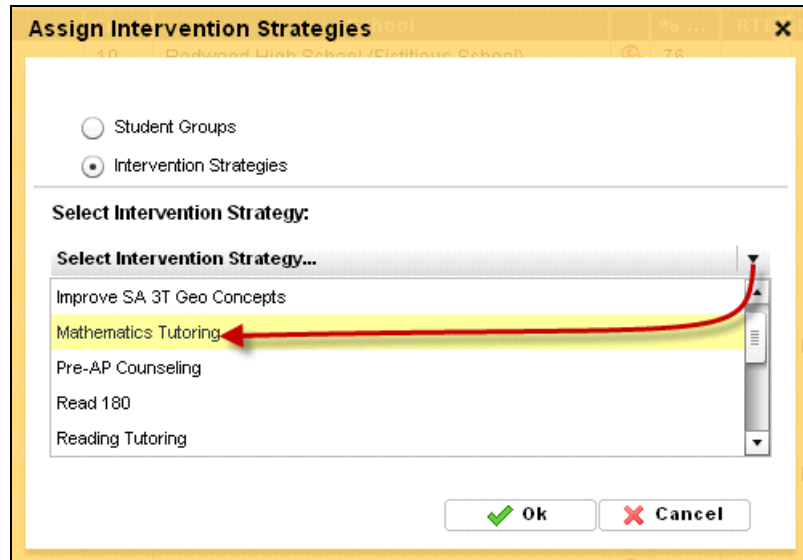

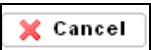


Figure 13-18

- Click the  button to add assign the intervention strategy to the students or click the  button to cancel.

