



## School & District Data: Custom Reports

Hello, Idaho! I'm Beth Klineman from Pearson Education. Welcome to Schoolnet's Custom Reports accessed through the ISEE Portal.

School & District Data reports come in three flavors: the pre-formatted report, the custom report, and the analysis spreadsheet.

The pre-formatted report is easy to use because you just need to select menu items and run the report that has already been defined for you. But pre-formatted reports probably won't cover every reporting need you'll ever have. Custom reports take a bit more work in the beginning to set up, but they offer the most flexibility in creating your own reports. Once you create a custom report and save it to your Saved Reports bank, you can run it again any time, modify it, or copy it. Users with the right permissions can publish reports to school, district, or state report banks for other educators to use as well.

Today on the ISEE demo site, I'll show you how to create a custom report. Your report will identify any chronically absent 8th-grade students who could use remediation for language arts and the teachers you can enlist for help. You'll use a saved student set, choose a report type, define the data and format you want, then save your report.

So let's get started!

For this example, you are the principal of Sandpoint Middle School and you just defined a student set that identified 23 chronically absent 8th-grade students currently enrolled at your school. You want to find out if any of them may need extra support to be successful and graduate to high school at the end of the school year. Specifically, you'll check their latest language arts interim or benchmark test results. For those students who did not meet proficiency, you will ask their teachers to help you come up with a plan for remediation.

So let's create a custom report to view standards proficiency in language arts by teacher and class for your student set.

Roll your cursor over School & District Data, and under Report Builder, click **Custom Reports**.

To use your saved student set, click **Choose a Saved Student Set**.

On the My Saved Reports page, you see your saved student set. Notice that it says Build Report. That's because a student set is an incomplete report. You have to choose or define what data to report on this group of students.

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Click **Build Report**.

The page says “Choose Report to Run with Student Set” and you see two tabs: Recommended Reports and Advanced Reporting.

You have the choice of selecting a published report on the Recommended Reports tab, or defining your own report.

Go to the Advanced Reporting tab to start creating your own report.

Under Build a Custom Report, you see a list of report types to choose from. Or on the right, you can choose to build an analysis spreadsheet or batch print the students’ profiles.

To look at the students’ standards proficiency by teacher and class, under Build a Custom Report, choose **Benchmark Performance by Standard**.

You see your student set filters at the top and the benchmark performance report type selected with some questions to answer.

The first question asks about enrollment. Since your student set filters for current enrollment, you can move on to the second question.

This question is asking you to narrow the test results to report. For this example, let’s look at the latest language arts benchmark test results for each student.

From the Subject menu, select **English Language and Literature**.

Don’t choose a specific test category or test instance. This way, you’ll get test results from the latest language arts benchmark test each student took, regardless of which test or which administration. This is useful when students may be taking different courses and different tests.

Question 3 asks you to narrow your results further. Since you want to see all of the results by teacher and class, don’t choose anything from these menus.

Now decide how you want the report data to be formatted. Click **Go to Viewing Options**.

On the Select Viewing Options page, you see the reporting options you’ve chosen so far at the top followed by additional menus to choose how to display the report data.

You can view this report as a table, a chart, or a graph. Let’s build a table.

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Under Define Rows and Columns, you see menus for each data element on the report. You'll have to choose your columns and rows, and you have the option to choose a sub-column and sub-row as well.

Open a menu to see what you've got to choose from. Here you see a list of data elements regarding demographics, student performance, and enrollment.

For this example, you want to see the standards proficiency of your student set by teacher and class so you can identify any weak performers and enlist their teachers for help.

So from the Columns menu, select **Score Group**. And from the Rows menu, select **Teacher**. Then from the Sub-Rows menu, select **Class**.

Under the "View Data in Cells as" section, you can stick with viewing a student count in each cell.

Under the "Row and Column Totals" section, you could also set the report to show row and column totals. Under "Paging" section, you can group the report by another data element using the Paging feature, which creates a separate page for each value of the data element you choose.

But let's see what you've got now.

So for the 23 students in your student set of chronically absent 8th-grade students, this report will show you a list of classes grouped by teacher where any of the 23 students took a language arts benchmark test. For each class, you'll see the number of students in each proficiency score group.

At the top, you see the student set filters, the report type information, and the display format options you chose.

And there's your custom report.

You clearly see that four of your chronically absent 8th grade students need help in language arts and you also know the three teachers you'll be asking for help. Click each number **1** to view that student's name.

To save this report in your Saved Reports bank to run later, click **Save Report**. Every time you run a report, you'll get the latest data based on your student set criteria and report data definitions so your report data will change over time. If you want a snapshot of the report data you see today, click **Create PDF File** or choose **Export to Excel** and save the spreadsheet instead.

Try creating your own custom reports with different options and formats. View the reports you build and analyze the data to make sure you understand what the report is telling you. You'll be a custom report expert in no time.

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To learn more about School & District Data reports, view the training resources for pre-formatted reports, student sets, and analysis spreadsheets.

But before you go, let's hear from Ernie Elliott, an ISEE Navigator and former administrator.

"The way that, as an administrator when I was in the building, we took the ISAT test. We had data. But the only way that I could access that data myself was to log in to the state website and I could pull down PDFs and print off how the students were doing. And then I could distribute those to the teachers and we could have conversations about it. I was not, in my mind, I wasn't able to manipulate that data to design reports that I could pull groups of students together that we could monitor. With Schoolnet, we're able to do all of that for the teachers. And the reporting element, the student grouping element, those things really, really enhance their ability to track and maintain a trail to develop the progress for their students."

For more information on ISEE's Schoolnet, be sure to check out the training resources posted on PowerSource, and go to PD Planner for additional training opportunities.

<https://powersource.pearsonschoolsanddistricts.com/portal/isee/>