



### School & District Data: Pre-formatted Reports

Hello, Idaho! I'm Beth Klineman from Pearson Education. Welcome to Pre-formatted Reports in Schoolnet, accessed through the ISEE Portal.

You have several powerful reporting tools available to you in Schoolnet's School & District Data. A well-designed report can help you make informed decisions about your district, schools, and students.

School & District Data reports can show information for a small group of students or for your entire district or state in a variety of formats such as tables, graphs, pie charts, and student lists. Use the published reports or create your own and save them for your future use. Or, ask your Report Manager to publish them to the report bank for others to use.

When creating your own reports, the pre-formatted report is the easiest and most user-friendly report. Today on the Schoolnet demo site, I'll show you how to build and use a pre-formatted report called the Demographic Overview.

So let's get started!

As an administrator for Lake Pend Orielle district, you've seen the reports available in the School & District Data report banks but you're not comfortable creating your own reports quite yet. You've heard that a good place to start is to build a pre-formatted report.

Roll your cursor over School & District Data and select **Report Builder**.

On the Report Builder page, you see pre-formatted reports listed on the left, and other report options such as custom reports on the right.

Pre-formatted reports are easy to use because they have been pre-designed for you and have limited filtering capabilities. Just select options from a set of menus and then run the report. Let's do that now.

The first question when building a Demographic Overview report is "who" – or which students do you want the report to be about? For this example, choose all current-year 8th-graders in your district.

Use the defaults, but for grade level, choose **08**.

When selecting enrollment filter, make sure you understand the difference between the options. Current enrollment is the population currently attending your school. Total enrollment counts any student who transferred in or out of your district for the selected school year. Range counts the students in your district during a specific

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time period.

Now choose a display format. Do you want a table or a graph?

Look at the table format first. Just click **Run Report**.

That's it! You see your Demographic Overview pre-formatted report in table format. Look at the information the report gives you.

First, the report shows a total count of all 8th-graders in your district.

Then you get a breakdown of gender by percent and total number of students, followed by ethnicity, race, age, and program enrollment.

These numbers are blue, which indicates that they are links. Clicking any of the numbers will give you a list of the students who make up that category.

For example, you have a few 8th-grade students who have already celebrated their 15th birthdays. To see who these students are, under Count of Students by Age, click **12**.

Here are your 12 students. The system created a student set for you. You can save this student set as an incomplete report and use it to run other reports for these students. Or you can click any of the student names to view their Digital Backpacks.

Click **Back to Pre-Formatted Reports**.

Notice that this is a dynamic report. Every time you run the report, you get the latest information. So tomorrow's report may be different from what you see today, depending on enrollment and other changes in the data.

At the top of the report, use the tools bar to either save the report, create a PDF file, or export the report to Excel. Save the report to run it again later with updated results, but create a PDF file or export it to Excel to save a snapshot of the data as you see it now.

Now let's see what this same report looks like in graph format.

Click **Edit Data Selections** to return to the Pre-Formatted Reports page with your currently selected criteria.

Select **Graph** and click **Run Report**.

The Count of Students by Grade Level isn't very meaningful here since it's only for one grade so let's scroll down.

That's better. You see a graphic representation of the gender distribution for your

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8th-grade students across your district.

The next chart is by grade level again. This chart will be more useful if we look at additional grades. Let's scroll back to the top to change the report criteria.

Click **Edit Data Selections** to go back to the Pre-Formatted Reports page.

What if you choose all grade levels and then use the paging options to create a report page for each school? Then you can view demographics for each of your middle schools.

From the Grade Level menu, select **All Grade Levels**. Under Paging, check the option to divide the report into multiple views, then choose **School** from the menu.

Now click **Run Report**.

This report is taking a bit longer because it's not just collecting data for 8th graders. It's collecting data for all the students in your district, then creating a demographic overview report for each school. Click **Next View** to view each school's report or choose one middle school. From the School menu, select **Sandpoint Middle School**. Now you see the report for all grade levels at Sandpoint Middle School.

Now look at the data another way. Instead of viewing the demographics data by grade or school, view data for all the students in the district. Go back to the Pre-Formatted Reports page by clicking **Edit Data Selections**.

Clear the selections for paging. Now the report shows one demographic overview for all students in all schools in the district.

Nice! The student numbers by grade level seem evenly distributed. Scrolling down, the gender distribution is fairly even too.

Try building your own pre-formatted reports. Go to School & District Data and select **Report Builder**. Choose a pre-formatted report, then select your criteria and try different options to see which views help you the most.

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

But before you go, let's hear from Alan Felgenhauer, an ISEE Navigator and superintendent of 25 years.

"In one of the discussions I had with a superintendent, as a matter of fact, he was trying to, he was on a state committee, and he was trying to look, and he said, 'You know, I have a lot of advanced students, but how can I pull all of that together because I just need something fairly simple that I need to show the committee for

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my district to show what we're about and how we do things.' And that's where I said, 'Oh yeah, I can help you with that.' So then we went into the administrator's piece. He actually had a choice whether he wanted to do it in a graph form, or in a PDF file, or some kind of spreadsheet. He chose the graph form. I would have too; it was prettier for the presentation. But anyway, we were able to pull that together. He then, he was, in fact I know I sold him on Schoolnet, because, 'Oh great, now I can do that! I can take this and I can go to the committee. I can show them this. It shows how many advanced students I have and what we're doing, and how important that is. And that supports my contention, or what I want to bring up at that meeting.' So that's a specific example."

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/>