



School & District Data: Student Sets

Hello, Idaho! I'm Beth Klineman from Pearson Education. Welcome to Student Sets in Schoolnet, accessed through the ISEE Portal.

Complete reports in School & District Data come in three flavors: the pre-formatted report, the custom report, and the analysis spreadsheet. But you can also build and save incomplete reports such as student sets and report parameters, also known as column sets.

Whether you run a complete report or mix and match student sets and column sets, it's important to understand who your report is about and what your report is telling you.

The student set is "who" the report is about. You can run a student set with different reports. Or, save a student set to identify a group of students that meet a certain criteria to run at another time.

Today on the Schoolnet demo site, I'll show you how to define, edit, and save a student set, then use it to build a complete report with a published column set. Then I'll show you how published student sets work.

So let's get started!

For this example, identify your school's 8th-grade students who have missed at least 10 days of school this year. Check their academic performance and program enrollment to see if any of them need help before they graduate.

First, roll your cursor over School & District Data and select **Report Builder**. Under Build a Custom Report, select the option to build a student set.

On the Define Student Set page, you see that your student set is over 7,000 students. That's because you haven't set any filter criteria yet, so that's the total number of students ever enrolled in the district.

First, filter for students in 8th grade at Sandpoint Middle School.

Under Create Filter 1 from the Select Filter Type, choose **Enrollment**.

You have to choose a school type, so select **Regular**.

The School menu now shows all the schools in the district. Select **Sandpoint Middle School**.

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And for Grade Level, select **08**.

Then click **Apply Filter**. Now the student set is just over 1,600 students. That still sounds a little high.

In the Filters Created box on the left, under Filter 1, click **edit**. Under question 2, you see School Enrollment and Total Enrollment selected.

Select **Current Enrollment** to choose only those 8th-grade students currently attending Sandpoint Middle School.

Click **Apply Filter** again. That's more like it: 222 students.

Now create a second filter. From the Select Filter Type menu, choose **Attendance and Discipline Totals**.

Select the current school year and for Total Number of Days Absent, enter at least 10. Then click **Apply Filter**.

The demo site shows that 23 of your current 8th-grade students at Sandpoint Middle School have missed at least 10 days of school this year.

You have your student set.

To save your student set, click **Save Student Set**. Give a meaningful, descriptive name to your student set so you can find it later. You may find it helpful to add "Student Set" at the end of the name.

You need to add a description of your student set criteria. Once completed, then scroll down to click **Save Report**.

So where is your student set saved? It's not in the report bank because it hasn't been published. To view your saved reports, roll your cursor over School & District Data and under My Reports, select **Saved Reports**.

There's your saved student set.

Notice how it has Build Report instead of Run Report. When you click Build Report, you will be asked to choose which data you want to know about these students.

Let's try that now. Click **Build Report**.

On the demo site on the Choose Report to Run with Student Set page, you see a column set called "LPOSD sample column set." It includes data for attendance, programs, and the latest test results. Click the report name.

Keep in mind that on your site, you may see different reports or no reports.

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This report is an analysis spreadsheet. Only an analysis spreadsheet is formatted as a student list with columns of data per student.

Your student set is listed in the left column and the column set shows data for each student.

You could do a few things with this report:

- Save it as a complete report
- Export it to Excel, or
- Edit the student set or columns, then save it as a new report

Exporting the report to Excel is the only way to capture a snapshot of the data identified for this group at this time.

Every time you run a report with a student set, Schoolnet uses the student set's criteria to identify the students at that time. So the students included in a student set and the data about the students may change over time.

For example, the student set you created today identified 23 students, and the complete report you built included student information as of today. Running the same report next week may give you a different set of students and different information for each student.

Now let's look at how published student sets work. From School & District Data, click **Report Bank**.

For the Filter By options, select **Report Type**.

Click the + sign next to Student Sets to see a list of published student sets.

Notice the 8th Grade Chronically Absent Student Set.

This is not your saved student set. It is a student set published to all of the school report banks. Why would your report manager publish a student set?

At Sandpoint Middle School, you thought it was prudent to check for chronically absent 8th-grade students who might need extra help to prepare for graduation. Chances are, other middle school principals are thinking that too. Instead of each of you creating your own student sets, you can use a published student set that has been "contextualized."

By clicking **more**, you'll see detail about the report.

A contextualized report means that the criteria or parameters will be applied to

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each institution's report bank. So you can use a published student set to run reports on a student group identified at your school by certain criteria, and a principal at another middle school can use the same published student set to run reports on the students identified at his school, not yours.

Let's click **Build Report** and select **LPOSD sample column set**. Then click **Student Set Details** to show details.

When you build a report with the published and contextualized student set, you get the same results as when you used your own saved student set.

You created a new student set to identify your chronically absent 8th-grade students and you saved it in your Saved Reports. You found the student set, used it to build a complete report with a published column set, and learned how to use published student sets.

Try defining your own student set, then see what kinds of different reports you can build with it.

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

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

"Schoolnet is a huge player in transitioning from paper/pencil to digital, starting with the main reason they purchased it in the first place, is the individual student data that's attached to each student. They call it the digital backpack. And allows the districts, the state, to track students and see where they're at, and take all of that and move it from district to district. And so there's not a lag in terms of the instruction of that student. Ok, that being said, once that's in place, now from that administrative piece, the superintendent, the principal, the people in leadership roles can go in and look and see how each individual student is doing. Before, they had to go pull their cume file if they wanted to. But now they can see how their attendance is, how they're doing in each of their classes, what programs they're in, because it's very detailed in all of that information."

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/>