



# Schoolnet: Creating Custom Reports Quick Reference Card

## Schoolnet: Creating Custom Reports

Most districts publish a number of reports in the School & District Data Report Banks and the Benchmark Dashboard. However, you may have some data questions that these reports cannot answer, questions that require custom parameters. Once you understand the principles behind the examples below, you will be able to create a variety of reports.

### Creating a Standardized Test Report

In this example, look at subject level standardized test results by grade level for the current students at a school.

To run the report:

1. Roll your cursor over School & District Data and click **Custom Reports**
2. Click **Define Student Set**
3. Create filters to narrow the student set to only the students who are currently enrolled in your school; use the default values for all other fields

4. Click **Apply Filter**
5. Click **Go** to create a report for your student set

6. If not already selected, choose **Standardized Test**
7. Select the year the students took the test

Do not specify the school if you want results for students regardless of where they took the test.

8. Select the test

Do not filter any other fields.

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- Click **Go to Viewing Options**
- Use the default view option, **Table**
- Select only the following options: **Test Score Group** for columns, **None** for sub-columns, **Subject/Section** for rows, **None** for sub-rows; then check to divide the report and choose **Grade Level** from the Paging menu

### Define Rows and Columns

Columns

Sub-Columns

Rows

Sub-Rows

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### Paging

Divide this report into multiple pages, one for each:

Grade Level

- Click **Run Report**

The report displays the number of students in each score group, organized by subject

Standardized Test Analysis Report (Grade Level by Parent Test Section by Test Performance Level)			
Grade Level: 05 <input type="button" value="v"/> <a href="#">Previous View</a> <a href="#">Next View</a>			
	Met Standard	Did Not Meet	No Score
Reading	347	28	4
Math	341	32	6
Science	317	36	2

- Select a different option from the Grade Level menu (this is the option you selected for the field under Paging)
- In order to add row and column totals, click **edit** next to Viewing Options

**Viewing Options: Table** (edit)

- Change Value to **Percentage of Row** and change the Totals to **Both Totals**

### View Data in Cells As

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### Row and Column Totals

- Click **Run Report** to view how the altered selections have changed the report
- To save this report, click **Save Report** and follow the onscreen instructions

## Running a Report at the Test Subsection Level

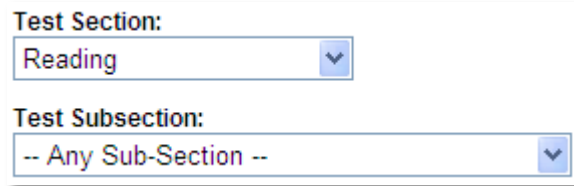
For a variation on the above report, modify it as described below:

- For the Report Type & Data option of the generated report, click **edit**

**Report Type & Data: Standardized Test Analysis** (edit)

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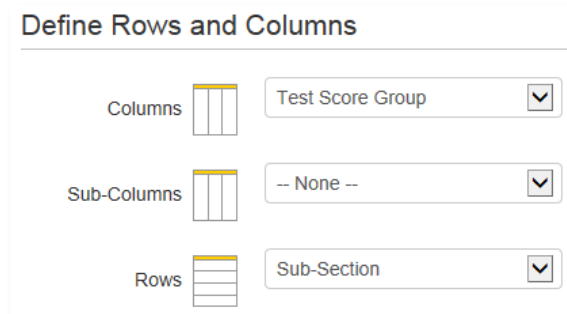
2. Select **Reading** from the Test Section menu and change the Test Subsection menu to **Any Sub-Section**



Test Section:  
Reading

Test Subsection:  
-- Any Sub-Section --

3. Click **Go to Viewing Options**
4. From the Rows menu, select **Sub-Section**



Define Rows and Columns

Columns: Test Score Group

Sub-Columns: -- None --

Rows: Sub-Section

5. Click **Run Report**