



Schoolnet: Define a Student Set Quick Reference Card

Schoolnet: Define a Student Set

In School & District Data you can use filters to create a set of students who meet specific parameters, called a student set. Student sets can be viewed in an analysis spreadsheet or used to create a custom report. Note that some student sets may have already been created for you and published in a report bank.

This document helps you to do the following:

- Define and save a set of current students at your school
- View a saved student set in an analysis spreadsheet
- Define a set of low scoring students

Define a Set of Current Students at your School

If you want to run a variety of reports for a group of students, it makes sense to set the group up as a saved student set. Note that you are only saving the parameters of the set; the number of actual students may vary the next time you access the set. In this example, you will create a set of current students at your school. Your fields may vary slightly.

To define a student set:

1. In the School and District Data sub menu, select **Custom Reports**
2. Click **Define Student Set**
3. For the first filter, select 'Enrollment'

Create Filter 1

Enrollment

4. Select filters to narrow down the Student Set to only the students you want to include. Start by selecting the current **School Year**, **School Type** and **School**.

1. Select where and in which grade students are enrolled.

School Type Middle School

School Anderson Middle School

Grade -- Any Grade Level --

5. Leave the enrollment timeframe at the default value: Current Enrollment
6. Note: In the summer when no students are currently enrolled, use 'Total Enrollment' instead.
7. Click **Apply Filter to Student Set**.
8. Notice that the Student Set number (near the top right of the screen) now reflects the revised number of students
9. Click **Save Student Set**

Student Set: 1,170 Students

Save Student Set

10. Enter a **Name** and **Description**
11. Click **Save Report**
12. You will be returned to the filter page where you can add additional filters or navigate elsewhere

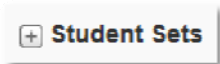
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View a Student Set in an Analysis Spreadsheet

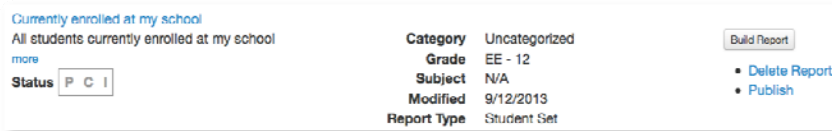
Once you save a student set you can use it to build analysis spreadsheets and custom reports.

To locate a student set:

1. In the School and District Data sub menu, select **Saved Reports**
2. Filter by Report Type
3. Open the Student Sets list

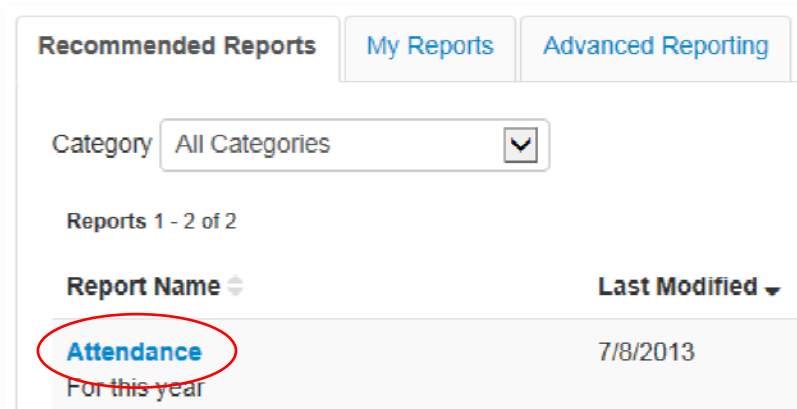


4. Locate your saved student set. Click **Build Report**



5. In the default Recommended Reports tab, click a column set to view with your student set

Note: From the Advanced tab you can build your own columns, create a custom report or print student profiles.

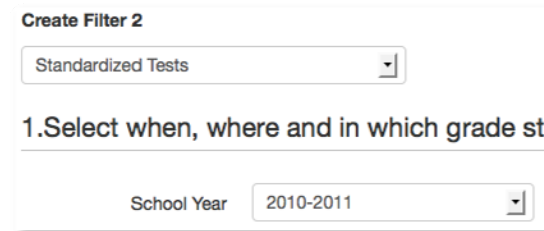


Define a Set of Low Scoring Students

To create a student set based on test performance:

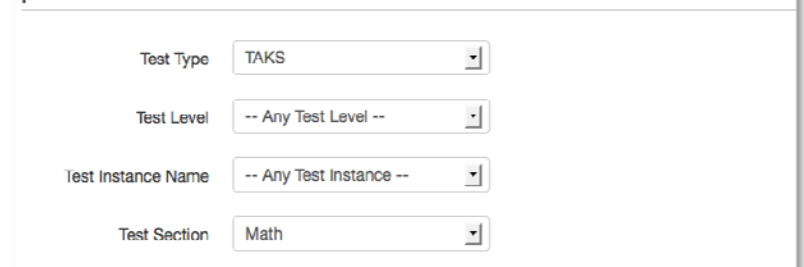
1. Return to the **Define Student Set** screen as explained previously
2. For Filter 1, filter on your current students (see previous exercise for help)
3. For Filter 2, choose 'Standardized Tests'
4. Select the **School Year** during which students took the test

Keep in mind that for standardized tests, you may have to select the previous year to get results. So that you can include all current students regardless of where they took the test last year, **DO NOT** select a school.



5. Select a **Test Type** and **Section**.

2. Narrow your set according to the standardized test(s) taken and the performance level.



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- When picking 'Overall,' be sure to pick the Score Group that corresponds; likewise if you pick a specific subsection

This will vary by test and requires knowledge of the test score structure.

- Select the score group(s) that you wish to see

Test Subsection

Score Group Met Standard Did Not Meet No Score
 N/A

Test Subsection

Score Group Met Standard Did Not Meet No Score
 N/A

- Click **Apply Filter** and then save the student set as described above