## Schoolnet: Creating Pre-formatted Reports

Use pre-formatted reports for a quick way to view data when you can't find a report in the Report Bank that meets your needs. Choose from a basic set of criteria before running the report.

Any user with permission to use the School and District Data module can generate a report on any institution; however, the ability to view student names varies by permissions.

### Generating the Standardized Test Performance Report

Use the Standardized Test Performance report to view the number of students in each score group for a standardized test by date.

To run the report:

1. Roll your cursor over School & District Data in the navigation bar and click **Pre-Formatted Reports**

2. On the Pre-Formatted Reports page, click **Standardized Test Performance**

3. For the first option, "Which students do you want to report on", choose a school (if it is not already selected for you) and grade level (or leave the fields blank to include all)

   Grade level refers to the grade level of the student when he or she took the test.

4. For the second option, "Which standardized test data do you want to use," use the menus, such as Test Year and Test Name, to choose which test you will report on

   Not all fields are required. For example, you do not have to choose a sub-section.

5. For the third option, "Which enrollment dates do you want to use," choose **Current Enrollment** to include students enrolled currently in the selected school

6. For the chart style, use the default chart format, **Table**

7. For the paging option, check the box to divide the report into multiple views, then choose how to divide it

   If you choose this option, you will see the selected view, such as Student Subgroup, listed at the top of the completed report. Use the menu and the Previous View and Next View links to toggle through the views.

8. Click **Run Report**

9. The report displays the number of students per test section in each score group

**Grade Level:** 05 — Previous View • Next View

| Standardized Test Performance Report - Single Year | | | | |
| --- | --- | --- | --- | --- |
| | | Met Standard | Did Not Meet | No Score | Total Unique |
| Reading | Reading | 347 | 28 | 4 | 355 |
| Math | Math | 341 | 32 | 6 | 353 |
| Science | Science | 317 | 36 | 2 | 355 |
| Total Unique | | 352 | 64 | 9 | |

To view the list of students in a one of the groups, click one of the numbered cells.

The Total Unique count is the number of unique students in a row or column. If a student took the test twice and moved up a score group, that student counts only once.

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10. The Total Student Population grid below the report displays the number of students by grade level who took the test for the selected test year

| Total Student Population | | | |
|---|---|---|---|
| **05** | **06** | **07** | **Total Unique** |
| 360 | 351 | 364 | 1,075 |

11. Click **Edit Data Selections** at the top of the page (not the browser's back button) to make changes to the report criteria

## Generating the Demographic Overview Report

Use the Demographic Overview report to view students by grade level, gender, ethnicity, race, and program enrollment. You might run this report before the first day of school for a quick picture of your incoming students.

To run the report:

1. Roll your cursor over School & District Data in the navigation bar and click **Pre-Formatted Reports**

2. On the Pre-Formatted Reports page, click **Demographic Overview**

3. From the Report Type menu, use the default selection, **Demographic Overview**

4. For the first option, "Which students do you want to report on", choose a region, school type, school, and grade level (or leave the fields blank to include all)

   Grade level refers to the grade level of the student when he or she took the test.

5. For the second option, "Which enrollment dates do you want to use," choose **Current Enrollment** to include students enrolled currently in the selected school

6. For the Display options, use the default values

7. Click **Run Report**

8. After reviewing the report, click **Edit Data Selections** at the top of the page

9. Under Display options, for the Chart Style, select **Graph**

10. Click **Run Report**
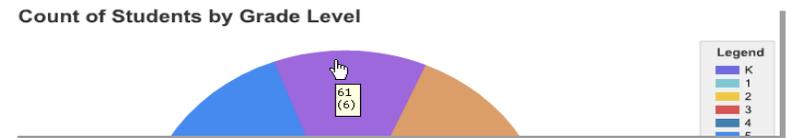


11. Roll your cursor over graph segments to view student totals, and click a wedge to access the names of the students