

ALWAYS LEARNING



Unbridled Learning

Continuous Instructional Improvement Technology System

EVERY CHILD
Priority & Prepared for SUCCESS
Arizona Department of Education

Powered by:



Advanced Topics in District and School Reporting

Welcome

Instructors:

- (instructor name)

Survey

- What specific topics do you want to cover today?
- What features are you using currently?
- What features have you found easy, challenging?

Learning Goals

- Distinguish between the “who” and “what” for reporting
- Define student sets
- Build custom reports
- Publish reports
- Tag key reports
- Run course or section reports

Functionality Review

Are you familiar with the following?

- Running reports from the Report Bank and Benchmark Dashboard
- Creating a pre-formatted report
- Creating an analysis spreadsheet
- Saving a report and viewing a saved report

Creating a Report

First ask yourself:

- What is my *goal* for this report?
- *Who* do I want to know about?
- *What* do I want to know about these students?
- *How* do I want to compare?

Compare Reports

Report 1	Report 2
Who: Students who missed multiple days of school last year	Who: Students who performed poorly on a standardized test
What: Standardized Test report	What: Attendance report

- How do these reports differ?
- Is it likely that the same students are in both reports?
- What questions do these reports help answer?

What Makes a Complete Report?

Who: Student Set

+

What: (Report Parameters + Data Constraints)

- **Pre-formatted reports:** Choose from a limited selection of student sets, report parameters, and data selections, all available in one place
- **Custom reports:** Define student sets, report parameters, and data constraints separately
- **Analysis spreadsheet:** Begin with a student set and define columns of data

The “Who”

The “who” is your **student set**: a group of students who meet pre-defined criteria

Example student sets include students who:

- Are enrolled in a particular class
- Are currently enrolled at your school
- Are enrolled in a special education program
- Were enrolled in 4th grade last year
- Performed poorly on a specific test

The “Who”

Defining a Student Set

Create a student set:

- Manually, using a student filtering process
- Automatically, by clicking on graph or table


The student set “box” appears in the following locations:

- Analysis Spreadsheet
- Student Filter
- Custom Reports

The "Who"

Define Student Set by Applying Filters

Student Set: 734 Students

 Save Student Set

Filter 1: Attendance & Discipline Totals

School Year: 2011-2012

Number of Days Absent: at least 3

Filter 2: Enrollment

School Type: Middle School

School: Anderson Middle School

Filters are "and" criteria; students must meet all filters.

Filter(s) Created

Filter 1

Type: Attendance & Discipline Totals

[edit](#) · [remove](#)

Filter 2

Type: Enrollment

[edit](#) · [remove](#)



Create Filter 3

-- Select Filter Type --

-- Select Filter Type --

Course/Section

Enrollment

Demographic Data

Programs

Benchmark Tests by Standard

Benchmark Tests by Subject

Standardized Tests

Attendance: Dates of Events

Attendance: Number of Events

Attendance & Discipline Totals

The “Who”

Enrollment Filter

Current Enrollment

Total Enrollment

All students enrolled in:

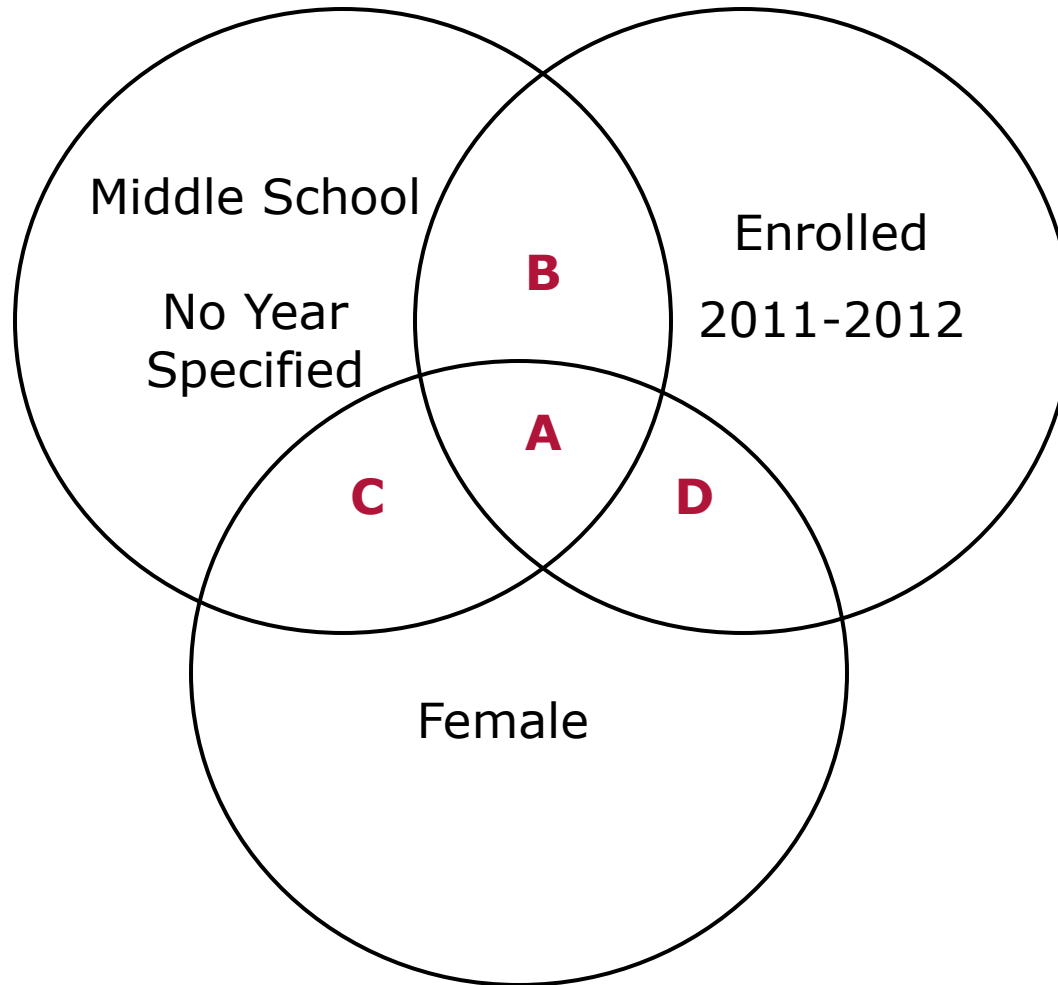
-- All School Years --

- Current Enrollment – Students enrolled as of today
- Total Enrollment – Students enrolled over time

Choose Total Enrollment to include all students at some point during the school year—to evaluate how the *institution* performed over time. Also, use this option during summer.

Try it Out

Use Boolean Logic



Try It Out

The “Who” – Define a Student Set

- Create a set of current students at a school
- Create a set of low-scoring students
- Save a student set
- Discuss enrollment selection (current vs. total)

The “What”

Analysis Spreadsheet

The “**what**” is your data selection, the data points on which you would like to report.

Use your data selection to:

- Measure students across multiple assessments (such as standardized vs. benchmark test for same subject)
- View scores across multiple subjects and sort results to identify students who perform better in some subjects than others
- Compare assessment data to attendance
- View demographic information (such as gender and ethnicity)

Analysis Spreadsheet — The “what” appears in the columns and the “who” in the rows. The student selection (“who”) is the same regardless of the column selection (“what”).

The “What”

Custom Reports

For custom reports, the “what” is defined by report parameters and data selections.

- Report parameters: Formatting (such as a table, graph, or pie chart) and data elements (rows and columns, such as test section, score group)
- Data constraints: Point in time (last year’s test), school and grade level in which students tested

Report Type & Data: Benchmark Performance by Standard

Selection Details  Edit Selections

School Year: 2011-2012

School Type: Middle School

Subject: Mathematics

Test Standard Set: Common Core

Topic: Any

Subtopic: Overall

Viewing Options: Table

Viewing Details  Edit Options

Output Type: Table

Report Dimensions: School, Grade Level, Benchmark Performance Level

Result Type: Student Count

The “What”

Report Parameters: Grouping Data

- Use report parameters to group data using sub-rows and paging
- Use paging for both custom and pre-formatted reports
- For pre-formatted reports, page by subgroup category

Paging by student subgroup

Student Subgroup: Previous View • Next View

Benchmark Test Performance by Subject Report – Single Year

		Excellent	Satisfactory
English Language and Literature	09/29/11, ELA 8 Revising & Editing CDB 1 2011-2012	0.5%	16.3%
	09/14/11, Reading 8 CDB 1 2011-2012	20.6%	40.7%
Life and Physical Sciences	10/20/11, Science 8 CDB 1 2011-2012	3.8%	34.2%


Rows and sub-rows grouped by subject


The "What"


Custom Report Builder





How to view this?


 Table


 Pie Chart

 Vertical Bar Graph


 Vertical Stacked Bar Graph


 Line Graph


 Horizontal Bar Graph


 Horizontal Stacked Bar Graph

Define Rows and Columns:

 **Columns:**

 **Sub-Columns:**

 **Rows:**

 **Sub-Rows:**

View Data in Cells As:

Row and Column Totals:

Paging:

Divide this report into multiple pages, one for each:

Use **custom** reports to define parameters:

- Formatting
- Rows
- Columns
- Totals

Use of Row and Sub Row

		Met Standard	Did Not Meet
English Language Arts	Aulvin High School	16	4
	Barkley High School	14	4
	Bolgeo High School	68	
	Elliott High School	11	
	Meador High School	31	
	Nichols High School	40	
	Sizemore High School	21	6
	Spears High School	31	5

Row and sub-row selection alters report for the same data

			Met Standard	Did Not Meet
Math	Aulvin High School	English Language Arts	16	4
		Math	7	20
		Reading	0	0
		Science	7	15
		Social Studies	0	0
	Barkley High School	English Language Arts	14	4
		Math	18	9
		Reading	0	0

Demonstration: Building a Custom Report

[Save Report](#)
[Create PDF File](#)
[Batch Create PDF Files](#)
[Export to Excel](#)

Student Set: 1,170 Students [\(edit\)](#)

Filter 1: Enrollment

School Type: Middle School
 School: Anderson Middle School
 School Enrollment: At 7/5/2013

Report Type & Data: Benchmark
Performance by Subject [\(edit\)](#)

School Year: 2011-2012

Viewing Options: Table [\(edit\)](#)

Output Type: Table
Report Dimensions: Subject, Benchmark Administration, Benchmark Performance Level
Result Type: Student Count
Totals: Calculate for Columns and Rows
Paging: Grade Level

Benchmark Performance by Subject Report (Grade Level by Subject by Benchmark Administration by Benchmark Performance Level)

Grade Level: [Previous View](#) • [Next View](#)

		Excellent	Satisfactory	Needs Improvement	Unsatisfactory	Total Unique
English Language and Literature	09/29/11, ELA 8 Revising & Editing CDB 1 2011-2012	2	69	152	131	354
	09/14/11, Reading 8 CDB 1 2011-2012	74	151	84	58	367

Try It Out: Generate a Custom Report

- Generate custom reports
 - Standardized test
 - Independent practice
- Try some options in the Benchmark Item Analysis report
- Save a few reports for other activities

Which Report Type to Use?

Analysis Spreadsheet	Custom Report
<ul style="list-style-type: none">• For $\sim < 200$ students• For specific students, such as those who did well in reading but not math• To see student names on the report	<ul style="list-style-type: none">• If a pre-formatted report does not meet your needs• For a large selection of students• To find patterns• To identify instructional areas of concern for a group of students

Publishing Reports for Others

Report Manager – Users with the report manager role can publish reports and manage published reports:

- Save the report
- Publish the report
 - *School-level* report managers publish to the school bank
 - *District-level* report managers publish to a single school, a district, or multiple schools
- Edit and retract reports
- No approval workflow

What Can I Save to the Report Bank?

- Pre-formatted reports
- Student sets
- Analysis spreadsheets with students
- Analysis spreadsheets without students*
- Custom report with students (focus for today)
- Custom report without students*

* When using these items, you are prompted to select missing component

Key Reports

▼ **Report Bank**

Search Reports for **Central City School** ?
District

Key
Reports (1)

My
Reports (10)

Most
Frequent (3)

[ELA Benchmark Test Performance by
School Score Group](#)

[Go to Report Bank](#) | [Go to My Saved
Reports](#)

- Appear on CIITS home page
- Highlight especially important reports for your institution
- Display reports from your institution's report bank only
- Tag reports as "key reports" at the school level or across all schools as part of the publishing/contextualizing process

Where Can You Find Reports?

- **Public Report Bank:** Repository for *published* reports (published reports are custom reports approved by an administrator for district-wide or school-wide distribution)
- **My Reports Bank:** Repository for *saved* reports that you created and *published* reports from the report bank that you bookmarked (**Note:** Only you can see the reports that you save.)
- **Key Reports:** Quick reference for *published* reports on the CIITS home page that are tagged as “key” reports
- **Related Reports:** Quick reference for *published* reports on the KPI detail page that are related to a specific KPI
- **Benchmark Dashboard:** Quick reference for *published* reports that include a single test administration

Try It Out: Publishing Reports

- Publish reports you want to make available to other users
- Select a few reports to tag as “key reports”
- Retract any reports you don’t want to remain published

Next Steps

- Wrap up
- Questions and answers
- Evaluation
- Explore on your own site