## Schoolnet: Define a Student Set

Audience Roles: Leadership, Staff with Specialist and/or Analyst

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. Roll the cursor over **School and District Data** and select **Custom Reports**
2. Click **Define Student Set**
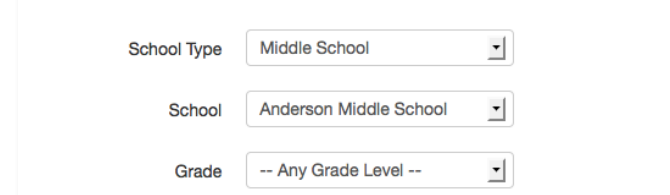3. For **Filter 1**, select **Enrollment**

4. Select filters to narrow down the Student Set to only the students you want to include. Start by selecting the **School Type** and **School**
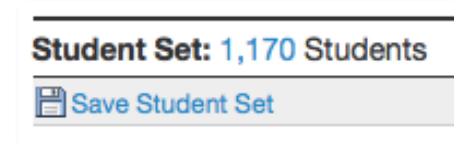
5. Leave the enrollment timeframe at the default value: **Current Enrollment**

   Note**:** In the summer when no students are currently enrolled, use **Total Enrollment** instead.

6. Click **Apply Filter to Student Set**.

7. Notice that the **Student Set** number (near the top left of the screen) was revised to reflect the current number of students

8. Click **Save Student Set**

9. Enter a **Name** and **Description**

10. Click **Save Report**

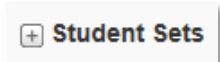11. You will be returned to the filter page where you can add additional filters or navigate elsewhere

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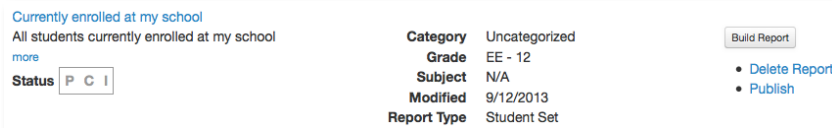## View a Student Set in an Analysis Spreadsheet

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

To locate a saved student set:

1.  Roll the cursor over **School and District Data**, and select **Saved Reports**

2.  **Filter by**: **Report Type**

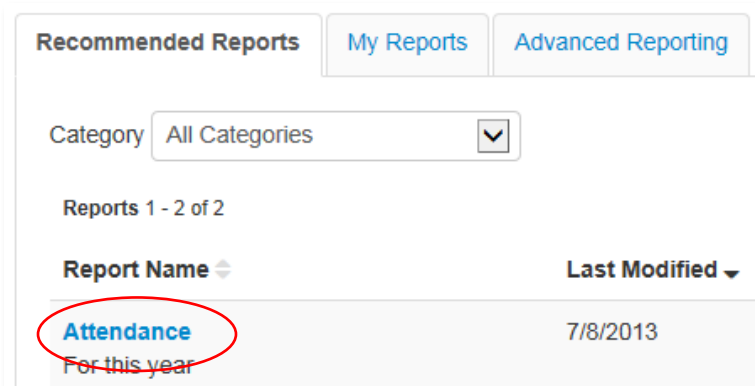3.  Open the **Student Sets** list by clicking the plus sign

    [+] Student Sets

4.  Locate your saved student set and click **Build Report**

    Currently enrolled at my school
    All students currently enrolled at my school
    more
    Status  P  C  I

    Category  Uncategorized
    Grade  EE - 12
    Subject  N/A
    Modified  9/12/2013
    Report Type  Student Set

    Build Report
    • Delete Report
    • Publish

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

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

    | Recommended Reports | My Reports | Advanced Reporting |
    | --- | --- | --- |

    Category  All Categories

    Reports 1 - 2 of 2

    | Report Name | Last Modified |
    | --- | --- |
    | Attendance | 7/8/2013 |
    | For this year | |

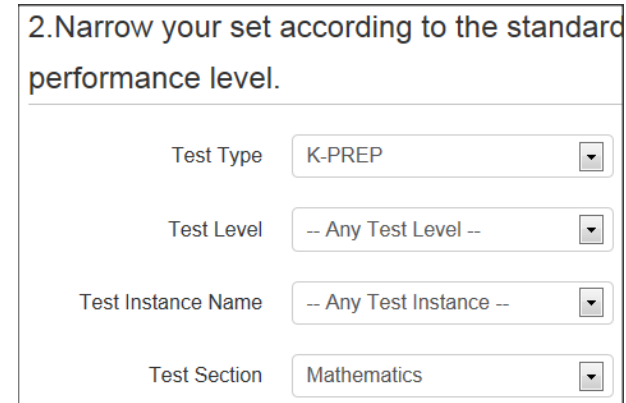## Define a Set of Low Scoring Students

To create a student set based on test performance:

1.  Return to the **Define Student Set** screen by clicking on **Edit** next to **Student Set**

2.  For **Filter 1**, filter on your current students (see previous exercise for help or leave as is)

3.  For **Filter 2**, choose **Standardized Assessments**

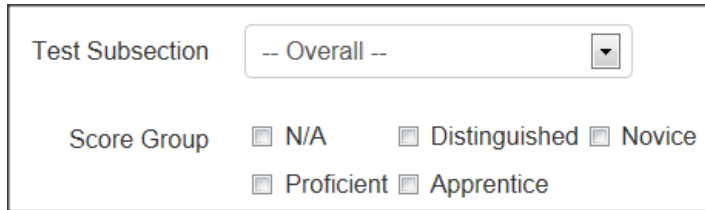4.  Select the **School Year** during which students took the test

    Keep in mind that for standardized assessments, 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.

    **Create Filter 2**

    Standardized Assessments

    1.Select when, where and in which grade st

    School Year  2012-2013

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

    2.Narrow your set according to the standard performance level.

    | | |
    | --- | --- |
    | Test Type | K-PREP |
    | Test Level | -- Any Test Level -- |
    | Test Instance Name | -- Any Test Instance -- |
    | Test Section | Mathematics |

6. When picking **Overall** for the **Test Subsection**, be sure to pick the **Score Group** that corresponds
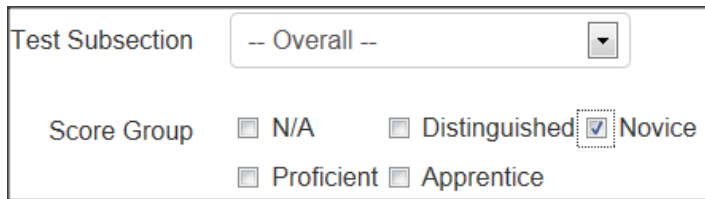
| Test Subsection | -- Overall -- ▾ |
|---|---|
| Score Group | ☐ N/A     ☐ Distinguished ☐ Novice |
|  | ☐ Proficient ☐ Apprentice |

Follow the same process if you pick a specific subsection.

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

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

| Test Subsection | -- Overall -- ▾ |
|---|---|
| Score Group | ☐ N/A     ☐ Distinguished ☑ Novice |
|  | ☐ Proficient ☐ Apprentice |

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