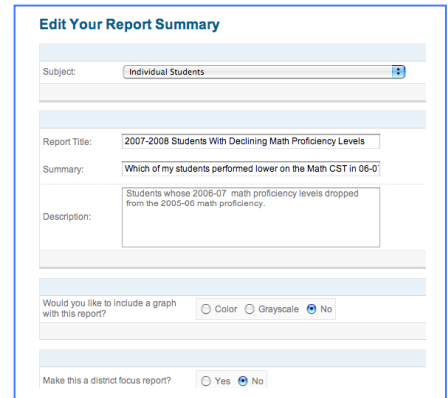
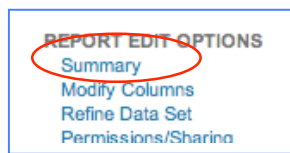
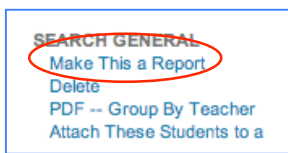


How to Create a Customized Report - Intermediate

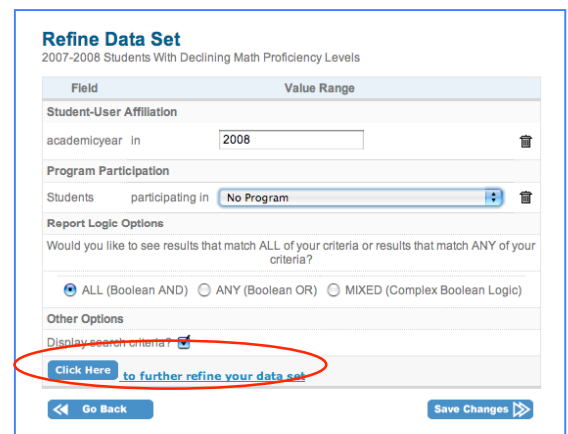
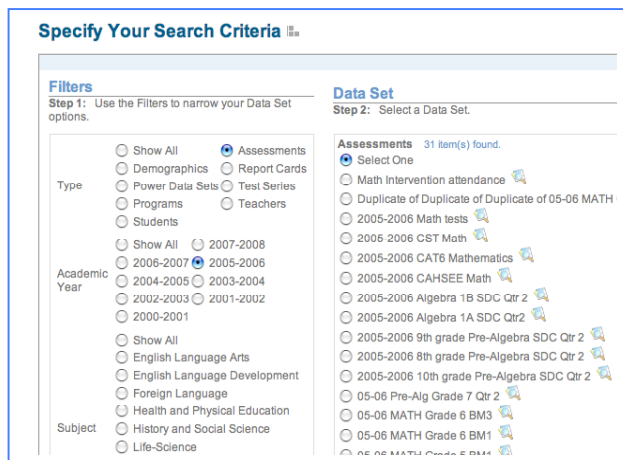
CREATING A REPORT

1. Starting from the **Students** tab, select a group of students and click **Go**.
2. Click **Make this a Report** in the left navigation menu.
3. Click **Summary** on the left, to edit your report summary.

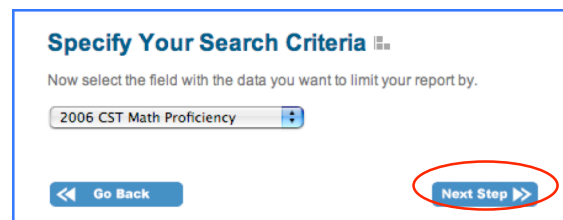
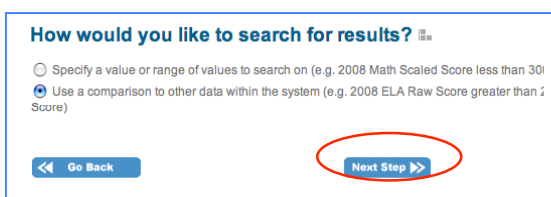


REFINING DATA-Comparison Report

1. Click **Refine Data Set** in the left navigation bar.
2. In the middle of the screen, click the link: *Click here to further refine your data set.*
3. Click the filters on the left side of the page to narrow the list of Data Sets on the right.



4. Select the field with the data you want to limit your report by and click **Next Step**.



5. Search for results by selecting the option, *Use a comparison to other data within the system* and click **Next Step**.

- Specify your search criteria for the second data set and click **Next Step**.
- Specify the secondary source of data by selecting the type of data you want to use in your comparison and click **Next Step**.

- Select the comparison you want to use between the different sets of data and click **Next Step**.

CHANGING FROM AN INDIVIDUAL STUDENT REPORT

- Go to the **Reports** tab and select an existing report.
- Click **Summary** on the left navigation.
- Select *Summarized Group of Students*.
-change the title
-click **Save Changes**
- Select the Data Set.

Note: Choosing *Teachers* will create a report summarized by Teacher. Choosing *Schools* will create a report summarized by School.

- Select the type of data to use for your summary groups and click **Next Step**.

USING COMPLEX BOOLEAN LOGIC

1. Choose MIXED (Complex Boolean Logic) from the Refine Set menu then, click **Click here to further refine your data set.**
2. Follow the steps to specify the data you want to limit your report by. Continue to refine data to add more refinements to your report.
3. Once you have included all of your refinements, click the *Click here to edit your report logic link.*

2007-2008 Students Who Received Basic or Below in ELA or Math
 (Created Mon Dec 10th, 2007 at 7:44 PM for Bathgate Elementary)
 Which students performed Basic or below on both the 2006-07 CST ELA and Math tests

No results were found because no logic has been specified for this report. [Click here to edit your report logic.](#)

Refine Data Set
 2007-2008 Students Who Received Basic or Below in ELA or Math

Field	Value Range
Student-User Affiliation	
academicyear in	2008
Program Participation	
Students participating in	No Program
Report Logic Options	
Would you like to see results that match ALL of your criteria or results that match ANY of your criteria?	
<input type="radio"/> ALL (Boolean AND) <input type="radio"/> ANY (Boolean OR) <input checked="" type="radio"/> MIXED (Complex Boolean Logic)	
Other Options	
Display search criteria? <input checked="" type="checkbox"/>	
Click Here to further refine your data set	

Go Back Save Changes

4. Select the data that should be grouped together and click **Go.**
5. Create more groups from the Logical Grouping area and choose the *and* or *or* operator.
6. Choose your logical grouping and click **Save Changes.**

Original Report Criteria

- 2007 CST ELA Proficiency Level is less than or equal to 3
- 2007 CST Math Proficiency Level is less than or equal to 3
- academicyear is in 2007-2008 (from Student-Teacher Rostering)
- Students participating in No Programs (from Program Participation)

To create a new logical grouping:

- Select multiple criteria or **groupings** from the list above
- Select a logical operator:
 - AND
 - OR
- Create the new grouping: **Go ->**

Your Logical Groupings

- academicyear is in 2007-2008 (from Student-Teacher Rostering)
 - AND
 - Students participating in No Programs (from Program Participation)
- 2007 CST ELA Proficiency Level is less than or equal to 3
 - AND
 - 2007 CST Math Proficiency Level is less than or equal to 3

Delete Grouping

Note: In the example below, the report shows the specific students who received a level 3 or below in the 06-07 Math and ELA CST.

2007-2008 Students Who Received Basic or Below in ELA or Math
 (Created Mon Dec 10th, 2007 at 7:44 PM for Bathgate Elementary)
 Which students performed Basic or below on both the 2006-07 CST ELA and Math tests

Search Criteria

- 2007 CST ELA Proficiency Level is less than or equal to 3
- 2007 CST Math Proficiency Level is less than or equal to 3
- academicyear is in 2007-2008 (from Student-Teacher Rostering)
- Students participating in No Programs (from Program Participation)

Displaying 1 - 30 of 192 students Show 30 students per page

XLS PDF TAB

Lastname	Firstname	2007 CST ELA Proficiency Level	2007 CST Math Proficiency Level	Academic Year	Grade
ABBY	Amado	2	3	2008	4
Abe	Jimmy Viet	3	3	2008	4
Alaeri	Nalina	1	2	2008	3