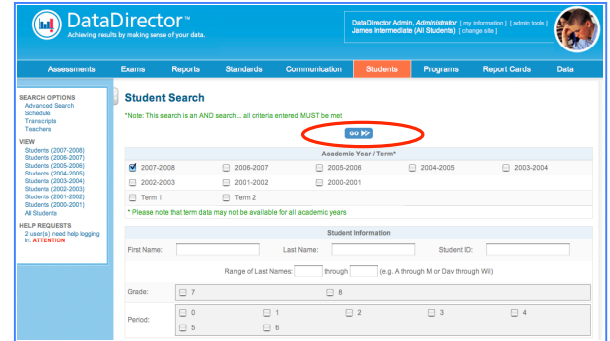


### How to Create a Customized Report

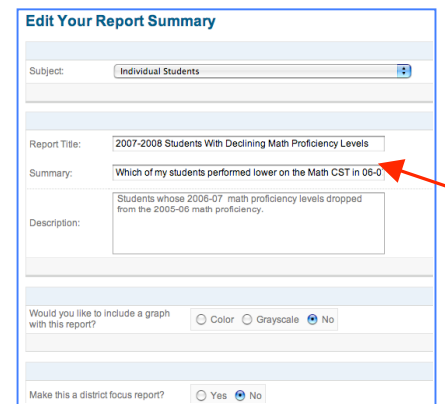
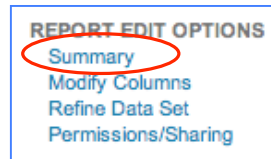
#### GETTING STARTED

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.



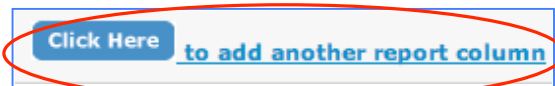
#### CHANGING THE TITLE

1. Click **Summary** in the left navigation menu.
2. In the second line, type the new title. Start the title with an academic year, e.g. 2007-2008.
3. Click **Save Changes**.

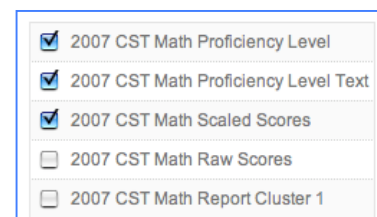
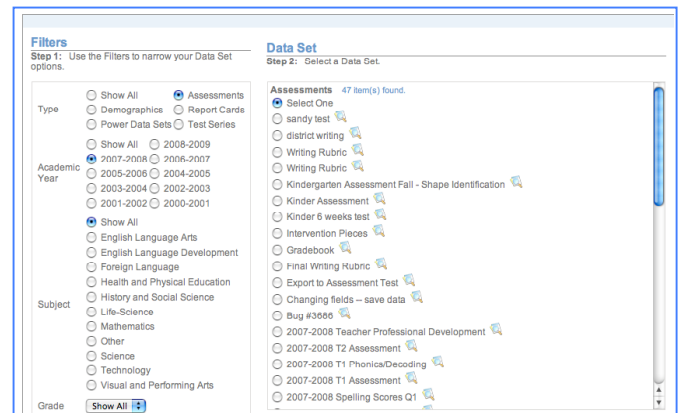


#### ADDING DATA

1. Click **Modify Columns** in the left navigation menu.
2. In the middle of the screen, click the link **Click Here to add another report column**.



3. Use the filters on the left side of the page to narrow the list of available Data Sets (e.g. Assessments, Demographics, etc.) on the right.
4. Select the Data Set from the box to the right that contains the information you would like to add to your report.
5. Use the check boxes to add data to your report. For each box that you select, a report column containing that data will appear in your report.
6. Click **Next Step**.



## REFINING DATA

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 screen to narrow the list of Data Sets on the right. You may refine your data set by any assessment or demographic data stored in DataDirector, (e.g. proficiency level, ethnicity, language fluency, etc.)

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

5. Choose the first option, *Specify a value or range of values to search on.*

6. Specify the value or values and click **Next Step**.

Note that in the report below, the data set was refined by 2007 CST Math Proficiency Level. Only students who received a “3” are included in the report.

Displaying 1 - 30 of 117 students

Lastname	Firstname	Academic Year	Grade	2007 CST Math Proficiency Level	2007 CST Math Proficiency Level Text	2007 CST Math Scaled Scores
Aguon	Sean Caodanh	2008	8	3	Basic	314
ALEJANDRA	Glen Kennet	2008	8	3	Basic	348
Allers	Marniet	2008	8	3	Basic	333
Almaguer	Chelsea	2008	8	3	Basic	343
ANGELA KAY	Braxton	2008	8	3	Basic	348
Askarzadeh	Josefna	2008	8	3	Basic	327
Ballejo	Susanna Guada	2008	8	3	Basic	343
RANY	Rnger	2008	8	3	Basic	347
BEZUSKA	An Thu	2008	8	3	Basic	331
Biedermann	CHARLESWORT	2008	8	3	Basic	306
Bonnici	Ana Delores	2008	8	3	Basic	314
Burbridge	Mindy Yrhi	2008	8	3	Basic	322

You can add to or change your refinements at any time by clicking the **Refine Data Set** link in the left navigation menu.

## MODIFYING YOUR REPORT

1. Click **Modify Columns** in the left navigation menu to make changes to your report columns. You can do any of the following from this screen:

- Change the column titles
- Change the display order of the columns
- Delete columns
- Add another report column
- Define how the report should be sorted