

Creating Custom Reports in Schoolnet

Audience: School and district report managers

Most districts publish a number of reports in the School & District Data Report Banks and the Benchmark Dashboard. However, you may have some data questions that these reports cannot answer, questions that require custom parameters. Once you understand the principles behind the examples below, you will be able to create a variety of reports.

Creating a Standardized Test Report

In this example, look at subject level standardized test results by grade level for the current students at a school.

To run the report:

1. Roll your cursor over School & District Data and click **Custom Reports**
2. Click **Define Student Set**
3. For Filter 1, select 'Enrollment'
4. Select a School Type and School
5. For School Enrollment, choose 'Total Enrollment'
6. Click **Apply Filter**
7. Click **Go** to create a report for your student set
8. If not already selected as the type of analysis report, choose **Standardized Test**
9. Select the school year the students took the test

Do not specify the school if you want results for new students regardless of where they took the test.

10. For Test Type, select the test

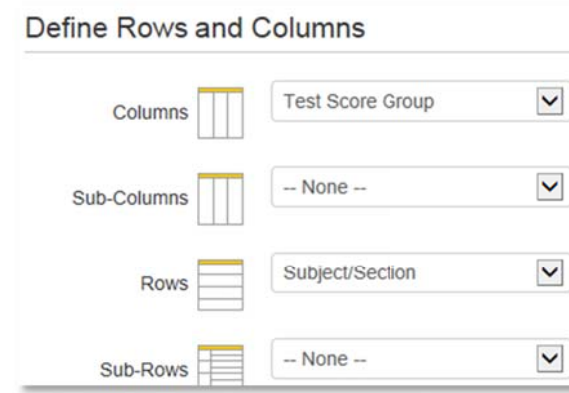
Do not filter any other fields.

11. Click **Go to Viewing Options**

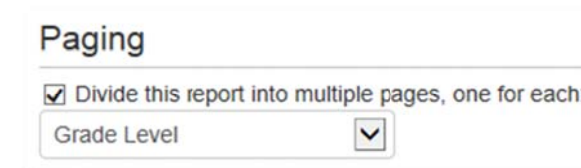
12. Use the default view option, **Table**

13. Select **Test Score Group** for columns and **Subject/Section** for rows

If you don't see Test Score Group, select Score Group or Performance Level instead.



14. Select Paging and choose **Grade Level** from the Paging menu



15. Click **Run Report**

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The report displays the number of students in each score group, organized by subject

Standardized Test Analysis Report (Grade Level by Parent Test Section by Test Performance Level)			
Grade Level: 05 Previous View Next View			
	Met Standard	Did Not Meet	No Score
Reading	347	28	4
Math	341	32	6
Science	317	36	2

16. In order to add row and column totals, click **edit** next to Viewing Options



17. Change Value to **Percentage of Row** and change the Totals to **Both Totals**

View Data in Cells As

Student Count

Percentage of Row

Row and Column Totals

Both Totals

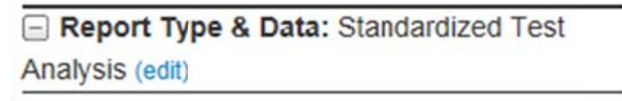
18. Click **Run Report** to view how the altered selections have changed the report
19. To save this report, click **Save Report** and follow the onscreen instructions

Running a Report at the Test Subsection Level

If the test has score groups reported at the section level, you can create a report that shows performance by section. If the test only reports number scores at the strand level, this type of report is not possible, although you could view the scores in an analysis spreadsheet instead.

For a variation on the above report, modify it as described below:

- For the Report Type & Data option of the generated report, click **edit**



- Select a subject from the Test Section menu and change the Test Subsection menu to **Any Sub-Section**

Test Section:

Reading

Test Subsection:

-- Any Sub-Section --

- Click **Go to Viewing Options**
- From the Rows menu, select **Sub-Section**
- Click **Run Report**

Standardized Test Analysis Report (Grade Level by Sub-Section by Test Performance Level)			
Grade Level: 11 Previous View Next View			
	High Performance	Moderate Performance	Low Performance
1: Functional Relationships	57.4%	31.2%	10.7%
2: Properties and Attributes of Functions	71.6%	15.8%	11.9%
3: Linear Functions	61.4%	22.9%	15.0%