

Finding Assessment Results for a Group of Students

| <i>Steps to Follow</i> | <i>Notes</i> |
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| A. Finding your class and getting a set of assessment results. | |
| 1. From the Dashboard, go to Assessments. | Click on this link at the top of the screen. |
| 2. Click on “Choose a Student Group.” | If you had already created a Student Group you would find it here and could look up information on the group you had pre-identified. For this example we will not be using a pre-identified group. |
| 3. Click on “Student Groups.” | Click on this link within the Assessment widget. |
| 4. If your school does not already appear in the drop-down, select it. | If you wanted to look at an entire grade level at your school, select it from the list below “Teacher” and go to step #8. |
| 5. Select “All” from the Subject drop-down. | |
| 6. Select the desired teacher from the drop-down. | |
| 7. Select “ <i>The teacher’s name: All Students...</i> ” | For elementary teachers, both choices will bring up the same set of students. For secondary teachers, you can select the desired class period. |
| 8. “Choose an Assessment or Set” will open. | You could select a single assessment at this time, but the next steps show you how to get multiple assessments at the same time. |
| 9. Click on “Assessment Sets.” | |
| 10. Select “Reading.” | This brings up the 10 Reading assessments with the most results for this group of students. Language, Math, Science and Writing assessment sets are also very helpful. WELPA results can be found under Language. |
| B. Changing the displayed assessments – if you are satisfied with the assessments displayed, you can skip this section. | |
| 11. Click on “Edit Active Assessments.” | This link is in the right corner above your list. |
| 12. Click any red buttons on the right to remove unwanted assessments from the list. | |
| 13. Click any open circles in the middle of the screen to add assessments to the list. | |
| 14. Click on the list icon to the left of each Active Test to drag the test into your desired order. | |
| 15. Click “Save.” | |
| C. Ordering assessments and sorting students | |
| 16. Click on “Advanced Ordering & Sorting.” | This allows you to rearrange the columns of assessments and sort the students. |
| 17. Drag and drop the assessments into the desired order. | Skip this step if you already put them in your desired order using “Edit Active Assessments.” |
| 18. To sort by the left-most assessment, click on the word “sort” under the name of the assessment. | One click puts students in descending order. A second click puts them in ascending order. |

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| | You can apply additional sort criteria by following these steps on the subsequent columns. |
| 19. Click “Done.” | |

D. Looking at strands or individual assessment results

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| 20. Click on the name of the Assessment in the column heading. | This assessment name will now appear in blue at the top (above “Return”), next to “Selected Assessment.” |
| 21. Click on the assessment name in blue. | A new tab opens giving each student’s overall score and strand performance. If strands are not reported on that assessment, each student’s performance on the assessment will be shown. You can use “Advanced Ordering & Sorting” to arrange this list if strands are reported. |
| 22. To go back to list of students with all their different reading assessments, click on the Reading tab. | |

E. Filtering by assessments – finding students who were struggling (or excelling) on multiple assessments

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| 23. Click on “Advanced Filtering.” | Link is to the left of “Edit Active Assessments.” |
| 24. To identify struggling students, click off the green options next to the desired assessment(s). | Click “Toggle ‘Standard Met’ Levels” to remove all green options for all listed assessments. |
| 25. In the upper-left, next to the word “Match,” change “Any” to “All,” in order to limit the list to those students who did not meet target on all assessments in your list. Choosing “Any” will include students who did not meet target on at least one of the listed assessments. | “Any” will bring up all students who match any of the criteria you have displayed. “All” requires students to meet all of your criteria, in this case not having met target on all assessments for which you deselected the “green” options in the preceding step. |
| 26. Click “Done.” You will now see the students that met your criteria. (To return to the full list, click “Reset” in blue). | |

F. Creating a Static group – creating a group of students that you would like to monitor

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| 27. Hover over the student’s name. To the right a “+” will appear. Click on the “+” next to each student you want in your group. | |
| 28. Click on the name of any assessment. It does not matter which you select. | |
| 29. Click on the Performance Levels drop-down. | |
| 30. Click the “+” next to Currently Selected. | |
| 31. Enter the group name in the “Create a new group” box. | |
| 32. Click “Create.” This group of students will now be available in Step 2 (and anywhere else in the system when you have an option to select Student Groups), | |

G. Get more information on an individual student

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| 33. Click on the magnifying glass next to a student’s name. | The student now opens in a slightly larger window. |
| 34. Click on the magnifying glass in the student’s box. (To return to the full list of students, click on your Dashboard tab at the top of your screen.) | The student opens in a different tab that includes scheduling, grades, assessments, attendance, activities, enrollments and services information. |