

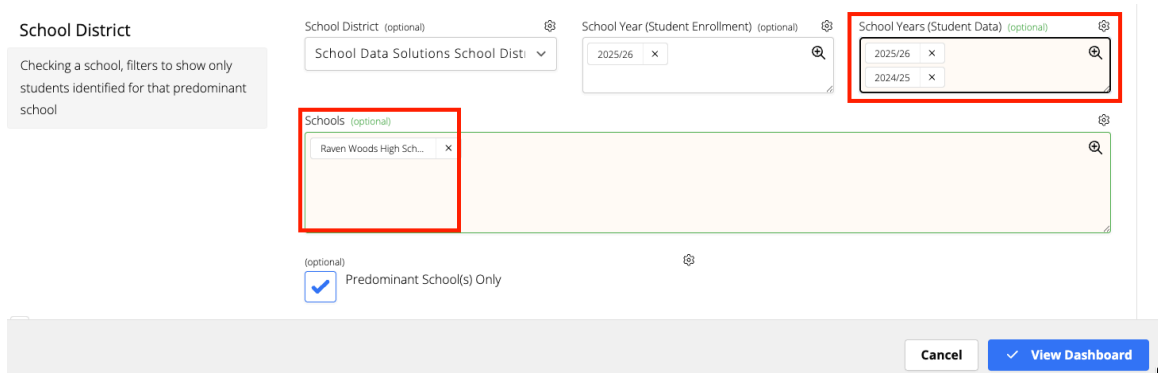
Drilling into the Previous Year's Grades and Assessments

Here you will learn to drill into the previous year's assessment and grades. This is especially helpful for high school educators or administrators to view incoming 9th-grade students' assessment scores and grade data from the previous year (8th grade).

1. Click the **Edit Page Data Settings** button to the right of the page data to select filters.



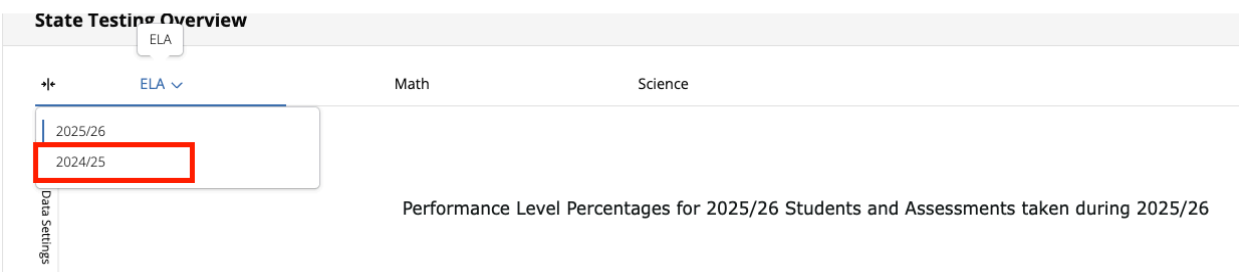
- a. You will need to select at least two years of student data, click the **magnifying glass** in the field, select one or more **checkmarks** to the left, and then click **Accept**. (e.g., a specific school with student data from 24/25 and 25/26).
- b. Once finished selecting your filters, click **View Dashboard**.



2. You will now see your dashboard with several subpages (tabs) across the top.

View Previous Year

1. Click the **Assessment tab** at the top of the page and select **State Testing Overview** from the dropdown menu.
2. Select the chosen **tab** (ELA, Math, Science) at the top of the container, then select the **previous year** from the dropdown menu to view the student scores. (e.g., view SBA Summative ELA/Literacy Gr 8 scores, this will be the performance level percentages for assessments taken during 24/25 for current 25/26 9th grade students.)

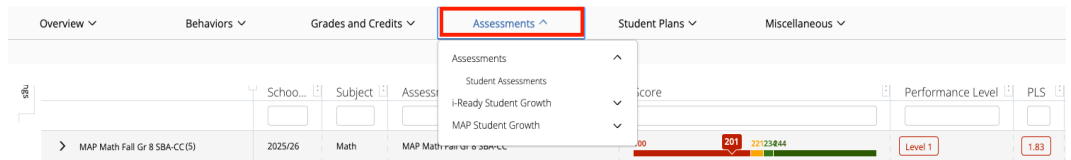


a. Hover over any bar for further information.



b. Click the bar to view a list of included students.

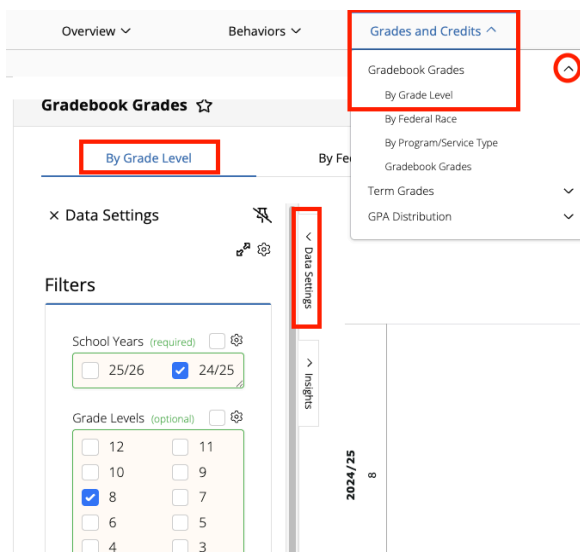
- i. Click the **magnifying glass** next to the student's name to view the **Student Dashboard**.
 1. Select the **Assessments** tab at the top of the **Student Dashboard** page to view individual student assessment scores.
 2. Click the **arrow** to the left to view embedded assessments.



- ii. Create a student group. Click one or more **checkmarks** to the left, click the **Selected Gear** in the top left, and choose **Add Students to Student Group**.
 1. Select the **Create New Group** or **Add to Existing Group** radio button and fill in the required additional information, then click **Save**.

View Gradebook Grades

1. On the **Home Room Dashboards** page, click the **Grades and Credits** tab, then select **Gradebook Grades** from the dropdown menu.



2. In the **Gradebook Grades Container**, select the **By Grade Level** Tab.

3. Use the **Data Settings Drawer** to the left to filter settings to the previous school year and grade level. (e.g. 24/25 school year 8th grade)
 - a. Hover over any bar for more information.
 - b. Click the bar to view included students.



- i. Click the **magnifying glass** next to the student's name to view the **Student Dashboard**.
- ii. Create a **student group**. Click one or more **checkmarks** to the left, click the **Selected Gear** in the top left, and choose **Add Students to Student Group**.
 1. Select the **Create New Group** or **Add to Existing Group** radio button and fill in the required additional information, then click **Save**.

Essentials New or Existing Group? (optional) ⚙️

Create New Group
 Add to Existing Group

Create New Student Group Student Group Name (required) ⚙️

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Correlate Previous Gradebook Grades to Previous Years' Assessments.

1. Locate the **Student Dashboard** page of the chosen student as above.
2. Click the **Edit Page Data Settings** button to the right of the page title and select two or more School Year Student Data selections, then click **View Dashboard**.

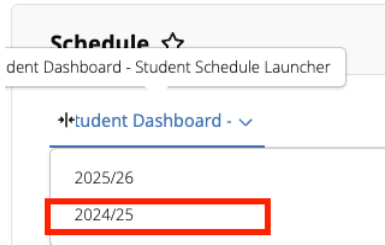
School Years (Student Data) (optional) ⚙️

2025/26 ✕

2024/25 ✕

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3. In the **Schedule Container**, click the **Student Dashboard** tab and choose the prior year.

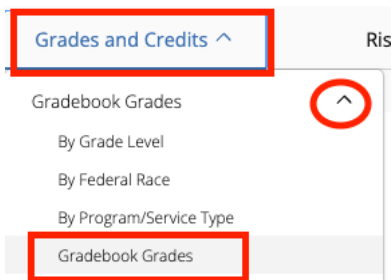


- Here, you can view the students' prior-year grades by class.

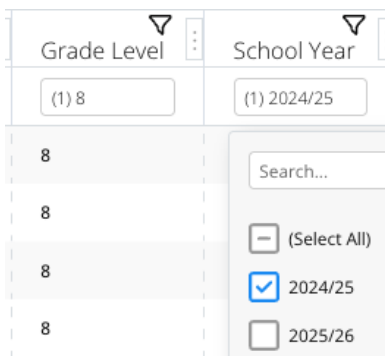
Export Gradebook Grade Report

Instead of drilling into each student, export a report of the list of students by Excel gradesheet.

- On the **Home Room Dashboards** page, click the **Grades and Credits** tab, then select **Gradebook Grades** from the dropdown menu.
- In the **Gradebook Grades Container**, select the **Gradebook Grades Tab**.



- You will see a data table of students, their classes, and gradebook grades.
- Click the **Grade Level** column and select the prior year grade (e.g., 8).
- Click the **School Year** column and select the prior year. (e.g. 24/25)



- Click the download data table in the top right corner to download the Excel gradesheet.

