

## 7: Custom Reports

When the reporting needs to extend beyond the capabilities of the pre-formatted reports, School & District Data provides an option for creating custom reports. By creating a custom report, you can utilize greater flexibility in providing data to target your district's population and performance. For example, you can:

- View and compare demographic data (e.g., school name, school year, ethnicity, etc.) in a custom demographic report.
- Compare students' performance by score group on a standardized test from year to another year.
- Review student performance by race, gender, and grade across groups on benchmark tests for a specific school.

A unique feature of the custom reports is the ability to create customized groups of students or student sets, and create reports using saved student sets. For example, you can report on Asian third-grade male benchmark test data. Further specifications, data constraints, and viewing options allow a truly customized report.

### **To create custom report:**

1. Go to School & District Data > **Custom Reports**.
2. Choose Student Data:
  - **Define Student Set** to define a Student Set, then build a Custom Report.
  - **Build a Custom Report With All Students** to build your Custom Report using all student data.
  - **Choose a Saved Student Set** to build a Custom report that leverages an existing student set.
  - **Course/Section links** to find courses and sections, and run reports on the students enrolled in those courses and sections.
3. Select the Custom Report Type.
4. Select Data Constraints.
5. Select the Report Format.
6. Run the Custom Report.

### **Select Data Constraints**

Along with selecting the Custom Report type, you may select constraints to filter the report data to a particular year, school, and/or grade level. This is different from the selecting the student set, where you filter the students that will be reflected in the report. The more data constraints you choose, the more focused your report will be. Keep in mind that data constraint selections are optional—you don't

need to make selections for all the fields shown. Therefore, it is important to make selections that will be meaningful when viewing the data.

By strategically selecting the students you want to include, you can focus your research on those populations whose performance has the biggest impact on the issues you are analyzing. You can filter on any combination of the criteria, depending on your district's setup. Below are some tips for handling data constraints and Custom Reports:

- The format (e.g., drop-down vs. checkbox) and order are customizable by district, so your options for filtering may vary.
- Be aware of how your data constraints will affect the overall Custom Report results. For example, if you select All Years in the School Year drop-down and 6 from the Benchmark Grade drop-down, your Custom Report will include data on all students who were ever in 6th grade during the years selected.

**To select your data constraints:**

1. Provide optional data constraints, according to the type of report you are running. Use the tables below guide your selection.
2. Proceed to Select Report Format.

**Reference: Report Types & Data**

Options: For Most Custom Reports
<b>School Year:</b> Select the year in which the students you want to analyze were enrolled.
<b>Region:</b> Select the region(s) in which the students you want to analyze were enrolled.
<b>School Type:</b> Select a school type (Elementary, Middle, or High).
<b>School:</b> Select a specific school.
<b>Grade:</b> Select a specific grade level.

Standardized Test Analysis: Optional Data Constraints
<b>Test Type:</b> Select a test type.
<b>Test Level:</b> Select a test level.

**Test Instance:** Select a test instance (e.g. Level 1 - April 2012). Depending on your selection, the page may refresh with additional drop-down options allowing you to specify a section, administrations date, and/or competency levels. Some tests use competency levels overall, and for sub-sections. For example, overall reading performance might be measured in quartiles, while reading objectives might be measured by high, moderate, or low mastery.

**Test Section:** For example, "Instructional Reading Level"

**Test Subsection:** Identify a specific test subsection, if available.

### Benchmark Test Analysis: By Subject, Standard, or Item)

**Subject:** Select a subject.

**Test Focus:** If English Language and Literature is the selected subject, choose between All Test Focuses ELA, Reading, and Writing for the Test Focus. Test creators have been instructed to select ELA whenever a test does not fit into the Reading or Writing categories.

**Test Level:** Select a benchmark grade (e.g. 6, 10, etc.).

**Test Standard Sets:** Select a set of standards such as a state- or school-specific standard.

**Test Category:** Refine by test category (e.g., Baseline, Benchmark, District Predictive Benchmark).

Test Instance:

**Standard Mastery:** Check a standard mastery score group (e.g. Students Scored 80%-100% Correct).

**Topics:** Select a topic from the test to report on.

**Test Type:** Select a test type.

**Test Level:** Select a test level (e.g. 10)

**Parent Test Section:** Select a specific parent test section. Depending n

the test type selected, tests may have a variety of 'parent tests' and underlying test sections.

**Score Group:** Check a score group (e.g., Emergent, Early, etc.).

**Benchmark Test Prediction:** Select predicted test type and predicted mastery level (Benchmark Performance by Subject only).

**Question Metadata:** Refine by Question Type, Question Publisher, Question Blooms, Questions Cognitive, Question Webbs, and/or Question Standard (for Benchmark Item reports only).

**Department:** Narrow the data by the section where the student took the test. You can select Department, Course, Teacher, or Section.

#### Grade/Mark Analysis: Optional Data Constraints

**Grade:** Select a specific grade, non-graded or ungraded.

**Department:** Select a department, such as Homeroom, Science, English, etc.

**Course:** Depending on the selected department, select a course.

**Teacher:** Depending on the selected department and course, also choose a teacher.

**Section:** Depending on the selected department, course, and teacher; also choose a section.

**Semester:** Depending on the selected department, course, teacher, and section; also choose a semester.

**Student Mark:** Check as many grade criteria that apply (e.g. A, B, etc.). However, use these checkboxes only in conjunction with the Course drop-down. Otherwise, School & District Data will filter data on all students who ever got the selected mark in any course. Most districts do not use these checkboxes.

**Section Enrollment:** Enter a section enrollment date range in the Start

Date and End Date fields (e.g., 01/01/08 and 01/01/09, respectively). To report on currently enrolled students, enter the same Start Date and End Date.

#### School Enrollment Analysis: Optional Data Constraints

**Grade:** Select a specific grade, non-graded or ungraded.

**School Enrollment / Start Date and End Date:** Specify a school enrollment threshold by entering a threshold in the Start Date and End Date fields, e.g., students who have been enrolled in the selected school between 09/01/01 and 12/01/01. To report on one day of data, enter the same Start Date and End Date.

**Days Enrolled:** Specify a days enrolled threshold in the At Least and At Most fields, e.g., report on students enrolled At Least 30 days, but At Most 60 days. Leave the At Most field blank to include students who have been enrolled for equal to or greater than the number of days in the At Least field. If applicable in your district, half days are supported (e.g., 3.5).

**Last Enrollment:** Check this box to include the most recent enrollment (for the selected school year).

#### Program Enrollment Analysis: Optional Data Constraints

**Program Type:** Check as many program types that apply (e.g., Academic Extracurricular, Early Childhood, Special Education, etc.). Your selections affect the options in the Program Name drop-down menu.

**Program Name:** Depending on the Program Type selected, also select a program name.

**Program Enrollment / Start Date and End Date:** Specify days enrolled in specific programs by entering a threshold in the Start Date and End Date fields (e.g., students who have been enrolled in the programs

between 09/01/01 and 12/01/01). To report on one day of data, enter the same Start Date and End Date.

**LEP and/or Special Ed:** Indicate if the program is LEP or Special Ed, if needed.

#### Attendance & Discipline Totals: Optional Data Constraints

**Total Days Absent:** Enter a “days absent” threshold in the At Least and At Most fields, e.g., report on students who were absent At Least 30 days, but At Most 60 days. Leave the At Most field blank to include students who have been absent for equal to or greater than the number of days in the At Least field. If applicable in your district, half days are supported (e.g., 3.5).

**Infraction Type:** Select the desired infraction type.

**Infraction Dates:** Specify days in which the infraction occurred by entering a Start and End Date.

**Total Days Tardy:** Enter a “days tardy” threshold in the At Least and At Most fields, e.g., report on students who were tardy At Least 30 days, but At Most 60 days. Leave the At Most field blank to include students who have been tardy for equal to or greater than the number of days in the At Least field. If applicable in your district, half days are supported (e.g., 3.5).

#### Program Enrollment Analysis

**Program Type:** Check as many program types that apply (e.g., Academic Extracurricular, Early Childhood, Special Education, etc.). Your selections affect the options in the Program Name drop-down menu.

**Program Name:** Depending on the Program Type selected, also select

a program name.

**Program Enrollment / Start Date and End Date:** Specify days enrolled in specific programs by entering a threshold in the Start Date and End Date fields (e.g., students who have been enrolled in the programs between 09/01/01 and 12/01/01). To report on one day of data, enter the same Start Date and End Date.

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#### Attendance & Discipline Totals: Optional Data Constraints

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**Total Days Tardy:** Enter a “days tardy” threshold in the At Least and At Most fields, e.g., report on students who were tardy At Least 30 days, but At Most 60 days. Leave the At Most field blank to include students who have been tardy for equal to or greater than the number of days in the At Least field. If applicable in your district, half days are supported (e.g., 3.5).

**Total Disciplinary Infractions:** Enter an infractions threshold in the At Least and At Most fields, e.g., report on students who had At Least 1 infraction, but At Most 5.

**Total Disciplinary Responses:** Enter a responses threshold in the At Least and At Most fields, e.g., report on students who had At Least 1 response, but At Most 5.

#### Number of Disciplinary Infractions: Optional Data Constraints

**Infraction Type:** Select the desired infraction type.

**Number of Infractions:** Specify a number or number range by entering a number in the At Least and At Most fields.

#### Number of Response Dates: Optional Data Constraints

**Disciplinary Response Type:** Select the desired disciplinary response type.

**Disciplinary Response Days:** Specify a number or number range by entering a number in the At Least and At Most fields.

**Disciplinary Response Dates:** Specify days in which the response occurred by entering a Start and End Date.

#### Number of Disciplinary Responses: Optional Data Constraints

**Response Type:** Select the desired response type.

**Number of Responses:** Specify a number or number range by entering a number in the At Least and At Most fields.

#### Number of Attendance Events Optional Data Constraints

**Attendance Event Type:** Select the desired attendance event type.

**Number of Events:** Specify a number or number range by entering a number in the At Least and At Most fields.

## Choose Student Data

In order to begin creating a custom report, you must first define your student set to include on the report. You may define a new student set, build a report with all students, choose a saved student set or select course/section lists.

### To define a Student Set:

When defining a student set of data to be included on a custom report, narrow the data using one or multiple filters of criteria for the student set that you wish to analyze.



1. Go to School & District Data > **Custom Reports**.
2. Click **Define Student Set**.
3. Create filters based using the following options:

Filter Type	Options
Enrollment	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Choose enrollment timeframe. Options current enrollment, total enrollment, enrollment and/or withdrawal dates, number of days enrolled, most recent enrollment, withdrawal reason.</li> </ul>
Course/Section Enrollment	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Select Course, Section and Date criteria.</li> </ul>
Course Section	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Select Course, section, and mark criteria.</li> </ul>
Demographic Data	<ul style="list-style-type: none"> <li>• Select student demographic data. Options include gender, ethnicity, race, race reporting category, school year, lunch status, and age.</li> </ul>
Programs	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Select program criteria. Options include program type, program name, program enrollment, enrollment range, enrollment and/or withdrawal dates, LEP, and special Ed.</li> </ul>
Benchmark Tests by Subject	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> </ul>

	<ul style="list-style-type: none"> <li>• Benchmark test(s) taken and performance level.</li> <li>• Section where students took the test.</li> <li>• Benchmark Test Predictions</li> </ul>
Benchmark Tests by Standard	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Benchmark Test(s) taken and performance level.</li> <li>• Section where students took the test.</li> </ul>
Benchmark Item Analysis	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Benchmark Test(s) taken and standard.</li> <li>• Section where students took the test.</li> </ul>
Standardized Tests	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Standardized test(s) taken and the performance level.</li> </ul>
Attendance & Discipline Totals	<ul style="list-style-type: none"> <li>• Attendance and disciplinary data.</li> </ul>
Attendance: Dates of Events	<ul style="list-style-type: none"> <li>• Attendance event date and type (optional).</li> </ul>
Attendance: Number of Events	<ul style="list-style-type: none"> <li>• Number of attendance events, type (optional), and year.</li> </ul>
Discipline: Date of Infraction	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> </ul>

	<ul style="list-style-type: none"> <li>• Infraction date and type (optional).</li> </ul>
Discipline: Date of Response	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Date and duration of disciplinary responses.</li> </ul>
Discipline: Number of Responses	<ul style="list-style-type: none"> <li>• Number of disciplinary responses, type (optional), and year.</li> </ul>

4. Click **Apply Filter**.
5. Select **Build Custom Report** and click **Go**.. The Select Report Type and Data page displays where you choose the type of Custom Report along with other defining criteria.
6. Proceed to Select Report Type.

**To use All Students:**

Instead of running a Custom Report with a defined student set, you may choose to build the report with all student data.

1. From the Report Builder landing page, click **Build a Custom Report with All Students**. The Custom Reports: Select Report Type and Data page displays, allowing you to select the report you want to run.
2. Select the type of **Custom Report** you want to run.
3. Proceed to Select Report Type.

**Select Report Type**

Once you have defined a student set, you are ready to choose the Custom Report Type. When you choose a report type, you limit your Custom Report results to only the students for whom the report type is applicable. Likewise, the type of Custom Report you choose to run affects the choice of available data constraints.

For Example: A Benchmark Test Analysis Report only generates data from those students in your Student Set for whom there is benchmark test data. If your Student Set is 4th grade Asian males and you specify a Benchmark Test Analysis type of Custom Report, School & District Data only generates data for 4th grade Asian males who have taken benchmark tests.

**Note:** Not all report types may be available in your district. Data constraints may vary according to the report type chosen.

**1. Select Custom Report Type:**

Standardized Tests	Student standardized test results (not aligned to standards).
Benchmark Performance by Subject	Student benchmark test by subject.
Benchmark Performance by Standard	Student benchmark test results aligned to state and district standards by publisher, type, and variety of metadata (e.g., Bloom's Taxonomy).
Benchmark item	Student benchmark test results by test items.
Grade/Mark	Students in selected grade(s) and who have received selected mark.
School Enrollment	Days and date ranges of student enrollment and withdrawal types.
Section Enrollment	Student enrollments by section.
Program Enrollment	Students enrolled in special programs (e.g., Special Education).
Attendance & Disciplinary Totals	Students who were tardy and/or absent for a specified number of days.
Number of Attendance Events	Students with records that include a particular type and number of attendance events.
Dates of Attendance Events	Students with records that include a particular attendance events for a selected date range.
Number of Disciplinary Infractions	Students with records that include a particular number and type of infractions.
Number of Disciplinary	Students with records that include a particular type and number of disciplinary responses

Responses	
Disciplinary Response Dates	Students with records that include particular disciplinary response types, response days, and response date ranges.

2. Proceed to Select Data Constraints.

## Select Viewing Options

Next, decide how you want to view your report data (e.g., table, pie chart, bar graph, or line graph). Some reports are better-suited to be viewed as a particular format.

1. Select one of the **Custom Report formats**. Next, specify your Custom Report parameters by defining the Category, how the data in cells is viewed, and paging, if desired. There are several options for how data in cells is viewed. You will see different options, based on what you have previously selected for your custom report. Here are brief descriptions of the options for viewing data in the cells. Select the option(s) that best reflect what you need to see in this report.
  - **Average Percent Correct:** View the average percent correct for the test item.
  - **Estimated Student Count:** View estimates of the number of students who answered the test item.
  - **Teacher Count:** View the number of teachers who used the test item.
  - **Student Count:** View the data by the number of students who answered the test item.
  - **Percent Correct:** View the data by percent correct. This option considers the point value of a test item.
  - **Percent Answering Correctly:** View the data by percent answering a test item correctly. This option only considers if the student answered correctly (even if the point value was zero).
  - **Item Count:** View the data by the test item count.
  - **Value:** View the actual value of the test item (versus the percentage).
  - **Percentage of Row:** View the percentage calculated at each row.
  - **Percentage of Column:** View the percentage calculated at each column.
2. With all your selections made, proceed to Run Report.

## Build Custom Report

[Go to: School & District Data > Custom Reports.](#)

1. Click **Choose a Saved Student Set**.
2. Change your **Student Set Bank**, if necessary.
3. Click the **Report Type** radio button in the Filter section, then click the **plus icon** next to Student Sets.
4. Click **Build Report** button beside the student set you want.
5. Click the report type you want to run.
6. Select the data constraints and your viewing options.
7. Click Run Report. For additional information, see "Custom Reports" on page 58.

**Tip:** Remember that you can locate a student by using Search in the upper right corner of your screen.

### Run Custom Report

1. Click **Run Report**. The Custom Report output depends on what report type, data constraints, and output parameters you chose in the Custom Report workflow.
2. You can also alter/edit your report criteria and/or presentation by clicking the **Edit Student Set, Edit Selections, or Edit Options**.
3. To save, export, or create a PDF, use the Save Report, Create a PDF File, or Export to Excel links at the top of the report screen.

### Course Section List

1. From the Report Builder landing page, click the **Course/Section Lists** tab.
2. Enter criteria to narrow your search for a course or section, such as:

Field	Input
<b>School Year</b>	Select school year (defaults to current).
<b>District/Region</b>	Select a particular district or region.
<b>School Type</b>	Select school type (e.g., Middle, Elementary, etc.).
<b>School</b>	Select specific school.
<b>Grade Level</b>	Select grade level (e.g., K, 1, 2, etc.).
<b>Department</b>	Select a department (e.g., Homeroom, English, etc.).

<b>Course</b>	Select a specific course.
<b>Teacher</b>	Select a specific teacher by last name .
<b>View at options</b>	Select to view the results at either Course level or Section level .
<b>Enrollment options</b>	Select to view either current students enrolled or all students enrolled in the year.

3. With all your selections made, click **Go**.

## Create Report

1. From this page you can:
  - Select individual courses/sections from your list of results by clicking the checkbox next to each
  - Select all or de-select all by clicking **Select All** or **De-select All**.
  - Re-do your Course/Section search by clicking **Find Again** .
2. When you have made your Course/Section selections, click **Initiate reports for selected courses** . Your list of selected courses/sections displays.
3. From here you can:
  - Re-do your Course/Section search by clicking **Find Again**.
  - **View the student list**.
  - Select to have the courses/sections serve as your student set and generate another report using it. To do so, click the report name to View a Grade/Mark Report, Analysis Spreadsheet, or a Custom Report.
  - Define a Student Set to narrow your results further by clicking **Further refine**.
  - Remove individual entries by clicking **remove** next to each.
  - Return to the previous screen by clicking the **previous page**.



## 8: Student Sets

In School & District Data, a student set typically refers to a customized subset of all student data. Student sets may be relatively broad or more specific (e.g., Asian males, White females in the 8th grade, students who did poorly on a particular test, etc.) You can use the Student Set data to build Custom Reports and to run Analysis Spreadsheets.

Student Sets can be accessed from both the Report Bank tab and from the My Saved Reports area.

You can do the following with Student Sets:

- Define a new Student Set
- Save a Student Set
- Publish a Student Set
- Modify a Student Set
- Delete a Student Set

**Note:** When you save a Student Set, you are saving the customized parameters of student data but not a list of individual students.

### My Saved Student Sets

School & District Data allows you to save student sets to a repository within My Saved Reports. Saving allows you to apply the Students Sets to Custom Reports in the future. Here are some basic rules for Student Sets:

- You can access Student Sets from the **Report Bank** tab.
- You can save Student Sets to your own bank called **My Saved Reports**. For information on copying a Student Set from an institution bank to the My Saved Reports area, see "Copy Reports" on page 26.
- If you are a Report Manager, you can also share the Student Set data with other users or edit the Student Set data. For information on publishing a Student Set, see "Publish Student Set" on page 78 . For information on editing, see "Edit Report Parameters" on page 26 (for details on editing Student Sets in the Report Bank) and Modifying a Saved Student Set in My Saved Reports.
- When new data sets get loaded into the system, the Student Set number may change.

### Accessing Student Sets

Student Sets can be accessed in one of two places in School & District Data:

- From the institution Report Bank, by clicking the Report tab. You can use these Student Sets to build reports, and/or copy Student Sets from this location to the My Saved Reports location.

For more details, see "Report Bank " on page 24.

- From My Saved Reports, by selecting **My Saved Reports** from the [My Flagged/Saved](#) menu. You can use these Student Sets to build reports, you can also edit and publish these Student Sets.

**Note:** Remember that you can locate a student at any time by using the Search function in the upper right corner of your screen.

## Find Courses and Sections

The Find Course/Section area of Report Builder helps you quickly analyze students enrolled in a particular or multiple courses or sections. You can select particular courses or sections and analyze student enrollment by running various reports (i.e., Analysis Spreadsheet, View Students, View a Grade/Mark Report, and Build a Custom Report). The options in this section will depend on user permissions: Teachers will see one version; System Operators, Staff, Trainers, and Student Viewers will see another; and those with Student Detail View operation will see another.

## Define Student Set

A student set is a group of students who meet pre-defined criteria. Some examples of student sets are students who:

- Are enrolled in a particular
- Are currently enrolled at your
- Are enrolled in a special education program
- Were enrolled in 4th grade last year
- Performed poorly on a specific test

1. Go to School & District Data > **Report Builder**.
2. Click **Define Student Set**.
3. Choose a filter type from the **Create Filter** drop-down. Depending on the selected filter type, an associated group of filters displays in the Define Student Set page. For example, if you choose the Enrollment filter type, the Enrollment filters display.

**View filter criteria:**

Filter Type	Options
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Choose enrollment timeframe. Options current</li> </ul>

	<p>enrollment, total enrollment, enrollment and/or withdrawal dates, number of days enrolled, most recent enrollment, withdrawal reason.</p>
<b>Course/Section Enrollment</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Select Course, Section and Date criteria.</li> </ul>
<b>Course Section</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Select Course, section, and mark criteria.</li> </ul>
<b>Demographic Data</b>	<p>Select student demographic data. Options include gender, ethnicity, race, race reporting category, school year, lunch status, and age.</p>
<b>Programs</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Select program criteria. Options include program type, program name, program enrollment, enrollment range, enrollment and/or withdrawal dates, LEP, and special Ed.</li> </ul>
<b>Benchmark Tests by Subject</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Benchmark test(s) taken and performance level.</li> <li>• Section where students took the test.</li> <li>• Benchmark Test Predictions</li> </ul>
<b>Benchmark Tests by Standard</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Benchmark Test(s) taken and performance level.</li> </ul>

	<ul style="list-style-type: none"> <li>• Section where students took the test.</li> </ul>
<b>Benchmark Item Analysis</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Benchmark Test(s) taken and standard.</li> <li>• Section where students took the test.</li> </ul>
<b>Standardized Tests</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Standardized test(s) taken and the performance level.</li> </ul>
<b>Attendance &amp; Discipline Totals</b>	<ul style="list-style-type: none"> <li>• Attendance and disciplinary data.</li> </ul>
<b>Attendance: Dates of Events</b>	<ul style="list-style-type: none"> <li>• Attendance event date and type (optional).</li> </ul>
<b>Attendance: Number of Events</b>	<ul style="list-style-type: none"> <li>• Number of attendance events, type (optional), and year.</li> </ul>
<b>Discipline: Date of Infraction</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Infraction date and type (optional).</li> </ul>
<b>Discipline: Date of Response</b>	<ul style="list-style-type: none"> <li>• Select where and in which grade students are enrolled. Options include school year, region, school type, school, and grade.</li> <li>• Date and duration of disciplinary responses.</li> </ul>
<b>Discipline: Number of Responses</b>	<ul style="list-style-type: none"> <li>• Number of disciplinary responses, type (optional), and year.</li> </ul>

4. Specify your Student Set filters.
5. Click **Apply Filter**. The filter is applied and added to the Filter List. The number of students in your Student Set decreases accordingly.
6. Repeat Steps 3-4 to apply multiple filters. Keep in mind that filters are additive. In other words, they represent AND (and not OR) when included in a data set.
7. Choose a report options:
  - **Build Custom Report** and click **Go** to build a Custom Report to run with the Student Set.
  - **Continue to Analysis Spreadsheet** and click **Go** to run an Analysis Spreadsheet with the Student Set.
  - **Run with Saved Report** and click **Go** to run a saved Custom Report with the Student Set
8. Optional: Click **Save this Student Set** to save the settings in My Student Set Bank. If you are a Report Manager, you can also save a public Student Set Bank.

**Note:** You can always go back and modify the Student Set filters later. See also: "Modify Student Set" below.

## Save Student Set

Optionally, you can save the student set you just defined:

From the Define Student Set page, click **Save this Student Set**.

Enter a **Student Set name** in the Name field. Optionally, enter a description. Click **Save**.

## Modify Student Set

1. From the My Flagged/Saved Items menu select **My Saved Reports**.
2. Click the **My Saved Reports** tab to view all saved reports and student sets.
3. From the View option, click the **Student Sets** radio button. If needed, you can sort the Student Sets by **Title/Description** or **Date Created** by clicking those headings. Click **View Details**.

From here you can:

- To edit, click the Student Set name and description.
- View and edit any publication details, if applicable, by clicking **View Publication Details**.

## Publish Student Set

Contextualizing a student filter means that only data relevant to each institution will appear in each institution's bank.

1. Go to School & District Data > **Saved Reports**.
2. From **Filter By** option, select **Report Type**.
3. Expand **Student Sets** folder by clicking the **plus icon**. If you have not saved any student set definitions, the folder does not display.
4. Select the Student Set and click **Publish**.
5. Select the Report Bank(s) to which you want to publish, (e.g., State, District, Region or School). Depending on your selection, there may be additional options to help you specify the recipients of your published report.
6. You may use **Select All/Unselect All** to choose all schools if you have chosen to publish to school banks.
7. If you have chosen to publish to school banks, after you have made your school selections you may choose to:
  - Contextualize Student Filter and/or Include with Key Performance Indicators.
  - Including with Key Performance Indicators means the student set will get included with the chosen KPI.
8. Make selections as needed, and click **Preview Recipients** to see which banks will receive the published report.
9. Click **Publish**.

### Delete Student Set

1. From the My Flagged/Saved Items menu, select **My Saved Reports**.
2. From the View option select **Student Sets**. If needed, you can sort the student sets by **Title/Description**, **Date Created** by clicking those headings.
3. Locate the desired Student Set and click the **Delete** icon at the end of the row.

### Batch Printing

Use batch printing to easily print one or more pieces of student data (e.g., student profiles).

1. From the **My Saved Reports** page, choose the **Report Type** Filter By option, and then expand the Student Sets folder by clicking the **plus icon**.
2. Click **Build Report**.
3. Click **Batch Print Student Profiles**.
4. Click **Next Step: Select Data to Print**.
5. Select the box beside each data you want to include when printing. You can refine the student set by filtering on student profile information to be included on the printed output.
6. Click **Next Step: Configure Output and Print** and make your print order selections on this page, if desired.