

Schoolnet: Learning More in School & District Data Quick Reference Card

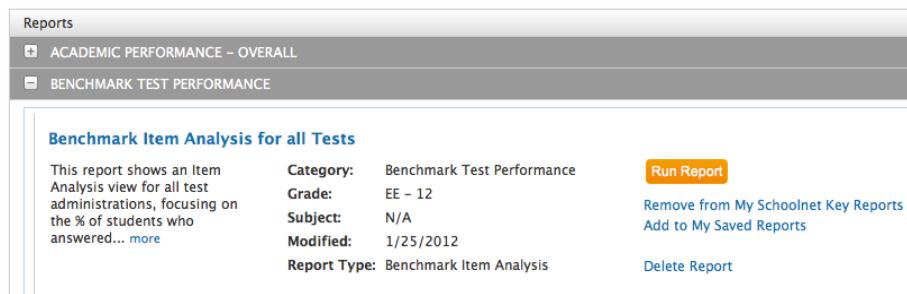
Schoolnet: Learning More in School & District Data

Use the School & District Data module to find and run reports from the report bank, modify and run pre-formatted reports, and create and save your own custom reports.

Finding Reports in the Report Bank

To find and run a report from a collection of previously created reports called the Report Bank:

1. Roll your cursor over School & District Data on the navigation bar and select **Report Bank**
2. Click the **+** sign next to a category
3. Click the title of a report
4. Click **Run Report**



Review and edit the report parameters—including the student set, the report type, and the viewing options—located above the report graph.

Running Pre-formatted Reports

To run a pre-formatted report:

1. Roll your cursor over School & District Data and select **Pre-Formatted Reports**
2. Click the name of a report, such as **Standardized Test Performance**

Pre-Formatted Reports

How to Build a Pre-Formatted Report	Standardized Test Reports	Demographic Reports
1. Select Report Type. Click a pre-formatted report link (e.g., AYP Stoplight Summary Report) to display the pre-formatted report page, allowing you to customize the pre-	<ul style="list-style-type: none">• Standardized Test Performance This report analyzes student performance on standardized tests.	<ul style="list-style-type: none">• Demographic Overview This report provides a summary analysis of student demographic data according to gender, ethnicity, and grade.
	Benchmark Test Reports <ul style="list-style-type: none">• Benchmark Performance by Standard This report analyzes student performance on district benchmark assessments by standard.	<ul style="list-style-type: none">• Disciplinary Infractions This report analyzes student discipline by infraction data.• Disciplinary Responses This report analyzes student discipline by responses.

3. Define the parameters for the report, including the school, grade level, subject, enrollment, and display options
4. Click **Run Report**

Creating Custom Reports

Custom reports provide more flexibility than pre-formatted reports because you build them from scratch, choosing all of the parameters and formatting options manually.

Before creating a new custom report, consider the "who" and the "what." The "who" is your student set. Which students do you want to include in the report? What population do you want to report on? For instance, you may want a report on 7th-grade students enrolled in pre-algebra courses. Criteria for the student set may include school, grade level, gender, special programs, and courses.

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The “what” is the information you want to find out about the students in your report. What is the major purpose of your report? Think of the “what” as the columns, data points, and the report settings. For instance, a report could provide score group information for a benchmark test, displayed in a chart.

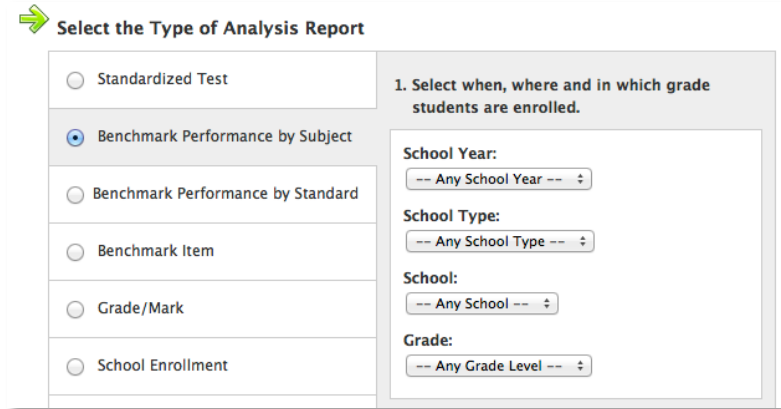
To create a custom report:

1. Roll your cursor over School & District Data and select **Custom Reports**
2. To select which students you want to report on, click **Define Student Set**
3. From the Filter Type menu, select **Enrollment**
4. Select the student set options, including the school, grade level, and enrollment timeframe
5. Click **Apply Filter**

The top of the Define Student Set page displays the selections you made for the first filter, as well as the updated number of students included in the student set.

When you finish creating filters to define the “who,” the student set, continue building the report by defining the “what,” the report type and data.

1. On the Define Student Set page, select **Build Custom Report**
2. Click **Go**
3. Select an analysis report type from the left column and narrow the report data using the options in the right column



4. Click **Go to Viewing Options**
5. Select the table or graph type from the left column, and then from the right column define how the data will be displayed in the rows, columns, cells, and other graph options
6. Click **Run Report**

