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## Reports 101

**EADMS Tutorials**

An introduction to EADMS reporting with emphasis on Standards Based Report, Report Builder, and Student Profile.

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*7/11/2011*
Introduction
Welcome to EADMS Reports! EADMS has a wide variety of reports that manipulate your data in organized and useful ways. All of our reports are highly customizable yet simple to use. The most commonly used reports are:

- Standards Based Report
- Report Builder
- Student Profile

For this tutorial, we’ll briefly cover each of these reports and the most popular ways to use them.

Let’s get started!

Part I: Standards Based Report
Getting to the report

To begin, hover over the Reports menu on the menu bar.

The menu will drop down below your mouse.

The Standards Based Report shows results for multiple students, so we call it a group report.

» Hover over Group Reports, and another menu will pop out next to your mouse.

» Click on Standards Based Report.

About the Menu
The EADMS menu bar is accessible from almost every page. You can use the menu without having to go all the way back to the home page.
Selecting Students
Your next task is to select the students that you want to see on the report.

Teacher users will only be able to select their own classrooms. Site users will be able to select any classroom at their site. District users will be able to select any classroom from any site at their district.

» Select a teacher for this tutorial.

First, select a school using the School dropdown list. Just click on the down arrow and the list will expand. Then, select a teacher from the Teacher dropdown list. If the teacher you have selected has multiple classrooms, select the one you want to see from the Teacher dropdown list and be sure that you choose to Use only the Teacher, Course & Period selected.

» Click Next to continue.

Selecting a Test
The first thing you should do is select the school year during which your test was administered.

The Tests Administered During School Year dropdown list defaults to the current year. If you don’t see any tests, you may need to select a different year or a different teacher from the previous screen.

You can filter the list down to the test you want to see using the other dropdown lists.

Pay attention to the number in the column labeled Number Tested.

Your report will be more interesting when more students have taken the test. Try to pick a test with a large number of students. Keep in mind, however, that the more students you have, the longer the report will take to load.

» Click View Report to continue.
Strand Summary Report

Now, you should be looking at the Strand Summary report. Like its name suggests, this report will summarize the scores and group them by strand.

The report itself has a bright white background to make it look like a sheet of paper. For now, ignore all the buttons and controls that are not on the paper.

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**Report Header**

This summarizes your selected student group. Note that the Student Count may be different from the number of students tested.

**Summary Data and Chart**

This summarizes the test, showing the test and strand averages for the student group. For comparison, you can also see the school and district averages.

**Main Data Table**

This shows the scores for individuals on the report. This is the primary table on the report, and it has the most customization options.
Chart Options
» Click on Show Chart Options.

You can hide or show information from the summary data table and the chart, or you can hide them altogether. If you plan to print this report on a black and white printer, you may need to change the chart to black and white if the colors do not differentiate properly.

For now, we’ll leave the chart as it is.

» Click Hide Chart Options.

Quick Options
By default, the main data table will usually show you the fewest number of rows possible to make the report load as fast as possible. This means that if you select more than one teacher, the report will show you the results grouped by teacher.

You can quickly change what is displayed in the main data table with the Quick Options.

» Click on the down arrow on the Quick Options dropdown list and select Grade.

The data table will now be grouped by grade level, and the scores shown will now be averages.

Advanced Options
» Click Show Advanced.

This will pop out a menu with a cornucopia of customization options. The first set of options is called Enrollment.

» Check the box next to Student. Click Apply.

The main data table should now show the students individually.

The students are sorted by last name. Let’s sort by the percent correct to find out who had the best performance on this test.

» Click on Sort.

» Select the test name from the dropdown list labeled Sort Column 1.

» Select Descending from the dropdown list to the right. Click Apply.
Printing, Exporting, and Saving

When you want to print your report, look for a button that says PDF above the report. When this button is present, it means that printing the report directly from your browser may not work very well.

» Instead, you should click on PDF. This will pop up a little window with the PDF options. Click Generate, then click Download PDF, and then click Open on the dialog that pops up.

You should now have a PDF copy of the report. You can print the report from here by going to File >> Print. When you’re finished, close your PDF reader and go back the report.

Additionally, you can export the main data table to Excel so that you can manipulate the data yourself. Click on the Excel button next to PDF, then click Open on the dialog that pops up. When you’re finished, close Excel and go back to the report.

If you would like to quickly return to this report later, you can save a link on your home page.

» Click Save Report. On the window that pops up, click inside the textbox and type:

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» Leave the sharing options as they are, and click Save.

When you return to the home page, look for your saved report in the My Saved Reports section at the top left.

Sharing Reports

If you’d like to share your report, you can use the options in the window. Keep in mind that you’re not sharing any student information; whoever opens the report will need to select his/her own students. All that you’re really sharing is the report options.
By-Item

The Standards Based Report is actually a suite of reports, each showing your data in different ways.

» At the top of the report, select By-Item from the Select Report dropdown list.

This report shows the performance of the student group on each item. Columns labeled %A-D show the percentage of students that selected that distracter. The bold number is the correct answer. The standard is also shown for each item.

<table>
<thead>
<tr>
<th>Qn</th>
<th>% Correct</th>
<th>% Incorrect</th>
<th>% A</th>
<th>% B</th>
<th>% C</th>
<th>% D</th>
<th>% Blank</th>
<th>Standard</th>
<th>Test Level</th>
<th>Standard Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>69.2</td>
<td>30.8</td>
<td>30.8</td>
<td>0.0</td>
<td>69.2</td>
<td>0.0</td>
<td>0.0</td>
<td>R 1.2</td>
<td>5</td>
<td>Use word origins to determine the meaning of unknown words.</td>
</tr>
<tr>
<td>2</td>
<td>88.5</td>
<td>11.5</td>
<td>11.5</td>
<td>0.0</td>
<td>88.5</td>
<td>0.0</td>
<td>0.0</td>
<td>R 1.2</td>
<td>5</td>
<td>Use word origins to determine the meaning of unknown words.</td>
</tr>
<tr>
<td>3</td>
<td>42.3</td>
<td>57.7</td>
<td>35.8</td>
<td>7.7</td>
<td>11.5</td>
<td>42.3</td>
<td>0.0</td>
<td>R 1.3</td>
<td>5</td>
<td>Understand and explain frequently used synonyms, antonyms, and homographs.</td>
</tr>
</tbody>
</table>

» Click on 1 in the Qn column.

Item Detail

This is the Item Detail report. This shows the item itself as well as the distribution of students that chose the correct answer.

» Click on one of the numbers in the % Responding column.

A list of the students that chose that response, as well as their strand summary results, will appear below the item detail report. You can customize this list using the Quick Options and Advanced Options as explained above.

By-Standard

Select By-Standard from the Select Report dropdown list at the top of the page. This report is similar to the By-Item report, except that the items are grouped by standard. The report is organized by the % Incorrect descending so that you may see which standard the students had the most trouble with. You may access the Item Detail report by clicking on a question number.

There are several more reports to explore in this suite, but for now, let’s take a look at another report.
**Part II: Report Builder**

### Getting to the report
Hover over the Reports menu on the menu bar, and then hover over the Group Reports menu. Click on Report Builder.

### Selecting Students
The system should have saved your student group from the last report. Click Next to continue.

### Selecting Tests
The Report Builder allows you to build a report with any tests—including state tests, which the Standards Based Report does not allow. Additionally, you can select any number of tests to show on your report.

Using the Category dropdown list, select CST. The 2007 CSTs were administered in the 2006-2007 school year, so select 2006-2007 from the Tests Administered During School Year dropdown list. Check the box next to CA Stds – ELA Total. Check the box next to CA Stds – Math Total. Click Generate Report.

The Report Builder is not a suite, so this is the only report that you’ll be dealing with. However, you do have many options that you can use to customize the report. We explored some of these options with the Standards Based Report. Let’s take a look at a few others.

### Advanced Options
Click on Show Advanced Options. Click on Longitudinal. Since the CSTs are administered to students every year, you can see the results from previous years using these options. Select Last 2 and click Apply.

Now there are new columns on the report: the 2006 scale score for math and ELA and the difference between the scores over the two years. Scale scores are not comparable across years, however, so we should look at the performance levels instead.

Click on Score Types. Uncheck SS and check Performance for ELA and Math. Click Apply.

Now, let’s see only those students that scored 1, 2, or 3 (far below basic, basic, and average) in ELA.

Click on Range Restriction. Next to the ELA test, in the textbox next to Max Score, type “3”. In the textbox next to Min Score, type “1”. Leave the math restriction textboxes empty. Click Apply. Now, we see only students that scored average or below.

Now, let’s see the students grouped by language fluency. Click Demographics. From the dropdown list, select Language Fluency. Click Apply. You should now have a column for language fluency.
Part III: Student Profile
Getting to the report
Notice that the names of the students in the main data table are blue. This means that they are links. Wherever you see this, you can go straight to that student’s profile.

» Click on one of the student names now.

The Student Profile shows demographic, enrollment and test data for the selected student. The report is configurable. See page 9 for details.

Using the Menu
If you’re not going to the Student Profile via another report, you can get there using the menu. Hover over the Reports menu on the menu bar, and then hover over the Individual Reports menu. Click on Student Profile.

You can change multiple settings here:

• Select Classroom
• Filter Demographics
• Select Individual Students

If you do not select any students, by default the report you generate will include all students.

» Click Generate Report.

To change your configuration settings

» Click Change Settings.
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### Configuration Settings

Choose your view settings, such as **Enrollment History**, **Tests** and **Local Tests**. You can save these settings for just your **Current Session** or as your **Default Settings**. These settings can always be changed later.

You can exclude tests from the local tests section.

Select the tests you want to exclude

» Click **Save**.

When you are satisfied with all of your settings, choose one of the options:

Save these settings for my current session only.

Save these settings as my default so they’re the same whenever I login. I can always change the settings later.

» Click **Save**.

### Bulk Export

You can export up to 50 student profiles to PDF at once.

» Click **PDF** and select **Students**. From the dropdown list, select the set of students to PDF. If you have less than 50 students in your student group, you will only have one set. Click **Generate**. Click **Download PDF**. Click **Open**.

Congratulations! You’ve completed EADMS Reports 101. Most of the reports on EADMS follow the same basic principles as the reports we’ve covered in this tutorial, so you should now be ready to tackle any report on EADMS.

Happy reporting!