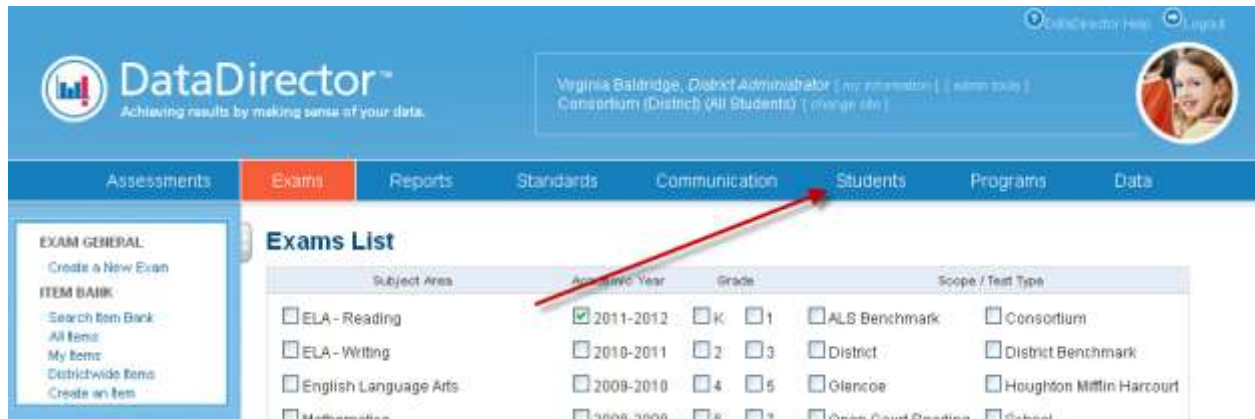
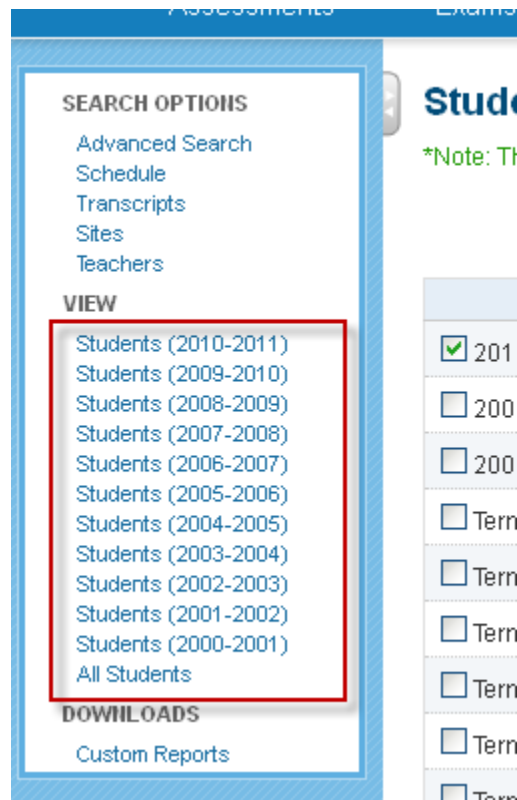


Creating Custom Reports in DataDirector

1. Click on the Students tab.



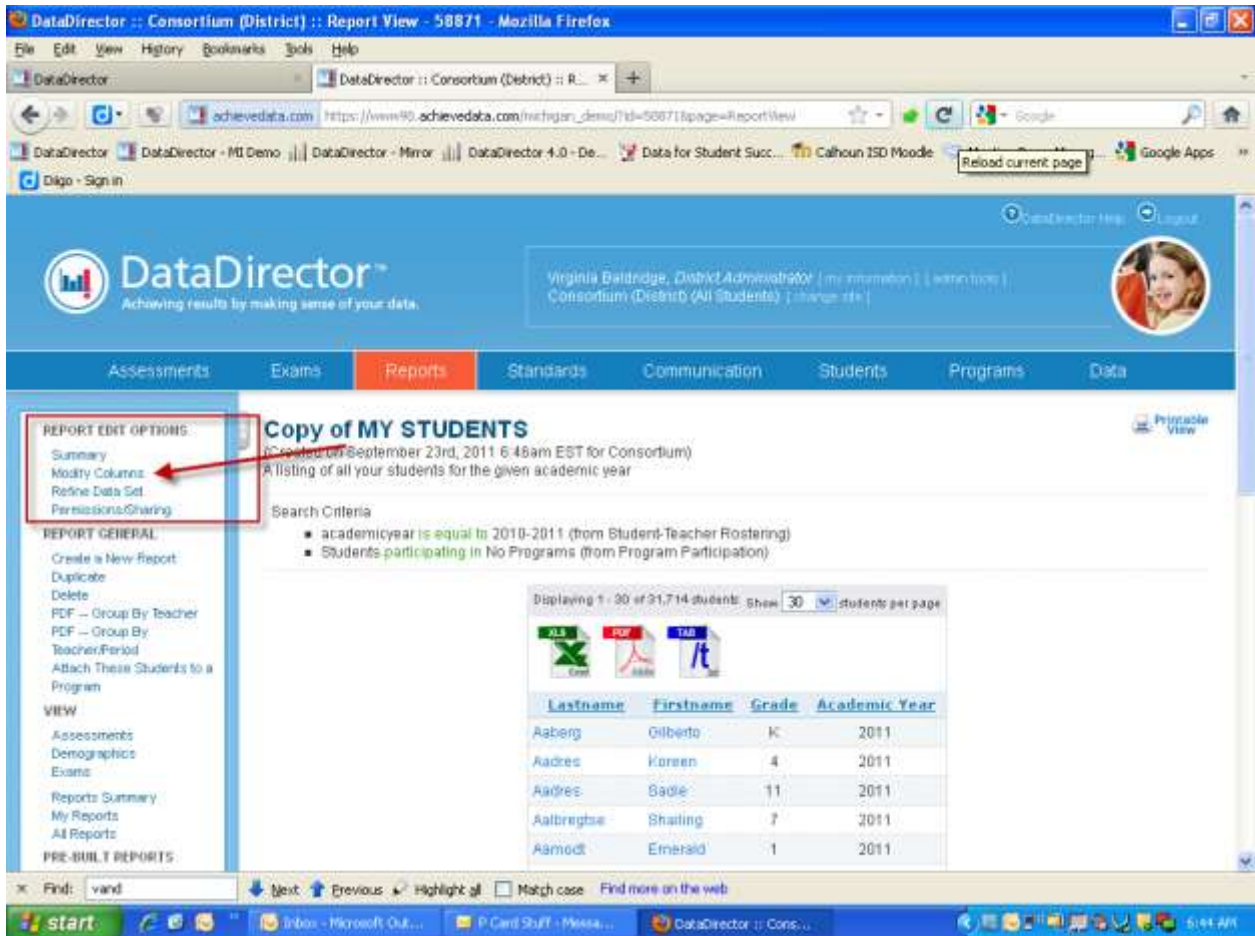
2. Select the group of students you would like to report on. This could be a building, district, or a class. Refine your search using the options on this screen.



3. Once your search returns your results, click “Make This a Report”.



4. Once the report is created, you will have new options. Click Modify Columns to begin adding your data.



- Click to add another report column.

Modify Columns

Copy of MY STUDENTS

Would you like to display the graph with this report?

Color
 Grayscale
 No

Name	Field Type	Display Order	Graph?	Delete
<input type="text" value="Grade"/>	Numeric (Integer)	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Academic Year"/>	Numeric (Integer)	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="checkbox"/>

[to add another report column](#)
with selected:

Sort Report by

- At this point, you have several options. Your filters allow you to chose the type of data, year, subject, grade, and scope. Once you've identified your filter, choose the data set from the Data Set side of the screen.

Filters

Step 1: Use the Filters to narrow your Data Set options.

Type

Show All
 Assessments
 Demographics
 Test Series
 Teachers
 Students

Academic Year

Show All
 2011-2012
 2010-2011
 2009-2010
 2008-2009
 2007-2008
 2006-2007

Subject

Show All
 ELA - Reading
 ELA - Writing
 English Language Arts
 Mathematics
 Other
 Physical Education/Health
 Science
 Social Studies
 Technology
 Visual, Performing, and Applied Arts

Grade:

Scope:

Creator:

Data Set

Step 2: Select a Data Set.

Assessments 21 item(s) found.

Select One

test

- 2010-2011 MEAP Social Science
- 2010-2011 MEAP Science
- 2010-2011 MEAP Mathematics
- 2010-2011 MEAP MI-Access Writing
- 2010-2011 MEAP MI-Access Science
- 2010-2011 MEAP MI-Access Reading
- 2010-2011 MEAP MI-Access Math
- 2010-2011 MEAP MI-Access ELA
- 2010-2011 MEAP ELA Writing
- 2010-2011 MEAP ELA Reading
- 2010-2011 MEAP (Social Science) Strand Data
- 2010-2011 MEAP (Social Science) Standard Data
- 2010-2011 MEAP (Science) Strand Data
- 2010-2011 MEAP (Science) Standard Data
- 2010-2011 MEAP (Math) Strand Data
- 2010-2011 MEAP (Math) Standard Data
- 2010-2011 MEAP (ELA Writing) Strand Data

7. The final step is to choose what data you would like to add to your report. You can select multiple fields or just one.




Specify your report columns

You can add information to your report by selecting columns that will be displayed in your report. For example, if you are c ELA scores for a group of students, you can also display math scores beside them for comparison.

<input type="checkbox"/> 2010-2011 Math Form
<input type="checkbox"/> 2010-2011 Mathematics Scaled Score
<input type="checkbox"/> 2010-2011 Mathematics Performance Level
<input type="checkbox"/> 2010-2011 Mathematics Raw-score Points
<input type="checkbox"/> 2010-2011 Class/group Code If Provided By School
<input type="checkbox"/> 2010-2011 Math Unethical Test Behavior
<input type="checkbox"/> 2010-2011 Math Standard Accommodation
<input type="checkbox"/> 2010-2011 Math Non-Standard Accommodation
<input type="checkbox"/> 2010-2011 Math Focal Point 5 Score
<input type="checkbox"/>

8. Your report will now contain your added columns.

Displaying 1 - 30 of 31,714 students Show students per page

<u>Lastname</u>	<u>Firstname</u>	<u>Grade</u>	<u>Academic Year</u>	<u>10-11 Gender</u>	<u>10-11 Age</u>
Oosterhart	Shantanique	3	2011	M	9 yrs 9 months
Wintersteen	Guilherme	4	2011	M	9 yrs 9 months
Hendrix	Orbelin	4	2011	F	9 yrs 9 months
Terberg	Denim	4	2011	F	9 yrs 9 months
Howatt	Ashlei	4	2011	F	9 yrs 9 months
Sobeske	Goddess	3	2011	M	9 yrs 9 months
Rusnieaczek	Jassiree	4	2011	F	9 yrs 9 months
Aarons	Cotdell	4	2011	F	9 yrs 9 months