Creating Custom Reports

Pre-Built reports in DataDirector are great. However, sometimes a user wants the data to answer a specific question that a pre-built cannot answer.

Adding Custom Data

1. Navigate to the Students section. Select the students that you would like the report to focus on. Click Go.

You can also add more filters by selecting from the options below:

2. Your search will return the students that match your criteria.

3. Choose Make this a Report. This will make a copy of the data so that you can manipulate the data without touching the original data.

Search General
- Make This a Report
- Attach These Students to a Program

4. To add data to your report, select Modify Columns.

Report Edit Options
- Summary
- Modify Columns
- Refine Data Set
- Permissions/Sharing

5. You will see a list of your current columns. Select "Click Here…" to add data.

Click Here to add another report column   with selected:

6. At this point, DataDirector knows that you want to add specific data to the report, but it needs to know what kind of data.

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

Type
- Show All
- Demographics
- Test Series
- Students
- Assessments
- Power Data Sets
- Teachers

Data Set
Step 2: Select a Data Set.
- Select One
  Assessments   1051 item(s) found.
- test
- support
- World History Ess. Ancient Civilization - Mitch's Test Version
- World History Ess. Ancient Civilization

The screen on the left is Filters. Start here by selecting which type of data you would like to add. Use the chart below to help you determine which filter to select.

Filter	Description
Demographics	Title I, Socio-Economic, Special Ed, School of Choice, Attendance
Assessments	MEAP, ACT, MME, Local Assessment Data
Power Data Sets	Transcript Data, Schedule Data
Students	Grade, School, Current Schedule Data
Teachers	Name, Course, Term
Test Series	Any test series data (DIBELS)

One of the most widely used filters is Assessments. In this filter, it's important to be as specific as possible. Select the academic year of the assessment, subject, and grade. Choose Scope to refine for MME, ACT, MEAP, or User Created (teacher created assessments are referred to as User-Created).

7. After selecting your filter, the right side of the screen will populate with data that matches your filter. Select one choice to move on. Note: You may only choose one data set at a time.

8. After selecting the data set, you will see several report columns. Clicking each checkbox adds a column of data to your report. When finished, select Next Step.

Specify your report columns

You can add information to your report by selecting columns beside them for comparison.

☐ 2011-2012 Mathematics Scaled Score

☐ 2011-2012 Mathematics Performance Level

☐ 2011-2012 Mathematics Raw-score Points

☐ 2011-2012 Math Form

9. Your columns of data have been added.

Displaying 1 - 30 of 30 students   Show 50 ☑ students per page

Lastname	Firstname	Student ID	Academic Year	Grade	2011-2012 Math Performance Level Change
			2011	4	Maintaining
			2011	4	Maintaining
			2011	4	Maintaining

Modifying Columns of Data

At any time, you can choose to re-order and re-name your columns. Click on Modify Columns and make your changes.

Report Edit Options

- Summary
- Modify Columns
- Refine Data Set
- Permissions/Sharing

You can edit the text in the Name column, change the number in the Display Order column, or delete columns with the red "X" or checkbox.

Name	Field Type	Display Order	Graph?	Delete	
Student ID	Text	3		✖	☐
Academic Year	Numeric (Integer)	4		✖	☐
Grade	Text	5		✖	☐
2011-2012 Math Performance Leve	Text	0		✖	☐

Click Here to add another report column   with selected ☑

Refining Data

Once your data has been added, you can choose to refine your data by specific data sets. For example, I have pulled in the math scaled scores for my 2010-2011 5th grade students. I would like to see the students whose scaled score is below a 531.

1. Start by clicking Refine Data Set

Report Edit Options

- Summary
- Modify Columns
- Refine Data Set
- Permissions/Sharing

2. Choose "Click Here to further…"

Click Here to further refine your data set

3. Next, you will need to decide which data set you would like to refine by. If I want to refine by a MEAP score, then I need to select Assessments as my filter, mine down to MEAP (like we did above) and select 2010-2011 Math MEAP.

- ○ 2010-2011 MEAP Science 🔍
- ○ 2010-2011 MEAP Mathematics 🔍
- ○ 2010-2011 MEAP MI-Access Writing 🔍
- ○ 2010-2011 MEAP MI-Access Science 🔍

4. Next, specify your search criteria by dropping down the menu and selecting the field of data you want to refine by. Click Next Step.

Specify Your Search Criteria ⊞

Now select the field with the data you want to limit your report by.

2010-2011 Mathematics Scaled Score ▼

<< Go Back   Next Step >>

5. Select Next Step.

How would you like to search for results? ⊞

- ⦿ Specify a value or range of values to search on (e.g. 2012 Math Scaled Score less than 300)
- ○ Use a comparison to other data within the system (e.g. 2012 ELA Raw Score greater than 2005 ELA Raw Score)

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6. Choose the values you would like to report on. I wanted to see which students had a 2010-2011 Math MEAP scaled score less than 531. Click Next Step.

Specify Values for Your Search Criteria

Choose the value (or values) you wish to report on.

2010-2011 Mathematics Scaled Score | is less than or equal to ⌄ | 530

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7. Your data is refined by the values you specified.

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