

GUIDE TO CREATING
INTERIM ASSESSMENT REPORTS
BY
SUB-GROUPS
(ALL, ETHNICITY, ED PROGRAM, AND ELL)

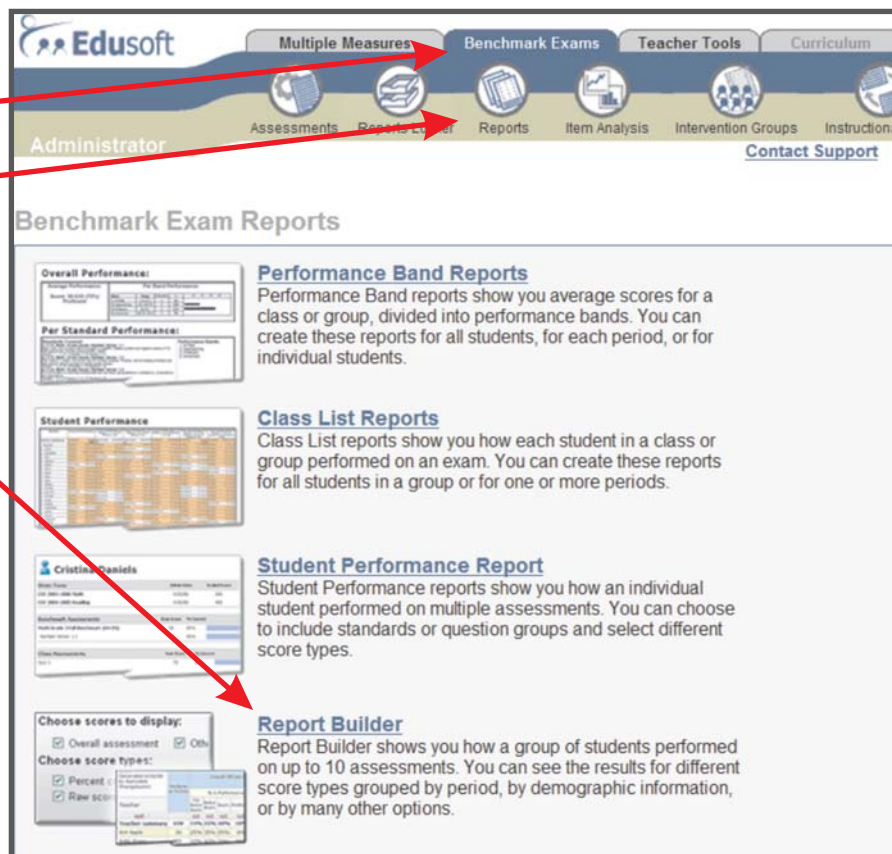
Guide to creating Interim Assessment Reports

Overall

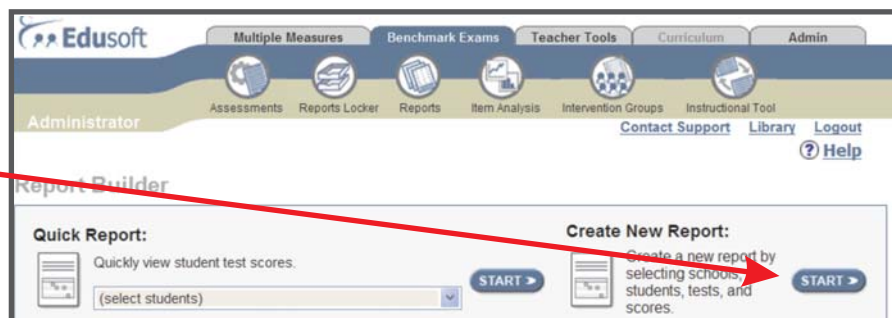
1. Click on **Benchmark Exams** tab

2. Click on **Reports**

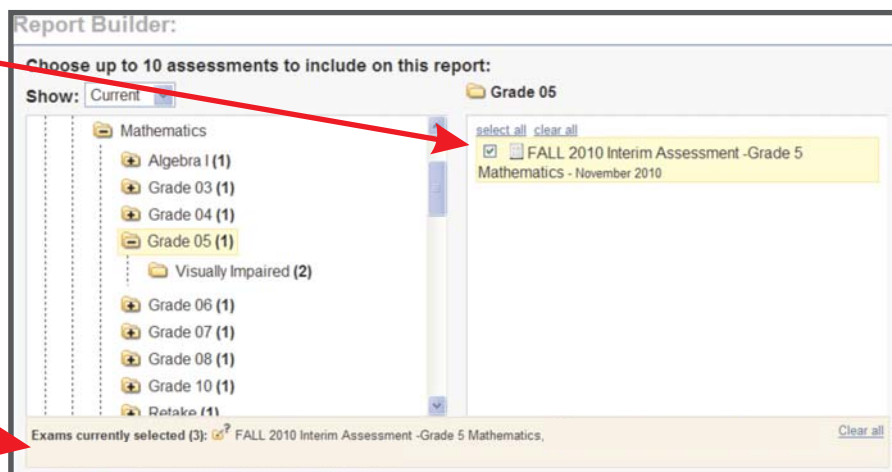
3. Click on **Report Builder**



4. Click on **Start**



5. Select assessment for grade level by subject area



6. Your selected assessment will appear here

7. Select **Other** and choose **Question Groups**

8. Select each score type

9. Click **Next**

Report Builder:

Choose up to 10 assessments to include on this report:

Show: Current Grade 05

Mathematics

- Algebra I (1)
- Grade 03 (1)
- Grade 04 (1)
- Grade 05 (1)
- Visually Impaired (2)
- Grade 06 (1)
- Grade 07 (1)
- Grade 08 (1)
- Grade 10 (1)
- Retake (1)

Exams currently selected (3): FALL 2010 Interim Assessment -Grade 5 Mathematics [Clear all](#)

Note: Benchmark exams will appear on the report in the order you select them.

Choose scores to display: (Affects benchmark tests only)

☒ Overall assessment ☒ Other: Question Groups

Order Columns By:

☒ Tests then Question Groups ☐ Question Groups then Tests

Choose score types: (Affects benchmark tests only)

☒ Raw Score ☒ % Correct ☒ # in Performance Band ☒ % in Performance Band

Choose which students to include:

☐ Only include students who have scores for at least one of the selected exams

☐ Include all selected students, including those that don't have scores

[CANCEL](#) [NEXT](#)

10. Select **All** and Change Report layout to **Grade**

11. Click **Select students based on demographic options**

12. Click **Grade**

Report Options:

Student Selection: Students with scores on at least one exam

Select schools: 0041 Air Base Elementary

Choose Courses:

☒ All ☐ Specific [View Courses](#) [Select Courses](#)

Report layout:

Show data grouped by: Grade

The group you choose determines what data you see in each row.

| Grades | Test 1 | Test 2 |
|---------|--------|--------|
| Grade 4 | | |
| Grade 5 | | |
| Grade 6 | 74% | 85% |

Example

[Select students based on demographic options](#)

Select Students Based on:

| | |
|----------------|-------------------|
| Teachers: | All |
| Grades: | All |
| Ethnicities: | All |
| Ed Programs: | All |
| Custom Groups: | All |
| Gender: | All |
| Test Delivery: | All |
| Roster: | Current Roster(s) |

[Tell me more...](#) [Clear Options](#)

[CANCEL](#) [PREVIOUS](#) [NEXT](#)

13. Click grade level based on assessment that you selected

Select Grades [Clear Page](#)

[CONTINUE >](#)

| | |
|---|--|
| <input type="checkbox"/> Pre-K (0) | <input type="checkbox"/> 8 (0) |
| <input type="checkbox"/> Kindergarten (1) | <input type="checkbox"/> 9 (0) |
| <input type="checkbox"/> 1 (0) | <input type="checkbox"/> 10 (0) |
| <input type="checkbox"/> 2 (0) | <input type="checkbox"/> 11 (0) |
| <input type="checkbox"/> 3 (4) | <input type="checkbox"/> 12 (0) |
| <input type="checkbox"/> 4 (49) | <input type="checkbox"/> Out-of-School (0) |
| <input checked="" type="checkbox"/> 5 (25830) | <input type="checkbox"/> Adult Education (0) |
| <input type="checkbox"/> 6 (167) | <input type="checkbox"/> Other (0) |
| <input type="checkbox"/> 7 (1) | |

[CONTINUE >](#)

14. Click **Continue**

Report Options:

Student Selection: Students with scores on at least one exam

Select schools to report on: 0041 Air Base Elementary

Choose Courses:

☒ All [View Courses](#)

☐ Specific [Select Courses](#)

Report layout:

Show data grouped by:
The group you choose determines what data you see in each row.

Grade

| Grades | Next | Active |
|---------|------|--------|
| Grade 4 | | |
| Grade 5 | | |
| Grade 6 | 74% | 66% |

Select students based on demographic options [Tell me more...](#)

| | |
|--------------------------------|---------------------------------------|
| Teachers: | All |
| Grades: | 5 |
| Ethnicities: | All |
| Ed Programs: | All |
| Custom Groups: | All |
| Gender: | All |
| Test Delivery: | All |
| Roster: | 2010-2011 Fall, 2010-2011 School Year |

[Clear Options](#)

[CANCEL](#) [PREVIOUS](#) [NEXT >](#)

15. Click **Next**

16. Click **Save As**

Report Builder
[Back](#) to reporting home

New Report (not saved) 2010-2011 Fall, 2010-2011 School Year

School: 0041 Air Base Elementary [Update](#) [Assessments](#)

Student selection: 0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data by: Grade

Demographic Options: Grade 5

[Scores](#)

Order Columns By: Tests then Question Groups

[SAVE](#) [SAVE AS...](#) [OPEN...](#) [VIEW FULL PAGE](#) [VIEW / SAVE IN EXCEL](#) [EXPORT TO CSV](#)

Total Row(s): 1
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| Grade | Total # students | Avg Raw Score | Avg % Correct | Overall (34 pts max) | | % in Performance Band | | Avg Raw Score | Avg % Correct | % in Performance Band | |
|-------|------------------|---------------|---------------|----------------------|------------|-----------------------|------------|---------------|---------------|-----------------------|------------|
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| 5 | 100 | 3.8 | 11.3% | 100 | | 100.0% | | 2.6 | 11.0% | 100 | |

17. Type in a logical Report Name and Description

Report Builder

Save report as:

Report name: 0041-Fall-IA-MG5-ALL

Description: 0041 Fall Interim Assessment Math Grade 5 All

[SAVE](#) [CANCEL](#)

18. Click **Save**

19. Click **View/Save in Excel** and save the file to your computer

Report Builder
[Back](#) to reporting home

0041-Fall-IA-MG5-ALL 2010-2011 Fall, 2010-2011 School Year

0041 Fall Interim Assessment Math Grade 5 All [Assessments](#)

School: 0041 Air Base Elementary [Update](#)

Student selection: 0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data by: Grade

Demographic Options: Grade 5

[Scores](#)

Order Columns By: Tests then Question Groups

[SAVE](#) [SAVE AS...](#) [OPEN...](#) [VIEW FULL PAGE](#) [VIEW / SAVE IN EXCEL](#) [EXPORT TO CSV](#)

[i](#) • The existing report was successfully saved as a new report.

| Grade | Total # students | Avg Raw Score | Avg % Correct | Overall (34 pts max) | | % in Performance Band | | Avg Raw Score | Avg % Correct | % in Performance Band | |
|-------|------------------|---------------|---------------|----------------------|------------|-----------------------|------------|---------------|---------------|-----------------------|------------|
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| 5 | 100 | 3.8 | 11.3% | 100 | | 100.0% | | 2.6 | 11.0% | 100 | |

By Ethnicity

20. Continuing from step 19, click **Save As** to save a new report

The screenshot shows the 'Report Builder' interface. At the top, it says '0041-Fall-IA-MG5-ALL' and '2010-2011 Fall, 2010-2011 School Year'. Below this, there are tabs for 'School', 'Student selection', 'Group data by', and 'Demographic Options'. The 'Group data by' tab is selected, showing 'Grade 5'. A red arrow points to the 'SAVE AS...' button. To the right, there is a 'Scores' section with a table of scores. At the bottom, there is a table with columns for 'Total # students', 'Avg Raw Score', 'Avg % Correct', and '# in Performance Band'.

| Grade | Total # students | Avg Raw Score | Avg % Correct | # in Performance Band |
|-------|------------------|---------------|---------------|-----------------------|
| 5 | 100 | 3.8 | 11.3% | 100 |

21. Type in a logical Report Name and Description

The screenshot shows the 'Save report as:' dialog box. It has two input fields: 'Report name:' and 'Description:'. The 'Report name' field contains '0041-Fall-IA-MG5-ETH' and the 'Description' field contains '0041 Fall Interim Assessment Math Grade 5 Eth'. A red arrow points to the 'Report name' field. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

22. Click **Save**

The screenshot shows the 'Report Builder' interface. At the top, it says '0041-Fall-IA-MG5-ETH' and '2010-2011 Fall, 2010-2011 School Year'. Below this, there are tabs for 'School', 'Student selection', 'Group data by', and 'Demographic Options'. The 'Group data by' tab is selected, showing 'Grade 5'. A red arrow points to the 'Group data by' button. To the right, there is a 'Scores' section with a table of scores. At the bottom, there is a table with columns for 'Total # students', 'Avg Raw Score', 'Avg % Correct', and '# in Performance Band'.

| Grade | Total # students | Avg Raw Score | Avg % Correct | # in Performance Band |
|-------|------------------|---------------|---------------|-----------------------|
| 5 | 100 | 3.8 | 11.3% | 100 |

23. Click **Group data by**

24. Change Report layout to **Ethnicity**

25. Click **Back to Report**

Report Options:

Student Selection: Students with scores on at least one exam

Select schools to report on: 0041 Air Base Elementary

Choose Courses:

☒ All ☐ Specific [View Courses](#) [Select Courses](#)

Report layout:

Show data grouped by: The group you choose determines what data you see in each row.

Ethnicity

Example

| Ethnicities | Test1 | Test2 |
|-------------|-------|-------|
| Am. Indian | 8 | 8 |
| African Am. | 74% | 69% |
| Cambodian | | |

Select students based on demographic options

[< PREVIOUS](#) [BACK TO REPORT >](#)

26. Click **Save**

Report Builder

Back to reporting home

0041-Fall-IA-MG5-ETH (not saved)

2010-2011 Fall, 2010-2011 School Year

0041 Fall Interim Assessment Math Grade 5 Eth

School0041 Air Base ElementaryUpdateAssessments

Student selection0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data byEthnicity

Demographic OptionsGrade 5

Scores

Order Columns By:Tests then Question Groups

SAVE

SAVE AS...

OPEN...

VIEW FULL PAGE

VIEW / SAVE IN EXCEL

EXPORT TO CSV

FALL 2010 Interim Assessment -Grade 5 Mathematics November 2010, Fall 2010 Interim Assessment Test: Grade 5 Reading November 2010, FALL 2010 Interim Assessment: Grade 5 Science November 2010

Overall Avg Raw Score, Overall Avg % Correct, Overall # in Performance Band, Overall % in Performance Band, Question Groups Avg Raw Score, Question Groups Avg % Correct, Question Groups # in Performance Band, Question Groups % in Performance Band

Total Row(s): 5
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FALL 2010 Interim Assessment -Grade 5 Mathematics

<

27. Click **View/Save in Excel** and save the file to your computer

Report Builder

[Back](#) to reporting home

0041-Fall-IA-MG5-ETH

0041 Fall Interim Assessment Math Grade 5 Eth

[School](#)

0041 Air Base Elementary

[Update](#)

[Assessments](#)

[Student selection](#)

0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

[Group data by](#)

Ethnicity

[Demographic Options](#)

Grade 5

[Scores](#)

[Order Columns By:](#)

FALL 2010 Interim Assessment -Grade 5 Mathematics November 2010, Fall 2010 Interim Assessment Test: Grade 5 Reading November 2010, FALL 2010 Interim Assessment: Grade 5 Science November 2010

Overall Avg Raw Score, Overall Avg % Correct, Overall # in Performance Band, Overall % in Performance Band, Question Groups Avg Raw Score, Question Groups Avg % Correct, Question Groups # in Performance Band, Question Groups % in Performance Band Tests then Question Groups

[SAVE](#)

[SAVE AS...](#)

[OPEN...](#)

[VIEW FULL PAGE](#)

[VIEW / SAVE IN EXCEL](#)

[EXPORT TO CSV](#)

Total Row(s): 5
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FALL 2010 Interim Assessment -Grade 5 Mathematics

| Ethnicity | Total # students | Avg Raw Score | Avg % Correct | Overall (34 pts max) | | | | Numbers: Base Ten and Fractions (24 pts max) | | | |
|---------------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|----------------------|--|----------------------|----------------------|----------------------|
| | | | | # in Performance Band | | % in Performance Band | | Avg Raw Score | | Avg % Correct | |
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| sort | sort | sort | sort | sort | sort | sort | sort | sort | sort | sort | sort |
| Asian | 1 | 5 | 15.0% | 1 | | 100.0% | | 4 | 17.0% | 1 | |
| Black or African American | 19 | 4.2 | 12.6% | 19 | | 100.0% | | 3 | 12.6% | 19 | |
| Hispanic/Latino | 62 | 3.7 | 11.0% | 62 | | 100.0% | | 2.5 | 10.7% | 62 | |
| Two or More Races | 2 | 5 | 15.0% | 2 | | 100.0% | | 3 | 12.5% | 2 | |
| White | 16 | 3.4 | 10.3% | 16 | | 100.0% | | 2.3 | 9.6% | 16 | |

By Ed Program

28. Continuing from step 27, click **Save As** to save a new report

Report Builder
Back to reporting home

0041-Fall-IA-MG5-ETH 2010-2011 Fall, 2010-2011 School Year

School: 0041 Air Base Elementary Update Assessments

Student selection: 0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data by: Ethnicity

Demographic Options: Grade 5

SAVE SAVE AS... OPEN...

VIEW FULL PAGE VIEW / SAVE IN EXCEL EXPORT TO CSV

The existing report has been successfully saved.

FALL 2010 Interim Assessment -Grade 5 Mathematics

| Ethnicity | Total # students | Avg Raw Score | Avg % Correct | # in Performance Band | | % in Performance Band | | Avg Raw Score | Avg % Correct | # in Performance Band | |
|---------------------------|------------------|---------------|---------------|-----------------------|------------|-----------------------|------------|---------------|---------------|-----------------------|------------|
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| Asian | 1 | 5 | 15.0% | 1 | | 100.0% | | 4 | 17.0% | 1 | |
| Black or African American | 19 | 4.2 | 12.6% | 19 | | 100.0% | | 3 | 12.6% | 19 | |
| Hispanic/Latino | 62 | 3.7 | 11.0% | 62 | | 100.0% | | 2.5 | 10.7% | 62 | |
| Two or More Races | 2 | 5 | 15.0% | 2 | | 100.0% | | 3 | 12.5% | 2 | |
| White | 16 | 3.4 | 10.3% | 16 | | 100.0% | | 2.3 | 9.6% | 16 | |

29. Type in a logical Report Name and Description

Report Builder

Save report as:

Report name: 0041-Fall-IA-MG5-EDPROG

Description: 0041 Fall Interim Assessment Math Grade 5 Ed Prog

SAVE CANCEL

30. Click **Save**

31. Click **Group data by**

Report Builder
Back to reporting home

0041-Fall-IA-MG5-EDPROG 2010-2011 Fall, 2010-2011 School Year

School: 0041 Air Base Elementary Update Assessments

Student selection: 0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data by: Ethnicity

Demographic Options: Grade 5

SAVE SAVE AS... OPEN...

VIEW FULL PAGE VIEW / SAVE IN EXCEL EXPORT TO CSV

The existing report was successfully saved as a new report.

FALL 2010 Interim Assessment -Grade 5 Mathematics

| Ethnicity | Total # students | Avg Raw Score | Avg % Correct | # in Performance Band | | % in Performance Band | | Avg Raw Score | Avg % Correct | # in Performance Band | |
|---------------------------|------------------|---------------|---------------|-----------------------|------------|-----------------------|------------|---------------|---------------|-----------------------|------------|
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| Asian | 1 | 5 | 15.0% | 1 | | 100.0% | | 4 | 17.0% | 1 | |
| Black or African American | 19 | 4.2 | 12.6% | 19 | | 100.0% | | 3 | 12.6% | 19 | |
| Hispanic/Latino | 62 | 3.7 | 11.0% | 62 | | 100.0% | | 2.5 | 10.7% | 62 | |
| Two or More Races | 2 | 5 | 15.0% | 2 | | 100.0% | | 3 | 12.5% | 2 | |
| White | 16 | 3.4 | 10.3% | 16 | | 100.0% | | 2.3 | 9.6% | 16 | |

32. Change Report layout to **Ed Program**

33. Click **Back to Report**

Report Options:

Student Selection: Students with scores on at least one exam

Select schools to report on: 0041 Air Base Elementary

Choose Courses:

☒ All ☐ Specific [View Courses](#) [Select Courses](#)

Report layout:

Show data grouped by: **Ed Program**

The group you choose determines what data you see in each row.

| Ed programs | Test 1 | Test 2 |
|---------------|--------|---------|
| Bilingual | 6 | 7 |
| Gifted/talent | 5 | Example |
| Special ed. | 74% | 68% |

Select students based on demographic options

[< PREVIOUS](#) [BACK TO REPORT >](#)

34. Click **Save**

Report Builder

[Back](#) to reporting home

0041-Fall-IA-MG5-EDPROG (not saved) **2010-2011 Fall, 2010-2011 School Year**

School: 0041 Air Base Elementary [Update](#) [Assessments](#)

Student selection: 0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data by: Ed Program

Demographic Options: Grade 5

[Scores](#)

Order Columns By: Tests then Question Groups

[SAVE](#) [SAVE AS...](#) [OPEN...](#) [VIEW FULL PAGE](#) [VIEW / SAVE IN EXCEL](#) [EXPORT TO CSV](#)

Total Row(s): 12
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| Ed Programs | Total # students | Avg Raw Score | Avg % Correct | # in Performance Band | | % in Performance Band | | Avg Raw Score | Avg % Correct | # in Performance Band | |
|--|------------------|---------------|---------------|-----------------------|------------|-----------------------|------------|---------------|---------------|-----------------------|------------|
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| ESE / Students with Disabilities (SWD) | 6 | 4 | 12.0% | 6 | | 100.0% | | 2.3 | 9.8% | 6 | |
| Economically Disadvantaged | 61 | 3.5 | 10.6% | 61 | | 100.0% | | 2.4 | 10.2% | 61 | |
| FCAT Math Achievement 2 | 9 | 3 | 9.0% | 9 | | 100.0% | | 2.3 | 9.7% | 9 | |
| FCAT Math Achievement 3 | 36 | 4.2 | 12.6% | 36 | | 100.0% | | 2.9 | 12.3% | 36 | |
| FCAT Math Achievement 4 | 38 | 3.7 | 11.1% | 38 | | 100.0% | | 2.5 | 10.5% | 38 | |
| FCAT Math Achievement 5 | 17 | 3.5 | 10.4% | 17 | | 100.0% | | 2.4 | 9.8% | 17 | |

35. Click **View/Save in Excel** and save the file to your computer

Report Builder

[Back](#) to reporting home

0041-Fall-IA-MG5-EDPROG **2010-2011 Fall, 2010-2011 School Year**

School: 0041 Air Base Elementary [Update](#) [Assessments](#)

Student selection: 0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data by: Ed Program

Demographic Options: Grade 5

[Scores](#)

Order Columns By: Tests then Question Groups

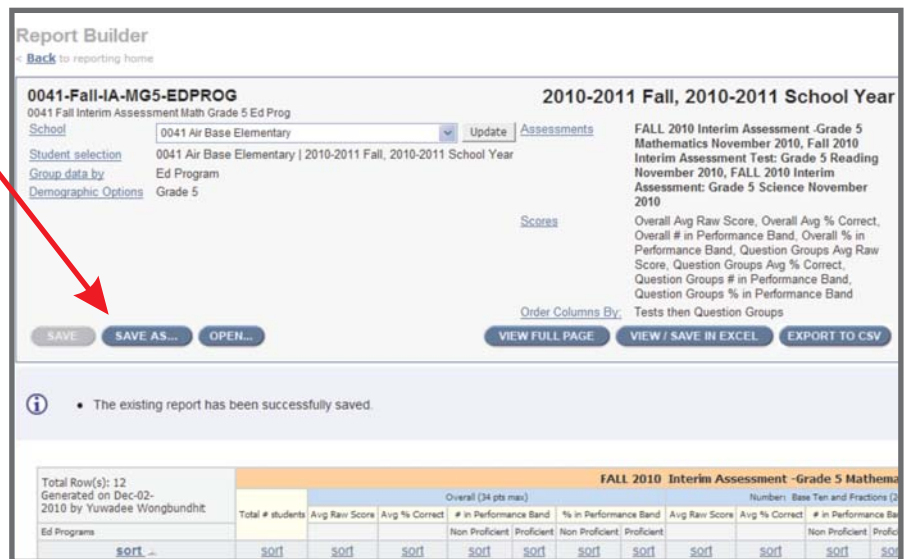
[SAVE](#) [SAVE AS...](#) [OPEN...](#) [VIEW FULL PAGE](#) [VIEW / SAVE IN EXCEL](#) [EXPORT TO CSV](#)

[i](#) • The existing report has been successfully saved.

Total Row(s): 12
Generated on Dec-02-2010 by Yuwadee Wongbundhit

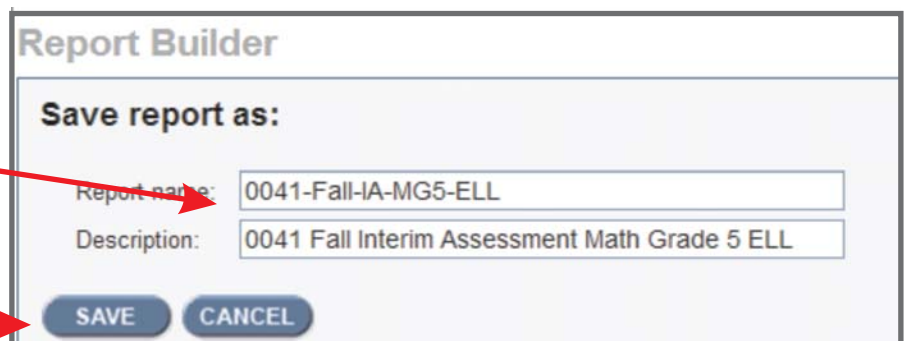
| Ed Programs | Total # students | Avg Raw Score | Avg % Correct | # in Performance Band | | % in Performance Band | | Avg Raw Score | Avg % Correct | # in Performance Band | |
|--|------------------|---------------|---------------|-----------------------|------------|-----------------------|------------|---------------|---------------|-----------------------|------------|
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| ESE / Students with Disabilities (SWD) | 6 | 4 | 12.0% | 6 | | 100.0% | | 2.3 | 9.8% | 6 | |
| Economically Disadvantaged | 61 | 3.5 | 10.6% | 61 | | 100.0% | | 2.4 | 10.2% | 61 | |
| FCAT Math Achievement 2 | 9 | 3 | 9.0% | 9 | | 100.0% | | 2.3 | 9.7% | 9 | |
| FCAT Math Achievement 3 | 36 | 4.2 | 12.6% | 36 | | 100.0% | | 2.9 | 12.3% | 36 | |
| FCAT Math Achievement 4 | 38 | 3.7 | 11.1% | 38 | | 100.0% | | 2.5 | 10.5% | 38 | |
| FCAT Math Achievement 5 | 17 | 3.5 | 10.4% | 17 | | 100.0% | | 2.4 | 9.8% | 17 | |

36. Continuing from step 35, click **Save As** to save a new report



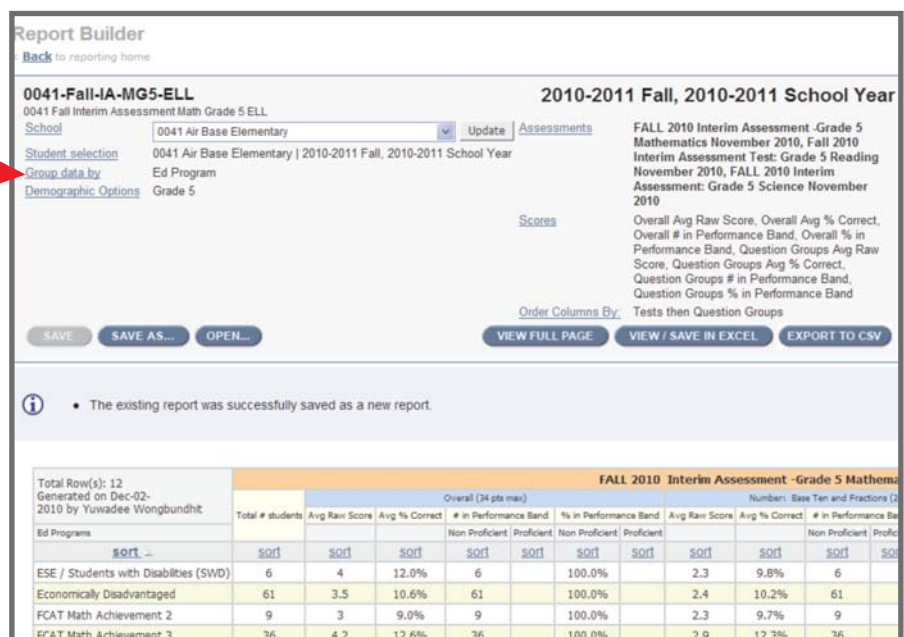
The screenshot shows the 'Report Builder' interface. At the top, it says 'Report Builder' and 'Back to reporting home'. Below this, the report title is '0041-Fall-IA-MG5-EDPROG' and the school year is '2010-2011 Fall, 2010-2011 School Year'. The 'School' dropdown is set to '0041 Air Base Elementary'. The 'Student selection' dropdown is set to '0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year'. The 'Group data by' dropdown is set to 'Ed Program'. The 'Demographic Options' dropdown is set to 'Grade 5'. The 'Assessments' dropdown is set to 'FALL 2010 Interim Assessment -Grade 5 Mathematics November 2010, FALL 2010 Interim Assessment: Grade 5 Science November 2010'. The 'Scores' dropdown is set to 'Overall Avg Raw Score, Overall Avg % Correct, Overall # in Performance Band, Overall % in Performance Band, Question Groups Avg Raw Score, Question Groups Avg % Correct, Question Groups # in Performance Band, Question Groups % in Performance Band, Tests then Question Groups'. The 'Order Columns By' dropdown is set to 'Tests then Question Groups'. The 'SAVE' button is highlighted with a red arrow. Below the buttons, a message says 'The existing report has been successfully saved.' At the bottom, there is a table with 12 rows and 10 columns, showing data for 'FALL 2010 Interim Assessment -Grade 5 Mathematics'.

37. Type in a logical Report Name and Description



The screenshot shows the 'Save report as:' dialog box. The 'Report name' field is filled with '0041-Fall-IA-MG5-ELL'. The 'Description' field is filled with '0041 Fall Interim Assessment Math Grade 5 ELL'. The 'SAVE' button is highlighted with a red arrow.

38. Click **Save**



The screenshot shows the 'Report Builder' interface. At the top, it says 'Report Builder' and 'Back to reporting home'. Below this, the report title is '0041-Fall-IA-MG5-ELL' and the school year is '2010-2011 Fall, 2010-2011 School Year'. The 'School' dropdown is set to '0041 Air Base Elementary'. The 'Student selection' dropdown is set to '0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year'. The 'Group data by' dropdown is highlighted with a red arrow. The 'Demographic Options' dropdown is set to 'Grade 5'. The 'Assessments' dropdown is set to 'FALL 2010 Interim Assessment -Grade 5 Mathematics November 2010, FALL 2010 Interim Assessment: Grade 5 Science November 2010'. The 'Scores' dropdown is set to 'Overall Avg Raw Score, Overall Avg % Correct, Overall # in Performance Band, Overall % in Performance Band, Question Groups Avg Raw Score, Question Groups Avg % Correct, Question Groups # in Performance Band, Question Groups % in Performance Band, Tests then Question Groups'. The 'Order Columns By' dropdown is set to 'Tests then Question Groups'. The 'SAVE' button is highlighted with a red arrow. Below the buttons, a message says 'The existing report was successfully saved as a new report.' At the bottom, there is a table with 12 rows and 10 columns, showing data for 'FALL 2010 Interim Assessment -Grade 5 Mathematics'.

39. Click **Group data by**

40. Change Report layout to **Grade**

41. Click **Ed Programs**

Report Options:

Student Selection: Students with scores on at least one exam

Select schools to report on: 0041 Air Base Elementary

Choose Courses:

☒ All ☐ Specific [View Courses](#) [Select Courses](#)

Report layout: Show data grouped by: Grade

The group you choose determines what data you see in each row.

| Schools | Test 1 | Test 2 |
|----------|--------|---------|
| School 1 | 8 | Example |
| School 2 | 5 | |
| School 3 | 74% | 68% |

Select students based on demographic options

Select Students Based on:

| | |
|----------------|---------------------------------------|
| Teachers: | All |
| Grades: | 5 |
| Ethnicities: | All |
| Ed Programs: | All |
| Custom Groups: | All |
| Gender: | All |
| Test Delivery: | All |
| Roster: | 2010-2011 Fall, 2010-2011 School Year |

[Tell me more...](#) [Clear Options](#)

[PREVIOUS](#) [BACK TO REPORT](#)

42. Select **LEP 2 Years or less** and **Limited English Proficiency**

Select Ed Programs

[CONTINUE](#) [Clear Page](#)

| | |
|--|--|
| <input type="checkbox"/> ESE / Students with Disabilities (SWD) (2998) | <input type="checkbox"/> FCAT Science Achievement 3 (8111) |
| <input type="checkbox"/> Economically Disadvantaged (20984) | <input type="checkbox"/> FCAT Science Achievement 4 (2844) |
| <input type="checkbox"/> FCAT Math Achievement 1 (4019) | <input type="checkbox"/> FCAT Science Achievement 5 (1140) |
| <input type="checkbox"/> FCAT Math Achievement 2 (6027) | <input type="checkbox"/> FCAT Writing Achievement 1 (0) |
| <input type="checkbox"/> FCAT Math Achievement 3 (6857) | <input type="checkbox"/> FCAT Writing Achievement 2 (0) |
| <input type="checkbox"/> FCAT Math Achievement 4 (6735) | <input type="checkbox"/> FCAT Writing Achievement 3 (0) |
| <input type="checkbox"/> FCAT Math Achievement 5 (2014) | <input type="checkbox"/> FCAT Writing Achievement 4 (0) |
| <input type="checkbox"/> FCAT Reading Achievement 1 (4882) | <input type="checkbox"/> FCAT Writing Achievement 5 (0) |
| <input type="checkbox"/> FCAT Reading Achievement 2 (4034) | <input type="checkbox"/> Gifted / Talented (3435) |
| <input type="checkbox"/> FCAT Reading Achievement 3 (8399) | <input checked="" type="checkbox"/> LEP 2 years or less (1167) |
| <input type="checkbox"/> FCAT Reading Achievement 4 (6657) | <input checked="" type="checkbox"/> Limited English Proficiency (LEP) (2813) |
| <input type="checkbox"/> FCAT Reading Achievement 5 (1764) | <input type="checkbox"/> Migrant (0) |
| <input type="checkbox"/> FCAT Science Achievement 1 (5694) | <input type="checkbox"/> Section 504 (0) |
| <input type="checkbox"/> FCAT Science Achievement 2 (7446) | <input type="checkbox"/> Standard Curriculum (0) |

[CONTINUE](#)

43. Click **Continue**

44. Click **Back to Report**

Report Options:

Student Selection: Students with scores on at least one exam

Select schools to report on: 0041 Air Base Elementary

Choose Courses:

☒ All [View Courses](#)

☐ Specific [Select Courses](#)

Report layout:

Show data grouped by: The group you choose determines what data you see in each row.

Grade

| Schools | Test 1 | Test 2 |
|----------|--------|---------|
| School 1 | 6 | Example |
| School 2 | 5 | |
| School 3 | 74% | 68% |

Select students based on demographic options

Select Students Based on:

Teachers: All

Grades: 5

Ethnicities: All

Ed Programs: LEP 2 years or less, Limited English Proficiency (LEP)

Custom Groups: All

Gender: All

Test Delivery: All

Roster: 2011-2012 Fall, 2011-2012 School Year

[Clear Options](#)

[PREVIOUS](#) [BACK TO REPORT](#)

45. Click **Save**

Report Builder

[Back](#) to reporting home

0041-Fall-IA-MG5-ELL (not saved)

0041 Fall Interim Assessment Math Grade 5 ELL

School: 0041 Air Base Elementary [Update](#)

Student selection: 0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data by: Grade

Demographic Options: Grade 5, Ed Programs LEP 2 years or less, Limited English Proficiency (LEP)

[Assessments](#)

FALL 2010 Interim Assessment - Grade 5 Mathematics November 2010, Fall 2010 Interim Assessment Test: Grade 5 Reading November 2010, FALL 2010 Interim Assessment: Grade 5 Science November 2010

[Scores](#)

Overall Avg Raw Score, Overall Avg % Correct, Overall # in Performance Band, Overall % in Performance Band, Question Groups Avg Raw Score, Question Groups Avg % Correct, Question Groups # in Performance Band, Question Groups % in Performance Band

Order Columns By: Tests then Question Groups

[SAVE](#) [SAVE AS...](#) [OPEN...](#) [VIEW FULL PAGE](#) [VIEW / SAVE IN EXCEL](#) [EXPORT TO CSV](#)

| FALL 2010 Interim Assessment -Grade 5 Mathematics | | | | | | | | | | | |
|---|---|---------------|---------------|-----------------------|------------|-----------------------|------------|---------------|---------------|-----------------------|------------|
| Total Row(s): 1 | Generated on Dec-02-2010 by Yuwadee Wongbundhit | | | | | | | | | | |
| Grade | Total # students | Avg Raw Score | Avg % Correct | # in Performance Band | | % in Performance Band | | Avg Raw Score | Avg % Correct | # in Performance Band | |
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| 5 | 1 | 4 | 12.0% | 1 | | 100.0% | | 1 | 4.0% | 1 | |

46. Click **View/Save in Excel** and save the file to your computer

Report Builder

[Back](#) to reporting home

0041-Fall-IA-MG5-ELL

0041 Fall Interim Assessment Math Grade 5 ELL

School: 0041 Air Base Elementary [Update](#)

Student selection: 0041 Air Base Elementary | 2010-2011 Fall, 2010-2011 School Year

Group data by: Grade

Demographic Options: Grade 5, Ed Programs LEP 2 years or less, Limited English Proficiency (LEP)

[Assessments](#)

FALL 2010 Interim Assessment - Grade 5 Mathematics November 2010, Fall 2010 Interim Assessment Test: Grade 5 Reading November 2010, FALL 2010 Interim Assessment: Grade 5 Science November 2010

[Scores](#)

Overall Avg Raw Score, Overall Avg % Correct, Overall # in Performance Band, Overall % in Performance Band, Question Groups Avg Raw Score, Question Groups Avg % Correct, Question Groups # in Performance Band, Question Groups % in Performance Band

Order Columns By: Tests then Question Groups

[SAVE](#) [SAVE AS...](#) [OPEN...](#) [VIEW FULL PAGE](#) [VIEW / SAVE IN EXCEL](#) [EXPORT TO CSV](#)

[i](#) • The existing report has been successfully saved.

| FALL 2010 Interim Assessment -Grade 5 Mathematics | | | | | | | | | | | |
|---|---|---------------|---------------|-----------------------|------------|-----------------------|------------|---------------|---------------|-----------------------|------------|
| Total Row(s): 1 | Generated on Dec-02-2010 by Yuwadee Wongbundhit | | | | | | | | | | |
| Grade | Total # students | Avg Raw Score | Avg % Correct | # in Performance Band | | % in Performance Band | | Avg Raw Score | Avg % Correct | # in Performance Band | |
| | | | | Non Proficient | Proficient | Non Proficient | Proficient | | | Non Proficient | Proficient |
| 5 | 1 | 4 | 12.0% | 1 | | 100.0% | | 1 | 4.0% | 1 | |

Final Step - Creating the Final Interim Assessment Report by Sub-Group

- 1. You have created four reports and have exported the reports to your computer.**
 - All**
 - Ethnicity**
 - Ed Program**
 - ELL**
- 2. Download the appropriate template from the datacoach website.**
- 3. Copy the content from each of the reports that you created and paste them into the appropriate sheet in the template.**
- 4. Print the updated template sheet.**