Creating a Class List report

The Class List report is a gradebook view that shows scores for the group as a whole and for individual students. You can see overall average raw and percentage scores, plus scores by standard or by question group. Customizable highlighting of performance bands lets you spot high or low performance on standards or question groups. Optional color coding of all performance bands shows you at a glance how students are performing.

To create a Class List report:

1. Click the Benchmark Exams tab. Click the link or icon for Reports.
2. Click the link or icon for Class List Reports.
3. Choose a folder and an exam to use as the basis for this report. Click Continue.
4. In the General Report Options area, choose the grouping for this report: all students in the group you select or by period.
5. Choose how to sort the report: by student last name or by overall performance. Then choose the score types to include: performance band, raw, or raw.
6. To display either per standard or question group scores, click the in addition check box and choose the type of scores. If the test is not set to Show Overall Performance on Reports, you must select at least one score type.
7. Choose your report highlighting: none, for specific bands, or color coded for the entire report.
8. Select schools and periods, if necessary.
   Depending on your district, you may also be able to choose students based on tracks or school groups.
9. Use the Select Students Based On links to select a group of students. When you are finished selecting students, click Continue.

About Class List reports

The top row in the Student Performance area shows average scores for the students you selected for this report. The remaining rows show the scores for individual students. This illustration shows two different ways to highlight results.

The title shows the type of report, the aggregate group, the name of the exam, and when it was administered.

Current report options show which schools, grades, etc. appear on this report.