


# quick guide Creating Reports with Report Builder


## About Report Builder

The Edusoft Report Builder is a flexible reporting tool that lets you look at the results of Benchmark, State, and imported assessments in a variety of different ways. Using Report Builder, you can view the results for any students you have access to on up to ten assessments on a single report. You can disaggregate the report by school, by ethnicity, or by any available demographic data. Your access determines the actual data you see.

## Creating a progress style report

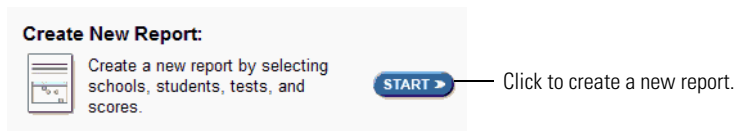
A progress style report lets you identify trends in student performance over the course of up to ten Benchmark assessments.

 If you're a principal, you might use this report to review student progress with teachers. If you're a district administrator, you might use this report to look at progress across schools or school groups.

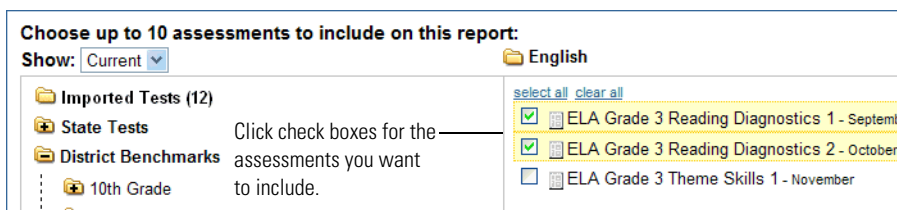
 If you're a teacher, you might use this report to see how your students are doing as the year progresses.

### To create a progress style report:

- 1 Click the **Benchmark Exams** tab. Click the link or icon for **Reports**. Click the **Report Builder** link or icon.
- 2 In the Create New Report area, click **Start**.





- 3 Choose a folder and up to ten exams to use as the basis for this report.




- 4 Choose the scores to be displayed, the order of the columns, score types, and whether to include all students of just those who have scores for at least one test. Click **Next**.

- 5 Choose the schools or periods to be included.

 If you have access to multiple schools, you can choose all schools or a specific school. If you have access to school groups, you can choose all groups or a single group.

 You can choose all periods or classes you teach, or a specific one.

- 6 In the Report Layout area, choose how you want to see data grouped (in report rows).

 For a progress style report, choose **Teacher**.

 For a progress style report, choose **Individual Students**.

- 7 For reports on individual students, click check boxes to choose student information data—such as Ed Programs or custom groups—for your report.

- 8 If you want to look at results for a specific group of students, click the **Select Students Based on Demographic Options** link.

- 9 Click **Next**.

The New Report page appears.

These are the current settings for this report. Click any link to view other students, assessments, or scores.

Click to view a different format.

Click to save this report.

Teacher	ELA Grade 3 Reading Diagnostics 1 September					ELA Grade 3 Reading Diagnostics 2 October				
	Total # students	Overall (125 pts max)				Total # students	Overall (125 pts max)			
		% in Performance Band				% in Performance Band				
		At Risk	Underperforming	Meets Expectations	Exceeds Expectations		At Risk	Underperforming	Meets Expectations	Exceeds Expectations
Dennis, Chaz	25	36%	56%	8%	25	64%	36%			
Jackson, Eric	25	4%	40%	52%	4%	25	56%			
Peters, Gary	25	40%	52%	8%	25	72%				
Richards, Gavin	25	68%	32%		25	48%				

This report shows progress for your students across two assessments.

## Creating a comparison style report

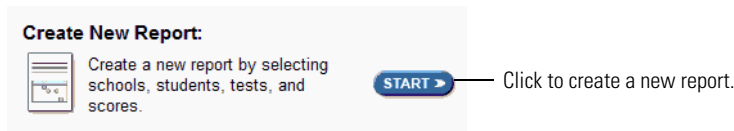
A comparison style report lets you compare the performance of different groups of students over the course of up to ten Benchmark assessments. You can compare students based on Ed program, ethnicity, gender, or other demographic information.

**admins** → If you're a principal, you might use this report to report to the state on how students in different Ed programs are doing. If you're a district administrator, you can run this report for all schools in your district at the same time.

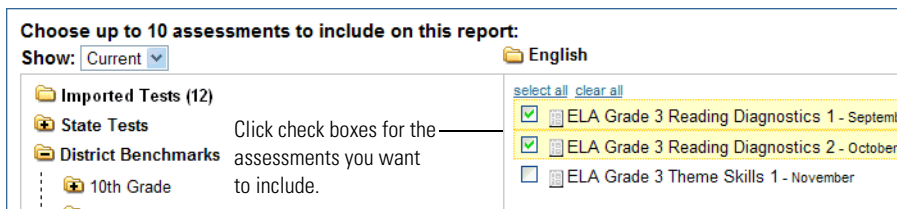
**teachers** → If you're a teacher, you might use this report to see if your teaching strategies are hitting all groups of students equally or if they are more effective for one group or another.

### To create a comparison style report:

- 1 Click the **Benchmark Exams** tab. Click the link or icon for **Reports**. Click the **Report Builder** link or icon.
- 2 In the Create New Report area, click **Start**.



- 3 Choose a folder and up to ten exams to use as the basis for this report.

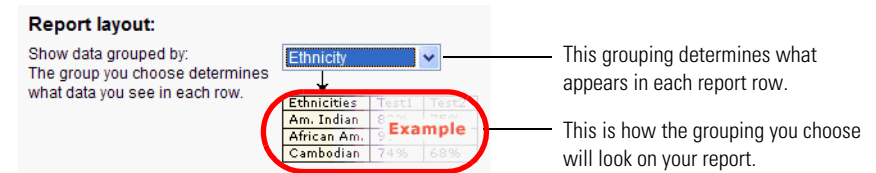


- 4 Choose the scores to be displayed, the order of the columns, score types, and whether to include all students of just those who have scores for at least one test. Click **Next**.
- 5 Choose the schools or periods to be included.

**admins** → If you have access to multiple schools, you can choose all schools or a specific school. If you have access to school groups, you can choose all groups or a single group.

**teachers** → You can choose all periods or classes you teach, or a specific one.

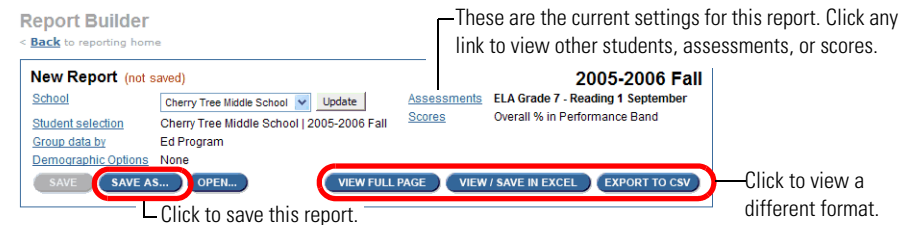
- 6 In the Report Layout area, choose how you want to see data grouped (in report rows).



You might, for example, choose Ed Programs to compare student performance by program.

- 7 If you want to look at results for a specific group of students, click the **Select Students Based on Demographic Options** link.
- 8 Click **Next**.

The New Report page appears.



Ed Programs	Total # students	% in Performance Band			
		At Risk	Underperforming	Meets Expectations	Exceeds Expectations
All Special Education Programs	58	1.7%	41.4%	50.0%	6.9%
Class Size Reduction Full Day	87	2.3%	39.1%	50.6%	8.0%
Class Size Reduction Half Day	1			100.0%	
Designated Instruction & Services	5	20.0%	20.0%	60.0%	

— This report compares student performance across Ed programs.