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.

Getting a Quick Report
The Report Builder Quick Report feature is a shortcut to creating a preformatted interactive report for the student grouping and assessments you select.

If you’re an administrator, each Quick Report displays the percent of students in each performance band for each of the assessments you select. If you’re grouping by individual student, you see each student’s performance band.

If you’re a teacher, a Quick Report shows you the individual scores for the students in all periods or the specific period you select. You see each student’s overall percent correct and the performance band for that score.

To get a Quick Report:
1. Click the Benchmark Exams tab. Click the link or icon for Reports. The Benchmark Exams Reports page appears.
2. Click the Report Builder link or icon.
3. In the Quick Report area, choose the grouping of students you want to report on. Click Start.
4. Choose a folder and up to ten exams to use as the basis for this report. Click Finish.

The New Report page appears.
Customizing a report in Report Builder

Interactive Report Builder reports let you adjust your view of the data that appears on a report. As you work with a report, you can change your student selection, the way the report is grouped (this determines what appears in the rows), and how the report is sorted by columns. You can also change the assessments you’re viewing and the scores and score types.

To customize a report in Report Builder:

1. Click the Benchmark Exams tab. Click the link or icon for Reports. Click the Report Builder link or icon.
2. Click the link for an existing report to view it or create a new report.

   The Report Builder page displays your report. The dashboard at the top of the report page shows your current settings.

3. Use the links in the dashboard to choose a different grouping of students, different assessments, or different scores or score types.

   To view

   - Choose a school or school group from the list and click Update.
   - Or, click the School link, choose a school in the Select Schools to Report on list, and click Back to Report.

   A different period

   - Choose a period from the list and click Update.

   A different selection of students

   - Choose a school or school group from the list and click Update.
   - Or, click the School link, choose a school in the Select Schools to Report on list, and click Back to Report.

   Multiple periods

   1. Click the Period link.
   2. Choose All periods or click Select Periods and click check boxes for one or more periods.
   3. Click Continue. Click Back to Report.

   A different grouping of students

   1. Click the Group Data By link.
   2. In the Report Layout area, choose a grouping.
   3. Click Back to Report.

   Other assessments

   1. Click the Assessments link and add or remove assessments.
   2. Click Back to Report.

   You can show scores for up to four assessments.

   Different scores

   1. Click the Scores link and scroll down to the Scores area below the Assessment Locker.
   2. Click check boxes for the scores you want to display. Click Other and choose Standards or Question Groups to add these scores.
   3. Click Back to Report.

   Different score types

   1. Click the Scores link and scroll down to the Scores area below the Assessment Locker.
   2. Click check boxes for the score types you want to display.
   3. In the Choose Which Students to Include area, choose whether to include all students in the group or just those who have scores.