

**quick guide** →

# Creating and Customizing a Report Builder Quick Report

## 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.

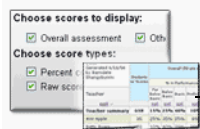
**admins** → If you're an administrator, each Quick Report displays the percent of students in each performance band for each of the assessments you select. If you're grouping by individual student, you see each student's performance band.

**teachers** → 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.



**Report Builder**  
Report Builder shows you how a group of students performed on up to four assessments. You can see the types grouped by period, by or by many other options.

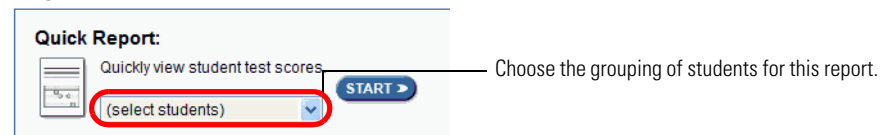
You can click this link...  
...or, this icon.

- 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**.

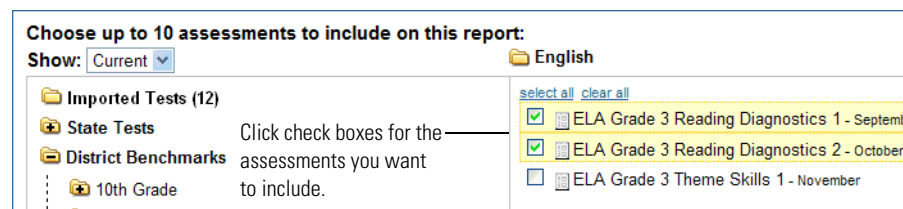
**admins** → If you have access to multiple schools, you can choose all schools or a specific school. If you have access to school groups, you can choose all groups or a single group.

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

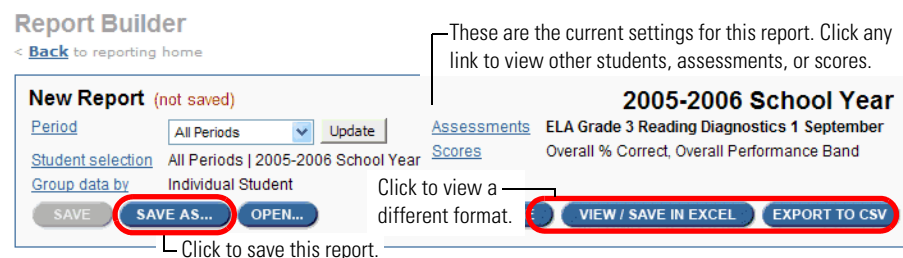
### Report Builder



- 4 Choose a folder and up to ten exams to use as the basis for this report. Click **Finish**.



The New Report page appears.



2005-2006 School Year		
Overall (125 pts max)		
Student Name (First Last)	% Correct	Performance Band
Aldo Dow	68%	Meets Expectations
Amal Lacy	48%	Underperforming
Ann marie Main	84%	Meets Expectations

These are results for individual students on one assessment.

Click to sort on contents of this column.

## 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.

The screenshot shows the Report Builder dashboard for 'ELA Benchmark (not saved)' for '2005-2006 Fall'. The dashboard includes a 'School' dropdown menu (set to 'Oak Hill High School'), an 'Update' button, an 'Assessments' link, a 'Student selection' link, a 'Group data by' dropdown menu (set to 'Ethnicity'), and a 'Scores' link. Callouts explain: 'The report name and status appear here.' (pointing to the report title), 'Click to add or remove assessments.' (pointing to the Assessments link), 'Click any of these links to view other student groupings.' (pointing to the Student selection and Group data by links), and 'Click to select different scores and score types.' (pointing to the Scores link).

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

To view	Do this
<p>A different school or school group</p>	<ul style="list-style-type: none"> <li>■ Choose a school or school group from the list and click <b>Update</b>.</li> <li>■ Or, click the <b>School</b> link, choose a school in the <b>Select Schools to Report on</b> list, and click <b>Back to Report</b>.</li> </ul>
A different period	<ul style="list-style-type: none"> <li>■ Choose a period from the list and click <b>Update</b>.</li> </ul>

To view	Do this
<p>Multiple periods</p>	<ol style="list-style-type: none"> <li>1 Click the <b>Period</b> link.</li> <li>2 Choose <b>All</b> periods or click <b>Select Periods</b> and click check boxes for one or more periods.</li> <li>3 Click <b>Continue</b>. Click <b>Back to Report</b>.</li> </ol>
A different selection of students	<ol style="list-style-type: none"> <li>1 Click the <b>Student Selection</b> link. Click the <b>Select Students Based on Demographic Options</b> link.</li> <li>2 Use the links in the Select Students Based on area to select the students you want to include.</li> </ol> <p><b>Note:</b> Click the <b>Tell Me More</b> link for more information about selecting students using these options.</p> <ol style="list-style-type: none"> <li>3 Click <b>Back to Report</b>.</li> </ol>
A different grouping of students	<ol style="list-style-type: none"> <li>1 Click the <b>Group Data By</b> link.</li> <li>2 In the Report Layout area, choose a grouping.</li> <li>3 Click <b>Back to Report</b>.</li> </ol>
Other assessments	<ol style="list-style-type: none"> <li>1 Click the <b>Assessments</b> link and add or remove assessments.</li> <li>2 Click <b>Back to Report</b>. You can show scores for up to four assessments.</li> </ol>
Different scores	<ol style="list-style-type: none"> <li>1 Click the <b>Scores</b> link and scroll down to the Scores area below the Assessment Locker.</li> <li>2 Click check boxes for the scores you want to display. Click <b>Other</b> and choose Standards or Question Groups to add these scores.</li> <li>3 Click <b>Back to Report</b>.</li> </ol>
Different score types	<ol style="list-style-type: none"> <li>1 Click the <b>Scores</b> link and scroll down to the Scores area below the Assessment Locker.</li> <li>2 Click check boxes for the score types you want to display.</li> <li>3 In the <b>Choose Which Students to Include</b> area, choose whether to include all students in the group or just those who have scores.</li> </ol>