

CUSTOM REPORT: PULLING STUDENTS' PAST PERFORMANCE—CLICK PATH

For more detailed instructions, including screenshots, reference the following pages.

Schoolnet offers teachers the ability to create custom reports showing a variety of student performance data. The most commonly reason to create a custom report is to find students' past performance on district tests.

- 1) Log on to <https://schoolnet.dpsk12.org/>
- 2) From the Classroom Tab, click *Student Performance*.
- 3) Choose the appropriate section from the drop-down menu.
- 4) Choose the Student Analysis tab, then click *Advanced: Create your own report*.
- 5) Select "Benchmark" from the *Analyze By* drop-down menu.
- 6) Define the first column. Make sure to put the previous year and the grade level the students were in previously.
- 7) Click *Add Column*.
- 8) Define a second column if desired.
- 9) Once the columns are defined, click *Export to Excel* to view your custom report.

CUSTOM REPORT: PULLING STUDENTS' PAST PERFORMANCE—VISUAL GUIDE

1) Log on to <https://schoolnet.dpsk12.org/>

The screenshot shows the SchoolNet dashboard with a blue navigation bar at the top containing four tabs: 'School & District Data' (Reports & Indicators), 'Classrooms' (Rosters, Reports, Planners), 'Assess' (Create & Monitor), and 'Educator Development' (Goals, Performance, PD). Below the navigation bar are four main menu items: 'Student Performance' (Analyze by test, standard, section and skill), 'Student Groups' (For differentiated instruction), 'Lesson Planner' (Schedule lessons, units and materials), and 'Instructional Materials' (Find standards, curricular materials, courses and resources) with a sub-link for 'Assignments'. A red circle highlights the 'Student Performance' icon and text, with a red line extending from it to the second instruction box.

2) From the Classroom Tab, click *Student Performance*.

Student Performance

The screenshot shows the 'Student Performance' report interface. At the top right are a print icon and a help icon. Below the title is a 'Materials Search' box with a 'Go' button and a link for 'Bullying Prevention Grades K-5'. On the left is a 'Section Chooser' dropdown menu with a 'Past Years' Sections' link. The dropdown menu is open, showing a list of sections: 'All Courses', '3RD HOMEROOM - Per 01 (90398-308)', '3RD MATHEMATICS - Per Alt1 (90320-308)', '3RD READING - Per Alt1 (90300-308)', '3RD WRITING - Per Alt1 (90308-308)', '4TH HOMEROOM - Per 01 (90498-308)', '4TH MATHEMATICS - Per Alt1 (90420-308)', '4TH READING - Per Alt1 (90400-308)', '4TH WRITING - Per Alt1 (90408-308)', '5TH HOMEROOM - Per 01 (90598-308)', '5TH MATHEMATICS - Per Alt1 (90520-308)', '5TH READING - Per Alt1 (90500-308)', and '5TH WRITING - Per Alt1 (90508-308)'. A red line points from the '3RD HOMEROOM - Per 01 (90398-308)' option in the dropdown to the third instruction box. Below the dropdown are 'Student List' and 'Student Analysis' buttons. At the bottom, there are filters for 'Subject', 'Level', and 'Percent Correct', with a 'Filter' button. A data row is visible at the bottom: '04/23/2015 04/23/15, QA Test Hotfixes - 4th Gr Math Midyear Interim 1415 Mathematics 03 - 04 84.1%'.

3) Choose the appropriate section from the drop-down menu.

4) Choose the Student Analysis Tab

Student Performance



Section Chooser

Past Years' Sections -

3RD HOMEROOM - Per 01 (90398-308)

Materials Search

Go

Bullying Prevention Grades K-5

Export

Benchmark
Dashboard

Classroom Test
Dashboard

Item
Analysis

Skills
Analysis

Standards
Mastery

Summary
Statistics

Student
List

**Student
Analysis**

To view a report, select a category then click a report name.

Advanced: Create your own report

Category All Categories

Reports 1 - 5 of 5

then click *Advanced: Create your own report.*

5) Select "Benchmark" from the Analyze By drop-down menu.

Benchmark
Dashboard

Classroom Test
Dashboard

Item
Analysis

Skills
Analysis

Standards
Mastery

Summary
Statistics

Student
List

**Student
Analysis**

Analysis Spreadsheet: Define Columns

Select one or more columns for your spreadsheet. Your columns are shown below.



Define Column 1

Display Name (Optional)

Analyze By:

-- Select One --

-- Select One --

Attendance

Benchmark

Sch and Pgm Enrollment

Standardized Assessments

Student Summary

Section Marks

Column(s) Selected

Column 1
None Selected

Finished Defining?

Go to Spreadsheet

Export to Excel

Save to My Saved Reports

6) Define the first column.

3RD HOMEROOM - Per 01 (90398-308) Bullying Prevention Grades K-5
Export

Benchmark Dashboard	Classroom Test Dashboard	Item Analysis	Skills Analysis	Standards Mastery	Summary Statistics	Student List	Student Analysis
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Analysis Spreadsheet: Define Columns

Select one or more columns for your spreadsheet. Your columns are shown below.

Column(s) Selected

Column 1
None Selected

Define Column 1 Add Column
Cancel

Display Name (Optional)

Analyze By: Benchmark

School Years: 2013-2014 Choose the previous year.

Benchmark Test Levels: 02 Choose the grade level the students were in previously.

Test Standard Sets: Common Core/Colorado Academic Standards

Subjects: Mathematics Select the subject of the test scores you'd like to view.

Test Categories: District Assessment Choose District Assessment.

From Week Starting: Any

To Week Ending: Any Select the test window ("Most Recent" will typically be end of year).

Benchmark Administrations: Most Recent

Topics: - Select One -

Score Type: Percent Correct Choose how you'd like to view the data.

Add Column
Cancel

7) Click Add Column

7) Define a second column if desired.

- Benchmark Dashboard
- Classroom Test Dashboard
- Item Analysis
- Skills Analysis
- Standards Mastery
- Summary Statistics
- Student List
- Student Analysis**

Analysis Spreadsheet: Define Columns

Column(s) Selected

Column 1

Most Recent, Mathematics
Year: 2013-2014; Grade: 02; Percent Correct; Test Category: District Assessment;
[edit](#) · [remove](#)

[Clear all columns](#)

Define Column 2

Display Name (Optional)

Analyze By:

School Years:

Benchmark Test Levels:

Test Standard Sets:

Subjects:

Test Categories:

From Week Starting:

To Week Ending:

Benchmark Administrations:

Topics:

Score Type:

In this case, I'd like to also see the Proficiency score associated with the Percent Correct.

Analysis Spreadsheet: Define Columns

Column(s) Selected

Column 1

Most Recent, Mathematics
Year: 2013-2014; Grade: 02; Percent Correct; Test Category: District Assessment;
[edit](#) · [remove](#)

Column 2

Most Recent, Mathematics
Year: 2013-2014; Grade: 02; Proficiency Score;
[edit](#) · [remove](#)

Define Column 3

Display Name (Optional)

Analyze By:

Finished Defining?

9) Once the columns are defined, click *Export to Excel* to view your custom report.