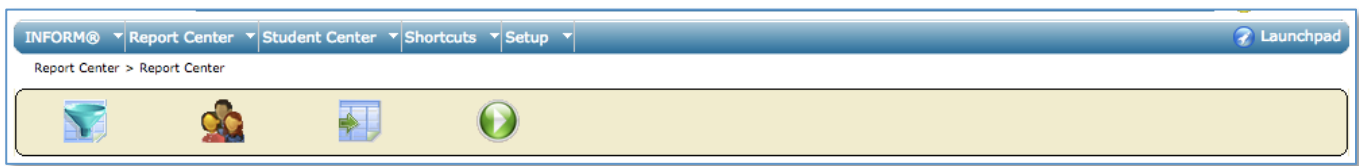


INFORM Learning System: Reporting Report Center—Group Students Using Report Data

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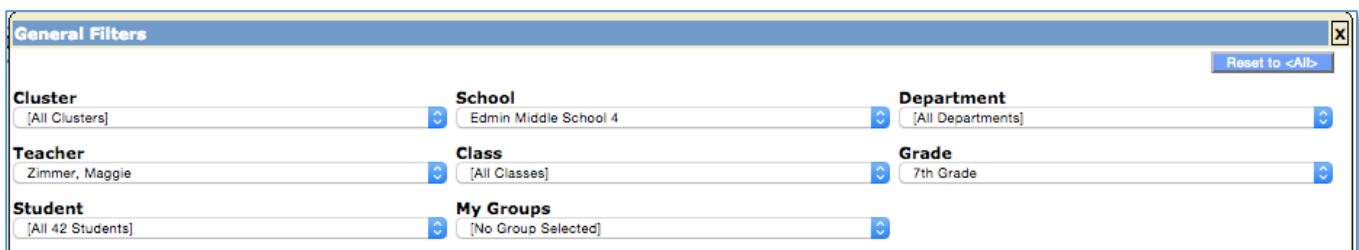
Report Center, which is designed to make available all major reports (baseline, multiple measures, longitudinal, NCLB) on a single screen, provides advanced graphing capabilities. Report Center displays four icons—hovering the mouse over each icon displays its function.



Select General Filters



General Filters enable you to choose several criteria on which you want to report, such as class or student. Only System, District, and School Administrators have access to enable filtering a report by School, Department, or Teacher.



Select Demographic Filters



Demographic Filters enable you to focus a report based on various categories. Choosing or excluding more than one category will generate more specific results in a report.

To apply demographic filters:

1. To include specific demographics, choose an option from each pull-down menu.
2. To exclude specific demographics, first choose an option from each pull-down menu, and then select the associated Excl'd (i.e., exclude) checkbox.
3. To further narrow the results, choose **Filter by Intervention Type**, and then make the appropriate selections.

NOTE: All selections are saved and will be selected on subsequent uses. To use default settings, be sure to choose **Reset to <All>**.

Demographic Filters [X] Reset to <All>

Filter	Exclud	Value
Gender	<input type="checkbox"/>	[All]
Lunch Status	<input type="checkbox"/>	[All]
Federal Ethnicity	<input type="checkbox"/>	[All]
Race	<input type="checkbox"/>	[All]
ELL	<input type="checkbox"/>	[All]
Home Language	<input type="checkbox"/>	[All]
SECTION 504	<input type="checkbox"/>	[All]
Immigrant	<input type="checkbox"/>	[All]
Migrant	<input type="checkbox"/>	[All]
Foster Pupil	<input type="checkbox"/>	[All]
GRADE COHORT	<input type="checkbox"/>	[All]
Special Ed	<input type="checkbox"/>	[All]

Filter by Intervention Type

Demographic Filters [X] Reset to <All>

Filter	Exclud	Value
Gender	<input type="checkbox"/>	Male
Lunch Status	<input checked="" type="checkbox"/>	Reduced
Federal Ethnicity	<input type="checkbox"/>	[All]
Race	<input type="checkbox"/>	[All]
ELL	<input type="checkbox"/>	[All]
Home Language	<input type="checkbox"/>	[All]
SECTION 504	<input type="checkbox"/>	Yes
Immigrant	<input type="checkbox"/>	[All]
Migrant	<input type="checkbox"/>	[All]
Foster Pupil	<input type="checkbox"/>	[All]
GRADE COHORT	<input type="checkbox"/>	2014
Special Ed	<input checked="" type="checkbox"/>	Yes

Filter by Intervention Type

Select Report



After selecting the General and Demographic Filters, click the **Select Report** icon to choose an available report. To narrow the choices of Available Reports, select an option from the Select Filter pull-down menu.

The Group By selection will show the aggregate report for a class, teacher, or school based upon your user role.

If you select to run the report viewing teacher or individual student records (Group By: Teacher or Group By: Student) an additional field display for Demographics.

Available Reports [X]

Report	View Type
5th Grade	Classic Tabular Report
Group By	Student Demographics
Student	[None]

Run Report



After all report selections are made click the **Run Report** icon. When the report displays, additional icons appear on the navigation bar.

Go to Bottom			
Math-7th Grade (State, NWEA, Grades)			
Filter by Proficiency Level Not Given / No Score Low LowAvg Avg HiAvg High No Proficiency Level Defined			
My Student Group: Algebra Not On Track			
<input type="button" value="Apply"/> Student Δ	2013 State-Spring	NWEA-2013-Fall-Math	2013-2014 GRADES S1
<input type="checkbox"/> Select All	Math PL	Overall RIT	Algebra %
<input type="checkbox"/> Select All	Info	Info	Info
Total Students	7	8	7
Total Students with N/A	1	0	1
Student Average	B	207.75	76.43
Lowest	BB	190	60
Highest	P	218	91
Low	2	8	3
%Low	29%	100%	43%
LowAvg	2	0	0
%LowAvg	29%	0%	0%
Avg	3	0	2
%Avg	42%	0%	29%
HiAvg	0	0	2
%HiAvg	0%	0%	28%
High	0	0	0
%High	0%	0%	0%

Print Preview



Print Preview displays the report without the INFORM toolbar and Report Center icons and enables printing the report.

Export



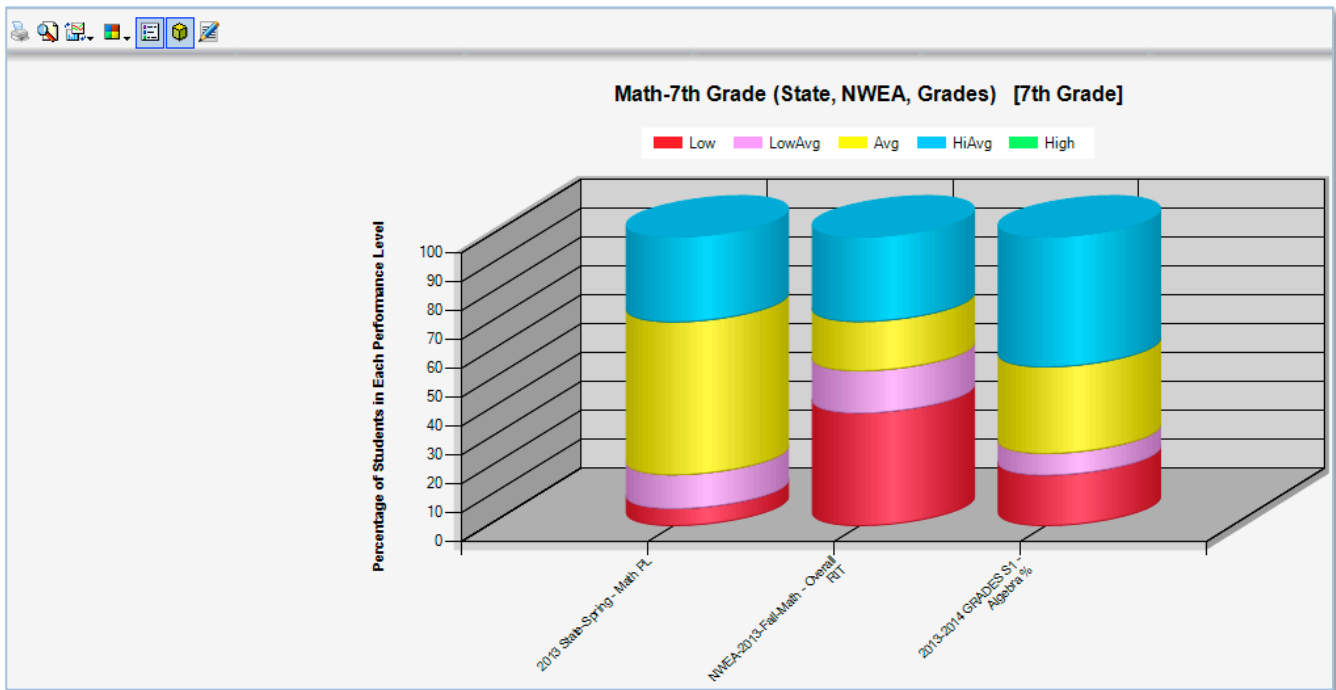
Export creates an Excel file of the report information and automatically downloads all of the student scores for the selected report.

Toggle Detail

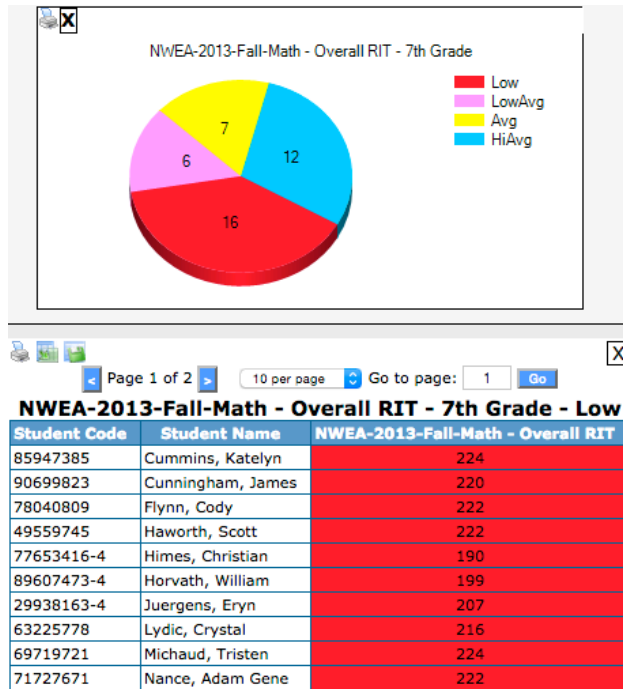


Toggleing the detail hides or shows the student-specific information on the report.

Graph Report



Click a column in the graph to display a pie chart that shows the breakout for the selected column. To display the students in each performance range, click that part of the pie chart. To print either window, click the printer icon (top left corner).



To see a student’s profile in the Student Center, hover over the name and select Student Center. The Student Center includes links to the student’s demographic information, assessment history, and resources.

Grouping Students



To group the students who are not on track—the red section of the graph—click the icon.

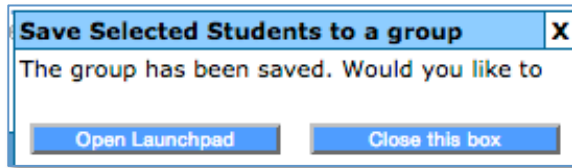
Save Selected Students to a group

Save to a new group
 Save

- Or -
 Select an existing group
 Save

Student Code	Student Name	NWEA-2013-Fall-Math - Overall RIT
85947385	Cummins, Katelyn	224
90699823	Cunningham, James	220
78040809	Flynn, Cody	222
49559745	Haworth, Scott	222
77653416-4	Himes, Christian	190
89607473-4	Horvath, William	199
29938163-4	Juergens, Eryn	207
63225778	Lydic, Crystal	216
69719721	Michaud, Tristen	224
71727671	Nance, Adam Gene	222

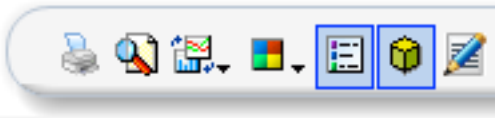
Type a new group name or select an existing group. Click **Save**. To see the group, select **Open Launchpad** from the confirmation window.



From the Launchpad, you can choose from one of four actions for this group of students:

- Find Resources (if your school uses Curriculum Matrix)
- Set Goals
- Run a report
- Assign a test

Controlling a Graph



Features that enable you to control the graph appear in order of appearance on the navigation bar:

Print This Chart

Sends an image of the graph directly to a selected printer.

Print Preview

Displays the chart and table without navigation.

Change Chart Type

Changes the format of the graph. There are several available chart types.

Select Color Palette

Changes the colors for the graph. The default color scheme is set in the Performance Center settings.

Toggle Chart Legend

Turns on or off the legend for the performance ranges.

Toggle 3D View

Switches between 3D- and 2D-views of chart.

Change Chart Title

Enables you to rename the chart for printing purposes. The name is not saved with the report.