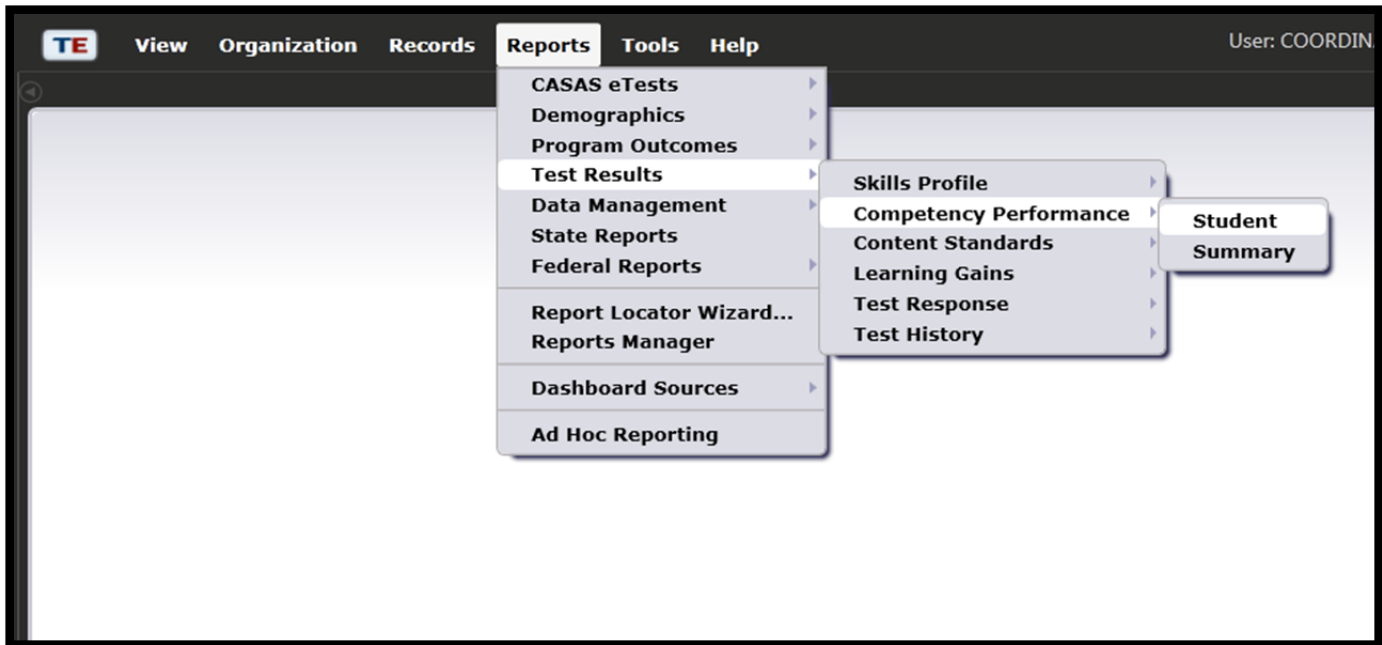


How to Create Reports

In TE, go to the Reports Menu. Choose Test Results/Competency Performance/Student



The **Report Setup** window will open.

A screenshot of the 'Student Competency...' report setup window. The window has a title bar with 'TE' and 'User: COORDINATOR1@RHAS.ORG Version: 2.0 build 234'. The main content area is divided into several sections. On the left is a 'Report Setup Navigator' with a tree view showing 'General Settings', 'Class Instances', 'In Program Years', 'Teacher (for test)', 'Class Instances (for test)', 'Assessment Forms', 'Tests', and 'Report Selection'. The main area contains the following sections: 'Session Name' with a text field for 'Session Name' and a text area for 'Session Comments'; 'Common Filters' with 'Program Years' (radio buttons for 'Current Program Year', '7/1/2010 - 6/30/2011', '7/1/2011 - 6/30/2012', '7/1/2012 - 6/30/2013') and 'Date Ranges' (text fields for 'Assessment Date', 'from', and 'to'); 'Output Layout Parameters' with 'Report Sort Order' and 'Page Sort Order' sections, each containing 'Selected' and 'Available' lists with 'Add', 'Remove', and 'Remove all' buttons; 'Warn if too many pages' (checkbox), 'Include Criteria Info' (checkbox), 'Include Prepared By' (checkbox), and 'Include Print Time' (checkbox); 'Report Style Option' (radio buttons for 'B&W', 'Blue', 'Green', 'Red'); 'Agency Print Option' (radio buttons for 'ID Name', 'ID', 'Name', 'Name ID'); 'Site Print Option' (radio buttons for 'ID Name', 'ID', 'Name', 'Name ID'); 'Class Print Option' (radio buttons for 'ID Name', 'ID', 'Name', 'Name ID'); 'Personnel Print Option' (radio buttons for 'ID Name', 'ID', 'Name', 'Name ID'); 'Student Print Option' (radio buttons for 'ID Name', 'ID', 'Name', 'Name ID'); and 'Student Answer Aggregation Level' (text field).

Scroll to the bottom of the **Report Setup** window to Student Answer Aggregation Level. Using these options will give you various reports.

The screenshot shows the 'Report Setup' window with various configuration options. At the top, there are lists for 'Selected' and 'Available' items, including Program, Agency, Site, Class, Student, Form, Form Level, Test Date, and Scale Score. Below these are buttons for '<- Add', 'Remove ->', '<- Add all', and 'Remove all ->'. There are also 'First', 'Up', 'Down', and 'Last' buttons. Below the lists, there are checkboxes for 'Warn if too many pages:', 'Include Criteria Info:', 'Include Prepared By:', and 'Include Print Time:'. There are also sections for 'Report Style Option:', 'Agency Print Option:', 'Site Print Option:', 'Class Print Option:', 'Personnel Print Option:', and 'Student Print Option:'. Each section has radio buttons for 'B&W', 'Blue', 'Green', 'Red', 'ID Name', 'ID', 'Name', and 'Name ID'. At the bottom, there is a section for 'Student Answer Aggregation Level:' with radio buttons for 'Test Item & Competency', 'Test & Competency', 'Competency Category', and 'Task'. A large orange arrow points to the 'Test Item & Competency' option. Below this are 'Page Orientation:' (Portrait, Landscape), 'Render export page:', and 'Break on Form Level:'.

By choosing the first option, **Test Item and Competency**, and clicking **Generate**, your report will show the question number, the Competency, task and the Competency Description.

CASAS		Student Performance		Page 1 of 199	
02/13/2013 19:33:30		by Test Item & Competency		SCPTIC	
Agency:	4908 - Rolling Hills Adult School	Student:	Moreno, Lupe	ID:	658493049
Site:	6 - Southwest Campus	Test Date:	03/17/2013		
Class:	002 - ESL - Intermediate High	Raw Score:	12	Scale Score:	202
Form:	083R - Life and Work Reading Level B				
Position	Correct?	Comp No.	Task	Competency Description	
1	Yes	0.2.1	3	Respond appropriately to common pers. info. questions	
		7.2.1		Identify and paraphrase pertinent information	
2	Yes	4.2.1	3	Interpret wages, deductions, benefits, timekeeping forms	
		7.2.1		Identify and paraphrase pertinent information	
3	No	4.1.3	4	Identify, use information in job descriptions, ads	
		4.1.6		Interpret work-related vocabulary	
4	No	4.1.3	4	Identify, use information in job descriptions, ads	
		4.1.6		Interpret work-related vocabulary	
5	Yes	4.1.2	1	Follow proc. for applying for a job, incl. application forms	
		0.2.1		Respond appropriately to common pers. info. questions	
6	No	4.1.2	1	Follow proc. for applying for a job, incl. application forms	
		0.2.1		Respond appropriately to common pers. info. questions	
		2.3.2		Identify the months of the year and the days of the week	
7	Yes	1.4.7	3	Interpret info. about home maintenance; comm. w/landlord	
		7.2.1		Identify and paraphrase pertinent information	
		7.3.1		Identify a problem and its possible causes	
8	Yes	1.4.7	3	Interpret info. about home maintenance; comm. w/landlord	
		7.2.1		Identify and paraphrase pertinent information	
9	No	1.4.7	3	Interpret info. about home maintenance; comm. w/landlord	
		7.2.1		Identify and paraphrase pertinent information	
10	No	1.4.2	4	Select housing by interpreting ads, signs, and other info.	
11	Yes	1.4.3	1	Interpret lease and rental agreements	
12	Yes	1.4.3	1	Interpret lease and rental agreements	
13	No	1.4.3	1	Interpret lease and rental agreements	

Student Answer Aggregation Level:

- ☐ Test Item & Competency
☒ Test & Competency
☐ Competency Category
☐ Task

Student Performance

by Test & Competency

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SCPTC

Site: 6 - Southwest Campus
 Class: 002 - ESL - Intermediate High
 Form: 083R - Life and Work Reading Level B

Student: Moreno, Lupe ID: 658493049
 Test Date: 03/17/2013
 Raw Score: 12 Scale Score: 202

Comp No.	Task	No. of Items	Correct	Competency Description
0.2.4	3	1	0 %	Converse about activities and personal interests
1.1.3	2	2	0 %	Interpret maps and graphs
1.1.6		2	0 %	Count, convert, use coins, currency and symbols (\$ and .)
1.4.2	4	1	0 %	Select housing by interpreting ads, signs, and other info.
1.9.4		2	0 %	Interpret maps related to driving
2.2.1		1	0 %	Ask for, give, follow, or clarify directions
2.2.5		2	0 %	Use maps relating to travel needs
2.3.2		2	0 %	Identify the months of the year and the days of the week
3.2.3		1	0 %	Interpret info. for medical, dental, life insurance
4.1.3	4	2	0 %	Identify, use information in job descriptions, ads
4.1.6		2	0 %	Interpret work-related vocabulary
4.1.8	3	1	0 %	Identify common occupations, skills and education req'd
4.1.9		1	0 %	Identify procedures for career planning, self-assessment
5.3.8	3	3	0 %	Identify procedures for reporting a crime
7.2.2		5	20 %	Analyze a situation, statement, or process
1.3.3	3	3	33 %	Identify, use methods to buy goods, services, make returns
4.2.1	2	3	33 %	Interpret wages, deductions, benefits, timekeeping forms
4.4.3	2	3	33 %	Interpret job-related signs, charts, diagrams, forms, etc.
7.2.1		9	44 %	Identify and paraphrase pertinent information
0.2.1		2	50 %	Respond appropriately to common pers. info. questions
4.1.2	1	2	50 %	Follow proc. for applying for a job, incl. application forms
4.2.1	3	2	50 %	Interpret wages, deductions, benefits, timekeeping forms
1.4.3	1	3	66 %	Interpret lease and rental agreements

Student Answer Aggregation Level:

- ☐ Test Item & Competency
☐ Test & Competency
☒ Competency Category
☐ Task

Student Performance

by Competency Category

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SCPC

Site: 6 - Southwest Campus
 Class: 002 - ESL - Intermediate High

Form Level: B
 Student: Moreno, Lupe ID: 658493049
 Total Tests: 2

Comp No.	Correct	Competency Description	No. of Items
1.1	0 %	Use weights, measures, measurement scales, and money	7
1.7	0 %	Understand procedures for care of personal possessions	2
1.9	0 %	Understand procedures for purchase and use of automobile	3
2.2	0 %	Understand how to locate and use transportation	5
2.5	0 %	Use community agencies and services	2
3.4	0 %	Understand basic health and safety procedures	1
5.3	0 %	Understand legal rights and how to obtain legal advice	5
7.1	0 %	Identify organizational and time management skills	1
7.4	0 %	Demonstrate study skills	1
2.3	16 %	Understand concepts of time and weather	6
4.4	16 %	Understand concepts and materials related to job performance	6
1.3	33 %	Understand methods and procedures to buy goods & services	3
7.2	36 %	Demonstrate ability to use thinking skills	30
4.2	37 %	Understand wages, benefits, and employee organization	8
3.2	40 %	Understand medical and dental forms and related information	5
4.1	44 %	Understand basic principles of getting a job	18
0.2	60 %	Communicate regarding personal information	5
1.4	66 %	Understand methods and procedures to obtain housing	12
3.1	66 %	Understand how to access and utilize the health care system	3
3.3	80 %	Understand how to select and use medications	5
7.3	100 %	Demonstrate ability to use problem solving skills	1

Note: Test records using raw score override are not represented.

Student Answer Aggregation Level:

- ☐ Test Item & Competency
- ☐ Test & Competency
- ☐ Competency Category
- ☒ Task

Student Performance

by Task

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SCPT

School

Form Level:

B

Student:

Moreno, Lupe

ID: 658493049

Total Tests:

2

Class: 002 - ESL - Intermediate High

Task	Correct	Task Description	No. of Items
2	14 %	Answering questions based on information contained in consumer billings, maps, charts, matrices, graphs or tables	14
3	32 %	Answering questions based on information contained in stories, articles, paragraphs, sentences, directions, or pictures	31
4	60 %	Answering questions based on information in signs, price tags, advertisements or product labels	10
1	66 %	Completing fill-in-the-blank forms	9

Note: Test records using raw score override are not represented.

You can further refine the report by using the **Report Setup Navigator**.

Using **Report Setup Navigator**, you can:

- define specific settings using General Settings page;
- filter the initial population using the available listers;
- choose which reports to be displayed using the Report Selection.

The General Settings page contains 4 distinctive sections, as follows:

- Common Filters: common for all reports;
- Date Ranges: specific for each report;
- Output Layout Parameters: specific for each report;
- Special Options: specific for each report;

The initial population determined from General Settings can be further refined using the available listers. Click on any lister from Report Setup Navigator in the left column to display the initial population; choose to select only a few records or use the available filters provided.

Class Instances allows you to restrict your report to specific classes.

The screenshot shows the 'Student Competency...' report setup window. The 'Report Setup Navigator' on the left has 'Class Instances' selected. The main area shows the 'Agency/Site' as '4908 - Rolling Hills Adult School'. The table below lists class instances with columns for Site, Class ID, Extended ID, Class Description, Class Start Date, and Class End Date.

	Site	Class ID	Extended ID	Class Description	Class Start Date	Class End Date
<input checked="" type="checkbox"/>	6 - Southwest...	001		ESL - Intermediate Low	7/22/2012	
<input checked="" type="checkbox"/>	6 - Southwest...	002		ESL - Intermediate High	7/23/2012	
<input checked="" type="checkbox"/>	6 - Southwest...	003		ESL - Intermediate High	7/20/2012	
<input checked="" type="checkbox"/>	6 - Southwest...	005		ESL Intermediate Low - Distan...	9/25/2012	
<input checked="" type="checkbox"/>	1 - North Ca...	1		ABE	7/1/2012	
<input checked="" type="checkbox"/>	1 - North Ca...	1001		ABE Intermediate	8/27/2012	

In Program Years allows you to choose specific students with activity in the current program year.

The screenshot shows the 'Student Competency...' report setup window. The 'Report Setup Navigator' on the left has 'In Program Years' selected. The main area shows the 'Agency/Site' as '4908 - Rolling Hills Adult School'. The table below lists students with columns for Program year, Student ID, Last & First Name, Name, and Birth Date.

	Program year	Student ID	Last & First Name	Name	Birth Date
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	662222266	Mariscos, Roberto	Roberto Mariscos	9/17/1975
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	567128910	Martin, Lila	Lila Martin	2/18/1967
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	575555204	Martinez, Albello	Albello Martinez	6/7/1973
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	677899133	Martinez, Esmeralda	Esmeralda Martinez	12/2/1977
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	000130472	Martinez, Isabel	Isabel Martinez	7/8/1957
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	523232615	Mart, Daniela	Daniela Martz	5/28/1985
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	049485858	McGarnagle, Carey	Carey D McGarnagle	6/8/1984
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	986746345	Medilla, Alonso	Alonso Medilla	1/23/1939
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	670999999	Mendes, Alejandra	Alejandra Mendes	3/28/1985
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	980681524	Mendez, Maria	Maria Mendez	9/14/1974
<input checked="" type="checkbox"/>	7/1/2012 - 6/30/20...	7865858	Mera, Jose	Jose Mera	7/10/1968

Teachers allows you to create reports by teacher. If a teacher has multiple classes, a report will be created for each class for that teacher.

Report Setup Navigator

- General Settings
- Class Instances
- In Program Years
- Teacher (for test)**
- Class Instances (for test)
- Assessment Forms
- Tests
- Report Selection

Agency/Site 4908 - Rolling Hills Adult School **Aggregated** **Subsites** **Generate** **View**

New **Filter** **Columns** **Sort** **Delete** 1 / 22 **Refresh**

Container	Personnel ID	Name
1 - North Campus	101	Main Campus - Team One
1 - North Campus	124	Mr Ruben
2 - South Campus	221	Marnie Mueller
2 - South Campus	211	John Bush
2 - South Campus	212	Joe Lincoln
2 - South Campus	213	Kelly White
2 - South Campus	222	Rebecca Niles

Class Instances allows you to choose specific classes for your report, rather than creating a report for all classes at your agency.

Report Setup Navigator

- General Settings
- Class Instances
- In Program Years
- Teacher (for test)
- Class Instances (for test)**
- Assessment Forms
- Tests
- Report Selection

Agency/Site 4908 - Rolling Hills Adult School **Aggregated** **Subsites** **Generate** **View Reporting Session**

New **Filter** **Columns** **Sort** **Delete** 1 / 28 **Refresh** **Export** **Export 3rd party**

Site	Class ID	Extended ID	Class Description	Class Start Date	Class End Date	Instructional
6 - Southwest...	001		ESL - Intermediate Low	7/22/2012		ESL
6 - Southwest...	002		ESL - Intermediate High	7/23/2012		ESL
6 - Southwest...	003		ESL - Intermediate High	7/20/2012		ESL
6 - Southwest...	005		ESL Intermediate Low - Distan...	9/25/2012		ESL
1 - North Ca...	1		ABE	7/1/2012		Basic Skills (ABE), GED
1 - North Ca...	1001		ABE Intermediate	8/27/2012		Basic Skills (ABE)
11 - North Cit...	110		Low Beginning	7/1/2012		ESL
11 - North Cit...	111		Intermediate High	7/1/2012		ESL
11 - North Cit...	112		Mixed ESL	2/1/2013		ESL
1 - North Ca...	12345		ESL - proxy	7/28/2012		ESL GED
1 - North Ca...	210		Concurrent - afternoon	7/1/2012		Basic Skills (ABE), High School D
5 - Center for...	22		Independent Living	7/1/2012		Basic Skills (ABE)
1 - North Ca...	3		GED	7/1/2012		Basic Skills (ABE), High School D
5 - Center for...	33		Functional Life Skills	7/1/2012		Basic Skills (ABE)
3 - East Cam...	331		Vocational ABE	7/1/2012		Basic Skills (ABE)
1 - North Ca...	424		ESL morning	8/28/2012		ESL
1 - North Ca...	432		ESL high	7/1/2012		ESL

Assessment Forms allows you to choose specific tests to show in your report. For example, you may want to create a competency report for students who took the Life and Work 83R.

Report Setup Navigator

- General Settings
- Class Instances
- In Program Years
- Teacher (for test)
- Class Instances (for test)
- Assessment Forms**
- Tests
- Report Selection

Agency/Site: 4908 - Rolling Hills Adult School | Aggregated | Subsites | Generate | View Reporting Session

1 / 295 | Refresh | Export | Export 3rd party

Form	Form Name	Modality	Assessment Type	Form Level	Level Scale
<input type="checkbox"/> 081R	Life and Work Reading Level A	Reading	Fixed Form	A	CASAS RML
<input type="checkbox"/> 081RX	Life and Work Reading Level A Extended	Reading	Fixed Form	AX	CASAS RML
<input type="checkbox"/> 082L	Life and Work Level A Listening	Listening	Fixed Form	A	CASAS RML
<input type="checkbox"/> 082R	Life and Work Reading Level A	Reading	Fixed Form	A	CASAS RML
<input type="checkbox"/> 082RX	Life and Work Reading Level A Extended	Reading	Fixed Form	AX	CASAS RML
<input type="checkbox"/> 083L	Life and Work Level B Listening	Listening	Fixed Form	B	CASAS RML
<input checked="" type="checkbox"/> 083R	Life and Work Reading Level B	Reading	Fixed Form	B	CASAS RML
<input type="checkbox"/> 084L	Life and Work Level B Listening	Listening	Fixed Form	B	CASAS RML
<input type="checkbox"/> 084R	Life and Work Reading Level B	Reading	Fixed Form	B	CASAS RML
<input type="checkbox"/> 084RX	Life and Work Reading Level B	Reading	Fixed Form	B	CASAS RML
<input type="checkbox"/> 085L	Life and Work Level C Listening	Listening	Fixed Form	C	CASAS RML

Tests allows you to choose a specific tests student have taken to include in your report.

Report Setup Navigator

- General Settings
- Class Instances
- In Program Years
- Teacher (for test)
- Class Instances (for test)
- Assessment Forms
- Tests**
- Report Selection

Agency/Site: 4908 - Rolling Hills Adult School | Aggregated | Subsites | Generate | View Reporting Session

639 / 770 | Refresh | Export | Export 3rd party

Form	Class ID	Student ID	Name	Raw Score	Score override	Accurate	Passed
<input type="checkbox"/> 130M	1	098509389	Robin A Aljmanar	9	No	Yes	Yes
<input type="checkbox"/> 130R	1	098509389	Robin A Aljmanar	22	No	Yes	Yes
<input type="checkbox"/> 083L	110	614615590	Rodolfo Rodriguez	13	No	Yes	Yes
<input type="checkbox"/> 082RX	110	614615590	Rodolfo Rodriguez	14	No	Yes	Yes
<input type="checkbox"/> 084R	110	614615590	Rodolfo Rodriguez	17	No	Yes	Yes
<input checked="" type="checkbox"/> 083R	110	614615590	Rodolfo Rodriguez	22	No	Yes	Yes
<input type="checkbox"/> 084L	110	614615590	Rodolfo Rodriguez	20	No	Yes	Yes
<input type="checkbox"/> 084R	002	547568568	Rodrigo Morero Iglesias	24	No	Yes	Yes
<input type="checkbox"/> 083R	002	547568568	Rodrigo Morero Iglesias	22	No	Yes	Yes
<input type="checkbox"/> 083L	110	603605557	Rogelio Bello	7	No	Yes	Yes
<input type="checkbox"/> 084R	110	603605557	Rogelio Bello	13	No	Yes	Yes