Use the Navigator Bar to Refine your Reports

When using any report setup window in TE, to the left is the Report Setup Navigator. Here you can further refine the data you want to show in your report. 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

For this exercise, let’s look at the Next Assigned Test Report Setup window.
1. The **Report Setup Navigator** bar contains a series of different options that varies for each report. Often, these options are TE listers that relate to the particular report.

2. Click a selection on **Report Setup Navigator** to display the lister on the right hand side of your screen. Use the standard filter and sort features included in TE listers to limit the information contained in your report.

3. On the setup window for the **Next Assigned Test** report, click **Class Instances**, which displays a list of classes. Here you can filter the report for one particular class, or a few different classes.

4. A related selection on this report is **Class Instances (for test)**. This navigator bar option also lets you filter by class, but in this case it filters according to the class in which the test was administered, rather than by the class in which the student is enrolled.
5. Another option on the *Next Assigned Test* report is **Teacher (for test)**. This selection allows you to filter the report for a particular teacher... **Teacher (for test)** filters specifically according to the teacher assigned to the class in which the test was administered.

6. **Personnel** also filters by teacher, but in this case it filters according to the teacher assigned to the class in which the student is enrolled – and not according to where the test was administered, as in **Teacher (for test)**.
7. Another example included in **Next Assigned Test** is **In Program Years**, which enables you to filter for a particular student.
**Typical Navigator Bar Items for TE Reports**

**Class Instances**

**Content:** a list of classes held during the program year. Class instances are defined by a time period determined by the agency (such as fiscal year, quarter, or semester.)

**Use to:** limit reports to specific class sessions or classes within a defined date range (such as ABE Class 012304, or all classes from March 1 – June 30.)

**Class Instances (for tests)**

**Content:** a list of classes during the program year. Class instances (for tests) allows you to filter by the class in which the test was administered, where as Class Instances filters by student enrollment.

**Use to:** limit reports to specific class sessions in which tests were administered.

**Personnel**

**Content:** The Personnel lister maintains information about personnel within the organization, such as Administrator and Teacher. These roles may be recorded at the agency or site level.

**Use to:** filter the report so that it only includes class data to which specific teachers or others are assigned.

**Teacher (for test)**

**Content:** The Teacher (for test) lister maintains information about tests administered in classes assigned to specific teachers.

**Use to:** limit the test report so that it only includes tests administered in classes to which specific teachers are assigned.

**Assessment Forms**

**Content:** a list of all CASAS tests (and selected tests from others) available in the TOPSpro Enterprise database.

**Use to:** limit the report so that it only includes data from specifically selected test forms.

**Tests**

**Content:** a list of all tests completed by students

**Use to:** display the report so that it only includes data from particular student test administrations.

**Tip:** Use the scale score column to specify a range of scores, such as 200 to 215, so that the report only displays data from tests in the specific scale score range (in this example, 200-215.)
In Program Years

**Content:** a list of students by program year. By default, this will display students from only the current program year. A student is associated with a program year when the student has any dated activity such as taking a test, enrolling in a class, or achieving a result.

**Use to:** find specific students to include (or exclude) from a report.

Student Records

**Content:** a duplicated list of students in the database. This lister will display a new student record each time there is activity for a particular student—so in many cases there will be more than one listing for each student (that is, a “duplicated” list.)

**Use to:** filter the report so that it only includes students with specific criteria—such as students with labor force status = employed, or students with special programs = distance learning.

Program Enrollments

**Content:** an unduplicated list of students by program. A student is associated with a program upon enrollment. The student is included in this lister the first time there is recorded activity that associates the student with the program. This lister only includes one record per student per program – that is, it is an “unduplicated list.”

**Use to:** find students assigned to a specific instructional program.

Class Enrollments

**Content:** an unduplicated list of students by class. A student is associated with a class upon enrollment, and is included in this lister the first time there is recorded activity that associates the student with the class. This lister only includes one record per student per class— that is, it is an “unduplicated list.”

**Use to:** find students assigned to a specific class.