Steps to Set Up and Access My Reports

My Reports is a unique feature that allows users to set up and access the most often-used reports. Teachers can quickly access the reports that guide and support their classroom instruction. Database Managers have vital reports at their fingertips to routinely monitor and troubleshoot any problems with their database. Agency Administrators can instantly access reports to monitor agency-wide data collection and program outcomes.

Step	Screen	Description			
1.	View Organization Records Reports Tools Help CASAS eTests Demographics Program Outcomes Test Results Consumer Reports Data Management State Reports Report Locator Wizard Report Locator Wizard Reports Manager Dashboard Sources Ad Hoc Reporting	 From the Reports menu, Select the Report Locator Wizard. 			
2.	Report Locator Wizard Image: Code Code: Keyword: Reports Image: Code Code Code Code Code Code Code Code	 The Report Locator Wizard opens to select reports by: Code Keyword Type 			

Select Reports by **Code**

?							? – 🗗 🗆 • Pa ımaries 🔰 Mo	• All reports have a report Code located at the top right of the report.	
	Individual Skills Profile						Page 1 of 2 ISP	•	The Code represents a system for identifying reports.
				Agency: Program	4908 - Ro High Scho	olling Hills Adult ool Diploma	·		
	Scale NRS Form Number of Items Grade Score Level Level Total Correct Attempted Equiv.				Grade Equiv.				
	21 216	4	A/B	40	31	40	6.3		
	253	6	D	40	31	40	11.9		

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Step	Screen	Description
4.	Report Locator Wizard ? X Code: Keyword: ISP Reports (filtered) SP Individual Sulls Profile ISPS Individual Sulls Profile Summary My Reports	 From the top window of the Report Locator Wizard, Enter a Code to locate a report. The Wizard will auto-search as you type and display possible matches in the top window. From the list of possible matches, Click on the Report to highlight the report you want.
5.	Report Locator Wizard ? X Code: Keyword: ISP Reports (filtered) ISP Individual Skills Profile Summary My Reports ISP Individual Skills Profile Type: All Agency Site Class Data Management Funding Launch Add to MyReports	 At the bottom of the Wizard, Click Add to MyReports. This moves your selection from the list of filtered reports in the top window to the My Reports window at the bottom of the Wizard.

Select Reports by Keyword

6.	?.So X	• Most student and class reports use a common title		
	Student Performance hy Test & Content Standard Page 1 of 2 scst ts School (RHAS) Form: 9078 - Reading GOALS Level D us Student: Rodriguez, David 7123542 Test Date: 04/21/2021 7123542 waw Score: 31 Scale Score: 253 Content Standard Description Interpret accurately a range of general academic (e.g., Indicate, procedure, evidence), technical (e.g., phlebotomist), and domain-specific words and phrases (e.g., endangered species, peace treaty) in context, including collocations (e.g., count on, happen to).	 e.g., Student Performance followed by a subtitle. e.g., by Test & Content Standard A combination of the report title and subtitle is represented in the Code. e.g., Student Content Standard Performance by Test & Content Standard Standard = SCSTC 		





Step	Screen	Description
7.	Report locator Wizard ? X Code: Content Cste Content Standards by NRS Level CSE Content Standards by Competency CSC Standards by Competency SCS Standards by Competency My Reports (filtered) Content Standard Reformance Type: All Agency Site Launch Add to MyReports Close	 From the top window of the Report Locator Wizard, Enter a Keyword to locate a report. The Wizard will auto-search as you type and display possible matches in the top window. From the list of possible matches, Click on the Report to highlight the report you want.
8.	Report Locator Wizard Image: Code: Keyword: Code: Content Content Reports (filtered) CSLE Content Standards by NRS Level CSFE Content Standards by Competency SCSS Content Standards by Competency My Reports (filtered) SCS SCS Student Content Standard Performance Summary My Reports (filtered) SCS SCS Student Content Standard Performance Type: All Agency Site Class Data Management Funding Launch Add to MyReports Close	 At the bottom of the Wizard, Click Add to MyReports. This moves your selection from the list of filtered reports in the top window to the My Reports window at the bottom of the Wizard.

Select Reports by **Type**

9.	tecords Reports Tr nt Test Summary Export Tes Print III	ools Help Student Test Summa 🛛 🖗 🌀 3 /4 🏵 🗭 Layout Settings 😻 Fit	Page 🔄 Fit Widt	h Tw	ro Pages 🚺	•	The R o by Ty	eport Locator Wizard groups reports pe.
	C45	45 Stu	umm: Combined	ary		0 0	Agency Site	
	Agency:	4908 - Rolling Hills Adult School (RHAS)	Course: ENGCON Teacher: vbarr@r			0	Class (example)	
	Class:	027702-SP21 - English Comp & Lit			vbarr@r		0	Data Management
							0	Funding
	Student	Status	Date	Form	Score			0
	1669553	Active	04/13/2021	905R	235			
		Active	04/13/2021	914M	200			
	7123542	Active	04/21/2021	907R	253			
		Active	04/21/2021	913IN	216			

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Step		Screen		Description
10.	Report Locator Wizard Code: Reports (filtered) LG LG LG CPL STS TSO My Reports ISP SCS Type: All Age	Keyword: Learning Gains Learning Gains Summary Lauring Gains Comparison Class Profile Class Profile Score Overview Individual Skills Profile Student Content Standard Performance ncy Site Class Data Management Fu Launch Add to MyReports		 From the bottom window of the Report Locator Wizard, Click on a report Type. The Wizard will display a group of reports in the top window according to the report Type. You can Scroll through the list of possible matches. Click on the Report to highlight the report you want.
11.	Report Locator Wizard Code: IG IGS IGS IGS IGS ISS ISS ISS ISP ISS ISP ISS ISP ISS ISP ISS ISP ISS ISP ISS ISP ISS ISS	Keyword: Student Learning Gains Learning Gains Summary Learning Gains Comparison Class Profile Test Score Overview Test Score Overview Summary E Individual Skills Profile Student Content Standard Performance Student Test Summary Individual Skills Profile Student Test Summary Class Data Management Fu Launch Add to MyReports	Image: Second	 At the bottom of the Wizard, Click Add to MyReports. This moves your selection from the list of filtered reports in the top window to the My Reports window at the bottom of the Wizard.
12.	My Reports ISP SCS STS Type: • All • Age	Individual Skills Profile Student Content Standard Performance Student Test Summary ncy Site Class Data Management Fu Launch Add to MyReports	inding)	 After selecting your reports, Click Close at the bottom of the Wizard.

Select Your Reports



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