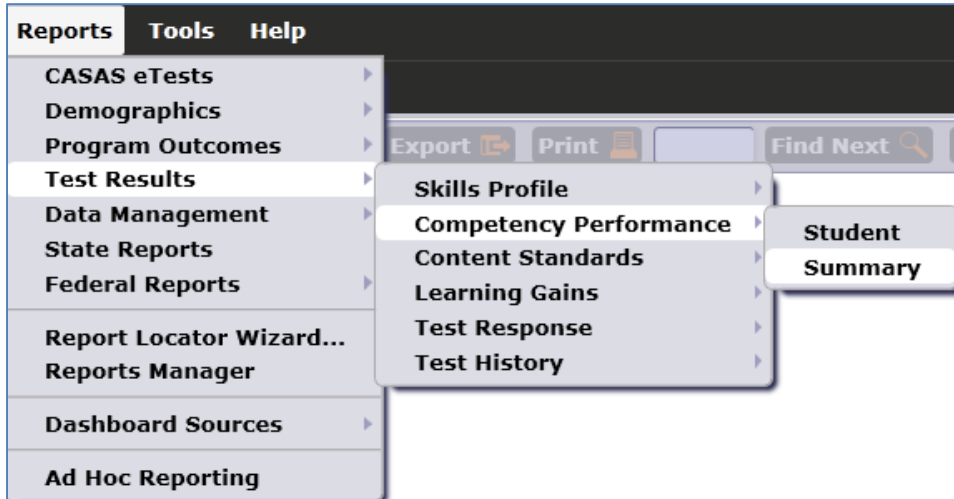
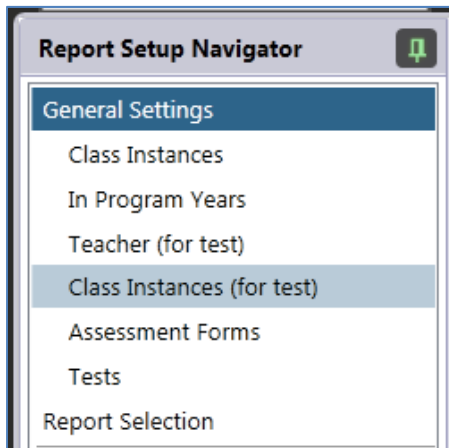


Competency Performance Summary Showing Only One Class

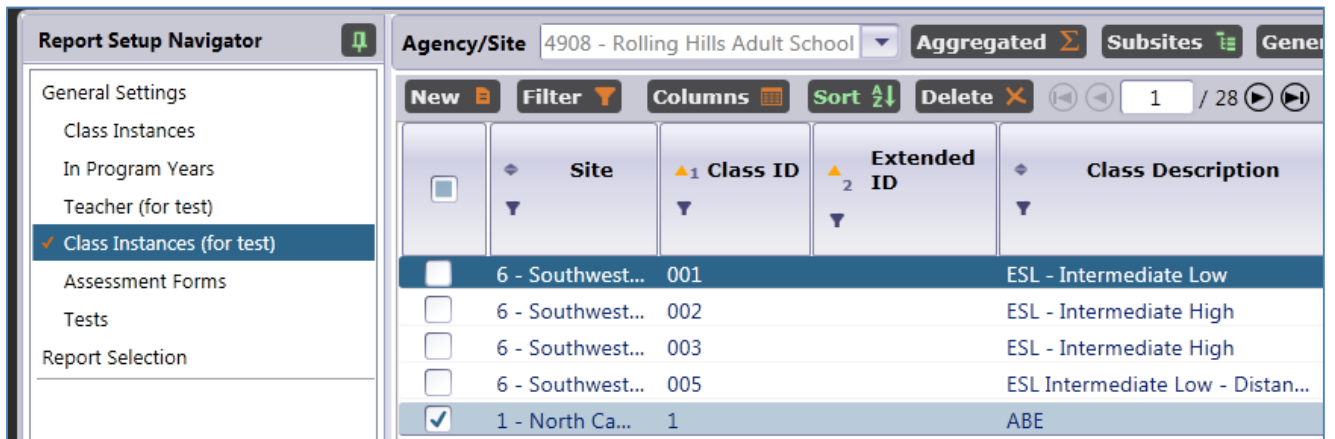
1. On the Reports menu, point to Test Results, then point to Competency Performance, and then select Summary.



2. On the Navigator bar, click Class Instances (for Test).



3. Use the lister in the Navigator bar to select the appropriate class.



4. On the setup window, for Reporting Level, select Class.

Report Style Option:

B&W
 Blue
 Green
 Red

Reporting Level:

Program
 Agency
 Site
 Class

Page Orientation: Portrait
 Landscape

Render export page:

Break on Form Level:

5. Under Special Options, click the check box titled “Use Only Tests in Selected Class(es).”

Special Options

Break on Instructional Program:

Exclude Inaccurate Scores:

Use only tests in selected class(es):

6. Click Generate.

7. This displays the report for only one class, and lists only the tests that were administered in that class – in this instance, Class 1 – ABE.

Position	Correct?	Comp No.	Task	Competency Description
1	50 %	2.2.5	2	Use maps relating to travel needs
		2.2.1		Ask for, give, follow, or clarify directions
2	16 %	2.2.5	2	Use maps relating to travel needs
		2.2.1		Ask for, give, follow, or clarify directions
3	50 %	4.5.7	2	Demonstrate ability to resolve problems with machines
4	66 %	4.5.7	2	Demonstrate ability to resolve problems with machines
5	66 %	4.2.4	3	Interpret employee handbooks
		3.4.5		Recognize drug, tobacco, alcohol problems, locate treatment
6	33 %	4.2.4	3	Interpret employee handbooks
		3.4.5		Recognize drug, tobacco, alcohol problems, locate treatment