

# Use the Navigator Bar to Refine your Reports

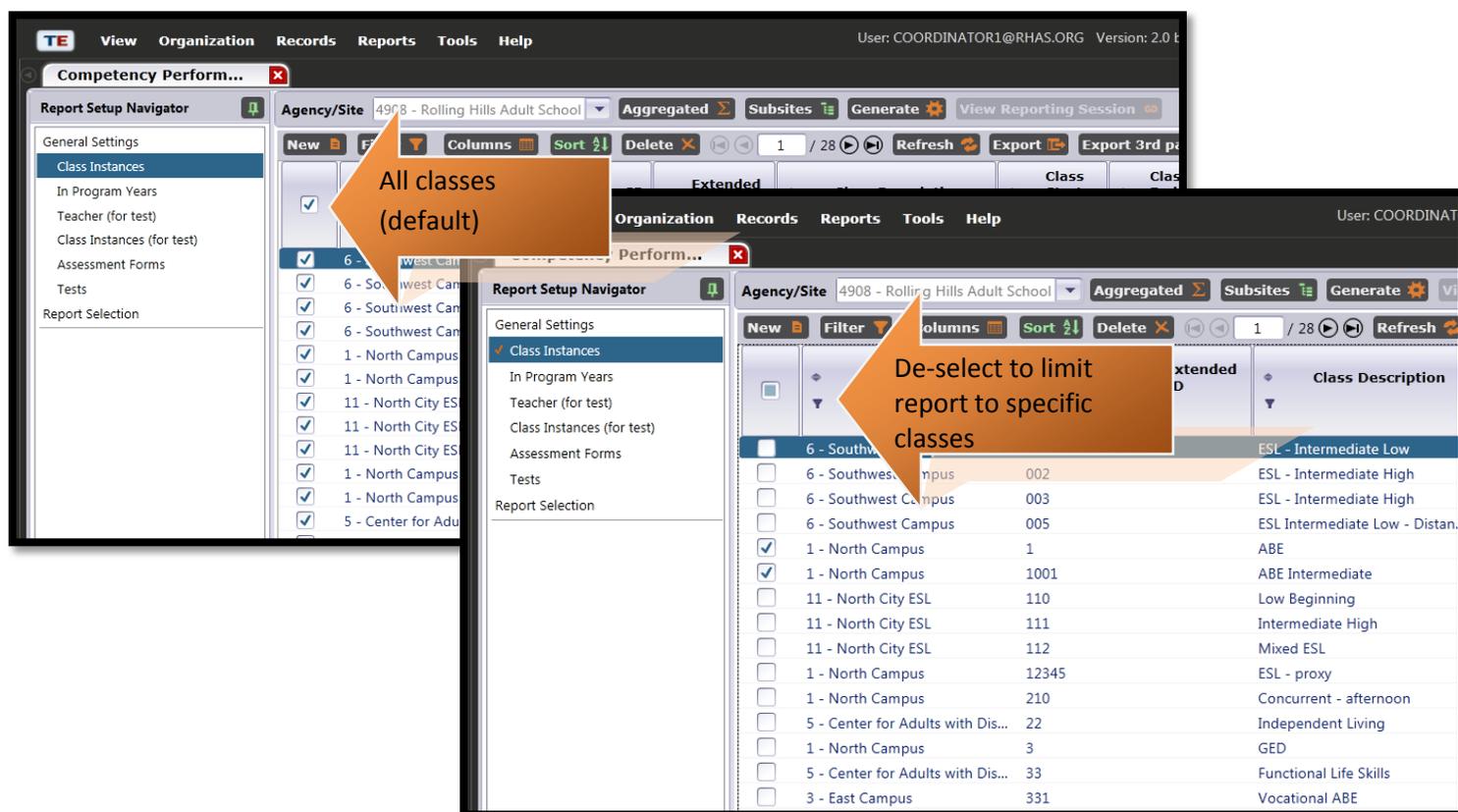
When using any report setup window in TE, to the left is the **Report Setup Navigator**. Here you can further refine the data you want to show in your report. Using **Report Setup Navigator**, you can:

- 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.

The screenshot shows the 'Next Assigned Test' report setup window in the TE system. The interface includes a top navigation bar with 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'COORDINATOR1@RHAS.ORG' and the version is '2.0 build 232'. The main window is titled 'Next Assigned Test' and features a 'Report Setup Navigator' on the left side with a tree view containing 'General Settings', 'Class Instances', 'In Program Years', 'Teacher (for test)', 'Class Instances (for test)', 'Assessment Forms', 'Tests', and 'Report Selection'. The main content area is divided into several sections: 'Session Name' with a text input field containing 'Next Assigned Test on February 05, 2013 at 21:05:29 by coordinator1@rhas.org'; 'Common Filters' with a 'Program Years' radio button set to 'Current Program Year' and other year options; 'Date Ranges' with 'Assessment Date' set to 'N/A'; and 'Output Layout Parameters' which includes two columns for 'Report Sort Order' and 'Page Sort Order'. Each column has 'Selected' and 'Available' lists with 'Add', 'Remove', and 'Add all' buttons. Below these are checkboxes for 'Warn if too many pages', 'Include Criteria Info', 'Include Prepared By', and 'Include Print Time'. At the bottom, there are 'Report Style Option' and 'Agency Print Option' sections, each with radio buttons for 'B&W', 'Blue', 'Green', 'Red', 'ID Name', 'ID', 'Name', and 'Name ID'. A 'Render export page' checkbox is also present. The window ends with a 'Special Options' section.

1. The **Report Setup Navigator** bar contains a series of different options that varies for each report. Often, these options are TE lists 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 lists 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.

Report Setup Navigator

Agency/Site: 4908 - Rolling Hills Adult School

Aggregated Subsites Generate View Report

15 / 22 Refresh Export

Container	Personnel ID	Name
<input type="checkbox"/> 1 - North Campus	81	Camille Jauregui
<input type="checkbox"/> 1 - North Campus	77	Doug Bolshoi
<input type="checkbox"/> 11 - North City ESL	1112	Elio Martinez
<input type="checkbox"/> 11 - North City ESL	1110	Elisa Askew
<input type="checkbox"/> 5 - Center for Adults with Disabilities	541	Eugene Kingsale
<input type="checkbox"/> 3 - East Campus	3331	Jason H Sickle
<input type="checkbox"/> 2 - South Campus	212	Joe Lincoln
<input type="checkbox"/> 2 - South Campus	211	John Bush
<input type="checkbox"/> 5 - Center for Adults with Disabilities	531	Julianne Lee
<input type="checkbox"/> 1 - North Campus	20	Karenina Vinskaya
<input type="checkbox"/> 2 - South Campus	213	Kelly White
<input type="checkbox"/> 1 - North Campus	101	Main Campus - Team One
<input type="checkbox"/> 2 - South Campus	221	Marnie Mueller
<input type="checkbox"/> 1 - North Campus	79	Marta Cavada
<input checked="" type="checkbox"/> 11 - North City ESL	1111	May Fong
<input type="checkbox"/> 1 - North Campus	124	Mr Roben
<input type="checkbox"/> 2 - South Campus	222	Reb... Niles
<input type="checkbox"/> 5 - Center for Adults with Disabilities	521	Re...

CASAS

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Next Assigned Test by Class

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Agency: 4908 - Rolling Hills Adult School Class: 111 - Intermediate High  
 Site: 11 - North City ESL Teacher: 1111 - Fong, May

Student	Class Administered	Date	Last Test				Scale Score	Next Assigned Test Form (Test Series)
			Form	Level	Raw Score	Scale Score		
514977730 Lukashuk, Lena	111	10/30/2012	085L	C	12	214	086L(LW)	
	111	08/06/2012	187R	D	20	240	188R(LW-1, LW-2, LW-3, WPFT, CIT)	
523232615 Martz, Daniela	111	10/11/2012	186R	C	16	218	086R(LW-1, LW-3, CIT) 185R(LW-2)	
	111	10/30/2012	086L	C	12	214	085L(LW)	
555158044 Fuentes, Alex	111	09/12/2012	086R	C	18	222	085R(LW-1, LW-2, LW-3, CIT)	
	111	10/30/2012	086L	C	19	224	085L(LW)	
555160429 Duhaney, Marlon	111	10/11/2012	188R	D	17	236	187R(LW-1, LW-2, LW-3, WPFT, CIT)	
	111	10/30/2012	086L	C	18	222	085L(LW)	
555559156 Kuzov, Nadiya	111	10/30/2012	086L	C	18	222	085L(LW)	
	111	11/11/2012	086R	C	26	232	188R(LW-1, LW-2, LW-3, CIT)	

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.

**CASAS**

02/19/2013  
19:50:00

**Next Assigned Test**  
by Class

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Agency: 4908 - Rolling Hills Adult School      Course: 1  
Site: 1 - Main Campus      Teacher: 101 - Team One, Main Campus -  
Class: 1 - BE

Student	Test History						Next Assigned Test
	Class Administered	Date	Form	Level	Raw Score	Scale Score	Form
Garcia, Chuckie T      897345398	424	12/01/2012	084R	B	12	202	
	1	10/16/2012	083R	B	18	210	
	1	01/15/2013	085R	C	19	223	086R

\* Score outside of accuracy range  
◆ Score is a conservative estimate; retesting is recommended

## 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.