

Group and Individual Student Reports - Instructions

These are the reports that teachers have requested most often. The Group Report (GR) lists the students in the group designated in the filters on the dashboard - one line per student with scores from the most recent testing periods. The Individual Student Report (ISR) gathers two years of data from district tests and the state assessment into a one-page report for each student. This report is designed for teachers but later a version appropriate for parents will be available.

Instructions for Getting Group and Individual Student Reports

1. Log in to the Data Warehouse from the eSIS page (using old bookmarks is not advised). (Links to basic instructions are at: <http://web4j1.lane.edu/whtraining/ddr.html>)
2. Filter for the group for which you want reports. (For information on one student, choose a class she is part of.) Select the sorting category for group reports and click "Go".

3. Click the blue Group Report or Individual Student Report link on the Dashboard (home page)

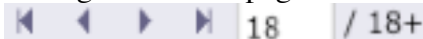
Click on a link to get the report:

[Individual Student Report](#)

[Group Report - List View \(NOW AVAILABLE\)](#)

4. The report that comes up will probably have more than one page but only one will display at a time. The ISR will have one page for each student. The order in which the students are listed will be alphabetical by grade. If the filtered group contains grades 6 through 8, for example, all 6th graders will be first in alphabetical order, then 7th graders and 8th graders at the end.


5. To navigate to other pages use the arrows in the navigation bar near the top of the window:

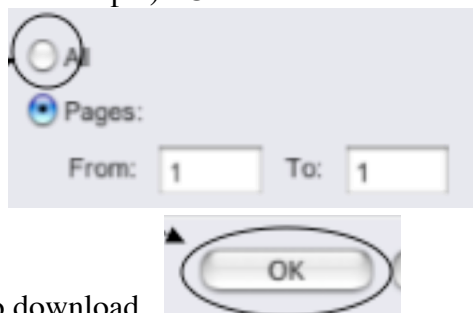


Be patient when you ask for a new page. It takes time because the report is pulling data from lots of places. Unfortunately, there is nothing on the screen to indicate that it is working - so patience is required.

6. If you are looking for the report for just one student, you can save a lot of loading time by using the search window beside the navigation arrows to type in the last name (or part of it) and clicking the binocular icon:



7. To print a report, click the printer icon -  - rather than going to File/Print (you'll do that later on). If you want to print just one student's report, replace the "1"s in "From 1 To 1" with the page number of the student's report ("From 18 To 18", for example). Click the "All" button to print all student reports.



8. Click OK and wait for the file to download.
9. Now you can select Print from the File menu to print the resulting report.