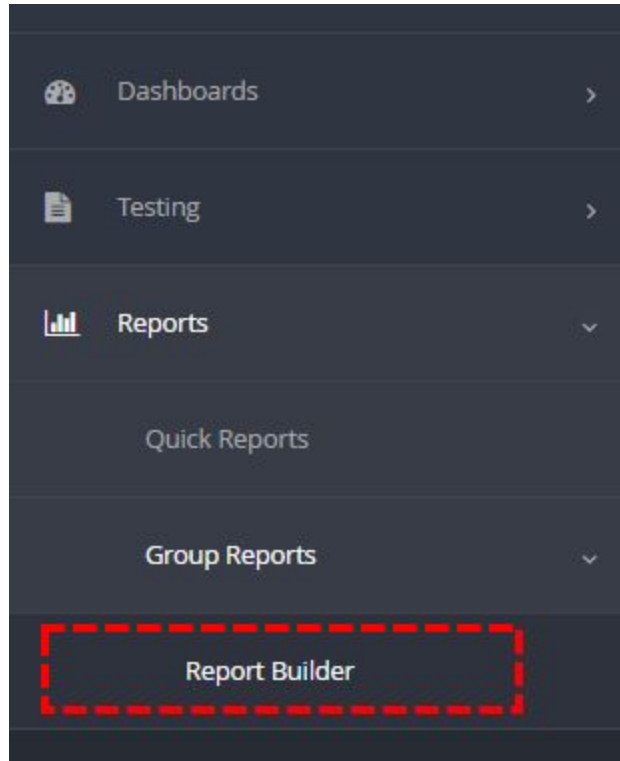


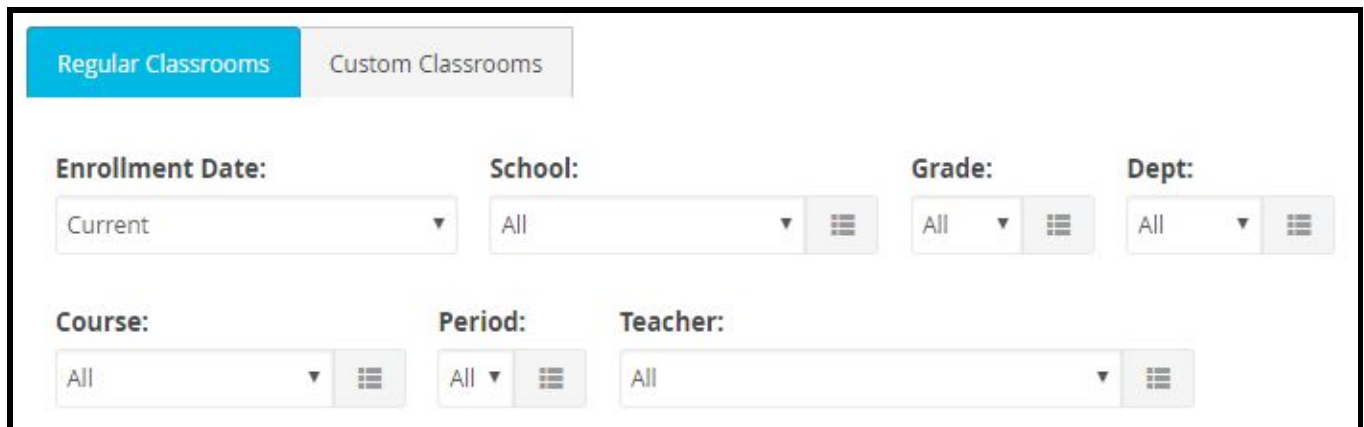
IO Assessment Report Builder ELPAC

Report Builder can be used to look at reports of any assessment. We will be using the ELPAC to build a report.

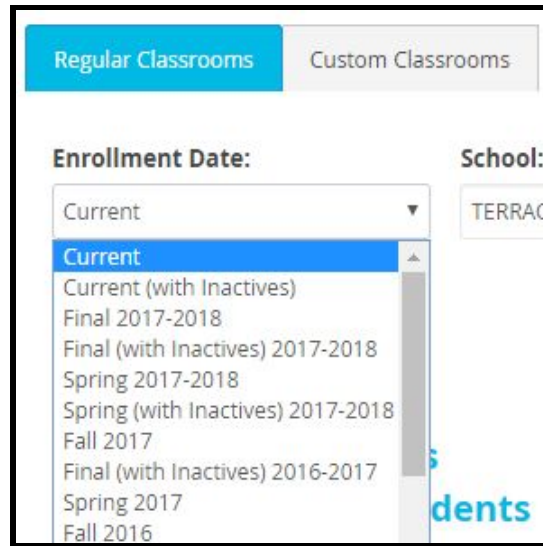
Step 1: Click on Reports > Group



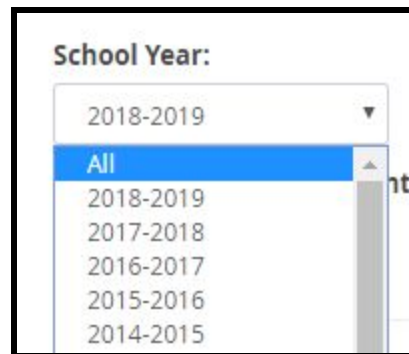
Step 2: Select your students by Enrollment Date, School, Grade, Department, Course, Period, or Teacher.

A screenshot of the student selection filters. At the top, there are two tabs: 'Regular Classrooms' (highlighted in blue) and 'Custom Classrooms'. Below the tabs are six filter sections, each with a label and a dropdown menu: 'Enrollment Date:' with 'Current' selected, 'School:' with 'All' selected, 'Grade:' with 'All' selected, 'Dept:' with 'All' selected, 'Course:' with 'All' selected, and 'Period:' with 'All' selected. The 'Teacher:' filter is also present with 'All' selected. Each dropdown menu has a small icon to its right.

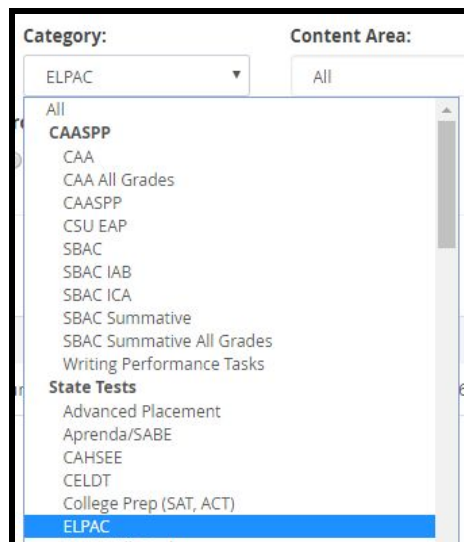
Step 3: Be aware when you look at Enrollment Date. These are the dates the students were enrolled. To look at past year's students select the year you want.



Step 4: Select the School Year that the current students took the test. The school year they took the test is going to be the previous year. I like to set this to all so I can see all years the test was administered.



Step 5: Change the Category to ELPAC.



Step 6: Change the strands/skill areas from No to Yes. This will allow you to see the oral, written, and domain areas.

Show only tests my student group has taken: Yes No

Show strands/skill areas: Yes No

Step 7: Select the areas that you want to view. Summative is made up of 4 performance levels. Oral language is listening and speaking and is made up of 4 performance levels.. Written language is reading and writing and is made up of 4 performance levels. Listening, speaking, reading, and writing are made up of 3 levels.

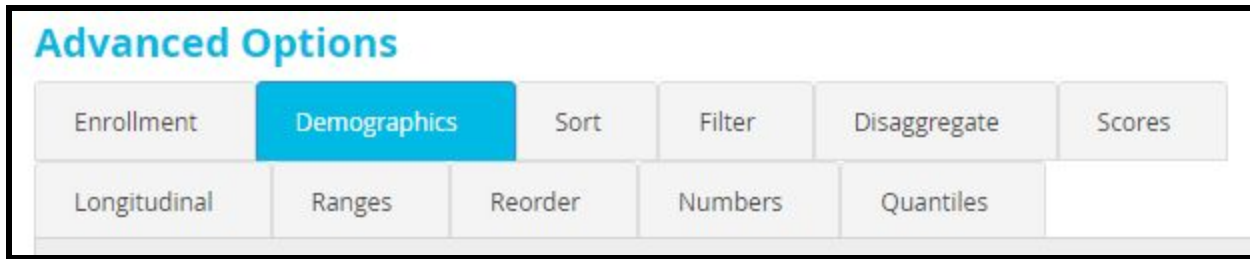
Select	Test ID	Test Name	# Tested	Admin Date
<input type="checkbox"/>		ELPAC Summative (Overall) Gr 3	66	2017-2018
<input type="checkbox"/>		ELPAC Oral Language	66	2017-2018
<input type="checkbox"/>		ELPAC Written Language	66	2017-2018
<input type="checkbox"/>		Listening Performance	66	2017-2018
<input type="checkbox"/>		Speaking Performance	66	2017-2018
<input type="checkbox"/>		Reading Performance	66	2017-2018
<input type="checkbox"/>		Writing Performance	66	2017-2018

[Generate Report](#)



Step 8: Click Generate Report

Step 9: You can then view students by enrollment, demographics, and disaggregate. When the ELPAC has multiple years you will be able to use the longitudinal tab. Here are all the options:



Enrollment - Add the fields of site, grade, teacher, and student name. You can also choose to anonymize the student name but still list all the students.

Demographics - Add a column that will list the students by demographics.

Sort - This will sort the student by any column that you choose. Descending will start with the letter Z or the biggest number. Ascending will start with the letter A or the lowest number.

Filter - This allows you to add students in or take students out of your list.

Disaggregate - This is one of my favorites. It will list students by any one of several different categories.

Scores - This lets you specify what fields you want to see with the report.

Longitudinal - This lets you look over several years of the assessment.

Ranges - You could specify ranges that you want to use.

Reorder - You can reorder how the assessments are listed.

Number - You can specify how decimal places are seen in reports.

Quantiles - You can divide the results into a different number of parts. (This shouldn't apply to ELPAC because it is already broken up).