

CIITS: School & District Data Quick Reference Card

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Sign in and click **School & District Data** to go to your institution's dashboard. Move your cursor over the tab to view additional sub menu options.

Locate a Student Profile

Type a student's last name in the Search box (upper right of screen). From the menu below the Search box, select the student and click **Go** to access the Student Profile.



View Key Performance Indicators (KPIs)

A KPI is a quantifiable metric for gauging institution performance.

Change Dashboards

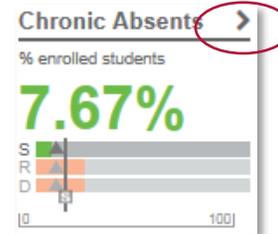
By default, the KPI Dashboard defaults to current students at your institution, or classroom if you are a teacher. However, you can use the 'breadcrumb' navigation or Find box to switch the view, type the institution or teacher name. Select a value; do not press <Enter>.



View a KPI

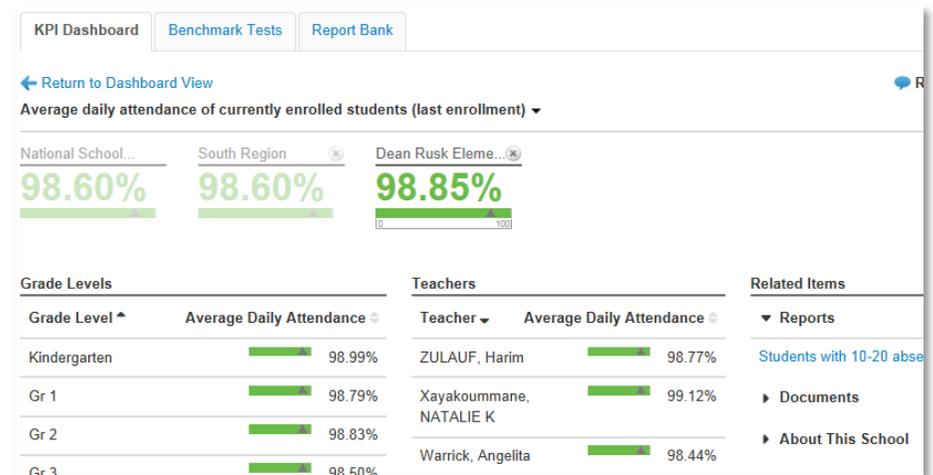
You can compare the performance of students in your view to larger and smaller groups, such as the district, with the bars; roll over a bar to view the value. Click **View KPI Key** for details. For more details on a KPI, click the arrow next to the title.

State clients will see a vertical bar indicating the state value; roll your cursor over the S to view the actual value.



View KPI Detail

Click any grade level, subgroup, or teacher to view KPIs for a newly filtered student set. Sort on a column by clicking its header. Explanatory documents and related reports may be available under Related Items.



View Benchmark Results

Use the Benchmark Tests tab to scan overall results for current-year tests or click the + icon to drill into a specific administration. Click a blue report title to run the report for the selected test.

The screenshot shows the 'Benchmark Tests' tab selected. At the top, there are navigation tabs for 'KPI Dashboard', 'Benchmark Tests', and 'Report Bank'. Below this, the 'Institution' is set to 'South Region' and 'Dean Rusk Elementary'. The main section is titled 'Benchmark Tests Dashboard' and shows 'Tests administered in the current school year.' There is a 'Show Filters' button. A table lists two tests:

Test Start Date	Test Name	Subject	Grade Level	Percent Correct
1/3/2011	01/03/11, MOY_Math_Gr5	Mathematics	Gr 5	28%
9/17/2010	09/17/10, BOY_Math_Gr5	Mathematics	Gr 5	27%

Below the table, there are links for 'Benchmark Reports' such as 'Standard Analysis by School Enrollment', 'QASF 3613', 'Standards by Section', 'Standards Mastery', and 'Strand'. At the bottom, a 'Percent Correct' section shows a comparison between 'Dean Rusk Elementary', 'South Region', and 'National School District' for 'Overall', 'Race: Asian', and 'Race: American Indian' subgroups.

View Published Reports

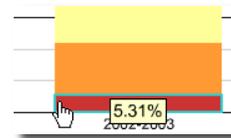
The Report Bank tab contains pre-formatted reports. Use the **Filter By** option to search the list.

If the button is labeled "Build" (instead of Run) Report, you will choose a student set for columns or select columns for a student set.

The screenshot shows the 'Report Bank' tab selected. The 'Institution' dropdown is circled in red. The 'Filter By' options are 'View All', 'Category', 'Top Reports', 'Subject', 'Grade', and 'Report Type'. A search bar is present. Below, there are sections for 'Reports' including 'Quarterly Assessment Reporting' and 'Student Academic Performance'. A specific report is highlighted: 'Grade 5 OAT 2 Year Comparisons with NCLB Spreadsheet that shows 2 years of OAT resu...'. It includes details for Category, Grade, Subject, Modified, and Report Type, along with a 'Build Report' button and links to 'Add to My Schoolnet Key Reports' and 'Add to My Saved Reports'.

View Students in a Spreadsheet Across Multiple Data Points

Click any cell or graph component in a report to view a list of students.



Quartile 4 (NPR 76-99)	187
Total Unique	26

In addition to viewing student names, you can select a column set of additional data about the students. (Or click **Advanced** to set up your own.) This report is known as an Analysis Spreadsheet.

➔ **Create a report with this Student Set**
Select a report below.

Recommended | **My Reports** | Advanced

All Categories ▾

Reports 1 - 5 of 5 ([View all](#))

- 3rd grade pOAT
- pOAT Math and Read
- pOAT - Sci and SocStud

Navigate in the Analysis Spreadsheet

In the Analysis Spreadsheet, click a header to sort on a column. Click **Edit Columns** to add or remove columns.

Tools: [Export to Excel](#) [Save Columns](#)

Student Set: 55 Students ([edit](#)) | **Columns:** 3 Columns Defined
[+ Column Details](#) [Edit Columns](#)

Note that only students you have permission to view, if any, are displayed.

Results 1-50 of 55
[< Previous Page](#) | Result pages: [1](#) [2](#)

Student Name	Programs	ITBS READING
Spander, Doyle Jr	PS-Psychological Services / Assessment in Progress	Basic
Aleru, Shanya	ODL-Other Health Impairment-MInor/Hi Incid Rsrc Rm	Limited
Botan, Beydan	Not an LEP student	Proficient

Edit a Report

To change a pre-formatted report, click **Edit**. Depending on the type, you can change the format (table or graph), school, subject, test, and so on.

Data Selections ([edit](#))

School Year: 2010-2011

Institution(s): South Region,Elementary,Dean Rusk Elementary

Enrollment: Current

To change a custom report, click **Edit**. You can change the rows and columns, add totals, switch between percent and value, and so on.

Viewing Options: Table ([edit](#))

Output Type: Table

Report Dimensions: Parent Test Section, Test Performance Level

Result Type: Student Count

Totals: Calculate for Columns and Rows

Make your selections and click **Run Report**.

Report Options

Both pre-formatted and custom reports provide options for saving and exporting. With an Analysis Spreadsheet, you can save columns and export the data to Excel.

[Save Report](#) [Create PDF File](#) [Batch Create PDF Files](#) [Export to Excel](#)