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OFFICE OF KNOWLEDGE, INFORMATION, AND  
DATA SERVICES (KIDS)

DIVISION OF ENTERPRISE DATA

## **TRAINING – DOCUMENT**

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### Running Reports in CIITS

Version 1.0.0  
January 10<sup>th</sup>, 2013

# Revision History

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Version	Date	Contributor(s)	Brief Description of Revision
1.0.0	10/30/2012	Todd Haydon	Original Document

# Contents

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Accessing Pre-Formatted Reports..... 3

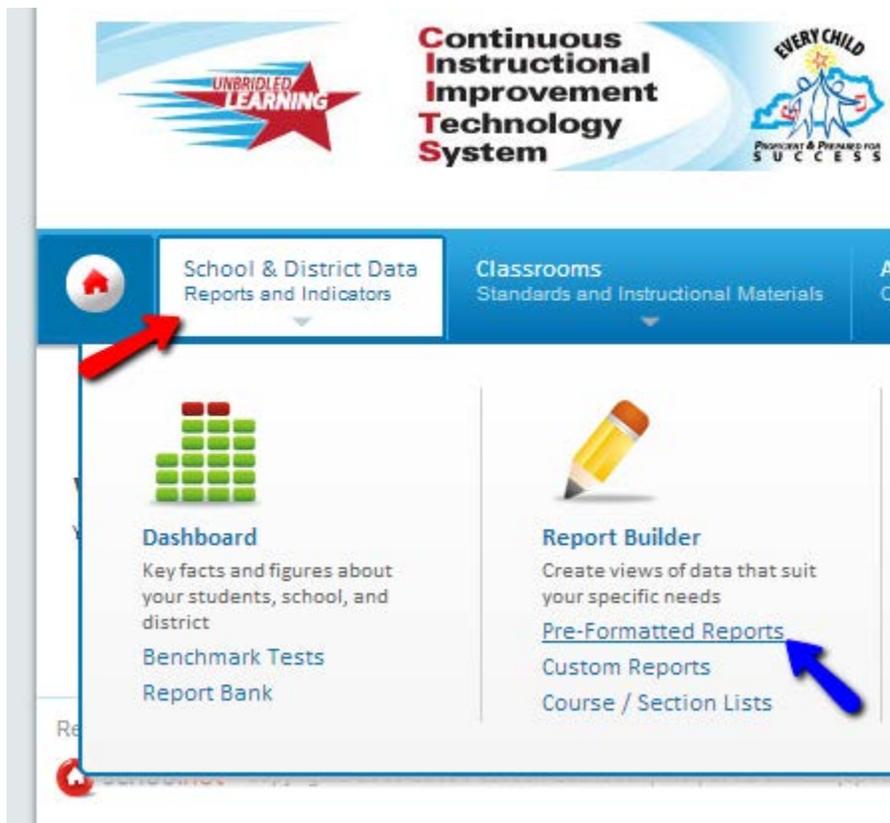
Determine your Report Variables ..... 4

Determine your Report Appearance..... 6

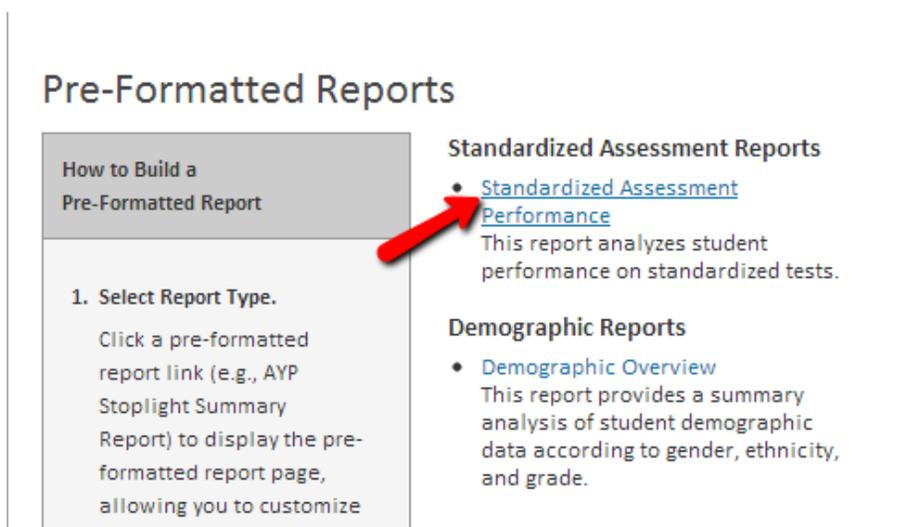
Viewing the Report ..... 7

## Accessing Pre-Formatted Reports

1. Select **School & District Data** task button
2. In the drop-down menu that appears, select **Pre-Formatted Reports**



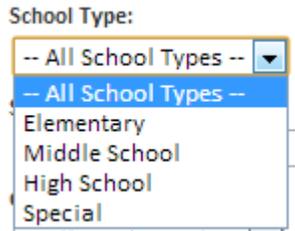
3. When the Pre-Formatted Reports page loads, select **Standardized Assessment Performance**



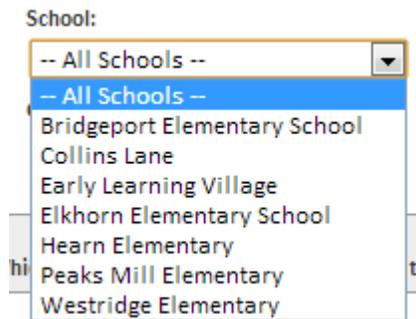
## Determine your Report Variables

### Which students do you want to report on?

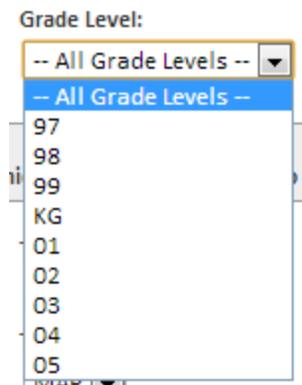
- **School Type** – Identify whether or not to filter between Elementary, Middle, High, and Special schools  
 \*\*Note: Not all users have this option available



- **School** – Identify whether or not to filter between the various schools in your District. This list can be constrained by the **School Type** selection  
 \*\*Note: Not all users have this option available



- **Grade Level**– Identify whether or not to filter between the various grades in your School/District. This list can be constrained by the **School Type** or **School** selection  
 \*\*Note: Not all users have this option available



### Which standardized test data do you want to use?

- **Test Year** – Identify whether or not to filter between the various years for assessments.

Test Year:

- **Test Name** – Identify the specific test you want to report on.

Test Name:

- **Test Level** – Identify whether or not to filter between the various testing grades for the assessment. This list can be constrained by the **Test Name** selection

Test Level:

## Which enrollment dates do you want to use?

There are three options for dates you can filter your report by:

- **Current Enrollment** – Uses the current list of enrolled students
- **Total Enrollment** – Allows for you to select a specific school year’s list of enrolled students
- **Range** – Allows for you to select a date range’s list of enrolled students

3. Which enrollment dates do you want to use?

Current Enrollment  
 Total Enrollment  
 All students enrolled in:

Range  
 Start date:   
 End date:   
*Want to search on one day? Set the start and end date as the same day.*

## Determine your Report Appearance

### Chart style and Paging

Display options:

Chart style:

Table  
 Graph

Paging:

Divide this report into multiple views, one for each:

You typically will use **Table** as the **Chart Style**.

With the **Paging** option, you are able to divide the report into multiple views, being able to select a specific categorization.

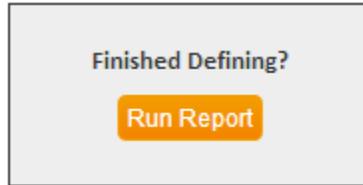
School Type

- School Type
- School
- Grade Level
- Test Level
- Test Instance
- Test Section
- Student Subgroup

## Viewing the Report

### Run the Report

When you are finished defining the report, click the **Run Report** button on the right hand side.



The report loads and depending on the defined report variables; the data is constrained to only show your selections.

## Pre-Formatted Reports: Standardized Assessment Performance

Tools: [Save Report](#) [Create PDF File](#) [Export to Excel](#)

### Data Selections

[Selection Details](#) [Edit Data Selections](#)

Institution(s): High School, All Schools  
 Grade: All Grade Levels  
 School Year: 2011-2012  
 Test Type: K-PREP Level All Test Levels  
 Test Instance: All Test Instances  
 Section: All Subject/Sections  
 Enrollment: Current

Standardized Test Performance Report - Single Year							
		N/A	Distinguished	Novice	Proficient	Apprentice	Total Unique
Reading	Reading	3	80	95	125	94	397
Mathematics	Mathematics	3	20	89	130	155	397
Social Studies	Social Studies	3	83	33	178	100	397
On-Demand Writing	On-Demand Writing	6	99	93	522	431	1,151
Total Unique		6	198	193	647	539	

Total Student Population						
	08	09	10	11	12	Total Unique
	410	459	399	385	1	1,649

**NOTE:** Values can further be drilled-down in this dynamic reporting tool, allowing you to see subsets of data quickly. Simply click values (depicted in blue) to view.