

Export & Diagnostic Data Report

Tips for monitoring students while completing diagnostic:

- The diagnostic consists of 72 questions, therefore, we recommend administering it during several short sessions (between 15-30 minutes each) rather than having the students complete it all at once. We want to avoid testing fatigue!
- Please ask teachers to monitor students while they are taking the test, and have them watch out for students who are rushing. Students who are just “clicking” through the test can have their test reset on the “Assignments” tab.
- Pull the Export & Diagnostic Report check diagnostic alerts and share the results with teachers

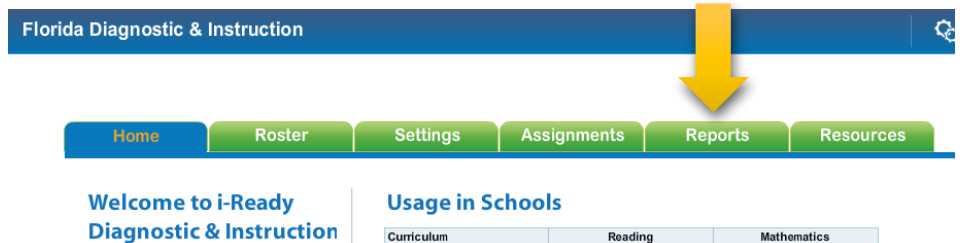
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Go!

Select the reports tab



Home Roster Settings Assignments **Reports** Resources

School Reports | Class Reports | Student Reports

School: [dropdown]

1. Choose a Report

- Student Growth by Grade and Class
- Performance by Grade and Class
- Needs Analysis by Grade
- Intervention Screener
- Instructional Grouping Profile
- Export Diagnostic & Instruction Data**
- Export Recommended Products Data

2. Choose Report Criteria

Academic year: Current (2013-2014)

Subject: Math

Grade: All

Time Frame: Set Window

Start: 05/12/2014 End: 05/30/2014

3 Data to Include:

- Class/Teacher/Report Group Association
- Diagnostic Summary**
- Instruction Summary

4 Download Export Guide (PDF) Create Report

1 On the left select the
Export Diagnostic & Instruction Report

2 On the right under
Time Frame select set window

3 Under Data to Include check off

- Class/Teacher/Report Group Association
- Diagnostic Summary

4 Click Create Report

Export & Diagnostic Data Report

Diagnostic Summary

The Diagnostic Summary helps you answer the following questions based on the time frame you select:

- Which students have or have not yet completed a Diagnostic Assessment? How many times? When?
- How did each student perform over time?

1	2	3	4	5	6
Diagnostic Gain	How many Diagnostic Assessments did this student complete during the time frame?	Diagnostic: Completion Date (1)	Diagnostic: Overall Scale Score (1)	Diagnostic: Overall Placement (1)	Diagnostic: Notes (1)
0	0				Results indicate that the student spent less than 11 seconds on average per item on this Diagnostic administration. Students who complete the Diagnostic this quickly are rushing and this score is not likely to be accurate. We recommend the student retake the test and be reminded to take their time and use pencil and paper where necessary.
+12	2	10/11/12	490	4, Level	
+22	2	10/12/12	572	6, Mid	
+25	2	10/10/12	504	5, Level	
0	0				
0	0				
+13	1	10/12/12	590	7, Mid	

1 Diagnostic Gain: If the student has completed more than one Diagnostic Assessment during the selected time frame, this column will show the difference in Scale Score points earned between the first and most recent test administration during the time frame.

2 Which students have or have not yet completed the Diagnostic and how many did this student complete during the time frame? This column will show you how many Diagnostic Assessments each student has completed during the selected time frame. Students who have not completed a Diagnostic Assessment during the time frame will show a zero in their row and all further Diagnostic data columns will be blank.

3 Diagnostic: Completion Date: Shows the date the student completed the selected Diagnostic.

4 Diagnostic: Overall Scale Score: Shows the Overall Scale Score achieved for the selected Diagnostic.

5 Diagnostic: Overall Placement: Shows the student's Overall Placement based on their Scale Score.

6 Diagnostic: Notes: On occasion, a student may rush through the Diagnostic. This column will indicate whether a student rushed and whether a student should retake the Diagnostic Assessment.

You will notice a (1), (2), (3), or (Most Recent) in each column heading of Diagnostic Data. This tells you the test instance within your selected time frame.

Exports will show results from up to four diagnostic assessments as we suggest administering the Diagnostic up to four times per year.

If a student has completed four Diagnostic Assessments, the first three will show with a (1), (2), and (3) after them, respectively. The fourth will be denoted as "(Most Recent)".

If a student has completed two or more Diagnostic Assessments, the first will show with a (1) after it and the last will appear with (Most Recent) after it.

If a student has completed more than four Diagnostic Assessments in the selected time frame, the first three will be marked the same as above, and the most recent Diagnostic Assessment administered will default to "(Most Recent)" in the export. Test instances between the third and most recent Diagnostic Administration will not be captured in the export. If you would like to capture test results from Diagnostic Administrations between the third and Most Recent, you will need to run this export for smaller time frames. Try narrowing your time frame using "Set Window."

Handy Tips for Data Export

Once you select **Create Report**, the report opens on another tab or in another window.

1. Scroll down the page to the bottom left side.
2. Click on the Export Data button.
3. Select Open or Save.
4. Save the file as an Excel Workbook.

Unwrap Text (causes all cells to display at same height)

1. Click the **Select All** button. It's to the left of the top row and above the first column.

Select All button



2. Right-click anywhere in a cell.
3. Select Format Cells from the menu.
4. Click on the Alignment Tab.
5. Uncheck Wrap text (you have to click twice).

Freeze Panes (when scrolling you will be able to see the top row and first column)

1. Click in Cell B2.
2. Click on View Tab.
3. Pull down the Freeze Panes menu.
4. Select Freeze Panes.

Put Filter Shortcut on Columns (allows you to easily sort and filter each column)

1. Highlight Row 1 (click on 1 on left side).
2. Click on Data Tab.
3. Select Filter (looks like a funnel).