

## Creating a Custom Report



- Click Reports tab.
- Click Custom Student Reports.
- Click Create Report.
- Create Title.
- Click Finish.
- Highlight the Title.
- Click View/Edit Report.
- Click Add Students.
- Choose your selections for grade, district or school, race, sex, demographics.
- Projecting Proficiency Level: select test (pick a test that is of concern to you--possibly an at-risk group in your school/system), subject (level), range (lower 0 %, upper 100 %).
- Click Search (bottom of screen).
- Select students for report.
- Click Add Students--this will save the students you have selected (bottom of screen). **Note:** You may remove any student from this saved report by placing a check in the remove box to the left of the student's name and clicking remove students button at the bottom of the page.
- Return to the Reports tab at the top.
- Click Custom Student Reports.
- Highlight your report title.
- Click on View/Edit Report to ensure your report was saved.
- Once you have saved that group of students, use the Projections tab to see if the probabilities are similar across different subjects or tests.