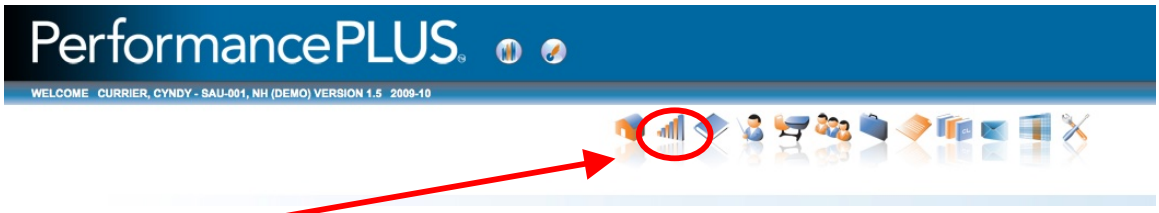
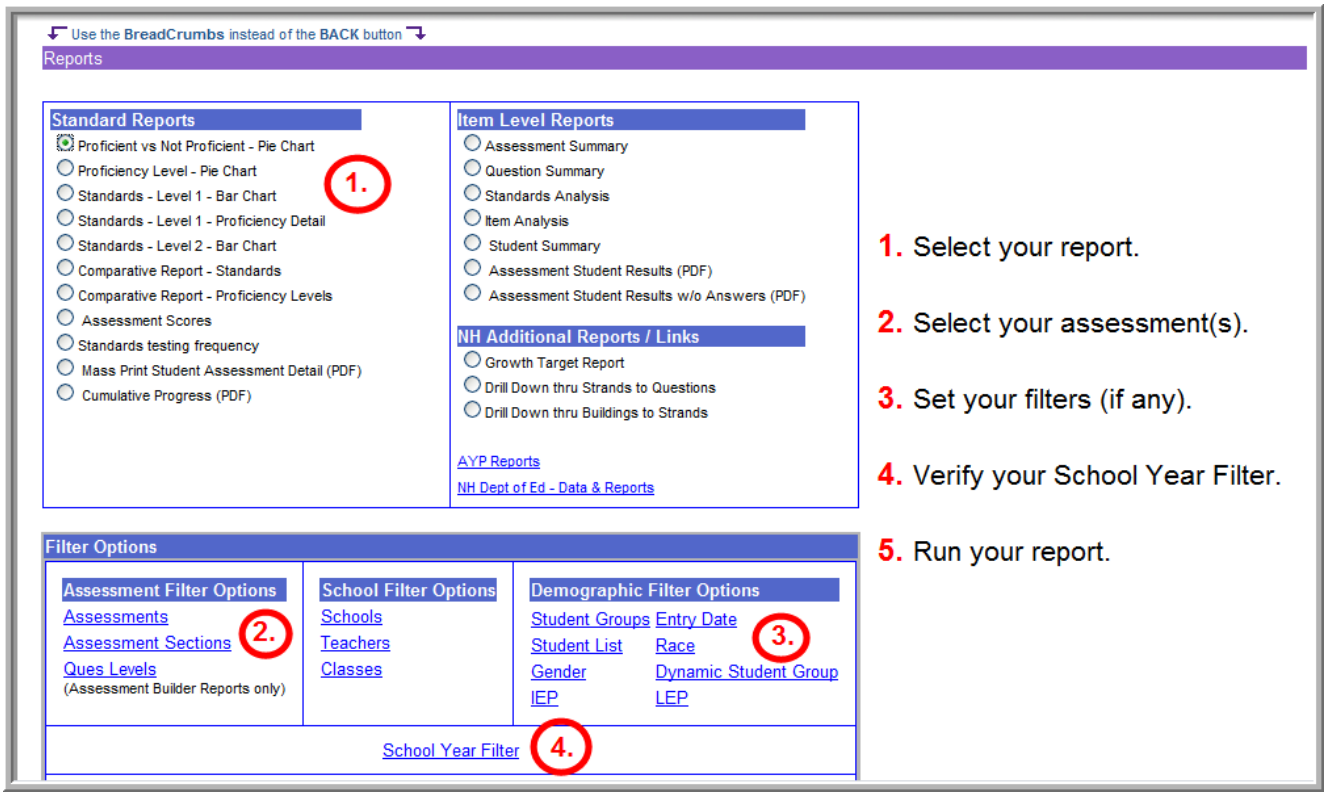
Mass Print Student Assessment Detail

After logging into Performance Tracker, you see this screen:



Click on Reports

You will then see:

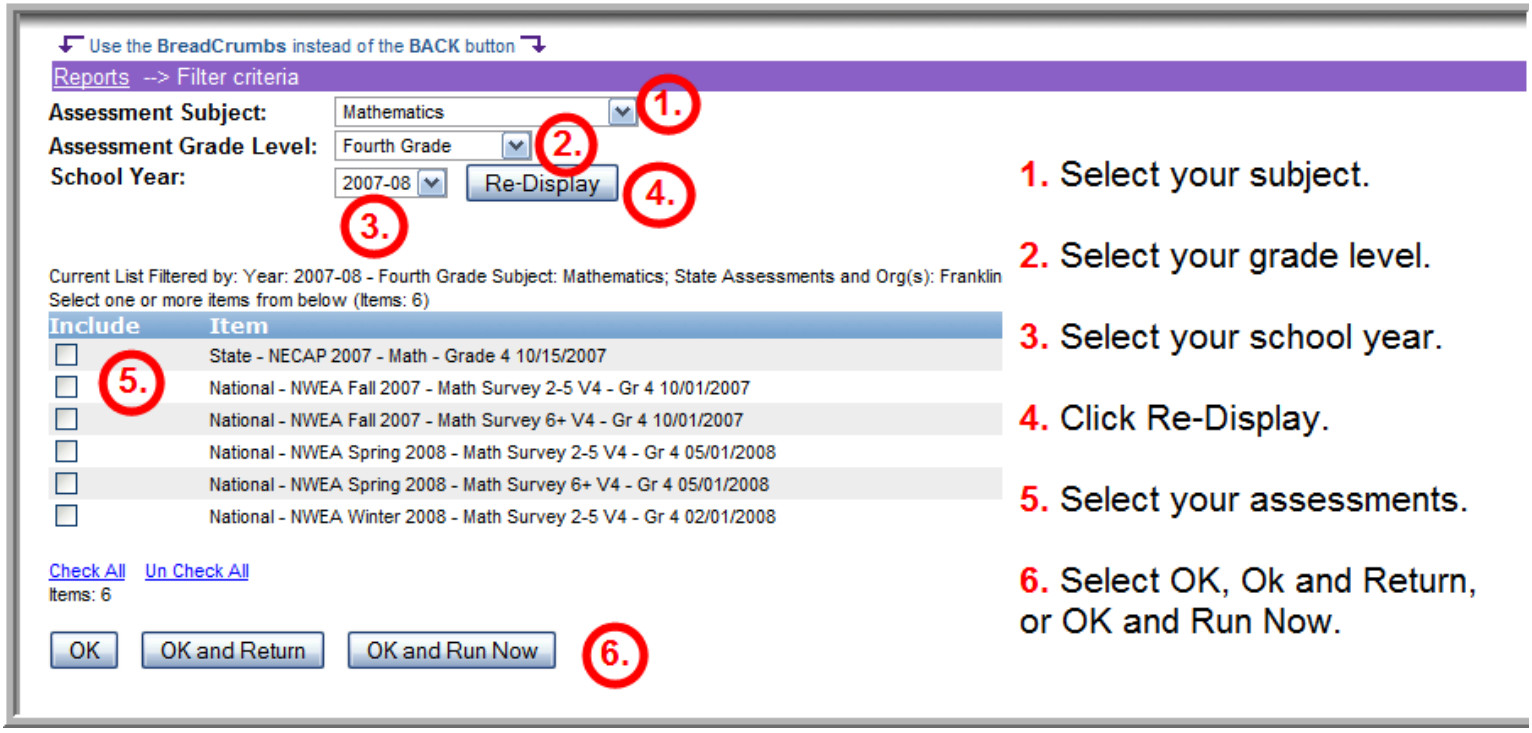


!. For this example, you will click on **Mass Print Student Assessment Detail (PDF)**

This will be dimmed if you are looking at the whole SAU. If you are in as the whole SAU, go to Data View and then select one district and click Go.

2. Then click on Assessments in blue below below.

Then you will see:



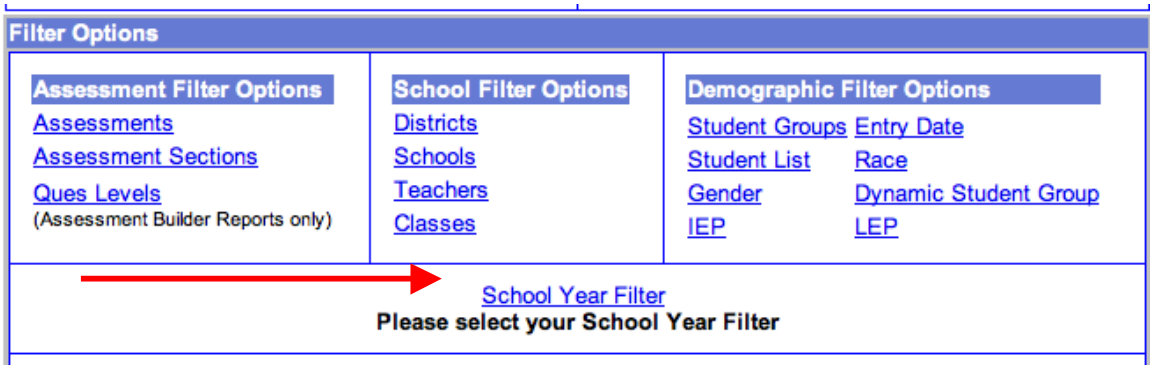
Select the Subject, Grade, School Year and then click Re-Display..

Remember that if you are teaching classes this year and you want to see how did last year, you need to change their grade level to the year before.

Select the assessment you want to use to create the report.

Click on OK and Return.

You now want to go to the School Year Filter



You will then see:

Filter: Assessments: NECAP 2007 - Math - Grade 4 10/15/2007, Sections: Math Scale Score (NECAP 2007 - Math - Grade 4)

District / Students - Time Frame

No — Only return results for students in district during the year the assessment(s) were administered.

Note: (Available for Multi-District Sites Only) Use this option to return results for students that were in the district during the year the assessment was administered.
Without using this option, the system will return results for students that took the assessment(s) and were in your district at one time regardless if they took the assessment while enrolled in your district or not.

Schools

(This filter option is available when you are filtering for one or more Schools)

Note: Use this option to return results for students that were in the School Building(s) for a specific year.
Without using this option, the system will return results for students that were in the Schol Building(s) at any time.

Student Groups

Include: **Absences - 04-07 HALF days**	2007-08	Between:	8/1/2007	and	7/31/2008
Include: **Nbr Schools Attended - 2**	2007-08	Between:	8/1/2007	and	7/31/2008

Note: Use this option to return results for students that were 'Active' in a Student Group for a particular Time period.
Without using this option, the system will return results for students who are currently 'Active' in a Student Group. Students that are no-longer 'Active' in the Student Group will not be returned.

Select the Years that you want and click OK [OK] [OK and Return]

You can now select:

- Just the students who were in the district when the assessment was given
- Just the students that were in the school building(s) for a specific year
- Just students that were active in a student group for a particular time period.

Now click on OK and Return.

At the bottom of the returning screen click on Run Report.

Clear All filters | Deselect All Filters

[Run Report]

You will then see this:

Report Filter --> Generate PDF Report

Below is a summary of the filter criteria:

Filter By	Filter Description
Assessment:	NECAP 2007 - Math - Grade 4 10/15/2007
Assessment Sections:	Math Scale Score

Print Student Assessment Detail

Return to Menu

Print Layout: This PDF document will always print grouped by school building(s) and then by class(s). If no classes are slected as part of the filter criteria then all students will be grouped in one large class called 'no class specified'.

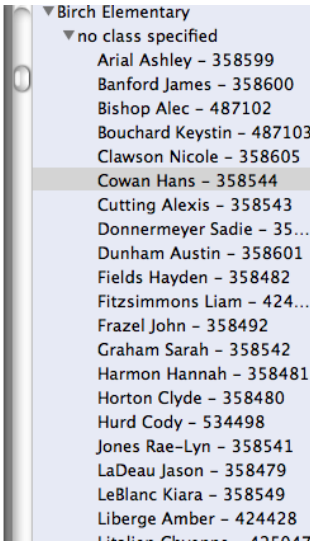
Click on Print Student Assessment Detail.

You will then see a pop-up screen asking you if you want to save the file or Open it. That is your choice. If you want to keep it, click Save. If you want to just look at it now, click Open. If you do click Open, you can always decide to save it after looking at it. It will open in a program where you can go under File in the menu bar and select Save As.

You then will be able to click on students to see their scores and proficiency levels.

StudentID: 9993300577
Student Name: Hans Cowan
Assessment: NECAP 2007 - Math - Grade 4 10/15/2007

Section - Instructional Content	Max	Original	Performance Level
Math Scale Score -	480	436	L2 - Partially Prof
Numbers and Operations - Numbers and Operations (The Max Points value is the highest student score and may not necessarily be the max points possible)	32	11	L1 - Substantiall
Geometry and Measurement - Geometry and Measurement (The Max Points value is the highest student score and may not necessarily be the max points possible)	13	7	L2 - Partially Prof
Functions and Algebra - Functions and Algebra (The Max Points value is the highest student score and may not necessarily be the max points possible)	10	8	L4 - Proficient wi
Data, Statistics, and Probability - Data, Statistics, and Probability (The Max Points value is the highest student score and may not necessarily be the max points possible)	10	6	L2 - Partially Prof



This can be very useful when meeting with parents and you want to quickly access the student's score..