

Generating Educator Score Reports

1. Ensure you are pinned to the School level.
2. Hover over “Interim Tests” on the menu ribbon.
3. Click “View Interim Reports”.
4. You will be taken to the Interim Reports page.
5. Select the “Educator” button to switch to the dashboard for selecting Educator reports
6. Choose the report you would like to generate, and then select the criteria for that report. *(Please note: The criteria for each report will change depending on the report selected.)*
7. Select “Find Students”.

The screenshot shows the 'Interim Reports' dashboard. At the top, there are tabs for 'School' and 'Educator', with a red arrow pointing to the 'Educator' tab. A 'Quick Guide' link is visible in the top right. Below the tabs is a 'Select Report' section with five report thumbnails: 'ISR', 'Current Progress', 'Subject Proficiency By Student', 'Response / Content Analysis' (highlighted with a red box and a blue checkmark), and 'Student Performance'. Below this is a 'Select Criteria' section with dropdown menus for 'Test Admin' (Interim I (QC)), 'Tested Grade' (9), 'Subject' (Math), 'Form Types' (Standard Forms), and 'Groups' (None selected). A 'Clear Selections' link is to the right. At the bottom right, there is a blue 'Find Students' button.

8. A list of available students will be displayed. You may select any of the students you would like to include in the report, and click the blue “Generate Report” icon to create the report:

The screenshot shows the student selection interface. At the top, it displays 'Selected Report: Response / Content Analysis', 'Number of Students Available: 1', and 'Number of Selected Students: 1'. A red box highlights a message: 'A maximum of 100 students can be selected for this report'. Below this is a table with columns for 'Student ID', 'Student Name', and 'Group Names'. A red box highlights a checkbox next to the first student entry: '12545651' and 'DECEMBER MADRID'. A 'Generate Report' button is in the top right. At the bottom, there are 'Previous' and 'Next' navigation arrows.

9. Depending on which report was selected the file will either begin to download or pop up into a new window.

Available Periodic Interim Reports for Educators:

- *Individual Student Report (ISR):* Displays the student’s current proficiency in each subject including scale score and the percentage of points achieved by skill; Predicted path; National Percentile Rank; ACT Readiness Benchmarks; Progress with Text Complexity will display, if applicable
- *Current Progress: Group report, summarized aggregate performance of students against the backdrop of the ACT Interim Readiness Benchmarks;*
- *Skill Proficiency by Student:* Subject scale score by student; Student proficiency by skill, per subject
- *Subject Proficiency by Student:* Displays the student’ scale score in each subject; students are categorized as “Meets Benchmark” or “Below Benchmark”
- *Student Performance:* Displays the students scale score and ACT Readiness Benchmark by month
- *Skill Proficiency by Group:* Displays the group’s average ACT Readiness Benchmark, and percentage correct by skill
- *Response/Content Analysis:* Displays the group’s average score by skill; also includes item response distribution and item standards; ability to view questions with item response distribution and student responses; Math includes an OpenEd Link which allows educators to access additional tools for instruction; a user may print or save this report electronically

Grade	English			Math			Reading			Science		
	LOSS	Benchmark	HOSS	LOSS	Benchmark	HOSS	LOSS	Benchmark	HOSS	LOSS	Benchmark	HOSS
3	150	158	168	150	160	175	150	160	164	150	164	171
4	150	157	168	150	160	175	150	160	164	150	164	171
5	150	159	168	150	157	175	150	162	164	150	167	171
6	150	160	174	150	158	175	150	159	164	150	163	171
7	150	160	174	150	160	180	150	161	164	150	166	171
8	150	159	174	150	162	180	150	159	165	150	161	171
9	150	169	186	150	159	180	150	159	165	150	164	171
10	150	171	186	150	162	180	150	160	165	150	164	171

Note. LOSS = Lowest Obtainable Scale Score; HOSS=Highest Obtainable Scale Score.