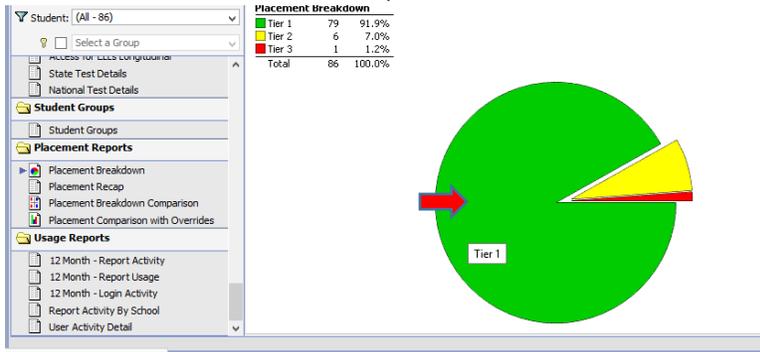


7. Click on Tier 1, Tier 2, or Tier 3 of pie chart to see students' names and scores.



8. Options:

--Click on "Add Comments" in student's row to add comments on a student

--Click on "Set Override Course" in student's row to override a student's recommended tier---This step is only applicable is a student is exempt from taking the assessments (For example, if a student is being alternately assessed as directed by a 504 or IEP). If you are going to override a student's tier, please add a comment in the "Override Comments" area

--Can export to Excel or PDF

PDF

↓

↑ Excel

BOY Guideline	BOY Recommendation based on 2015-2016 Grade 03	BOY Comments	Override Recommendation	Override Comments	Current Recommendation	R-CBM BOY	A Nat BOY	ACC BOY	A LSF BOY	A NWF BOY	MAP% BOY	MAP BOY
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	97	60	100				79
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	111	72	100				85
Weighted Guidelines:5 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	75	38	99				52
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	107	69	100				20
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	122	79	100				77
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	134	86	100				69
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	137	88	100				94
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	102	65	98				89
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	95	58	96				66
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	121	79	97				66
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	128	83	98				96
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	98	61	98				47
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	81	44	98				42
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	140	89	99				95
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	123	80	98				85
Weighted Guidelines:1 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	76	39	100				49
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	87	50	97				77
Weighted Guidelines:5 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	114	74	100				20
Weighted Guidelines:4 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	84	47	94				57
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	93	56	99				47
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	118	77	100				71
Weighted Guidelines:6 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	88	51	99				17
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Set Override Course	Add Comments	Tier 1	91	54	96				57

9. If you want tier 1, 2, and 3 in one document, select Placement Recap

a) Perspective: Incoming—historical look at previous tiers Outgoing: Current tier placement

b) Placement area: Select Reading or Math

c) Click to View Report

School: Pioneer Elementary Status: Active Students Only

Grade: 02 Perspective: Outgoing Students Placement Area: Reading

Teacher: (All - 6) Incoming Students

Course: (All) Outgoing Students

Period: (All)

Student: (All - 45)

Navigation Menu: Placement Reports > Placement Recap

Click to View Report

10. Sort Tiers: Click on *BOY Recommendation, will sort lowest to highest (Tier 1, 2, 3). Click on BOY Recommendation again, will sort highest to lowest (Tier 3, 2, 1).

015 - 2016

Its Only

going Students Placement Area: Reading

1-45 of 45 Rows

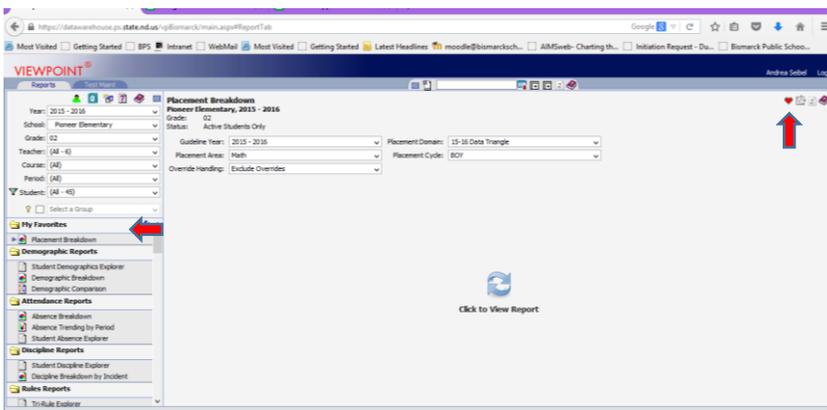
BOY Guideline	BOY Recommendation based on 2015-2016 Grade 02	BOY Comments	MOY Guideline	MOY Recommendation based on 2015-2016 Grade 02	MOY Comments	Different Recommendations	Over Recommendation
Weighted Guidelines:18 (16 to 22)	Tier 3	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:22 (16 to 22)	Tier 3	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:16 (16 to 22)	Tier 3	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:19 (16 to 22)	Tier 3	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:20 (16 to 22)	Tier 3	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:20 (16 to 22)	Tier 3	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:15 (10 to 15)	Tier 2	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:12 (10 to 15)	Tier 2	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:10 (10 to 15)	Tier 2	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:11 (10 to 15)	Tier 2	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:6 (0 to 9)	Tier 1	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Not Evaluated			BOY Only	Set Over
Weighted Guidelines:0 (0 to 9)	Tier 1	Add Comments	Not Evaluated			BOY Only	Set Over

*This will change depending on which selection period you are running data for. At MOY, sort by MOY Recommendation etc.

11. Export to Excel, Add Comments, or Overrides See #8 above.

Tips and Suggestions:

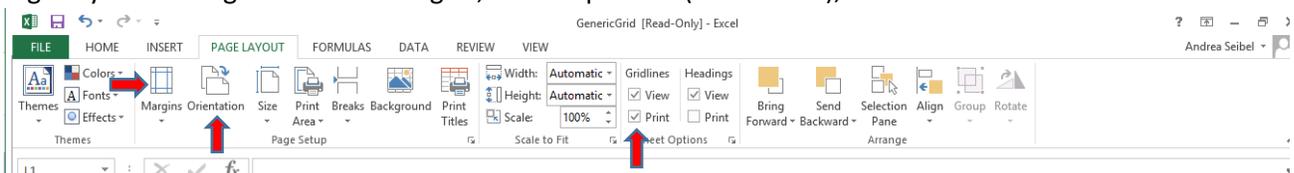
Add report(s) to your Favorites:



Click on heart in upper right hand corner to any report that you will use frequently. It puts those reports at the top under "My Favorites" so you do not have to scroll and find them.

After exporting to Excel some helpful tips:

1. Page Layout: Change to narrow margins, Landscape view (orientation), and check Print box under Gridlines



2. Hide or delete columns you will not need—this helps to print out on one page

BOY Guideline	BOY Recommendation based on 2015-2016 Grade 05	MP%	AP%	M-COMP% BOY
Weighted Guidelines:0 (0 to 11)	Tier 1	86	94	
Weighted Guidelines:5 (0 to 11)	Tier 1	62	57	
Weighted Guidelines:0 (0 to 11)	Tier 1	49	40	
Weighted Guidelines:2 (0 to 11)	Tier 1	33	78	
Weighted Guidelines:0 (0 to 11)	Tier 1	49	82	
Weighted Guidelines:0 (0 to 11)	Tier 1	84	74	
Weighted Guidelines:0 (0 to 11)	Tier 1	74	82	
Weighted Guidelines:7 (0 to 11)	Tier 1	54	31	
Weighted Guidelines:0 (0 to 11)	Tier 1	41	64	

Right click on column letter, select Hide or Delete.

Dashed line shows page break