



SchoolNet Revealed!

Accessing and Creating Customized Reports
Presented By: Samuel Román, Instructional Coach
November 3, 2015



Objectives:

Content:

- Create and saving customized student data reports.
- Access and create Customized Detailed Student Profiles on PDF.

Language:

- Follow written and verbal procedures.
- Ask and answer questions about student profiles and data reports.

TDES Standards

- 1b: Demonstrating knowledge of students
 - 1d: Demonstrating knowledge of resources
 - 1f: Designing student assessment
 - 2b: Establishing a culture for learning that is challenging and rigorous*
 - 3d: Using Assessment in Instruction*
 - 4b: Maintaining Accurate Records*
 - 4e: Growing and Developing Professionally
 - 4f: Showing Professionalism*
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Let's Get Busy!!!



The International Newcomers Academy @ Thomas Jefferson

How to Create Custom Reports in SchoolNet.

Prepared By: Samuel Roman, Instructional Coach

NOTICE!

Student Data is Confidential! While accessing and retrieving student records, you MUST exercise extreme caution as to not to leave reports on your desktop. Do not send Student profiles to a copy machine from your classroom. It is best to save it on to a flash drive and print directly from the drive. Delete files you do not need. DO NOT THROW Student data or identification data in the trash! USE a Shredder! Every school office must have one.

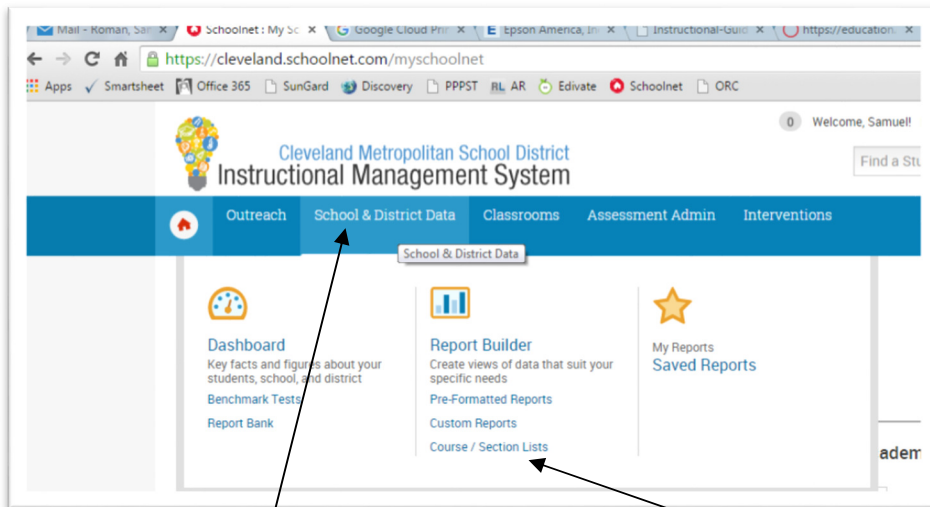
This guide uses OTELA as an example for standardized test data However, the same steps are used for any test data you need to report.

The International Newcomers Academy @ Thomas Jefferson

How to Create Custom Reports in SchoolNet.

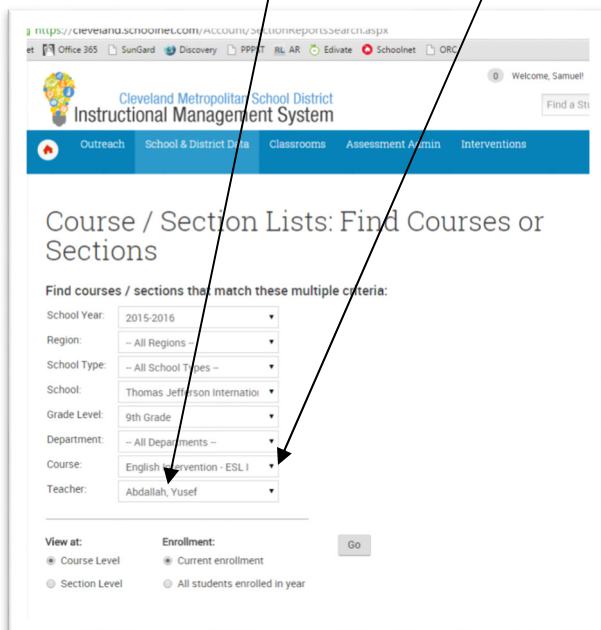
Prepared By: Samuel Roman, Instructional Coach

Step 1: Log in to SchoolNet.



Step 2: Hover on **School & District Data** and choose **Course/Section Lists**.

Step 3: Choose **your name** and the **course** you want your list from and Click **Go**.



Step 4: Check the **box** on the left of your class and click **Initiate reports for selected courses**.

Cleveland Metropolitan School District
Instructional Management System

Welcome, Samuel! | Sign Out

Find a student

Outreach | School & District Data | Classrooms | Assessment Admin | Interventions

Course / Section Lists: Select Courses

Find again (Selected courses and sections will be lost.)

Now from the list below, select the courses with which you want to run reports.

Select All on Page | De-select All on Page

Results 1-1 of 1

Course Name ^	School	Department	Teacher	Number Of Sections	Grade Level
<input checked="" type="checkbox"/> English Intervention - ESL I	Thomas Jefferson International Newcomers Academy	ENGLISH	Abdallah, Yusef	3	9th Grade-12th Grade

Results 1-1 of 1

Finished Selecting?
Initiate reports for selected courses

Step 5: Click on **Go to Analysis Spreadsheet**.

Cleveland Metropolitan School District
Instructional Management System

Welcome, Samuel! | Sign Out | My Account | Help

Find a Student | Go

Outreach | School & District Data | Classrooms | Assessment Admin | Interventions

Course / Section Lists: Initiate Report

Find again (Selected courses and sections will be lost.)

You have selected 1 course(s) with a current enrollment of 83 students.

- View the student list
- View a Grade/Mark Report for these students
- Go to Analysis Spreadsheet**
- Build a Custom Report
- Further refine and/or save these course(s)

Results 1-1 of 1

Course Name ^	School	Department	Teacher	Number of Sections	Grade Level	
English Intervention - ESL I	Thomas Jefferson International Newcomers Academy	ENGLISH	Abdallah, Yusef	4	9th Grade-12th Grade	remove

Results 1-1 of 1

Step 6: Type a **Display Name** for Column 1 and Choose **Standardized Tests** from the drop down menu **Analyze By:**.

Analysis Spreadsheet: Select Columns

Student Set: 83 Students (edit) Columns: now defining... Note that only students you have permission to view, if any, are displayed.

Filter 1: Course/Section Enrollment
Teacher: Abdallah, Yusef
School: Thomas Jefferson
International Newcomers Academy
Course: English Intervention - ESL I
School Year: 2015-2016
Section Enrollment: At 11/2/2015

Select one or more columns for your spreadsheet. Your columns are shown below.

Column(s) Selected
Column 1
None Selected

Define Column 1

Display Name (Optional): OTELA 2015

Analyze By: -- Select One --
-- Select One --
Attendance
Benchmark
Sch and Pgm Enrollment
Standardized Tests
Personal
Disciplinary Infraction
Section Marks

Step 7: Choose **OTELA** or any other test and choose any other details of the test. Once you have made your choices, click on **Add Column** button.

Analysis Spreadsheet: Select Columns

Outreach School & District Data Classrooms Assessment Admin Interventions

Student Set: 83 Students (edit) Columns: now defining... Note that only students you have permission to view, if any, are displayed.

Filter 1: Course/Section Enrollment
Teacher: Abdallah, Yusef
School: Thomas Jefferson
International Newcomers Academy
Course: English Intervention - ESL I
School Year: 2015-2016
Section Enrollment: At 11/2/2015

Select one or more columns for your spreadsheet. Your columns are shown below.

Column(s) Selected
Column 1
None Selected

Define Column 1

Display Name (Optional): OTELA 2015

Analyze By: Standardized Tests

Test Names: OTELA

School Years: Most Recent

Test Levels: Any

Test Dates: Any

Subject/Sections: COMPOSITE

Sub-Sections: Overall

Score Type: Scaled Score

Add Column Cancel

Step 8: Repeat the steps 7-8 to add a second column to add to the report.

Analysis Spreadsheet: Select Columns

Student Set: 83 Students (edit)

Columns: now defining...

Note that only students you have permission to view, if any, are displayed.

Filter 1: Course/Section Enrollment
Teacher: Abdallah, Yusef
School: Thomas Jefferson
International Newcomers Academy
Course: English Intervention - ESL I
School Year: 2015-2016
Section Enrollment: At 11/2/2015

Column(s) Selected

- Column 1
OTELA 2015
edit · remove
- Clear all columns

Define Column 2

Display Name (Optional): OTELA Reading

Analyze By: Standardized Tests

Test Names: OTELA

School Years: Most Recent

Test Levels: Any

Test Dates: Any

Subject/Sections: READING

Sub-Sections: Overall

Score Type: Scaled Score

Add Column

Cancel

Step 9: Once you have finished defining the columns, click on **Go to Spreadsheet**.

School Year: 2015-2016
Section Enrollment: At 11/2/2015

Column(s) Selected

- Column 1
OTELA 2015
edit · remove
- Column 2
OTELA Reading
edit · remove
- Clear all columns

Define Column 3

Display Name (Optional):

Analyze By: -- Select One --

Finished Defining?

Go to Spreadsheet

Export to Excel

Save to My Saved Reports

Step 10: You will see the Students' names and data on the screen. If this is what you want, then you may Export it to Excel, or Save Columns.

Export to Excel, will download the file as a Spreadsheet for you to make graphs and sort the data in other ways.

Save Columns will save your report to the "My Reports" Saved Reports in SchoolNet for you to access at any time.

Cleveland Metropolitan School District
Instructional Management System

Welcome, Samuel! | Sign Out | My Account | Help

Find a Student Go

Outreach School & District Data Classrooms Assessment Admin Interventions

Analysis Spreadsheet: View Data

Tools: [Export to Excel](#) [Save Columns](#)

Student Set: 83 Students (edit) | **Columns:** 2 Columns Defined

[Column Details](#) [Edit Columns](#)

Note that only students you have permission to view, if any, are displayed.

Results 1-50 of 83

< Previous Page Result pages: 1 2 Next Page >

Student Name ^	OTELA 2015	OTELA Reading
[REDACTED]		
[REDACTED]	553	563
[REDACTED]	468	454
[REDACTED]	493	631
[REDACTED]		
[REDACTED]		