



# State Assessment Training Guide

**[www.idmsweb.com](http://www.idmsweb.com)**

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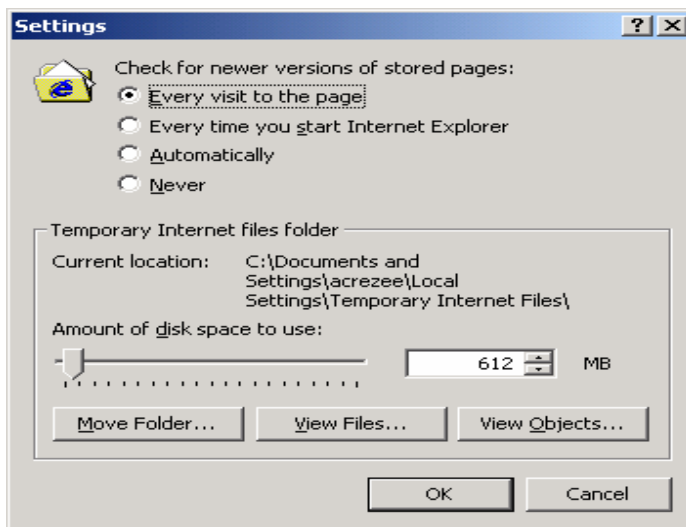
## Setting the Stored Page Options

This allows you to receive the most current information available.

**PC** - Start Internet Explorer.

Internet Explorer 6.0 or 5.5 (with Service Pack 2) work the best with IDMS.

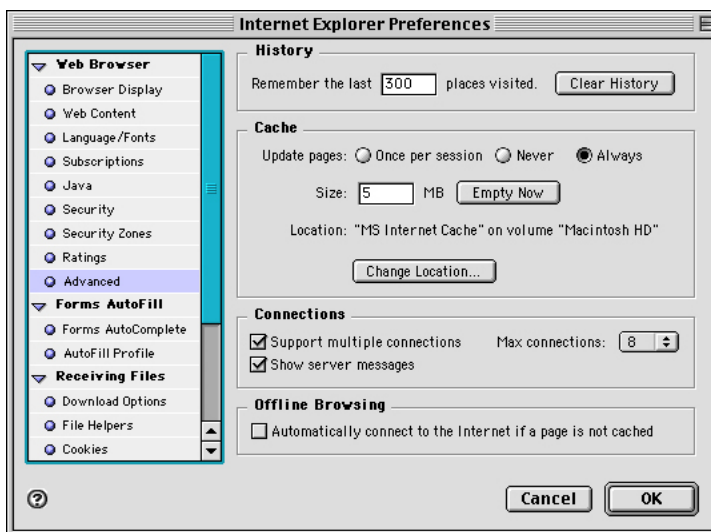
1. Click **Tools, Internet Options** from the menu bar.
2. Click **Settings** from the **Temporary Internet Files** box.
3. Select the **Every Visit To The Page** option, and click **OK**.
4. Click **OK** to return to the browser main window.



**MAC** - Start Internet Explorer.

Internet Explorer 5.2 with the OSX Operating System and 5.1 for all other **MAC** operating systems.

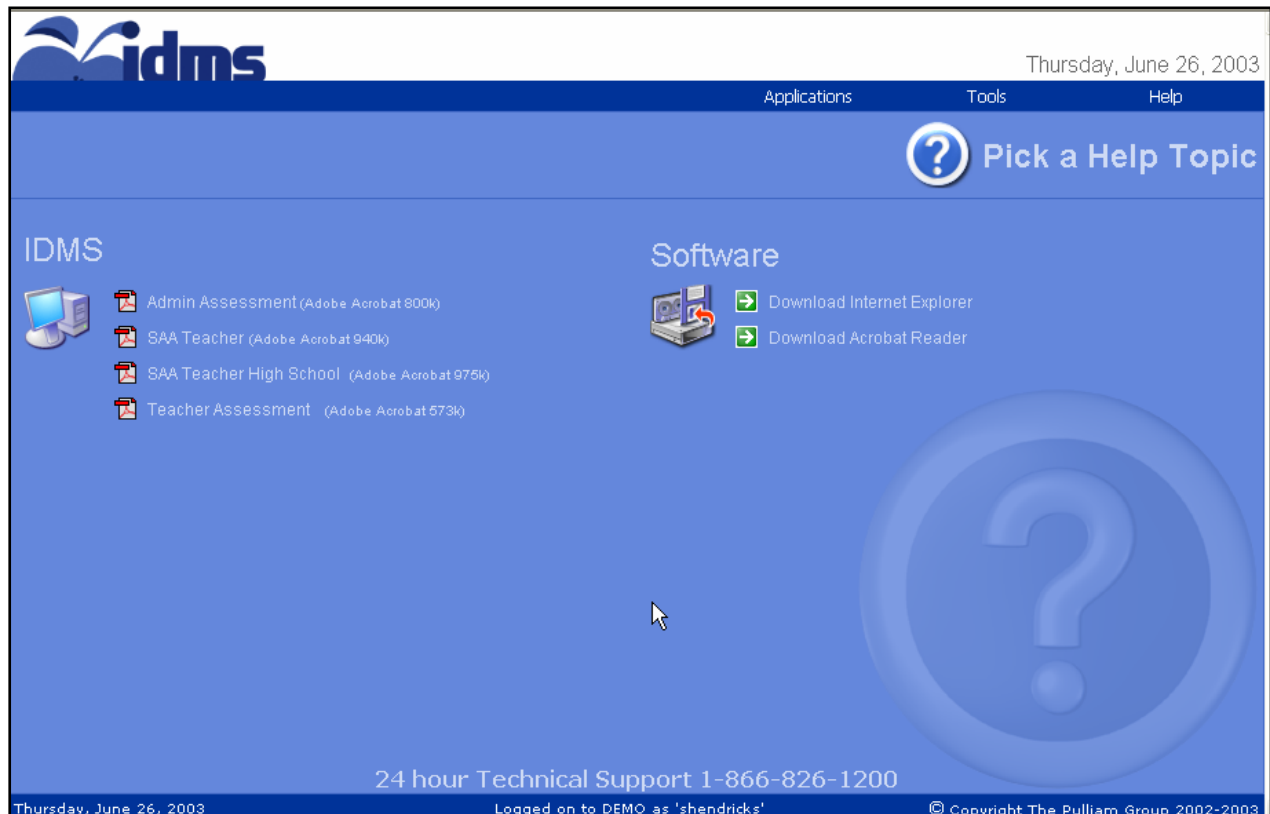
1. Click **Edit, Preferences** from the menu bar.
2. Click **Advanced**.
3. Select the **Always** update pages option in the **Cache** box.
4. Click **OK** to return to the browser main window.



## IDMS Help Screen

The IDMS Help Screen provides the User with step-by-step instruction manuals for State Assessment and Interim Assessment.

This feature also offers a Software option to download Internet Explorer and Adobe Acrobat Reader.



The screenshot shows the IDMS Help Screen interface. At the top left is the IDMS logo. The top right corner displays the date "Thursday, June 26, 2003" and navigation links for "Applications", "Tools", and "Help". A large blue banner with a question mark icon and the text "Pick a Help Topic" is positioned below the navigation. The main content area is divided into two sections: "IDMS" and "Software". The "IDMS" section lists four assessment manuals: "Admin Assessment (Adobe Acrobat 800k)", "SAA Teacher (Adobe Acrobat 940k)", "SAA Teacher High School (Adobe Acrobat 975k)", and "Teacher Assessment (Adobe Acrobat 573k)". The "Software" section includes "Download Internet Explorer" and "Download Acrobat Reader", each with a green arrow icon. A large, faint question mark icon is visible in the background of the main content area. At the bottom, a blue bar contains the text "24 hour Technical Support 1-866-826-1200". The footer of the page shows "Thursday, June 26, 2003", "Logged on to DEMO as 'shendricks'", and "© Copyright The Pulliam Group 2002-2003".

**24-Hour Technical Support  
866-826-1200**

## Login to IDMS

**IDMS provides powerful analysis capabilities allowing you to target improvement efforts and personalize student interventions or supplemental learning opportunities.**

1. Type <http://www.idmsweb.com> in the address bar of your browser.
2. Type **your user name** in the **User Name** field.
3. Type **your password** in the **Password** field.
  - ♦ The password displays as bullets or asterisks to protect confidentiality.
  - ♦ Remember to use your personal user name and password when logging into your district's database.
4. Select **your district** from the **Database** list.
5. Click the **Login** button.
  - ♦ Incorrect user name, password and/or database information can be re-entered by clicking **Clear** and re-entering the correct login information.



**idms**

What's New in IDMS ? • Product Features • Import Info • Scanning in IDMS • Technical Info • Contact Us

Welcome to version 4 of IDMS

**IDMS.NET**

Welcome to the 4<sup>th</sup> Version of The Pulliam Group's Instructional Data Management System. In order to stay progressive, flexible, and scalable, the core of the IDMS system was completely rewritten in Microsoft's latest development environment called .NET.

Our development goals with the new version included:

- An evolution and not 'revolution' in IDMS design
- Easier to use screens with 'wizards' that walk you through options
- Consistent user interface
- More summary data with graphs
- More options for aggregating and disaggregating results

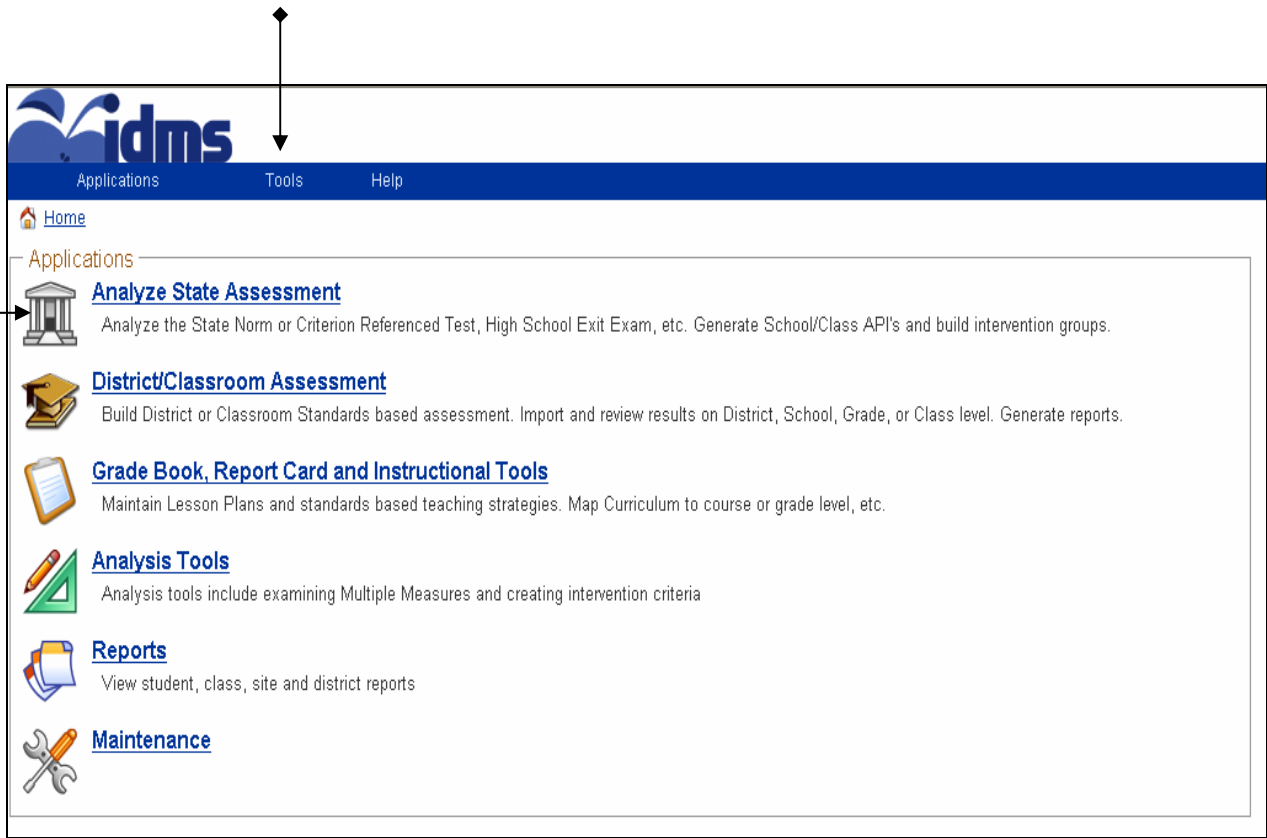
Over the next few weeks, the IDMS development team will be building even richer functionality within the system. We've listened to your advice and continue to enhance the system with the tools you need to help every student learn.

What's new in IDMS ? | Product Features | Import Info | Scanning in IDMS | Technical Info | Contact Us

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Once the IDMS User has logged in, the IDMS home page shown below will appear. There are two methods available for ease of navigation.













1. User the links at the top of each page to return to the main IDMS Menu: (the links also indicate which IDMS modules you are currently using).
2. The Application dropdown menu can also be used for quick navigation.



# Analyze State Assessment

By clicking on the State Assessment Link you will be directed to the following page, which displays the links to access state assessment data.

Analyze State Assessment

-  [Student Results](#)  
Analyze all student scores from State Level Exams
-  [Subscore/Cluster Results](#)  
Show average CST Strand or Cluster scores by Class. Analyze students actual scores and breakdown class programs and demographics
-  [API Results](#)  
Generate an API for a site, grade level, or class. Filter results by programs or ethnicity
-  [Intervention Criteria](#)  
Search any measure for scores above or below a specified value. Filter results for students in specific programs or ethnicity groups
-  [School Detail Results](#)  
Show multiple measures from the CST and Sat9 test results. Color code results by performance bands
-  [Group Analysis](#)  
Analyze subject performance by programs
-  [Teacher / Class Analysis](#)  
Compares the currently selected class of students and their prior year average scores.
-  [Graph Results](#)  
Display charts for site, grade level and district performance in key API measure areas
-  [CST Results Analysis](#)  
Break CST results into performance bands by Grade Level and Test
-  [Longitudinal Analysis](#)
-  [California Adequate Yearly Progress Results](#)  
AYP results
-  [CELDT](#)  
Analyze results for the California English Language Development Test

## Set Dates

Setting dates allows the user to select a specific school, grade and/or class. Click any field within the Enrollment Period Menu located at the top of your screen (shown below)

**ENROLLMENT PERIOD MENU**

Applications		Tools		Help		
District:	School:	School Year:	Track:	Period:	Grade:	Class:
AAA USD	ARROWVIEW ES	2001 - 2002	State Results	State Results	Grade 03	All

↑            ↑

1. Click on the on any of the links located at the top right.
  - ♦ IDMS will then redirect the user to select the school, school year, track, period, grade and class.
2. School: Select the school you would like to view from the drop down
3. School Year: Select the enrollment year you would like to view.
4. Track/Period: Select the track and period. State Results indicates the most recent state test results in the system.
5. Optional: Select the Grade
6. Optional: Select the Class

**Enrollment Period**

<b>District:</b>	AAA USD	▼
<b>School:</b>	ARROWVIEW ES	▼
<b>School Year:</b>	2001-2002	▼
<hr/>		
<b>Track:</b>	State Results	▼
<b>Period:</b>	State Results	▼
<hr/>		
<b>Grade:</b>	Grade 03	▼
<b>Class:</b>	All	▼
<hr/>		

## Student Results

The student module allows you to analyze all student scores from State Level Exams as well as additional basic student information. Information can be viewed for only one student at a time.



### Analyze State Assessment

Analyze the State Norm or Criterion Referenced Test, High School Exit Exam, etc. Generate School/Class API's and build intervention groups.

1. Click the **Analyze State Assessment** link tab in the main menu.
2. Click the **Student Results** link.



### Student Results

Analyze all student scores from State Level Exams

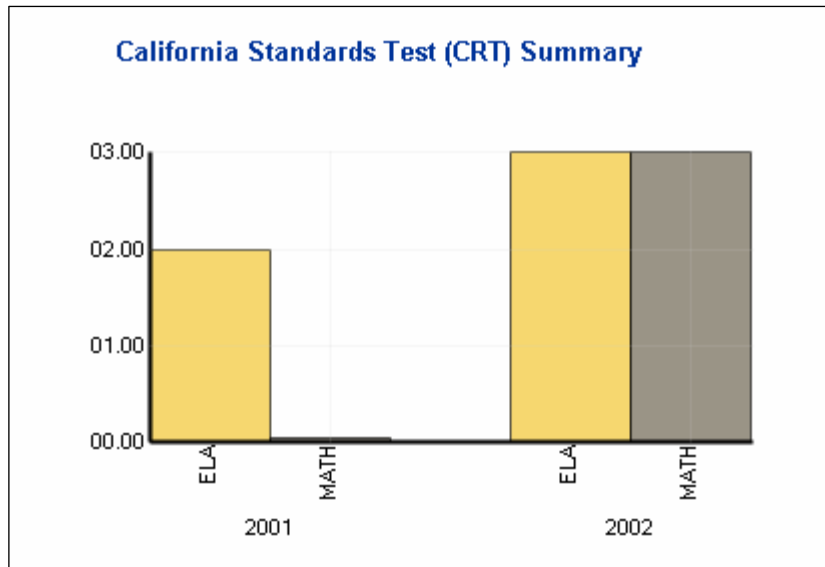
- ◆ Sort by program, search for a specific student, or bring back all students.
3. Click the **Get Students** button.
  4. Click on a student name in the **Student** list.
  5. Click on the **Student Summary** button to get a CRT summary.

### Student Results

[<< Return](#)

Student Information	
IDMS ID	1211
ID Number	661198
Student Name	Aguilar Col, Kathleen M
Birth Date	07/18/1993
Ethnicity	White (non-Hispanic)
School Name	ARROWVIEW ES
Grade	Grade 03

[Student Summary](#)   [Student Results](#)   [Programs](#)



6. Click on the **Student Results** button.
7. Select the desired test(s), score type(s) and subject (optional) by checking one or more boxes.
8. Select a score type for each test selected.
9. View student results by subject area.

	Subject	04/30/2001	04/22/2002
CST, Algebra and Functions	Math		10.0000 / 17 (59%)
CST, Decimals, fractions, and negative numbers	Math		16.0000 / 17 (94%)
CST, Literary Response and Analysis	Language		7.0000 / 13 (54%)
CST, Measurement and Geometry	Math		7.0000 / 13 (54%)
CST, Operations and factoring	Math		10.0000 / 15 (67%)
CST, Reading Comprehension	Language		5.0000 / 17 (29%)
CST, Statistics, Data Analysis, and Probability	Math		3.0000 / 3 (100%)
CST, Word Analysis and Vocabulary	Language		11.0000 / 20 (55%)
CST, Writing Applications (Grades 4 & 7 only)	Language		3.0000 / 8 (38%)
CST, Writing Strategies	Language		8.0000 / 17 (47%)
CST, Written & Oral Language Conventions	Language		10.0000 / 23 (43%)
SAT9, 3 R's Total	Reading	38.0000	47.0000
SAT9, Expression Subtest	Language		40.0000
SAT9, Language Sub-Test	Language	20.0000	65.0000
SAT9, Math Proced. Sub-Test	Math	32.0000	45.0000
SAT9, Mechanics Subtest	Language		90.0000
SAT9, Partial Battery Subtest		33.0000	39.0000
SAT9, Problem Solv. Sub-Test	Problem Solving	57.0000	64.0000
SAT9, Reading Comp. Sub-Test	Reading	36.0000	32.0000
SAT9, Spelling Sub-Test	Spelling	14.0000	9.0000

## **Subscore / Cluster Results**

The **Subscore / Cluster Results** module compiles the average (i.e. mean) CRT and NRT scores for total school, for each classroom, and by individual student .

1. Click the **Analyze State Assessment** link in the main menu.
2. Click the **Subscore / Cluster Results** link in the Analyze State Assessment menu.



### **Subscore/Cluster Results**

Show average CST Strand or Cluster scores by Class. Analyze students actual scores and breakdown class programs and demographics

**Options available:** Show Clusters = NRT results (only for SAT9 scores)  
Show CST Subscores = CRT results

3. Click the circle next to **Show CST SubScores**
4. Select **CST, Mathematics (Grade 3)** from Strand drop-down list.
5. Click the **Get Results** button to view the results.
  - CRT measures are displayed as average percent correct.
  - NRT measures are displayed with average cut scores for each teacher. Scores range from 1 (low) to 5 (high).
  - Sort by column heading.
  - Type 65 in the color code field and click the **Color Code** button. Scores below that number display in green.
  - Click on the percentage to view individual student scores.

## **Intervention Criteria**

The Intervention Criteria module allows you to identify students that conform to user defined CRT and NRT test result criteria. This function will assist school personnel in identifying potential students that will most benefit from an intervention program.

1. Click the **Analyze State Assessment** link in the main menu.
2. Click the **Intervention Criteria** link the Analyze State Assessment menu.



### **Intervention Criteria**

Search any measure for scores above or below a specified value. Filter results for students in specific programs or ethnicity groups

### Intervention Criteria

**Step 1 of 6**

Please Select a Measure

**Measures**

**Group:**

**Measure Type:**

**Subject:**

CST, English Language Arts Raw Score

CST, Language Arts Performance Standards

CST, Reading Raw Score

3. Follow the steps and choose the following:
  - ◆ **Group.** Select grade 3.
  - ◆ **Measure Type.** Select Grade Level CST Test.
  - ◆ **Subject.** Select Language. Click Next.
  - ◆ **Score Type.** Select California State Standards Test.
  - ◆ **Operator.** Select Less than.
  - ◆ **Value:** Input 50. Click Next.
  - ◆ **No Aggregation.**
4. Click **Finish**.
5. Click **Get Results**.

## School Detail Results

The School Detail Results module allows you to sort students using the State Assessment Multiple Measure Matrix feature. Students can be viewed by Gender, Ethnicity and Program options. Test results are available within each subject area listed by individual student. You may need to scroll to view all your selections.

1. Click the **Analyze State Assessment** link in the main menu.
2. Click the **School Detail Results** link in the Analyze State Assessment menu.



### School Detail Results

Show multiple measures from the CST and Sat9 test results. Color code results by performance bands

3. Select the **Result Year**. Choose: 2001-2002.
4. Select the **Test Types**. Choose: CRT, NRT, CELDT.
5. Select **Finish** or click **Next** to specify ethnicity and program information.

**School Detail Results**

**Summary Information**

Result Years: 2001-2002  
 Test Types: CRT, CELDT, NRT  
 Programs:  
 Ethnicities:  
 Gender:

Back
Get Results

**Export Results**

Student Name	Ethnicity	CST Math	CST ELA	Total Math	Problem Solv.	Math Proc.	Language	Reading	Reading Comp.	3 R's	Spelling	CELDI Listening/Speaking	CELDI Reading	CELDI Writing	CELDI Overall Test
<a href="#">Bendall, Nicholas S</a>	White (non-Hispanic)	5.0000	5.0000	99.0000	98.0000	99.0000	99.0000	98.0000	99.0000	98.0000	99.0000				
<a href="#">Cocores, Karli R</a>	White (non-Hispanic)	2.0000	3.0000	49.0000	34.0000	71.0000	66.0000	60.0000	60.0000	58.0000	29.0000				
<a href="#">Cravens, Austin A</a>	Hispanic/Latino	3.0000	4.0000	78.0000	76.0000	75.0000	69.0000	62.0000	60.0000	69.0000	65.0000				
<a href="#">Cruz, Aaron R</a>	White (non-Hispanic)	3.0000	3.0000	60.0000	67.0000	51.0000	56.0000	48.0000	54.0000	53.0000	60.0000				
<a href="#">Francis, Alicia M</a>	White (non-Hispanic)	3.0000	2.0000	52.0000	57.0000	45.0000	45.0000	33.0000	28.0000	44.0000	26.0000				
<a href="#">Herrmann, Christoph K</a>	White (non-Hispanic)	2.0000	1.0000	22.0000	10.0000	51.0000	12.0000	7.0000	17.0000	13.0000	8.0000				

6. Click on Column Head to sort a measure by performance band.  
 Select: **CST Math**.

Summary Information

[Result Years:](#) 2001-2002  
[Test Types:](#) CRT, NRT  
[Programs:](#)  
[Ethnicities:](#)  
[Gender:](#)

Back
Get Results

Band	Color Code	# in Band	Total Count	% in Band
1	PINK	0	18	0 %
2	YELLOW	5	18	27.78 %
3	WHITE	6	18	33.33 %
4	BLUE	6	18	33.33 %
5	GREEN	1	18	5.56 %

**Export Results**

Student Name	Ethnicity	CST_Math	CST_ELA	Total Math	Problem Solv.	Math Proc.	Language	Reading	Reading Comp.
<a href="#">Cocores, Karli R</a>	White (non-Hispanic)	2.0000	3.0000	49.0000	34.0000	71.0000	66.0000	60.0000	60.0000
<a href="#">Herrmann, Christoph K</a>	White (non-Hispanic)	2.0000	1.0000	22.0000	10.0000	51.0000	12.0000	7.0000	17.0000
<a href="#">Kellogg, Zakary A</a>	White (non-Hispanic)	2.0000	2.0000	25.0000	34.0000	19.0000	52.0000	26.0000	32.0000
<a href="#">Simons, Ryan W</a>	White (non-Hispanic)	2.0000	3.0000	25.0000	40.0000	12.0000	63.0000	28.0000	26.0000
<a href="#">Syracuse, Ashton E</a>	White (non-Hispanic)	2.0000	4.0000	42.0000	44.0000	40.0000	69.0000	77.0000	75.0000
<a href="#">Cravens, Austin A</a>	Hispanic/Latino	3.0000	4.0000	78.0000	76.0000	75.0000	69.0000	62.0000	60.0000
<a href="#">Cruz, Aaron R</a>	White (non-Hispanic)	3.0000	3.0000	60.0000	67.0000	51.0000	56.0000	48.0000	54.0000
<a href="#">Francis, Alicia M</a>	White (non-Hispanic)	3.0000	2.0000	52.0000	57.0000	45.0000	45.0000	33.0000	28.0000
<a href="#">Kunze, Shauna L</a>	White (non-Hispanic)	3.0000	3.0000	55.0000	67.0000	40.0000	75.0000	52.0000	54.0000
<a href="#">Lindow, Steven R</a>	White (non-Hispanic)	3.0000	3.0000	66.0000	80.0000	45.0000	32.0000	52.0000	38.0000
<a href="#">Striegel, Brendan D</a>	White (non-Hispanic)	3.0000	3.0000	73.0000	80.0000	60.0000	39.0000	50.0000	51.0000
<a href="#">Navarro, Craig E</a>	White (non-Hispanic)	4.0000	4.0000	83.0000	72.0000	90.0000	86.0000	81.0000	78.0000
<a href="#">Pennington, Nicolette M</a>	White (non-Hispanic)	4.0000	5.0000	99.0000	98.0000	99.0000	99.0000	81.0000	88.0000
<a href="#">Radke, Ethan J</a>	White (non-Hispanic)	4.0000	5.0000	80.0000	80.0000	75.0000	98.0000	87.0000	85.0000

# **CST Results Analysis - California Standards Test**

1. Click the **Analyze State Assessment** link in the main menu.
2. Click the **CST** link from the Analyze State Assessment main menu.



## **CST Results Analysis**

Break CST results into performance bands by Grade Level and Test

3. Select the **Subject**. Choose Language. Click Next.
4. Select the **Result Year**. Choose 2001-2002. Click Finish.
5. Click **Get Results**.

**California Standards Test Analysis**

Summary Information

Subjects: Language  
Result Years: 2001-2002

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Get Results

Print Report

Grade Level / Discipline	Far Below Basic			Below Basic			Basic			Proficient			Advanced		
	State % Proj.	# Students	Actual %	State % Proj.	# Students	Actual %	State % Proj.	# Students	Actual %	State % Proj.	# Students	Actual %	State % Proj.	# Students	Actual %
Grade 03	16%	<u>1</u>	5.6%	24%	<u>2</u>	11.1%	29%	<u>6</u>	33.3%	21%	<u>5</u>	27.8%	9%	<u>4</u>	22.2%

6. Click on **# Students** (blue and underlined) to identify the students who make up each performance band. Choose the Basic band.
7. Select **Print Report**. To view report with individual student results choose **include Student Results**.

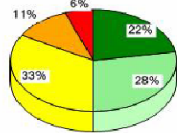
**California Standards Test Analysis**

**Report Criteria**

School: ARROWVIEW ES  
Grade(s): Grade 03  
Class/Teacher: Vanfossen - Grade 03 Radke (0)  
Subject: Language

Grade Level / Discipline	Far Below Basic		Below Basic		Basic		Proficient		Advanced	
	# of Students	Actual %	# of Students	Actual %	# of Students	Actual %	# of Students	Actual %	# of Students	Actual %
Grade 03	1	6%	2	11%	6	33%	5	28%	4	22%
Average CST Results:	1	5.6%	2	11.1%	6	33.3%	5	27.8%	4	22.2%

**CST Results**



## Longitudinal Analysis

**Longitudinal Analysis** allows you to track year-to-year progress within selected measures both graphically and with aggregated scores.

1. Click the **Longitudinal Analysis** link from the Analyze State Assessment menu.



### Longitudinal Analysis

2. Select the **Result Years**. Choose: 2000-2001.
3. Select **Group**. Choose: Grade 3.
4. Select **Measure Type**. Choose: Grade Level CST.
5. Select **Subject**. Choose: Language.
6. Select **Measure**. Choose: CST, Language Arts Performance Strand.
7. Select the **Score Type**. Choose: California State Standards Test. Click Finish.
8. Click **Get Results**.

### Longitudinal Analysis

**Summary Information**

Result Years: 2000-2001, 2001-2002  
Measures: CST, Language Arts Performance Standards  
Score Types: California State Standards Test  
Programs:  
Ethnicities:  
Gender:

Back Get Results

School	Year	Students	Avg Score	Graph	Change
ARROWVIEW ES	2001-2002	<u>18</u>	4	<div style="background-color: #003366; width: 100px; height: 15px;"></div>	0

9. Click on **# Students** (blue and underlined) to view the students who make up the analysis.

## **Adequate Yearly Progress Results (AYP)**

1. Click the **Analyze State Assessment** link in the main menu.
2. Click the **CST Adequate Yearly Progress Results** link.



### **CST Adequate Yearly Progress Results**

Includes CST Adequate Yearly Results, and a chart with the expected results until 2014

3. Select the **AYP Result Year**. Choose: 2001-2002. Click Next.
4. Select the **Programs**. Choose: Disadvantage, EL Learner, Special Education.
5. Select the **Subject**: Language. Click Next.
6. Select the **School Type**. Choose: Elementary. Click Next.
7. Select the **Ethnicities**. Choose: Hispanic. Click Finish.
8. Click **Get Results**.

**Adequate Yearly Progress Results**

Use the options below to filter your results and click "Get Results"

**Summary Information**

AYP Result Years: 2001-2002  
AYP Programs: Disadvantaged, EL Learner, Special Education  
Subjects: Language  
School Type: Elementary School  
Ethnicities: Hispanic/Latino  
Groups:

Back
Get Results

Groups	Number of Students Tested	Valid Scores	Not Proficient Number %	Proficient Number %	Target Score	School Year	Distance From Target	AYP Target Met (Y / N / N/A)
Class Performance	18	15	<u>7</u> 46.7%	<u>8</u> 53.3%	13.6%	2001-2002	39.7%	Y
Disadvantaged	1	1	<u>0</u> 0.0%	<u>1</u> 100.0%	13.6%	2001-2002	86.4%	Y
Hispanic/Latino	2	2	<u>0</u> 0.0%	<u>2</u> 100.0%	13.6%	2001-2002	86.4%	Y

Print Report

Note: The numbers above may vary from the AYP reports by the CDE. The Pulliam Group is working closely with the CDE to resolve any discrepancies and/or inaccuracies. If you have any questions, please call the IDMS help desk.

10. Click on **# Students** (blue and underlined) to view the students who make up the analysis.
11. Click the **Print Report** button.

# API Results

The API module allows you to view a school/classroom summary of API scores and the distribution of those scores within the Quintile performance bands. It offers a breakdown by class and individual student.

1. Click the **Analyze State Assessment** link in the main menu.
2. Click the **API Results** link in the Analyze State Assessment menu.



## API Results

Generate an API for a site, grade level, or class. Filter results by programs or ethnicity

- ◆ The system defaults to **Exclude Mobility Students** from the **Mobility** options.

3. Click the **2002 API Growth** button.
4. Click on any of the percentages to identify the students in each performance level.

California Standards Test				English Language Arts	
A		B		C	D
Performance Levels		Weighting Factors		Percent of Pupils in Each Level	Weighted Score in Each Level (B x C)
5	Advanced	1000		<u>20%</u>	200.0
4	Proficient	875		<u>33%</u>	291.7
3	Basic	700		<u>27%</u>	186.7
2	Below Basic	500		<u>13%</u>	66.7
1	Far Below Basic	200		<u>7%</u>	13.3

a Indicator Score	758.3
b Indicator Weight	36%
c Total Weighted Score for Indicator	273.0

Stanford 9		Reading		Language		Spelling		Mathematics			
A		B		C	D	E	F	G	H	K	L
Performance Bands		Weighting Factors		Percent of Pupils in Each Band	Weighted Score in Each Band (B x C)	Percent of Pupils in Each Band	Weighted Score in Each Band (B x E)	Percent of Pupils in Each Band	Weighted Score in Each Band (B x G)	Percent of Pupils in Each Band	Weighted Score in Each Band (B x K)
5	80-99th NPR	1000		<u>33%</u>	333.3	<u>40%</u>	400.0	<u>20%</u>	200.0	<u>27%</u>	266.7
4	60-79th NPR	875		<u>27%</u>	233.3	<u>27%</u>	233.3	<u>33%</u>	291.7	<u>33%</u>	291.7
3	40-59th NPR	700		<u>13%</u>	93.3	<u>13%</u>	93.3	<u>13%</u>	93.3	<u>20%</u>	140.0
2	20-39th NPR	500		<u>20%</u>	100.0	<u>13%</u>	66.7	<u>20%</u>	100.0	<u>20%</u>	100.0
1	1-19th NPR	200		<u>7%</u>	13.3	<u>7%</u>	13.3	<u>13%</u>	26.7	<u>0</u>	0.0

a Indicator Score	773.3		806.7		711.7		798.3
b Indicator Weight	12%	+	6%	+	6%	+	40%
c Total Weighted Score for Indicator	92.8		48.4		42.7		319.3

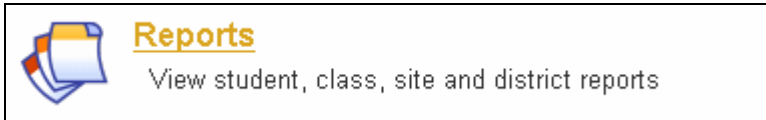
  

Scale Calibration Factor	0.59
<b>2002 API GROWTH</b>	<b>777</b>

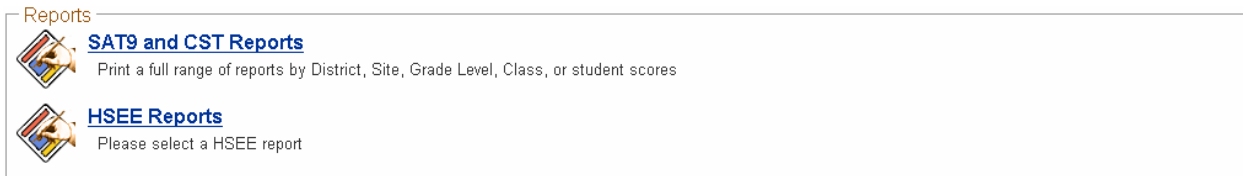
# Reports

The Reports module compiles state assessment test and performance reports.

1. Click the **Instructional Data Management System** link at the top of your page.
2. Click the **Reports** link in the main IDMS menu.



3. Select **SAT9 and CST Reports** from the Reports menu. You can also view HSEE reports from this screen.



There are several Teacher reports to choose from. Some of the reports are broken down by Group, Ethnicity and Gender.

Please select Exam Year

 2000-2001  
 2001-2002

Teacher | [Principal](#) | [District](#)

Teacher Reports	Description
Achievement Data Report	Lists Students' Reading, Math, and CST Scores Broken Down By Class
API Results - By Class	List Students' API scores, Broken Down By Class and Performance Band
Average NCE API Subjects	By Ethnicity with Graph Results
<u>Average NCE API Subjects</u>	By Gender with Graph Results
Average NCE API Subjects	By Language Proficiency with Graph Results
Average NCE API Subjects	By Sub-Group with Graph Results
CST Sub-Group Comparisons	API Subjects disaggregated by <b>Disadvantaged</b> and non-Disadvantaged students
CST Sub-Group Comparisons	API Subjects disaggregated by <b>Ethnicity</b>
CST Sub-Group Comparisons	API Subjects disaggregated by <b>GATE</b> and non-GATE students
CST Sub-Group Comparisons	API Subjects disaggregated by <b>Gender</b>
CST Sub-Group Comparisons	API Subjects disaggregated by <b>Language Proficiency</b>
CST Sub-Group Comparisons	API Subjects disaggregated by <b>RSP</b> and non-RSP students
CST Sub-Group Comparisons	API Subjects disaggregated by <b>SDC</b> and non-SDC students
SAT9 / SubGroup Comparisons	API Subjects disaggregated by <b>Disadvantaged</b> and non-Disadvantaged students
SAT9 / SubGroup Comparisons	API Subjects disaggregated by <b>Ethnicity</b>

## **Printing Results**

**Some modules allow you to print the results of your database search. To print your report:**

1. Click the print or print results button. A print preview screen shows an on-screen view of the results.
  - To print the results as shown in the print preview, click the **Print to Printer** button or click the **Print icon**.
  - To change the page setup, such as paper size, paper orientation or margins, click **File** on the menu bar, and then click **Page Setup**.
  - To change the printer settings click **File** on the menu bar, click **Page Setup**, and then click the **Printer** button.
  - If additional changes need to be made to the printer, click the **Properties** button to display your printers **Properties dialog box**.

## **Exporting Data into an Excel File**

**You can export results from all of the modules. The results are exported as a file that can be used with other programs such as Microsoft Excel.**

1. With the results displayed, click the **Export Results To File** button.
2. Click **Save this file to disk** and Click **OK**.
3. Select the **Desktop** to save the file using the **Save In** field and type “Example” in the **File Name** field.
4. Select **Microsoft Excel Comma Separated Values File (\*.csv)** for the file format to use in the **Save As Type** field.
5. Click the **Save** button to save the file.
6. Open Microsoft Excel from the Start menu.
7. Click **File → Open → Desktop → All Files** → Click on “Example”
  - Or you can just double-click the icon on the desktop
8. To sort within Excel:
  - a. Adjust the column widths by double clicking the top of the columns between the column letters
  - b. Click anywhere on the student data
  - c. Select **Data** from the menu
  - d. Select **Sort**, then select **Header Row**
  - e. Select which column to sort by – Ascending to Descending and click **OK**.