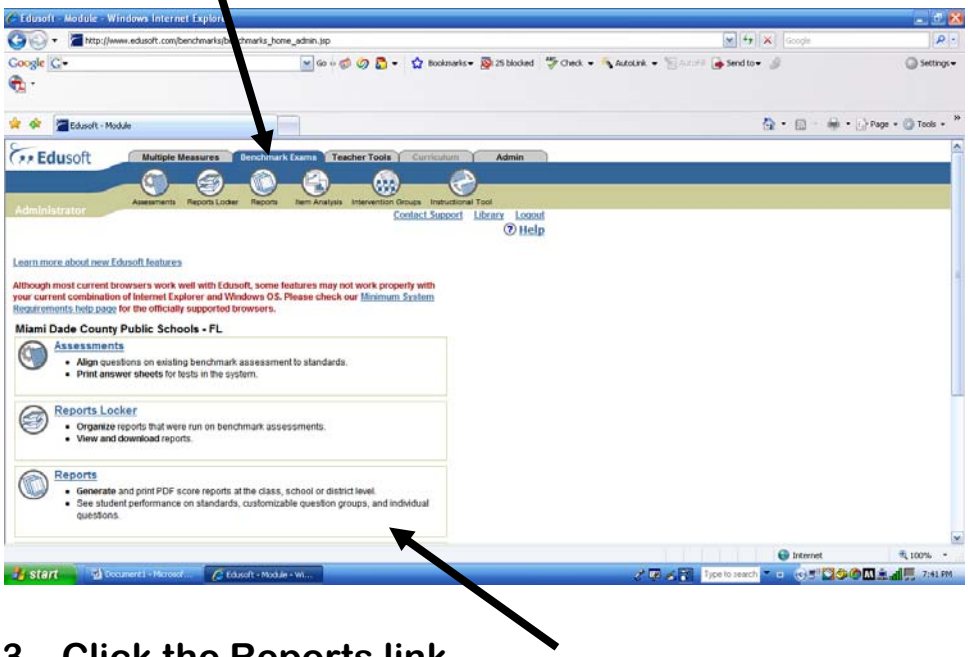
Generating Subgroup Reports in Edusoft

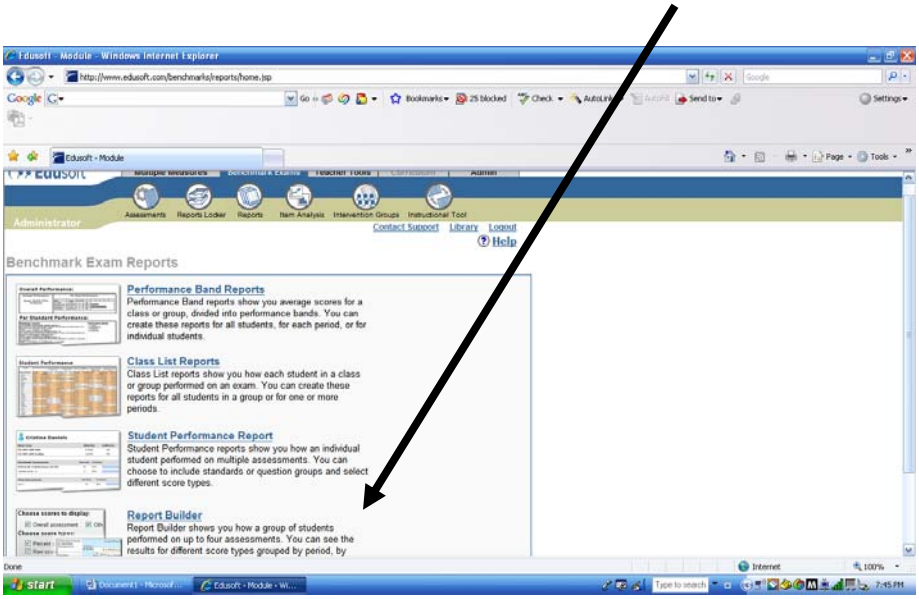
Step 1 – Log into Edusoft

Step 2 – Click on the Benchmark Exams Tab

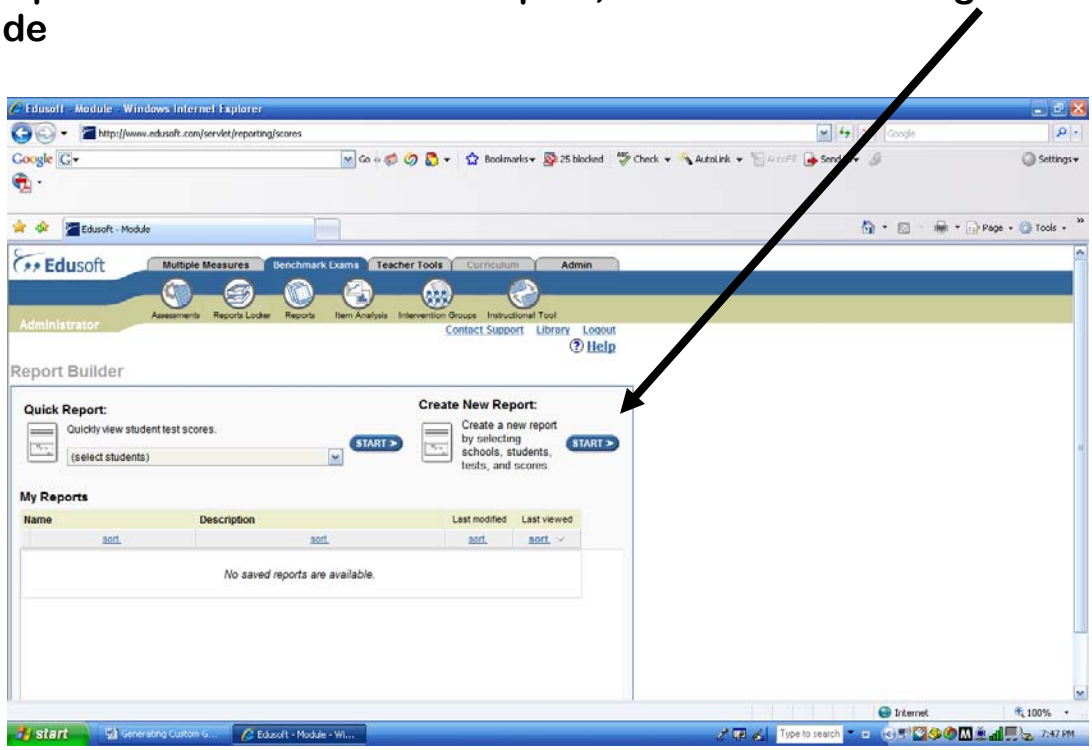


Step 3 – Click the Reports link

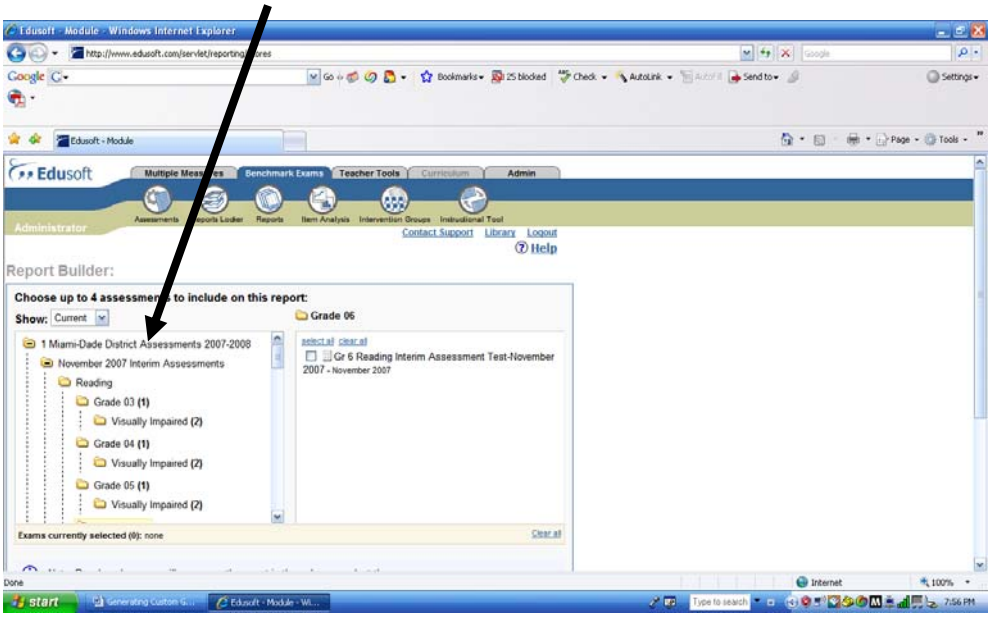
Step 4 – Click the Report Builders link



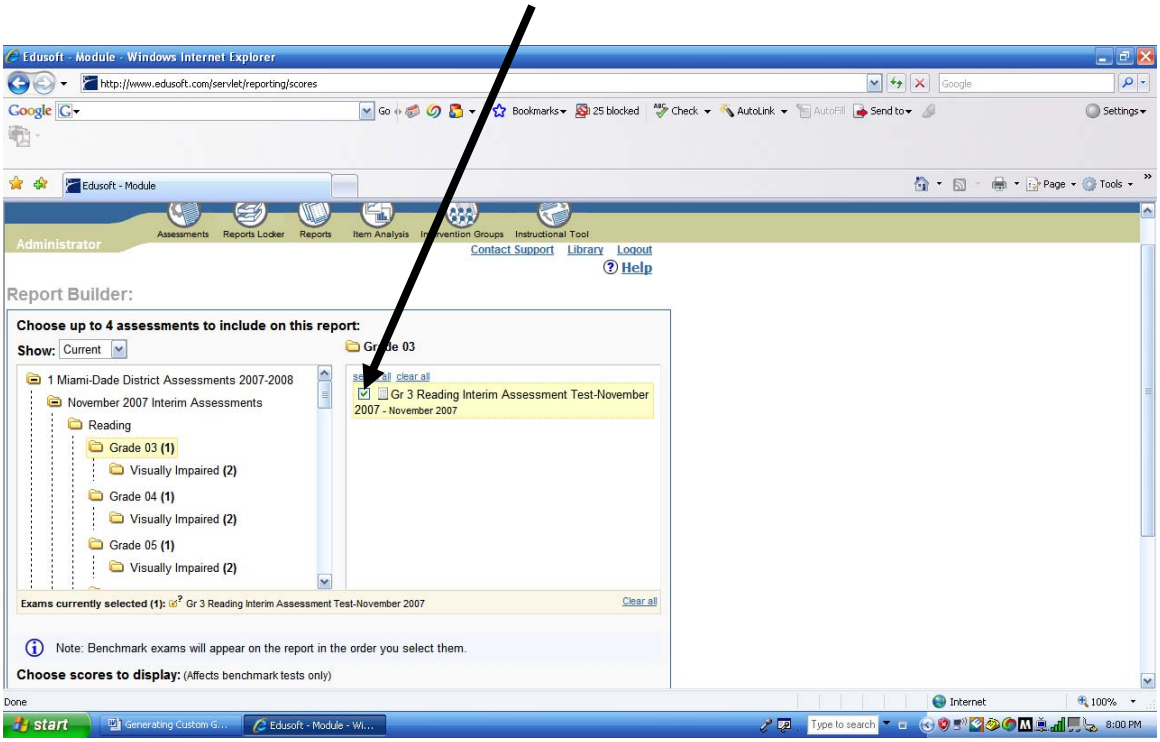
Step 5 – Under Create New Report, click start on the right hand side



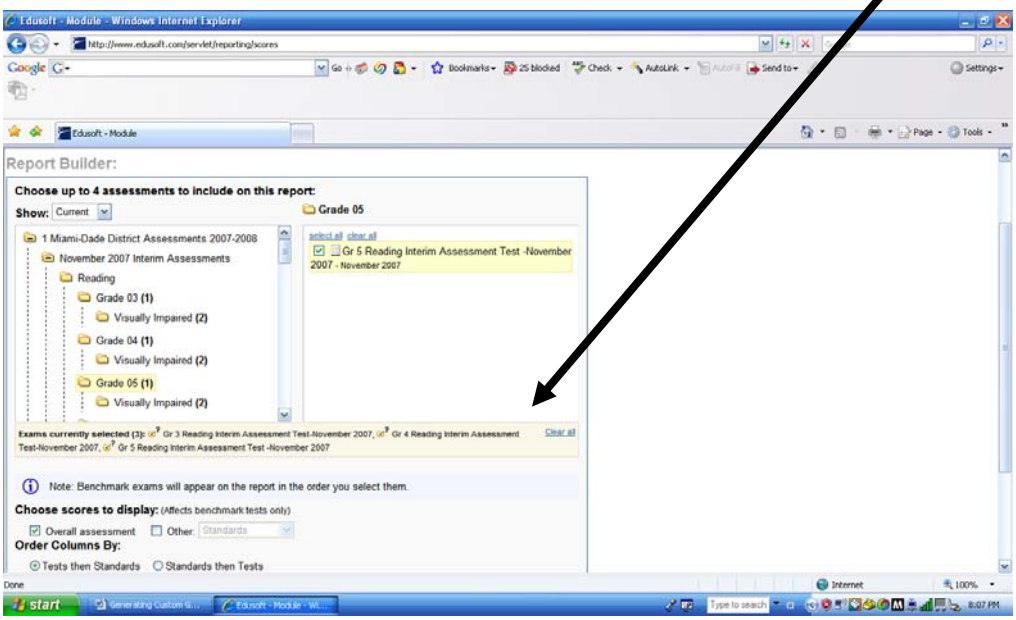
Step 6 – Select the assessment under the Miami-Dade District Assessments 2007-2008 Folder on the left hand side.



Step 7- Click the box next to the selected test on the right hand side



Step 8- Repeat step 7 to add multiple grade levels. All selected exams (4 maximum) will appear next to Exams currently selected shown below.



Step 9 – Scroll down to the bottom of the screen

Make sure all of the parameters are selected as shown in the screen snap shot:

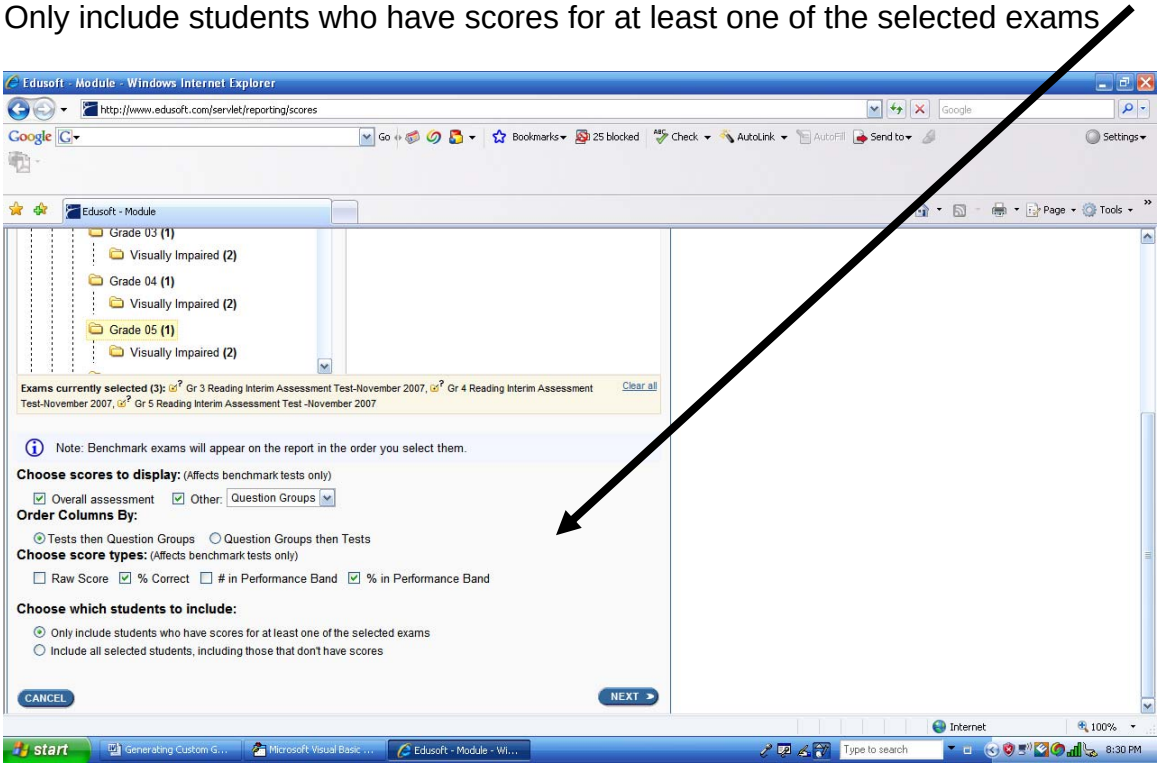
Choose scores to display: Overall assessment
Other –Question Groups

Order Columns by: Tests then Standards

Choose score types: % Correct
% in Performance Band

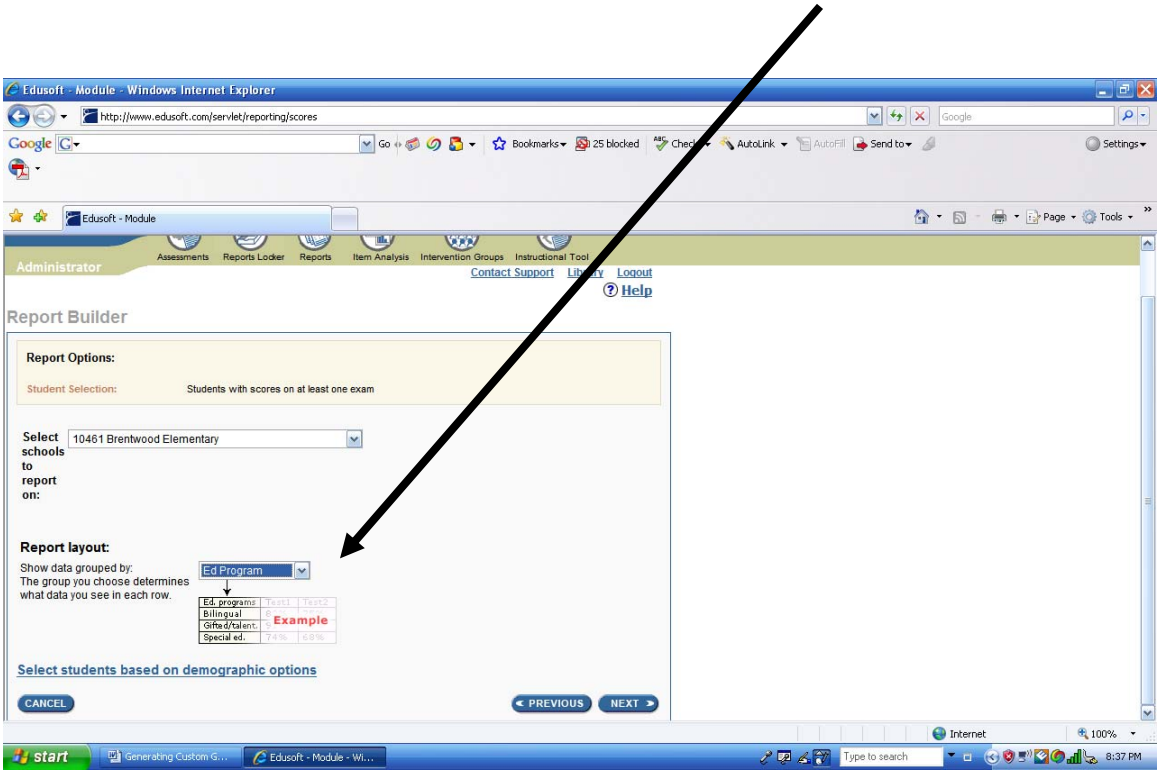
Choose which students to include:

Only include students who have scores for at least one of the selected exams



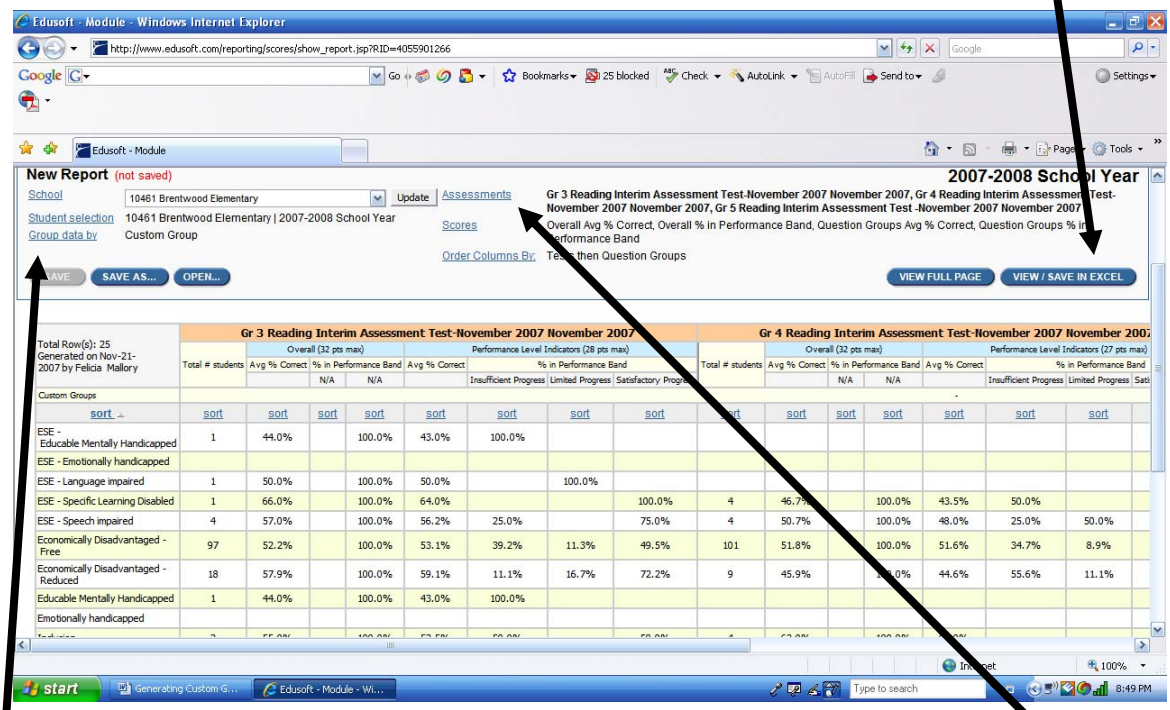
Step 10 – Click Next

Step 11 – Next to Report Layout, Select Ed Program (includes SWD, Gifted, and FCAT Achievement Levels) or Custom Groups (includes identified ESE group, LEP, FCAT Achievement Levels) Ethnicity, Gender or required variable for reporting purposes.



Step 12 – Click Next for report to generate

Step 13 – Click View/Save in Excel. This feature allows you to save the report as an Excel file for printing purposes.

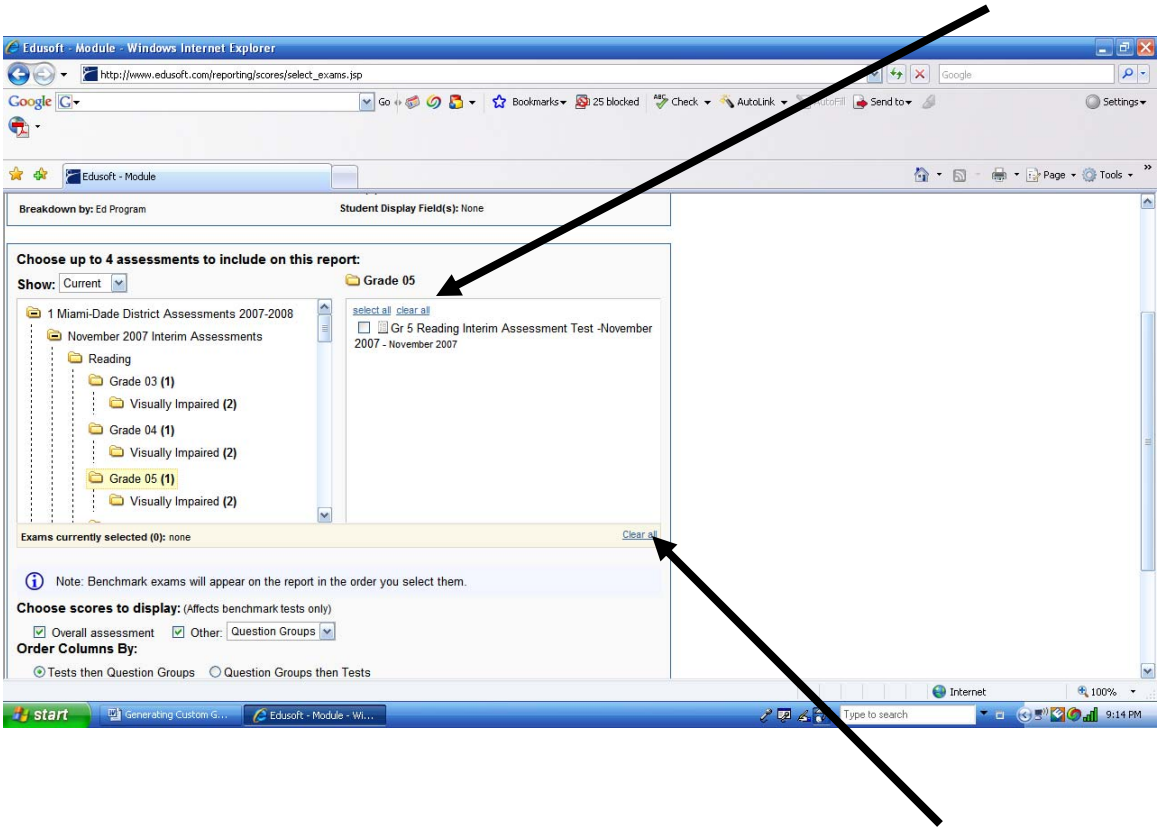


(Sample above shows screen shot of Custom Group variable from the Report Layout dropdown menu)

Step 14 – To generate a report by another variable for the same assessment and grade level, Select Group data by link and choose desired type of report.

Step 15 – To select a different grade level and/or assessment Select the Assessment link.

Step 16 – Clear all to select another grade or multiple grade levels in both sections as shown on the screen shot below:



The previously selected options at the bottom of the screen will remain the same. Click Back to Report.