Working with Reports (for Administrators)

You can access the reports you need to use Performance Series results through the Reports tab:

Summary

Use the summary reports to gain a birds-eye view of your students' results. You can drill down through these reports to access more detailed information, or filter them to exclude or include specific data.

Gains

Use this report to view student growth between testing periods or within a specific date range.

Gains Analysis

Use this report to view actual student gains as well as target gains based on a comparison to a national norm group.

National Percentile Ranking (NPR)

Use this report in the Fall, Winter, and Spring for student-to-student comparison against a national group.

Performance Bands

Use this report for a color-coded look at how students' scores fall within performance bands defined for your site.

Understanding Report Statistics

You may see some or all of the following statistics on reports:

SS (Scaled Score)

An estimate of student ability using the Rasch single-parameter computer adaptive model

SEM (Standard Error of Measurement)

The extent to which the student's scaled score varies from his or her true score (in scaled score points)

USR (Unit Score Range)

An independent estimate of ability (in scaled score) based on responses for each unit within a subject

NPR (National Percentile Ranking)

The percentage of students that the selected student would be expected to score above in norm group comparison

Normal Curve Equivalent

A translation of the NPR into a standardized score that has a mean of 50 and is divided into 99 equal units.

Lexile Scale

A developmental scale for reading to match the student to appropriate materials.

Reading Rate

A measure of reading speed, calculated by counting the number of words in the passages the student read and dividing that number by the time it took the student to read those passages.

NA (Not Applicable)

An indication that either the student did not reach a level of questions that could measure these concepts or the unit is not adequately represented in the state or national standards for the student's grade level.

Performance Band Rating

Various reports show performance band ratings set up by your Location Controller to help you identify levels of proficiency and adjust instruction accordingly. These ratings apply color codes and labels to the scaled scores shown on several reports. Use the color codes and labels to quickly see a visual overview of Performance Series scores and grouping possibilities.

Accessing Reports

1. Login to www.performanceseries.com

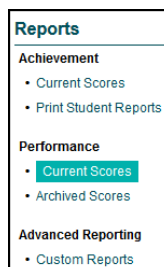2. Click the **Reports** tab ...

   ...or the **Reports** icon.

3. In the Reports menu on the left, under Performance, click **Current Scores** if not already selected.

You can also print all student profiles for any group of students.

See any of the following for details:

- *Student Profiles* Job Aid
- *User's Guide* (any version)
- online Help

Continue, using the steps on the next page.

Viewing Summary Reports

1. Locate the Summary column.
2. Choose an initial filter row.
3. Click a subject in the Summary column next to the initial filter you chose.

The report appears.

Reading Summary   Close

Report Scope: Locations
Broken Down By: Location   Time Frame: 8/1/14 to 7/15/15
Test Language: Combined   Student Filtering: OFF

Export CSV   Count: 11

Location ▲	Grade	Student Count	Mean Reading SS	SE of Mean Reading SS	Vocabulary	SEM	Long Passage	SEM	Fiction	SEM	Nonfiction	SEM
Scantron School District	Overall	1300	2733									
	Grade 2	60	2122	(36)	2122	(40)	2148	(42)	2092	(41)	2143	(36)
	Grade 3	75	2240	(37)	2274	(38)	2225	(40)	2189	(45)	2246	(41)

Viewing Gains Reports

1. Locate the Gains column.
2. Choose an initial filter row.
3. Click a subject in the Gains column next to the initial filter you chose.

The report appears.

Reading Gains   Close

Report Scope: Grade Levels
Broken Down By: Grade Level   Time Frame: All Dates
Test Language: Combined   Student Filtering: OFF

Export CSV   Count: 11

Grade Level ▲	Student Count	Fall (8/20/14 to 11/22/14) Mean SS	SE of Mean SS	Winter (1/5/15 to 1/30/15) Mean SS	SE of Mean SS	Gains Mean SS Difference	SE of Mean SS Difference	Spring (4/6/15 to 6/15/15) Mean SS	SE of Mean SS	Gains Mean SS Difference	SE of Mean SS Difference
Grade 2	60	1976	(28)	2069	(33)	+93	(17)	2122	(36)	+146	(18)
Grade 3	75	2168	(34)	2206	(36)	+38	(21)	2240	(37)	+72	(23)
Grade 4	75	2343	(36)	2426	(37)	+83	(21)	2478	(35)	+135	(23)
Grade 5	76	2536	(38)	2555	(38)	+19*	(23)	2575	(36)	+39	(23)

Viewing Gains Analysis Reports

1. Locate the Gains column.
2. Choose an initial filter row.
3. Click a subject in the Gains column next to the initial filter you chose.

The report appears.

Reading Gains Analysis   Close

Growth Target defined for ONE FULL school year. ANY other time frame selected only displays partial progress toward target.

Report Scope: Grade Levels
Broken Down By: Grade Level   Time Frame: All Dates
Test Language: Combined   Student Filtering: OFF

Export CSV   Count: 10

Grade Level	Student Count	Students Enrolled	Met Annual Target (%)	Growth Category Far Below	Below	Above	Far Above	Fall (8/20/14 to 11/22/14) Mean SS	Spring (4/6/15 to 6/15/15) Mean SS
Grade 2	60	76	22%		24	10	3	1976	2122
Grade 3	75	78	23%	29	29	14	3	2168	2240
Grade 4	75	75	47%		18	27	8	2343	2478
Grade 5	76	82	22%	24	35	13	4	2536	2575

Viewing Percentile Reports

1. Locate the Percentile column.
2. Choose an initial filter row.
3. Click a subject in the Percentile column next to the initial filter you chose.
4. Choose a testing period (Fall, Winter, Spring).

The report appears.

Reading National Percentile Rankings   Close

Report Scope: Locations
Broken Down By: Location   Time Frame: 8/1/14 to 7/15/15
Test Language: Combined   Student Filtering: OFF

Export CSV   Count: 1

Location	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Scantron School District	51	36	31	32	18	17	13	20	41	44	

Time Frame   Clear Change
Time Frame: 8/1/14 to 7/15/15

Student Filtering: Demographics   Clear Change
Demographic Filtering: All Included

Student Filtering: Groups   Clear Change
Group Filtering: All Included

Viewing Performance Band Reports

1. Locate the Performance Band column.
2. Choose an initial filter row.
3. Click a subject in the Performance Band column next to the initial filter you chose.

The report appears.

Reading Performance Bands   Close

Report Scope: Grade Levels
Broken Down By: Grade Level   Time Frame: 8/1/14 to 7/15/15
Test Language: Combined   Student Filtering: OFF

Export CSV   Count: 10

Grade Level ▲	AboveAvg	Count	AvgHigh	Count	AvgLow	Count	BelowAvg	Count	Total Count	Mean Score
Grade 2	10%	6	22%	13	30%	18	38%	23	60	2122
Grade 3	11%	8	12%	9	21%	16	56%	42	75	2240
Grade 4	15%	11	16%	12	23%	17	47%	35	75	2478
Grade 5	11%	8	14%	11	28%	22	46%	35	76	2575
Grade 6	3%	2	13%	10	25%	19	60%	46	77	2536

NOTE: You will see results only if students completed the test within a testing window associated with the performance bands.

Report Options

- Click **Export CSV** in the upper left corner to export the data to Microsoft Excel.
- Click **PDF** in the upper right corner to generate a PDF for sharing or printing.
- Click at the top of any column or to the left of any row to generate a bar graph.
- Click next to a Mean Scaled Score for a distribution graph.

NOTE: See the online Help or the *User's Guide* (Administrator's version) for more information on navigating these reports, filtering them further, and, for Gains and Gains Analysis, customizing the timeframes.

Getting Help

In the far upper right corner of most screens, click **Help** to access the Help system. Click **Documents** to access User's Guides, job aids, and reference materials.

Preferences | Documents | Help