

# On-Track School Level Report

The Performance Series On-Track School Level report displays, in graphical form, the degree to which students are on track for meeting growth targets. This progress data is displayed by grade level, by teacher, and by Fall growth target. This report is available to Location Controllers, Location Controller Staff, Administrators, and Teachers, at the school level only.

This report can be run after Fall tests have been administered and the same tests are administered in either the Winter or Spring testing window\*. When the report is run after the Winter test administration, students are considered to be on track if their Winter score gain is at least 50% of the total Fall-to-Spring target. If run after the Spring test administration, students are on track if their score gain is 100% of the Fall-to-Spring growth target.

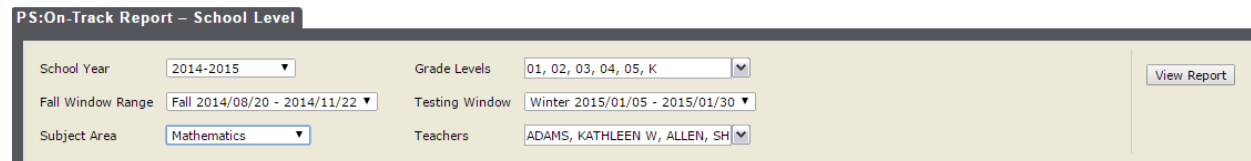
### NOTES:

- To run this report successfully, there must be test scores for the Fall testing window and for either the Winter or Spring testing window, and the tests must be administered within the defined testing windows.
- If a student has taken more than one test in the same subject and the same testing window, this report uses the first or last test taken in the Fall testing window and in either the Winter or Spring testing window, depending on the Gains Scoring settings for your site.

### To access the On-Track School Level report:

1. At the school level, go to **Reports > Custom Reports** and click **PS On-Track School Level Report**.

2. Select the parameters for the report content:



The screenshot shows a web form titled "PS:On-Track Report - School Level". It contains several dropdown menus and a "View Report" button. The fields are: School Year (2014-2015), Grade Levels (01, 02, 03, 04, 05, K), Fall Window Range (Fall 2014/08/20 - 2014/11/22), Testing Window (Winter 2015/01/05 - 2015/01/30), Subject Area (Mathematics), and Teachers (ADAMS, KATHLEEN W, ALLEN, SH).

- **School Year:** Can be either the current school year or a previous year.
- **Fall Window Range:** This field displays the Fall testing window by default. The report compares scores from the selected Testing Window with scores from this window.
- **Subject Area:** The report can be run for only one Subject Area at a time.
- **Grade Levels:** Select one or more grade levels to be included.
- **Testing Window\*:** Select either the Winter or Spring Testing Window.
- **Teachers:** Select one or more teachers (current year only) to be included.

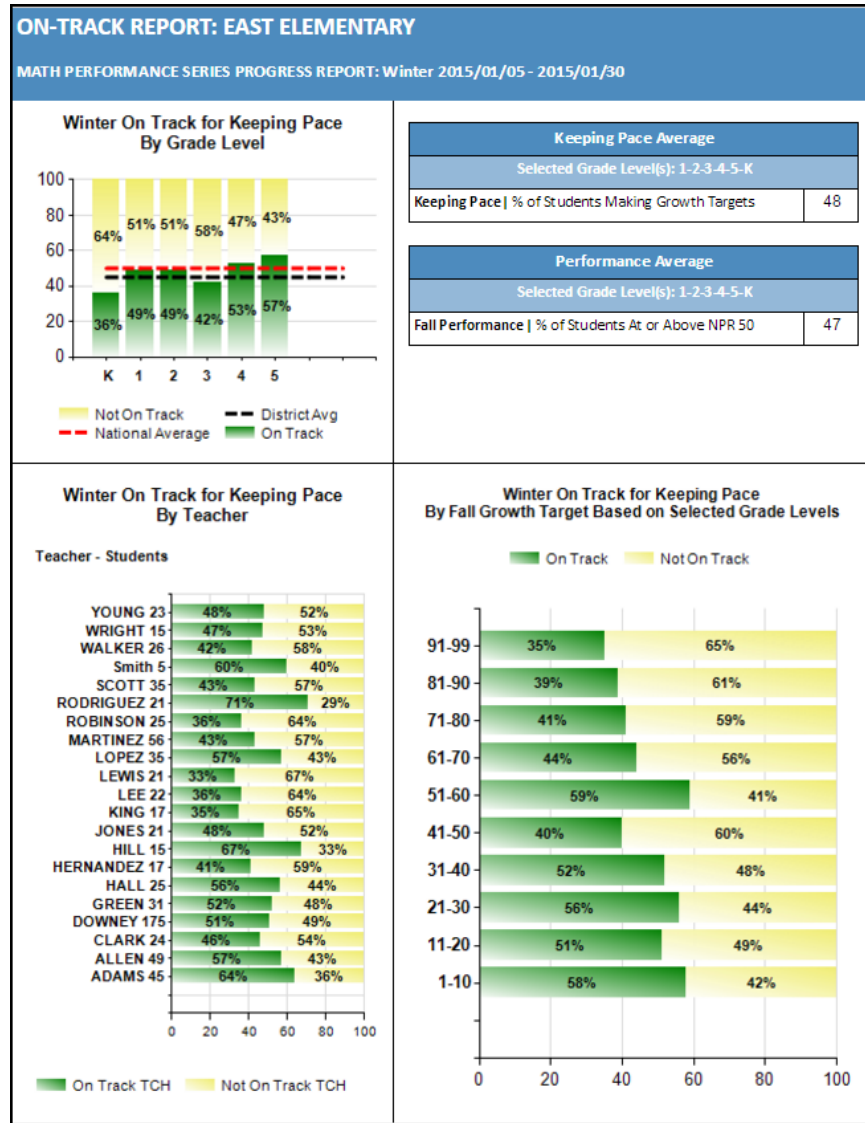
3. Click **View Report**.

\*Either the Performance Series default testing windows are used, or, if a location has defined their own testing windows, the starting month of each testing window determines whether it is Fall, Winter, or Spring, as follows:

- **Fall:** July–September
- **Winter:** November–February
- **Spring:** March–May

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## Sample Report:



The report results appear in four quadrants:

- **Upper-Left Quadrant:** Displays, by the grade levels selected, the percentage of students who are on track and the percentage who are not on track to meet their growth targets for the school year. It also shows the District Average, represented by the black dotted line, and the National Average (which is always 50), represented by the red dotted line.

**NOTE:** The District Average (black dotted line) will not be displayed if testing occurred outside of the default norm testing windows.

- **Upper-Right Quadrant:** Displays the average, for the selected grade levels, of the percentage of students who are on track for meeting their annual growth targets and the percentage of students who were at or above NPR 50 for the Fall test.
- **Lower-Left Quadrant:** Displays, by the teachers selected, the percentage of students who are on track and the percentage who are not on track to meet their growth targets for the school year. The number next to each teacher's name indicates the number of students who were tested.

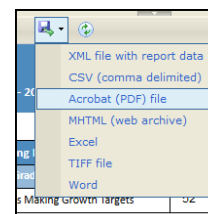
**NOTE:** While Performance Series does not require courses to be mapped to subjects, this mapping *is* needed for the On-Track report. If no mapping exists, a background process generates the mapping, based on the course name. In this case, the course name *must* include the subject or a variation of it (e.g. "Math Grade 2" or "Mathematics Grade 2), to be mapped successfully. If it does not include the subject, no data is displayed in this lower-left quadrant.

- **Lower-Right Quadrant:** Displays the percentage of students who are on track and the percentage who are not on track to meet their growth targets for the school year, based on the selected grade levels. The data in this section is displayed either by decile, quartile, or grade level, depending on your site's setting for Gains Data Comparison.

## Exporting Report Data

You can export the report data to another application for further analysis and/or to print the report.

1. Click the **Export drop-down menu** icon and select a format.
2. Click **Export**.



**NOTE:** Scantron recommends PDF or Word for the best result when printing.