



Working with Reports (for Administrators)

You can access the reports you need to use Performance Series results through the District 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:
 - target specific areas of improvement for the district or school
 - identify and report on program success
 - support teacher performance evaluation and coaching
- **National Percentile Ranking (NPR)**
Use this report in the Fall, Winter, and Spring for student-to-student comparison against a national group.

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/ her true score (in scaled score points).
- **SIP (Standards Item Pool)**
The probability of a student correctly answering each item within the item pool for his/her enrolled grade level.
- **USR (Unit Score Range)**
An independent estimate of the range of ability (scale score) that is based on responses from 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.
- **GLE (Grade Level Estimate)**
Interpolated values based on mean scores from successive samples across grade levels (a GLE of 6.5 indicates that the student's SS was halfway between the average SS for 6th and 7th grade students in the normative sample).
- **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.

Accessing District Reports

1. Login to www.performanceseries.com
2. Select the District Reports Tab
3. If necessary, click **Current Scores** under Performance in the Reports menu on the left-hand side.



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 in the next sections (on the back).

Viewing Gains Reports

4. Locate the Gains column.
5. Choose an initial filter row.
6. Click a subject in the Gains column next to the initial filter you chose.

The report appears.

Language Arts Gains									
Report Scope: Students									
Broken Down By: Student									
Time Frame: 9/4/06 to 6/4/07									
Student Filtering: OFF									
Count: 7									
Export XLS									
	From - (9/4/06)			To - (6/4/07)			Gain		
Student	SS	SEM	Test Date	SS	SEM	Test Date	SS Difference	SEM of Difference	
Crabtree, Vera	1700	(110)	9/14/06	1300	(110)	3/30/07	-400		(156)
Crowe, Dee	1800	(110)	9/30/06	2100	(110)	4/11/07	+300		(156)

See the *User's Guide* or the online help for more information on navigating this report, customizing its timeframes, or filtering it further.

Viewing Summary Reports

4. Locate the Summary column.
5. Choose an initial filter row.
6. Click a subject in the Summary column next to the initial filter you chose.

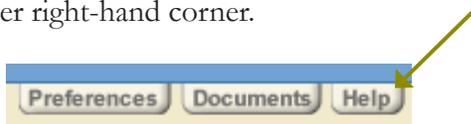
The report appears.

Science Summary									
Report Scope: Locations									
Broken Down By: Location									
Time Frame: 7/1/03 to 6/30/04									
Student Filtering: OFF									
Count: 11									
Export XLS									
Location	Grade	Item Pool	Student Count	Mean Science SS	SE of Mean Science SS	Overall SIP (%)	Living Things SIP (%)	Ecology SIP (%)	Science Process SIP (%)
Scantion School District	Overall		2821	2625					
	Grade 2	Grade 2	190	2244	(17)	72	76	72	68
	Grade 3	Grade 3	179	2407	(17)	58	60	58	54

See the *User's Guide* or the online help for more information on navigating this report or filtering it further.

Getting Help

From the Performance Series homepage, click **Help** in the far upper right-hand corner.



The Help system provides reference and step-by-step guidance on performing tasks, linked to the screen you are using.

Viewing Percentile Reports

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

The report appears.

Reading National Percentile Rankings			
Report Scope: Location: Whiskers Elementary.			
Broken Down By: Student			
Time Frame: 6/1/07 to 12/31/08			
Student Filtering: OFF			
Count: 2			
Export XLS			
Student	Grade	NPR	NCE
Fultz, Lester	Grade 4	16	29
Haines, Martha	Grade 4	6	17

See the *User's Guide* or the online help for more information on navigating this report or filtering it further.

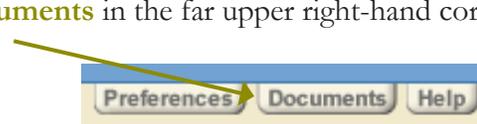
Some Report Options

- Click **Export XLS** on the top right-hand side of any report to export the information to Microsoft Excel.
- Click  on the top right-hand side of any report to generate a PDF for sharing or printing
- Click  at the top of any column or to the left of any column to generate a bar graph.
- Click  next to the Mean Scaled Score for a distribution graph.
- Filter any report by the criteria listed at the bottom of each screen.

Time Frame	Clear	Dates	Testing Periods
Time Frame: 9/4/06 to 6/4/07			
Student Filtering: Demographics	Clear	Change	
Demographic Filtering: All Included			
Student Filtering: Groups	Clear	Change	
Group Filtering: All Included			

- Scroll down to the bottom of any report for an explanation of the terms used in the report.

From the Performance Series homepage, click **Documents** in the far upper right-hand corner.



Within the Documents area is a wealth of documentation, including online eLearning courses, *User's Guides*, and reference materials.

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