

How to Generate and Export Individual Student Reports (ISR)

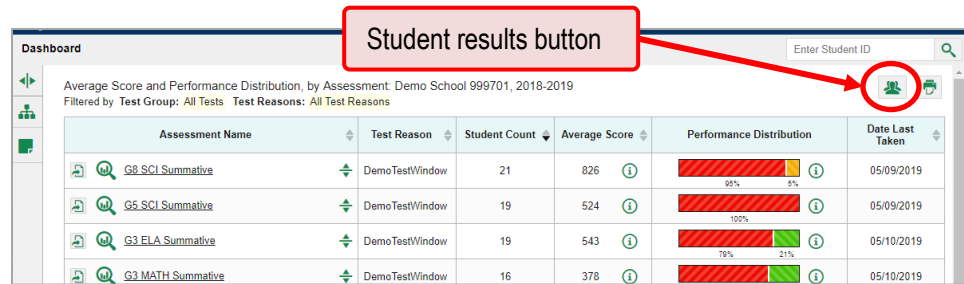
How can I generate and export Individual Student Reports (ISR)?

To generate and export an Individual Student Report (ISR), use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

1. Click the student results button  in the upper-right corner of the page.

Figure 1. Dashboard

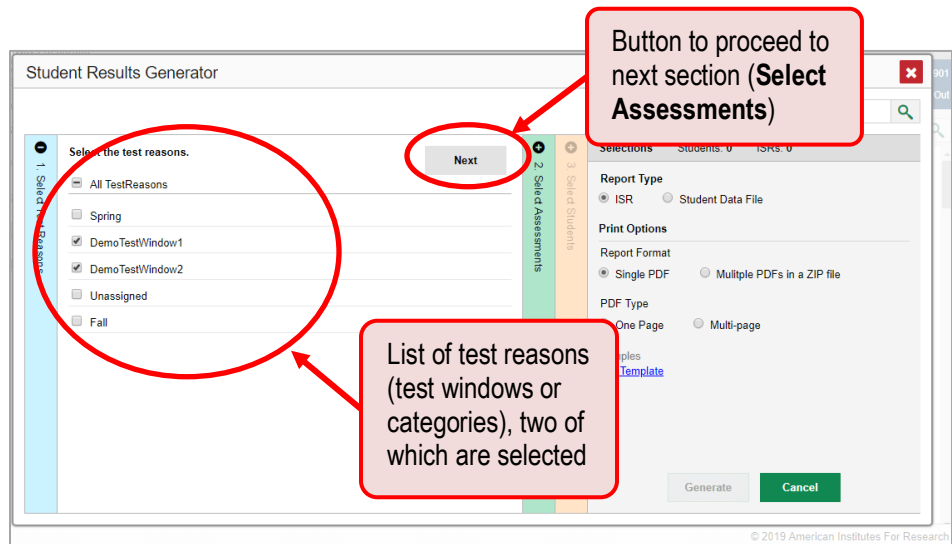


The **Student Results Generator** window opens.

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

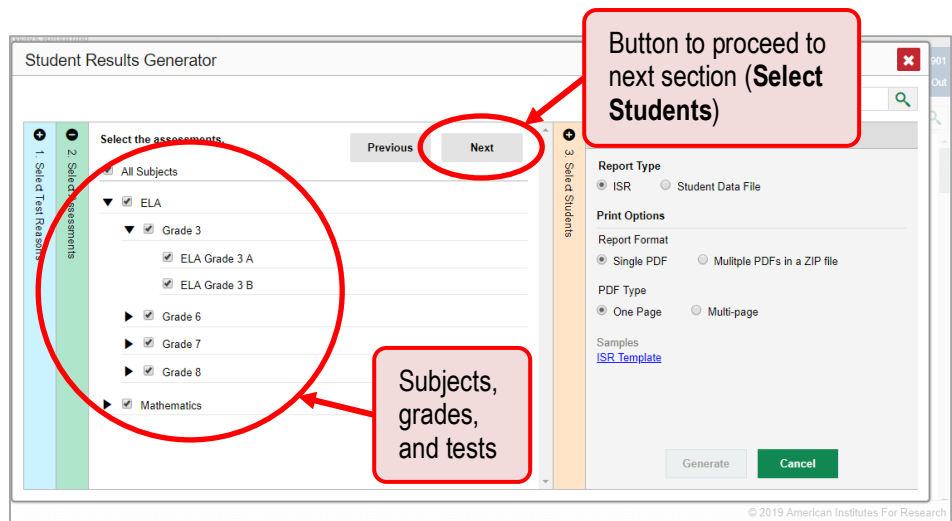
2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section, mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are either test windows or categories for tests.

Figure 2. Student Results Generator Window: Select Test Reasons Section



- b. The **Select Assessments** section groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Assessments**.

Figure 3. Student Results Generator Window: Select Assessments Section




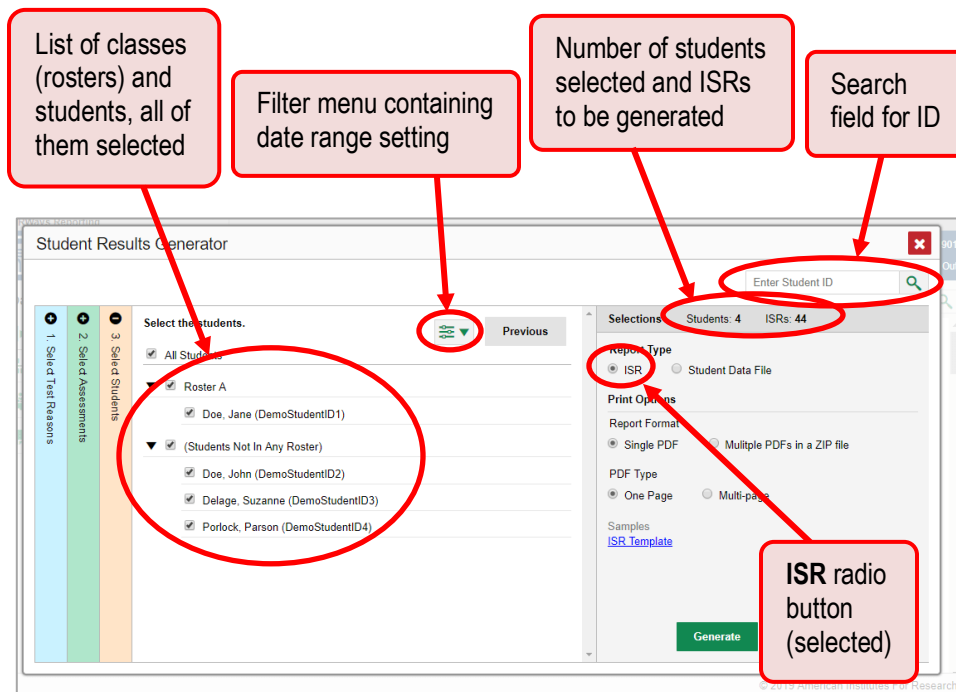
- c. The **Select Students** section contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.
 - Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
 - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
 - To search for a particular student, enter their ID in the field at the upper-right corner of the window and click the . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

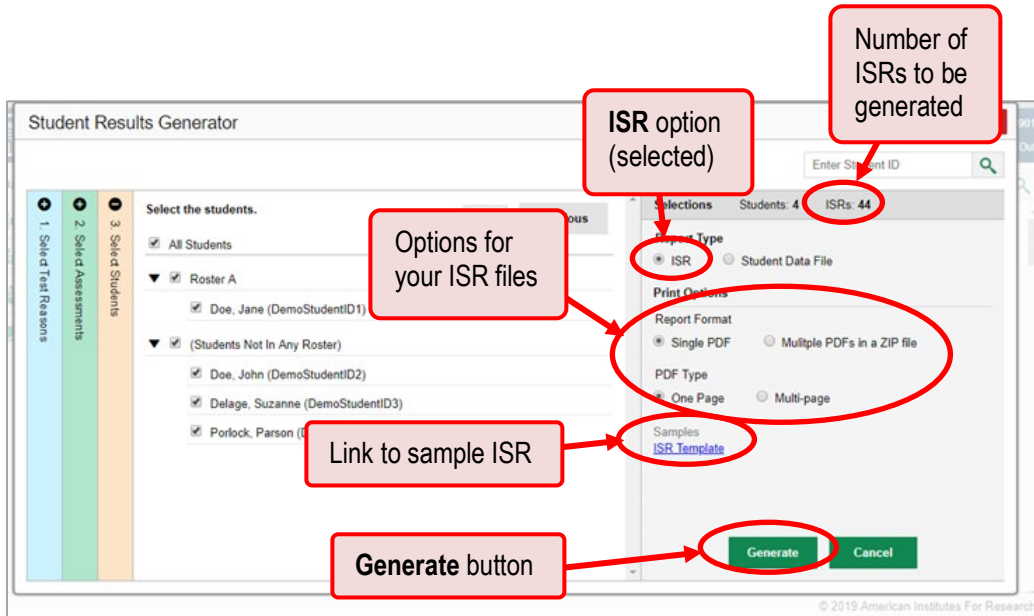
Figure 4. Student Results Generator Window: Select Students Section



The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated.

- From the two Report Type options in the panel on the right, select **ISR**. The *Selections* section shows the number of ISRs to be generated, and more options appear below.

Figure 5. Student Results Generator Window: Select Students Section



- If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one.
- Under PDF Type, select either a one-page or a multi-page PDF.
- Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.