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Reports 101

EADMS Tutorials

An introduction to EADMS reporting with emphasis on Standards Based Report, Report Builder, and Student Profile.

Adrylan Communications, Inc.

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Introduction

Welcome to EADMS Reports! EADMS has a wide variety of reports that manipulate your data in organized and useful ways. All of our reports are highly customizable yet simple to use. The most commonly used reports are:

Standards Based Report

Report Builder

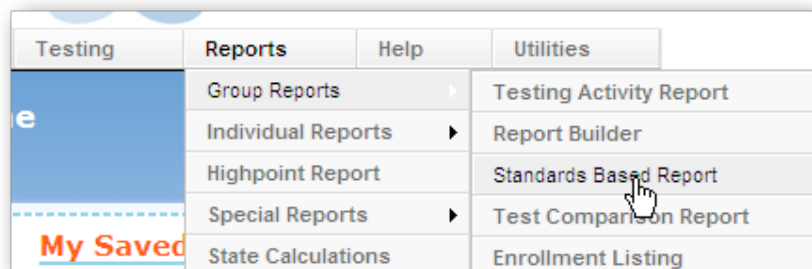
Student Profile

For this tutorial, we'll briefly cover each of these reports and the most popular ways to use them.

Let's get started!

Part I: Standards Based Report

Getting to the report



- » To begin, hover over the **Reports** menu on the menu bar.

The menu will drop down below your mouse.

The Standards Based Report shows results for multiple students, so we call it a group report.

- » Hover over **Group Reports**, and another menu will pop out next to your mouse.
- » Click on **Standards Based Report**.

Standards Based Reports

The Standards Based Report can only show you results from tests created with EADMS, either as item bank tests or local test keys. For state tests, use the Report Builder instead.

About the Menu

The EADMS menu bar is accessible from almost every page. You can use the menu without having to go all the way back to the home page.

Selecting Students

Your next task is to select the students that you want to see on the report.

Teacher users will only be able to select their own classrooms. Site users will be able to select any classroom at their site. District users will be able to select any classroom from any site at their district.

» Select a teacher for this tutorial.

First, select a school using the **School** dropdown list. Just click on the down arrow and the list will expand. Then, select a teacher from the **Teacher** dropdown list. If the teacher you have selected has multiple classrooms, select the one you want to see from the **Teacher** dropdown list and be sure that you choose to **Use only the Teacher, Course & Period selected**.

» Click **Next** to continue.

Getting More Advanced

If you would like more control over the students you select, use the **Filter Demographics** and/or **Select Individual Students** modules on this page. Just click **View** to get to these options. We'll ignore these for now.

Enrollment Date

Be sure that you have the correct enrollment period selected from the dropdown list. If you notice that students are missing from your report, take a look at the **Enrollment Date** listed under **Selected Student Group**.

Selecting a Test

The first thing you should do is select the school year during which your test was administered.

The **Tests Administered During School Year** dropdown list defaults to the current year. If you don't see any tests, you may need to select a different year or a different teacher from the previous screen.

You can filter the list down to the test you want to see using the other dropdown lists.

Pay attention to the number in the column labeled **Number Tested**.

6	View Report	Demo_TRI-1 MATH SUM GRADE 5 - Oct 2007	26
7	View Report	High Point The Basics - Diagnostic & Placement	2
8	View Report	Tri2 Formative ELA 05	26
9	View Report	Tri2 Formative Math 05	26

Your report will be more interesting when more students have taken the test. Try to pick a test with a large number of students. Keep in mind, however, that the more students you have, the longer the report will take to load.

» Click **View Report** to continue.

Strand Summary Report

Now, you should be looking at the **Strand Summary** report. Like its name suggests, this report will summarize the scores and group them by strand.

The report itself has a bright white background to make it look like a sheet of paper. For now, ignore all the buttons and controls that are not on the paper.

Report Header

This summarizes your selected student group. Note that the **Student Count** may be different from the number of students tested.

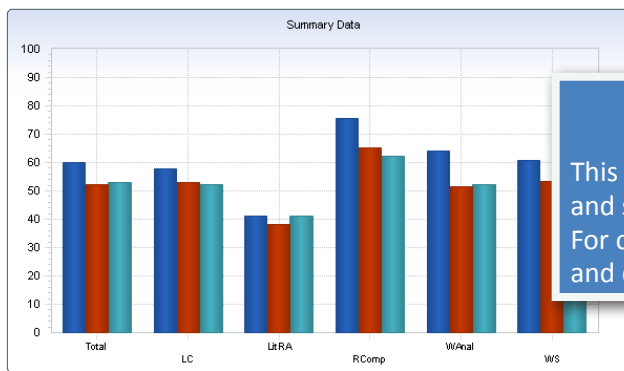
Standards Based Report

Date: 2/14/2008 School: Harry S Truman ES Grade: 5
Teacher: Parker, Thomas Student Count: 26

Test Name	Admin Date	# Tested
Formative ELA 05	November 2007	26

Number Possible	Student Group Avg	School Avg	District Avg
30	59.9	52.2	52.8
6	57.7	52.9	52.3
6	41	38	41.1
6	75.6	65.2	62.4
6	64.1	51.4	52.2
6	60.9	53.4	56.1

Writing Strategies



Summary Data and Chart

This summarizes the test, showing the test and strand averages for the student group. For comparison, you can also see the school and district averages.

Main Data Table

This shows the scores for individuals on the report. This is the primary table on the report, and it has the most customization options.

Quick Options: Student

	Student ID	Student Name	Tri2 Form ELA 05	Language Conventions	Lit Response & Analysis	Reading Comp	Word Analysis	Writing Strategies
1	2000031145	#25812, Student	60.0	66.7	50.0	66.7	33.3	83.3
2	2000031290	#25854, Student	33.3	83.3	33.3	33.3	16.7	0.0
			60.0	66.7	50.0	66.7	50.0	66.7
			60.0	66.7	16.7	83.3	66.7	66.7
			53.3	16.7	33.3	83.3	50.0	83.3
			50.0	50.0	33.3	83.3	33.3	50.0
			43.3	66.7	33.3	66.7	33.3	16.7
			83.3	83.3	33.3	83.3	50.0	66.7
			60.0	50.0	50.0	83.3	50.0	66.7
			60.0	50.0	33.3	83.3	66.7	66.7
			73.3	83.3	33.3	100.0	66.7	83.3
			46.7	66.7	16.7	66.7	50.0	33.3
			70.0	66.7	66.7	83.3	66.7	66.7
			43.3	50.0	16.7	50.0	66.7	33.3
			83.3	33.3	66.7	50.0	66.7	50.0
			83.3	66.7	16.7	83.3	83.3	66.7
17	2000040760	#31081, Student	66.7	33.3	66.7	66.7	83.3	83.3
18	2000041606	#31529, Student	80.0	83.3	66.7	100.0	66.7	83.3
19	2000062256	#35981, Student	66.7	83.3	33.3	66.7	83.3	66.7
20	2000062858	#36283, Student	56.7	50.0	33.3	50.0	100.0	50.0
21	2000065165	#37523, Student	56.7	50.0	33.3	100.0	50.0	50.0
22	2000066912	#38252, Student	70.0	50.0	66.7	83.3	100.0	50.0
23	2000071364	#40641, Student	76.7	66.7	50.0	100.0	83.3	83.3
24	2000072899	#41080, Student	76.7	50.0	66.7	100.0	83.3	83.3
25	2000073767	#41377, Student	60.0	50.0	16.7	83.3	83.3	66.7
26	2000075696	#42210, Student	53.3	16.7	50.0	50.0	83.3	66.7
		Mean:	59.9	57.7	41	75.6	64.1	60.9
		Median:	60	58.3	33.3	83.3	66.7	66.7
		Mode T:	60	50	33.3	83.3	66.7, 83.3	66.7

* Modes with more than five values are represented by an asterisk.

Chart Options

» Click on **Show Chart Options**.

You can hide or show information from the summary data table and the chart, or you can hide them altogether. If you plan to print this report on a black and white printer, you may need to change the chart to black and white if the colors do not differentiate properly.

For now, we'll leave the chart as it is.

» Click **Hide Chart Options**.

Quick Options

By default, the main data table will usually show you the fewest number of rows possible to make the report load as fast as possible. This means that if you select more than one teacher, the report will show you the results grouped by teacher.

You can quickly change what is displayed in the main data table with the **Quick Options**.

» Click on the down arrow on the **Quick Options** dropdown list and select **Grade**.

The data table will now be grouped by grade level, and the scores shown will now be averages.

Advanced Options

» Click **Show Advanced**.

This will pop out a menu with a cornucopia of customization options. The first set of options is called **Enrollment**.

» Check the box next to **Student**. Click **Apply**.

The main data table should now show the students individually.

The students are sorted by last name. Let's sort by the percent correct to find out who had the best performance on this test.

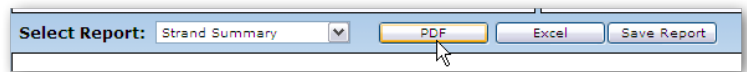
» Click on **Sort**.

» Select the test name from the dropdown list labeled **Sort Column 1**.

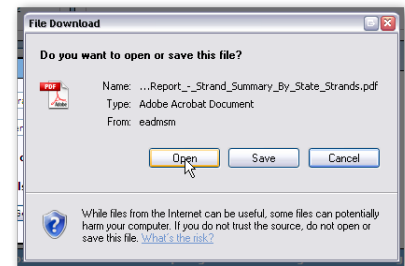
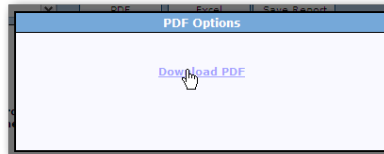
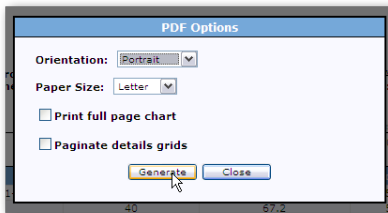
» Select **Descending** from the dropdown list to the right. Click **Apply**.

Printing, Exporting, and Saving

When you want to print your report, look for a button that says **PDF** above the report. When this button is present, it means that printing the report directly from your browser may not work very well.

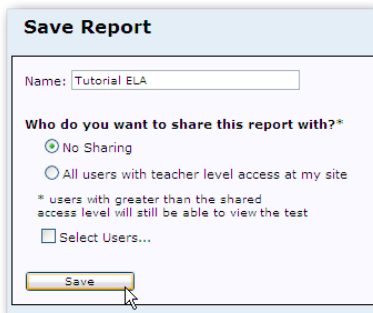


- » Instead, you should click on **PDF**. This will pop up a little window with the PDF options. Click **Generate**, then click **Download PDF**, and then click **Open** on the dialog that pops up.



You should now have a PDF copy of the report. You can print the report from here by going to File >> Print. When you're finished, close your PDF reader and go back the report.

Additionally, you can export the main data table to Excel so that you can manipulate the data yourself. Click on the **Excel** button next to PDF, then click **Open** on the dialog that pops up. When you're finished, close Excel and go back to the report.



If you would like to quickly return to this report later, you can save a link on your home page.

- » Click **Save Report**. On the window that pops up, click inside the textbox and type:

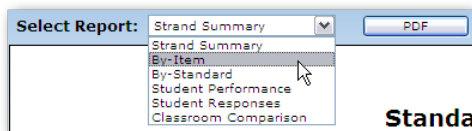
Tutorial ELA

- » Leave the sharing options as they are, and click **Save**.

When you return to the home page, look for your saved report in the **My Saved Reports** section at the top left.

Sharing Reports

If you'd like to share your report, you can use the options in the window. Keep in mind that you're not sharing any student information; whoever opens the report will need to select his/her own students. All that you're really sharing is the report options.



By-Item

The Standards Based Report is actually a suite of reports, each showing your data in different ways.

» At the top of the report, select **By-Item** from the **Select Report** dropdown list.

This report shows the performance of the student group on each item. Columns labeled **%A-D** show the percentage of students that selected that distracter. The bold number is the correct answer. The standard is also shown for each item.

Qn	% Correct	% Incorrect	% A	% B	% C	% D	% Blank	Standard	Test Level	Standard Description
1	69.2	30.8	30.8	0.0	69.2	0.0	0.0	R 1.2	5	Use word origins to determine the meaning of unknown words.
2	88.5	11.5	11.5	0.0	0.0	88.5	0.0	R 1.2	5	Use word origins to determine the meaning of unknown words.
3	42.3	57.7	38.5	7.7	11.5	42.3	0.0	R 1.3	5	Understand and explain frequently used synonyms, antonyms, and homographs.

» Click on **1** in the **Qn** column.

Item Detail Report
 Question Number: 4
 Content Area: ELA
 Strand: Word Analysis, Fluency, and Systematic Vocabulary Development
 Standard Label: R 1.3
 Standard Description: Understand and explain frequently used synonyms, antonyms, and homographs.

Stem:

Which of the following words is an antonym for the word *assist*?

% Responding	Answer	Rationale
11.5	A. assist	Although something that is "assisted" does not mean "helped," it is not an antonym.
11.5	B. hinder	This is a synonym for "assist," not an antonym.
11.5	C. oppose	"Oppose" is an antonym for "assist," but it is not the correct answer.
65.4	D. obstruct	Correct
0.0	Blank.	

Correct answer is **Bold**.
Incorrect answer with the greatest response is **Red**.

Item Detail

This is the **Item Detail** report. This shows the item itself as well as the distribution of students that chose the correct answer.

» Click on one of the numbers in the **% Responding** column.

A list of the students that chose that response, as well as their strand summary results, will appear below the item detail report. You can customize this list using the **Quick Options** and **Advanced Options** as explained above.

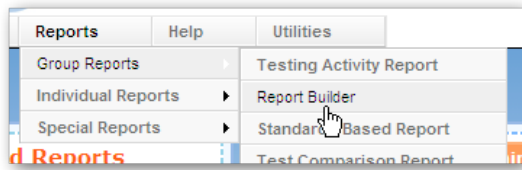
By-Standard

Select **By-Standard** from the **Select Report** dropdown list at the top of the page. This report is similar to the **By-Item** report, except that the items are grouped by standard. The report is organized by the **% Incorrect** descending so that you may see which standard the students had the most trouble with. You may access the **Item Detail** report by clicking on a question number.

Standard	Standard Description	Standard Test Level	Qn	% Correct	% Incorrect	% A	% B	% C	% D	% Blank
R 3.5	Describe the function and effect of common literary devices (e.g., imagery, metaphor, symbolism).	5		15.4	84.6					
			16	15.4	84.6	15.4	15.4	3.8	65.4	0.0
R 3.4	Understand that theme refers to the meaning or moral of a selection and recognize themes (whether implied or stated).	5		19.2	80.8					

There are several more reports to explore in this suite, but for now, let's take a look at another report.

Part II: Report Builder



Getting to the report

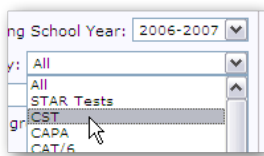
- » Hover over the **Reports** menu on the menu bar, and then hover over the **Group Reports** menu. Click on **Report Builder**.

Selecting Students

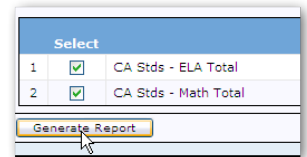
The system should have saved your student group from the last report. Click **Next** to continue.

Selecting Tests

The Report Builder allows you to build a report with any tests—including state tests, which the Standards Based Report does not allow. Additionally, you can select any number of tests to show on your report.



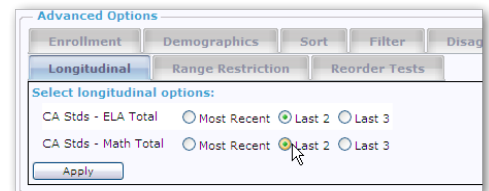
- » Using the **Category** dropdown list, select **CST**. The 2007 CSTs were administered in the 2006-2007 school year, so select 2006-2007 from the **Tests Administered During School Year** dropdown list. Check the box next to **CA Stds – ELA Total**. Check the box next to **CA Stds – Math Total**. Click **Generate Report**.



The Report Builder is not a suite, so this is the only report that you'll be dealing with. However, you do have many options that you can use to customize the report. We explored some of these options with the Standards Based Report. Let's take a look at a few others.

Advanced Options

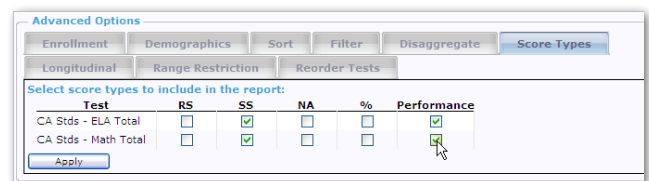
- » Click on **Show Advanced Options**. Click on **Longitudinal**. Since the CSTs are administered to students every year, you can see the results from previous years using these options. Select **Last 2** and click **Apply**.



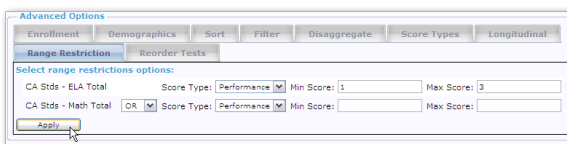
CST ELA Total		
SS		
Spring 2006	Spring 2007	+/-
285	330	45.0

Now there are new columns on the report: the 2006 scale score for math and ELA and the difference between the scores over the two years. Scale scores are not comparable across years, however, so we should look at the performance levels instead.

- » Click on **Score Types**. Uncheck **SS** and check **Performance** for ELA and Math. Click **Apply**.

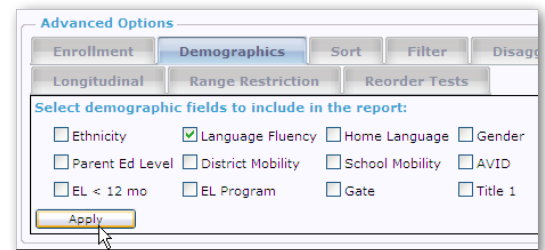


Now, let's see only those students that scored 1, 2, or 3 (far below basic, basic, and average) in ELA.



Click on **Range Restriction**. Next to the ELA test, in the textbox next to **Max Score**, type "3". In the textbox next to

Min Score, type "1". Leave the math restriction textboxes empty. Click **Apply**. Now, we see only students that scored average or below.



Now, let's see the students grouped by language fluency. Click **Demographics**. From the dropdown list, select **Language Fluency**. Click **Apply**. You should now have a column for language fluency.

Part III: Student Profile

Getting to the report

Notice that the names of the students in the main data table are blue. This means that they are links. Wherever you see this, you can go straight to that student's profile.

» Click on one of the student names now.

The Student Profile shows demographic, enrollment and test data for the selected student. The report is configurable. See page 9 for details.

	Student ID	Student Name	Language
1	2000031145	#25812, Student	EL
2	2000031200	#25812, Student	EL

Using the Menu

If you're not going to the Student Profile via another report, you can get there using the menu. Hover over the **Reports** menu on the menu bar, and then hover over the **Individual Reports** menu. Click on **Student Profile**.

Student Profile - Select Students

Selected Student Group
 Enrollment Date: 6/30/2011 School: Unified Summer School Grade: All Dept:

Select Classroom

Regular Classrooms Custom Classrooms

Enrollment Date: Current School: Unified Summer School Grade: All Dept: N
 Course: NN Credit Recov All Period: Teacher: All

View Filter Demographics

View Select Individual Students

Generate Report

You can change multiple settings here:

- Select Classroom
- Filter Demographics
- Select Individual Students

If you do not select any students, by default the report you generate will include all students.

» Click **Generate Report**.

To change your configuration settings

» Click **Change Settings**.

Student Profile - ViewReport

Selected Student Group Change
 Enrollment Date: 5/27/2011 School: HS CONT Grade: All Department: N Course:

PDF

[Change Settings](#)

<< 1 of 40 >> Jump to Student: Student Name

Student Name: Student Name
School Name: HS CONT
CSIS ID: 7010241906
School Mobility: 1
RFEP Date:
Special Ed Program: No Special Ed
Race Primary: American Indian or Alaska Native
RFEP Within 2 Years: N/A

Student ID: 500
Grade: 12
Home Language:
District Mobility:
USA Enrollment:
RFEP ELA Prof.
Race Secondary:

Configuration Settings

Choose your view settings, such as **Enrollment History**, **Tests** and **Local Tests**. You can save these settings for just your **Current Session** or as your **Default Settings**. These settings can always be changed later.

You can exclude tests from the local tests section.

» Click **Exclude Tests**.

Select the tests you want to exclude

» Click **Save**.

When you are satisfied with all of your settings, choose one of the options:

Save these settings for my current session only.

Save these settings as my default so they're the same whenever I log in. I can always change the settings later.

» Click **Save**.

Bulk Export

You can export up to 50 student profiles to PDF at once.

» Click **PDF** and select **Students**. From the dropdown list, select the set of students to PDF. If you have less than 50 students in your student group, you will only have one set. Click **Generate**. Click **Download PDF**. Click **Open**.

Congratulations! You've completed EADMS Reports 101. Most of the reports on EADMS follow the same basic principles as the reports we've covered in this tutorial, so you should now be ready to tackle any report on EADMS.

Happy reporting!