**Creating Summarized Reports (Averages) for Groups of Students in Data Director**

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| **STEPS:** | | Additional Hints & Information |
| 1. | Access Data Director website & Log in. | www.achievedata.com/macomb |
| 2. | Select your school – and  **All Students** |  |
| 3. | Click Reports tab on the top |  |
| 4. | Click “**Create a New Report**” in left side menu | **REPORT GENERAL**   * [Create a New Report](https://www98.achievedata.com/macomb/?id=new&page=ReportEditSummary)Top of Form |
| 5. | Use pull down menu in “Subject”  Select **“Summarized Groups of Students”** | |  | | --- | | **Create a New Report** |   Top of Form     |  |  | | --- | --- | |  | | | Subject: |  |   Bottom of Form |
| 6. | * Give report a title * Summary is optional * Scroll down & click “Save Changes” | |  |  | | --- | --- | | Report Title: |  | | Summary: |  | |
| 7. | In next screen:  FILTERS:   * Click ‘**Demographics**   DATA SET:   * Select “**General Demographics”** | |  |  | | --- | --- | | **Filters**  **Step 1:**   Use the Filters to narrow your Data Set options. | **Data Set**  **Step 2:**   Select a Data Set. | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Type | |  |  | | --- | --- | | Show All | Assessments | | Demographics | Power Data Sets | | | |  | | [https://www98.achievedata.com/macomb/images/kdvi.gif](https://www98.achievedata.com/macomb/?page=RepositorySelectorController&tooltip=demographic_macomb77200720089e1d_20120901090000) 2011-2012 General Demographics  [https://www98.achievedata.com/macomb/images/kdvi.gif](https://www98.achievedata.com/macomb/?page=RepositorySelectorController&tooltip=demographic_macombac200720088ec2_20120901090000) | |

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| 8 | In next screen:  Select ‘**gender**’ from pull down menu |  |
| 9. | In next screen, you are going to specify the grade:  FILTERS:   * Click **“Students”**   DATA SET:   * Click **“Student General Info”**   When next screen pops up,   * Select “**grade”**   Click Next Step | |  |  | | --- | --- | | **Filters**  **Step 1:**   Use the Filters to narrow your Data Set options. | **Data Set** | | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | |  |  | | --- | --- | | Show All | Assessments | | Demographics | Power Data Sets | | Test Series | Programs | | Teachers | Students | | | | **Students**    2 item(s) found. Select One Student Transcript Info. (courses, grades)   Student General Info. (name, grade, period, term, academic year, school) | |
| 10. | In next screen, leave , “Specify Values… selected.  Click Next Step  In next screen, select the grade needed.  Click ‘Next Step”   * Select year (2012) | **Specify Values for Your Search Criteria https://www98.achievedata.com/macomb/images/grayboxes.gif**  Choose the value (or values) you wish to report on.  Top of Form    Grade Bottom of Form |
| 11 | In next screen,   * Go to menu on far left * Click ‘**Modify Columns”** | **REPORT EDIT OPTIONS**   * [Summary](https://www98.achievedata.com/macomb/?id=244103&page=ReportEditSummary) * [Modify Columns](https://www98.achievedata.com/macomb/?id=244103&page=ReportModifyColumns) |
| 12 | In next screen, select “Assessments”  (Be patient while this loads)  Then, select   * Year: this school year * Subject: Show All * Grade: Select Grade * Scope: “School” * Select “Shared Assessments” | |  |  | | --- | --- | | **Filters**  **Step 1:**   Use the Filters to narrow your Data Set options. | **Data Set**  **Step 2:**   Select a Data Set. | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | Type | |  |  | | --- | --- | | Show All | Assessments | | | |  | |
| 13 | On the right in “Data Set”, look for & select the assessment you need:  **”Sequoyah School Improvement Assessment Data”** | SEQUOYAH 2011-2012 3rd-5th FALL School Imp. Assessment Data  [https://www98.achievedata.com/macomb/images/kdvi.gif](https://www98.achievedata.com/macomb/?page=RepositorySelectorController&tooltip=assessment_macombb976c57ba626c6_20110922123741) |
| 14 | In next screen, click on:  “Click Here” to add another report column | |  | | --- | | [**[https://www98.achievedata.com/macomb/images/clickhere.gif](https://www98.achievedata.com/macomb/?id=244103&page=ReportAddColumn)to add another report column**](https://www98.achievedata.com/macomb/?id=244103&page=ReportAddColumn)**https://www98.achievedata.com/macomb/images/arrow_rtl.gif** | |
| 15 | In next screen, click on ALL the columns of data needed for the report. |  |
| 16 | Download data to an excel spreadsheet |  |
| 17. | Go back to your report  Click ‘Refine Data Set’  Change grade to next grade needed  Download data and copy to the first excel spreadsheet. | |