**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”** |

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| **Create a New Report** |

Top of Form

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| Subject: |  |

Bottom of Form |
| 6. | * Give report a title
* Summary is optional
* Scroll down & click “Save Changes”
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| Report Title: |  |
| Summary: |  |

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| 7.  | In next screen:FILTERS:* Click ‘**Demographics**

DATA SET: * Select “**General Demographics”**
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| **Filters****Step 1:**   Use the Filters to narrow your Data Set options.  | **Data Set****Step 2:**   Select a Data Set.  |
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| Type  |

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| Show All | Assessments |
| Demographics | Power Data Sets |

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 | https://www98.achievedata.com/macomb/images/kdvi.gif2011-2012 General Demographics  https://www98.achievedata.com/macomb/images/kdvi.gif |

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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 |

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| **Filters****Step 1:**   Use the Filters to narrow your Data Set options.  | **Data Set** |
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| Show All | Assessments |
| Demographics | Power Data Sets |
| Test Series | Programs |
| Teachers | Students |

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 | **Students**    2 item(s) found.Select OneStudent Transcript Info. (courses, grades)  Student General Info. (name, grade, period, term, academic year, school)   |

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| 10. | In next screen, leave , “Specify Values… selected.Click Next StepIn 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 FormGrade 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”
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| **Filters****Step 1:**   Use the Filters to narrow your Data Set options. | **Data Set****Step 2:**   Select a Data Set.  |
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| Type  |

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| Show All | Assessments |

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| 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 |
| 14 | In next screen, click on: “Click Here” to add another report column |

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| [**https://www98.achievedata.com/macomb/images/clickhere.gifto add another report column**](https://www98.achievedata.com/macomb/?id=244103&page=ReportAddColumn)**https://www98.achievedata.com/macomb/images/arrow_rtl.gif** |

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| 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 reportClick ‘Refine Data Set’Change grade to next grade neededDownload data and copy to the first excel spreadsheet. |