

# ReadyResults.net

2014

## Viewing, Printing, and Customizing Reports

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# Overview

The steps for creating a report or customizing it are described here. You can create, customize, and view any report on the screen. You can then print it out or export it to another format. To customize a report, use the ReadyResults.net parameters. These are described in detail beginning on page 7.

## Selecting and Viewing Reports

To view test results, you always need to start with a single test administration. To select a Test Administration:

1. Click **Select a Test for Reporting** from the top menu bar. The Select Test for Reporting page appears:

**Select a Test for Reporting**

My recently selected Tests:

Filter list of Tests:  
 Grade: Test Name: Year:

Grade	Date Given	Name	Abbr	Admin Name
4	Apr 29, 2009	SAT 10 Int. 1/A - Spring Compl. Batt.	SAT10A04S06N7F011	Spring 2009 with '07 Norms
5	May 06, 2010	SELP Elementary/A - Grade 5 Spring	SELPA05231	Total Composite
5	May 15, 2010	SELP Elementary/A Scores - Grade 5 Spring	SELPA05231SCS	Grade 5 09_10 Spring

The tests for which you can view or print reports are listed here. If you want to filter the list to show only tests for a certain grade or with a particular name, make one or more selections from the **Filter list of Tests** section located above the list of tests. Then click **Filter**.

2. Select a test by clicking anywhere on the row. The **Create Reports** page appears:

**Create Reports**

Test: SAT 10 Int. 2/A - Spring Compl. Batt.  
 Test Date: Apr 29, 2010  
 Reporting Group:  Student  Class  School  District  Multi-District  
 Report Type: 1.0 Student - Profile

Teacher Type/Location: Current Location

My Customizations: None Selected

Quick Reports: None Selected

**Report Parameters** Title on Report: Student Profile

Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	None Specified

3. Select a **Reporting Group**. The reporting group you choose determines the types of reports you are able to select next.

Reporting Group:  Student  Class  School  District  Multi-District

4. Select a report from the **Report Type** drop-down list.

Report Type: 2.0 Class - Student List

5. For **Teacher Type/Location**, choose “Original Location” if you want teachers/schools that were associated with the students when they took this test. Or, choose “Current Location” or a Teacher Type. **Note:** The “Current Location” selection will sort the students within grade within one school at a time.

Teacher Type/Location: Original Location

6. To preview a report on the screen, click **Preview Report**. The report appears on the screen:

Print: PDF Word Excel |< < > >| Class: Teacher M <-Back

**Class Student List**  
**SAT 10 Int. 2/A - Spring Compl. Batt.**

Grade: **5** District: **A District**  
School: **School DDD**  
Class: **Teacher M**

Score	READNG	MATH	Vocab	RdgCom	Problm	Proced
LastName11, FirstName11	RS	72	73	26	46	28
55555555	MaxPts	84	80	30	54	32
DOB:n/a	SS	688	716	675	693	705
	PR	82	93	59	86	81
	ST9	7	8	5	7	7
	NCE	69.3	81.1	54.8	72.8	68.5
	GE	9	13.2	6.6	10.6	10.9
	PERF	Prof.	Adv.	Prof.	Prof.	Adv.
	LEXILE				1035	

Score	READNG	MATH	Vocab	RdgCom	Problm	Proced
LastName12, FirstName12	RS	33	29	13	20	12
666666	MaxPts	84	80	30	54	32
DOB:n/a	SS	601	605	595	605	609
	PR	5	8	4	7	10
	ST9	2	2	2	2	2
	NCE	15.4	20.4	13.1	18.9	23
	GE	2.7	3.5	2.6	2.8	3.6
	PERF	<Basic	<Basic	<Basic	<Basic	<Basic
	LEXILE				580	

Score	READNG	MATH	Vocab	RdgCom	Problm	Proced
LastName13, FirstName13	RS	57	30	22	35	9

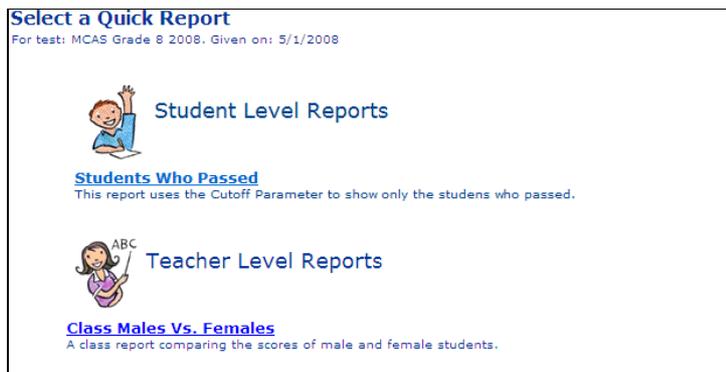
7. Use the |< < > >| buttons at the top of the page to navigate from one page to another. Use the **Class** drop-down list (or **Student**, **School**, or **District** drop-down list etc., depending on the report you are viewing) to jump to a specific part of the report.

8. Click <-Back to return to the **Create Reports** page. (**Warning:** Be sure to click this special button to go back after viewing a report. Do not click the **Back** button on your browser; it does not necessarily have the same effect.)

## Quick Reports

If you or others in your group have saved any customized reports as Quick Reports, you can select and view a Quick Report:

1. Click on **Quick Reports** from the top menu.
2. Select a test from the list of tests. The available Quick Reports appear.



3. Click on a Quick Report from any of the categories.
4. The report appears on the screen.

## Printing a Report

In order to print a report you must first choose a print format. Once your report has been processed you can print it or save it to a file. Follow these steps to print the report:

1. From the preview screen, click the **PDF** button from the top of the screen.



A yellow pop-up text message appears:



**Note:** This message disappears after several seconds.

2. Click **Download a Report** from the top menu bar. This brings you to the Download a Report page showing the report(s) you have exported.

**Download a Report**

When report is ready the status will change to a "Download" link. Click Download to download your report. You should save the report on your local system for future viewing. A downloadable report will be available for download.

Status		Report	Format	Submitted	
<a href="#">Download</a>	<a href="#">Cancel</a>	2.0 Class - Student List	PDF	12:22 PM	31,775 bytes
					1

**Note:** When a report is ready and you are in another area of ReadyResults.Net, the headline **Reports Are Ready** appears on the menu bar. Click that headline in order to get to the Download a Report page.

3. When a "Download" link appears in the **Status** column for the report you want to print, click on the link. **Note:** If the link says "Processing," you can periodically click the **Refresh** button to see if the report is ready for download.
4. The report opens up in Adobe Acrobat or Adobe Reader. **Note:** To skip the opening Adobe screen, open Adobe Acrobat or Reader and choose **Preferences** from the **Edit** menu. Select **General** and then click **Options**. In the **Startup** section, deselect "Display Splash Screen," and then click **OK**. Exit out of the Adobe application.
5. To print the report, choose **Print** from the **File** menu of the Adobe program. To save the report and print it later, choose **Save As** from the **File** menu and supply a filename and location.

You can also print or save reports in Microsoft Word or Microsoft Excel format. Click the **Word** or **Excel** buttons from the **Report Preview** window. The report opens in Word or Excel and you can print or save the file from there.

## Customizing a Report

ReadyResults.net reports are created based on a set of parameters. You can change these parameters on the Create Reports page. To do so:

1. Click **Select a Test for Reporting** from the top menu bar. The Select a Test for Reporting page appears.

- Click on a test. The **Create Reports** page appears.

**Create Reports** Select another Test

Test: SAT 10 Int. 2/A - Spring Compl. Batt.  
 Test Date: Apr 29, 2010  
 Reporting Group:  Student  Class  School  District  Multi-District  
 Report Type: 1.0 Student - Profile

Teacher Type/Location: Current Location  
 My Customizations: None Selected Create/Edit  
 Quick Reports: None Selected Create/Edit

Preview Report Set as Defaults Clear Parameters

---

**Report Parameters** Title on Report: Student Profile

Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc. Code Filter	None Specified	Spc. Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	None Specified

- Examine the buttons under **Report Parameters**.

**Report Parameters**

Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc. Code Filter	None Specified	Spc. Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	1 Test Selected
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

Notice that the parameter buttons have displays next to them to indicate whether it has been specified. Parameter buttons that are gray are unavailable for the report type you selected.

- Click the button for the parameter you want to change and a second screen appears. For example, click on **Teacher** and the **Select Teacher** screen appears. This screen contains a list of teachers associated with the selected test, enabling you to select the teacher(s) whose students you want to see on the report.

**Select Teachers**

<input checked="" type="checkbox"/>	Teacher	School	District
<input type="checkbox"/>	Teacher C	School AAA	A District
<input type="checkbox"/>	Teacher H	School AAA	A District
<input checked="" type="checkbox"/>	Teacher M	School DDD	A District

1

Select All Clear All OK Cancel

- After making changes to a parameter, click **OK** to return to the **Create Reports** screen.

Report Parameters		Title on Report: Class Student List	
Student	All	Letter	None Specified
Teacher	1 Teacher Teacher M	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

Notice that after you change a parameter, the display lists specific selections or “Selected.”

6. Change any other parameters you want in the same way.
7. Click the **Preview Report** button to display the customized report on your screen.

For more information on each of the report parameters, refer to the section “Report Parameters” beginning on page 7.

## Changing the Defaults

The selected parameters are saved from one session to the next according to the selected test. Some parameters can be saved across tests if you change the defaults. To change the default values for the parameters:

1. Set the parameters the way you want them to be by default. This means that the parameters will be set this way when you select any test, if the parameter is applicable to the test. Additionally, when you choose **Clear Parameters** from the **Create Reports** page, the parameters will revert to these default settings.
2. Click **Set as Defaults** from the **Create Reports** page.

**Create Reports** Select another Test

Test: SAT 10 Int. 2/A - Spring Compl. Batt.  
 Test Date: Apr 29, 2010  
 Reporting Group:  Student  Class  School  District  Multi-District  
 Report Type: 1.0 Student - Profile  
 Teacher Type/Location: Current Location  
 My Customizations: None Selected Create/Edit  
 Quick Reports: None Selected Create/Edit

Preview Report Set as Defaults Clear Parameters

Report Parameters		Title on Report: Student Profile	
Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	None Specified

3. A message appears asking if you are sure you want to save the current settings as your default parameters. Click **OK**.

---

## Saving Parameters as Customizations

After you've modified the report parameters, you can save them as a "Customization" to use again with other tests or other reports. For information on Customizations, refer to the separate document titled "Customizations."

## Report Parameters

The report parameters control various aspects of a report. You may customize them for any report. A detailed description of each of the parameters follows below. These are all available on the **Create Reports** screen which appears after you select a test.

---

### The Student, Teacher, School, and District Parameters

You can use these parameters to select one or more students, teachers, schools, or districts to appear on reports.

1. Click on the **Student**, **Teacher**, **School**, or **District** button. A new page appears. For example, if you click the **Student** button, the **Select Students** page appears.

	Last Name	First Name	Teacher	School	District
<input type="checkbox"/>	LastName11	FirstName11	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName12	FirstName12	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName13	FirstName13	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName14	FirstName14	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName15	FirstName15	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName16	FirstName16	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName17	FirstName17	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName18	FirstName18	Teacher M	School DDD	A District
<input type="checkbox"/>	LastNameA	FirstNameA	Teacher C	School AAA	A District
<input type="checkbox"/>	LastNameA	FirstNameA	Teacher C	School AAA	A District
<input type="checkbox"/>	LastNameB	FirstNameB	Teacher C	School AAA	A District

This page shows all of the students who took the test.

2. If you want to narrow the list to students with a certain last name, teacher, school, or district, enter a whole or partial name in the appropriate text box at the top of the screen under "Filter Students." Use the (\*) character as a wild card. For example, if you are looking for a student whose last name is Smith, type Smi\* then click the **Filter** button. You will see all the student records that start with Smi.

- To select a student(s), click in the box next to each of the student names you wish to select. A check mark appears next to each selected name.

**Select Students**

Filter Students  
 Last Name:    Teacher:    School:    District:       

<input type="checkbox"/>	Last Name	First Name	Teacher	School	District
<input type="checkbox"/>	LastName11	FirstName11	Teacher M	School DDD	A District
<input checked="" type="checkbox"/>	LastName12	FirstName12	Teacher M	School DDD	A District
<input checked="" type="checkbox"/>	LastName13	FirstName13	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName14	FirstName14	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName15	FirstName15	Teacher M	School DDD	A District
<input type="checkbox"/>	LastName16	FirstName16	Teacher M	School DDD	A District
<input checked="" type="checkbox"/>	LastName17	FirstName17	Teacher M	School DDD	A District
<input checked="" type="checkbox"/>	LastName18	FirstName18	Teacher M	School DDD	A District
<input type="checkbox"/>	LastNameA	FirstNameA	Teacher C	School AAA	A District
<input checked="" type="checkbox"/>	LastNameA	FirstNameA	Teacher C	School AAA	A District
<input type="checkbox"/>	LastNameB	FirstNameB	Teacher C	School AAA	A District

1 2

There are **Select All** and **Clear All** buttons at the bottom of the window. To select many students, you may click **Select All** to select all the names and then click on individual students you wish to de-select. You can use **Clear All** to de-select all the names.

- Click **OK** when finished. The main **Create Reports** screen reappears. Notice that next to the **Student** parameter, the display now says “Selected.”

## The Spc. Code Filter Parameter

Special Codes are demographic characteristics associated with students. When you import a test, demographics that are in the file get imported along with the students’ names and test scores.

The **Spc. Code Filter** parameter allows you to generate reports based on selected student characteristics. For example, you can select the Special Code **Sex** and set its value to **Male**. That would allow you to generate reports for only the Male students who took a particular test.

To select certain Special Codes for a report:

- Decide if you want to look at Special Codes most recently associated with a student or those associated when the test was administered. Click the appropriate choose at the top where it says “Filter based on information from.”

- Click on the **Special Codes** button. The **Select Special Codes for Filtering Student Records** page appears.

- Click on a Code that you want to specify. For example, to specify a particular gender, click on **Sex**. A check mark appears on the box and a box of choices for the Sex code appears at the bottom of the screen.

- Select a value for the Special Code by clicking on it (a check mark appears). You can select more than one value at a time. If you have selected more than one value, the report will include students who have one value **OR** the other.

If the Special Code has numeric values, choose a comparison symbol or word and specify a number, or range of numbers, in the text box. For example, the Special Code called “Days (SIMS)” uses numeric values:

The image shows two side-by-side screenshots of a dialog box titled "Days(SIMS)".

The left screenshot shows a text box containing the number "50". Below the text box are several radio button options: "<", "<=", ">" (which is selected), ">=", "=", "Between (Example: 1 and 5)", and "Unspecified".

The right screenshot shows a text box containing the range "5 and 10". Below the text box are the same radio button options, but "Between (Example: 1 and 5)" is selected.

The two screenshots are separated by the word "OR".

5. Click **OK** when done.
6. When you click **Preview Report**, the report shows only the students who have the Special Code(s) you selected.

**Note:** If you choose more than one Special Code, the report will show students who fit the criteria for the first code, *and* the second code, *and* the third code, etc.

## The Spc. Code Display Parameter

The **Spc. Code Display** parameter allows you to display Special Code values for each student on a report. This parameter is available for Student List reports, History reports, and Profile reports. To select Special Codes to display on a report:

1. Click on the **Spc. Code Display** button. The **Select Special Codes to Display** screen appears.

The image shows a dialog box titled "Select Special Codes to Display".

At the top left, there is a checkbox labeled "Enable Parameter".

Below the checkbox is a note: "Special code data will not be displayed unless the Enable Parameter is checked. All reports displays a maximum of 5 special codes - except for the Data Export report, which displays all selected special codes."

At the bottom right of the dialog box are two buttons: "OK" and "Cancel".



## The Subtests Parameter

If you don't hand-pick the subtests, each report includes as many subtests as possible. If your report includes more subtests than will fit on one page you can de-select certain subtests. You can also change the order in which the subtests appear on the report. To specify which subtests should appear in your report and in what order:

1. Click on the **Subtests** button. The **Select Subtests** screen appears.

**Select Subtests**

Select from:

In Report:

Order: Up Dn

Note: Objective reports require subtests that are based on Answer Keys (A), and Item Analysis reports require subtests that are based on either Answer Keys (A) or Subsections (S). Sources of subtests are indicated as follows:

- A=Answer Key
- S=Subsection
- C=Composite
- P=Performance

OK Cancel

2. The column on the right titled **In Report** shows all the subtests in the order they will appear on a report. To de-select a subtest, double-click on its name in the list on the right or use the single left arrow button. The subtest you de-selected now appears on the left side, under **Select from**.
3. To select a subtest to appear in a report, double-click on it in the **Select from** column or use the single right arrow button.

**Note:** If you are creating an Item Analysis or Objectives report, you cannot select only subtests that are composites of other subtests. This is because composite subtests have no items or objectives associated with them.

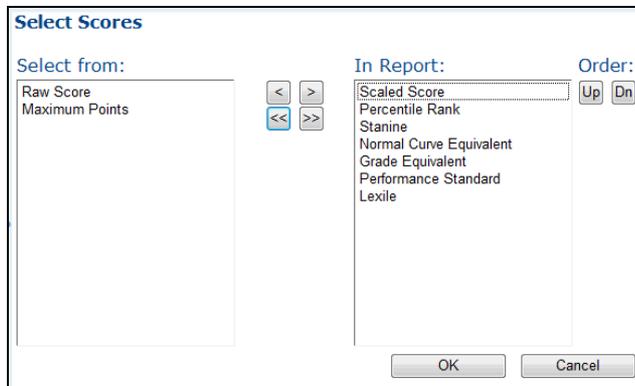
4. The subtests print out on a report in the order in which they appear in the In Report column. To change the order, click on a subtest in the **In Report** column. Then click on the **Up** or **Dn** buttons to move that subtest up or down. **Note:** You cannot control the order of subtests on an Objectives report.
5. Click the **OK** button to get back to the main **Create Reports** page.

Your subtest selections are saved for this test even after you log out. If you would like to store that set of subtests as the default for all tests, click the **Set as Defaults** button on the main **Create Reports** page. In that case, your set of subtests will be honored on all tests that have an identical list of subtests.

## The Scores Parameter

To change the order or select the scores to print in a report:

1. Click on the **Scores** button. The **Select Scores** screen appears.



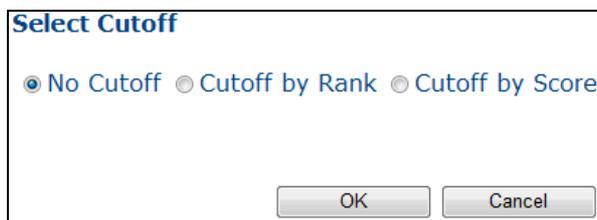
2. The process for selecting scores is the same as for selecting subtests. The column on the right shows all the scores that are available for this test. To de-select a score, double-click on it. The score you de-selected now appears on the left side, under **Select from**.
3. To select a score to appear on a report, double-click on it.
4. The scores print out on a report in the order in which they appear in the **In Report** column. To change the order, click on a score in the **In Report** column. Then click on the **Up** or **Dn** buttons to move that score up or down.
5. Click **OK** to get back to the main **Create Reports** screen.

Your score selections are saved for this test even after you exit the software. If you would like to store that set of scores as the default for all tests, click the **Set as Defaults** button on the main **Create Reports** page. In that case, your set of scores will be honored on all tests that have an identical list of subtests.

## The Cutoff Parameter

The **Cutoff** parameter enables you to see reports for a subgroup of students based on rank or score. For example, you can generate a report that shows only the students who ranked in the top 10% in Math. Or you can have a report that shows those students whose scaled score was below a certain number. To report only on students who scored within a certain range of scores or in a certain rank, follow these steps:

1. Click on the **Cutoff** button. The **Select Cutoff** page appears.



2. Click **Cutoff by Score** or **Cutoff by Rank** to bring up additional options.
3. Select a type of score you want from the **Score** drop-down list.
4. Select a subtest(s) to which you want to apply the cutoff.

5. Enter a range of scores by filling in the **From** and the **To** fields under **Select range of scores for cutoff**. Or specify a rank if you are cutting off by rank.
6. Lastly, select one of the options at the bottom of the page to indicate whether you want your report to include students who met the cutoff criteria on each subtest or on any one subtest.
7. Click **OK**.

Example of Cutoff by Score:

The screenshot shows the 'Select Cutoff' dialog box with the 'Cutoff by Score' radio button selected. The 'Score' dropdown is set to 'Performance Standard'. Under 'Subtest:', several checkboxes are checked, including 'Total Reading', 'Total Math', 'Math:Problem Solv.', 'Spelling', 'Word Study Skills', 'Math:Procedures', 'Science', 'Vocabulary', 'Total Language', 'Social Science', 'Comprehension', 'Language Mechanics', 'Listening', and 'Language Expression'. The 'From' and 'To' dropdowns are both set to '<Basic'. At the bottom, the 'Include students that meet the cutoff for any one of the selected subtests' radio button is selected.

Example of Cutoff by Rank:

The screenshot shows the 'Select Cutoff' dialog box with the 'Cutoff by Rank' radio button selected. The 'Score' dropdown is set to 'Scaled Score'. Under 'Subtest:', the 'Total Reading' radio button is selected. The 'Select parameters to cutoff by rank:' section has 'Bottom' selected in the first dropdown, '20' in the text input, and 'Students' in the second dropdown. The 'OK' and 'Cancel' buttons are at the bottom.

## The Rank Order Parameter

By default, ReadyResults prints student names on reports in alphabetical order within their reporting groups (classes, schools, or districts). You can, however, choose to view the students in ascending or descending order according to their ranking on a specified subtest.

To change the way students are ordered on a report:

1. Click the **Rank Order** parameter. The **Select Rank Order** screen appears.

**Select Rank Order**

Select Subtest:

<input checked="" type="radio"/> (Off)	<input type="radio"/> Math:Procedures	<input type="radio"/> Social Science
<input type="radio"/> Total Reading	<input type="radio"/> Total Language	<input type="radio"/> Listening
<input type="radio"/> Word Study Skills	<input type="radio"/> Language Mechanics	<input type="radio"/> Thinking Skills Basic
<input type="radio"/> Vocabulary	<input type="radio"/> Language Expression	<input type="radio"/> Basic Battery
<input type="radio"/> Comprehension	<input type="radio"/> Spelling	<input type="radio"/> Thinking Skills Complete
<input type="radio"/> Total Math	<input type="radio"/> Science	<input type="radio"/> Complete Battery
<input type="radio"/> Math:Problem Solv.		

Sort Order:

<input type="radio"/> Ascending
<input checked="" type="radio"/> Descending

OK Cancel

2. Under **Select Subtest**, click a subtest on which you want the order to be based.
3. The **Select Score** section appears. Click on the type of score you want to look at for the ranking of students.

**Select Rank Order**

Select Subtest:

<input type="radio"/> (Off)	<input type="radio"/> Math:Procedures	<input type="radio"/> Social Science
<input checked="" type="radio"/> Total Reading	<input type="radio"/> Total Language	<input type="radio"/> Listening
<input type="radio"/> Word Study Skills	<input type="radio"/> Language Mechanics	<input type="radio"/> Thinking Skills Basic
<input type="radio"/> Vocabulary	<input type="radio"/> Language Expression	<input type="radio"/> Basic Battery
<input type="radio"/> Comprehension	<input type="radio"/> Spelling	<input type="radio"/> Thinking Skills Complete
<input type="radio"/> Total Math	<input type="radio"/> Science	<input type="radio"/> Complete Battery
<input type="radio"/> Math:Problem Solv.		

Select Score:

<input type="radio"/> Raw Score	<input type="radio"/> Percentile Rank	<input type="radio"/> Grade Equivalent
<input type="radio"/> Maximum Points	<input type="radio"/> Stanine	<input type="radio"/> Performance Standard
<input checked="" type="radio"/> Scaled Score	<input type="radio"/> Normal Curve Equivalent	

Sort Order:

<input type="radio"/> Ascending
<input checked="" type="radio"/> Descending

OK Cancel

4. Under **Sort Order**, choose **Ascending** for lowest to highest or **Descending** for highest to lowest.
5. Click **OK**.

## The Letter Parameter

When you create a Student-Profile with Letter or Student Profile with Objectives report, you have the option of attaching a letter or memo using the Letter parameter. To attach a letter/memo to a report:

1. Select **Student** as the **Reporting Group** and **Student-Profile with Letter** as the **Report Type**.
2. Click the **Letter** parameter button. The Select and Manage Letter page appears.
3. Click on a letter title to select it. Notice that when a letter is selected, the letter preview appears on the bottom section of this screen. The letter preview shows the letter with any automatic fields filled in with generic terms and scores such as “John” and “100.”

**Select and Manage Letter**

Choose from the list of available letters.

For Students Who Passed
Total Reading Score Letter to All

\*letter shared by another user. \*\* letter shared by you.

---

**Preview**

Cutoff in the selected letter:  
None.

Text:

Dear Parent(s):

As you can see on the attached report, John scored in the "100" performance level for the Total Reading.

Sincerely,  
Principal A

If there are no letters from which to choose, refer to the section that follows titled “Creating a New Letter.”

4. Click **OK** to use the selected letter on the report.
5. When you preview the report, the letter appears at the bottom for each student:

**Student Report**  
SAT 10 Int. 1/A - Spring Compl. Batt. Test Date: 04/29/2009

Student: <b>LastNameB, FirstNameB</b> Grade: 4 ID: 99999999 DOB: 05/05/2010	District: A District School: School AAA Class: Teacher G
--	--

Subtest	RS	MaxPts	SS	PR	ST9	NCE	GE	PERF	LEXILE
Total Reading	64	114	611	22	3	33.7	2.9	Basic	

Dear Parent(s):

As you can see on the attached report, FirstNameB scored in the "Basic" performance level for the Total Reading.

Sincerely,  
Principal A

## Creating a New Letter

To create a new letter:

1. Click **New** from the Select and Manage Letter page. The Edit Letter page appears.
2. Enter a name for the letter in the **Title** text box.

Title:

3. If you want to share this letter with other ReadyResults.net users and you are an administrator, click **All** to share with all the users under your access control jurisdiction.

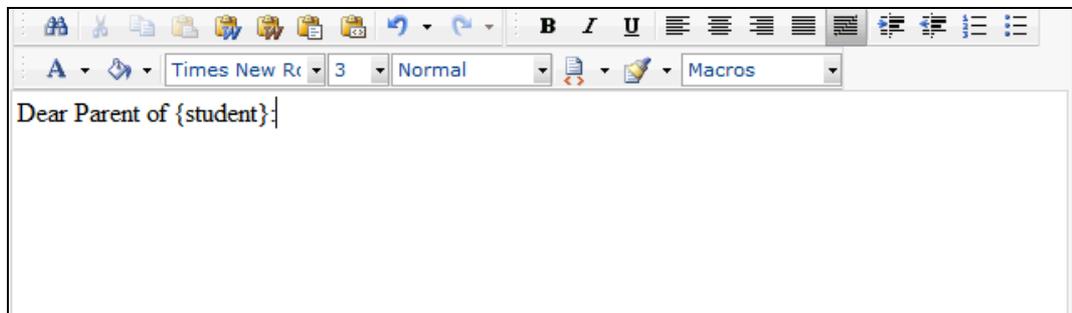
Access to letter:  All  Not Shared

4. Notice the text that says “Applying the following Cutoff to the letter: None.”

Applying the following Cutoff to the letter: None.

This example says “None” because there is no cutoff specified on the primary page (the Create Reports page). You can, however, specify a cutoff on the primary page by clicking the **Cutoff** parameter button and making appropriate selections. Then the letter you create will apply that cutoff when you select it later.

5. Click in the blank space below the formatting buttons and drop-down menus. Type your letter here. To insert fields such as Student Name or a score on a subtest, click the **Macros** drop-down menu.



6. To format fonts or paragraphs, click the appropriate formatting button or choose from a drop-down menu to format characters or insert fields. If you are not sure what a menu or button does, let your cursor hover over it so that a pop-up description appears.
7. Click **Save** when you are finished creating the letter. You return to the Select and Manage Letter screen. A preview of your letter appears.
8. Click **OK** to use your letter. Preview the report.

### **Editing a Letter**

To edit a letter that was already created:

1. Select the letter from the list.
2. Click **Edit** from the Select and Manage Letter page. The Edit Letter page appears.
3. Change the title of the letter or the text or formatting. You can also change the sharing access.

**Note regarding cutoff:** When you click **Edit**, the cutoff associated with the letter automatically changes to whatever cutoff is selected on the primary page (the Create Report page). If you want to change the cutoff associated with the letter, change it on the primary page first and then edit it. Alternatively, if you want to keep the cutoff that was previously associated with the letter, click **OK** on the Select and Manage Letter page which sets the cutoff on the primary page. Then click on the Letter parameter button again, click **Edit**, and proceed with editing.

4. Click **Save** to save the changes. Click **Save As** only if you are editing a letter someone else created and you have provided a new title.

## Macros

The **Macros** drop-down menu allows you to insert fields into your letter. A field references some part of the test you are working on and will automatically insert custom names or scores for each student on the report. For example, if you choose from the field “Student Name,” each student’s name is inserted automatically on each section of the report.

Click the **Macros** drop-down menu and select a field such as **Student Name**. A field reference {student} is inserted as text in your letter. When you see the letter on your report, individual student names are inserted automatically instead of the reference text.

## The Statistics Parameter

Summary statistics can be based on a mean or median of scores. By default, the statistics are calculated using the mean. You may change this using the **Statistics** parameter.

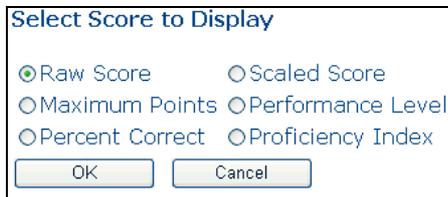
To change from mean to median:

1. Click on the **Statistics** button. The **Select Statistics Method** page appears.
2. Select **Median** and click **OK**.

## The Display Score Parameter

This parameter sets the type of score to display on reports with graphs. It also appears for summary reports.

1. Click the **Display Score** button. The **Select Score to display** page appears. The list of scores to display varies, depending on the test which you are customizing.



Select Score to Display

Raw Score       Scaled Score  
 Maximum Points       Performance Level  
 Percent Correct       Proficiency Index

OK      Cancel

2. Click on the type of score you want shown on the reports and click **OK**.

Your display score selection is saved for this test even after you exit the software. If you would like to store this score as the default for all tests, click the **Set as Defaults** button on the main **Create Reports** page.

## The Cross-Tab Parameter

When you create a Cross-Tab report, you must use this parameter. Create a Cross-Tab report when you want to compare performance of subgroups of students based on summary statistics. A Cross-Tab report gives you the following summary information such as the number of students in the subgroups and the average values for the subgroup. Each subgroup is specified by a subtest, a cutoff score value, and one or two Special Codes. This allows you to compare, for example: boys versus girls who scored below average for a Math subtest; or students who were in your school system for various amounts of time.

To create a Cross-Tab report:

1. Select **School** or **District** as the **Reporting Group** and **Cross-Tab** as the **Report Type**.

2. Click the **Cross-Tab** parameter button to open the Cross-Tab Setup page.

**Cross Tab Setup**

Subtest and Score    First Special Code    Second Special Code

Subtest: ENGLISH LANG. ARTS

Score: Raw Score

Cutoff: At or Above Value 1

Value 1:

Cross Tabulation Type:

One Special Code

Two Special Codes

OK    Cancel

3. On the “Subtest and Score” tab, choose a subtest from the **Subtest** drop-down menu.
4. Choose a type of score from the **Score** drop-down menu.
5. Choose a type of range from the **Cutoff** drop-down menu. Enter a numeric value for **Value 1** and **Value 2**.

**Cross Tab Setup**

Subtest and Score    First Special Code    Second Special Code

Subtest: MATHEMATICS

Score: Percent Correct

Cutoff: Including/Between Value 1 and Value 2

Value 1:     Value 2:

**Note:** **Value 2** only appears if the **Cutoff** is set to **Including/Between Value 1** and **Value 2**.

- For the **Cross-Tabulation Type**, choose **One Special Code** or **Two Special Codes**. If you want to focus on one demographic such as Sex/Gender, choose **One Special Code**. If you want to use two demographics such as Sex/Gender and Race, select **Two Special Codes**.

Cross Tabulation Type:

One Special Code

Two Special Codes

OK Cancel

- Click on the “First Special Code” tab.

Subtest and Score First Special Code Second Special Code

Use Special Codes from:  Student Record  
 Test Administration

Special Code: Sex

Select from In Report

Male  
Female  
(blank)

< >  
<< >>  
Up Dn

OK Cancel

- Specify whether you want to use Special Codes associated with the students in Student Records database or in the test administration.
- Choose a Special Code from the **Special Code** drop-down list.
- Double-click on the values you want to use in the **Select from** column so that they appear in the **In Report** column. Or use the buttons provided to move Special Code values from one column to the other or up or down.

Subtest and Score First Special Code Second Special Code

Use Special Codes from:  Student Record  
 Test Administration

Special Code: Sex

Select from In Report

(blank)

< >  
<< >>  
Up Dn

Male  
Female

OK Cancel

- If you are using two Special Codes, click on the “Second Special Code” tab. Double-click on the values you want to use in the **Select from** column so that they appear in the **In Report** column. Or use the buttons provided to move Special Code values from one column to the other or up or down.

12. Click **OK** to return to the main Create Reports screen and preview the report.

School Cross-Tab Report				
Grade 10 2005				
Grade: 10			District: District	
			School: High	
Test Date: 5/1/2005				
Count of Students for MATHEMATICS with Percent Correct between 50 and 90 by Sex and Race (Official)				
	Male	Female	Total	All
Hispanic	14	11	25	41
White	72	70	142	207
Total	91	85	167	
All	139	124	248	
Percent of Students for MATHEMATICS with Percent Correct between 50 and 90 by Sex and Race (Official)				
	Male	Female	Total	All
Hispanic	60.9	61.1	61.0	16.5
White	66.7	70.7	68.6	83.5
Total	65.6	69.2	66.9	
All	52.9	47.1		
Average MATHEMATICS Percent Correct				
	Male	Female	Row	
Hispanic	57.6	61.4	59.3	
White	75.0	68.6	71.9	
Column Average	71.9	68.5	70.3	
All means all students regardless of cutoff. Chi Squared = 0.28 with 1 degree(s) of freedom. The groups are not significantly different based on the selected cutoff score (at the 5% chi-square level).				

## The Gap Score Parameter for Comparisons

The gap score parameter allows you to compare the scores of one group, a *primary group*, with the scores of another group, a *comparison group*.

- The *primary group* is the group specified by your selections on the main **Create Reports** screen. When you make changes to the parameters on the Create Reports screen to select specific schools, teachers, or types of students, you are changing the primary group.
- The *comparison group(s)* can be pre-defined or defined by you. A pre-defined group is one whose scores are included in the test configuration. An example of a pre-defined group for some tests is the State Average. A group you define yourself can be any group of specific schools, teachers, districts, students, or types of students. To define and select comparison groups, you use the Gap Score parameter.

The following are the kinds of reports on which you can show comparisons:

Item Analysis  
Objectives  
Profile with Objectives  
Instructional Grouping  
Item Analysis Graph  
Multi-Group Frequency Distribution Graphs.

**Note:** Most of the reports compare your primary group to one comparison group. Others, however, (such as the Item Analysis Graph report and the Multi-Group Frequency Distribution report), allow you to compare your primary group to more than one comparison group.

To create a comparison report:

1. Select one of the reports from the main **Create Report** page. For example, choose **Class** as the **Reporting Group** and **Item Analysis Graph** as the **Report Type**. Or choose any of

the report types listed in the section above. **Note:** The reports available depend on the test you selected.

- Specify your primary group by making any changes to the parameters on the main **Create Reports** page.
- Next, specify a comparison group. Click the **Gap Score** parameter button. The **Select Gap Scores** page appears. (The appearance of this page varies, depending on the type of report you selected.)

### Select Gap Scores

*Showing parameters for report Item Analysis Graph by Class*

Enter a name for the Primary Group:

Click New to define a new comparison group:

Select a comparison group:

Group 1  [Edit](#)

Group 2  [Edit](#)

Group 3  [Edit](#)

Select the rank order:

No ranking

Rank order on difference between Primary Group and Group 1

Rank order on score for Primary Group

Rank order on score for Group 1

Order

Ascending

Descending

- You can change the name of your primary group by typing a name in the first text box. For example, if your primary group is one particular school, enter a descriptive name for it.
- Under “Select a comparison group” choose a group from the **Group 1** drop-down list. The choices consist of any pre-defined comparison groups and any groups you create. See the section below titled “Customized Comparison Groups” for more information on creating your own comparison groups.

**Note about the number of comparison groups:** Some reports allow you to specify more than one group. For example, if you are creating an **Item Analysis Graph** report, you can choose two additional comparison groups by selecting from the **Group 2** and **Group 3** drop-down lists. For other reports, select up to six comparison groups.

Select a comparison group

Group 1  [Edit](#)

Group 2  [Edit](#)

Group 3  [Edit](#)

- You can customize some reports further by selecting a specific ranking order. If you leave **No ranking** selected, the report is ordered by item number.  
*Note:* The rank order options do not apply to all types reports.

Select how to order the comparison:

No ranking

Rank order on difference between Primary Group and Group 1

Rank order on score for Primary Group

Rank order on score for Group 1

- Choose **Ascending** or **Descending** order. If you view scores or differences in ascending order, the items will be sorted from the lowest to highest scores and vice versa for descending order.

Order

Ascending

Descending

### Customized Comparison Groups

If the comparison group you want to use is not one of the pre-defined groups, you can use a customized comparison group. To create a new comparison group while in the **Select Gap Scores** screen:

- Click on **New**. The **Create/Edit Comparison Group** screen appears.

Create/Edit Comparison Group

This Comparison Group has 394 students

Name:

Student	All
Teacher	All
School	All
District	All
Spc.Code Filter	None Specified
Cutoff	None Specified

Delete OK Cancel

- Enter a name for the comparison group/Customization.

Name:

Student	All
Teacher	All

- Click on the parameter buttons to create the group. For example, to select Hispanic students, click **Spc. Code Filter** and choose **Race: Hispanic**. Click **OK**.

**Create/Edit Comparison Group**

This Comparison Group has 94 students

Name:

Student	All
Teacher	All
School	All
District	All
Spc. Code Filter	Race (Official)=Hispanic;
Cutoff	None Specified

4. Click **OK** when you are finished to return to the **Select Gap Scores** screen.
5. Now you can select your comparison group from the **Group 1** drop-down list. To edit the group later or delete it, you can select it in **Group 1** and click the **Edit** link to open the **Create/Edit Comparison Group** screen.

When you are finished using the gap score options, click **OK** to return to the **Create Reports** screen.

### **Example 1**

#### *Comparing Your School's Special Ed. Students to Those in the District*

1. Choose **School** as the Reporting Group and **School-Objectives Summary** as the Report Type.
2. Specify your primary group of students which, for this example, is your school's special ed. students. Use the **School** parameter on the main **Create Reports** screen to select your school. Then use the **Spc. Code Filter** parameter to select **SPED** (or a similar Special Code name) with a value that indicates **YES**.
3. To specify your comparison group, click on the **Gap Score** parameter.
4. Click **New** to open the **Create/Edit Comparison Group** page.
5. Create a new comparison group called **District A Special Ed.** Use the **Spc. Code Filter** button on this page to select **SPED** with a value of **YES**.

Now that the comparison group is created, you can proceed to compare your primary group and the comparison group:

1. On the **Select Gap Scores** page, enter **School A Special Ed.** for the name of your primary group.
2. Go to the **Group 1** drop-down menu and choose **District A Special Ed.**
3. Click **OK** to return to the main **Create Reports** page and click **Preview Report** to see your groups compared.

School Objectives Summary Report SAT 10 Int. 1/A - Spring Compl. Batt.				
Grade:	4	District:	A District	
		School:	School AAA	
School A Special Ed. based on MAX of 4 students; District A Special Ed. based on MAX of 5 students;				
Objectives/Strands	Maximum Points	School A Special Ed. Percent Correct	District A Special Ed. Percent Correct	Difference
Total Language	48	81	77	4
Language Mechanics	24	83	82	1
Capitalization	8	94	90	4
Usage	8	88	88	0
Punctuation	8	69	70	-1
Language Expression	24	78	72	6
Sentence Structure	8	69	60	9
Prewriting	5	75	68	7
Content and Organization	11	86	82	4
Thinking Skills (Lang.)	1	25	20	5

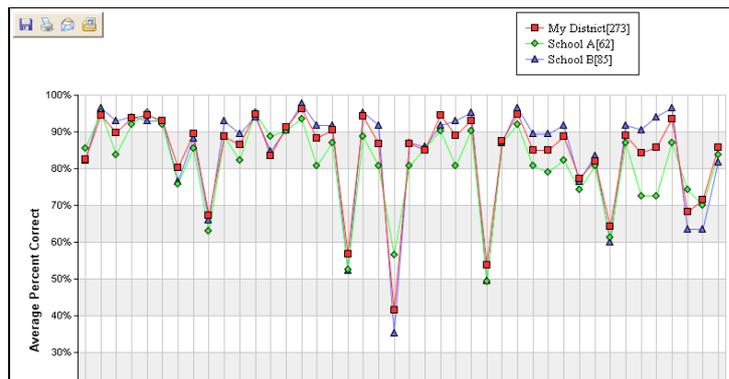
## Example 2

### *Comparing Two Schools vs. the District on a Graph*

1. Choose **District** as the Reporting Group and **District–Item Analysis Graph** as the Report Type. *Note:* You can create up to three comparison groups for an Item Analysis Graph report.
2. Specify your primary group which, for this example, is your district. Use the **District** parameter on the main **Create Reports** screen to select your district.
3. To create your comparison groups, which, for this example, are the individual schools in your district, click on the **Gap Score** parameter to open the **Select Gap Scores** page.
4. Click **New** to bring up the **Create/Edit Comparison Group** page.
5. Enter a name for the group in the **NAME** box. For this example, enter **School A** and use the **School** parameter button to select one school.
6. Click **OK** to return to the **Select Gap Scores** page.
7. Click **New** again and create a new comparison group called **School B**. Use the **School** parameter to select another school.
8. Click **OK** to return to the **Select Gap Scores** page.

Now that the comparison groups are created, you can proceed to compare your primary group and the comparison group:

1. On the **Select Gap Scores** page, enter **My District** as the name of the primary group.
2. Go to the **Group 1** and **Group 2** drop-down menus and choose **School A** and **School B**, respectively.
3. Click **OK** to return to the main **Create Reports** page and click **Preview Report** to see your groups compared.



## The Multi-Test Parameter

Giving you the ability to track student progress over time is one of the most important functions of ReadyResults. A multi-test report allows you to show the scores on more than one test at a time for any group of students. This kind of report works well for multiple tests that have the *same subtests as the primary test*. To create a multi-test report:

1. Select a Multi-Test report type such as **Multi-Test Summary Graphs** or **Multi-Test Frequency Distribution Graphs**.

Report Type:

2. You can preview the report right now, but you will only see results for the primary test—the one noted at the top of the **Create Reports** page. To bring in other tests, you must customize the report.
3. First select the **Display Score** parameter so that you can specify the score you wish the report to be based on.
4. The Select Score to Display screen appears. Select a type of score and click **OK**.  
*Note:* The scores you can choose from depend on the test you selected.

Select Score to Display

Raw Score       Performance Level  
 Maximum Points    Proficiency Index  
 Percent Correct    Proficiency Index Label  
 Scaled Score

5. Click the **Multi-Test** parameter button. The Select Additional Tests and Population screen appears.

**Select Additional Tests and Population**

**Primary Test:** SAT 10 Int. 1/A - Spring Compl. Batt.-Apr 29, 2009

**Population:**  Cohort  All Students

**Additional Tests:**  
Select additional tests using the finder located below.

---

**Find and Select Additional Tests:**

*Note: The list of tests can be filtered based on the following parameters: Teacher, School, District, Subtests, Display Score.*

Grade:  Name:  From:  To:

**Select Additional Tests:**

Grade	Date Given	Name	Abbr
<input type="checkbox"/> 5	Apr 29, 2010	SAT 10 Int. 2/A - Spring Compl. Batt.	SAT10A05S07N7F011
<input type="checkbox"/> 5	May 06, 2010	SELP Elementary/A - Grade 5 Spring	SELPA05231
<input type="checkbox"/> 5	May 15, 2010	SELP Elementary/A Scores - Grade 5 Spring	SELPA05231SCS
<input type="checkbox"/> 5	May 15, 2011	SELP Elementary/A Scores - Grade 5 Spring	SELPA05231SCS

1

6. Select a **Population**. Choose **All Students** to show all students/tests. Choose **Cohort** to use only students that took all the selected tests.
7. Select more tests for the multi-test report under the **Select Additional Tests** section. Select one to four additional tests to show alongside the primary test. Do this by clicking on the box next to the test so that a checkmark appears. Then, click **OK**.

**Find and Select Additional Tests:**

*Note: The list of tests can be filtered based on the following parameters: Teacher, School, District, Subtests, Display Score.*

Grade:  Name:  From:  To:

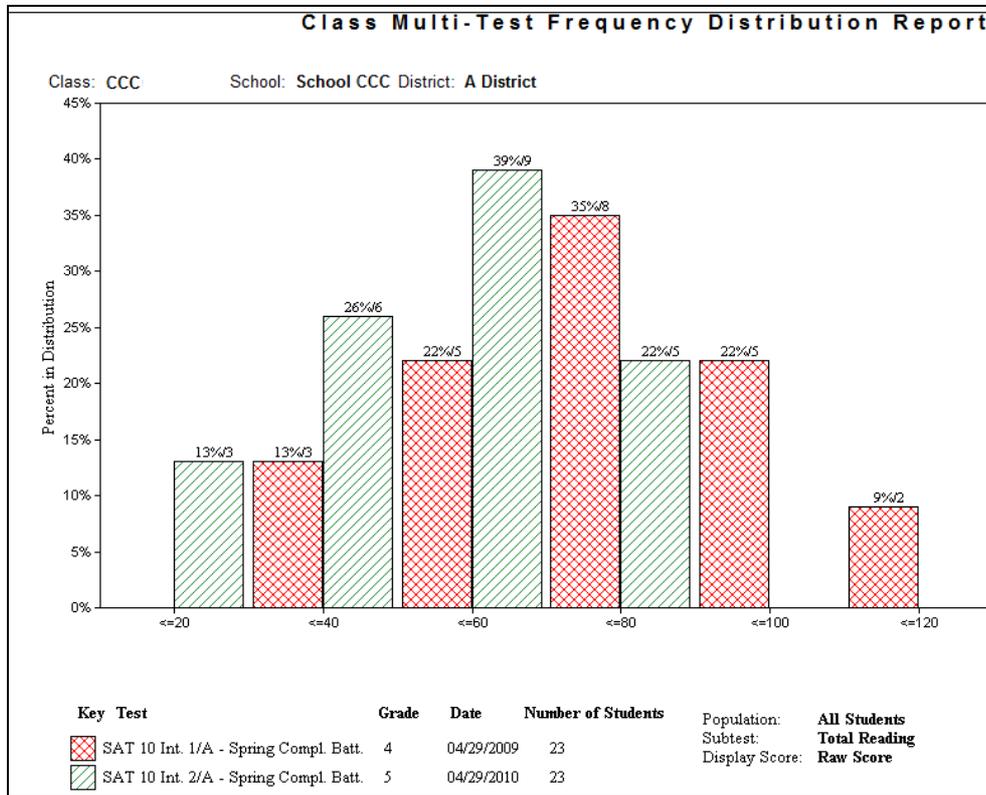
**Select Additional Tests:**

Grade	Date Given	Name	Abbr
<input checked="" type="checkbox"/> 5	Apr 29, 2010	SAT 10 Int. 2/A - Spring Compl. Batt.	SAT10A05S07N7F011
<input type="checkbox"/> 5	May 06, 2010	SELP Elementary/A - Grade 5 Spring	SELPA05231
<input type="checkbox"/> 5	May 15, 2010	SELP Elementary/A Scores - Grade 5 Spring	SELPA05231SCS
<input type="checkbox"/> 5	May 15, 2011	SELP Elementary/A Scores - Grade 5 Spring	SELPA05231SCS

1

**Note:** To limit the list of available tests to those for a certain grade or having a particular name or date, use the **Grade, Name, From, and To** drop-down menus under **Find and Select Additional Tests**. Then click **Find**.

8. Preview the report. Look at different subtests by clicking the drop-down list next to **Subtest** at the top of the screen. Choose a subtest to view.
9. If, for example, you selected two tests and Math was on both tests, you can view a report for students who took both tests—the cohort.



## The History Parameter

A history report enables you to view results from various tests that students have taken, regardless of the types of subtests and scores that were tested. To create a history report:

1. Select one of following for the **Reporting Group**: Student, Class, or School.
2. Select a history **Report Type** such as **Class-History**.

You can preview the report right now, but you will only see results for the primary test (the one noted at the top of the **Create Reports** page) and the first three scores from the History parameter. To bring in other tests or show other scores or subtests, you must customize the report. Refer to the sections that follow.

## Adding Tests

To include other tests in your history report:

1. Click on the **History** parameter button. The Select History screen appears. The primary test is shown as the only test currently selected for the history report.

Select History						
Grade	Date Given	Name	Abbr	Admin Name		
4	4/29/2009	SAT 10 Int. 1/A - Spring Compl. Batt.	SAT10A04S06N7F011	Spring 2009 with '07 Norms	<a href="#">Subtests</a>	<a href="#">Scores</a>

Remove All Add More OK Cancel

2. To add other tests to the history report, click **Add More**. The **Select Tests for History** screen appears. It lists only tests that were taken by any of the students on the primary test.
3. Select one or more tests to show alongside the primary test. Do this by clicking on the boxes next to the tests so that checkmarks appear. *Note:* Select up to 10 tests for a Student-History report or up to four tests for a Class- or School-History report.

Select Tests for History					
	Grade	Date Given	Name	Abbr	Admin Name
<input type="checkbox"/>	5	4/29/2010	SAT 10 Int. 2/A - Spring Compl. Batt.	SAT10A05S07N7F011	Spring 2010 with '07 Norms
<input type="checkbox"/>	5	5/6/2010	SELP Elementary/A - Grade 5 Spring	SELPA05231	Total Composite
<input type="checkbox"/>	5	5/15/2010	SELP Elementary/A Scores - Grade 5 Spring	SELPA05231SCS	Grade 5 09_10 Spring
<input type="checkbox"/>	5	5/15/2011	SELP Elementary/A Scores - Grade 5 Spring	SELPA05231SCS	Grade 5 10_11 Spring

OK Cancel

4. Click **OK** to return to the **Select History** screen and view all the tests that appear in the History report.

Select History						
Grade	Date Given	Name	Abbr	Admin Name		
4	4/29/2009	SAT 10 Int. 1/A - Spring Compl. Batt.	SAT10A04S06N7F011	Spring 2009 with '07 Norms	<a href="#">Subtests</a>	<a href="#">Scores</a>
5	4/29/2010	SAT 10 Int. 2/A - Spring Compl. Batt.	SAT10A05S07N7F011	Spring 2010 with '07 Norms	<a href="#">Subtests</a>	<a href="#">Scores</a> <a href="#">Remove</a> <a href="#">Up</a>

Remove All Add More OK Cancel

5. To change the order of the tests as they appear on the report, click the **Up** or **Down** links to move the test and click **OK**.
6. Click **OK** again to return to the main **Create Reports** screen and preview your history report. Or customize your report by further by selecting specific subtests or scores. To do so, refer to the next section.

## Selecting Subtests or Scores

1. To select specific subtests or scores for one or more tests, click on the **Subtests** or **Scores** link next to the test.

Grade 4 2004	<a href="#">Subtests</a>	<a href="#">Scores</a>			<a href="#">Down</a>
Grade 3 2003	<a href="#">Subtests</a>	<a href="#">Scores</a>	<a href="#">Remove</a>	<a href="#">Up</a>	

For example, click on the **Scores** link to bring up the **Select Scores for History** page.

2. The column on the right shows all the scores that are available for this test. To de-select a score, double-click on it. The score you de-selected now appears on the left side, under **Select from**. To select a score to appear on a report, double-click on it. To change the order, click on a score in the **In Report** column. Then click on the **Up** or **Dn** buttons to move that score up or down. *Note:* You can select up to three scores.
3. Click **OK** to get back to **Select History** screen.
4. Click **OK** again to return to the main **Create Reports** screen and preview your history report.

Individual Historical Report					
Student:	LastNameB, FirstNameB			District:	A District
Grade:	5			School:	School AAA
ID:	99999999			Class:	Teacher G
DOB:	05/05/2010				
<b>SAT 10 Int. 1/A - Spring Compl. Batt.</b> Spring 2009 with '07 Norms Test Date:04/29/2009			<b>SELP Elementary/A - Grade 5 Spring</b> Total Composite Test Date:05/06/2010		
	SS	PERF		SS	PLevel
Total Reading	611	Basic	Listening	671	Prof
Word Study Skills	621	Basic	Speaking	723	Prof
Vocabulary	599	Basic	Reading	732	Prof
Comprehension	613	Basic	Writing		
Total Math	636	Prof.	Writing Conventions	678	Prof
Math:Problem Solv.	627	Prof.	Total Writing	696	Prof
Math:Procedures	650	Prof.	Comprehension	697	Prof

## Note about Scores on Reports

On some reports, you may notice that some students are missing scores even though they took the test. There are several reasons why scores may be missing on reports:

- If the test scores are based on age (NNAT 2 and OLSAT) and if the student bubbled a Date of Birth that is out of range for the derived scores, there will be no derived scores.
- Some of the tests have rules that require students to answer at least some of the questions within a certain set. These are called the “Attemptedness” rules. If a student fails the “Attemptedness” check, all his responses will be removed and he will not receive a score for that particular test.

- Some tests may have an “Ineligible” marker on the answer document or online. If that marker is set, then even if the student took part of the test, his responses will be removed and he will not get any subtest scores.

## Related Documents

- *Customizations*—explains how to save a set of parameters as a customization and how to use customizations.
- *Teacher Assignments*—covers adding Teacher Types or teacher names manually.
- *Special Codes*—describes how to create a Special Code and assign them manually to students.