

**ACUITY™**

Assessment Focused on Learning

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## REPORT GUIDE

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# CHAPTER 12

## REPORTS

Acuity provides robust reporting capabilities. You can view reports by Report Type or by Report Level. Reports are structured by assessment type and can be available at the Student, Class, School, and District levels. Many of the reports contain links that allow navigation from one report to another report for additional assessment data. For example, an educator can navigate from a Student-level Assessment report to a Student-level Item Analysis report for the same assessment. Note that for reports on Custom Tests, an educator can "drill down" (navigate via links into successively detailed information on items) only if that educator has been given access to the item bank containing those items. When running reports educators can toggle between more than one set of standards. Reports can be aligned to the new Common Core State Standards when run on tests already deployed in Acuity.

Item statistics are available at the district, school, or class level. Item statistics include: P-value (percent of respondents who answered the item correctly), number of respondents, number and percentage of respondents choosing each option and depth of knowledge.

Where a school or district level report includes students with unscored items, the user can generate a PDF report that identifies these students. This is applicable only on those reports that pertain to a single assessment.

The process of accessing a report is similar for all reports. Your reports might look different from others of the same kind, depending on the assessment(s) and the scores available for the test program when your reports are run. For example, if you are running a predictive report for a completed assessment assignment, there are scaled scores available, but no predicted performance information. The scaled scores will appear in the report, but the predicted performance section will be suppressed and will not appear.

This chapter covers the following topics. Step-by-step instructions are provided for each report type.

- [Reports and Assigning Instructional Resources](#)
- [Reports and Partially Scored Items](#)
- [Reports and Range Performance](#)
- [Reports by Type](#)
- [Reports by Level](#)
- [Prior Year Reports](#)
- [Available Batch Reports](#)

## 12.1 Reports and Assigning Instructional Resources

With the appropriate permission, educators assign **Instructional Resources** when viewing reports. The user must have the **Assign/Preview Instructional Resources** permission. The following report types provide links on the report page that let you define **Instructional Resources** for students, classes based on and specific performance ranges and item choices.

- **Student Assessment Report**
- **Class Assessment Report**
- **Class Item Analysis Report**

To assign Instructional Resources from a Student Assessment Report, follow these steps:

1. From the **Student Assessment Report** page, click the **Assign** link.

Test Performance						
Grade	% Points Obtained	Number of Items	Points Possible	Points Obtained	Number of Item(s) Omitted	Assign Instruction
Standard						
Objective						
Assessment Totals:	91%	32	35	32	0	
Grade 5	89%	25	28	25	0	
Standard 1: Students read and understand a variety of materials.	100%	7	8	8	0	
1.b. Summarize fiction and non-fiction (for example, tall tales, historical fiction, adventure, procedural text, and informational text).	100%	1	2	2	0	
1.c. Locate and paraphrase the key/main ideas and supporting details in fiction and non-fiction.	100%	1	1	1	0	<a href="#">Assign</a>
1.d. Infer using contextual clues.	100%	1	1	1	0	<a href="#">Assign</a>
1.g. Identify the meaning of unfamiliar words in context using word recognition skills and context clues.	100%	4	4	4	0	<a href="#">Assign</a>
Standard 4: Students apply thinking skills to their reading, writing, speaking, listening, and viewing.	90%	8	10	9	0	
4.a. Determine author's purpose.	100%	2	2	2	0	<a href="#">Assign</a>
4.b. Use reading to define and solve problems and answer questions.	100%	3	3	3	0	<a href="#">Assign</a>
4.c. Differentiate fact from opinion.	100%	1	1	1	0	<a href="#">Assign</a>
4.d. Make predictions and draw conclusions from text in various genre.	67%	1	3	2	0	<a href="#">Assign</a>
4.e. Recognize the author's point of view.	100%	1	1	1	0	
Standard 5: Students read to locate, select, and make use of relevant information from a variety of media, references, and technological sources.	67%	6	6	4	0	
5.a. Use organizational features of printed text (for example, page numbering, alphabetizing, glossaries, chapter heading, changes in print, table of contents, indexes, and captions) to locate information.	60%	5	5	3	0	<a href="#">Assign</a>
5.c. Summarize and organize information about a topic in a variety of ways (for example, graphic organizer, Venn diagram, outline, and timeline) from references, technical sources, and media.	100%	1	1	1	0	<a href="#">Assign</a>

2. You will see the **Assign Instruction to Student** page.
  - a. You will see the student's name, subject, selected curriculum standard, grade level, strand, and concept.
  - b. Select an **Instructional Resource Type** from the drop-down list.
  - c. Click in the check box(es) to select an Instructional Resource from the list. If you want to select all the resources listed, click in the **All Instructional Resources** check box.

- d. Click [Assign these Resources](#).

[Back to Student Assessment Report](#)

## Assign Instruction To Student

**Student:** Alexander Abarro  
**Subject:** Language Arts  
**Standard:** Colorado Language Arts 2009  
**Grade:** Grade 5  
**Standard :** Standard 1: Students read and understand a variety of materials.  
**IR Type:** Tutorial

Instructional Resource Assignment

Instructional Resources	Assign >
All Instructional Resources	<input checked="" type="checkbox"/>
<a href="#">Main Idea/Topic/Authors Purpose, Passage Comp: Level 5</a>	<input checked="" type="checkbox"/>
<a href="#">Supporting Details/Irrelevant Information: Level 5</a>	<input checked="" type="checkbox"/>

Instructional Resources Assigned to Student

Main Idea/Topic/Authors Purpose, Passage Comp: Level 5  
 Supporting Details/Irrelevant Information: Level 5

[Assign these Resources](#)

3. You will see a message indicating that the selected Instructional Resources have been assigned to the student. Click [Close Window](#) to return to the report page.

To assign Instructional Resources from a Class Assessment Report, follow these steps:

1. From the **Class Assessment Report** page, click the [Assign](#) link.

Test Performance						
Grade Standard Objective	% of students who scored in each Performance Range (based on % Points Obtained)				Average % Points Obtained	Assign Instruction
	(0-25) Range 1	(26-50) Range 2	(51-75) Range 3	(76-100) Range 4		
Assessment Totals:	100%	0%	0%	0%	0%	
Grade 4	100%	0%	0%	0%	0%	
Standard 1: Students read and understand a variety of materials.	100%	0%	0%	0%	0%	
1.b. Summarize long text passages.	100%	0%	0%	0%	0%	
1.c. Identify supporting details and main idea.	100%	0%	0%	0%	0%	<a href="#">Assign</a>
1.d. Draw inferences using contextual clues.	100%	0%	0%	0%	0%	<a href="#">Assign</a>
1.e. Identify sequential order in expository text.	100%	0%	0%	0%	0%	<a href="#">Assign</a>
1.h. Use word recognition skills and resources (for example, phonics, context clues, picture clues, reference guides, roots, prefixes and suffixes of words) for comprehension.	100%	0%	0%	0%	0%	<a href="#">Assign</a>
Standard 4: Students apply thinking skills to their reading, writing, speaking, listening, and viewing.	100%	0%	0%	0%	0%	
4.a. Determine author's purpose.	100%	0%	0%	0%	0%	<a href="#">Assign</a>
4.b. Use reading to define and solve problems.	100%	0%	0%	0%	0%	<a href="#">Assign</a>
4.d. Make predictions and draw conclusions about stories.	100%	0%	0%	0%	0%	<a href="#">Assign</a>

2. You will see the **Assign to Class** page.
  - a. You will see the Class name and Subject, the selected Instructional Resource Type, and the Instructional Resource Name. Click the [Preview](#) link to view the Instructional Resource.
  - b. Select a **Standard, Grade, Strand, Concept (Standard)**, and **Skill** from the drop-down lists.

c. Click [Show Current Assignments](#).

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### Assign To Class

Class: Ramirez-Oral Expression - Listening 6-G06-6002

Subject: Language Arts

Standard: Colorado Language Arts 2009 x v

Grade: Grade 4 x v

Standard: Standard 1: Students read and understand... x v

Objective: 1.d. Draw inferences using contextual clues. x v

IR Type: Tutorial

Instructional Resource:   
Select an Option   
Inferences, Passage Comp: Level 3   
Reading Strategies: Level 4

[Show Current Assignments](#)

3. The **Assign to Class** page expands to show a list of students and their current performance ranges.
  - a. Click the check box corresponding to a student enrolled in the class.
  - b. If you want to select all the students who performed in a range, click in the **Select All Range** check box.
  - c. Click  .

The range groupings below are relevant only to the point from which you accessed this page to assign instruction. Range groupings do not change dynamically based on the drop-down selections above.

Range 1 (0-25%), Range 2 (26-50%), Range 3 (51-75%), Range 4 (76-100%)		
<input type="checkbox"/> Select All	Student	Test Performance
<input type="checkbox"/> Select All Range 1		
<input checked="" type="checkbox"/>	MIRANDA, JACOB	Range 1
<input type="checkbox"/>	MUHAMMAD, SHARRIEFF	Range 1
<input type="checkbox"/> Select All Range 2		
<input type="checkbox"/>	BUETTNER, KAYCEE	Range 2
<input checked="" type="checkbox"/>	GROVES, RORRY	Range 2
<input checked="" type="checkbox"/>	TANG, JING RAN	Range 2
<input type="checkbox"/>	VORSETH, LITA	Range 2
<input type="checkbox"/> Select All Range 3		
<input type="checkbox"/>	ANDERSON, MICAH	Range 3
<input checked="" type="checkbox"/>	CAZERES, DESTINEY	Range 3
<input type="checkbox"/>	GRAY, RYKER	Range 3
<input checked="" type="checkbox"/>	JONES, JAILA	Range 3
<input checked="" type="checkbox"/>	LARSEN, MAYA	Range 3
<input type="checkbox"/>	MADISON, AARON	Range 3
<input type="checkbox"/>	WEST, QUINTON	Range 3
<input type="checkbox"/> Select All Range 4		
<input type="checkbox"/>	ABRAM, MADISON	Range 4
<input type="checkbox"/>	ARMSTRONG, ALYSSA	Range 4
<input checked="" type="checkbox"/>	CARABALLO, DAVID	Range 4
<input checked="" type="checkbox"/>	GIFFORD, MEADOW	Range 4
<input checked="" type="checkbox"/>	MCKAIG, LOGAN	Range 4



4. You will see a message indicating that the selected students have been assigned the Instructional Resource. Click  to return to the report page.

To assign Instructional Resources from a Class Item Analysis Report, follow these steps:

1. From the **Class Item Analysis Report** page, click on a [%](#) (percentage) link.

Multiple-Choice Items

		% of students that selected answer Correct Answer: ##%				
		Omitted	A	B	C	D
<b>Grade Three</b>						
1 Reading Process						
1.6.PO 4 Answer clarifying questions in order to comprehend text.						
1	Identify text that shows an author's point of view - 90198	0%	19%	7%	7%	67%
8	Use context clues to determine the meaning of a simile or metaphor - 54529	0%	4%	41%	48%	7%
1.6.PO 5 Extract information from graphic organizers (e.g., webs, Venn diagrams, flow charts) to comprehend text.						
4	Determine the main idea--of a passage with a diagram - 25099	0%	56%	0%	37%	7%
5	Determine the cause or effect of a situation or something that happened--explicit - 19165	0%	0%	4%	96%	0%
1.6.PO 6 Connect information and events in text to related text and sources.						
5	Determine the cause or effect of a situation or something that happened--explicit - 19165	0%	0%	4%	96%	0%
7	Determine how an action/event affects what happens--inferred from text - 89043	0%	0%	15%	81%	4%

2. You will see the item **Performance** page. For this example, it is Multiple Choice: Answer B that only 7% of the students selected.
  - a. You will see the class name, test name, dates test was completed, number of students who were assigned the test, and the number of students who completed the test.
  - b. Click [Assign Instruction](#).

Multiple Choice: Answer (B) Performance

Back Print

ELA0Jones-P3

Test Name: Acuity Arizona Research Predictive Form B ELA Grade 4  
 Dates Test Completed: 11/08/12 - 11/08/12  
 Number of Students Assigned Test: 27  
 Number in Class who Completed Test: 27 out of 27

Student Performance

Identify text that shows an author's point of view - 90198 [Assign Instruction](#)

Student	Points Possible	Points Obtained	% Points Obtained
Madison, Aaron	1	0	0%
Tang, Jing Ran	1	0	0%

3. You will see the **Assign to Class** page. (Same as **Step 2** for **Class Assessment Reports**.)
  - a. You will see the Class name and Subject, the selected Instructional Resource Type, and the Instructional Resource Name.
  - b. Select a **Standard, Grade, Strand, Concept (Standard)**, and **Skill** from the drop-down lists.
  - c. Click [Show Current Assignments](#).

4. The **Assign to Class** page expands to show a list of students and their current performance ranges. (Same as **Step 3** for **Class Assessment Reports**.)
  - a. Click the check box corresponding to a student enrolled in the class.
  - b. If you want to select all the students who performed in a range, click in the **Select All Range** check box.
  - c. Click  .
  
5. You will see a message indicating that the selected students have been assigned the Instructional Resource. Click  to return to the selected item **Performance** page.

## 12.3 Reports and Range Performance

When you view reports that have been setup to show Test Performance by **Range**, you can click on a link in the report page to view **Range Performance**. Range Performance shows which students performed within a selected range based on the standard and grade level you select (from the report). Ranges are associated with specific percent-correct scores. With proper permissions, you can define default ranges to be used for scoring specific assessment types and subjects. You can also customize the number of ranges and the percent correct associated with each range. To define or modify default ranges, select **ADMIN > Profiles & Ranges > Default Ranges**. See *“Profiles and Ranges”* for more information.

The following example shows a **Class Assessment Report** that uses ranges to determine test performance. The Ranges (1-4) and the percentage correct associations are column headings. **Range 1** is 0%-25% correct, **Range 2** is 26%-50% correct, **Range 3** is 51%-75% correct, and **Range 4** is 76%-100% correct. Acuity Predictive Reports indicate students' range groupings at the substandard level (not just the overall assessment level) to support educators who want to administer targeted, small-group instruction.

Although this topic describes the Range Performance link, note the other links available on the **Class Assessment Report**:

- Click the underlined Benchmark description to open the **Item Listing by Standard** window where you can view the benchmark description, item numbers and skills associated with the benchmark, and points possible, average points obtained, and number of students who omitted this item. For more information, see *“Reports and Item Listings by Standard”*.
- Click the **Assign** link to assign (or re-assign) Instructional Resources on a standard-by-standard basis. For more information, see *“Reports and Assigning Instructional Resources”*.

Test Performance							
The score ranges for each performance range are as follows: Range 1 (0-25%), Range 2 (26-50%), Range 3 (51-75%), and Range 4 (76-100%).							
Grade	Standard	% of students who scored in each Performance Range				Average % Points Obtained	Assign Instruction
	Benchmark	(0-25) Range 1	(26-50) Range 2	(51-75) Range 3	(76-100) Range 4		
Assessment Totals:		0%	0%	67%	33%	70%	
Grade 2		33%	0%	0%	67%	67%	
	S Shape, Dimension, and Geometric Relationships	33%	0%	0%	67%	67%	
	<a href="#">S.1 Shapes can be created and described by quantifiable attributes</a>	33%	0%		67%	67%	<a href="#">Assign</a>
Grade 5		17%	17%	50%	17%	53%	
	D Data Analysis, Statistics, and Probability	17%	33%	33%	17%	50%	
	<a href="#">D.1 Visual displays and summary statistics are used to describe and interpret data</a>	17%	33%	33%	17%	50%	<a href="#">Assign</a>
	P Patterns, Functions, and Algebraic Structures	33%	17%	0%	50%	58%	
	<a href="#">P.2 When a relationship exists between two quantities, a change in one results in a change in the other</a>	33%	17%	0%	50%	58%	<a href="#">Assign</a>

If you click on a percentage (%) link, you can view the **Range Performance** for the selected standard and grade. The Range Performance lists the students and the percentage points obtained. Click

[Assign Instruction](#) to assign Instructional Resources associated with this standard (benchmark). For more information, see **“Reports and Assigning Instructional Resources”**.

Range 3 Performance

[Back to Report](#)
[Print](#)

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Grade 7 Class

Test Name:	Acuity Colorado Math Grade 7 Predictive Form A
Dates Test Completed:	01/16/13 - 01/16/13
Number of Students Assigned Test:	6
Number in Grade who Completed Test:	6 out of 6

---

Range 3 Performance

D.1 Visual displays and summary statistics are used to describe and interpret data [Assign Instruction](#)

The score ranges for each performance range are as follows: Range 1 (0-25%), Range 2 (26-50%), Range 3 (51-75%), and Range 4 (76-100%).

Student Name	Number of Items	Points Possible	Points Obtained	% Points Obtained
Jill, Aelce	1	3	2	67%
Jon, Adren	1	3	2	67%

## 12.4 Reports and Item Listings by Standard

When you view reports that have been setup to show curriculum standards and benchmarks, you can click on a link in the report page to view the **Item Listings by Standard**. The following example shows a **Student Assessment Report** that shows the curriculum standard (strand and concept) for each grade level. For this report there are two links:

- Click the underlined **Assign** link to assign (or re-assign) Instructional Resources on a standard-by-standard basis. For more information, see **“Reports and Assigning Instructional Resources”**.
- Click the underlined **Concept** description to view the **Item Listing by Standard**.

Test Performance								
Grade	Strand	Concept	% Points Obtained	Number of Items	Points Possible	Points Obtained	Number of Item(s) Omitted	Assign Instruction
Assessment Totals:			66%	35	35	23	0	
Grade 3			70%	20	20	14	0	
	1	Number and Operations	89%	9	9	8	0	
		1.1 Understand and apply numbers, ways of representing numbers, and the relationships among numbers and different number systems.	67%	3	3	2	0	<a href="#">Assign</a>
		1.2 Understand and apply numerical operations and their relationship to one another.	100%	6	6	6	0	<a href="#">Assign</a>
	2	Data Analysis, Probability, and Discrete Mathematics	100%	2	2	2	0	
		2.3 Understand and demonstrate the systematic listing and counting of possible outcomes.	100%	2	2	2	0	<a href="#">Assign</a>
	3	Patterns, Algebra, and Functions	60%	5	5	3	0	
		3.1 Identify patterns and apply pattern recognition to reason mathematically while integrating content from each of the other strands.	0%	1	1	0	0	<a href="#">Assign</a>
		3.2 Describe and model functions and their relationships.	0%	1	1	0	0	
		3.3 Represent and analyze mathematical situations and structures using algebraic representations.	100%	3	3	3	0	<a href="#">Assign</a>
	4	Geometry and Measurement	67%	3	3	2	0	
		4.1 Analyze the attributes and properties of 2- and 3- dimensional figures and develop mathematical arguments about their relationships.	100%	2	2	2	0	<a href="#">Assign</a>
		4.4 Understand and apply appropriate units of measure, measurement techniques, and formulas to determine measurements.	0%	1	1	0	0	<a href="#">Assign</a>
	5	Structure and Logic	0%	2	2	0	0	
		5.2 Evaluate situations, select problem-solving strategies, draw logical conclusions, develop and describe solutions, and recognize their applications.	0%	2	2	0	0	<a href="#">Assign</a>

The **Item Listing by Standard** window lists the selected concept description, test name, and test date. You will see the item number associated with the concept, the skill description, points possible, points obtained, and whether this item was omitted by the selected student. To return to the Student

Assessment Report, click [Back to Report](#).

Item Listing by Standard				
<a href="#">Back to Report</a>				
3.2 Describe and model functions and their relationships.				
Test Name: Acuity Arizona Research Predictive Form A Math Grade 4				
Test Date: 09/11/12				
Item Number	Skill	Points Possible	Points Obtained	Omitted
17	Find rule for a pattern given an In-Out table of values - 38831	1	0	No
Totals:		1	0	
* - represents Constructed Response or Observational Items				

## 12.5 Reports and Predictive Information

Acuity Predictive Assessments forecast student performance on your state exam in a timeframe and format that allow you to impact learning for each student in your classroom. Acuity Predictive Assessment is comprised of up to three 35- to 40-point scaled predictive assessments that reflect your state's accountability exam in terms of structure and item type. All three assessments are designed to be administered in a single school year and each Acuity Predictive Assessment is developmentally appropriate for the time of year in which it is administered. The assessments become more challenging from Form A to B to C to more accurately capture your student's understanding of important skills and concepts presented sequentially throughout the school year. This design supports the development of accurate predictions that indicate the student's subsequent level of achievement on your state exam. Predictive assessments are available for reading/language arts, math, and science.

One of the key Acuity strengths resides in its predictive information, which forecasts your students' performance on your state accountability exam. Information is presented in formats that help you chart a course to improved achievement for every student.

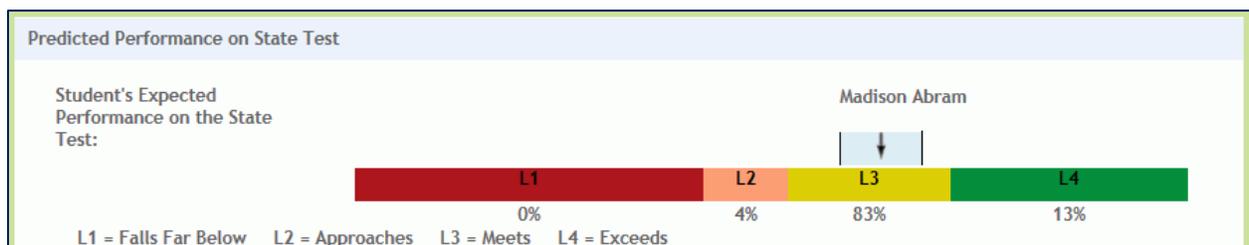
### How is CTB able to predict my students' performance?

CTB conducts a matched comparison of student data from Acuity Predictive Assessments in the baseline year to their results on that year's state accountability exam. By analyzing the relationship between these two assessments, CTB develops predictions that indicate how each of your students is expected to perform on their next state accountability exam. Use of baseline data develops a common scale within and across grade levels. This scale allows you to follow your students' longitudinal progress (student progress over time). For example, the same scale is used from Grade 3 Predictive A to Grade 8 Predictive C, so you can track how a student progresses each time he or she takes an Acuity Predictive Assessment.

**NOTE: Acuity predictive information described above will only be available after a representative baseline sample of data from your state is obtained. Having representative student data is required to develop scales and predictions to your state test.**

### What information do I receive from Acuity Predictive Assessments?

After you administer an Acuity Predictive Assessment, helpful reports feature easy-to-read forecasts of your students' achievement on your state exam. In the graphic below, Madison Abram's predicted performance is shown with a black arrow pointing directly to her expected proficiency level on your state exam. This information helps you understand which students need the most attention prior to your state exam.



The multi-colored performance level bands represent the performance categories used in your state. The width of each performance level band on Acuity Predictive Assessment Reports is directly proportional to the size of the scaled score interval associated with the corresponding performance level on your state exam. For example, in the graphic above, there are four possible categories of student proficiency. The

bottom category, L1, is about four times as wide as the second category, L2, which indicates that the interval on the state scale associated with L1 is about four times as wide as the interval associated with L2.

In this example, Madison is in the middle of the border of L2 Approaches and L3 Meets; however, there is a 83 percent probability that Madison will perform in the L3 Meets category on your state exam if she continues on her current learning path. On the other hand, there is a 13 percent likelihood that Madison will actually perform in the L4 Exceeds category on the state exam. This indicates that Madison is most likely to be in L3 Meets, but with additional instructional opportunities, she can place in the L4 Exceeds category.

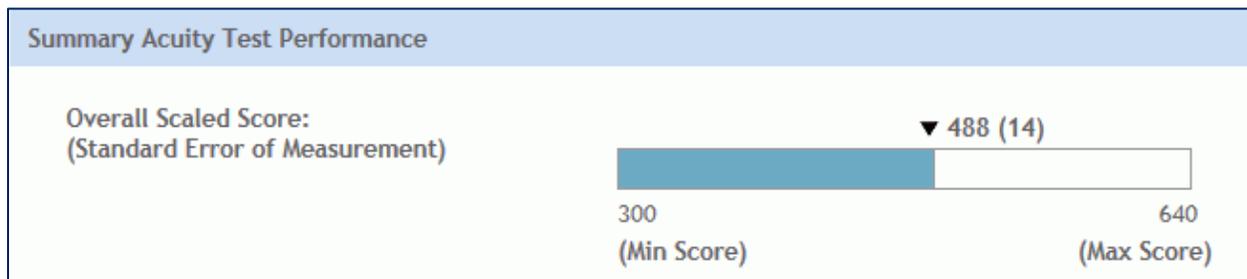
The light blue area around Madison's prediction arrow is the confidence band, or standard error of prediction band. This indicates the 68 percent confidence interval. In other words, there is a 68 percent likelihood that Kristina will perform within this range on the state exam. It is important to note that this report is a statistical indication of expected student performance. Many factors will impact each student's final achievement, including the quality of instruction and the effectiveness of interventions.

## Scaled Scores

Acuity Predictive Assessments deliver scaled scores after an appropriate set of baseline data is available. Scaled scores are on a common scale that can be compared for students taking a given predictive assessment or for an individual student taking multiple predictive assessments. Scaled scores are useful because they allow you to track individual or group progress over time; you can add, subtract, or average scaled scores.

This allows you to compare scores on different Acuity Assessments over time, or to make direct comparisons among individual students on the same form in a way that is statistically valid. Alternatively, number-correct or raw scores alone cannot be compared to measure growth over different assessments.

Acuity Reports also provide the Standard Error of Measurement (SEM) associated with the scaled score. The SEM provides an estimate of the measurement error that is associated with the student's scaled score. In other words, if Madison's scaled score is 488 with an SEM of 14, she will likely have a true score of 488 plus or minus 14 points, or between 474 and 502. CTB uses advanced statistical methods such as Item Response Theory to result in lower standard errors of measurement and more accurate assessment. The minimum and maximum possible scaled scores reflect the scaled score if the student achieves 0 percent correct or 100 percent correct, respectively, on this assessment.



## What are Student Performance Ranges?

Acuity Predictive Reports can show results by **Range** of student performance. **Ranges** are different from the **Expected Performance Levels** described above because they are associated with specific percent-correct scores. The number of Ranges and the percent correct associated with each Range can be customized for your district. See **"Profiles and Ranges"** for more information.

The default values are even quartiles. **Range 1** is 0%-25% correct, **Range 2** is 26%-50% correct, **Range 3** is 51%-75% correct, and **Range 4** is 76%-100% correct. Acuity Predictive Reports indicate students' range groupings at the substandard level (not just the overall assessment level) to support educators who want to administer targeted, small-group instruction. If you click on a percentage (%) link, you can view the Range Performance for the selected standard and grade. The Range Performance lists the students and the percentage points obtained. See **"Reports and Range Performance"** for more information.

Note that you can click the **Assign** link to assign (or re-assign) Instructional Resources on a standard-by-standard basis. For more information, see **"Reports and Assigning Instructional Resources"**.

Test Performance							
The score ranges for each performance range are as follows: Range 1 (0-25%), Range 2 (26-50%), Range 3 (51-75%), and Range 4 (76-100%).							
Grade	% of students who scored in each Performance Range					Average % Points Obtained	Assign Instruction
Standard	(0-25) Range 1	(26-50) Range 2	(51-75) Range 3	(76-100) Range 4	(based on % Points Obtained)		
Benchmark							
<b>Assessment Totals:</b>							
	0%	0%	67%	33%	70%		
<b>Grade 2</b>	33%	0%	0%	67%	67%		
<b>S Shape, Dimension, and Geometric Relationships</b>	33%	0%	0%	67%	67%		
<a href="#">S.1 Shapes can be created and described by quantifiable attributes</a>	33%	0%		67%	67%	<a href="#">Assign</a>	
<b>Grade 5</b>	17%	17%	50%	17%	53%		
<b>D Data Analysis, Statistics, and Probability</b>	17%	33%	33%	17%	50%		
<a href="#">D.1 Visual displays and summary statistics are used to describe and interpret data</a>	17%	33%	33%	17%	50%	<a href="#">Assign</a>	
<b>P Patterns, Functions, and Algebraic Structures</b>	33%	17%	0%	50%	58%		
<a href="#">P.2 When a relationship exists between two quantities, a change in one results in a change in the other</a>	33%	17%	0%	50%	58%	<a href="#">Assign</a>	

## 12.6 Reports by Level

If you choose to select a report by level, click on the report level (Student, Class, School, or District) and select from a list of single or batch reports associated with the level. In the list below, you can view which reports are associated with each level. Click on a report name listed below to go to a topic describing how to view and/or print the report.

Reports by Level	Single Reports	Batch Reports
 Student Reports	Student Assessment Student Growth Student Item Analysis Student Longitudinal Student Portfolio Student Progress Student Progress Tracking Student Summary TerraNova Individual Student	School Matrix Student Summary Reports by Class Student Summary Reports by School Student Portfolio Reports by Class Student Portfolio Reports by School Student Progress Reports by Class Student Progress Reports by School Student Item Analysis Reports by Class Student Item Analysis Reports by School Student Longitudinal Reports by Class Student Longitudinal Reports by Grade TerraNova Student Reports by Class Student Growth Reports by Class Student Assessment Reports by Class Student Assessment Reports by School
 Class Reports	Class Assessment Class Item Analysis Classroom Matrix Class Roster Class Summary TerraNova Class Roster	Class Summary Reports by Grade Class Roster Reports by Grade Class Item Analysis Reports by School Class Assessment Reports by School
 School Reports	School Assessment School Cohort Group School Item Analysis School Roster School Summary School Cohort Summary TerraNova School Roster	School Matrix
 District Reports	District Assessment District Cohort Group District Item Analysis Assessment Matrix District Roster District Summary District Cohort Summary Predictive District Summary Roster TerraNova District Roster	

## 12.7 Reports by Type

Acuity provides robust reporting capabilities. Reports are structured by assessment type and can access student, class, school, district, and multi-district information depending on your Acuity system and user level. Many of the reports contain links that allow the user to navigate from one report to another report for additional assessment data (e.g., users can navigate from a Student-level Assessment report to a Student-level Item Analysis report for the same assessment). With some report types, an educator can "drill down" (navigate via links into successively detailed information on items) only if that educator has been given access to the item bank containing those items. When running reports, educators can toggle between more than one set of standards. Reports can be aligned to the new Common Core State Standards when run on tests already deployed in Acuity.

The following illustration lists the Acuity reports by type.

	<b>Assessment Reports</b> Assessment Reports, available at student and group levels, provide actionable data regarding achievement relative to standards.
	<b>Cohort Group Reports</b> Cohort Group Reports show school or district performance by gender, ethnicity, and other commonly used sub-group categories.
	<b>Growth Reports</b> Growth Reports, available for select predictive assessments with scaled scores, indicates whether a student's growth across Acuity assessments is low, typical or high.
	<b>Item Analysis Reports</b> Item Analysis and Distractor Rationale Reports provide item-level data about students and groups to help identify and understand misconceptions.
	<b>Longitudinal Reports</b> Student Longitudinal Reports, available for assessments with scaled scores, display student progress across multiple years and assessments.
	<b>Matrix Reports</b> Matrix Reports provide detailed performance for each student and item on an assessment in a spreadsheet format.
	<b>Portfolio Reports</b> Portfolio Reports track student level results across multiple assessments, including those of different types, allowing high level data comparisons with links to more detailed reports. Portfolio Reports are not currently available for custom tests with performance tasks.
	<b>Roster Reports</b> Roster Reports provide a snapshot of achievement and completion status for a list of students, classes or schools.
	<b>Summary Reports</b> Summary Reports provide overall and standard level performance for students and groups across multiple assessments within the same content area and assessment type.
	<b>TerraNova Reports</b> TerraNova Reports provide student and group level information on TerraNova assessments administered through Acuity.

## Assessment Reports

**Assessment Reports**, available at student and class levels, provide actionable data regarding achievement relative to standards. These reports show how a student or group of students performed against the state standards or Common Core State Standards, by selecting different standards by which to report. Students are grouped by level of performance. **Assessment Reports** offer several levels of detail available through links in the body of the report. This topic describes how to create both single and batch Assessment Reports. Educators can identify areas of strengths and weaknesses for individuals or groups relative to the state standards. **Assessment Reports** display historic data, reporting those students who have completed the assessment. Additionally, assessment reports include scale score and prediction data for districts where this research is done. When viewing the report, you can click on the percent (%) link for each performance range to view who performed in the selected range. For more information on the percent link (%), see *“Reports and Range Performance”*.

The **Student Assessment Report** and the **Class Assessment Report** let you assign Instructional Resources to one or more selected students. For information on assigning Instructional Resources while viewing a report, see Reports and Assigning Instructional Resources. **Assessment Reports** have links to the **Item Analysis Reports** and **Roster Reports**. For example, from the **Class Assessment Report** page, you can choose a **Quick Report Link** to view the **Class Item Analysis Report** and/or the **Class Roster Report**. The linked reports contain common data from the pre-selected filters you chose when creating the **Class Assessment Report**.

To create Single Assessment Reports, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Assessment Reports** to see the list of reports available.



### Assessment Reports

Assessment Reports, available at student and group levels, provide actionable data regarding achievement relative to standards.

Single Reports	Batch Reports
<ul style="list-style-type: none"><li>• Student Assessment Report</li><li>• Class Assessment Report</li><li>• School Assessment Report</li><li>• District Assessment Report</li></ul>	<ul style="list-style-type: none"><li>• Student Assessment Reports by Class</li><li>• Student Assessment Reports by School</li><li>• Class Assessment Reports by School</li></ul>

4. Select one of the **Single Reports**.
5. You will see a new window. In the banner, you will see the specific steps you will take to create the report.

- a. For the **Student Assessment Report**, there are two steps. Filter the list to select the school where the student is enrolled, and (optionally) select the grade, and the student's first name, or last name. For large lists, use search and sort to locate the student. Click in the circle to select from a list of students; click **Continue**, .



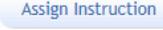
- b. For the **Class Assessment Report**, there are two steps. First, you filter the list to select the school where the student is enrolled, and (optionally) select the assessment subject. For large lists, use search and sort to locate the class. Click in the circle to select from a list of classes; click **Continue**, .



- c. For the **School Assessment Report** and the **District Assessment Report**, there's one step. Filter the list to select the school (for the School Assessment Report only), assessment subject, type, and grade. For large lists, use search and sort to locate the assessment. Click in the circle to select from a list of assessments; click **Continue**, .



6. For the **School Assessment Report and the District Assessment Report**, skip to **Step 8**.
7. For the **Student Assessment Report** and **Class Assessment Report**, you must identify the assessment.
  - a. Filter the list to select the assessment subject and type.
  - b. For large lists, use search and sort to locate the assessment.
  - c. Click in the circle to select from a list assessments; click **Continue**, .
8. You will see the selected **Report** page. The report data content will vary based on which report level you chose. Every report is divided into sections:
  - a. The **Header** section displays information about the student, class, or teacher (name and ID), assessment (name and type), district, school, and the growth comparison group. The Header always includes the report date.
  - b. The **Test Performance** section provides a description of the information in the report, and their a links available to drill-down to more detailed data.
    - For the **Student Assessment Report** and **Class Assessment Report**, you can **EITHER** click the underlined **Assign** link to assign (or re-assign) Instructional Resources on a standard-by-standard basis **OR** click the underlined **Concept** description to view the **Item Listing by Standard** and optionally assign (or re-assign) **Instructional Resources**. With the **Class Assessment Report**, you can also click the percentage (%) link to view the **Range Performance** for the selected standard and class. The **Range Performance** lists the

students and the percentage points obtained. Click  to assign **Instructional Resources** associated with this standard (benchmark).

- For the **School Assessment Report**, you can click the percentage (%) link to view the **Range Performance** for the selected standard. The **Range Performance** lists the classes in the school and the percentage points obtained. Click an underlined class name link to drill-down to the data listed by student, and optionally assign (or re-assign) **Instructional Resources**.
- For the **District Assessment Report**, you can click the percentage (%) link to view the **Range Performance** for the selected standard. The **Range Performance** lists the schools and the percentage points obtained. Click an underlined school name link to drill-down to the data listed by class. While viewing the class **Range Performance**, you can click an underlined class name link to drill-down to the data listed by student, and optionally assign (or re-assign) **Instructional Resources**.

**NOTE: For more information, see “Reports and Assigning Instructional Resources” or “Reports and Range Performance”.**

9. When you are viewing the selected **Report** page, you have several options:



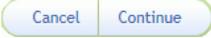
- Click . The PDF file of the report opens in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the selected **Report** page.
- If the selected assessment is associated with more than one curriculum standard, select another standard to report on from the drop-down list.
- Click  to select an associated report type from the drop-down list.

To create the Assessment Batch Reports, follow these steps:

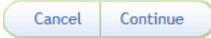
1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.



3. Click **Assessment Reports**; click on a batch report name.

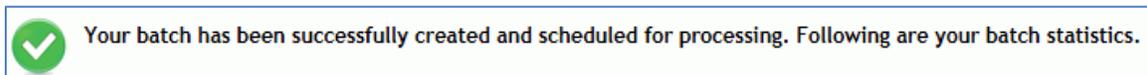
4. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
- a. For **Student Assessment Reports by Class**, filter the list to locate the school. You can also use search or sort to identify the specific class in the list. Click in the circle to select a class from the list; click **Continue**, . Next, filter the list to select the assessment subject. You can also use search or sort to identify the specific assessment in the list. Click in the circle to select an assessment from the list; click **Continue**, .



- b. For **Student Assessment Reports by School** and **Class Assessment Reports by School**, filter the list to locate the school, subject, type, and grade (for **Class Assessment Reports by School**). You can also use search or sort to identify the specific assessment in the list. Click in the circle to select an assessment from the list; click **Continue**, .



5. You will see the selected **Batch Report** page. Follow the on-screen instructions:
- a. Optionally, you can change the curriculum standards to report by. Select a standard from the drop-down list. Click .
- b. Type a unique name using characters, numbers, underscores, and dashes. Do not include any spaces.
- c. Select students to include in the batch. You will click in a check box to select the students by class or by grade depending on the report you selected. For the **Student Assessment Reports by School** and the **Class Assessment Reports by School**, you can **EITHER** click in the check box  **Select All** to select all the students in each class **OR** select students class-by-class.
- d. Click in the check box to **Schedule Batch for Processing**. Use the calendar tool to select a date.
- e. Click **Create Batch**, .
6. The **Batch Report** page displays the **Summary Batch Statistics** and the following message:



**NOTE: Once the batch has completed processing, the output files will be available in Admin / Management / Report Batches for 7 days.**

## Cohort Group Reports

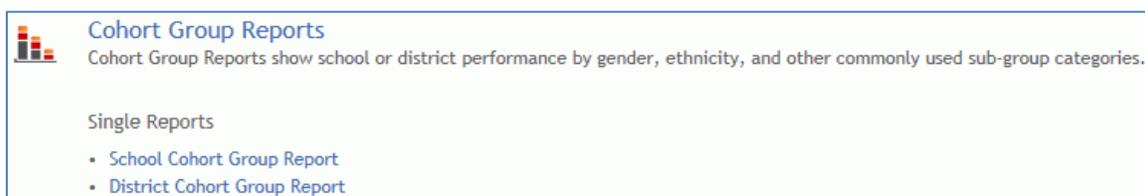
Cohort Group Reports show school or district by gender, ethnicity, and other commonly used sub-group categories.

To create Cohort Group Reports, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Cohort Group Reports** to see the list of reports available.



4. Click on a report name.
5. You will see a new window. In the banner, you will see the specific steps you will take to create the report.



6. Filter the list to locate the school, subject, assessment type, grade(s) of the students, and grade of the assessment. For large lists, you can use search and sort to locate the assessment in the list. Click  in the circle to select an assessment from the list; click **Continue**,  .

**NOTE: For the District Cohort Group Report, you do not need to select a school.**

7. You will see the **Cohort Group Report** page. The report data content will vary based on which report you chose. Every report is divided into sections:
  - a. The **Header** section displays information about the assessment (delivery method, name, the number of students assigned test), the district, and school. The Header always includes the report date.
  - b. The **Test Performance** section provides a description of the information in the report.
8. Click ; the PDF file of the report opens in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the selected **Report** page.

## Growth Reports

**Growth Reports**, available for select predictive assessments with scaled scores, indicate whether a student's growth across Acuity assessments is low or high. You can generate **Growth Reports** for one student at a time, or by class. This report shows student growth compared to their academic peers within and across academic years, and predicts student performance based on the student's growth rate.

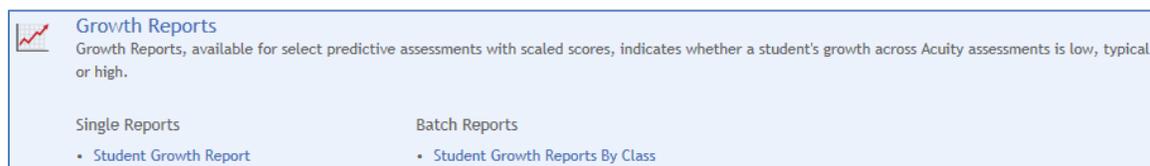
**Growth Reports** let you see how a specific student is performing across individual subject areas over time, and offers a prediction of future performance. The **Student Growth Report** can also be used for parent teacher conferences. These reports compare results between two forms of a assessment taken by the student, and predicts the student's Performance Level on future assessments, based on the student's growth rate as compared to the student's peer group who scored similarly on the prior Acuity form.

To create the Student Growth Report, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.



3. Click **Growth Reports** to see the list of reports available.



4. Click on **Student Growth Report**.
5. You will see a new window. In the banner, you will see the specific steps you will take to create the report. For the **Student Growth Report**, there's one step: select a student. Filter the list to locate the school and optionally, grade(s) and the student's first and/or last name. You can also use search or sort to identify the specific student in the list. Click in the circle to select a student from the list; click **Continue**,  .



6. Select a subject from the drop-down list, and click . You will see the **Student Growth Report** page. The report data content will vary based on which report you chose. Every report is divided into sections:
  - a. The **Header** section displays information about the student (name and ID), assessment type, district, school, and growth comparison group. The Header always includes the report date.
  - b. The **Test Performance** section provides a graphical description of the information in the report. Mouse-over hot spots to view information about grades, scores, growth bands.
7. Click ; the PDF file of the report opens in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the selected **Report** page.

To create Student Growth Reports by Class, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Growth Reports**; select **Student Growth Reports by Class**.
4. You will see a new window. In the banner, you will see the specific steps you will take to create the report.

**1** Select Class **2** Create Batch

5. Filter the list by selecting **School** and **Subject**. For large lists, can also use search or sort to identify the specific class in the list. Click in the circle to select a class from the list; click **Continue**,

Cancel Continue

6. You will see the selected **Batch Student Growth Reports by Class** page. Follow the on-screen instructions:
  - a. Type a unique name using characters, numbers, underscores, and dashes. Do not include any spaces.
  - b. Select the students to include in the batch. You can select a specific grade level from the drop-down list, or select students class-by-class.
  - c. Click in the check box to **Schedule Batch for Processing**. Use the calendar tool to select a date.
  - d. Click **Create Batch**,  .
7. The **Batch Student Growth Reports by Class** page displays the **Summary Batch Statistics** and the following message:

 Your batch has been successfully created and scheduled for processing. Following are your batch statistics.

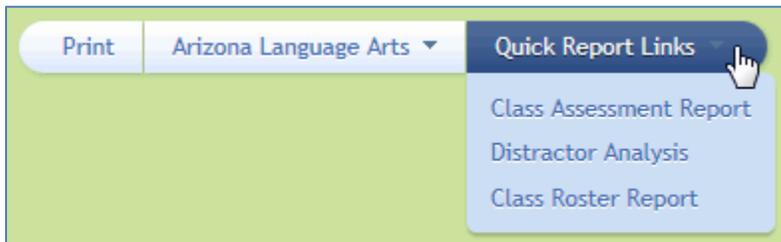
**NOTE: Once the batch has completed processing, the output files will be available in Admin / Management / Report Batches for 7 days.**

## Item Analysis Reports

**Item Analysis Reports** and **Distractor Analysis Reports** provide item-level data about students and groups to help identify and understand misconceptions. These reports show a summary of % correct by item type as well as item-by-item analysis of how the student answered the questions. In addition, the **Distractor Analysis** provides you with the type of mistake a student made when choosing a wrong answer. **Item Analysis Reports** help teachers identify specific content areas that need greater emphasis or clarity. The reports can also be used to evaluate and improve test questions. **Item Analysis Reports** display historic data.

The **Class Item Analysis Report** lets you assign Instructional Resources to one or more selected students. For information on assigning Instructional Resources while viewing a report, see Reports and Assigning Instructional Resources. **Item Analysis Reports** have links to the **Assessment Reports** and **Roster Reports**. For example, from the **Class Item Analysis Report** page, you can chose a **Quick Report Link** to view the **Class Assessment Report** and/or the **Class Roster Report**. The linked reports contain common data from the pre-selected filters you chose when creating the **Class Item Analysis Report**.

One of the features of the **Single Item Analysis Reports** provides **Quick Report Links** to other reports with related information. For example, when you create **Class Item Analysis Report**, and are viewing the report page, you can click **Quick Report Links** to see a drop-down list with multiple report types.



Clicking on a report in the list, links you to the report page for the selected report. The filters you selected for the current **Item Analysis Report** are pre-selected for the **Class Assessment Report** and the **Class Roster Report**. Selecting the **Distractor Analysis**, opens a PDF file of the report in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the current **Item Analysis Report** page.

To create Single Item Analysis Reports, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.



3. Click **Item Analysis Reports** to see the list of reports available.

 **Item Analysis Reports**  
Item Analysis and Distractor Rationale Reports provide item-level data about students and groups to help identify and understand misconceptions.

Single Reports	Batch Reports
<ul style="list-style-type: none"> <li>• <a href="#">Student Item Analysis Report</a></li> <li>• <a href="#">Class Item Analysis Report</a></li> <li>• <a href="#">School Item Analysis Report</a></li> <li>• <a href="#">District Item Analysis Report</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Student Item Analysis Reports by Class</a></li> <li>• <a href="#">Student Item Analysis Reports by School</a></li> <li>• <a href="#">Class Item Analysis Reports by School</a></li> </ul>

4. Select one of the **Single Reports**.
5. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
  - a. For the **Student Item Analysis Report**, there are two steps. Filter the list to select the school where the student is enrolled, (optionally) select the grade, and the student's first name, or last name. For large lists, use search and sort to locate the student. Click in the circle to select from a list of students; click **Continue**, .



- b. For the **Class Item Analysis Report**, there are two steps. Filter the list to select the school where the student is enrolled, and (optionally) select the assessment subject. For large lists, use search and sort to locate the class. Click in the circle to select from a list of classes; click **Continue**,



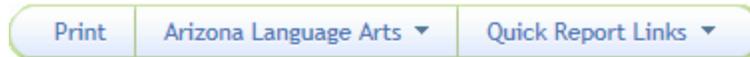
- c. For the **School Item Analysis Report** and the **District Item Analysis Report**, there's one step. Filter the list to select the school (for the School Item Analysis Report only), assessment subject, type, and grade. For large lists, use search and sort to locate the assessment. Click in the circle to select from a list of assessments; click **Continue**, .



6. For the **School Item Analysis Report and the District Item Analysis Report**, skip to **Step 8**.
7. For the **Student Item Analysis Report** and **Class Item Analysis Report**, you must identify the assessment.
  - a. Filter the list to select the assessment subject and type.
  - b. For large lists, use search and sort to locate the assessment.
  - c. Click in the circle to select from a list assessments; click **Continue**, .

8. You will see the selected **Report** page. The report data content will vary based on which report level you chose. Every report is divided into sections:
  - a. The **Header** section displays information about the student, class, or teacher (name and ID), assessment (name and type), district, school, and the growth comparison group. The Header always includes the report date.
  - b. The **Test Performance** section provides a description of the information in the report.

When you are viewing the selected **Report** page, you have several options:

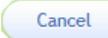


- Click . The PDF file of the report opens in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the selected **Report** page.
- If the selected assessment is associated with more than one curriculum standard, select another standard to report on from the drop-down list.
- Click  to select an associated report type from the drop-down list.

To create the Item Analysis Batch Reports, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.



3. Click **Item Analysis Reports**; click on a batch report name.
4. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
  - a. For **Student Item Analysis Reports by Class**, filter the list to locate the school. You can also use search or sort to identify the specific class in the list. Click in the circle to select a class from the list; click **Continue**,  . Next, filter the list to select the assessment subject. You can also use search or sort to identify the specific assessment in the list. Click in the circle to select an assessment from the list; click **Continue**,  .



- b. For **Student Item Analysis Reports by School** and **Class Item Analysis Reports by School**, filter the list to locate the school, subject, type, and grade (for **Class Item Analysis Reports by School**). You can also use search or sort to identify the specific assessment in the list. Click in the circle to select an assessment from the list; click **Continue**,  .



5. You will see the selected **Batch Report** page. Follow the on-screen instructions:
  - a. Optionally, you can change the curriculum standards to report by. Select a standard from the drop-down list. Click .
  - b. Type a unique name using characters, numbers, underscores, and dashes. Do not include any spaces.

- c. Select students to include in the batch. You will click in a check box to select the students by class or by grade depending on the report you selected. For the **Student Item Analysis Reports by School** and the **Class Item Analysis Reports by School**, you can **EITHER** click in the check box  **Select All** to select all the students in each class **OR** select students class-by-class.
- d. Click in the check box to **Schedule Batch for Processing**. Use the calendar tool to select a date.
- e. Click **Create Batch**, .

6. The **Batch Report** page displays the **Summary Batch Statistics** and the following message:

 Your batch has been successfully created and scheduled for processing. Following are your batch statistics.

**NOTE: Once the batch has completed processing, the output files will be available in Admin / Management / Report Batches for 7 days.**

## Longitudinal Reports

**Longitudinal Reports**, available for assessments with scaled scores, display student progress across multiple years and assessments. These reports show results of all the assessments taken by a student in the Acuity system. **Longitudinal Reports** let you focus on a specific student to see how the student is performing across individual subject areas and across multiple years. The **Student Longitudinal Report** can be helpful for parent teacher conferences. These reports provide complete information about the student for the school year regardless of the class or school where the student completed the assessment.

To create the Student Longitudinal Report, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Longitudinal Reports** to see the list of reports available.

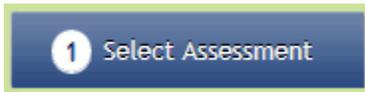


### Longitudinal Reports

Student Longitudinal Reports, available for assessments with scaled scores, display student progress across multiple years and assessments.

Single Reports	Batch Reports
<ul style="list-style-type: none"><li>• Student Longitudinal Report</li></ul>	<ul style="list-style-type: none"><li>• Student Longitudinal Reports By Class</li><li>• Student Longitudinal Reports by Grade</li></ul>

4. Click on **Student Longitudinal Report**.
5. You will see a new window. In the banner, you will see the specific steps you will take to create the report. For the **Student Longitudinal Report**, there's one step: select an assessment. Filter the list to locate the school and optionally, grade(s) and the student's first and/or last name. You can also use search or sort to identify the specific student in the list. Click in the circle to select a student from the list; click **Continue** .



6. Select a subject from the drop-down list, and click . You will see the **Student Longitudinal Report** page. The report data content will vary based on which report you chose. Every report is divided into sections:
  - a. The **Header** section displays information about the student (name, DOB, grade), the district, school, class(es), and teacher(s) names. The Header always includes the report date.
  - b. The **Student Performance Across the Years** section provides a graphical representation of the student's Acuity Scaled Scores across Grade & Form.
  - c. The **Test Performance** section provides a description of the information in the report.
7. Click ; the PDF file of the report opens in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the selected **Report** page.

To create the Student Longitudinal Batch Reports, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.



3. Click **Longitudinal Reports**; click on a batch report name.
4. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
  - a. For **Student Longitudinal Reports by Class**, there are two steps. Filter the list to locate the school and subject. You can also use search or sort to identify the specific class in the list. Click in the circle to select a class from the list; click **Continue**, .



- b. For **Student Longitudinal Reports by Grade**, there are two steps. Filter the list to locate the school and subject. Click in the circle to select a grade from the list; click **Continue**, .



5. You will see the selected **Batch Report** page. Follow the on-screen instructions:
  - a. Type a unique name using characters, numbers, underscores, and dashes. Do not include any spaces.
  - b. Select students to include in the batch. You will click in a check box to select the students by class or by grade depending on the report you selected. For the **Student Longitudinal Reports by Grade**, you can **EITHER** click in the check box  **Select All** to select all the students in each class **OR** select students class-by-class.
  - c. Click in the check box to **Schedule Batch for Processing**. Use the calendar tool to select a date.
  - d. Click **Create Batch**,  .
6. The **Batch Report** page displays the **Summary Batch Statistics** and the following message:

 Your batch has been successfully created and scheduled for processing. Following are your batch statistics.

**NOTE: Once the batch has completed processing, the output files will be available in Admin / Management / Report Batches for 7 days.**

## Matrix Reports

**Matrix Reports** provide detailed performance for each student and item on an assessment in Microsoft® Excel® spreadsheet format. **Matrix Reports** combine aspects of the **Roster**, **Assessment**, and **Item Analysis Reports**. The report is not saved in Acuity, but is a “real-time” report that is generated each time you choose to view it. This is a current report; it lists all the students who are currently in the selected class, school, or who have been assigned the selected assessment. This report shows how all the students in a class performed on each item and skill on an assessment. Teachers can print the report to use as a reference until the next Acuity exam. It helps to spot trends by item and to target areas of learning that need to be reinforced or re-taught. If predictive data is available, it can also be used to predict how well the students or class will do on the end-of-the-year state exam. These reports provide complete information about the students' and class' performance by standard for each item in the assessment.

**NOTE: You must have installed Microsoft® Excel® on your computer to use the Acuity Matrix Reports.**

For the **Classroom Matrix Report**, the header contains the Subject, Grade of Assessment, Dates Test Completed (date range), Test Name, Report Date, Class, School, District, Objective, Question Number (Item Type), Component Type (for Interactive Item), and Most Commonly-Selected Incorrect Answer. Depending on the assessment rubric, this report might show total points possible, points obtained, and percent of points obtained by a student for the whole assessment, and points obtained for each standard. If the rubric is a "labels only" rubric, the points columns are suppressed, and the appropriate label for the performance level obtained by the student is shown for each standard. Depending on assessment and availability of scale score and predictive information, class summary data include class average percent correct, average points obtained, Multiple Choice (MC)-only percent correct, MC-only average points obtained, predicted performance level, tier, and average scale score. This report includes performance task results along with other types of items.

For the **Assessment Matrix Report**, the header contains the Test Name and ID, Subject, Test Type, Grade of Assessments (except for custom tests), Assessment Date Range (current school year), Report Date, and District of the logged-in user, Number of Students (in district) Completed the Test, and the Average Percent Points Obtained by the district for the selected test. Matrix rows list the item level details: Item Sequence, Acuity Item Number, Item Bank, Standard framework against which the report is generated, standard levels (names of these columns and number of columns are dynamic, depending on the filter), lowest level filter name (dynamic), Passage Name (if passage is used), Item Type, Correct Answer, Depth of Knowledge (DOK), total Number of Scored Responses, Number and Percentage of No Response, percent responding correctly (P-value), Percentage of Students who answer choice, and Maximum Points Possible for the item.

To create a Single Report, Matrix Report, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Matrix Reports** to see the list of reports available:

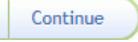
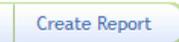
 **Matrix Reports**  
Matrix Reports provide detailed performance for each student and item on an assessment in a spreadsheet format.

<p><b>Single Reports</b></p> <ul style="list-style-type: none"> <li>• Classroom Matrix Report</li> <li>• Assessment Matrix Report</li> </ul>	<p><b>Batch Reports</b></p> <ul style="list-style-type: none"> <li>• School Matrix Report</li> </ul>
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4. Select one of the **Single Reports**.
5. You will see a new window. In the banner, you will see the specific steps you will take to create the report.

- a. For an **Assessment Matrix Report**, there's one step: Select Assessment. All you need to do is filter the list to locate the subject, assessment type, and grade; click in the circle to select an assessment from the list; click **Create Report**,  .



- b. For a **Classroom Matrix Report**, there are two steps. First, you filter the list to select the school where the student is enrolled, then use search or sort to identify the specific class in the list. After selecting a class, click **Continue**,  . Next, select an assessment by filtering the list by assessment subject, type, and optionally standards. Click in the circle to select an assessment from the list; click **Create Report**,  .

6. You will see a system query that the Acuity website is attempting to open Microsoft® Excel®. If your response is affirmative, Microsoft® Excel® starts, loading the spreadsheet file of the matrix report. Use the standard Microsoft® Excel® to tools to view the spreadsheet, save a copy to your computer, or to print the spreadsheet. Close the window when you are finished to return to the selected **Report** page.

To create the Batch Report, School Matrix Report, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Matrix Reports**; select **School Matrix Report**.
4. You will see a new window. In the banner, you will see the specific steps you will take to create the report.

**1 Select Assessment** **2 Create Batch**

5. Filter the list by selecting **School, Subject, Type**, and **Grade(s)**.
6. Click in the circle to select an **Assessment**. For large lists, use search and sort to locate the assessment.
7. Click **Continue**,  .
8. Select an assessment from a drop-down list, and click .
9. You will see the selected **Batch School Matrix Report** page. Follow the on-screen instructions:
  - a. Type a unique name using characters, numbers, underscores, and dashes. Do not include any spaces.
  - b. Select the students to include in the batch. **EITHER** click in the check box  **Select All** to select all the students in each class **OR** select students class-by-class.
  - c. Click in the check box to **Include Class Information on School Matrix Report**.
  - d. Click in the check box to **Schedule Batch for Processing**. Use the calendar tool to select a date.
  - e. Click **Create Batch**,  .
10. The **Batch School Matrix Report** page displays the **Summary Batch Statistics** and the following message:

 Your batch has been successfully created and scheduled for processing. Following are your batch statistics.

**NOTE: Once the batch has completed processing, the output files will be available in Admin / Management / Report Batches for 7 days.**

## Portfolio Reports

**Portfolio Reports** and **Progress Reports** track student level results across multiple assessments, including those of different types, allowing high level data comparisons with links to more detailed reports. These reports show results of all the assessments taken by a student in the Acuity system. You can focus on specific student to see how the student is performing across all subject areas. The **Student Portfolio**, **Student Progress**, and **Student Progress Tracking Reports** can be used for parent teacher conferences. These reports provide complete information about the student for the school year regardless of the class or school where the student completed the assessment.

**Progress Reports** show results of up to two years of assessments taken by a student in a specific subject area and assessment type. Students can access this report through their Test Taker interface. The Super User of the account can control a student's access to these reports by assessment type (Diagnostic, Predictive, Custom) using Management/Permissions. By default, students CAN access these reports. Use **Progress Reports** to on a specific student to see how the student has performed in a particular subject and in a particular assessment type. **Progress Reports** provides up to two years of information about a student in a given subject and assessment type.

The **Student Progress Tracking Report** shows student progress across tests they have taken in the current year or in the most recent prior year. Educators can compare student progress to other students in their class, school, and/or district. The report lets you focus on specific student to see how the student is progressing over time. This report provides comparison of percent points obtained, percentile rank and points obtained/points possible at the objective level. The report only compares fully scored tests.

**NOTE: Portfolio Reports are not currently available for Custom Tests with Performance Tasks.**

To create Single Portfolio Reports, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Portfolio Reports** to see the list of reports available.

 **Portfolio Reports**  
 Portfolio Reports track student level results across multiple assessments, including those of different types, allowing high level data comparisons with links to more detailed reports. Portfolio Reports are not currently available for custom tests with performance tasks.

Single Reports	Batch Reports
<ul style="list-style-type: none"> <li>• Student Portfolio Report</li> <li>• Student Progress Report</li> <li>• Student Progress Tracking Report</li> </ul>	<ul style="list-style-type: none"> <li>• Student Portfolio Reports By Class</li> <li>• Student Portfolio Reports by School</li> <li>• Student Progress Reports By Class</li> <li>• Student Progress Reports by School</li> </ul>

4. Select one of the **Single Reports**.

5. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
- For a **Student Portfolio Report**, there's one step: select a student. Filter the list to select the school where the student is enrolled, and (optionally) select the grade, and the student's first name, or last name. For large lists, use search and sort to locate the student. Click in the circle to select from a list of students; click **Continue**, .



- For the **Student Progress Report** and the **Student Progress Tracking Report**, there are two steps. First, you filter the list to select the school where the student is enrolled, and (optionally) select the grade, and the student's first name, or last name. For large lists, use search and sort to locate the student. Click in the circle to select from a list of students; click **Continue**,



6. Select the subject of the assessment. Basically, you are selecting report filters.
- For the **Student Portfolio Report**, select a subject from the drop-down list.
  - For the **Student Progress Report**, select a subject, assessment type, assessment group, and standards to report by from the drop-down lists.
  - For the **Student Progress Tracking Report**, you will select several filters to report by:
    - Select a subject from the drop-down list.
    - Click in the check box to select the assessment type.
    - Click in the check box to select the test(s) to include in the report.
    - Select a standard to report by from the drop-down list.
    - Click in the check box to select a data comparison group.
    - To clear the filters, click .
7. Click ; you will see the selected **Report** page. The report data content will vary based on which report level you chose. Every report is divided into sections:
- The **Header** section displays information about the student (name and ID), assessment (name and type), district, school, and the growth comparison group. The Header always includes the report date.
  - The **Test Performance** section provides a description of the information in the report.
8. Click . The PDF file of the report opens in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the selected **Report** page.

**NOTE: The Student Progress Tracking Report provides graphical (bar charts) and textual interpretations of the data. For each section of the report, you can click  to open a PDF file to view, save, or print.**

To create the Portfolio Batch Reports, follow these steps:

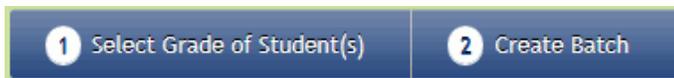
1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

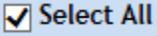
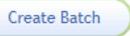
3. Click **Portfolio Reports**; click on a batch report name.
4. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
  - a. For **Student Portfolio Reports by Class** and **Student Progress Reports by Class**, you select a class, and then create the batch report. Filter the list to locate the school and subject (optional for the progress report). You can also use search or sort to identify the specific class in the list. Click in the circle to select a class from the list; click **Continue**, .



- b. For **Student Portfolio Reports by School** and **Student Progress Reports by School**, you select the grade of students, and then create the batch report. Filter the list to locate the school and subject (optional for the progress report). Click in the circle to select a grade from the list; click **Continue**, .



5. For the **Student Portfolio Reports by Class** and the **Student Portfolio Reports by School**, skip to **Step 7**.
6. For the **Student Progress Reports by Class** and the **Student Progress Reports by School**, you will select several filters to report by:
  - a. Select a subject from the drop-down list.
  - b. Select an assessment type from the drop-down list.
  - c. Select an assessment group from the drop-down list.
  - d. Select a standard to report by from the drop-down list.
  - e. Click .

7. You will see the selected **Batch Report** page. Follow the on-screen instructions:
  - a. Type a unique name using characters, numbers, underscores, and dashes. Do not include any spaces.
  - b. Select students to include in the batch. You will click in a check box to select the students by class or by grade depending on the report you selected. For the **Student Portfolio Reports by School** and the **Student Progress Reports by School**, you can **EITHER** click in the check box  to select all the students in each class **OR** select students class-by-class.
  - c. Click in the check box to **Schedule Batch for Processing**. Use the calendar tool to select a date.
  - d. Click **Create Batch**,  .
8. The **Batch Report** page displays the **Summary Batch Statistics** and the following message:



Your batch has been successfully created and scheduled for processing. Following are your batch statistics.

**NOTE: Once the batch has completed processing, the output files will be available in Admin / Management / Report Batches for 7 days.**

## Roster Reports

**Roster Reports** provide a snapshot of achievement and completion status for a list of students, classes or schools. **Roster Reports** will vary in content and appearance, based on the level at which the report is run, the type of assessment, and the types of scores available for the assessment. These reports show either the individual test results for all students in a class or the average test results for all classes in a school or all schools in a district. **Roster Reports** let you see at a glance how your class, school or district did on a particular assessment. **Roster Reports** display current data, listing those students who are enrolled in your class, school or district **today**.

**Roster Reports** have links to the **Assessment Reports** and **Item Analysis Reports**. For example, from the **Class Roster Report** page, you can chose a **Quick Report Link** to view the **Class Assessment Report** and/or the **Class Item Analysis Report**. The linked reports contain common data from the pre-selected filters you chose when creating the **Class Roster Report**.

To create a Single Report, Roster Report, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Roster Reports** to see the list of reports available.



### Roster Reports

Roster Reports provide a snapshot of achievement and completion status for a list of students, classes or schools.

Single Reports	Batch Reports
<ul style="list-style-type: none"><li>• <a href="#">Class Roster Report</a></li><li>• <a href="#">School Roster Report</a></li><li>• <a href="#">District Roster Report</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Class Roster Reports by Grade</a></li></ul>

4. Select one of the **Single Reports**.

5. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
  - a. For a **School Roster Report** and a **District Roster Report**, there's one step: select an assessment. All you need to do is filter the list to locate the school, subject, assessment type, and grade; click in the circle to select from a list of assessments; click **Continue**, .



- b. For a **Class Roster Report**, there are two steps. First, you filter the list to select the school where the student is enrolled, then use search or sort to identify the specific class in the list. After selecting the class, click **Continue**, . Next, select an assessment by filtering the list to select a subject and assessment type; click in the circle to select from the list of assessments; click **Continue**, .



6. You will see the selected **Report** page. The report data content will vary based on which report level you chose. Every report is divided into two sections:
  - a. The **Header** section displays information about the student (name and ID), assessment (name and type), district, school, and the growth comparison group. The Header always includes the report date.
  - b. The **Test Performance** section provides a description of the information in the report.

7. You will see these buttons: .
  - a. Click **Print**; the PDF file of the report opens in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the selected **Report** page.
  - b. Click **Quick Report Links** to follow a link to a different report type based on the report criteria you defined in the previous steps.

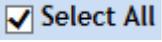
To create the Batch Report, Class Roster Reports by Grade, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.



3. Click **Roster Reports**; select **Class Roster Reports by Grade**.
4. You will see a new window. In the banner, you will see the specific steps you will take to create the report.



5. Filter the list by selecting **School, Subject, Type, and Grade**.
6. Click in the circle to select an **Assessment**. For large lists, use search and sort to locate the assessment.
7. Click **Continue**, .
8. You will see the selected **Batch Class Roster by Grade of Assessment** page. Follow the on-screen instructions:
  - a. Type a unique name using characters, numbers, underscores, and dashes. Do not include any spaces.
  - b. Select the students to include in the batch. **EITHER** click in the check box  to select all the students in each class **OR** select students class-by-class.
  - c. Click in the check box to **Schedule Batch for Processing**. Use the calendar tool to select a date.
  - d. Click **Create Batch**, .
9. The **Batch Class Roster by Grade of Assessment** page displays the **Summary Batch Statistics** and the following message:

 Your batch has been successfully created and scheduled for processing. Following are your batch statistics.

**NOTE: Once the batch has completed processing, the output files will be available in Admin / Management / Report Batches for 7 days.**

## Summary Reports

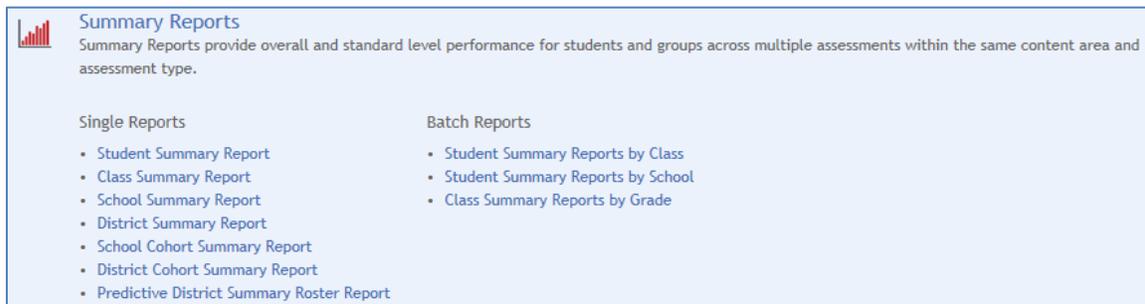
**Summary Reports** provide overall and standard level performance for students and groups across multiple assessments within the same content area and assessment type. Educators and administrators can compare results from several assessments to see if students are improving over time.

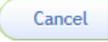
To create Single Summary Reports, follow these steps:

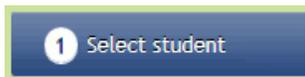
1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

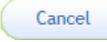
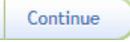


3. Click **Summary Reports** to see the list of reports available.



4. Select one of the **Single Reports**.
5. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
  - a. For the **Student Summary Report**, filter the list to select the school where the student is enrolled, (optionally) select the grade, and the student's first name, or last name. For large lists, use search and sort to locate the student. Click in the circle to select from a list of students; click **Continue**,  .



- b. For the **Class Summary Report**, filter the list to select the school where the student is enrolled, and (optionally) select the assessment subject. For large lists, use search and sort to locate the class. Click in the circle to select from a list of classes; click **Continue**,  .



- c. For the **Predictive District Summary Roster Report**, filter the list to select the assessment subject, and (optionally) grade. For large lists, use search and sort to locate the assessment.

Click in the circle to select from a list of assessments; click **Continue**  .



- d. For the **School and District Summary Reports** and the **School and District Cohort Summary Reports**, skip to **Step 6**.
6. Depending on which **Summary Report** type you chose, you will select several filters to report by:
    - a. Select a **School** from the drop-down list.
    - b. Select a **Subject** from the drop-down list.
    - c. Select an **Assessment Type** from the drop-down list.
    - d. Select a **Grade Level of Student** from the drop-down list.
    - e. Select a **Grade Level of Assessment** from the drop-down list.
    - f. Select an **Assessment Group** from the drop-down list.
    - g. Select a **Standard to Report By** from the drop-down list.
    - h. Click .
  7. You will see the selected **Report** page. The report data content will vary based on which report level/type you chose. Every report is divided into sections:
    - a. The **Header** section displays information about the student, class, or teacher (name and ID), assessment (name and type), district, school, and the growth comparison group. The Header always includes the report date.
    - b. The **Summary Test Performance** section provides a summary of which tests and forms are included in the report.
    - c. The **Test Performance** section provides a description of the information in the report.
  8. Click . The PDF file of the report opens in its own window. Use the Adobe® Acrobat® tools to view the file, save a copy to your computer, or to print the PDF file. Close the window when you are finished to return to the selected **Report** page.

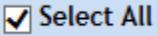
To create the Summary Batch Reports, follow these steps:

1. Click **Reports**.
2. Click in the circle to **View Reports By Type**.

**View Reports**  By Type  By Level

3. Click **Summary Reports**; click on a batch report name.
4. You will see a new window. In the banner, you will see the specific steps you will take to create the report.
  - a. For **Student Summary Reports by Class**, filter the list by school to see a list of classes. You can also use search or sort to identify the specific class in the list. Click in the circle to select a class from the list; click **Continue**,  .

- b. For **Student Summary Reports by School** and **Class Summary by Grade**, skip to **Step 5**.
5. Depending on which **Summary Report** type you chose, you will select several filters to report by:
  - a. Select a **School** from the drop-down list.
  - b. Select a **Subject** from the drop-down list.
  - c. Select an **Assessment Type** from the drop-down list.
  - d. Select a **Grade Level of Assessment** from the drop-down list.
  - e. Select an **Assessment Group** from the drop-down list.
  - f. Select a **Standard to Report By** from the drop-down list.
  - g. Click .
6. You will see the selected **Batch Report** page. Follow the on-screen instructions:
  - a. Optionally, you can change the subject and assessment type. Select from the drop-down lists. Click  to update the report.
  - b. Type a unique name using characters, numbers, underscores, and dashes. Do not include any spaces.
  - c. Select students to include in the batch. You will click in a check box to select the students by class or by grade depending on the report you selected. For the **Class Summary Reports by School** and **Class Summary Reports by Grade**, you can ***EITHER*** click in the check box  to select all the students in each class ***OR*** select students class-by-class.
  - d. Click in the check box to **Schedule Batch for Processing**. Use the calendar tool to select a date.
  - e. Click **Create Batch**,  .
7. The **Batch Report** page displays the **Summary Batch Statistics** and the following message:

 Your batch has been successfully created and scheduled for processing. Following are your batch statistics.

**NOTE: Once the batch has completed processing, the output files will be available in Admin / Management / Report Batches for 7 days.**

## 12.8 Prior Year Reports

Many of the Acuity report types are available for prior academic years. After selecting a prior academic year, you can select a report by type (such as Assessment Reports or Summary Reports) or by level (Student, Class, School, or District). The process for creating the report is same as creating a report for the current school year.

The illustration provided in the instructions below lists the Acuity reports by type. You can click on a report type in the illustration to go to a topic describing how to view and/or print these reports.

To access Prior Year Reports, follow these steps:

1. Click **Reports**.
2. Click **Prior Year Reports**.
3. Click in the circle to select a prior **Academic Year**.
4. Click in the circle to **View Reports By Type** (or you can **View Reports By Level**).

**View Reports**  By Type  By Level

5. Select a report type (or level) from the list of reports available.

**Prior Year Reports**

Filter Results <<

Restore Defaults

Academic Year

2007 - 2008

2008 - 2009

2009 - 2010

2010 - 2011

2011 - 2012

**View Reports**  By Type  By Level

**Assessment Reports**  
Assessment Reports, available at student and group levels, provide actionable data regarding achievement relative to standards.

**Cohort Group Reports**  
Cohort Group Reports show school or district performance by gender, ethnicity, and other commonly used subgroup categories.

**Item Analysis Reports**  
Item Analysis and Distractor Rationale Reports provide item-level data about students and groups to help identify and understand misconceptions.

**Portfolio Reports**  
Portfolio Reports track student level results across multiple assessments, including those of different types, allowing high level data comparisons with links to more detailed reports.

**Roster Reports**  
Roster Reports provide a snapshot of achievement and completion status for a list of students, classes or schools.

**Summary Reports**  
Summary Reports provide overall and standard level performance for students and groups across multiple assessments within the same content area and assessment type.