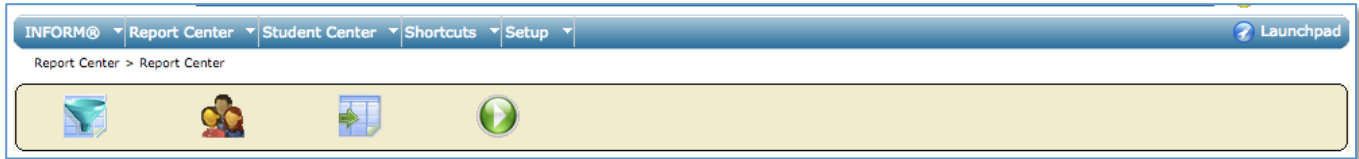


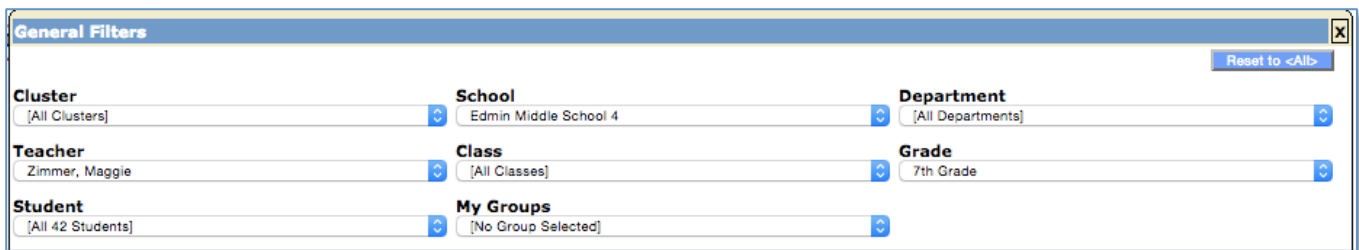
## INFORM Learning System: Reporting Report Center

Report Center, which is designed to make available all major reports (baseline, multiple measures, longitudinal, NCLB) on a single screen, provides advanced graphing capabilities. Report Center displays four icons—hovering the mouse over each icon displays its function.



### Select General Filters

General Filters enable you to choose several criteria on which you want to report, such as class or student. Only System, District, and School Administrators have access to enable filtering a report by School, Department, or Teacher.



### Select Demographic Filters

Demographic Filters enable you to focus a report based on various categories. Choosing or excluding more than one category will generate more specific results in a report.

To apply demographic filters:

1. To include specific demographics, choose an option from each pull-down menu.
2. To exclude specific demographics, first choose an option from each pull-down menu, and then select the associated Excl'd (i.e., exclude) checkbox.
3. To further narrow the results, choose **Filter by Intervention Type**, and then make the appropriate selections.

**NOTE:** All selections are saved and will be selected on subsequent uses. To use default settings, be sure to choose **Reset to <All>**.

**Demographic Filters** [X] Reset to <All>

Filter	Excl'd	Value
<b>Gender</b>	<input type="checkbox"/>	[All]
<b>Lunch Status</b>	<input type="checkbox"/>	[All]
<b>Federal Ethnicity</b>	<input type="checkbox"/>	[All]
<b>Race</b>	<input type="checkbox"/>	[All]
<b>ELL</b>	<input type="checkbox"/>	[All]
<b>Home Language</b>	<input type="checkbox"/>	[All]
<b>SECTION 504</b>	<input type="checkbox"/>	[All]
<b>Immigrant</b>	<input type="checkbox"/>	[All]
<b>Migrant</b>	<input type="checkbox"/>	[All]
<b>Foster Pupil</b>	<input type="checkbox"/>	[All]
<b>GRADE COHORT</b>	<input type="checkbox"/>	[All]
<b>Special Ed</b>	<input type="checkbox"/>	[All]

**Filter by Intervention Type**

**Demographic Filters** [X] Reset to <All>

Filter	Excl'd	Value
<b>Gender</b>	<input type="checkbox"/>	Male
<b>Lunch Status</b>	<input checked="" type="checkbox"/>	Reduced
<b>Federal Ethnicity</b>	<input type="checkbox"/>	[All]
<b>Race</b>	<input type="checkbox"/>	[All]
<b>ELL</b>	<input type="checkbox"/>	[All]
<b>Home Language</b>	<input type="checkbox"/>	[All]
<b>SECTION 504</b>	<input type="checkbox"/>	Yes
<b>Immigrant</b>	<input type="checkbox"/>	[All]
<b>Migrant</b>	<input type="checkbox"/>	[All]
<b>Foster Pupil</b>	<input type="checkbox"/>	[All]
<b>GRADE COHORT</b>	<input type="checkbox"/>	2014
<b>Special Ed</b>	<input checked="" type="checkbox"/>	Yes

**Filter by Intervention Type**



## Select Report

After selecting the General and Demographic Filters, click the **Select Report** icon to choose an available report. To narrow the choices of Available Reports, select an option from the Select Filter pull-down menu.

The Group By selection will show the aggregate report for a class, teacher, or school based upon your user role.

If you select to run the report viewing teacher or individual student records (Group By: Teacher or Group By: Student) an additional field display for Demographics.

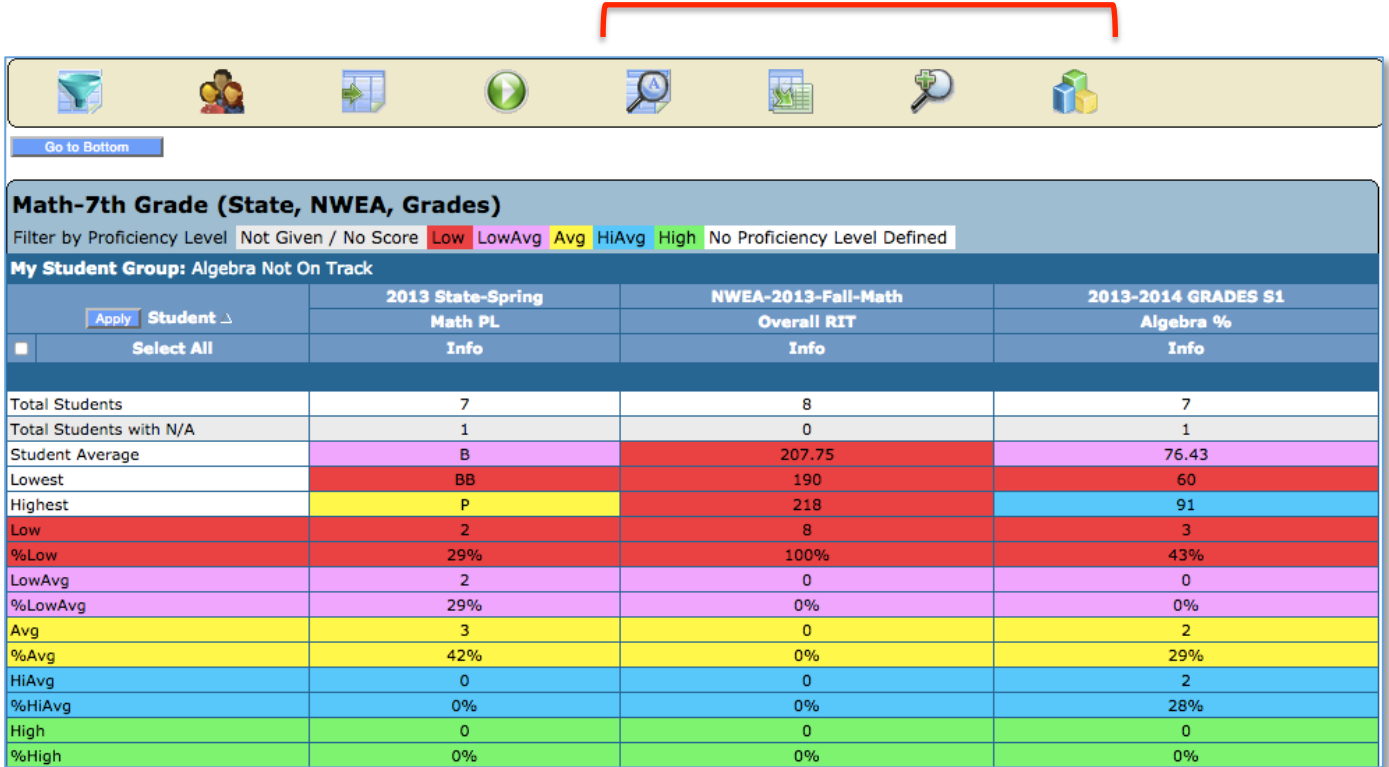
**Available Reports** [X]

<b>Report</b>	5th Grade	<b>View Type</b>	Classic Tabular Report
		<b>Group By</b>	Student
		<b>Student Demographics</b>	[None]



## Run Report

After all report selections are made click the **Run Report** icon. When the report displays, additional icons appear on the navigation bar.



The screenshot shows the INFORM Reporting interface. At the top, a navigation bar contains several icons, with the Run Report icon (a green play button) highlighted. Below the navigation bar, the report title is "Math-7th Grade (State, NWEA, Grades)". The filter by Proficiency Level is set to "Not Given / No Score", "Low", "LowAvg", "Avg", "HiAvg", and "High". The My Student Group is "Algebra Not On Track". The report displays a table with the following data:

	2013 State-Spring	NWEA-2013-Fall-Math	2013-2014 GRADES S1
	Math PL	Overall RIT	Algebra %
Apply Student ▾	Info	Info	Info
Select All	Info	Info	Info
Total Students	7	8	7
Total Students with N/A	1	0	1
Student Average	B	207.75	76.43
Lowest	BB	190	60
Highest	P	218	91
Low	2	8	3
%Low	29%	100%	43%
LowAvg	2	0	0
%LowAvg	29%	0%	0%
Avg	3	0	2
%Avg	42%	0%	29%
HiAvg	0	0	2
%HiAvg	0%	0%	28%
High	0	0	0
%High	0%	0%	0%



## Print Preview

Print Preview displays the report without the INFORM toolbar and Report Center icons and enables printing the report.



## Export

Export creates an Excel file of the report information and automatically downloads all of the student scores for the selected report.

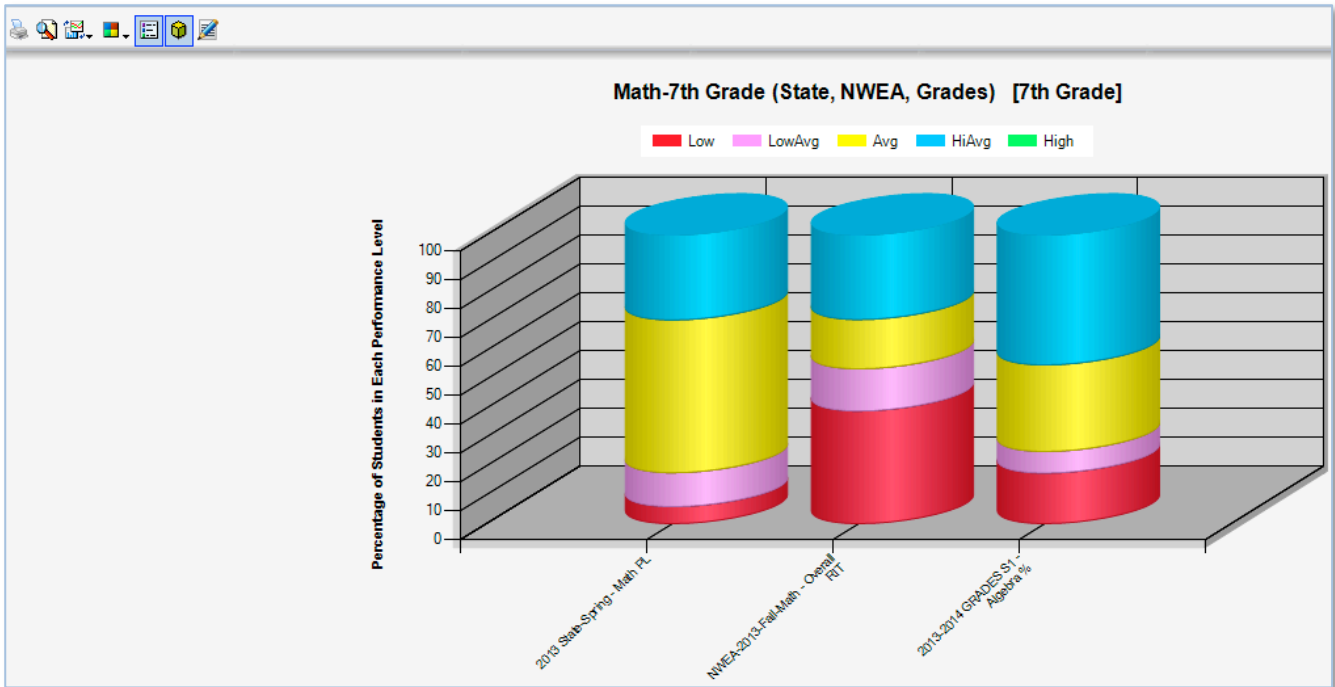


## Toggle Detail

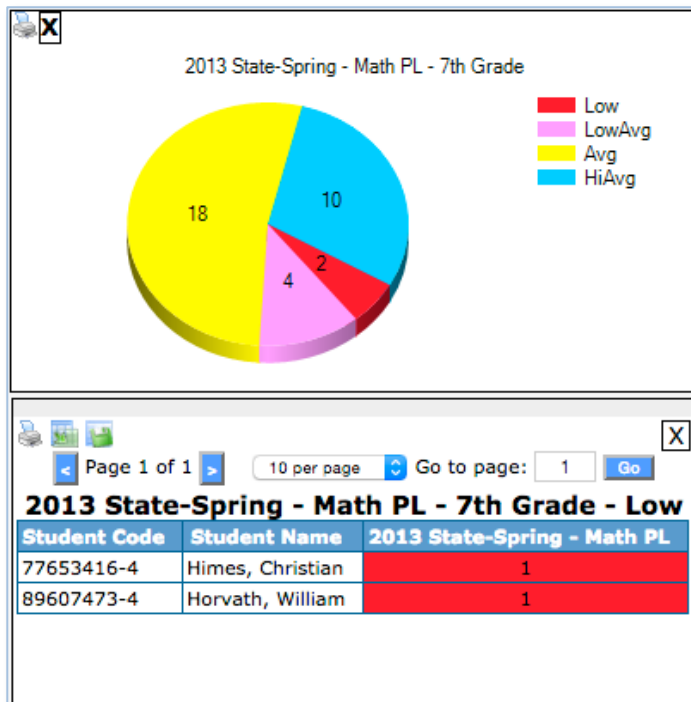
Toggle Detail hides or shows the student-specific information on the report.



# Graph Report

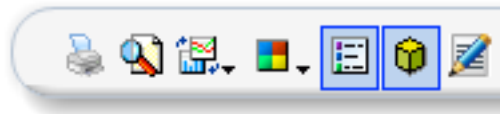


Click a column in the graph to display a pie chart that shows the breakout for the selected column. To display the students in each performance range, click that part of the pie chart. To print either window, click the printer icon (top left corner).



To see a student's profile in the Student Center, hover over the name and select Student Center. The Student Center includes links to the student's demographic information, assessment history, and resources.

## Controlling a Graph



Features that enable you to control the graph appear in order of appearance on the navigation bar:

### **Print This Chart**

Sends an image of the graph directly to a selected printer.

### **Print Preview**

Displays the chart and table without navigation.

### **Change Chart Type**

Changes the format of the graph. There are several available chart types.

### **Select Color Palette**

Changes the colors for the graph. The default color scheme is set in the Performance Center settings.

### **Toggle Chart Legend**

Turns on or off the legend for the performance ranges.

### **Toggle 3D View**

Switches between 3D- and 2D-views of chart.

### **Change Chart Title**

Enables you to rename the chart for printing purposes. The name is not saved with the report.