

## How to Use Test Scores by Roster to Find App Basic / Unsat for Current 8<sup>th</sup> Graders

As part of Grad Template Training, 8<sup>th</sup> grade staff are asked to identify 8<sup>th</sup> grade students who have Approaching Basic or Unsatisfactory on 7<sup>th</sup> grade test results.

The directions below show how to setup Test Scores by Roster to locate these students.

1. In the **Search** box in the upper left, click and type “Test Score”. Select **Test Scores by Roster**.
2. At the initial setup box, click on the field “Test Name”. Browse to find “LEAP 2025 Gr 3-8”.
3. Tap the “Filters” button. In the “Grade” field, set to “08”.
4. Tap the “Advanced” button.

Test Scores by Roster Setup - 09.30.19

Year : 1920  
District : 026  
School : 001  
As Of Date : Mar 4 2020  
Section :  
Test Name : LEAP 2025 Gr. 3-8

Achievement Level Zones

Below	Above
10	5
(red)	(green)

Show Zone Students Only

Legend

Filters Advanced

OK

5. Set the date range as “April 1 2019” to “May 25 2019”
6. Click in the “Column” field.
  - a. Select the following: Last Name, First Name, Test, Grade, ELA Level, Math Level
7. Click the various “OK” buttons to get back to the setup and run the report.

Advanced

Test Date From : Apr 1 2019  
Test Date To : May 25 2019

Final Grade Order : Section  
Order By : Name  
Use Final Grade : Prior Year

Column : Last Name,First Name,SA...

Show Remote Scheduled  
 Show Only Most Recent  
 Show Detailed Benchmark Scores  
 Show Attendance  
 Show Discipline

OK

Select Column(s) to Show

Value  
  
 School  
 SIS  
 Last Name  
 First Name  
 SIDNO  
 SASID  
 DOB  
 Gender  
 Ethnicity  
 Final Grade  
 Test  
 Test Date

OK

Select:  
Last Name,  
First Name,  
Test,  
Grade,  
ELA Level,  
Math Level

8. Give the report a minute or so to present data on the screen.
9. Look for students with Approaching Basic or Unsatisfactory for either ELA or Math, or both.

Last Name ^ 1	First Name ^ 2	Test	Grade	ElA Level	Math Level
		LEAP 2025 Gr. 3-8	07	Mastery	Basic
		LEAP 2025 Gr. 3-8	07	Mastery	Basic
		LEAP 2025 Gr. 3-8	07	Mastery	Mastery
		LEAP 2025 Gr. 3-8	07	Approaching Basic	Approaching Basic
		LEAP 2025 Gr. 3-8			
		LEAP 2025 Gr. 3-8	07	Unsatisfactory	Approaching Basic
		LEAP 2025 Gr. 3-8	07	Basic	Basic
		LEAP 2025 Gr. 3-8	07	Approaching Basic	Approaching Basic
		LEAP 2025 Gr. 3-8	07	Basic	Basic
		LEAP 2025 Gr. 3-8	07	Basic	Approaching Basic
		LEAP 2025 Gr. 3-8	07	Basic	Basic

10. These students would receive the Template #1 for App Basic or UnSat ELA Math courses on the Student Graduation Template Loader.