

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

As part of Grad Template Training, 8th grade staff are asked to identify 8th grade students who have Approaching Basic or Unsatisfactory on previous 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".

Test Scores By Roster Setup -

Year : 2021
District : 026
School : 058
As Of Date : Mar 16, 2021
Courses :
Section :
Test Name : LEAP 2025 Gr. 3-8
Reports :
Achievement Level Zones
Below 5 (red) Above 5 (green)
 Show Zone Students Only
Legend
Filters Advanced
OK

4. Tap the "Advanced" button.
5. Click in the "Column" field.
 - a. Select the following: Last Name, First Name, Test, Grade, ELA Level, Math Level
6. Place a check for "Show Only Most Recent".
7. Click the various "OK" buttons to get back to the setup and run the report.

Advanced

Test Date From :
Test Date To :
Final Grade Order : Section
Order By : Name
Use Final Grade : Prior Year
Column : Last Name, First Name, Te...
 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.
11. This report can also be handy for identifying students with high levels for ELA and Math.
12. **Time Saver Tip:** Click the **SAVE** button to store the arrangement of the report.

- a. In the future, click in the **REPORT** field to pull it back up without any configuration.

The image shows a 'New Report' dialog box with the following details:

- Title:** 8th Grade ELA Math Levels
- Description:** Latest test levels for 8th graders in ELA and Math
- Buttons:** Save, Cancel

Below the dialog box, there is a 'Save' button and a 'Reports:' field with a dropdown menu. A red arrow points from the 'Save' button in the dialog to the 'Save' button in the main interface. A blue arrow points to the 'Reports:' dropdown menu.