

**Student Documentation Resources**

* Student Forms
* Journal Tab
* Formspace
* Student Inventories

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**Cohort Looking Back**

*Tables Tab:*

* Add one test from the current year
* Select the option at bottom to summarize selected tests *As a* *Cohort, Looking Back*

*Columns Tab:*

* Raw Score
* Scale Score
* Percent Score
* Met Expectations
* Level III Advanced/Accomplished
* All Categories

Time Frame: Where they Were

Select the *Color by Comparison* icon

Level: Campus

Share with: Admin and Teachers

\*\*You can create a similar report for SE information!

**Longitudinal Analysis Looking Back**

*Tables Tab:*

* Add one test from the current year
* Select the option at bottom to summarize selected tests *For* *Longitudinal Analysis, Looking Back*

*Columns Tab:*

* Raw Score
* Scale Score
* Percent Score
* Met Expectations
* Level III Advanced/Accomplished
* All Categories

Time Frame: Where they Were

Select the *Color by Comparison* icon

Level: Campus

Share with: Admin

**Remember:** To save a view as a template and make it available for district use:

* Click on ‘Edit’; make changes to the template according to the ‘recipe’ or to your own liking
* Click on ‘Update’ to preview your template
* Click on ‘Save as a New View’
* Click on ‘Edit”
* Rename your view (take out specific test name)
* Click ‘Save’ and click ‘Share’; choose: ***District View, All Teachers, District Quick Views***

PURPOSEFUL PLANNING

Trust but verify.