

**EDUSOFT:
ANALYZING RESULTS FROM BENCHMARK EXAMS**

USING BENCHMARK EXAM RESULTS TO GET PROFICIENCY TOTALS

(These instructions do *not* apply to assessments created by a single teacher using the "Teacher Tools". If you created a test in Teacher Tools, follow [the alternate instructions.](#))

1. At the main screen, on the *Benchmark Exams* tab.
2. Below that, click on the circular item titled *Reports*.
3. Click on *Performance Band Reports*.
4. In the *Assessment Folders* column, open your subject area's folder by clicking on it. (The + sign on the folder changes to a - sign when you open the folder.)
5. Then click on the appropriate course name or grade level.
6. Now the right column will show a list of assessments. Click on the assessment of interest, and it will be highlighted.
7. Click the *Continue >* button.
8. After a delay, you'll see the *General report options*. You can see the results for all students or only those in a particular class period by selecting options next to *Create one report for:*
9. Click next to *Standard* so a check appears in the box, and leave it on the *Show the number of students in each band* option. (Some quarterly assessments may use the *Question Group* option if some questions addressed multiple PASS objectives.)
10. Click next to *Include item analysis* so a check appears in that box.
11. Click next to *Highlight the bottom* so a check appears in that box, and set what bottom percentage of questions to highlight; the default is the bottom 20%.
12. Click the *Continue >* button.
13. Under *Choose periods:* leave it on *All* unless you only want to view certain class results. You can click on the lower options if you want to restrict the report to certain ethnicities, etc.
14. Click the *Run report now* button (or you can save the current report options if you wish to use them again later).
15. The gears will grind, and then the report appears.
16. You can save or print the report using the printer or disk icons on the left side of the gray bar right above the report.

Click the link below for Edusoft's directions on this topic: http://www.edusoft.com/help/training/quickguides/OG_PBand_report.pdf

If you are doing an analysis for Data Teams, now you can fill in your [Data Teams chart](#) using the data from Edusoft. You can probably see the number and percentage of students falling into the various proficiency groups in the lower part of the printout about the "standards" or "question groups". But if your assessment addresses only one objective, here are the rough equivalencies for the test as a whole:

Edusoft Group	Data Teams Charting Group
"Advanced" + "Satisfactory"	"Proficient and Higher"
"Limited Knowledge"	"Likely to Become Proficient" (and " <i>Already Close</i> ")
"Unsatisfactory"	"Likely to Become Proficient" (but " <i>Far To Go</i> ") -or- "Not Likely to Be Proficient" (part of the " <i>Intervention Group In Need of Extensive Support</i> ")

So you could add together the percentage of students who scored Advanced and Satisfactory in Edusoft to get the "Proficient and Higher" column for your Data Teams chart.

Then you could transfer the "Limited Knowledge" percentage to the "Likely to Become Proficient" or "*already close*" column in your Data Teams chart.

Then [use the instructions below](#) to identify the individual students who scored "Unsatisfactory". Use your knowledge of each student to classify them by name into the either the "*Far to go*" column among students likely to become proficient or the "*Intervention group in need of extensive support*" column of students who are not likely to become proficient.

Identifying individual students for the "far to go" and "intervention group" columns in your Data Teams chart:

There are several different ways to see individualized student data:

- [Class Lists](#)
- [Item Response](#)
- [Item Analysis](#)
- [Labels](#)

Each of these methods is described below. So try them out to see which method is the easiest for you to interpret.

CLASS LISTS

Seeing how individual students did on the test standards/objectives:

1. At the main screen, click on the *Benchmark Exams* tab.
2. Below that, click on the circular item titled *Reports*.
3. Click on *Class List Reports*.
4. In the *Assessment Folders* column, open your subject area's folder by clicking on it. (The + sign on the folder changes to a - sign when you open the folder.)
5. Then click on the appropriate course name or grade level.
6. Now the right column will show a list of assessments. Click on the assessment of interest, typically a quarterly assessment, and it will be highlighted.
7. Click the *Continue >* button.
8. After a delay, you'll see the *General report options*. You can see the results for all students or only those in a particular class period by selecting options next to *Create one report for:*
9. You can choose whether to sort the students by their last name (the default), or by their overall performance.
10. Have the option *In addition to overall scores* checked, and the *Standard* option selected. (Some assessments may use the *Question Group* option if some questions addressed multiple PASS objectives.)
11. Have the *Performance Band* and *Percent Score* options checked.
12. Choose options under *Choose highlighting* to your own preference. You might pick the *Color Coded* option, for example.
13. Click the *Continue >* button.
14. Under *Choose periods:* leave it on *All* unless you only want to view certain class results. You can click on the lower options if you want to restrict the report to certain ethnicities, etc.
15. Click the *Run report now* button (or you can save the current report options if you wish to use them again later).
16. The gears will grind, and then the report appears.
17. You can save or print the report using the printer or disk icons on the left side of the gray bar right above the report.

Click the link below for Edusoft's directions on this topic:

http://www.edusoft.com/help/training/quickguides/QG_ClassList_reports.pdf

ITEM RESPONSE

Seeing individual student scores and question responses by class period:

1. At the main screen, click on the *Benchmark Exams* tab.
2. Below that, click on the circular item titled *Item Analysis*.
3. Click on the *Item Response Report*.
4. In the *Assessment Folders* column, open your subject area's folder by clicking on it. (The + sign on the folder changes to a - sign when you open the folder.)
5. Then click on the appropriate course name or grade level.
6. Now the right column will show a list of assessments. Click on the assessment of interest, typically a quarterly assessment, and it will be highlighted.
7. Click the *Continue >* button.
8. After a delay, you'll see the *General report options*. You can see the results for all students or only those in a particular class period by selecting options next to *Create one report for:*
9. You can choose whether to sort the students by their last name (the default), or by their overall performance.
10. You can sort the questions in numeric order (the default), or group them by the standard or question group.
11. Have the option *Multiple choice* checked next to *Question types to include*.
12. Choose options under *Choose highlighting* to your own preference.
13. Click the *Continue >* button.
14. Under *Choose periods:* leave it on *All* unless you only want to view certain class results. You can click on the lower options if you want to restrict the report to certain ethnicities, etc.
15. Click the *Continue >* button.
16. Choose the *Printer-friendly* report format.
17. The gears will grind, and then the report appears.
18. You can save or print the report using the printer or disk icons on the left side of the gray bar right above the report.

Click the link below for Edusoft's directions on this topic:

http://www.edusoft.com/help/training/quickguides/OG_ItemResponse_reports.pdf

ITEM ANALYSIS

Reviewing individual test items and how students performed on them:

1. At the main screen, click on the *Benchmark Exams* tab.
2. Below that, click on the circular item titled *Item Analysis*.
3. Click on the *Item Analysis Report*.
4. In the *Assessment Folders* column, open your subject area's folder by clicking on it. (The + sign on the folder changes to a - sign when you open the folder.)
5. Then click on the appropriate course name or grade level.
6. Now the right column will show a list of assessments. Click on the assessment of interest, typically a quarterly assessment, and it will be highlighted.
7. Click the *Continue >* button.
8. Under *Choose periods:* leave it on *All* unless you only want to view certain class results. You can click on the lower options if you want to restrict the report to certain ethnicities, etc.
9. Click the *Run report now >* button.
10. The gears will grind, and then the report appears.

Click the link below for Edusoft's directions on this topic:

http://www.edusoft.com/help/training/quickguides/OG_ItemAnalysis_reports.pdf

LABELS

How do I make a simple print-out of how each student did on a test, including what areas they need to study?

1. At the main screen, click on the *Benchmark Exams* tab.
2. Below that, click on the circular item titled *Assessments*.
3. In the *Assessment Folders* column, open your subject area's folder by clicking on it. (The + sign on the folder changes to a - sign when you open the folder.)
4. Then click on the appropriate course name or grade level.
5. Now the right column will show a list of assessments. Click on the assessment of interest, typically a quarterly assessment, and it will be highlighted.
6. Click the *Print Labels* button.
7. Set the options you need on the next screen and then the gears will grind, and then the report appears.
8. You can save or print the report using the printer or disk icons on the left side of the gray bar right above the report.