

EDUSOFT SEEING INDIVIDUAL STUDENT RESULTS ON BENCHMARK EXAMS

There are several different ways to see individualized student data:

- [Class Lists](#) (seeing how each student did on the objectives)
- [Item Response](#) (seeing individual student scores and responses)
- [Item Analysis](#) (reviewing results for individual questions)
- [Labels](#) (printing out answers for students)

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.