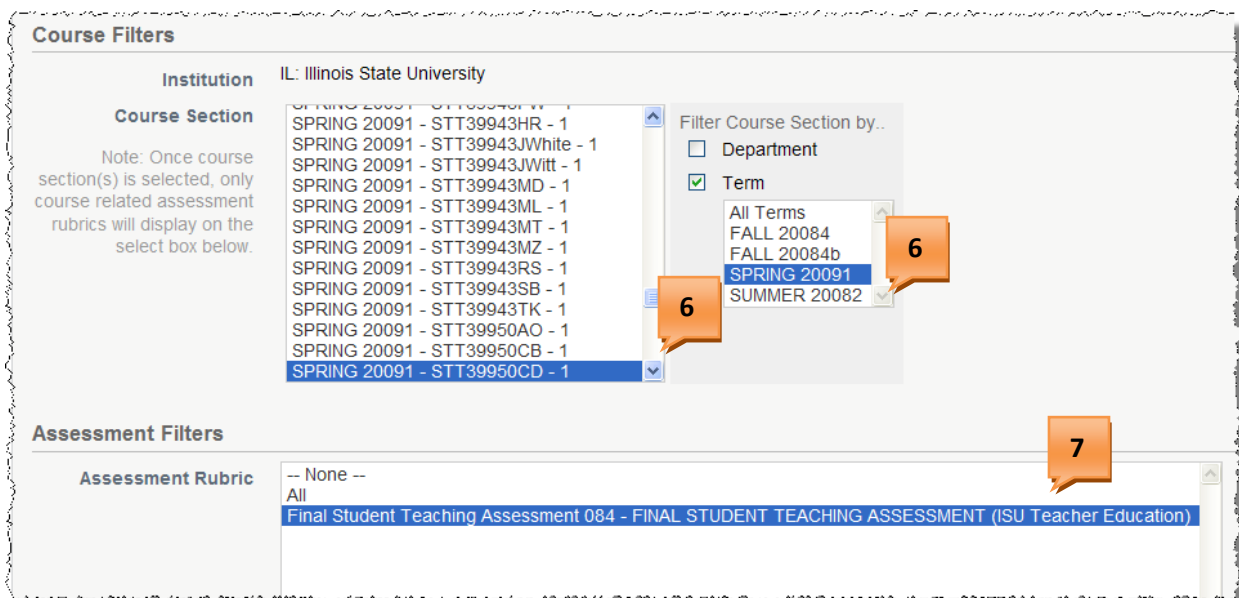
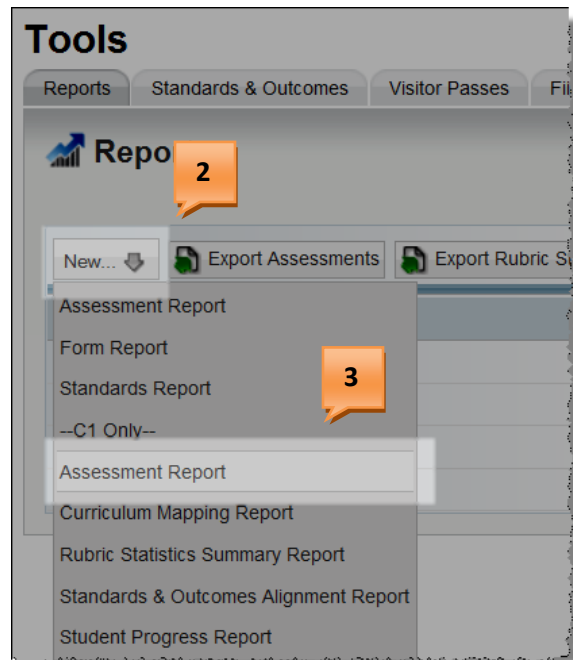


Creating Assessment Reports

1. Log into your account and click on the **Tools** tab at the top of your screen.
2. On the Reports tab click on **New**.
3. Choose **Assessment Report** under the “**C1 Only**” listing.
4. **Title** - Create a title for your report as follows: First initial, Last name, Assessment Name (i.e., FRE-Final Reflective Essay MCA- Multicultural Assessment FST – Final Student Teaching), first initial of the semester, last two digits of the year, for example: MChristofero – IRE F09
5. **Description** - Add a brief description of any exceptions in your report. Exceptions could be that you only assessed the 13 elementary ed. of the 25 students in the course.
6. **Course Filters** - check the **Term** box and select **SPRING 20091** then click on the **Course Section** you are creating the report for. Once course section(s) is selected, only course related assessment rubrics will display in the select box below
7. **Assessment Filters** - click on the name of the assessment you are running the report for. If you have multiple assessments you will need to create a report for each rubric. Skip the **Assessor** section.



8. **Assessment Type:** Summative
9. **Scoring Type:** Final
10. Skip down to the **Date Range** area and type in the date range From 2009/01/15 and To 2009/05/10 (YYYY/MM/DD)

Azinger, Brenda <bazinger>
Baek, Jae <jbaek>

Assessment Type Summative

Scoring Type Final

Date Range
From 2009/01/15 (yyyy/mm/dd) To 2009/05/10 (yyyy/mm/dd)

11. Click on **View Report** (do not be concerned if you see students who are not yours). Your report will only reflect students in your course(s).
12. Scroll down and see the report information to verify you have the correct numbers.
13. Scroll up and click on the **Save As** button once, the screen will not change.

14. Click on the **Tools** tab at the top of your page and locate your report on the Reports Tab. Click on the title of your report to open.

Inter-Rater Summary NO

View Report Save As

Refine Results
Select Assessee

Rubric: FINAL STUDENT TEACHING

Refresh

15. Print your report (Ctrl + P) and provide a copy for each class roster.

16. NOTE: If you completed the assessments the same day you are running your report, you may not see all of the data for the semester to date. Create and save the report. All data you have collected will automatically flow into your report in the next 24 hours. You can then print your report and turn them in.

For support contact teportfolio@ilstu.edu