## **Accessing Prior Year Student Assessment Results in eDoctrina**

To access student assessment results from prior years in eDoctrina, begin by logging into eDoctrina and navigating to your Teacher's Dashboard...



Similar to other functions on your dashboard, you must first select the students to include in your report, and then the assessments via the filters in the yellow bar at the top of the screen...



First, select the course(s) to include by checking the box to the left of the course name under the Course filter. Keep in mind these are your current year courses and you are selecting the Course and Class rosters of students you would like to view results for...

| Те        | Teacher Dashboard                 |       |                        |   |              |         |  |  |  |  |  |
|-----------|-----------------------------------|-------|------------------------|---|--------------|---------|--|--|--|--|--|
| T         | ▼ Show more filters               |       |                        |   |              |         |  |  |  |  |  |
| Se<br>* C | lect students<br><sup>ourse</sup> |       | * Class                |   | Select Stud  | lent(s) |  |  |  |  |  |
| 2         | selected                          | •     | Select Classes         | • | All Stude    | ents 👻  |  |  |  |  |  |
| S         | earch 🗙 🗸 Se                      | elect | all  🖻 Clear selection |   | * Assessment |         |  |  |  |  |  |
|           | ELA - 3 (1603)                    |       | Select Assessment      |   |              |         |  |  |  |  |  |
|           | ELA - 4 (1604)                    |       |                        |   |              |         |  |  |  |  |  |
|           | Homeroom - 3 (1687)               |       |                        |   |              |         |  |  |  |  |  |
|           | Homeroom - 4 (1688)               |       |                        |   |              |         |  |  |  |  |  |
|           | Mathematics - 3 (1610)            | ₿     |                        |   |              |         |  |  |  |  |  |
|           | Mathematics - 4 (1611)            |       |                        |   |              |         |  |  |  |  |  |

Then select the class(es) to include by checking the box to the left of the class name under the Class filter...

| Teacher Dashboard         The state of |                          |          |   |     |                 |  |   |  |  |  |
|--|--------------------------|----------|---|-----|-----------------|--|---|--|--|--|
| Select students<br>* Course  | * Class                  |          |   | \$  |                 |  |   |  |  |  |
| Select assessments   |                          | search × | ✓ Select  | all | Clear selection |  | 8 |  |  |  |
| Rochester City School Di   | Rochester City School Di |          | <ul> <li>ELA 4- 205</li> <li>ELA 4- 205 ESOL PULL OUTS</li> </ul> |     |                 |  |   |  |  |  |
|  |                          |          |   |     |                 |  |   |  |  |  |

Optionally, you can select individual student names from the Students menu, but if you would like results for the full class roster(s) selected previously leave the 'Select Students' filter set to the default 'All Students' option...

| Teacher Dashboard              |    |              |              |    |   |        |           |                 |                |   |  |
|--------------------------------|----|--------------|--------------|----|---|--------|-----------|-----------------|----------------|---|--|
| ▼ Show more filters × Re       |    |              |              |    |   |        |           |                 |                |   |  |
| Select students<br>* Course    |    | * Class      |              | Se | lect Student(s)                                 |        |           |                 |                |   |  |
| 2 selected                     | •  | All selected | •            |    | All Students                                    |        | •         |                 |                |   |  |
| Select assessments * Test Bank |    | Subject      |              | ], | search  | × 🗸 Se | elect all | Clear selection | ✓ More filters | 8 |  |
| Rochester City School Di       | Ψ. | any          | v            |    | Crites into                                     |        |           |                 |                |   |  |
| PRINT<br>Answer sheets         |    |              | AS<br>Online |    | Solars Direct<br>Solars Direct<br>Solars Direct |        |           |                 |                |   |  |
| Standard Reports               |    |              |              |    |   |        |           |                 |                |   |  |

Now that you have selected the students to include you can move on to the second step, selecting the assessments to include. In this case (to see a prior year's results), we will need to set the 'School Year' filter for the assessments to the appropriate school year. The School Year filter may not display by default however; to view it click the 'Show more filters' option above the yellow filters bar...

| Teacher Dashboard                 |              |                                    |   |  |  |  |  |  |  |  |
|-----------------------------------|--------------|------------------------------------|---|--|--|--|--|--|--|--|
| ▼ Show more filters               |              |                                    |   |  |  |  |  |  |  |  |
| Select students<br>* Course       | * Class      | Select Student(s)                  |   |  |  |  |  |  |  |  |
| 2 selected                        | All selected | <ul> <li>✓ All Students</li> </ul> |   |  |  |  |  |  |  |  |
| Select assessments<br>* Test Bank | Subject      | Grade * Assessment                 |   |  |  |  |  |  |  |  |
| Rochester City School Di          | *any         | any     Select Assessment          | - |  |  |  |  |  |  |  |
|                                   |              |                                    |   |  |  |  |  |  |  |  |

Clicking 'Show more filters' will display several additional filters that can be used to further refine your results. In this case we will set the 'School Year' filter under the 'Select assessments' section to '2014-2015' in order to view post assessment results from that year...Important: Be sure to set the School Year in the 'Select assessments' section of your filters, NOT the 'Select students' section...

| Teacher Dashboard                         |                                  |                               |                                   |  |                  |           |                      |        |                      |  |
|---|----------------------------------|-------------------------------|-----------------------------------|--|------------------|-----------|----------------------|--------|----------------------|--|
| T Hide more filters x Reset filters       |                                  |                               |                                   |  |                  |           |                      |        |                      |  |
| School Year Course set to 2015-2016       | s Se                             | elect Student(s)              |                                   | Show Values As                                       |                  |           |                      |        |                      |  |
| 2015-2016 × 2 selected ·                  | All selected -                   | All Students                  | -                                 | <ul> <li>Show students</li> <li>data only</li> </ul> | idents with<br>/ | Include % |                      | ٣      |                      |  |
| Select assessments<br>* Test Bank Subject | Set the School Year in the       | ents scope                    | School Year                       |  | Start Date       |           | End Date             |        | Creator              |  |
| Rochester City School Di *any             | Assessments section to 2014-2015 | sessments section to 114-2015 |                                   | Å  |                  | ×         |                      | ×      | Select Creator -     |  |
| * Assessment  Select Assessment           |                                  |                               | 2011-2012<br>2012-2013            | *  |                  |           |                      |        |                      |  |
| PRINT<br>Answer sheets                    | ASSIGN<br>Online Assessments     |                               | Master<br>-Obsolete-<br>2013-2014 |  |                  |           | SCAN<br>Web Answer S | Sheets | CHEC<br>Student Answ |  |
| Standard Reports                          | 2014-2015                        | <u>_</u>                      |                                   |  |                  |           |                      |        |                      |  |
|   |                                  |                               |                                   | _  |                  |           |                      |        | -                    |  |

Leave ALL other filters set to their default values (i.e. do NOT select or set any additional filters). Then click the 'RTI Progress' report button in the 'Standard Reports' section of your dashboard...

| Teacher Dashboard  |  |  |   |                           |                          |  |  |  |  |  |  |
|--|--|--|---|---------------------------|--------------------------|--|--|--|--|--|--|
| ▼ Hide more filters ★ Reset filters  |  |  |   |                           |                          |  |  |  |  |  |  |
| Select students<br>School Year * Course<br>2015-2016 * 2 selected<br>Select assessments<br>* Test Bank Subject<br>Rochester Chr School D | * Class  • All selected  Grade  and the selected | Select Student(s)  All Students  Assessments scope School Yee 2014-201 | Show Values A<br>Show students with Include %<br>ar Start Date Er | nd Date Creator           |                          |  |  |  |  |  |  |
| * Assessment  Select Assessment  | wry  |  |   |                           |                          |  |  |  |  |  |  |
| PRINT<br>Answer sheets   | ASSIGI<br>Online Assessme  | ents ENT   |   | SCAN<br>reb Answer Sheets | CHECK<br>Student Answers |  |  |  |  |  |  |
| Standard Reports   |  |  |   |                           | <u></u>                  |  |  |  |  |  |  |
| Individual<br>Student  | Class<br>Summary   | Item<br>Analysis   | Class<br>Comparison   | Student<br>Standards      | RTI<br>Progress          |  |  |  |  |  |  |

The 'RTI Report Options' dialogue will display. Leave all options unchecked and click the OK button to display the report...



After clicking OK, the RTI Progress Monitoring report will generate for the selected students and assessments. The final scores for post assessments will be shown in the top section of the report for each student, and (for K-2 student assessments only) scores on the tasks associated with the assessments will display in the bottom section...



If you have trouble generating this report or locating the data you are looking for please e-mail <u>APPR@rcsdk12.org</u> with the details for assistance.