## **Generating the Class Summary Report in eDoctrina**

- 1. Log into eDoctrina and click your "Teachers Dashboard" button from the homepage
- 2. Select the Course and Class(es) to include in the report using the filters...
  - Select the Course (by clicking the 'Course' filter and clicking the course name in the list of available courses)... *Hint: If you wish to view results from a previous school year, such as last year's post assessment results, first use the 'School Year' filter to select the desired school year BEFORE selecting the course. If you are trying to view current school year results, make sure the 'School Year' filter is set to the current year. Note: If you don't see the 'School Year' filter click 'Show more filters'.*

Teacher	Dashboard			
<b>▼</b> Hide more filte	rs 🗙 Reset filters			
Select student School Year 2015-2016	* Course Select Courses	* Class Select Classes	Select Studer (s)	•
Select assess * Test Bank	search Q	× ✓ Select all	<sup>™</sup> Clear selection <sup>⊗</sup>	School Year
Rochester City S	General Music - 1 (1650), (29 - Adlai E. Stevenson)	Se	lection	2015-2016
		Short Stream	tem to add it to the You can also drag-n- drop.	
Standard Rep	Adlai E. Stevenson) General Music - 5 (1654), (29 - Adlai E. Stevenson)			
	General Music - 6 (1655), (29 - Adlai E. Stevenson)		+	
Inc	9 records			

b. Select the Class(es) by clicking the 'Class' filter and clicking the class name(s) from the list; select as many as you would like to include in the spreadsheet, use the 'Select all' option as a shortcut if you wish to include all classes...

Teacher Dashboard						
▼ Hide more filters × Reset filters						
Select students School Year * Course 2015-2016 General Music - 2 (1651	* Class Select Classes	5		Student(s)	Show student	ts w
Select assessments * Test Bank Subject	search	Q	×		ear selection	t Da
Rochester City School Di	Gen Mus 2- Gen Mus 2- Gen Mus 2-		-	Selection Click on an item to a selection list. You car drop.	ON add it to the	
Answer sheets Standard Reports						S

3. Next select the assessment you wish to view scores for by clicking the "Assessment" filter and clicking the exam name in the list. *Hint: Use the 'search' bar and search for the exam by its four digit code to avoid scrolling through a long list of assessments. If you wish to view results from a previous school year (such as last year's post assessments use the 'School Year' filter to select the appropriate school year BEFORE selecting the assessment* 

	* Assessment	Search by name or c		sment	]			
	Select Assessme	nt	•					
-	5552		۹	×	✓ Select all	n Clear selection	×	
A	Post - 5552 Music (192389)	: Grade 2		*	Se	election	*	
					selection list.	tem to add it to the You can also drag-n-		
		ck the ass ce you loc: 			÷	drop.		
								1
				-			-	es
	1 record							

4. Click the "Class Summary" report button in the Standard Reports section below the filters...

Teacher Dashboard								
▼ Show more filters × Reset filters								
Select students * Course General Music - 2 (1651	* Class ▼ 2 selected	Select Stude						
Select assessments * Test Bank Rochester City School Di	Subject	Grade	* Assessment	e 🔹				
>> PRINT Answer sheets	ASSIC Online Assessment	Stu	NTER Ident sponses	SCAN Web Ansv Sheets				
Standard Reports		1						
Individual Student	Class Summary	Item Analysis	Class Comparison	St Sta				

5. Choose how you would like the student names to appear, then click 'Run Report'...



6. The report will display in a new tab in your browser....



## Assessment: Post - 5552 Music Grade 2 (#192389)

District: Rochester City School District, School: Construction Assessment, Date: 05/05/2016

## Teacher:

Student	Student ID	Score	Out of	Percent	Grade
Class: General Music - 2-GRP 1		73.50	180.00	40.83	
Alter Alter	1000	2.5	9.00	27.78	
and along the sale	April (1986)	4	9.00	44.44	
	Reversion?	4	9.00	44.44	
day to a	Second Street	4	9.00	44.44	
holos faite	here refers	3.5	9.00	38.89	
5 (1) A (2)	No. of Academic Street St Street Street Stre	3	9.00	33-33	
No. of Concession, Name	The second	3	9.00	33-33	
10.1.1.1.1	The second pro-	4.5	9.00	50	
Autor Sept	Real and a	3	9.00	33-33	
And Protection	in the second se	2.5	9.00	27.78	
hangets, forgun	Springer 4	3.5	9.00	38.89	
Name induce	No. of the local sectors of the	4	9.00	44.44	
No. Marine	7010-007	3.5	9.00	38.89	
	April 1997	5	9.00	55.56	
distant and a second	April 1998	4.5	9.00	50	
hands friday, front	Secondary 1	5	9.00	55.56	
	Sec. New York	4.5	9.00	50	
Belley was	An and the second second	3.5	9.00	38.89	
Telephone Reality	The second	3	9.00	33-33	

7. Optionally you may use the controls in the upper right-hand corner of the report to save the report in the format of your choice...

## If you have any questions please e-mail <u>APPR@RCSDK12.org</u>