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...
 - a. 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							
▼ 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	[™] Clear selection [⊗]	School Year			
Rochester City S	General Music - 1 (1650), (29 - Adlai E. Stevenson)	Se	lection	2015-2016			
	General Music - 2 (1651), (29 - Adlai E. Stevenson General Music - 3 (1652), (29 - Adlai E. Stevenson)	Click on an it selection list.	tem to add it to the You can also drag-n- drop.				
Standard Rep	Adlai E. Stevenson) General Music - 5 (1654), (29 -						
	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								
Select students School Year * Course 2015-2016 General Music - 2 (1651 •	* Class Select Classes	5	Select All S	Student(s) Students	Show studer ts	w		
Select assessments * Test Bank Subject	search	Q	×	✔ Select all 🗎 Cle	ear selection	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 n also drag-n-	ŀ		
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	y asses: :ode	sment]			
	Select Assessme	nt	•					
-	5552		۹	×	✓ Select all	n Clear selection	8	
A	Post - 5552 Music (192389)	: Grade 2		*	Se	election	*	
					Click on an i selection list.	tem to add it to the You can also drag-n-		
	Cli ond list	ck the ass ce you loc: 	essmen ate it in f	t name the	÷	drop.		
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				-			-	es
	1 record							

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

Teacher Dashboard								
▼ Show more filters								
Select students * Course Conserval Music 2 (1951	* Class	Select Stude	ent(s)					
Select assessments * Test Bank Rochester City School Di	Subject	Grade	* Assessment Post - 5552 Music Grad	e 🔹				
>> PRINT Answer sheets	ASSIC Online Assessme	GN Sturnts	NTER Ident sponses	SCAN Web Answ Sheets				
Standard Reports								
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 same	April 2018	4	9.00	44.44	
	April 100	4	9.00	44.44	
day from	Second Street	4	9.00	44.44	
	to a set of the	3.5	9.00	38.89	
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New York	The second	3	9.00	33-33	
No. 1. 1983.	Specification and services	4.5	9.00	50	
Real Property	1000,000	3	9.00	33-33	
	the second se	2.5	9.00	27.78	
Second Street	Server and	3.5	9.00	38.89	
Nagar, Taliada	100 and 10	4	9.00	44.44	
No. Alternation	The second second	3.5	9.00	38.89	
	April 1997	5	9.00	55.56	
	April 1997	4.5	9.00	50	
factories in the property in the second	in the second	5	9.00	55.56	
	Sec. Alar	4.5	9.00	50	
Seller man	1000	3.5	9.00	38.89	
Telleger Agence, Marine	Sec. 1	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>