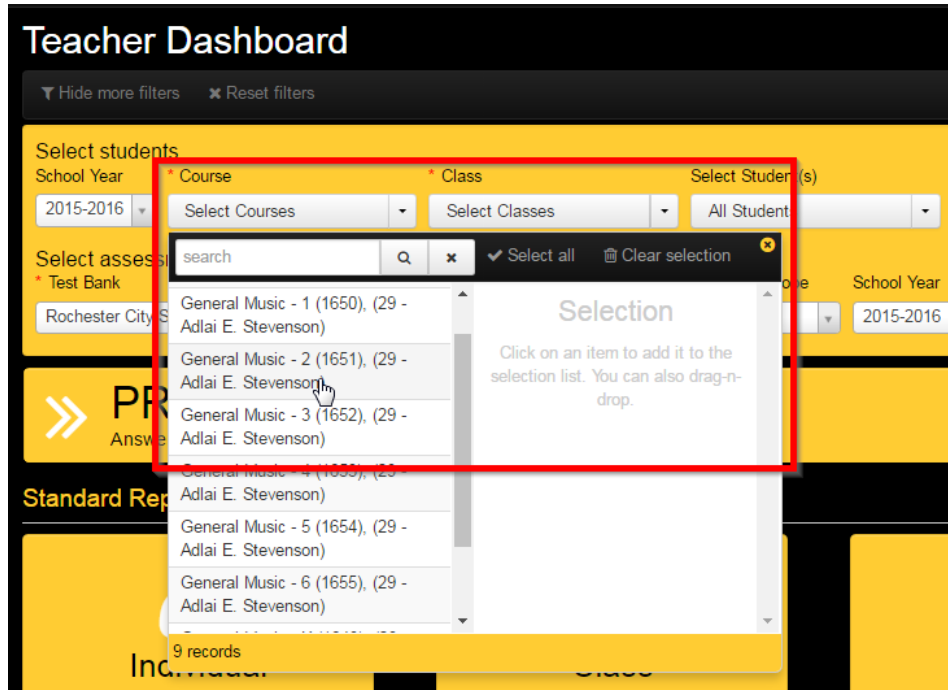
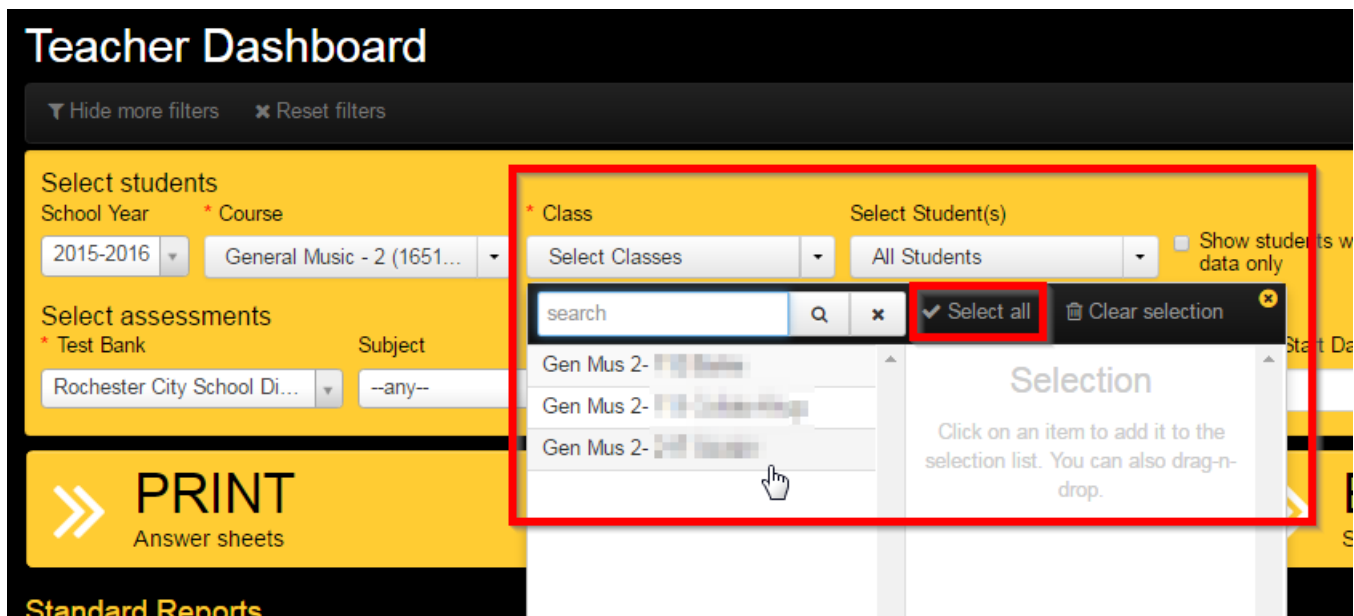


Generating the Class Summary Report in eDoctrina

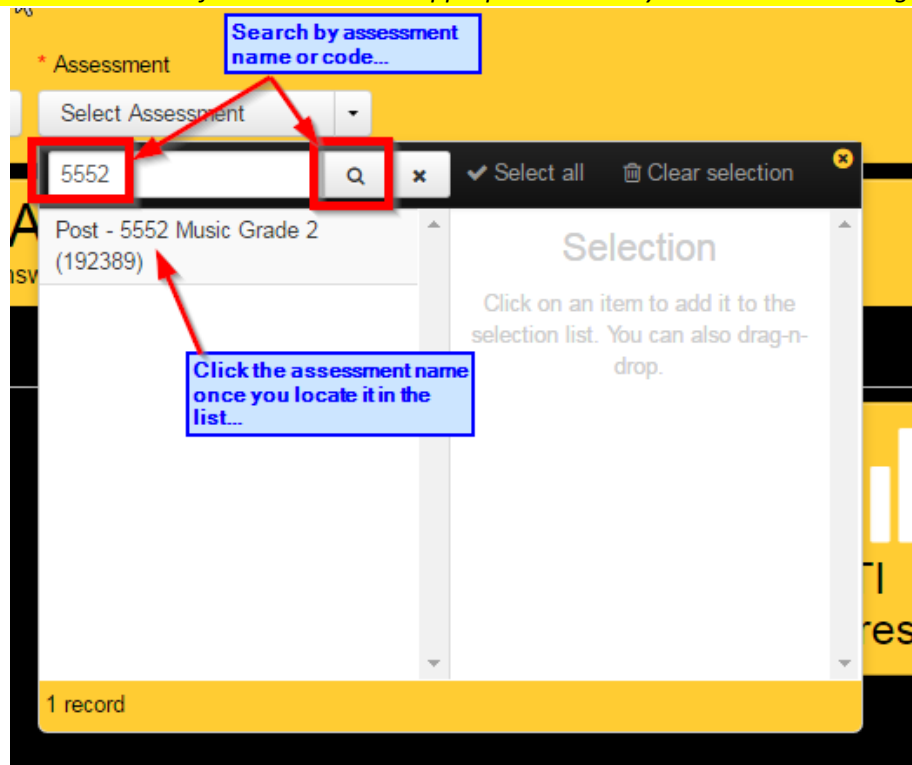
1. Log into eDoctrina and click your "Teachers Dashboard" button from the homepage
2. Select the Course and Class(es) to include in the report using the filters...
 - a. Select the Course (by clicking the 'Course' filter and clicking the course name in the list of available courses)...*Hint: If you wish 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'.



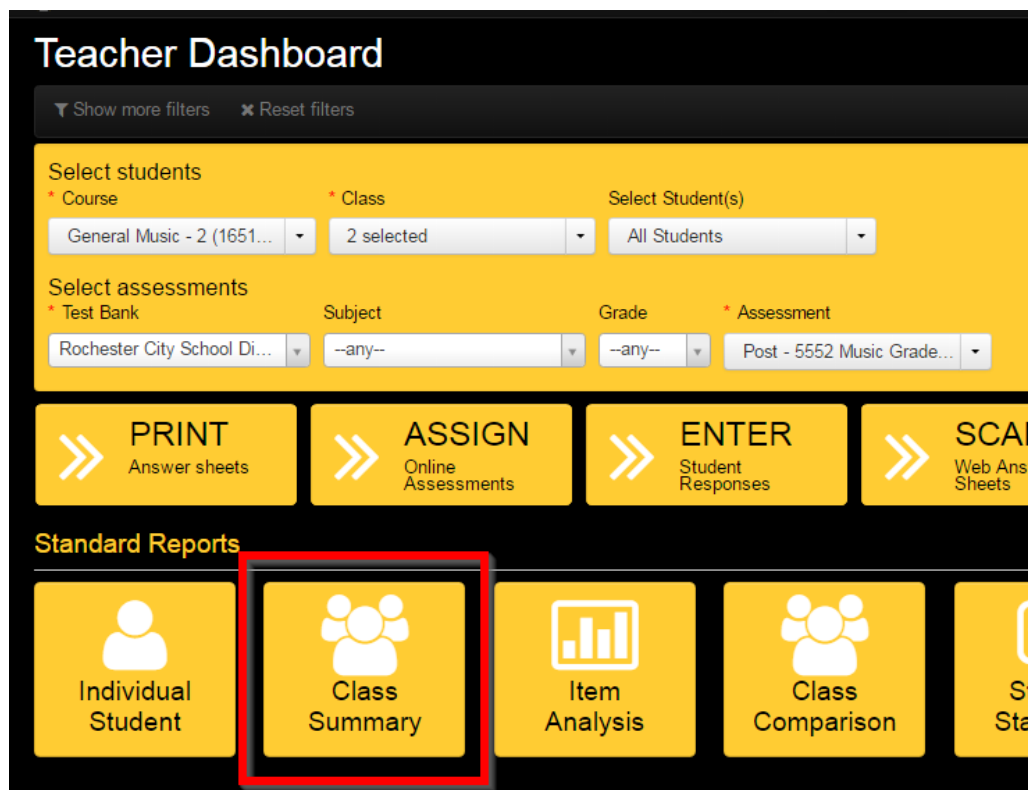
- b. Select the Class(es) by clicking the 'Class' filter and clicking the class name(s) from the list; select as many as you would like to include in the spreadsheet, use the 'Select all' option as a shortcut if you wish to include all classes...



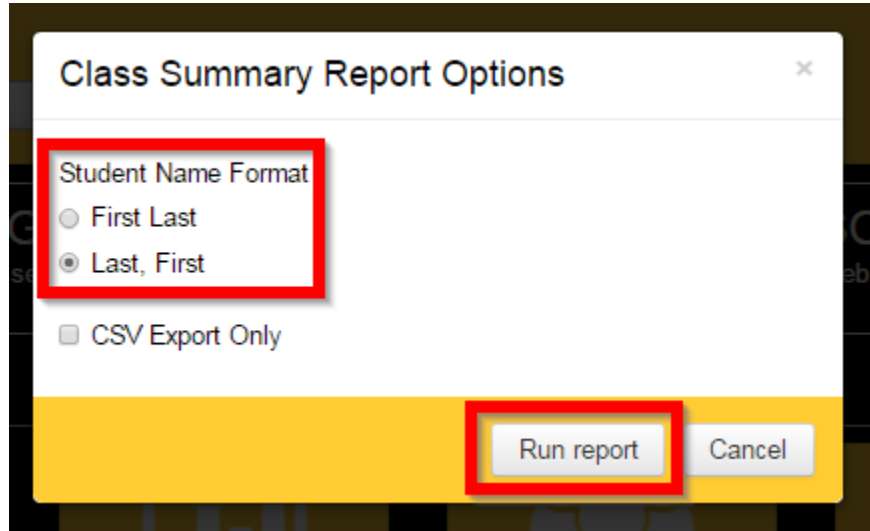
3. Next select the assessment you wish to view scores for by clicking the “Assessment” filter and clicking the exam name in the list. *Hint: Use the ‘search’ bar and search for the exam by its four digit code to avoid scrolling through a long list of assessments. If you wish to view results from a previous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



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



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....



Export to CSV Export to Excel Export to PDF

Class Summary Report

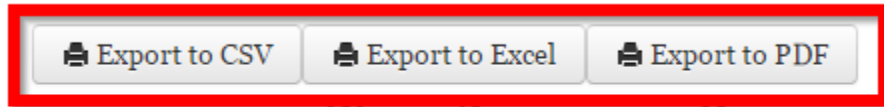
Assessment: Post - 5552 Music Grade 2 (#192389)

District: Rochester City School District, **School:** [Redacted], **Course:** General Music - 2, **Subject:** Music, **Grade Level:** 2, **Type(s):** SLO Post-Instruction Assessment, **Date:** 05/05/2016

Teacher: [Redacted]

| Student | Student ID | Score | Out of | Percent | Grade |
|---------------------------------------|------------|--------------|---------------|--------------|-------|
| Class: General Music - 2-GRP 1 | | 73.50 | 180.00 | 40.83 | |
| [Redacted] | [Redacted] | 2.5 | 9.00 | 27.78 | |
| [Redacted] | [Redacted] | 4 | 9.00 | 44.44 | |
| [Redacted] | [Redacted] | 4 | 9.00 | 44.44 | |
| [Redacted] | [Redacted] | 4 | 9.00 | 44.44 | |
| [Redacted] | [Redacted] | 3.5 | 9.00 | 38.89 | |
| [Redacted] | [Redacted] | 3 | 9.00 | 33.33 | |
| [Redacted] | [Redacted] | 3 | 9.00 | 33.33 | |
| [Redacted] | [Redacted] | 4.5 | 9.00 | 50 | |
| [Redacted] | [Redacted] | 3 | 9.00 | 33.33 | |
| [Redacted] | [Redacted] | 2.5 | 9.00 | 27.78 | |
| [Redacted] | [Redacted] | 3.5 | 9.00 | 38.89 | |
| [Redacted] | [Redacted] | 4 | 9.00 | 44.44 | |
| [Redacted] | [Redacted] | 3.5 | 9.00 | 38.89 | |
| [Redacted] | [Redacted] | 5 | 9.00 | 55.56 | |
| [Redacted] | [Redacted] | 4.5 | 9.00 | 50 | |
| [Redacted] | [Redacted] | 5 | 9.00 | 55.56 | |
| [Redacted] | [Redacted] | 4.5 | 9.00 | 50 | |
| [Redacted] | [Redacted] | 3.5 | 9.00 | 38.89 | |
| [Redacted] | [Redacted] | 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...



Class Summary Report

If you have any questions please e-mail APPR@RCSDK12.org