

# Quick Start Guide

## Teacher Reports

This guide will walk you through the process of generating student and classroom level reports to best assess student performance.

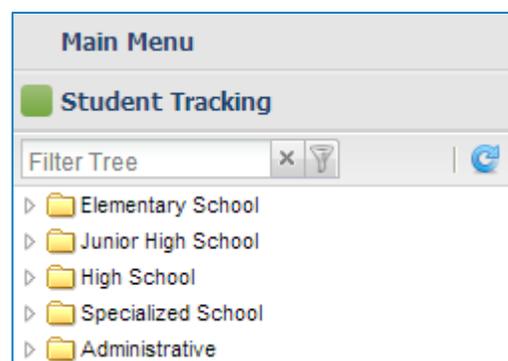
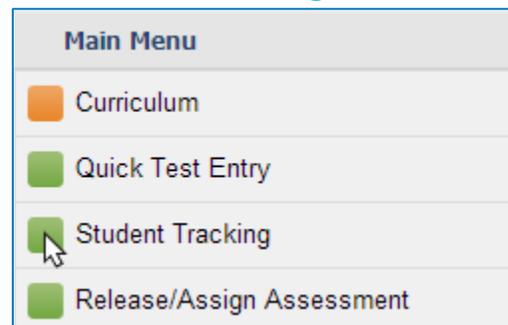
After you've administered an assessment, and the tests have been scored, you'll want to pull some reports to determine how your students are performing. Use the information outlined in this guide to access the most popular reports, interpret the data, and construct stronger intervention.

### Objectives

- 1 Evaluate student performance in EdPlan through the Student Tracking tab.
- 2 Access performance reports in EdPlan through the Reports tab.
- 3 Access district Data-Trend documents and compare against campus-level student data.

### Accessing Student Data through Student Tracking

- 1 From the main menu, select the **Student Tracking** tab.
- 2 In the Navigation Tree, drill-down to the desired class.



2013-2014						Campus		
NINE WEEKS 1	NINE WEEKS 2	NINE WEEKS 3	NINE WEEKS 4	YEAR	DIAGNOSTIC	2013_HISD_FA_G5_MAT_C2_CUMULATIVE_REVIEW	STAARRELEASEDSAMPLES	2014_HISD_DLA_SPR_G5_MAT
59	65	63	-	-	-	67	72	52
88	77	97	-	-	-	100	100	90
59	53	65	-	-	-	86	62	47
65	90	76	-	-	-	79	100	50
48	57	50	-	-	-	50	62	37
48	67	63	-	-	-	64	77	47

- Left-click on the desired Grading Period (i.e. NINE WEEKS 3) to open the grade book. This will show all of the assignments within that period.

2013-2014						Campus		
NINE WEEKS 1	NINE WEEKS 2	NINE WEEKS 3	NINE WEEKS 4	YEAR	DIAGNOSTIC	2013_HISD_FA_G5_MAT_C2_CUMULATIVE_REVIEW	STAARRELEASEDSAMPLES	2014_HISD_DLA_SPR_G5_MAT
59	65	63	-	-	-	67	72	52
88	77	97	-	-	-	100	100	90
59	53	65	-	-	-	86	62	47
65	90	76	-	-	-	79	100	50
48	57	50	-	-	-	50	62	37
48	67	63	-	-	-	64	77	47
54	33	57	-	-	-	43	77	50
51	40	42	-	-	-	36	46	43
82	100	92	-	-	-	93	100	83
87	90	82	-	-	-	71	85	90

- Right-click the name of a DLA, and then select **Reteach/Enrichment** from the menu.

- 5 A new window opens, displaying student performance by objective.
  - a. Within this window, you are provided a quick snapshot of which students met expectations and which are below expectations.<sup>1</sup>
  - b. The View Questions link displays each question associated with the objective, along with correct/incorrect responses
  - c. The Resources/Activities section displays any resources entered by the district and associated with the corresponding objective.<sup>2</sup>
  - d. Clicking on a student's name will take you to the Student Information screen for a more detailed look at that student's info (i.e. student schedule, contact information, assessment history, etc.).

<sup>1</sup> Student names and information have been omitted from these screenshots for confidentiality purposes.

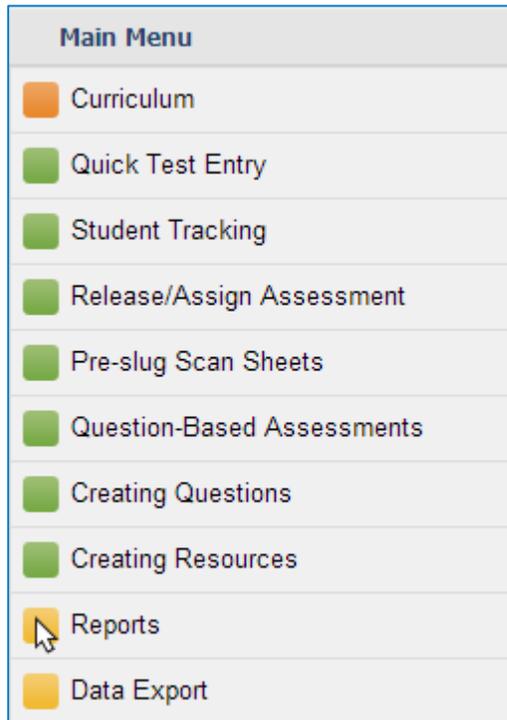
<sup>2</sup> Currently, resources are only available in certain content areas and grade levels.

## Pulling Student Performance Reports

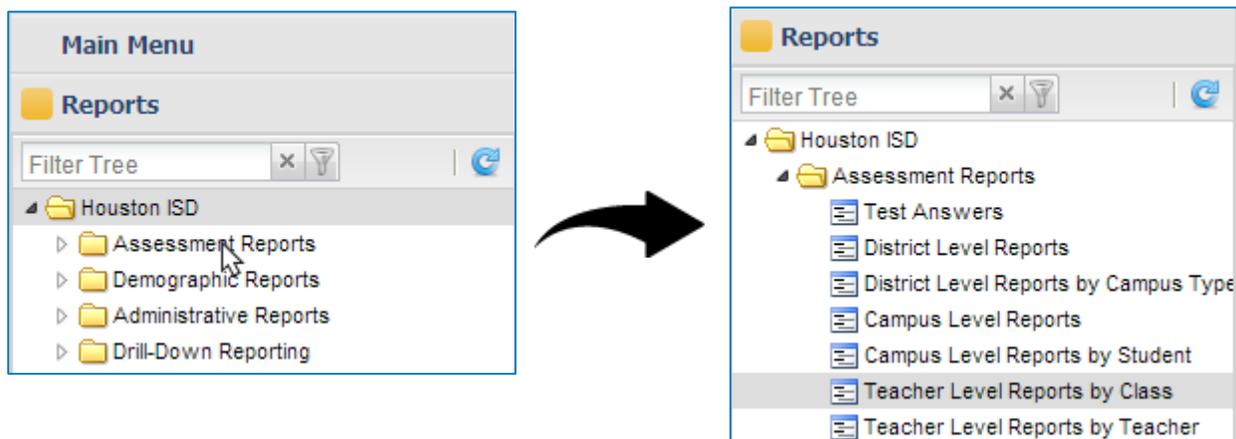
Now that you know how to view student performance data from the Student Tracking tab, use the following instructions to pull three detailed reports that measure student performance.

### Accessing Assessment Reports

- 1 From the main menu, select the **Reports** tab.



- 2 Choose **Assessment Reports** from the expanded menu, and then select **Teacher Level Reports by Class**.

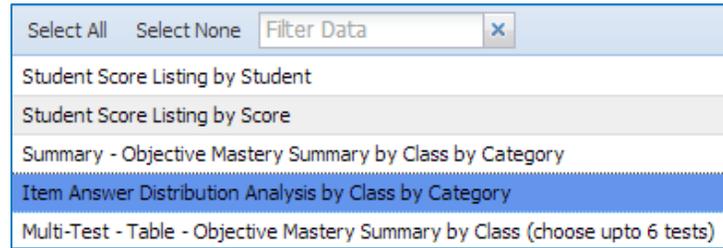


## Item Answer Distribution Analysis

- 3a In the **Select View** box, select **Item Answer Distribution Analysis by Class by Category**.

**Purpose:** This report provides a breakdown of test questions by their learning objectives and provides an answer distribution analysis for each question.

**How to Use:** This report can be used to identify common student misconceptions, and help to focus re-teaching efforts on key areas of student need.

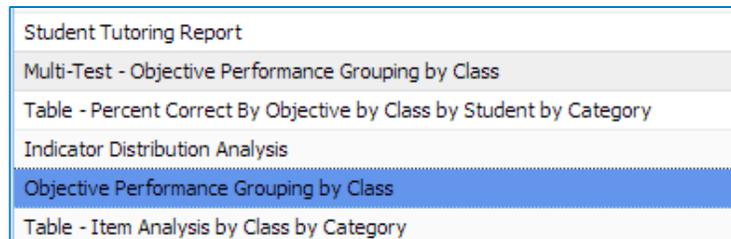


## Objective Performance Grouping

- 3b In the **Select View** box, select **Objective Performance Grouping by Class**.

**Purpose:** This report allows teachers to see student performance on individual objectives broken up into three performance bands based on percentage correct.

**How to Use:** This report can be used to make instructional decisions for re-teaching and enrichment based upon student success.

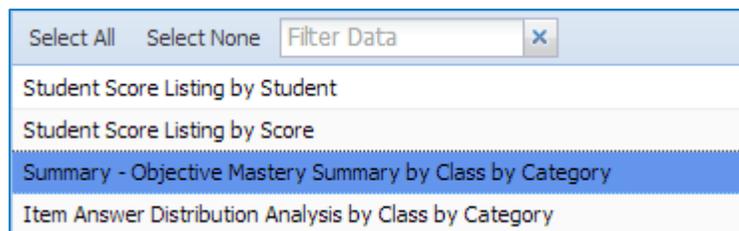


## Objective Mastery Summary by Class

- 3c In the **Select View** box, select **Summary – Objective Mastery Summary by Class by Category**.

**Purpose:** This report allows teachers to see the objectives assessed in a given test, the number of questions aligned with each objective, and the average number of correct responses for those questions.

**How to Use:** Teachers can easily view the percentage of students that mastered each objective and isolate objectives of greatest need to refocus instruction.



- 4 Fill in the remaining reporting parameters, and then click **Run Report**.

## Pulling Data-Trend Documents

Follow the instructions below to access data-trend documents in eLearn. These documents will be used in conjunction with the teacher-level reports pulled in the previous section.

### 1 Log in to eLearn

(<https://hisdelearn.org/>) using your Username and Password.<sup>3</sup> ([hisdelearn@houstonisd.org](mailto:hisdelearn@houstonisd.org)).

**Login**

USERNAME

PASSWORD

Password is case sensitive.

Login

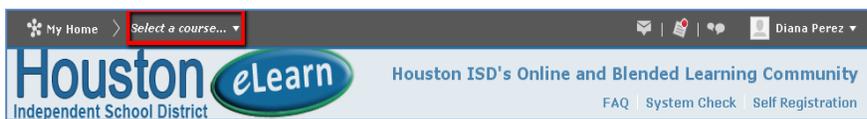
[Forgot your password?](#)

**Welcome**

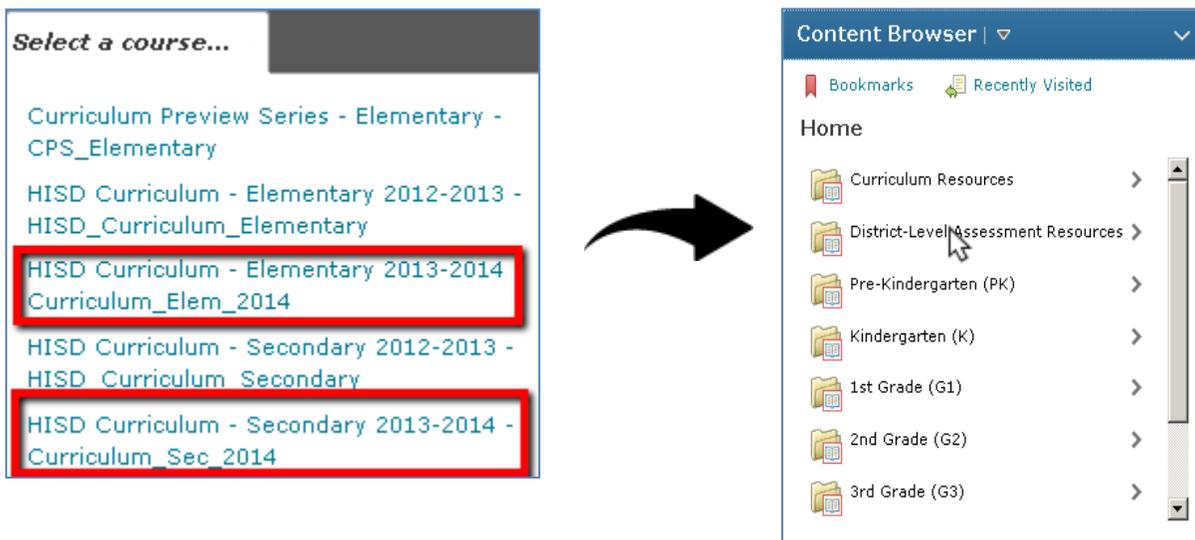
HISD's new eLearn portal is the district's new online and blended learning community. It is the single source for 'all things professional development' including the new instructional practice Video Exemplars, rubric-aligned Effective Practices, virtual professional learning communities, curriculum and assessment planning resources, and tools to help differentiate instruction. The learning environment will serve all aspects of our community including teachers, TDS, campus leadership, and administration.

Experiencing difficulties? Please [click here](#) for HISD eLearn Technical Support.

- 2 Navigate to the top of the page and click the drop-down arrow next to **"Select a course..."** located in the top mini-bar.



- 3 Click on your desired course, and then select **District-Level Assessment Resources** from the Content Browser window.



<sup>3</sup> For help with your eLearn Login credentials, contact HISD eLearn Support at [hisdelearn@houstonisd.org](mailto:hisdelearn@houstonisd.org)