

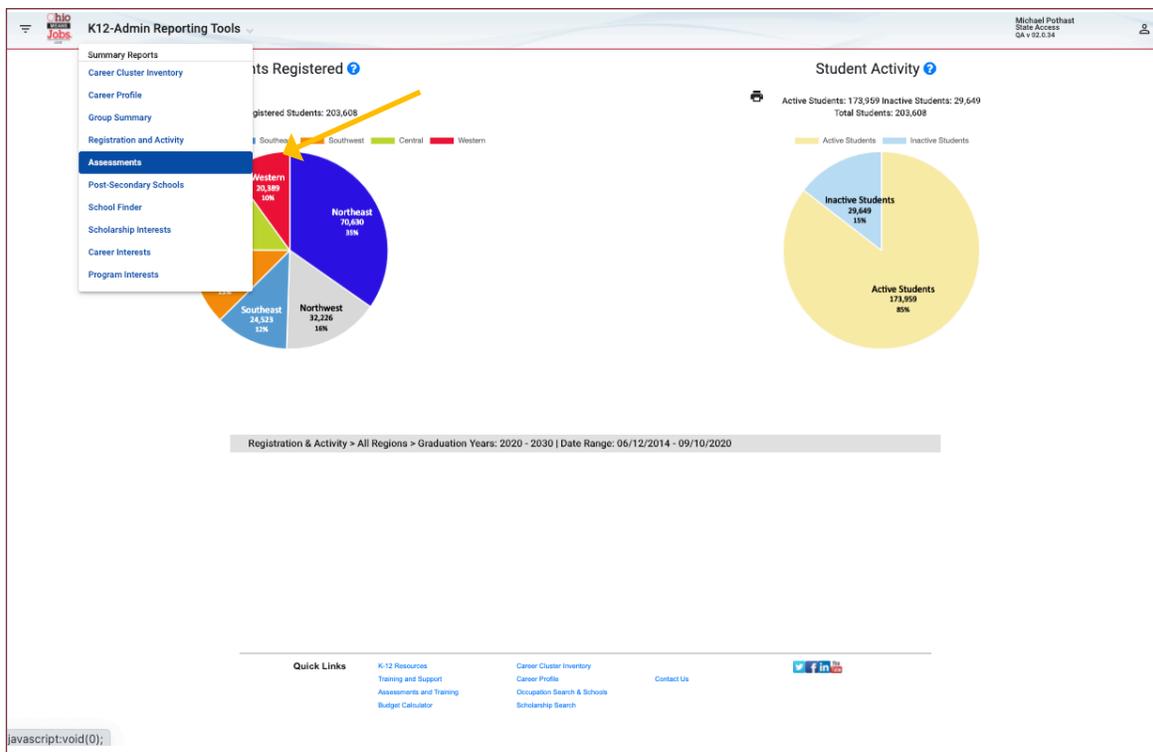
# 9. Assessments Report

## 9.1. About This Report

The *Assessments Report* displays aggregate data from the Assessments and Training tools in K-12 OhioMeansJobs. These tools offer Core Practice Assessments for Applied Math, Graphic Literacy, Workplace Documents, and Computer Hardware, Software, and Networking Basics. The site also offers several Adult Education and Literacy Alternative High School Tests in preparation for GED®, HiSET®, and TASC™

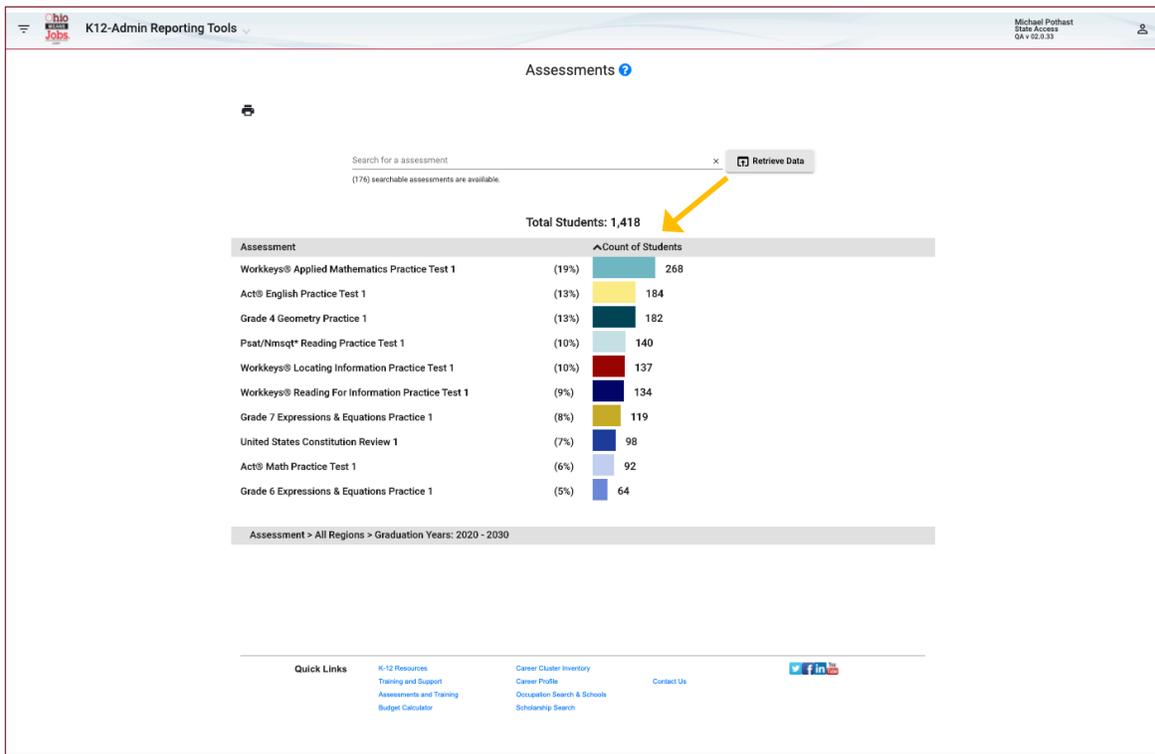
## 9.2. Viewing the Report<sup>1</sup>

To access the *Assessments Report*, click on the **K-12 Admin Reporting Tools** menu. Scroll down and select **Assessments**.



<sup>1</sup> **NOTE:** The screen images used in this section are from a State-level user.

The Report is displayed. By default, the top ten Assessments to which the User has access are displayed.



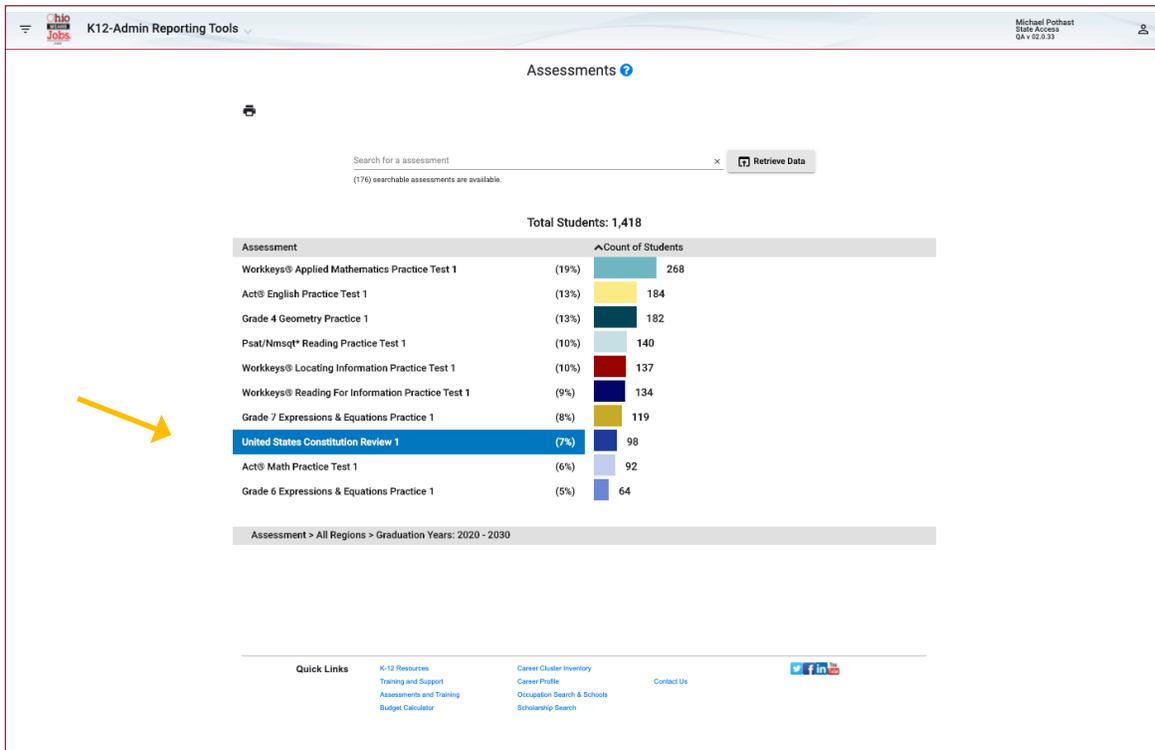
You can click on either of the column headers to sort the list. In this case, the user has clicked on the **Count of Students** header twice to sort the list in descending order.

The report contains the following elements (from top to bottom):

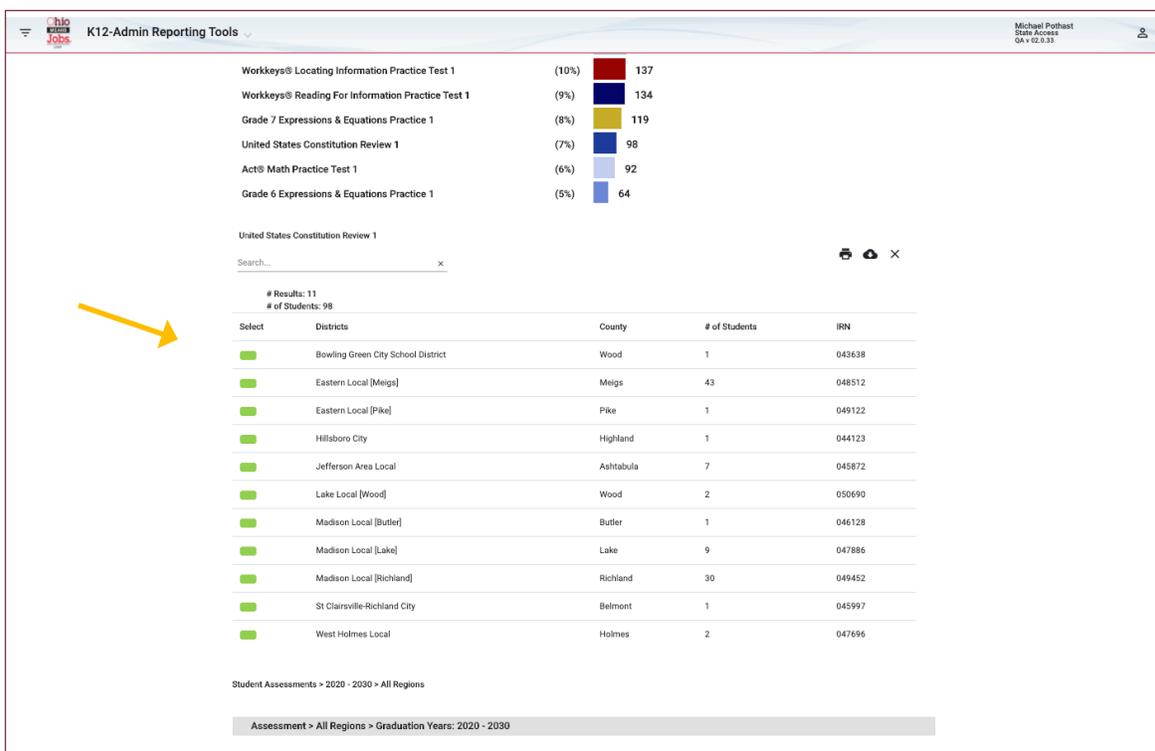
Assessments Report		
Area	Report Item	Description
Report Header	Name	The name of the selected report.
	Help and Feedback Icons	Click to gain access to the Help or Feedback systems, respectively. These functions are discussed in <i>Chapter 3 - System Overview</i> .
	Print Icon	The function of the Print Icon is discussed in <i>Chapter 3 - System Overview</i> .
	Search Text Box	The number of Assessments available throughout the K-12 system is large. To search for a specific Assessment, click on the Search Text Box. A drop-down menu is provided for scrolling access, or you can type the name of the Assessment directly in the box. The contents of the drop-down menu will change dynamically as you type.
	Summary Counts	Labeled Item(s) summarize the contents of the table below.
Report Data	Header Row	The first row of the data contains column headers, which identify the data in the column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:  <b>Assessment</b> <b>Count of Students</b>
	Table Rows	Individual line item data for the top ten results, with corresponding bar graphs. The width of the bar corresponds to the percentage indicated in the line item.
Report Footer	Breadcrumb	The Report footer displays the Report Name, selected Report Section, and relevant Grad Year and Date Range Filter settings that have been selected by the user for the report. <b>NOTE:</b> These match the parameters set in the Filter Area at the top of the page.

### 9.3. Viewing a Specific Assessment

To view a specific **Assessment**, two options are available. If the Assessment which interests you is displayed on screen, click on the name of the **Assessment**. Here, the user selects **United States Constitution Review**:



A pop-up is generated beneath the main report.



The pop-up contains the following, from top to bottom:

District / School Report								
Area	Report Item	Description						
Pop-up Header	Name	The name of the selected item.						
	Search Text Box	The search text may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small <b>X</b> at the end of the Search Text Box can be clicked to clear the box.						
	Control Icons	<b>Print</b> , <b>Export</b> , and <b>Close</b> icons. The function of these icons is discussed in <i>Chapter 3 - System Overview</i> .						
	Summary Counts	Labeled Items summarize the contents of the table below.						
Pop-up Data	Header Row	<p>The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:</p> <table border="1"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>State Users</th> </tr> </thead> <tbody> <tr> <td><b>Green Select Box</b> <b>School Name</b> <b># of Students</b></td> <td><b>Green Select Box</b> <b>School Name</b> <b># of Students</b></td> <td><b>Green Select Box</b> <b>District</b> <b>County</b> <b># of Students</b> <b>IRN</b></td> </tr> </tbody> </table>	Local Users	District Users	State Users	<b>Green Select Box</b> <b>School Name</b> <b># of Students</b>	<b>Green Select Box</b> <b>School Name</b> <b># of Students</b>	<b>Green Select Box</b> <b>District</b> <b>County</b> <b># of Students</b> <b>IRN</b>
	Local Users	District Users	State Users					
<b>Green Select Box</b> <b>School Name</b> <b># of Students</b>	<b>Green Select Box</b> <b>School Name</b> <b># of Students</b>	<b>Green Select Box</b> <b>District</b> <b>County</b> <b># of Students</b> <b>IRN</b>						
Table Rows	Individual line item data.							
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.						

From here, the user can drill down again to view an individual line item. For example, clicking on the green selection box for the first item in the list will refresh the pop-up with constituent data for the selection.

The screenshot displays the 'K12-Admin Reporting Tools' interface. At the top, it shows the user's name 'Michael Porhast' and state access information. The main content area features a bar chart titled 'Assessment' with a sub-header 'Count of Students'. The chart lists several assessments with their respective percentages and student counts:

Assessment	Percentage	Count of Students
Workkeys® Applied Mathematics Practice Test 1	(19%)	268
Act® English Practice Test 1	(13%)	184
Grade 4 Geometry Practice 1	(13%)	182
Psat/Nmsqt® Reading Practice Test 1	(10%)	140
Workkeys® Locating Information Practice Test 1	(10%)	137
Workkeys® Reading For Information Practice Test 1	(9%)	134
Grade 7 Expressions & Equations Practice 1	(8%)	119
United States Constitution Review 1	(7%)	98
Act® Math Practice Test 1	(6%)	92
Grade 6 Expressions & Equations Practice 1	(5%)	64

Below the chart, a breadcrumb trail shows 'United States Constitution Review 1 > Bowling Green City School District'. A search bar is present with a clear 'x' icon. The results section shows '# Results: 1' and '# of Students: 1'. A table displays the constituent data for the selected item:

Schools	County	# of Students	IRN
Bowling Green High School	Wood	1	003285

At the bottom, there are navigation links for 'Student Assessments > 2020 - 2030 > All Regions' and 'Assessment > All Regions > Graduation Years: 2020 - 2030'. A footer section contains 'Quick Links' such as 'K-12 Resources', 'Career Cluster Inventory', and 'Contact Us', along with social media icons for Twitter, Facebook, and LinkedIn.

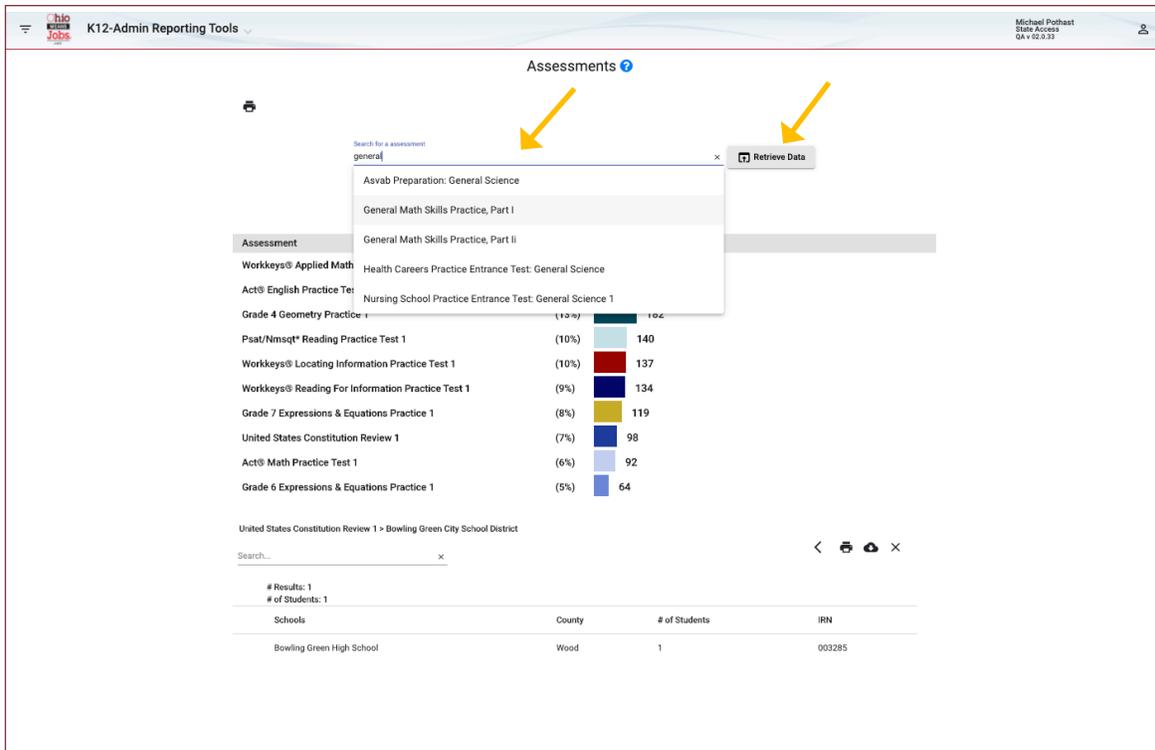
Individual Student data is now displayed in the pop-up. The pop-up contains the following, from top to bottom:

Student Report																	
Area	Report Item	Description															
Pop-up Header	Name	The name of the selected item in breadcrumb format.															
	Search Text Box	The search text may be used to search for and limit specific data to be displayed in the pop-up. Type in the box, and the list will dynamically change to match your typing. The small <b>X</b> at the end of the Search Text Box can be clicked to clear the box.															
	Control Icons	<b>Back</b> , <b>Print</b> , <b>Export</b> , and <b>Close</b> icons. The function of these icons is discussed in <i>Chapter 3 - System Overview</i> .															
	Summary Counts	Labeled Items summarize the contents of the table below.															
Pop-up Data	Header Row	<p>The first row of the data contains column headers, which identify the data in column beneath. Each column header can be clicked to sort the list in ascending or descending order. This report contains the following columns:</p> <table border="1"> <thead> <tr> <th>Local Users</th> <th>District Users</th> <th>State Users</th> </tr> </thead> <tbody> <tr> <td><b>Student Name</b></td> <td><b>Student Name</b></td> <td><b>School</b></td> </tr> <tr> <td><b>Email</b></td> <td><b>Email</b></td> <td><b>County</b></td> </tr> <tr> <td><b>Score</b></td> <td><b>Score</b></td> <td><b># of Students</b></td> </tr> <tr> <td><b>Graduation Year</b></td> <td><b>Graduation Year</b></td> <td><b>IRN</b></td> </tr> </tbody> </table>	Local Users	District Users	State Users	<b>Student Name</b>	<b>Student Name</b>	<b>School</b>	<b>Email</b>	<b>Email</b>	<b>County</b>	<b>Score</b>	<b>Score</b>	<b># of Students</b>	<b>Graduation Year</b>	<b>Graduation Year</b>	<b>IRN</b>
	Local Users	District Users	State Users														
<b>Student Name</b>	<b>Student Name</b>	<b>School</b>															
<b>Email</b>	<b>Email</b>	<b>County</b>															
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Table Rows	Individual line item data.																
Pop-up Footer	Breadcrumb	The click stream used to display this pop-up (including the date range), as well as any footnotes to clarify the contents of the pop-up.															

Student names appearing in blue are links and can be clicked to view the Student's *Backpack Activity Report*.

#### 9.4. Searching for an Assessment

The second method of viewing an individual assessment is to use the Search Text Box to search for the desired Assessment. To do so, click on the Search Text Box and type or scroll to locate the desired Assessment.



In this example, the user has clicked in the **Search Text Box** and entered the word **General**. The drop-down menu displays all Assessments containing the word **General** in the name. The user scrolls down and selects **General Math Skills Practice, Part I**.

After selecting the desired Assessment, click the **Retrieve Data** button to display the Assessment below the main report in a pop-up.

