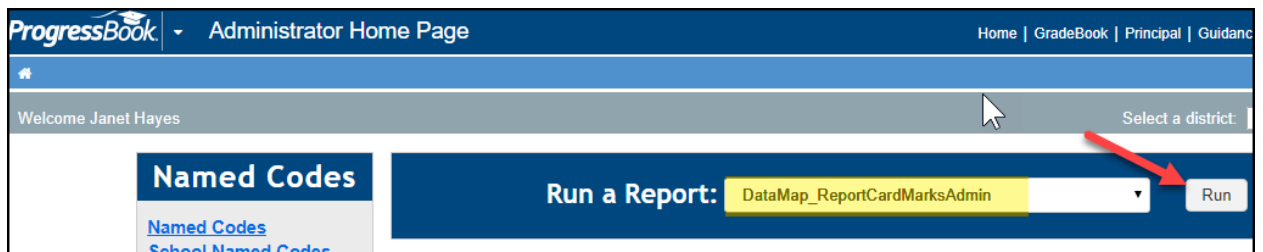


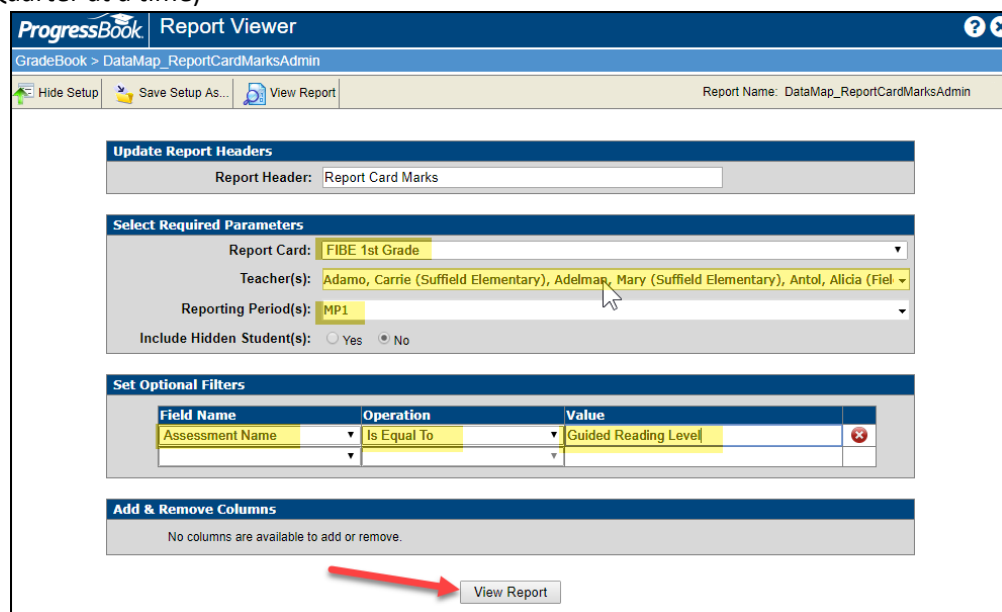
How to Create a District Assessment from a GradeBook Report Card Assessment / Mark

1. All Report Card marks/grades must be entered in ProgressBook GradeBook
2. In GradeBook run ReportBuilder Report:
 - a. **DataMap_ReportCardMarksAdmin**



The screenshot shows the ProgressBook Administrator Home Page. At the top, there is a navigation bar with 'Home | GradeBook | Principal | Guidance'. Below this, a welcome message reads 'Welcome Janet Hayes'. On the right side, there is a 'Select a district:' dropdown menu. In the center, there is a 'Run a Report:' section with a dropdown menu set to 'DataMap_ReportCardMarksAdmin' and a 'Run' button. A red arrow points to the 'Run' button.

3. Select the following Parameters:
 - a. **Report Card:** FIBE 1st Grade, FISE 2nd Grade through the 5th grade report card
 - i. You will need to run this report individually for each Grade and Building
 - b. **Teachers:** Select All
 - c. **Reporting Period(s):** Select the Marking Period – MP1 or MP2 etc. (can only do one Quarter at a time)



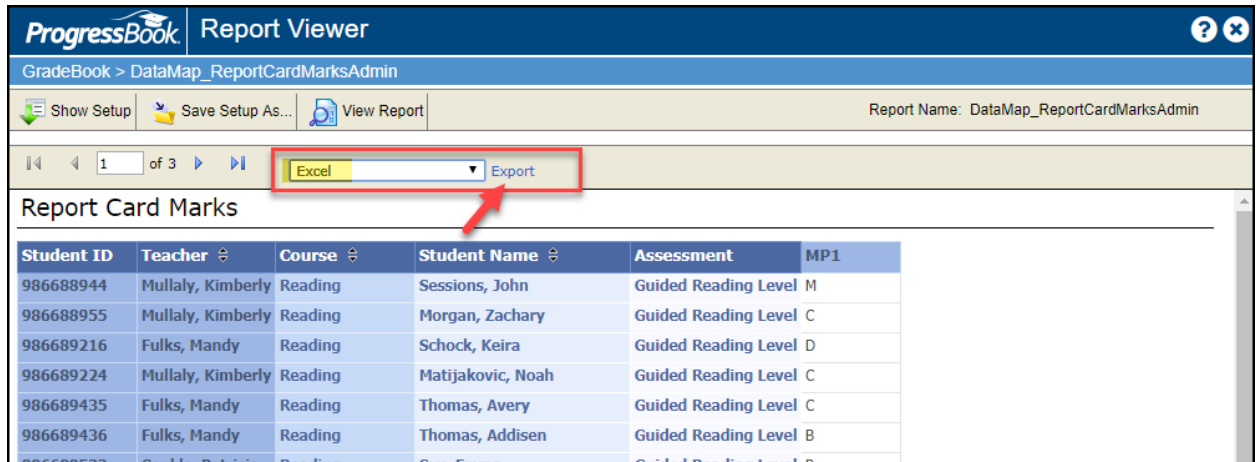
The screenshot shows the ProgressBook Report Viewer interface. The title bar reads 'ProgressBook Report Viewer'. Below the title bar, there is a breadcrumb trail: 'GradeBook > DataMap_ReportCardMarksAdmin'. The main content area is divided into several sections:

- Update Report Headers:** Report Header: Report Card Marks
- Select Required Parameters:**
 - Report Card: FIBE 1st Grade
 - Teacher(s): Adamo, Carrie (Suffield Elementary), Adelman, Mary (Suffield Elementary), Antol, Alicia (Fiel
 - Reporting Period(s): MP1
 - Include Hidden Student(s): Yes No
- Set Optional Filters:**

| Field Name | Operation | Value |
|-----------------|-------------|----------------------|
| Assessment Name | Is Equal To | Guided Reading Level |
- Add & Remove Columns:** No columns are available to add or remove.

A red arrow points to the 'View Report' button at the bottom right of the interface.

4. Click **View Report**
5. **Export** as Excel to your desktop



ProgressBook Report Viewer

GradeBook > DataMap_ReportCardMarksAdmin

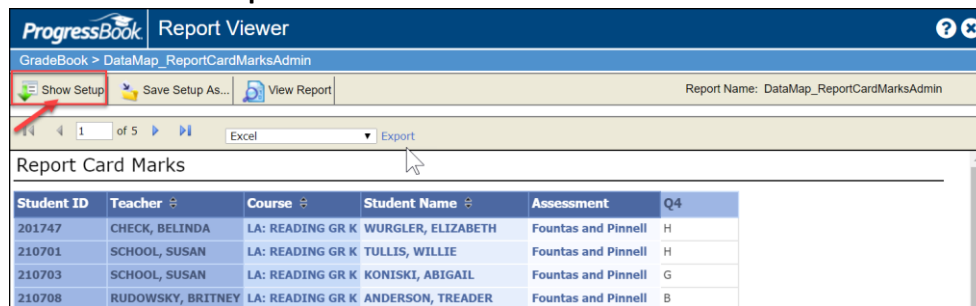
Show Setup Save Setup As... View Report Report Name: DataMap_ReportCardMarksAdmin

1 of 3 Excel Export

Report Card Marks

| Student ID | Teacher | Course | Student Name | Assessment | MP1 |
|------------|-------------------|---------|-------------------|----------------------|-----|
| 986688944 | Mullaly, Kimberly | Reading | Sessions, John | Guided Reading Level | M |
| 986688955 | Mullaly, Kimberly | Reading | Morgan, Zachary | Guided Reading Level | C |
| 986689216 | Fulks, Mandy | Reading | Schock, Keira | Guided Reading Level | D |
| 986689224 | Mullaly, Kimberly | Reading | Matijakovic, Noah | Guided Reading Level | C |
| 986689435 | Fulks, Mandy | Reading | Thomas, Avery | Guided Reading Level | C |
| 986689436 | Fulks, Mandy | Reading | Thomas, Addisen | Guided Reading Level | B |

6. Note:
 - a. To rerun for each Grade
 - i. Click **Show Setup**



ProgressBook Report Viewer

GradeBook > DataMap_ReportCardMarksAdmin

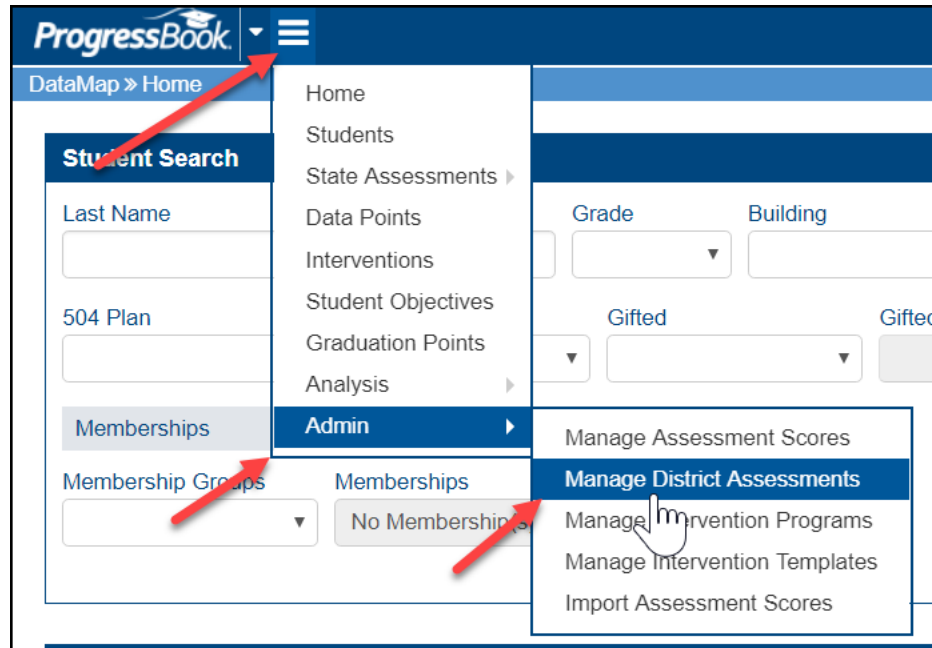
Show Setup Save Setup As... View Report Report Name: DataMap_ReportCardMarksAdmin

1 of 5 Excel Export

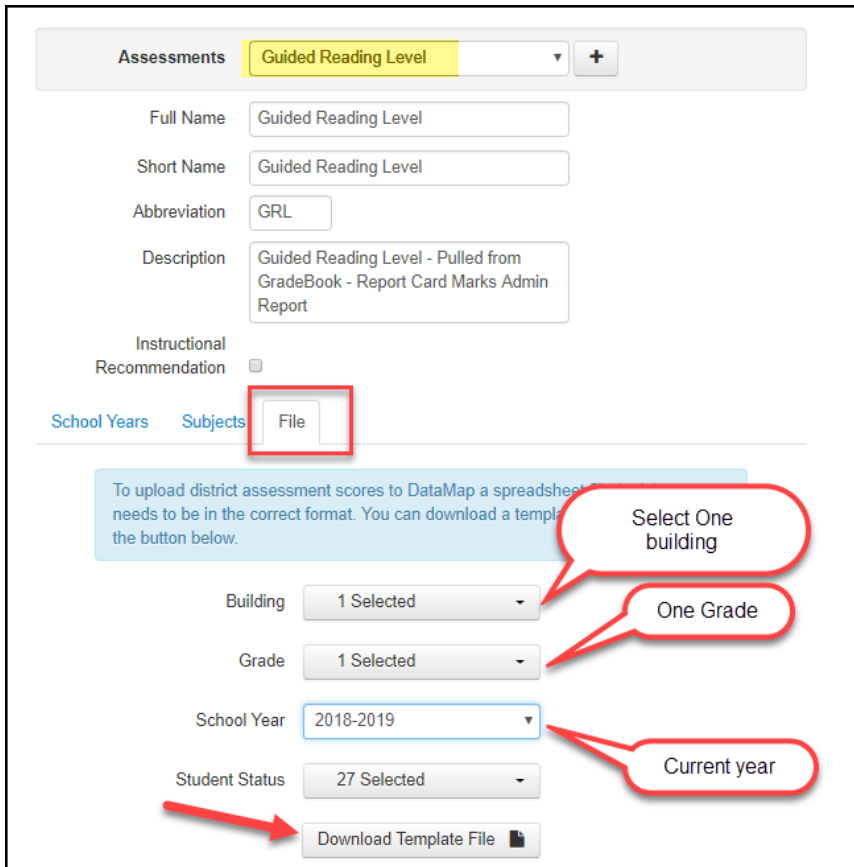
Report Card Marks

| Student ID | Teacher | Course | Student Name | Assessment | Q4 |
|------------|-------------------|------------------|--------------------|---------------------|----|
| 201747 | CHECK, BELINDA | LA: READING GR K | WURGLER, ELIZABETH | Fountas and Pinnell | H |
| 210701 | SCHOOL, SUSAN | LA: READING GR K | TULLIS, WILLIE | Fountas and Pinnell | H |
| 210703 | SCHOOL, SUSAN | LA: READING GR K | KONISKI, ABIGAIL | Fountas and Pinnell | G |
| 210708 | RUDOWSKY, BRITNEY | LA: READING GR K | ANDERSON, TREADER | Fountas and Pinnell | B |

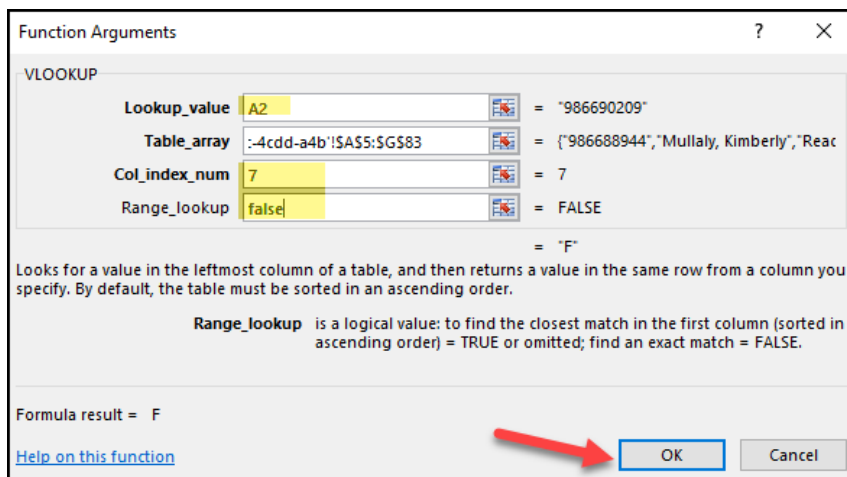
- ii. Change Report Card to the next grade level
 - iii. Click **View Report**
 - iv. **Export** to Excel
7. Log in to DataMap
8. Navigate to: **Manage District Assessments**



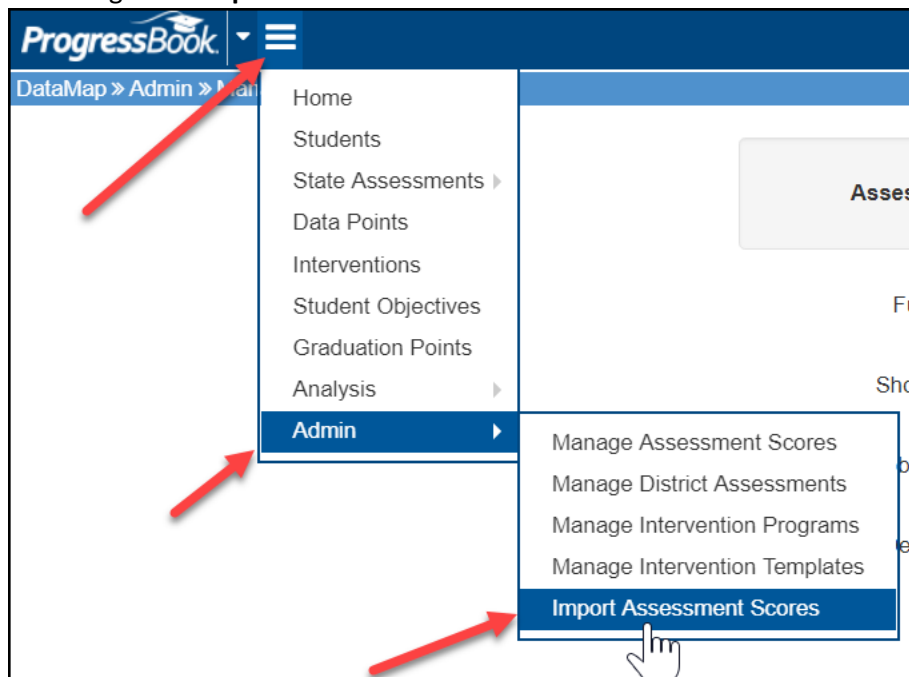
- a.
9. Select **Guided Reading Level**
10. Click **File**
 - a. Create a file for each Grade Level and Building to match each of the files you created from GradeBook



11. Use VLookup to copy the Reading Levels from the GradeBook file to DataMap .ods file
 - a. TIPS:
 - i. Open GradeBook 1st grade file and DataMap 1st grade file
 1. DataMap - Cut/Paste **DSID** column to be the first column on the .ods file
 - ii. Use the District ID columns to match on the VLookup
 1. The Guided Reading Level is in column 7 on the GradeBook file
 - b. Enter the same test date for every student and every file for each marking period.



12. Save the updated DataMap .ods file
13. Navigate to **Import Assessment Scores**



14. Source = **District Assessment**
15. File = **Guided Reading Level**
16. School Year = School Year of file

17. Choose File = navigate to the updated DataMap .ods file

18. Click - **Import**


Source:

Assessment:

School Year:

Period:


File: 1718_GRL_Grade 1_BE.ods



TIPS:

- Reading Level Column
 - Remove all **#NA**
 - **Copy/Paste Special** in the same column to remove the VLookUp Formula

| L | M | N | O | P | Q |
|----------------|---------------|---|---|---|---|
| ASSESSMTESTDAT | Reading Level | | | | |
| | 5/24/2018 | S | | | |
| | 5/24/2018 | T | | | |
| | 5/24/2018 | R | | | |
| | 5/24/2018 | V | | | |
| | 5/24/2018 | N | | | |
| | 5/24/2018 | Q | | | |

Paste Options:


- Date format in DataMap .ods file mm/dd/yyyy