

**eDoctrina®**

**How-To Guide**

**“Teacher Dashboard and  
Retrieving Data Reports”**

## 03.F. Teacher Dashboard- Data Reporting

eDoctrina has many data reports that come in all different shapes and sizes. The variety of reports make the program teacher-friendly, since it allows teachers to decide what types of data they would like to analyze.

Running data reports is very easy once a user navigates to the Teacher Dashboard.

1. Get to the "Teacher Dashboard" screen (shown below) by clicking the "Reports" button on the home screen.

The screenshot shows the Teacher Dashboard interface. At the top, there are filter sections. The first section, labeled "STEP 1 Filter", includes "Select students" with dropdowns for "Course" (Gr 4 Math (gr4math)), "Class" (Grade 4 Math Section 4), and "Select Student(s)". The second section, "Select assessments", includes dropdowns for "Test Bank" (Key West Central Scho...), "Subject" (--any--), "Grade" (--any--), "Assessments scope" (Active), and "Assessment" (Gr 4 Math Unit 03 End o...). Below the filters are five main action buttons: PRINT (Answer sheets), ASSIGN (Online Assessments), ENTER (Student Responses), SCAN (Web Answer Sheets), and CHECK (Student Answers). Underneath these are eight report options: Individual Student, Class Summary, Item Analysis, Class Comparison, Student-Standards, RTI Progress Monitoring, Multi-Assessment, and a downward arrow icon. A red arrow labeled "STEP 2 Pick a Report" points to the Individual Student report icon.

2. Use the first set of filters to select the course and class(es) you would like included in the data report. If you would like to pull a report on individual students, use the "Select Students" filter and choose the specific students. **You do NOT have to select anything in the "Select Students" dropdown menu if you are running the report on ALL students, leave this filter alone.**

3. Use the second set of filters to select the assessment you would like to run data reports for. Please note that the Student-Standards, RTI Progress Monitoring Report and Multi-Assessment are designed to run on multiple assessments. **We recommend leaving the Subject and Grade filter as ANY. Leave the "Assessment Scope" filter as ACTIVE.**

Once the filters are set, click on any of the report buttons to view results - it is that simple!

*Clicking on the downward arrow button will open additional reporting options*

Below is a list of some of our data reports along with a brief description to help get you started:

- **Individual Student Report:** A student-friendly report available in many formats to help students see which skills they are doing well in and which skills they need to work on. It also shows which questions they got correct/incorrect.
- **Class Summary Report:** A color-coded report that groups students based on their performance and shows each student's final score. Report also includes statistical information for each class.

- **Item Analysis:** A report that visually displays how students performed on each question. The standards linked to each question are shown below each question graph for easy analysis.
- **Class Comparison:** Comparison report that can be run by question, standard, standard description and question difficulty level. Great for comparing the areas of strength and weakness across classes/sections.
- **Student-Standards:** A report that allows teachers to sort students based on how they performed on each standard linked to the assessment(s). Widely used for intervention grouping and by support teachers.
- **RTI Progress Monitoring:** Visual report that graphs each student's progress on multiple assessments. Standards-performance table is also included for each student, which organizes how the individual is performing on questions linked to each standard.
- **Multi-Assessment:** Comparative report that allows the user to customize the format of the assessment data being viewed (by class, gender, and other various subgroups.)
- **Item Response:** One page report showing each student's final score in addition to item by item responses.