



## Custom Report Definition (and Published Custom Reports by Roles)

*Custom Reports Definition* is used to create, modify or delete Custom Reports definitions. Districts can determine the number of reports and content of reports for their district.

### Steps for creating/modifying a Custom Report(s).

There are 2 steps to create/modify a Custom Report populated with information: 1) Create the (empty) Custom Report and 2) Add Columns to the Custom Report...

#### 1. Create/Modify Custom Report.

On the menu in the Config Tools Section, click on Custom Report Definition.



In the upper right corner, click on the New Definition icon when creating a new report.... or

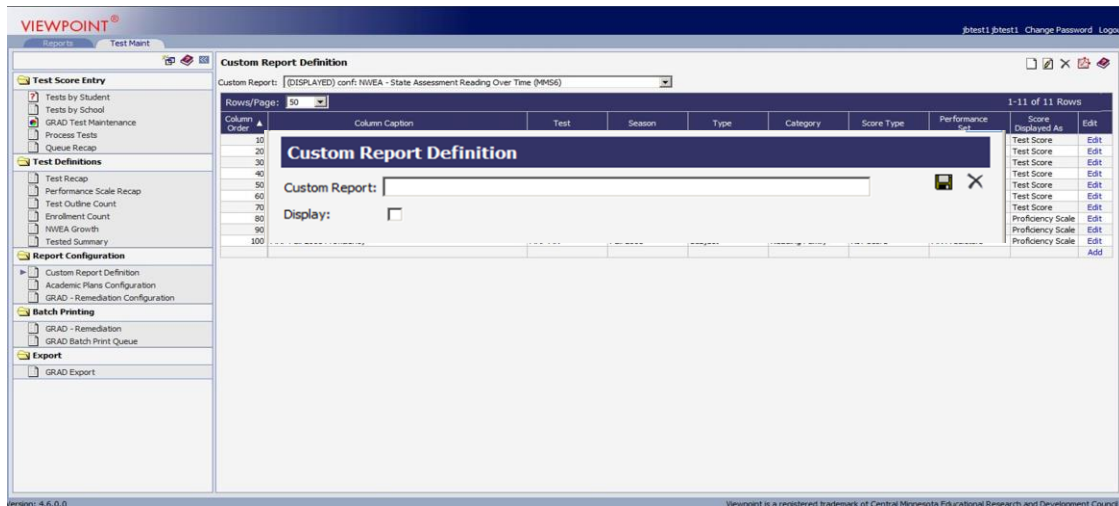


...the Edit Definition icon, when modifying a report.

The Custom Report Maintenance dialog box will display, allowing you to enter the name of the new report and the display status of the new report.

**Custom Report:** Enter the name for the Custom Report you are creating.

**Display:** The box should be checked (click) for this new report to display on users' Viewpoint menu of the Reports tab.



Once this information is entered you should Save the new (empty) Custom Report by clicking the Save icon. Alternately, you could select the Delete icon to delete the report.



### Add/Edit columns for the Custom Report.

Select the Custom Report from the *Custom Report Definition* drop down list.

Select the Column type from the drop down list.

**Custom Report Definition**

District:

Publish Status:

Report Name:

Column Type: 

- (All)
- Test Score
- Absence
- Discipline

To Add a column Click “Add” in the Edit column of the last row...

or

...click “Edit” in the Edit column of the row you which to edit. The Column Maintenance dialog box will display.

**Custom Report Definition**

District:

Publish Status:

Report Name:

Column Type:

Rows/Page:

Column Order	Column
1	2013 State Assessment
2	2014 State Assessment
3	2015 State Assessment
4	2016 State Assessment
5	2017 State Assessment
6	2015 Growth Reading
7	2016 Growth Reading
8	2017 Growth Reading
11	Notes

[Reorder Score Columns](#)

**Custom Report Test Score Column Maintenance**

Column Caption:

Test:

Test Year:

Season:

Type:

Category:

Test Score:

Performance Set:

Score Displayed As:

1-10 of 10 Rows			
Type	Performance Set	Score Displayed As	Edit
ore	Proficiency	Proficiency Scale	Edit
ore	Proficiency	Proficiency Scale	Edit
ore	Proficiency	Proficiency Scale	Edit
ore	Proficiency	Proficiency Scale	Edit
ore	Proficiency	Proficiency Scale	Edit
	Growth Since Prior Test	Proficiency Scale	Edit
	Growth Since Prior Test	Proficiency Scale	Edit
	Growth Since Prior Test	Proficiency Scale	Edit
Preference		Test Score	Edit
			Add

Enter/modify or select information for each of the fields of information:

**Column Order:** Determines column order on the Custom Report. Columns will be positioned based on numeric value entered. Anything other than a numeric value will be translated into a number, making it the last field (highest number) among the current columns.



*Column Caption:* This is the column header caption that will appear in your report.  
TIP: Be sure to include relevant information on the column, such as test name, test subject/strand, test season/year, etc.

*Test:* Select Test from drop down

*Test Year:* Select Test Year from drop down

*Season:* Select Test Season from drop down



- Type:** Select Type, which is the test detail level (Subject level, Strand level, Substrand level, etc.) from drop down.
- Category:** Select the Category, which are the choices available for the Type selected (ie. If Type is Subject, Category choices could be Math, Reading, Writing, etc.).
- Test Score:** Select Test Score, which is the type of score you want to display.
- Performance Set:** If the Test Score selected has proficiency/performance scales associated, you should pick the Performance Set (scale) you want. The selected Performance Set will determine the color coding used to display the Test Score.
- Score Displayed As:** Select what you want displayed from the drop down, the score or the associated Proficiency Scale (proficiency description).



Once this information is entered you should Save your information by clicking the Save icon. Alternately, you could select the Delete icon to delete the report.

To Re-order the columns, click “Reorder Score Columns” on the bottom left of the report. A new window will pop up with a list of columns in order. Click and drag the column you want to change, and move it to the chosen spot.

Score Name	DisplayOrder	Delete
Caption: 2013 State Assessment State AYP - Accountability Tests - 2012-2013 - Reading - Scale Score - Proficiency Scale - Proficiency	1	Delete
Caption: 2014 State Assessment State AYP - Accountability Tests - 2013-2014 - Reading - Scale Score - Proficiency Scale - Proficiency	2	Delete
Caption: 2015 State Assessment State AYP - Accountability Tests - 2014-2015 - Reading - Scale Score - Proficiency Scale - Proficiency	3	Delete
Caption: 2016 State Assessment State AYP - Accountability Tests - 2015-2016 - Reading - Scale Score - Proficiency Scale - Proficiency	4	Delete
Caption: 2017 State Assessment State AYP - Accountability Tests - 2016-2017 - Reading - Scale Score - Proficiency Scale - Proficiency	5	Delete
Caption: 2015 Growth Reading State AYP - Accountability Tests - 2014-2015 - Reading - Growth - Proficiency Scale - Growth Since Prior Test	6	Delete
Caption: 2016 Growth Reading State AYP - Accountability Tests - 2015-2016 - Reading - Growth - Proficiency Scale - Growth Since Prior Test	7	Delete
Caption: 2017 Growth Reading State AYP - Accountability Tests - 2016-2017 - Reading - Growth - Proficiency Scale - Growth Since Prior Test	8	Delete
Caption: Total Absences 2016-17	9	Delete
Caption: Total Absences 2017-18	10	Delete

## 2. Publishing a Custom Report.

As reports are first built they are UNPUBLISHED, which means they are not accessible on the Viewpoint Report tab menu to any users.



**Custom Report Definition** [Icons]


Publish Status: (All)

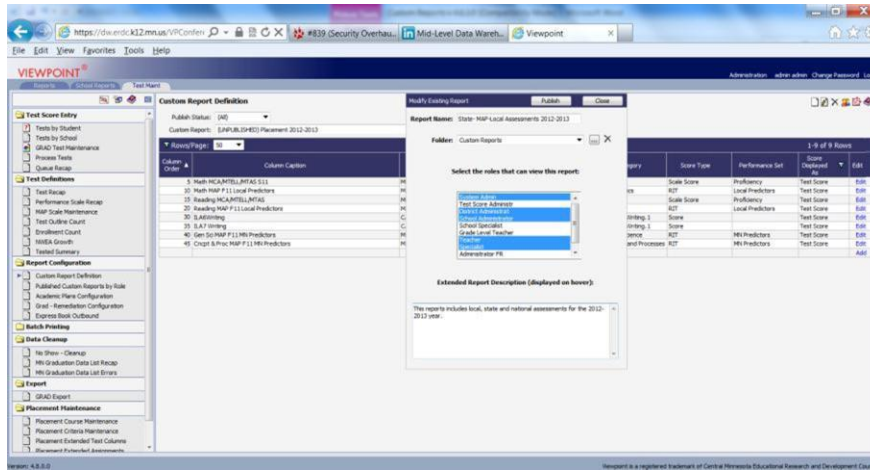
Custom Report: (UNPUBLISHED) Placement 2012-2013

Rows/Page: 50 1-9 of 9 Rows

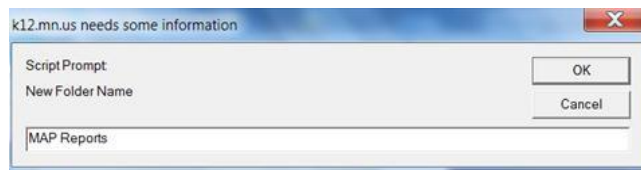
Column	Column Caption	Test	Season	Type	Category	Score Type	Performance Set	Score Displayed	Edit
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## To PUBLISH a Custom Report

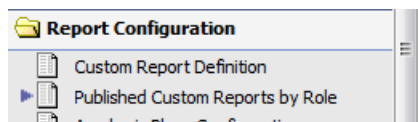
- a. Click on the Publish icon (4th icon from the left). 
- b. Enter a Report Name, which can be saved to the default Folder, Published Reports
- c. Under “Select the roles that can view the report:” click to highlight/select the roles you want to publish the report to.
- d. Enter report comments in the “Extended Report Description” box.
- e. Click “Publish”. Published report will appear under the folder where you save them.



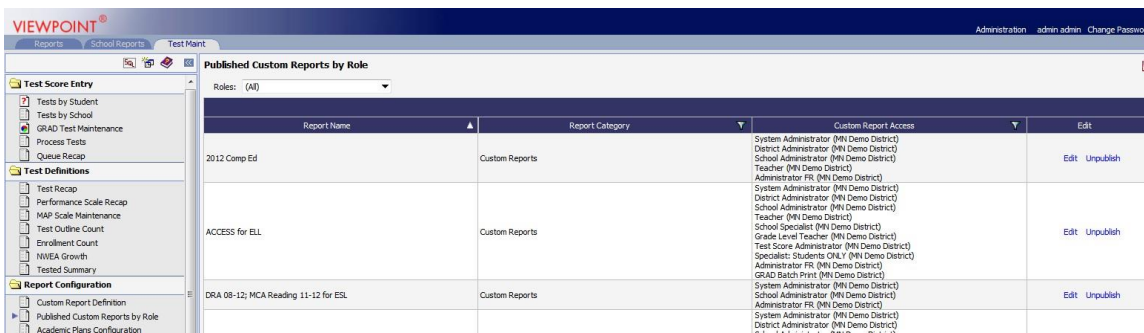
Alternatively, to place the report into a folder of your choice (rather than the Published Reports folder), click on the ellipsis alongside the Folder dropdown and enter a New Folder Name, then click OK. Then follow steps c, d and e above.



### 3. Unpublishing a Report or Changing Report Name, Folder, Permissions, or Extended Report Descriptions.



a. Within the Config Tools tab, go to the **Published Custom Reports by Role** report.



- i. To **Unpublish** a Report, for the specific report click on “Unpublish” in the Edit column (far-right).

OR

- ii. To **Change Report Name, Folder, Permissions, or Extended Report Descriptions**, for the specific report click on “Edit” in the Edit column (far-right).

Follow the appropriate steps (b, c, d,) in section 2 (Publishing a Custom Report) of this document AND then click “Publish”.

Modify Existing Report

Report Name: State- MAP-Local Assessments 2012-2013

Folder: Custom Reports

Select the roles that can view this report:

- System Admin
- Test Score Administrat
- District Administrat
- School Administrator
- School Specialist
- Grade Level Teacher
- Teacher
- Specialist
- Administrator FR

Extended Report Description (displayed on hover):

This reports includes local, state and national assessments for the 2012-2013 year.

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## Other important icons



This icon can be used to delete the object you're on, either the Custom Report, or the Column.