



Viewpoint Custom Reports: Providing PLC's & Teachers Relevant Data to Make Decisions

March 2, 2023

Prepared By: Corey Haugen



Agenda

1:00 – 1:10 PM	Introductions
1:10 – 1:40 PM	VPT Custom Reports & How to Build Them
1:40 – 1:50 PM	District Sharing
1:50 – 2:05 PM	Discussion Topics
2:05 – 2:15 PM	Question & Answer



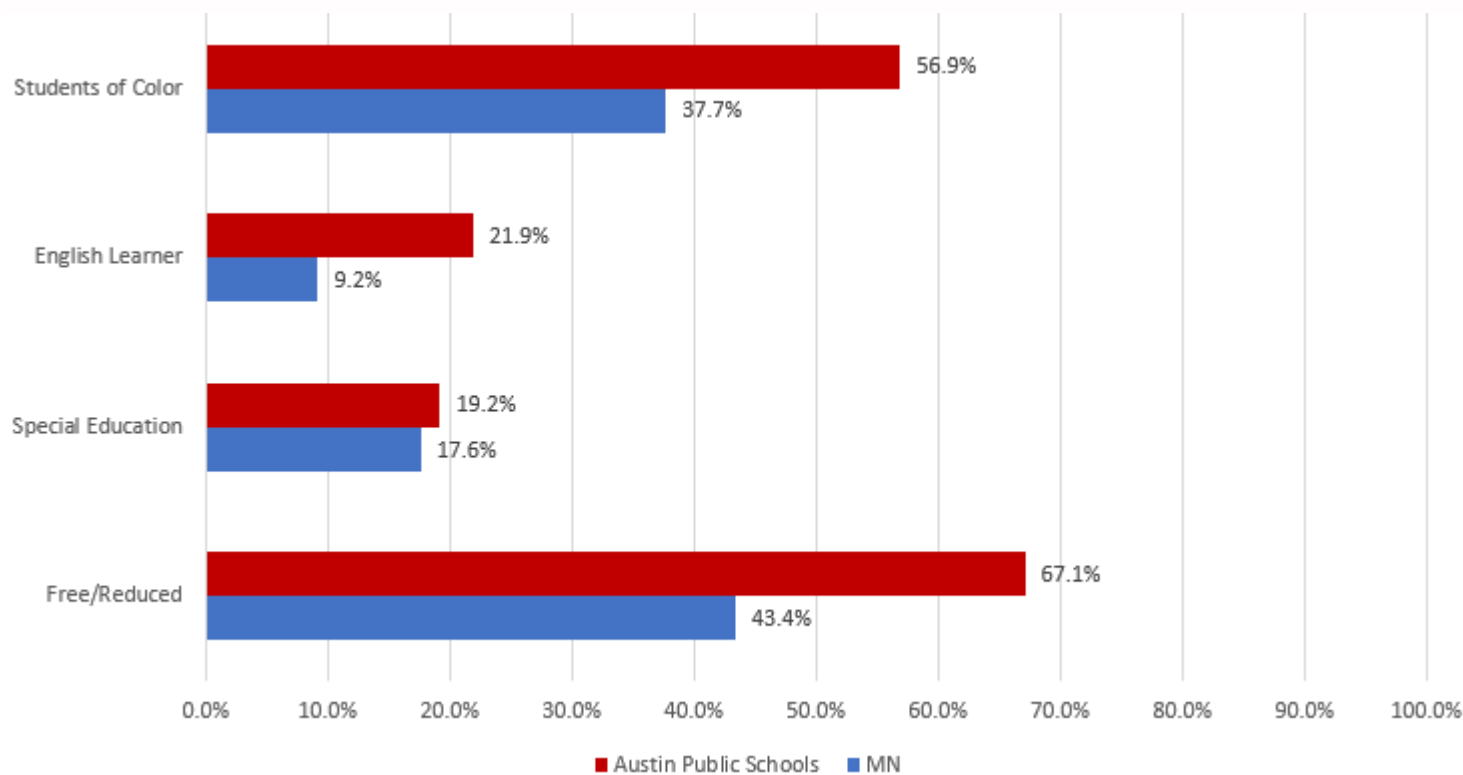
Corey Haugen

- Director of Information Services
- 26th Year at APS
 - Secondary Math Teacher
 - Coach
 - Department Chair
 - Activities Director
 - Data Assessment Coach
 - Instructional Technology Coach
 - Director of Technology
 - Director of Research Evaluation & Assessment



Austin Public Schools

- 5,120 Students

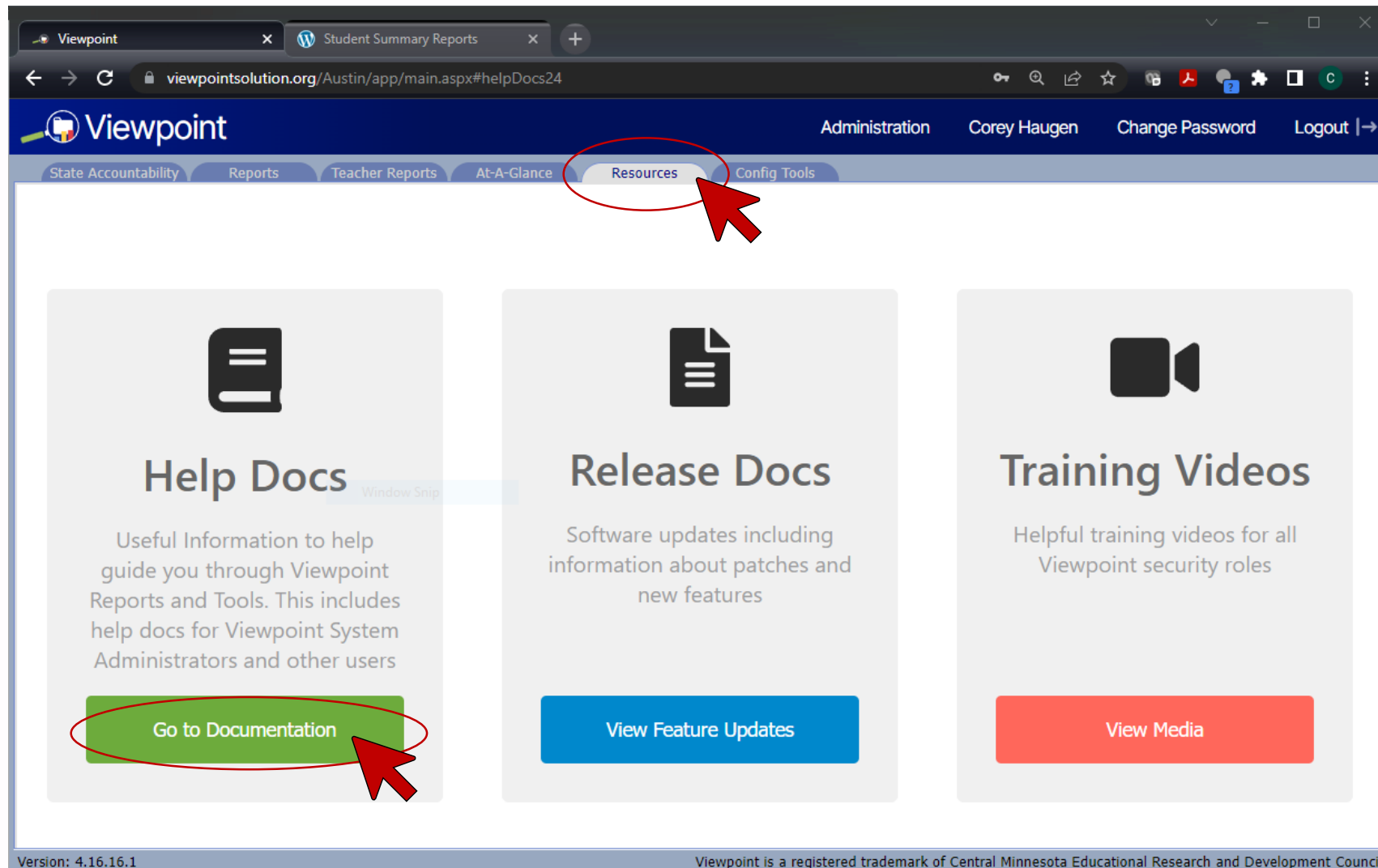




Handout



Resources



The screenshot shows the Viewpoint application interface. The top navigation bar includes links for Administration, Corey Haugen, Change Password, and Logout. Below this, a secondary navigation bar contains tabs for State Accountability, Reports, Teacher Reports, At-A-Glance, Resources, and Config Tools. The Resources tab is highlighted with a red circle and a red arrow pointing to it. The main content area displays three cards: Help Docs, Release Docs, and Training Videos. The Help Docs card is highlighted with a red circle and a red arrow pointing to its 'Go to Documentation' button. The Release Docs card has a 'View Feature Updates' button, and the Training Videos card has a 'View Media' button. The footer of the application shows the version number 4.16.16.1 and a copyright notice for Central Minnesota Educational Research and Development Council.

Viewpoint

Administration Corey Haugen Change Password Logout

State Accountability Reports Teacher Reports At-A-Glance Resources Config Tools

Help Docs

Useful Information to help guide you through Viewpoint Reports and Tools. This includes help docs for Viewpoint System Administrators and other users

Go to Documentation

Release Docs

Software updates including information about patches and new features

View Feature Updates

Training Videos

Helpful training videos for all Viewpoint security roles

View Media

Version: 4.16.16.1 Viewpoint is a registered trademark of Central Minnesota Educational Research and Development Council

<https://viewpointsolution.org/wp-content/uploads/2021/01/Creating-Custom-Reports.pdf>

Resources

System Administrators

All Security Group Users

Assessment Download Help Documents


3rd Party Assessment Vendor Info

For Help Resources on How to Set up User Accounts and Security Group Permissions , Access the Training Videos Page

- [Setting up and Accessing your Viewpoint SFTP](#)
- [Creating Custom Reports](#)
- [Creating Placement Reports for MTSS and Course Placement](#)
- [How to Create Custom Rules for Venn and Tri Rule Explorer Reports](#)
- [How to maintain local predictor scales](#)
- [FAST Automation Set Up Instructions](#)
- [How to Set Up MAP Automation](#)
- [How to set up STAR Automation to Viewpoint](#)
- [2022 PearsonAccess Next Indicate Data Warehouse Vendor Quick Guide](#)

<https://viewpointsolution.org/wp-content/uploads/2021/01/Creating-Custom-Reports.pdf>

Resources



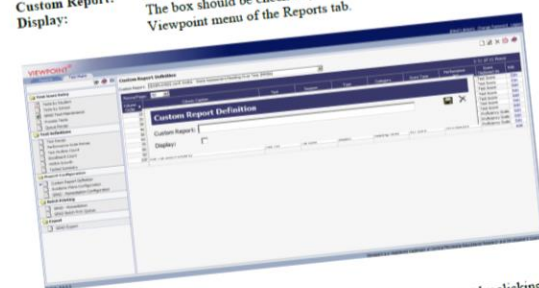
Custom Report Definition (and Published Custom Reports by Roles)
Custom Reports Definition is used to create, modify or delete Custom Reports definitions. Districts can determine the number of reports and content of reports for their district.

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...

- 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.

Viewpoint is a registered trademark of Central Minnesota Educational Research and Development Council.




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: Demo District
Publish Status: (All)
Report Name: (PUBLISHED) Class of 2022 Longitudinal Report - MCA Reading
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 last row... will display.

The Column Maintenance dialog box



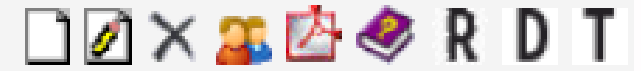
select information for each of the fields of information:
Determines column order on the Custom Report. Columns will be positioned based on numeric value entered. Anything other than a numeric value will be translated into a number, making it the last field (highest number) among the current columns.

mark of Central Minnesota Educational Research and Development Council.

<https://viewpointsolution.org/wp-content/uploads/2021/01/Creating-Custom-Reports.pdf>

Custom Reports & How to Build Them

- 1) Create Custom Report
- 2) Add/Edit Columns
- 3) Re-Order Columns (as needed)
- 4) Publish Custom Report
 - Test with your Admin Role before adding to users
- 5) Alert Users that Custom Report is available



- New Definition
- Edit Definition
- Delete Definition
- Publish Report
- Print Definition
- Report Help
- Mass Rename Columns
- Duplicate Report
- Transition Report Year(s)

Custom Reports & How to Build Them

Viewpoint

Administration Corey Haugen Change Password Logout

State Accountability Reports Teacher Reports At-A-Glance Resources Config Tools

Year: 2022 - 2023
School: Austin Public Schools
Grade: (All - 17)
Teacher: (All - 364)
Course: (All - 738)
Period: (All)
Student: (All)

ACCESS_S22
Austin Public Schools, 2022 - 2023
Status: Active Students Only
Attribute: ELL-Yes
Cut: (All)

Rows/Page: 1000 1-95 of 95 Rows

Grade Enrolled	S22_ACCESS_Composite	S22_ACCESS_Listening	S22_ACCESS_Reading	S22_ACCESS_Speaking	S22_ACCESS_Writing	Gender	Federal Ethnicity	Ethnic
05	4.1	6	4.1	3.2	3.8	Female	Hispanic/Latino	Not N Am Indian, AK Na
05	2.9	5.7	1.9	2.5	3	Male	Hispanic/Latino	N Am Indian or AK Na
05						Female	Hispanic/Latino	Not N Am Indian, AK Na
05	4	6	6	1.9	3.8	Female	Hispanic/Latino	Not N Am Indian, AK Na
05	2	4.2	2.4	1.7	1.7	Female	Native Hawaiian or Other Pacific Islander	Not N Am Indian, AK Na
05	3	5.6	2.8	2.5	2.9	Female	Native Hawaiian or Other Pacific Islander	Not N Am Indian, AK Na
05	2.8	4.9	1.9	2.4	3	Male	Hispanic/Latino	Not N Am Indian, AK Na
05	3.3	6	2.4	2.5	3.4	Male	Hispanic/Latino	Not N Am Indian, AK Na
05						Male	Asian	Not N Am Indian, AK Na
05	3.8	6	3.4	2.9	3.6	Male	Black or African American	Not N Am Indian, AK Na
05	3.9	6	3.2	2.7	4.1	Male	Hispanic/Latino	Not N Am Indian, AK Na
05	3.7	6	5.6	2.9	3.2	Male	Hispanic/Latino	Not N Am Indian, AK Na
05	3.9	6	5.2	2.1	3.6	Male	Hispanic/Latino	Not N Am Indian, AK Na
05	3.9	4.6	3.8	3.5	4.1	Male	Native Hawaiian or Other Pacific Islander	Not N Am Indian, AK Na
05	4.3	6	5.4	4.2	3.6	Female	Hispanic/Latino	Not N Am Indian, AK Na
05	3.6	6	2.7	3.5	3.4	Female	Hispanic/Latino	Not N Am Indian, AK Na
05						Male	Black or African American	Not N Am Indian, AK Na
05						Female	Asian	Not N Am Indian, AK Na
05	1.6	1.7	2.2	2	1	Female	Black or African American	Not N Am Indian, AK Na
05	3.9	5.9	5.2	2.7	3.8	Female	Asian	Not N Am Indian, AK Na
05	4.4	6	5	4.2	3.8	Female	Hispanic/Latino	Not N Am Indian, AK Na
05	3.9	6	5.4	2.1	3.8	Male	Hispanic/Latino	Not N Am Indian, AK Na
05	4.1	6	5.2	2.9	3.6	Male	Hispanic/Latino	Not N Am Indian, AK Na
05						Female	Hispanic/Latino	Not N Am Indian, AK Na
05						Female	Hispanic/Latino	Not N Am Indian, AK Na
05	4.2	5.7	5	2.7	4.5	Female	Hispanic/Latino	Not N Am Indian, AK Na
05						Female	Hispanic/Latino	Not N Am Indian, AK Na
05	3.7	6	4.2	1.9	3.8	Female	Hispanic/Latino	Not N Am Indian, AK Na

Version: 4.16.16.1 Viewpoint is a registered trademark of Central Minnesota Educational Research and Development Council.



















Report Building Tips

- Plan ahead – consider relevant information
- Default Naming Convention Option
- When building report – validate/ troubleshoot column settings using other Viewpoint reports (i.e., Test Performance, etc.)

District Sharing: How we use them?

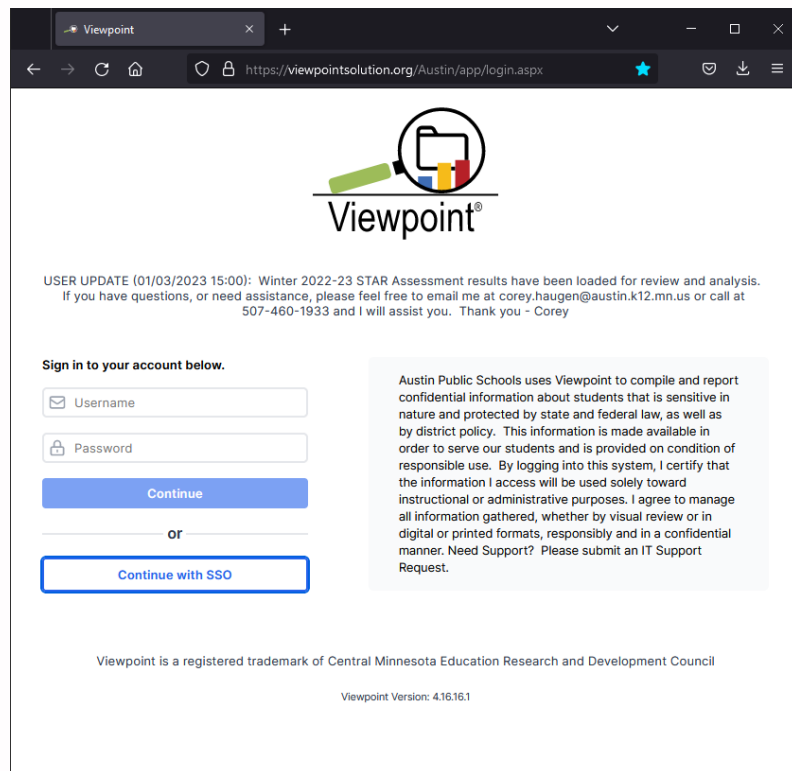
- ACCESS Change from Year-Year
- ACT by Grad Class
- Assessment Summary
- CogAT Summary
- Lexile Comparisons
- MCA Changes from Year-Year/Subject
- Correlational Analysis

 My Favorites	
 Demographic Reports	
 Absence Reports	
 Discipline Reports	
 Rules Reports	
 State/Federal Accountability	
 Growth Reports	
 Assessment Reports	
 Custom Reports	
 Grade Reports	
 Student Details	
 Student Groups	
 Placement Reports	
 Usage Reports	

Discussion Topics

- Who are the staff requesting Custom Reports?
- How do those requests come to you?
- What types of report requests do you get?
- How do you organize reports?
- What security/permission do you assign for reports?
- How do you communicate new reports are available?
- How do you update reports when new assessment results are available?
- How do you train staff on new reports?

Question & Answer



The screenshot shows a web browser window with the URL <https://viewpointsolution.org/Austin/app/login.aspx>. The page features the Viewpoint logo at the top. Below the logo, a user update message states: "USER UPDATE (01/03/2023 15:00): Winter 2022-23 STAR Assessment results have been loaded for review and analysis. If you have questions, or need assistance, please feel free to email me at corey.haugen@austin.k12.mn.us or call at 507-460-1933 and I will assist you. Thank you - Corey". The login section is titled "Sign in to your account below." and includes fields for "Username" and "Password", a "Continue" button, and a link to "Continue with SSO". A privacy notice on the right states: "Austin Public Schools uses Viewpoint to compile and report confidential information about students that is sensitive in nature and protected by state and federal law, as well as by district policy. This information is made available in order to serve our students and is provided on condition of responsible use. By logging into this system, I certify that the information I access will be used solely toward instructional or administrative purposes. I agree to manage all information gathered, whether by visual review or in digital or printed formats, responsibly and in a confidential manner. Need Support? Please submit an IT Support Request." At the bottom, it notes "Viewpoint is a registered trademark of Central Minnesota Education Research and Development Council" and "Viewpoint Version: 4.16.16.1".





Viewpoint Custom Reports: Providing PLC's & Teachers Relevant Data to Make Decisions

March 2, 2023

Prepared By: Corey Haugen

