



# Viewpoint Custom Reports: Decision-Making Based on Relevant Data

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February 29, 2024



*Presented by: Corey Haugen  
Director of Information Services*

# Agenda

09:00 – 09:10 AM	Introduction
09:10 – 09:40 AM	VPT Custom Reports & How to Build Them
09:40 – 09:50 AM	District Sharing
09:50 – 10:00 AM	Discussion Topics & Q/A





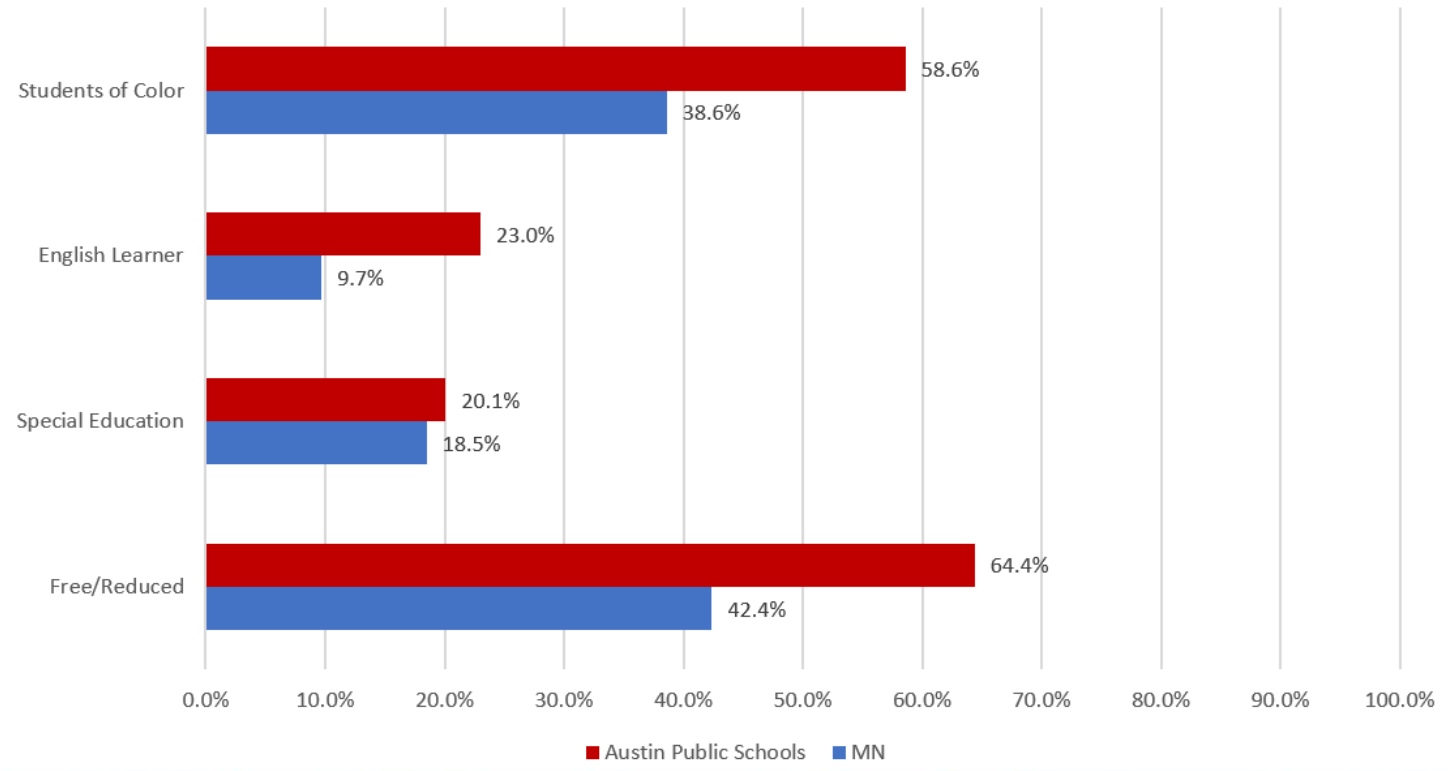
# Corey Haugen

- Director of Information Services
- 27<sup>th</sup> 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

- 5,146 Students





# Handout

**AUSTIN PUBLIC SCHOOLS**  
Information Services  
Corey Haugen - Director of Information Services

Administration Corey Haugen Change Password Logout

corey.haugen@austin.k12.tx.us  
507-460-1933

Viewpoint

Custom Report Definition

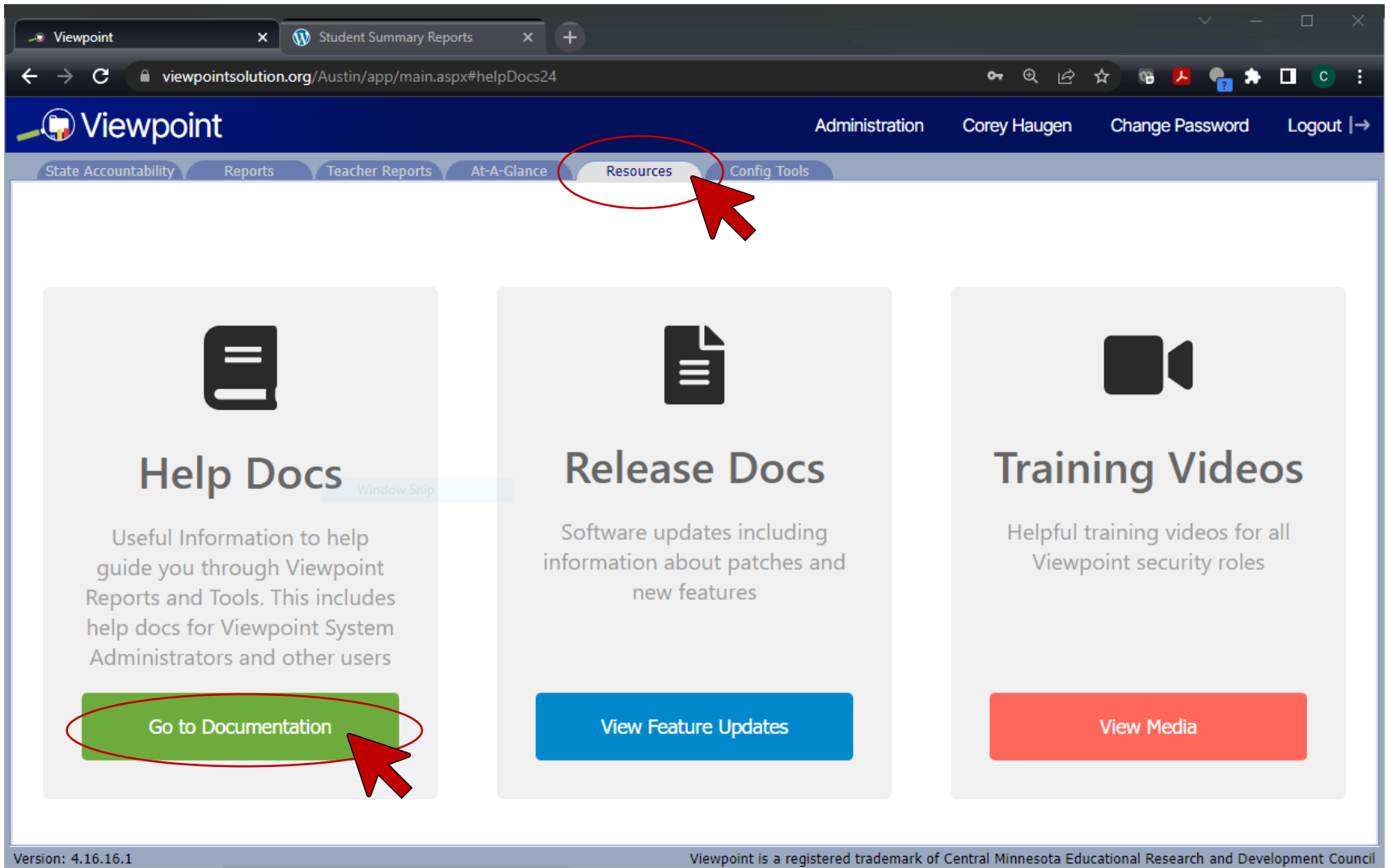
District: Austin Public Schools  
Publish Status: All  
Report Name: (M-B,10440) AssessmentSummary\_2022.12.22  
Column Type: Test Score

Rows/Page: 1000

Column Order	Column Caption	Test	Season	Type	Category	Score Type	Performance Set	Score Displayed As
1	MCA-R-07	MCA III	2010-2017	Subject	Reading	Scale Score	Proficiency	Test Score
2	MCA-R-08	MCA III	2017-2018	Subject	Reading	Scale Score	Proficiency	Test Score
3	MCA-R-10	MCA III	2016-2019	Subject	Reading	Scale Score	Proficiency	Test Score
4	MCA-R-21	MCA III	2020-2021	Subject	Reading	Unified Score	NIP Predictor - Unified	Test Score
5	MCA-R-22	MCA III	Fall 2022	Subject	Reading	Percentile Rank	National Percentile Classification	Test Score
6	STAR_F22_Reading_USS (NIP Predict)	STAR	Fall 2022	Subject	Reading	Percentile Rank	Benchmark Category - District	Test Score
7	STAR_F22_Reading_NIP	STAR	Fall 2022	Subject	Reading	Percentile Rank	NIP Predictor - Unified	Test Score
8	STAR_F22_Reading_DistBenchmark	STAR	Winter 2022/2023	Subject	Reading	Percentile Rank	National Percentile Classification	Test Score
9	STAR_W22-23_Reading_USS (NIP Predict)	STAR	Winter 2022/2023	Subject	Reading	Percentile Rank	Benchmark Category - District	Test Score
10	STAR_W22-23_Reading_NIP	STAR	Winter 2022/2023	Subject	Reading	Percentile Rank	NIP Predictor - Unified	Test Score
11	STAR_W22-23_Reading_DistBenchmark	STAR	Winter 2022/2023	Subject	Reading	Percentile Rank	National Percentile Classification	Test Score
12	STAR_F22_EarlyLA_USS	STAR	Fall 2022	Subject	Early Literacy	Unified Score	National Percentile Classification	Test Score
13	STAR_F22_EarlyLA_NIP	STAR	Fall 2022	Subject	Early Literacy	Percentile Rank	Benchmark Category - District	Test Score
14	STAR_F22_EarlyLA_DistBenchmark	STAR	Winter 2022/2023	Subject	Early Literacy	Percentile Rank	National Percentile Classification	Test Score
15	STAR_W22-23_EarlyLA_USS	STAR	Winter 2022/2023	Subject	Early Literacy	Unified Score	National Percentile Classification	Test Score
16	STAR_W22-23_EarlyLA_NIP	STAR	Winter 2022/2023	Subject	Early Literacy	Percentile Rank	Benchmark Category - District	Test Score
17	STAR_W22-23_EarlyLA_DistBenchmark	STAR	Winter 2022/2023	Subject	Early Literacy	Percentile Rank	National Percentile Classification	Test Score
18	STAR_W22-23_EarlyLA_USS	STAR	Fall 2022	Stand	Passage Oral Reading	Equivalent Correct per Minute	Efficient Correct per Minute	Test Score
19	STAR_W22-23_EarlyLA_NIP	STAR	Fall 2022	Stand	Passage Oral Reading	Equivalent Correct per Minute	Efficient Correct per Minute	Test Score
20	STAR_W22-23_EarlyLA_DistBenchmark	STAR	Winter 2022/2023	Stand	Passage Oral Reading	Equivalent Correct per Minute	Efficient Correct per Minute	Test Score
21	STAR_W22-23_CERReading-P.O.R.	STAR	2015-2017	Subject	Math	Scale Score	Proficiency	Test Score
22	MCA-M-07	MCA III	2010-2016	Subject	Math	Scale Score	Proficiency	Test Score
23	MCA-M-10	MCA III	2010-2011	Subject	Math	Scale Score	NIP Predictor - Unified	Test Score
24	MCA-M-15	MCA III	2020-2021	Subject	Math	Unified Score	National Percentile Classification	Test Score
25	MCA-M-21	MCA III	2021-2022	Subject	Math	Percentile Rank	Benchmark Category - District	Test Score
26	MCA-M-22	MCA III	Fall 2022	Subject	Math	Percentile Rank	NIP Predictor - Unified	Test Score
27	STAR_F22_Math_USS (NIP Predict)	STAR	Fall 2022	Subject	Math	Percentile Rank	National Percentile Classification	Test Score
28	STAR_F22_Math_NIP	STAR	Fall 2022	Subject	Math	Percentile Rank	Benchmark Category - District	Test Score
29	STAR_F22_Math_DistBenchmark	STAR	Winter 2022/2023	Subject	Math	Percentile Rank	NIP Predictor - Unified	Test Score
30	STAR_W22-23_Math_USS (NIP Predict)	STAR	Winter 2022/2023	Subject	Math	Percentile Rank	National Percentile Classification	Test Score
31	STAR_W22-23_Math_NIP	STAR	Winter 2022/2023	Subject	Math	Percentile Rank	Benchmark Category - District	Test Score
32	STAR_W22-23_Math_DistBenchmark	STAR	Winter 2022/2023	Subject	Math	Percentile Rank	NIP Predictor - Unified	Test Score



# Resources



The screenshot shows the Viewpoint application interface. At the top, there is a navigation bar with the Viewpoint logo and user information: Administration, Corey Haugen, Change Password, and Logout. Below this is a secondary navigation bar with 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 mouse cursor. Below the navigation bar, there are three main content cards: 1. Help Docs: Contains a document icon, the title 'Help Docs', and a description: 'Useful Information to help guide you through Viewpoint Reports and Tools. This includes help docs for Viewpoint System Administrators and other users'. A green button labeled 'Go to Documentation' is at the bottom, circled in red with a red mouse cursor. 2. Release Docs: Contains a document icon, the title 'Release Docs', and a description: 'Software updates including information about patches and new features'. A blue button labeled 'View Feature Updates' is at the bottom. 3. Training Videos: Contains a video camera icon, the title 'Training Videos', and a description: 'Helpful training videos for all Viewpoint security roles'. A red button labeled 'View Media' is at the bottom. At the bottom of the page, there is a footer with the version number '4.16.16.1' and a trademark notice: '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

**VIEWPOINT®**

### 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.

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**VIEWPOINT®**

### 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 row you which to edit. The Column Maintenance dialog box will display.



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.

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



# Custom Reports & How to Build Them

**VIEWPOINT® Custom Reports**

Fall 2011 MAP and 2010 MCAII/III  
 Castle Middle, 2011 - 2012  
 Teacher: Candice Busley  
 Course: Math 6 8K  
 Period: YR - 3  
 Status: Active Students Only

Student	School	School Number	Enrollment Status	Grade Enrolled	Fall 2011 MAP Reading	Fall 2011 MAP Percentile	MCAII Reading 2010	MCA II Math	Gender
Bright, Terra	Castle Middle	020	In Progress	06	215	83	218	535	Female
Cooper, Nathaniel	Castle Middle	020	In Progress	06	195	11	343	536	Male
Deak, Dominick	Castle Middle	020	In Progress	06	225	24	350	530	Female
Decker, Courtney	Castle Middle	020	In Progress	06	200	28	343	531	Female
Garrett, Jocelyn	Castle Middle	020	In Progress	06	200	28	343	531	Female
Conrath, Olga	Castle Middle	020	In Progress	06	207	36	352	530	Male
Hodgins, Ruth	Castle Middle	020	In Progress	06	190	11	335	533	Male
Holt, Spencer	Castle Middle	020	In Progress	06	203	26	339	531	Female
Kenneth, Steven	Castle Middle	020	In Progress	06	179	73	361	538	Male
Moore, Matthew	Castle Middle	020	In Progress	06	214	31	350	540	Male
Murphy, Chayenne	Castle Middle	020	In Progress	06	205	31	368	527	Female
Murray, Jeffrey	Castle Middle	020	In Progress	06	200	36	343	530	Female
Mulligan, Chad	Castle Middle	020	In Progress	06	198	18	335	530	Female
Neil, Reid	Castle Middle	020	In Progress	06	230	44	352	527	Female
Roy, Weston	Castle Middle	020	In Progress	06	181	8	414	530	Male
Sanford, Lee	Castle Middle	020	In Progress	06					
Smith, Colleen	Castle Middle	020	In Progress	06					
Sorenson, Tiffany	Castle Middle	020	In Progress	06					
Carson, Brandon	Castle Middle	020	In Progress	06					

**Brief Description:** These reports are the custom built reports created/maintained in your district.

Usage Flow	Feature Highlights	Example uses for this report
<p>Within the Selection Area, select a school grade, teacher, course and/or period and click on Custom Reports.</p> <p>Select a report from the Custom Report folder (or other folders created by the administrator at your District. Select to filter by proficiency Cut level.</p> <p>Click on a student name for drill-through to Student Detail</p>	<p>District can create numerous versions of this report for users to view. Report columns can include scores or proficiency scales across multiple tests for multiple subjects/ strands.</p> <p>These reports will be available in the Custom Report folder or other folders created by your Viewpoint administrator.</p>	<p>This report can be used to view test results for students.</p>





# 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
- MTSS Data Walls
- 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

