



Placement Reports

Creation and Management via Placement Maintenance

Placement Maintenance

This feature allows you to define the configuration for placement and to process that evaluation across your students. This is managed with a series of reports available under the Config Tools tab and the Placement Maintenance folder. These reports include: Placement Setup, Placement Rule Maintenance, Placement Guidelines, and Pending Guidelines.

Placement Domain includes:

1. Cycles (frequency of placement)
2. Areas (this could be course areas or other areas – i.e., MTSS, RTI, Behavior, etc.)
3. Rules, which at this time include Absences, Course Grades, Course Prerequisites, Demographics, Discipline, and Test Results
4. Guidelines, which are a set of various rules to apply for placement decisions.



Placement Setup – Cycles and Areas

Steps for creating/modifying Placement Setup


1. Create/Modify Placement Setup

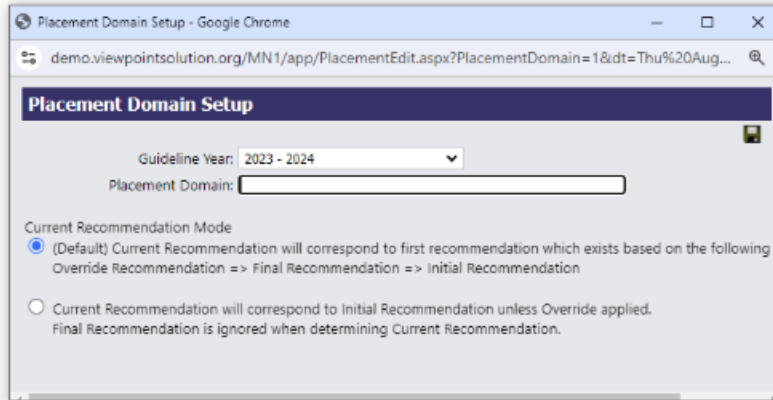
From the left-hand menu on your Config Tools tab, click on the Placement Setup option within the Placement Maintenance folder.

Confirm your Guideline Year is set to the appropriate year from which you will establish placement guidelines. (Example: for fall placement in 2023-24, choose the Guideline Year of 2022-2023)

In the upper right corner, click on the New Placement Domain icon  when creating a new Placement Domain. Or, choose the ...the Edit Placement Domain icon  when modifying a Placement Domain.

When creating a new domain, you will be prompted to provide the Guideline Year and key in the Placement Domain name of your choosing. Additionally, you may choose your Override Recommendation (typically, the default is used).

Click on the “Save” icon. 

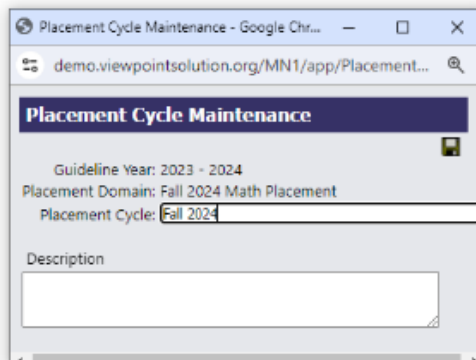


2. Add/Edit Placement Cycles for the Placement Domain

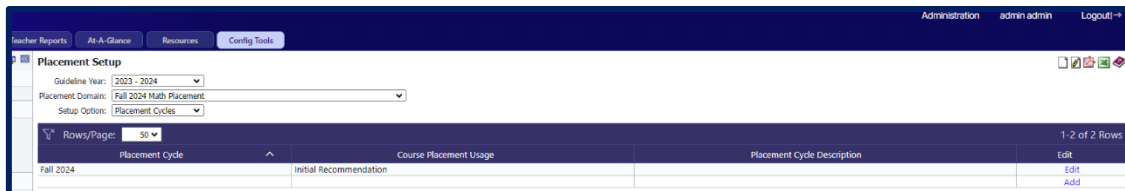
Next, choose your *Placement Cycles* Setup Option (from the top gray bar). Click the blue linked “Add” to name your Placement Cycle, which is typically the season to which your placement specifications apply.

The Description is optional, but may be helpful when accessing the report at a later date or sharing with a colleague.

Click on the “Save” icon.



You will notice your Placement Setup dialogue window now displays the Placement Cycle, Course Placement Usage and Placement Cycle Description.



You can add another cycle or edit what you just created with the blue “Edit” or “Add” options.

3. Add/Edit Placement Areas and Area Details for the Placement Domain

Now, you will choose your *Placement Areas* Setup Option (from the top gray bar).

The Placement Domain Setup dialog box will display, allowing you to enter the title of your Placement Area and provide associated Placement Options, indicate a limit for Targeted Grades and add Score Columns.

Click on the blue link to “Add Placement Area.” Key in the title of your placement area and click on the “Save” icon. You will notice your Placement Area Options field now displays the editable title of your Placement Area.

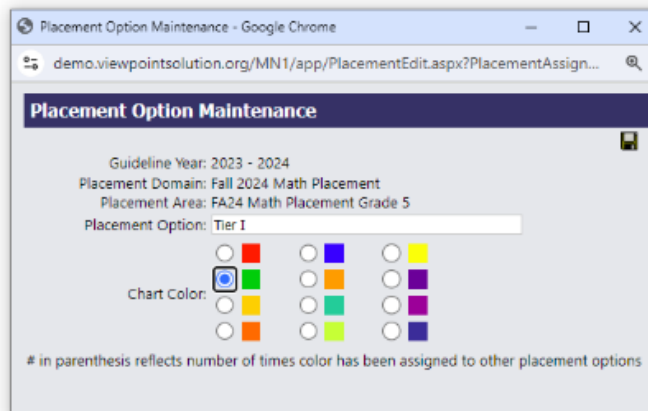
You may add more Placement Areas, as needed.

For Each Placement Area you need to add the following Area Details:


- Placement Options
- Grades
- (Optionally) Score Columns

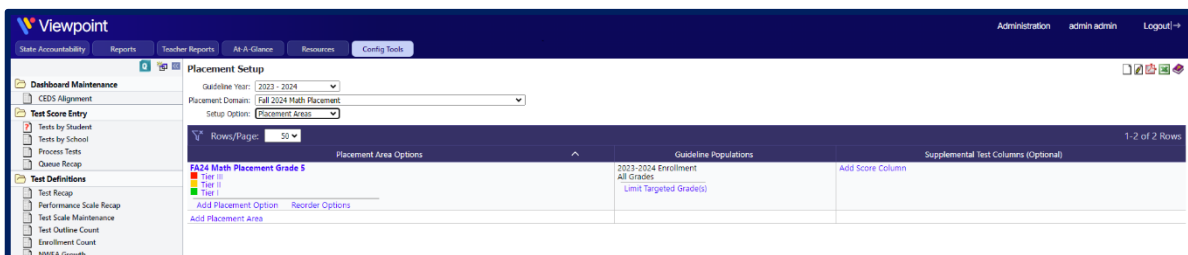
Indicate your *Placement Options* by clicking on the blue “Add Placement Options”

The Placement Option Maintenance window appears:



This is where you will set up your tier placements or intervention titles and color code, accordingly. Click on the “Save” icon.

Click on the “Click to View Report” refresher icon  to view your current Placement Areas.



Repeat adding Placement Options so that all desired tiers or interventions will be included on your report.

We now move on to the *Guideline Populations* (the second field/column within Placement Areas) where you may select specific grade levels for which data will be included on your Placement Report.

Click on the blue “Limit Targeted Grades” which prompts the *Guideline Population Maintenance* dialogue box to open. Choose whether you wish to include All Grades, One or More Selected Grades, or Each Selected Grade and select the grade levels for which you wish to pull data.

Click on “Save” then “Click to View Report.”

Finally, provide the optional *Supplemental Test Columns*. Click on the blue “Add Score Column” to choose assessment specifications for any test results used in the placement. Make selections for all fields with the drop-down arrow. You may leave the Column Caption blank as this will auto-populate once you save your choices. Or, you can key in the Column Caption, if you prefer. Click on “Save” and review your column titles (Supplemental Test Columns). Click on the title of the column to edit, as necessary.

Add test columns for as many assessments as needed.

For the Season, please use the Spring 2024 (or associated year) rather than Benchmark 2023/24.

The Supplemental Test Column placement criterion are, essentially, base rules. In the next section you will establish Placement Rules. If you are using test data for placement criterion, you will have Placement Rules that are associated to your base rules.

Placement Rule Maintenance

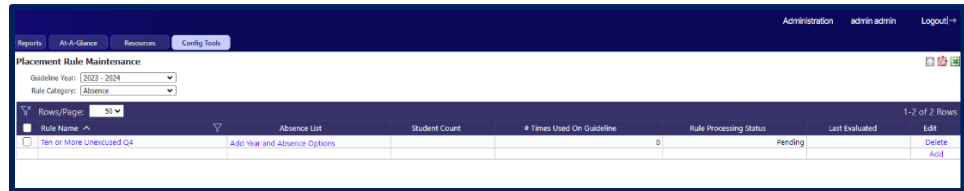
Steps for establishing rules that promote student placement

1. Create/Modify Placement Rules

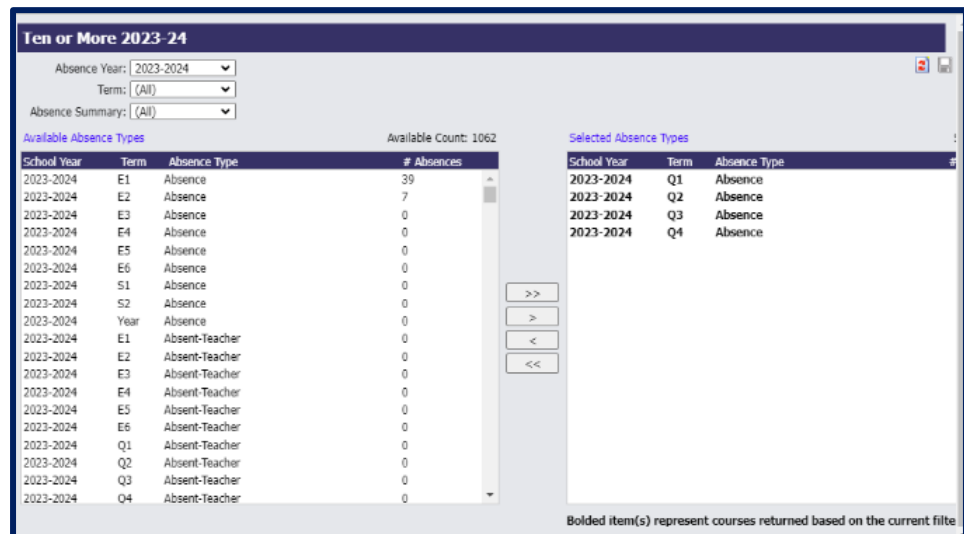
On the left-hand menu, under the Placement Maintenance folder, click on Placement Rule Maintenance.

At the top of the Placement Rule Maintenance window, select your Guideline Year and Rule Category.

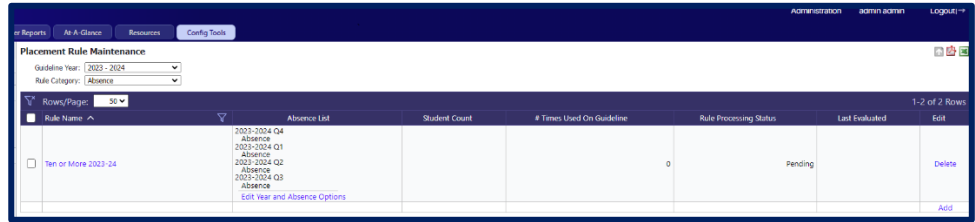
- a. Absence – click on the blue “Add” to create a new absence rule. Key in your rule name and click “OK” to save




Under the Absence List column, click on the blue “Add Year and Absence Options” to promote the Absence dialogue box. Select your Absence Year, and/or Term, and/or Absence Summary. From the Available Absence Types box, highlight the Absence Type you need data for, then click on the single right arrow icon between the boxes. Or, choose all using the double arrow. Once you have promoted all of your Absence Types to the right-hand box, click on “Save.”

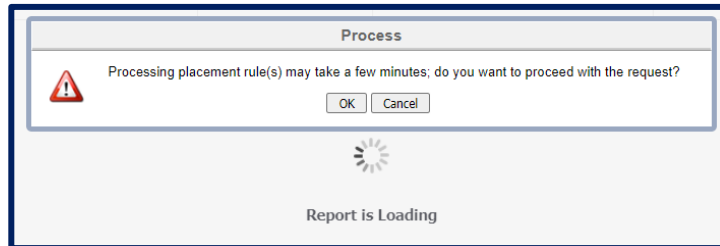


Once saved, the resulting Placement Maintenance Rule displays the Rule Name and resulting Absence List.



Add more rules as needed. Then, process the rule(s). Select the rule or rules you wish to process by clicking on the box next to the name of your rule. If you have created more than one rule and would like to process all at once, simply click on the box next to “Rule Name” on the solid blue bar.

Notice in the upper right-hand corner, the “Process” icon is now green.  Click on the icon to process your rule. A message box appears – click on “OK.”



Another message box pops up that indicates the Placement rules have been processed. Click on “OK.”

If you have students that meet the criteria of your rule, you should see the Student Count populated with the number of associated students. At this point the column indicating the # Times Used on Guideline will be zero (0).

- b. Course Grades - click on the blue “Add” to create a new course rule. Key in your rule name and click “OK” to save.

Under the Course List Colum click on the blue “Add Year and Course Options.” Your dialogue box will appear in which you select your Grade Year and/or Term and/or Subject Department and/or the Course Group. Move your choices from the left “Available Courses” box to the right-hand “Selected Courses” box. Click on “Save.”

From the resulting Placement Rule Maintenance display, select your rule(s) and **process** as in the previous steps for the Absence category.

- c. Course Prerequisites –



- d. Demographics – Once you choose the Rule Category *Demographics* a list of options will appear within your Placement Rule Maintenance display.

To include a demographic, simply select one or more Demographic Categories by clicking on the box next to the category name.

Demographic Category	Rule Name	Student Count	# Times Used On Guideline	Rule Processing Status	Last Evaluated	Edit
<input checked="" type="checkbox"/> ELL	2023-2024 ELL Yes	66	3	Current	11/02/2023 12:03:59 PM	Delete
<input type="checkbox"/> Gender	2023-2024 Gender Female	5863	0	Current	04/17/2024 12:27:19 PM	Delete
<input type="checkbox"/> Gifted	2023-2024 Gifted No	11906	0	Current	04/17/2024 12:27:23 PM	Delete
<input type="checkbox"/> Grade	2023-2024 Grade 03	239	0	Current	11/02/2023 12:03:44 PM	Delete
<input type="checkbox"/> Home Language	2023-2024 Home Language English	4072	1	Current	11/02/2023 12:15:25 PM	Delete
<input type="checkbox"/> Home Language	2023-2024 Home Language French	12	0	Current	04/17/2024 12:27:33 PM	Delete
<input type="checkbox"/> Primary Disability	2023-2024 Primary Disability Autism	206	0	Current	04/17/2024 12:27:40 PM	Delete
<input type="checkbox"/> Title 1	2023-2024 Title 1 Yes	103	0	Current	04/17/2024 12:27:47 PM	Delete

You may also exclude a demographic. To do so, click on the blue “Add” option. Select from the Demographic Category drop-down menu and “No” to the Demographic (status). Click on “Save.”

- e. Discipline – click on the blue “Add” to create a new discipline rule. Key in your rule name and click “OK” to save.

Under the Course Incident List Colum click on the blue “Add Year and Incident Options.” Your dialogue box will appear in which you select your Incident Year and/or Term and/or Incident Summary. Move your choices from the left “Available Incident Types” box to the right-hand “Selected Incident Types” box. Click on “Save.”

From the resulting Placement Rule Maintenance display, select your rule(s) and **process** as in the previous steps for the Absence category.

- f. Test Results – click on the blue “Add” to create a new Placement Test rule

Select the same parameters chosen for your base rule(s) from step #3 under the Placement Setup – Cycles and Areas section. Click on “Save.”

From the resulting Placement Rule Maintenance display, select your rule(s) and **process** as in the previous steps for the Absence category.

Placement Guidelines

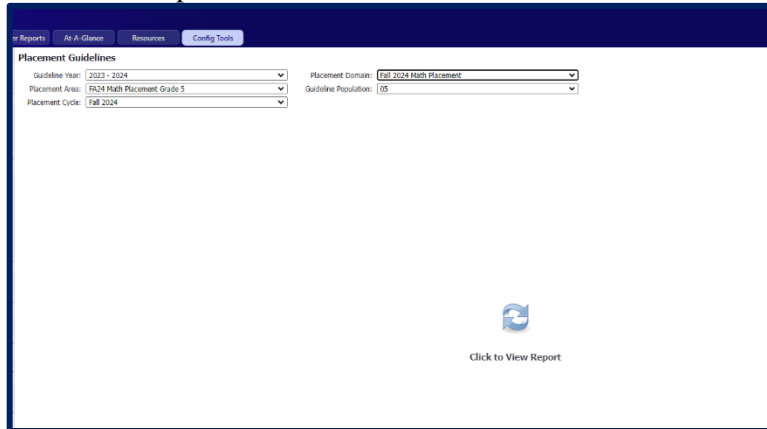
Steps for establishing guidelines for criterion that populate placement report data.

1. Create/Modify Placement Guidelines

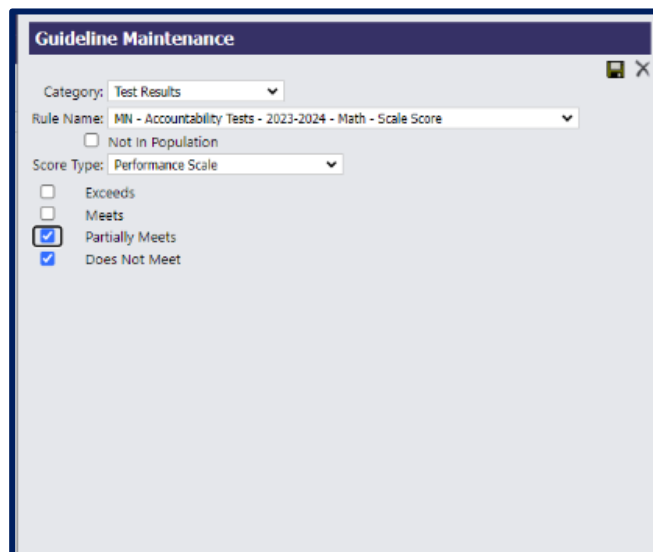
On the left-hand menu, under the Placement Maintenance folder, click on Placement Guidelines.

From the dropdown menus at the top of the page, confirm your: Guideline year, Placement Domain, Placement Area, Guideline Population and Placement Cycle.

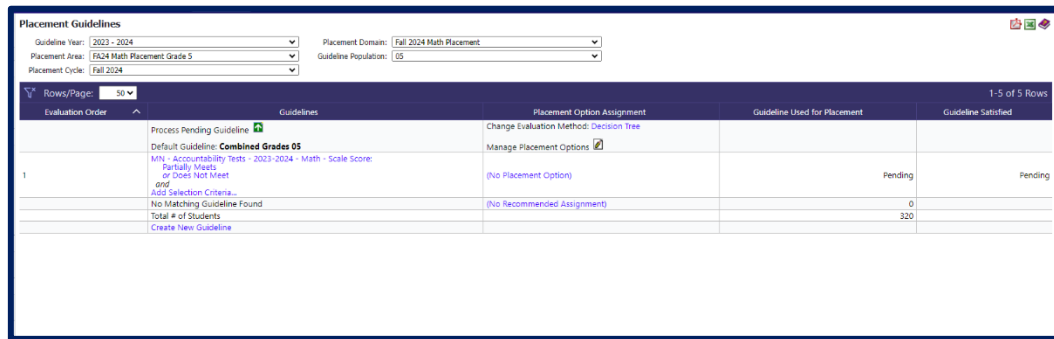
Select “Click to View Report.”



Click on the blue “Create New Guideline.” Choose your category from the dropdown menu and any associated thresholds or parameters. Click on “Save” then, Click to View Report.



Your resulting Placement Guidelines display will include any guidelines you've created that are associated with the earlier selected Placement Domain and Area.

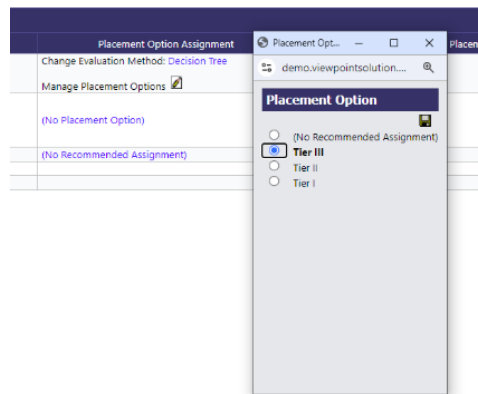


You can add other Selection Criteria to meet the “and” statement by clicking on the blue “Add Selection Criteria...” Also, you can change the Evaluation Method by clicking on the blue “Decision Tree.” These are optional features.

Create any additional guidelines by clicking on the blue “Create New Guideline” until you have all of the guidelines in place.

Next, establish the Placement Option Assignment (your second column action).

For Guideline #1, click on the blue “(No Placement Option)” and the Placement Option window will appear. Select your option, then click “Save.”



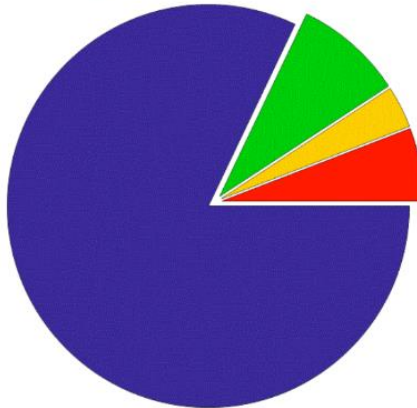
Next, Click to View Report. Your Placement Option Assignment is now displayed.

At last, Process Pending Guideline(s). At the top of your list of Guidelines, click on the **process** icon. You will see the message indicating the guideline is processing. Click on “OK.” The message indicating “Pending guidelines have been processed” will display. Click on “OK.”

If there are students meeting the thresholds you have provided, you will see the number of students populated under the column, “Guideline Used for Placement.” If you have no student count, please double-check your setup, rules and guidelines to confirm accuracy.

Congratulations! You have completed all necessary steps for creating a new Placement Report. Now, click on your Viewpoint Reports tab. Under the Placement Reports folder, click on “Placement Breakdown” and from the dropdown menus, select your: Guideline Year, Placement Domain, Placement Area and Placement Cycle. Override Handling typically excludes overrides. Click to View Report. You should see your class summary results with the capability to drill down into the text report featuring student details.

Placement Breakdown			
No Current Recommendation	1,348	82.1%	
Tier I - Differentiated Core	143	8.7%	
Tier II - Targeted Remediation	55	3.3%	
Tier III - Intensive Remediation	96	5.8%	
Total	1,642	100.0%	



Simply click on one of the pie pieces for detailed data.

Placement Recap Details MN Demo District, 2023 - 2024 Status: Active Students Only		Guideline Year: 2023 - 2024 Placement Area: MTSS Reading Grades 4-8 Override Handling: Exclude Overrides	Placement Domain: 23-24 MTSS Placement Placement Cycle: Fall 2023 Class Placement			
Student	Fall 2023 Class Placement Guideline	Fall 2023 Class Placement Recommendation based on 2023-2024 Grade(s) 04,05,06,07,08	Fall 2023 Class Placement Comments	Override Recommendation	Override Comments	Current Recommendation
<input type="checkbox"/>	Aden, Mason	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Ali, Annika	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Ali, Haylee	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Alkhatib, jett	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Barkley, Dexter	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Barrett, Austin	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Belmont, Aliyah	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Binsfeld, Evan	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Black, Braydon	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Boyer, Christopher	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Buersken, Sabrina	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Burris, Jasper	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments
<input type="checkbox"/>	Carlock, Heather	MN - Accountability Tests - 2022-2023 - Reading - Scale Score: Does Not Meet and FAST - English Only - Spring 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk) and FAST - English Only - Fall 2023 - Adaptive Reading - Scale Score: 0-14th Percentile (High Risk)	Tier III - Intensive Remediation	Add Comments	Set Override Course	Add Comments

Please submit questions or concerns to the Viewpoint Helpdesk at: viewpointhelpdesk@erdc.k12.mn.us

Thank you!