**Replace Text with Report Name**

The *Replace This Text with Report Name* report shows… Replace “…” with a short description (that fits in this box) of the nature of the report.

**Reference Guide**

Warning

**What do many educators misunderstand?**

Replace this section of text with a clear account of something educators have to know to analyze the data correctly, yet often don’t know. For example, what is the most common mistake when analyzing this particular report’s data? What key words would a data expert say to the report user to help? Keep it direct and report-specific, like: *Test A*’s content clusters vary in difficulty, so a site’s highest % correct for a cluster does not necessarily indicate its strength, and its lowest % correct for a cluster is not necessarily its weakness. For each cluster, compare the Site % to the State Minimally Proficient % (i.e., *look at the degree to which the Site beat the State Minimally Proficient*). Use this formula…

Replace or cover this space with report image.

This is a template for the 2-pg. version of 2 reference guide templates provided (the 3-pg. version comes after). Pick 1 for each report. A reference guide is a report-specific tool that walks educators through the use of a report & the correct analysis of its data.

If you see the word “Replace,” you need to replace whatever text or image it references

(e.g., replace examples).

Pink text should be removed

completely after you’ve read it.

Essential Questions

**Replace this text with a question the report helps answer, like: What are possible weaknesses for my school site (in a grade and subject area)?**

Replace this text with an explanation of where to look on the report for an answer and how to understand and analyze it. This text refers to the image of the report you paste at right. Providing an example based on the image can be helpful, like:

**Example:** For the *Decimals* cluster:

School 70% – SMP 76% = –6

More than for any other cluster, Site did most poorly on the *Decimals* cluster (because of how Site compared to SMP). The *Decimals* cluster is most likely Site’s weakness, even though the Site’s 70% for *Decimals* was not its lowest %.

**Replace this text with a question the report helps answer, like: What are possible strengths for my school site (in a grade and subject area)?**

Replace or cover this space (like the above-right space) with an image (also called a

screen shot) of the part of the report that answers the question you posed next to it (🡪).

The main goal is to show users where to look on the report to find the answer to the given question.

When helpful, draw arrows

from text to an area on the image,

or circle things.

Color can indicate strengths or weaknesses.

Replace this text with an explanation of where to look on the report for an answer and how to understand and analyze it. This text refers to the image you paste at left. Providing an example based on the image can help, like:

**Example:** For the *Measurement* cluster:

School 68% – SMP 62% = +6

More than for any other cluster, Site performed best on the *Measurement* cluster (because of how Site compared to SMP). The *Measurement* cluster is most likely Site’s strength, even though the Site’s 68% for *Measurement* was not its highest %.

**Replace this text with a question the report helps answer, like: Which content clusters were assessed with the hardest questions on *Test A*?**

Replace or cover this space with an image

(also called a screen shot)

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the question you posed next to it (🡨).

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**Example:** SMP’s 62% in *Measurement* is lower than the 76%, 74%, 80%, and 72% SMP earned in the other clusters. Thus the

*Measurement* cluster was likely assessed with the hardest questions.

**Replace this text with a question the report helps answer, like: Which content clusters were assessed with the easiest questions on *Test A*?**

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**Example:** SMP’s 80% in *Algebra* is higher than the 76%, 74%, 62%, and 72% SMP earned in the other clusters. Thus the *Algebra* cluster was likely assessed with the easiest questions.

More Info

**Where can I find more info on *Replace with Test/Data Type* and its proper use?**

Replace this text and possibly the question above it, giving the user direction (like a website).

**Where can I find more info on analyzing *Replace with Test/Data Type*?**

Replace this text and possibly the question above it, giving the user direction (like a website).

**Where can I learn how to generate this report in my data system?**

Replace or cover this space with an image showing where to access the data system’s help system

or other source of support.

Replace this text with an answer.

**Replace Text with Report Name**

**Reference Guide**

This 3-page guide explains the *Replace this Text with Report Name* report, which shows… Replace “…” with a short, 3-line description indicating the nature of the report, like: a school site’s performance on *Test A* content clusters in relation to the other sites in the same school district.

See the other/2-pg. reference guide template for a note on how to use these templates.

Replace or cover this space

with an image (also called a

screen shot) of the report.

If the report includes

multiple pages that are

drastically different in format & appearance, include all such pages. You can partially overlap the images to make them fit.

The main goal is to help users know, in an instant,

with which report they should match this guide.

Purpose

**What are some questions this report will help answer?**

* Replace these bullets
* with key questions this report
* can help to answer, which might be
* the reason someone is using the report

Focus

**Who is the intended audience?**

Just list roles here, like: Teachers and administrators

**What data is reported?**

Replace this section of text with an explanation of data reported, like: Students’ average % correct when answering questions aligned to each *Test A* content cluster is displayed for:

* a school site
* the state

**How is the data reported?**

Replace this text with 1 line of text explaining how the report is broken down or displayed.

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Replace or cover this space with an optional image. Otherwise, delete.

Instructions – Part 1

**How do I read the report?**

Replace this text with a general explanation of how to navigate and/or read the report. It can help to provide an image and example, like:

**Example:** The State Minimally Proficient students *and* the School Site’s students both answered 72% of Qs correctly in this test’s *Statistics* cluster.

Essential Questions

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