

Welcome to Viewing District Wide Reports for Eighth Grade Science Using Plato/Lightspan



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Purpose:

The purpose of this self-instructional module is for the learner to successfully view a District Wide Report in Science using the Plato/Lightspan software.

This module was created for your own enrichment and will be available to you as a resource for your future needs. The screen shots within this module are meant to be a guide and to represent similar screens you will see on your computer.

You will need the following items to complete this module:

1. This printed module
2. A computer with Internet access.
3. Your Plato/Lightspan client ID number, your user ID and password.

If you are ready to view a district wide report, let's get started!



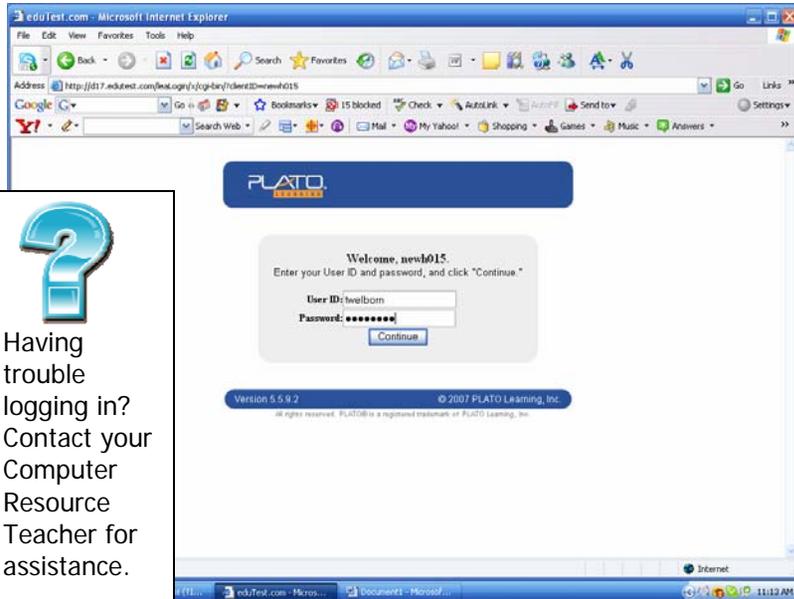
Step #1: Open your Internet browser and type the following address in the address bar.

www.edutest.com

Step #2: When you see the screen to your left, type the following into the Client ID text box.

[newh015](#)

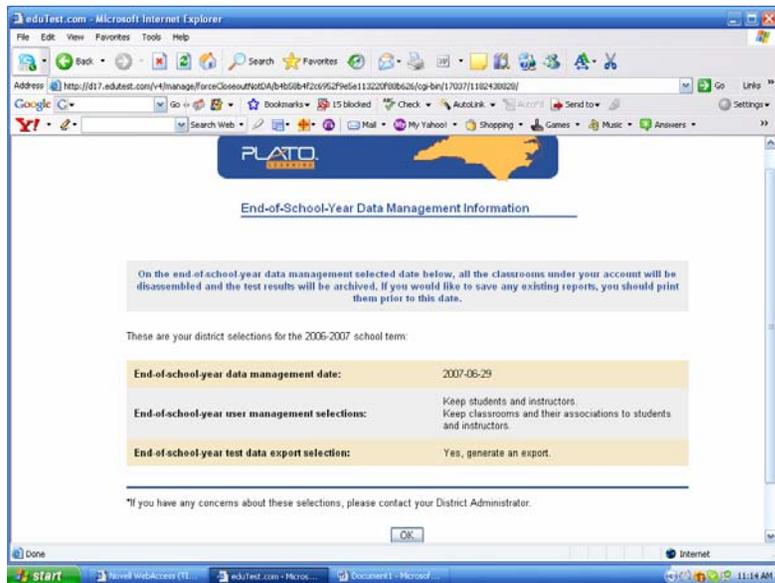
Click [Go](#).



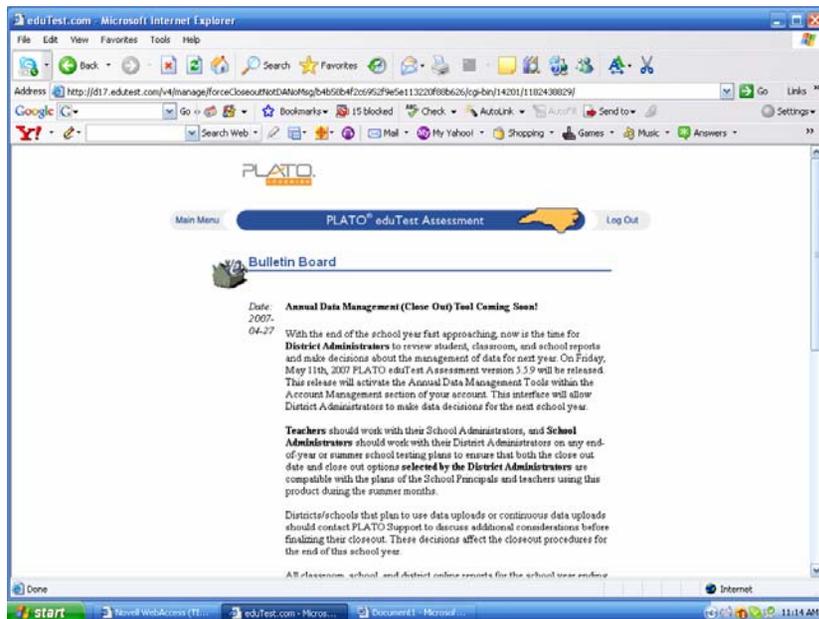
Having trouble logging in? Contact your Computer Resource Teacher for assistance.

Step #3: Type in your **user ID and password**. Your user ID should be your first initial and last name. Your password should also be your first initial and last name.

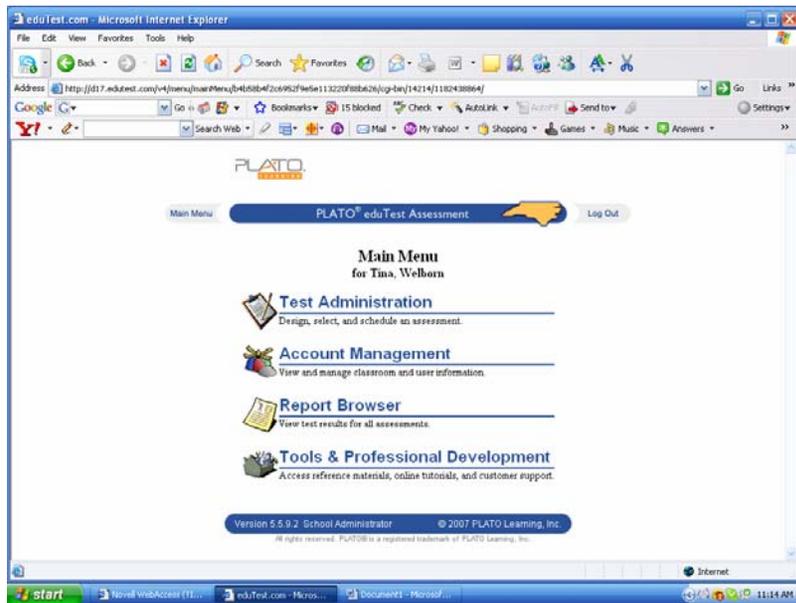
Click [Continue](#).



Step #4: When you reach the page to your left, scroll down and click **ok**.



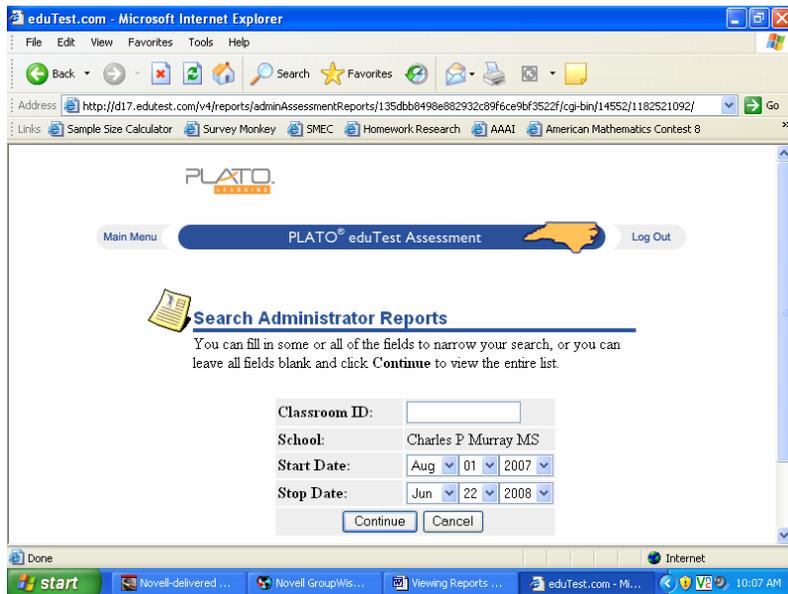
Step #5: In the top left corner, click on the words "**Main Menu**."



Step #6: From the Main Menu, click "Report Browser."



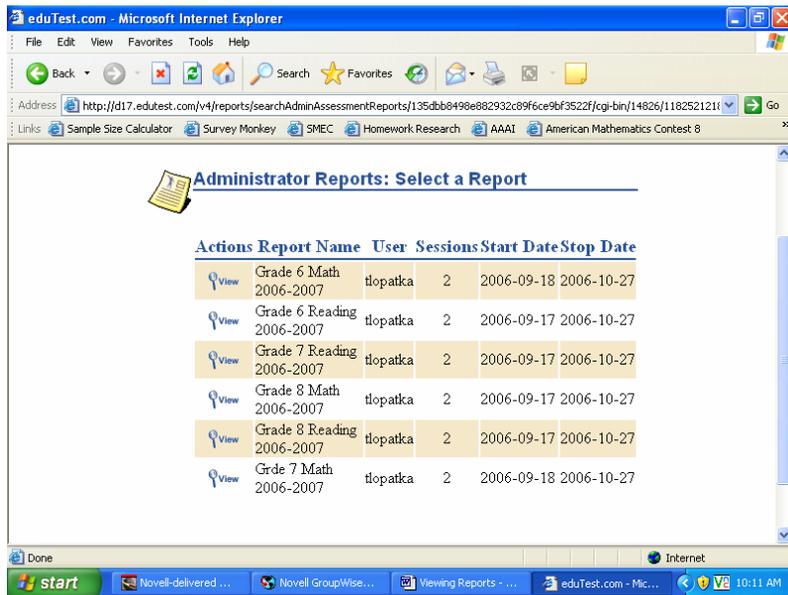
Step #7: Select "View Administrative Assessment Results."



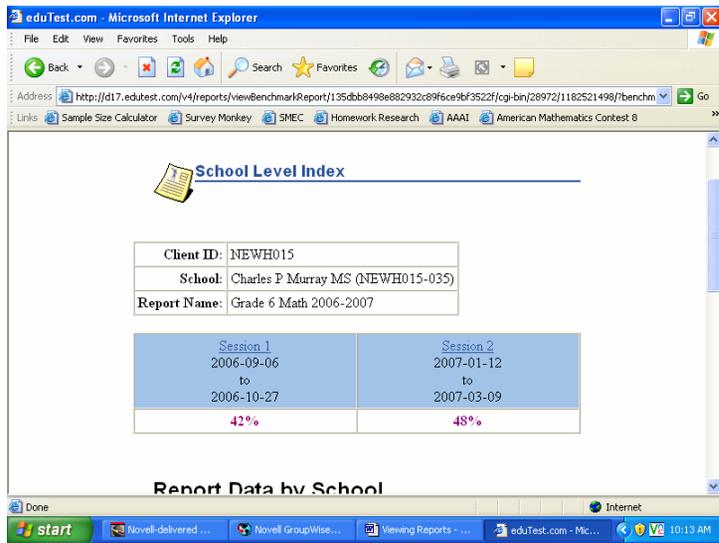
Step #8: Fill out the fields to narrow your search or leave them blank to view the entire list.

*Note: Make sure the date of the test will be within the Start Date and Stop Date.

Click [Continue](#).



Step #9: Click [View](#) next to the appropriate test name.



The screen to the left is the School Level Index page. Within this page you can:

1. View the **school's progress report** (Shows growth from the first testing session to the next).
2. View the **school's item response index**. (Error pattern analysis)
3. View the **school's statistical analysis**. (number of participating students, as well as trends in student scores)
4. View the **school's strengths and needs**. (Overall strengths and needs by classroom and by SCOS goal)

To complete these four tasks, simply click on the blue text.

Click the back arrow to view another report.

Congratulations! You have successfully completed this module!

Quick Reference Guide for Viewing District Wide Reports using Plato/Lightspan

Step #1: Open your Internet browser and type the following address in the address bar.

www.edutest.com

Step #2: When you see the screen to your left, type the following into the Client ID text box.

[newh015](#)

Click [Go](#).

Step #3: Type in your [user ID and password](#). Your user ID should be your first initial and last name. Your password should also be your first initial and last name.

Click [Continue](#).

Step #4: [Scroll down](#) and click [ok](#).

Step #5: In the top left corner, click on the words "[Main Menu](#)."

Step #6: From the Main Menu, click "[Report Browser](#)."

Step #7: Select "[View Administrative Assessment Results](#)."

Step #8: Fill out the fields to narrow your search or leave them blank to view the entire list.

*Note: Make sure the date of the test will be within the Start Date and Stop Date.

Click [Continue](#).

Step #9: Click [View](#) next to the appropriate test name.

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