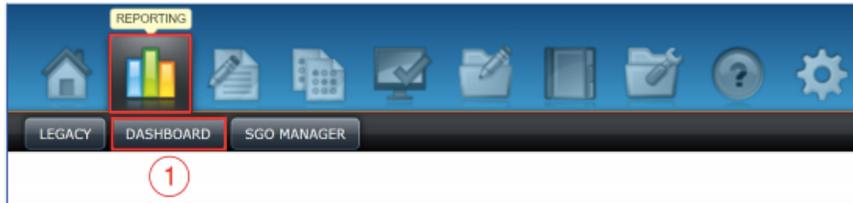
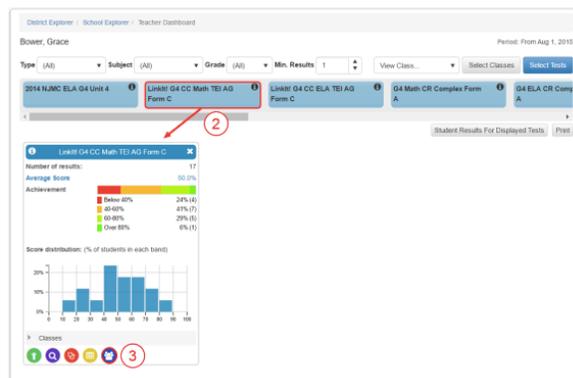


# Creating a Grouping Report for a Single Assessment

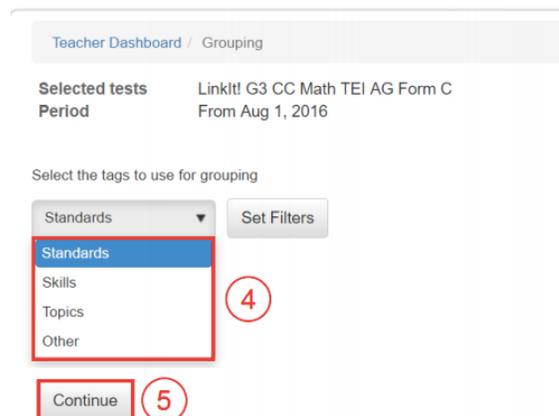
1. Click on the Reporting Icon and then click on the “Dashboard” module. The Dashboard will open in a new browser.



2. Click and drag an assessment from the top panel into the area labeled “Hold and drag tests here to see more details”.
3. Upon dropping the assessment, a summary report will appear. Click on the blue icon.  The following page will list the types of diagnostic tags (standards, topics, skills) aligned which can be used to group students.



4. Select the type of tags to be used to group students.
5. Click “Continue”.





6. On the following page, the panel on the left will list the diagnostic tags (standards, topics, skills) from the assessment. By default, only diagnostic tags associated with three or more items are selected. Select the tag and click "Options" menu to de-select or select all standards.

7. Set the number of groups to be created out of the total number of students. By default, the groups are created based on the weighted points earned on the selected standards or skills.

8. Select to group student either by cluster or by averages and then click the "Create Groups" button.

**Group by Cluster: (Default)**

Groups are created by identifying students' common strengths and weaknesses on selected tags. Groups created this way may not necessarily be of equal size.

**Groups by Average:**

Groups of equal size are created based on students' average score across selected tags. The student groups will appear in a table next to the menu.



9. When finished click on "Next".

10. On the next page, the list of student names in the first group will be displayed. Click on the drop-down menu to select a different group of students.

11. To change the name of a group, click on the "Change Group Name" button and the dialog in window that appears, you can edit the name of your group report. Click 'OK' to save the group name.

12 - 14. To print one of the selected group in this report click on the 'Print' button. To print all groups, click on the 'Print All' button. Click 'OK' to save the group name. To export the student groups, click on the 'Export' button. The downloaded file can be opened in Excel.

