

## Directions on Creating Customized Reports:

- 1.) Log into Data Director and click on the appropriate site (“My Students”).
- 2.) Go to the *Students* tab, select a group of students by checking the selection boxes, and click *Go*.  
(If you are using a program, go to the program tab and click on the program name.)
- 3.) Once you see your list of students, click *Make This a Report* in the blue navigation bar on the left, under the Report General section.
- 4.) Changing the title of the report:
  - With the report open, click *Summary* in the blue navigation bar
  - In the second line, type in the desired title of the report and then click *Save Changes*.
- 5.) Adding Data:
  - With the report open, click *Modify Columns* in the blue navigation bar
  - Click *Click Here to add another report column*
  - Select the appropriate type of data you would like to add
  - The next window allows you to select the exact data you would like added to your report.
  - Click *Next Step*.
- 6.) Refining Data (This allows you to put criteria on your report. For example, from your list of students, you are able to only view students who are Below Basic on the CST’s)
  - With the report open, click *Refine Data Set* in the blue navigation bar.
  - Click *Click Here to further refine your data set*
  - Select the data set you like to refine
  - Specify your search criteria by choosing the specific data you would like to limit your report by. Click *Next Step*.
  - Choose “Specify a value or range of values to search on”, then click *Next Step*
  - Specify the values of your search criteria (eg, “is less than or equal to” a scaled score of 350). Click *Next Step*
  - You should now just see a list of students that match your search refinement criteria