

Overview

Purpose: To track testing activity at the district, school, or class level

Features: The Summary Usage Report displays the following data:

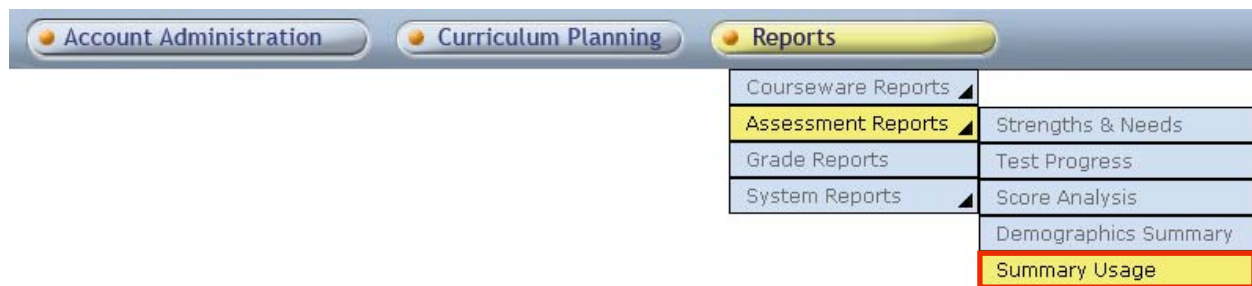
- Total number and type of tests taken within a **district** by month
- Total number and type of tests taken within a **school** by month
- Total number and type of tests taken within a **class** by month

Usage: The Summary Usage Report is used for

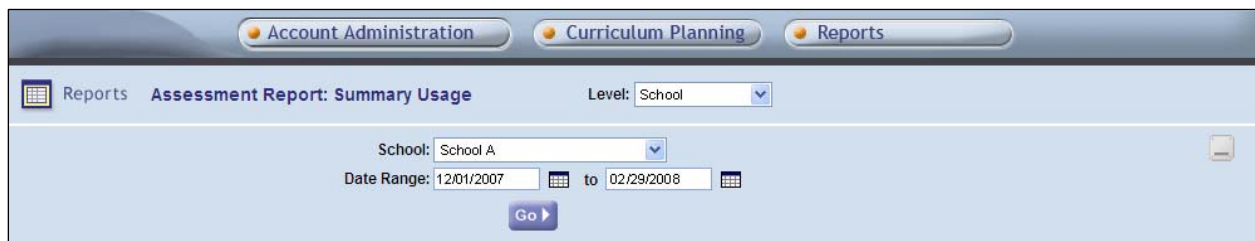
- tracking variation in the number of monthly tests;
- tracking test completion and monitoring the need for test recovery;
- tracking the total tests taken in a selected timeframe;
- tracking usage against district or school expectations;
- correlating district or school progress or performance against usage.

Generate: Monthly

Generating Your Summary Usage Report



1. From the **Reports** button dropdown list on your Home page, point to **Assessment Reports**.
2. Select **Summary Usage**.



3. Select **School** (or **Class**) as the **Level** of the report.
4. Select a **School** (and a **Class**, if applicable).

- Click the calendars to choose a **Date Range** (for one or more months).
- Click **Go** to generate your report.

Understanding Your Summary Usage Report

School Usage—Monthly Breakdown View

Assessment Report: Summary Usage (School Usage - Monthly Breakdown) **4** [View School Classroom List](#)

Account	Account 1
PlatoName	Teacher 1
School	School A 1
Start Date	12/01/2007
End Date	02/29/2008

Tests Taken per School, by Month								5
2 Month	Standards Benchmark Test	Unit Pretest	Unit Posttest	End of Semester Test	Readiness Test	Courseware Benchmark Pretest	Courseware Benchmark Posttest	Total
December 2007	106	21	4	0	0	0	0	131
January 2008	547	95	7	3	0	0	0	652
February 2008	315	64	2	0	0	0	0	381
3 Total	968	180	13	3	0	0	0	1164

6 Report Date: 2/22/2008, 7:03:32 AM (CST)

Sample report

Report Key

View by School Usage—Monthly Breakdown

- 1 Search Criteria:** The selections made in the search form on which the report is based
- 2 Month:** Indicates the month(s) selected in the search form
- 3 Total:** Displays aggregated usage totals in a given test category
- 4 View School Classroom List:** Clicking this link displays data in the School Level—Classroom List view.
- 5 Total:** Displays aggregated usage totals across test categories by month
- 6 Report Date:** Displays the date and time that the report was generated (The time displays in the user's time zone.)



Quick Tip

- Viewing your report by **School Usage—Monthly Breakdown** lets you compare and monitor the types and numbers of tests taken in the school during a given month.
- Viewing your report by **School Classroom List** lets you compare and monitor test completion across all classes in the school.

Getting the Most from Your Data

The data from this report will help you monitor school and class activity on tests and plan strategies accordingly to help enhance performance. Here are some suggested strategies:

- At the beginning of the school year, work with teachers to set expectations for usage. Provide support and training to those who did not use assessments the previous year.
- Monitor usage across test types to ensure that teachers are regularly using your assessment solutions to accomplish instructional goals.
- Pair high-usage teachers with low-usage teachers to share implementation strategies and best practices.
- Monitor the use of formative assessment during the school year and ensure that testing is happening within desired timeframes.
- Review usage data throughout the year in a formative way to adjust a class or school plan.