ADMINISTRATION REPORTS

There are several admin reports which will allow central administrators to audit the all-important interface between the Trillium Class Descriptions and the ESSA Program Abbreviations and also to monitor the status of their assessments (Entry Level and Exit Level) and Progress Reports. These reports can be found by clicking on the "**Admin**" tab and then on the "**Admin Reports**" tab.

1. ESSA TRILLIUM CLASS DESCRIPTION VERIFICATION REPORT

To run this report, click on the report name. Upon entry to the report, you will see the results for "**All**" schools. The report will list any schools that have invalid program abbreviations in alphabetical order. Each line will display the "**Trillium Class Code**" and "**Trillium Class Description**" where an "**Invalid Program Abbreviation**" has been found. With this information, the invalid abbreviation can be corrected either in Trillium or in ESSA --- wherever it is deemed necessary. The report will also list any class descriptions that have duplicate program abbreviations or that have more than 2 program abbreviations. For the 2017-2018 summer school session, only LIT (for Literacy) and NUM (for Numeracy) and JKSK (for kindergarten programs) will be considered valid codes.

To run the report for a specific school only, select the school from the "**School**" dropdown list. The screen will refresh with the report for the selected school.

To exit the report, click on the "**Close**" button and you will be returned to the "**Admin Report List**" shown above.

2. Grades 01-08 ENTRY LEVEL MANDATORY PROGRAM ASSESSMENT STATUS

To run this report, click on the report name. The report will run for the last school you selected or, if no school has yet been selected, it will run for the school whose name comes alphabetically first for those schools you have access to. For classes with multiple teachers assigned, only the default teacher will be listed under the **Teacher/Class**.

"**Total Students in Class**" - the total students enrolled in each class (note that this count will include active as well as inactive students)

"**Students Assessed**" – the total number of students in the class that have received a valid entry level assessment in all of their mandatory entry programs/strands.

"**Mandatory Entry Assessments Unfinished**" – the total number of students who do not yet have a valid entry level assessment in all of their mandatory entry programs/strands. A student must have received a valid entry level assessment in all of their "mandatory entry" programs/strands in order to be considered finished.

To run the report for another school, select the school from the "**School**" dropdown list. The screen will refresh with the report for the selected school.

To exit the report, click on the "**Close**" button and you will be returned to the "**Admin Report List**".

NOTE: If there are any students in grades JK or SK in the class selected, they will not be included in any of the above totals.

In order to focus in on the students that still require mandatory entry level assessments, click on the "**Teacher/Class**" name in the "**Grades 01-08 Entry Level Mandatory Program Assessment Status**" that you want more information on. This will take you to the "**Student Assessment Status Report (Entry Level)**" where all students in the class selected will be listed together with their assessment status (a check mark indicates all mandatory entry level assessments for that student are finished while an "X" indicates one or more mandatory entry level assessments for the student are unfinished).

To exit the report, click on the "**Close**" button and you will be returned to the "**Admin Report List**", click on the "**Back to Class Lists**" button and you will be returned to the Grades 01-08 ENTRY LEVEL MANDATORY PROGRAM ASSESSMENT STATUS report.

3. Grades 01-08 EXIT LEVEL ASSESSMENT STATUS

To run this report, click on the report name. The report will run for the last school you selected or, if no school has yet been selected, it will run for the school whose name comes alphabetically first for those schools you have access to. For classes with multiple teachers assigned, only the default teacher will be listed under the **Teacher/Class**.

"**Total Students in Class**" - the total students enrolled in each class (note that this count will include active as well as inactive students).

"**Mandatory Entry Assessments Unfinished**" – the total number of students who do not yet have a valid entry level assessment in <u>all</u> of their mandatory entry programs/strands. A student must have received a valid entry level assessment in <u>all</u> of their "mandatory entry" programs/strands in order to be considered finished.

"**Exit Assessments Unfinished**" - the total number of students who do not yet have a valid exit level assessment in all of their programs/strands. Exit level assessments are considered mandatory for all programs/strands therefore a student must have received a valid exit level assessment in <u>all</u> of their programs/strands in order to be considered finished otherwise they will be counted here.

"**No Program assessment Comments**" - counts those students in the class selected who have not yet received a non-blank teacher comment in the "Strengths/Next Steps for Improvement – Program Assessments" text box.

"**Learning Skills Unfinished**" - counts the number of students in the selected class who have not been assigned a mark in all six of their learning skills.

"**No Learning Skills Comments**" - counts those students in the class selected who have not yet received a non-blank blank teacher comment in the "Strengths/Next Steps for Improvement – Learning Skills" text box.

To exit the report, click on the "**Close**" button and you will be returned to the "**Admin Report List**".

NOTE: If there are any students in grades JK or SK in the class selected, they will not be included in any of the above totals.

In order to focus in on the students that still require exit level assessments (including mandatory entry assessments, learning skills and teacher comments), click on the "**Teacher/Class**" in the "**Grades 01-08 Exit Level Assessment Status**" report that you want more information on. This will take you to the "**Student Assessment Status Report (Exit Level)**" where all students in the class selected will be listed together with their status in each category (a check mark indicates all required assessments/marks/comments for the student are finished while an "**X**" indicates one or more required assessments/marks/comments are unfinished).

To exit the report, click on the "**Close**" button and you will be returned to the "**Admin Report List**", click on the **"Back to Class Lists"** button and you will be returned to the Grades 01-08 EXIT LEVEL ASSESSMENT STATUS report.

4. KINDERGARTEN CLASS ASSESSMENT STATUS

To run this report, click on the report name. The report will run for the last school you selected or, if no school has yet been selected, it will run for the school whose name comes alphabetically first for those schools you have access to. For classes with multiple teachers assigned, only the default teacher will be listed under the **Teacher/Class**.

"**Total Students in Class**" - the total students enrolled in each class (note that this count will include active as well as inactive students).

"Belonging and Contributing Comments Missing" – counts those students in the class selected who have not yet received a non-blank teacher comment in the Belonging and Contributing text box on the Progress Report.

"Self-Regulation and Well-Being Comments Missing" – counts those students in the class selected who have not yet received a non-blank teacher comment in the Self-Regulation and Well-Being text box on the Progress Report.

"Demonstrating Literacy and Mathematics Behaviours Comments Missing" – counts those students in the class selected who have not yet received a non-blank teacher comment in the Demonstrating Literacy and Mathematics Behaviours text box on the Progress Report.

"Problem Solving and Innovating Comments Missing" – counts those students in the class selected who have not yet received a non-blank teacher comment in the Problem Solving and Innovating text box on the Progress Report.

To exit the report, click on the "**Close**" button and you will be returned to the "**Admin Report List**".

NOTE: If there are any students in grades 01-08 in the class selected, they will not be included in any of the above totals.

In order to focus in on the students that still require kindergarten assessments, click on the "**Teacher/Class**" in the "**Kindergarten Class Assessment Status**" report that you want more information on. This will take you to the "**Kindergarten Student Assessment Status Report**" where all students in the class selected will be listed together with their status in each of the "four frames" (a check mark indicates all 4 frames have a non-blank teacher comments while an "**X**" indicates that one or more of the text boxes for the four frames are unfinished (i.e. blank)).

To exit the report, click on the "**Close**" button and you will be returned to the "**Admin Report List**", click on the **"Back to Class Lists"** button and you will be returned to the "KINDERGARTEN CLASS ASSESSMENT STATUS report.