



ASSESSMENT TECHNOLOGY, INCORPORATED

A Guide for Galileo® K-12 Online: Custom Test Report

PURPOSE

The *Custom Test Report* allows the export of a single file containing data for multiple tests from selected schools or the entire district/charter school. The *Custom Test Report* is created using the [Create Custom Test Reports](#) link and the results accessed on the **Custom Test Report** page.

SECURITY

The ability to view data for a report is based on the user security. If you are a:

- **School-level user** – You may generate and view reports for classes and students in your particular school. You may view reports that other School-level users within your school(s) have generated.
- **District-level user** – You may generate and view reports for schools, classes, and students in your district/charter school. You may view reports that School-level users within your district/charter school have generated (provided that school is selected) and reports that other District-level users generated.

GENERATE

1. Click on the **Reports** tab.
2. Click the [Custom Test Report](#) link under **Custom**.
3. Click the [Create Custom Test Reports](#) link.
4. Select the **Form Program Year**, **School**, and **Form**.

5. Double click in the **Form Field** box to select the desired field. The selected field is moved to the **Selected fields** box. To select additional fields from another form, use the drop-down menu and select the other **Form** and **fields**.
6. If necessary, use the *Move Up* and *Move Down* buttons to re-arrange the selected form field(s).
7. Determine to include **School**, **Class**, and **Teacher Information**.

Form Program Year: 2009 - 2010
 School: Summerfield School
 Form: Student Information Form

Select the form fields to include in the report. You can modify the field order by using the "Move Up" and "Move Down" buttons.

Double click to select form field

Ethnicity
 Home Language
 LEP
 Economically disadvantaged
 Title I, Part A
 Gifted/Talented
 SPED
 Migrant
 Bilingual
 ESL
 At-Risk
 Student wears glasses?

Selected fields (double click to remove)
 Ethnicity
 Home Language

Do not include School/Class/Teacher
 Include School Name (enrollment)
 Include School Name (schedule)
 Include School and Class (schedule)
 Include School, Class and Teacher (schedule)

Move Up Move Down

8. Select the **Test Program Year** and test **Library**.
9. Double click or use the *arrow buttons* in the **select test** box to select the test(s).

Test Program Year: 2015-2016
 Library: Desert Dwellers 04 Gr. Benchmark Library

Select the tests to include in the report. You can also reorder the test.

Select test

ATI AZ-CC Reading 04 Gr. Adaptive
 ATI CC Science 04 Gr. NG CBAS #1
 Math 04 Gr. #1 Basic Operations
 Math 04 Gr. #2 Factoring & Fractions
 Math 04 Gr. #3 Fractions and Decimals
 Math 04 Gr. #4 Measurement, Data, and

Selected tests
 2015-16 ATI CCP ELA 04 Gr. CBAS #1

Allow only one test per row
 Include Earned Points No Split (0102-...)
 Split (EP1, etc.) Split w/Standard (EP1: Standard, etc.)

10. Select the desired **options**:

Term	Definition
Allow only one test per row	Allows each test to be on its own row when report is generated

Term	Definition
Include Earned Points (EP)	The point value the student earned for each test item.
Student Answer (SA)	The answer the student selected for each test item. For multiple choice, A=1, B=2, C=3, and D=4.
Correct Answer (CA)	The correct answer for the test item. For multiple choice, A=1, B=2, C=3, and D=4.
Split	Split separates one column into multiple columns. When Split is selected the <i>Earned Point, Student Answer, and/or Correct Answers</i> data is placed into multiple columns instead of the data being included in one column for each selected split.
Split w/ Standard	The entire learning standard is included. When Split w/Standard is selected, the learning standard for each item follows the information in the selected option (i.e., Earned Point, Student Answers, and/or Correct Answers.
Cut Score (DL)	The cut score that define the performance levels for the test (e.g., Meets, Approaches). This information is the same for all students for the same test.
DL Score	Developmental Level score the student achieved for the selected test.
Sum Score	Total number of points the student earned for the selected test. The file contains an "incomplete" column and marks any test items not answered with an "X."
Percentile	The student's percentile rank for the selected test.

Term	Definition
Percent Correct	The student's raw percent correct for the selected test.
Performance	The student's achievement level for the selected test.

11. Determine the **Delimiter option** - character or tab.
12. Enter a **file name**. Galileo automatically places ".txt" for the file extension.
13. Click on the *Create File* button.

VIEW REPORT RESULTS

1. If you just requested to generate a report, click the Custom Test Report Activity link from the **Custom Test Report** page.
 2. You are brought to the **Custom Test Report** page.
 - OR -
 - 1. Click on the **Reports** tab.
 - 2. Click the Custom Test Report link under **Custom**.
- Then ...*
3. Select the **Program Year**.
 4. If you are a District- or School-level user with access to more than one school, select the **School**.
 5. The reports are listed.
 6. To open the report, click the report file link.
 7. You may wish to save the file so that it can be accessed via other programs, such as Microsoft Excel.

DELETE REPORT

To delete a report, click the **trashcan** icon and answer the prompt.

ASSISTANCE

Please contact your ATI Field Services Coordinator at 800.367.4762 if you need assistance in generating a report using this tool.