

# QUICK GUIDE

## ClearSight Formative Reports: Results in Order by Standard

## Make the Most out of ClearSight Formative Reports

### In Reporting:

ClearSight | Reporting Tests To Score

User: DC @ District: IN Demo District | Role: DC @ District: IN Demo District | Sign Out

Select Role > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test > School Performance on Test

Enter Student ID

Filters: Performance by Roster | Performance by Student

Standards: Score, Performance and Points Earned on **ClearSight Formative: ELA Grade 6 Literature - 2** (Fall) of All Rosters, by Student and Reporting Category: IN Demo School, 2022-2023  
 Filtered By School: All Schools | Test Reasons: Fall | Standards Keys

Student	Student ID	Total	Percent Correct	Score
District			48%	12/25
School			48%	12/25
Demokid16_DemoKi...	IN-9999-99999916		100%	25/25
Labonne_First	AI-9999-12345697		24%	6/25
Last_First	IN-9999-9920220301		20%	5/25

1) Select a ClearSight Assessment (See ELA Grade 6 Literature - 2 above)  
 2) Click on the Standards Keys toggle to turn standards on  
 3) Click Features & Tools

1.

Get More Insights

Build Longitudinal Report | Breakdown by

Reporting Options

1) Click Print

Download

Download Student Results | Print

Test Options

Manage Test Reasons | Set Student Setting on Item View

Roster Settings

Add Roster | View/Edit Roster

Upload Roster

2.

Zoom Level (Display only)

Normal

Report Options

Summary Only | Summary and Item Scores

Print Options

Print | Save to PDF | Save to Excel | Save to CSV

\*The data in this report will be exported to a comma separated value document

Confirm | Cancel

1) Select Summary and item Scores  
 2) Select Save to Excel  
 3) Click Confirm

3.

3.

Secure Inbox

Cambridge Assessment Secure File View View Documents

Secure Inbox Archived

System Labels: SHOW Reporting

Custom Labels: SHOW

In your inbox you will see a report titled something similar to this.  
 1) Wait for the name to turn blue, then you can select it to download it to your local drive.

Item Performance by Student for IN Demo School on ClearSight Formative ELA Grade 6 Litera Fall.xlsx

Expires In: 29 days

Actions: Download, Delete

4.

Aggregate Comparisons					5 Items on which Students Performed the Best					5 Items on which Students Performed the Worst					Total Items				
Aggregate Group	Aggregate Group Name	Average Percent Correct	Average Score	Item Number Max Points Standard	1	2	3	4	5	18	19	20	21	22	1	2	3	4	5
District	IN Demo District	48%	12/25		0.67	0.67	0.67	0.67	0.67	0.33					1	1	1	1	1
School	IN Demo School	48%	12/25		0.67	0.67	0.67	0.67	0.67	0.33					1	1	1	1	1

When you open the excel file,  
 1) Select columns F - O  
 (5 items... Best through 5 items... Worst)  
 2) Right click on the highlighted columns and select DELETE

5.

Aggregate Comparisons					Total Items											
Aggregate Group	Aggregate Group Name	Average Percent Correct	Average Score	Item Number Max Points Standard	1	2	3	4	5	6	7	8	9	10	11	12
District	IN Demo District	48%	12/25		0.67	0.67	0									
School	IN Demo School	48%	12/25		0.67	0.67	0									

Highlight Rows 14 through the last row in the Excel that has data.  
 Do Ctrl+C or Copy

6.

Go to a new sheet in the Excel file

- 1) Right click on a cell at the top left of the screen
- 2) Select Paste Special
- 3) Select Transpose

7.

1) Select Row 5

2) Select Data in the upper tool bar

3) Select Filter

	A	B	C	D	E	F
1			Student	DemoKid16, DemoKid16	Labonne, First	Last, First
2			Student ID	IN-9999-99999916	AI-9999-12345697	IN-9999-9920220301
3			Percent Correct	100%	24%	20%
4			Score	25/25	6/25	5/25
5	Item Ni	Max Pc	Standard			
6	1	1		1	0	
7	1	1		1	0	
8	1	1		1	0	
9	1	1		1	0	
10	0	0		0	0	
11	0	0		0	0	
12	0	0		0	0	
13	0	0		0	0	
14	0	0		0	0	
15	0	0		0	0	
16	0	0		0	0	

8.

To put the items in order by standard,  
 1) Select the drop down arrow on Standard Column  
 2) Sort A to Z

8.

	A	B	C	D	E	F
1			Student	DemoKid16, DemoKid16	Labonne, First	Last, First
2			Student ID	IN-9999-999999		
3			Percent Correct	100%		
4			Score	25/25		
5	Item Ni	Max Pc	Standard			
6	6	1	6.RL.2.1	1	1	0
7	8	2	6.RL.2.1	2	0	1
8	7	2	6.RL.2.2	2	0	0
9	22	1	6.RL.2.2	1	0	0
10	5	1	6.RL.2.3	1	1	0
11	6	1	6.RL.2.3	1	1	0
12	13	1	6.RL.2.3	1	0	1
13	15	1	6.RL.2.3	1	0	0
14	4	1	6.RL.3.1	1	1	0
15	17	1	6.RL.3.1	1	0	0
16	12	2	6.RL.3.2	2	0	2

9.

Points possible per item

Sequence of item on test. Sort by this column to see items in order again

Standards, now in order by standard so you can view performance by standard on this test

9.