## Create a Profile Report Riverside Score™ Quick Guide

Riverside Score provides the ability to create and run Profile reports for individual examinees.

**IMPORTANT:** Report options depend on the products available to you as well as the selections you make as you create your report. For more information see <u>online help</u>.

## To create a Profile report:

In the *Riverside Score* header, move the pointer over the **Reports** tab and click **Create Report**. The **Create Report** page appears with two fields, **Product** and **Report Type**.

Dashboard	Reports	Administration	Resources	
	Create Report	Data Export   Rep	eport Options	

- 2 From the **Product** menu, click your product name. (If you are running *WMLS III*, the **Product** field defaults to this.)
- 3 Select **Profile Report** from the **Report Type** menu. The page reloads with filters relevant to the **Profile Report** for your product.

## Note:

- Fields with an asterisk (\*) are required.
- For fields without arrows: Click inside fields to view available values and make your selections. To close the field, click the field again or scroll down and click **Close**.
- In the **Profile Reports** field, select the profile type: **Age/Grade Profile** or **Standard Score/Percentile Rank Profile**.

5 Click in the **Examinee Selection** field and do one of the following:

- Type the first few letters of an examinee's first or last name and press **Enter** on your keyboard to view matches.
- Click the arrows beside the caseload folders to view examinees with committed test record data.
- 6 Complete the report selections applicable to your product:
  - Click in the **Test Record** field to view available test records and make selections to include in the report.
  - In the **Normative Basis field**, select **Age** or a grade basis.
  - (*Optional*) In the **Options** field, click check boxes to select scores to include in the report.
  - In the **Grouping Options** menu, select an option to specify how tests are listed in the report.
  - In the **Output Format** menu, select the report format (**PDF**, **Web Page**, or **Word**).

Examinee Selection *	
Type examinee's name and click ente	81
Test Record *	
Normative Basis *	
Age	
Options	
GIA Scores,Comprehension-Knowl	
Grouping Option *	
List tests in administration order.	<b>T</b>
Output Format *	
Select Output Format	×





Create Report		
Select report filters fro	m the menu be	low
Product *		
Select a Product	•	
Report Type *		
Select Report Type	v	

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- When all filters are selected, click one of the following buttons at the bottom of the page to complete the process to create a Profile Report.
  - Save to My Reports, type a name for the report and click Save. The report is available on your Dashboard in the My Saved Reports box for 14 days.
  - Run Report to generate and view the report.
    - PDF and Word reports open in their respective applications.
    - Web Page reports open in the Reports tab.

Standard Score/Percentile Rank Profiles Report Tests of Oral Language													
Name: Janus, Valerie Date of Birth: 03/14/2007 Age: 8-6 Sex: Female Date of Testing: 09/07/2015			School: Teacher: Grade: ID:										
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