Create a Roster Report
Riverside Score™ **Quick Guide**

WJ IV, WMLS III, and *WMLS-R Riverside Score* offers the ability to create and run Roster reports for committed test records.

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 online help.

To create a Roster report:

1 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**.

2 Select your product from the **Product** drop-down menu.

3 From the **Report Type** menu, select **Roster Report**. The page reloads with filters relevant to the **Roster Report**.
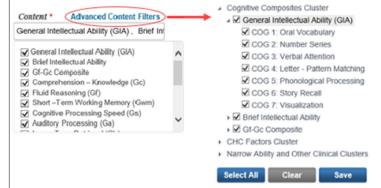
Note:

- 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**.

4 From the **Test Record** menu, select the test for results you want to view. You must specify the grade level in the **Test Record** field for the examinee's data to populate in the **Roster Report**.

Note: You can only choose one test. There are different selection options for WMLS III and WJ IV.

5 From the **Score Selection Template** menu, select one of the following:

- **Default** allows you to run a report with only including the default scores.
- **New Score Selection Template** provides the **Add Template** link, which allows you to specify and save the scores to include using a new template.
- **Saved templates** allows you to run a report using scores from a previously saved template.

6 Click in the **Content** field to view and select the content to include in the Roster Report. You must select at least one cluster. All clusters are selected by default. You can click **Advanced Content Filter** to select more detail.

7 The only **Output Format** for the **Roster Report** is **Excel** and appears as the default.

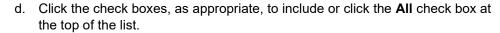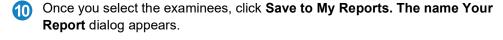**8** Click **Continue**. The next page of the report creation appears.

9 Select the report filters:

a. From the **Roster Options** drop-down menu, select the report filter from the available options.

b. *(Optional)* While the **Demographics** field is optional, it must be completed on the **Examiner** page.

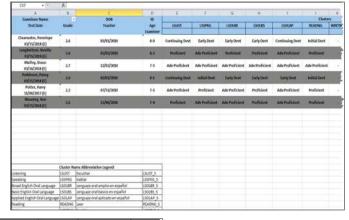c. Click **Search**. The list meeting the filter selections appear.

d. Click the check boxes, as appropriate, to include or click the **All** check box at the top of the list.

10 Once you select the examinees, click **Save to My Reports. The name Your Report** dialog appears.

Note: We recommends that you save the report to your desktop as a snapshot in time. The data is always available and the report pulls the current test administrations that can change when run at a later date and new administrations occur.

The **Roster Report** displays in Excel by examinee, grade, and cluster.

- Excel is the only format option.

- The option to edit the Roster Report only allows you to edit the report name.

The **Group Report** shows overall performance by cluster.

Clusters	Total Number Initial Devt	Total Number Early Devt	Total Number Continuing Devt	Total Number Emerging Prof	Total Number Proficient	Total Number Adv Proficient	Total
LSLIST	0 (0%)	0 (0%)	2(33%)	0 (0%)	2(33%)	2(33%)	6 (99%)
LSSPKG	1(16%)	1(16%)	0 (0%)	0 (0%)	1(16%)	3(50%)	6 (98%)
LSOLBR	0 (0%)	2(33%)	0 (0%)	0 (0%)	1(16%)	3(50%)	6 (99%)
LSOLBS	0 (0%)	2(33%)	0 (0%)	0 (0%)	3(50%)	1(16%)	6 (99%)
LSOLAP	0 (0%)	1(16%)	1(16%)	0 (0%)	0 (0%)	4(66%)	6 (98%)
READNG	2(33%)	0 (0%)	0 (0%)	0 (0%)	3(50%)	1(16%)	6 (99%)
WRITNG	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
LSRWBR	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
LSC PS	2(33%)	2 (0%)	0 (0%)	0 (0%)	3(50%)	1(16%)	(99%)