Create a Teacher Report Riverside Score™ Quick Guide

Riverside Score allows you to create and run *WMLS III* Teacher reports on examinees with committed test records. Teacher reports include tables of scores, a plot of scores, and descriptions of proficiency levels, test components, and a discussion of the examinee's performance on each.

To create a Teacher report:

In the header, move the pointer over the **Reports** tab and click **Create Report**. The **Create Report** page appears with two fields, **Product** and **Report Type**. The Product field prepopulates with *WMLS III*.

Dashboard	Reports	Administration	Resources
	Create Report	Data Export Report Options	

From the **Report Type** list, select **Teacher Report**. The page reloads with filters relevant to the **Teacher 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**.
- 3 Click in the Examinee Selection field and do one of the following to locate and select the examinee:
 - 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.
- 4 Click the **Test Record** field to view and select the committed test records for the examinee for which you are running the report. You can select more than one, *if available*.
- 5 In the Normative Basis field, select Age or a grade level.
- (Optional) In the Score Selection Template list, select:
 - Default to report only default scores
 - New Score Selection Template to link to the Add Template field and specify scores to include in a new template
 - **Saved templates** to run a report using a previously saved template.
 - From the **Output Format** list, select the report format (**PDF**, **Web Page**, or **Word**).

Create Report				
Select report filters from the menu below				
Product *				
Select a Product	•			
Report Type *				
Select Report Type	•			

Product *	
WMLS-III	-
Report Type *	
Teacher Report	-
Examinee Selection *	
Gomez, Sylvia	
Test Record *	
WMLS III English, Form B ((04/06/2017)
Normative Basis *	
Age	
Score Selection Template	
Default	-
Output Format *	
Web Page	•
Save to My Reports	Run Report

Continued on next page



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- 8 When all filters are selected, click one of the following buttons at the bottom of the page to complete the process to create a Parent 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 a period of 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.

See abbreviated versions of Teacher Report to the right.



