

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 [online help](#).

To create a Profile 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 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.

Create Report

Select report filters from the menu below

*Product **

Select a Product ▼

*Report Type **

Select Report Type ▼

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 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**).

