



North Carolina Home Base Data and Reporting in Schoolnet Aggregate Level Performance by Teacher

Primary Audience: School and District leaders wanting to access aggregate level performance data by teacher.

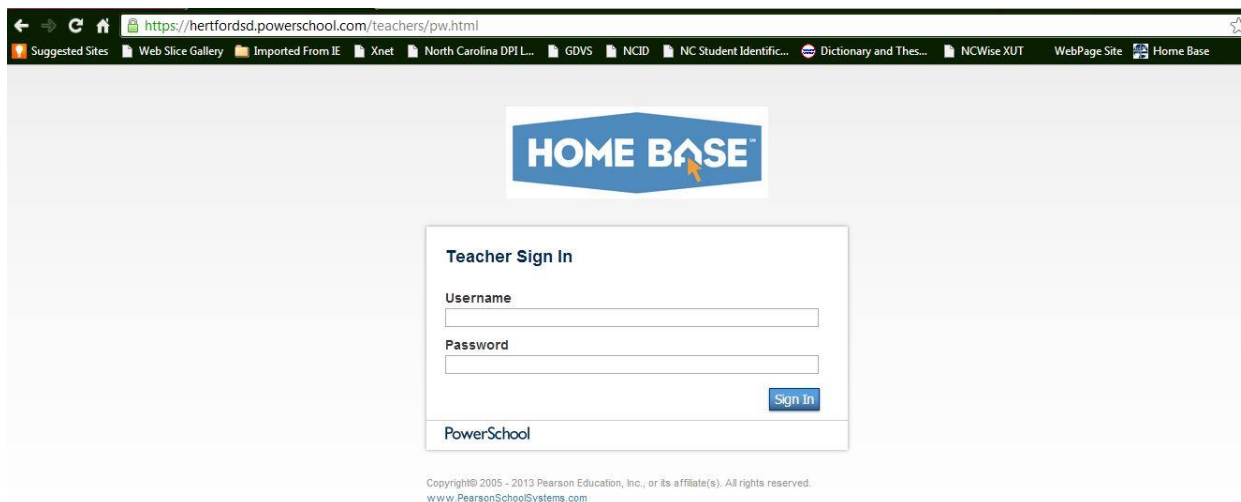
Purpose of Document: To provide a guide for school and district leaders on how to find and use aggregate level data by teachers within the reporting functions of Schoolnet.

Roles Required: A user will need the role of Leadership or the role of Staff with the added role of “Access to Report Manager.”

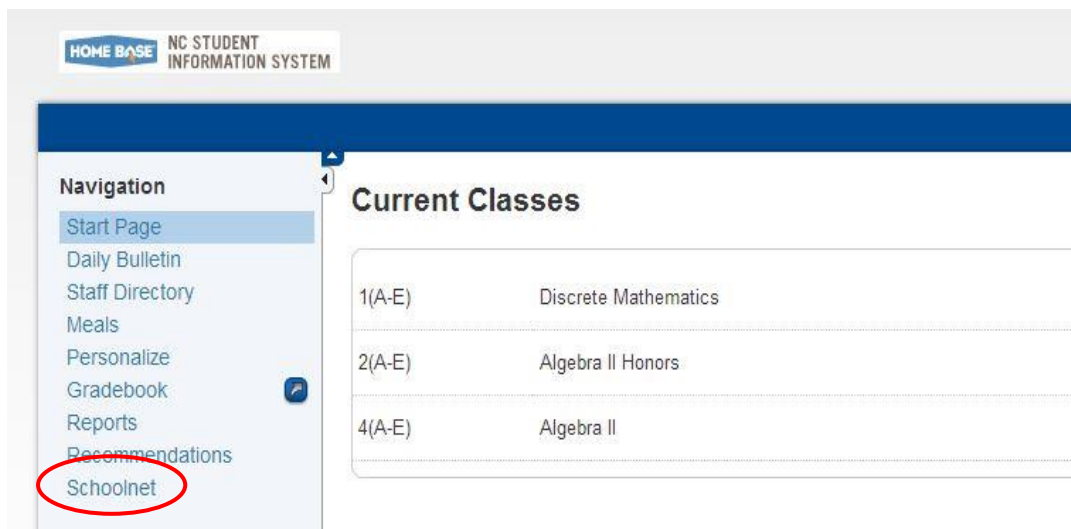
You can find more information about the roles and permissions at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/category?category=User%20Roles%20and%20Access>. Please work with your district data manager to make sure that you have the appropriate roles.

Log into Home Base

The Home Base URL is specific to your district.



Sign into Home Base and access Schoolnet through PowerSchool.



Current as of March 2015



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Hover over the School & District Data to choose Custom Reports

The screenshot shows the Home Base interface for the NC Instructional Improvement System. At the top, there is a navigation bar with 'HOME BASE' and 'NC INSTRUCTIONAL IMPROVEMENT SYSTEM' logos, a search bar for 'Find a Student', and user options like 'Welcome, HBSLeader!', 'Sign Out', 'My Account', and 'Help'. Below this is a main navigation bar with three tabs: 'School & District Data' (Reports & Indicators), 'Classrooms' (Rosters, Reports, Planners), and 'Assessment Admin' (Create & Monitor). The 'School & District Data' menu is expanded, showing a sub-menu with 'Dashboard', 'Report Builder', 'Pre-Formatted Reports', 'Custom Reports' (circled in red), and 'Course / Section Lists'. To the right, there is a 'My Reports' section with 'Saved Reports'. At the bottom, there is a banner for 'TECHNOLOGY TOOLS TO SUPPORT TEACHING AND THE CRAFT OF EXCELLENT TEACHING AND TO HELP OUR CURRICULUM STANDARDS, EXPECTATIONS FOR LEARNING AND STRENGTHENED EDUCATOR EFFECTIVENESS MODEL.'

Start Building your Custom Report

To build a custom report, you have to first define your student set. You can build the report with All Students, with a Saved Student Set, or you can define a new student set before you begin.

Custom Reports

Start building your Custom Report or Analysis Spreadsheet

- **Define Student Set**
Create a Student Set to use in your custom report.
- **Build a Custom Report With All Students**
Build your custom report with all available students.
- **Choose a Saved Student Set**
Build your custom report with a Saved Student Set
- **Course / Section Lists**
Find courses and sections. Run reports on the students enrolled in those courses and sections



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After you have a student set, you will choose the type of report from the options on the left hand side of the screen. For this report, choose Benchmark Performance by Standard.

Select the Type of Analysis Report Go to Viewing Options

Standardized Test
Benchmark Performance by Standard
Benchmark Performance by Subject
Benchmark Item
Grade/Mark
School Enrollment
Program Enrollment
Section Enrollment
Attendance & Discipline Totals
Number of Attendance Events
Dates of Attendance Events
Number of Disciplinary Infractions

1. Select when, where and in which grade students are enrolled.

School Year: -- Any School Year --
School Type: -- Any School Type --
School: -- Any School --
Grade: -- Any Grade Level --

2. Narrow your set according to the benchmark test(s) taken and the performance level.

Subject: -- Any Subject --

Fill in the parameters for sections 1-3 on the “Select Report Type and Data” screen based on what you are trying to get in this particular report.

For #1 – Select when, where and in which grade students are enrolled.

1. Select when, where and in which grade students are enrolled.

School Year: -- Any School Year --
District: -- Any District --
School Type: -- Any School Type --
School: -- Any School --
Grade: -- Any Grade Level --

Select all that apply using the drop down options:

- School Year
- District
- School Type
- School
- Grade

If you want to include all of the schools in your district, you can leave the options open for Any School Type and Any School.



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For #2 – Narrow your set according to the benchmark test(s) taken and the performance level.

2. Narrow your set according to the benchmark test(s) taken and the performance level.

Subject

Test Focus

Test Standard Set

Test Category District Benchmark District Benchmark NCEXTEND2
 School Assessment School Assessment NCEXTEND2
 State Benchmark

Test Level

Test Instance

Topic

Subtopic

Standard Mastery 100 - 90 89 - 80 79 - 70 69 - 60
 59 - below

Select all that apply using the drop down menu:

- Subject
- Test Focus
- Test Standard Set
- Test Categories
- Test Level
- Test Instance

(To look at more than one test in a report, leave the Test Instance set to Any Benchmark Administration.)

**Topic must be set to Any Topic.
Subtopic must be set to Any Subtopic.

KEY POINT: Any Topic and Any Subtopic must be selected. This allows the report to show granular standards information.

For #3 – Narrow your set by section where student took the test.

3. Narrow your set by section where student took the test.

Department

Course

Teacher

Section

Since this is a district level report, you will probably want to leave Department, Course, Teacher, and Section open to Any.

But as necessary, use the options to narrow the scope of your report.

[Go to Viewing Options](#)



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After you have filled in all the relevant options in sections 1-3 (Double check to be sure that Topic and Subtopic are both set to Any), click on Go to Viewing Options.

[Go to Viewing Options](#)

On the viewing options screen, make the selections as shown in the screenshot below.

View Options
[Run Report](#)

Table

Pie Chart

Vertical Bar Graph

Vertical Stacked Bar Graph

Line Graph

Horizontal Bar Graph

Horizontal Stacked Bar Graph

Define Rows and Columns

Columns Administration

Sub-Columns Subtopic

Rows School

Sub-Rows Teacher

View Data in Cells As

Percent Correct

Value

Row and Column Totals

No totals

Paging

Divide this report into multiple pages, one for each:

School

Define Rows and Columns

Columns: Administration

Sub-Columns: Subtopic

Rows: School

Sub-Rows: Teacher

View Data in Cells As*

Percent Correct

Value

Row and Column Totals

Choose totals or no totals depending on whether or not you want totals for rows and columns included in your report.

Paging

School

***Note: View Data in Cells As Definitions:**

- Student Count- Number of students that completed the assessment.
- Percent Proficient- Percent of students who scored 80 or above on the assessment.
- Percent Correct- Percent of the total number of items on the assessment that were answered correctly.

Current as of March 2015

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Click Run Report to generate your report.

Run Report

Example of Report

Benchmark Performance by Standard Report (School by Teacher by Benchmark Administration by Subject)														
07/31/14, LSC Recommend											05/15/14, English I Vocabulary Spring Post			
	Vocabulary Acquisition and Use	Conventions of Standard English	Grade 6 English Language Arts	CCSS.ELA-Literacy.L.6: Language	CCSS.ELA-Literacy.L.6.2: Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.	CCSS.ELA-Literacy.L.6.4: Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 6 reading and content, choosing flexibly from a range of strategies.	CCSS.ELA-Literacy.L.6.2b: Spell correctly.	CCSS.ELA-Literacy.L.6.4c: Consult reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation of a word or determine or clarify its precise meaning or its part of speech.	CCSS.ELA-Literacy.L.6.4d: Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context or in a dictionary).	Grades 9-10 English Language Arts	Vocabulary Acquisition and Use	CCSS.ELA-Literacy.L.9-10: Language	CCSS.ELA-Literacy.L.9-10.6: Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.	
High School 2219	Teacher 2607, Teacher	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Teacher 9576, Teacher	25.00%	0.00%	50.00%	25.00%	0.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
High School 2221	Teacher 11942, Teacher	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Teacher 1948, Teacher	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Teacher 3431, Teacher	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	92.60%	92.60%	92.60%	92.60%
	Teacher 3651, Teacher	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Clicking on the blue hyperlinked numbers will show individual section and student information

***Note: 0% does not mean that no students in the class answered correctly. It could indicate that no students assigned to the teacher were given the assessment.**

Users can create a PDF of the report or export to Excel.



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Note: This document describes a specific report for a district level aggregate performance by teacher. You can choose other options based on what you are trying to accomplish with this same type of report. For example you could narrow to a specific school, subject, and/or test to adjust the results displayed to meet your specific needs. These options are in 1-3 on the Select Report Type and Data screen as show above on pages 3 and 4.

On the View Options screen (page 5 above), you can aslo change the view using any of the options provided: Table, Pie Chart, Vertical Bar Graph, Vertical Stacked Bar Graph, Line Graph, Horizontal Bar Graph, or Horizontal Stacked Bar Graph