



North Carolina Home Base Data and Reporting in Schoolnet Benchmark Performance by Standard

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

Purpose of Document: To provide a guide for school and district leaders on how to find and use benchmark performance data for Benchmark assessments comparing 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.

Teacher Sign In

Username

Password

PowerSchool

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Sign into Home Base and access Schoolnet through PowerSchool.

HOME BASE NC STUDENT INFORMATION SYSTEM

Navigation

- Start Page
- Daily Bulletin
- Staff Directory
- Meals
- Personalize
- Gradebook
- Reports
- Recommendations
- Schoolnet**

Current Classes

1(A-E)	Discrete Mathematics
2(A-E)	Algebra II Honors
4(A-E)	Algebra II

Current as of March 2015



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Hover over the School & District Data to choose Custom Reports

The screenshot shows the North Carolina Home Base interface. At the top, there is a navigation bar with the 'HOME BASE' logo and 'NC INSTRUCTIONAL IMPROVEMENT SYSTEM' text. To the right, there is a search bar labeled 'Find a Student' with a 'Go' button. Below the navigation bar, there are three main menu items: '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 the following options: 'Dashboard' (Key facts and figures about your students, school, and district), 'Report Bank', 'Report Builder' (Create views of data that suit your specific needs), 'Pre-Formatted Reports', 'Custom Reports' (circled in red), and 'Course / Section Lists'. To the right of the sub-menu, there is a 'My Reports' section with 'Saved Reports'. At the bottom of the page, there is a footer with the text 'learning and strengthened educator effectiveness model.' and a question mark icon.

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 should be set to Any Topic.
Subtopic should 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

[Go to Viewing Options](#)

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.



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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

Row and Column Totals

Paging

Divide this report into multiple pages, one for each:

▼

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 if you want columns and rows to have totals in your report.

Paging

School

Reset Selections
Run Report

***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.



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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)									
		04/07/14, 7th ELA 3rd Nine Weeks Benchmark	03/31/14, SCA 6 7th ELA	03/31/14, SCA 6 8th ELA	03/26/14, English II Midterm	03/13/14, SCA 7 March	03/10/14, SCA 5 7th ELA	02/21/14, 7th Grade ELA Benchmark 2nd 9wks	12/19/13, DCV Fall/Dec SCA 7
Middle School 2212	N/A	0.00%	0.00%	0.00%	40.74%	0.00%	0.00%	0.00%	0.00%
Middle School 2234	N/A	37.50%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%
Middle School 2239	Teacher 10742, Teacher	0.00%	44.73%	0.00%	0.00%	0.00%	45.57%	0.00%	0.00%
	Teacher 12413, Teacher	0.00%	46.32%	0.00%	0.00%	0.00%	65.28%	0.00%	0.00%
	Teacher 7244, Teacher	0.00%	48.17%	80.00%	0.00%	0.00%	60.56%	0.00%	0.00%
Middle School 2244	Teacher 6317, Teacher	0.00%	0.00%	0.00%	0.00%	84.52%	0.00%	0.00%	0.00%
	Teacher 7267, Teacher	0.00%	0.00%	0.00%	0.00%	28.85%	0.00%	0.00%	26.79%

Clicking on the blue hyperlinked numbers will show individual 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 benchmark performance by standard (broken down by schools and teachers within the district). 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.