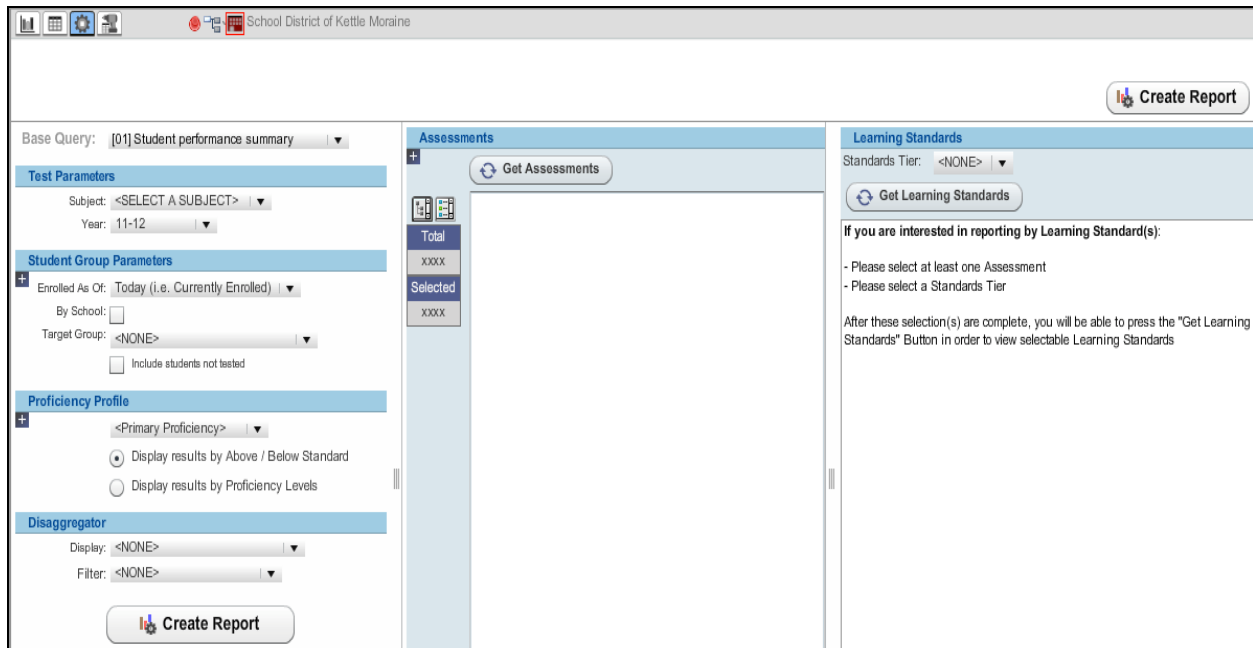


# Creating the Query

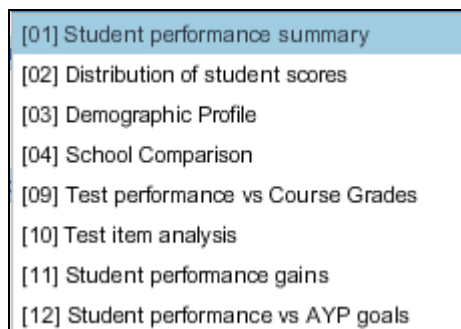
## STEP 1: Navigate to Query

- Log in to Inform
- If necessary, navigate to the building you want to work with
- Click 'Create New Report' icon on the menu bar



## STEP 2: Search Question

- The default search question is **[01] Student performance summary**.
- Other questions available to you vary based on your context (District, School or Classroom) and your user rights.



**STEP 3: Test Parameters**

- One option from the Subject drop-down must be chosen before proceeding.

**Test Parameters**

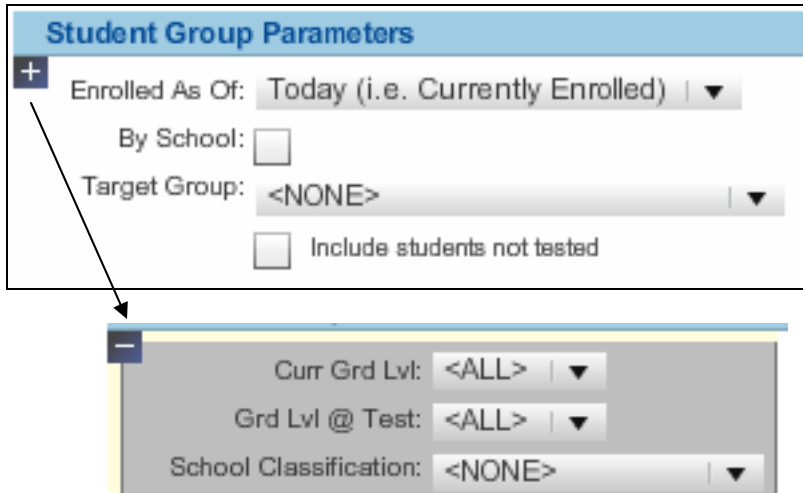
Subject: <SELECT A SUBJECT> | ▼

Year: 11-12 | ▼

CRITERIA	OPTIONS	NOTES
<b>Subject</b>		<i>Examples of tests associated with each subject option.</i>
<i>Each assessment, concept and (most) courses are associated to one of the following subject areas. This allows assessments, courses and grades to be compared.</i>	Cognitive Ability	CogAT
	Composite	ACT & Explore
	English	ACT & Explore
	English Lang Proficiency	ACCESS for ELL
	Fine Arts	AP
	Foreign Language	AP
	Language	WKCE, WAA, MAP
	Mathematics	WKCE, WAA, MAP, ACT, Explore, SAT
	Reading	WKCE, WAA, MAP, ACT, Explore, SAT
	Science	WKCE, WAA, ACT, Explore, AP
	Social Studies	WKCE, WAA, AP
	Writing	WKCE, WAA, ACT, SAT, District Writing
ALL SUBJECTS		If you need more than one Subject area, select ALL SUBJECTS

Year		
<i>School year to pull data from</i>	11-12	<b>Defaults to current year</b>
	ALL YEARS	Allows you to view and select assessments from multiple years

**STEP 4: Student Parameters**



If no selection is made **Default** will apply.

CRITERIA	OPTIONS	NOTES
<b>Enrollment</b>		
	Today (Currently Enrolled)	<b>Default.</b>
	Test Date (All Tested)	Most commonly used with prior year tests
	Other Date	Select Date

<b>Target Group</b>		
<i>Select from Student Groups previously defined</i>	<b>Default = &lt;NONE&gt;</b>	

<b>Current Grade Level</b>		
<i>Selecting a specific grade narrows the search options. Many assessments are already grade specific.</i>	<ALL>	<b>Default.</b>

<b>Grade Level at Test</b>		
<i>Selecting a specific grade narrows the search options. Many assessments are already grade specific</i>	<ALL>	<b>Default.</b>

**STEP 4: Student Parameters, cont'd**

**Proficiency Profile**

+

<Primary Proficiency> | ▼

Display results by Above / Below Standard  
 Display results by Proficiency Levels

CRITERIA	OPTIONS	NOTES
<b>Display By</b>		
	<Above/Below Standard>	<b>Default.</b>
	<Proficiency Level>	When you select Display by Proficiency, also select a Proficiency Profile from the drop-down

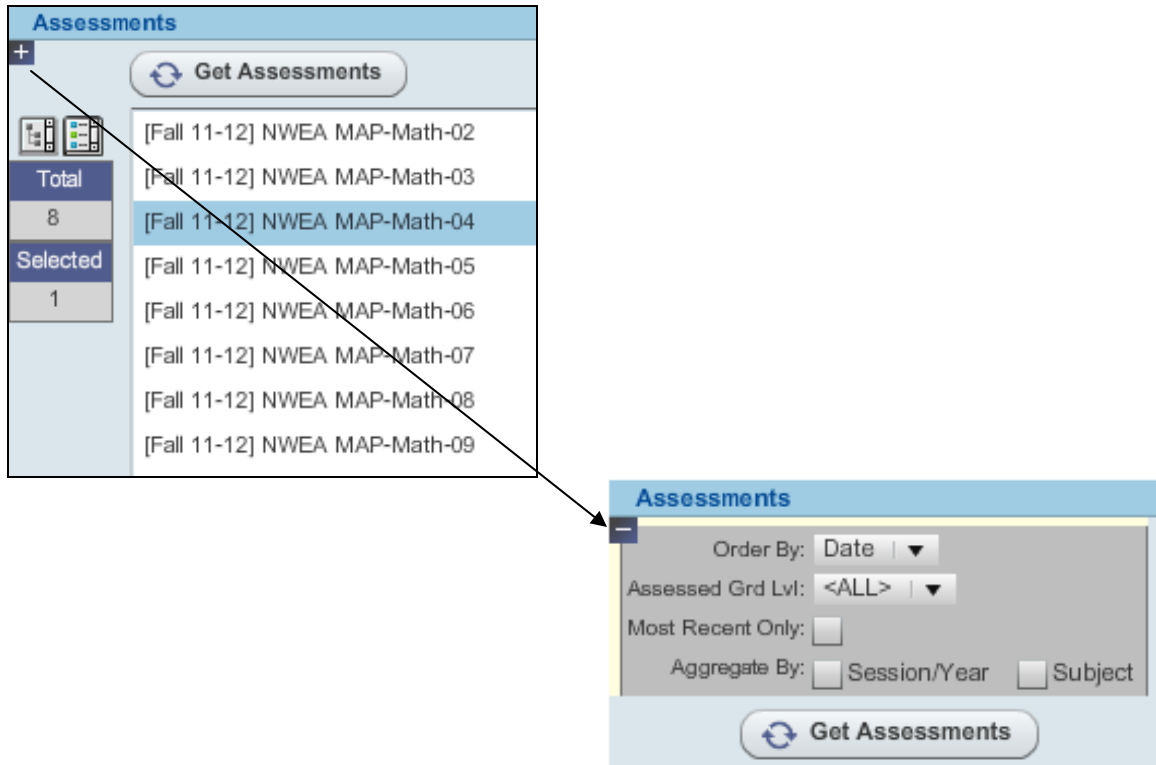
<b>Proficiency Profile</b>	<i>A Primary Proficiency Profile is assigned to each assessment &amp; concept in Inform. Assessments may have one or more additional proficiency profiles associated with them to allow for other ways to view that data.</i>	
<i>Refers to the rubric associated with an assessment.</i>	<Primary Profile>	<b>Default.</b> Uses the designated profile.
	Standards	4-level profile (Min, Bas, Prof, Adv). Includes almost all assessments except CogAT, MAP-RIT, MAP-norms.
	CogAT	4-level profile
	ACT	7-level profile
	SAT	7-level profile
	ELP	6-level profile
	AP tests	5-level profile
	WKCE-Wrt/cmp	6-level profile
	WKCE-Wrt/cnv	3-level profile
	WKCE-Wrt/tot	9-level profile
	WRT-CRT	6-level profile
	NWEA MAP – RIT	11-level profile
NWEA MAP (norms)	6-level profile	

<b>Score Method</b>	<Primary Score Method>	<i>A Primary Score method is assigned to each assessment &amp; concept</i>
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**STEP 5: Select Assessments**

Selecting a Subject in Step 4 restricts which Assessments you can select in Step 5.

- Click Get Assessments
- 



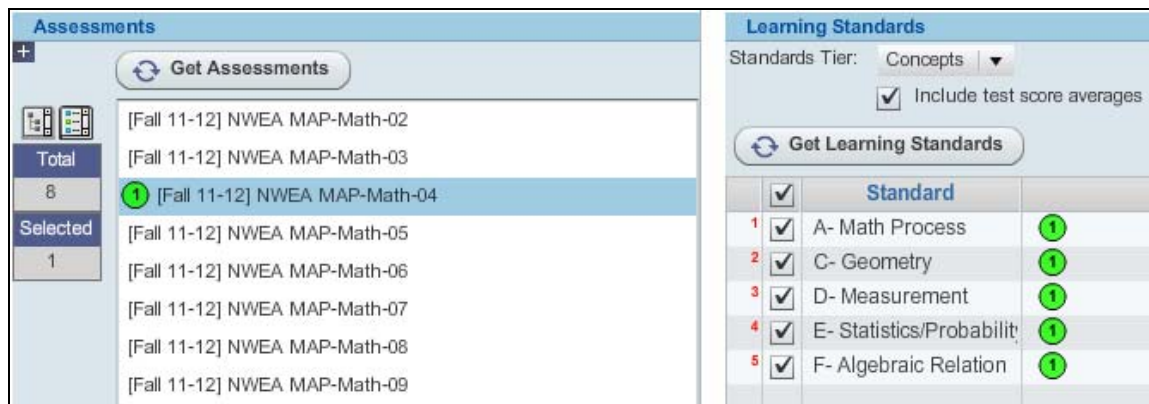
CRITERIA	OPTIONS	NOTES
<b>Order By</b>		
<i>How the assessment list is sorted</i>	Date	<b>Default.</b>
	Test	
<b>Assessed Grd Level</b>	<ALL>	<b>Default.</b> Many assessments like WKCE or MAP are grade specific. In most cases it is not necessary to select Assessed Grd Lvl
<b>Most Recent Only</b>		Sessions are noted as part of the assessment name. It is rarely necessary to check this box
<b>Aggregate By</b>		Not available when also selecting Concepts (see next page for Concepts instructions)

Select more than one assessment by holding the CTRL key while selecting additional assessments.

**STEP 5: Select Assessments, cont'd**

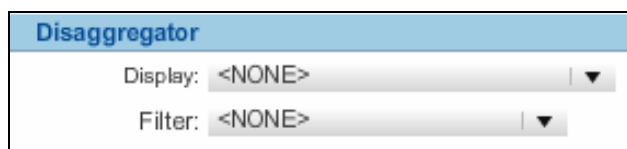
To view Concepts (standards) scores, select assessment(s) then select Concepts in Standards Tier drop-down and click Get Learning Standards.

Deselect any concepts you do not want to view.



**STEP 6 (optional): Disaggregator**

The Disaggregator allows you to (a) display by the attributes of a demographic field or Report Group and (b) filter (restrict) the report data based on one or more demographic fields.



Display options	Filter (demographics) options
<None> default	<None> default
By 504 status	By 504 status
By Concurrent is Home	By Concurrent is Home
By Economic Disadvantage	By Economic Disadvantage
By English Proficiency	By English Proficiency
By EthnicCode	By EthnicCode
By Gender	By Gender
By Gifted/Talented	By Gifted/Talented
By Grade level	By Grade level
By Last School	By Last School
By Migrant Status	By Migrant Status
By Specific Disability	By Specific Disability
By Report Group [NCLB]	

**STEP 7: Generate Report**

Once all parameters/criteria have been selected, click on the Generate Report icon.

