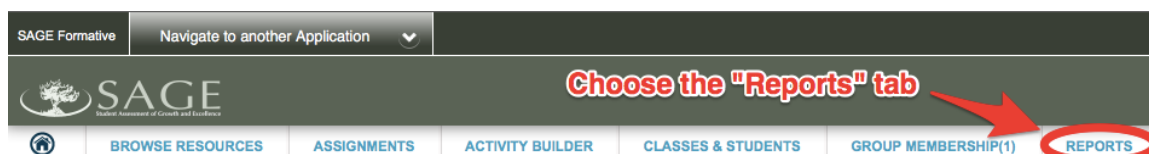
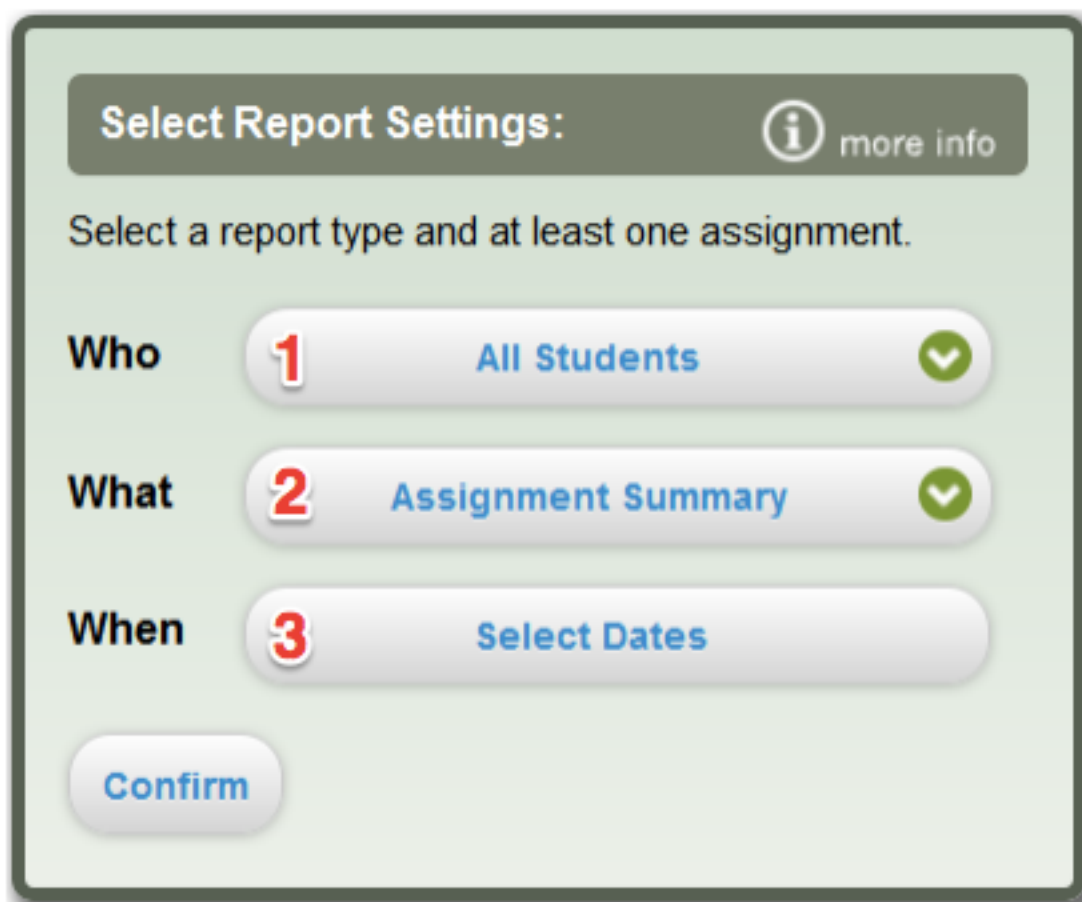


## Viewing reports on SAGE Formative

This is a “quick start” guide. For a detailed explanation, see pages 113 – 138 or the 2015-2016 SAGE Formative User Guide.S



Choose the “REPORTS” tab

A screenshot of the 'Select Report Settings' widget. The widget has a title bar with 'Select Report Settings:' and an 'i more info' icon. Below the title bar, the instruction 'Select a report type and at least one assignment.' is displayed. There are three rows of settings: 'Who' with a dropdown menu showing '1 All Students', 'What' with a dropdown menu showing '2 Assignment Summary', and 'When' with a button labeled '3 Select Dates'. A 'Confirm' button is located at the bottom left of the widget.

The “Reports Widget” appears. There are three choices to make. See chart below for full explanation.

Table 7. Report Widget Dimensions (default)

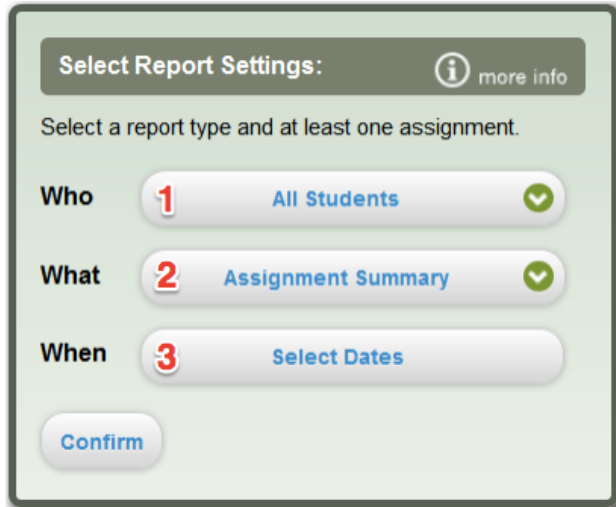
Dimension	Categories/Options	Option Descriptions
<b>1 Who</b> (Students and rosters included in the report)	All Students (default)	View all students who have ever been a member of at least one of your rosters.
	<b>Class/Group</b> <b>your class</b>	These options are available after navigating to a report table. For more information, refer to <a href="#">Navigating Between Dimensions and Report Levels</a> .
	Assigned Students	
	Student	
<b>2 What</b> (Type of report)	Assignment Summary (default)	View average and raw scores for selected assignments, as well as the percentage of students who have completed or not yet started selected assignments.
	<b>Benchmark Proficiency Report</b> <b>summary by standard</b>	View proficiency for each benchmark associated with the quiz items in the assignment. You can also view a description of each benchmark and its related skills and resources.
	<b>Item Analysis Report</b> <b>question by question</b>	View a summary for each quiz item in the selected assignment(s). You can view each item and the distribution of student responses.
<b>3 When</b> (Assignments included in the report)	<b>Find Assignments That Have:</b> <ul style="list-style-type: none"> <li>• A start date in the selected date range (default)</li> <li>• A due date in the selected date range</li> <li>• Start and due dates in the selected date range</li> </ul>	This category is used to filter the list of assignments available for selection. <b>change this as needed</b>
	<b>Select Assignments:</b> (varies by educator) <b>choose the assignment</b>	Select at least one assignment. <i>Note: If multiple assignments are selected, the report displays each one side by side.</i>
	<b>Incomplete Assignment Settings:</b> <ul style="list-style-type: none"> <li>• Exclude incomplete assignments</li> <li>• Include all assignments but ignore incomplete activities</li> <li>• Include all assignments and score incomplete activities as zero</li> </ul>	This category tells SAGE Formative how to handle assignments that were not fully completed by students. <b>choose one of these</b>

1. **Who:** You will most likely choose your class.

2. **What:** You will most likely choose between the Benchmark Proficiency Report and the Item Analysis Report.

3. **When:** Include or exclude assignments based on whether it's completed or not.

# The Reports Widget



Select Report Settings: more info

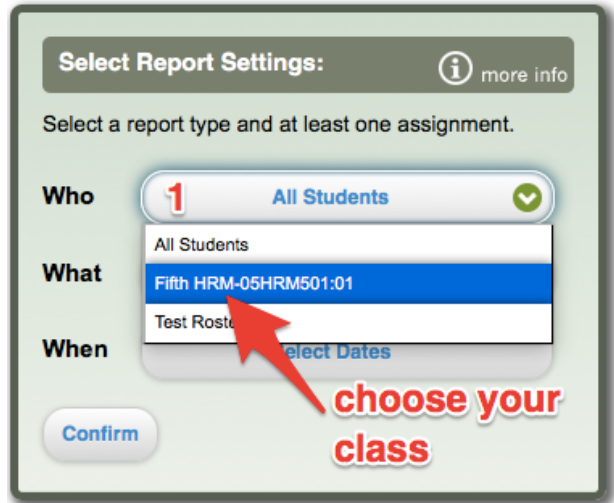
Select a report type and at least one assignment.

Who **1** All Students

What **2** Assignment Summary

When **3** Select Dates

Confirm



Select Report Settings: more info

Select a report type and at least one assignment.

Who **1** All Students

What **2** Assignment Summary

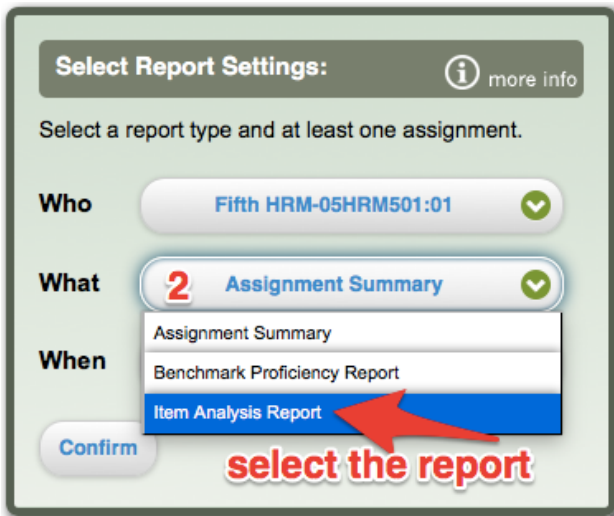
When **3** Select Dates

Confirm

**choose your class**

The “Reports Widget”

1. Who



Select Report Settings: more info

Select a report type and at least one assignment.

Who **1** Fifth HRM-05HRM501:01

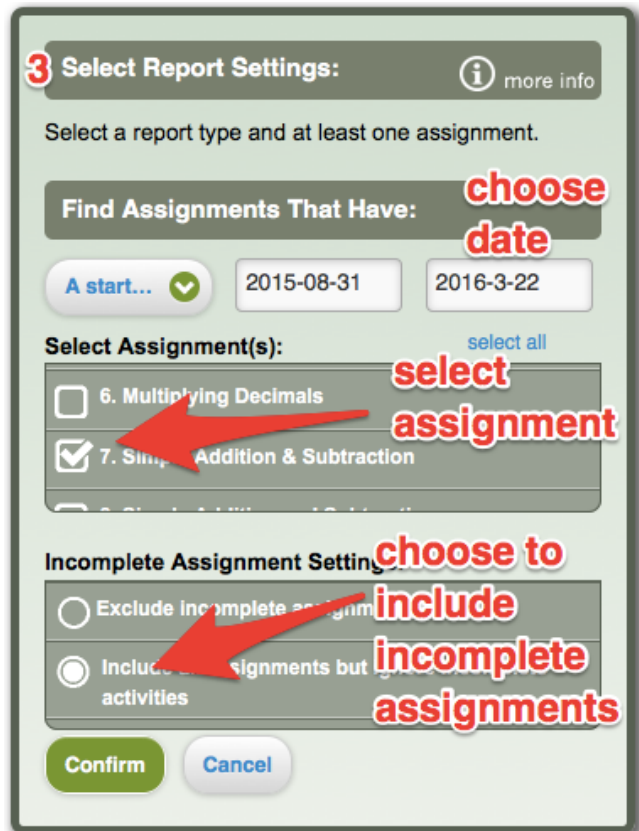
What **2** Assignment Summary

When **3** Select Dates

Confirm

**select the report**

2. What



**3** Select Report Settings: more info

Select a report type and at least one assignment.

Find Assignments That Have: **choose date**

A start... 2015-08-31 2016-3-22

Select Assignment(s): select all

6. Multiplying Decimals **select assignment**

7. Simple Addition & Subtraction

Incomplete Assignment Settings: **choose to include incomplete assignments**

Exclude incomplete assignments

Include incomplete assignments but not activities

Confirm Cancel

3. When: Notice the Reports Widget changes appearance so you can select the three choices under “When”