

## Steps to display a Class Profile with historical data (prior to 2017)

1. Click on Reporting, then click Reporting HTML



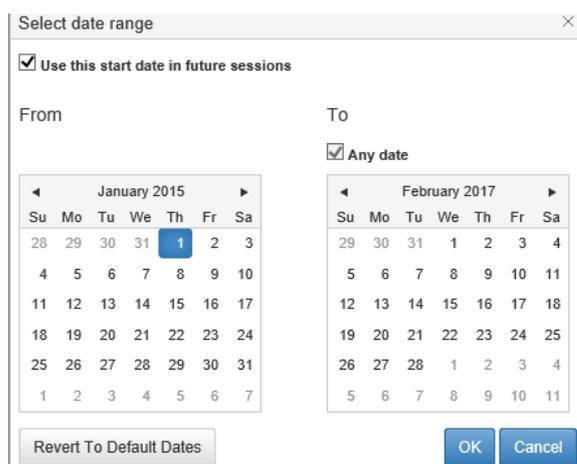
2. Alter the time period displaying results by clicking on the calendar icon

Period: From Jan 1, 2017 

3. Use the calendar under the word 'From' to track back to the when the student results would have been achieved. E.g. if the student is in Year 2 in 2017, select 1 January 2015.

4. The checkbox 'Any date' can be left as checked unless a more specific range is required.

5. Click OK

A screenshot of a 'Select date range' dialog box. It has a title bar with a close button. Below the title bar, there is a checked checkbox labeled 'Use this start date in future sessions'. Underneath, there are two columns: 'From' and 'To'. The 'From' column has a calendar for January 2015 with the 1st selected. The 'To' column has a calendar for February 2017 with the 1st selected. There is also a checked checkbox labeled 'Any date'. At the bottom, there are three buttons: 'Revert To Default Dates', 'OK', and 'Cancel'.

6. Select the teacher of the 2017 class using the drop down menu 'View Teacher'

\*Depending on your role in the school, you may not need to complete this step

Period: From Jan 1, 2015

View Teacher... ▼

Select Tests

7. Select the name of the 2017 class using the drop down menu 'View Class'

Period: From Jan 1, 2015

View Class... ▼

Select Tests

8. De-select the checkbox 'Restrict to tests taken in this class'

Restrict to tests taken in this class

9. Click on 'Select tests'

Select Tests

10. Select the option 'MOI – Historical Data' by clicking on the checkbox

## Tests

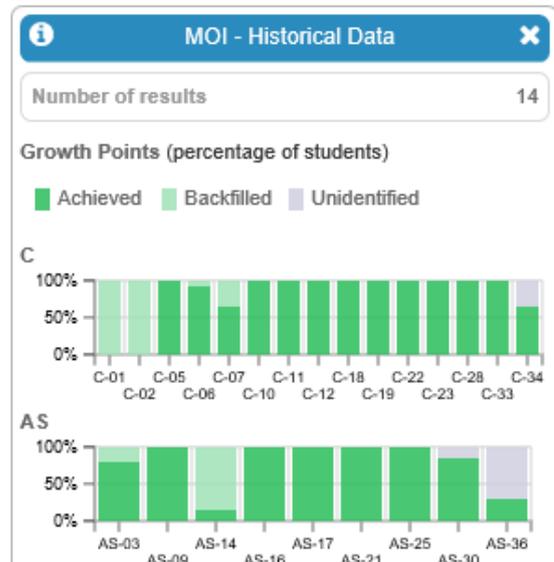
Result Count values shown in parentheses ( ) indicate results w

	Test
<input type="checkbox"/>	EOI - Module 1
<input type="checkbox"/>	EOI - Module 2
<input type="checkbox"/>	EOI - Module 3
<input type="checkbox"/>	EOI - Module 4
<input checked="" type="checkbox"/>	MOI - Historical Data

11. Click on 'View Summary Results'



12. Scroll down to the bottom of the Summary Results graph



13. Click on the Class Profile icon



14. The Class Profile view is displayed. This indicates the points of growth achieved (dark green), achieved by backfill (light green), and not achieved (grey). Select the 'Show dates' check box to display when the point of growth was achieved. For further information on analysing the data to determine a starting point, please refer to the **2017 Starting Points** document.



15. For more detailed information regarding the points of growth achieved for each student, click on 'Student Profiles'.

