Tracking Test Collection

Learn to monitor test submissions. From the test, you can access:

- Completion rates by school, teacher and class
- A list of students who were assigned a test but do not have submitted results
- Results by students in a spreadsheet

Who Can Run these Reports?

The ability to run the reports has two requirements:

- Ability to access test content on the Test Details page
- Access to the student profile of at least one student who took the test or be in a role with the "Add or update student responses" operation

Understanding 'In Progress' versus 'Complete' Status

The test is 'In Progress' when the current day is between the start date and the end date. A test switches from 'In Progress' to 'Complete' status automatically when the end date occurs, or when the number of results exceeds a specified percentage of assigned test takers. The threshold varies by district, but is usually set around 85%.
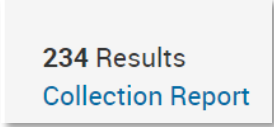
View the Data Collection Report

The Data Collection report shows the collection status of 'in progress' and 'completed' tests administered during the current test window.

To run the report:

1. In the Reporting menu, select **Report Dashboard**

2. In the Test Results tab, locate the assessment, using available filters if needed
3. Click a test title to access the Test Summary page
4. On the Test Summary, click **Collection Report**

234 Results
Collection Report

Navigating in the Report

If the test is assigned to multiple sections, you can view collection data at the highest assigned level, or drill down to view the desired data. Depending on your access level, you will arrive at the region, district school or class level and can drill down to more specific levels

Use the 'bread crumb' links to navigate back up.

National School District → South Region → Grover Cleveland High → O'Toole, Litrinna

For each group of students, the report shows the:

- Number eligible for testing (assigned to this test)
- Number of results collected so far
- What percent of the assigned total is collected
- How many have been completed online
- Test collection status

To view a list of students who were assigned to take the test but who do not have results in Schoolnet, click **Uncollected Students Only**. either

| All Students | Collected Students Only | Uncollected Students Only |
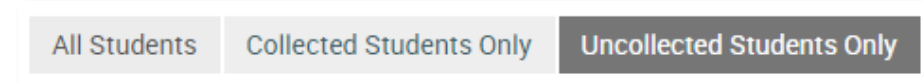
At the school level, you can group uncollected students by teacher and filter on only the classes you teach, if applicable.

| Group by Teacher | All Sections | Only My Sections |
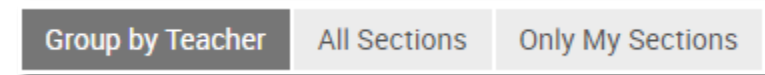
In the upper right corner of the Collection Report on the Track page is a CSV Export menu. You can export a list of uncollected students or create a file or results by student and item, described below.

⬇CSV Export ▾

Test Results

List of Uncollected Students

Export Results by Student

Based on user permissions, some users can export a file of results by student and item.

To run the report:

1. Navigate to the test detail page, for example by selecting Assessment Dashboard in the Assessments menu and then searching for and clicking the test name

2. Under Test Collection Details, click **Export Test Results**

▾ Test Collection Details

8 of 6,367 Students
Threshold Not Met
Data Collection Report
⬇ Export Test Results

3. When the report is ready, export the report from the notifications menu

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⬇ Your export is ready to download:
TestResults_77887_032120171443.csv
Click the link to download the export.

Today at 2:43 PM