

Creating and sharing reports is an easy task within Performance Matters.

1. Decide what you want to look up in either Baseball Card Reports or Scoreboard Reports.



2. Choose what measures you'll be using to build your report. In my example, I compared last year's i-Ready scores across all three diagnostics.

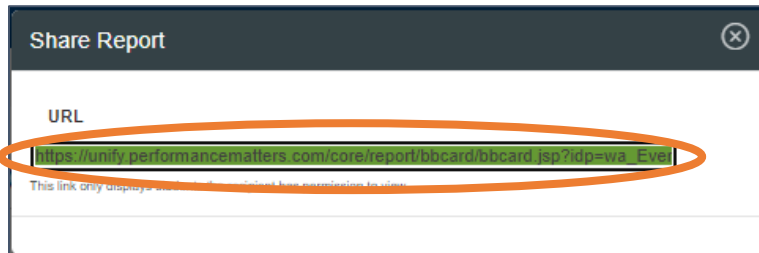
i-Ready Result Reading Overall SS - Fall 2019-2020 1	i-Ready Result Reading Overall SS - Winter 2019-2020 2	i-Ready Result Reading Overall SS - Spring 2019-2020 3
265		
265	335	475
275	397	
275	385	509
275	295	312
278	335	516

3. Once you've built your report, click the share icon at the top.



4. When the Share Report box pops up, copy the URL.

You can share this link with anyone in the district. However, their results will vary depending on their permissions. For example, a teacher at Lowell ES will see only Lowell students, a teacher at Evergreen MS will only see Evergreen students. If your report only includes 9th graders, staff at middle and elementary schools will not see any data.



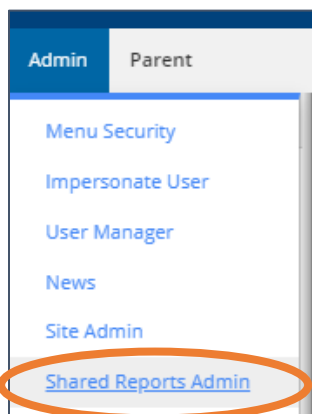
Share Report

URL

https://unify.performancematters.com/core/report/bbcard/bbcard.jsp?idp=wa_Eve

This link only displays data for the student who has permission to view.

5. Once you've copied the link, navigate to Admin -> Shared Reports Admin. (If you are interrupted before saving the link, I recommend pasting it somewhere for yourself if you need to continue this portion at a later date and don't want to rebuild your report.)



Admin Parent

Menu Security

Impersonate User

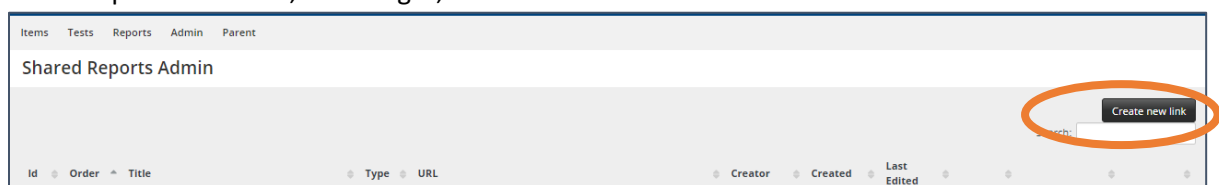
User Manager

News

Site Admin

Shared Reports Admin

6. At the top of the screen, at the right, click on Create new link



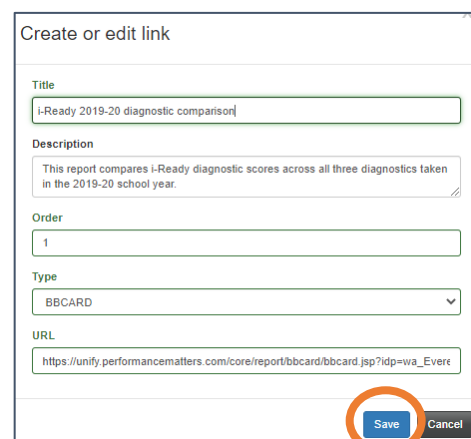
Items Tests Reports Admin Parent

Shared Reports Admin

Create new link

Id	Order	Title	Type	URL	Creator	Created	Last Edited
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7. In the create or edit link box, give your report a title, a description that makes sense, an order # (this is optional, but you can use the order number to rank your saved reports), indicate the Type of Report, and then paste in the URL you copied earlier. Click Save when done.



Create or edit link

Title

I-Ready 2019-20 diagnostic comparison

Description

This report compares I-Ready diagnostic scores across all three diagnostics taken in the 2019-20 school year.

Order

1

Type

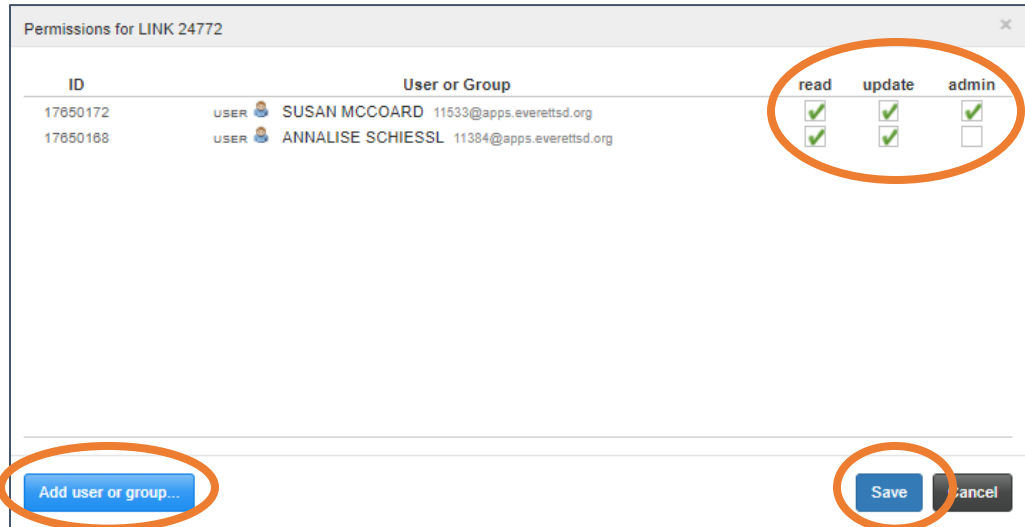
BBCARD

URL

https://unify.performancematters.com/core/report/bbcard/bbcard.jsp?idp=wa_Eve

Save Cancel

8. Once you've saved your report, you can edit it and make changes, or you can click the Permissions box. Permissions is where you give people access to your report. Use the blue Add user or group... box to add anyone in the district. You can give them three levels of permissions. Read, update, and admin.
- read - users can preview the report in the MyDashboard Shared Reports tab.
 - update - If a user has access to the Shared Reports Admin page, they can edit the link.
 - admin - Update permissions plus users can delete the report and assign permissions.



ID	User or Group	read	update	admin
17650172	USER SUSAN MCCOARD 11533@apps.everettsd.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17650188	USER ANNALISE SCHIESSL 11384@apps.everettsd.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add user or group...](#) [Save](#) [Cancel](#)

This will place the link to your report in their shared reports folder and they can access it at any time.

9. You will be able to access your saved reports at any time from the Shared Reports menu.

Shared Reports Admin										
										Create new link
Search: i-ready										
Id	Order	Title	Type	URL	Creator	Created	Last Edited			
24072	-1	All Grades - SBAC 2019, Winter Placements I-Ready Reading/Math	BBCARD	unify.performancematters.com/core/report/bbcard/bbcard.jsp	Blythe Young	08/28/2020 09:46 AM	08/28/2020 09:48 AM	Edit	Permissions	Delete
24082	-1	Winter Placements I-Ready Reading and SBAC ELA 2019	BBCARD	unify.performancematters.com/core/report/bbcard/bbcard.jsp	Kelly Bell	08/28/2020 09:48 AM	08/28/2020 09:48 AM	Edit	Permissions	Delete
24101	-1	I-Ready Math and ELA Scores Winter 2019 and WAKIDS Assessment 2nd Graders	BBCARD	unify.performancematters.com/core/report/bbcard/bbcard.jsp	Christine Vo	08/28/2020 01:40 PM	08/28/2020 01:56 PM	Edit	Permissions	Delete
24772	1	I-Ready 2019-20 diagnostic comparison	BBCARD	unify.performancematters.com/core/report/bbcard/bbcard.jsp	SUSAN MCCOARD	10/13/2020 02:54 PM	10/13/2020 02:54 PM	Edit	Permissions	Delete
24087	100	Math Report: I-Ready Scores and SBA 2019 and 2018	BBCARD	unify.performancematters.com/core/report/bbcard/bbcard.jsp	Michele Waddel	08/28/2020 10:04 AM	08/28/2020 10:04 AM	Edit	Permissions	Delete
24089	100	ELA Report: I-Ready Scores and SBA 2019 and 2018	BBCARD	unify.performancematters.com/core/report/bbcard/bbcard.jsp	Michele Waddel	08/28/2020 10:27 AM	08/28/2020 10:27 AM	Edit	Permissions	Delete