Finding Target Reports in the Smarter Reporting System

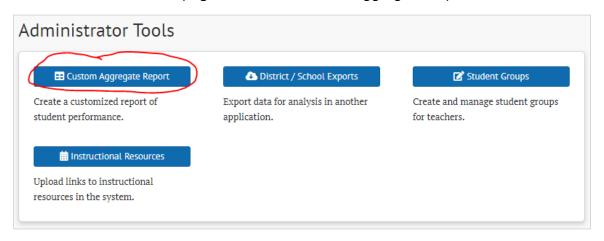
Introduction

Target Reports are available in two different locations of the Smarter Reporting System (SRS) depending on the role of user.

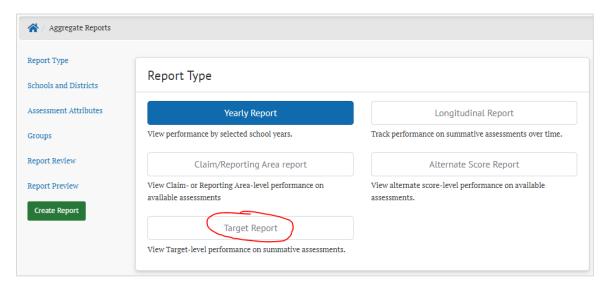
District and School Level Users

Users who have access to the Administrator Tools can access Target Reports from the Custom Aggregate Report area of the SRS.

1. From the SRS home page, select the Custom Aggregate Report.

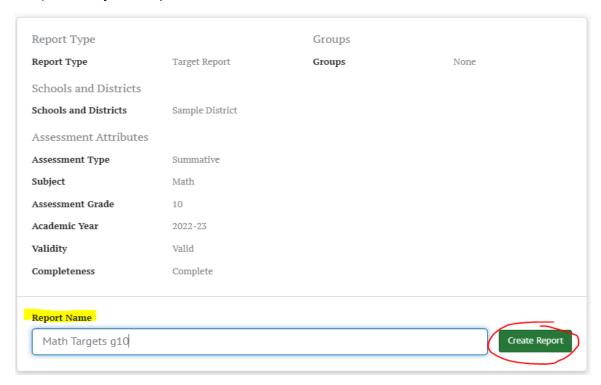


2. Select the Target Report.

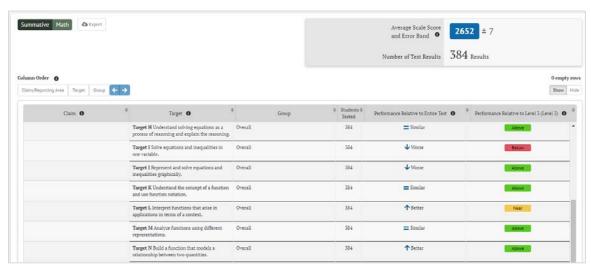




3. Then make the other selections needed on the screen like school, subject, assessment grade, and academic year (This video about the <u>Custom Aggregate reports</u> may be helpful.)



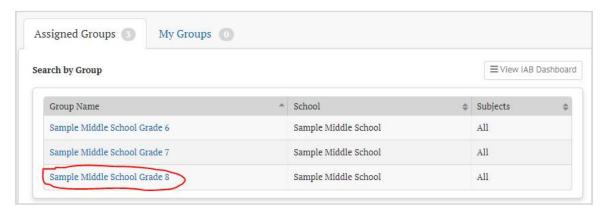
- 4. Give the report a name in the Report Name box (this example says "Math Target g10"). This will help you find the report later in the My Reports area, so you do not have to repeatedly create it.
- 5. Select the green Create Report button.
- 6. The Target Report will then generate on a new screen.



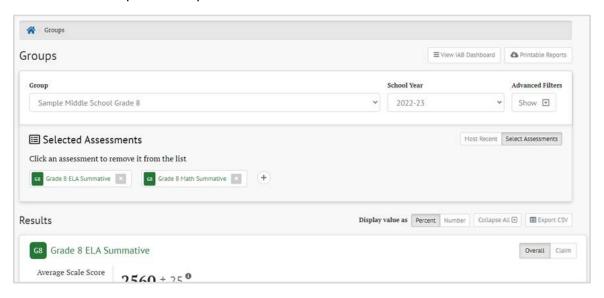
Teachers and others with Assigned Groups

Users who have groups of students assigned to them can access Target Reports from their Groups screen.

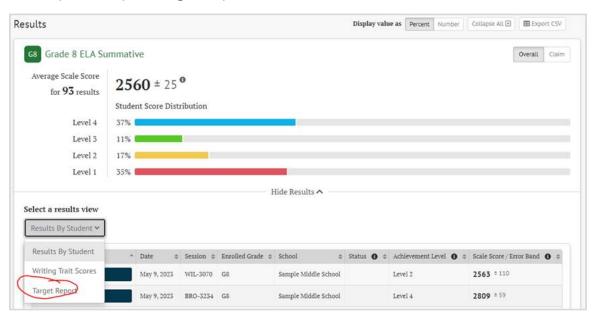
1. From the SRS home page click on a group name in the Assigned Groups tab.



2. On the Groups screen pick a summative test.



3. Then scroll down to the list of student results and in the *Select a results view* drop-down, pick Target Report.



4. The Target Report for the group will then display:

