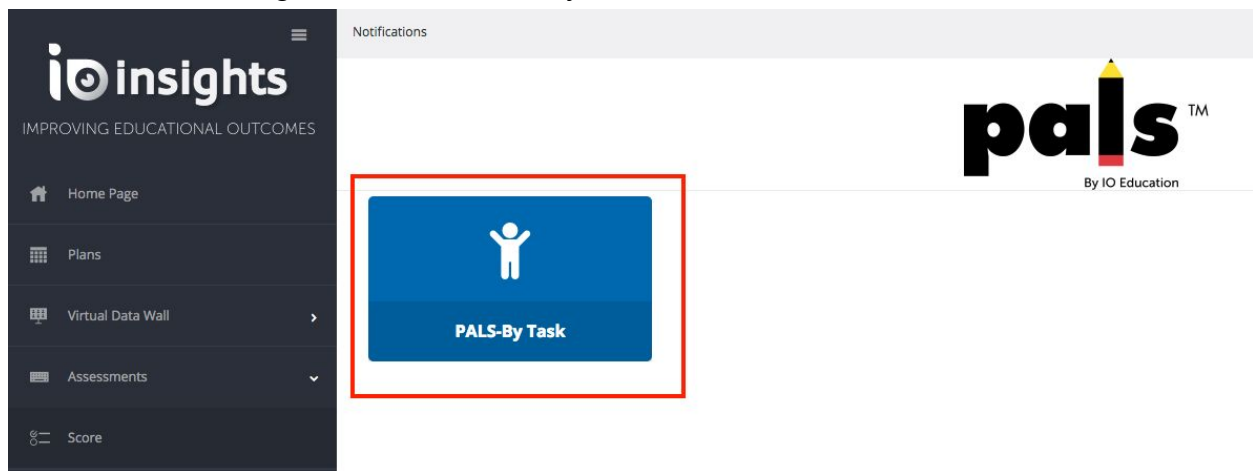


IO Insights: Viewing and Printing Reports

Viewing Reports: The PALS-By Task report on the homepage allows administrators to quickly see PALS assessment information for their school.

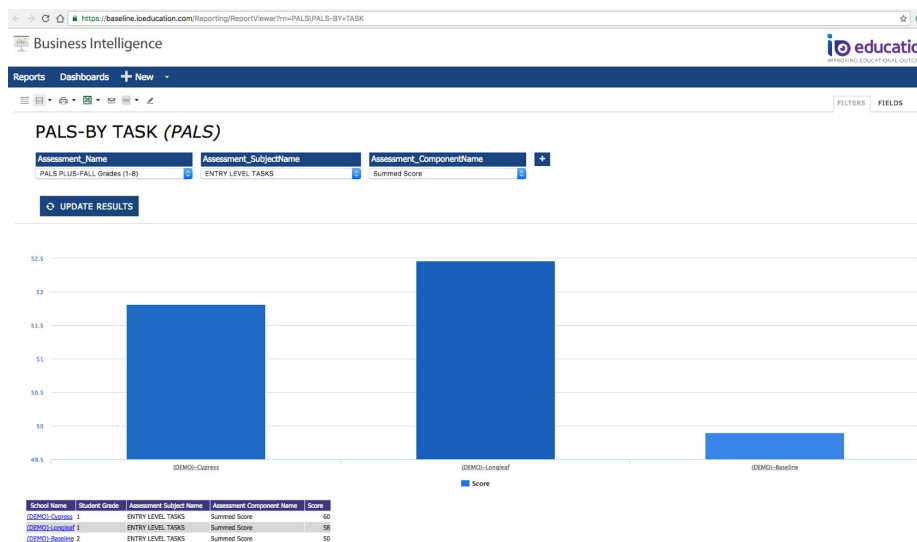
Step 1

From the Home Page, click the PALS-By Task button.



Step 2

A new window will open revealing PALS data for your school. Users can drill down through the report to see additional detail and breakdowns of the data by clicking on the blue columns of data.



Step 3

Additional Filter options are available at the top of the page.

Step 4

A data table containing all of the school operation information remains under the graph at every level, adjusting with each drill down.

School Name	Student Grade	Assessment Subject Name	Assessment Component Name	Score
(DEMO)-Cypress	1	ENTRY LEVEL TASKS	Summed Score	60
(DEMO)-Longleaf	1	ENTRY LEVEL TASKS	Summed Score	58
(DEMO)-Baseline	2	ENTRY LEVEL TASKS	Summed Score	50
(DEMO)-Cypress	2	ENTRY LEVEL TASKS	Summed Score	44
(DEMO)-Longleaf	2	ENTRY LEVEL TASKS	Summed Score	47

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Step 5

Users can click on any blue hyperlink field to reveal additional data.

School Name	Student Grade	Assessment Subject Name	Assessment Component Name	Score
(DEMO)-Cypress		ENTRY LEVEL TASKS	Summed Score	60
(DEMO)-Longleaf		ENTRY LEVEL TASKS	Summed Score	58
(DEMO)-Baseline		ENTRY LEVEL TASKS	Summed Score	50
(DEMO)-Cypress		ENTRY LEVEL TASKS	Summed Score	44
(DEMO)-Longleaf		ENTRY LEVEL TASKS	Summed Score	47

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(DEMO)-Cypress								
School Name	Student ID	Student First Name	Student Last Name	Student Grade	Assessment Subject Name	Assessment Component Name	Score	
(DEMO)-Cypress	DEM1371444	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	23	
(DEMO)-Cypress	DEM1371467	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	38	
(DEMO)-Cypress	DEM1371479	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	54	
(DEMO)-Cypress	DEM1371495	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	43	
(DEMO)-Cypress	DEM1371515	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	46	
(DEMO)-Cypress	DEM1371561	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	41	
(DEMO)-Cypress	DEM1371595	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	45	
(DEMO)-Cypress	DEM1371899	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	24	
(DEMO)-Cypress	DEM1371935	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	34	
(DEMO)-Cypress	DEM1372044	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	53	
(DEMO)-Cypress	DEM1372112	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	27	
(DEMO)-Cypress	DEM1372293	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	35	
(DEMO)-Cypress	DEM1372301	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	55	
(DEMO)-Cypress	DEM1372352	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	11	
(DEMO)-Cypress	DEM1372361	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	44	
(DEMO)-Cypress	DEM1372395	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	57	
(DEMO)-Cypress	DEM1372396	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	55	
(DEMO)-Cypress	DEM1372399	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	51	
(DEMO)-Cypress	DEM1372402	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	22	
(DEMO)-Cypress	DEM1372403	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	65	
(DEMO)-Cypress	DEM1372404	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	37	
(DEMO)-Cypress	DEM1372405	Sample	Student	2	ENTRY LEVEL TASKS	Summed Score	22	

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Printing Reports:

Several options exist for printing out reports for your division. These include using your browser's print function to print the graph, and printing the data table via the print button.

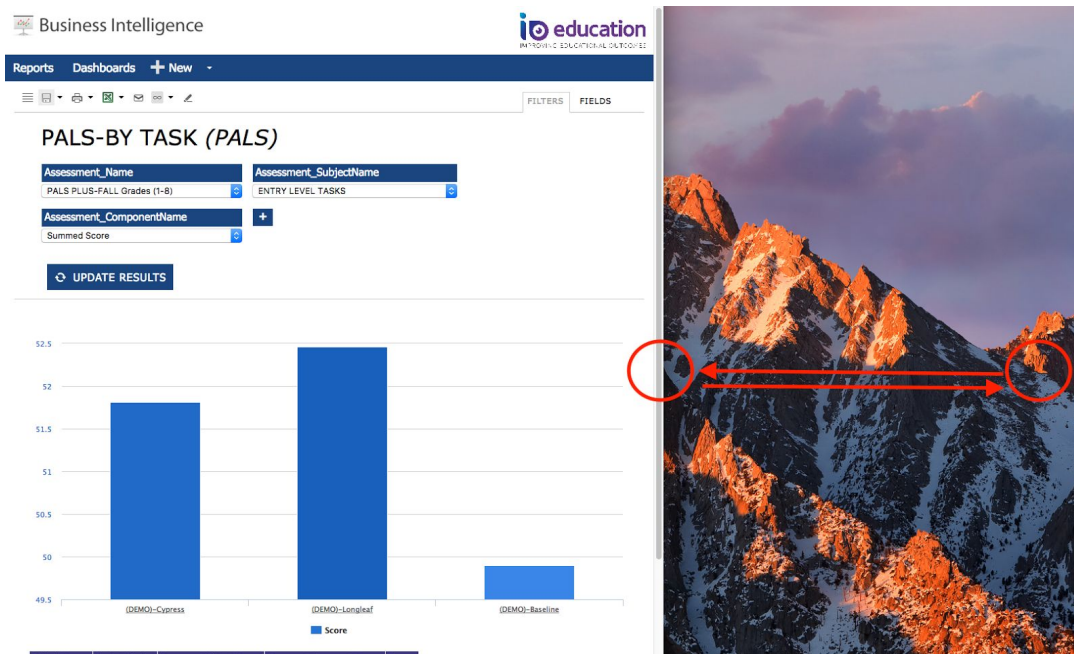
To print the graph view:

Step 1

Apply the filters for the data that you want to print.

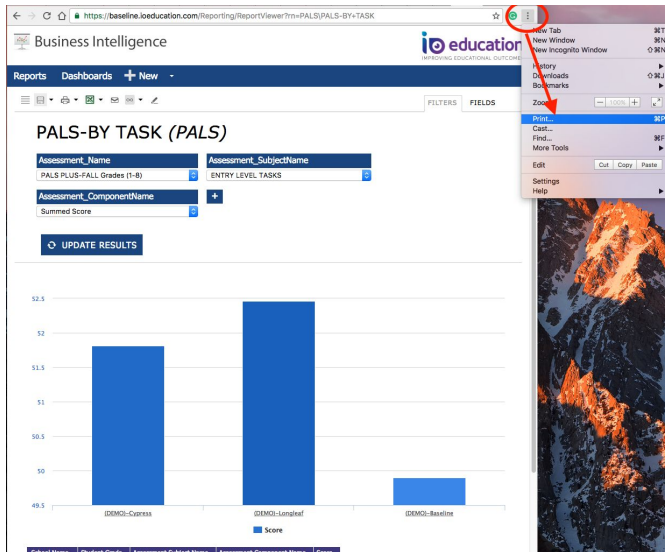
Step 2

Resize your browser window to give you the view that you want. The report will change size and width to keep the data in view.



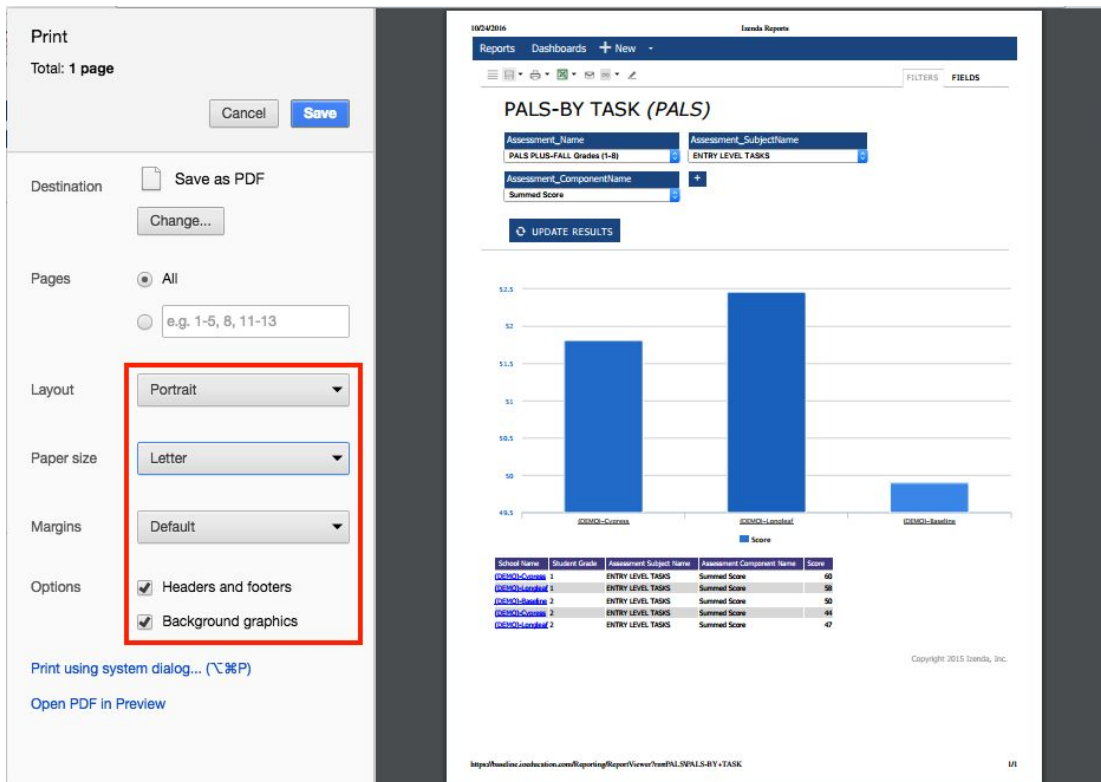
Step 3

Select the “Print” option from your browser, or use the shortcut Ctrl+P (or Command+P on Mac).



Step 4

Select the Layout, Paper Size, and Margins that give you the best view of the graph. Also ensure that “Headers and Footers” and “Background Graphics” (or similar options, depending on your browser and operating system) are checked/turned on.



Step 5

Click "Print" or "Save."

The screenshot shows a print dialog box on the left side of the screen. The dialog has a 'Print' title and 'Total: 1 page' text. It contains a 'Cancel' button and a 'Save' button, which is circled in red. Below these are options for 'Destination' (Save as PDF), 'Pages' (All), 'Layout' (Portrait), 'Paper size' (Letter), and 'Margins' (Default). There are also checkboxes for 'Options' (Headers and footers, Background graphics) and links for 'Print using system dialog...' and 'Open PDF in Preview'.

The main report area is titled 'PALS-BY TASK (PALS)'. It features a filter section with dropdowns for 'Assessment_Name' (PALS PLUS-FALL Grades 1-4), 'Assessment_SubjectName' (ENTRY LEVEL TASKS), and 'Assessment_ComponentName' (Summed Score). Below the filters is an 'UPDATE RESULTS' button. The report displays a bar chart with three bars representing scores for different schools: J2020-Crosses (approx. 118), J2020-Lansdale (approx. 125), and J2020-Jessette (approx. 48). Below the chart is a data table:

School Name	Student Grade	Assessment Subject Name	Assessment Component Name	Score
J2020-Crosses 1	ENTRY LEVEL TASKS	Summed Score	60	
J2020-Lansdale 1	ENTRY LEVEL TASKS	Summed Score	58	
J2020-Jessette 2	ENTRY LEVEL TASKS	Summed Score	50	
J2020-Crosses 2	ENTRY LEVEL TASKS	Summed Score	46	
J2020-Lansdale 2	ENTRY LEVEL TASKS	Summed Score	47	

At the bottom of the report, there is a copyright notice: 'Copyright 2015 trends, Inc.' and a URL: 'http://medias.zonedacion.com/ReportingReportViewer.html?NL5WALS-BY-TASK'.

To print the data table:

Step 1

Apply the filters for the data that you want to print.

Step 2

Click the Print button.

