## BACKING UP YOUR ASSESSMENT DATA

The eAssessment platform has the option to export any of the reports generated to a .csv file. Follow the steps below to generate a report and save them as a .csv file that can be saved to your computer to create a back up of your data

1. Open eAssessment.
2. Choose "Reporting".
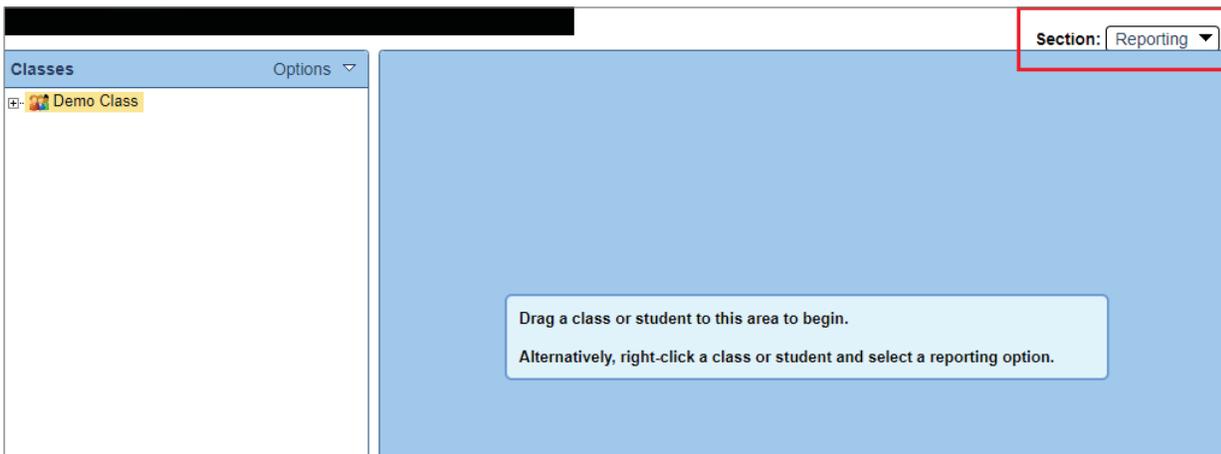


3. To select the report type, drag a class from the Classes pane to the editor pane or right-click the class. Click the OK button.
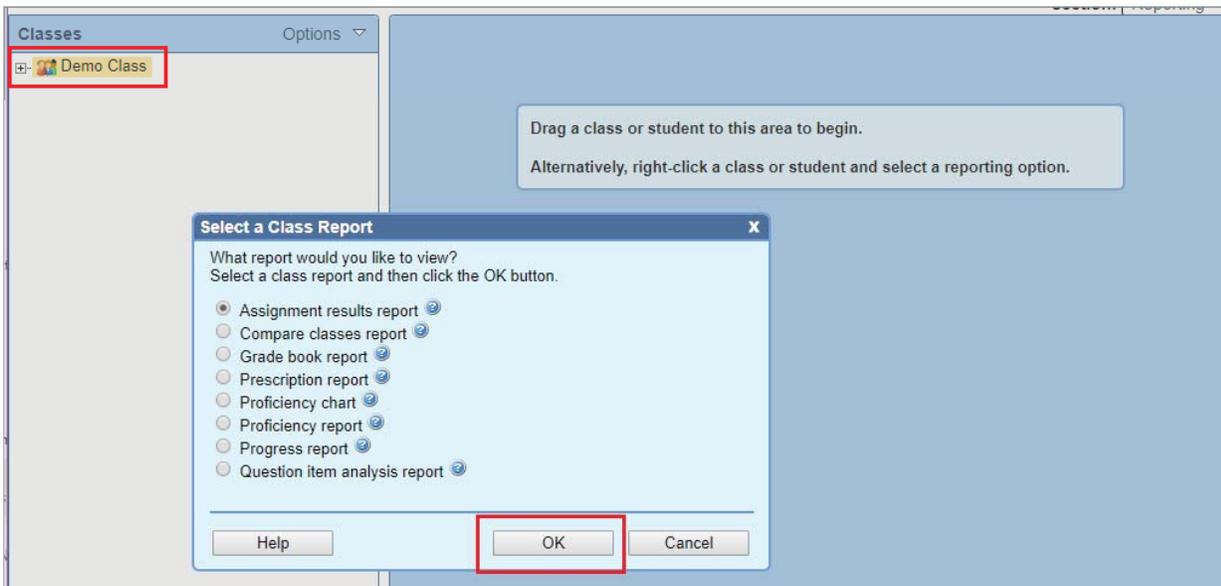


4. Select the appropriate report options. *Options will vary based on report type*
5. Click the OK button to view the report

6. Click the ![icon] button in the upper right hand corner to save the report as a .csv file, which can be opened in most spreadsheet applications and imported into many grade book applications.

7. Click the ![icon] button to change the report settings.

8. Repeat steps 1–7 as necessary until all student data is exported in the format(s) desired.

**REPORTS AVAILABLE INCLUDE:**

**Assignment results report** – This report details how your students performed on a selected assignment. For each student in the class, the report lists the assignment score, the number of attempts, the start time, and the assignment duration. The report also provides a detailed statistical analysis and bar graph of the assignment results.

**Compare classes report** – This report will compare the standards covered by two classes. For each standard, the report displays the number of question items, the average score, and the percentage of students who are proficient for each class.

**Grade book report** – This report details how your students performed on all assignments in a term or date range. For each student in the class, the report lists the points earned, points possible, and overall average.

**Prescription report** – This report details class performance on a selected assignment. Based upon each student's proficiency, students may receive a prescription for the assignment.

**Proficiency chart** – This report provides an easy-to-use visual representation of student proficiency levels. For each standard, the report displays the number of question items and a visual representation of each student's proficiency level.

**Proficiency report** – This report details class proficiency on all standards during a specific term or date range. For each standard covered, the report displays the number of question items, a graph that shows the class average and range of scores, and the number of proficient students.

**Progress report** – This report details class performance on all assignments in a term or date range. For each assignment, the report lists the assignment name, category, the number of students who took the assignment, the date, the points possible, and the average score.

**Question item analysis report** – This report details class performance on each question of an assignment. This will assist you in identifying invalid questions and areas that may need additional instruction.