Tracking Test Collection
Quick Reference Card

View the Data Collection Report

The Data Collection report shows the collection status of 'in progress,' 'completed,' and 'incollected' tests administered during the current testing window. There are two ways this information can be obtained.

A. *To run the report from the Test Details Page*

1. Select Assessment Dashboard in the Assessments menu and then search for and clicking the test name

Make sure you choose CA – (capital CA space dash) to narrow down the common assessments. Fill in the lines, then choose Filter.

2. Choose the test you want to view.
3. Test Details page-choose the dropdown for Status & Student Comments. Choose Data Collection Report

4. After you open the Data Collection report, you can sort three ways and drill down to specific teachers or sections

- If you choose Group by Teacher, you will see teacher names first.
- After you choose a teacher, the sections will appear showing which ones are in progress, not started, or completed.
- Choose section, student list will appear with collection status

5. If you would rather print an export of all the students who have not completed the test, do it from this screen prior to choosing a teacher or section

6. The report includes:
    - School Name
    - Class to which test was assigned
    - Teacher name
    - Student name, ID and grade level
    - Test name

To run the report:

1. Navigate to the Data Collection report as described above
2. In the CSV Export menu, select 'List of Uncollected Students'
3. When the report is ready, export the report from the notifications menu

B. *To run the report from the Track Completion Rates page*

1. Select Track Completion Rates under the Assessments dropdown in Schoolnet

2. Complete the information in the Find a Test section.
    - Make sure you choose CA – (capital CA space dash) to narrow down the common assessments.
    - Choose Subject
    - Choose Grade Level
    - Data Collection Status-Incomplete
    - GO

3. Choose the test you want to view
4. Choose Collection Status on far right
5. The list of students can be exported from this screen

To run the report:

- Navigate to the Data Collection report as described above
- In the CSV Export menu, select 'List of Uncollected Students'
- When the report is ready, export the report from the notifications menu

6. If you choose not to run the report, you can drill down by teacher or section

- If you choose Group by Teacher, you will see teacher names first.
- After you choose a teacher, the sections will appear showing which ones are in progress, not started, or completed.
- Choose section, student list will appear with collection status