

# UTIPS Training

## Reports and Sharing Tests

March 2010

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### Viewing Reports

- 1) Go to Reports and choose All Tests to see a list of the tests taken by users on your site
- 2) Click Show All Tests Posted in the top center part of the window to select the *time period* you want to view scores from (choose All Scores to show results from any test you have given)
- 3) Click the name of the test you want to view scores for and you will see the names of students who took the test, along with their scores, percentages and when the test was taken (the information displayed is from the report you get by clicking the people icon in the top right corner of the screen)
- 4) Put a checkmark in the box next to any student names that have a score of "0" or say Not Submitted (most likely that student logged in more than once and there is an actual score for them also in the list) and click Delete at the top of the screen
- 5) All reports may be printed by clicking the Print button on the screen.

### There are five different types of reports:

1. People – creates a list of test takers with their scores

- Student names are linked (underlined) – clicking on a student name takes you to that student's test
- The data may be resorted by clicking on the name of another column (Name, Score or when the test was Taken)



Open Book		4-Math Practice2		Filter: All Score 100	
		33 - Forced Response			
Delete Select All				Export	
Name	Forced Response	Total Score	Taken		
<input type="checkbox"/> Ramus, Sierra	96% (316/330)	96%	May 3, 2005 10:33 AM		
<input type="checkbox"/> Carriqueave, Stephan	90% (298/330)	90%	May 3, 2005 10:24 AM		
<input type="checkbox"/> Gutierrez, Luis	93% (306/330)	93%	May 3, 2005 10:48 AM		
<input type="checkbox"/> Johnson, Gabriel	82% (269/330)	82%	May 3, 2005 10:14 AM		
<input type="checkbox"/> Ridgeway, Ashley	87% (286/330)	87%	May 3, 2005 10:07 AM		
<input type="checkbox"/> Rosquist, Kyler	74% (243/330)	74%	May 3, 2005 10:20 AM		
<input type="checkbox"/> Smith, Benjamin	83% (274/330)	83%	May 3, 2005 10:20 AM		
<input type="checkbox"/> Speer, Rylee	85% (279/330)	85%	May 3, 2005 10:13 AM		
<input type="checkbox"/> Trowbridge, Nicholas	94% (310/330)	94%	May 3, 2005 10:28 AM		
<input type="checkbox"/> Vazquez, Melanie	92% (303/330)	92%	May 3, 2005 10:52 AM		

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2. Pie Graph shows % of student performance
  - Click on a colored section of the pie to see a list of students who performed in the range indicated by that section of the pie graph
  - Notice the names are linked again, so click on a student's name to see his/her test
3. Blue Bar Graph icon analyzes test question performance
  - View how students performed on individual questions
  - Click on one of the bars to see the question and the percentage of students who selected each answer for that question

*This report provides a great opportunity for reteaching critical skills. Share a particularly troublesome question with students. Show them the percentages for each answered choice. Discuss where the confusion came from and what they can learn from it.*

- Click on a percentage and scroll down to see a list of students who selected that answer for the question
  - Click on a student's name to see his/her test
4. Multi-Colored Bar Graph shows how your students compare with any students in the state who have answered the questions selected by this test
    - Similar to the Blue Bar Graph in how to use it
    - Click on a yellow bar to see the comparison on a specific question
  5. Apple Core icon shows a list of students and their performance by standard and/or objective
    - Change the view level by clicking the circle by either Standard or Objective
    - Use the legend to determine what the different colored circles represent
    - Click the box above a particular standard or objective column label to view the standard and objective tested
    - Click on a student's name to see his/her test

## Copying A Test

If you create a great test, you may want to share it with another teacher. It is possible to copy/import tests from one account to another.

- 1) The owner of the test should open (click the name of) the test they want to share
  - a) Go to Test and choose Edit
  - b) Change Allow other Teachers to "COPY" this test? from No to Yes
  - c) Write down the Test ID number at the top of that window
  - d) Click Update
  - e) Give the Test ID number to the copying teacher
  
- 2) The teacher who wants the copy must log in to their own account at <http://www.myutips.org/>
  - a) Click the main folder
  - b) Go to Test and choose Import
  - c) Type the Test ID Number given to you by the test owner
  - d) Click Import
  - e) Click OK to confirm and wait for it to be imported
  - f) Make any changes you want to the copied test
  - g) Publish the test to make it visible to those who visit your site. Go to Test and choose Publish (a red **P** will show up next to the test name in the left margin indicating the test is now available on your testing web site)