How to Create a Report in Enrich

First: How to Access Enrich

1. Open the login page: https://richland1.enrichcloudsc.com.
2. Select your school.
3. Enter your network username and password.

   Note: Use the username and password that opens your computer in the morning.

HOW TO: Create a Report

4. Under "Reports" on the main page, click on Manage Reports & Notifications.
5. Select "Assessments" as the Category.
6. Expand the selections under "New Blank Report" and click on Test Score Details.

7. **What Would You Like to Name Your Report?** Rename the report by editing "New Student Report". For example: "HB Rhame 2023 PASS and SC READY".

8. **What Student Information Would You Like to Display?** The default display is Information by Student.

   A. If you want to view PowerSchool variables other than student last name and first name, select Add Columns, click the box next to the variables of interest, and then click Done.

   B. If you want to view a certain data subset, select Add Filter, chose the variable in the drop-down box you wish to filter and click the box next to the value(s) desired. For example, you may want to filter on Grade Level (current) and select Grade 02. Click Done after you have selected your filter. Repeat Step B if you have more than one filter.

9. **What Test Scores Would You Like to See?**

   A. Click Add Test Administration. B. Choose Test (i.e. SC READY). C. Select Administration (i.e. 2019 Spring, etc). D. Check the test variables you would like to view. E. Click Done. F. Repeat Steps A to E for additional test scores you want to view (i.e. PASS).

10. When adding more than one test administration, you may need to uncheck "Omit students if they were untested in one or more administrations." This will enable you to view all selected student test scores; otherwise, you will only view students who have scores from all selected administrations.

11. Next, click "Run" or "Save & Run."

    Note: You can access saved reports on your Enrich home page under Reports > Manage Reports & Notifications.

12. To print the report, first export the report by selecting Export. Then, select Open, and the file will be opened as a Microsoft Office Excel Comma Separated Values file. Format the file as desired and then print. If you do not have Excel, Windows will ask you to choose a program to use with this file. Locate and select the spread sheet program you wish to use.

If you need any help, please contact the Office of Accountability, Assessment, Research and Evaluation (AARE) at 231-7450.

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