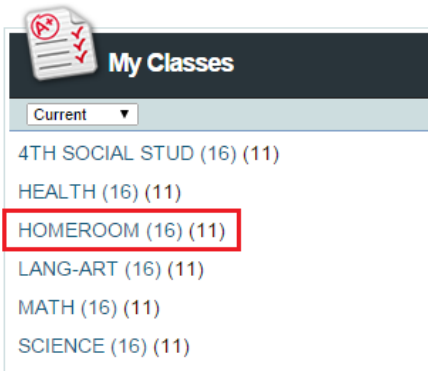
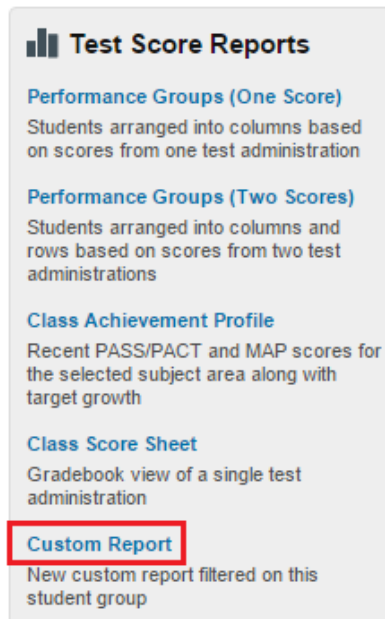


## How Teachers can run an assessment score report for a class in Enrich

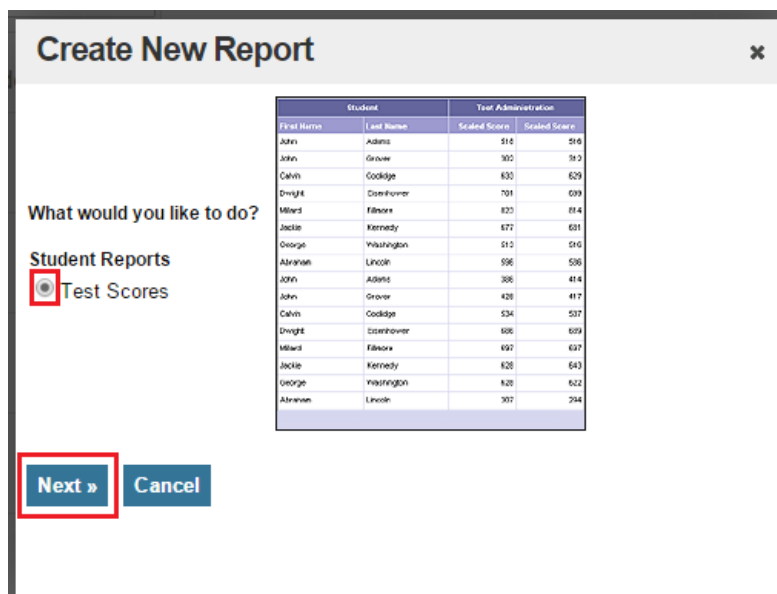
1. Login to Enrich (<https://richland1.enrichcloudsc.com>).
2. Click on a class from “My Classes” (bottom, center of screen):



3. Now you should see a list of students on the left under “Current Roster.”  
On the right side of the screen, click on “Custom Report” from under “Test Score Reports.”



4. Select “Test Scores” from the box and click “Next.”



5. Give the title a descriptive name:

### What would you like to name your report?

Homeroom Test Score Report Fall 2015

6. Select “Information by Student” so that the report will display individual test scores for all students in the class:

### What Student Information would you like to display?

☒ Information by Student

*Student-level data showing student name and date taken for each test score.*

☐ Information Summarized by:

and

*Grouped data showing such things as min, max, and mean scores.*

7. Leave the information in the “Student” box as is:

Student

**Displayed Columns**

☒ Last Name

☒ First Name

+ Add Columns

**Filters**

☒ where Class is  16 - HOMEROOM ☒ Add

+ Add Filter

the name of the class you are running the report for will appear here (box below).

8. Click on “Add Test Administration”:

### What Test Scores would you like to see?

9. Select “District/State/National” from the first Test drop-down menu. Then select “ACT Aspire” from the second drop-down. Select “2015” from the “Administration” drop-down menu.

**Add Test Administration**

Choose a test type below, then select the test score to be added to the report.

**Test:**  District/State/National  ACT Aspire **Administration**  2015

10. Scroll down and check the boxes beside...

**English > Total > Readiness Benchmark**

**English > Total > Scale Score**

**Add Test Administration** ×

Choose a test type below, then select the test score to be added to the report.

**Test:** District/State/National ▼ ACT Aspire ▼ Administration 2015 ▼

- ☐ English > Total > Readiness Benchmark
- ☒ English > Total > Readiness Level
- ☒ English > Total > Scale Score

**Math > Total > Readiness Level**

**Math > Total > Scale Score**

- ☒ Math > Total > Readiness Level
- ☒ Math > Total > Scale Score

**Reading > Total > Readiness Level**

**Reading > Total > Scale Score**

- ☒ Reading > Total > Readiness Level
- ☒ Reading > Total > Scale Score

**Writing > Total > Readiness Level**

**Writing > Total > Scale Score**

- ☒ Writing > Total > Readiness Level
- ☒ Writing > Total > Scale Score

**Done** **Cancel**

Then click “Done.”

11. Now you should see a list of what you selected for ACT Aspire:

ACT Aspire 2015

**Displayed Columns**

- English > Total > Readiness Level
- English > Total > Scale Score
- Math > Total > Readiness Level
- Math > Total > Scale Score
- Reading > Total > Readiness Level
- Reading > Total > Scale Score
- Writing > Total > Readiness Level
- Writing > Total > Scale Score

+ Add Columns

**Filters: none**

+ Add Filter

To the left is a list of the data points you have requested in the previous step. Double check to ensure that you see everything you need listed here.

12. Click “Add Test Administration” again to add PASS variables:

**What Test Scores would you like to see?**

+ Add Test Administration

13. This time select “District/State/National” > “PASS” > “2015”:

**Add Test Administration**

Choose a test type below, then select the test score to be added to the report.

**Test:**

District/State/National PASS

**Administration**

2015

14. Scroll down and check the boxes beside...

**Science > Totals > Level**

**Science > Totals > Scale Score**

**Add Test Administration**

Choose a test type below, then select the test score to be added to the report.

**Test:** District/State/National **Administration:** PASS **Year:** 2015

- ☐ Science > Standards > Weather
- ☒ Science > Totals > Level
- ☐ Science > Totals > Report Card Weight
- ☐ Science > Totals > Report Card Weight Growth
- ☒ Science > Totals > Scale Score

**Social Studies > Totals > Level**

**Social Studies > Totals > Scale Score**

☒ Social Studies > Totals > Level

☐ Social Studies > Totals > Report Card Weight

☐ Social Studies > Totals > Report Card Weight Growth

☒ Social Studies > Totals > Scale Score

☐ Social Studies > Totals > Vertical Scale Score

**Done** **Cancel**

Click "Done."

15. Now you will see a list of the PASS variables you selected:

**PASS 2015**

**Displayed Columns**

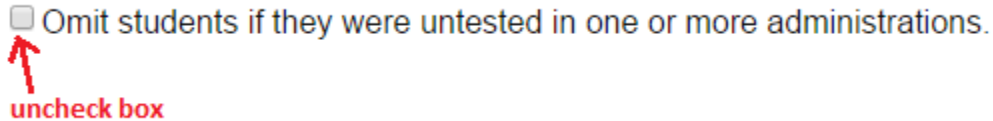
- ☒ Science > Totals > Level
- ☒ Science > Totals > Scale Score
- ☒ Social Studies > Totals > Level
- ☒ Social Studies > Totals > Scale Score

**+ Add Columns**

**Filters: none**

**+ Add Filter**

16. Uncheck the box beside “Omit students if they were untested in one or more administrations” so that students who may have only taken one of the assessments are still included in the report.



17. Click “Run.”



18. Now you should see a table with student names and assessment scores listed.

19. At the top of the page you have a few options:

## View Report



- **Edit Criteria:** This will allow you to change the information that is displayed on the report (example: if you need to add another assessment or change the variables that are being displayed).
- **Save:** This will save the report in Enrich so that you can reuse the template later. Make sure that the report has a descriptive title before you save it. If you need to change the title click “Edit Criteria.”
- **Print:** This will allow you to send a copy of the report to your printer. Because the tables are often cut off when printed directly from Enrich, this is not the best way to print your report.
- **Export:** This will export the table into Excel. From here you can filter and format the table as you wish (for optimal printing).

Please contact Jordan Slice ([elizabeth.slice@richlandone.org](mailto:elizabeth.slice@richlandone.org) or 231-7439) if you need assistance.