

*STIAssessment*

***Job Aid:  
Mapping***

**Author:** STIA Development Team and STI Support  
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## Mapping in STIAssessment

The purpose of this document is to describe STIAssessment's *Mapping* feature.

Mapping allows District Administrators to create custom groupings of students and then assign and/or administer tests to those specific groupings. Mappings may be very large: for example, a mapping might contain all the students in grade 6, or all the students in a particular school. Mappings may also consist of a few students: for example, gifted-and-talented students, students participating in a pilot study, students with 504 plans, or students re-taking Algebra I who failed the math portion of the high-school exit exam. Mappings can include students in different classes, different grades, and even different schools within a district.

### Creating and Editing a Mapping

During the process of mapping, the district administrator does the following:

1. Names a mapping
2. Places students in that mapping
3. Chooses the class with which the student's results should be associated.

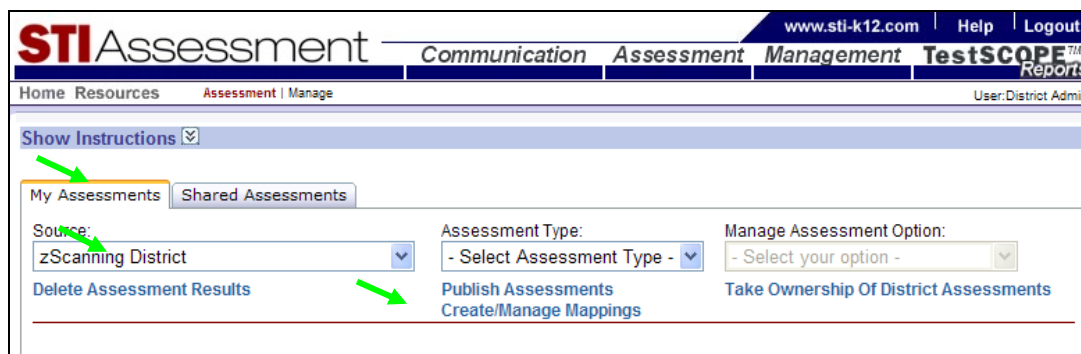
Class selection is important and mandatory—it determines which teacher can see the student's results and grade the student's constructed-response items (if the test contains constructed response items).

### Creating a Mapping

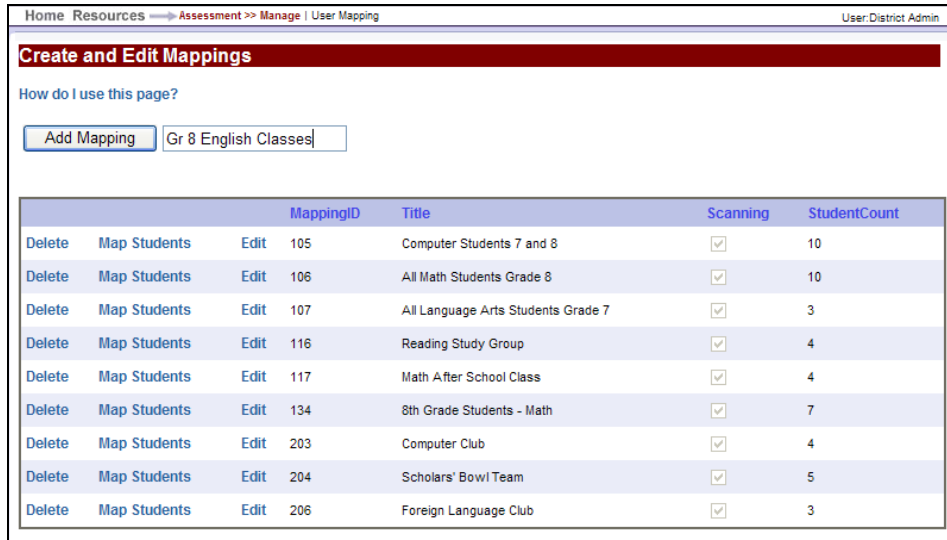
Creating a mapping is done online. First, click the **Assessment** tab and then click **Manage** on the navigation bar.



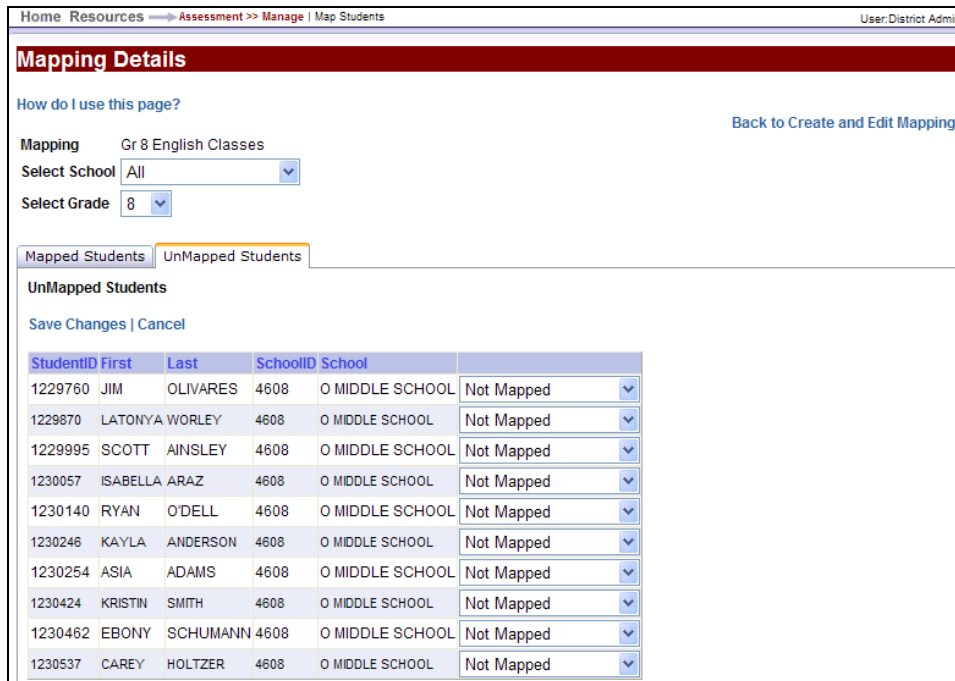
Select the *My Assessments* Tab. Select the district as the Source. Then click the blue **Create and Manage Mappings** link.



Type the name for your new mapping in the textbox, then click the **Add Mapping** button. For example, you may wish to add all eighth grade English classes, naming the mapping *Gr 8 English Classes*:



Click the blue **Map Students** link. This will take you to the *Mapping Details* page, with the **Mapped Students** tab in the foreground. No student names will appear on the tab, since this is a new mapping. Select a school and/or grade, if desired, from the pull-down menus to narrow your choice of students. (If you do not narrow your search, you will get a list of all the students in the district). Otherwise, leave defaults at **All** and click the **Unmapped Students** tab to select students to map.



For each student you want to add to your mapping, select the class from which the student will be mapped—in this case, the student’s English class.

Home Resources Assessment >> Manage | Map Students User: District Admin

**Mapping Details**

How do I use this page? [Back to Create and Edit Mappings](#)

Mapping Gr 8 English Classes

Select School All

Select Grade 8

Mapped Students | **UnMapped Students**

UnMapped Students

Save Changes | Cancel

StudentID	First	Last	SchoolID	School	
1229760	JIM	OLIVARES	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1229870	LATONYA	WORLEY	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1229995	SCOTT	AINSLEY	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230057	ISABELLA	ARAZ	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230140	RYAN	O'DELL	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230246	KAYLA	ANDERSON	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230254	ASIA	ADAMS	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230424	KRISTIN	SMITH	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230462	EBONY	SCHUMANN	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230537	CAREY	HOLTZER	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8

Click the blue **Save Changes** link for each screen before moving to the next (if there is more than one screen of student names). Selected students will now be displayed on the **Mapped Students** tab.

Home Resources Assessment >> Manage | Map Students User: District Admin

**Mapping Details**

How do I use this page? [Back to Create and Edit Mappings](#)

Mapping Gr 8 English Classes

Select School All

Select Grade 8

Mapped Students | **UnMapped Students**

Mapped Students

Save Changes | Cancel

Delete	StudentID	First	Last	SchoolID	School	Mapped Class
Delete	1229760	JIM	OLIVARES	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1229870	LATONYA	WORLEY	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1229995	SCOTT	AINSLEY	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1230057	ISABELLA	ARAZ	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1230140	RYAN	O'DELL	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1230246	KAYLA	ANDERSON	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1230254	ASIA	ADAMS	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1230424	KRISTIN	SMITH	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1230462	EBONY	SCHUMANN	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
Delete	1230537	CAREY	HOLTZER	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8

Once a mapping has been created, you can use it to assign and administer online and paper-and-pencil tests.

Use the blue **Back to Create and Edit Mappings** link to move from the *Mapping Details* page back to the *Create and Edit Mappings* (index) page. When you’re finished working with mappings, use the tabs and navigation bar to go elsewhere in STIAssessment.

## Activating a Mapping for Use with Pre-slugging and Scanning

If you are planning to use the mapping with paper-and-pencil tests, you must “activate” it for pre-slugging and scanning. Click the blue **Edit** link and check the **Scanning** box. Then click the blue **Update** link.

Home Resources >> Assessment >> Manage | User Mapping User: District Admin

**Create and Edit Mappings**

How do I use this page?

			MappingID	Title	Scanning	StudentCount
Delete	Map Students	Edit	105	Computer Students 7 and 8	<input checked="" type="checkbox"/>	10
Delete	Map Students	Edit	106	All Math Students Grade 8	<input checked="" type="checkbox"/>	10
Delete	Map Students	Edit	107	All Language Arts Students Grade 7	<input checked="" type="checkbox"/>	3
Delete	Map Students	Edit	116	Reading Study Group	<input checked="" type="checkbox"/>	4
Delete	Map Students	Edit	117	Math After School Class	<input checked="" type="checkbox"/>	4
Delete	Map Students	Edit	134	8th Grade Students - Math	<input checked="" type="checkbox"/>	7
Delete	Map Students	Edit	203	Computer Club	<input checked="" type="checkbox"/>	4
Delete	Map Students	Edit	204	Scholars' Bowl Team	<input checked="" type="checkbox"/>	5
Delete	Map Students	Edit	206	Foreign Language Club	<input checked="" type="checkbox"/>	3
Delete	Map Students	<b>Update</b> Cancel	252	<input type="text" value="Gr 8 English Classes"/>	<input checked="" type="checkbox"/>	10

It is possible to control the number of options in the pull-down menu in the STIA Preslugging and Scanning applications by activating and deactivating mappings. Be very careful if you opt to do this: Never uncheck a mapping that is in current use or is likely to be used again in the near future. This will ensure that the mappings you expect to be available when you’re about to pre-slug or scan your forms will be there when you need them.

If you administer tests online, checking the scanning box is unnecessary, although it does no harm.

## Editing a Mapping

To edit a mapping, click the blue **Edit** link that corresponds to that mapping.

Home Resources >> Assessment >> Manage | User Mapping User: District Admin

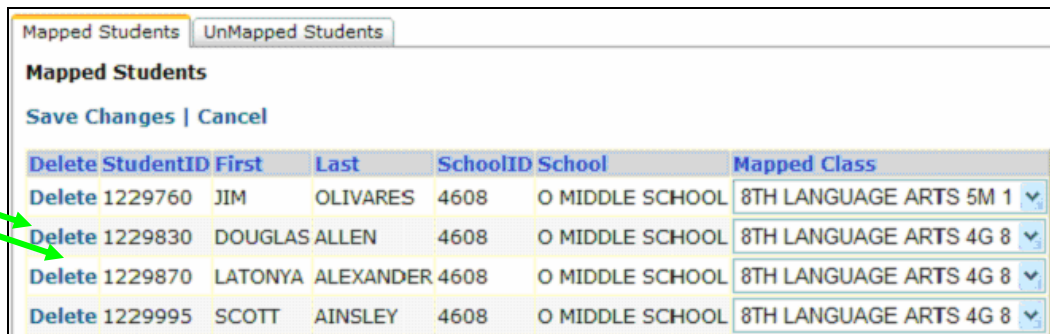
**Create and Edit Mappings**

How do I use this page?

			MappingID	Title	Scanning	StudentCount
Delete	Map Students	Edit	105	Computer Students 7 and 8	<input checked="" type="checkbox"/>	10
Delete	Map Students	Edit	106	All Math Students Grade 8	<input checked="" type="checkbox"/>	10
Delete	Map Students	Edit	107	All Language Arts Students Grade 7	<input checked="" type="checkbox"/>	3
Delete	Map Students	Edit	116	Reading Study Group	<input checked="" type="checkbox"/>	4
Delete	Map Students	Edit	117	Math After School Class	<input checked="" type="checkbox"/>	4
Delete	Map Students	Edit	134	8th Grade Students - Math	<input checked="" type="checkbox"/>	7
Delete	Map Students	Edit	203	Computer Club	<input checked="" type="checkbox"/>	4
Delete	Map Students	Edit	204	Scholars' Bowl Team	<input checked="" type="checkbox"/>	5
Delete	Map Students	Edit	206	Foreign Language Club	<input checked="" type="checkbox"/>	3
Delete	Map Students	<b>Edit</b>	252	Gr 8 English Classes	<input checked="" type="checkbox"/>	10

Mappings can be edited in the following ways:

- ◆ Activate for preslugging and scanning by checking the **Scanning** checkbox, then clicking the **Update** link.
- ◆ Deactivate for preslugging and scanning by unchecking the **Scanning** checkbox, then clicking the **Update** link.
- ◆ Change the title of the mapping by typing in the textbox, then clicking the **Update** link.
- ◆ Adding students by clicking the **Map Students** link, and following the procedures discussed in the previous section.
- ◆ Removing students by clicking the **Map Students** link, then clicking the **Delete** links corresponding to those students.



Mapped Students		UnMapped Students				
Mapped Students						
Save Changes   Cancel						
Delete	StudentID	First	Last	SchoolID	School	Mapped Class
Delete	1229760	JIM	OLIVARES	4608	O MIDDLE SCHOOL	8TH LANGUAGE ARTS 5M 1
Delete	1229830	DOUGLAS	ALLEN	4608	O MIDDLE SCHOOL	8TH LANGUAGE ARTS 4G 8
Delete	1229870	LATONYA	ALEXANDER	4608	O MIDDLE SCHOOL	8TH LANGUAGE ARTS 4G 8
Delete	1229995	SCOTT	AINSLEY	4608	O MIDDLE SCHOOL	8TH LANGUAGE ARTS 4G 8

**Deleting** a student from a mapping simply moves the record back to the **Unmapped Students** tab; it does not remove the record from STIAssessment!

### ***Consequences of Adding or Deleting Students from a Mapping***

Changes to mappings affect preslugging, scanning, and reporting.

If a student is added to a mapping, that student's past test results prior to his or her addition to the mapping will not appear on reports by mapping. (Unless, by some fluke, the student happened to take a particular test that was also taken by the mapping.) For future tests, the newly added student will be treated exactly the same as students originally on the mapping; that is, forms can be pre-slugged and scanned for the student as part of the mapping, and reports on the mapping will show that student's results.

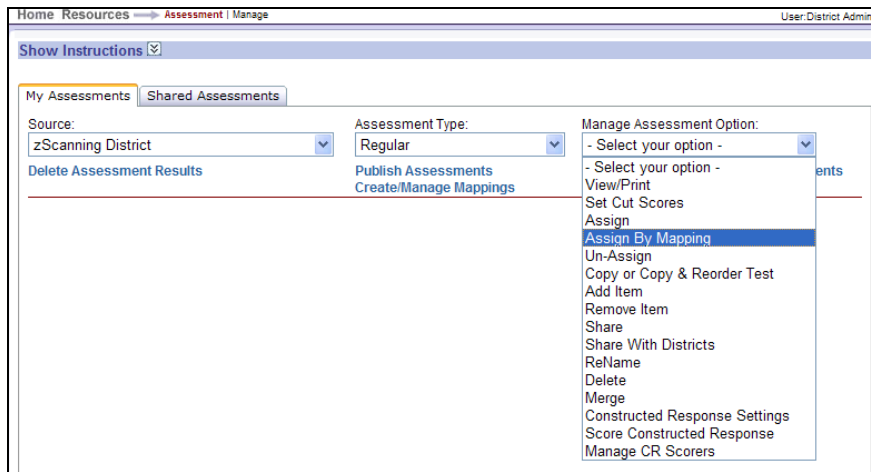
If a student is deleted from a mapping, the student's past tests as part of the mapping can still be seen on his or her individual student reports, and are included in class, grade or district performance reports. However, a report by mapping will no longer include the deleted student's results. On future tests for the mapping, the deleted student will not be included in the roster for the mapping; a form will not be pre-slugged for the student; and the data from the student's scanned tests, even if they are the same as tests taken by the mapping, will not be included in the reports for the mapping.

If a student is deleted from a mapping after the answer sheets are preslugged, but before the test is administered, *and* the student takes the test or the student's preslugged form is accidentally used by a test-taker, then the answer sheet will be rejected during scanning.

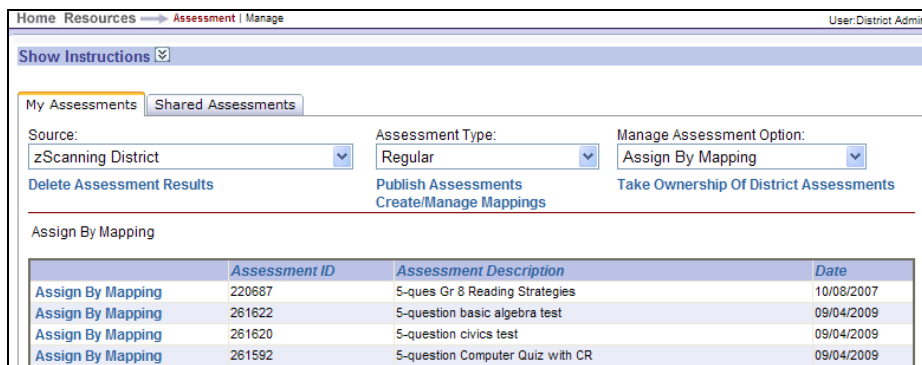
## Online Testing: Assign By Mapping

The best way to administer STIAssessment tests is online. It saves paper and the headaches of pre-slugging and scanning answer sheets. It also allows you to scramble the order of items on a test, making it more difficult for students to cheat. Last, but not least, it preserves students’ constructed responses—and typed responses are much easier to review and score than handwritten ones!

Click the **Assessment** tab and then click **Manage** on the navigation bar. Select the **My Assessments** tab and select the district as *Source*. Select the *Assessment Type*. Under *Manage Assessment Option*, select **Assign By Mapping**.



Click the blue **Assign By Mapping** link corresponding to the test you wish to assign.



Select the mapping (in this case, **Gr 8 English**). Note that you can assign a test to only part of a mapping, using the *Select School* and/or *Select Grade* options to “filter” the mapping. Filtering a mapping when assigning a test may result in some confusion later on if you don’t remember you did so; you may find yourself looking at a TestSCOPE report for a mapping and wondering why not all the students in the map appear on the report.

Set availability dates. Decide whether the items should be “randomized,” if the test should be timed, and whether you want to give students the option of saving their tests and resuming them later. Note that tests in STIAssessment are never given in completely random order. For



example, items that refer to a particular stimulus (passage or picture) will remain grouped with that stimulus, and the stimulus will appear only once in the test.

When all the information has been entered, click the **Assign** button.

**Assign By Mapping**

Click here to see current assignments.

Select Mapping: Gr 8 English Classes

Select School: O MIDDLE SCHOOL

Select Grade: 8

StudentID	First	Last	SchoolID	School	Class
1229760	JIM	OLIVARES	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1229870	LATONYA	WORLEY	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1229995	SCOTT	AINSLY	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230057	ISABELLA	ARAZ	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230140	RYAN	O'DELL	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230246	KAYLA	ANDERSON	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230254	ASIA	ADAMS	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230424	KRISTIN	SMITH	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230462	EBONY	SCHUMANN	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8
1230537	CAREY	HOLTZER	4608	O MIDDLE SCHOOL	LANGUAGE ARTS 8

Date Available: 9/8/2009

Date Unavailable: 9/11/2009

Randomize:

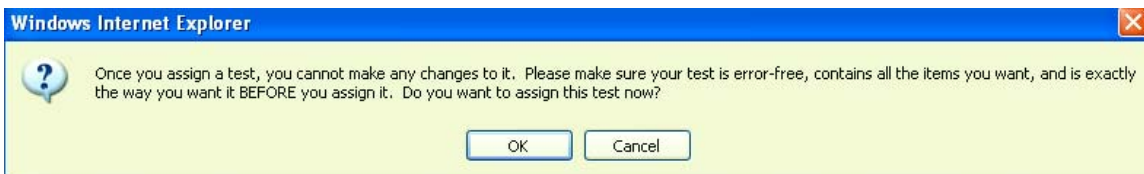
Timed Test:

Save for later:

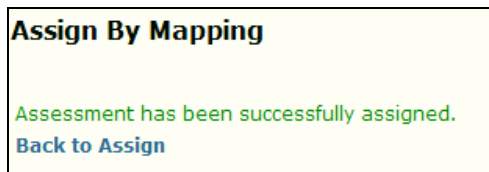
**Assign**

After you click the **Assign** button, you will receive a warning to make certain that the test is ready to be assigned. Remember that once a test is assigned, you cannot add or remove items, change constructed-response settings, change item alignments, or change the correct answer.

If the test is ready to assign, click the **OK** button.



You will receive verification that the assessment has been assigned.





Don't forget that the District Administrator must publish district tests before they can be viewed district-wide or pre-slugged.

### ***Paper-and-Pencil Tests for Mappings***

Ideally, there would be enough computing resources in schools so that students could take tests online in a controlled environment any time educators thought it necessary. For most schools, unfortunately, the demand for computing resources greatly outstrips the supply.

Because of this, STIAssessment tests may be administered as paper-and-pencil tests. Students enter their answers on a “bubble sheet.” This answer sheet may be “pre-slugged”—pre-printed with encoded information about the student and test—or it may be necessary for the students to “bubble in” the information on the answer sheet manually.”

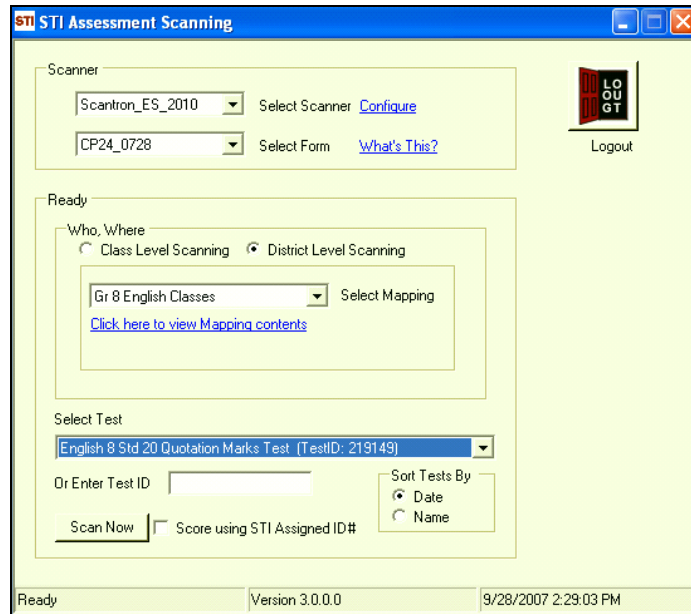
### ***Pre-Slugging for a Mapping***

Log in to the pre-slugging utility as the DA. Select the **District Level Slugging** radio button. Select the appropriate mapping in the drop-down box. Select the students to print from the next drop-down box or use the default **All**. Select the desired assessment from the bottom drop-down box.

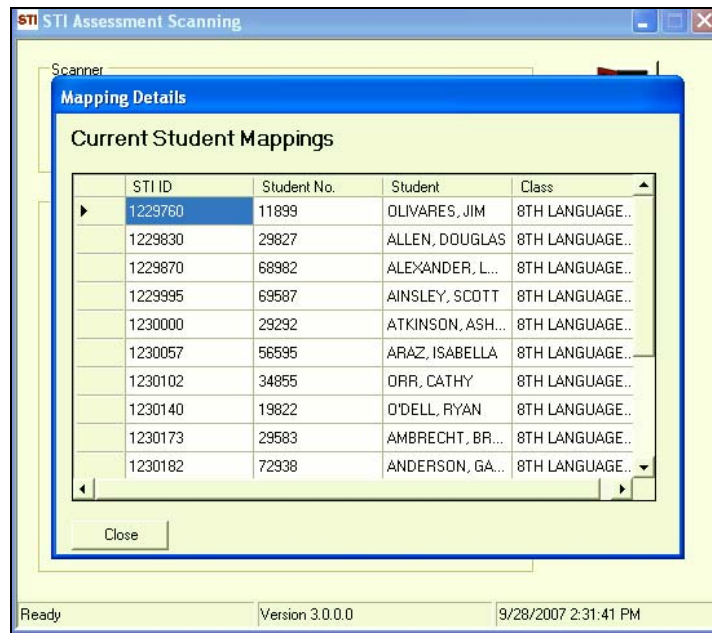
Click the **Print Now** button to proceed with pre-slugging.

### Scanning for a Mapping

When you are ready to scan test results, the procedure is similar. Log in to the scanning utility as the DA. Select the **District Level Scanning** radio button. Select the appropriate mapping in the drop-down box, and choose the test to be scanned.



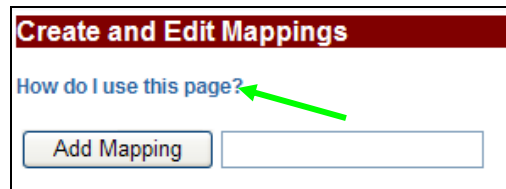
Click the [Click here to view Mapping contents](#) link to view the students in the mapping.



Close the *Current Student Mappings* window and click the **Scan Now** button

## Mapping Instructions

Click the blue link for detailed instructions.



### Creating, Activating, and Editing Mappings

#### Creating a Mapping

First, type the name of the new mapping in the text-entry box. Click the "Add Mapping" button.

Next, click the blue "Map Students" link. This will take you to the Mapping Details page. On the Mapping Details page, click the "UnMapped Students" tab. Choose the students you wish to place in the mapping by selecting a class with which their test results should be associated. To save your work when finished or before moving to a new page of students, click the blue "Save Changes" link.

**Mappings used for assigning tests should contain no more than 250 students.** You can create "super mappings" of more than 250 students for the purposes of reporting; such super mappings may be equal to multiple assignment-sized mappings.

#### Activating a Mapping

To use a mapping for paper-and-pencil administration of a test, you must activate it for pre-slugging and scanning. Click the mapping's blue "Edit" link, then click its Scanning checkbox. Finally, click the mapping's blue "Update" link.

#### Editing a Mapping

First, click the mapping's blue "Edit" link. Mappings can be edited in the following ways:

- activate for preslugging and scanning by checking the Scanning checkbox, then clicking the "Update" link
- deactivate for preslugging and scanning by unchecking the Scanning checkbox, then clicking the "Update" link
- change the title of the mapping by typing in the textbox, then clicking the "Update" link
- adding students by clicking the "Map Students" link, and then following the instructions on the Mapping Details page.
- removing students by clicking the "Map Students" link, then clicking the "Delete" links corresponding to those students

Close

#### Mapping Student(s)

Use the pull-down menus to restrict the list of students that appears on the tabs by school and/or grade. (If you do not narrow your search, you will get a list of all the students in the district). Use the tabs to toggle between lists of students included in the mapping and students available for mapping.

Use the blue "Return to Create and Edit Mappings" link to move from the Mapping Details page back to the Create and Edit Mappings (index) page. When you're finished working with mappings, use the tabs and navigation bar to go elsewhere in STI

On the **Mapped Students** tab, clicking on the [How do I use this page?](#) link connects to the appropriate part of the instructions.

**Mapping Details**

How do I use this page? [Back to Create and Edit Mappings](#)

Mapping Peanut Gallery  
 Select School All  
 Select Grade All

Mapped Students UnMapped Students

**Mapped Students**  
 Save Changes | Cancel

Delete	StudentID	First	Last	Sch
Delete	1333097	Woodstock	Byrd	190
Delete	1333098	Snoopy	Beagle	190
Delete	1333106	Harriet	Littlebird	190
Delete	1333107	Sally	Brown	190
Delete	1333108	Linus	Van Pelt	191
Delete	1333109	Ludwig	Schroeder	191

**How Do I Use Mapping(s)**

Use the pull-down menus to restrict the list of students that appears on the tabs by school and/or grade. (If you do not narrow your search, you will get a list of all the students in the district). Use the tabs to toggle between lists of students included in the mapping and students available for mapping.

Use the blue "Return to Create and Edit Mappings" link to move from the Mapping Details page back to the Create and Edit Mappings (index) page. When you're finished working with mappings, use the tabs and navigation bar to go elsewhere in STI Assessment.

**Adding Students to a Mapping**  
 Click the "UnMapped Students" tab. Choose the students you wish to place in the mapping by using the pull-down menu to select a class with which their test results should be associated. Class selection is important and mandatory—it determines which teacher can see the student's test results. By default, this teacher also can score the student's constructed responses for the test. A different user can be assigned the task of scoring constructed responses via Assessment | Manage | Manage CR Scorers.

To save your work when finished or before moving to a new page of students, click the blue "Save Changes" link. The selected students and their classes

**Mappings used for assigning tests should contain no more than 250 students.** You can create "super mappings" of more than 250 students for the purposes of reporting, such super mappings may be equal to multiple assignment-sized mappings.

**Deleting Students from a Mapping**  
 Click the "Mapped Students" tab. Remove a student from the mapping by clicking the associates blue "Delete" link. Note that deleting a student from a mapping simply "moves" the record back to the Unmapped Students tab; it does not remove the record from STI Assessment!

Close

## TestSCOPE Reports for Mappings

Once student results are entered into STIAssessment, either by students taking tests online or by answer sheets being scanned into the system, it's possible to turn data into information with the aid of STIA's TestSCOPE reports.

There are two basic types of reports available for mappings: *Performance*, a multifunction report that is similar to the Class Performance and District Performance reports, and *Overview*, a summary report that is also available for individual classes and for grades.

Additional information about TestSCOPE reports can be found in the *STIAssessment Visual Guide*, which may be downloaded from the Resource Center.

To obtain a report for a mapping, select the desired mapping and report from the pull-down menus. Then click the **Submit** button.

Home Resources → Reports | Analysis | Report by Mapping

Select Mapping Gr 8 English Classes  
 Select Year 2007-2008  
 Select Report Performance Report

Submit

An index table listing the tests associated with the selected mapping will appear. Click the blue [View Report](#) link to obtain the report for the desired test.

Home Resources Reports | Analysis | Report by Mapping User: District Admin

Select Mapping: Gr 8 English Classes  
 Select Year: 2007-2008  
 Select Report: Performance Report  
 Submit

Sort Field: Test ID Ascending Sort

Assessments 1 To 4 Of 4

	Test ID	Description	Date
<a href="#">View Report</a>	216796	English Gr 9 Std 5 Style District test	9/17/2007
<a href="#">View Report</a>	217618	Science 8 Energy Test	9/17/2007
<a href="#">View Report</a>	216730	Greek Civilization Gr 8 Soc Studies Test	9/6/2007
<a href="#">View Report</a>	216450	Gr 8 Lang Arts Test on Ali Baba	9/3/2007

### Performance Report for a Mapping

Use the pull-down menu to select one of the Performance sub-reports. The following screenshot shows the pull-down menu and a sample Performance sub-report.

STIAssessment Communication Assessment Ma

Home Resources Reports | Analysis | Report by Mapping

Select Sub-report: Frequency Distribution Submit

- Frequency Distribution
- Item Analysis
- Item Analysis By Standard
- Ranked/Alphabetical Student Report
- Standards Mastery
- Student Responses
- Constructed-Response Item Analysis By Standard

STIAssessment Communication Assessment Management TestSCOPE Reports www.sti-k12.com Help Logout

Home Resources Reports | Analysis | Report by Mapping User: Tammy Duncan

Select Sub-report: Item Analysis By Standard Submit

Mapping: Entire Peanut Gallery  
 Test: 216736 - Ecology Quiz  
 Date: 9/6/2007

Item Analysis for 10 Students

3.4.1 recognizes that all populations living together (biotic resources) and the physical factors (abiotic resources) with which they interact compose an ecosystem.

Question Number	A	B	C	D	All	Correct Answer
3	4 (40%)	3 (30%)	2 (20%)	1 (10%)	10	B
5	(0%)	(0%)	10 (100%)	(0%)	10	C

Scored %

Question #

Legend: A (Green), B (Blue), C (Red), D (Yellow)

To protect student data, this *Performance: Item Analysis by Standard* report and the following Overview report are based on fictional mappings and students.

### Overview Report for a Mapping

Although the Overview report is described in detail in other documents, it is worth pointing out that the names of the performance levels, associate cut scores, and target test score can be customized by District Administrators to match those used in their districts.

**STIAssessment** www.sti-k12.com Help Logout

Communication Assessment Management **TestSCOPE™** Reports

Home Resources **Reports** | Analysis | Group Reports | Overview User: Tammy Duncan

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**Overview**

Mapping: Entire Peanut Gallery  
 Test: Ecology Quiz  
 Date: September 06, 2007

**Test Information**  
 Multiple Choice 35%, 5 items  
 Constructed Response 65%, 15 points

Target Score 75%  
 Mapping Mean 74%

Student Name	MC Result	MC Score	MC Weighted Score	CR Result	CR Score	CR Weighted Score	Score	Difference (Actual-Target)	Performance / Achievement
Beagle, Snoopy	5 of 5	100%	0.35	14 of 15	93%	0.6067	96%	21%	Exemplary
Byrd, Woodstock	3 of 5	60%	0.21	15 of 15	100%	0.65	86%	11%	Exceeds Standards
Beagle, Spike	3 of 5	60%	0.21	7 of 15	47%	0.3033	51%	-24%	Academic Warning
Littlebird, Harriet	4 of 5	80%	0.28	15 of 15	100%	0.65	93%	18%	Exemplary
Vogel, Conrad	2 of 5	40%	0.14	14 of 15	93%	0.6067	75%	0%	Meets Standards
Ptitsa, Oliver	2 of 5	40%	0.14	8 of 15	53%	0.3467	49%	-26%	Academic Warning
Larkin, Bill	2 of 5	40%	0.14	12 of 15	80%	0.52	66%	-9%	Approaching Standard
Van Pelt, Linus	5 of 5	100%	0.35	15 of 15	100%	0.65	100%	25%	Exemplary
Curley, Frieda	2 of 5	40%	0.14	7 of 15	47%	0.3033	44%	-31%	Academic Warning
Beagle, Belle	3 of 5	60%	0.21	14 of 15	93%	0.6067	82%	7%	Meets Standards

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