HOW TO: Customize EDLINE Reports

When ready to send to EDLINE and the report is open (having selected the "Send to EDLINE" icon):

    1. Menu Bar
    2. Select **Students**
- **Student Info**: allows what information about each student can be displayed in the report
- **Student Overall Statistics**: what statistics can be included – <u>Recommend</u> that all boxes be **UNCHECKED**
  - Rank
  - Percentile
  - Quartile
  - Deviations from Mean
  - Normalized

- **Attendance**: there are seven categories to choose from, including dates.

    3. Select **Tests**
- **Select Tests and Subtotals**: allows for identifying 8 combinations of categories. May have to experiment with layouts to decide which choices to make.
- **Information About Each Test:** There three sets of groupings.
  - **Test Information:** one or all can be selected
  - **Test Statistics:** recommend that **NONE** are checked. Reduced a need for lots of explanations and for the most part is meaningless outside the classroom
  - **Options:** teachers' personal choice – I think more information is better in this case

    4. Select **Options**
- Select these menu items in turn and observe the effect. Teachers' personal choice

Points to keep in mind:

1. Teachers on the same team should use the exact same format for their reports – this reduces finger pointing by parents and unnecessary explanations..
2. Use a generic name for the report so that subsequent reports are replaced by the current one – don't stack reports from one reporting period to the next.

When the report format is completed save the layout so it will apply to all reports from then on. To save report:

1. **File**
2. **Save Configuration** – this will save your report format and only change when you want to through the same steps.