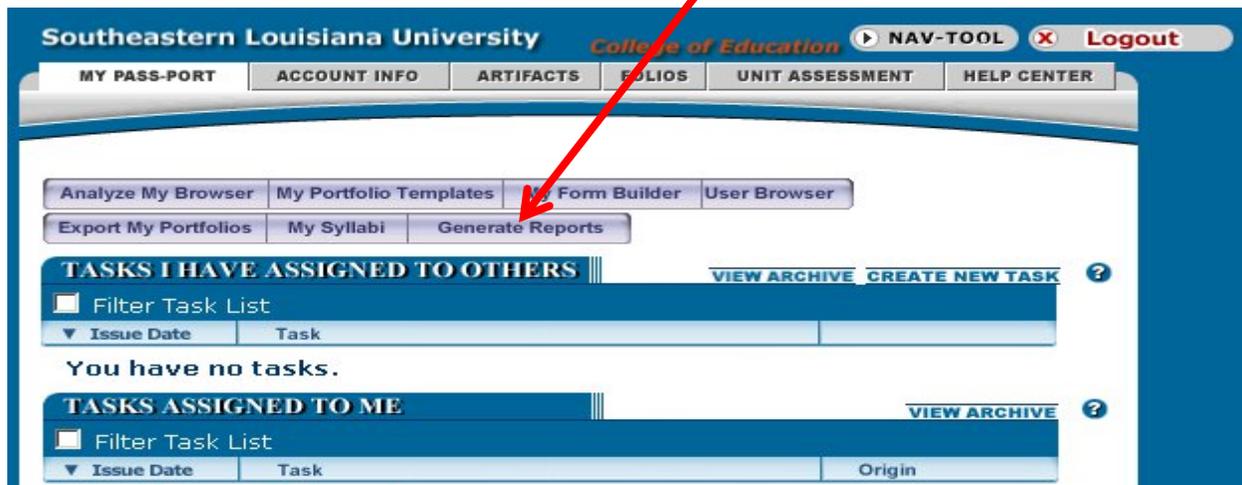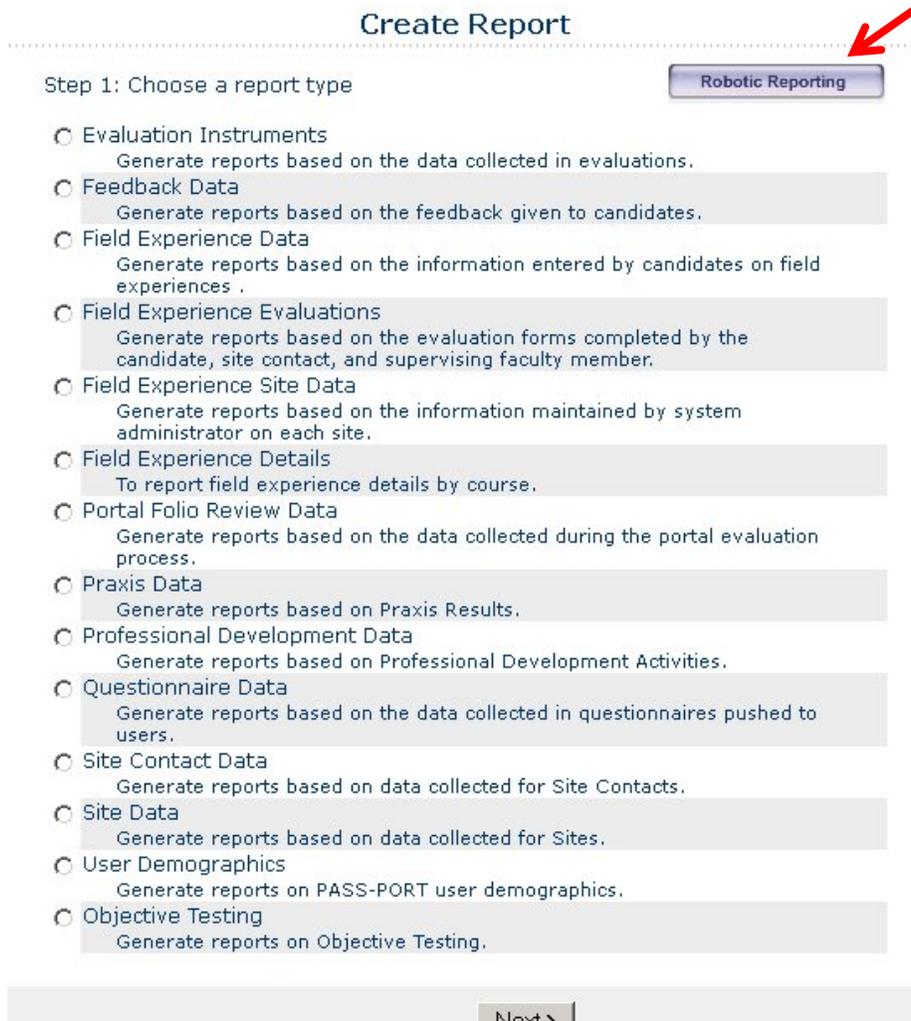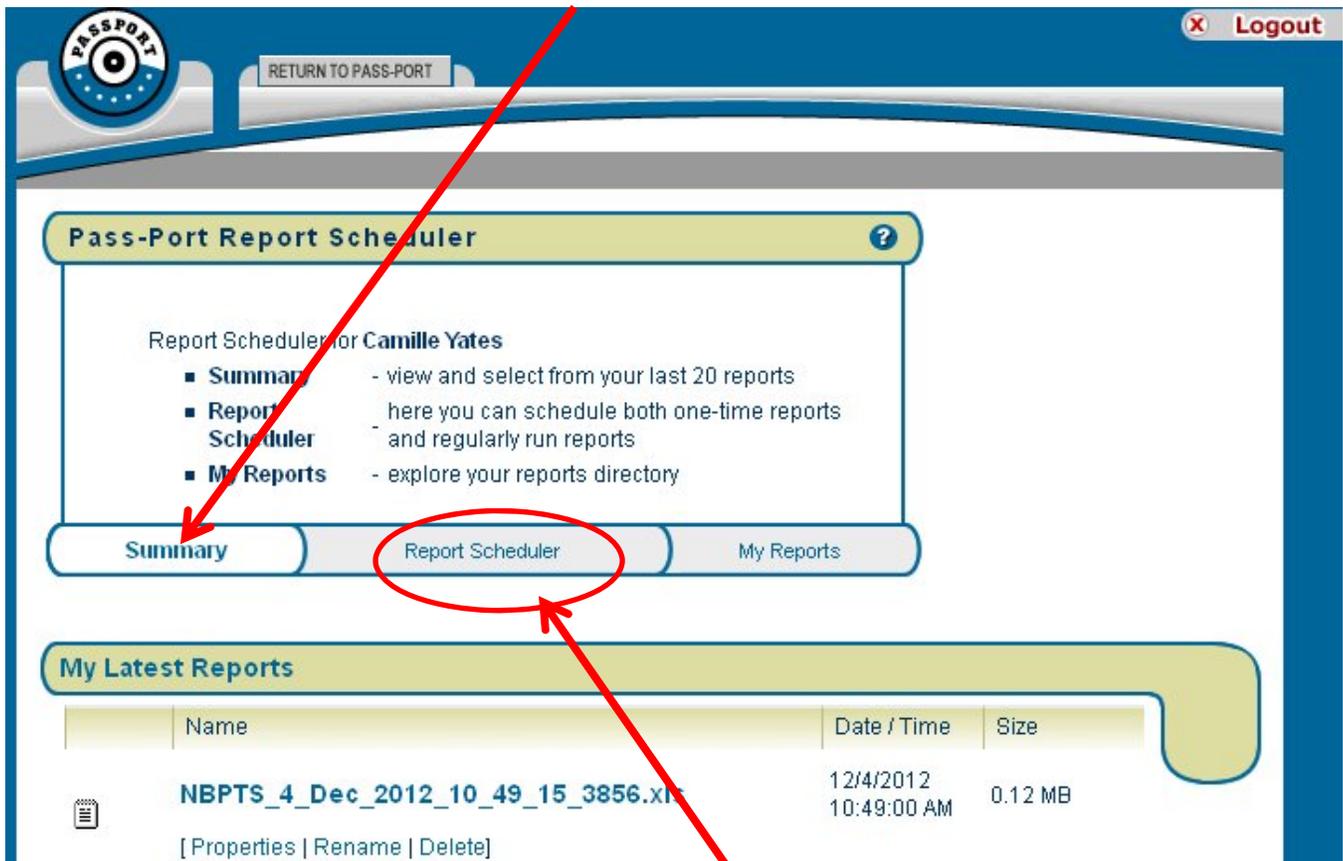Generate Robotic Reporting Step 2.

Back on your PP main page, click on the Generate Reports button.

You will see a page with choices of types of reports. To create a Robotic Report, click the button.

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The main Robotic reporting page (Summary) will appear.

To create or schedule a report, click the Report Scheduler link.

Here you can schedule a report to run at a specific time (ex: once a semester, etc.), run a one time report and edit the report period (set the semester lengths, etc.).

Click on the One Time Report link.

Choose the type of report (usually Evaluation Instruments). Then select the type of user group. Filter is good for a broad range of data. User list is better for a specific group or time period.

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Select the start and end dates.

Date Range Options

Select the start date.

1/1/2012

Select the end date.

5/31/2012

Choose the type of Evaluation Instrument you are using for the report. Generally the Course Based Evaluations, Faculty to Candidate Evaluation and the Unit Assessment Item are the ones most frequently used.

Evaluation Instrument Options

Choose Evaluation Criteria.
- ○ Course Based Evaluations
- ○ External Rubric
- ○ Faculty Recommendation
- ○ Faculty to Candidate Evaluation
- ○ My Courses
- ○ Portal Survey
- ○ Portfolio Evaluation
- ○ Unit Assesment Item
- ○ Whole Portal Evaluation

Depending on which option you chose above, you will be presented with a drop down box to choose the specific item. Be sure you know what the correct name is.

Choose Unit Assessment Item.

Assessment Plan: Student Teaching/Internship ▼

Schedule Options

Enter a name for this Report.

Std Tch Ass Plan Spr 12

Report Destination.
- ○ Auto [Default : Current Year \ Current Semester \ ReportType]
- ○ User Custom Folder

Then name the report, click Auto unless you created a custom folder.

If you want the report to run now, choose a date just prior to the current date. Then click submit.

Select the date for the report to run.

12/4/2012

Cancel   Submit

The My Report Schedule will pop up with the name of the report you just set up.
To run it now, I usually click the Run Now below the name.

My Report Schedule

	Type	Details	Freq	Next Run
📋	**Std Tch Ass Plan Spr 12**	EvalInstruments unit eval	-	12/4/2012 12:00:00 AM

[View Details | Edit | Copy | Run Now | Delete]

Add Scheduled Report
One Time Report
Report Period Editor

Click back to the Summary page and wait for the report to pop up at the top of the list.

❌ Logout

RETURN TO PASS-PORT

Pass-Port Report Scheduler ❓

Report Scheduler for **Camille Yates**
- **Summary**   - view and select from your last 20 reports
- **Report Scheduler**   - here you can schedule both one-time reports and regularly run reports
- **My Reports**   - explore your reports directory
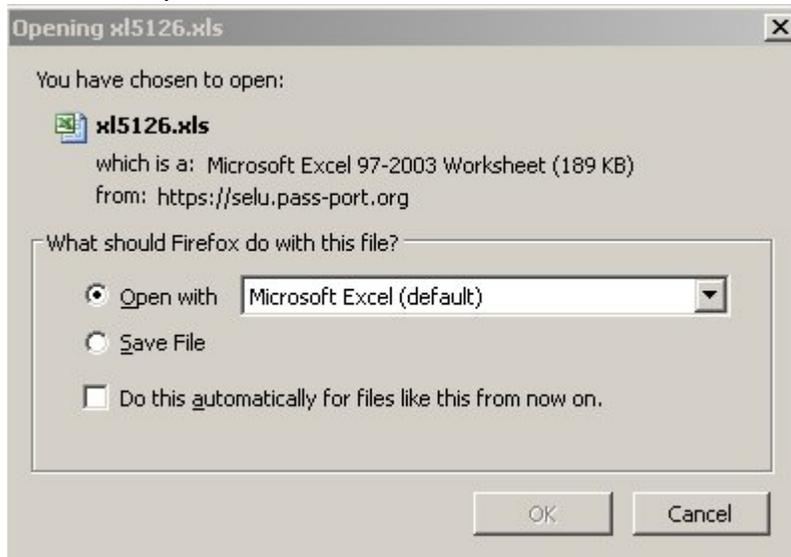
Summary   Report Scheduler   My Reports

My Latest Reports

	Name	Date / Time	Size
📋	NBPTS_4_Dec_2012_10_49_15_3856.xls	12/4/2012 10:49:00 AM	0.12 MB

[Properties | Rename | Delete]

Click on the report name to bring up the Excel spread sheet with the report information. You can open it with Excel or save it to work on.

There will be 5 worksheets in the report. The last sheet is the actual raw data which you can manipulate
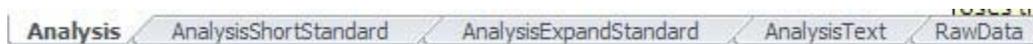
Std Tch Ass Plan Spr 12
To assess assessment plans of student teachers and interns

Assessment Plan: Student Teaching/Internship

Sample Size:	122
From:	1/1/2012
To:	5/31/2012
Sample Name:	All Candidates
Sample Parameters:	none

Eval Instruments Data

Category	Result	Ordinal	Sum	%	Mean
Content (Subject Matter)	Reading/Language Arts/Engl	1	32	26.23%	
	Math	2	36	29.51%	
	Science	3	18	14.75%	
	Social Studies	4	15	12.30%	
	Physical Education	5	6	4.92%	2.96
	Music	6	4	3.28%	
	Art	7	6	4.92%	
	Foreign Language	8	0	.00%	
	Family and Consumer Scienc	9	3	2.46%	
	Business Education	10	2	1.64%	
Assessment: Develops well constructed assessment instruments/procedures/perf	Has not developed or used th	1	0	.00%	
	Is beginning to incorporate th	2	0	.00%	3.69
	Uses this skill appropriately a	3	38	31.15%	
	Uses this skill consistently wi	4	84	68.85%	
Uses appropriate and effective assessment technique(s): The pre- and post- assessm	Has not developed or used th	1	0	.00%	
	Is beginning to incorporate th	2	0	.00%	3.72
	Uses this skill appropriately a	3	34	27.87%	
	Uses this skill consistently wi	4	88	72.13%	
Produces evidence of student academic growth under his/her instruction: The tea	Has not developed or used th	1	0	.00%	
	Is beginning to incorporate th	2	0	.00%	3.76
	Uses this skill appropriately a	3	29	23.77%	

CMY Dec 2012

Raw Data that can be manipulated.

SSN	last_name	first_name	full_name	Username	Age	DOB	Email	Gender	Major	Department
293880	Chehardy	Amy	Amy Chehardy	W0293880		25 7/28/1986	w0293880@sel	Female	Early/Childhoo	Teaching ar
359071	Floyd	Stephanie	Stephanie Floy	W0359071		22 5/15/1989	w0359071@sel	Female	Mathematics E	Math
291210	Indest	Julie	Julie Indest	W0291210		26 10/27/1985	w0291210@sel	Female	Alternative Cer	Teaching ar
215233	Evans	Karen	Karen Evans	W0215233		36 10/22/1975	w0215233@sel	Female	Alternative Cer	Teaching ar
185767	Elfer	Tina	Tina Elfer	W0185767		30 7/29/1982	w0185767@sel	Female	Elementary Edu	Teaching ar
329727	Bordelon	Annie	Annie Bordelo	W0329727		24 8/31/1987	w0329727@sel	Female	Early/Childhoo	Teaching ar
344897	Barnett	Sarah	Sarah Barnett	W0344897		23 6/23/1989	w0344897@sel	Female	Special Educat	Teaching ar
402975	Gurley	Crystal	Crystal Gurley	W0402975		31 4/22/1981	w0402975@sel	Female	Middle School	Teaching ar
317355	Comeaux	Alisha	Alisha Comeau	W0317355		24 1/7/1988	w0317355@sel	Female	Elementary Edu	Teaching ar
377451	Shields	Sarah	Sarah Shields	W0377451		22 4/25/1990	w0377451@sel	Female	Elementary Edu	Teaching ar
342533	Dean	Sheila	Sheila Dean	W0342533		40 4/17/1972	w0342533@sel	Female	Early/Childhoo	Teaching ar
335396	Fitzmorris	Molly	Molly Fitzmorri	W0335396		24 9/18/1987	w0335396@sel	Female	Early/Childhoo	Teaching ar
10535	Griffin	Sherrell	Sherrell Griffin	W0010535		38 1/8/1974	w0010535@sel	Female	Early/Childhoo	Teaching ar
191312	Greene	Judith	Judith Greene	W0191312		52 4/21/1960	w0191312@sel	Female	Elementary Edu	Teaching ar
396419	Gonzales	Bridgette	Bridgette Gonz	W0396419		22 1/11/1990	w0396419@sel	Female	English Educat	English
340064	Johnston	Elizabeth	Elizabeth John	W0340064		22 5/22/1989	w0340064@sel	Female	Early/Childhoo	Teaching ar
393728	Johnson	Jennifer	Jennifer Johns	W0393728		34 10/25/1977	w0393728@sel	Female	Elementary Edu	Teaching ar
13049	Hanlon	Donna-Lynn	Donna-Lynn Ha	W0013049		54 12/12/1957	w0013049@sel	Female	Alternative Cer	Teaching ar

Note: When you manipulate (specifically remove rows of candidate data) the change will be reflected on the Analysis page. Removing columns of extraneous data does nothing to the analysis page. You can use the down arrow at the top of each column to sort data. Then if you want to remove one or more rows, click on the row number and delete.