

ENTERING STUDENT RESPONSE SHEETS



Before you begin, do you have:

- ☐ All student response sheets?
- ☐ All student MET numbers?
- ☐ Teacher PSP numbers?
- ☐ Students' declared Indigenous status?
- ☐ Students' EAL status?
- ☐ Whether the student has opted out of the mRLC study?

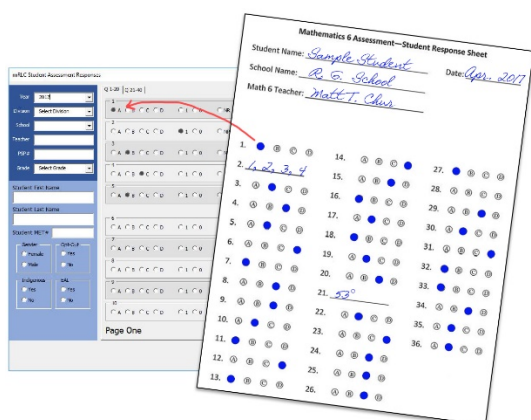
1

Click **ADD DATA**



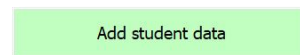
2

Enter student information and responses. Use full name for both teacher and student. Select NR if the student made no response.

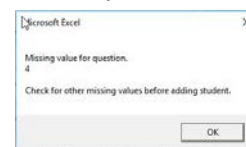


3

Click **ADD STUDENT**

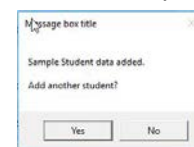


address any errors indicated



4

Click **YES** to add more students, or click **NO** to exit the data entry window.



Note: Once the first student is added, fields in the dark blue box are retained for all subsequent student entries until the data entry window is exited.

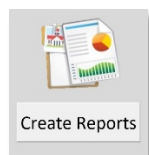
If more students for that same teacher are entered in a later session, it is critical that the teacher's name is entered exactly the same way for each student. (ex. "Mrs. Jones", "Mrs Jones", "Mrs. B. Jones", "B. Jones", and "Jones, B." will all appear as different teachers.)

CREATING REPORTS



1

Select **Create Reports**



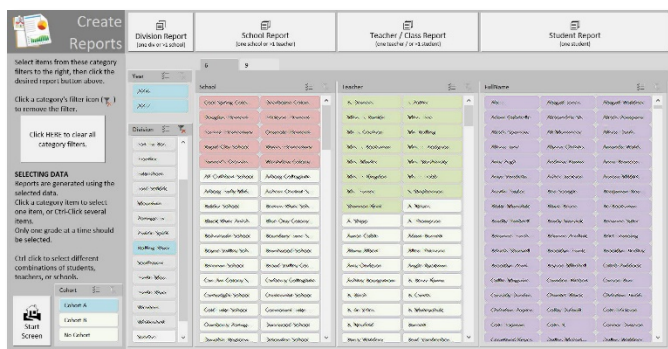
3

Click one of the Print options to view the selected data report PDF file.

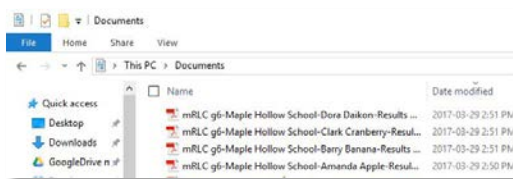


2

Use the category filter buttons to select data
(Grade, year, division, school, teacher, student, cohort)



Print reports are named and saved automatically to your Documents folder.



Click a name/location button to select data.

Ctrl-click to select more than one name/location.
included items are coloured, excluded items are pale yellow or grey

Select a Report

	Student Report (for 1 student)	Teacher/Class Report (for 1 class, or >1 student)	School Report (for 1 school, or >1 teacher)	Division Report (for 1 division, or >1 school)
Title page with a description of selected data included in the report		X	X	X
Graph of combined strand averages		X	X	X
Full-text of curricular outcome statements addressed in the selected test		X	X	X
Graphs of combined outcome averages for each strand alongside the outcome statements		X	X	X
Graphs showing strand averages by demographic for all students (gender, declared Indigenous status, and English as Additional Language status)		X	X	X
Table showing individual student strand averages		X	X	
Table showing individual student outcome results		X	X	
Table showing teacher strand averages			X	X
Graphs of strand averages by school Table showing school strand averages				X
Frequency distribution table and graph (histogram) and Graph of achievement level groupings			X	X
Table showing overall average by treatment group				X
Graph of strand averages by treatment group				X
Graph of individual student strand averages	X			
Table of student's individual question results alongside the corresponding outcome statement	X			