



ASSESSMENT TECHNOLOGY INCORPORATED

A Guide for Galileo K-12 Online Custom Form Report

PURPOSE

Galileo provides the ability to import test results from external sources into its system, such as from the state assessment and DIBELS results. To view this data, a custom form report was created by ATI.

SECURITY

The ability to generate and view custom reports is based on the user security. If you are a:

- **Class-level user:** You may generate and view reports for information regarding the students in your class(es).
- **School-level user:** You may generate and view reports for classes and students in your particular school. You may view reports that Class-level users within your school(s) have generated.
- **District-level user:** You may generate and view reports for schools, classes, and students in your district. You may view reports that School- and Class-level users within your district have generated.

GENERATE REPORT

Please note, since there is a variety of ways a report can be generated this guide provides you one example.

1. Click the **Reports** tab.

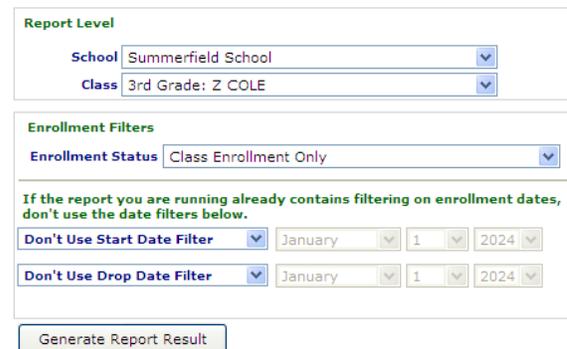
2. Select **Custom Form Report** link under **Custom**.



3. Select the **Library**.
4. Select the **report**. (When running state assessment results, you are generally running the report on students' last year's grade level.)
5. Select the **Generate Report** radio button.



6. Select the **School, Class,** and **Enrollment Status** (if necessary).



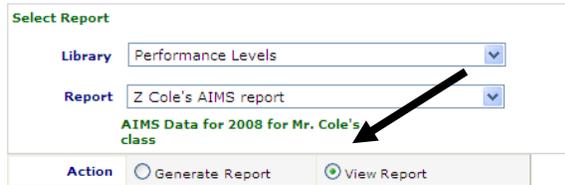
7. Click **Generate Report Result** button.

VIEW REPORT

Depending on the complexity of the report, it may take awhile for the initial report to generate. Once a report is generated it will appear in

the report list once the View Report radio button is selected.

1. Select the **View Report** radio button.



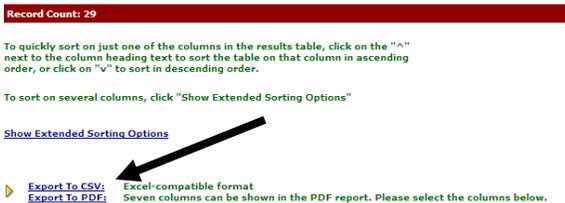
2. Click the **Refresh Reports Table** button until the Status column is "Completed."



3. Click on the Report Title link and the report appears below.

Export Report

The report may be exported to CSV (Excel-compatible format) or to PDF (Adobe Reader) by clicking on the desired link.



Sort Data

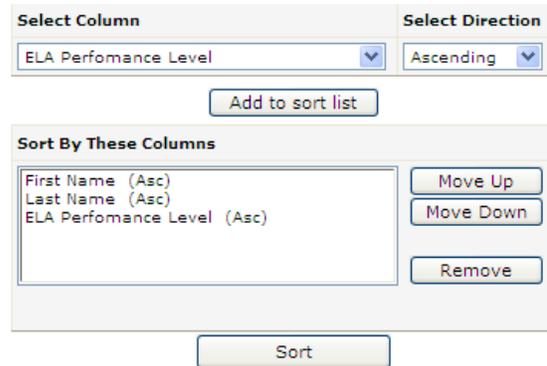
One Column Sort

Click on the "^" next to the column heading text to sort the table on that column in ascending order, or click on the "v" to sort in descending order.



Multiple Columns Sort

1. Several columns, click Show Extended Sorting Options link.
2. Select each column and which direction you want it sorted and then click the **Add to Sort List** button.



3. The columns are sorted in the order in which they appear in the list. To change the order, use the **Move Up**, **Move Down**, and **Remove** buttons.
4. To show the sorted results table, click on **Sort**.

To view the table without any of your own sorting criteria, click on the Report Title of the selected report in the "Report" column. All sorting criteria will be reset.



DELETE REPORT

The report can be deleted by selecting the **trashcan** icon. Please note, that there is no warning message; once the report is deleted, it must be re-generated to view the data.