

Create a Cross Assessment Report

Cross Assessment reports allow you to view data from two or more related assessments within a single report.

To create a Cross Assessment report

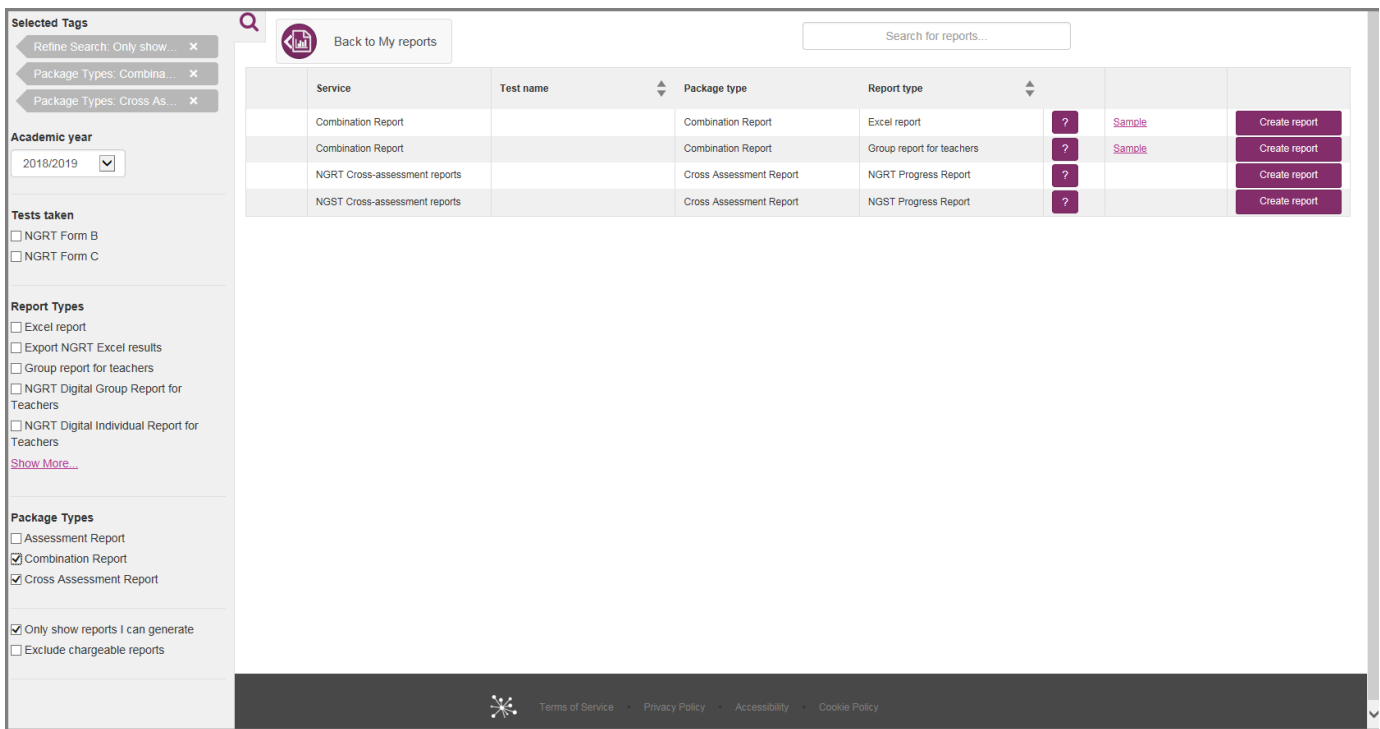
1 Click the **Reports** button  from the home screen.

All existing reports are displayed within the [Reports List](#).

Find Report Type



2 Click the **Create report** button  to display the Report Selection List. This list contains all the reports that are available to you based up the [services](#) you have purchased.





Service	Test name	Package type	Report type	Sample	Create report
Combination Report		Combination Report	Excel report	Sample	Create report
Combination Report		Combination Report	Group report for teachers	Sample	Create report
NGRT Cross-assessment reports		Cross Assessment Report	NGRT Progress Report		Create report
NGST Cross-assessment reports		Cross Assessment Report	NGST Progress Report		Create report

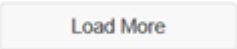
See [Understand Report Selection Details](#) for specific information about each column within the Report Selection List.

3 Find the cross assessment report you want to create by using one or more of the following methods:


3.1 [Filtering](#) the list to reduce the number of reports displayed on your screen. For example, select 'Cross Assessment Report' from the **Package Types** list.

3.2 View detailed information about each report by examining the contents of the following columns:

- Report Type - Includes report format and recommended audience for the report.
- Report Description - Click the **Report Description** button  to view a detailed description of the contents of the report. Click **OK** to close the window after viewing the information contained within it.
- Sample - Click the **Sample** link (where available)  to access a sample of the report.

3.3 If a **Load More** button  is displayed at the bottom of the Report Selection List, this means all reports are not currently displayed on the screen. Click the **Load More** button to display the next 100 reports.

Create Report


4 Once you have found the cross assessment report you want to create, click the **Create Report** button  alongside it. A date selection screen is displayed, showing the academic year(s) where student data is available to include in your report.



Note: at least one student must have completed the relevant assessments for the academic year button(s) to be enabled (dark grey). If the academic year button(s) are disabled (light grey) then there is not enough student test data available for that report. The message "No results to

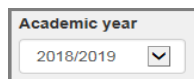
display" or similar will be presented. Please click the **Cancel** button  and confirm your cancellation by clicking the **Yes** button, to return to the Report Selection List.

Select your first data set

5 Select the academic year you want to use data from for your Start point, by clicking the academic year button 


When you click the button for the Start point academic year, notice the following:

- The academic year button turns purple



Select your next data set(s)

6 Select the academic year you want to use data from for your next data set(s), which might be your mid-point or both mid-point and end/finish

point (depending on the report), by clicking the academic year buttons 

When you have selected the academic year buttons for all test points, notice the following:

- The Select students button  is enabled

Academic year

2018/2019



Note: the academic year buttons presented for selection are controlled by the Academic year drop down in the Report Selection screen. By default this is set to the current academic year.

It is possible to change the Academic year buttons available if you want to look further back at historical data. To do this you should change the Academic year drop down in the Report Selection screen. The academic year you choose will be available for selection alongside two earlier academic years prior to this one, where test data is available.

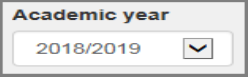
For example, if I change the year to 2016/2017 in the Academic year drop down, then I will be able to select data for inclusion in the report from the years 2014/2015, 2015/2016, 2016/2017.

Select your students

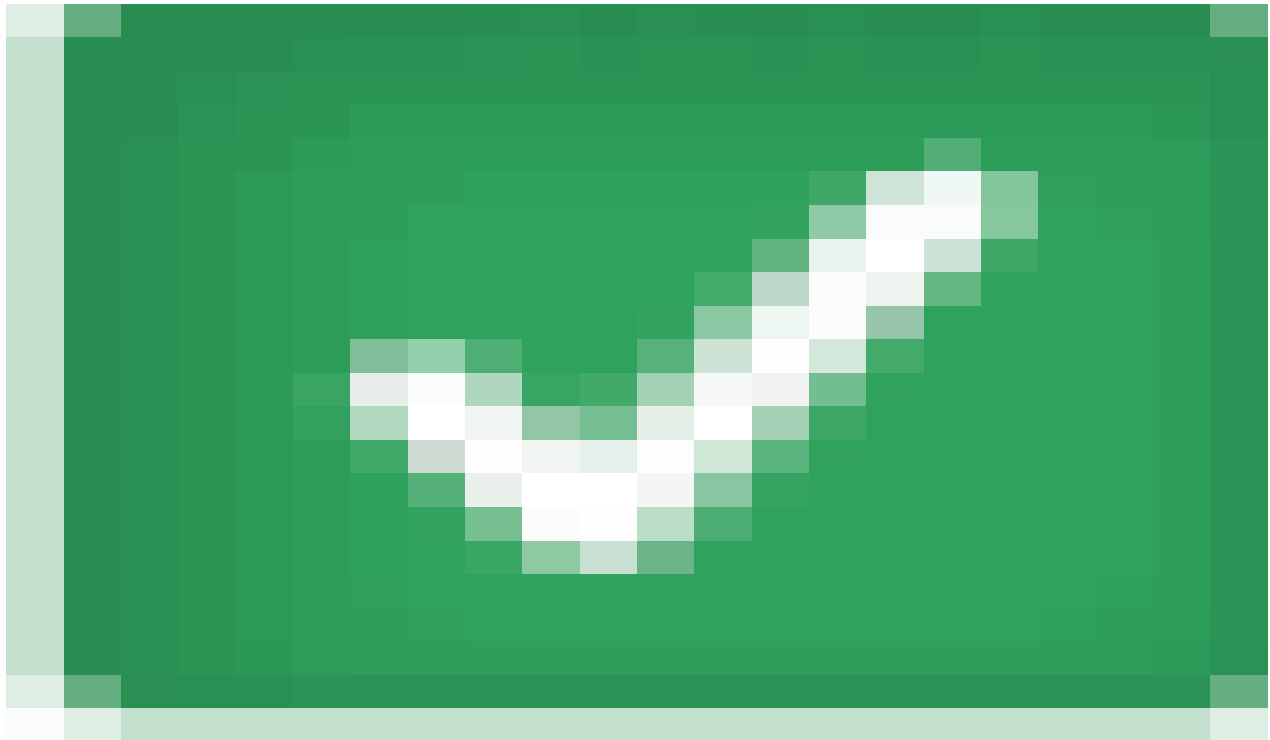
Academic year


2018/2019



7 Click the Select student button  to display a list of students that can be included within the report.


The specific levels or forms of the test taken by each student can be identified by looking at the ticks in the columns to the right of the student list.



Select the students who you want to include by clicking the Check box  to the left of each student name.


Some students will not be able to be selected if they do not have the relevant data to be included in the report.

Each time you click the Check box for a student, notice the following:

- The Check box changes colour 
- The total number of students you have selected is displayed within the Define Report Settings button, in the top right corner of the screen.

Alternatively, rather than selecting students individually you can choose to Select All students by clicking the Check box on the column header row.

Define Report Settings

8 Click the **Define Report Settings** button  **Actions** to display the Report Settings box.



9 Within the Report Settings box:

9.1 View the information within the following read-only fields:

Report Selected	The name of the test taken by the students and also the report type you selected.
School Name	The name of your school.

9.2 Enter the Report Name, which can contain up to 100 characters and is a mandatory field. The report name is the name that you will use to find the report within the Reports List.

9.3 Enter information in any other fields that may be displayed. Different types of reports contain different types of information, therefore, the fields at the bottom of this box may change depending upon which report you are creating.

One of the fields displayed may be the 'Include logo in report' option. If a [logo](#) has been added to your school's account details then you will have the option to include your school logo on the front page of the report. Select the 'Include logo in report' check box if you want your school logo to appear on the front page of the report.

Generate Report

10 Click the **Generate Report** button  **Actions**.

The Report List will be displayed, showing the report you just generated at the top of the list.

Preview or Download Report

11 If you want to view or download the report, click the **Actions** button  **Actions** displayed alongside the report, and then click the **Preview** button  or the **Download** button .

See [Preview Reports](#) or [Download Reports](#) for more information about each function.

Note: You can also download multiple reports in a batch rather than download each one individually. Multiple reports are automatically compressed, grouped together and saved within a single zip file. See [Download Reports](#) for full details of the process.

12 To return to the home screen, click the **Home** button

