

**ReadyResults.net**

2014

**Managing the Database  
and Student Records Online  
(at the District Level)**

*For Administrators Only*

For help, send email to:

[help@readyresults.net](mailto:help@readyresults.net)

or call:

877-456-1547

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# Overview

The database in ReadyResults contains all the test and student information with which reports are created. This document covers database management tasks the database administrator performs.

Your first task as an administrator is to set up user accounts for members of your group. You will create their accounts and assign them the appropriate permission to access the database. Refer to “Managing User Accounts” on page 2 for details on what this involves.

Other tasks involve managing the database of student records. Some tasks are covered here; others are covered in separate documents. The tasks include:

1. **Importing an electronic file containing student roster information.** There is a separate document called *Importing Student Information* that addresses this process.
2. **Modifying the database manually.** This involves working with the database directly. Tasks related to teachers and teacher assignments are covered in a separate document, *Teacher Assignments*. Managing Special Codes/Demographics manually is described in a separate document, *Special Codes*.

Tasks that can also be performed by building-level users (e.g., adding students, editing students at a building level, and printing class rosters) are covered in the document, *Managing Student Records Online at the Building Level*.

This document covers:

- a. Adding or editing districts, schools, or teachers
  - b. Finding/Editing student records at a district level
  - c. Merging duplicate student or teacher records
  - d. Year-end clean up procedures, such as promoting all students to the next grade level or clearing rosters
3. **Other miscellaneous tasks covered in this document:**
- a. Working with test administrations
  - b. Creating Quick Reports

# Managing User Accounts

Administrators are responsible for creating and editing user accounts. This involves giving users the appropriate access to the database and to reports. Administrators can also edit and fill in the Contact List.

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## Creating a New Account

When you create accounts, each one will have associated with it

- basic information such as a user name, a password, and an email address;
- a reports-access level (how much private student details the user can see on reports); and
- a database-management-access level (what kind of changes the user is allowed to make to the database).

To create a new account:

1. Choose **Utilities** from the top menu bar to arrive at the ReadyResults Utilities Console page.
2. Choose **Manage Users** from the **User Accounts** menu.
3. Then Select and Delete User Accounts page appears. Click **Add New User**.

Total Licenses	Concurrent Licenses	Assigned Licenses	Activated Accounts	Online Now
30	30	29	29	2

User Accounts				
Name	Email Address	Activated	Minutes Online	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
user6010not	user6010not@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6011	user6011@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6011not	user6011not@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6012	user6012@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>

Change page:  |  Page size:  Change

[View User Accounts Report](#)

The Create and Update User Accounts page appears.

Now creating a new account

Account names are required to be unique for all customers.  
Activate this user to allow user to log into ReadyResults.Net.

Advice: Create Strong Password

**Permission to view reports:**

Student level details and summary reports  Summary reports only

## Defining Basic Information

Enter basic information in the text boxes provided on the Create and Update User Accounts page.

**Create or Edit User Account**  
More information about this page...

Now creating a new account

User Name: User1  
Activate:  Activated  
Email Address: User2@myschool.com  
Teacher ID: 123 *Optional*  
Password: ●●●●●●●●  
Confirm password: ●●●●●●●● \*

Account names are required to be unique for all customers.  
Activate this user to allow user to log into ReadyResults.Net.

Advice: Create Strong Password

OK Cancel

The **User Name** must be unique to the entire ReadyResults.Net system. Therefore, if the User Name is in use by someone at a different school, you will not be able to use it. It may also be entered instead of the User Name at the ReadyResults login screen. Additionally, if users forget their passwords, they can receive information via their email addresses to assist them in resetting their passwords. For more information on resetting passwords, refer to the “Logging into ReadyResults.net” section of the “Quick Start for ReadyResults.net” document.

Enter a unique **Email Address**. We use this email address if we need to contact you with important information regarding your account or the ReadyResults.Net server.

If you enter the **Teacher ID** of a teacher, this user will have access to students who are assigned to that particular teacher. A teacher has a Teacher ID associated with him/her when you go to **Student Records** and either add a new teacher or edit a current one or when you import a student information file containing Teacher IDs. Any user account with a Teacher ID associated with it will have access to student-level reports for those students who are assigned to the teacher(s) who have that Teacher ID.

This is particularly useful when you have more than one teacher name for a particular teacher to denote specific classes. For example, you might have SmithAlg1 and SmithAlg2, both referring to Mr. Smith who teaches two classes of Algebra. If you use the same Teacher ID for SmithAlg1 and SmithAlg, you can use it on a user account for Mr. Smith so that he has access to all his students. **Note:** You can assign the Teacher ID to the teacher before or after you use it for a user account.

Enter the same password in the **Password** the **Confirm Password** boxes. A password should be at least eight characters long and include a combination of uppercase and lowercase letters, numbers, and a punctuation mark, such as “!”. Otherwise, it may be considered too weak. The passwords are case-sensitive.

**Note:** Users can reset their own passwords if they forget them. For more information on resetting passwords, refer to the “Logging into ReadyResults.net” section of the “Quick Start for ReadyResults.net” document.

## Assigning Access to Reports

You need to give each user account the ability to see reports on some level. In addition, you can also give some users (those with student-level access) the ability to manage ReadyResults.Net database to an extent that you specify.

## Viewing Summary Reports

Under “Permission to view reports,” choose **Summary reports only** if you do not want the user to see any private student information. This option may be appropriate for a board member or a parent.

**Permission to view reports:**

Student level details and summary reports  Summary reports only

**Note:** You cannot give any kind of permission to manage the ReadyResults.net database to a user only has access to summary reports.

## Student Level Reports

Under “Permission to view reports,” choose **Student level details and summary reports** if you want the user to see student level reports in addition to summary reports.

For a user who can see student-level details, you must specify whether the user can see all students or just some students.

**Permission to view reports:**

Student level details and summary reports  Summary reports only

Allow access to some students  Allow access to all students

OPTIONAL: Assign permission to edit the database

The **Allow access to some students** option typically is to grant teacher access. To do this, use the permissions tree to select a specific class. Click on the plus (+) sign next to the District name. Continue clicking on the (+) signs until you find the name(s) of the teacher(s) to whom you are giving user access.

**Permission to view reports:**

Student level details and summary reports  Summary reports only

Allow access to some students  Allow access to all students

REQUIRED: Choose district(s), school(s), teacher(s)

- A District
  - School AAA
  - School BBB
  - School CCC
  - School DDD
  - zUnspecified

**Note:** If you use Teacher IDs and your student records are associated with those IDs, you do not need to make selections here. They will be done for you automatically. See the discussion on Teacher ID in the “Designing Basic Information” on page 3.

## Assigning Ability to Manage the Database

**Case 1: Users with access to some students**—If you choose **Access to some students**, the “Optional: Assign Permission to edit the database” section appears. Select specific tasks you want the user to be able to perform in the database. For example, click **Enter Scores or Responses** if the user needs to enter scores into ReadyResults.net. Click **OK** when you are finished editing or creating a new user.

**Permission to view reports:**

Student level details and summary reports  Summary reports only

Allow access to some students  Allow access to all students

REQUIRED: Choose district(s), school(s), teacher(s)

- A District
  - School AAA
  - School BBB
  - School CCC
  - School DDD
  - zUnspecified

OPTIONAL: Assign permission to edit the database

- Manage User Accounts
- Manage Test Configuration
- Key Enter Scores
- Print Answer Sheets

*Note:* A user with limited student access has limited access to database editing. If the user needs to be able to perform more database editing tasks, he/she should be given access to all students.

**Case 2: Users with access to all students**—If you choose **Allow access to all students**, the user also has permission to edit/manage the database. Select specific tasks you want the user to be able to perform in the database. For example, click **Enter Scores and Responses** if the user needs to enter scores into ReadyResults.net. Click **OK** when you are finished editing or creating a new user.

---

## Editing an Account

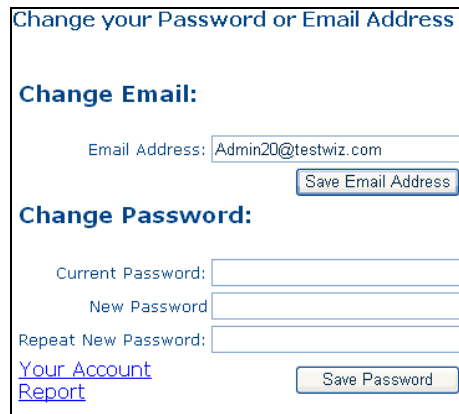
After you create an account, you can make changes to it. For your own account, you can change the Password or the Email Address. For accounts that you (an administrator) have created, you can change account details, such as the Password, the Email Address, and the permission that an account has to view reports or to edit the database.

### Your Own Account

You were given a user name and password for your account by Certica Solutions. You should change your password to a strong one, using combinations of letters and numbers.

## Changing Your Email Address or Password

1. Click on your User Name (top right on the Welcome page). The Change Your Password or Email Address page appears.



Change your Password or Email Address

**Change Email:**

Email Address:

**Change Password:**

Current Password:

New Password

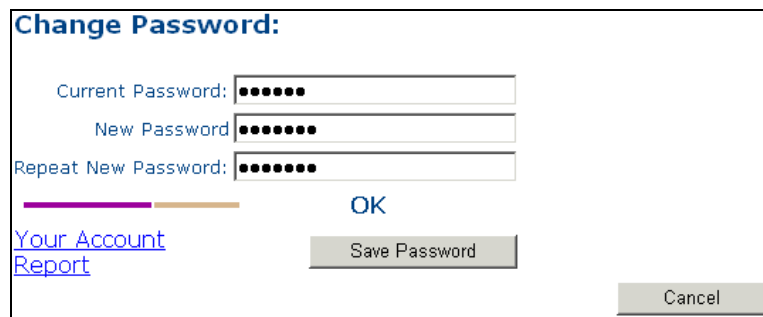
Repeat New Password:

[Your Account Report](#)

2. To change your email address, enter a new email address into the **Email Address** box, typing over your old one.
3. Click **Save Email Address**. A message appears to indicate the email address was saved.

## Changing Your Password

1. Enter the **Current Password** in the text box provided.
2. Enter the new password in the **New Password** and the **Repeat New Password** boxes.



**Change Password:**

Current Password:

New Password

Repeat New Password:

[Your Account Report](#)

**Note:** As you type the new password, the strength of the password is indicated with a bar and words such as “OK” and “Too Weak.” A password must have at least seven characters, contain a mix of upper and lower case letters, and contain at least one number. Otherwise, it is considered too weak and is not allowed.

3. Click **Save Password**. A message appears to indicate the password was saved.

**Note:** If you don’t remember your password, please call either an administrator who has a higher level of access than you, or the support line for ReadyResults.net.



## Changing Any Information in a User Account

1. Choose **Utilities** from the top menu bar to arrive at the ReadyResults Utilities Console page.
2. Choose **Manage Users** from the **User Accounts** menu.
3. The Select and Delete User Accounts page appears. Click **Edit** next to the account you want to modify.

Total Licenses	Concurrent Licenses	Assigned Licenses	Activated Accounts	Online Now
30	30	29	29	2

User Accounts				
Name	Email Address	Activated	Minutes Online	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
user6010not	user6010not@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6011	user6011@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6011not	user6011not@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6012	user6012@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>

Change page:  Go Page size:  Change

[Add New User](#)

[View User Accounts Report](#)

**Note:** If a user name has an \* next to it, it means that the user's access control (permissions) is no longer valid because of a change in the data during an upload. To correct this, you need to edit the user's access permission by editing the user account.

4. The Create and Update User Accounts page appears.

**Create or Edit User Account**

> More information about this page...

Now editing account: User123

User Name:  Account names are required to be unique for all customers.

Activate:  Activated Activate this user to allow user to log into ReadyResults.Net.

Email Address:

Teacher ID:  Optional

Password:  Advice: Create Strong Password

Confirm password:

Account currently has student detail access to these district(s), school(s) and teacher(s)

District	School	Teacher
(all)	(all)	(all)

**Permission to view reports:**

Student level details and summary reports  Summary reports only

Allow access to some students  Allow access to all students

OPTIONAL: Assign permission to edit the database

- Manage Entire Database
  - Manage User Accounts
  - Manage Test Configuration
  - Manage Student Records
    - Edit Student Records

5. Enter or change any information.
6. Click **OK** when you are finished editing.

---

## Accessing Account Reports

You can get information about an account through an account report. The report is a PDF file that displays all the account information such as the date of the last login, the creator of the account, and the number of logins. A report for any account looks something like this:

<b>Account</b>	demo_ma2
<b>Type</b>	Student Level
<b>Email</b>	demo_ma2@mycompany.com
<b>Logged In</b>	demo_ma2(demo_ma2@mycompany.com )
<b>Last Logon</b>	6/10/2005 2:16:30 PM
<b>Log in count</b>	1
<b>Enabled</b>	Yes
<b>Creator</b>	admin(admin@mycompany.com)
<b>Updater</b>	demo_ma2(demo_ma2@mycompany.com )
<b>Orphan ACL</b>	No
<small>Orphan ACL = Yes indicates that this user has permission to an object (district,school,teacher) no longer is present in the data and the administrator should reset this users permissions.</small>	
<b>Access Control List entries:</b>	
<b>Scope</b>	<b>Description</b>
District	demoGroup

You can get a report on just one account, all the accounts, or your own account.

**Note:** If the field titled “Orphan ACL” has a “Yes,” you need to reset the user access control by editing the user account.

## Your Account

To see a report for your own account:

1. Choose **Utilities** from the top menu bar to arrive at the ReadyResults Utilities Console page.
2. Choose **My Account** from the **User Accounts** menu.
3. Click the link at the bottom of the page that says “Your Account Report.” Your report becomes a PDF file that opens in Adobe Acrobat or Reader.

## User Accounts

To see a report for one or all user accounts:

1. Choose **Utilities** from the top menu bar to arrive at the ReadyResults Utilities Console page.
2. Choose **Manage Users** from the **User Accounts** menu. The Select and Delete User Accounts page appears.
3. For a report covering all the accounts, click the link at the bottom of the screen that says “View User Accounts Report.” The report becomes a PDF file that opens in Adobe Acrobat or Reader. Alternatively, for a report on just one account, click **Edit** next to the account on which you want a report. Then on the Create and Update User Accounts page, click the link at the bottom that says “View user account report.”

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## Filling in the Contact List

After you set up accounts, you should choose one or two users to be contacts for ReadyResults.Net notifications. When you store users' information in the ReadyResults.Net Contact List, they will be contacted regarding ReadyResults.Net if need be. To add users to your Contact List:

1. Click **Utilities** if you are not already in the Utilities Console.
2. Choose **Key Contacts** from the **User Accounts** menu.
3. Click **Add new record**.
4. Choose a user account name and enter the contact information for that user.
5. Click the **Insert** link at the bottom. The user is added. Choose **Key Contacts** from the **User Accounts** menu again to see your updated list of contacts.

## Managing Student Records Online

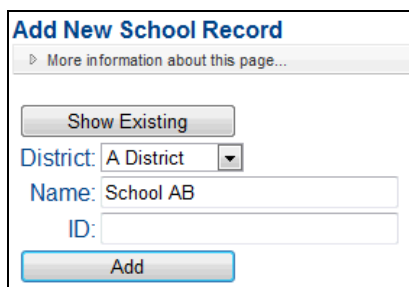
As an administrator, you manage the student record information. One way to add or update database information is to import an electronic ASCII file. For information on updating student records electronically, refer to the document, *Importing Student Information*. Adding and updating database information manually online is covered here.

---

## Adding Districts, Schools or Teachers

To add a district, school, or teacher to your database:

1. Go to **Utilities** and move the cursor to the **Student Records** menu. Hover over **District**, **School**, or **Teacher** followed by the **Add** option.
2. Enter a name for the district in the **Name** box. If you are adding a school, choose a **District** for the school and then enter a name. If you are adding a teacher, choose a **District** and **School** and then enter a name.



The screenshot shows a web form titled "Add New School Record". At the top left of the form area is a button labeled "Show Existing". Below this is a "District:" label followed by a dropdown menu currently showing "A District". Underneath is a "Name:" label followed by a text input field containing "School AB". Below the name field is an "ID:" label followed by an empty text input field. At the bottom of the form is a large "Add" button.

**Note:** Click **Show Existing** to see a list of the districts, schools, or teachers you already have. This helps to avoid adding duplicates.

3. If you want to add an ID, enter one in the ID box. If you enter the ID, you can use that when assigning access for a user account. If a user has an ID associated with him/her, any user account that uses this ID will then always have access to any students assigned to that teacher.

This is particularly useful when you have more than one teacher name for a particular teacher to denote specific classes. For example, you might have SmithAlg1 and SmithAlg2, both referring to Mr. Smith who teaches two classes of Algebra. If you use the same Teacher ID for SmithAlg1 and SmithAlg, you can use it on a user account for Mr. Smith so that he has access to all his students.

4. Click **Add**.

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## Editing/Merging Districts, Schools or Teachers

To edit a District, School, or Teacher or delete one:

1. Click on **Utilities**. Hover the cursor over the **Student Records** menu. Hover over **District**, **School**, or **Teacher** and click **Edit, Merge, or Delete (District Level)**.
2. If you are editing a school or teacher, choose a **School** and/or **District** from the drop-down menus.

**Edit School Record**

More information about this page...

District: A District

Merge

From	To	School	ID
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School AAA	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School BBB	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School CCC	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School DDD	

Merge

3. Click the **Edit** link next to the district, school, or teacher you want to edit. Or click **Delete** if you want to remove it.
4. The field opens if you are editing. Edit the name in the text box as needed.

**Edit School Record**

More information about this page...

District: A District

Merge

From	To	School	ID
<input type="radio"/>	<input type="radio"/>	<a href="#">Update</a> <a href="#">Cancel</a> <a href="#">Delete</a> School A2	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School BBB	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School CCC	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School DDD	

Merge

5. Click the **Update** link located to the left. The change is saved.

**Edit School Record**  
More information about this page...

**Saved changes!**

District: A District

Merge

From	To	School	ID
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School A2	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School BBB	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School CCC	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School DDD	

Merge

To merge two districts, schools, or teachers:

- a. Identify the one you want to merge into another and click the **From** button next to it.
  - b. Identify the district, school, or teacher into which you want to merge the other.
6. Click on the **To** button next to it.

**Edit Teacher Record**  
More information about this page...

District: A District

School: School A2

Merge

From	To	Teacher	ID
<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> School AAA	
<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Teacher A	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Teacher F	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Teacher G	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Teacher H	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Teacher I	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Teacher J	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Teacher K	
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Teacher L	

Merge

7. Click **Merge**. A message appears asking if you are sure you want to merge the records. Click **OK**. The records are merged.

The record selected as **From** is removed and its information is merged into the record selected as **To**.

## Finding/Editing/Deleting/Merging Student Information

Building-level users as well as administrators can edit student records at a basic level using the **Student-Edit** option found under the **Student Records** menu in **Utilities**. Use that option to find/edit students based on building. This option is covered in the document, *Managing Student Records Online at the Building Level*.

As an administrator, you can also find/edit any student in the database using the **Edit, Merge or Delete (District Level)** option under the **Student Records** menu. You can edit a student's ID, make Special Code assignments, assign teachers, delete one or more students, or merge two student records into one. Directions follow.

To find or make any changes to any student in the database, delete, or merge student records:

1. Go to **Utilities**.
2. From the **Student Records** menu, choose **Student** followed by **Edit, Merge or Delete (District Level)**.
2. By default, the list of students is filtered to the first school in your database. Information such as name, grade, and DOB is shown.

From	To	Last Name	First Name	Middle Name	Grade	ID	DOB	Teacher	School	District
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> Last2	First2		5	989898	01/01/00	School AAA	School AAA	A District
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> LastNameA	FirstNameA		5	88888888		Teacher B	School AAA	A District
<input type="radio"/>	<input type="radio"/>	<a href="#">Edit</a> <a href="#">Delete</a> LastNameA	FirstNameA	A	5	111111	08/08/03	Teacher B	School AAA	A District

- To change the information shown, click on **Columns to Show** and select the items you want to show. To control which teacher you see listed from the database, use the **Teacher Type** drop down menu in the top filter section.

- You can also use filter options and drop-down menus to select a different school or view a different Teacher Type.

- To find a student by name, ID, or grade instead of district or school, remove the check mark next to **Filter on Selected School**. Enter information into the Last name, First name, or ID text boxes and then click **Filter**.

From	To	Last Name	First Name	Middle Name	Grade	ID	DOB	Teacher	School	District
		LastNameA	FirstNameA	A	5	111111	08/29/92	Teacher A	School AAA	A District
		LastNameA	FirstNameA		5	88888888		Teacher J	School AAA	A District
		LastNameB	FirstNameB		5	99999999	05/05/10	Teacher E	School AAA	A District

**Note:** To hide the filter information, click **Filters**.

- To delete a student, click the **Delete** link next to the name of the student.
- To view the full information for a student, click the **Edit** link next to the name of the student. The student field opens.

The screenshot shows a web interface for managing students. At the top, there are sections for 'Filters' and 'Columns to Show'. Below this is a table with columns: From, To, Last Name, First Name, Middle Name, Grade, ID, DOB, Teacher, School, and District. Three rows of student data are visible, each with 'Edit' and 'Delete' links. Below the table, there are two main panels. The left panel, titled 'Student's Information and Special Codes', contains fields for First Name, Middle Name, Last Name, ID, Alt. ID, DOB, and Grade. The right panel, titled 'Assign Student to Teacher', contains dropdown menus for Teacher Type, District, School, and Teacher. At the bottom, there is a 'Special Codes' section with a grid of dropdown menus for various categories like Accom/Non-Stand, Accom/Standard, Amer. Ind/Alask., and Autism.

- You can edit the student name, ID, DOB, Grade, and Special Codes. Click **Save Changes** after you make any edits.

*Note:* For more information on creating and assigning Special Codes refer to the document, *All About Special Codes*.

The student's teacher assignments appear in the Student's Teachers section on the right.

- To assign teachers to the student, make changes by selecting a **Teacher Type**. Then make selections in the drop-down menus for **District**, **School**, and **Teacher**.

This screenshot shows the 'Assign Student to Teacher' form. It has a title bar 'Assign Student to Teacher' and a section 'Student's Teachers:'. Below this, there are four dropdown menus: 'Teacher Type' (set to '09-10 Classroom'), 'District' (set to 'A District'), 'School' (set to 'School AAA'), and 'Teacher' (set to 'Teacher C').

- Click **Assign Student to Teacher** when you are finished. *Note:* For more information on assigning teachers, including other ways to assign teachers, refer to the separate document, *Teacher Assignments*.



- To merge two students, identify the one you want to merge into another and click the **From** button next to it. Identify the district, school, teacher, or student into which you want to merge the other. Click on the **To** button next to it.

From	To	Last Name	First Name	Middle Name	Grade	ID	DOB	Teacher	School	District
<input type="radio"/>	<input type="radio"/>	LastNameA	FirstNameA		5	88888888		Teacher B	School AAA	A District
<input type="radio"/>	<input checked="" type="radio"/>	LastNameA	FirstNameA	A	5	111111	08/29/92	Teacher B	School AAA	A District
<input type="radio"/>	<input type="radio"/>	LastNameB	FirstNameB		5	99999999	05/05/10	Teacher B	School AAA	A District
<input type="radio"/>	<input type="radio"/>	LastNameC	FirstNameC		5	77777777	05/05/10	Teacher B	School AAA	A District
<input type="radio"/>	<input type="radio"/>	LastNameD	FirstNameD		5	66666666	05/05/10	Teacher B	School AAA	A District
<input type="radio"/>	<input type="radio"/>	LastNameE	FirstNameE		5	55555555	05/05/10	Teacher B	School AAA	A District

- Click **Merge**. A message appears asking if you are sure you want to merge the records. Click **OK**. The records are merged. The record selected as **From** is removed and its information is merged into the record selected as **To**.

## Test Administrations

### Deleting a Test Administration

You may delete test administration data if you no longer access it. However, you should avoid deleting test administration files that are associated with scannable tests. Deleting a test administration file or a test configuration file for a scannable test will cause you to lose data if the test was already scanned. It will also prevent you from printing or scanning answer sheets.

- Click Utilities. Hover the cursor over the **Test Management** menu, then **Test Administrations**, and click **Delete Test Administration**.

- The Delete Test Administration page appears.

	Grade	Date Given	Year Given	Name	Abbr	Admin Name
<input type="checkbox"/>						
<input type="button" value="Remove"/>	3	5/1/2004	2004	MCAS Grade 3 2004- Reading	Mcas304	MCAS Grade 3 2004
<input type="button" value="Remove"/>	3	5/1/2005	2005	MCAS Grade 3 2005- Reading	MCAS305	MCAS Grade 3 2005
<input type="button" value="Remove"/>	3	5/1/2006	2006	MCAS Grade 3 2006	MCAS306	MCAS Grade 3 2006

3. Click the **Remove** button next to the Test Administration you want to delete from the server. A warning appears if “Warn me before removing administrations” is checked.
4. Click **OK** on the warning if one appears. The Test Administration is deleted.

## Deleting a Student from a Test Administration

You may delete a student from a test administration if you no longer want the student associated with that test. To delete student fro a test administration file:

1. At the main **ReadyResults Utilities Console**, hover the cursor over the **Test Management** menu, hover over **Test Administrations**, and click **Remove Students**. The Remove Students from a Test Administration page appears.

**Remove Students From a Test Administration**

More information about this page...

My recently selected test administrations:

select recent...

Click on the row for the test administration you wish to remove students from:

Grade	Date Given	Name	Admin Abbr.	Admin Name
4	9/15/2009	English Final Grade 4	G409_10	Grade 4 09_10 Fall
4	9/15/2009	Reading Comp Final G4	G409_10	Grade 4 09_10 Fall
4	6/15/2009	Math Grade 4 Final	G408_09	Grade 4 08_09 Spring

2. Locate the Test Administration in the table and click on its row. A table of students appears.

**Remove Students from a Test Administration**

More information about this page...

Use the following table to remove students from this test administration.

[Return to Test Selection.](#)

Teacher Type to show: Original Location

	Last Name	First Name	DOB	ID	Alt Id	Teacher Name	School Name	District Name
<a href="#">Delete</a>	LastNameA	FirstNameA		88888888		Teacher C	School AAA	A District
<a href="#">Delete</a>	LastNameA	FirstNameA	08-29-1992	111111		Teacher C	School AAA	A District
<a href="#">Delete</a>	LastNameB	FirstNameB	05-05-2010	99999999		Teacher C	School AAA	A District
<a href="#">Delete</a>	LastNameC	FirstNameC	05-05-2010	77777777		Teacher C	School AAA	A District
<a href="#">Delete</a>	LastNameD	FirstNameD	05-05-2010	66666666		Teacher C	School AAA	A District

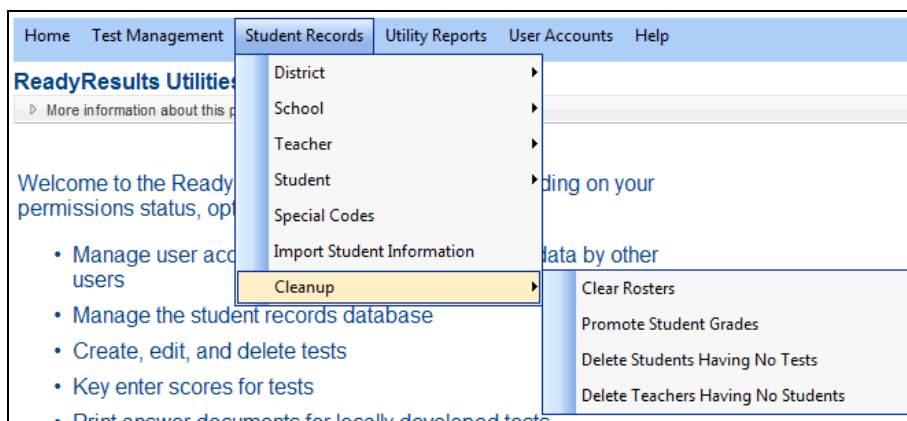
3. Click the **Delete** link to the left of a student in order to remove the student from the Test Administration. A warning appears.
4. Click **OK** to confirm. The student is removed from the Test Administration.

## Cleaning Up the Database

There are tasks you can perform to clean up your database, keeping it current and eliminating unused data.

- Clear class rosters in preparation for new teacher assignment information
- Delete unused information such as students who have no test data as well as districts, schools, and teachers who have no students associated with them.
- Move the grade of every student up one level by promoting all students.

To perform any of these tasks, click **Utilities** and hover the cursor over the **Student Records** menu. Choose **Cleanup** followed by the option you want.



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## Clearing the Rosters

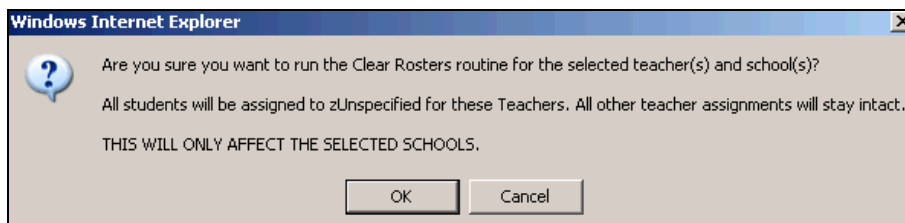
Clearing the rosters sets the current location of all the students in the selected schools to “zUnspecified.” Their assigned district, school, and selected teacher assignments all set to zUnspecified. Then, if you import a new student information file, the district, school, and primary teacher information for current students is updated while the students who are no longer in your district remain in the database as zUnspecified.

To clear the rosters for one or more schools:

1. Hover over the **Student Records** menu in Utilities and choose **Cleanup** followed by **Clear Rosters**.

2. Select the school(s) whose class rosters you want to clear. Click **Select/Unselect All Schools** to select them all or unselect them all.

3. Select the teacher types whose assignments you want to clear away to be zUnspecified. Choose “Current Location” if you want to essentially remove them from your district and school.
4. Click **Clear Roster for Selected Teachers in Selected Schools**. A message such as the following appears:



5. Click **OK** to confirm that all students associated with the selected schools and teacher types should have zUnspecified as their assignment.

Students in the selected schools now have zUnspecified as their district, school, and selected teacher. Other teacher assignments through other teacher types are unaffected. When you next bring in new student information, the students who are still in your district will be updated with their current district, school, and Current Location assignments. Students who are no longer in your district will still have zUnspecified as their district, school, and the selected teacher.

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## Deleting Students with No Tests

After using ReadyResults for many years, you may consider removing old test administrations. To do this, go to **Utilities**, click on **Test Management**, and then select **Delete Test Administrations**. After you delete test administrations, you may have students in your database who have no tests and should be deleted. If you know who those students are, you can delete them one at a time, using the **Student** option on the **Student Records** menu. You may also use the **Cleanup** option, which deletes all the students without test data as well as any districts, schools, or teachers that have no associated students.

To delete students who have no tests associated with them:

1. Hover over the **Student Records** menu in **Utilities** and choose **Cleanup** followed by **Delete Students Having No Tests**. The Delete Students Having No Tests page appears.

2. Click **Delete Students**.
3. A message appears. Click **OK** to confirm that all students without test data and all teachers, schools, and districts without students are to be removed from the database.

**Warning:** If you have recently imported student information in order to enter test data manually or in order to scan in test data, do not use this feature. Otherwise, valid student information could be deleted.

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## Deleting Teachers with No Students

If you have teachers in your database who have no students, consider deleting them. If you know who those teachers are, you can delete them one at a time, using the **Teacher** option on the **Student Records** menu. You also may use the **Cleanup** option, which deletes all the teachers who have no students assigned to them.

**Warning:** If you have recently imported student information in order to key-enter test data or in order to scan in test data, do not use this feature. Otherwise, valid student information could be deleted.

To delete all the teachers with no students:

1. Hover over the **Student Records** menu in **Utilities** and choose **Cleanup** followed by **Delete Teachers Having No Students**.
2. Click **Delete Orphan Teacher Records**.
3. A message appears asking if you are sure you want to delete teachers who have no students. Click **OK** to confirm.

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## Promoting Each Student's Grade Level

At the end of the year, you may want to move all the students in your database up to the next grade level. You can do this by importing an updated student database file (see the *Importing Student Information* document) or you can promote the students. To promote all students under your control to the next grade level:

1. Hover over the **Student Records** menu in **Utilities** and choose **Cleanup** followed by **Promote Student Grades**.
2. Be very sure that you wish to do this because there is no simple way to undo it. This process is allowed only once in a 10-month period. If you need to promote before 10 months has past, please contact Technical Support.
3. Click **Promote All Students**.

A message appears asking if you are sure you want to promote all students. Click **OK** to confirm.

# Quick Reports

A “Quick Report” is a report that’s already been customized and saved by someone in your group. As an administrator, you can create or edit a Quick Report. After a Quick Report is created, you and other users in your group can click on **Quick Reports** on the top menu from any page and select a test, choose a Quick Report, and see the report immediately on the screen.



**Note:** You can also use a Quick Report by clicking on **Select a Test** from the top menu. After you select a test, the Create Reports page appears, and you can select a Quick Report from the “Quick Reports” drop-down menu.

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## Creating a Quick Report

As an administrator, you may create a Quick Report for your group. To create a new Quick Report:

1. First customize a report by clicking on **Select a Test for Reporting** from the top menu and selecting a Test Administration. The Create Reports page appears.
2. On the Create Reports page, make all the selections you want for the report. For example, to create a Quick Report that shows the students in each class who are involved in a particular reading program, you could choose a Class-Student List report and use the **Special Code** parameter to select only students enrolled in the program. You could also change the **Display Score** parameter to “Performance Level”, and use the **Subtests** parameter to limit the subtests that show on the report.
3. Click **Preview Report** to make sure the report looks right.
4. To save this customized report as a Quick Report, make sure the “None Selected” option is selected in the “Quick Reports” drop-down menu.

A screenshot of the 'Create Reports' web form. The form contains several fields: 'Test: NAME OF PEARSON TEST', 'Test Date: Apr 29, 2012', 'Reporting Group' with radio buttons for Student (selected), Class, School, District, and Multi-District, 'Report Type' dropdown menu showing '1.0 Student - Profile', 'Teacher Type/Location' dropdown menu showing 'Current Location', 'My Customizations' dropdown menu showing 'None Selected', and 'Quick Reports' dropdown menu showing 'None Selected'. There are buttons for 'Create/Edit' next to the 'My Customizations' and 'Quick Reports' dropdowns, and buttons for 'Preview Report', 'Set as Defaults', and 'Clear Parameters' at the bottom. An arrow points from the text in the paragraph above to the 'Quick Reports' dropdown menu.

5. Click **Create/Edit** to the right of the “Quick Reports” drop-down menu. The “Create/Edit a Quick Report” page appears.

The screenshot shows the 'Create/Edit a Quick Report' form. It has a title bar 'Create/Edit a Quick Report'. Below it is a section titled 'Quick Report' with two text boxes: 'Unique Name (up to 80 characters):' and 'Description:'. Below the description box is a character count '(You have 254 characters remaining.)'. Below this is a section titled 'Selected Report and Teacher Type' with three labels: 'Current Report: 2.0 Class - Student List', 'Teacher Type: Current Location', and 'Title on Report (optional):'. At the bottom are four buttons: 'Save', 'Save As', 'Delete', and 'Cancel'.

6. Enter a name in the **Unique Name** text box. This name will appear in the drop-down menu on the Create Reports page so that others can use it. Enter more detailed information about the report in the **Description** text box. If you do not enter anything, the description will be the same as the name.

The screenshot shows the 'Create/Edit a Quick Report' form with the following data entered: 'Unique Name' is 'Class List for Reading Program' and 'Description' is 'This report is a Class List report showing the students who are in the after school reading program.' The character count now shows '(You have 154 characters remaining.)'. The 'Selected Report and Teacher Type' section remains the same as in the previous screenshot.

7. Verify that the selected current Report Type and Teacher Type are correct.  
(Optional) In the **Title on Report** text box, enter the title that you would like to appear at the top of the report. This is the report default title. Other users can overwrite this for their purposes if necessary.

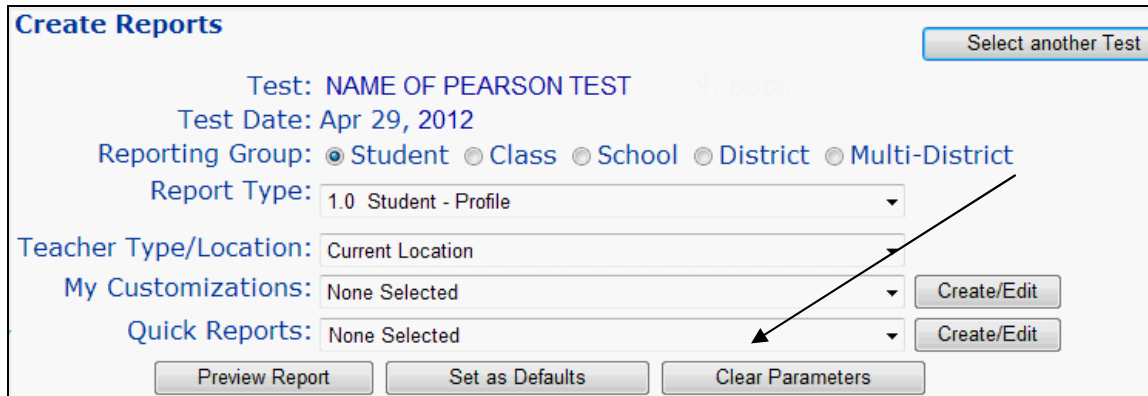
This is a close-up of the 'Selected Report and Teacher Type' section. It shows 'Current Report: 2.0 Class - Student List', 'Teacher Type: Current Location', and 'Title on Report (optional): Class List of Students in Reading Program'. The 'Save', 'Save As', 'Delete', and 'Cancel' buttons are visible at the bottom.

8. Click **Save**.

## Creating a New Quick Report Based on an Current One

You can also create a new Quick Report based on a current one.

1. On the Create Reports page, use the “Quick Reports” drop-down menu to choose the current Quick Report upon which the new one will be based. The parameters change according to whatever is associated with the Quick Report.



**Create Reports** Select another Test

Test: NAME OF PEARSON TEST  
Test Date: Apr 29, 2012

Reporting Group:  Student  Class  School  District  Multi-District

Report Type: 1.0 Student - Profile

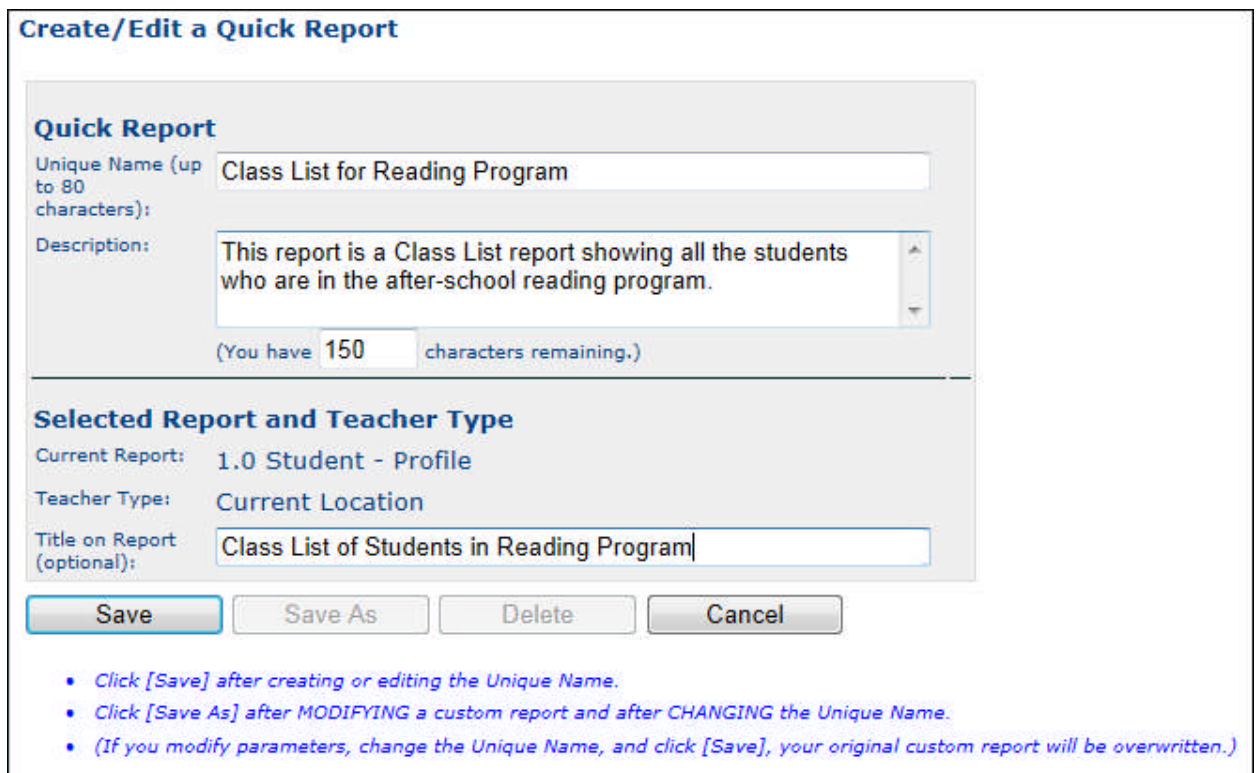
Teacher Type/Location: Current Location

My Customizations: None Selected Create/Edit

Quick Reports: None Selected Create/Edit

Preview Report Set as Defaults Clear Parameters

2. Make any changes to the parameters or other options as necessary. Click **Preview Report** to make sure it looks right.
3. Click **Create/Edit** to the right of the “Quick Reports” drop-down menu. The Create/Edit a Quick Report page appears.



**Create/Edit a Quick Report**

**Quick Report**

Unique Name (up to 80 characters): Class List for Reading Program

Description: This report is a Class List report showing all the students who are in the after-school reading program.  
(You have 150 characters remaining.)

**Selected Report and Teacher Type**

Current Report: 1.0 Student - Profile

Teacher Type: Current Location

Title on Report (optional): Class List of Students in Reading Program

Save Save As Delete Cancel

- Click [Save] after creating or editing the Unique Name.
- Click [Save As] after MODIFYING a custom report and after CHANGING the Unique Name.
- (If you modify parameters, change the Unique Name, and click [Save], your original custom report will be overwritten.)

4. Enter a new name in the Unique Name text box. You may also edit the description and title.
5. Verify that the selected current Report Type and Teacher Type are correct.
6. Click **Save As**. A new Quick Report is now available with the new name.



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## Editing a Quick Report

To make any changes to a Quick Report or to delete one, follow these steps to begin:

1. Choose **Select a Test for Reporting** from the top menu. Choose a Test Administration.
2. Choose the Quick Report from the “Quick Reports” drop-down menu on the Create Reports page.
3. If you want to make changes to the parameters or other options associated with the Quick Report, do so now.
4. Click **Create/Edit**. The Create/Edit a Quick Report page appears.

**Create/Edit a Quick Report**

**Quick Report**

Unique Name (up to 80 characters):

Description:

(You have 154 characters remaining.)

**Selected Report and Teacher Type**

Current Report: 2.0 Class - Student List

Teacher Type: Current Location

Title on Report (optional):

5. To delete a Quick Report, click **Delete** at the bottom. To rename a Quick Report or change it's description or title, delete the current name, description, or title and enter something else. Click **Save** at the bottom of the page. If you edited the *name*, a message asks if you are sure you want to overwrite with a new name. Click **OK**. The Quick Report is saved with the changes.

**Note:** If you click **Save As** instead of **Save** and you edited the *name* of the Quick Report, you will have two Quick Reports: a new Quick Report is created and the original remains as well.

## Related Documents

- *Managing Student Records Online at the Building Level*—covers steps for editing a student record at a building level, adding students, and printing class rosters.
- *Importing Student Information*—describes how to add or change student information (including teacher assignments and Special Code assignments) by importing an ASCII file containing student information.
- *Teacher Assignments*—gives you information on creating Teacher Types, entering teacher names, and assigning groups of students to a teacher directly in ReadyResults.
- *Special Codes*—explains how to create a Special Code directly in ReadyResults and how to assign a Special Code to groups of students.
- *Utility Reports*—describes how to create a Tests Taken Report and a Correlation Report.