



Nova Scotia Student Information System

Nova Scotia Public Education System

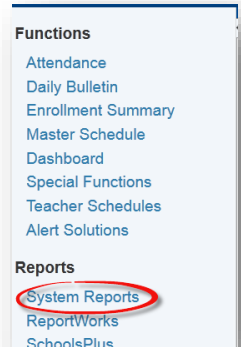
School Individual Assessment Results Report – Administrator's Guide

Quick Reference Guide

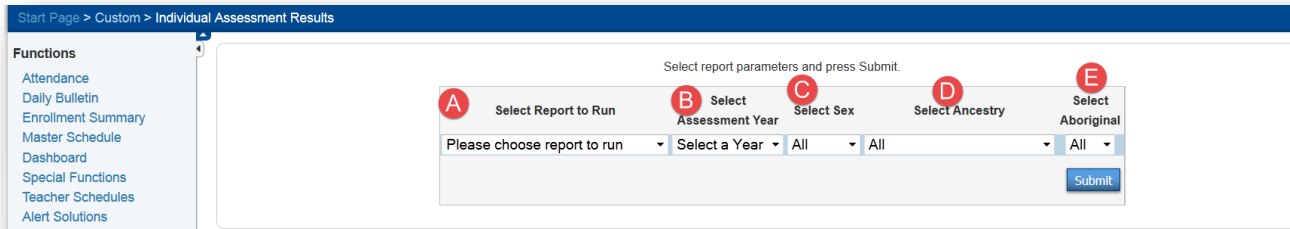
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December 5, 2014

Administrators at a school have the ability to run an Individual results report for Provincial Student Assessments. The report displays the assessment results for students in the school who wrote a given assessment. The report can be sorted, printed and/or exported to Excel.

1. From the start page of PowerSchool, under the section **Reports**, click on **System Reports**
2. Click on the **Custom** tab, click on the header **Administrator** to expand the section
3. Click on the report called, **Assessment Reports – Individual Results**



On the Individual Assessment Results page there are several report parameters to choose from.



A. Select Report to Run

- From the drop down list select the report you wish to run, all the current NS Provincial Assessments are listed in the drop down list.

B. Select Assessment Year

- From the drop down list, select the year in which the assessment you picked in option A, was written. You can run only one year at a time.

C. Select Sex

- By default the filter for Sex is set to **All**, if you wish you may choose to filter the results by sex.

D. Select Ancestry

- By default the filter for Ancestry is set to **All**, you may choose to filter by a particular Ancestry from the drop down list.



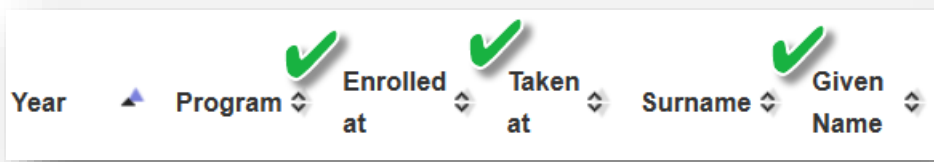
If you select an assessment from the drop down list, but select a combination of parameters that have no data, you will get a blank report. E.g. you select Mathematics in Grade 4 and the year 12-13, but the province did not administer Mathematics 4 in 12-13 so the resulting report will not display any data.

E. Select Aboriginal

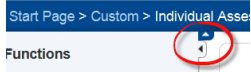
- By default the filter for Aboriginal is set to **All**, you may choose to filter students that have self-identified as Aboriginal by selecting Yes or No from the drop down list.

4. Once the parameters have been selected, click **Submit** to generate the report.

The results can be viewed on the screen and may be sorted by clicking on the double headed arrows over any of the headers. Note: **Enrolled at** will show the student’s current school and **Taken at** is the school in which the assessment was taken.



Hint and Tip Increase viewing space by using the small arrows on the menu windows.



The report can be exported to Excel, select the **Excel** button from the right hand side of the screen. When exporting to excel, note that the file produced is a comma separated value (.csv) file with the name and year of the assessment.

5. Click the Start Page or the word PowerSchool to return to PowerSchool.



The Excel spreadsheet, as exported from PowerSchool, is too wide to print all the columns across one page. If you need to have a paper copy you will need to manipulate the spreadsheet by hiding columns or filtering out certain sections until it fits on the page, and then use the print setup page and your printer menu to manage display of the data.