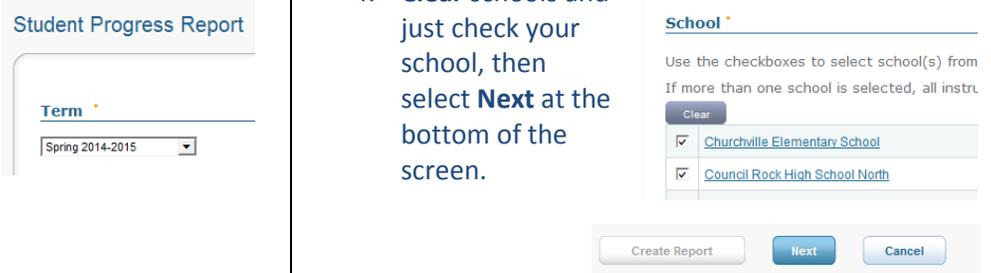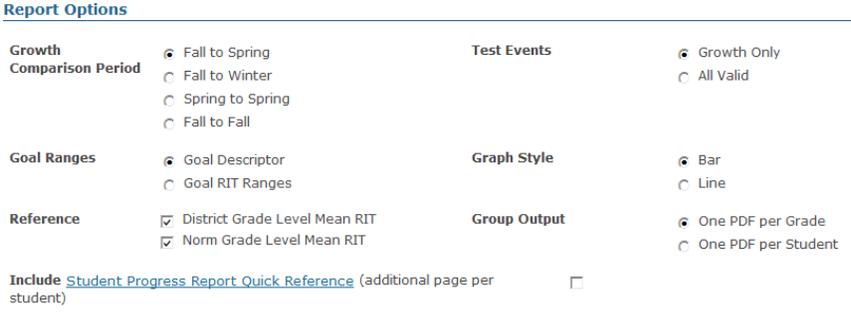# MAP: How to Obtain Test Results from a Previous Quarter

1. Once a new quarter has started you are no longer able to use the **Student Quick Search** area to obtain test results from a previous quarter.

   Student Quick Search

   You must specify at least one search criterion below. Use the wildcard character (*) to search by first or last names.

   Last Name
   First Name
   Student ID

   Search

2. You are still able to obtain the results- but not as quickly or easily. Go to **MAP Reports.**

   VIEW REPORTS & INSTRUCTIONAL RESOURCES

   MAP Reports
   Operational Reports
   Reports Queue
   Instructional Resources
   Learning Continuum

   MODIFY PREFERENCES

3. Choose **Student Progress Report.** A new window will open and select the **Term** that you would like to obtain the results from the drop down.

   Student Progress Report

   Term *

   Spring 2014-2015

4. **Clear** schools and just check your school, then select **Next** at the bottom of the screen.

   School *

   Use the checkboxes to select school(s) from
   If more than one school is selected, all instru

   Clear
   ☑ Churchville Elementary School
   ☑ Council Rock High School North

   Create Report   Next   Cancel

5. **Clear Instructors** and just select your name and then **Next.**

   Instructor *

   Use the checkboxes to sele
   If more than one instructor i

   Clear
   ☑ Ackermann, Katie
   ☑ Decker, Kate
   ☑ Freedman, Amanda

   Create Report   Next   Cancel

6. Select the student(s) that you would like test results for.

7. A variety of options will appear including: growth comparison period, test events, goal ranges, graph style, reference, and group output.

   Report Options

Growth Comparison Period	Test Events	Goal Ranges	Graph Style	Reference	Group Output
⦿ Fall to Spring	⦿ Growth Only	⦿ Goal Descriptor	⦿ Bar	☑ District Grade Level Mean RIT	⦿ One PDF per Grade
○ Fall to Winter	○ All Valid	○ Goal RIT Ranges	○ Line	☑ Norm Grade Level Mean RIT	○ One PDF per Student
○ Spring to Spring					
○ Fall to Fall					

   Include Student Progress Report Quick Reference (additional page per student) ☐

8. Once you select what you are looking for select **Create Report** and the report will be generated and open on your screen.

   Create Report   Next   Cancel