VIEWING A REPORT

After logging into SuccessMaker (SM):
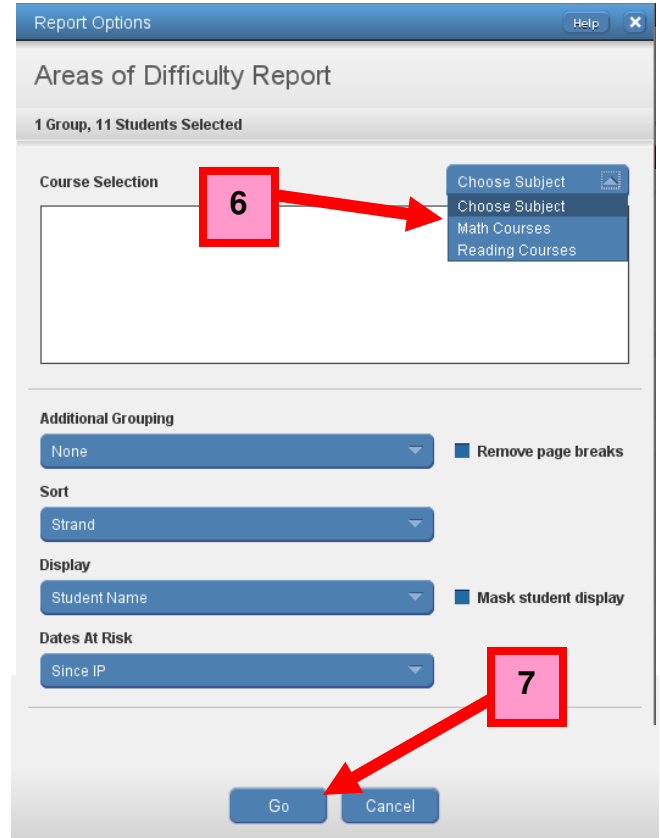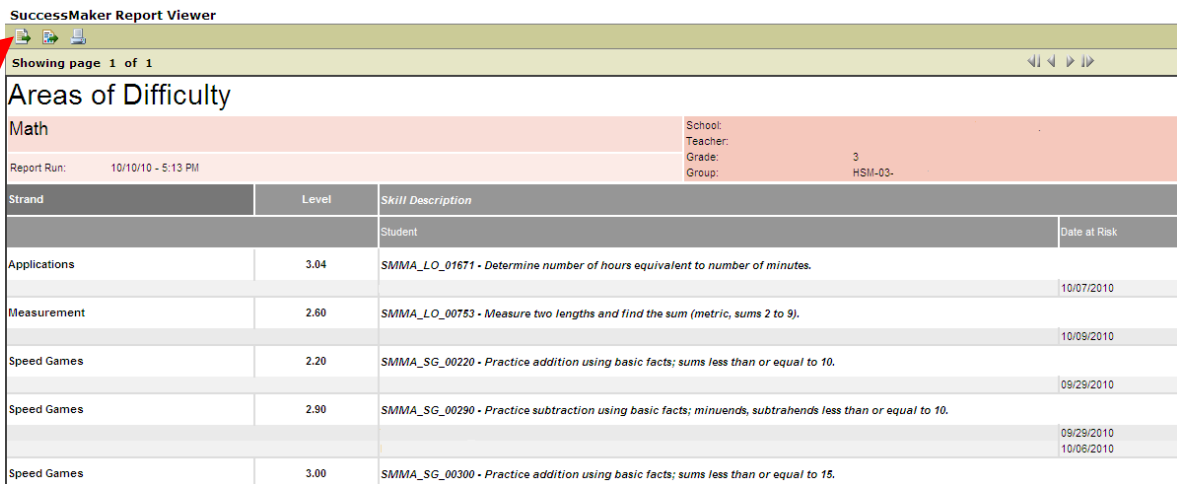

1. Click *Home*
2. Click *Groups* tab
3. Check box for group for which reports will be printed
4. In bottom left hand corner, choose a report on reports menu
5. Click *Go*

SuccessMaker®

6. Choose *Subject* (Math Courses or Reading Courses)
7. Click *Go*

Report Options   Help ✕

Areas of Difficulty Report

1 Group, 11 Students Selected

Course Selection

6

Choose Subject
Choose Subject
Math Courses
Reading Courses

Additional Grouping

| None | ▼ | ■ Remove page breaks |

Sort

| Strand | ▼ |

Display

| Student Name | ▼ | ■ Mask student display |

Dates At Risk

| Since IP | ▼ |

7

Go   Cancel

SuccessMaker Report Viewer

Showing page 1 of 1   ◄◄ ◄ ► ►►

Areas of Difficulty

Math   School:
                                        Teacher:
                                        Grade: 3
Report Run: 10/10/10 - 5:13 PM   Group: HSM-03-

Strand	Level	Skill Description		Date at Risk
		Student		
Applications	3.04	SMMA_LO_01671 - Determine number of hours equivalent to number of minutes.		
				10/07/2010
Measurement	2.60	SMMA_LO_00753 - Measure two lengths and find the sum (metric, sums 2 to 9).		
				10/09/2010
Speed Games	2.20	SMMA_SG_00220 - Practice addition using basic facts; sums less than or equal to 10.		
				09/29/2010
Speed Games	2.90	SMMA_SG_00290 - Practice subtraction using basic facts; minuends, subtrahends less than or equal to 10.		
				09/29/2010 10/06/2010
Speed Games	3.00	SMMA_SG_00300 - Practice addition using basic facts; sums less than or equal to 15.		

Once a report is opened, choose one of the three options to save or print:

- Print Report – to print report in .html or .pdf format

- Export Data – to choose the data to be exported to an excel spreadsheet

- Export Report – to export all data columns to an excel spreadsheet – no data options allowed

NYC Division of Nonpublic Schools
Instructional Step-Set

PEARSON

PRINTING A REPORT

1

SuccessMaker Report Viewer

Showing page 1 6

Areas of Difficulty

Math

		School:	
		Teacher:	
Report Run:	10/10/10 - 5:13 PM	Grade:	3
		Group:	HSM-03-

Strand	Level	Skill Description	
		Student	Date at Risk
Applications	3.04	SMMA_LO_01671 - Determine number of hours equivalent to number of minutes.	
			10/07/2010
Measurement	2.60	SMMA_LO_00753 - Measure two lengths and find the sum (metric, sums 2 to 9).	
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Speed Games	2.20	SMMA_SG_00220 - Practice addition using basic facts; sums less than or equal to 10.	
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Speed Games	2.90	SMMA_SG_00290 - Practice subtraction using basic facts; minuends, subtrahends less than or equal to 10.	
			09/29/2010
			10/06/2010
Speed Games	3.00	SMMA_SG_00300 - Practice addition using basic facts; sums less than or equal to 15.	

1. Choose the 🖨 (Print Report) icon
2. Choose Print Format
3. Click *OK*

Print Report

Print Format

2

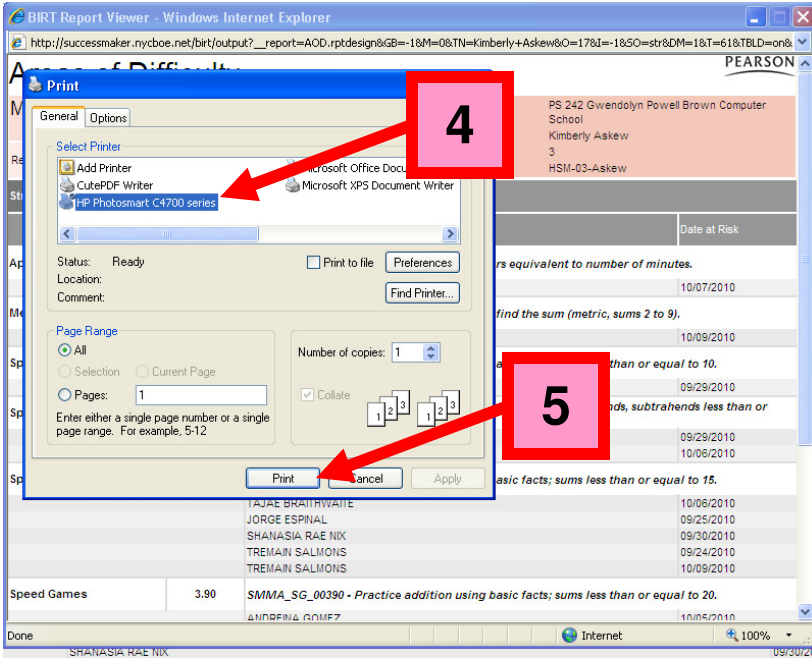⦿ HTML

◯ PDF   Auto ▾

⦿ All pages   ◯ Current page   ◯ Pages:

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)
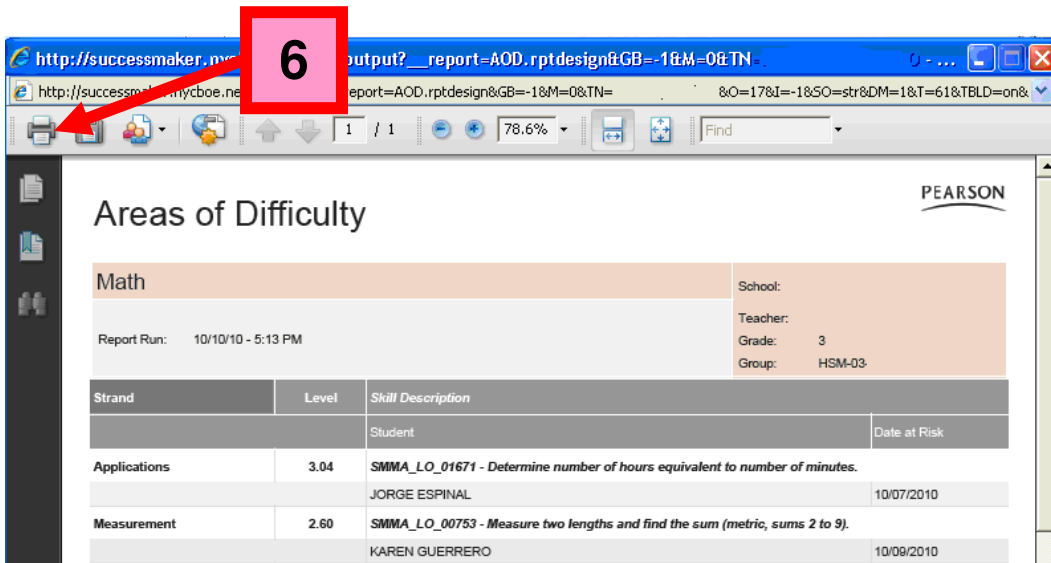
3

OK   Cancel

For HTML:
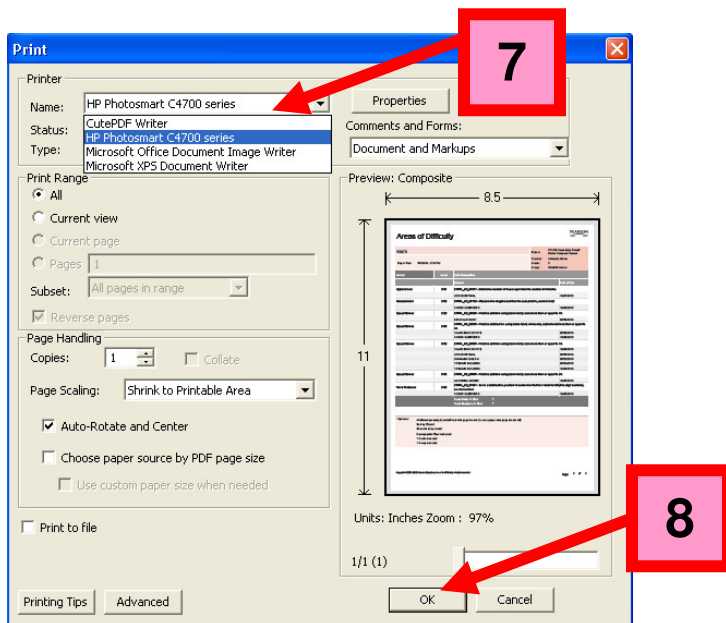
4. Select Printer

5. Click *Print*

For PDF:

6. To print report, choose the 🖨 icon

7. Select Printer

8. Click *OK*

EXPORTING A REPORT

SuccessMaker Report Viewer

Showing page 1 of 1 **1**

Areas of Difficulty

Math

		School:	
		Teacher:	
Report Run:	10/10/10 - 5:13 PM	Grade:	3
		Group:	HSM-03-

Strand	Level	Skill Description	
		Student	Date at Risk
Applications	3.04	SMMA_LO_01671 - Determine number of hours equivalent to number of minutes.	
			10/07/2010
Measurement	2.60	SMMA_LO_00753 - Measure two lengths and find the sum (metric, sums 2 to 9).	
			10/09/2010
Speed Games	2.20	SMMA_SG_00220 - Practice addition using basic facts; sums less than or equal to 10.	
			09/29/2010
Speed Games	2.90	SMMA_SG_00290 - Practice subtraction using basic facts; minuends, subtrahends less than or equal to 10.	
			09/29/2010 10/06/2010
Speed Games	3.00	SMMA_SG_00300 - Practice addition using basic facts; sums less than or equal to 15.	

1. Choose the [Export Report icon] (Export Report) icon
2. Choose *Export Format*
3. Click *OK*
4. Choose *Open or Save*

2

Export Report

Export Format: Word ▾ **3**

| Word |
| PowerPoint |
| PDF | ages: |
| PostScript | nge(s). For example: 1-6 or 1,3,6) |
| Excel |

(Enter page n

⊙ All pages

⊙ Auto   ○ Actual size   ○ Fit to whole page

[OK] [Cancel]

File Download

Do you want to open or save this file?

4

Name: AOD.doc
Type: Microsoft Word Document
From: successmaker.nycboe.net

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

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