



Guide for Michigan Schools and Districts

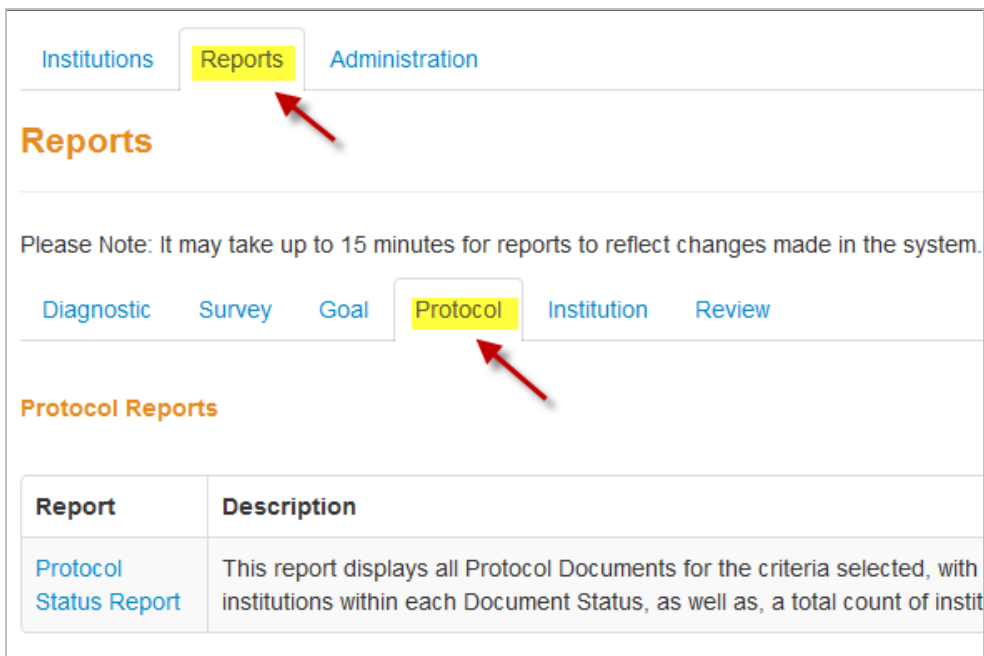
Reporting Tools in ASSIST™



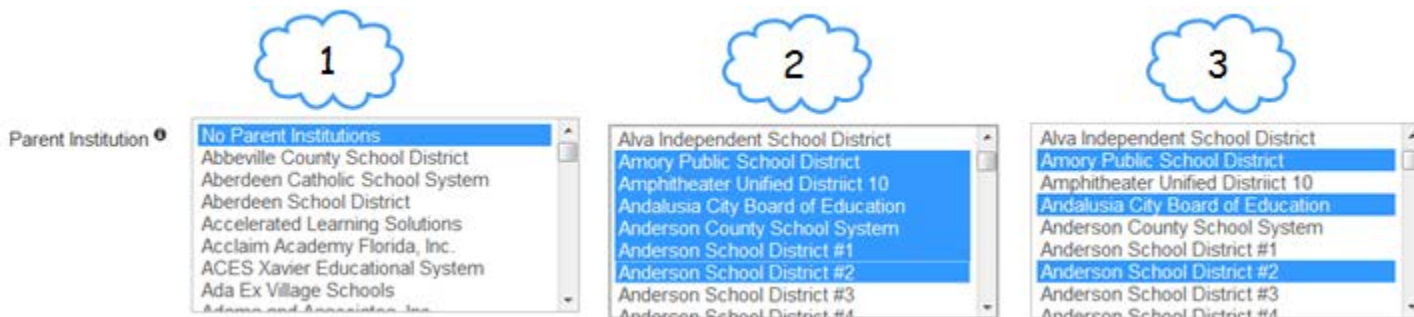
Reporting Tools

The Protocol Status Report will be useful for ISDs/RESAs to facilitate the management of the institutions in their jurisdictions. This report displays all Protocol Documents for the criteria selected, with a non-duplicated count and percentage of institutions within each document status as well as a total count of institutions assigned each Protocol Document.

To access the Protocol Status Report, you select the **Reports** Tab and then the **Protocol** sub-tab:



Once you select the report name, a page will appear with Search Criteria boxes. Choose the School Year and Jurisdiction from the lists available. The Parent Institution box will populate with the institutions that have protocols assigned for the time period and jurisdiction selected. You may now (1) highlight one of the Parent Institutions listed, (2) hold the shift key while you make a selection of a group of parents or (3) hold the CTRL key to select multiple listings.



Once the Parent Institution(s) have been chosen, the Protocol Document box will populate with the documents that have been assigned to the chosen institutions.

The report output will be a Protocol Document Status Summary page which will show the Protocol Document as well as how many are In Progress, Submitted, Approved, etc. This summary page will also show the percentages related to the total so you can report that “75% of the institutions have submitted the report”.

You can now select the Protocol Document name to be linked to the details regarding which institutions have documents in progress, submitted, approved, etc. The details report will show a lot of information including Head of Institution, Primary Contact and mailing address information. The details report is available for export.

Protocol Status Report

Hide Search Criteria

School Year [ⓘ]
 2011 - 2012
 2012 - 2013
 2013 - 2014
 2014 - 2015

Jurisdiction [ⓘ]
 AdvancED
 Alabama Department of Education - Non-A
 Alabama Independent School Association
 Arizona Department of Education

Parent Institution [ⓘ]
 King William County Schools
 Ladywood High School District
 Lafayette County School District
 Lafayette Parish School System
 Lake County School District
 Lake County School System
 Lake Hamilton School District
 Lakeside School District
 Lamar County School System

Protocol Document [ⓘ]
 Accreditation Report

Once you are satisfied with your selections, select **View Report** to see your results.

View Report

Protocol Document Status Summary

Protocol Document Status Summary

Protocol Document	IN_PROGRESS		SUBMITTED		Total	
	#	%	#	%	#	%
Accreditation Report	130	24.67%	397	75.33%	527	100%
Total	130	24.67%	397	75.33%	527	100%

Select the Protocol Document name for specific details and institution contact information

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Accreditation Report

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Select the header row to sort the information in each column as needed.

Export

Institution Name	Parent Institution	ISD/RESA Name	Protocol Document Name	Due Date	Protocol Status	Institution Type	Customer Number	State Identifier	Parent State Identifier	Institution Organization Status	Institution Accreditation Status	Juris
Treadway Elementary School	Lake County School District		Accreditation Report	02/01/2013	SUBMITTED	SCHOOL	203606			Accredited	Accredited	Advan
Carver Middle School	Lake County School District		Accreditation Report	02/01/2013	SUBMITTED	SCHOOL	203582			Accredited	Accredited	Advan
Umatilla Middle School	Lake County School District		Accreditation Report	02/01/2013	SUBMITTED	SCHOOL	203609			Accredited	Accredited	Advan
Cecil E.	Lake County		Accreditation	02/01/2013	SUBMITTED	SCHOOL	203583			Accredited	Accredited	Advan

Diagnostic Scoring Summary

This summary provides the average score calculated for the selected diagnostic, institution and school year. Scores can be summarized at various levels. This report can be exported as a PDF or viewed directly in ASSIST.

The following diagnostics can be scored:

- Interim Self Assessment
- School Process Rubrics (40)
- School Process Rubrics (90)
- Self Assessment
- Stakeholder Feedback Diagnostic
- Student Performance Diagnostic

Diagnostic Status Report

Access the status of any diagnostic for a given institution and school year through this report. The report can be exported as an Excel or CSV file or viewed directly in ASSIST. The report will show:

- Parent institution
- Institution name
- Diagnostic
- Diagnostic status
- Date created

Survey Data Export

This report includes an export of raw survey data. This report can be exported as an Excel or CSV file. The report will generate three spreadsheets with the following data:

All three will include:

- Survey type
- Survey configuration ID
- School year ID
- School year start
- School year end
- Survey ID
- Survey date time
- Institution name
- Question ID

Demographic Survey Response Data

- Demographic type
- Demographic value

Likert Scale Based Survey Response Data

- Question name
- Answer ID
- Answer value
- Answer numeric value

Open-ended Survey Response Data

- Question name
- Answer ID
- Text value

Survey Open-ended Question Export

Institutions can access an export of open-ended questions. This report can be exported as an Excel or CSV file. The report will include the following information:

- Survey type
- Survey configuration ID
- School year ID
- School year start
- School year end
- Survey ID
- Survey date/time
- Institution name
- Question ID
- Question name
- Answer ID
- Text value

Survey Response Count by Demographic

This report includes summarized counts of responses to Likert scale questions in the selected surveys. Counts are disaggregated by the selected demographic. The report will give a disaggregated summary by section, aggregated demographic response, and disaggregated demographic responses. All responses are provided in a numerical and percentage value. Demographics include, but are not limited to: gender, race, ethnicity and grade. This report can be exported as a PDF or viewed directly in ASSIST.

Survey Response Count Summary

Institutions can view summarized counts of responses to Likert scale questions in the selected surveys in this report. Counts are given individually as well as generated by section and question. All responses are provided in a numerical and percentage value. This report can be exported as a PDF or viewed directly in ASSIST.

Survey Scoring Summary

This summary provides the average score calculated for the selected survey, institution and school year. Scores can be summarized by Standard or Indicator. The report given will provide an average score summary for all selected

institutions, an average score by institution, the average score data as well as overall scores. This report can be exported as a PDF or viewed directly in ASSIST.

Activity Report

This report allows a user to search by institutions for their goal related activities. Report searches can be filtered by activities by institution, activity type, funding source, activity status and activity begin and end date. This report can be exported as an Excel or CSV file.

Strategy Report

This report allows a user to search by institutions for their goal-related strategies. Report searches can be filtered by goal type, content area, grade, gender, subgroup, measurable objective status, achieved by start date and end date as well as strategies that are connected to a plan. This report can be exported as an Excel or CSV file.

Protocol Status Report

This report displays all Protocol Documents for the criteria selected, with a non-duplicated count and percentage of institutions within each Document Status, as well as a total count of institutions assigned to each Protocol Document. This report can be exported as an Excel or CSV file or viewed directly in ASSIST. Users can find the status of the following protocols:

- Accreditation Progress Report
- Accreditation Report
- District Improvement Plan
- District Requirements Report
- District Resource Allocation
- Ed YES! Report
- External Review Report
- Focus School Report
- Redesign Plan
- School Improvement Plan
- Single Building District Improvement Plan
- Single Building District Improvement Report
- Single Building District Improvement Resource Allocation