



North Carolina Home Base Student Analysis Spreadsheet

Primary Audience: School (or District) leaders responsible for creating and publishing reports in Schoolnet.

Purpose of Document: To provide a guide for how to create and publish a Student Analysis report.

Roles Required: A user will need at least the system role of “Leadership”. If you have the role of Staff, you will need the added role of *Access to Report Manager* to be able to create, manage, and view published reports. You can find more information about the roles and permissions at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/category?category=User%20Roles%20and%20Access>. Please work with your data manager to make sure that you have the appropriate roles.

There are 2 ways to create a student analysis report spreadsheet; through Student Performance in Classrooms and through School and District Data.

Method #1: Classrooms

Hover over Classrooms and click on Student Performance.

The screenshot shows the Home Base interface for the NC Instructional Improvement System. At the top, there is a navigation bar with the Home Base logo, the system name, and user information (Welcome, Shannon!). Below this is a blue navigation bar with three main menu items: 'School & District Data Reports & Indicators', 'Classrooms Rosters, Reports, Planners', and 'Assessment Admin Create & Monitor'. The 'Classrooms' menu item is circled in red. Below the navigation bar is a main dashboard area with several tiles. The 'Student Performance' tile is circled in red and has an arrow pointing to it from the 'Classrooms' menu. Other tiles include 'Student Groups', 'Lesson Planner', 'Instructional Materials', and 'Curriculum Manager'. A search bar 'Find a Student' is located in the top right corner.



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Using the section chooser, select the school, teacher, and course.

Section Chooser

Middle School 2244 Teacher 11864, Teacher

All Courses

- All Courses
- 96102Y0M6S Mastery 6 - 3(A) 64 Teacher 11864
- 96102Y0M7S Mastery 7 - 3(A) 72 Teacher 11864
- 99359X0AT Homeroom - All Sections
- 99359X0AT Homeroom - 1(A) 67 Teacher 11864
- 99359X0AT Homeroom - 1(A) 77 Teacher 11864
- BU102Y0B Computer Skills & Applications-7 - All Sections
- BU102Y0B Computer Skills & Applications-7 - 2(A) 71 Teacher 11864
- BU102Y0B Computer Skills & Applications-7 - 3(A) 72 Teacher 11864
- BU102Y0B Computer Skills & Applications-7 - 4(A) 73 Teacher 11864
- BU102Y0B Computer Skills & Applications-7 - 5(A) 74 Teacher 11864
- BU102Y0B Computer Skills & Applications-7 - 6(A) 75 Teacher 11864
- CC582Y06 Exploring Career Decisions Grade 6 - All Sections
- CC582Y06 Exploring Career Decisions Grade 6 - 2(A) 61 Teacher 11864
- CC582Y06 Exploring Career Decisions Grade 6 - 3(A) 62 Teacher 11864
- CC582Y06 Exploring Career Decisions Grade 6 - 4(A) 63 Teacher 11864
- CC582Y06 Exploring Career Decisions Grade 6 - 5(A) 64 Teacher 11864
- CC582Y06 Exploring Career Decisions Grade 6 - 6(A) 65 Teacher 11864

Click on the *Student Analysis* and *Advanced: Create your own report*

Benchmark Dashboard Classroom Test Dashboard Item Analysis Skills Analysis Standards Mastery Summary Statistics Student List **Student Analysis**

Run Report Using Student Group: Bluebirds-R12

To view a report, select a category then click a report name.

Category All Categories

Advanced: Create your own report

Define as many columns as necessary for your spreadsheet.

Analysis Spreadsheet: Define Columns

Select one or more columns for your spreadsheet. Your columns are shown below.

Column(s) Selected
Column 1
None Selected

Define Column 1

Display Name (Optional)

Analyze By: Standardized Tests

Test Names: -- Select One --
Attendance
Benchmark
Sch and Pgm Enrollment
Standardized Tests
Personal
Section Marks

School Years:

Test Levels:

Test Dates:

Add Column Cancel



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Each column that is chosen will have other defining options.

Analyze By:	Section Marks
School Years:	2013-2014
Schools:	Elementary School 2204
Grade Levels:	PK3
Departments:	N/A
Courses:	Any
Teachers:	Any
Semesters:	13
Display:	Section Mark

Analyze By:	Benchmark
School Years:	Any
Benchmark Test Levels:	Any
Test Standard Sets:	NC Standards
Subjects:	Agriculture and Renewable Natural Resources
Test Categories:	Any
From Week Starting:	Any
To Week Ending:	Any
Benchmark Administrations:	Most Recent
Topics:	-- Select One --
Score Type:	Percent Correct

After all columns have been defined, *Save to my Saved Reports*. Add a title and *Save Report*.

Finished Defining?

Go to Spreadsheet

Export to Excel

Save to My Saved Reports

Save Report

Name* Creating Student Ana. Reports

Cancel Save Report



North Carolina Home Base Student Analysis Spreadsheet

Go into *Edit Name and Description* from the Reports Details page.

Tools: **Edit Name and Description** Run Report Download Excel Report

Name:	Creating Student Ana. Reports
Description:	
Saved As:	Complete Report (Parameters + Student Set)
Footer Text:	
Publication Status:	Not Published

Category:	Uncategorized
Grade range:	-3 - 99 - Graduated student
Subject:	N/A

Date Modified:	11/6/2015
Author:	HBDLeader1, HBDLeader

From here you can add a description, add footer text, and categorize your report.

General attributes

*Name:

*Description: (Maximum 260 characters)

*Saved as: Complete Report

Footer Text: (Maximum 300 characters)

Organizers

Category: Uncategorized
 Benchmark Test Reports
 Demographic Reports
 Standardized Assessment Reports

Grade range: -3 to 99 - Graduated s

Subject:

Details

Date Modified:

Author:

Report Dimensions:

Student Set:

Any: Section: Reading:

Student12024, Student, Student1226, 17101, Student, Student17552, Student, Student19897, Student, Student27362, Student, Student29872, Student,

Arts Education
Career and Technical Education
English as a Second Language
English Language Arts
Exceptional Children: Extended
Exceptional Children: OCS
Guidance
Health Education
Home Base Training
Information and Technology
Mathematics
Physical Education
Science
Social Studies
STEM
World Languages



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Once the report has been saved, the new report will be missing from the student analysis page.

Benchmark Dashboard Classroom Test Dashboard Item Analysis Skills Analysis Standards Mastery Summary Statistics Student List **Student Analysis**

Run Report Using Student Group: Bluebirds-RI2

To view a report, select a category then click a report name. Advanced: Create your own report

Category: All Categories

Reports 1 - 4 of 4

Report Name	Last Modified	Category
20150615-sample-reportv2 20150615-sample-reportv2 • From Middle School 2244 Report Bank	6/15/2015	Uncategorized
Joan's Real Student Analysis Rpt Joan's Real Student Analysis Rpt • From Middle School 2244 Report Bank	1/29/2015	Standardized Assessment Reports
English & Math EOG/Benchmark Teachers English & Math EOG/Benchmark Teachers • From Middle School 2244 Report Bank	7/22/2014	Uncategorized
English & Math EOG/Benchmark English & Math EOG/Benchmark • From Middle School 2244 Report Bank	7/22/2014	Uncategorized

To add the report to the Student Analysis page you need to Save the columns only instead of both the columns and the data set.

Go to "My Saved Reports" under School and District Data. Find the new report.

My Saved Reports

Filter By: View All Category Top Reports Subject Grade Report Type

Search:

Reports

- Benchmark Test Reports 2 items
- Demographic Reports 1 item

[Creating Student Ana. Reports](#)
this is a test to show how to create a student ...
[more](#)

Status:

Category Demographic Reports

Grade 06 - 08

Subject N/A

Modified 11/6/2015

Report Type Saved Columns Set

[Download Excel Report](#)

- Delete Report
- Publish

- Standardized Assessment Reports 5 items
- Uncategorized 70 items



North Carolina Home Base Student Analysis Spreadsheet

Click on *Run Report*, then click on *Save Columns* on the top header bar.

Creating Student Ana. Reports

Tools: Export to Excel Save Columns

+ Student Set: 17 Students (edit)

Columns: 3 Columns Defined

+ Column Details Edit Columns

Note that only students you have permission to view, if any, are displayed.

Title the report and make sure in the "Save As" section, you select "Report Parameters only".

General attributes

*Name:

*Description: (Maximum 260 characters)

Note: The description you enter will also appear on any printed versions of this report.

*Save as: Complete Report (Parameters + Student Set) Report Parameters only

Footer Text: (Maximum 300 characters)

Note: The footer text you enter will also appear on any printed versions of this report.

NOTE: If you want ALL teachers teaching ANY subject to see the report, you must leave the SUBJECT open. IF you want ONLY Math teachers to see the report, select MATH in the SUBJECT drop-down.

When that process is done, you'll see your new report in *My Saved Reports* along with your original report. Notice that your final report does not have a "Download Excel Report" link under the "Build Report" button.

Creating Student Ana. Reports

this is a test to show how to create a student ...
[more](#)

Status

Category Demographic Reports
Grade 06 - 08
Subject N/A
Modified 11/6/2015
Report Type Saved Columns Set

Run Report

- Download Excel Report
- Delete Report
- Publish

Student Analysis Creation

This is a test to create a student analysis spre...
[more](#)

Status

Category Demographic Reports
Grade -3 - 99 - Graduated student
Subject N/A
Modified 11/6/2015
Report Type Saved Columns Set

Build Report

- Delete Report
- Publish



North Carolina Home Base Student Analysis Spreadsheet

Publish the report with the right permissions for it to show up on the Student Analysis tab.

Publish Report: Student Analysis Creation

Select Recipient Report Bank(s)

Publish to Home Base Training District Report Bank All School Banks

Select Publication Options

Publish to My SchoolNet as a Key Report

Include with Key Performance Indicator:

None

Select Security Options

[Select All](#) [Unselect All](#)

Teacher

Leadership

Board Member

Access to Aggregate Level Data

Home Base SN Support

Note: When published, Report Parameters will appear in the following locations:

1. Account: Student List
2. Account: Institution Report Banks
3. Align: Analyze Sections



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Benchmark Dashboard Classroom Test Dashboard Item Analysis Skills Analysis Standards Mastery Summary Statistics Student List **Student Analysis**

Run Report Using Student Group: Bluebirds-RI2

To view a report, select a category then click a report name. Advanced: Create your own report

Category All Categories

Reports 1 - 5 of 5

Report Name	Last Modified	Category
Student Analysis Creation This is a test to create a student analysis spreadsheet. <ul style="list-style-type: none">From Home Base Training District Report Bank	11/6/2015	Demographic Reports

Method #2: School and District Data

Student Analysis reports can also be set up by going to School & District Data and choosing Custom Reports and Course / Section Lists.

Custom Reports

Start building your Custom Report or Analysis Spreadsheet

- **Define Student Set**
Create a Student Set to use in your custom report.
- **Build a Custom Report With All Students**
Build your custom report with all available students.
- **Choose a Saved Student Set**
Build your custom report with a Saved Student Set
- **Course / Section Lists**
Find courses and sections. Run reports on the students enrolled in those courses and sections



North Carolina Home Base Student Analysis Spreadsheet

Filter for your class or group of classes.

Course / Section Lists: Find Courses or Sections

Find courses / sections that match these multiple criteria:

School Year:

School Type:

School:

Grade Level:

Department:

Course:

Teacher:

View at: Course Level Section Level

Enrollment: Current enrollment All students enrolled in year

Once the filters have been added, chose the courses and sections to set up the Student Analysis report. Initiate reports for the selected course.

Course / Section Lists: Select Courses

[Find again](#) (Selected courses and sections will be lost.)

Now from the list below, select the courses with which you want to run reports.

Finished Selecting?
[Initiate reports for selected courses](#)

[Select All on Page](#) [De-select All on Page](#)

Results 1-50 of 128

[Previous Page](#)

Result pages: [1](#) [2](#) [3](#)

[Next Page](#)

	Course Name ^	School	Department	Teacher	Number Of Sections	Grade Level
→	<input checked="" type="checkbox"/> 10100Y06 Language Arts	-	ENGLISH LANGUAGE AND LIT	-	2	KG-08
→	<input checked="" type="checkbox"/> 10100Y07 Language Arts	-	ENGLISH LANGUAGE AND LIT	-	1	KG-07



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There are multiple selections that can be used with the chosen set of students, courses, and sections.

You have selected 2 course(s) with a current enrollment of 25 students.

- [View the student list](#)
- [View a Grade/Mark Report for these students](#)
- [Go to Analysis Spreadsheet](#)
- [Build a Custom Report](#)
- [Further refine and/or save these course\(s\)](#)

Results 1-2 of 2

Course Name ^	School ⇅	Department ⇅	Teacher ⇅	Number of Sections ⇅	Grade Level ⇅	
10100Y06 Language Arts	-	ENGLISH LANGUAGE AND LIT	-	2	KG-08	remove
10100Y07 Language Arts	-	ENGLISH LANGUAGE AND LIT	-	1	KG-07	remove

Results 1-2 of 2

Go to Analysis Spreadsheet will provide users with the ability to define the report as shown above.

➔ Define Column 4

Display Name (Optional)

Analyze By:

Finished Defining?