

How do I setup custom criteria for use on my reports?

Managers can now customize the criteria used on your reports. If you are not a manager, you will need to talk to the manager on your account about setting up report criteria.

Note: When setting up Report Criteria for the Instructional Recommendations report, the criterion must have the same name for different measures within one General Outcome Measure. For example, any criteria set up for R-Path, Maze, and R-CBM would be named Reading Scores 2009-2010.

1. Log into your manager account.
2. Click the **Manage** tab.
3. Click the **Report Criteria Setup** link in the Navigation menu.
4. From the Report Criteria Setup screen, click the **Values** link next to the measure for which you wish to add values.
5. Click **Add New** to begin adding new values. The screen opens with the Criterion-Referenced tab selected.
6. Enter the name into the Name field. What is entered in this field will appear verbatim on the report. It is recommended that you use brief, but descriptive verbiage.

Note: Do not use any special characters (!,@,#,&) in the Name. The use of these characters will prevent the Report PDFs from generating.

7. If entering criterion values: Enter cut-scores for each grade and benchmark period to classify students into performance categories based on Benchmark scores. The editable text fields are for the threshold numbers. Use the highest possible score for the category. For example, if you want students scoring 0-14 on a given Benchmark test labeled as deficient, enter 14 into the deficient text field. The lowest numbers are pre-populated in the remaining fields.
8. If entering Norm-referencing Percentiles: Enter percentiles for each grade and Benchmark period to classify students into performance categories based on local norms. The editable text fields are for the threshold percentiles. Use the highest percentile for the category. For example, if you want students ranging from the 1st – 25th percentile to be well below average, enter 25 in the well below average text field. The lowest percentiles are pre-populated in the remaining fields.
9. Continue entering scores for all performance categories.
10. When finished, click **Save** to save the entered scores or percentiles.

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