Generating Reports in CPS

CPS allows you to analyze the scores from your CPS administered test to see how your students did. To generate a report, go to the REPORTS tab and click on the test from which you want to retrieve data.

You will be presented with a list of reports to select. You can choose one or all students to run a report. Some of the more valuable reports are:

- **Instructor Summary** - The Instructor Summary Report provides a general review of how each student performed on an assessment.
- **Study Guide – Incorrect Answer Report** - Incorrect Answers Report provides an individualized study guide for each student in the class. The study guide shows the student each question that they missed, their answer, and the correct answer.
- **Item Analysis** - provides a table with all assessment questions and the percentage of students who responded to each answer choice. An asterisk indicates the correct answer to each question.
- **Item Analysis with Standards Report** - provides a table with all assessment questions and the percentage of students who responded to each answer choice. The Item Analysis with Standards Report also includes any standards associated with each question. An asterisk indicates the correct answer to each question.

Click the PREVIEW button to see a print preview of how the report will look. If you want to print, click the PRINT button in the upper left corner of the preview window.
Merging Reports

CPS give you the option to merge test session data. This is helpful when you have students absent from one test and they make it up at a later date. To do this, click on the REPORTS tab.

1. Select the first session you wish to use in the merged report.
2. Click the SESSION MERGE option

The Session Merge window will open.

3. Click on the test session you wish to merge with the original test session.

Unfortunately, you can only merge one additional session.

4. Give the merged session data a name.
5. You may want to describe the merged data so you know what is contained in the session.

Your newly merged data will be at the top of the reports list. You can combine additional test session data into the merged data file by repeating steps 1-5 above.

When your sessions have been merged, you can run the reports on the merged session like any other test session.