PVAAS

How to Use Pre-Populated Custom Student Reports

Overview

Using student and teacher linkages from PDE, PVAAS has created pre-populated Custom Student Reports (CSRs) for teachers, which enable teachers to easily view Student Reports and the Child Success Summaries for their students. School admins have access to all available pre-populated CSRs for their teachers.

These pre-populated CSRs were uploaded with the "Last Name, First Name - Month Year Students" file name. PVAAS attempted to automatically share these pre-populated CSRs with teachers. Individual teachers only have access to their own pre-populated CSRs. However, school admins can share these reports with other account holders as they see fit.

School admins and school users can view student data in a variety of ways using these pre-populated CSRs using different methods.

Using Pre-Populated CSRs

Custom Student Reports

1. Log in to your account.
2. Click Reports.
3. Click Custom Student Reports under Student Reports.
4. Select the report that you want to view.

Note: The school admin can add students, rename, or delete CSRs; however, it is strongly recommended that you do not rename or delete these CSRs. A school user cannot edit the list of names. If you have access to Student Reports, you can search these students individually.

Student Reports - Find Students by Custom Student Reports

1. Log in to your account.
2. Click Reports.
3. Click Student Report under Student Reports.
4. Select Custom Student Reports under Find Students.
5. From the Custom Student Reports drop-down menu, select the report that you want to view.
6. Click Find Students.
7. Select a student.

Note: From this page, you can select students in the left filter panel or use the left and right arrows next to Find Students to view other students.

Child Success Summary

1. Log in to your account.
2. Click Reports.
3. Click Child Success Summary under Student Reports.
4. Select Custom Student Report under the selections that appear.
5. From the Custom Student Reports drop-down menu, select the report that you want to view.
6. Click View List of Students.
7. Select a student.

Note: From this page, click Back to select a different student.