

Steps to Generate Individual Score Reports (ISR)

All Reports in the Accuplacer platform can be formatted and saved as a Query. The steps are similar on each report requiring the User to choose the information for each segment of the query then name and save the query. Below are instructions for creating and saving an Individual Score Report. The same steps can be applied to other reports the User needs to Query.

Steps for Individual Score Report

1. Open Accuplacer as an Institutional Administrator, Site Manager, or Reporter
2. Click on Reports on the Navigation Panel
3. Click on Individual Score Report
4. Expand each of the Query Items
 - a. Find Student by Search Filter
 - b. Select Fields for Report
 - c. Score Report Settings
 - d. Name & Save the Query

The screenshot displays the Accuplacer interface for an Institutional Administrator. The top navigation bar includes the CollegeBoard logo, a menu icon, and the user's role: 'IDOE INDIANA DEPARTMENT OF EDUCATION (HB1005 INITIATIVE) INSTITUTION ADMINISTRATOR'. The left sidebar contains a navigation menu with 'Reports' selected, and 'Individual Score Report' highlighted. The main content area is titled 'Individual Score Report' and features a 'Saved Query' section with a 'Load a Query' dropdown menu (currently showing '-Select One-') and a 'Delete this Query' button. Below this is a 'New Query' section with an 'Expand All' button and three expandable query items: 'Find Student by Search Filter', '* Select Fields for Report', and 'Score Report Settings'.

The 3 Query Sections (Notice what is highlighted) Users may choose the fields that want to use in each section.