# Galileo Reports

**Class Test Scores Report** – the one you will turn in to your principal

1.) Log in to Galileo
2.) Choose the red *REPORTS* tab at the top.
3.) Under the **TEST SCORES** menu, choose **CLASS TEST SCORES**
4.) Choose your class. (If you are grades K-6, make sure to choose your homeroom.)
5.) Select the **Parker USD IE Assessment Library**
   a. Double click on your pretest
6.) Select your grade levels **Benchmark Library**
   a. Double click on your quarter test
7.) All tests you've chosen should be in box on the right.
8.) Click *Run Report*.
9.) On new page, choose print report to get the PDF version.
10.)      Print or email the report to your principal.


**Intervention Alert –** breaks down by standard to compare percent to school and district. If you have multiple classes who took the same test, you can view them side by side.

1.) Log in to Galileo.
2.) Choose the red *REPORTS* tab at the top.
3.) Under **STANDARDS MASTERY** menu, choose **INTERVENTION ALERT.**
4.) Choose the library – *IE ASSESSMENT* for pre and post-test or Grade level *BENCHMARK* for quarter tests.
5.) Choose the test you want to view.
6.) Click **RUN REPORT**. The screen listing the standards and the school or class percentage will appear. This is also where you can click on the number under question count to view the questions that were used.
7.) For a more detailed view, Click on the school or class at the top of the chart. After clicking on the particular class, you will see the break down by student. In a classroom, this can be another data source for reteach/enrich.

**<u>Test Monitoring</u>** – breaks down the test by student and question. It is color coded to view which questions students got wrong.

1.) Log in to Galileo.
2.) Choose the red ***REPORTS*** tab at the top.
3.) Under the **MONITORING** menu, choose **TEST MONITORING.**
4.) Choose your *class, library, and test*. Remember, **IE ASSESSMENT** for pre and post or **BENCHMARK** for quarter.
5.) A graph and detailed chart will appear. The circle graph shows percentage of correct versus incorrect answers. The bar graph shows the percent correct per question.
6.) As you scroll down, you can click on the question number to view the question. One benefit to view if all students picked the same wrong answer, one can see why they might have chosen that answer.