

How do I create network level and site level reports as a network lead?

1 CLICK ON CREATE REPORT

2 CHOOSE PQA

3 SELECT YOUR NETWORK

CHECK THE BOXES NEXT TO  
SELECT EXTERNAL FORM AND  
4 SELECT SELF FORM

5 SELECT SAVED ASSESSMENT  
ENTRIES

6 RUN REPORT

7 BACK IN SCORES REPORTER,  
SELECT NEW TAGS

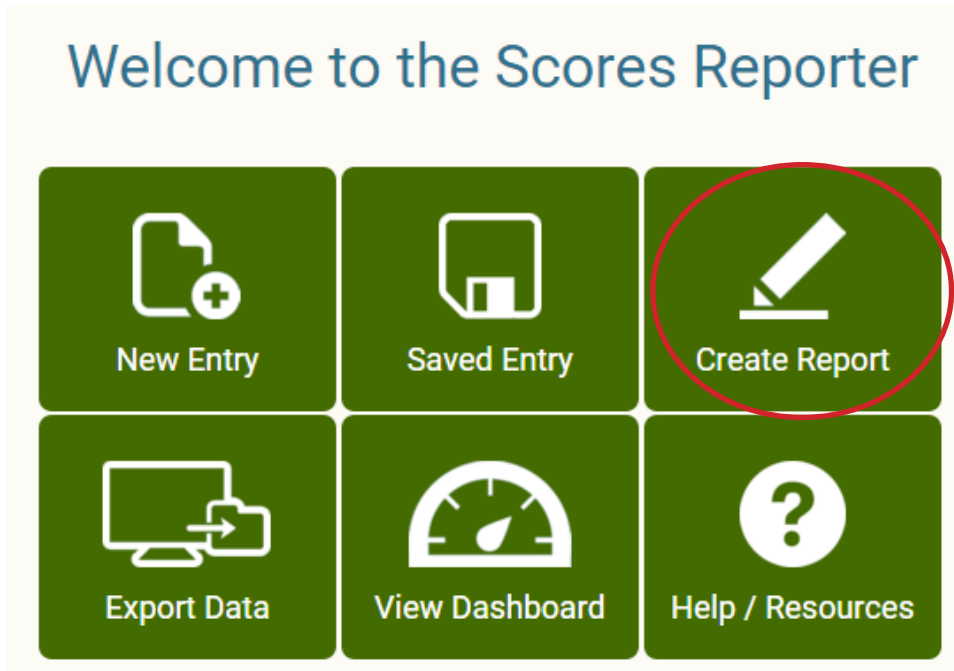
8 SELECT WHICH NETWORK,  
ORGANIZATION, REGION, OR SITE  
FOR YOUR REPORT

9 RUN REPORT



As a network lead you will experience slightly different options and functionality in Scores Reporter relative to the site level user. This tutorial will help you navigate some of those other options that you may have available.

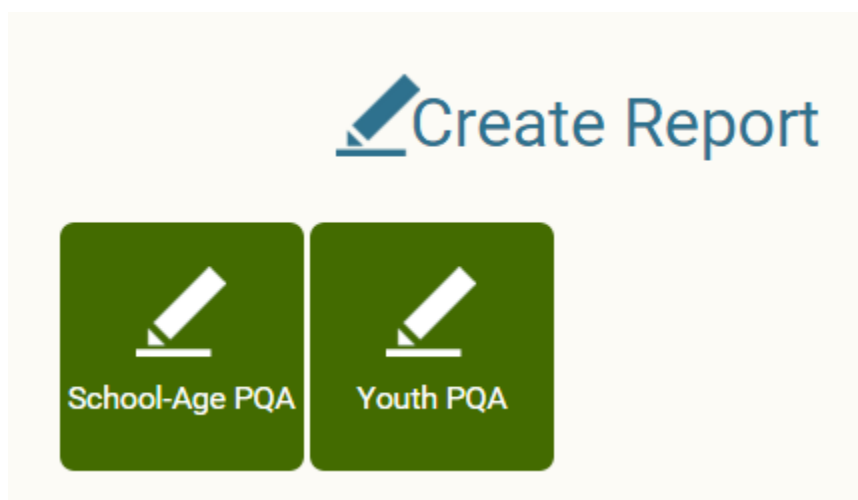
1. From the CYPQ homepage (depicted below), click the 'Create Report' tile (circled in red below) located in the top right of the tile cluster.



2. On the next page click on the 'PQA' tile (circled in red below).

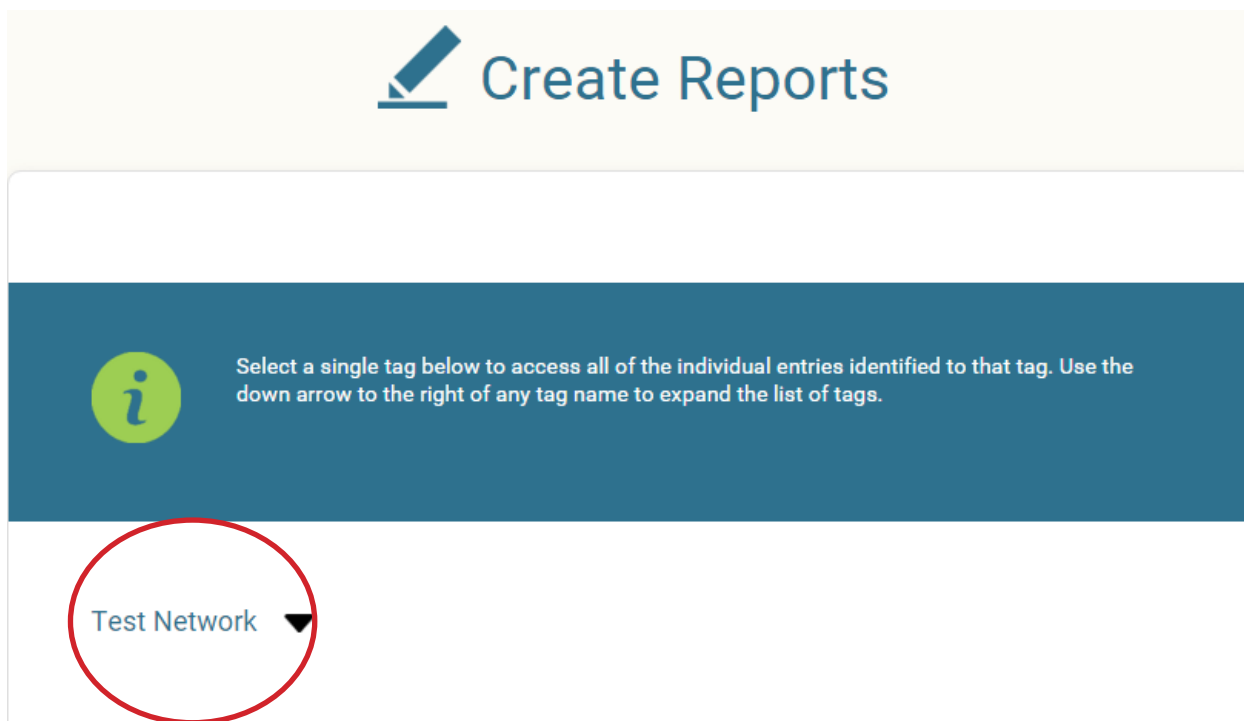


From there you must select what type of PQA form you were using (e.g. Youth PQA, School-Age PQA, etc.)





3. Once the form type is selected, you will be directed to a page that has a network(s) listed. Select the network you are part of (may only be one) by clicking on the name of the network (example circled below in red).

NOTE: If you wish to run a network level report you must click the network *name* and *not* the black drop arrow to the right, this will only give you lower level options to select.



4. From there, check the box to the left of either 'Select Self Form', 'Select External Form', or both (circled in red below).

 Create Reports

 Using the choices below, select the entries that should be included in the report. If the form has more than one entry type, the different types will appear as separate sections to select from. Entries within the same section will be aggregated together. Forms/types that cannot be aggregated will not allow multiple selections to be made. Each section also represents a comparison. Selections made in separate sections will be compared. Forms/types that do not allow for comparison will not allow multiple selections to be made. To build reports using additional parameters or to create reports with multiple comparison groups, select the Advanced Reporting link.

Run Report

[Advanced Reporting](#)

Select Self Form


Select External Forms

Sample Dataset

Select New Tag


- This will bring up all available assessment forms for the selected network. Select the forms for which you are interested in running the report (examples below).

**NOTE:** If more than one entry is selected within either category (self-forms *or* external forms) the results of those entries will be aggregated (averaged) into a single entry (i.e. if you selected both ID 34437 *and* ID 35007 within the self-form category, the result would be a report that is a single entry made up of the average of those two forms). However if the forms come from different categories (i.e. self forms *and* external forms) then the results will be displayed in a comparative way as opposed to being aggregated. For more advanced features visit the 'Advanced Reporting' page located below the 'Run Report' button.



## Create Reports

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Using the choices below, select the entries that should be included in the report. If the form has more than one entry type, the different types will appear as separate sections to select from. Entries within the same section will be aggregated together. Forms/types that cannot be aggregated will not allow multiple selections to be made. Each section also represents a comparison. Selections made in separate sections will be compared. Forms/types that do not allow for comparison will not allow multiple selections to be made. To build reports using additional parameters or to create reports with multiple comparison groups, select the [Advanced Reporting link](#).

Run Report

[Advanced Reporting](#)

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Select Self Form

- ID: 27862 - School-Age PQA - 09/22/2015
- ID: 27863 - School-Age PQA - 09/23/2015
- ID: 34399 - School-Age PQA - 09/14/2015
- ID: 34437 - School-Age PQA - 10/05/2015
- ID: 34946 - School-Age PQA - 10/22/2015
- ID: 35007 - School-Age PQA - 10/29/2015

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Select External Forms

- ID:27864 - School-Age PQA - 09/24/2015
- ID:27865 - School-Age PQA - 09/25/2015
- ID:34393 - School-Age PQA - 09/30/2015
- ID:34438 - School-Age PQA - 10/01/2015


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Sample Dataset

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Select New Tag

- Once a report has been selected the 'Run Report' button at the top of the page (circled in red below) will turn blue. Click it to process and display the report for the self-assessment.



## Create Reports

i

Using the choices below, select the entries that should be included in the report. If the form has more than one entry type, the different types will appear as separate sections to select from. Entries within the same section will be aggregated together. Forms/types that cannot be aggregated will not allow multiple selections to be made. Each section also represents a comparison. Selections made in separate sections will be compared. Forms/types that do not allow for comparison will not allow multiple selections to be made. To build reports using additional parameters or to create reports with multiple comparison groups, select the [Advanced Reporting](#) link.

Run Report

[Advanced Reporting](#)

Select Self Form

- ID: 34437 - School-Age PQA - 10/05/2015
- ID: 35007 - School-Age PQA - 10/29/2015

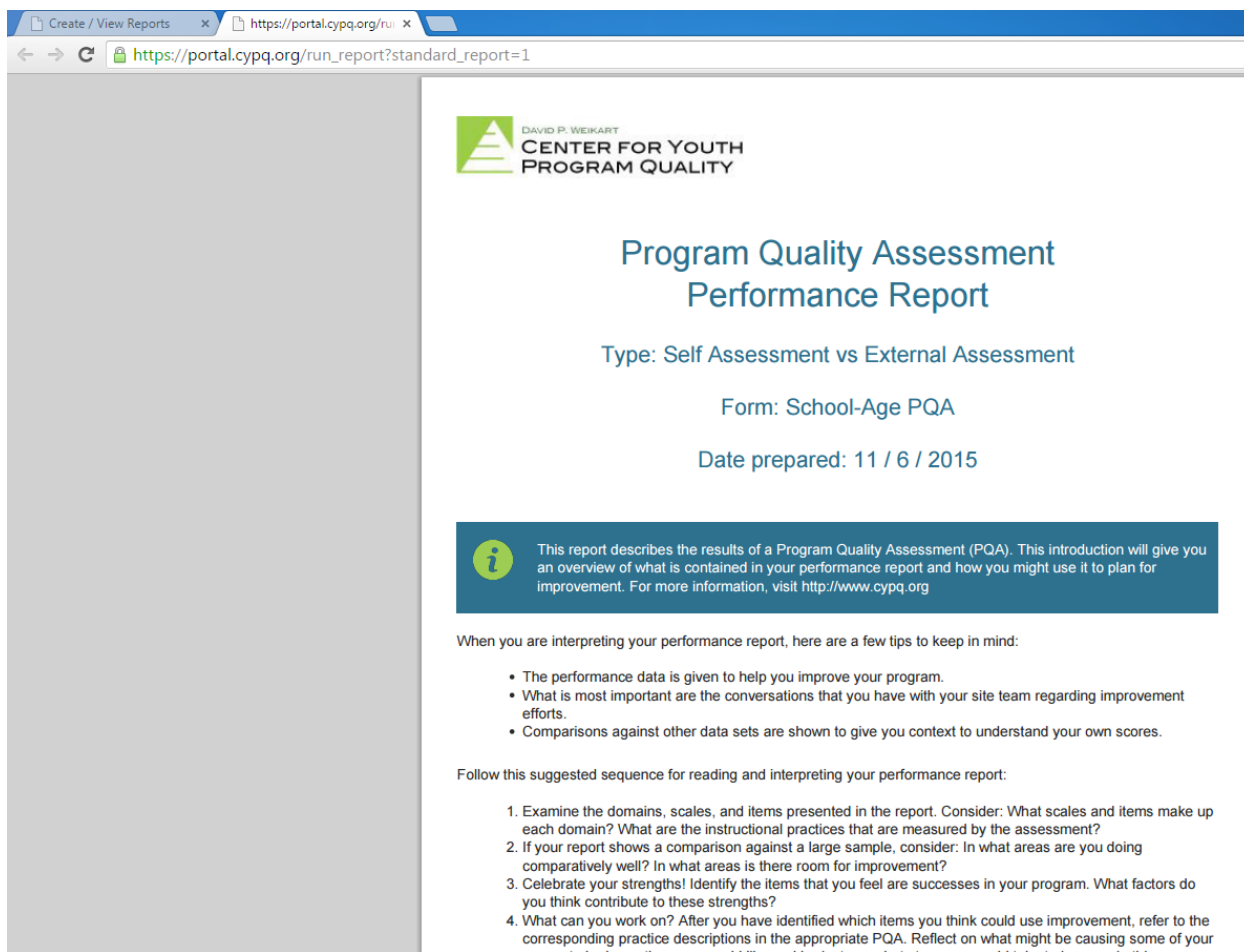
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Select External Forms

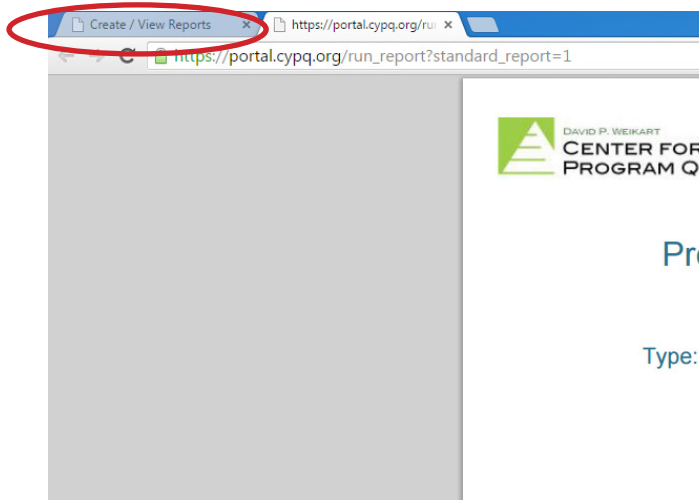
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Sample Dataset

The new report will appear in a new browser tab.



NOTE: If you wish to run a different report at this point such as a site level report navigate back to the Scores Reporter tab (circled in red below) by clicking it at the top of the browser.



7. Back in the Scores Reporter tab (depicted below) click the blue 'Select New Tag' button at the bottom of the page.

NOTE: clicking back when on this page will only return you to the view reports/create reports page. In order to select a new site or network to look at you must click the 'Select New Tag' button (circled in red below).

**Create Reports**

**i** Using the choices below, select the entries that should be included in the report. If the form has more than one entry type, the different types will appear as separate sections to select from. Entries within the same section will be aggregated together. Forms/types that cannot be aggregated will not allow multiple selections to be made. Each section also represents a comparison. Selections made in separate sections will be compared. Forms/types that do not allow for comparison will not allow multiple selections to be made. To build reports using additional parameters or to create reports with multiple comparison groups, select the [Advanced Reporting link](#).

**Run Report**

[Advanced Reporting](#)

**Select Self Form**

- ID: 27862 - School-Age PQA - 09/22/2015
- ID: 27863 - School-Age PQA - 09/23/2015
- ID: 34399 - School-Age PQA - 09/14/2015
- ID: 34437 - School-Age PQA - 10/05/2015
- ID: 34946 - School-Age PQA - 10/22/2015
- ID: 35007 - School-Age PQA - 10/29/2015

**Select External Forms**

- ID:27864 - School-Age PQA - 09/24/2015
- ID:27865 - School-Age PQA - 09/25/2015
- ID:34393 - School-Age PQA - 09/30/2015
- ID:34438 - School-Age PQA - 10/01/2015

**Sample Dataset**

**Select New Tag**



8. This will bring you back to the tag page where you are able to select which network, organization, region, or site you would like to run a report for. From here click the black triangular drop down arrows to see

The image displays four screenshots of the 'Create Reports' interface, arranged in a 2x2 grid. Each screenshot shows a header with a pencil icon and the text 'Create Reports'. Below the header is a blue bar with an information icon and the text: 'Select a single tag below to access all of the individual entries identified to that tag. Use the down arrow to the right of any tag name to expand the list of tags.'

- Top-left screenshot:** Shows a dropdown menu for 'Test Network' with a red circle around the downward arrow.
- Top-right screenshot:** Shows an expanded dropdown menu for 'Test Network' with options: 'Test Region 1', 'Test Region 10', 'Test Region 2', 'Test Region 3', and 'Test Region 9'. A red circle is around the downward arrow next to 'Test Region 9'.
- Bottom-left screenshot:** Shows a dropdown menu for 'Test Network' with options: 'Test Region 1', 'Test Region 10', 'Test Region 2', 'Test Region 3', 'Test Region 9', and 'Test Org Z'. A red circle is around the downward arrow next to 'Test Org Z'.
- Bottom-right screenshot:** Shows an expanded dropdown menu for 'Test Network' with options: 'Test Region 1', 'Test Region 10', 'Test Region 2', 'Test Region 3', 'Test Region 9', 'Test Org Z', 'Test Site 100', and 'Test Site 99'. A red circle is around the downward arrow next to 'Test Site 99'.

Red lines connect the circles across the screenshots: from the 'Test Network' circle in the top-left to the 'Test Region 9' circle in the top-right, and from the 'Test Org Z' circle in the bottom-left to the 'Test Site 99' circle in the bottom-right.

9.



## Program Quality Assessment Performance Report

Prepared for: Test Site 99  
(Test Org Z / Test Region 9 / Test Network)

Type: Self Assessment

Form: School-Age PQA

Date prepared: 11 / 6 / 2015



This report describes the results of a Program Quality Assessment (PQA). This introduction will give you an overview of what is contained in your performance report and how you might use it to plan for improvement. For more information, visit <http://www.cypq.org>

When you are interpreting your performance report, here are a few tips to keep in mind:

- The performance data is given to help you improve your program.
- What is most important are the conversations that you have with your site team regarding improvement efforts.
- Comparisons against other data sets are shown to give you context to understand your own scores.

Follow this suggested sequence for reading and interpreting your performance report:

1. Examine the domains, scales, and items presented in the report. Consider: What scales and items make up each domain? What are the instructional practices that are measured by the assessment?
2. If your report shows a comparison against a large sample, consider: In what areas are you doing comparatively well? In what areas is there room for improvement?