

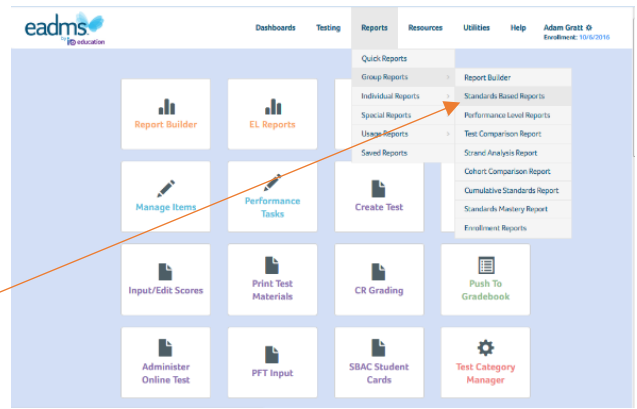
How to Create a Standards Based Report in EADMS

Step 1

- Login to www.eadms.com OR access EADMS through Q under the Analysis tab.

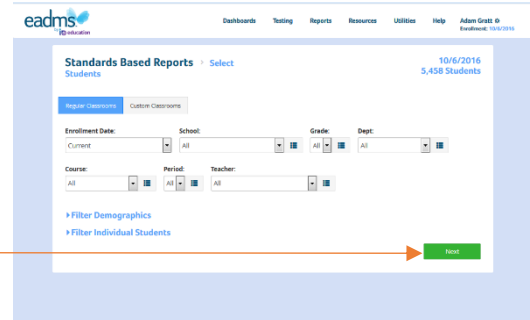
Step 2

- Select
 - Reports
 - Group Reports
 - Standards Based Reports



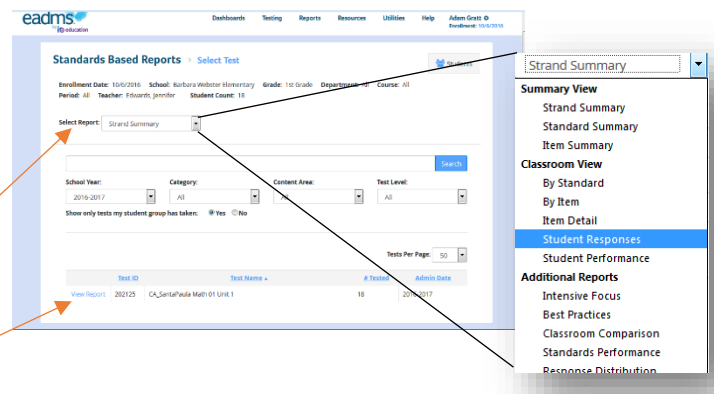
Step 3

- Your screen will already have your information selected.
- Click the **Next** Button.







Step 4

- School Year always defaults to Current Year
- If the test you are looking for was given in a previous year you must change the School Year to view it.
- You can narrow your results down by selecting a Category.
- Under the *Select Report* tab select *Student Responses*
- Select the *View Report* next to the test you are looking at.



Hint:

- If you need to add/change the test/students in the report click on the   at the top of the report.
- To download and print the report you click on the   icons at the top of the report.

