

Academic Competencies Report

Purpose

The purpose of the *Academic Competencies Report* is to document individual student performance on the academic standards or curriculum frameworks correlated to the tasks of this program. Optionally, the grades for the assignments used to calculate the task grades may also be displayed. Alternatively, a summary report may also be generated that summarizes student performance on the task correlated to the selected academic standards or curriculum frameworks. This report is used to further document the students that qualify for partial academic credit for a course. Whereas the [Curriculum Cross Walk](#) documents alignment of tasks with the academic standards, and the [Assignment Cross Walk](#) documents the assignments used to calculate task grades, the *Academic Competencies Report*, in its default form, combines both reports and calculates an average grade of the tasks that are related to an academic discipline, such as geometry, English, or the visual and performing arts. Although a student may do well in the course as a whole, they may be deficient in the tasks related to an individual academic discipline, and consequently not qualify for the academic credit justified by the [Curriculum Cross Walk](#). For the detail reports, summary information is generated at the end of the report. The Count, Average Grade (as a percentage), and Standard Deviation of the grades for the assignments are calculated. Throughout the academic year, many of the assignments may not be graded yet, consequently the Count, Average, and Standard Deviation for Non-Zero graded tasks is also calculated. It is presumed that the Non-Zero graded tasks have been completed.

The default format of the report, with *Summary* not checked, *All Framework Items* not checked, and *Assignments* checked lists all of the academic standards that been cross walked to at least one task. Indented beneath the academic standard description is the task number, description, and calculated grade. Indented beneath the task description are the assignments used to calculate the task grade, along with their relative weights and grades. Summarized assignments document the number of constituent assignments that were averaged along with a collective weight and average grade.

To list all framework items, not just those cross walked to at least one task, check the *All Framework Items* check box. Note that this will increase the length of the report. The *All Framework Items* option is not available for summarized versions of the report (those with *Summary* check box checked).

To omit the assignment detail on the report, uncheck the *Assignments* check box. This option may significantly shorten the report due to the loss of the additional detail. The *Assignments* option is not available for summarized versions of the report (those with the *Summary* check box checked).

The *Summary* check box is checked to produce a summary report that just lists the summary information normally found at the end of the report. As this report lists no academic standards or

assignments, the *All Framework Items* and *Assignments* options are unavailable when the *Summary* option has been checked.

When the detail versions of this report are selected (when the *Summary* check box is clear,) a tree'd list of students, ids, and academic standards is listed on the left-hand side of a report generated to the screen. This tree-view permits jumping directly to the page where the selected data is located. The PDF version of the report does not provide such an index.

Samples

Food Services and Culinary Arts Academic Competencies Report for William W. Carlson with only relevant academic standards and assignments selected for all referenced frameworks.

[\(PDF\)](#)

Food Services and Culinary Arts Academic Competencies Report for William W. Carlson with only relevant academic standards and no assignments selected for all referenced frameworks.

[\(PDF\)](#)

Food Services and Culinary Arts Academic Competencies Report for William W. Carlson with all academic standards and no assignments selected for all referenced frameworks. [\(PDF\)](#)

Food Services and Culinary Arts Academic Competencies Summary Report for all students and the *6-8 Math* standards. [\(PDF\)](#)

Food Services and Culinary Arts Academic Competencies Report for Leslie J. Allen, a student with lower grades. [\(PDF\)](#)

Report Generation Panel

Academic Competencies Report

☐ Summary ☐ All Framework Items ☒ Assignments

Student Selection

☐ All Students ☒ Selected Students

Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.

Framework Selection

☐ All Frameworks ☒ Selected Frameworks

Abbreviation	Name
6-8 Math	6-8 Mathematics
Alg1	Algebra I
Alg2	Algebra II
CES	CES

Generate Report to Screen

Generate Report to File

Report Help

Report Options

☐ Summary ☐ All Framework Items ☒ Assignments

With the default settings shown above, a report is generated for only the relevant academic standards (those cross-walked to at least one task) along with the calculated task grades. Additionally, the assignments used to calculate the grades along with the assignment weights and assignment grades are further indented and listed beneath each task. Summarized assignments document the average grade for the summarization along with a summarized weight. A summary is generated at the end of the report detailing the count, average, and standard deviation of the task grades that have been cross walked. As described above, these calculations are also displayed for "Non-Zero", or tasks that have a non-zero grade.

☒ Assignments

When checked as shown above, the assignments correlated with each referenced task are displayed in addition to the articulation standards. For each academic standard to be listed, any correlated tasks are indented and listed below along with the calculated grades. Further indented beneath the tasks are the assignments along with their associated grades and weighting factors.

Summarized assignments indicate the number of assignments that comprise the average grade that is displayed. This version of the report is useful for determining how the calculations are performed, and why a student's grades may be higher or lower than expected. When the *Assignments* check box is not checked, any correlated assignments will not be displayed. For non-summary reports, only the academic standards and tasks will be listed.

☒ All Framework Items

When the *All Framework Items* check box is checked as shown above, all academic standards for the selected frameworks will be listed, even those not cross walked to any tasks. Although this version of the report is longer than the default report, the additional academic standards may assist in comprehending which academic standards have not been covered by the course.

☒ Summary ☐ All Framework Items ☐ Assignments

To generate the summary version of this report, check the *Summary* check box as shown above. As can be seen, when this is done, the *All Framework Items* and *Assignments* options are disabled.

Student Selection

☐ All Students ☒ Selected Students

Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.

All students may be selected as shown above by checking of the *All Students* radio button. Alternatively, individual students may be selected by clicking the *Selected Students* radio button and using *Shift-Click* and *Control-Click* to select as many students as desired.

Framework Selection

☐ All Frameworks ☒ Selected Frameworks

Abbreviation	Name
6-8 Math	6-8 Mathematics
Alg1	Algebra I
Alg2	Algebra II
CES	CES

All frameworks may be selected by checking the *All Frameworks* radio button. Alternatively, individual frameworks may be selected by clicking the *Selected Frameworks* radio button and


using *Shift-Click* and *Control-Click* to select as many frameworks as desired.


Report Generation Buttons

Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.

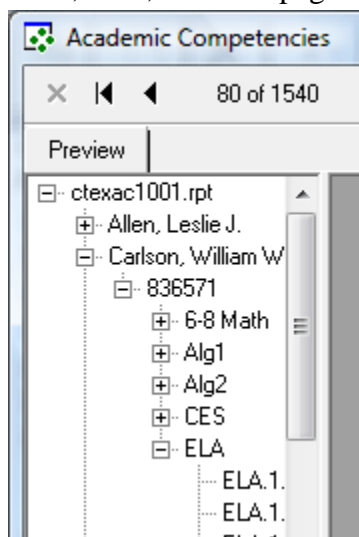
Use the  button of the [Academic Competencies](#) report screen to configure the printer.

Use the  button of the [Academic Competencies](#) report screen to send the report to the configured printer.

Use the  button of the [Academic Competencies](#) report screen to export the generated report in a variety of different formats.

Use the  drop down list box of the [Academic Competencies](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Academic Competencies](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.



Use control illustrated to the left, of the [Academic Competencies](#) report screen to jump to a specific item in the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Academic Competencies - Course Number.pdf** or **CTESTAR Academic Competencies Summary - Course Number.pdf** (where *Course Number* is the number of your course) for the detailed and summary reports respectively. The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Curriculum Cross Walk Report](#)

[Assignment Cross Walk Report](#)

[Cross Walk Quality Report](#)

Articulated Transcript Report

Purpose

The purpose of the *Articulated Transcript Report* is to document articulation for an individual student at a targeted institution. Before this report may be generated, the articulation standards for the target institution must be imported into the course, and a correspondence between the tasks and the articulation standards of the target institution must be created. The articulation standards are defined for each potentially articulated course at the target institution. If the articulation standards for a particular institution or course are unavailable, consult your curriculum advisor or system administrator. The report incorporates an average grade for the articulation standards of each course at the target institution at the beginning and end of the report. When selected via the *Assignments* option, the individual assignment grades considered in the calculation of each task grade are also included. When weights other than 1.00 have been specified, the weight will be parenthetically added to the task description. This report may be generated for one institution at a time. All potential articulation courses for the target institution are included in the report.

Samples

Food Services and Culinary Arts Articulated Transcript with no student selected and no assignments selected. ([PDF](#))

Food Services and Culinary Arts Articulated Transcript with no student selected and assignments selected. ([PDF](#))

Food Services and Culinary Arts Articulated Transcript for William W. Carlson with no assignments selected. ([PDF](#))

Food Services and Culinary Arts Articulated Transcript for William W. Carlson with assignments selected. ([PDF](#))

Food Services and Culinary Arts Articulated Transcript with assignments for Leslie J. Allen, a student not meeting the articulation requirements of the target institution. ([PDF](#))

Report Generation Panel

Articulated Transcript Report

☐ Assignments

Institution: All Students

Student Selection

☐ All Students

☒ Selected Students

Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.
834741	Eagon, Roger H.
816477	Erwin, Laura H.
834352	Finch, Nancy E.
831089	Jamison, Claire P.
818902	Miston, Bill D.
836888	O'Camp, Randy S.

Generate Report to Screen

Generate Report to File

Report Help

Report Options

☐ Assignments

When unchecked as shown above, the report is generated without detail of the individual assignments and any student grades for those assignments. The articulation standards for each articulated course of the selected institution are listed along with the tasks correlated to them. If students were specified, a calculated grade for each task is displayed along with a further calculated grade for the articulation standard as a whole. This level of detail is appropriate for most transcripts. If the calculations do not appear consistent with the student's capabilities, try checking the *Assignments* check box to determine the data used in these calculations. When *Weights* other than 1.00 have been specified, they will be displayed after the standard or task description in parenthesis. A summary of the grades calculated for the articulation standards is included at the beginning and end of the report.

☒ Assignments

When checked as shown above, the assignments correlated with each referenced task are displayed in addition to the articulation standards. For each articulated course and the selected

institution, each articulation standard is listed. The tasks correlated to the articulation standard are listed below the description of the articulation standard. The correlated assignments are listed below each task description. If students were specified, a calculated grade for each assignment, task, and articulation standard is also displayed. This version of the report is useful when the articulation grades do not seem to correlate with the students capabilities as it displays all of the detail used to calculate the individual grades. When *Weights* other than 1.00 have been specified, they will be displayed after the standard or task description in parenthesis. A summary of the grades calculated for the articulation standards is included at the beginning and end of the report.

Institution: **Washtenaw Community College**

The drop down list box is used to select the institution that articulation credit is sought for. The report will be generated for all courses of the selected institution. Only institutions that have had their articulation standards are available for selection in this field.

Student Selection

☐ All Students



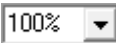




☒ Selected Students

Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.
834741	Eagon, Roger H.
816477	Erwin, Laura H.
834352	Finch, Nancy E.
831089	Jamison, Claire P.
818902	Miston, Bill D.
836888	O'Camp, Randy S.

All students may be selected as shown above by checking of the *All Students* radio button. Alternatively, individual students may be selected by clicking the *Selected Students* radio button and using *Shift-Click* and *Control-Click* to select as many students as desired. If no students are selected and the *Selected Students* radio button has been checked, a generic report illustrating the correspondence between the articulation standards, tasks, and optionally assignments, will be generated.

Report Generation Buttons

Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.
Use the  button of the [Articulated Transcript](#) report screen to configure the printer.
Use the  button of the [Articulated Transcript](#) report screen to send the report to the configured printer.
Use the  drop down list box of the [Articulated Transcript](#) report screen to change the on-screen zoom level of the report.
Use the , , , and  controls of the [Articulated Transcript](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.
The default file name is **CTESTAR Articulated Transcript - Course Number.pdf** (where *Course Number* is the number of your course). The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Curriculum Cross Walk Report](#)

[Assignment Cross Walk Report](#)

[Cross Walk Quality Report](#)

Assignment Cross Walk Report

Purpose

The purpose of the *Assignment Cross Walk Report* is to document the relationship between the assessable tasks in the *Task List* and the *Assignments*. This report is generated for the currently selected course. The default order is to sort the assignments by assignment *Category* with the correlated tasks listed beneath the correlated assignment. The assignment *Category* is listed as a bold heading, with the assignments of that category following. The assignment *Id* is listed in the left-hand column, with the assignment *Description* listed to the right. The correlated *Tasks* are listed below the assignment description, and include both the task *Id* and task *Description*. The decimal number at the right hand margin of the report is the *Weight* or relative scaling factor applied to the particular assignment/task combination. Larger numbers indicate a task that is more influenced the assignment. This version of the *Assignment Cross Walk* report is useful for determining if each assignment is correlated with at least one task. A summary at the end of the report documents, by assignment category, the percent of alignable assignments that are aligned with at least one task.

When the *Sort by Task* check box is checked, the tasks of the task list are listed in order. Indented beneath each task is the correlated assignment *Id* and assignment *Description*. At the right-hand side of the page the *Weight* or relative scaling factor for this task/assignment combination is listed. No summary is produced at the end of the report when it is ordered by task. This report is used to determine if every task has at least one assignment cross walked to it, and the relative weights that go into calculating the grade assigned to a task.

Lastly, the *Only Un-Cross-Walked* check box may be checked to only list tasks or assignments (depending upon the sort) that do **not** have any items correlated to them. This report help determine whether your assignments address all of the tasks in the task lists, or whether any of your assignments have not been correlated to any tasks.

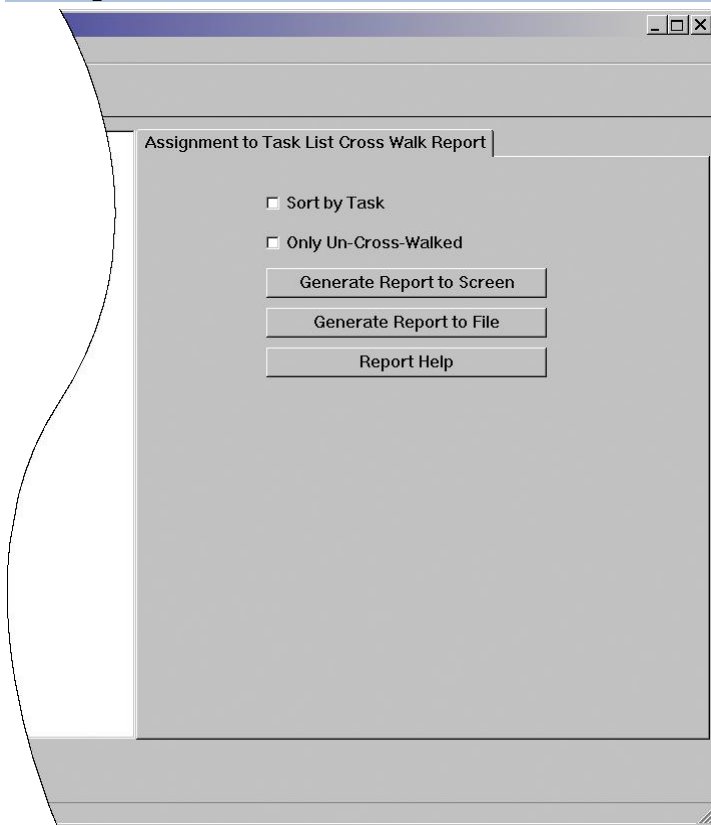
Samples

Food Services and Culinary Arts Assignment Cross Walk sorted by Assignment. ([PDF](#))

Food Services and Culinary Arts Curriculum Cross Walk sorted by Task. ([PDF](#))

Food Services and Culinary Arts Curriculum Cross Walk sorted by Assignment for only the *Un-Cross-Walked* assignments. ([PDF](#))

Report Generation Panel



Report Options

☐ Sort by Task

When unchecked as shown above and *Only Un-Cross Walked* is **not** checked, the report is generated in Assignment order, and each assignment is listed along with the correlated tasks indented below the corresponding assignment. The *Weight* for each individual assignment/task correlation is listed at the right hand margin. A summary of the percent of assessable assignments that have been correlated to at least one task will be generated at the end of the report.

☒ Sort by Task

When checked as shown above and *Only Un-Cross Walked* is **not** checked, the report is generated in Task order, and each task is listed along with the correlated assignments indented below the corresponding task. The *Weight* for each individual task/assignment correlation is listed at the right hand margin. No summary will be generated at the end of this report.

☒ Only Un-Cross-Walked

When checked as shown above with *Sort by Task* also unchecked, assignments that are not correlated to any tasks are listed. When checked with *Sort by Task* also checked, alignable tasks that are not cross walked to any assignments are listed.

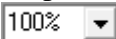
Report Generation Buttons





Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Assignment to Task Cross-Walk](#) report screen to configure the printer.

Use the  button of the [Assignment to Task Cross-Walk](#) report screen to send the report to the configured printer.

Use the  drop down list box of the [Assignment to Task Cross-Walk](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Assignment to Task Cross-Walk](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Assignment to Task List Cross Walk by Assignment - Course Number.pdf** or **CTESTAR Assignment to Task List Cross Walk by Task - Course Number.pdf** (where *Course Number* is the number of your course) depending upon whether *Sort by Task* is unchecked or checked. The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Cross Walk Quality Report](#)

[Curriculum Cross Walk Report](#)

[Articulation Report](#)

Cross Walk Quality Report

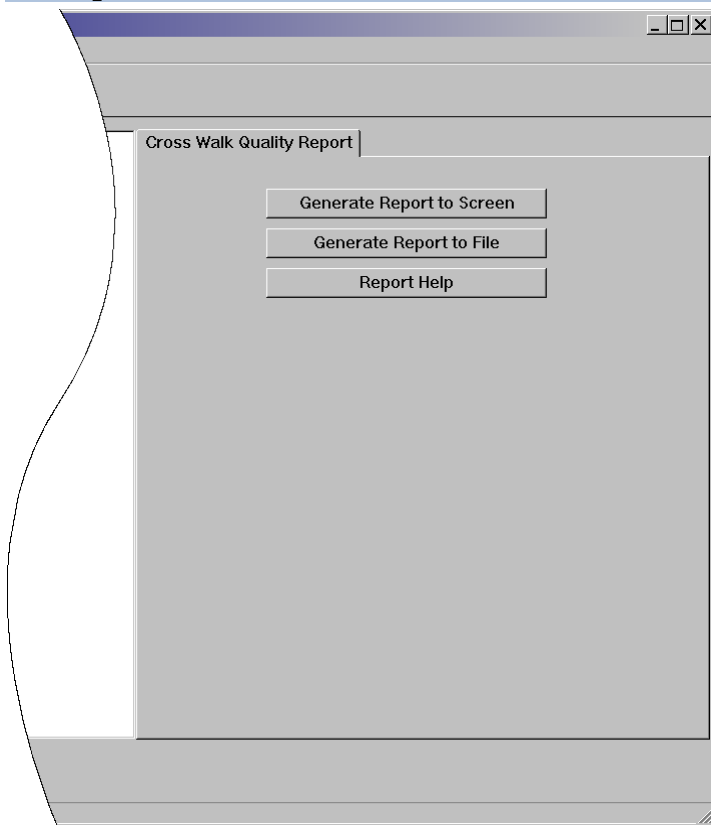
Purpose

The purpose of the *Cross Walk Quality Report* is to estimate the quality of the [Task List to Academic Standards \(Curriculum Frameworks\)](#) cross walk, the [Assignment to Task List](#) cross walk, and the [Articulation Standards to Task List](#) cross walk. This report is generated for the currently selected course, although the Warehouse version of CTESTAR[®] can generate this report for a set of courses and users. This report calculates the percent of assessable tasks that have been cross walked to at least one assignment, the percent of assignments that have been cross walked to at least one task, and the percent of articulation standards that have been cross walked to at least one task. By comparing the percentages for the task-to-assignment and assignment-to-task cross walks one can determine whether just a few tasks or assignments have been aligned to the assignments or tasks, or whether the entire curriculum has been involved in the alignment.

Samples

This report has no generation options, consequently there is only one sample report. ([PDF](#))

Report Generation Panel



Report Options


This report has no optional parameters.


Report Generation Buttons

Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Cross-Walk Quality](#) report screen to configure the printer.

Use the  button of the [Cross-Walk Quality](#) report screen to send the report to the configured printer.

Use the  button of the [Cross-Walk Quality](#) report screen to export the generated report in a variety of different formats.

Use the  drop down list box of the [Cross-Walk Quality](#) report screen to change the on-screen zoom level of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Cross Walk Quality - *Course Number*.pdf** (where *Course Number* is the number of your course). The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Curriculum Cross Walk Report](#)

[Assignment Cross Walk Report](#)

[Articulation Report](#)

Curriculum Cross Walk Report

Purpose

The purpose of the *Curriculum Cross Walk Report* is to document the relationship between the *Task List* and any number of *Curriculum Frameworks* or *Academic Standards* such as *Algebra*, *Chemistry*, *English*, or the *Visual, Performing, and Applied Arts*. This report is generated for the currently selected course. When generated in the default order which sorts the items by academic standard, this report will also generate a summary at the end documenting the percent of alignable academic standards that have been aligned to at least one task. This summary can assist in the awarding of partial academic credit for a student successfully completing a course based upon the referenced task list.

The Curriculum Cross Walk Report may be generated in a number of other ways. The default report (with both *Sort by Task* and *Condensed* unchecked) lists each academic or curriculum standard and the tasks correlated to said standard indented immediately below, the summary will appear at the end. When the *Condensed* check box is checked, only the academic standards that have been cross walked are listed, and the referencing tasks are omitted, resulting in a much shorter report. When the *Sort by Task* check box is checked, each task is listed with the standards it is correlated to indented immediately below. It is also possible to optional restrict the report to one segment. When sorting by task, the *Condensed* option is not available, nor will this version of the report generate a summary at the end.

Lastly, the report may be generated for all standards that have been cross walked to the task list for this course, or selected frameworks or standards. Any combination of frameworks may be selected by using the *shift-click* or *control-click* options of Microsoft Windows. When seeking math credit, it makes sense to select only the math frameworks. When seeking English credit, it similarly makes sense to only select the frameworks related English.

Samples

Machines Trades Curriculum Cross Walk for Geometry ordered by Curriculum Standard. ([PDF](#))

Machines Trades Curriculum Cross Walk for Geometry ordered by Task. ([PDF](#))

Food Services and Culinary Arts Curriculum Cross Walk for all available curricula sorted by Curriculum Standard. ([PDF](#))

Food Services and Culinary Arts Curriculum Cross Walk for all available curricula sorted by Task. ([PDF](#))

Food Services and Culinary Arts Curriculum Cross Walk for all available curricula sorted by Curriculum Standard with Condensed option checked. ([PDF](#))

Report Generation Panel

Cross Walk Report

☐ Sort by Task

☐ Condensed

Framework Selection

☒ All Frameworks

☐ Selected Frameworks

Abbreviation	Name
6-8 Math	6-8 Mathematics
Alg1	Algebra I
Alg2	Algebra II
CES	CES
ELA	English Language Arts
Geom	Geometry
StaPro	STATISTICS AND PROBABILITY

Generate Report to Screen

Generate Report to File

Report Help

Report Options

☐ Sort by Task

When unchecked as shown above, the report is generated in Curriculum Framework or Academic Standard order. The *Condensed* option is available and the *Segment* selection drop down is disabled. A summary will be generated at the end of the report.

☒ Sort by Task

When checked as shown above, the tasks from the task list will be listed along with the correlated Curriculum Framework or Academic Standards indented immediately below. The *Condensed* option is not available. Selecting an individual segment will restrict the report generated to only those tasks in the selected segment.

☐ Condensed

When unchecked as shown above, tasks correlated to an individual standard are listed indented beneath associated the standard. When checked, only the Curriculum Framework or Academic

Standards that are Cross-Walked to at least one task are listed.

Abbreviation	Name
6-8 Math	6-8 Mathematics
Alg1	Algebra I
Alg2	Algebra II
CES	CES
ELA	English Language Arts
Geom	Geometry
StaPro	STATISTICS AND PROBABILITY


All frameworks may be selected as shown above by checking of the *All Frameworks* radio button. Alternatively, individual frameworks may be selected by clicking the *Selected Frameworks* radio button and using *Shift-Click* and *Control-Click* to select as many frameworks as desired.

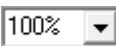
Report Generation Buttons

Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Cross-Walk](#) report screen to configure the printer.

Use the  button of the [Cross-Walk](#) report screen to send the report to the configured printer.

Use the  drop down list box of the [Cross-Walk](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Cross-Walk](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Cross Walk - Course Number.pdf** or **CTESTAR Cross Walk by Task - Course Number.pdf** (where *Course Number* is the number of your course) for the default or *Sort by Task* versions of this report. The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may

default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Cross Walk Quality Report](#)

[Assignment Cross Walk Report](#)

[Articulation Report](#)

Curriculum Segmentation Report

Purpose

The purpose of the *Segmentation Report* is to document which tasks are in which segments. Tasks that are in no segment are highlighted in *Yellow*. Tasks that are in more than one segment are highlighted in *Green*. Tasks that are in a specific segment display the segment number in the column for that segment.

Samples

Food Services and Culinary Arts Segmentation Report for all available segments. ([PDF](#))

Food Services and Culinary Arts Segmentation Report for *Introduction* segment. ([PDF](#))

Report Generation Panel

Curriculum Segmentation Report

Segment Selection

☒ All Segments

☐ Selected Segments

Num	Name
0	Pre
1	Introduction
2	Culinary Core
3	Customer Relations
4	Pantry
5	Business Math
6	Travel and Tourism
7	Finance
8	Customer Service
9	Basic Cookery
10	Baking and Pastry
12	ServSafe
13	Post

Generate Report to Screen

Generate Report to File

Report Help

Report Options

Segment Selection

☒ All Segments

☐ Selected Segments

Num	Name
0	Pre
1	Introduction
2	Culinary Core
3	Customer Relations
4	Pantry
5	Business Math
6	Travel and Tourism
7	Finance
8	Customer Service
9	Basic Cookery
10	Baking and Pastry
12	ServSafe
13	Post


All segments may be selected as shown above by checking of the *All Segments* radio button. Alternatively, individual segments may be selected by clicking the *Selected Segments* radio button and using *Shift-Click* and *Control-Click* to select as many segments as desired.

Report Generation Buttons

Generate Report to Screen


Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Segmentation Report](#) report screen to configure the printer.

Use the  button of the [Segmentation Report](#) report screen to send the report to the configured printer.

Use the  button of the [Segmentation Report](#) report screen to export the generated report in a variety of different formats.

Use the  drop down list box of the [Segmentation Report](#) report screen to change the on-screen zoom level of the report.

Use the  controls of the [Segmentation Report](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Segmentation Summary - *Course Number*.pdf** (where *Course Number* is the number of your course) for the detail, detail without names, and summarized versions of the report respectively. The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Task List](#)

[Curriculum Summary Report](#)

[STAR \(Student Task Achievement\) Report](#)

[Student Progress Report](#)

Curriculum Summary Report

Purpose

The purpose of the *Curriculum Summary Report* is to document summarized student achievement on the individual tasks of the selected segments. This report is a summarization of the [Student Progress Detail Report](#). Columns for each assessable task in the selected segments display the number of students with scores in the ranges specified by the A column. This appearance of the report will vary if competencies have been entered for the tasks rather than grades.

When the tasks are graded, the *Average* and *Standard Deviation* for each task across all students is calculated. These statistics are also calculated for the *Non-Zero* tasks--those that have a non-zero grade. Calculating for non-zero-graded tasks prevents students that have not been assessed on a task from adversely impacting the averages.

Samples

Food Services and Culinary Arts Curriculum Summary for all available segments. [\(PDF\)](#)

Food Services and Culinary Arts Curriculum Summary for *Introduction* segment. [\(PDF\)](#)

Report Generation Panel

The screenshot shows a software window titled "Curriculum Summary Report". Inside, there is a "Segment Selection" section with two radio buttons: "All Segments" (which is selected) and "Selected Segments". Below these is a table with two columns, "Num" and "Name", listing 14 curriculum segments. At the bottom of the window are three buttons: "Generate Report to Screen", "Generate Report to File", and "Report Help".

Num	Name
0	Pre
1	Introduction
2	Culinary Core
3	Customer Relations
4	Pantry
5	Business Math
6	Travel and Tourism
7	Finance
8	Customer Service
9	Basic Cookery
10	Baking and Pastry
12	ServSafe
13	Post

Report Options

Segment Selection

☒ All Segments

☐ Selected Segments

Num	Name
0	Pre
1	Introduction
2	Culinary Core
3	Customer Relations
4	Pantry
5	Business Math
6	Travel and Tourism
7	Finance
8	Customer Service
9	Basic Cookery
10	Baking and Pastry
12	ServSafe
13	Post


All segments may be selected as shown above by checking of the *All Segments* radio button. Alternatively, individual segments may be selected by clicking the *Selected Segments* radio button and using *Shift-Click* and *Control-Click* to select as many segments as desired.

Report Generation Buttons

Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Summary Report](#) report screen to configure the printer.

Use the  button of the [Summary Report](#) report screen to send the report to the configured printer.

Use the  button of the [Summary Report](#) report screen to export the generated report in a variety of different formats.

Use the  drop down list box of the [Summary Report](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Summary Report](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Curriculum Summary - *Course Number*.pdf** (where *Course Number* is the number of your course). The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Task List](#)

[Segmentation Report](#)

[STAR \(Student Task Achievement\) Report](#)

[Student Progress Report](#)

Gap Analysis Report

Purpose

The purpose of the *Gap Analysis Report* is to document the *gaps* in your curriculum by generating a report that is similar to the State of Michigan Gap Analysis spreadsheet. The report may be exported as a spreadsheet in the event the state requires you to do so. As the state format for this report can be quite long when your curriculum (academic) cross walk is thorough, this report offers the option to omit the Academic cross walk. When this is done, any academic cross walk data incorporated into your course will be ignored when the report is generated. It is important to remember that the data does remain in your file.

Samples

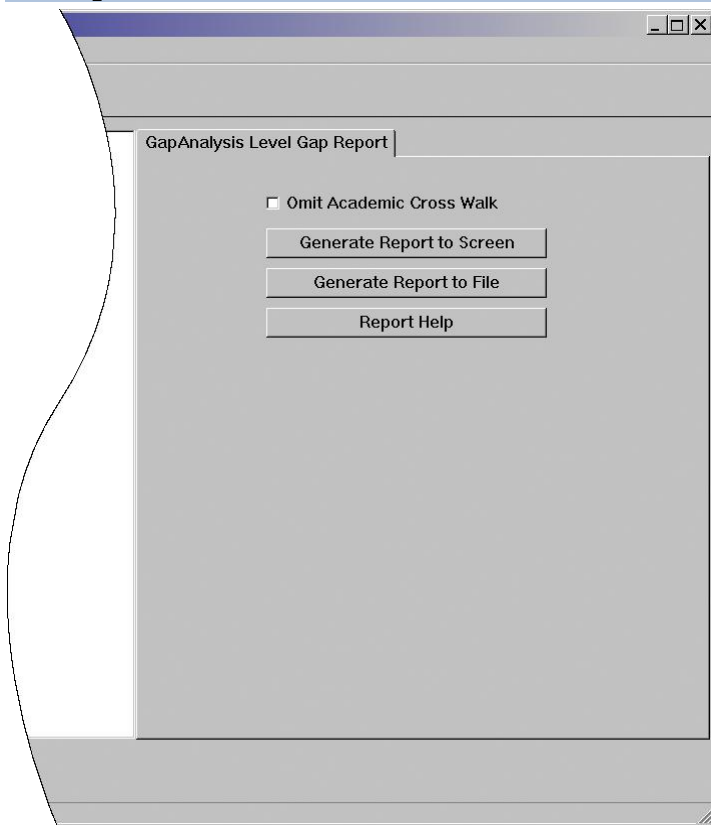
Food Services and Culinary Arts Gap Analysis with Academic Cross Walk([PDF](#))

Food Services and Culinary Arts Gap Analysis without Academic Cross Walk([PDF](#))

Food Services and Culinary Arts Gap Analysis with Academic Cross Walk spreadsheet([XLS](#))

Food Services and Culinary Arts Gap Analysis without Academic Cross Walk spreadsheet([XLS](#))

Report Generation Panel



Report Options


☒ Omit Academic Cross Walk


When checked as shown above, the Academic (Curriculum Framework) cross walk data is not generated on the report. The primary reason to do this is to shorten the report or exported spreadsheet.


Report Generation Buttons

Generate Report to Screen





Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Gap Analysis](#) report screen to configure the printer.

Use the  button of the [Gap Analysis](#) report screen to send the report to the configured printer.

Use the  button of the [Gap Analysis](#) report screen to export the generated report in a variety of different formats.

Use the  drop down list box of the [Gap Analysis](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Gap Analysis](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Gap Analysis - *Course Number*.pdf** (where *Course Number* is the number of your course). The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Curriculum Cross Walk Report](#)

[Assignment Cross Walk Report](#)

[Articulation Report](#)

[Cross Walk Quality Report](#)

Student Certificate Report

Purpose

The purpose of the *Student Certificate Report* is to generate an attractive certificate for those students successfully mastering the course. If a *Facility* has been specified on the *Edit Course* panel, it will be displayed along with the *Host School*. The student's individual *Program Entry Data*, *Program Exit Date*, and *Attendance* summary will be displayed on the certificate, along with the *Program Name*, *Pathway*, and *Instructor* name. Signature blocks for the instructor and *Director of Career and Technical Education* are also available. The image generated as a background is based upon the *Pathway* selected. When this report is printed on pre-printed certificate paper, such as Ampad #35526 (available from Staples), and attractive certificate suitable for the student's portfolio is generated.

Samples

Food Services and Culinary Arts Certificate Report for William W. Carlson. ([PDF](#))

Food Services and Culinary Arts Certificate Report for all students. ([PDF](#))

Report Generation Panel

Certificate Report

Student Selection

☒ All Students

☐ Selected Students

Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.
834741	Eagon, Roger H.
816477	Erwin, Laura H.
834352	Finch, Nancy E.
831089	Jamison, Claire P.
818902	Miston, Bill D.
836888	O'Camp, Randy S.
231891	Park, Jange G.
830499	Rogers, Tonia C.
841685	Rossiano, James F.
9611333310	Sands, Rosie B.
816536	Shurm, Conrad D.

Generate Report to Screen

Generate Report to File

Report Help

Report Options

Student Selection

☒ All Students

☐ Selected Students

Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.
834741	Eagon, Roger H.
816477	Erwin, Laura H.
834352	Finch, Nancy E.
831089	Jamison, Claire P.
818902	Miston, Bill D.
836888	O'Camp, Randy S.
231891	Park, Jange G.
830499	Rogers, Tonia C.
841685	Rossiano, James F.
9611333310	Sands, Rosie B.
816536	Shurn, Conrad D.


All students may be selected as shown above by checking of the *All Students* radio button. Alternatively, individual students may be selected by clicking the *Selected Students* radio button and using *Shift-Click* and *Control-Click* to select as many students as desired.

Report Generation Buttons

Generate Report to Screen

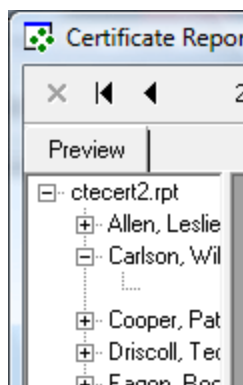
Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Certificate Report](#) report screen to configure the printer.

Use the  button of the [Certificate Report](#) report screen to send the report to the configured printer.

Use the  drop down list box of the [Certificate Report](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Certificate Report](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.



Use control illustrated to the left, of the [Certificate Report](#) report screen to jump to a specific item in the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Certificate Report - Course Number.pdf** (where *Course Number* is the number of your course). The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Student Task Achievement Report](#)

[Student Progress Report](#)

[Academic Competencies Report](#)

Student Progress Report

Purpose

The purpose of the *Student Progress Report* is to document student individual student achievement more compactly than the [STAR \(Student Task Achievement\) Report](#). Optionally, this report will generate an average grade for the non-zero graded assessable tasks in a segment, or display the student grade for each selected assessable task. Whereas the [STAR Report](#) is suitable for a student's portfolio, the *Student Progress Report* more closely correlates with an instructor's grade book, and presents data for all of the students. If the summary option is not checked, a column is rendered for each selected task. An option is available for printing the report without student names. The version without names is typically used when the report is to be posted in the class room. Lastly, the report may be printed for an arbitrary set of segments. The [Task List](#) Report may be used as a reference for the task numbers.

Samples

Food Services and Culinary Arts Summarized Student Progress Report for all available segments. [\(PDF\)](#)

Food Services and Culinary Arts Student Progress Report for all available segments. [\(PDF\)](#)

Food Services and Culinary Arts Student Progress Report for the *Introduction* segment without names. [\(PDF\)](#)

Report Generation Panel

Student Progress Report

☐ Segment Summaries

☒ Show Student Names

Segment Selection

☒ All Segments

☐ Selected Segments

Num	Name
0	Pre
1	Introduction
2	Culinary Core
3	Customer Relations
4	Pantry
5	Business Math
6	Travel and Tourism
7	Finance
8	Customer Service
9	Basic Cookery

Generate Report to Screen

Generate Report to File

Report Help

Report Options

☒ Segment Summaries

When checked as shown above, the report generates an average of the non-zero grades for each selected segment. When *Segment Summaries* is not checked, the grade for each task in the selected segments is displayed.

☒ Show Student Names

When checked as shown above, student names and id's are generated. When *Show Student Names* is not checked, only the student id is shown on the report.

Segment Selection

☒ All Segments
☐ Selected Segments

Num	Name
0	Pre
1	Introduction
2	Culinary Core
3	Customer Relations
4	Pantry
5	Business Math
6	Travel and Tourism
7	Finance
8	Customer Service
9	Basic Cookery


All segments may be selected as shown above by checking of the *All Segments* radio button. Alternatively, individual segments may be selected by clicking the *Selected Segments* radio button and using *Shift-Click* and *Control-Click* to select as many segments as desired.


Report Generation Buttons

Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Progress Report](#) report screen to configure the printer.

Use the  button of the [Progress Report](#) report screen to send the report to the configured printer.

Use the  button of the [Progress Report](#) report screen to export the generated report in a variety of different formats.

Use the  drop down list box of the [Progress Report](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Progress Report](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Student Progress Report - *Course Number*.pdf**,

CTESTAR Student Progress Report (No Student Names) - *Course Number*.pdf, or

CTESTAR Segmented Progress Report - *Course Number*.pdf (where *Course Number* is the number of your course) for the detail, detail without names, and summarized versions of the

report respectively. The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Task List](#)

[Curriculum Summary Report](#)

[STAR \(Student Task Achievement\) Report](#)

[Segmentation Report](#)

STAR (Student Task Achievement Record) Report

Purpose

The purpose of the *STAR (Student Task Achievement Record)* Report is to document individual student achievement on the individual tasks of the task lists. Each task is listed along with a grade (percentage) or competency (-,1-4) assessment. This report may be generated for an individual student, or a group of students.

Samples

Food Services and Culinary Arts Student Task Achievement Report for William W. Carlson.

[\(PDF\)](#)

Food Services and Culinary Arts Student Task Achievement Report for all students. [\(PDF\)](#)

Report Generation Panel

STAR - Student Task Achievement Report

Student Selection

☒ All Students

☐ Selected Students

Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.
834741	Eagon, Roger H.
816477	Erwin, Laura H.
834352	Finch, Nancy E.
831089	Jamison, Claire P.
818902	Miston, Bill D.
836888	O'Camp, Randy S.
231891	Park, Jange G.
830499	Rogers, Tonia C.
841685	Rossiano, James F.
9611333310	Sands, Rosie B.
816536	Shurm, Conrad D.

Generate Report to Screen

Generate Report to File

Report Help

Report Options

Student Selection

☒ All Students

☐ Selected Students

Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.
834741	Eagon, Roger H.
816477	Erwin, Laura H.
834352	Finch, Nancy E.
831089	Jamison, Claire P.
818902	Miston, Bill D.
836888	O'Camp, Randy S.
231891	Park, Jange G.
830499	Rogers, Tonia C.
841685	Rossiano, James F.
9611333310	Sands, Rosie B.
816536	Shurn, Conrad D.

All students may be selected as shown above by checking of the *All Students* radio button. Alternatively, individual students may be selected by clicking the *Selected Students* radio button and using *Shift-Click* and *Control-Click* to select as many students as desired.

Report Generation Buttons

Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.

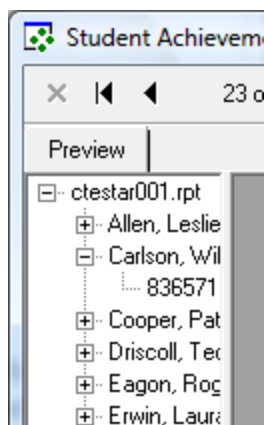
Use the  button of the [Student Achievement Report](#) report screen to configure the printer.

Use the  button of the [Student Achievement Report](#) report screen to send the report to the configured printer.

Use the  button of the [Student Achievement Report](#) report screen to export the generated report in a variety of different formats.

Use the  drop down list box of the [Student Achievement Report](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Student Achievement Report](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.



Use control illustrated to the left, of the [Student Achievement Report](#) report screen to jump to a specific item in the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Student Task Achievement Report - *Course Number*.pdf** (where *Course Number* is the number of your course). The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Student Certificate Report](#)

[Student Progress Report](#)

[Academic Competencies Report](#)

Task List Report

Purpose

The purpose of the *Task List Report* is to document the program task list. When the *Segmented* check box is checked, the task list is generated by segment, with a segment sub-title, and the tasks in the segment following. All of the selected segments are included in the report. The segment order is determined by the *First Week* field of the segment database. This field is intended to document the relative order that the segments are taught in. If the *Segmented* field is not checked, all tasks are included in the report (irrespective of segment and the segments selected), and they are listed in *Task Number* order.

Samples

Food Services and Culinary Arts Non-Segmented Task List Report. [\(PDF\)](#)

Food Services and Culinary Arts Segmented Task List Report for all available segments. [\(PDF\)](#)

Food Services and Culinary Arts Segmented Task List Report for *Introduction* segment. [\(PDF\)](#)

Report Generation Panel

The screenshot shows a software window titled "Task List Report". Inside, there is a checkbox labeled "Segmented" which is checked. Below it is a "Segment Selection" section with two radio buttons: "All Segments" (which is selected) and "Selected Segments". Under "Selected Segments" is a list box containing a table of segments. The table has two columns: "Num" and "Name". The segments listed are: 0 Pre, 1 Introduction, 2 Culinary Core, 3 Customer Relations, 4 Pantry, 5 Business Math, 6 Travel and Tourism, 7 Finance, 8 Customer Service, 9 Basic Cookery, 10 Baking and Pastry, 12 ServSafe, and 13 Post. Below the list box are three buttons: "Generate Report to Screen", "Generate Report to File", and "Report Help".

Num	Name
0	Pre
1	Introduction
2	Culinary Core
3	Customer Relations
4	Pantry
5	Business Math
6	Travel and Tourism
7	Finance
8	Customer Service
9	Basic Cookery
10	Baking and Pastry
12	ServSafe
13	Post

Report Options

☒ Segmented

When the *Segmented* option is checked as shown above, the report generates a segmented task list. Only segments selected in the *Segment Selection* control are included. A sub-title for each segment is generated, along with the tasks in that segment immediately following. Tasks in more than one segment will be listed more than once.

Segment Selection

☒ All Segments

☐ Selected Segments

Num	Name
0	Pre
1	Introduction
2	Culinary Core
3	Customer Relations
4	Pantry
5	Business Math
6	Travel and Tourism
7	Finance
8	Customer Service
9	Basic Cookery
10	Baking and Pastry
12	ServSafe
13	Post


When the *Segmented* option is checked, the *Segment Selection* control determines the tasks to be included in the report. All segments may be selected as shown above by checking of the *All Segments* radio button. Alternatively, individual segments may be selected by clicking the *Selected Segments* radio button and using *Shift-Click* and *Control-Click* to select as many segments as desired.

Report Generation Buttons

Generate Report to Screen

Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Course Task List](#) report screen to configure the printer.

Use the  button of the [Course Task List](#) report screen to send the report to the configured printer.

Use the  button of the [Course Task List Report](#) report screen to export the generated report in a variety of different formats.

Use the  drop down list box of the [Course Task List](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Course Task List](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Task List - *Course Number*.pdf** (where *Course Number* is the number of your course). The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Student Progress](#)

[Curriculum Summary Report](#)

[STAR \(Student Task Achievement\) Report](#)

[Segmentation Report](#)

Training Plan Report

Purpose

The purpose of the *Training Plan Report* is to document those tasks incorporated into the instructor defined training plans. These plans are used predominantly with the *Placement* version of CTESTAR®.

Samples

Food Services and Culinary Arts *Pastry Chef* Training Plan for William W. Carlson. ([PDF](#))

Report Generation Panel

Training Plan Report

Plan:

Student Selection

☐ All Students

☒ Selected Students

ID	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.
834741	Eagon, Roger H.
816477	Erwin, Laura H.
834352	Finch, Nancy E.
831089	Jamison, Claire P.
818902	Miston, Bill D.
836888	O'Camp, Randy S.
231891	Park, Jange G.
830499	Rogers, Tonia C.
841685	Rossano, James E.

Generate Report to Screen

Generate Report to File

Report Help

Report Options

Plan: **Pastry Chef**

The *Plan* drop down list box is used to select the training plan to use for the report. This will be one of the training plans created and defined for this course in the *Training Plans* navigation subtree for this course. The tasks listed as part of the plan are those selected for the plan after the plan has been created.

Student Selection

☒ All Students

☐ Selected Students


Id	Name
834544	Allen, Leslie J.
836571	Carlson, William W.
849116	Cooper, Patsy A.
817671	Driscoll, Ted S.
834741	Eagon, Roger H.
816477	Erwin, Laura H.
834352	Finch, Nancy E.
831089	Jamison, Claire P.
818902	Miston, Bill D.
836888	O'Camp, Randy S.
231891	Park, Jange G.
830499	Rogers, Tonia C.
841685	Rossano, James E.


All students may be selected as shown above by checking of the *All Students* radio button. Alternatively, individual students may be selected by clicking the *Selected Students* radio button and using *Shift-Click* and *Control-Click* to select as many students as desired. If no students are selected and the *Selected Students* radio button has been checked, a generic report illustrating the correspondence between the articulation standards, tasks, and optionally assignments, will be generated.

Report Generation Buttons

Generate Report to Screen

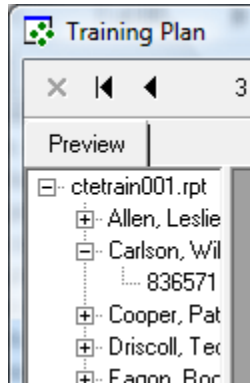
Generate the Report to the computer screen for viewing and optional printing or exporting.

Use the  button of the [Training Plan](#) report screen to configure the printer.

Use the  button of the [Training Plan](#) report screen to send the report to the configured printer.

Use the drop down list box of the [Training Plan](#) report screen to change the on-screen zoom level of the report.

Use the , , , and  controls of the [Training Plan](#) report screen to go to the *First*, *Prior*, *Next*, and *Last* pages of the report.



Use control illustrated to the left, of the [Training Plan Report](#) report screen to jump to a specific item in the report.

Generate Report to File

Generate the Report to a PDF File for archiving or e-mailing.

The default file name is **CTESTAR Training Plan - Course Number.pdf** (where *Course Number* is the number of your course). The default destination for the file is usually your desktop; however, depending on the configuration of your server and/or computer, it may default to another location such as a shared folder on one of your servers.

Report Help

Display the Help Page for the Report

See Also

[Curriculum Cross Walk Report](#)

[Assignment Cross Walk Report](#)

[Cross Walk Quality Report](#)