

Create and Print an Instructional Planning Report for a Class

1. On the Renaissance Place Home Page, click the name of the assessment, and click **Enterprise Home**.
2. If necessary, select your school.
3. Under Instructional Planning, click **Class**.
4. Use the Teacher and the Class or Group drop-down lists to choose the class or group of students whose data you wish to see on the report. (If you are a teacher, you will only be able to create this report for your own class or group.)
5. Use the Benchmark drop-down list to choose the benchmark you want the software to use for its calculations.
6. Type in a testing end date or click the calendar and choose a date. The software will include data for tests taken up to 30 days before this date.
7. Click **Update**.
8. Use the Instructional Groups drop-down list to change the number of groups in which you wish to place students.
9. Assign students to instructional groups by clicking the group number next to the student's name.
10. If you wish to preview the report, click **Preview Report**. Then click one of the options at the top of the page to return to the Instructional Report Groupings page, customize the report, or go directly to the Core Progress learning progression.
11. If you do not wish to preview the report, click **Next**.
12. Select the number of skills in each domain you wish to appear on the report.