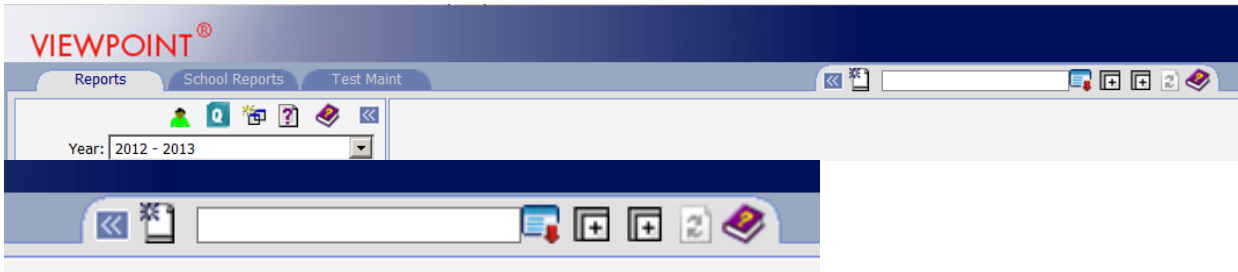


## Comparison Graph

**Comparison Graph Controls**—located along Report tab bar, allows creation of side by side graph reports.



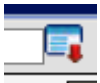
**Icons**, moving left to right...



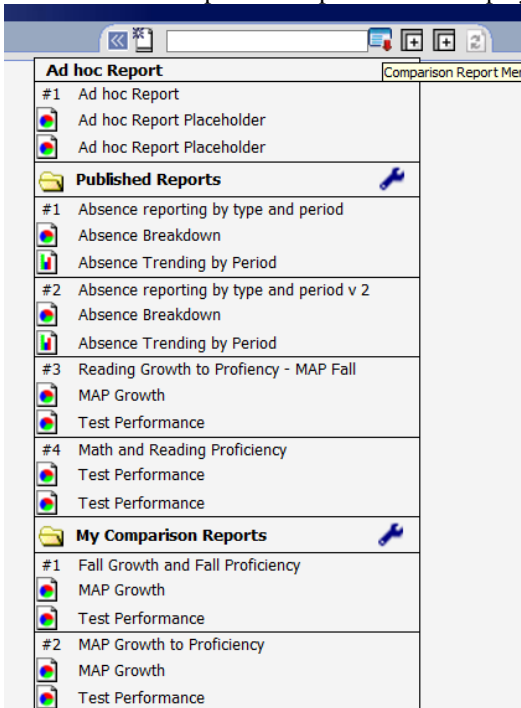
1<sup>st</sup> - Collapse/expand Comparison Graphs controls



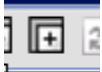
2<sup>nd</sup> -New Ad Hoc Report – allows the creation of a new temporary/ad hoc report



3<sup>rd</sup> -Comparison Report menu – displays the list of Ad hoc, Published, and My Comparison Reports



4<sup>th</sup> - Load left panel – with a Viewpoint report loaded, click this button to load a graph report into the left of the 2 comparison report panels.



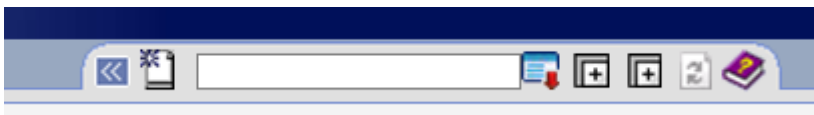
5<sup>th</sup> - Load, right panel - with a Viewpoint report loaded, click this button to load a graph report into the right of the 2 comparison report panels.







6<sup>th</sup> - Load Comparison Graph report – click this after setting the left and right panel to produce the combined report with two graph reports side by side.

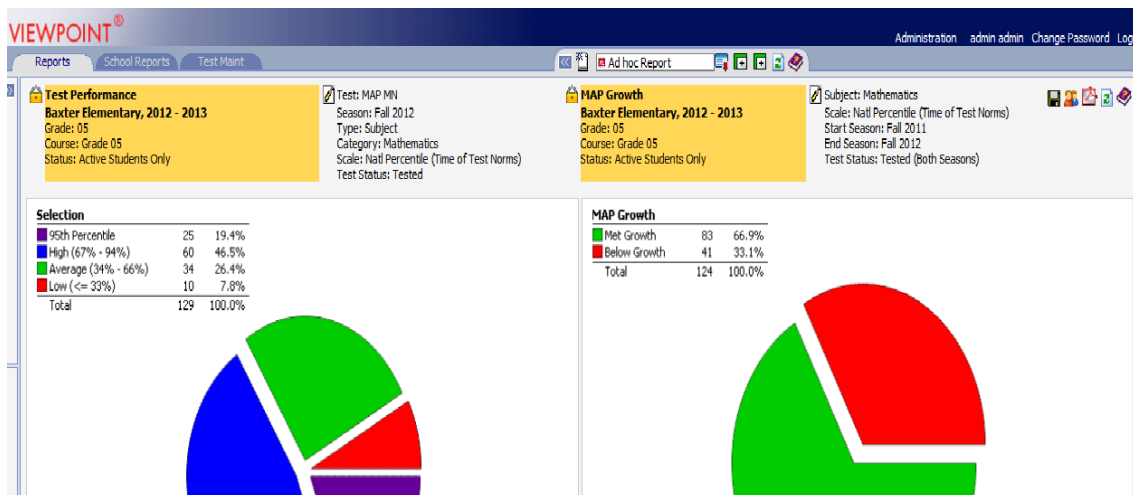


7<sup>th</sup> – Help document



## Steps for Creating a Comparison Graph

1. Select new ad hoc report  (2nd icon from left)
2. Set a reporting population in the selectors (upper left corner of Viewpoint).  
Select a graph report from the Viewpoint menu and set the report selectors.  
Click the icon to load left panel  (4th icon from the left)
3. Set a reporting population in the selectors (upper left corner of Viewpoint).  
Select a graph from the Viewpoint menu and set the report selectors.  
Click the icon to load right panel  (5th icon from the left)
4. Select the Load Comparison Graph icon to load the report  (6th icon from the left)




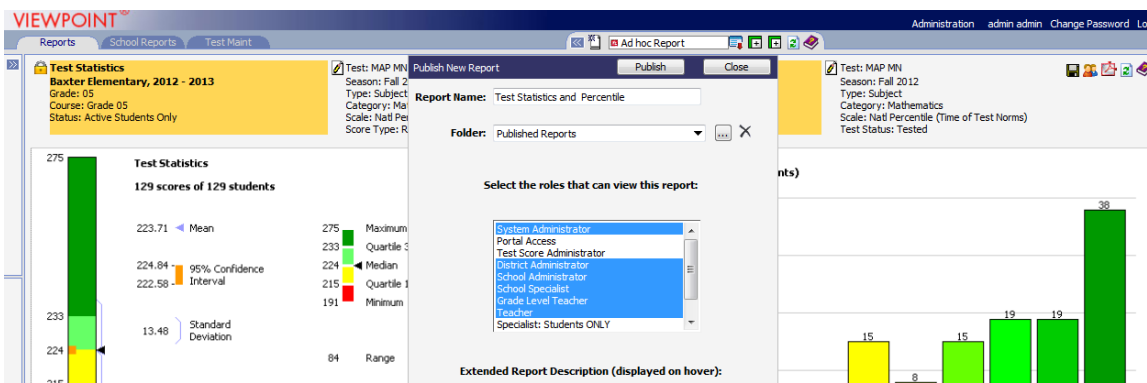
## Icons on the Comparison Graph Report



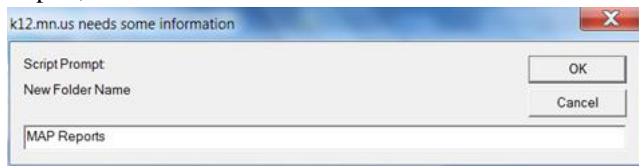
5. Publish or save report. You can either Publish a report for yourself and other users OR you can save a personal My Comparison Report for yourself.

### Publishing a Report


- a. To Publish the report for yourself and other users click (3<sup>rd</sup> icon from the left). 
- b. Enter a Report Name, which can be saved to the default Folder, Published Reports
- c. Under “Select the roles that can view the report:” click to highlight/select the roles you want to publish the report to.
- d. Enter report comments in the “Extended Report Description” box.
- e. Click “Publish”. Published report will appear under the folder where you save them.

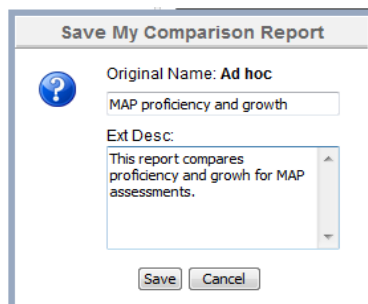


Alternatively, to place the report into a folder of your choice (rather than the Published Reports folder), click on the ellipsis alongside the Folder dropdown and enter a New Folder Name, then click OK. Then follow steps c, d and e above.

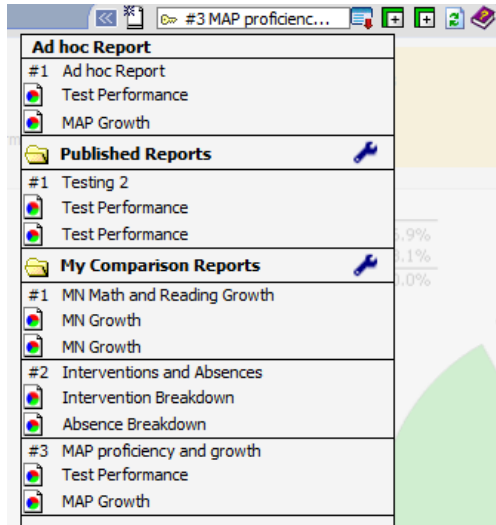


### Save a My Comparison Report

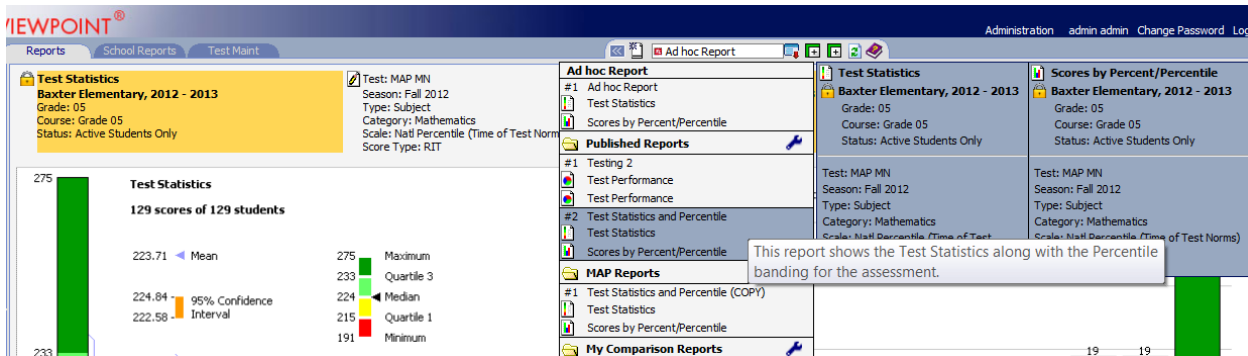
- f. To Save the report for yourself as a personal My Comparison Report click on (1<sup>st</sup> icon from left) 
- g. Enter the report name under “Original Name:”
- h. Enter a report comment under “Ext Description”.
- i. Click “Save”. My Comparison Reports will appear under My Comparison Reports folder.



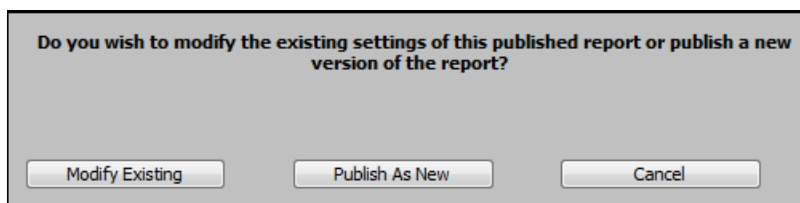
Reports are visible in the Comparison Report Menu, click (3<sup>rd</sup> icon from the left).



Click on the report you want to open/view.



6. To **Modify**/change OR **Republish**/copy a Published report, with the report open click on the Publish icon.
  - a. To Modify/change a report click on “Modify Existing”.
  - b. To Publish a copy or new report click “Publish as New” a report, with the report open click the publish icon.



For both “Modify Existing” and “Publish As New” complete Steps 5 b - e. under “Publish a Report” section of this document.

7. To **Delete** a My Comparison report, with the report open click (2<sup>nd</sup> icon from left)



To **Delete** a Published report go to step 11.

8. To **Reload/Refresh** the Report (5<sup>th</sup> icon from the left)



9. To **Print** the Report (4<sup>th</sup> icon from the left)



10. To access the **Help** document. (6<sup>th</sup> icon from the left)



11. To **arrange reports** in a folder or **delete** a report, click on the wrench icon of the folder



The screenshot shows the Viewpoint interface with several report folders. A tooltip is visible over the 'Published Reports' folder, stating: "This report shows the Test Statistics along with the Percentile banding for the assessment." The interface includes sections for 'Test Statistics' (Baxter Elementary, 2012 - 2013) with a bar chart showing scores from 191 to 275, and 'Ad hoc Report' and 'MAP Reports' sections.

In the resulting box, drag and drop reports to reorder, or click "Delete" to delete a report.

The 'Manage Comparison' window displays a table with the following data:

Report Name	DisplayOrder	Delete
Testing 2	1	Delete
Test Statistics and Percentile	2	Delete

Below the table, it says: "Drag the reports up or down to reorder."

## Understanding Reporting Populations for Comparison Graphs

For the report owner/ publisher:

My Comparison Reports and any Published Reports will have the report population locked (denoted in yellow) based on the original population used when creating the reports.

The screenshot shows two report panels. The 'Test Performance' panel includes a table for 'Selection' with the following data:

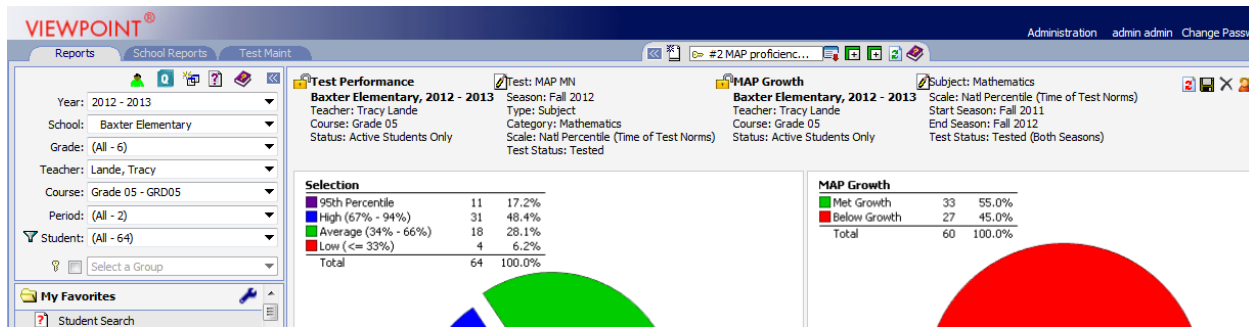
Selection	Count	Percentage
95th Percentile	25	19.4%
High (67% - 94%)	60	46.5%
Average (34% - 66%)	34	26.4%
Low (<= 33%)	10	7.8%
Total	129	100.0%



The 'MAP Growth' panel shows a pie chart with the following data:

Category	Count	Percentage
Net Growth	83	66.9%
Below Growth	41	33.1%
Total	124	100.0%

For users other than the publisher:

Published Reports will have the report population unlocked and the Viewpoint population selectors (upper left corner) will determine the reporting population.




For any user to change the reporting population the population for the graph (left or right) must be unlocked. To unlock a locked population, click on the lock icon  making the icon appear as an open lock  with no yellow background.

Any unlocked population will be determined by the Viewpoint selectors in the upper left. Any locked population will not change when the report is open/viewed.

NOTE: The report below has the left graph population unlocked and right graph population locked.



## Understanding/Controlling Report Selectors for Comparison Graphs

Report selectors are set at the time a report is Published/Saved. If a user wants to change the report selectors (i.e., change from Math to Reading), click on the paper and pencil icon  for the (left or right) graph.

Then change the drop down values in the associated dialog box and click the floppy disk icon to Save the changes.

