TestWiz™

Quick Reports

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Overview

A “Quick Report” is a report that’s already been customized and saved by someone in your group. If your user account has permission to create Quick Reports, you can create or edit a Quick Report. After a Quick Report is created, you and other users in your group can go to Quick Reports on the top menu and select a test, choose a Quick Report, and see the report immediately on the screen.

This document explains how to use, create, and edit a Quick Report. (For more information on customizing a report, refer to Customizing Reports.)

Using a Quick Report

You and others in your group have access to the Quick Reports anyone in your group creates. To use one:

1. Choose Quick Reports from the top menu. (Note: If there are no Quick Reports for any tests, this menu does not appear.)

2. Select a Test Administration from the list of those for which Quick Reports are available.
3. Click on the bold link to a Quick Report. Note that the descriptions below are entered or controlled by
the user who created the Quick Report.

![Select a Quick Report](image)

Students Who Passed
This report uses the Cutoff parameter to show only the students who scored Proficient or Advanced.

Teacher Level Reports

Class List for Reading Program
This report is a Class List report showing the students who are in the after school reading program.

Class Males Vs. Females
A class report comparing the scores of male and female students.

4. The report appears on the screen. Note that the titles are also controlled by the creator of the Quick Report.

![Student Profile](image)

You can also use a Quick Report by going to **Select a Test for Reporting** and choosing the Quick Report from the “Quick Reports” drop-down menu on the Create Reports page.
Creating a Quick Report

If your user account has permission to create Quick Reports, you may create one by following these steps:

1. First customize a report by going to Select a Test for Reporting and clicking on a Test Administration for the report.

2. On the Create Reports page, make all the selections you want for the report. Click Preview Report to make sure it looks right.

For example, to create a Quick Report that shows the students in each class who are involved in a particular reading program, you could choose a Class-Student List report and use the Special Code parameter to select only students enrolled in the program.

3. To save this customized report as a Quick Report, make sure the “None Selected” option is selected in the “Quick Reports” drop-down menu.

4. Click Create/Edit to the right of the “Quick Reports” drop-down menu. The “Create/Edit a Quick Report” page appears.
5. Enter a name in the “Name” text box. This name will appear in the drop-down menu on the Create Reports page so that others can use it. Enter more detailed information about the report in the “Description” text box. If you do not enter anything, the description will be the same as the name.

6. Verify that the selected current Report Type and Teacher Type are correct.

7. (Optional) In the “Title on Report” text box, enter the title that you would like to appear at the top of the report. This is the report default title. Other users can overwrite this for their purposes if necessary.

8. Click Save. (Or, if you are creating a new Quick Report based on a previous one, click Save As.)

This Quick Report is now available to you and other users when you select the associated Test Administration.

Creating a New Quick Report Based on an Current One
You can also create a new Quick Report based on a current one. To do so:

1. On the Create Reports page, use the “Quick Reports” drop-down menu to choose the current Quick Report upon which the new one will be based. The parameters change according to whatever is associated with the Quick Report.

2. Make any changes to the parameters or other options as necessary. Click **Preview Report** to make sure it looks right.

3. Click **Create/Edit** to the right of the “Quick Reports” drop-down menu. The Create/Edit a Quick Report page appears.

4. Enter a new name. You may also edit the description and title.
5. Verify that the selected current Report Type and Teacher Type are correct.
6. Click **Save As**.

A new Quick Report is now available with the new name.

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**Editing a Quick Report**

To make any changes to a Quick Report or to delete one, follow these steps to begin:

1. Choose **Select a Test for Reporting** from the top menu. Choose a test.
2. Choose the Quick Report from the “Quick Reports” drop-down menu on the Create Reports page.

3. If you want to make changes to the parameters or other options associated with the Quick Report, do so now.

4. Click **Create/Edit**. The Create/Edit a Quick Report page appears.

To delete a Quick Report:

1. Click **Delete** at the bottom. A message asks if you are sure you want to remove the Customization.
2. Click **OK**. The Quick Report is deleted.

To rename a Quick Report or change it’s description or title:

1. Delete the current name, description, or title and enter something else.
2. Click **Save** at the bottom of the page. If you edited the name, a message asks if you are sure you want to overwrite with a new name.
3. Click **OK**. The Quick Report is saved with the changes.

**Note:** If you click **Save As** instead of **Save** and you edited the name of the Quick Report, you will have two Quick Reports: a new Quick Report is created and the original remains as well.

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**Related Documents**

Refer to these separate documents as needed. To get to them, go to the Welcome page of TestWiz and click **Help Documents** on the left sidebar.

For administering tests that are scanned:

- **Customizing Reports** — covers details about customizing reports using report parameters
- **Customizations** — explains how to save a set of parameters as a customization

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**Contact Information**

Please contact Certica Solutions for help using TestWiz.

**Toll-free Help line:** 877-456-8949  
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