

# MODULE 4: REPORTING FEATURES COURSE

## Overview

### INTRODUCTION

The purpose of this course is to train kindergarten teachers on the reporting features for the Texas Kindergarten Entry Assessment (TX-KEA).

### PREPARATION

Optional Materials

- Sticky notes
- Pens
- Paper

Required Materials

- Laptops for participants
- Internet access
- Engage accounts for participants

### TIME

Approximately 45 minutes. Varies depending on the amount of time participants are given to go on CLI Engage to explore the various reports.

### PARTICIPANT HANDOUTS

- User Guide (including How-To Guides in the Appendix)

## Suggested Process

1. Introduce course.
2. Open course on CLI Engage.
3. Use trainer notes to facilitate the course.



Voiceover: Narration automatically plays via course.



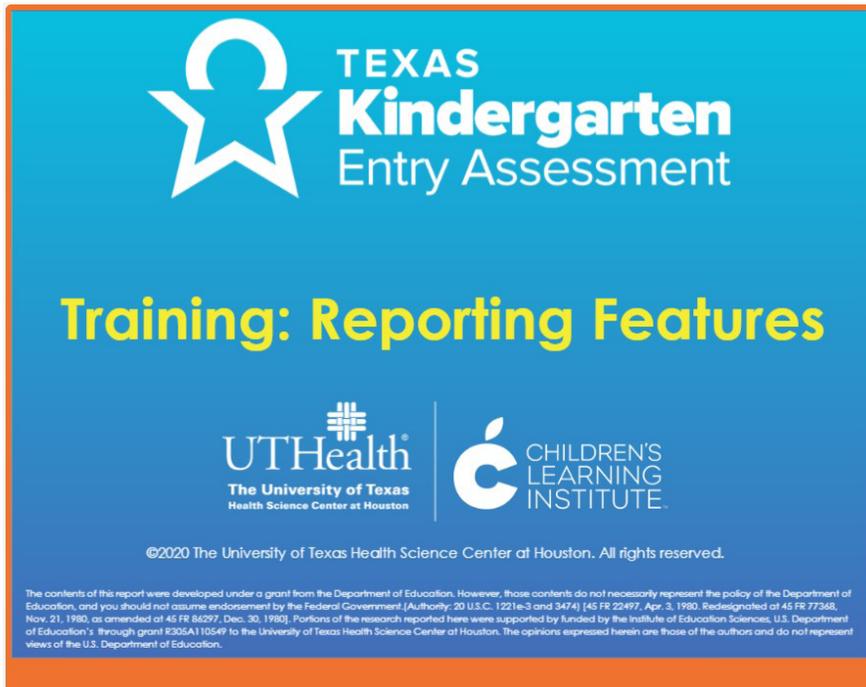
Say: Required information to share with participants after the slide appears and the voiceover plays.



Trainer Tip: Optional information to share with participants after the slide appears and the voiceover plays.



Handout: Title of handout to use for the corresponding slide.



**TEXAS Kindergarten Entry Assessment**

**Training: Reporting Features**




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	<b>Voiceover:</b>	None.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

TX-KEA  
TRAINING Reporting Features

**Training Agenda**

Reports Overview

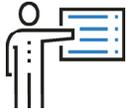
- Report Types
- Report Features

Access & Use of Reports

- Viewing Reports
- Accessing & Generating Reports



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	<b>Voiceover:</b>	In this course we plan to provide an overview of the reports that can be generated for TX-KEA. We will also spend some time highlighting common report features and learning how to access and print reports on CLI Engage.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

MODULE 4 SLIDE 03

TX•KEA  
TRAINING
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Reporting Features

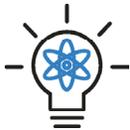
**Before You Begin**

- How-To guides for accessing and printing the reports.
- User Guide for scoring information.



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	<b>Voiceover:</b>	Before you begin, it is helpful to know that all of the information covered in this course can be reviewed at a later time by accessing support documents on the CLI Engage website.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

Reporting Features

**TX-KEA Report Types**

- Completion Report
- Class Summary Report
- Custom Score Report
- Class Summary (Percentile Rank)
- Student Report for Teachers
- Student Report for Parents
- Grouping Report

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	<p><b>Voiceover:</b></p>	<p>TX-KEA provides you with several different reports. You will see this drop-down menu used frequently as we review the reports available to you. The reports can be completed at the class level, campus level and district level. The Completion Report tracks completion of required assessments. The Class Summary Report allows districts to view children's performance across all subject areas by classroom. The Custom Score Report allows districts to view Wave 1 Literacy Screener Scores and Wave 3 Dyslexia Screener scores. The percentile rank score report translates raw scores for each subtest and converts them to percentiles. Then, you can see how a student scores between the 1st %ile to the 99th %ile making it easier to compare scores where the score varies across each measure. It's a different scale that is available to help you analyze your data. The Growth Report allows districts and teachers to view children's gains over time throughout the school year comparing each assessment window. The Student Report for Teachers allows districts to view children's performance across all subject areas by individual student. Teachers can communicate students' strengths and areas needed for growth with parents by accessing the Student Report for Parents which connects families to activities that enable them to support their children at home. The Grouping Report groups children with scores below age-related benchmarks and recommends activities for further skill development.</p>
	<p><b>Say:</b></p>	<p>None.</p>
	<p><b>Trainer Tip:</b></p>	<p>None.</p>
	<p><b>Handout:</b></p>	<p>None.</p>

**TX-KEA TRAINING** Reporting Features

**TX KEA Progress Monitoring and Instructional Planning**

- ON TRACK** (Green): The score indicates a developed understanding and the student will benefit from more upward scaffolding.
- MONITOR** (Yellow): The score indicates only a fundamental understanding and the student will be helped by more scaffolded supports.
- SUPPORT** (Red): The score indicates an underdeveloped understanding and a need for more intensive intervention. Additional formative assessments can help define targeted support needed.

	<b>Voiceover:</b>	TX-KEA uses color to help convey the meaning of each score. It provides benchmark scores to administrators, teachers and parents. Benchmark scores summarize a student’s skills and abilities on subtests based on their performance. . The three levels are: on track/green, monitor/yellow, and support/red. If a student scores on-track for a subtest, it means that her score is above the cut-off score that indicates she is developing as expected. A score of “monitor” means that a student’s skills should be monitored in that developmental domain to ensure that adequate progress is made. A benchmark score of “support” suggests that additional assessment is recommended and possibly Tier 2 support.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

TX-KEA TRAINING Reporting Features

### Getting Started

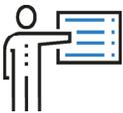
Begin at your **TX-KEA** student view page.

- Locate and Click on the Reports button to view the Reports drop down menu



**Voiceover:**

Let's start at the student view page. The student view page is where you go to begin assessing students and where you go to print reports. You will notice red, yellow, and green scores along each student row. As a reminder, these colors are a quick indicator of how students performed on each subtest. Let's first look at the reports available using the larger Reports button near the top of the student view page. After clicking on the Reports tab, you'll notice a drop-down menu appears which lists all the reports available to you. Let's start with the completion report.



**Say:**

None.



**Trainer Tip:**

None.



**Handout:**

None.

**TX-KEA TRAINING**
**Reporting Features**

### Generating Class Completion Reports

From your **TX-KEA** student view page on **CLI Engage**:

- Locate and click on the **Reports** button to open a **new** window
- Select **Class Completion Report** from the drop down options

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	<b>Voiceover:</b>	The Completion Report is designed to show the number of students who have completed a subtest. This is helpful when you have started administering TX-KEA and need a way to see which students have not yet been assessed. It is a useful tool for verifying that every student has taken all the necessary subtests that have been determined by your administrators.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

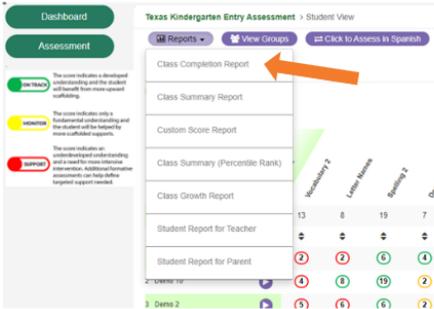


## Reporting Features

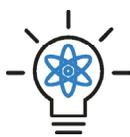
### Generating Class Completion Reports

From your TX-KEA student view page on CLI Engage:

- Locate and click on the Reports button to open a **new** window
- Select **Class Completion Report** from the drop down options



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	<b>Voiceover:</b>	To generate Class Completion Reports, click on the “Reports” button at the top of the class view page. Select the “Class Completion Report” to open a new window.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.



## Reporting Features

### Class Completion Report

Completion Reports show the number of students who have completed each subtest.

Community: CS1 TEST COMMUNITY, NSJ

Grade: K

School: Test School 2

School Year: 2020-2021

Measure: 2

Item ID: 40

Special Ed  Special Ed (Former)  English Learner  Econ Disadvantaged  Systemic

Texas Kindergarten Entry Assessment  
Class English Completion Report

civ@engage

Assessment Language: English

Class: Demo For Course Dev

Teacher:

Measure	Number of Students	Students Excluded	Students Tested	Students not Tested	% of Students Tested
Vocabulary	10	0	10	0	100%
Letter Sounds	Vocabulary 2	0	10	0	100%
	Letter Sounds 2 Receptive	0	10	0	100%
Blending	Letter Sounds 2 Expressive	0	10	0	100%
	Blending 2	0	10	0	100%
Spelling	Spelling 2	0	10	0	100%
	Math Part 1 W2	0	10	0	100%
Math	Math Part 2 W2	0	10	0	100%
	Science	0	10	0	100%
Social-Emotional Competence	Science 2	0	10	0	100%
	Decoding	0	10	0	100%
Decoding	Decoding 2	0	10	0	100%

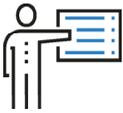






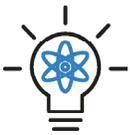
**Voiceover:**

The Completion Report is designed to show the number of students who have completed a subtest. This is helpful when you have started administering TX-KEA and need a way to see which students have not yet been assessed. It is a useful tool for verifying that every student has taken all the necessary subtests that have been determined by your administrators.



**Say:**

None.



**Trainer Tip:**

None.



**Handout:**

None.

**TX-KEA TRAINING**
 **Reporting Features**

### Generating Class Completion Reports

- Select the language of assessment
- Select Assessment Wave
- Select one or more subtests administered
- Click the Export button at the bottom

Class Completion Report

English Only Spanish Only Combined
Time period: Start date End date

Wave 1 Wave 2 Wave 3
CCR Range: Start date End date

Vocabulary  Select All Measures

Vocabulary 1

Letter Names  Select All Measures

Letter Names

Spelling  Select All Measures

Spelling 1

Listening Comprehension  Select All Measures

Listening Comprehension

100%

	<b>Voiceover:</b>	<p>In this window, you will begin building your Class Completion Report. The system will require you to select the language and Wave of assessment. Then, you will select any of the subtests you wish to check for completion. Once you have made all of your selections, click the blue Export button at the bottom. A pdf of the Completion Report will download for easy printing.</p>
	<b>Say:</b>	<p>“Now you will practice creating this report. You will need the Completion Report How-To guide. Follow the step-by-step directions to build a report of your own. I will walk around to provide assistance.”</p>
	<b>Trainer Tip:</b>	<p>Allow 2-3 additional minutes to address questions and allow for comments.</p>
	<b>Handout:</b>	<p><a href="#">Class Completion Report</a></p>

**TX-KEA TRAINING**
 **Reporting Features**

### Class Summary Report

**Class Summary Reports** show each student in the classroom and their scores on each **TX-KEA** subtest administered.

Texas Kindergarten Entry Assessment  
**Class Scores**

Community: CL1 TEST COMMUNITY: NDF Grant  
 School: Year 2019-2020  
 School year: 2019-2020  
 Week: 2  
 Efficacy: All  
 # Special Ed (Former): # English Learner # ELL Disadvantaged # Outlier

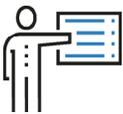
Assessment Language: English  
 Class: Class for Creative Des.  
 Teacher:

Student	Raw Scores									
	Vocabulary		Letter Sounds		Blending		Spelling		Math	
	Item 1	Item 2	Item 1	Item 2	Item 1	Item 2	Item 1	Item 2	Item 1	Item 2
Maximum Score	10	5	4	5	10	10	10	10	10	10
1 Ashley Overland	10	5	3	2	5	5	5	5	4	2
2 Jacob Wallace	5	5	3	2	5	5	5	5	5	0
3 Jeremy Thomas	5	5	1	4	5	5	5	5	6	1
4 Jalen Rogers	5	5	4	2	5	5	5	5	4	1
5 Jane Chen	5	5	1	3	5	5	5	5	6	0
6 Kiara Keys	5	5	2	1	5	5	5	5	5	2
7 Maria Garcia	5	5	4	2	5	5	5	5	6	2
8 Matt Murphy	5	5	2	0	5	5	5	5	7	0



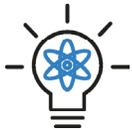
**Voiceover:**

Once you have completed administration, you will want to see how your entire class performed across subtests. The Class Summary Report is used for this purpose. It shows the scores of all students in the class for every subtest administered, providing you with an overall picture of your entire class.



**Say:**

None.



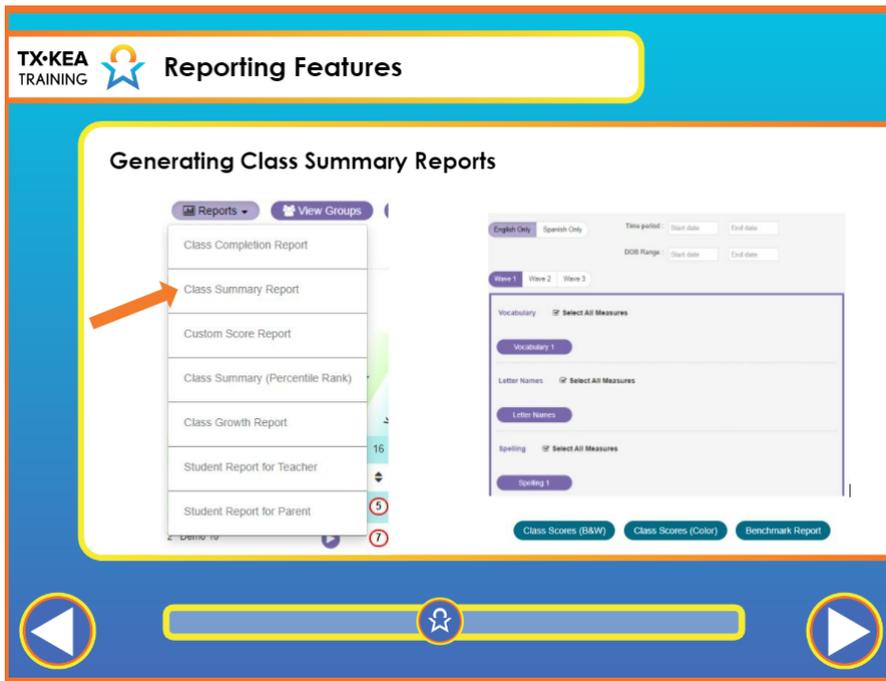
**Trainer Tip:**

None.



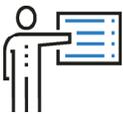
**Handout:**

None.



**Voiceover:**

To create Class Summary Reports, you will click on the same “Reports” button used previously. This time, you will select “Class Summary Report” to open a new window. Just as in the last example, you will select the language of assessment and the wave. Then, you will select ALL subtests administered.



**Say:**

None.



**Trainer Tip:**

None.



**Handout:**

None.

**TX•KEA**  
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**Reporting Features**

### Generating Class Summary Reports

Measure	Out of Range (On Track)	Support
Knowledge	0%	100%
Concepts	0%	100%
Reasoning	0%	100%
Science	0%	100%
Writing	0%	100%
Speaking	0%	100%
Listening	0%	100%
Reading	0%	100%
Language	0%	100%
Mathematics	0%	100%
Science	0%	100%
Writing	0%	100%
Speaking	0%	100%
Listening	0%	100%
Reading	0%	100%
Language	0%	100%

**Class Benchmark Report**

Class: [Name] Date: [Date]

Legend:  
■ % of Students Meeting Out of Range  
■ % of Students Meeting On Track  
■ % of Students Meeting Support  
■ % of Students Meeting Support

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	<b>Voiceover:</b>	You can choose to view and/or print the report in black and white, or color. A second view is also available from the Benchmark Report button. This viewing option shows percentages of students meeting the benchmark for each subtest and does NOT indicate the specific numerical scores.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.




**Reporting Features**

**Class Summary (Percentile Rank) Report**

**Class Summary (Percentile Rank) Reports** show the percentage of scores that are at or below a score. For example, a subtest score at the 75th **percentile** means that the student's score is greater than or equal to 75% of other students' scores.



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	<b>Voiceover:</b>	The percentile rank report translates scores for each subtest and converts to percentiles. It's a different scale that is available to help you analyze your data. The percentile ranks are an average. For example, a subtest score at the 75th percentile means that the student's score is greater than or equal to 75% of all the other students. This can be viewed at the student, class, campus and district levels. It's a way to view standard scores. The percentile scores are also color coded to indicate benchmarks. The percentiles are based on each subtest within the domains and range from 1-99.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

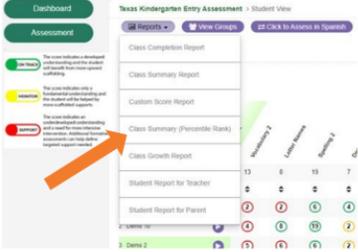



Reporting Features

### Generating the Class Summary (Percentile Rank) Reports

From your TX-KEA student view page on CLI Engage:

- Locate and click on the Reports button
- Select **Class Summary (Percentile Rank Report)** from the drop down options
- Select the **language of assessment** and **Assessment Wave**
- Select **subtests** administered
- Click the Summary Report (Percentile Rank) button at the bottom











**Voiceover:**

To create the “Class Summary (Percentile Rank)” report, you will click on the same “Reports” button used previously. This time, you will select the “Summary Report (Percentile Rank)” button from the drop-down menu to open a new window. You will then select the language of assessment and the wave as well as ALL subtests administered which you wish to view in the report.

At the bottom of the page a blue button saying “Summary Report (Percentile Rank)” is available. Once you click the button, a PDF of your report will automatically be generated.

In order to view the individual student’s percentile rank, you’ll need to view the “Student Report for Teacher” and select “Percentile Rank”. You will hear more about the “Student Report for Teacher” later in the course.



**Say:**

None.



**Trainer Tip:**

None.



**Handout:**

None.

TX•KEA
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Reporting Features

**Growth Report**

The **Growth Report** allows you to view students gains over time.

Texas Kindergarten Entry Assessment: Spelling

Measure	Wave 1	Wave 2	Wave 3
Spelling 1	50% (Green)	20% (Red)	30% (Yellow)
Spelling 2	80% (Green)	10% (Red)	10% (Yellow)

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100%
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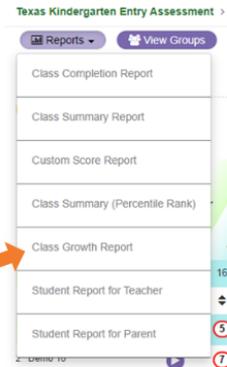
	<p><b>Voiceover:</b></p>	<p>The growth report allows teachers to view children’s gains over time. The Growth Report displays a bar graph indicating student % meeting benchmark on selected measures compared to waves of administration. Student average scores for the selected measure can also be viewed.</p> <p>In this example report you can see that 20% of the class needs support as noted in red at wave 1. Then at wave 2, only 10% of the class is needing support.</p> <p>This gives the teacher and administrators fresh data from which to set goals for instructional refinement and improvement.</p>
	<p><b>Say:</b></p>	<p>None.</p>
	<p><b>Trainer Tip:</b></p>	<p>None.</p>
	<p><b>Handout:</b></p>	<p>None.</p>



## Reporting Features

### Generating the Growth Report

- Locate the Reports button at the top of the student view page
- Select the Growth Report button from the drop down menu
- Select report type: **Average Scores or Percentage of Class Meeting Benchmarks**
- Select the language, waves of assessment and subtests
- Click the "Class Growth Report" button



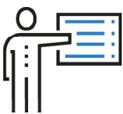






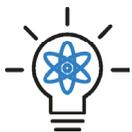
**Voiceover:**

The Class Growth Report can also be generated by utilizing the reports button. Once you've selected "Growth Report", a new window will appear. The system will then require you to select whether you would like to have a growth report that gives you average scores or a growth report that measures the percentage of your class that meets benchmarks. You will then select the language of assessment. Next select the waves of assessment. Then, you will select any of the subtests you wish to check for growth over time. Once you have made all of your selections, click the blue "Class Growth Report" button at the bottom and your Growth Report will be generated. You will have the option to export to a PDF.



**Say:**

"Remember, the Growth Report displays a bar graph indicating student % meeting benchmark on selected measures compared to waves of administration. Student average scores for the selected measure can also be viewed. I will first take you to the How to Guide link on Engage so you can see how users are walked through accessing reports step-by-step. Then, we'll navigate to that part of CLI Engage to generate a growth report of our own to review."



**Trainer Tip:**

Have teachers generate a class growth report based on the instructions given to them in the How to Guide link. Have teachers see if they notice any trends regarding student growth. Are there any specific areas in which all the students are struggling? Have teachers reflect on how they might embed more lessons throughout their teaching day to target the areas where growth is needed.



**Handout:**

[Class Growth Report](#)



Reporting Features

### Generating the Student Report for Teachers

From your TX-KEA class view page on **CLI Engage**:

- Locate and Click on the **Student Report for Teacher** button from the reports drop down menu.

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	<b>Voiceover:</b>	From the student view page, locate the Student Report for Teacher button at the bottom of the dropdown menu. Click on this to begin generating this report. Additionally, clicking the green report button beside a student’s name will allow you to create a report for that particular student.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

Reporting Features

### Generating the Student Report for Teachers



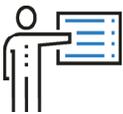
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**Voiceover:**

This window for student reports looks similar to one viewed earlier. Notice that the “Student Summary” button at the top left is selected by default. Then, as seen in the sequence at the top of the screen, you will first select the assessment wave. Next, you will select the student’s name. There is also a button that says “Entire Class.” Simply click the “Entire Class” button to generate a “Student Report for Teacher” for every student in the class.

The subtests that were administered to the student are preselected. However, the subtests selected can be modified to select the ones you want to view. Once you have done this, click the “Scores” button at the bottom of the window. This will create a pdf that shows how a particular student or your entire class scored on the selected subtests. You will also be given the option to view the scores in black and white or color.



**Say:**

“Remember, the student report for teachers or student summary provides a comprehensive look at a child’s progress over time. If you are unable to remember in the future how to access this report, you simply go to the how to guide section on CLI Engage. These short video clips paired with step-by-step instructions are helpful. Let’s go to the link now and watch the short instructional clip and then we’ll navigate to this part of CLI Engage in the assessment practice area.”



**Trainer Tip:**

Have teachers generate a student summary report based on the instructions given to them in the How to Guide link. Have teachers see if they notice any trends regarding their students. Have the teachers pick one student who is struggling? Have teachers reflect on how they might embed more lessons throughout their teaching day to target this student’s needs and discuss with the group.



**Handout:**

[Student Summary Report](#)

Reporting Features

**Student Report for Parents** include:

- Information explaining the **TX-KEA** assessment and how to interpret scores.
- A link to home **activities** for supporting skills.
- **Scores** for each subtest administered.



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	<p><b>Voiceover:</b></p>	<p>Now let's address a different type of report - the Student Report for Parents. The purpose of the Student Report for Parents is to provide specific information to parents about how their child performed on each TX-KEA subtest. The Student Report for Parents looks similar to the Student Report for Teachers, with a few differences intended to help parents make sense of their child's scores. First, it includes information that explains the TX-KEA assessment as well as guidance on how to interpret scores. The page that follows contains the report showing their child's scores for each subtest administered, along with a parent friendly description of the subtest and what it measures. Teachers have the option to share additional information with parents, including links to home activities to support specific skills. We will review these options later in the course. The Student Report for Parents can be shared two ways. You can generate and print these reports to send home with students, or they can be shared electronically.</p>
	<p><b>Say:</b></p>	<p>None.</p>
	<p><b>Trainer Tip:</b></p>	<p>None.</p>
	<p><b>Handout:</b></p>	<p>None.</p>

Reporting Features

### Generating the Student Report for Parents

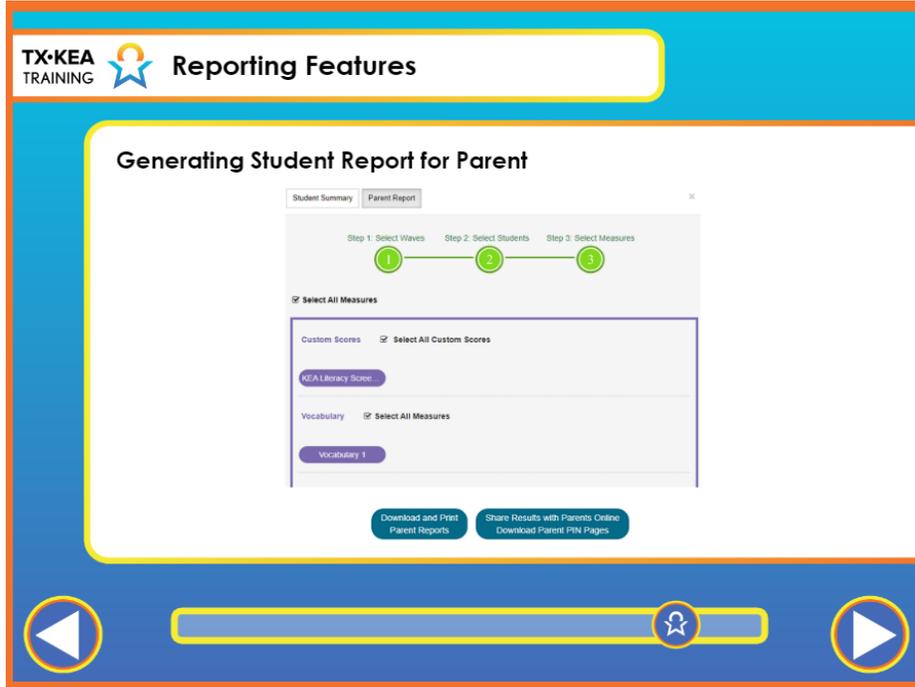
From your TX-KEA class view page on **CLI Engage**:

- Locate and Click on the **Student Report for Parents** button from the reports drop down menu.

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	<b>Voiceover:</b>	We will start with how to generate the Student Report for Parents to send home with students. You can print a Student Report for Parents for just one student, or for every student in the classroom. Begin by locating the Student Report for Parents button from the Reports dropdown menu. Clicking on this button will open a window for making your report selections.
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

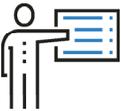


**Voiceover:**

Locate and select the “Parent Report” button as seen at the top of this window. Then, as noted in the sequence just below the Parent Report button, you will first select the wave of assessment. Then, you will check a particular student in your class and a report will only be created for that student. If you would like to create a Student Report for Parents for all students in the classroom, you may click the “Entire Class” button.

Note that all measures that were administered are pre-selected.

Once you have selected the subtests, click the “Download and Print Parent Reports” button. The report will download as a PDF for easy printing or saving an electronic copy.



**Say:**

None.



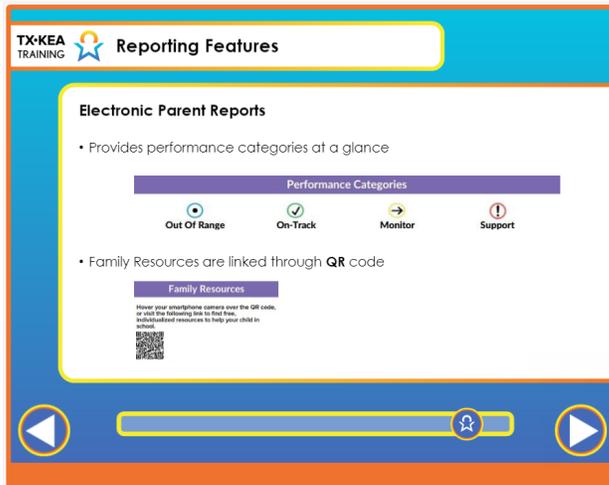
**Trainer Tip:**

None.



**Handout:**

None.

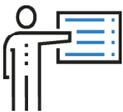


**Voiceover:**

CLI Engage also offers the option of sharing reports with parents electronically. The Student Report for Parents informs families that their child’s teacher designs lessons to better meet their child’s individual needs. Teachers are able to communicate those needs to the parents through this report. The report provides performance categories at a glance in all of the key domains assessed and details the child’s scores using color coded performance categories. It also informs them that a brief literacy screener assessed skills in vocabulary, letter naming, and spelling ability at the beginning of the year.

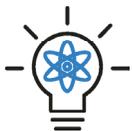
Family resources for each report are linked through a QR code on the report. Each report includes: Playful activities to provide additional support and practice in specific learning areas based on their child’s current performance, descriptions of the learning areas assessed, and how they are important for later school success and ways to prepare for their parent-teacher conferences.

Regardless of how this information is shared with parents, it’s important to ensure that scores are provided to all parents and that parents understand the purpose of the assessment and how they can support their child at home.



**Say:**

“We all have a good understanding of the importance of sharing student data with parents in order for them to better support their children at home. As teachers, we can supplement our classroom data by connecting with families and getting a glimpse of their children at home. Teachers can share these feedback forms with parents to collect information on a child’s development in these key school readiness areas. These forms relate to Texas Kindergarten Entry Assessment on CLI Engage. Let’s take a look at your handouts. When might you find the information on these forms most beneficial? How could you use these forms to help with instructional planning?”



**Trainer Tip:**

Give participants five minutes to review the handouts and discuss the questions posed. Ask one volunteer to share their ideas with the group. Select one volunteer for the Emotion Management form, one volunteer for the Social Emotional Development form, one for Motivation to Read form, one for the Speech Production form and one for Fine Motor Skills. Let participants know these forms are also available in Spanish.



**Handout:**

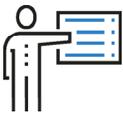
- [TX-KEA Emotion Management](#)
- [TX-KEA Social Emotional](#)
- [TX-KEA Motivation to Read](#)
- [TX-KEA Speech Production and Sentence Skills](#)
- [TX-KEA Fine Motor Skills](#)



**Voiceover:**

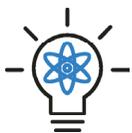
Our final report is the Grouping Report. As you learned in previous courses, TX-KEA can be used to inform instruction. CLI Engage offers a grouping tool that divides students into instructional groups based on assessment results to help teachers provide targeted small group instruction.

Click the activity links for “Classroom Activities” to view small group lessons designed to support skill development in each area.



**Say:**

“For example, here is an activity you might connect families with if their child is struggling with Social and Emotional Competence in the classroom as indicated by their assessment results. Let’s watch the demonstration video and take a look at your handout so you can see how easy it is for families to know exactly how to do the activity and embed it in their daily routines. You will notice when you explore the family collection more on CLI Engage, there are very few to no materials required.”



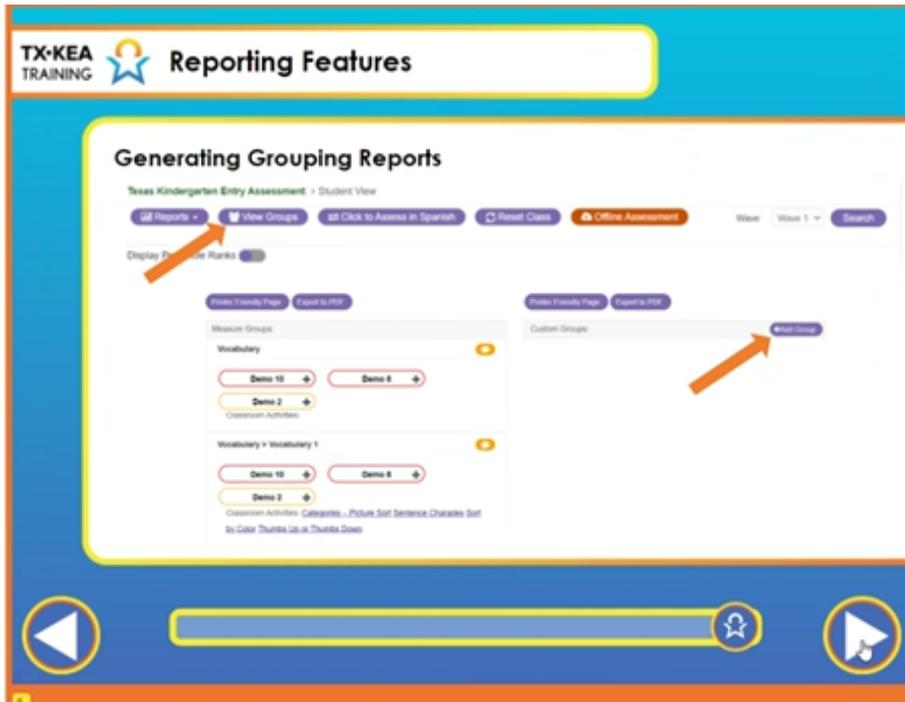
**Trainer Tip:**

Click on the link for the activity, review the instructions on the screen as they reference their handout and play the demonstration video. Have teachers practice the activity with one another in order for them to see the simplicity of the activity. Have them brainstorm about what skills can be targeted along with SE skills in this activity such as vocabulary building.



**Handout:**

[CAC Clean up with Simon Says](#)



**Voiceover:**

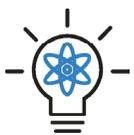
The Grouping Report is accessed through the “View Groups” button located at the top of the student view page. After clicking the “View Groups” button, you will be taken directly to the Grouping Report. To generate the report, click “Export to PDF.”

Engage also offers a feature allowing teachers to create custom groups. You may do this by clicking the “Add Group” button. You will be prompted to name the group before adding students to the group. Then, click the button with the plus sign. A list of all students will appear so that you can select students to add to your custom group.



**Say:**

“Remember, the TX-KEA grouping tool breaks children into groups for teachers based on their assessment results. The groups contain children that have not yet reached the “satisfactory” level for each skill. These children need more practice with certain skills and will benefit from small group instruction. Let’s practice navigating to that section on CLI engage now as you will use this report frequently when lesson planning. When you click the View Groups button it will take you directly to the grouping tool.”



**Trainer Tip:**

Have teachers reflect on the students they viewed earlier in their growth report. Have them brainstorm how they may use the grouping tool to ensure these students are targeted in the areas they are struggling within a small group setting. Have teachers navigate to the grouping tool on CLI Engage after reviewing the How to Guide.



**Handout:**

[Small Grouping Tool](#)

Reporting Features

### CIRCLE Activity Collection

- Tied to TX-KEA results
- Annotated videos of the activities performed in real classrooms
- Scripting to cue the teacher to recognize best instructional practices

◀▶

	<p><b>Voiceover:</b></p>	<p>The CIRCLE Activity Collection: PreK/Kindergarten is available in both English and Spanish. The collection is tied to TX-KEA results and can be used with small groups you developed through the grouping tool. You can access activities through links available on the grouping report, or by visiting the CIRCLE Activity Collection from the CLI Engage dashboard.</p> <p>Activities include annotated videos of the activities performed in real classrooms, and scripting to cue the teacher to best instructional practices. The CIRCLE activity Collection includes more than 300 hands-on activities that target school readiness skills.</p> <p>When implementing the activities, we want children to have an optimal learning experience using playful, purposeful, and playful strategies. Children should be exposed to new concepts multiple times and across a variety of contexts in order to solidify their understanding. We hope you find the CIRCLE Activity Collection to be useful in achieving this goal.</p> <p>It is available in both English and Spanish. The collection is not only connected to TX-KEA results, but also aligned with the Kindergarten and 1st grade TEKS and can be used with small groups teachers develop through the grouping tool.</p>
	<p><b>Say:</b></p>	<p>None.</p>
	<p><b>Trainer Tip:</b></p>	<p>None.</p>
	<p><b>Handout:</b></p>	<p>None.</p>

Reporting Features

**TX-KEA Reports**

- Class Completion Report
- Class Summary Report
- Custom Score Report
- Class Summary (Percentile Rank)
- Growth Report
- Student Report for Teachers
- Student Report for Parents
- Grouping Report

• Refer to the **TX-KEA User Guide** to learn more about interpreting subtest scores.

◀▶

	<b>Voiceover:</b>	<p>As we come to the end of this course, let's review our key points. In this course you have learned about the TX-KEA reports available for classroom teachers. These reports are designed to support the various ways teachers may need to view and use their data. The reports are Completion Report, Class Summary Report, The Custom Score Report, Class Summary (Percentile Rank), Growth Report, Student Report for Teachers, Student Report for parents and the Grouping Reports</p> <p>The TX-KEA User Guide was developed to support your use of TX-KEA, including data use. Refer to the TX-KEA User Guide to learn more about interpreting subtest scores.</p>
	<b>Say:</b>	None.
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

**TX-KEA TRAINING**  **Reporting Features**

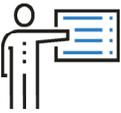
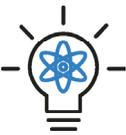
**Accurate & Reliable TX-KEA Data**

Fidelity of administration is important because **TX-KEA**:

- Provides teachers with instructional information.
- Results are communicated to parents.



Navigation controls: Previous, Progress bar, Next, and Refresh icons.

	<b>Voiceover:</b>	As learned in previous courses, the purpose of TX-KEA is to inform instruction by providing teachers with information about the specific instructional needs of each student in the classroom. Results are also communicated to parents. For these reasons, it is important to be consistent and accurate when administering TX-KEA to students.
	<b>Say:</b>	None
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

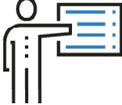
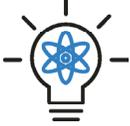



**Reporting Features**



You have now completed the **TX-KEA Reporting Features** course. Click on the button below to return to CLI Engage and receive your certificate via email.

**EXIT THE COURSE**

	<b>Voiceover:</b>	You have now completed the TX-KEA Reporting Features course. Click on the button below to return to CLI Engage and receive your certificate via email.
	<b>Say:</b>	None
	<b>Trainer Tip:</b>	None.
	<b>Handout:</b>	None.

## List of Handouts Used in This Document

1. [Texas Kindergarten Entry Assessment User Guide](#)
2. [How-to Guides: Class Level Completion Report](#)
3. [How-to Guides: Class Growth Report](#)
4. [Student Summary Report](#)
5. [TX-KEA Emotion Management](#)
6. [TX-KEA Social Emotional](#)
7. [TX-KEA Motivation to Read](#)
8. [TX-KEA Speech Production and Sentence Skills](#)
9. [TX-KEA Fine Motor Skills](#)
10. [CAC Clean Up with Simon Says](#)
11. [How-to Guides: Small Grouping Tool](#)