1. Access the district webpage.
2. Click on Employee Resources.
3. Under DATA, click on Performance Plus
4. Login to the website using your credentials.
5. When you log into the site, click on the desk icon on the top of the screen.

6. This will display your classes. Click on the bar graph under the RUN REPORT column next to the class you are researching. This will pull the data for that specific class.

7. Click on the REPORTS tab to display the dropdown menu. Click on ASSESSMENT BUILDER. Choose ITEM ANALYSIS BY STUDENT.

8. Click the FILTER tab.

9. Click on ASSESSMENTS AND SECTIONS. Adjust the filters to match the assessment that your class would have taken. Click the checkbox for that assessment. It will show up in the selected assessment box.

10. Click the RUN REPORT button   [Run Report]   near the center of the screen.

11. This will show you how your class did on each question.

12. You can print this report by clicking the printer icon on the left of the screen.