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 drop down menu.
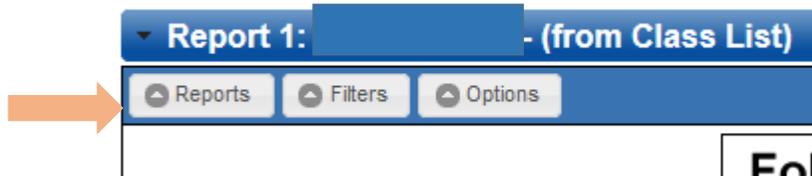
8. Click on Performance Tracker.
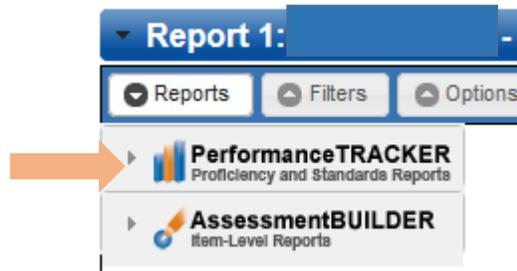
9. Choose the type of report you want to run. For this one, chose Proficiency Pie Chart.
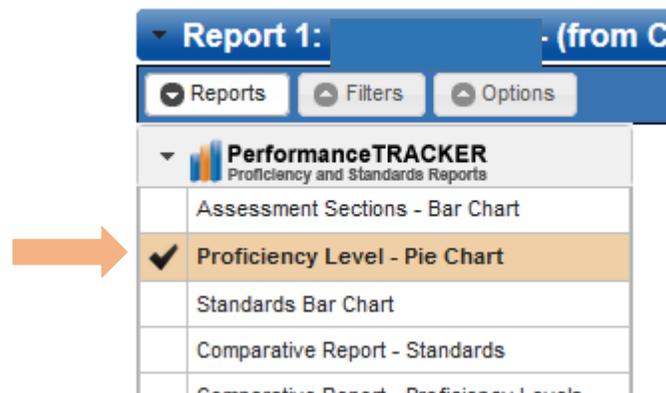
10. Click on the FILTERS tab. Then click ASSESSMENTS AND SECTIONS.
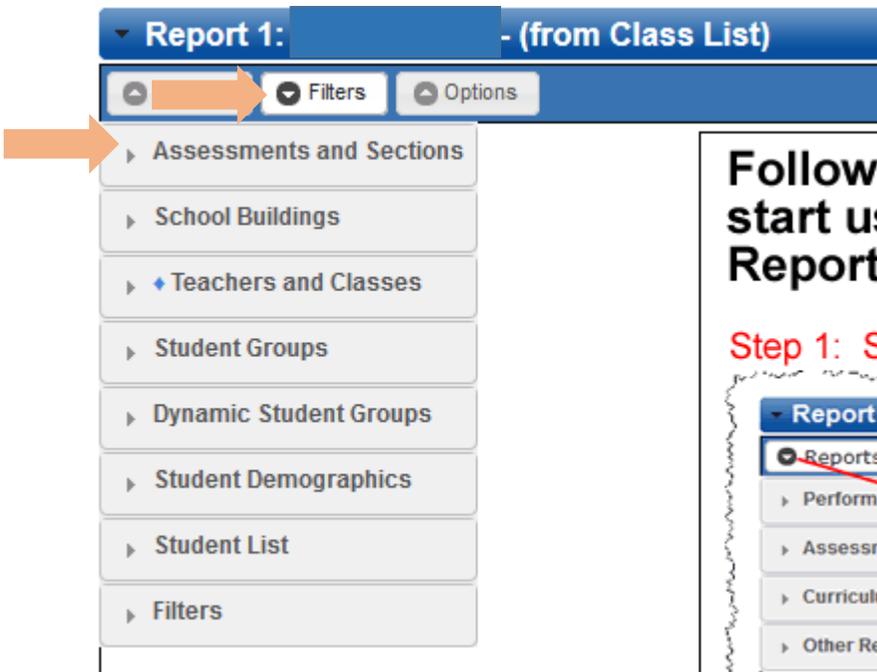
Now you need to choose what assessment data you will be collecting. Think about what assessment the students in your class have taken. *For state assessments, you must use the previous year.*

The setup below would be for a current seventh grade class; use the State assessment from the previous year.

Use the filters to access the assessment you want to use. Be sure to pay close attention to the year and grade! It is defaulted to PRE K!

You must select at least one assessment by clicking in a checkbox.

11. Click RUN REPORT. If you get an error, recheck your filters in the assessment area.

12. When your pie chart displays, you can drill down by clicking on any number or level that is hyperlinked. Use the   Proficiency Levels Report → Student List   breadcrumb trail to go back.