

Gathering Class Baseline Data

Please follow the instructions below to determine your students' baseline data:

1. Go to Infinite Campus (<https://campus.jpss.k12.la.us:8443/campus/jpss.jsp>)
2. Login using your username and password.
3. On the left menu, click SQL Reporting Services to expand that folder. Click Testing to expand that folder.
At the top in the **Section** drop-down, select the class* of students whose scores you would like to view.
*NOTE: If you are writing an SLT based on multiple classes of students, you will need to run this report for each class and add the students together for your baseline.
4. Click on *Standardized Test Summary – By Test*, located under SQL Reporting Services.
5. A login box should pop up. If it does not, make sure that you have turned your pop-up blocker function OFF.
6. Log into SQL – **User Name = rjefferson, Password = Jeffersonsrs1**. Click OK. (NOTE: If the Security Information box appears, click on YES if using Internet Explorer 7. Click NO if using Internet Explorer 8.)
7. After you have chosen the class you want to view, select the test to be included in your report by choosing Y for that test and N for *all other tests*.
8. On the right side, click on *View Report*. The report is generated to the screen.
9. Above the report you will see an icon (disk with an arrow). Click this disk, and from the drop down menu, select *(PDF)*.
10. Click on *Open* when the File Download box appears. The report is generated in a new screen. Click on the print icon if you wish to print the report.