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## Students Multi-Data Profile – NEW Version

### July 6, 2011

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On March 18, 2011 a new version was posted containing the **NEW Students Multi Data Profile**. The program has major modifications and enhancements made. One of the major modifications is that now it will use three new tables to store the Profiles which will include **MDP**, **MDF** and **MDL**. These tables were sent out in the February 18, 2011 version to allow Districts time to setup the User security for these tables.

The **OLD Students Multi Data Profile** stored the Profiles in the **OPT** table which did not allow the users to update these Profiles once created. Now the **new Student's Multi Data Profile** program will allow you to make changes to all Profiles.

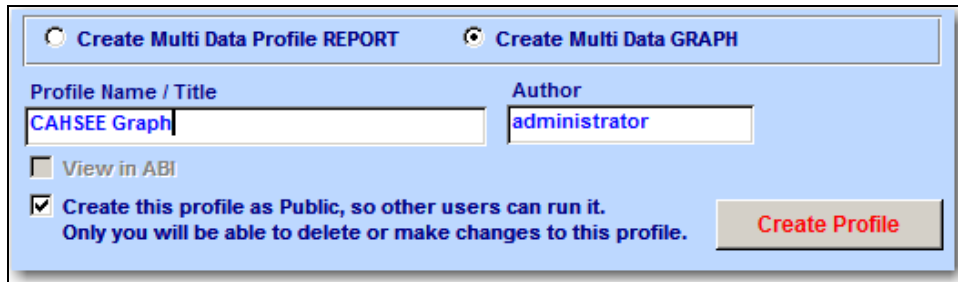
With the March 18, 2011 version a conversion process has been added to the update that will automatically convert the records in **OPT** over to the **MDP**, **MDF** and **MDL** tables. We do not anticipate any issues however as mentioned the old profiles could not be updated after they were created and if an OLD Profile contains an error it will be converted into the new tables. However a converted profile can now be reviewed and updated.

Some of the other new enhancements include creating colored graphs, customizing the width of each bucket, printing the Test grade below the scores, copying or deleting profiles, and pulling rubrics scores from **TNP** for specific tests when needed.

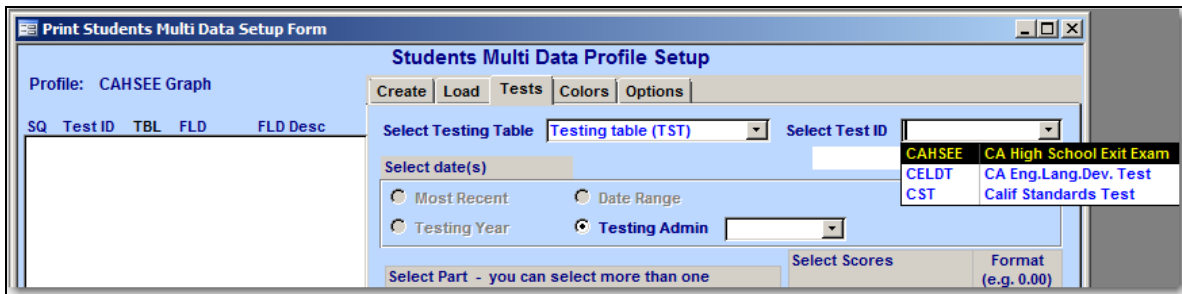


## Creating a Multi Data Profile Graph

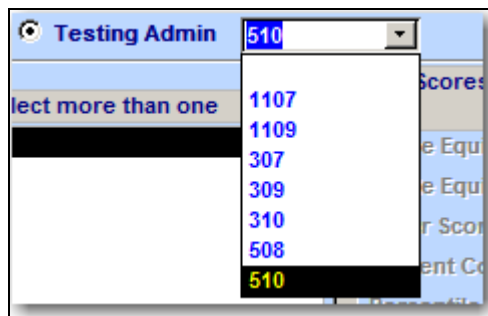
To create a **Multi Data Profile Graph**, click the mouse on the **Create** tab. Click the mouse on the **Create Multi Data Profile GRAPH** radio button. Enter the **Profile Name/Title**. The **Author** will default to the user signed into Aeries. The option will default that this Profile is Public but can be deselected and made as a **Private Profile**. Click the mouse on the **Create Profile** button.



The **Tests** tab will automatically display. Click the mouse on the **Select Testing Table** drop down and select the **TST** table. Click the mouse on the **Select Test ID** drop down and select a **Test ID (can only select CAHSEE, CELDT or CST)**.



The test parts will display for the test ID selected. The **Select Date** will default to **Testing Admin**. Click the mouse on the drop down and select a **Testing Administration** from the list.



The available parts from the **Test ID** selected will display. The **Performance Level (PL)** field is the only field that can be used for Graphs and will default as selected. Click the mouse on the parts selected and click the mouse on the **Add Part to Profile** button.

The **Tests** selected will display on the left side of the form.

SQ	Test ID	TBL	FLD	FLD Desc
1	CAHSEE	TST	PL	CAHSEE-Pt01 Perform
2	CAHSEE	TST	PL	CAHSEE-Pt21 Perform

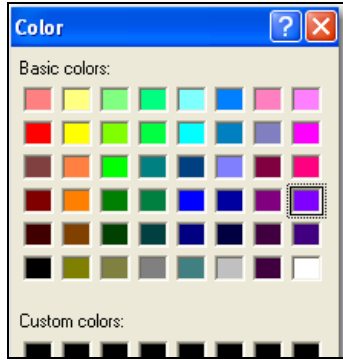
After all tests have been selected the **Colors** tab will need to be displayed to Create or Edit a color layout. The report to be generated can be setup to display different colors for the different levels that will be printed on the report. After the Color Layout has been created it will display in the drop down listing on the left side.



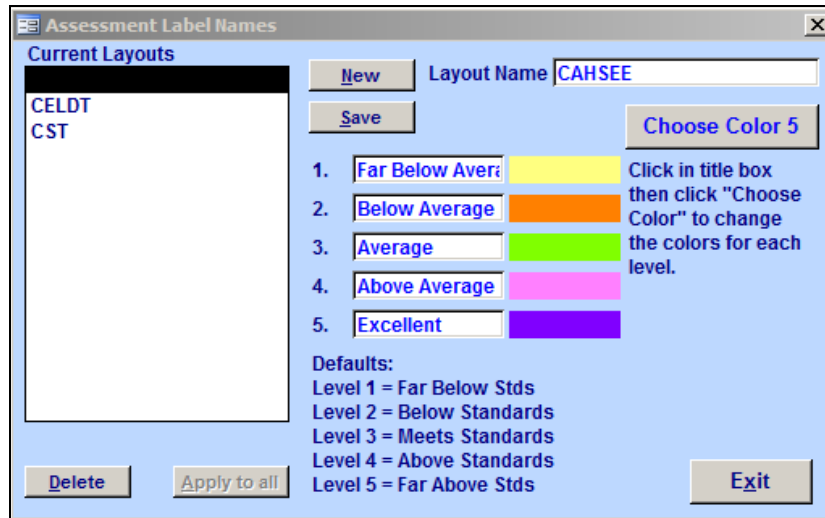
**NOTE: The Color Layout table is District owned. The District Database Administrator must either setup your Color Layout or they must give permissions to the MDL table.**

Click the mouse on the **Create Edit Color Layout** button and the following form will display. This form will contain any **Assessment Label or Multi Data Label** previously setup. Click the mouse on the **New** button and a text box will display. Enter the name of the new **Color Label**. Click the mouse on the **OK** button. The **Layout Name** will now display.

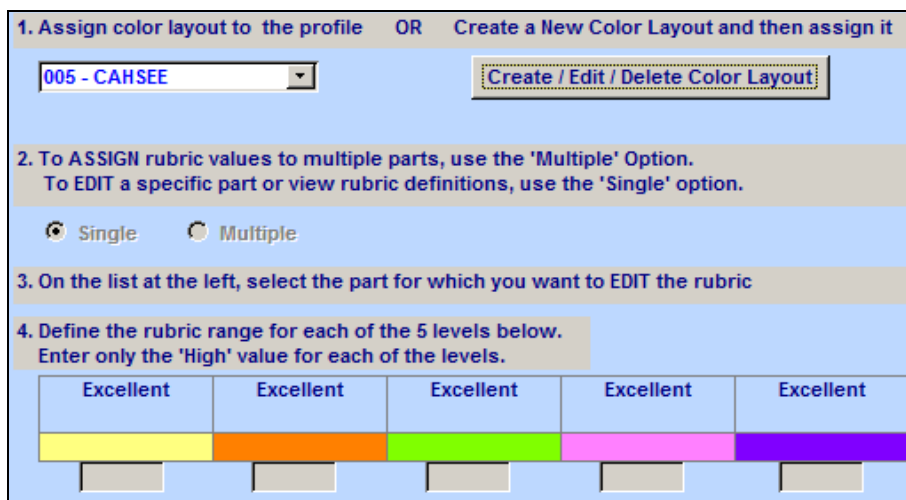
Enter the five different rubric score labels. With the cursor in the Assessment Label field click the mouse on **Choose Color** and a color selection box will display. Click the mouse on the color and click the mouse on the **OK** button.



When all colors have been selected, click the mouse on the **Save** button on the **Assessment Label Names** form.



The new **Layout Label** will display in the drop down list for the **Choose Label Layout**. Click the mouse on the **drop down** and select the label. A Graph will not allow you to enter any Rubric values since it is using the Performance Levels (PL).



Next click the mouse on the **Options** tab and the following form will display. Select the various options to be added to the profile. The **Title** can be changed and will update the **Saved** name. Click the mouse on the **Print** button.

**Profile:**

SQ	Test ID	TBL	FLD	FLD Desc
1	CAHSEE	TST	PL	CAHSEE-Pl01 Perform
2	CAHSEE	TST	PL	CAHSEE-Pl21 Perform

**Students Multi Data Profile Setup**

Graphs per Page:  One Graph per Page  Two Graphs per Page  Three Graphs per Page

Select Grade(s):  All Grades  9  10  11  12  Limit to

Aggregate Selected Grades

Graph Type:  Pie  H-Bar  V-Bar  Show Percentage  Draw Gridlines  Show Count

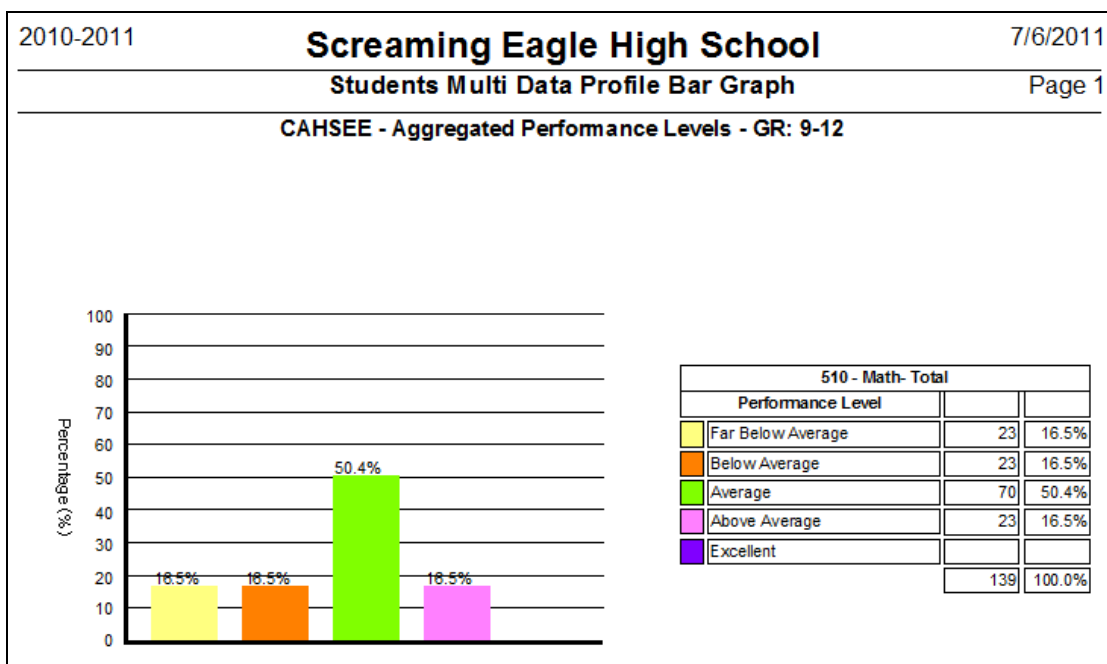
Title: CAHSEE\_V-Bar Graph with Percentage Author: administrator

Public Profile

Buttons: Delete Part, Spreadsheet, Print, Cancel

View Full Description of Test Part Selected

The report will be generated with available data meeting the criteria of the profile.



## Creating a Multi Data Profile Report

To create a **Multi Data Profile Report**, click the mouse on the **Create** tab. Click the mouse on the **Create Multi Data Profile REPORT** radio button. Enter the **Profile Name/Title**. The **Author** will default to the user signed into Aeries. The option will default that this Profile is Public but can be deselected and made as a **Private Profile**. The option is also available to allow the ABI users to view this Profile. Click the mouse on the **Create Profile** button.

The screenshot shows a dialog box with two radio buttons at the top: 'Create Multi Data Profile REPORT' (selected) and 'Create Multi Data GRAPH'. Below are two text input fields: 'Profile Name / Title' containing 'CAHSEE Report' and 'Author' containing 'administrator'. There are two checkboxes: 'View in ABI' (unchecked) and 'Create this profile as Public, so other users can run it. Only you will be able to delete or make changes to this profile.' (checked). A 'Create Profile' button is on the right.

The **Tests** tab will automatically display. Click the mouse on the **Select Testing Table** drop down and select a test table. Click the mouse on the **Select Test ID** drop down and select a **Test ID**.

The screenshot shows the 'Students Multi Data Profile Setup' window with the 'Tests' tab selected. It features a menu bar with 'Create', 'Load', 'Tests', 'Assessment', 'Program', 'Other', 'Colors', and 'Options'. Below the menu bar, there are two dropdown menus: 'Select Testing Table' (set to 'Testing table (TST)') and 'Select Test ID'. A list of test IDs is displayed, including CAHSEE, CA High School Exit Exam, CAPA, CA Alt Perf Assessment, CAT-6, CAT-6 Test, CCS, Calif Content Standards, CELDT, CA Eng.Lang.Dev. Test, CMA, CA Modified Assessment, CPS, Ca Performance Standards, and CST. There are also radio buttons for 'Most Recent', 'Date Range', 'Testing Year', and 'Testing Admin'. A 'Select Part' field is present with the text 'you can select more than one'.

The test parts will display for the test ID selected. The **Select Date** will default to **Testing Admin**. Click the mouse on the radio button and select a date type.

This close-up shows the 'Select date(s)' section with a dropdown menu set to 'CA High School Exit Exam'. Below it are four radio buttons: 'Most Recent' (selected), 'Date Range', 'Testing Year', and 'Testing Admin'.

The available parts from the **Test ID** selected will display. Click the mouse on the parts selected and select the Scores to be used, for example, **Raw Score** and **Scale Score**. Click the mouse on the **Add Part to Profile** button.

The **Tests** selected will display on the left side of the form but not all of the **FLD Desc** is visible.

SQ	Test ID	TBL	FLD	FLD Desc
1	CAHSEE	TST	RS	CAHSEE-Pt01 Raw S
2	CAHSEE	TST	SS	CAHSEE-Pt01 Scale S
3	CAHSEE	TST	RS	CAHSEE-Pt21 Raw S
4	CAHSEE	TST	SS	CAHSEE-Pt21 Scale S

The option is available at the bottom of the form to view the Full Description for the Part selected. After clicking the mouse on a **Part** and clicking the **View Full Description** box the full description details will display.

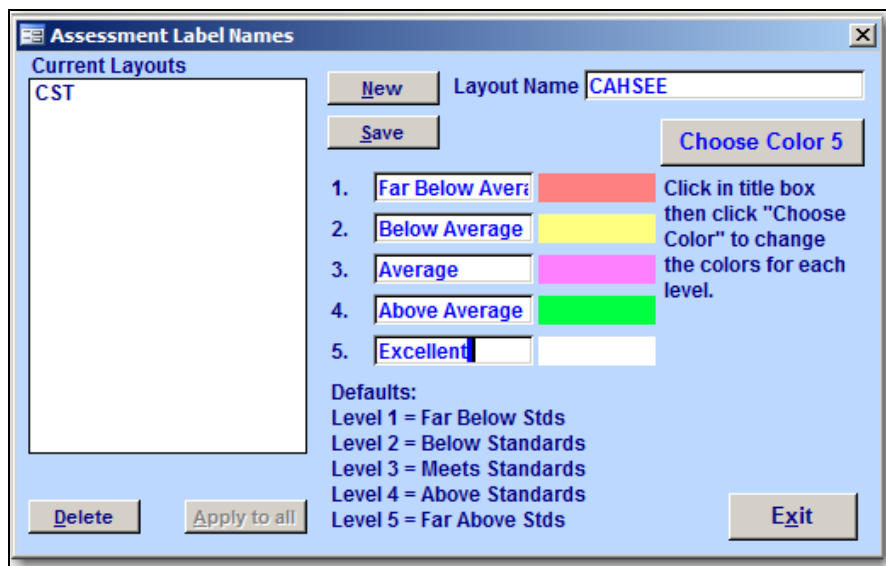
After all tests have been selected the **Colors** tab can be used to Create or Edit a color layout. The report to be generated can be setup to display different colors for the different levels that will be printed on the report. After the Color Layout has been created it will display in the drop down listing on the left side.

Click the mouse on the **Create Edit Color Layout** button and the following Assessment Label Names selection box will display.



**NOTE:** The Color Layout table is District owned. The District Database Administrator must either setup your Color Layout or they must give you permissions to the MDL table.

All **Multi Data Color Labels** previously setup will display. Click the mouse on the **New** button and a text box will display. Enter the name of the new **Color Label**. Click the mouse on the **OK** button. The **Layout Name** will now display. Enter the five different rubric score labels, for example Far Below Average.

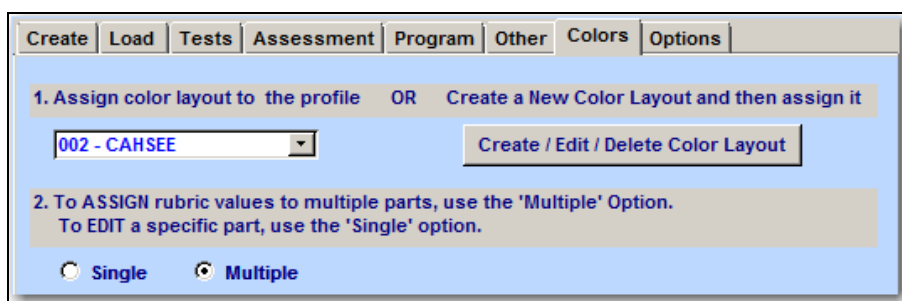


With the cursor in the **Assessment Label** field click the mouse on **Choose Color** and a color selection box will display. Click the mouse on the color and click the mouse on the **OK** button.



When all colors have been selected, click the mouse on the **Save** button on the **Assessment Label Names** form. The new **Layout Label** will display in the drop down list.

Click the mouse on the **drop down** and select the color layout, for example **002-CAHSEE**. To assign the Color Label to one **Part** click the mouse on the **Single** button. To assign a color layout to more than one **Part** click the mouse on the **Multiple** button.



After the label has been selected the colors will display above the **5 levels in Step 4**. Enter the range for each level. Click the mouse on the **test and part** under the **Profile**. Click the mouse on the **Save Rubrics** button.

SQ	Test ID	TBL	FLD	FLD Desc
1	CAHSEE	TST	RS	CAHSEE-Pi01 Raw S
2	CAHSEE	TST	SS	CAHSEE-Pi01 Scale S
3	CAHSEE	TST	RS	CAHSEE-Pi21 Raw S
4	CAHSEE	TST	SS	CAHSEE-Pi21 Scale S

1. Assign color layout to the profile OR Create a New Color Layout and then assign it

002 - CAHSEE Create / Edit / Delete Color Layout

2. To ASSIGN rubric values to multiple parts, use the 'Multiple' Option. To EDIT a specific part, use the 'Single' option.

Single  Multiple

3. On the list at the left, select the parts for which you want to ASSIGN the same rubric rang

4. Define the rubric range for each of the 5 levels below.

Far Below Average	Below Average	Average	Above Average	Excellent
250	251 - 330	331 - 349	350 - 399	400

5. Save defined rubric for each of the selected items

Save Rubrics

After all Rubrics and Colors have been setup for the selected Parts click the mouse on the **Options** tab and the following form will display. Select the various options to be added to the profile. The **Title** can be changed to print on the report but **WILL** change the **Saved** name of the report. Click the mouse on the **Print** button.

Other Options

Include Inactives  Horizontal Lines  Only Students w/data

Don't grey columns  Vertical Lines  Scores on Bold  TST grade b/Score

Sections (No Selection = ALL Sections) Bucket Width

One Section Many Sections  Standard Width  Custom Width

Double Width

Select Grade(s)

All Grades  Limit to  9  10  11  12  Include grades above 12

Select Filter

No Filter  From Student Related

Title: CAHSEE\_Report Author: administrator

Public Profile  View in ABI

The report will be generated with available data meeting the criteria of the profile. The bottom left corner contains a ledger identifying the columns of the report and what was printed in each column along with the Color Layout. A column that is blank indicates the student does not have a score for that test part. If the colors option was selected the scores will print according to the range entered for that particular color.

Grade - 12				1.	2.	3.	4.
STU#	Student Name	Grade	Test Date				
002170	Van Zile, Jake	12					
002173	Vanderwende, Christop	12	3/17/2010	1	382	1	386
002174	Varela, Tessa	12	3/11/2009	1	377	1	372
002177	Vargas, Brianna	12					
002180	Vasquez, Alyssa	12	3/17/2010	1	418	1	436
002186	Vazquez, Justin	12	11/4/2009	1	418	1	450
002197	Verayo, Dale	12	3/17/2010	1	374	0	310
002201	Verdugo, Elizabeth	12	3/11/2009	1	383	1	404
002212	Villalta, Alicia	12	5/12/2010	1	420	0	339
002217	Villegas, Richard	12	3/17/2010	1	418	1	402
002221	Volkov, Kelli	12	3/17/2010	1	448	1	430
002232	Waller, Andrew	12	3/12/2009	1	361	1	362
002238	Washington, Gilford	12	3/17/2010	0	325	0	297
002240	Waterman, Jenna	12					
002248	Wessel, Heather	12					
002259	Whitmire, Denise	12	5/12/2010	1	385	1	361
002263	Wilkinson, Randy	12	3/17/2010	1	358	1	392
002271	Wilson, Charles	12	3/17/2010	1	414	1	386
002275	Wims, Mandy	12					
002276	Winkelman, Melissa	12					
002279	Wise, Daniel	12	3/17/2010	0	323	0	312
002282	Woodman, Michael	12	3/17/2010	1	392	1	378
002288	Wray, Kimberly	12					
002316	Xavier, Xavier	12					

1. CAHSEE-Pt01 Raw Score - Math- Total-Most Recent  
 2. CAHSEE-Pt01 Scale Score - Math- Total-Most Recent  
 3. CAHSEE-Pt21 Raw Score - ELA- Total-Most Recent  
 4. CAHSEE-Pt21 Scale Score - ELA- Total-Most Recent

Far Below Average      Below Average      Average

To change the report to no longer print colors click the mouse on the **Assign Color Layout** drop down and select **<No Color>**. Colors will no longer display on this form or print on the report.

1. Assign color layout to the profile OR Create a New Color Layout and then assign it

001 - CST

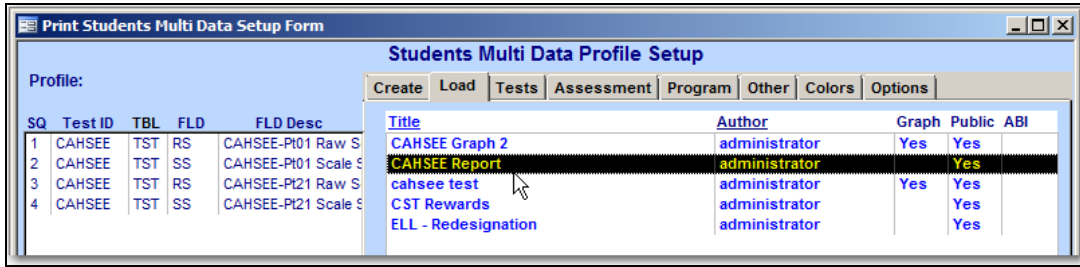
<No Color>

2. 001 - CST      Multiple parts, use the 'Multiple' option.  
 002 - CAHSEE      Use the 'Single' option.

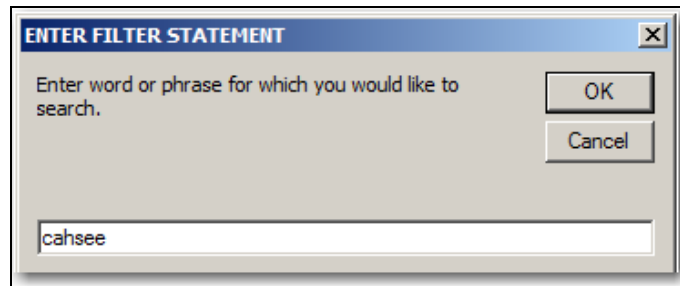
Create / Edit / Delete Color Layout

## Loading a Saved Multi Data Profile

After a Profile has been saved it can be reloaded and modified prior to printing. Click the mouse on the **Load** tab. All saved profiles will display under **Title**. Select a **Profile** and the test data elements will display under the **Profile** heading along with the **Title**. All options saved will display for each part when the tab is selected



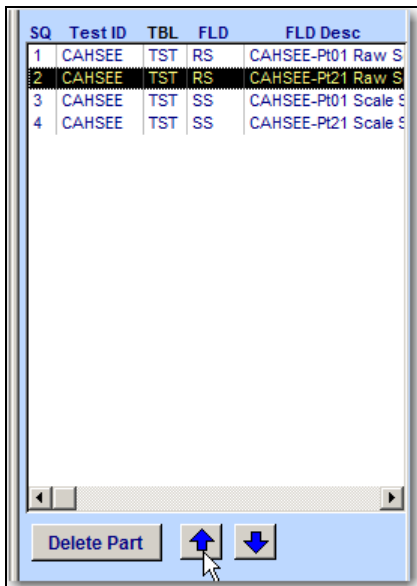
The option is available at the bottom of the form to **Add Filter**. This will allow you to search for Profiles by a specific word or phrase for example CAHSEE. When the **OK** button is clicked, only Profiles with CAHSEE in the Profile name will display.



## Changing and Adding Options to a Multi Data Profile

After a **Multi Data Profile** has been created it can be changed and various options can be added. For example, the order that the columns print on the report can be changed, horizontal or vertical lines can be added to print, including inactive students, etc.

To change the column order, click the mouse on the record under **Profile** to highlight the part and score. Use the arrow buttons at the bottom of the box to move the part Up or Down. This report will now print the Raw Scores first then the Scale Scores for the parts selected. To **Delete** a record from the **Profile**, click the mouse to highlight the record and click the mouse on the **Delete Part** button.



Grade - 12							
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.
5	Abea, Ayrianna	12	3/20/2007	1	1	447	434
12	Aceves, Steven	12					
16	Acuna, Philip	12	3/11/2008	1	1	398	408
19	Aguayo, Krupa	12					
25	Ahmad, Phillip	12					
27	Ainsworth, Lydia	12	3/11/2008	1	1	373	367
29	Akers, Lina	12					
30	Alarid, Allan	12	3/21/2007	1	1	366	382
57	Anderson, Michelle	12					
58	Anderson, Miriam	12	3/11/2008	1	1	428	417
61	Apodaca, Steven	12	3/11/2008	1	1	371	397
62	Appel, Allan	12	3/11/2008	1	1	441	408
70	Arce, David	12					
78	Arellano, Stacy	12					
96	Arroyo, Zuma	12					

Under the **Options** tab other options are available that allow you to format the report to be generated. To add **Horizontal** or **Vertical** lines to the report click the mouse on the option. Click the mouse on the **Print** button.

**Other Options**

Include Inactives   
 Horizontal Lines   
 Only Students w/data  
 Don't grey columns   
 Vertical Lines   
 Scores on Bold   
 TST grade b/Score

Sections (No Selection - All Sections)    Bucket Width

The report will be generated and will be reformatted. **Notice that this report now prints horizontal and vertical lines.** Also, notice student's print that do not have ANY scores for the CAHSEE report

2010-2011		Screaming Eagle High School				1/26/2011			
CAHSEE Report									
Page 2									
Grade - 09									
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.		
000101	Arzola, Fahd	09	3/11/2009	1	1	383	R04		
000102	Ascha, Monica	09	3/25/2007	1	1	383	387		
000110	Atña, Todd	09							
000116	Avila, Elisabeth	09							

The option is available to print **Only Students With Data.** Click the mouse on the option.

**Other Options**

Include Inactives   
 Horizontal Lines   
 Only Students w/data  
 Don't grey columns   
 Vertical Lines   
 Scores on Bold   
 TST grade b/Score

The report will be generated and reformatted. **Notice this report no longer prints students that do not have scores for the CAHSEE report.**

2010-2011		Screaming Eagle High School				1/26/2011			
CAHSEE Report									
Page 1									
Grade - 09									
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.		
000002	Abdelnour, Alice	09	3/25/2007	1	1	383	387		
000003	Abdo, Alice	09	3/11/2009	1	1	450	450		
000042	Almada, Jesus Jesse	09	3/17/2010	1	1	389	380		

The option is available to **Include Inactive Students.** Click the mouse on the option and click the mouse on the **Print** button. This report will be generated and will now include inactive students on the report. The second student on the report has an **I** printed to the left of the student number which is the **Status Tag** indicating the student is inactive.

Grade - 09				
STU#	Student Name	Grade	Test Date	
* 000400	Chien, Dion	09	11/4/2009	
000404	Chongtua, Andria	09		
* 000407	Chopra, Robert	09	5/8/2008	
000408	Chowdhury, Geoffrey	09		

Take note to the difference in the color printed for each column. Every other column prints grey. Select the **Don't Grey Columns** option and click the mouse on the **Print** button.

**Other Options**

Include Inactives   
 Horizontal Lines   
 Only Students w/data  
 Don't grey columns   
 Vertical Lines   
 Scores on Bold   
 TST grade b/Score

With the **Don't grey columns** checked all columns print black. Compared to the report above every other column is printed slightly lighter.

2010-2011		Screaming Eagle High School				1/26/2011			
CAHSEE Report									
Page 1									
Grade - 09									
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.		
000002	Abdelnour, Alice	09	3/25/2007	1	1	383	387		
000003	Abdo, Alice	09	3/11/2009	1	1	450	450		
000042	Almada, Jesus Jesse	09	3/17/2010	1	1	389	380		

Also take note to the difference in the scores printed above. Select the **Scores on Bold** option and click the mouse on the **Print** button.

**Other Options**

**Include Inactives**   
  **Horizontal Lines**   
  **Only Students w/data**  
 **Don't grey columns**   
  **Vertical Lines**   
  **Scores on Bold**   
 **TST grade b/Score**

With the **Scores on Bold** selected all scores are bold printed.

2010-2011		Screaming Eagle High School				1/26/2011			
CAHSEE Report									
Page 1									
Grade - 09									
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.		
000002	Abdelnour, Alice	09	3/25/2007	1	1	<b>383</b>	<b>387</b>		
000003	Abdo, Alice	09	3/11/2009	1	1	<b>450</b>	<b>450</b>		

Select the **TST grade b/score** option and click the mouse on the **Print** button.

**Other Options**

**Include Inactives**   
  **Horizontal Lines**   
  **Only Students w/data**  
 **Don't grey columns**   
  **Vertical Lines**   
  **Scores on Bold**   
 **TST grade b/Score**

With the **TST grade b/score** selected the grade that the test was taken will print below the scores.

2010-2011		Screaming Eagle High School				7/6/2011			
CAHSEE_Report									
Page 4									
Grade - 09									
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.		
001845	Nichols, Michelle	09	5/12/2010	1 11	1 11	352 11	353 11		
* 001912	Ortiz, Jose	09	5/12/2010	1 10	0	420 10	339 10		

The option is available to **Select Sections** so that the report will only generate data for students that are enrolled within specific sections. The options are available to select to limit to **One Section** or **Many Sections**.

**Sections (No Selection = ALL Sections)**      **Bucket Width**

**One Section**    1
  **Many Sections**

**Standard Width**   
 **Custom Width**  
 **Double Width**

After clicking the mouse on one of the options a selection box will display. Select the section or sections and click the mouse on the **OK** button. *The selection box below is for One Section.*

Sec#	Per	Course Title	Teacher Name	Room
300	6	ROP Drt/Arc/Cad	ROP-27-Barroga D8	
303	3	English 9	Walker	F4
307	1	Hon World Hst	Berry	Z2
311	5	Tchr Aide	Enos	Gym1
315	2	US History Cp	Taylor	D6
316	1	Psychology Cp	Haley	R2
322	1	Algebra B	Herrera	F2
332	2	Tchr Aide	Peer	Q19
334	5	Adv Algebra Cp	Uphoff	S5
336	2	Ind Study	MC Govran	Q18
339	1	French I	Coons	RR



**NOTE:** Elementary schools will display **Limit to Teacher** instead of **Limit To Section**.

Click the mouse on the **Print** button and the following report will be generated for the Section or Sections selected. The Teacher, Section and Period will print at the top left hand corner of the report.

2010-2011	<b>Screaming Eagle High School</b>	1/26/2011				
<b>CAHSEE Report</b>						
Teacher: Sanders Section: 1 Period: 0						
STU#	Student Name	Grade Test Date	1.	2.	3.	4.
000001	Abbott, Allan	12 3/17/2010	0	0	347	346
000057	Anderson, Michelle	12 11/4/2009	1	1	404	423

The option is available to **Select Grades** so that the report will only generate data for students that are enrolled within the grade or grades selected. Click the mouse on the **Limit To:** option. Selection boxes will display to select specific grades. Click the mouse in the check box next to the grades to de-select.

Click the mouse on the **Print** button and the following report will be generated for only the Grades selected. The Grade will print at the top left hand corner of the report.

2010-2011	<b>Screaming Eagle High School</b>	1/26/2011				
<b>CAHSEE Report</b>						
Grade - 12						
STU#	Student Name	Grade Test Date	1.	2.	3.	4.
000001	Abbott, Allan	12 3/17/2010	0	0	347	346
000005	Abea, Ayrianna	12 3/17/2010	0	1	343	366
* 000007	Abesamis, Siobhan	12 5/8/2008	1	1	359	0

The **Select Filter** option is available that will allow you to select specific students containing data in various tables. This option is the same as a KEEP or SKIP in Query.

To add a filter use the drop downs to select the Table, Field and Symbol. Enter a Value. For example, the filter below will locate records in the Special Ed (CSE) table. It will use the Disability Code (DI) and locate students that DO NOT (<>) have blanks.

Click the mouse on the **Print** button. The report generated will **only** display students that have a disability code in the Special Ed table. The example below contains the **CSE.DI** field that was added to the report and is displayed in column 5 (this option is available on the **Other** tab and is explained later in the document). Notice that all students have a disability code in this field.

2010-2011		Screaming Eagle High School				1/26/2011	
		CAHSEE Report				Page 3	
Grade - 12							
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.
000001	Abbott, Allan	12	3/17/2010	0	0	347	346
000005	Abea, Ayrianna	12	3/17/2010	0	1	343	366



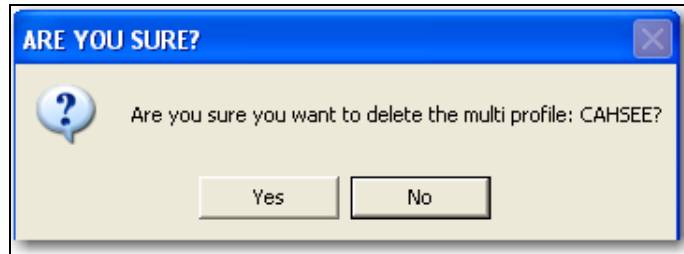
**NOTE:** Adding a filter will be saved in the Multi Data Profile which will be recognized when the Multi Data Profile is generated in ABI (Aeries Browser Interface).

### Deleting a Multi Data Profile

After a Profile has been saved it may be determined that it no longer meets your needs. The **Profile** can be deleted. To delete a profile highlight the profile name and click the mouse on the **Delete** button.

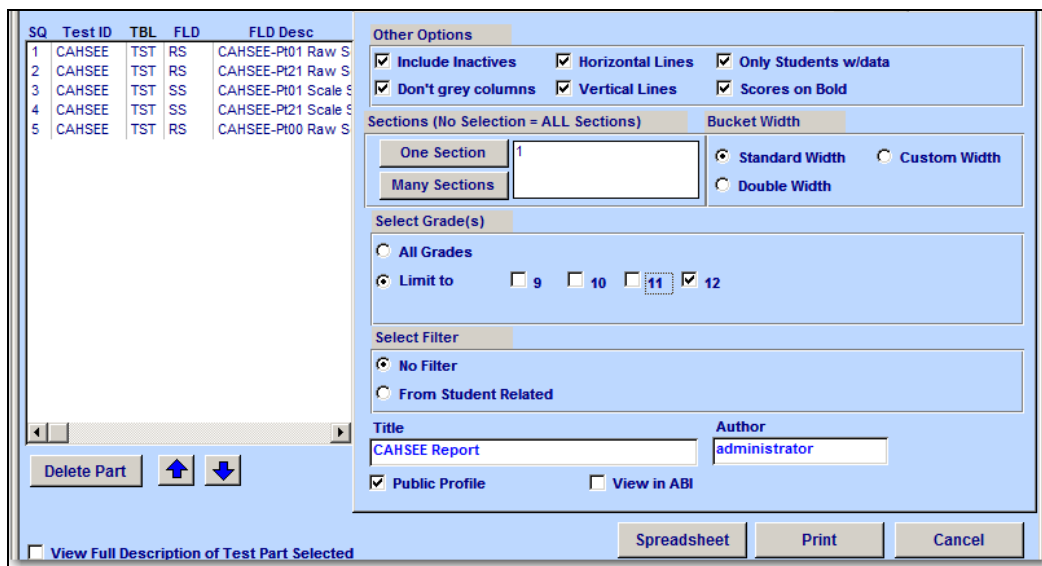
Title	Author	Graph	Public	ABI
CAHSEE Graph 2	administrator	Yes	Yes	
CAHSEE Report	administrator		Yes	
cahsee test	administrator	Yes	Yes	
CST Rewards	administrator		Yes	
ELL - Redesignation	administrator		Yes	

The following message will display asking you to confirm your deletion request. Click the mouse on the **Yes** button and the **Profile** will no longer display in the list.

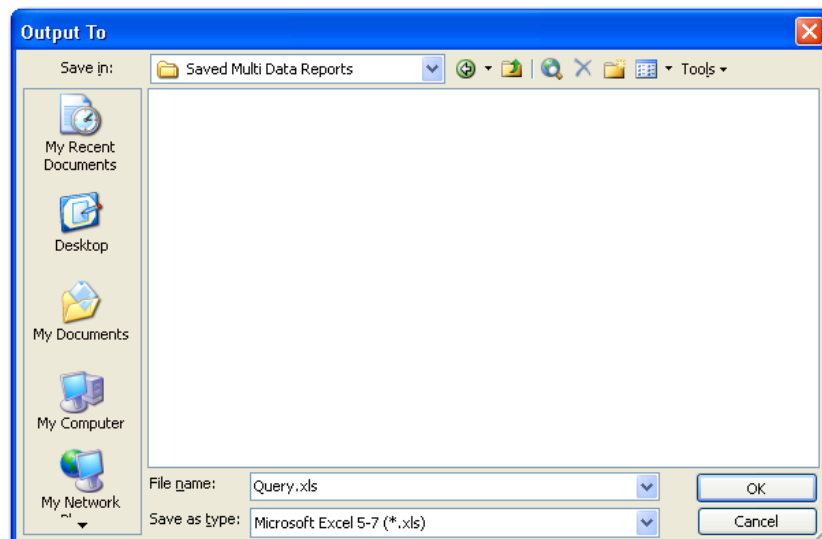


### Creating an Excel Spreadsheet

The Multi Data Profiles created can be used to collect data then exported into an Excel Spreadsheet. The example below is using the CAHSEE Test Scores profile previously created and printed as a report. This **Profile** has been modified to collect data for Only Students with Data, enrolled in Section 1 and students in grade 12. The **Spreadsheet** button will export the data and save a file in the Excel format



To create a spreadsheet, select the **Profile** and options. Click the mouse on the **Spreadsheet** button. A dialog box will display to save the file. Select the **Save In** folder where the report will be saved and enter a **File Name**. Click the mouse on the **OK** button.



The Microsoft Excel will open and display the file saved. The headings will display with the Aeries field names and ledger names that printed at the bottom of the report. From here you can use Excel to change the formatting of the spreadsheet.

Student Number	Last Name	First Name	Grade	Section	Teacher Name	Teacher ID	Period	Test Date	Law Score - Math	Law Score - ELA	Scale Score - Math	Scale Score - ELA	CA High School Exit Exam
1	Abbott	Allan	12	1	702	Sanders	0	3/17/2010	0	0	347	346	0
2	Anderson	Michelle	12	1	702	Sanders	0	11/4/2009	1	1	404	423	0
3	Beifuss	Sabrina	12	1	702	Sanders	0	5/12/2010	1	1	374	366	0
4	Chang	Sean	12	1	702	Sanders	0	11/4/2009	1	1	418	450	0
5	Colburn	Fernando	12	1	702	Sanders	0	3/12/2009	1	1	361	362	0
6	Correa	Nozer	12	1	702	Sanders	0	3/17/2010	1	1	358	392	0
7	Larenas	Eric	12	1	702	Sanders	0	3/17/2010	1	1	414	386	0
8	Rische	Sean	12	1	702	Sanders	0	3/17/2010	1	1	392	378	0
9	Sheth	Victor	12	1	702	Sanders	0	3/17/2010	1	0	358	331	0

## Creating a Multi Data Profile with Multiple Test Tables

The Multi Data Profile can be created using more than one test table. The following Multi Data Profile will be created using test scores from the Testing Table (TST) and the Content Standards (CST) tables. From the Create tab enter the Profile Name/Title and click the mouse on the Create Profile button.

Create Multi Data Profile REPORT   
  Create Multi Data GRAPH   
 

Profile Name / Title:    
 Author:

View in ABI

Create this profile as Public, so other users can run it.  
 Only you will be able to delete or make changes to this profile.

Click the mouse on the **Tests** tab select the **Testing Table**. Select the Test ID from the **Select Test ID** drop down. Select the **Dates** to be utilized, the **Parts** and **Scores**. Click the mouse on the **Add Part to Profile** button. The example below is data from the **TST** Testing Table, the CST Test ID, Most Recent Date, Part 1 for English Language Arts and the Raw Score and Scale scores.

Create Load **Tests** Assessment Program Other Colors Options

Select Testing Table: Testing table (TST)   
 Select Test ID: CST

Select date(s): Calif Standards Test

Most Recent   
 Date Range

Testing Year   
 Testing Admin

Select Part - you can select more than one

0	Calif Standards Test
1	Engl/Lang Arts Total
2	Mathematics
3	Science
4	History
5	Writing Test
6	English Reading
7	English Writing
8	Life Science
9	US History
10	World History
20	Grade-Level Math
21	General Math

Select Scores   
 Format (e.g. 0.00)

<input type="checkbox"/>	Curve Equivalent (CE)	
<input type="checkbox"/>	Grade Equivalent (GE)	
<input type="checkbox"/>	Other Score (OT)	
<input type="checkbox"/>	Percent Correct (PR)	
<input type="checkbox"/>	Percentile (PC)	
<input type="checkbox"/>	Perform. Level (PL)	
<input checked="" type="checkbox"/>	Raw Score (RS)	
<input type="checkbox"/>	Rubric Score (RU)	
<input checked="" type="checkbox"/>	Scale Score (SS)	
<input type="checkbox"/>	Stanine (ST)	

The **Profile** will display the records selected on the left side of the form. Select the next **Testing Table, Test Id, Dates** and **Parts**. To select more than one part click the mouse on the parts selected and they will be highlighted. Click the mouse on the **Add Part to Profile** button. The example below includes the **CST Testing Table, ENGLANG Test ID, Most Recent Date** and **Part 1 through Part 7**.

The screenshot shows the 'Profile' form with the 'Select Part' dropdown menu open. The menu lists the following parts: 0 ENGLISH-LANGUAGE ARTS (GRADES 2 - 11), 1 Word Analysis and Vocabulary, 2 Reading Comprehension, 3 Literary Response and Analysis, 4 Writing Strategies, 5 Written & Oral Language Communications, 6 Writing Applications (Grades 4 & 7 only), and 7 Written Conventions. The 'Add Part to Profile' button is visible at the bottom right.

The **Profile** will now display all of the Tests, Parts and Scores selected from the **TST** and **CST** tables. Click the mouse on the **Options** tab. Additional options can be added and will be automatically saved to the profile.

The screenshot shows the 'Profile' form with the 'Options' tab selected. The 'Other Options' section includes checkboxes for 'Include Inactives', 'Horizontal Lines', 'Only Students w/data', 'Don't grey columns', 'Vertical Lines', and 'Scores on Bold'. The 'Sections' section has 'One Section' and 'Many Sections' buttons, and 'Standard Width' and 'Double Width' radio buttons. The 'Select Grade(s)' section has 'All Grades' selected and checkboxes for grades 9, 10, 11, and 12. The 'Select Filter' section has 'No Filter' selected. The 'Title' field contains 'CST Scores S/Sub Scores' and the 'Author' field contains 'administrator'. The 'Public Profile' checkbox is checked. The 'Print' button is visible at the bottom right.

To generate the report click the mouse on the **Print** button. The following is an example of the report created using **Parts** from the **TST** and **CST** tables.

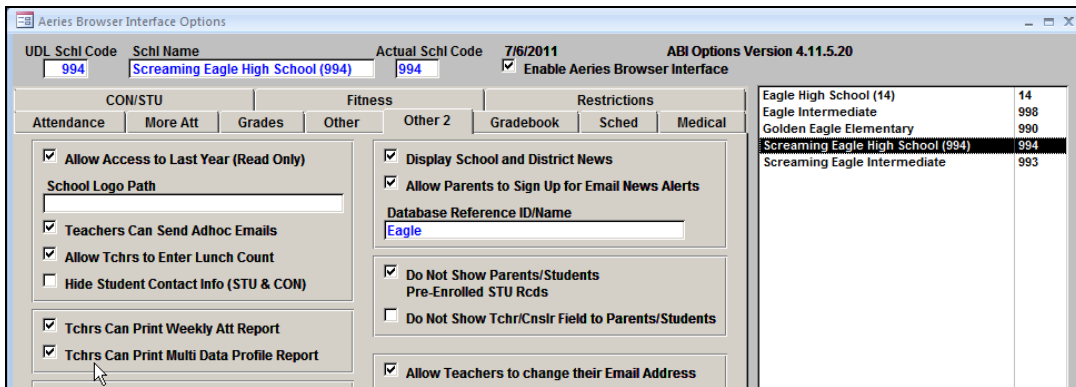
2010-2011		<b>Screaming Eagle High School</b>										1/26/2011
<b>CST Scores S/Sub Scores</b>												Page 1
Grade - 09												
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.	5.	6.	7.	8.	9.
000002	Abdelnour, Alice	09	5/15/2005	47	342	4	11	9	12		4	11
000003	Abdo, Alice	09	5/13/2010	71	481	7	19	15	21	20	6	9
000008	Abesamis, Tatiana	09	5/13/2010	32	301	2	12	4	6			8

The bottom of the report will print a Ledger for each one of the columns that prints on the report.

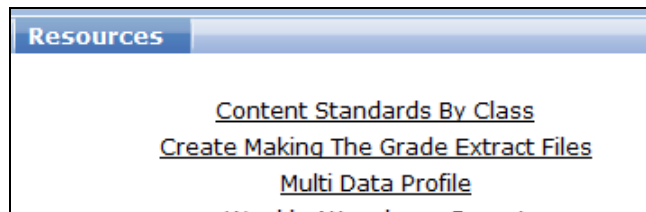
1. CST-Pt01 Raw Score - Engl/Lang Arts Total-Most Recent	8. ENGLANG-Pt06 Raw Score - Writing Applications (Grades 4-7 only)-M
2. CST-Pt01 Scale Score - Engl/Lang Arts Total-Most Recent	9. ENGLANG-Pt07 Raw Score - Written Conventions-MR-Most Recent
3. ENGLANG-Pt01 Raw Score - Word Analysis and Vocabulary-MR-Most	
4. ENGLANG-Pt02 Raw Score - Reading Comprehension-MR-Most Recen	
5. ENGLANG-Pt03 Raw Score - Literary Response and Analysis-MR-Most	
6. ENGLANG-Pt04 Raw Score - Writing Strategies-MR-Most Recent	
7. ENGLANG-Pt05 Raw Score - Written Oral Language Communications-	

## Printing Multi Data Profiles through ABI

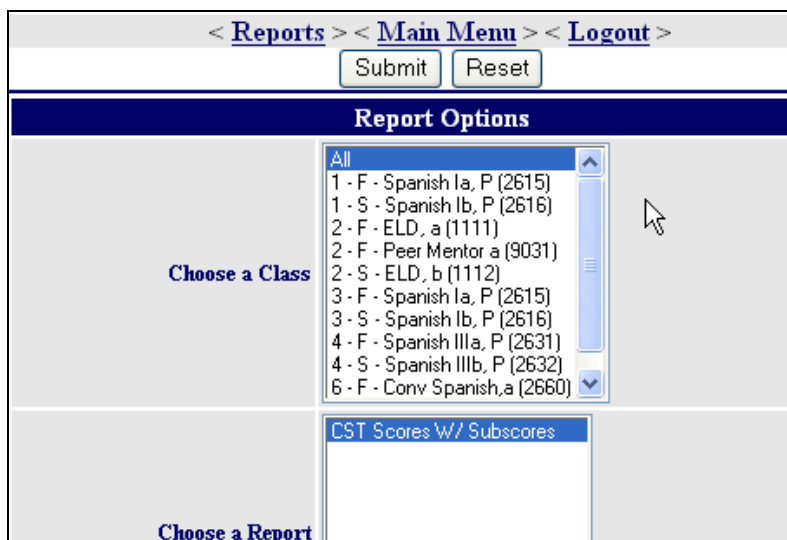
After **Multi Data Profiles** are created permission can be given to allow Teachers to generate reports through the Aeries Browser Interface (ABI). The **Other 2** tab from **Aeries Browser Interface Options** has the **Tchrs Can Print Multi Data Profile Report** selection and will allow reports to be generated in ABI when selected.



After the setup is complete in ABI there is a **Reports** tab located under the **Resources** tab that will now display **Multi Data Profile**. To access these reports click on **Multi Data Profile**.



From the **Choose a Class** selection box click the mouse on a class that this report will be generated for. Select the report from the **Choose a Report** selection box. Click the mouse on **Submit** to print the report. The example below has **CST Scores W/Sub Scores** is highlighted which was previously created from **Multi Data Profile**.



## Creating a Multi Data Profile with Student Assessment

The **Assessment** tab will display ALL assessments created through the **Student Assessment Definitions** form. A Profile can be created using the assessment records which will generate student Performance Levels. Create a new Profile from the **Create** tab.

Create Multi Data Profile REPORT     Create Multi Data GRAPH    ?

Profile Name / Title:     Author:

View in ABI

Create this profile as Public, so other users can run it.  
Only you will be able to delete or make changes to this profile.

Click the mouse on the **Assessment** tab. The following form is an example of student assessment records. Prior to adding Assessments to a new Profile the Student Assessment records must be updated. Click the mouse on the **Update Assessments** button.

Create   Load   Tests   **Assessment**   Program   Other   Colors   Options

Select Assessment to Add

Key	Title	Type	Categories
26	CST Gen Math 2007	Test	M
27	CST Alg 1 2007	Test	M
28	CST Geom 2007	Test	M
29	CST Biology 2007	Test	S
30	CST Chemistry 2007	Test	S
31	CST US History 2007	Test	H
32	CST Wld History 2007	Test	H
33	CAHSEE-ELA 03/08	Test	
34	CAHSEE - Math 03/08	Test	
35	CST English 2009	Test	E
36	CST Gen Math 2009	Test	M
<b>37</b>	<b>CST Alg 1 2009</b>	<b>Test</b>	<b>M</b>
38	CST Geom 2009	Test	M
39	CST Biology 2009	Test	S
40	CST Chemistry 2009	Test	S
41	CST US History 2009	Test	H
42	CST Wld History 2009	Test	H

Add Filter

The **Student Assessment** form will display. The assessment records to be used **MUST** be updated prior to generating any report. A specific record can be highlighted and the **Update** button will only update this record. Clicking the mouse on the **Update ALL** button will update ALL student assessment records currently setup. After the update is complete click the mouse on the **Exit** button to return to **Multi Data Profile**.

The screenshot shows a software window titled "Student Assessment Definition - Five Level Rubric Scores". The window header includes the school name "Screaming Eagle High School" and the date "1/26/2011".

**Table: Select Record to Display...**

Key	Title	Type	Categories
23	CAHSEE-ELA 03/07	Test	
24	CAHSEE-Math 03/07	Test	
25	CST English 2007	Test	E
26	CST Gen Math 2007	Test	M
27	CST Alg 1 2007	Test	M
28	CST Geom 2007	Test	M
29	CST Biology 2007	Test	S
30	CST Chemistry 2007	Test	S
31	CST US History 2007	Test	H
32	CST Wld History 2007	Test	H
33	CAHSEE-ELA 03/08	Test	
34	CAHSEE - Math 03/08	Test	
35	CST English 2009	Test	E
36	CST Gen Math 2009	Test	M
37	CST Alg 1 2009	Test	M
38	CST Geom 2009	Test	M
39	CST Biology 2009	Test	S
40	CST Chemistry 2009	Test	S
41	CST US History 2009	Test	H
42	CST Wld History 2009	Test	H

**Right Panel: Performance Indicator Details for Key 36 (CST Gen Math 2009)**

Performance Indicator Title	Type	1	2	3	4	5	Total	Category Codes
Active STU		30	60	30	5	1	126	M
All STU		40	73	37	8	1	159	
		23.8%	47.6%	23.8%	4.0%	0.8%		
		25.2%	45.9%	23.3%	5.0%	0.6%		

Buttons: Report, QUERY, Aeries QUERY, Update, Last Update (11/16/2010), Choose label layout (CST), Select Grade(s) to Print if not ALL.

**Bottom Section: Test Configuration**

Test ID: CST, Test Part: 21, Test Title (from CTL): General Math

Options: Same for all grades (selected), Levels by grade.

Score Field: 2 - Below basic, 3 - Basic, 4 - Proficient

MO/YR: SPRG08

Buttons: LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete), OTHER (Reports, Setup, eXit)

Click the mouse on the **Student Assessment** record to be added to this Profile. The record will be highlighted. Click the mouse on the **Add Assessment to Profile** button. Select and add each Student Assessment record individually.

The screenshot shows a dialog box titled "Select Assessment to Add". It contains a table of assessment records similar to the one in the previous screenshot.

Key	Title	Type	Categories
26	CST Gen Math 2007	Test	M
27	CST Alg 1 2007	Test	M
28	CST Geom 2007	Test	M
29	CST Biology 2007	Test	S
30	CST Chemistry 2007	Test	S
31	CST US History 2007	Test	H
32	CST Wld History 2007	Test	H
33	CAHSEE-ELA 03/08	Test	
34	CAHSEE - Math 03/08	Test	
35	CST English 2009	Test	E
36	CST Gen Math 2009	Test	M
37	CST Alg 1 2009	Test	M
38	CST Geom 2009	Test	M
39	CST Biology 2009	Test	S
40	CST Chemistry 2009	Test	S
41	CST US History 2009	Test	H
42	CST Wld History 2009	Test	H

Buttons: Update Assessments, Add Filter, Add Assessment to Profile

From the **Options** tab, add any additional options to the profile and they will automatically be saved. To generate the report click the mouse on the **Print** button.

The following is an example of a report created using the Student Assessment records containing performance level indicators for the CST Algebra test.

2010-2011		<b>Screaming Eagle High School</b>				1/26/2011
<b>Studen Assessment Performance Levels for CST Algebra</b>						Page 36
Teacher: Velasquez Section: 1037 Period: 1						
STU#	Student Name	Grade	Test Date	1.	2.	3.
000105	Ashley, Taylor	12		2		
000106	Asuncion, Franklin	11		1		
001101	Karlsson, Keith	09		2		3
001505	Munoz, Janna	09		2		
001801	Robles, Rachel	09		2		3
001906	Sarish, Alisa	11		1		

The bottom of the report will print a Ledger for each one of the columns that prints on the report.

1. CST Alg 1 2009
2. CST Alg 1 2008
3. CST Alg 1 2007

Along with Student Assessment records you can also add the **Student Assessment Program** records to the **Profile**. Click the mouse on the **Program** tab and any Student Assessment Program record will display. Prior to generating a new Profile using the Student Assessment Program records you must update the Programs. Click the mouse on the **Update Programs** button.

The **Student Assessment Programs** form will display. These records **MUST** be updated prior to generating any report. The **Update** button will only update the record selected. The **Update ALL** button will update ALL records currently setup. When complete click the mouse on the **Exit** button to return to **Multi Data Profile**.

Program Code	Program Description	Include students who meet these Query conditions	Click on any label to sort
AV	AVID	STU.U1 = "A" or STU.U1 = "5" or stu.u1 = "6"	Update
AV-04	AVID Class of 2004	Stuu1 = "A"	Update
AV-05	AVID Class of 2005	STU.U1 = "5"	Update
AV-06	Avid Class of 2006	STU.U1 = "6"	Update
AV-07	AVID Class of 2007	STU.U1 = "7"	Update
ELL	English Language Learner	STU.LF > " "	Update
ELL-F	Eng Lang Learner Fluent	STU.LF = "F"	Update
ELL-L	Eng Lang Learner Limited	STU.LF = "L"	Update
ELL-L1	Eng Lang Learner Level 1-Beg	SUP.LP like "'1'"	Update
ELL-L2	Eng Lang Learner Level 2-Ear Int	SUP.LP like "'2'"	Update
ELL-L3	Eng Lang Learner Level 3-Intermediate	SUP.LP like "'3'"	Update
ELL-L4	Eng Lang Learner Level 4-Ear Adv	SUP.LP like "'4'"	Update
ELL-L5	Eng Lang Learner Level 5-Advanced	SUP.LP like "'5'"	Update
ELL-R	Eng Lang Learner Redesignated	STU.LF = "R"	Update

Click the mouse on the **Student Assessment Program** record to be added to this **Profile**. The record will be highlighted. Click the mouse on the **Add Program to Profile** button and the Program will display on the left side of the form. Select and add each Student Assessment Program record individually.

Code	Title	Query
FEP	Eng Lang Learner Fluent	STU.LF = "F"
GATE	Gifted and Talented	PGM.CD = "127"
GR-10	Grade 10	STU.GR like "'10'"
GR-11	Grade 11	STU.GR like "'11'"
GR-12	Grade 12	STU.GR like "'12'"
GR-9	Grade 9	STU.GR like "'9'"
LEP	Eng Lang Learner Limited	STU.LF = "L"
MD-1	District Mobility ED 1st Grade	STU.DM like "'1'"

From the **Options** tab, add any additional options to the profile. To generate the report click the mouse on the **Print** button. The following is an example of a report created using the Student Assessment and Student Assessment Program records that contains performance level indicators for the CST Algebra test and indicates whether or not the student was re-designated.

2010-2011		Screaming Eagle High School				1/26/2011	
Studen Assessment Performance Levels for CST Algebra							
Page 3							
Teacher: Schuler Section: 3 Period: 0							
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.
000574	Dou, Patrick	09					X
001201	Levitt, Brian	10		2		3	
001206	Lewis, Frank	10		1			
001364	Mata, Shanbie	12					X
001406	Medina, Michelle	10		1			
001932	Serna, Jonathan	09					X

The bottom of the report will print a Ledger for each one of the columns that prints on the report.

1. CST Alg 1 2009
2. CST Alg 1 2008
3. CST Alg 1 2007
4. Eng Lang Learner Limited

### Adding Student Data to a Profile

The **Other** tab allows you to add specific user data to a profile. However, care must be taken when selecting fields due to the size available within a column which will allow approximately 4-6 characters. For example, if **Birthdate** is selected from the **STU** table you will only see 4-6 characters of the **birthdate** as in column 10 below

2010-2011		<b>Screaming Eagle High School</b>										1/26/2011	
<b>CST Scores S/Sub Scores</b>												Page 3	
Teacher: Enos Section: 15 Period: 0													
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
000039	Ali, Mario	11	5/13/2010	36	297	5	8	7	10			6	11/15/
000158	Barrett, Joana	10	5/13/2010	35	289	5	12	7	8			3	5/5/19
000300	Caldera, Allison	10	5/13/2010	65	418	6	17	13	21			8	4/8/19

The **Options** tab will allow you to either change the Bucket Width from **Standard** to **Double Width** or to **Customize the Width**.

**Sections (No Selection = ALL Sections)**      **Bucket Width**

**Standard Width**       **Custom Width**  
 **Double Width**

Select a Profile to be updated from the **Load** tab. From the Other tab additional data can be selected to print. To add data to a Profile, select a table from the **Choose a Table** drop down list. After the table is selected the fields will display. Click the mouse on the field to be added to the **Profile**. Click the mouse on **Add Selection to Report** button. All fields must be selected and added individually.

Choose a Table: STU

Code	Description	Type	Size
AD	Mailing Address	Text	55
AP1	AttPrgm1	Text	3
AP2	AttPrgm2	Text	3
AV	AddrVerif	Yes/No	1
BCU	Birth Country	Text	2
BCY	Birth City	Text	30
<b>BD</b>	<b>Birthdate</b>	<b>Date</b>	<b>8</b>
BM	Photograph	Text	255
BPS	BirthPlcSpecial	Text	1
BST	Birth State	Text	2
CA	Credit Att	Curren	8
CC	Credit Cmp	Curren	8
CCG	CCGPA	Curren	8
CCO	CrsCompOverride	Text	1
CCS	CSU CrsComp	Text	1
CIC	CBEDS	Text	1
CID	State ID#	Text	10
CL	CorrLng	Text	2

Query condition (no IF)  
Must be set before adding the field

The query condition will not SKIP or KEEP specific students. It will only limit the information that will be printed in the column.

1.  

2.  

3.  

4.  

Enter field(s) from the STU table to print below the name. Description will print if available.

NOTE: There is a limited space in each bucket. Approximately four to six characters will fit.

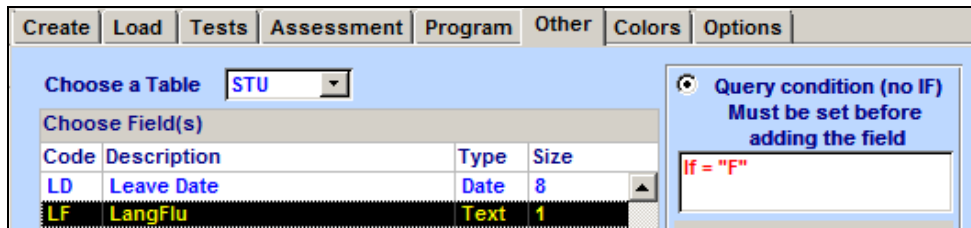
From the **Options** tab, add any additional options to the profile and it will automatically be saved. To generate the report click the mouse on the **Print** button. All data selected will be printed and the bottom of the report will print a Ledger for each one of the columns that prints on the report.

The follow example contains CST Scores, Language Fluency (**LF**) in column 1, Ethnicity (**STU.ETH**) in column 11, the Race (**STU.RC1**) in column 12 and the Birthdate (**BD**) in column 13. Take note that the fields selected that contain codes, such as **Race** will only print the code and not the description from the Code (**COD**) table. **Also note that the birthdate does not fit into a column due to the length of the field.**

2010-2011		Screaming Eagle High School											1/26/2011			
CST Scores S/Sub Scores													Page 7			
Teacher: Sanders Section: 1 Period: 0																
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
001253	Lopez, Peter	10	5/13/2010	F	27	268	4	9	5	7			2	Y		5/18/1
001531	N guyen, Andrew	10	4/28/2010	F	34	291	5	8	7	10			4	N	299	7/12/1
001534	N guyen, Donald	11	5/13/2010	F	36	315	5	10	9	8			4	N	299	5/25/1
001659	Perry, Michael	11	5/13/2010		45	324	6	13	10	8			8	N	700	1/5/19
001698	Powell, Ashley	11	5/13/2010		57	373	7	15	11	17			7	N	700	5/17/1
001716	Qasqas, Frank	10	5/13/2010	L	44	341	7	12	9	9			7	N	999	6/29/1

A query condition can also be added to a **Profile**. However the condition will not perform a **SKIP** or **KEEP** and include only specific students. The query condition will only limit the information that will be printed in the column.

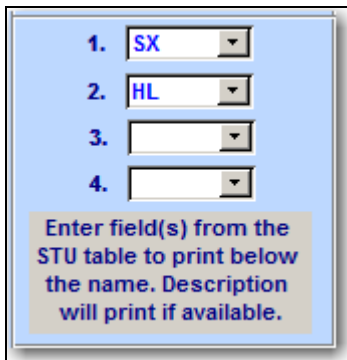
To add a query condition for a specific field to be printed in a column, select the field and click the mouse on the **Query** radio button. Enter the query condition. Click the mouse on the **Add Field to Profile** button. For example, the **STU.LF** field has been selected and will print in column one. The query statement **LF = "F"** has been added.



When the report is generated from the **Options** tab all students will print. However, take note to column one. Any student that has an **F** in **STU.LF** will be printed in column one on the report. All other students will have a blank.

2010-2011		Screaming Eagle High School											1/26/2011			
CST Scores S/Sub Scores													Page 5			
Teacher: Reed Section: 12 Period: 0																
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.		
000090	Armitage, Shane	09	5/13/2010		6	14	8	12			8	N	700	11/23/		
000155	Bamaza, Vincent	09	5/13/2010	F	8	18	12	19			13	Y	3/12/1			
000266	Brueckner, Juan	09	5/13/2010		7	16	11	13			8	N	700	1/16/1		
000317	Campbell, Amanda	09	5/13/2010		6	14	12	17			10	N	700	10/22/		
000408	Chowdhury, Geoffrey	09	5/13/2010	F	2	12	4	6			8	N	299	5/6/19		

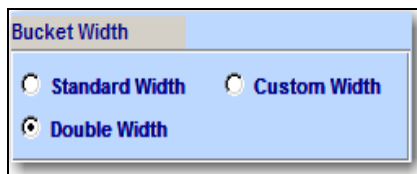
An option is also available that will allow fields to be selected and will be printed on the report below the student's name. If there are descriptions available from the Code (**COD**) table they will be printed. Select the Profile to be printed and click the mouse on the **Other** tab. In the bottom right hand corner select the fields from the **STU** table to be printed.



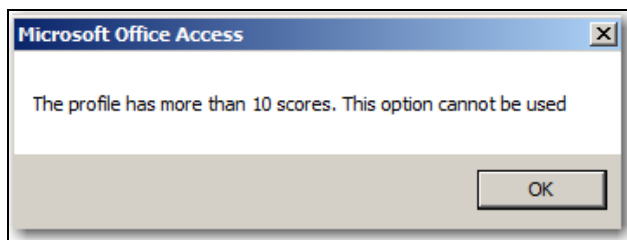
When the report is generated from the **Options** tab all students will print. In the above example the **SX** and **HL** fields were selected to print. The **row** below the students name will print the descriptions for the fields selected.

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Teacher: Enos Section: 15 Period: 0														
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
000039	Ali, Mario	11	5/13/2010	5	8	7	10			6	N	299	11/15/	
SX: Male		HL: Arabic												

If the column width does not display all data the width size can be adjusted. From the **Options** tab under **Bucket Width** provides the options to change the column size. The **Standard Width** option is the default column size to fit 18 columns on the report.



To increase ALL columns to **Double Width** you can only select 10 columns. If more than 10 columns have been selected the following message will display.



After selecting **Double Width** for 10 columns to print the column widths with adjust. The following is an example to the new column width size. You will notice that ALL columns have been adjusted and all of the Birthdate will now be printed.

STU#	Student Name	Grade	Test Date	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
000002	Abdelnour, Alice	09	5/15/2005	47	342	4	11	9	12	11	N	999	4/13/1996
000003	Abdo, Alice	09	5/13/2010	71	481	7	19	15	21	9	N	700	7/21/1996
000008	Abesamis, Tatiana	09	5/13/2010	32	301	2	12	4	6	8	N	400	11/16/1995

If **Custom Width** is selected click the mouse on the **Setup Widths** button.



The following **Custom Setup** form will display. All columns with no data will display 0.000. Select the columns to be adjusted and enter the width. For example Column 10 is the Birthdate column in the report above and it is now 1.000 in size. Click the mouse on the **Save** button.

Click the mouse on the **Print** button. The report will be generated and the columns will be resized. For example, column 10 was changed to 1.000 and all of the Birthdate will now print on the report.

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<b>CST Scores W/Sub Scores</b>												Page 1	
Grade - 09													
STU#	Student Name	Grade	Test Date	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
000002	Abdelnour, Alice	09	5/15/2005	47	342	4	11	9	12	11	N	999	4/13/1996
000003	Abdo, Alice	09	5/13/2010	71	481	7	19	15	21	9	N	700	7/21/1996
000008	Abesamis, Tatiana	09	5/13/2010	32	301	2	12	4	6	8	N	400	11/16/1995

Take note when you are adjusting the column sizes the **Total Width Available**, **Maximum Bucket Width** and **Total Width Used** displays at the bottom of the form. Also, there are buttons at the bottom of the form that can be used to increase and decrease column sizes. The bottom of the form will also display the size of the columns as they are being adjusted.