# Instructional Planning - Class Report ENTERPRISE

**Who can do this with default capabilities (/RP/Capabilities)?**
District Level Administrators, District Staff, School Level Administrators, School Staff, Teachers

**This does not match what I am seeing on the screen.**

We are currently updating our software—this may cause conflicts between the old help topics and the new ones. If this help topic does not accurately reflect what you see on the screen, you may need to view the other version(s) of this topic:

Instructional Planning - Class Report (../reports/25021)

If no classes or groups have been set up yet, you will not be able to print an Instructional Planning - Class Report.

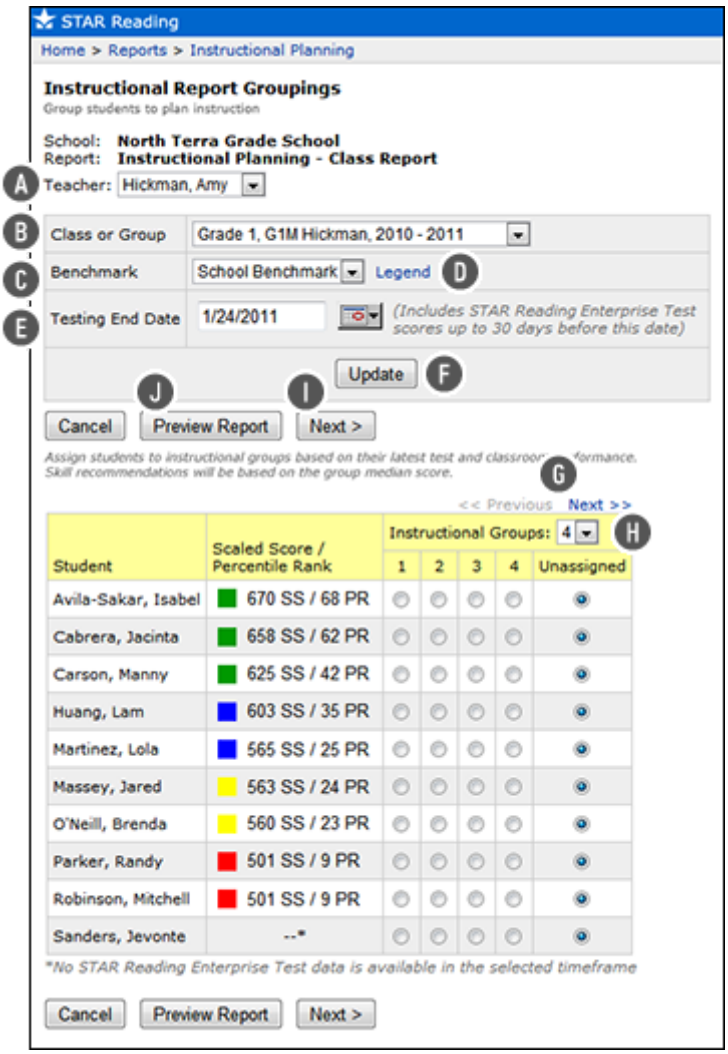
The Instructional Planning - Class Report provides teachers with a list of suggested skills for class or group instruction based on the most recent Star Reading Enterprise assessment. (The Instructional Planning - Student Report (Instructional_Planning_Student_Report) does this for individual students.)

Printing an Instructional Planning - Class Report is a two-stage process:

- In the first stage, you choose some preliminary options to select the data that will be used in the actual report. You will be given an opportunity to preview the report with the selected data, and you can change the selection before proceeding.
- In the second stage, you choose additional options which determine how the data will be arranged in the report.

▸ The procedure for printing this report starts on the Instructional Report Groupings page. There are two ways to reach that page (use whichever method you prefer, then go to step 1):

1. The table at the bottom of the Instructional Report Groupings page shows the data that will be used to create the report. You can change the data that will be used by choosing some preliminary options at the top of the page:




   - Teacher A *and* Class or Group B
   - Benchmark C
   - Testing End Date E

2. Click **Update** F to see how the options you've chosen affect the data in the table at the bottom of the Instructional Report Groupings page.

   - If there are more than 50 students in the table, it will be broken to multiple pages; to move between pages, select **<< Previous** or **Next >>** G.
   - Initially, the number of Instructional Groups shown will match the number of available benchmarks; use the **Instructional Groups** drop-down list H to change the number shown (from 2–5).

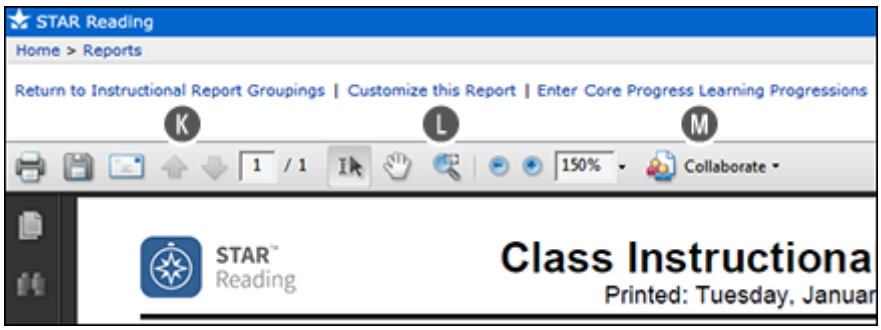
Assign students to instructional groups by selecting the circle at the intersection of a row with the student's name and the column for a group.

- Students who have no Star Reading Enterprise assessment data for the time period chosen will appear at the bottom of the table as **Unassigned.**

3. You can see a preview of the report as it would appear with only these preliminary options chosen.

    - To skip the preview and begin choosing additional report options, click **Next >** I and go to the next step.
    - To see the preview, click **Preview Report** J.

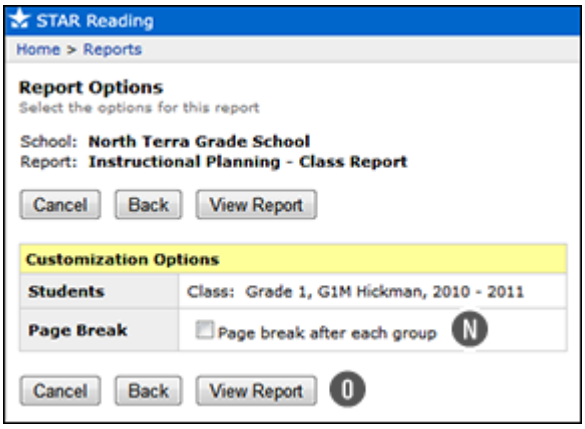
    After you've finished looking at the preview of the report, either




    - Click **Return to Instructional Report Groupings** K to change the preliminary options you've chosen, or
    - Click **Customize this Report** L to begin choosing additional report options (go to the next step).

    Click **Enter Core Progress Learning Progressions** at the top of the preview window M to see definitions, skill prerequisites, and examples to help you with instructional planning.

4. Select the options you want to customize for this report on the Report Options page:

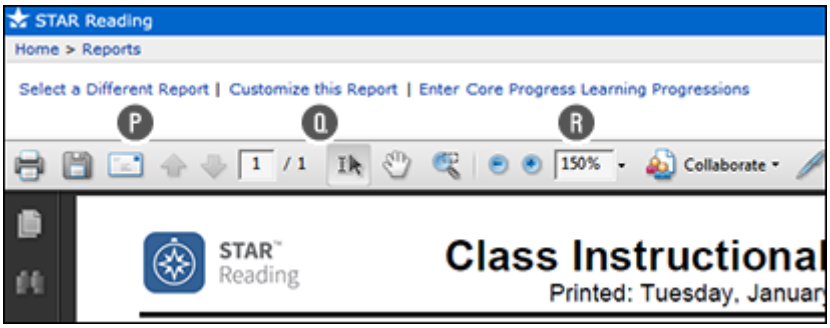



- Page Break (N)

5. When you are done choosing options, select **View Report** (O).
6. Star Reading generate the report. When it's ready, the report will open in Adobe Reader, or your default PDF reader.

**Note:** After you've finished looking at the report, you can click

- **Select a Different Report** (P) to choose a different report,
- **Customize this Report** (Q) to reprint this report with different options, or
- **Enter Core Progress Learning Progressions** (R) to see definitions, skill prerequisites, and examples to help you with instructional planning.




**Related Topics**

Star Reading reports (SRReports)

Printing reports (PrintReports)

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