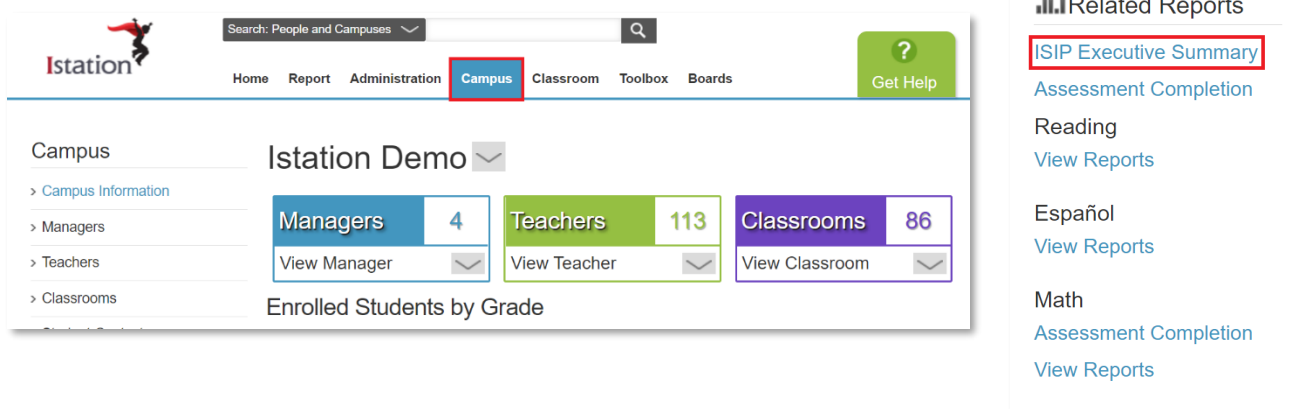


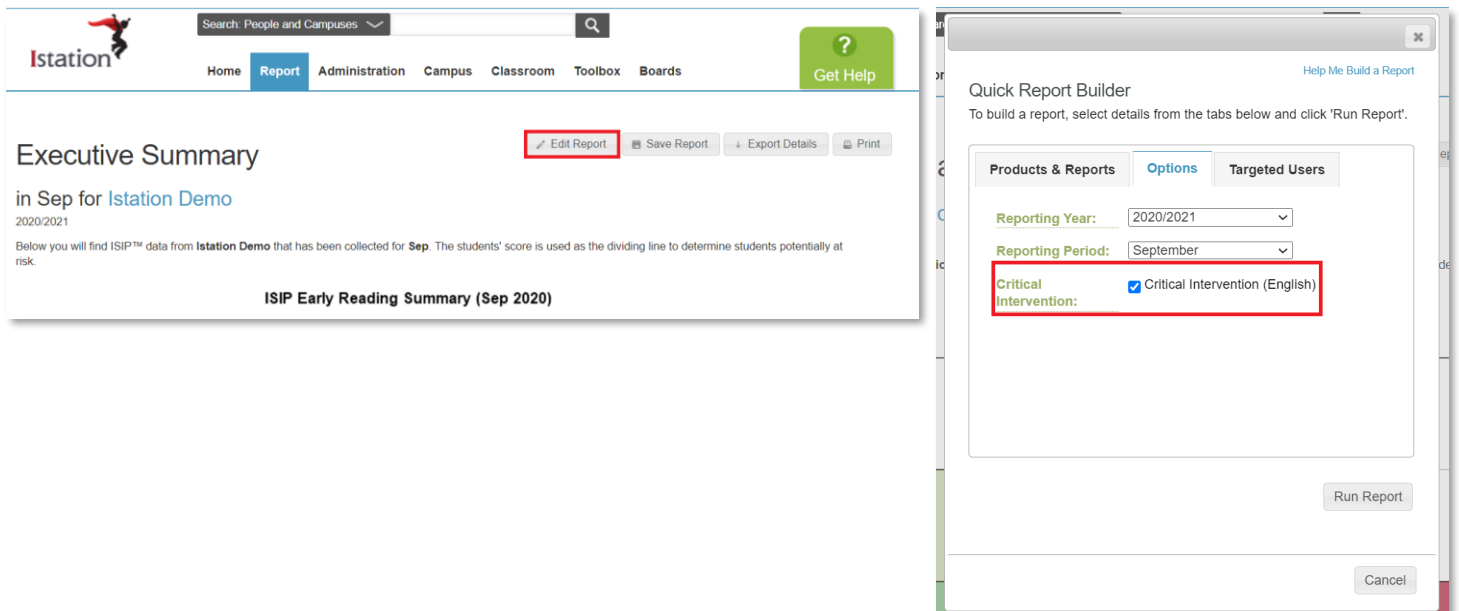
These steps will allow administrators to run the Executive Summary report, filter it to see critical intervention students, and export the resulting report. These students are those who scored at or below the 10th percentile on their ISIP Assessment.

Step 1: Click the campus tab at the top of the page and scroll down to click on the Executive Summary in the Related Reports section to run the report.



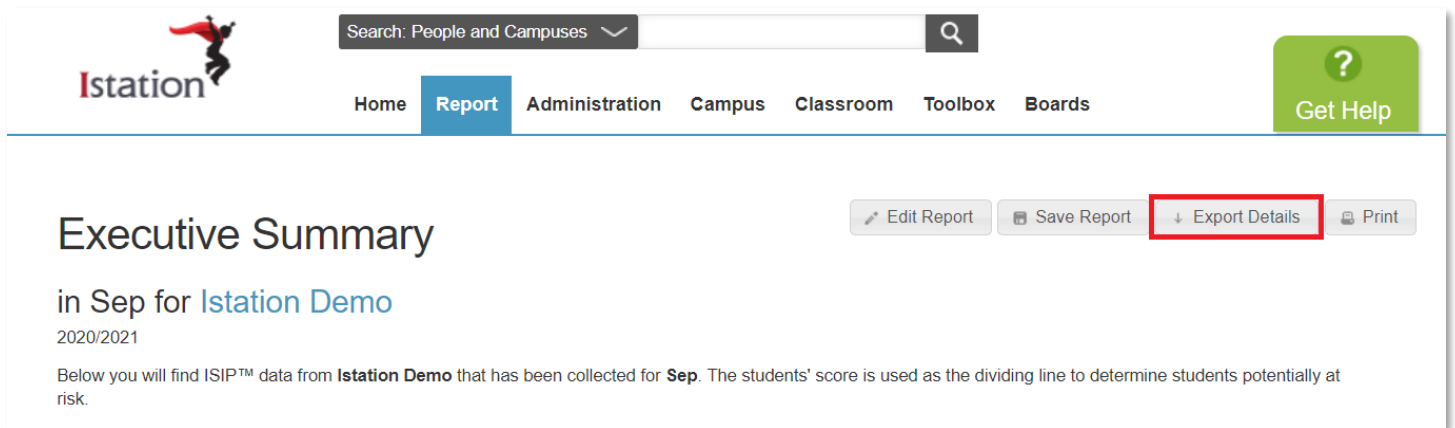
The screenshot shows the Istation web application interface. At the top, there is a search bar and navigation tabs: Home, Report, Administration, **Campus**, Classroom, Toolbox, and Boards. A 'Get Help' button is visible on the right. Below the navigation, the 'Campus' section is active, displaying 'Istation Demo' and statistics for Managers (4), Teachers (113), and Classrooms (86). On the right side, a 'Related Reports' panel is open, listing various reports. The 'ISIP Executive Summary' report is highlighted with a red box.

Step 2: Click on Edit Report at the top of the report and check the box to show Critical Intervention students



The screenshot shows the 'Executive Summary' report page. The 'Edit Report' button is highlighted with a red box. Below the report title, there is a 'Quick Report Builder' dialog box. The dialog box has three tabs: 'Products & Reports', 'Options', and 'Targeted Users'. The 'Options' tab is selected, and the 'Critical Intervention (English)' checkbox is checked and highlighted with a red box. The 'Reporting Year' is set to 2020/2021 and the 'Reporting Period' is set to September. There are 'Run Report' and 'Cancel' buttons at the bottom of the dialog box.

Step 3: Click on Export Details to export the data to a .csv file. A column called “Overall_PTILE” (Column P) shows the students’ percentiles.



The screenshot shows the Istation software interface. At the top left is the Istation logo. To its right is a search bar with the text "Search: People and Campuses" and a magnifying glass icon. Further right is a green "Get Help" button with a question mark icon. Below the search bar is a navigation menu with the following items: Home, Report (highlighted in blue), Administration, Campus, Classroom, Toolbox, and Boards. The main content area displays the title "Executive Summary" in a large font. To the right of the title are four buttons: "Edit Report" (with a pencil icon), "Save Report" (with a floppy disk icon), "Export Details" (with a downward arrow icon and highlighted with a red box), and "Print" (with a printer icon). Below the title is the text "in Sep for Istation Demo" and "2020/2021". At the bottom of the page, there is a paragraph of text: "Below you will find ISIP™ data from Istation Demo that has been collected for Sep. The students' score is used as the dividing line to determine students potentially at risk."