

Reports Available in the Universal Encouragement Program
www.capenetwork.org/reportingtools.aspx (requires login credentials)

Individual Student Report – The administrative version¹ of the report summarizes key factors:

Form 1 (Grades 6-8)

- Student Involvement Preferences
- School Engagement Concerns
- High School Transition Concerns
- Career Readiness Concerns

Form 2 (Grades 9-12)

- Student Involvement Preferences
- School Engagement Concerns
- College Readiness Concerns
- Career Readiness Concerns

The Individual Student Report lists all of the student's selections for each item in the five sections of the assessment (items not selected are printed in gray):

- Education
- College Readiness
- Career Interests
- Future Plans
- Services and Activities

To locate a student's individual report, click on the student's name in the Show All Student Responses link on the Administration and Reporting Tools page at www.capenetwork.org/reportingtools.aspx.

Student Factor Summary Report

This report summarizes student responses in a brief report that characterizes the following:

- Student Involvement Preferences
- School Engagement Concerns
- High School Transition Concerns
- College Readiness Concerns
- Career Readiness Concerns

Group Reports – Under Browse Results by Assessment, one may select any of the three assessment forms to obtain a **frequency count** of item responses for all of each questionnaire's items. After selecting Form 1, 2, or 3, a filtering page enables a variety of filtering and sorting keys that define subgroups for which results will be reported.

¹ Student, parent, and colleague versions of the Individual Student Report include only the student involvement preferences summary.

Advanced Reports – Under the Advanced Reports menu, one may select any of the three assessment forms and create **comparison reports**. One may compare subgroups within a school or program. In addition, one may compare students or subgroups in the school with students or subgroups in the state or the U.S.

Factor-based Reports – These reports list students (in descending order of most factor associations to fewer) who are associated with various groups of factors (see group listing below). In addition, the reports list factors in descending order of those with more student associations to fewer student associations.

Factor Groups

Form 1 (Grades 6-8)

- School Engagement Concerns
- High School Transition Concerns
- Career Readiness Concerns

Form 2 (Grades 9-12)

- School Engagement Concerns
- College Readiness Concerns
- Career Readiness Concerns
- Key Benchmarks

Both Form 1 and Form 2 provide **Student Involvement Preference Reports** that identify activities and services in which students indicate an interest.

Factor-based reports enable **targeted email communications** to any factor grouping of students and to the parents of any factor grouping of students.

Custom Factor-based Reports – UEP administrators may generate custom reports that **combine any set of factors** selected by the administrator. These reports may be saved for future use. The format of the custom factor-based report is to report students associated with the selected factors (from most factors to fewest) and to report the factors in the order of student associations from most to least. As with other factor-based reports, it is possible to send targeted email messages to any factor grouping of students and their parents/guardians.

Graphical Factor Comparison and Change Reports - These reports enable **comparing groups of factors** at up to four points in time and to compare up to four groups of students at a time. A filtering tool allows users to select only those factors desired for each report. The report output is in the form of a column bar graph with labels that appear when the user places a mouse cursor over one of the bars. These reports permit easy export of data to Excel.