

COR Advantage Outcomes Report Tip Sheet (Program)

The Outcomes report provides information on the progress of the selected entity as a whole based on COR Advantage categories, COR Advantage items, and Head Start/Early Head Start or state outcomes. The Outcomes report includes sufficient information to allow readers to understand the demographic makeup of the classroom; completion rates for each category, item, domain, or element included in the report; summary statistics comparing the mean rating in each of the selected reporting periods for the category, item, domain, etc.; calculated gains between periods; and graphs representing the percentage of children at each level (0–7) for the periods and report type selected.

All COR Advantage reports are generated as PDF documents by default. Users must have Adobe Reader™ or another PDF document viewer installed on their computer to view reports in a PDF format.

To generate the Outcomes report:

1. Select the reporting entity from the navigation tree.
2. Click the Reports tab.
3. Click the COR Advantage Reports tab.
4. Click the *Outcomes* link.
5. Select the *Report Type* from the drop-down menu.
6. Select the *Period(s)*.
7. Select the *School Year* choice by clicking the drop-down menu.
8. Select an *Age Group*, if desired.
9. If desired, select a *Grouping* from the drop-down menu. Select other options as desired.
10. To view the report as an html document, click the *View as html* box. Otherwise, leave unselected to view the report in PDF format.
11. Click the View button. To leave without viewing the report, click the Cancel button.
12. The report is rendered in a browser window. Users may print the report by clicking the printer icon, save the report as a file, or e-mail the report as an attachment. For reports with more than one page, scroll to move between pages. To close the report view window, click the **Finished** button.

COR Advantage Anecdote Status Report Tip Sheet (Classroom)

The Anecdote Status report tracks the progress of anecdotal entries by category or item for the selected reporting period. All COR Advantage reports are generated as a PDF document by default. Users must have Adobe Reader™ installed on their computer to view reports in a PDF format.

To generate the Anecdote Status report:

1. Click the *Anecdote Status* link in the **Classroom Reports** section.
2. Select the *Period* from the drop-down menu.
3. Select the desired report from the *Report Type* drop-down menu. Anecdote Status reports can be generated for either COR Advantage categories or items.
4. To view the report as an html document, click the *View as html* box. Otherwise, leave unselected to view the report in PDF format.
5. Click **View**. To exit without viewing the report, click the **Cancel** button.
6. The report is rendered in a browser window. Users may print the report by clicking the printer icon, save the report as a file, or e-mail the report as an attachment. For reports with more than one page, scroll to move between pages. To close the Report View window, click the **Finished** button.