

# CMS-TAKS Failures List(s) by Class

1. My SchoolNet > choose Section > click Analyze Section

- a. Report Type: Individual Standardized Test
- b. Select Test: TAKS
- c. Test Level: *choose last year's grade level*
- d. Test Date: *select appropriate date*
- e. View Mastery By:

i. TAKS

1. Shows kids who Met Standard, Did Not Meet, have No Score
2. Also shows all tests taken last school year

ii. TAKS Objectives

1. Shows the TAKS Subject Objective(s) tested
2. Shows Performance Level (High, Moderate, Low)

2. Click the # for your subject area and Did Not Meet

3. Click Create PDF (located in top right area of window)

a. Choose Open > go to File > Save As

b. Navigate to your H drive

i. Create a folder called TAKS Failures

ii. Name the file by class period (First Pd, Second Pd, etc.)  
*Currently (9-25-06), your class period info. does not print on the report - keep this in mind as your send reports to your printer.*

iii. Go to File > choose Print

*This will give you printed documents to work with when you create your groups in CMS.*

4. Repeat Steps 1-3 above for each of your class sections – until all are printed.

**Whole Campus/District Users:**

*Follow the steps below; then proceed to **Step 1a**:*

- Click the **Align Tab**
- Select the **Teacher**
- Select the **Section**
- Click **Analyze this Section**

Select TAKS for Failure Lists