**Utilizing SAEBRS Data**

Steps to Data Download

* Log in as District Manager
* Choose “Reporting” tab
* Scroll down to “Student Data Download” and click “View Report”
* Choose School Year
* Choose School
* Choose SAEBRS Assessment
* Click Submit

Getting Useful Data

* Delete ALL columns except:
  + First Name
  + Last Name
  + Grade
  + Fall/Winter/Spring (whatever window you need) SAEBRS Teacher SEBA SAEBRS Items Correct
  + Fall/Winter/Spring (whatever window you need) SAEBRS Teacher SEBA SAEBRS **Social** Items Correct
  + Fall/Winter/Spring (whatever window you need) SAEBRS Teacher SEBA SAEBRS **Academic** Items Correct
  + Fall/Winter/Spring (whatever window you need) SAEBRS Teacher SEBA SAEBRS **Emotional** Items Correct

Sorting Data

* Rename data headings so they’re easier to read (Composite, Social, Academic, Emotional)
* Sort data by grade, then by last name
* Highlight all columns
* Choose Data --- Sort Range -- click “Data has header row” box --- sort by “Grade” --- choose Add another sort column --- then by “Last Name”

Individual Student Reports

* Log in as a specialist - choose the student’s classroom
* Choose Reporting tab
* Choose Individual Skills Report
* For Assessment, choose SAEBRS Teacher, and the screening window you want (fall, winter, spring)

Please contact me with any questions!

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