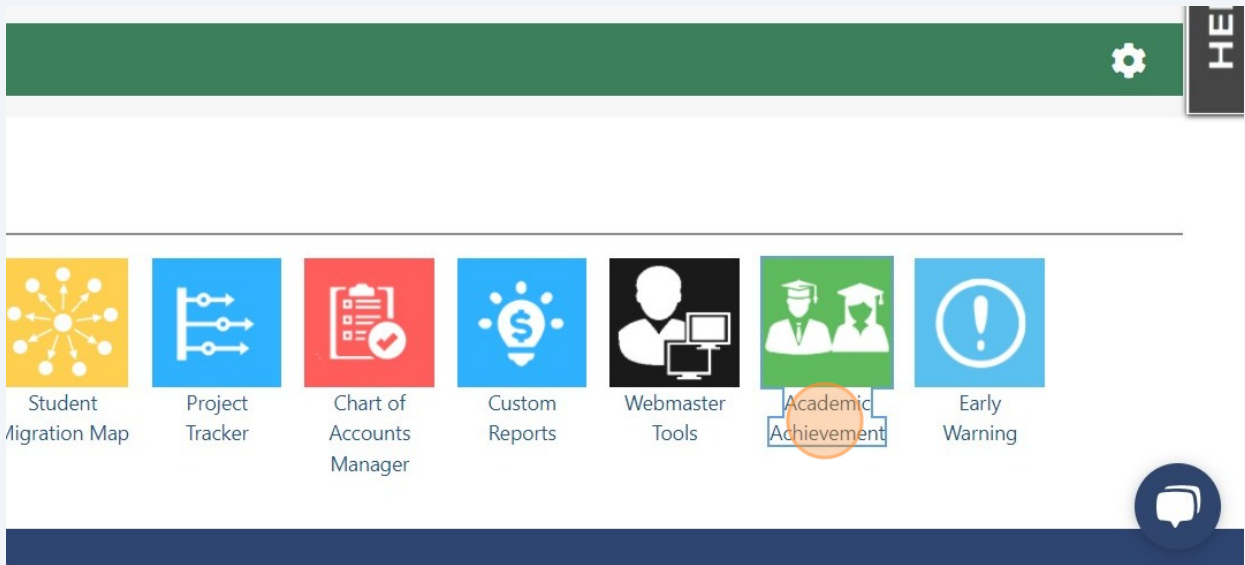# Administration: Add Report Criteria for 31a and IRIPs
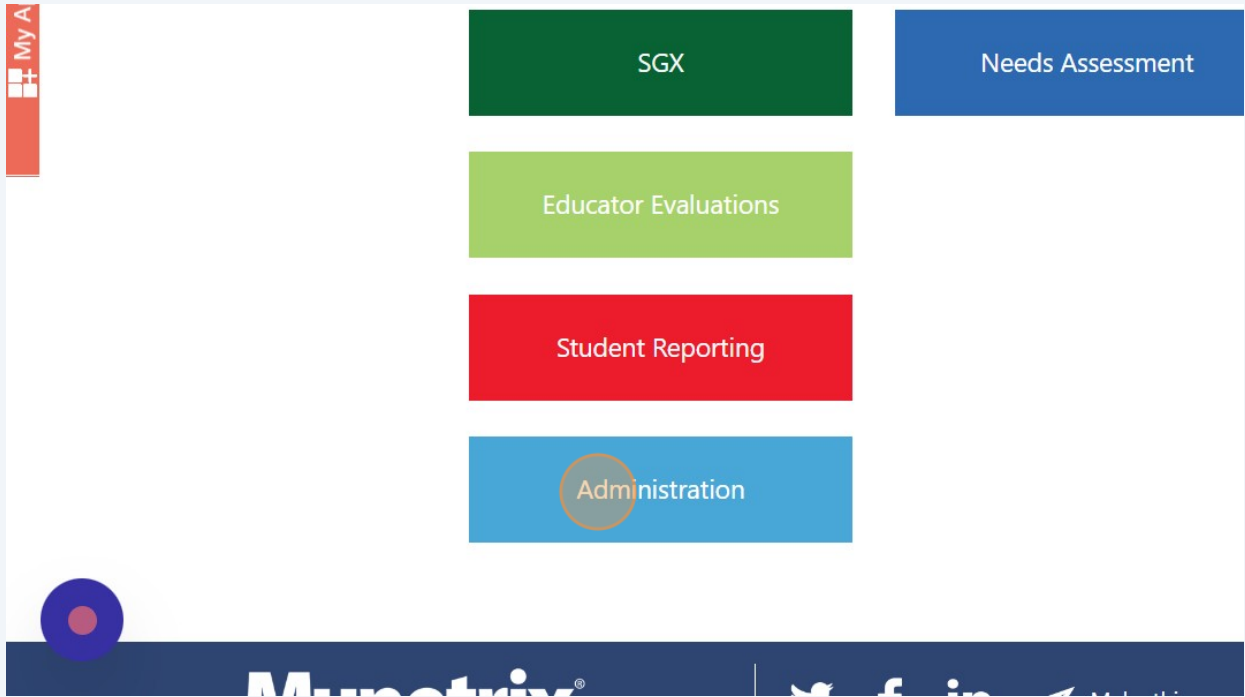
Enter custom report critieria such a state or local assessment cut scores, to automatically generate the 31a Eligibility Report or IRIPS (Individual Reading Intervention Plans).

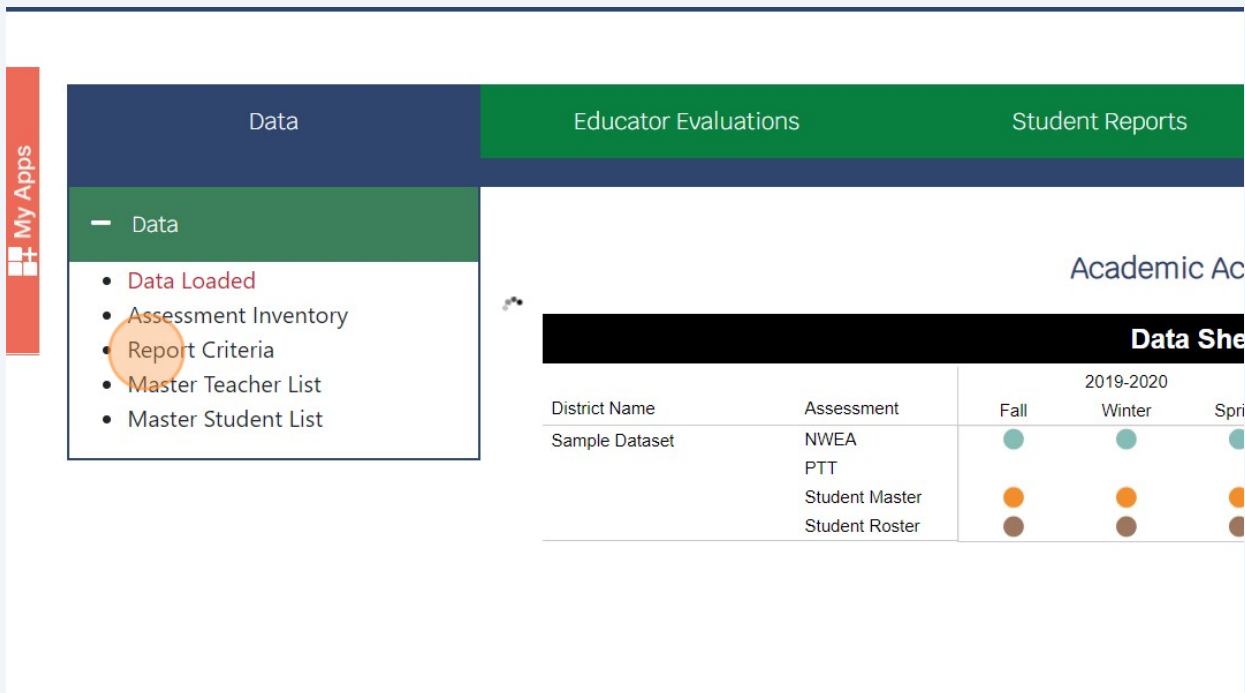**1** Navigate to the **app tray** at the bottom of the Munetrix District Homepage. Click **Academic Achievement**.

2 Click **Administration**.

SGX

Needs Assessment

Educator Evaluations

Student Reporting

Administration

Munetrix®

3 Click **Report Criteria**.

| Data | Educator Evaluations | Student Reports |

− Data

- Data Loaded
- Assessment Inventory
- Report Criteria
- Master Teacher List
- Master Student List

Academic Ac

Data She

District Name	Assessment	2019-2020		
		Fall	Winter	Spri
Sample Dataset	NWEA	●	●	●
	PTT			
	Student Master	●	●	●
	Student Roster	●	●	●

4   Click **+Add New**.

Data	Educator Evaluations	Student Reports

My Apps

—   Data

- Data Loaded
- Assessment Inventory
- Report Criteria
- Master Teacher List
- Master Student List

Re

Use   × ⌄   Report Year   × ⌄

+Add New

Use	Report Year		Assessment	Assessment Term	
31a	2020-2021	⌄	M-STEP	Spring 2019-2020	⌄
31a	2020-2021	⌄	M-STEP	Spring 2019-2020	⌄
31a	2020-2021	⌄	M-STEP	Spring 2019-2020	⌄
31a	2020-2021	⌄	M-STEP	Spring 2019-2020	⌄

---

5   Click **31a** from the Use dropdown menu.

My A

—   Data

- Data Loaded
- Assessment Inventory
- Report Criteria
- Master Teacher List
- Master Student List

↩ **Return**

Add

Use

Use

IRIP

31a

Select

Content Area

Select

Cut Score

6 Click the **current report year** from the dropdown menu.

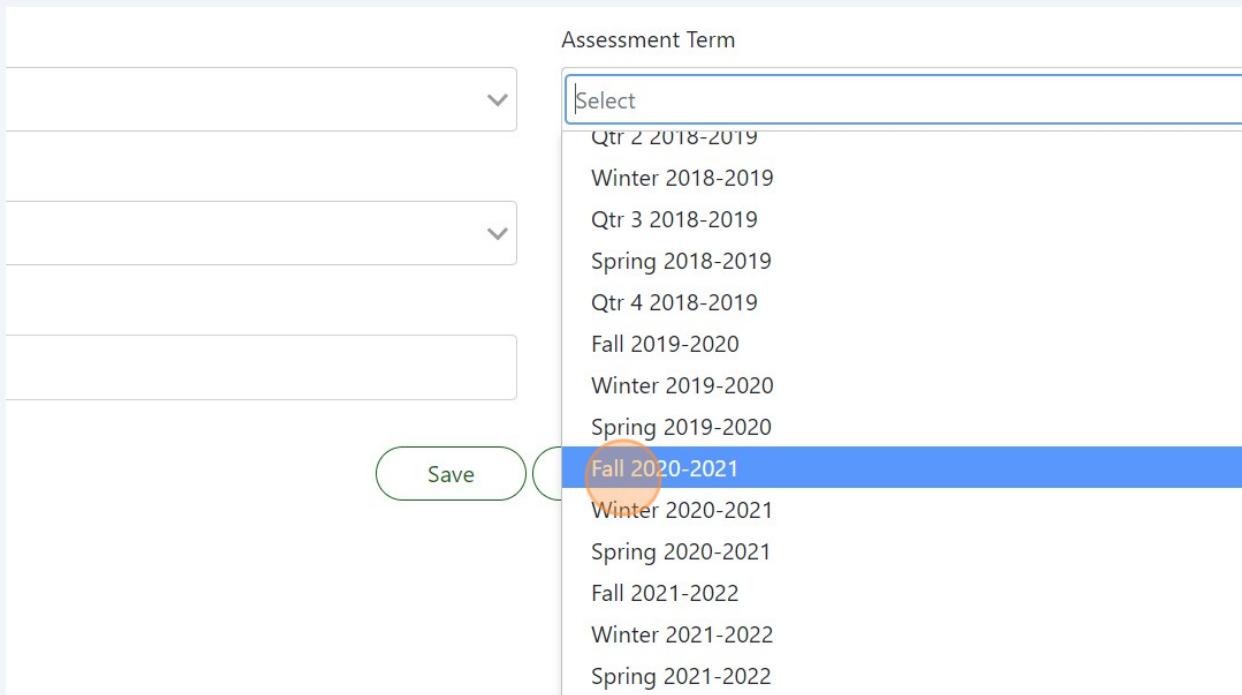Add Report Criteria

Report Year

2020-2021

2024-2025
2023-2024
2022-2023
2021-2022
2020-2021
2019-2020
2018-2019
2011-2012
2010-2011
2009-2010

7 Click the **assessment** you are entering the criteria for.

Assessment

Select

Aspire
Charlotte Danielson
DIBELS
DRA
FastBridge
i-Ready
M-STEP
MAP Reading Fluency
Marzano
NWEA
PSAT/SAT
RISE
SLOs
STAR

8 Click **term** of the assessment data.
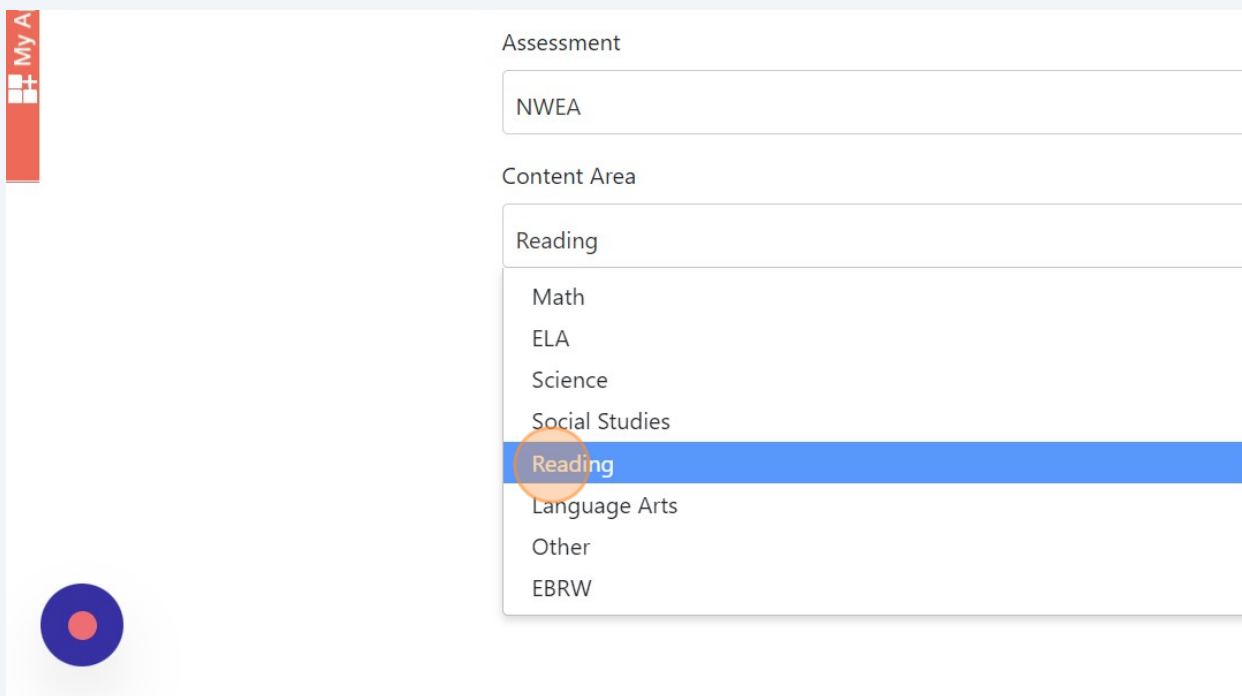
Assessment Term

Select

Qtr 2 2018-2019
Winter 2018-2019
Qtr 3 2018-2019
Spring 2018-2019
Qtr 4 2018-2019
Fall 2019-2020
Winter 2019-2020
Spring 2019-2020
Fall 2020-2021
Winter 2020-2021
Spring 2020-2021
Fall 2021-2022
Winter 2021-2022
Spring 2021-2022

Save

9 Click **content area** for the assessment criteria.

My A

Assessment

NWEA

Content Area

Reading

Math
ELA
Science
Social Studies
Reading
Language Arts
Other
EBRW

10 Enter the grade levels the assessment is given to.

	Report Year
× ∨	2020-2021 ∨
	Assessment Term
∨	Fall 2020-2021 ∨
	Grade Level
∨	3-8
	Section
	Select ∨

Save   Cancel

11 Enter the **raw cut score** or **percentile cut score** to use for the criteria.

Assessment

NWEA ∨

Content Area

Reading ∨

Cut Score

Save

12 Click the **assessment selection** for the criteria.

Grade Level

3-8

Section

Select

State ELA
State Math
State Science
State Social Studies
Local ELA
Local Math

Save

in ✈ Make this your home page

13 Click **Save**.

rea

Grade Level

3-8

Section

Local ELA

Save   Cancel

🐦 f in ✈ Make this your home page