

View Data, Run Reports, and Create Cohorts in Forefront

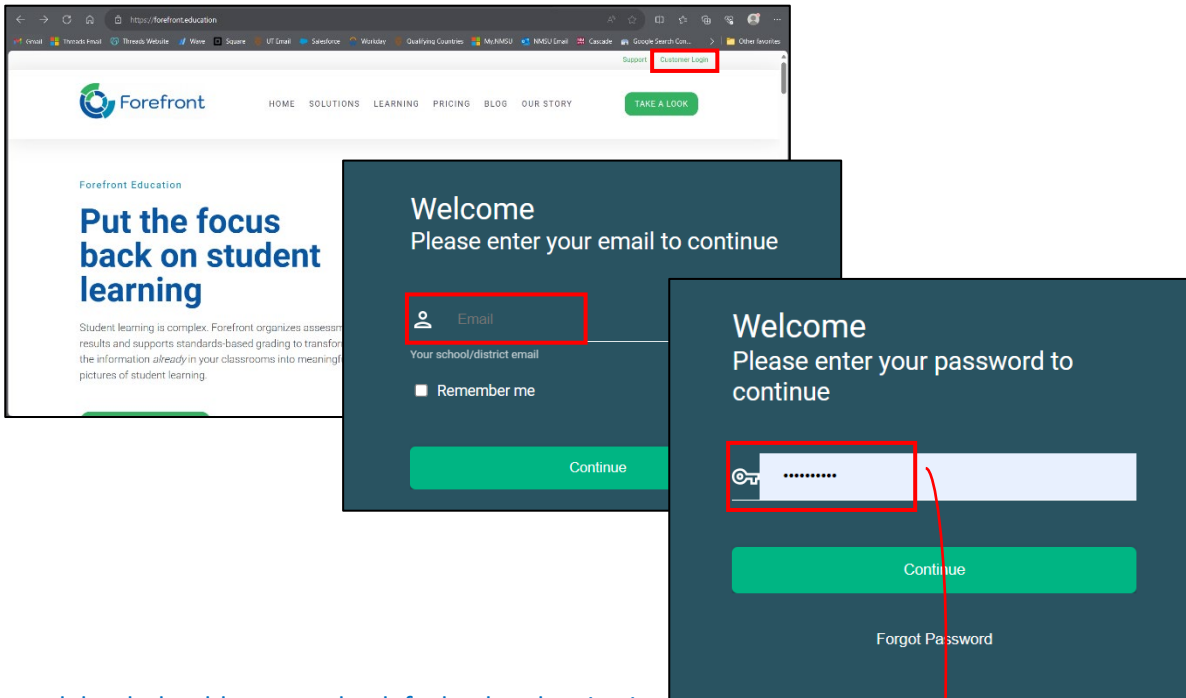
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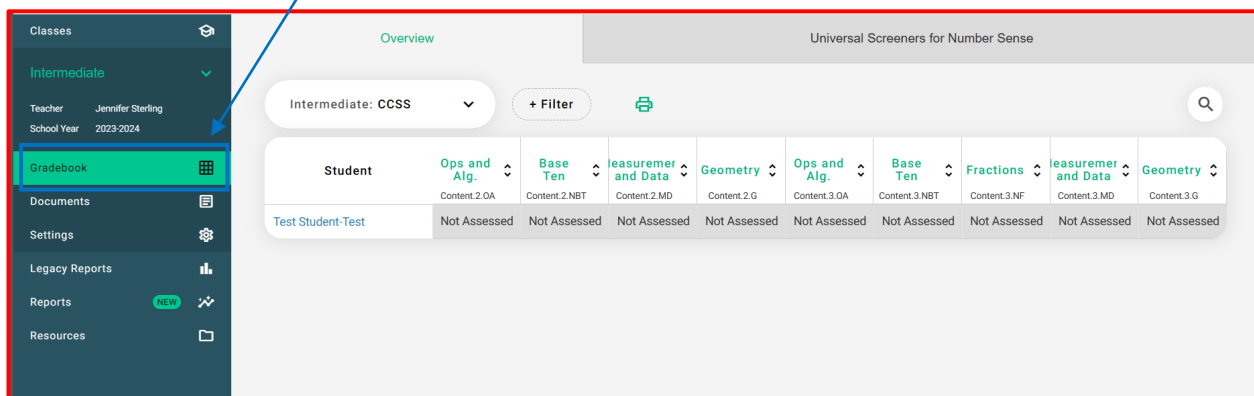
Login to Forefront

A) Login to Forefront

- Go to <https://forefront.education/> and click on **Customer Login**
- Enter your **email address** and click Continue
- Enter your **password** and click Continue



The gradebook should open up by default when logging in. If you have multiple classes, click on the appropriate class to open its gradebook



Student-level Data

1. Student Proficiency Wheel

B) Navigate to the appropriate Standards Overview page (also known as “the Donut”)

- Click on the link for the appropriate student name
- Select **Number Sense** from the dropdown menu

Universal Screeners for Number Sense

Intermediate: CCSS

Student

Ops and Alg. Content.2.OA

Base Ten Content.2.NBT

Measurement and Data Content.2.MD

Geometry Content.2.G

Ops and Alg. Content.3.OA

Base Ten Content.3.NBT

Fractions Content.3.NF

Measurement and Data Content.3.MD

Geometry Content.3.G

Test Student-Test Not Assessed Not Assessed Not Assessed Not Assessed Not Assessed Not Assessed Not Assessed Not Assessed Not Assessed

Test Student-Test Standards Overview

Assessment History Notes Class History Documents

Intermediate: CCSS

2023-2024

Math

Intermediate

CCSS

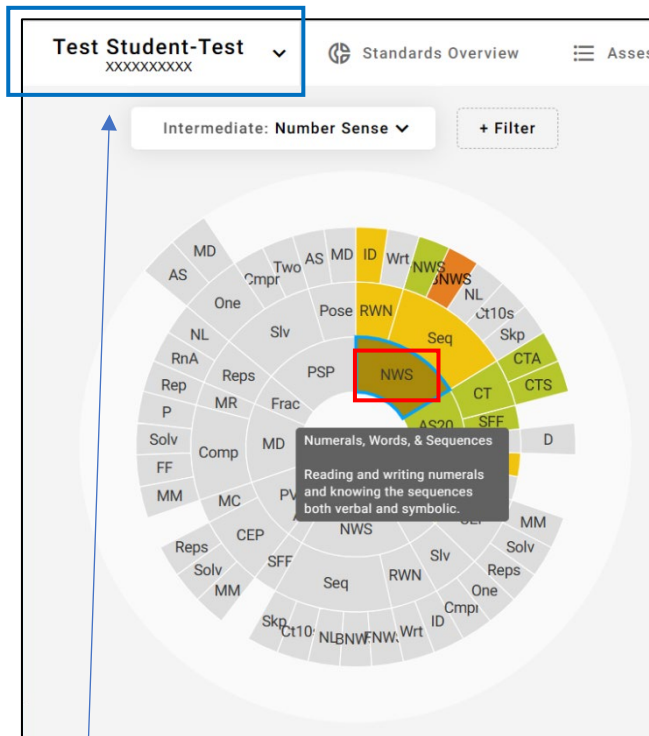
Number Sense

Note that these tabs provide access to other history data related to this student

Intermediate: Number Sense

C) Click on Appropriate Skills and Concepts to View Specific Data

- Hovering over the wheel will show you information about that slice
- Click on the slice to show related assessments (and the date they were given)
- Click on an assessment to show related question titles (and the score given)
- Click on a question title to show complete question (and any related notes/documents)



Note that you may switch which student you are looking at with this dropdown menu

Numerals, Words, & Sequences

2.NWS

Basic

Reading and writing numerals and knowing the sequences both verbal and symbolic.

Assessment	Notes	Date Given	Proficiency
Fall 2nd Grade Universal Screener for Number Sense - Clone		Nov 29, 2023	Basic
Fall 2nd Grade Universal Screener for Number Sense		Nov 21, 2023	Basic

Numerals, Words, & Sequences

2.NWS

Basic

Reading and writing numerals and knowing the sequences both verbal and symbolic.

Fall 2nd Grade Universal Screener for Number Sense Nov 21, 2023 Basic

#	Question	Notes	Score
1	Count 27 - 43		2/3
2	Count 96 - 120		2/3
3	Count Back 23 - 10		1/3
4	Number ID		3/3

*Only showing questions that contribute to, and have data for:
Numerals, Words, & Sequences

#	Question	Notes	Score
1	Count 27 - 43		2/3

"Start counting from 27 and I will tell you when to stop" (Stop at 43) You may ask the student to count again to see if they are correct on a second attempt.

Video of student assessment

IMAGES

JE jenniferlynncaastro@gmail.com
Nov 21, 2023

2. Assessment History

D) Navigate to the appropriate Assessment History page

- Click on the link for the appropriate student name
- Click on the **Assessment History** tab
- Select **Number Sense** from the dropdown menu

The screenshot illustrates the navigation path within the Forefront assessment system. It shows three overlapping views of the interface:

- Top View:** The 'Universal Screeners for Number Sense' overview page. A red box highlights the 'Test Student-Test' link in the student list, with an arrow pointing to the next view.
- Middle View:** The 'Test Student-Test' page. A red box highlights the 'Assessment History' tab, with an arrow pointing to the next view.
- Bottom View:** The 'Assessment History' page for 'Test Student-Test'. A red box highlights the 'Number Sense' option in the dropdown menu, with an arrow pointing to it from the middle view.

Assessment History Table (2023-2024):

Assessment	Date Taken	Standards Assessed
Fall 2nd Grade Universal Screener for Number Sense - Clone	Nov 29, 2023	Ops and Alg. Base Ten
Fall 2nd Grade Universal Screener for Number Sense	Nov 21, 2023	Ops and Alg. Base Ten

Imported Assessments Table:

Assessment	Date Taken	Standards Assessed
Fall 1st Grade Universal Screener for Number Sense	Oct 30, 2023	Numerical ID, Forward Number Word Sequences, Count by Tens, Ones, Tens, and Hundreds, One to One Correspondence, Addition, Subtraction, Structures, Flexibility, and Fluency, Represent +/-, +/- within 20, Count to 120, Tens and Ones, Count to 100, Count from any number, Write numbers to 20, Count how many, Word problems, Fluency w/ 5, Ten ones + some more

E) Review history

Hovering over a cell will show additional information

Print this history

Assessment History

2023-2024

Intermediate

Current standing as of 2023-2024

Numerals, Words, & Sequences	Addition and Subtraction within 20	Place Value	Problem Solving and Posing	Numerals, Words, & Sequences	Addition and Subtraction within 20	Place Value	Multiply and Divide	Fractional thinking	Problem Solving and Posing
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Assessment	Date Taken	Standards Assessed
Fall 2nd Grade Universal Screener for Number Sense - Clone	Nov 29, 2023	Numerals, Words, & Sequences
Fall 2nd Grade Universal Screener for Number Sense	Nov 21, 2023	<div> NumberSense.2.NWS Reading and writing numerals and knowing the sequences both verbal and symbolic. </div>

Imported Assessments

Assessment	Date Taken	Standards Assessed																			
Fall 1st Grade Universal Screener for Number Sense	Oct 30, 2023	<table> <tr> <td>Numerals ID</td> <td>Forward Number Word Sequences</td> <td>Count by Tens</td> <td>Ones, Tens, and Hundreds</td> <td>One to One Correspondence</td> <td>Addition</td> <td>Subtraction</td> <td>Structures, Flexibility, and Fluency</td> <td>Represent +/-</td> <td>+/- within 20</td> <td>Count to 120</td> <td>Tens and Ones</td> <td>Count to 100</td> <td>Count from any number</td> <td>Write numbers to 20</td> <td>Count how many</td> <td>Word problems</td> <td>Fluency w/i 5</td> <td>Ten ones + some more</td> </tr> </table>	Numerals ID	Forward Number Word Sequences	Count by Tens	Ones, Tens, and Hundreds	One to One Correspondence	Addition	Subtraction	Structures, Flexibility, and Fluency	Represent +/-	+/- within 20	Count to 120	Tens and Ones	Count to 100	Count from any number	Write numbers to 20	Count how many	Word problems	Fluency w/i 5	Ten ones + some more
Numerals ID	Forward Number Word Sequences	Count by Tens	Ones, Tens, and Hundreds	One to One Correspondence	Addition	Subtraction	Structures, Flexibility, and Fluency	Represent +/-	+/- within 20	Count to 120	Tens and Ones	Count to 100	Count from any number	Write numbers to 20	Count how many	Word problems	Fluency w/i 5	Ten ones + some more			
Fall 1st Grade Universal Screener for Number Sense	Nov 2, 2023	<table> <tr> <td>Numerals ID</td> <td>Forward Number Word Sequences</td> <td>Count by Tens</td> <td>Ones, Tens, and Hundreds</td> <td>One to One Correspondence</td> <td>Addition</td> <td>Subtraction</td> <td>Structures, Flexibility, and Fluency</td> <td>Represent +/-</td> <td>+/- within 20</td> <td>Count to 120</td> <td>Tens and Ones</td> <td>Count to 100</td> <td>Count from any number</td> <td>Write numbers to 20</td> <td>Count how many</td> <td>Word problems</td> <td>Fluency w/i 5</td> <td>Ten ones + some more</td> </tr> </table>	Numerals ID	Forward Number Word Sequences	Count by Tens	Ones, Tens, and Hundreds	One to One Correspondence	Addition	Subtraction	Structures, Flexibility, and Fluency	Represent +/-	+/- within 20	Count to 120	Tens and Ones	Count to 100	Count from any number	Write numbers to 20	Count how many	Word problems	Fluency w/i 5	Ten ones + some more
Numerals ID	Forward Number Word Sequences	Count by Tens	Ones, Tens, and Hundreds	One to One Correspondence	Addition	Subtraction	Structures, Flexibility, and Fluency	Represent +/-	+/- within 20	Count to 120	Tens and Ones	Count to 100	Count from any number	Write numbers to 20	Count how many	Word problems	Fluency w/i 5	Ten ones + some more			

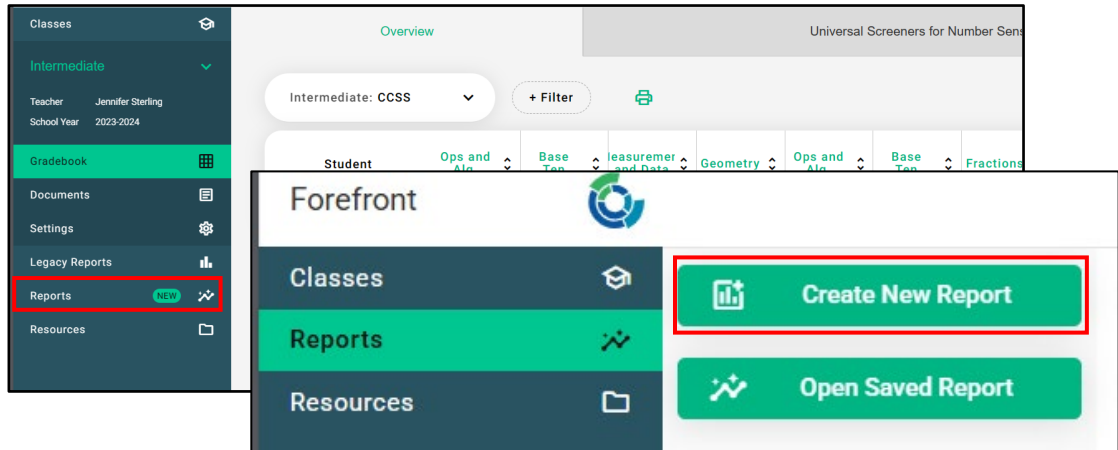
Load Previous School Year

View previous years (when available)

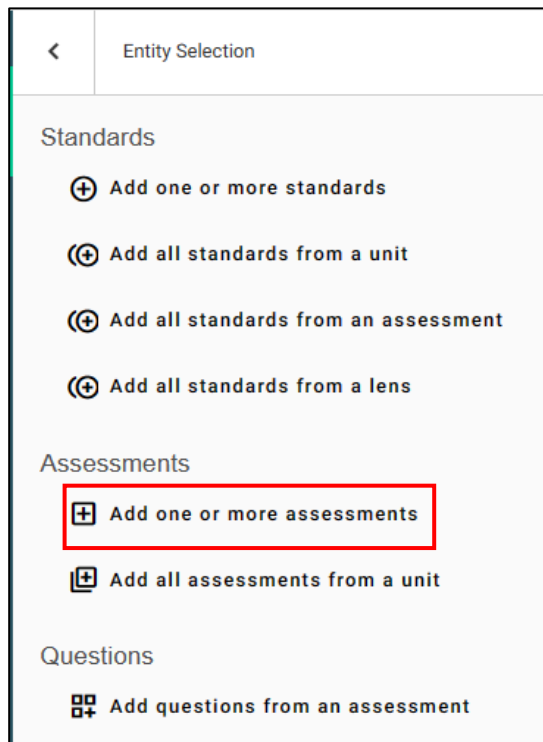
3. Create a Growth Report for a single student (Compare Pre vs Post Assessment results of a single student against class or state-wide results)

F) Create a New Report

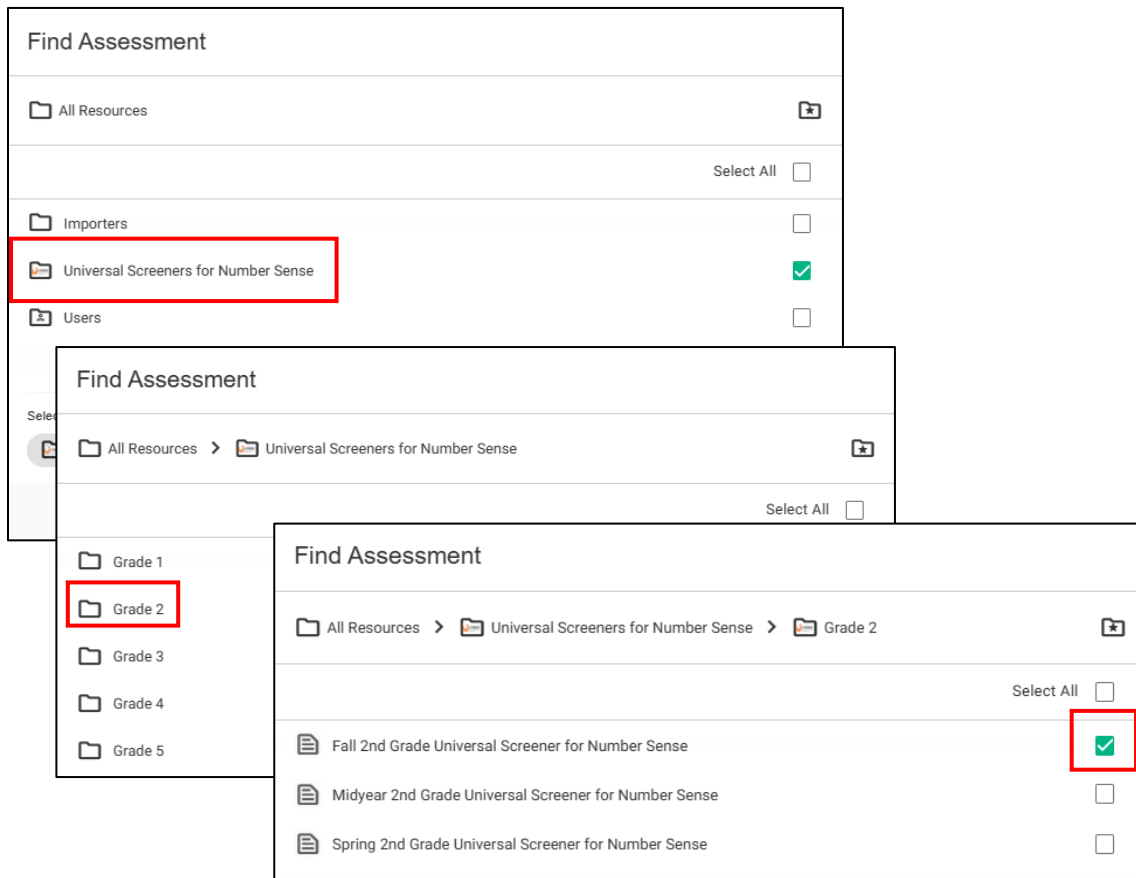
- a. Click on the **Reports** tab then on the button to **Create New Report**



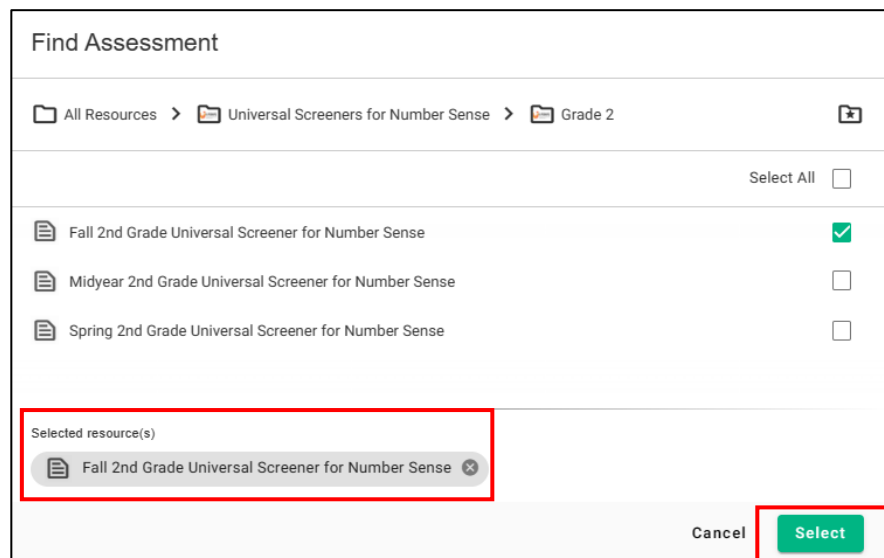
- b. Select the best option for the report you want to create
 - i. For this example, we will be comparing USNS assessments for Grade 2 Fall (Pre and Post)



- c. Click on folders to open them until you find the assessment you want to add (All USNS Assessment will be in the USNS folder)
- d. Mark the checkbox to select it



- e. Check that the are named **Selected resources** shows what you want
- f. Click **Select** to confirm



- g. Check once more that the right resources have been added
- h. Click **Next** to proceed

- i. In the **Entities** section of the right-hand menu, click **3 dot menu** for the assessment you've already added and **click on Clone**

Now there should be two identical Entities

- j. Again, in the **Entities** section click **3 dot menu** for the assessment that appears on TOP and click on **Edit Entity**

The screenshot shows the 'New Report' interface. On the left, there's a 'Proficiency' bar chart showing the percentage of students for different proficiency levels (Basic, Proficient). On the right, there's a list of entities. The 'Entities' section is highlighted with a red box. The top entity, 'Fall 2nd Grade Universal Screener for Number Sense', has a '3 dot menu' highlighted with a red box. A callout box shows the 'Edit Entity' option.

- k. In the **Extremum** section, select **Earliest** from the dropdown menu

The screenshot shows the 'Edit Entity' dialog box. The 'Extremum' section is highlighted with a red box. The 'Extremum' dropdown menu is open, and the 'Earliest' option is selected, indicated by a checkmark. A callout box shows the 'Earliest' option selected from the dropdown menu.

- I. Click Confirm to Save

Edit Entity

relative

Term
Change which year's data is used for this entity relative to the cohort's year.
Cohort Term

Include Partial Data
Consider data for students where only part of the assessment was answered.
☐

Merge Assignments
Consider data across multiple assignments, based on the selected extremum.
☐

Extremum
Selects the property of the assignment data will cause it to display..
Earliest

Cancel **Confirm**

- m. In the **Cohorts** section of the right-hand menu, click the **Plus Icon to Add a Cohort**
- n. Select **Student** from the popup menu

Stacked Bar
Stacked bars for each entity

Entities

- Fall 2nd Grade Universal Screener for Number Sense
Universal Screeners for Number Sense Grade 2

Cohorts

- Primary
Jennifer Sterling 2025-2026

Enabled Proficiencies

- Not Assessed
- Below Basic

Visualization
Vertical

Cohort Size Display

- Count
- Percentage

New Cohort

Course/School

Grade

Class

Global

Student

Saved Cohort

Cancel Confirm

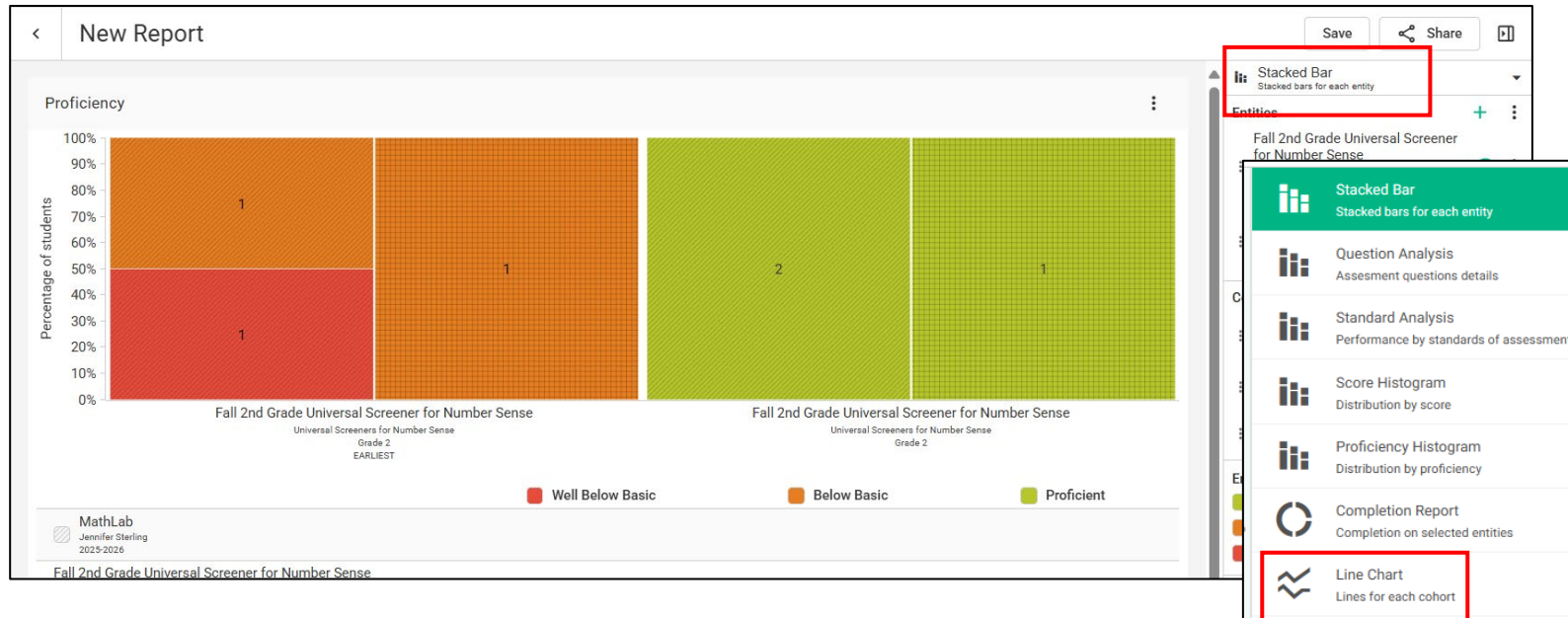
- o. Search for and select the appropriate student
- p. Click **Confirm** to update the report

The image displays two sequential screenshots of the 'New Cohort' dialog box in a software application.

Left Screenshot: The dialog is titled 'New Cohort'. It shows an 'Unconfigured Cohort' state. The 'Students' field has a dropdown menu open with the text 'Search for Students'. The text 'test' is entered into the search input, and a list of suggestions is shown: 'Test Student 1', 'Test Student 2', 'Test Student 3', and 'Test Student 4'. The 'Term' dropdown is set to '2024-2025'. At the bottom, there are 'Cancel' and 'Confirm' buttons.

Right Screenshot: The dialog is still titled 'New Cohort', but now it shows '1' student. The 'Students' field displays 'Test Student 3' with a remove icon (⊗). The 'Term' dropdown is now set to '2025-2026'. Below the student list, 'Test Student 3' is also shown with a remove icon. At the bottom, the 'Confirm' button is highlighted with a red box, indicating the final step to save the cohort.

- q. Click on name of the report currently showing(in this case Stacked Bar) and select **Line Chart** (using the line chart is helpful to show growth between assessments)



- r. To save this report click **Save** and follow process to select where you'd like it to be saved (it's helpful to use the Student's Name when naming your report)

The screenshot shows the 'Save Report As' process. It starts with a 'Save' button in the top right corner of the report configuration panel. This leads to a 'Save Report As' dialog where the report name is 'Test Student_2023 Parent Conference'. This dialog then leads to a 'Select Location' dialog where the location is 'Jennifer Sterling'.



s. In this report:

- = all students in Ms. Sterling's MathLab class
- ▼ = only Test Student 3
- = all students in Ms. Sterling's High Dosage Tutoring class that is currently not showing in graph because this Cohort is toggled off

Toggle Cohorts on and off as needed. If you have more than one class, the default shows them as separate cohorts by default (in this case High Dosage Tutoring is a different class than MathLab).

If you want to create custom cohorts (such as ALL of your classes together) there is a section within this tutorial that shows you how to do this.

- t. To compare one student's data to Course-wide or School-wide data, follow the same process to add a cohort, but this time add a "Course/School" cohort

New Cohort

Course/School

Grade

Class

Global

Student

Saved Cohort

Cancel

New Cohort

4

Course

MathLab

Term

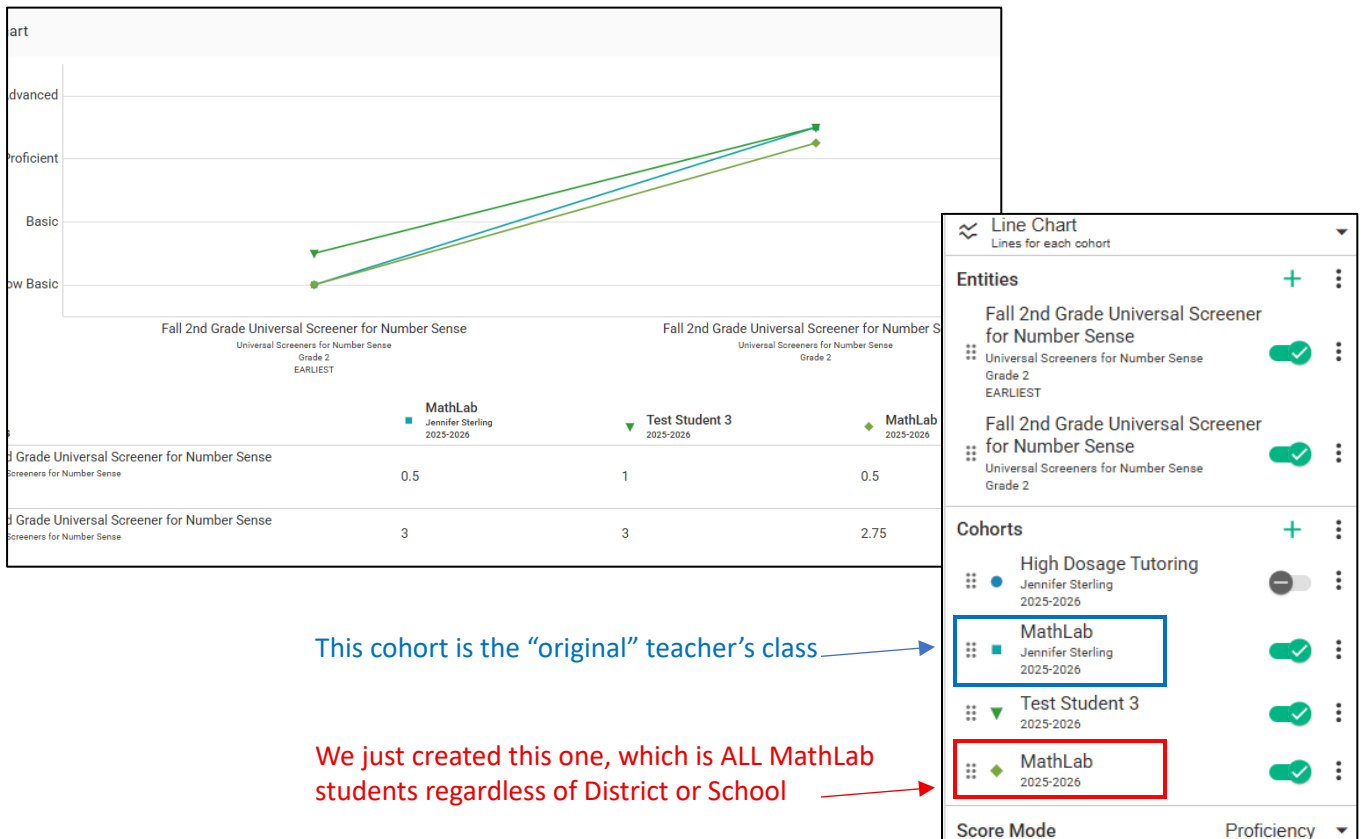
2025-2026

School

All Schools

Cancel

Confirm



This cohort is the "original" teacher's class

We just created this one, which is ALL MathLab students regardless of District or School

Class-level Data

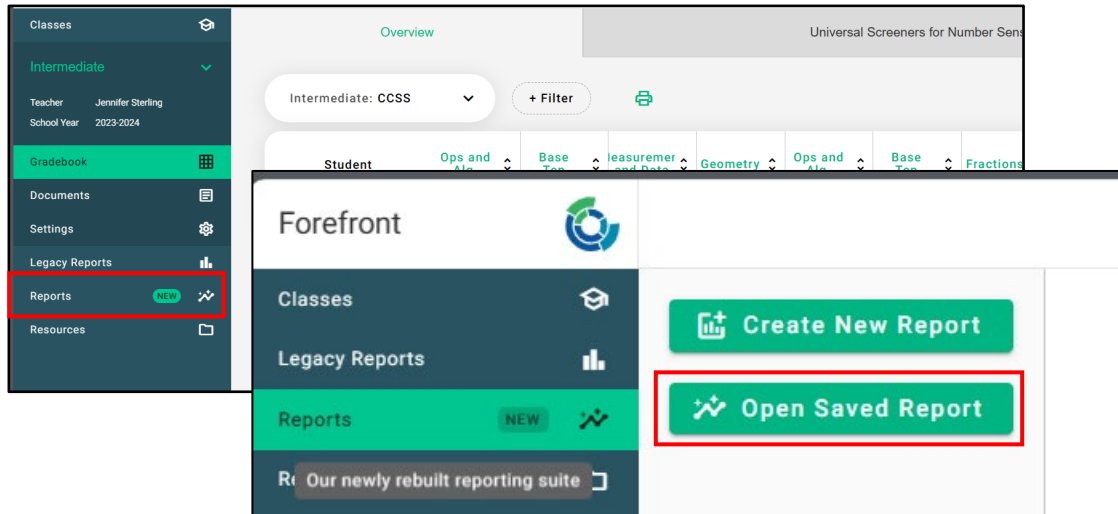
Forefront® has created a helpful document outlining how to view class-level data which is available here: [How to Look at Class-Level Data - Forefront Education](#)

Other helpful documents produced by Forefront® are always available at their online support center here: [Knowledge Base Archive - Forefront Education](#)

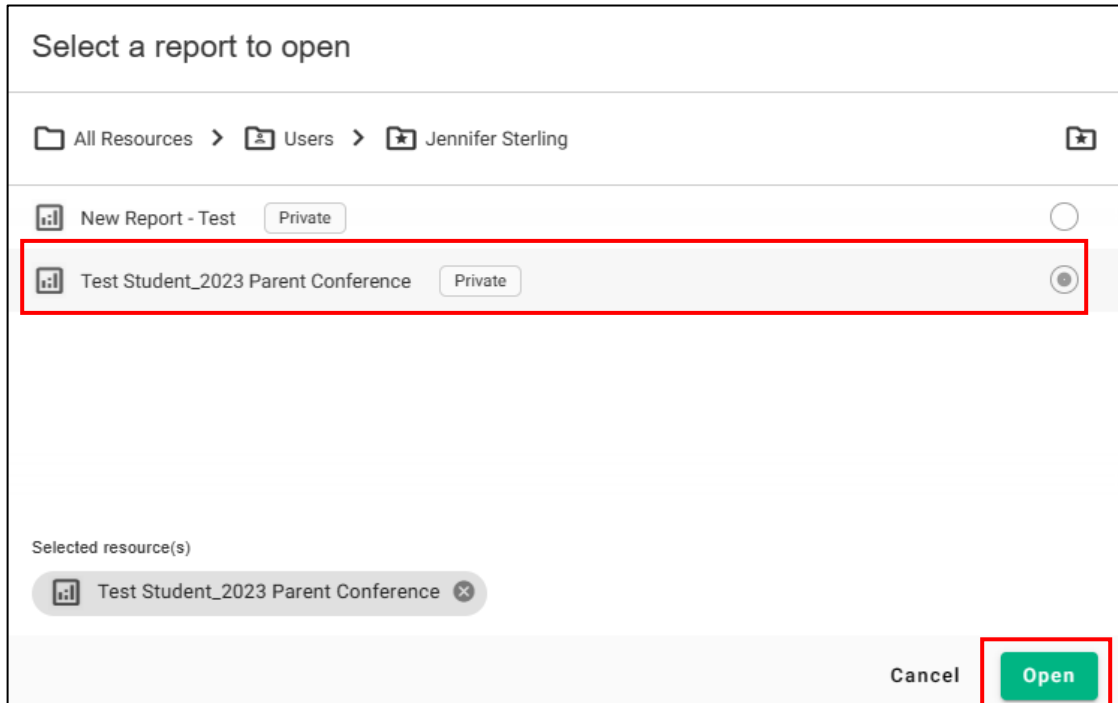
Open a Saved Report

G) Open a Saved Report

- Click on the **Reports** tab
- Click on the button to **Open Saved Report**



- Select appropriate report and click **Open**



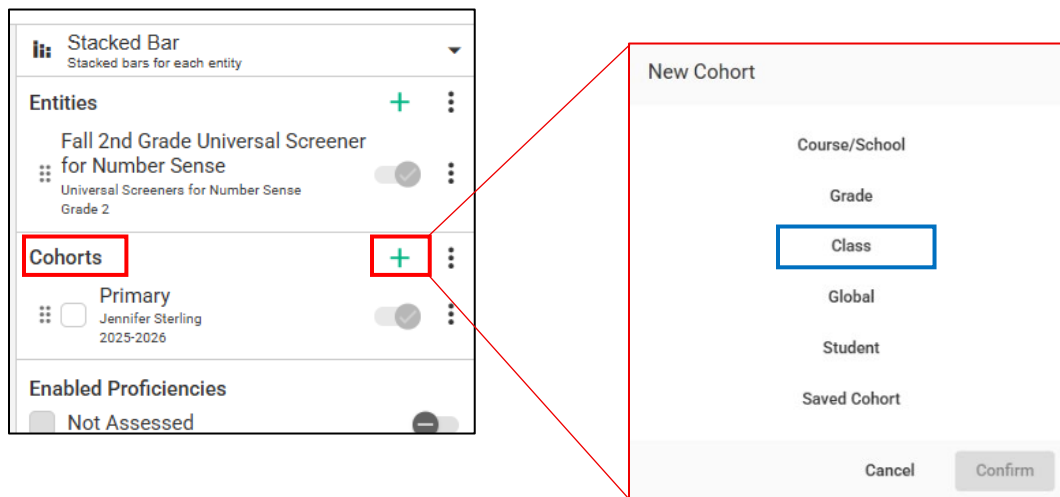
Cohorts

1. Create a Custom Cohort

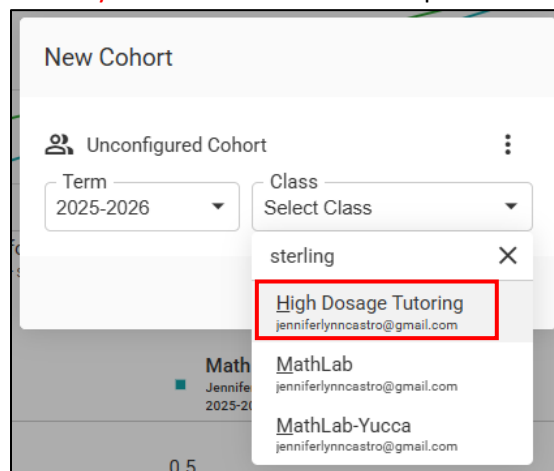
****** This Example shows how to combine all of your own class rosters into one cohort. This is useful for those teaching at more than one school, or for those tutoring in more than one program (such as MathLab and High Dosage Tutoring)

E. Open a Saved Report

- In the **Cohorts** section of the right-hand menu, click the **Plus Icon to Add a Cohort**
- Select **Class** from the popup menu



- Enter your search criteria (in this case I'm looking for the last name of the teacher to pull up all of their classes for the 2025-2026 Term)
- Select your first class from the dropdown menu



- e. To add another class, click on the 3-dot menu and select **Add Students**

The screenshot shows the 'New Cohort' form. At the top, it says 'New Cohort'. Below that, there is a section with a person icon and the number '2'. To the right of this is a 3-dot menu icon, which is highlighted with a red box. A red line connects this menu to a dropdown menu that is also highlighted with a red box. This dropdown menu contains two options: 'Add Students' (with a person icon) and 'Add Filter' (with a funnel icon). Below the dropdown, there are two dropdown menus: 'Term' (set to '2025-2026') and 'Class' (set to 'High Dosage Tutoring'). At the bottom, there are 'Cancel' and 'Confirm' buttons.

- f. In the **Union With** section, search for/select your 2nd class

The screenshot shows the 'New Cohort' form with the 'Union With' section expanded. The 'Union With' section has a header 'Union With' and a list of options: 'Course/School', 'Grade', 'Class', 'Student', 'Saved Cohort', and 'Remove'. The 'Class' option is highlighted with a red box. A red line connects this box to a dropdown menu that is also highlighted with a red box. This dropdown menu shows a search bar with the text 'sterling' and a list of results. The results are: 'High Dosage Tutoring' (jenniferlynncaastro@gmail.com), 'MathLab' (jenniferlynncaastro@gmail.com), and 'MathLab-Yucca' (jenniferlynncaastro@gmail.com). The 'MathLab' option is highlighted with a blue box. The background shows the 'New Cohort' form with the 'Term' dropdown set to '2025-2026' and the 'Class' dropdown set to 'High Dosage Tutoring'. There are also 'Cancel' and 'Confirm' buttons at the bottom.

- g. To add additional schools, repeat the process above using the [FIRST 3-dot menu at the very top](#)
- h. Click **Confirm** to Add Cohort

New Cohort

4 students

2 students

Term: 2025-2026 Class: High Dosage Tutoring

Union With

2 students

Term: 2025-2026 Class: MathLab

Cancel

New Cohort

6 students

2 students

Term: 2025-2026 Class: High Dosage Tutoring

Union With

2 students

Term: 2025-2026 Class: MathLab

Union With

2 students

Term: 2025-2026 Class: MathLab-Yucca

Cancel

Confirm

Use this 3-dot menu to add additional classes

Don't use these ones

1st class selection →

2nd class selection →

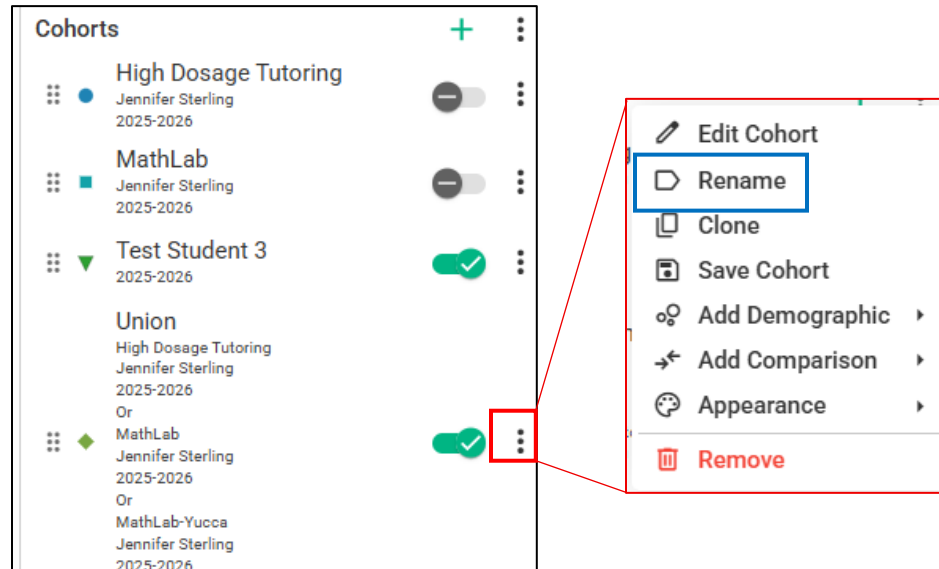
3rd class selection →

This is what it looks like once it's confirmed

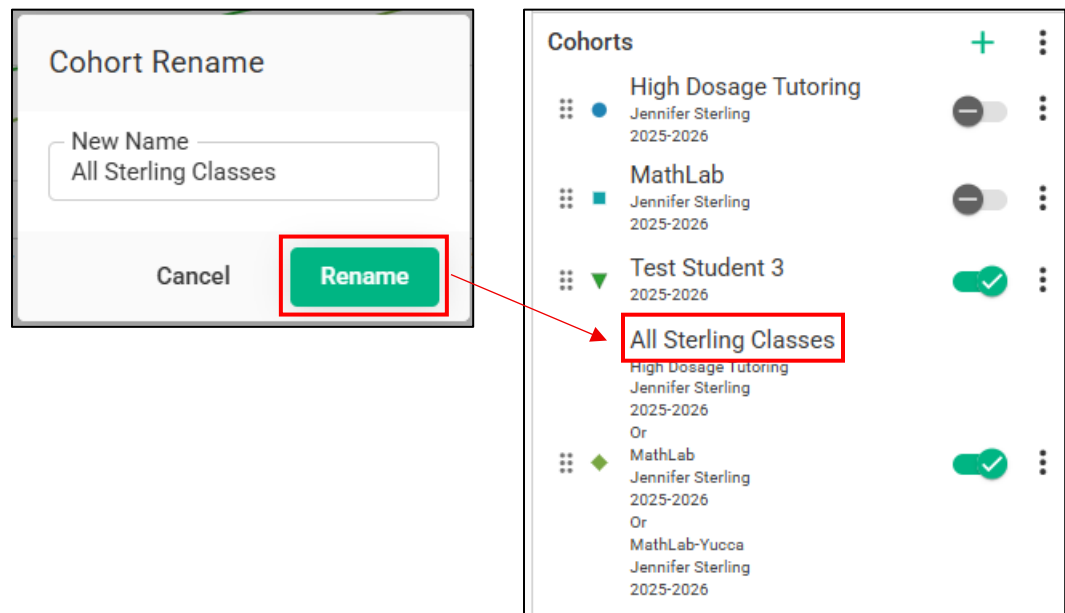
Cohorts			+	⋮
⋮	●	High Dosage Tutoring Jennifer Sterling 2025-2026	⊖	⋮
⋮	■	MathLab Jennifer Sterling 2025-2026	⊖	⋮
⋮	▼	Test Student 3 2025-2026	⊕	⋮
Union				
High Dosage Tutoring Jennifer Sterling 2025-2026				
Or				
⋮	◆	MathLab Jennifer Sterling 2025-2026	⊕	⋮
Or				
MathLab-Yucca Jennifer Sterling 2025-2026				

2. Rename a Custom Cohort (within a report)

- a. Click on the **3-dot menu** for the appropriate cohort and select **Rename** from the dropdown menu

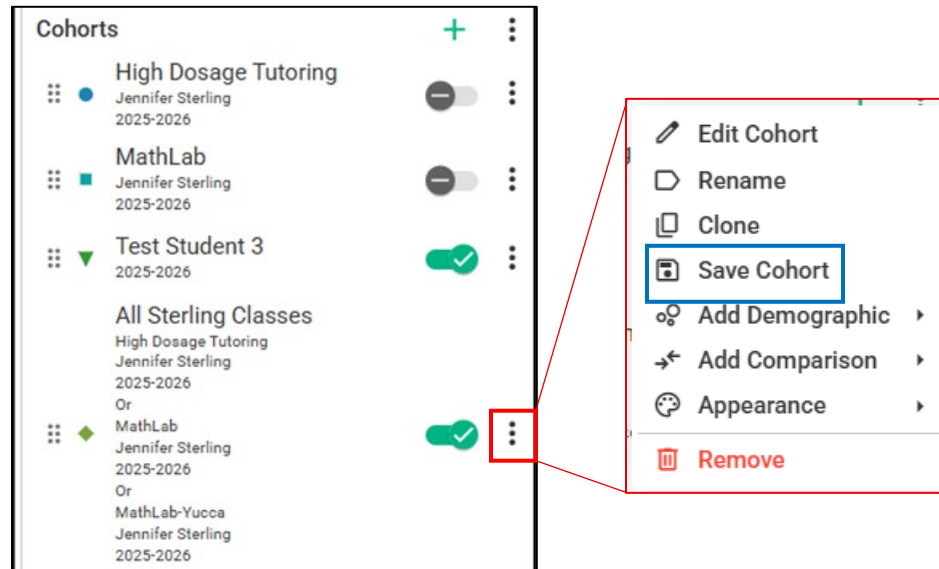


- b. **Type in the new name** and click **Rename** to save

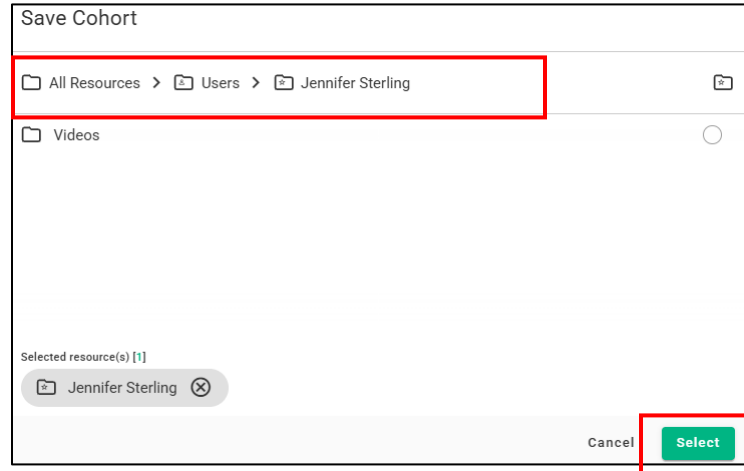


3. Save a Custom Cohort

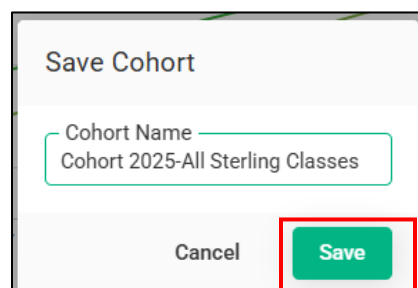
- a. Click on the **3-dot menu** for the appropriate cohort and select **Save Cohort** from the dropdown menu



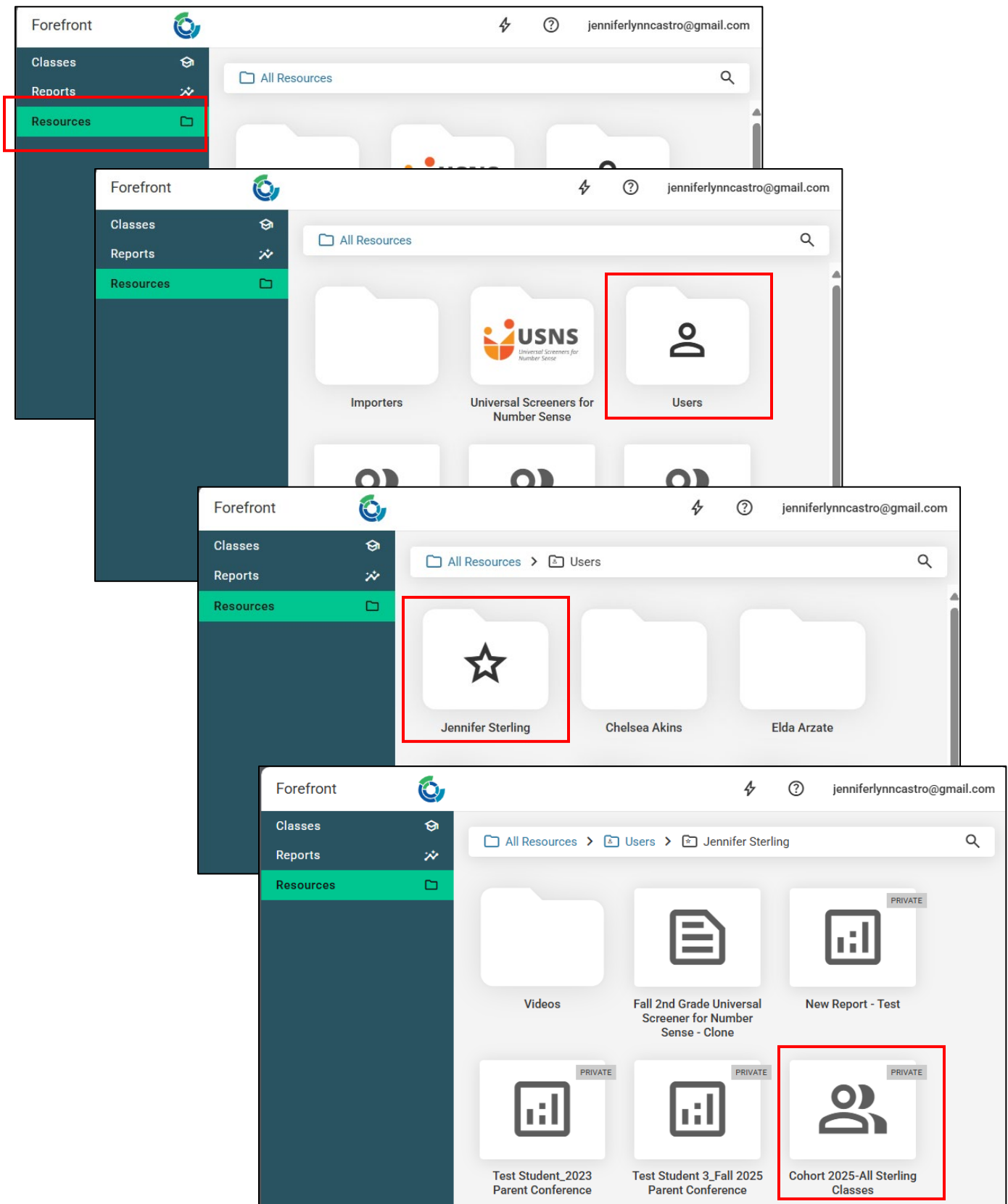
- b. Navigate to your own **Users** folder and click **Select** to Save



- c. **Type in the name** and click **Save**

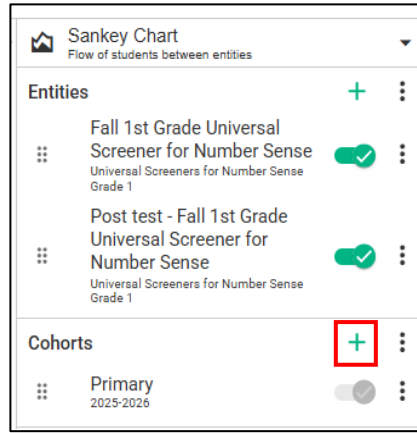


d. Find the Cohort in your Users folder by clicking on the Resources Tab

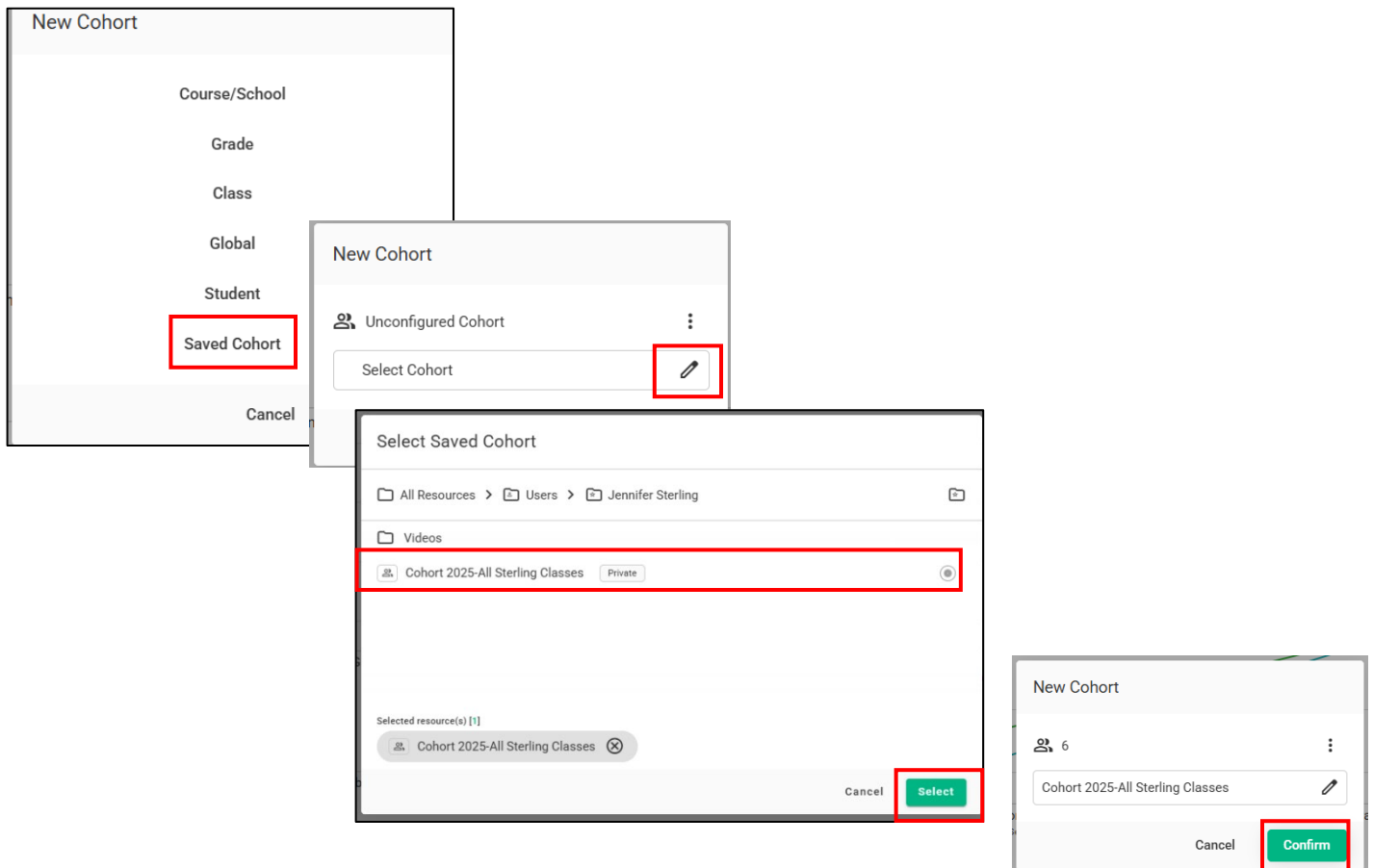


4. Use a Saved Cohort in a Report

- Create or open a saved report
- In the Sidebar Menu click the **Plus Sign** in the Cohorts Section



- Select **Saved Cohort**
- Click on the **pencil** to browse resources
- Mark the appropriate **radio button** and click **Select**
- Click **Confirm**



- g. The Cohort can now be manipulated in the same way as any other within the report

Line Chart

Lines for each cohort

Entities

Fall 2nd Grade Universal Screener for Number Sense

Universal Screeners for Number Sense

Grade 2

EARLIEST

Universal Screeners for Number Sense

Grade 2

Cohorts

High Dosage Tutoring

Jennifer Sterling

2025-2026

MathLab

Jennifer Sterling

2025-2026

Test Student 3

2025-2026

Cohort 2025-All Sterling Classes

Score Mode

Proficiency

View Data, Run Reports, and Create Cohorts in Forefront

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mc2.nmsu.edu