

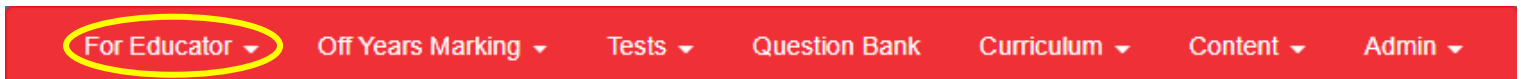
This document outlines the steps for creating a customize cohort using Best Performance’s CNAP Tool.

### Requirements

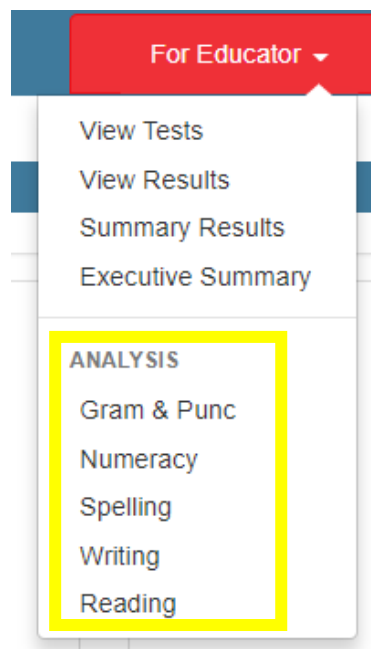
- 1) Have relevant NAPLAN data marked and stored in CNAP database.
- 2) Relevant for Year 4 onwards.

## Creating a save cohort for existing students with relevant NAPLAN data marked and added to CNAP database

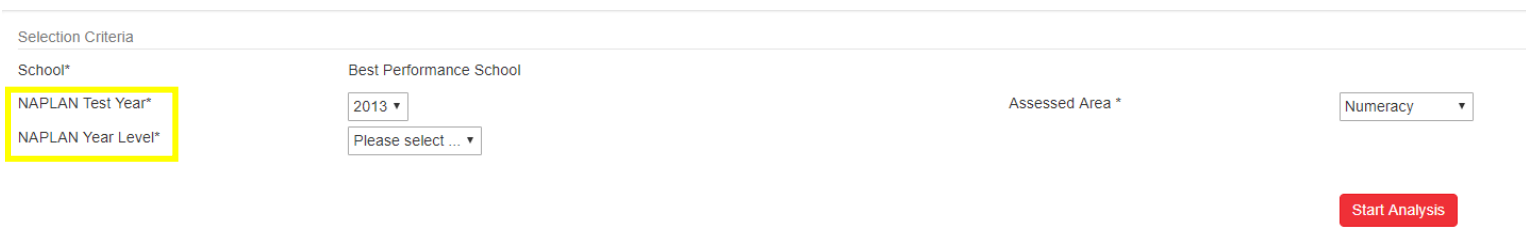
1. Log in to CNAP [HERE](#).
2. On the home page, click on ‘For Educator’ at the top bar.



3. Select the relevant analysis area for the cohort (e.g. Numeracy).



4. Select the relevant parameters, then click ‘Start Analysis’.

A screenshot of the 'Selection Criteria' form. It has a white background with a thin border. There are four main input areas: 'School\*' (with 'Best Performance School' entered), 'NAPLAN Test Year\*' (with '2013' selected), 'NAPLAN Year Level\*' (with 'Please select ...' shown), and 'Assessed Area\*' (with 'Numeracy' selected). The 'NAPLAN Test Year\*' and 'NAPLAN Year Level\*' fields are highlighted with a yellow box. A red 'Start Analysis' button is located at the bottom right.

## Creating a Customized Cohort in CNAP

- In the **'Search Results'**, select the students you would like to include in the cohort by checking the box.

Search Results (40) [Export to Excel](#)

	Name	Surname
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

- After selecting all the students, click **'Create Cohort'** at the bottom of the student list.

[Create Cohort](#)

- Enter the **Name** for the cohort.

Name \*  7 Students

Tests  
Students

Tests  
NAPLAN Tests

Test Year	Australian Curriculum Year Level	Assessed Area	# Students	
2017	Year 3	Gram & Punc	7	<a href="#">Analyse</a>
2017	Year 3	Numeracy	7	<a href="#">Analyse</a>
2017	Year 3	Spelling	7	<a href="#">Analyse</a>
2017	Year 3	Writing	7	<a href="#">Analyse</a>
2017	Year 3	Reading	7	<a href="#">Analyse</a>

- Click **'Save'** to return to the Saved Cohorts list if you are done or click **'Save and Continue'** to return to the student list to create another cohort.

[For Educator](#) [Off Years Marking](#) [Question Bank](#) [Admin](#)

[Delete](#) [Cancel](#) [Save](#) [Save & Continue](#)