

Procedures for Generating Reports

Respiratory care program directors and authorized users can access real-time school summary reports showing performance of students on the NBRC examinations. The NBRC has established a mechanism that provides this and other special services to accredited respiratory care education programs through the School Portal.

The services offered via this online tool include entering/editing **Student and Graduate Information**, generating **Student Performance Reports**, purchasing **SAEs** and **Vouchers**, and **Managing Users** of the School Portal. If you are not currently enrolled with the NBRC for the School Portal, please contact the NBRC by email at nbrc-info@nbrc.org or by phone at 913.895.4900 for more information.

Once a respiratory care program is enrolled in the School Portal, an email is sent to the program director from the NBRC that provides the information required to access the School Portal. The following procedures provide step-by-step instructions for generating the Annual School Summary Report. Follow the same instructions for generating all reports available on the School Portal.

Access the NBRC website at NBRC.org and click on 'educators' in the upper right-hand section of the screen.



The image shows a screenshot of the NBRC website. At the top, there is a dark green header with social media icons for Twitter, Facebook, and LinkedIn on the left, and navigation links for 'about', 'exams', 'resources', 'verify credentials', 'news', and 'login' on the right. Below this is a white navigation bar with the NBRC logo (The National Board for Respiratory Care) on the left and a search bar on the right. The search bar contains the text 'candidates', 'credentialed practitioners', 'educators', and a magnifying glass icon. A red arrow points to the 'educators' link. Below the navigation bar is a large banner image showing two healthcare professionals in a clinical setting. The text 'EXCELLENCE defines us' is overlaid on the image in large, bold, purple and yellow letters. Below the image is a button that says 'Learn More by Watching our Videos'. At the bottom of the banner is a purple bar with white text that reads: 'Respiratory care professionals fulfill a vital role that saves and improves lives. They achieve recognition for their knowledge, specialty skills and dedication to clinical excellence.'

On the next screen, scroll down to the bottom and click on the yellow 'Login to Access School Services' button.



Our Services for Accredited Schools

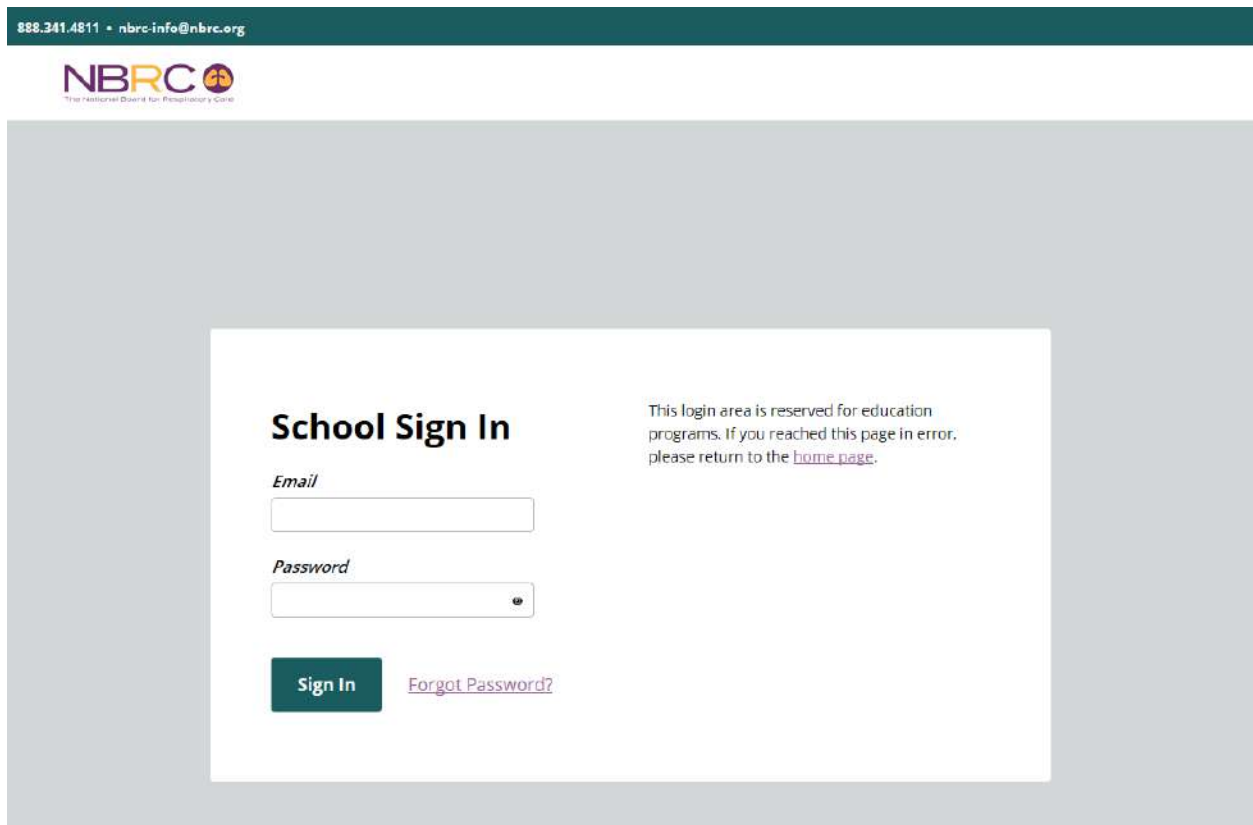
The NBRC offers a wide range of helpful services at no charge for accredited schools. Services available to you include:

- Entering/editing student information in the Electronic Eligibility Database, or EED (get guidance on using the EED)
- Various reports, including annual school summaries, verification of credentials, and verification of passing scores on Written Registry and Clinical Simulation Examination
- Entering/editing User Information
- Standard and Comprehensive Self-Assessment Examinations (SAEs) available for ordering online
- Accessing group summary reports and comparing students' results

If you are not currently enrolled with the NBRC for these free services, please **contact** our Executive Office or **email us** requesting more information.



The next screen will prompt you to enter your email address and password.



Once logged in, the School Portal homepage provides important announcements and a menu of available options.

888.341.4811 • nbrc-info@nbrc.org

NBRC
The National Board for Respiratory Care

Welcome, _____ School: _____

Add Student

Find a student **Search**

- Announcements
- Student List
- Student Performance Reports**
- Enrollment Form
- SAE Reports
- Purchase SAE
- Content Outlines
- Candidate Handbook
- Purchase Exam Fee Vouchers
- Manage Users
- Change Password
- Sign Out
- Contact NBRC

Posted on 08/15/2018

NEW **Student Performance Report Tips**

New opportunities await as the school year approaches! This [infographic](#) is designed to help you effectively use the information provided in NBRC's student performance reports to advance your students and education program.

[Read More](#)

Posted on 05/15/2018

Education Audit Implemented

The NBRC recently implemented a policy to audit graduation information submitted electronically via the School Portal. Auditing electronic graduation information is a routine part of NBRC's commitment to ensuring the integrity of the credentialing system. Audits are

[Read More](#)

Posted on 05/03/2018

Partial Profile Entry

We are excited to announce a new School Portal feature that eliminates the need to collect sensitive information from your students. [Click here](#) to view instructions

[Read More](#)

To generate reports click on 'Student Performance Reports' to access a menu of reports available.

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- Manage Users

Student Performance Reports

Select a Report

Report

- Select a Report...
- Annual School Summary
- Credentials Earned
- CSE Percentage Graduate Performance
- CSE Percentage Scores by Content Area
- CSE Percentage Subscores by Problem Types
- CSE School Summary
- Graduate List
- Portal Enrollment Form
- TMC Graduate Performance
- TMC School Summary
- TMC Scores by Content Area

Once you select a report, you must choose a format for the report.

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Add Student

Find a student **Search**

Student Performance Reports

Select a Report

Report

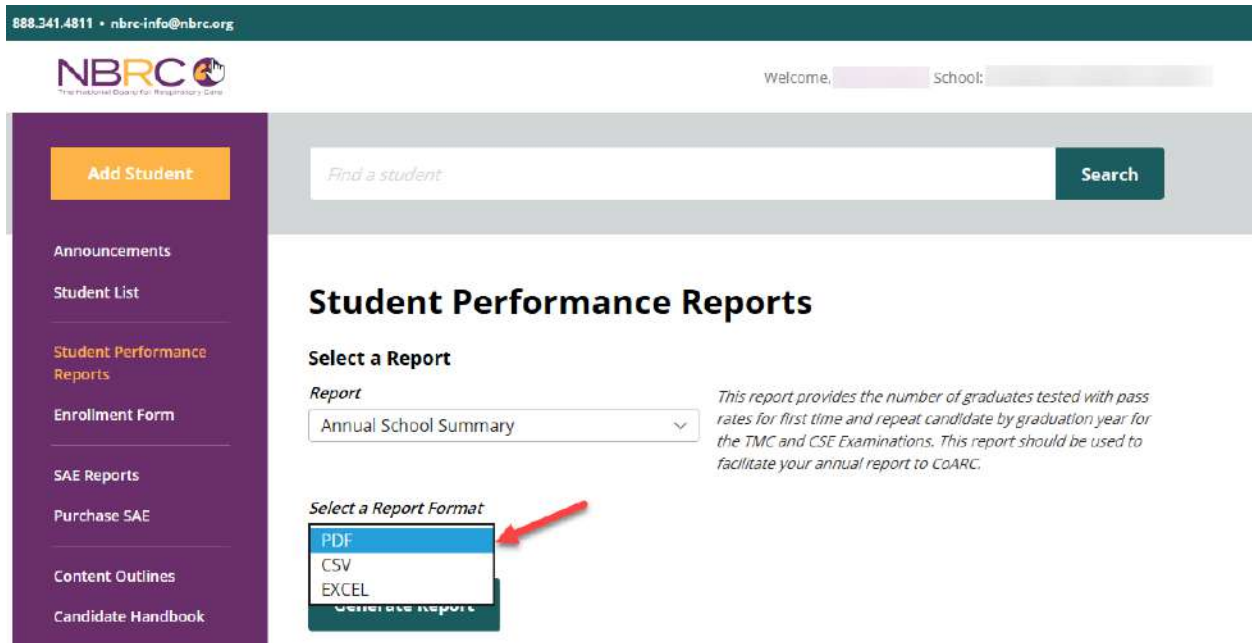
Annual School Summary

This report provides the number of graduates tested with pass rates for first time and repeat candidate by graduation year for the TMC and CSE Examinations. This report should be used to facilitate your annual report to CoARC.

Select a Report Format

PDF
CSV
EXCEL

Generate Report



Next click on the 'Generate Report' button.

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Student Performance Reports

Select a Report

Report

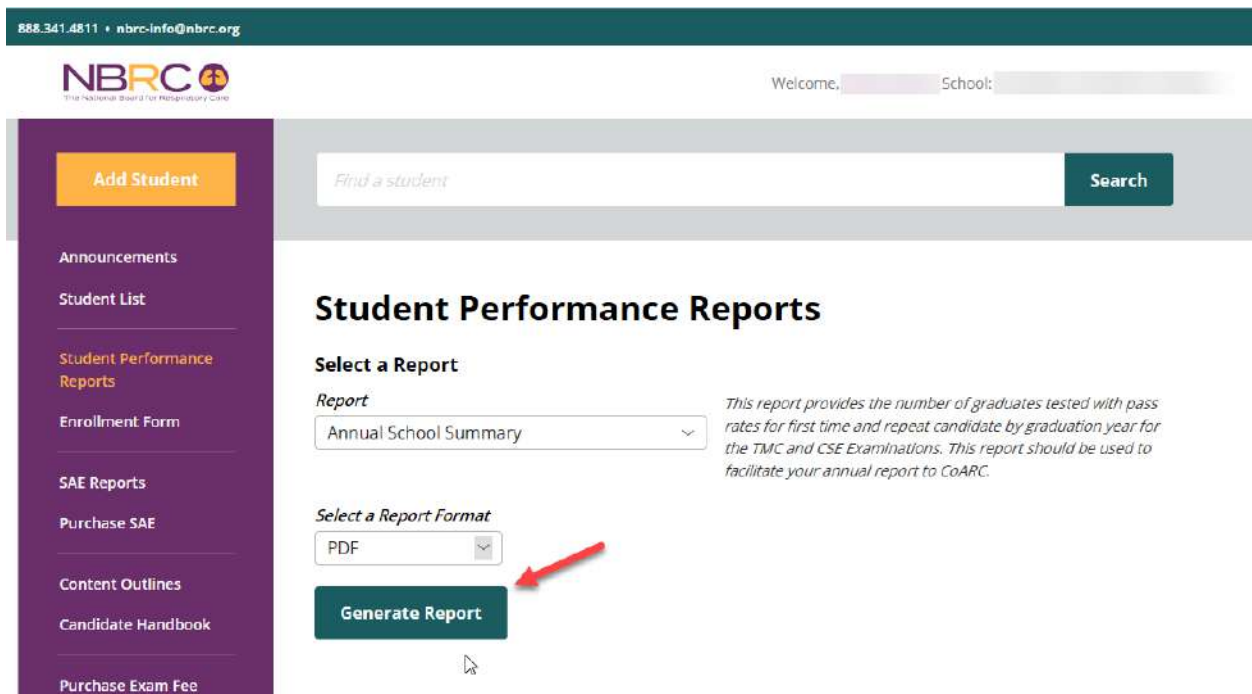
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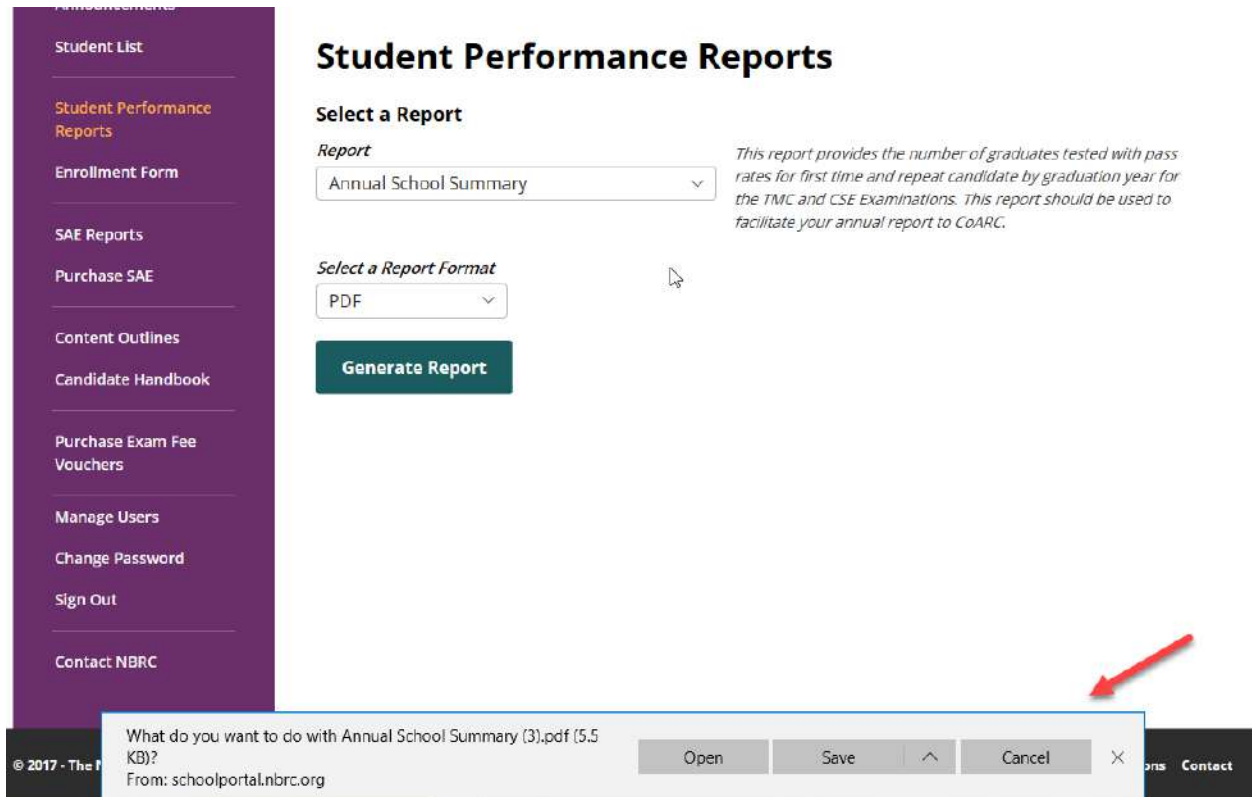
Select a Report Format

PDF

Generate Report



Your web browser may provide you with an option to 'Open', 'Save', 'Save As' or 'Cancel' the report.



The screenshot shows the 'Student Performance Reports' page. On the left is a purple sidebar with navigation links: Student List, Student Performance Reports (highlighted), Enrollment Form, SAE Reports, Purchase SAE, Content Outlines, Candidate Handbook, Purchase Exam Fee Vouchers, Manage Users, Change Password, Sign Out, and Contact NBRC. The main content area has the title 'Student Performance Reports' and a section 'Select a Report'. Under 'Report', there is a dropdown menu with 'Annual School Summary' selected. To the right of this dropdown is a descriptive paragraph: 'This report provides the number of graduates tested with pass rates for first time and repeat candidate by graduation year for the TMC and CSE Examinations. This report should be used to facilitate your annual report to CoARC.' Below the dropdown is another dropdown menu labeled 'Select a Report Format' with 'PDF' selected. A green 'Generate Report' button is positioned below the format dropdown. At the bottom of the page, a file download dialog box is open, showing the filename 'Annual School Summary (3).pdf (5.5 KB)?' and the source 'From: schoolportal.nbrc.org'. The dialog has buttons for 'Open', 'Save', 'Cancel', and a close button. A red arrow points to the 'Save' button in the dialog.

Click 'Save As' to save the report to a location of your choosing on your computer or choose 'Open' to view the report.

Follow the same instructions for generating all reports available on the School Portal.

Please contact the NBRC at nbrc-info@nbrc.org or 913.895.4900 with any questions.