

Centralized Reporting System User Guide

2021–2022

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Prepared by Cambium Assessment, Inc.



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Introduction to the User Guide

This user guide provides instructions and support for users viewing interim test results and entering or changing item scores in Centralized Reporting (formerly AIRWays Reporting). Please note that AIRWays Reporting rebranded to Centralized Reporting System (CRS) in June 2020. The system name and logo are the only changes; the functionality of the system has not changed.

DeSSA summative assessment data will be reported within CRS for the first time during 2021–2022. A separate user guide will be published providing instruction on how to access summative score data and reports.

All assessment data will be reported only in CRS starting with 2021–2022. The Online Reporting System (ORS) will be retired and no longer accessible as of October 21, 2021.

This section describes the contents of this user guide.

Organization of the User Guide




This user guide includes the following sections:

- [Overview of Centralized Reporting](#): Provides information about the structure of Centralized Reporting and explains the students, assessments, and data included in reports
- [Accessing Centralized Reporting](#): Provides instructions for logging in to Centralized Reporting
- [Viewing Reports in Centralized Reporting](#): Provides descriptions of the **Dashboard** page and the reports available in Centralized Reporting
- [Entering or Modifying Item Scores](#): Provides instructions for entering scores for unscored items and modifying suggested scores for machine-scored writing items
- [Working with Report Tables](#): Provides instructions for customizing Centralized Reporting report tables and viewing items
- [Global Features in Centralized Reporting](#): Provides instructions for managing rosters, updating test preferences, updating student setting preferences, printing reports, using the inbox, and managing test reasons
- The [Appendices](#) provide additional information about non-scorable assessments, condition codes, and user support.

Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
	Example: This symbol accompanies examples that illustrate a concept or procedure.

Intended Audience

This user guide is intended for district- and school-level users viewing reports or scoring or modifying scores in Centralized Reporting. To use this system, you should be familiar with using a web browser to retrieve data and fill out web forms.

Additional Resources

The following publications provide additional information:

- For information about student and user management, rosters, and appeals, see the [Test Information Distribution Engine \(TIDE\) User Guide](#).

[Test Administrator User Guide](#).

- For information about setting up and configuring devices and assistive technologies for online testing, see the [Quick Guide for Setting Up Online Testing Technology](#).

The above resources are available on the Delaware System of State Assessments Portal (<https://de.portal.cambiumast.com/>).

Section I. Overview of Centralized Reporting

Centralized Reporting provides student performance reports for ELA/L and Mathematics interim assessments. Centralized Reporting consists of a **Dashboard** page and various assessment reports. The **Dashboard** provides a summary of all the assessments associated with a particular user or institution, and the assessment reports provide detailed performance data for each of those assessments. For more information, see the section, [Viewing Reports in Centralized Reporting](#).

Assessment reports are available at various levels within a district. Access to each assessment report depends on your user role. For more information, see the section, [About User Roles](#).

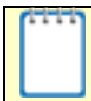
Authorized users may also use Centralized Reporting to enter scores for Interims unscored items and modify scores for certain machine-scored items. For more information, see the section [Entering or Modifying Item Scores](#).

Centralized Reporting also includes various global features that allow you to manage the data and reports you view. For more information, see the section, [Global Features in Centralized Reporting](#).

About User Roles

Access to the reports and features available in Centralized Reporting depends on your user role in TIDE.

- Teachers can view data for all students in their classes (rosters) who have completed assessments. They can also view data for students to whom they have administered assessments in the current school year.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.



Note: Any user with scoring permissions may also enter or modify scores for unscored items and certain machine-scored items. If a user has scoring permissions but not report-viewing permissions, that user can enter item scores for the test opportunities assigned to them, but they cannot view the reports for those opportunities or students.

The assessments and features available on the **Dashboard** also vary by user level. For more information, see the section [Viewing Reports in Centralized Reporting](#).



Alert: Centralized Reporting only displays data for one institution and user at a time. If you have multiple user roles or you are associated with multiple institutions, you must change your user role in Centralized Reporting in order to access the **Dashboard** and reports for each role and institution.

About the Students in Centralized Reporting

Reports display data only for your associated students. The students associated with you depend on your user role:

- For teachers, your associated students may include the following:
 - All students who are members of your rosters
 - All students who have completed an assessment in your test sessions
- For school-level users, your associated students are all the students who have completed assessments in your school.
- For district-level users, your associated students are all the students who have completed assessments in your district.

About the Assessments in Centralized Reporting

Centralized Reporting includes data for the following interim assessments:

- Interim Comprehensive Assessments (ICAs)
- Interim Assessment Blocks (IABs) and Focused Interim Assessment Blocks (FIAB)

You can only view reports for assessments that were completed by your associated students.



Note: You can modify your settings to exclude specified assessments or rosters from your reports in Centralized Reporting. For more information, see the section [Updating Display Preferences](#).

Understanding the Data in Centralized Reporting


Reports provide student performance data for a particular assessment or set of assessments. The type of data that appears in these reports depends on how the assessment is scored. Depending on the assessment, a report may display one or both of the following types of student performance data:

- **Score Data:** This type of data is used for tests with numeric scores. Score data provides a quantitative measurement of student assessment performances. The following columns involving score data may appear in reports:

- **Score:** The Score column in reports displays an individual student’s score for an assessment or reporting category (topic) within an assessment.
- **Average Score:** The Average Score column in reports displays the sum of assessment scores for a particular institution divided by the student count for that institution. An institution may be a district, school, roster, or other specified group of students, depending on the report.
- **Performance Level Data:** This type of data is used for tests with performance levels (proficiency levels). Performance levels provide qualitative measurements of students’ proficiency in relation to a particular standard or set of standards. The following columns involving performance level data may appear in reports:
 - **Performance Level:** The Performance Level column in reports displays an individual student’s performance level for an assessment or topic within an assessment.
 - **Performance Distribution:** The Performance Distribution column in reports displays an infographic that includes a colored region for each performance level in the assessment. The number below each colored region indicates the percentage of students in a particular institution who performed at that level. An institution may be a district, school, roster, or other specified group of students, depending on the report.




Note: If an assessment does not use numeric scores, the Score and Average Score columns do not appear in reports for that assessment. If an assessment does not use performance levels, the Performance and Performance Distribution columns do not appear in reports for that assessment.

If an information icon  appears next to student performance data in a report, you can click the icon to learn more about how the assessment is scored.

Section II. Accessing Centralized Reporting

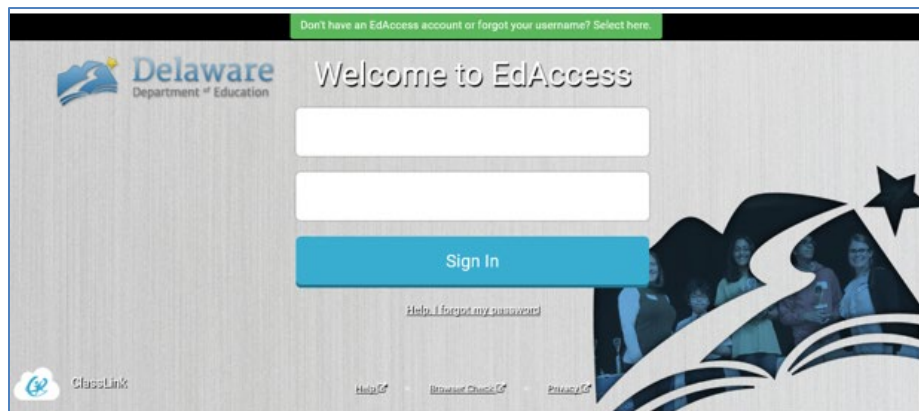
This section describes how to log in to Centralized Reporting.

	<p>Warning: Do not share your login information with anyone. All DeSSA systems provide access to student information, which must be protected in accordance with federal privacy laws.</p>
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Centralized Reporting is accessed through the Delaware Department of Education's (DDOE's) EdAccess application.

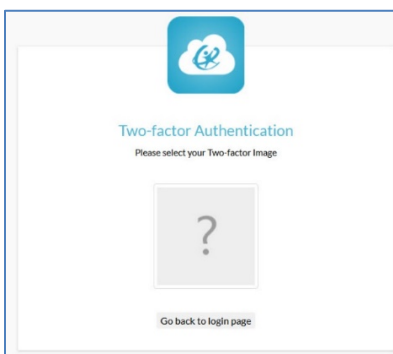
1. Access the EdAccess login page at <https://launchpad.classlink.com/ddoe>. Use your regular EdAccess ID and password to log in.

Figure 1: DDOE EdAccess Login Page



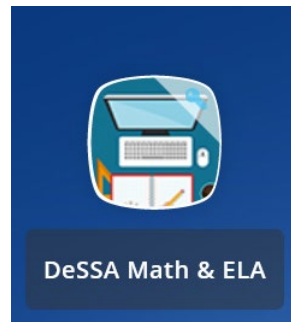
2. Select your two-factor authentication image.

Figure 2: Two-Factor Image



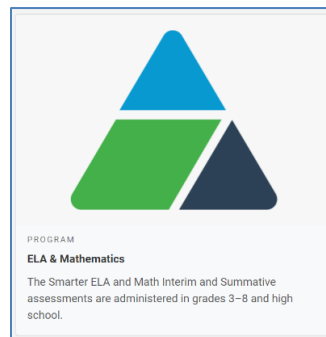
3. After you have successfully logged in to the EdAccess, you will see a list of authorized applications.
 - Click the [**DeSSA Math & ELA**] button from your menu. You will be directed to the DeSSA Portal.

Figure 3: DeSSA Math & ELA Icon



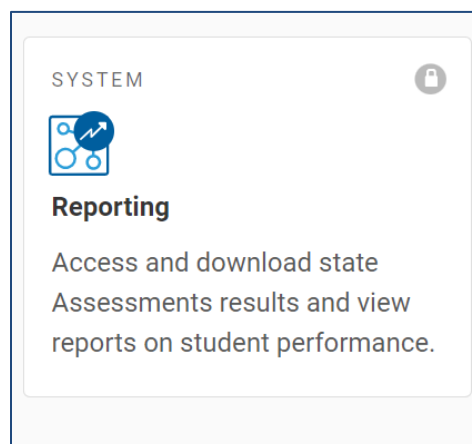
4. Click the **ELA & Mathematics** card from the portal access DeSSA applications.

Figure 4: ELA & Mathematics Card



5. Click on **Centralized Reporting System**. If you are authorized to access this application, you will be automatically directed to the Centralized Reporting home page. You will not have to log in again.

Figure 5.Reporting Card



Section III. Viewing Reports in Centralized Reporting

This section describes the following pages and reports in Centralized Reporting:

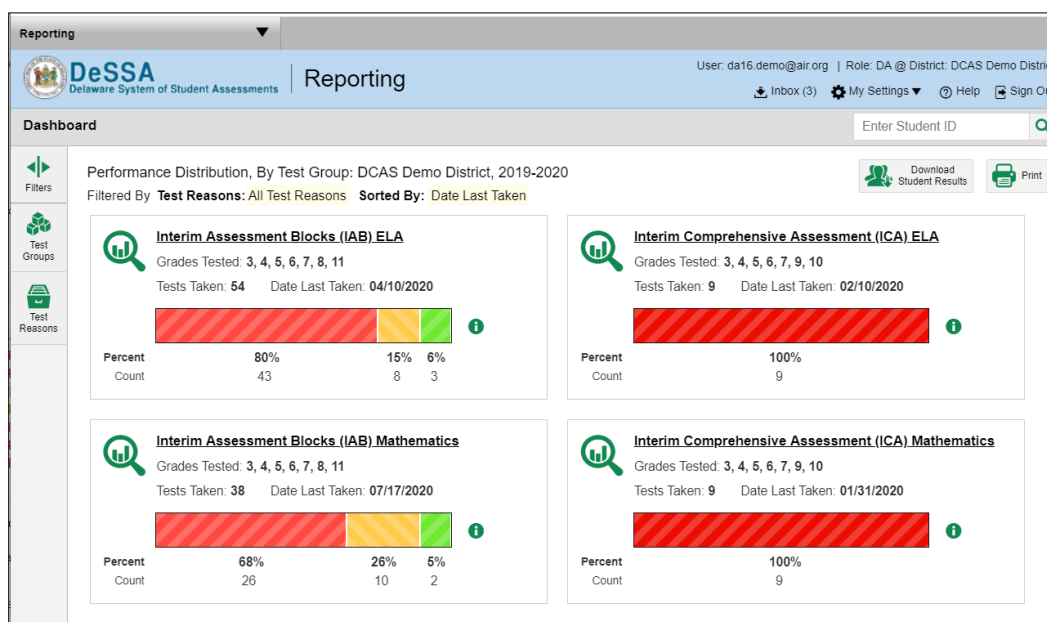
- [Dashboard](#): This page lists the assessments completed by your associated students.
- [Assessment Reports](#): These reports provide detailed student performance data for an individual assessment at various institution and user levels.
 - [Longitudinal Reports](#): Each of these reports accompanies an Assessment Report or multiple Assessment Reports and provides additional information about how students performed on related assessments.
- [Student Portfolio Report](#): This report provides performance data for all the assessments completed by an individual student.

For more information about interpreting the data that appear in these reports, see the section, [Understanding the Data in Centralized Reporting](#).


Overview of the Dashboard


The **Dashboard** is the landing page for Centralized Reporting users. This page displays the dashboard where you can view overall test results for some or all of your test groups. From there, you can navigate to a report listing individual tests. Each aggregation card displays the test group name, a list of grades included, the number of students who took tests in the group, the date of the test last taken, and a performance distribution bar displaying both percentages and student counts below it.

Figure 6. Teacher View: Dashboard



You may sometimes see the message “Data cannot be aggregated together for this group of tests” instead of the performance distribution bar for tests that do not report performance distribution, or that use different sets of performance levels. Test group cards are sorted by date last taken.

Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels. For more information about your associated students and assessments, see the sections [About the Students in Centralized Reporting](#) and [About the Assessments in Centralized Reporting](#).

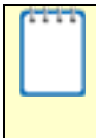
	<p>Note: The <i>Dashboard</i> for teachers also includes a table listing all your associated students. For more information, see the section About the My Students Table.</p>
---	---


You can only view the ***Dashboard*** for one institution and user role at a time. To view the ***Dashboard*** for a different institution or user role, you must change your user role.

If a message appears saying “There are no assessments to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

About the Assessments Table

The Assessments table on the ***Dashboard*** displays a row of data for each assessment completed by your associated students.

	<p>Note: If an assessment in Centralized Reporting contains unscored items, it does not appear in this table until every item has been scored for at least one test opportunity. For more information, see the section, Entering Scores for Unscored Items.</p>
---	--

This table allows you to access a detailed data for a particular test group, click the name of the group (or  beside it). The Performance on Tests report appears. It is filtered to display only the test group you selected. To view previous years’ Interim Data, you will need to change the Reporting Time Period to see data prior to August 2021. In the My Settings menu, select **Change Reporting Time Period** to retrieve data for a particular school year. For more information, see the section, [Change Reporting Time Period](#).

District- and school-level users see just one table, as in [Figure 7](#). Like the first table on the teacher dashboard, this table lists all your assessments.

Figure 7. School-Level User View: Dashboard

Dashboard > Performance on Tests Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021

Filtered By: Rosters: All Roster Test Reasons: All Test Reasons

Download Student Results Print

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 8 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	8	Unassigned	1	2379	Percent Count 100% 1	08/19/2020
High School ELA - Read Literary Texts (IAB)	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	Percent Count 100% 1	08/18/2020
Grade 10 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	10	Unassigned	1	2369	Percent Count 100% 1	08/18/2020
High School MATH - Geometry Congruence (IAB)	Interim Assessment Blocks (IAB)	11	Unassigned	2	n/a	Percent Count 50% 1 50% 1	08/17/2020
Grade 5 MATH - Numerical Expressions (FIAB)	Interim Assessment Blocks (IAB)	5	Unassigned	2	n/a	Percent Count 100% 2	08/17/2020

Rows per page: 5 120 Items: 1 of 24

- For each test, the assessments table shows the test reason (a category assigned to an assessment), number of students who took the test, average score, performance distribution, and date the test was last taken. You will see similar data in other reports in the Centralized Reporting System.

You can return to the **Dashboard** at any point by clicking **Dashboard** in the upper-left corner.

Note: The data that appear in this table depend on the options you select from the **Filter by** drop-down lists on the **Dashboard**. For more information, see the section [Filtering Tables](#).

Figure 8. Assessments Table (School-Level Users)

Dashboard > Performance on Tests Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021

Filtered By: Rosters: All Roster Test Reasons: All Test Reasons

Download Student Results Print

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 5 ELA - Write and Revise Narratives (FIAB)	Interim Assessment Blocks (IAB)	5	Unassigned	2	n/a	Percent Count 100% 2	09/04/2020
High School ELA - Read Literary Texts (IAB)	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	Percent Count 100% 1	08/18/2020

Rows per page: 2 81 Items: 1 of 41

My Students

Most Recent Assessment of All Rosters: 2020-2021


Filtered By: Rosters: All Roster Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
demo994_test994	9998800994	Grade 5 ELA - Write and Revise Narratives (FIAB)	09/04/2020

If you do not see the assessment you wish to review, click the icon at the bottom right for additional assessments to display.

[Table 2](#) describes the columns in the Assessments table.

Table 2. Overview of the Assessments Table

Column	Description
Assessment Name	Name of the test. To view the corresponding report for an assessment, click  in this column.
Test Reason	Testing category assigned to the test opportunity. If the same test was completed in separate test reasons, a separate row appears for each test reason. For more information about test reasons, see the section, Managing Test Reasons .
Student Count	Number of your associated students who completed the assessment with the given test reason.
Average Score	Sum of assessment scores for all your associated students divided by the total student count of students who have completed the test.
Performance Distribution	The percentage of your associated students who performed at each performance level.
Date Last Taken	Most recent date on which one of your associated students completed the assessment.

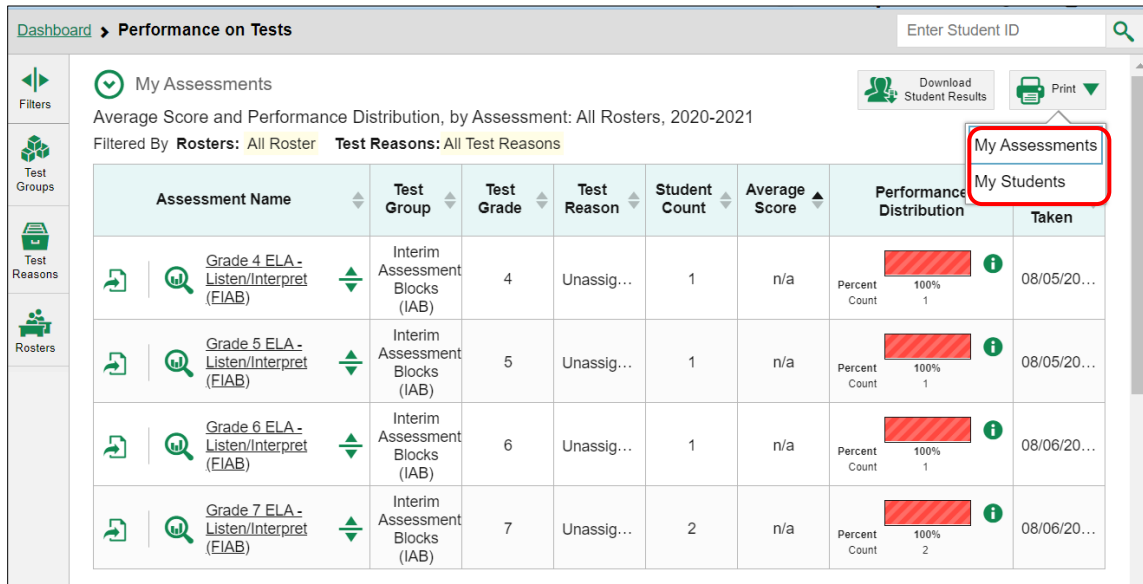
Exporting Reports

District-level users can export reports for each assessment listed in the Assessments table.

To export a report:

1. In the Assessment Name column of the Assessments table, click  for the assessment whose report you wish to export. The **Export Report for [Assessment Name]** window opens.

Figure 9. Teacher View: Dashboard with Expanded Print Menu



The screenshot shows the 'Dashboard > Performance on Tests' interface. The 'My Assessments' section displays a table of assessments. The table has columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Taken. The 'Performance Distribution' column shows a bar chart for each assessment. The 'Taken' column shows the date the assessment was last taken. A red box highlights the 'Print' button in the top right corner of the dashboard, which has a dropdown menu with options 'My Assessments' and 'My Students'.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Taken
Grade 4 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	4	Unassig...	1	n/a	Percent Count 100% 1	08/05/20...
Grade 5 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	5	Unassig...	1	n/a	Percent Count 100% 1	08/05/20...
Grade 6 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	6	Unassig...	1	n/a	Percent Count 100% 1	08/06/20...
Grade 7 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	7	Unassig...	2	n/a	Percent Count 100% 2	08/06/20...

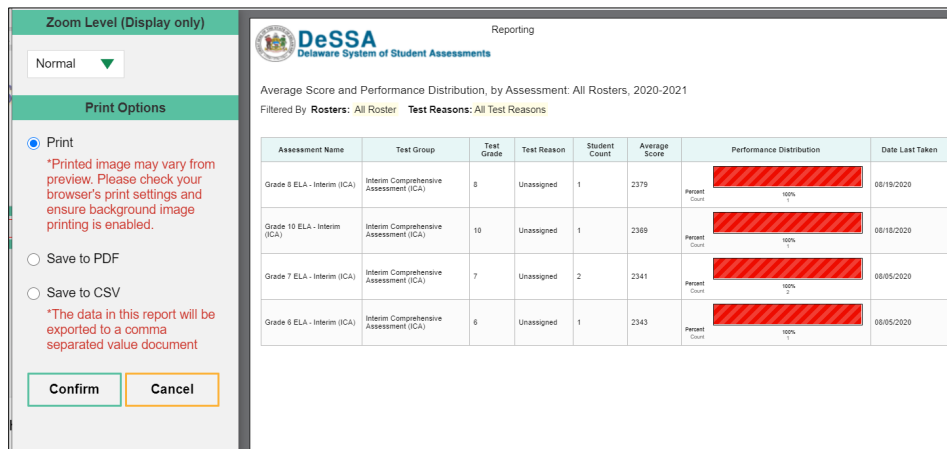
2. Select which report to export for the assessment:

- To export the About the District Assessment Report [About the District 2](#) for the assessment, mark the **Overall Performance of all my Schools** radio button.
- To export the About the School Assessment Report for the assessment (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all my Students for [School Name]** radio button, and then select the required school from the available drop-down list.

A print preview page opens.

- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 10. Print Preview Page



Zoom Level (Display only)
Normal ▼

Print Options

- ☒ **Print**
*Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.
- ☐ **Save to PDF**
- ☐ **Save to CSV**
*The data in this report will be exported to a comma separated value document

Confirm **Cancel**

Reporting
Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021
Filtered By: **Rosters: All Roster** **Test Reasons: All Test Reasons**

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 6 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	6	Unassigned	1	2379	Percent Count 100%	08/19/2020
Grade 10 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	10	Unassigned	1	2369	Percent Count 100%	08/18/2020
Grade 7 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	7	Unassigned	2	2341	Percent Count 100%	08/05/2020
Grade 6 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	6	Unassigned	1	2343	Percent Count 100%	08/05/2020

3. Do one of the following under the Print Options section:

- To print the report, select the **Print** radio button.
- To export the report in PDF format, mark the **PDF** radio button.
 - **Optional:** If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student's responses.
- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

4. Click **Export Assessment Data**. A confirmation window appears.

5. Click **Yes** in the confirmation window to export the selected report in the selected format.



Note: If you saved the report as a PDF or CSV, the Inbox window appears, displaying the generated report. CSV reports may be zipped. For more information, see [About the Centralized Reporting Inbox](#).

About the My Students Table

The **Dashboard** for teachers also includes the My Students table, which provides information about the assessments your students have taken. This table displays a row of data for each of your associated students. For more information about your associated students, see the section [About the Students in Centralized Reporting](#).

This table also allows you to access the [Student Portfolio Report](#) for each student listed.

Figure 11. My Students Table

My Students Most Recent Assessment of All Rosters: 2020-2021 Filtered By Rosters: All Roster Test Reasons: All Test Reasons			
Student Name	Student ID	Most Recent Assessment	Date Taken
Brunson, Darrell	9999998365	Grade 10 ELA - Interim (ICA)	08/05/2020
demo999_test999	9998800999	Grade 10 ELA - Interim (ICA)	08/13/2020
Adky, Adhe	8999782025	Grade 10 ELA - Interim (ICA)	08/18/2020

[Table 3](#) describes the columns in the My Students table.

Table 3. Overview of the My Students Table

Column	Description
Student	Name of the student. To view the Student Portfolio Report for a student, click in this column.
Student ID	Student's unique identifier used for reporting purposes
Most Recent Assessment	Name of the latest assessment the student completed
Date Last Taken	Date on which the student completed the most recent assessment

Overview of the Assessment Reports

The Assessment Reports in Centralized Reporting provide detailed information about how the students associated with a user or institution performed on an individual assessment. Assessment Reports display a column of student performance data for the assessment as a whole and for each reporting category (topic) in the assessment.





Note: If a test does not consist of individual reporting categories, the last column of the Assessment report displays data for all the items on the test.

Assessment reports are available for each assessment at various levels within the district:



- The [Student Assessment Report](#) provides information about how an individual student performed on the assessment.
- The [Teacher Assessment Report](#) provides information about how a teacher’s associated students performed on the assessment.
 - The Roster Assessment Report is similar to the Performance by Student table of the Teacher Assessment Report, except it displays data only for a single roster.
- The [School Assessment Report](#) provides information about how a school performed on the assessment, by roster and by student.
- The [District Assessment Report](#) provides information about how a district performed on the assessment, by school.

All of these reports (excluding the District Assessment Report) also provide information about how students responded to the individual items in each assessment topic and allow you to view those items. For more information about viewing items, see the section, [Viewing Items in Reports](#). If a test contains items with machine-suggested scores, you can modify a student’s scores for those items directly from Assessment Reports (for more information, see the section, [Modifying Scores for Machine-Scored Open-Ended Items](#)).

	<p>Note: If a student completed multiple opportunities for a given assessment, the report includes a row of data for each opportunity. A number icon in the first column indicates which opportunity the row represents. A clock icon  appears next to the most recent opportunity. Only data for the most recent opportunity is used to calculate the average scores and performance levels for the student’s associated teachers and institutions.</p>
---	--

Assessment Reports may also include a supplementary Longitudinal Report that compares students’ performance information for related assessments. For more information, see the section, [Overview of Longitudinal Reports](#).

Authorized users can navigate from a higher-level Assessment Report to a lower-level Assessment Report for institutions and their members. For example, district-level users can access the School Assessment Report for each school listed in their District Assessment Report.

	<p>Note: A notification  appears below the report if a student’s test opportunity for an assessment could not be scored. For more information about non-scorable test opportunities.</p>
---	--

About the Student Assessment Report

The Student Assessment Report provides information about how an individual student performed on an individual assessment.

The information below this report displays the student's score, the roster's average score, and the student's performance level for the whole assessment.

To access the Student Assessment Report:




- On the Teacher Assessment Report, click  next to a student's name.
- On the Student Portfolio Report, click  next to an assessment's name.
- Authorized users can access this report from the School Assessment Report by clicking  next to a student name in the [Performance by Student tab](#).

Figure 12. Student Assessment Report

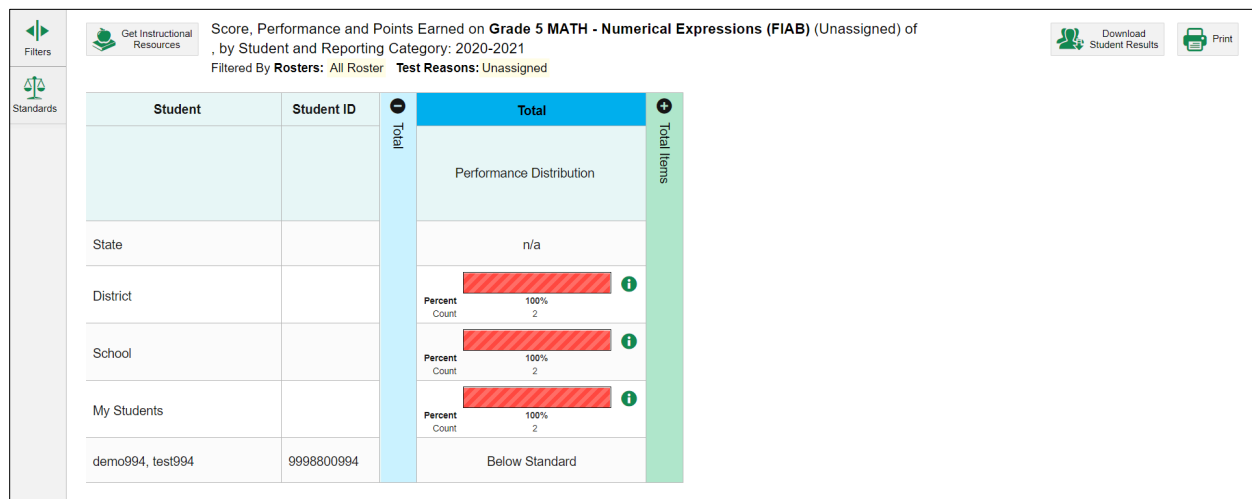




Table 4 describes the columns in the Student Assessment Report. If a column header displays  for an item, you can click the score link in this column to modify the item's score (see the section, [Modifying Scores for Machine-Scored Open-Ended Items](#)). When the confidence level for a machine-suggested score is low, a warning icon  displays in the cell for that score.

Table 4. Columns in the Student Assessment Report

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> • Item Number: Displays the items in the assessment • Max Points: Displays the maximum number of points possible for each item • Everyone: Displays the sum of points the student's roster earned for each item divided by the number of students in the roster • [Student Name]: Displays the number of points the student earned for each item
[Reporting Category Name]*	Displays the student's performance data for the items in each reporting category. Each [Reporting Category Name] column also displays the student's score and performance level.
*For assessments without reporting categories, this column is labeled "Total Items" and displays data for all the items on the assessment.	

About the Teacher Assessment Report


The Teacher Assessment Report consists of two tables:

- [Performance by Roster Table](#): This table provides information about how a teacher's rosters performed on the given assessment.
- [Performance by Student Table](#): This table provides information about how a teacher's students performed on the given assessment.

An information bar above these tables displays the assessment's average scores and performance distribution levels for the school and for the teacher's students.

Teacher Assessment Report: Performance by Roster Table

The Performance by Roster table of the Teacher Assessment Report displays a row of data for each of a teacher's rosters of which students completed the given assessment.



Note: If a student who completed the assessment is not associated with any rosters, that student's test data will appear in a row for Students Not in Any Roster.

To access the Performance by Roster table:


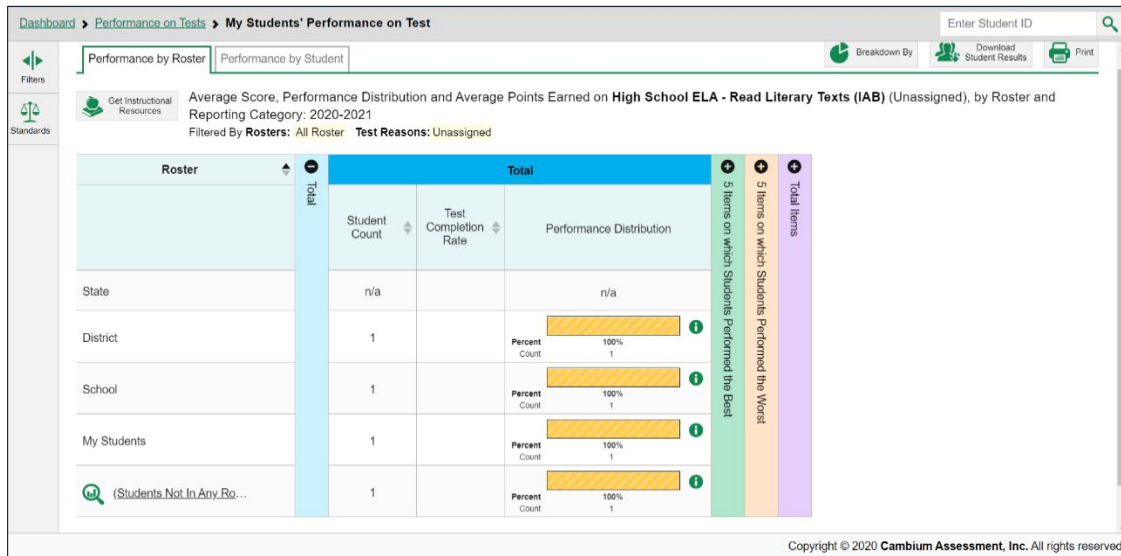
- On the ***Dashboard*** for teachers, click  next to an assessment.

Figure 13. Teacher Assessment Report: Performance by Roster



[Table 5](#) describes the columns in the Performance by Roster table. The actual columns that appear in the report may vary by test.

Table 5. Overview of the Teacher Assessment Report: Performance by Roster Table

Column	Description
Roster	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> Max Points: Displays the maximum score possible for the whole assessment or individual topic Everyone: Displays average data for all the teacher's students who completed the assessment [Roster Name]: Displays data for that individual roster
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> Student Count: Number of students in the roster who completed the assessment Test Completion Rate: Percentage of students in the roster who completed the assessment Average Score: Sum of assessment scores for all the students in the roster divided by the student count Performance Distribution: Percentage of students in the roster who performed at each performance level
5 Items on Which Students Performed the Best	<p>When there are more than 10 items, this column displays the five assessment items with the highest average score for the teacher's students, ordered by their sequence in the test.</p> <p>For each roster in the report, this column displays the average number of points that roster earned for each item.</p>


Column	Description
5 Items on Which Students Performed the Worst	When there are more than 10 items, this column displays the five assessment items with the lowest average score for the teacher's students, ordered by their sequence in the test. For each roster in the report, this column displays the average number of points that roster earned for each item.
[Reporting Category Name]*	Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns: <ul style="list-style-type: none"> Average Score: Sum of scores in the reporting category for all the students in the roster divided by the student count Performance Distribution: The percentage of students in the roster who performed at each performance level for the reporting category [Item Number]: Displays the roster's average scores for the individual items in the reporting category
*For assessments without reporting categories, this column is labeled "Total Items" and displays data for all the items on the assessment.	

Teacher Assessment Report: Performance by Student Table

The Performance by Student table of the Teacher Assessment Report displays a row of data for each of a teacher's students who completed the given assessment.

To access the Performance by Student Table:

- On the ***Dashboard*** for teachers, click  next to an assessment, and then click the **Performance by Student** tab.








Note: This Performance by Student table is similar to the Roster Assessment Report accessed from the School Assessment Report by clicking  next to a roster name. However, the Roster Assessment Report displays data only for a single roster.

Figure 14. Teacher Assessment Report: Performance by Student

Score, Performance and Points Earned on **Grade 8 Mathematics ICA** (Unassigned) of All Rosters, by Student and Reporting Category: DCAS Demo School A, 2018-2019
 Filtered by **Test Reasons:** All Test Reasons **Claim:** All Claim(s)


Student	Student ID	Total	Total	5 Items on which Students Performed the ...	5 Items on which Students Performed the ...	Communicating Reasoning	Communicating Reasoning
			Scale Score	Performance		Performance	Item 9, 11, 12
Max Points			2802	Level 4		Above Standard	1, 1, 1
Everyone			2401	100%		100%	0, 0, 0
 Last First	99996771062		2375	Level 1		At/Near Standard	0, 0, 0
 Student Demo	9999999014		2428	Level 1		At/Near Standard	0, 0, 0

Rows per page: 2 Items: of 1

[Table 6](#) describes the columns in the Performance by Student table. The actual columns that appear in the report may vary by test. If a column header displays  for an item, you can click the score links in this column to modify the item’s scores (see the section, [Modifying Scores for Machine-Scored Open-Ended Items](#)). When the confidence level for a machine-suggested score is low, a warning icon  displays in the cell for that score.

[Table 6](#) describes the columns in the Performance by Student table

Table 6. Overview of the Teacher Assessment Report: Performance by Student Table

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> • Max Points: Displays the maximum score possible for the whole assessment or individual reporting category • Everyone: Displays average data for all the teacher’s students who completed the assessment • [Student Name]: Displays data for that individual student <p>To access the Student Assessment Report for a student, click  next to the student name in this column.</p>
Column	Description
Student ID	Student’s unique identifier used for reporting purposes.
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Score: Student’s score for the whole assessment • Performance: Student’s performance level for the whole assessment
5 Items on Which Students Performed the Best	<p>Displays the five assessment items with the highest average score for the students shown, ordered by their sequence in the test.</p> <p>For each student in the report, this column displays the number of points that student earned for each item.</p>
5 Items on Which Students Performed the Worst	<p>Displays the five assessment items with the lowest average score for the students shown, ordered by their sequence in the test</p> <p>For each student in the report, this column displays the number of points that student earned for each item.</p>
[Reporting Category Name] *	<p>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Score: Student’s score for the reporting category • Performance: Student’s performance level for the reporting category • [Item Number]: Displays the individual items and student scores for the reporting category
*For assessments without reporting categories, this column is labeled “Total Items” and displays data for all the items on the assessment.	


About the School Assessment Report

The School Assessment Report consists of two tables:

- [Performance by Roster Table](#): This table provides information about how each roster in the school performed on the given assessment.
- [Performance by Student Table](#): This table provides information about how each student in the school performed on the given assessment.

School Assessment Report: Performance by Roster Table

The Performance by Roster table of the School Assessment Report displays a row of data for each roster in the school that completed the given assessment.



Note: If a student who completed the assessment is not associated with any rosters, that student's test data will appear in a row for Students Not in Any Roster. If a student belongs to multiple rosters, that student's data is used to calculate average scores for each roster, but it is only counted once when calculating the average scores for the school.

If you set your roster preferences to "Teacher Preferences," this table does not include data for any teachers who excluded the selected test from their own reports. For more information, see the section, [Updating Display Preferences](#).

To access the Performance by Roster table:



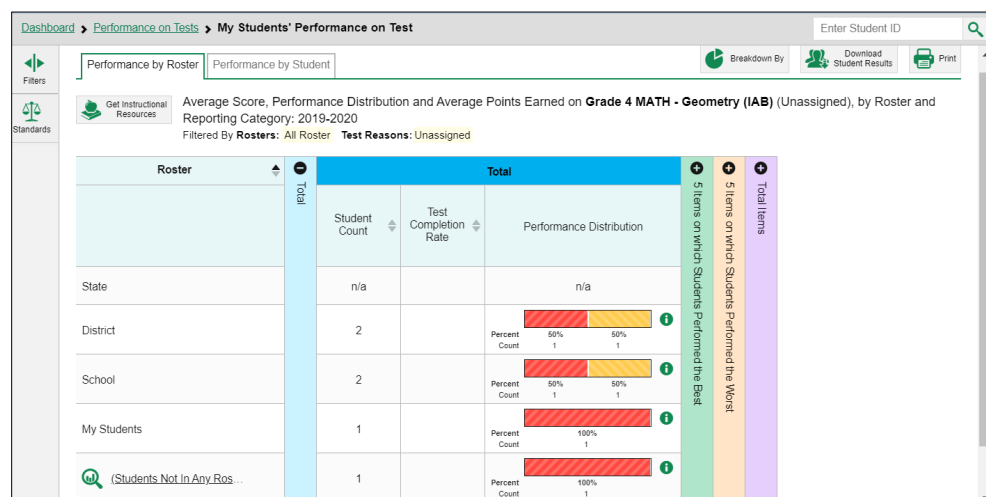

- On the **Dashboard** for school-level users, click  next to an assessment.
- Authorized users can access this report from the [District Assessment Report](#) by clicking  next to a school name.

Figure 15. School Assessment Report: Performance by Roster



[Table 7](#) describes the columns in the Performance by Roster Table. The actual columns that appear in the report may vary by test.

Table 7. Overview of the School Assessment Report: Performance by Roster Table

Column	Description
Roster	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> • Max Points: Displays the maximum score possible for the whole assessment or individual reporting category • Everyone: Displays average data for all of the rosters in the school of which students completed the assessment • [Roster Name]: Displays data for that individual roster <p>To access the Roster Assessment Report for a roster, click  next to the roster name in this column. The Roster Assessment Report is essentially the Teacher Assessment Report: Performance by Student Table filtered to a single roster.</p>
Teacher	Name of the teacher associated with the roster
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Student Count: Number of students in the roster who completed the assessment • Test Completion Rate: Percentage of students in the roster who completed the assessment • Average Score: Sum of assessment scores for all the students in the roster divided by the student count • Performance Distribution: Percentage of students in the roster who performed at each performance level
5 Items on Which Students Performed the Best	<p>When there are more than 10 items, this column displays the five assessment items with the highest average score for the school, ordered by their sequence in the test.</p> <p>For each roster in the report, this column displays the average number of points that roster earned for each item.</p>
5 Items on Which Students Performed the Worst	<p>When there are more than 10 items, this column displays the five assessment items with the lowest average score for the school, ordered by their sequence in the test.</p> <p>For each roster in the report, this column displays the average number of points that roster earned for each item.</p>
[Reporting Category Name]*	<p>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Average Score: Sum of scores in the reporting category for all the students in the roster divided by the student count • Performance Distribution: Percentage of students in the roster who performed at each performance level for the reporting category • [Item Number]: Displays the roster's average scores for the individual items in the reporting category
*For assessments without reporting categories, this column is labeled "Total Items" and displays data for all the items on the assessment.	

School Assessment Report: Performance by Student Table

The Performance by Student table of the School Assessment Report displays a row of data for each student in your school that completed the given assessment.

To access the Performance by Student Table:



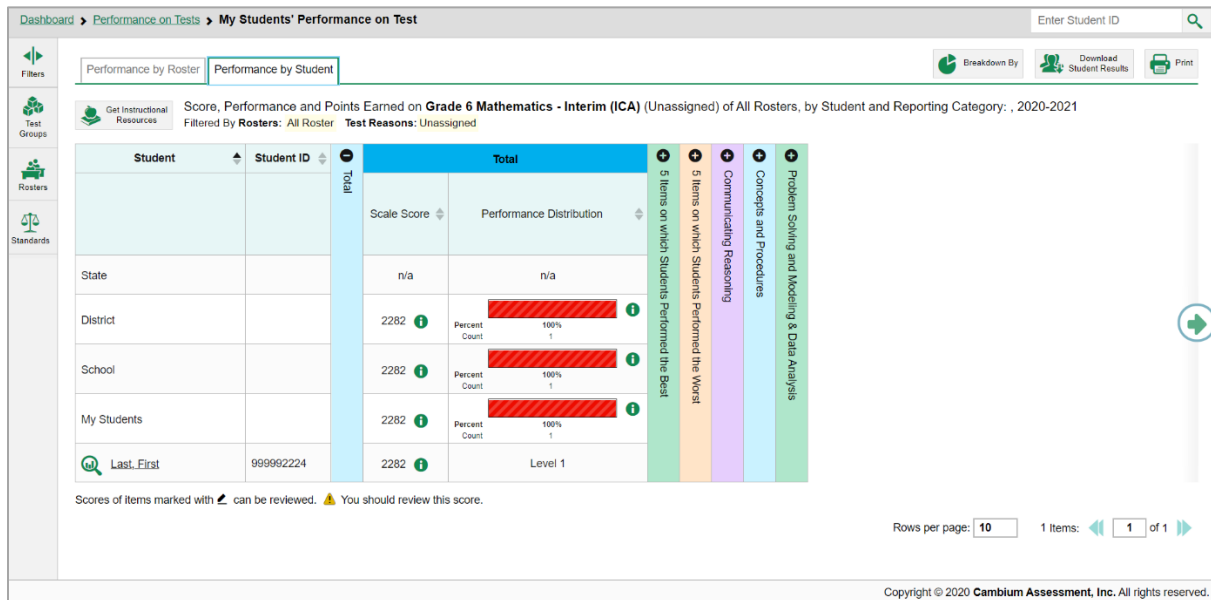
- Starting from the dashboard that appears when you log in, click a test group name (or beside it). On the **Dashboard** for school-level users, click  next to an assessment, and then click the **Performance by Student** tab.
- Authorized users can access this report from the [District Assessment Report](#) by clicking  next to a school name and then clicking the **Performance by Student** tab.

Figure 16. School Assessment Report: Performance by Student





[Table 8](#) describes the columns in the Performance by Student Table. The actual columns that appear in the report may vary by test. If a column header displays  for an item, you can click the score links in this column to modify the item's scores (see the section, [Modifying Scores for Machine-Scored Open-Ended Items](#)). When the confidence level for a machine-suggested score is low, a warning icon  displays in the cell for that score.

Table 8. Overview of the School Assessment Report: Performance by Student Table

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> • Max Points: Displays the maximum score possible for the whole assessment or individual reporting category • Everyone: Displays average data for all the students in the school who completed the assessment • [Student Name]: Displays data for that individual student
Student ID	Student's unique identifier used for reporting purposes
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Score: Student's score for the whole assessment • Performance: Student's performance level for the whole assessment
5 Items on Which Students Performed the Best	<p>Displays the five assessment items with the highest average score for the school, ordered by their sequence in the test.</p> <p>For each student in the report, this column displays the number of points that student earned for each item.</p>
5 Items on Which Students Performed the Worst	<p>Displays the five assessment items with the lowest average score for the school, ordered by their sequence in the test.</p> <p>For each student in the report, this column displays the number of points that student earned for each item.</p>
[Reporting Category Name]*	<p>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Score: Student's score for the reporting category • Performance: Student's performance level for the reporting category • [Item Number]: Displays the student's scores for the individual items in the reporting category

About the District Assessment Report

The District Assessment Report displays a row of data for each school in the district that completed the given assessment. Each school report can be detailed by clicking on the magnifying glass on left on the school name.

To access the District Assessment Report:


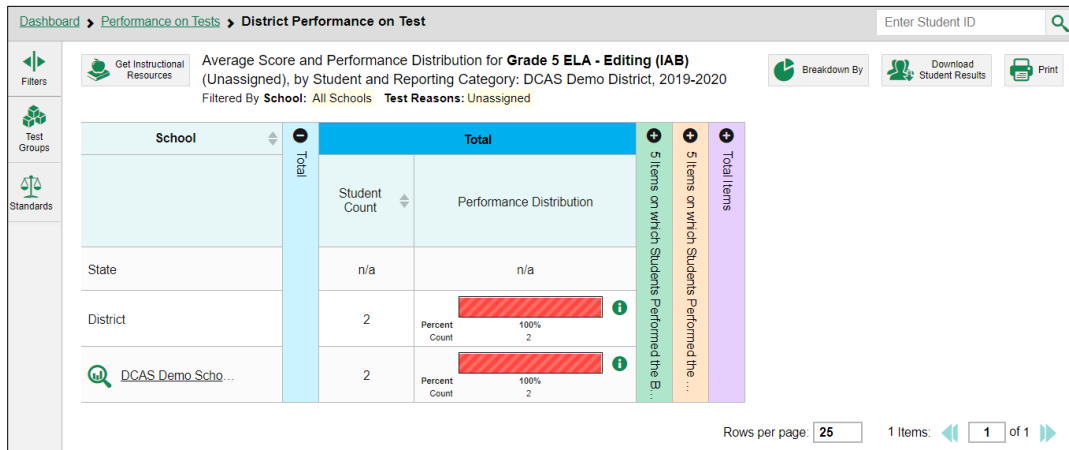

- On the ***Dashboard*** for district-level users, click  next to an assessment.

Figure 17. District Assessment Report



[Table 9](#) describes the columns in the District Assessment Report. The actual columns that appear in the report may vary by test.

Table 9. Overview of the District Assessment Report

Column	Description
School	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> Max Points: Displays the maximum score possible for the whole assessment or individual reporting category All Schools: Displays average data for all the schools in your district who administered the assessment [School Name]: Displays data for that individual school <p>To access the School Assessment Report, click  next to a school name in this column.</p>
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> Student Count: Number of students in the school who completed the assessment Average Score: Sum of assessment scores for all the students in the school divided by the student count Performance Distribution: Percentage of students in the school who performed at each performance level
[Reporting Category Name]*	<p>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> Average Score: Sum of scores in that reporting category for all the students in the school divided by the student count Performance Distribution: Percentage of students in the school who performed at each performance level for that reporting category
<p>*For assessments without reporting categories, this column is labeled "Total Items" and displays data for all the items on the assessment.</p>	

Overview of Longitudinal Reports

Longitudinal Reports show how the students in an Assessment Report performed on related assessments over time. This report is only available when the students in an Assessment Report have completed at least one other related assessment.

DeSSA determines which assessments are related to each other. Usually, related assessments have the same test type and subject (for example, ELA Informational Reading).

Longitudinal Reports show only data for the group of common students who completed all the related assessments included in the report. Any students from the original Assessment Report who did not complete all related assessments are excluded from the Longitudinal Report.

You can specify which related tests to include in a Longitudinal Report. Changing the selected tests may affect how many students are included in the common student group used to calculate the data in the report.

To open a Longitudinal Report:



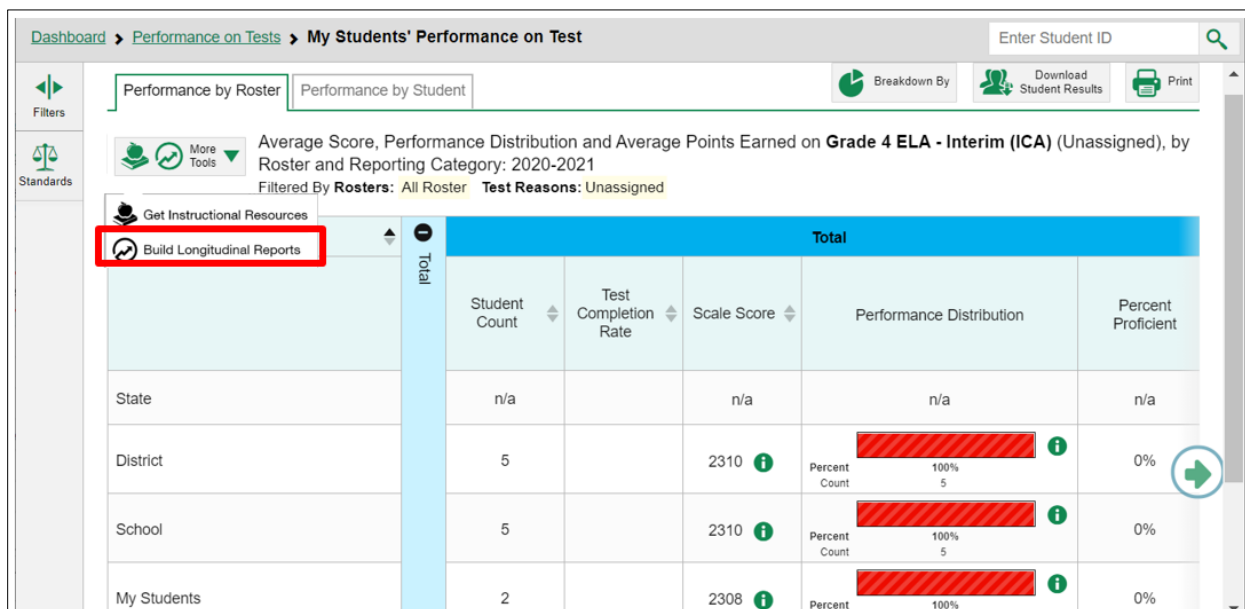
1. Click the **Build Longitudinal Reports** button  in the upper-left corner of an Assessment Report (either directly on the page or within a **More Tools** context menu , depending on whether additional assessment resources are available).

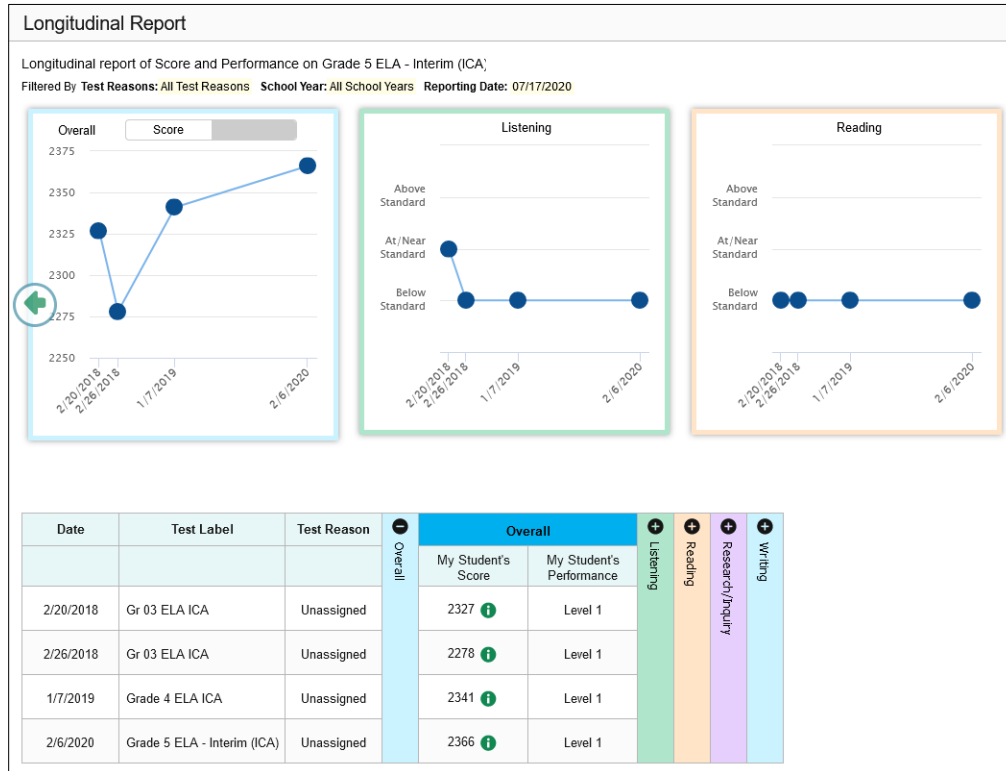
Figure 18. School Performance on Test Report



Note: If the report also includes additional information resources, such as a Tools for Teachers Connections playlist or answer key documents, the link to the Longitudinal Report will appear in a context menu.

In most cases, the Longitudinal Report appears immediately.

Figure 19. Longitudinal Report Window: Report for a Single Student



- Performance level data are shown either the same way or, for multiple students, in performance distribution bars.
- If you're a teacher and the test results you're looking at are for multiple students, a report options page appears.
 - The report options page lists columns for each related test completed by students in the report. The columns display checkmarks to indicate which students completed each test.
 - If students completed the same tests with separate test reasons (categories of tests), a column appears for each test reason.

Figure 20. Longitudinal Report Window: Report Options Page

Longitudinal Report

Generate Report

Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below).

Students Selected: 2

Test	Summative ELA/Literacy Grade 4	Summative ELA/Literacy Grade 3
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Spring 2020	<input checked="" type="checkbox"/> Spring 2019
Demo, Student A. (9999900001)	✓	✓
Demo, Student B. (9999900002)	✓	✓
Demo, Student C. (9999900003)	✓	
Demo, Student D. (9999900004)	✓	
Demo, Student E. (9999900005)	✓	
Demo, Student F. (9999900006)	✓	
Demo, Student G. (9999900007)	✓	
Demo, Student H. (9999900008)	✓	
Demo, Student I. (9999900009)	✓	

- Mark the checkbox for each test and test reason you wish to include. Note that only tests taken by all the students will be included in the report. Click **Generate Report** to view the Longitudinal Report.
- The **Students Selection** will include the number of students in the report as well as the **Tests** and **Test Reason** with checkboxes. The highlighted students with checkmarks indicate that these students have taken the selected tests.

If the Assessment Report is for a particular student, the **Longitudinal Report** window appears. If the report is for multiple students, the **Report Options** window appears, in which case you should complete steps [–a](#). This window lists columns for each related test completed by students in the report. The columns display checkmarks to indicate which students completed each test. If students completed the same tests with separate test reasons, a sub-column appears for each test reason.

Report Options Window

Longitudinal Report

Generate Report

Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below).

Students Selected: 3

Test	INTERIM: Grade 4 MATH ICA		ICA MATH Grade 3	
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Test two	<input type="checkbox"/> Unassigned	<input checked="" type="checkbox"/> Test two	<input checked="" type="checkbox"/> Unassigned
Demo Student A	✓	✓	✓	✓
Demo Student B	✓	✓	✓	✓
Demo Student C	✓		✓	✓

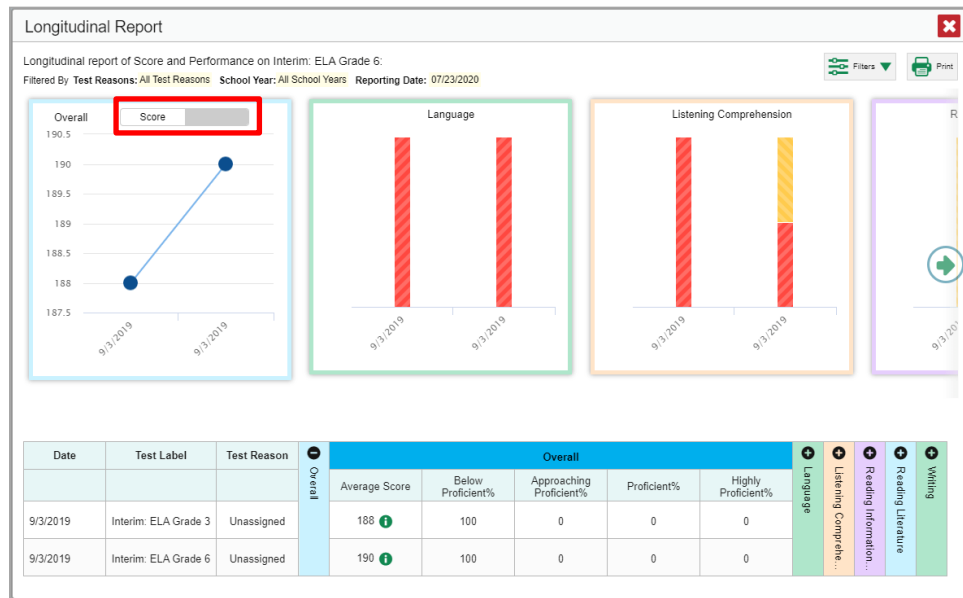
Select which tests you wish to include in the report:

- Mark the checkbox for each test you wish to include.
- To include all available tests, mark the **Test Reason** checkbox in the first column.
- a. Click **Generate Report**. The Longitudinal Report appears, showing data for the students who completed every test you chose to include.
 - *Optional:* To modify the included tests, click **Report Options** and repeat steps [–a](#).

Layout of Longitudinal Reports

Longitudinal Reports display a table at the bottom of the window and one or more graphs above it. Score data are plotted along a line with the dates on the x-axis and the scores on the y-axis. A slope inclining upwards indicates improvement, a slope downward indicates a decline in performance, and a flat line shows that performance has remained roughly the same.

Figure 21. Longitudinal Report Window: Report for Multiple Students with Multiple Topics



Mouse over the points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, look at the **Overall** section.

The table includes a row for each related assessment (including that of the original Assessment Report). Assessments are listed chronologically by their earliest completed opportunities.

Note: If the students in the report completed the same assessment with separate test reasons, a separate row is provided for each test reason.

The first graph and first panel of data in the table provide the overall performance information for the related assessments. Each additional graph and table panel provide the performance information for an individual reporting category in those assessments.

The appearance of the table and graphs in a Longitudinal Report depends on whether the report includes data for a group of students or an individual student.

For individual students, both score and performance data are depicted as a line graph. For student groups, score data are depicted as a line graph, while performance level data are depicted as a bar graph.

Each point or bar on a graph represents a row from the table. If an assessment uses both score and performance level data, a toggle button allows you to switch between the data displayed in the overall graph legend.

[Table 10](#) describes the columns in the Longitudinal Report table for an individual student.

Table 10. Overview of the Longitudinal Report Table for an Individual Student

Column	Description
Date	Date on which the student completed the assessment
Test Label	Name of the assessment
Test Reason	Testing category assigned to the test opportunity
Overall	Displays student performance data for the entire assessment. This column consists of multiple sub-columns: <ul style="list-style-type: none"> • Student's Score: Student's score for the whole assessment • Student's Performance: Student's performance level for the whole assessment
[Reporting Category Name]	Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns: <ul style="list-style-type: none"> • Student's Score: Student's score for the reporting category • Student's Performance: Student's performance level for the reporting category

[Table 11](#) describes the columns in the Longitudinal Report table for a group of students.

Table 11. Overview of the Longitudinal Report Table for a Student Group

Column	Description
Date	The earliest date on which an opportunity of the assessment was completed
Test Label	Name of the assessment
Test Reason	Testing category assigned to the test opportunity
Overall	Displays student performance data for the entire assessment. This column consists of multiple sub-columns: <ul style="list-style-type: none"> • Average Score: Sum of assessment scores for all the students in the common student group divided by the student count • [Performance Level]: Percentage of students in the student group who performed at that performance level. A sub-column appears for each performance level in the assessment.
[Reporting Category Name]	Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns: <ul style="list-style-type: none"> • Average Score: Sum of scores in the reporting category for all the students in the common student group divided by the student count • [Performance Level]: Percentage of students in the common student group who performed at that performance level for the reporting category. A sub-column appears for each performance level in the reporting category.

About the Student Portfolio Report

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for interim tests that were administered multiple times throughout the year.

To access the Student Portfolio Report:


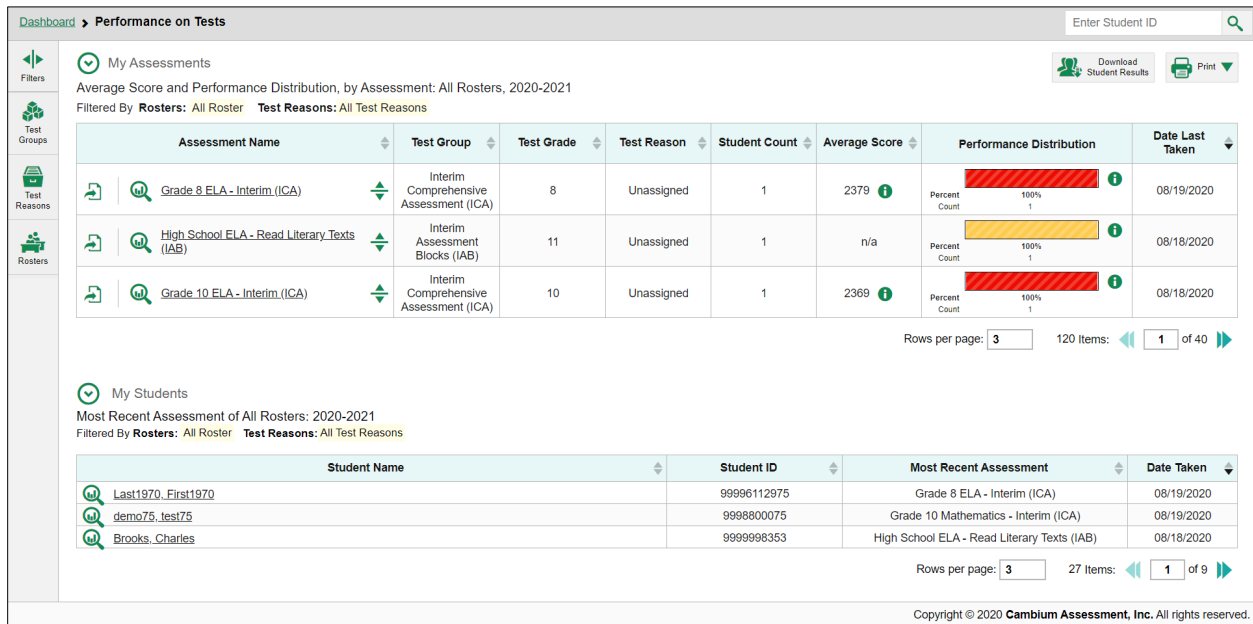






Enter the student's SSID in the search field in the upper-right corner and click  (see [Figure 21](#)). The Student Portfolio Report appears.

Figure 22. Teacher View: Dashboard






Dashboard > Performance on Tests Enter Student ID

My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021
Filtered By **Rosters:** All Roster **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
 Grade 8 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	8	Unassigned	1	2379	 Percent Count 100% 1	08/19/2020
 High School ELA - Read Literary Texts (IAB)	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	 Percent Count 100% 1	08/18/2020
 Grade 10 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	10	Unassigned	1	2369	 Percent Count 100% 1	08/18/2020

Rows per page: 3 120 Items: 1 of 40

My Students
Most Recent Assessment of All Rosters: 2020-2021
Filtered By **Rosters:** All Roster **Test Reasons:** All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
 Last1970_First1970	99996112975	Grade 8 ELA - Interim (ICA)	08/19/2020
 demo75_test75	9998800075	Grade 10 Mathematics - Interim (ICA)	08/19/2020
 Brooks_Charles	9999998353	High School ELA - Read Literary Texts (IAB)	08/18/2020

Rows per page: 3 27 Items: 1 of 9

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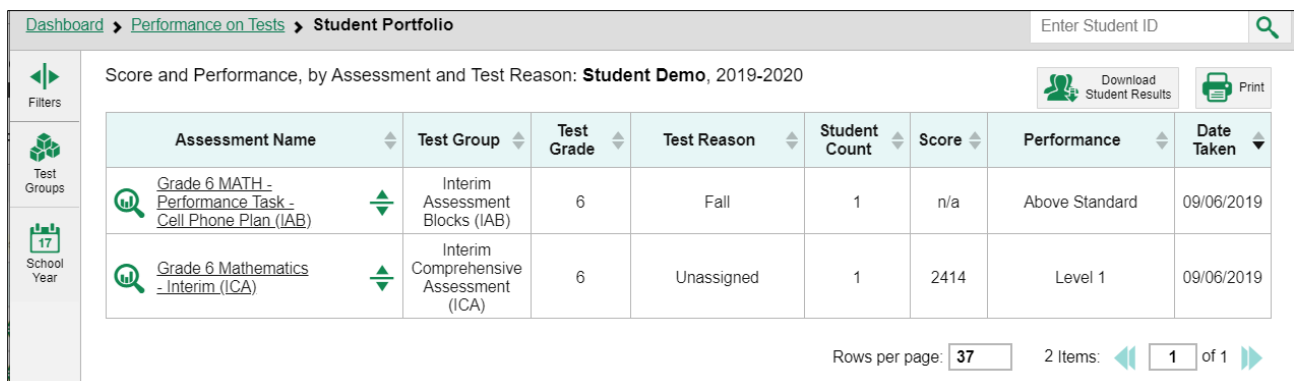


Teachers can also access this report from the dashboard by going to the My Students table below the main assessments table and clicking a student's name (or  beside it).

Figure 23. Student Portfolio Report



Dashboard > Performance on Tests > Student Portfolio Enter Student ID


Score and Performance, by Assessment and Test Reason: **Student Demo, 2019-2020**

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
 Grade 6 MATH - Performance Task - Cell Phone Plan (IAB)	Interim Assessment Blocks (IAB)	6	Fall	1	n/a	Above Standard	09/06/2019
 Grade 6 Mathematics - Interim (ICA)	Interim Comprehensive Assessment (ICA)	6	Unassigned	1	2414	Level 1	09/06/2019

Rows per page: 37 2 Items: 1 of 1

[Table 12](#) provides an overview of the columns in the Student Portfolio Report.

Table 12. Overview of the Student Portfolio Report

Column	Description
Assessment Name	Name of the test. To access the Student Assessment Report for an assessment, click  in this column.
Test Reason	Testing category assigned to the test opportunity
My Student's Score	Individual student's score for the assessment
Average Score of My Students	Sum of assessment scores for all the teacher's students divided by the number of students in that group
My Student's Performance	Individual student's performance level for the assessment
Performance Distribution of My Students	Percentage of the teacher's students who performed at each performance level
Date Last Taken	Date on which the student most recently completed this assessment

Section IV. Entering or Modifying Item Scores

Centralized Reporting allows authorized users to enter or modify scores for two types of test items:

- **Machine-Scored Items:** These are open-ended ELA or Math items with written responses that typically require handscoring but arrive in Centralized Reporting with automated scores suggested by the machine-scoring system. For more information, see [Modifying Scores for Machine-Scored Open-Ended Items](#).
- **Unscored Items:** These are items that require handscoring and arrive in Centralized Reporting without any suggested scores. For more information, see [Entering Scores for Unscored Items](#).

Modifying Scores for Machine-Scored Open-Ended Items


You can modify the scores suggested for machine-scored open-ended items directly from the **Item View** window on available Assessment Reports. A test's Assessment Reports display  in the column headers for each item with editable scores (see Figure 23).

Figure 24. Assessment Report with Editable Item Scores


Get Instructional Resources

Average Score, Performance Distribution and Average Points Earned on **Grade 6 ELA - Write and Revise Narratives (FIAB)** (Unassigned), by Roster and Reporting Category: 2020-2021

Filtered By **Rosters:** All Roster **Test Reasons:** Unassigned

Student	Student ID	Total	Total	Total Items	Total Items					
			Performance		Item Numbers and Points Earned					
					1	2	3	4	5	6
Max Points			Above Standard		2	2	2	2	2	2
Everyone			<div> <div></div> <div>33%</div> <div>67%</div> </div>	1.33	1.67	1.5	1.5	2	2	
Bryant, Eric	9999998183		Above Standard		1	1	1	1	2	2
Lastname16_Firstnam...	9998000016		At/Near Standard		1	2	n/a	n/a	n/a	n/a
Lastname5_Firstname5	9998000005		Above Standard		2	2	2	2	2	2



Alert: Each machine-suggested score has an associated confidence level. When the confidence level for a machine-suggested score is low, a warning icon  displays in the cell for that score. A user review is highly recommended for item scores with low confidence.

To review and modify machine-suggested scores:

1. On an Assessment Report with machine-scored items, click the item score link in the student's row of the report. The **Item View** window opens.

- On the **Rubric & Resources** tab, review the item's rubric and available resources, if necessary.

Figure 25. Item View Window: Rubric & Resources Tab

Grade 6 ELA - Interim (ICA)

Item 35 | Item 42 - Currently Showing

Current Item : 42 | Item & Score | **Rubric & Resources**

Details

Topic: Writing

Content Alignment

Claim: Write Effectively - Students can produce effective and well-grounded writing for a range of purposes and audiences.
 Assessment Target: COMPOSE FULL TEXTS: Write full arguments about topics or texts, attending to purpose and audience: establish and support a claim, organize and cite supporting (text) evidence from credible sources, and provide a conclusion
 Standard: Write arguments to support claims with clear reasons and relevant evidence. A) Introduce claim(s) and organize the reasons and evidence clearly.

Resources

Resource	Description
Exemplars	A collection of scored student examples for teachers to practice scoring student responses.
Training Guide	This document contains information on how to score items on the interims.

Rubric

4 points

Organization/Purpose: The response has a clear and effective organizational structure, creating a sense of unity and completeness. The organization is fully sustained between and within paragraphs. The response is consistently and purposefully focused:
 ...claim is introduced, clearly communicated, and the focus is strongly maintained for the purpose and audience.



- On the **Item & Score** tab, review the student's entered response and click  in the Scoring Criteria table at the top of the window.

Figure 26. Item View: Scoring Criteria Table

Grade 6 ELA - Performance Task (ICA)

Student: Student, Demo

Current Item : 1 | Score : 2 / 2 | Item & Score | Rubric & Resources

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	2	

student setting(s)
ON

Student Directions

Multivitamins: Good or Bad? Argumentative Performance Task



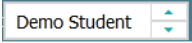
Task:
 Your school's health club, which promotes healthful activities and habits, is creating a web page that helps students eat a healthful diet. You want to know more about how to be as healthy as possible. Some of your

1

Explain the benefits some people experience from vitamin supplements. Provide **two** details from different sources to support your answer. Identify the source of each detail by title or number.

654

- Do one of the following:
 - To enter a score for the response, manually enter a numerical score in the *Score* field. The score cannot exceed the value in the Points column.
 - To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list. For more information about condition codes, see [Appendix B](#).

5. If the item consists of multiple scoring criteria, repeat step [4](#) for each criterion.
6. Click **Save Score**. Any average scores or performance distributions on the Assessment Report update automatically when you close the **Item View** window.
7. To continue modifying scores, do one of the following:
 - a. To view another item for the same student, use the buttons   labeled with the previous and next item numbers at the upper corners of the **Item View** window. To view the same item for another student, use the up or down arrow buttons on the right side of the *Student* field  at the top of the **Item View** window.

The performance data in the test results update automatically when you close the **Item View** window.

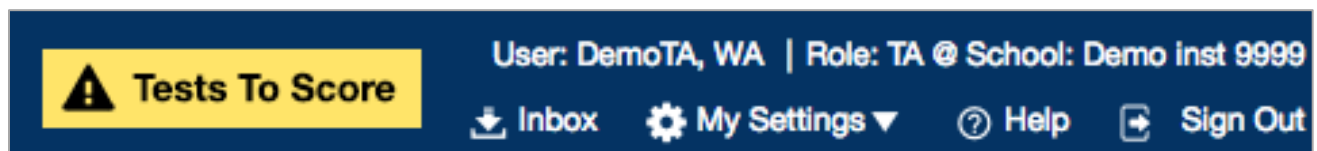
For more information about navigating the **Item View** window, see the section, [Viewing Items in Reports](#).

Entering Scores for Unscored Items

If a test in Centralized Reporting contains unscored items, its performance data is excluded from your **Dashboard** and Assessment Reports until you or another user enter scores for all the unscored items in at least one opportunity of that test.

When you have tests awaiting item scoring, a **Tests to Score** notification appears in the banner (see [Figure 27](#)).

Figure 27. Tests to Score Notification



Clicking the **Tests to Score** notification opens the **Scoring Mode** window (see Figure 28), where you can enter scores for unscored items.

To enter scores for unscored items:







1. In the banner, click **Tests to Score**. The **Scoring Mode Dashboard** window opens, displaying a list of tests with unscored items.

Figure 28. Scoring Mode Window: Dashboard

Scoring Mode

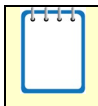
Dashboard

Assessments to score for All Rosters, 2018-2019
 Filtered by Rosters: All Rosters Test Reasons: All Test Reasons

Assessment Name	Test Reason	Student Count	Item To Score	Date Last Taken
 INTERIM: G5-ELA-ICA-PT	Unassigned	1	0	07/03/2019
 INTERIM: G5-ELA-ICA-CAT	Unassigned	1	0	07/03/2019
 INTERIM: G3-ELA-ICA-PT	Unassigned	1	2	07/03/2019
 INTERIM: G3-Math-IAB-PTOrdFrm	Unassigned	1	0	07/03/2019
 INTERIM: G3-ELA-IAB-BriefWrit	Unassigned	1	0	07/03/2019
 INTERIM: INTERIM: G3-Math-ICA-PT	Unassigned	1	4	07/03/2019

Rows per page: 6 Items: ◀ of 1 ▶

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Note: The table on the **Scoring Mode Dashboard** indicates how many test opportunities and unscored items are available for each test. You can filter and navigate this table just like the Assessments table on your **Dashboard**.


- Click  next to the name of the test you wish to score. The **Test Scoring** page appears, displaying a list of students and items awaiting scoring for the selected test.

Figure 29. Scoring Mode Window: Test Scoring Page

Scoring Mode

Dashboard > **Test Scoring**

Grade 9 ELA - Interim Assessment (ICA) (Unassigned) to score for
 Demoschool, 2021-2022
 Filtered By Rosters: All Roster | Test Reasons: Unassigned |

Student	Student ID	Item To Score
		Item Numbers
		14
Max Points		2
Last873, First873	9999800879	Score

Rows per page: 1 Items: ◀ of 1 ▶

- To enter scores for an item, click the **Score** link for the required item in the required student's row. The **Item View** window opens (see [Figure 30](#)).

Figure 30. Item View: Scoring Criteria Table

Grade 9 ELA - Interim Assessment (ICA)

Student: Last873, First873

Current Item: 14 Score: Score /2 Condition Code: None

Item & Score Rubric & Resources

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	2	None

Save Cancel

student setting(s) ON

4. In the **Rubric & Resources** tab, review the item's rubric and available resources, if necessary.

Figure 31. Item View: Rubric & Resources Tab

Grade 9 ELA - Interim Assessment (ICA)

Student: Last873, First873

Current Item: 14 Score: Score /2 Condition Code: None

Item & Score Rubric & Resources

Details

Topic	Item Difficulty	Content Alignment
	Difficult	<p>Claim: 1-LT: Read Analytically: Literary Text - Students can read closely and analytically to comprehend a range of increasingly complex literary and informational texts.</p> <p>Assessment Target: 1-LT 4-11: REASONING & EVALUATION: Apply reasoning and a range of textual evidence to justify inferences or judgments made (development of universal themes, characters; impact of point of view or discourse style (e.g., dramatic irony, humor, satire, understatement) on plot/subplot development)</p> <p>Standard: 1-LT 4-11 11-12.RL.3: Analyze the impact of the author's choices regarding how to develop and relate elements of a story or drama (e.g., where a story is set, how the action is ordered, how the characters are introduced and developed).</p>

Rubric

5. In the **Item & Score** tab (see [Figure 32. Item View: Item & Score Tab](#)), click the edit button in the Scoring Criteria table at the top of the window.
6. Review the student's entered response and do one of the following:
 - a. To enter a score, select the appropriate score from the **Points Earned** drop-down list.
 - b. To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list.

Figure 32. Item View: Item & Score Tab

Grade 9 ELA - Interim Assessment (ICA)

Student: Last873, First873



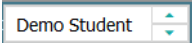
Current Item: 14 Score: Score /2 Condition Code: None

Item & Score Rubric & Resources

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	2	None

Save Cancel

student setting(s) ON

7. If the item consists of multiple scoring criteria, repeat step 6 for each criterion.
8. Click **Save**.
9. To continue scoring items, do one of the following:
 - a. To view another unscored item for the same student, use the buttons   labeled with the previous and next item numbers at the upper corners of the **Item View** window.
 - b. To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field  at the top of the window.
 - c. To return to the **Scoring Mode** window and select another item manually, close the **Item View** window.

After you enter scores for all the unscored opportunities of a test, that test is removed from the **Scoring Mode** window. You can still modify the item scores on that test directly from the reports by following the procedure in the next section.

Note that for some items, two Scoring Criteria tables appear, with the top one having modifiable scores and the bottom one displaying transformed scores. When you modify a score, the new scores are automatically transformed, and the transformed scores automatically appear in reports. You will need to refresh or navigate away from the item or the report before you can view the transformed scores, and there may be a delay before they appear.

Assigning Unscored Test Opportunities

Users can only score test opportunities for their associated students. The students associated with you depend on your user role:

- For teachers, your associated students may include the following:
 - All the students who are members of your rosters.
 - All the students who have completed an assessment in your test sessions.
- For school-level users, your associated students are all the students who have completed assessments in your school.
- For district-level users, your associated students are all the students who have completed assessments in your district.

If a TA needs to be able to score a test opportunity for a student they are not currently associated with, they should create a roster which includes all the students that they need to score test opportunities for.

Section V. Working with Report Tables

This section provides instructions for customizing report tables, viewing items in report tables, and accessing additional report information.

Customizing Report Tables

This section provides instructions for customizing the structure and appearance of report tables in Centralized Reporting.

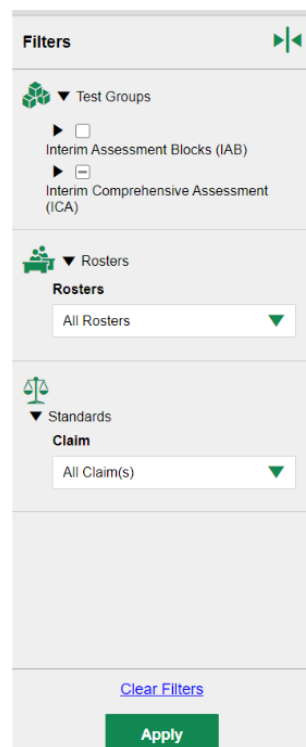
Filtering Tables

A **Filters** menu appears in the upper-right corner of the **Dashboard** and each report page in Centralized Reporting. The options available in the **Filters** menu depend on which report you are currently viewing.

To apply filters to a report:

1. Click the **Filters** expand button  menu above the report.

Figure 33. Filters Panel



The screenshot shows the 'Filters' panel with a title bar containing the word 'Filters' and a collapse/expand icon. The panel is divided into three main sections: 'Test Groups', 'Rosters', and 'Standards'. The 'Test Groups' section has a dropdown arrow and two options: 'Interim Assessment Blocks (IAB)' and 'Interim Comprehensive Assessment (ICA)'. The 'Rosters' section has a dropdown arrow, the label 'Rosters', and a dropdown menu currently showing 'All Rosters'. The 'Standards' section has a dropdown arrow, the label 'Standards', and a dropdown menu currently showing 'All Claim(s)'. At the bottom of the panel, there is a 'Clear Filters' link and a green 'Apply' button.

2. Select the required options from the available filter drop-down lists.
3. Click **Apply**. The affected report updates to reflect the data in the selected filters. When filters are applied to a report, a row of filter details appears below the table header for that report.

4. *Optional:* To remove the applied filters, open the **Filters** menu and click **Clear Filters**.



Note: When you select an option from the **Filters** menu, the selected filter affects the data for all the reports and tables accessible from the page on which you set the filter.


For example, if you filter a Teacher Assessment Report by a particular standard, and then navigate directly to the Student Assessment Report for a student listed in the table, the Student Assessment Report is also filtered by the selected standard.

[Table 13](#) provides an overview of the filters available in Centralized Reporting.


Table 13. Overview of Centralized Reporting Filters

Filter Option	Filter Options	Available Reports
Roster	<ul style="list-style-type: none"> • All Rosters: Sets reports to display data for all students in your rosters and test sessions • My Proctored Students: Sets reports to display data only for students who were in your test sessions • [Roster Name]: Sets reports to display data only for the specified roster. This drop-down list includes a filter option for each roster associated with you. 	<ul style="list-style-type: none"> • Teacher Dashboard
Test Reason	<ul style="list-style-type: none"> • All Test Reasons: Sets reports to include assessments for every test reason • [Test Reason]: Sets reports to only include assessments associated with the selected test reason 	<ul style="list-style-type: none"> • Teacher Dashboard • School Dashboard • District Dashboard • Longitudinal Reports
Standards	<ul style="list-style-type: none"> • All Standards: Sets reports to include items for every standard • [Standard Category]: Sets reports to include only items aligned with standards in the selected category • [Standard]: Sets reports to include only items aligned with the selected standard <p>To filter reports by a specific standard, you must first select the category and sub-categories that the standard belongs to.</p> <p>The available standards and categories depend on the assessment.</p>	<ul style="list-style-type: none"> • School Assessment Report • Teacher Assessment Report • Student Assessment Report
School Year	<ul style="list-style-type: none"> • All School Years: Sets reports to include assessments from all available school years • [School Year]: Sets reports to only include assessments completed during the selected school year 	<ul style="list-style-type: none"> • Student Portfolio Report • Longitudinal Reports

Sorting Tables

Some tables allow you to sort the data by various columns. Sortable columns display a set of arrows  in the column header.


To sort a table:

1. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker when the column is sorted in ascending order.
2. To sort by descending order, click the column header again. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.

Customizing Table Rows

You can specify the number of rows each table displays at a time.



To specify the number of rows displayed:

1. In the *Rows per page* field below a table [i.e., *Rows per page:* ], enter the number of rows you want the table to display per page. Your specifications persist for each table.
2. You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

Navigating to Additional Rows and Columns



If a table has more rows than can be displayed on a single page, the table data will be paginated. The number in the lower-right corner of a table indicates how many rows are in the table. The buttons to the right of this number allow you to navigate to additional rows.

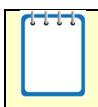
To view additional table rows:



- To move to the next page in a table, click  below the table.
- To move to the previous page in a table, click  below the table.
- To jump to a specific table page, enter the page number in the table navigation field .

If a table has more columns than can be displayed on a single page, a set of arrow buttons appears on the table margins.

To view additional table columns:

- To scroll the table to the right, click  on the right side of the table.
- To scroll the table to the left, click  on the left side of the table.



Note: If a table contains collapsible columns, you can also click  and  in the column headers to manage how many columns appear expanded at a time.

Viewing Items in Reports

Any report table that displays scores for individual items also allows you to view the items as they appear in the assessment. You can view items in a blank state or with a student's entered response. Item view is available for the following reports:

- [Teacher Assessment Report](#)
- [Student Assessment Report](#)
- [School Assessment Report](#)



Note: Adaptive tests do not allow for item view. For adaptive tests, only reporting categories will be shown in aggregate.

To view an item:

1. Click an item link in the report table:

- To view an item in a blank state, click the item link in the first row of the table.
- To view an item with the student's response, click the item link in the student's row of the report.

The item view opens in a pop-up window.

2. To navigate to other items from the **Item View** window:




- To view the previous test item for the selected student or roster, click the left arrow button  in the upper-left corner.
- To view the next test item for the selected student or roster, click the right arrow button  in the upper-right corner.
- To view another student's response for the current item, click the arrows beside the **Student** field  at the top of the window.

Figure 34. Item View Window: Item & Score

Sample Assessment: English Language Arts

Item 2 Student: Demo, Demo Item 4

Current Item: 3 Score: 2/2

Item & Score Rubric & Resources

Scoring Assertion	Outcome
1. The student correctly identified a synonym of the word.	✓
2. The student correctly identified an antonym of the word.	✓

student setting(s)
ON

3

Choose the best synonym for "avaricious."

(A) hungry
(B) greedy
(C) vicious



Note: The Performance by Roster table of the School Assessment Report only allows you to view items in a blank state.

About the Item View Window

The **Item View** window consists of an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item's number, score, and confidence level (for machine-scored writing items only).

The **Item & Score** tab includes the following section

- **Scoring Criteria:** When an item has multiple scoring dimensions, the Scoring Criteria table appears, listing the name, maximum points, points earned, and any selected condition codes for each scoring dimension. This table also allows you to modify scores for items with editable scores. For more information, see the section, [Entering or Modifying Item Scores](#).

Figure 35. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table

Module: Writing Grade 8 Argumentative-B

Student: Gzde, Upez

Current Item: 1 Score: 3/10

Item & Score Rubric & Resources

Scoring Criteria	Max Points	Points Earned	Condition Code
EDITING/CONVENTIONS	2	0	None
EVIDENCE/ELABORATION	4	1	None
STATEMENT OF PURPOSE/FOCUS & ORGANIZATION	4	2	None

student setting(s)
ON

2

Read the opening passage of the novel *Jacob's Room*, by Virginia Woolf, below, and write a paragraph explaining how the opening sets the tone for the rest of the book.

"So of course," wrote Betty Flanders, pressing her heels rather deeper in the sand, "there was nothing for it but to leave."

Slowly welling from the point of her gold nib, pale blue ink dissolved the

Scoring Assertion: When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome.

Figure 36. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table

Sample Assessment: English Language Arts

Item 2 Student: Demo, Demo Item 4

Current Item: 3 Score: 2/2

Item & Score Rubric & Resources

Scoring Assertion	Outcome
1. The student correctly identified a synonym of the word.	✓
2. The student correctly identified an antonym of the word.	✓

student setting(s)
ON

3

Choose the best synonym for "avaricious."

Ⓐ hungry

Ⓑ greedy

Ⓒ vicious

- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.

- If the student tested with visual test settings (such as larger font size), you can use the toggle in the upper-right corner of this section to show or hide the student's settings in the item view. For more information, see the section, [Set Student Settings Display](#)



Note: If you toggle test settings on or off from the **Item View** window, it does not change your student settings preferences selected from the **My Settings** drop-down list.




The **Rubric & Resources** tab includes the following sections, which you can expand and collapse by clicking  and , respectively.

Figure 37. Item View Window: Rubric & Resources


Module: Math Grade 3 - Measurement Data and Geometry A


Item 2 Student: Demo, Demoo Item 4

Current Item: 3 Score: 2/2 Item & Score Rubric & Resources

 Details

Topic	Module: Math Grade 3 - Measurement Data and Geometry A	Content Alignment	Domain: Measurement, Data, and Geometry Cluster: Solve problems involving measurement and estimation of intervals of time, liquid volumes, and masses of objects. Standard: Tell and write time to the nearest minute and measure time intervals in minutes. Solve word problems involving addition and subtraction of time intervals in minutes (e.g., by representing the problem on a number line diagram).
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 Rubric

 Frequency Distribution of Student Responses

	Points Earned		
	0	1	2
# of Student Responses for My School	1	0	1

- **Details:** Provides the following information:
 - **Topic:** Reporting Category to which the item belongs
 - **Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult
 - **Content Alignment:** Describes the standard and claim aligned to the item
- **Frequency Distribution of Student Responses:** The table in this section provides a breakdown of how many students earned each possible point value available for the item.

- When viewing the item from the Teacher Assessment Report, this table displays data for students in the given roster.
- When viewing the item from the School Assessment Report, this table displays data for students in the given school.
- **Resources:** Provides links to any exemplars or training guides available for the item
- **Rubric:** Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable rubric, or an exemplar, which provides an example of a perfect response.

Accessing Additional Report Information

Some Assessment Reports in Centralized Reporting include supplementary information that you can access, such as resources that DeSSA provided for the assessment.

To access additional information on the assessment:

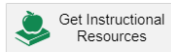
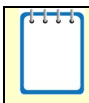
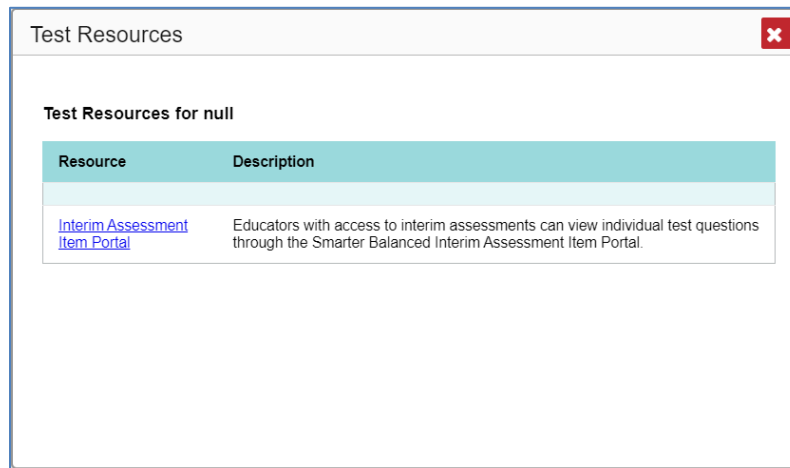
1. If additional assessment information is available, click  in the upper-left corner of the report table.
2. A pop-up window opens, displaying links to the available resources. Users can view individual test questions through the Smarter Balanced Interim Assessment Item Portal.

Figure 38. Available Test Resources

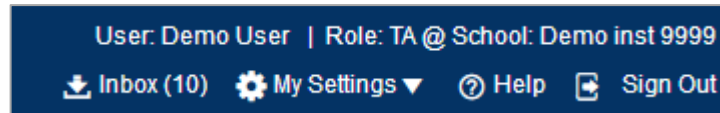


Note: If an Assessment Report also includes a Longitudinal Report, the links to additional information will appear in a context menu.

Section VI. Global Features in Centralized Reporting

This section explains how to perform tasks involving the global features in Centralized Reporting. You can access most of the global features from the banner (see [Figure 39](#)).

Figure 39. Centralized Reporting Banner



The following global features and tasks are available in Centralized Reporting:

- [Centralized Reporting Inbox](#)
- [Managing Test Reasons](#)
- [Select Tests to Display](#)
- [Set Student Settings Display](#)
- [Manage Rosters](#)
 - [Add Roster](#)
 - [View/Edit Roster](#)
 - [Upload Roster](#)
- [Printing Reports](#)



Note: When you have tests awaiting item scoring, a **Tests to Score** notification also appears in the banner. For more information, see the section, [Entering Scores for Unscored Items](#). See “About User Roles” for information about what items you can score.

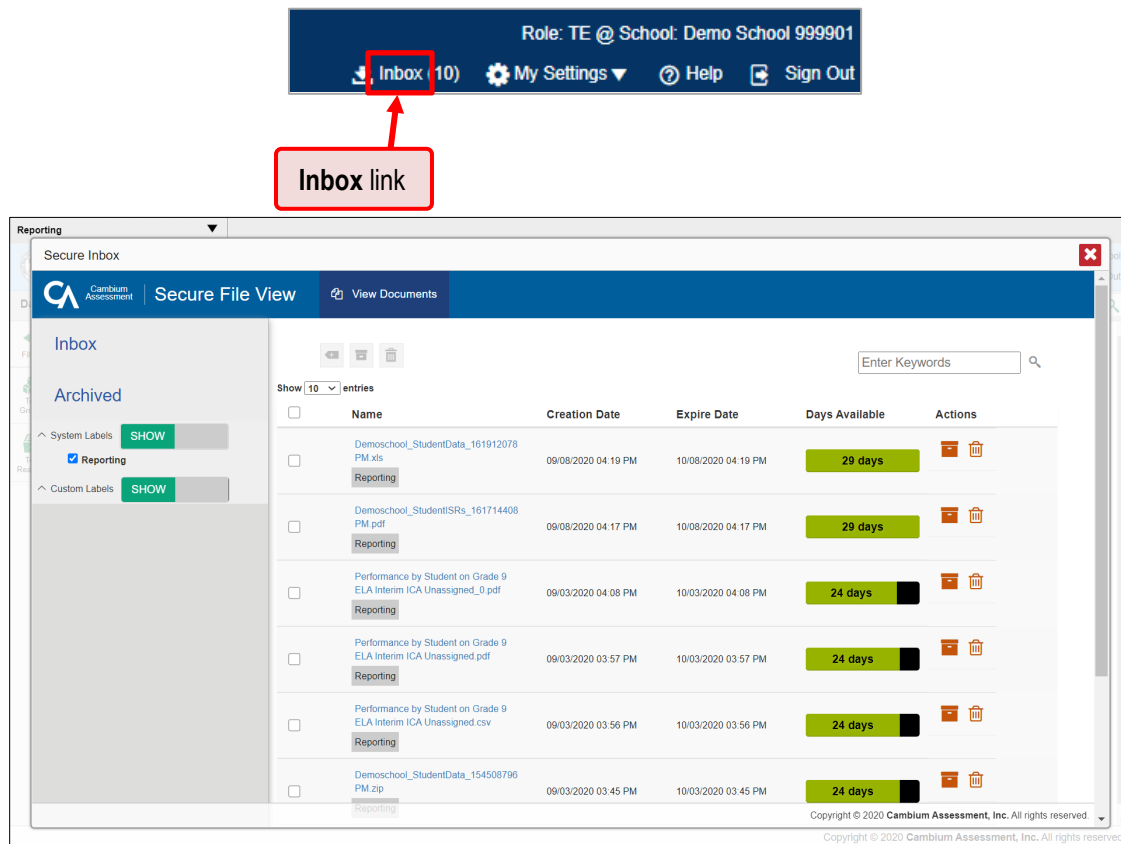
About the Centralized Reporting Inbox

The Inbox in the Centralized Reporting banner stores any PDF versions of reports you print from a report page. These files automatically expire after a designated period unless you archive them.



Note: The Inbox also stores any file exports you create in TIDE or ORS, as well as secure files uploaded by admin users. You can also access the Inbox from the DeSSA portal (<https://de.portal.cambiumast.com/>)

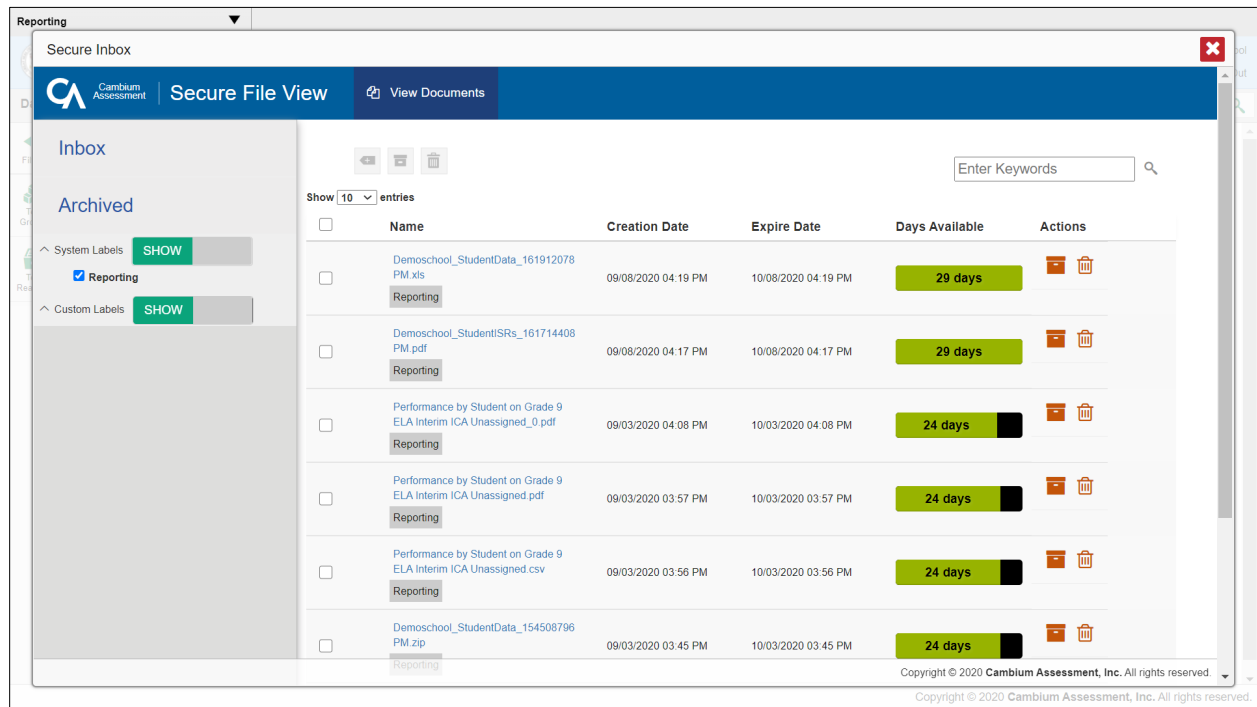
Figure 40. Centralized Reporting Inbox









To access reports in the Inbox:

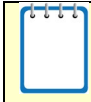
1. In the banner, click **Inbox**. The **Inbox** window appears, listing the available files (see
2. [Figure 40](#)).
3. **Choose either of the available tabs:**
 - a. **Inbox:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
 - b. **Archived:** Displays files that have been archived. Includes the same columns as the main Inbox tab.

Figure 41. Secure Inbox Window: Inbox Tab



4. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files and click .
5. *Optional:* To hide or display system labels, click the System Labels toggle.
6. *Optional:* To hide files with a particular system label, unmark the checkbox for that system label.
7. *Optional:* To hide or display custom labels, click the Custom Labels toggle.
8. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.
9. Do one of the following:
 - To download a file, click the name of the file.
 - To apply a custom label, follow these instructions:
 - To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.

- To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
- To archive a file, click .
- To unarchive a file, click . The file is moved back to the Inbox.
- To delete a file, click .



Note: You cannot delete or archive secure documents uploaded to the Inbox by admin users.

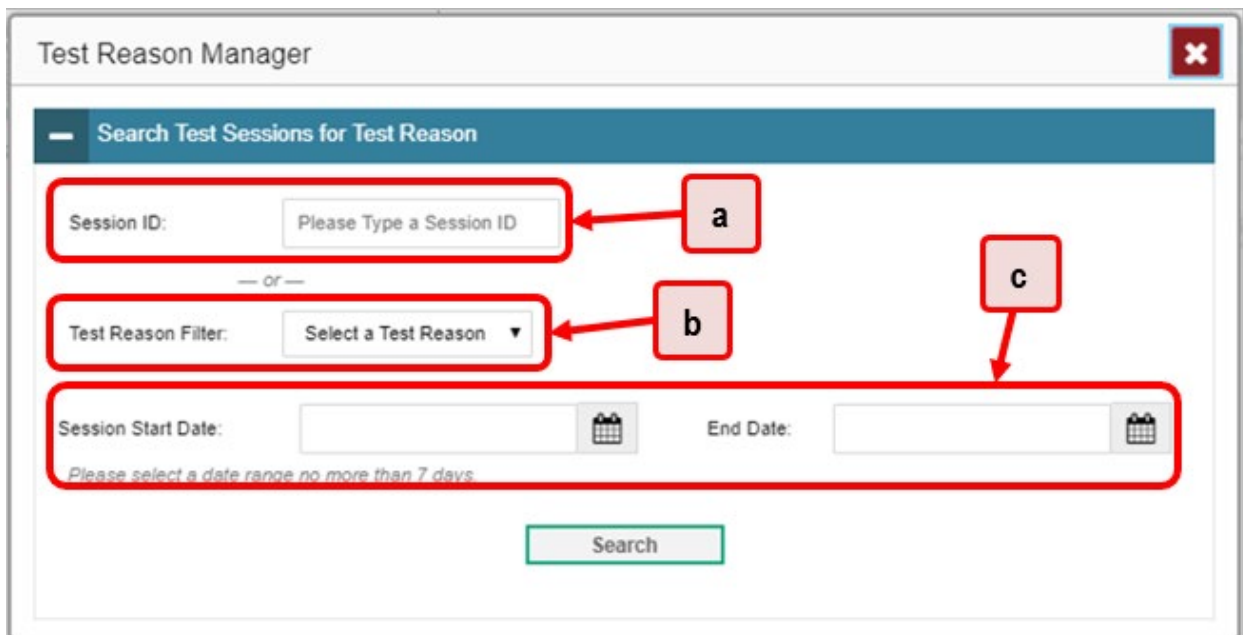
Managing Test Reasons

Test reasons are categories used to classify test opportunities for reporting purposes. Test reasons are initially assigned to opportunities in TDS, and you can use the Test Reason Manager in Centralized Reporting to modify an opportunity's assigned test reason.

To associate test opportunities with a test reason:

1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons**. The **Test Reason Manager** window opens

Figure 42. Search Test Sessions for Test Reason Manager Panel



The screenshot shows the 'Test Reason Manager' window with a title bar and a close button. The main content area has a header 'Search Test Sessions for Test Reason'. Below this, there are three search criteria sections, each with a red box and a letter label: 'a' for 'Session ID: Please Type a Session ID', 'b' for 'Test Reason Filter: Select a Test Reason', and 'c' for 'Session Start Date' and 'End Date' (both with calendar icons). A red box also encloses the date fields and the text 'Please select a date range no more than 7 days'. At the bottom is a green 'Search' button.



2. To search for available test opportunities, do one of the following in the *Search Test Sessions for Test Reason* panel (see [Figure 42](#)):
 - a) In the *Session ID* field, enter the Session ID in which the required opportunities were completed.
 - b) From the **Test Reason Filter** drop-down list, select the test reason currently associated with the opportunities you want to edit. From the available date fields, select a range of dates during which the test session was administered. The date range cannot exceed 90 days.
3. Click **Search**.
4. A list of retrieved test sessions appears (see [Figure 43](#)).
 - a. *Optional:* You can click  next to a session to expand the list of tests administered in that session.
 - b. *Optional:* You can click  next to a test name to expand the list of students who completed that test opportunity in that session.



Figure 43. Test Reason Search Results

Test Reason Manager



Search Test Sessions for Test Reason


Session ID: — or —

Test Reason Filter:


Session Start Date:  End Date:  Please select a date range no more than 7 days.



Select Test Opportunities

	Session ID	Test Date / Time	TA Name	# of Students in Session
	<input type="checkbox"/> UAT-2604-1	07/03/2019 01:16 PM - 07/03/2019 01:31 PM	TA2, AIRDemo	5
	<input type="checkbox"/> UAT-0C0B-1	07/03/2019 03:24 PM - 07/03/2019 03:28 PM	TA2, AIRDemo	2

	Test Name	Subject	Grade	# of Students
	<input checked="" type="checkbox"/> Grade 05 ELA - PerfTask (ICA)	ELA	grade 5	1

	Student Name	Student ID	Test Reason Assigned
<input checked="" type="checkbox"/>	Student, Demo	DemoStudentID1	Unassigned

	<input type="checkbox"/> Grade 05 ELA - FixedForm (ICA)	ELA	grade 5	1
---	---	-----	---------	---

Rows per page: 2 Items:  of 1 

5. To select test opportunities to modify, do one of the following:
 - To select all the test opportunities completed in a particular test session, mark the checkbox for that session.
 - To select all the test opportunities completed for a particular test in a particular session, mark the checkbox for that test name.
 - To select individual test opportunities, mark the checkbox for each student name.
6. Click **Assign Test Reasons** below the list of retrieved sessions. The **Confirm Test Reason and Assign Opportunities** window appears (see [Figure 44](#)).

Figure 44. Confirm Test Reason and Assign Opportunities Window

The screenshot shows the 'Test Reason Manager' window with a modal dialog titled 'Confirm Test Reason and Assign Opportunities'. The dialog has a 'Please Select a Test Reason' dropdown menu. Below it is a table with the following data:

Session ID	Student Name	Student ID	Test Taken	Current Test Reason Assigned
UAT-0C0B-1	Last, First	99997771019	Grade 05 ELA - PerfTask (ICA)	Unassigned

Below the table, it says 'Rows per page: 5' and '1 Items: 1 of 1'. There are 'Confirm' and 'Cancel' buttons. The background window shows search filters for Session ID, Test Reason Filter, and Session Start/End Dates. It also has a table for 'Select Test Opportunities' with columns for Session, Student Name, Student ID, and Test Reason Assigned.

7. To assign the selected opportunities to an existing test reason, select a reason from the **Please Select a Test Reason** drop-down list.
8. Click **Confirm**.



Alert: Interim Comprehensive Assessments (ICAs) consist of two test components that are combined into a single assessment for Centralized Reporting. If the components of an ICA were administered in separate test sessions with different test reasons, the combined assessment uses the test reason assigned to the component that was completed last.

To change the test reason for an ICA, you must change the test reason assigned to the component that was completed last. If you do not know which component was completed last, you should change the test reason for both test components.

Updating Display Preferences

You can update your Centralized Reporting display preferences to specify which assessment data to include in your reports. By default, Centralized Reporting displays data for all the assessments associated with a user or institution (for more information, see the section, [About the Assessments in](#)).

Selecting Tests to Display

These instructions apply to teachers and test administrators. You can update preferences to exclude data for specified assessments from your reports. If you exclude assessments from your reports, you can update your preferences at any time to include them again.



Example: If you are an ELA teacher and you proctor a test session with students who have also taken mathematics assessments at some point, the data for those mathematics assessments appear in your reports. Since this information may not be relevant to you, you could update your test preferences to exclude all mathematics assessments from your reports.

To select which tests to display:

1. From the **My Settings** drop-down list in the banner, click **Select Tests to Include on Reports**. The **Select Tests to Include on Reports** window appears.

Figure 45. Select Tests to Include on Reports Window

2. *Optional:* The **Select Tests to Include on Reports** window groups tests into categories based on grade and subject. You can click the arrow button next to a category to expand or collapse it. If a new test or category was added to your reports since the last time you updated your test display preferences, a “NEW!” label appears next to it in the window.
3. Do one of the following:
 - To exclude an entire category of tests from your reports, mark the checkbox next to that category.
 - To exclude individual tests from your reports, mark the checkbox for each test you wish to exclude.
4. Click **Save & Close** to close the window.

Setting Rosters to Display

These instructions apply to users with a school- or district-level user role.

You can update your preferences to specify which rosters appear on your assessment reports. You can choose between the following options:

- **All Rosters:** This is the default option. When this option is selected, all data for all classes (rosters) appear in all your reports.

Teacher Preferences: If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment. This option can be useful when you want to exclude classes a teacher didn’t teach.

	<p>Example: Teacher A and Teacher B are both associated with a grade 7 ELA assessment. Teacher A updated her test preferences to exclude all ELA assessments. If you are a school-level user and you update your roster preferences to “Teacher Preferences,” you will see data for Teacher B on the School Assessment Report for grade 7 ELA, but you will not see data for Teacher A on this report.</p>
--	---

To select which rosters to display:

1. From the **My Settings** drop-down list in the banner, click **Use Teachers’ Test Selections**. The **Use Teachers’ Test Selections** window appears.

Figure 46. Use Teachers' Test Selections Window

2. Mark the radio button for your preferred roster option.
3. Click **Save & Close** to close the window.

Change Reporting Time Period

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: you can select a school year for which to view tests, and you can enter a date for which to view students.

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.

When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view data for students who have left or recently entered your classes (rosters), school, or district.

To change the reporting time period:

1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period**. The **Change Reporting Time Period** window appears.

Figure 47. Change Reporting Time Period Window

2. From the school year drop-down list, select a school year (see [Figure 47](#)). This is the year for which you will view test results.
3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.
 - To view your current students' past performance, keep the date set to today.
 - To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.
4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. The selected date displays in the filter details below the report headings. All other filters are cleared.
5. *Optional:* To go back to viewing the latest data, open the **Change Reporting Time Period** window again, click **Reset To Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out but persists when you switch roles.

See [Change in Reporting Time Period Training Module](#) and [CRS Quick Guide](#) on the DeSSA Portal for more information.

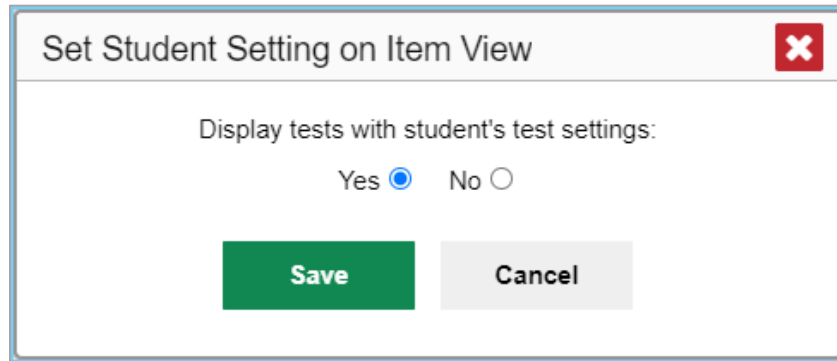
Set Student Settings Display

Some reports in Centralized Reporting allow you to view the items from a student's tests. By default, these views display the items without any visual test settings that were available to the student while testing (such as larger font size or color contrast). You can adjust your settings to show or hide student test settings in item views by default. You can also toggle settings from the **Item View** window.

To adjust your student display settings:

1. From the **My Settings** drop-down list in the banner, select **Set Student Setting on Item View**. The **Set Student Setting on Item View** window appears.

Figure 48. Set Student Setting on Item View Window Open



Set Student Setting on Item View

Display tests with student's test settings:

Yes ☒ No ☐

Save Cancel

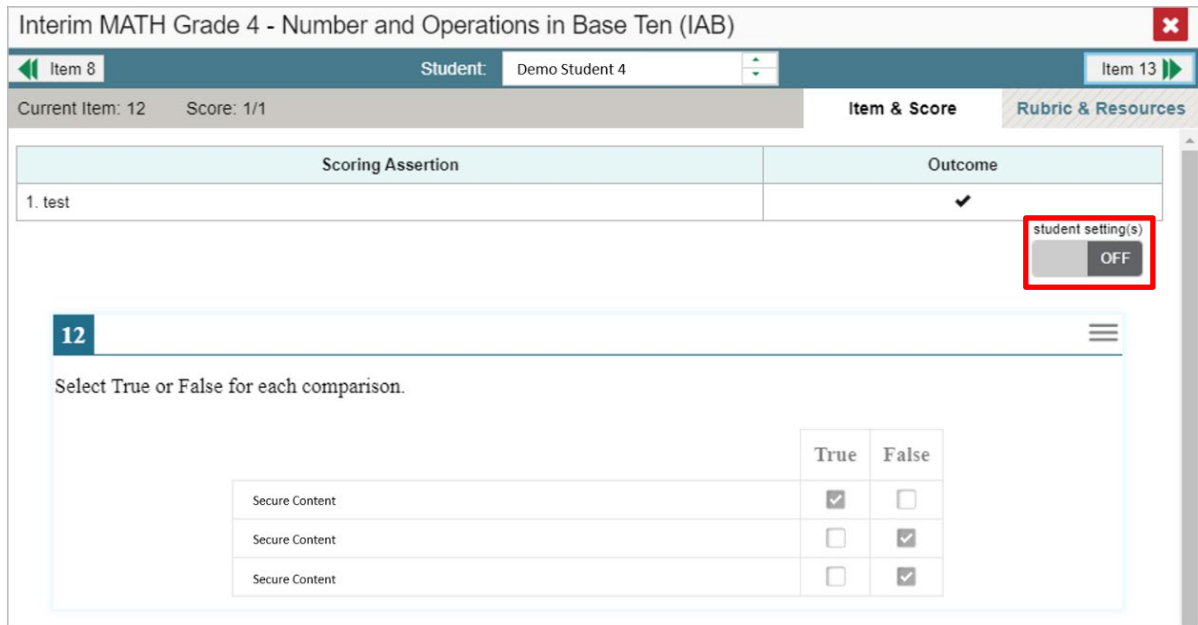
2. Select the required option:

- **Yes:** Displays item views with a student's test settings applied
- **No:** Hides the student's test settings from item views

3. Click **Save**.

You can also show or hide visual settings on a per-item basis. To do so, click the toggle at the upper right of the item you're viewing. This action has no effect on your global setting.

Figure 49. Item View Window: Item & Score Tab with Student Response



Interim MATH Grade 4 - Number and Operations in Base Ten (IAB)

Item 8 Student: Demo Student 4 Item 13

Current Item: 12 Score: 1/1 Item & Score Rubric & Resources

Scoring Assertion	Outcome
1. test	✓

student setting(s) OFF

12

Select True or False for each comparison.

	True	False
Secure Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secure Content	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secure Content	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Some reports in Centralized Reporting provide performance data for the students within a roster or for the roster as a whole.

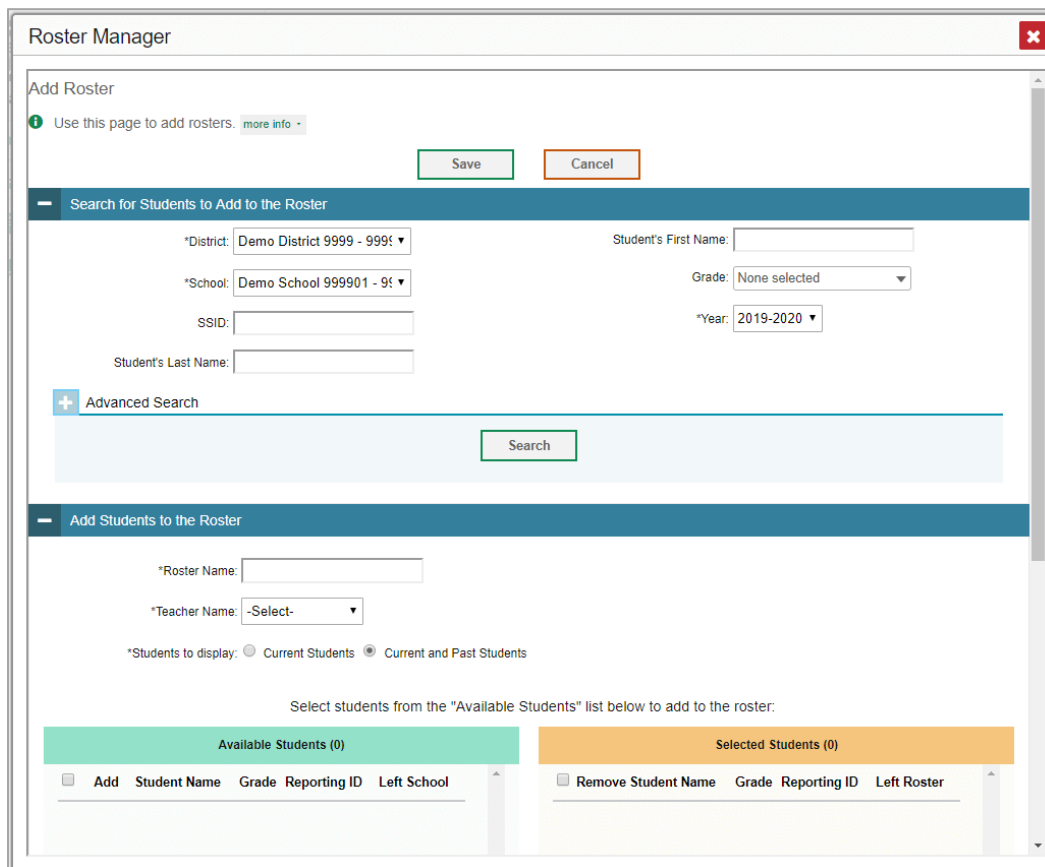
Adding a New Roster

You can create new rosters from students associated with your school or district.

To add a roster:

1. From the **My Settings** menu in the banner, select **Add Roster**. The **Add Roster** form appears (see [Figure 50](#)).
2. The Roster Manager window appears, showing the Add Roster form.

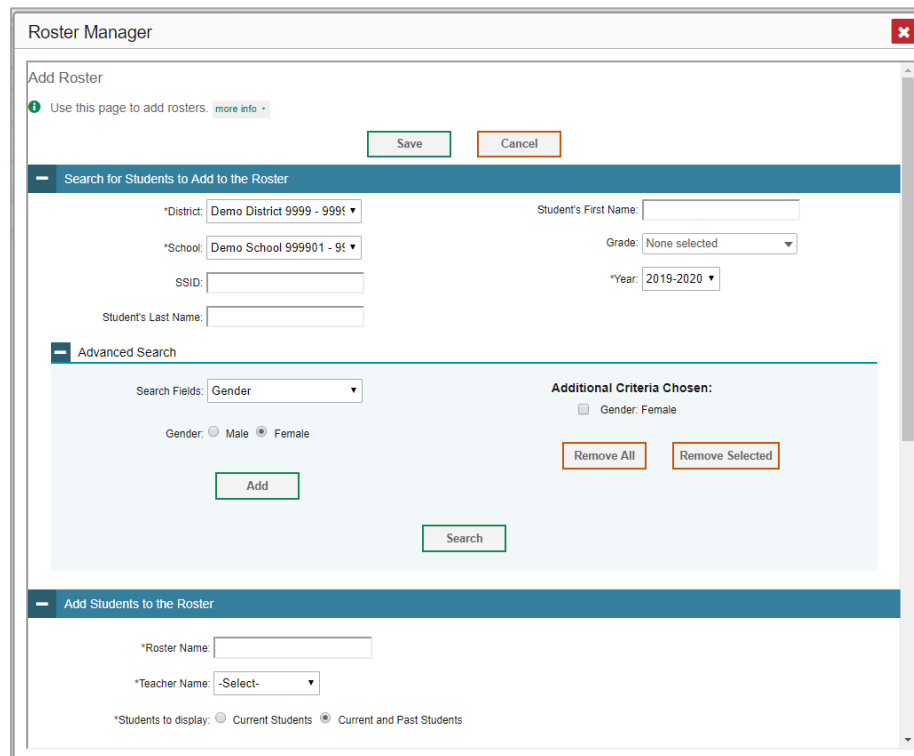
Figure 50. Add Roster Form



3. In the *Search for Students to Add to the Roster* panel, do the following:
 - a. In the **District** drop-down list, select the district for the roster.
 - b. In the **School** drop-down list, select the school for the roster.

- c. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
- d. *Optional:* From the **Students Added Since** drop-down list, select a timeframe in which the students for the roster were added to TIDE.
- e. *Optional:* In the *Test Settings and Tools Filters* panel, select additional criteria:
 - i. From the **Search Fields** drop-down list, select a test setting or tool. A set of related fields for that setting or tool appears.
 - ii. In the related fields, select the criteria for the test setting or tool.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkbox for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

Figure 51. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use



The screenshot shows the 'Roster Manager' window with the 'Add Roster' tab selected. The form includes fields for District, School, SSID, Student's First Name, Grade, Year, and Student's Last Name. The 'Advanced Search' panel is expanded, showing 'Search Fields' set to 'Gender' and 'Additional Criteria Chosen' with 'Gender: Female' selected. There are 'Add', 'Search', 'Remove All', and 'Remove Selected' buttons. At the bottom, there are fields for 'Roster Name', 'Teacher Name', and a 'Students to display' section with radio buttons for 'Current Students' and 'Current and Past Students'.

- f. Click **Search**. The Add Students to the Roster panel shows settings for the roster, a list of retrieved students (Available Students), and a blank Selected Students list.


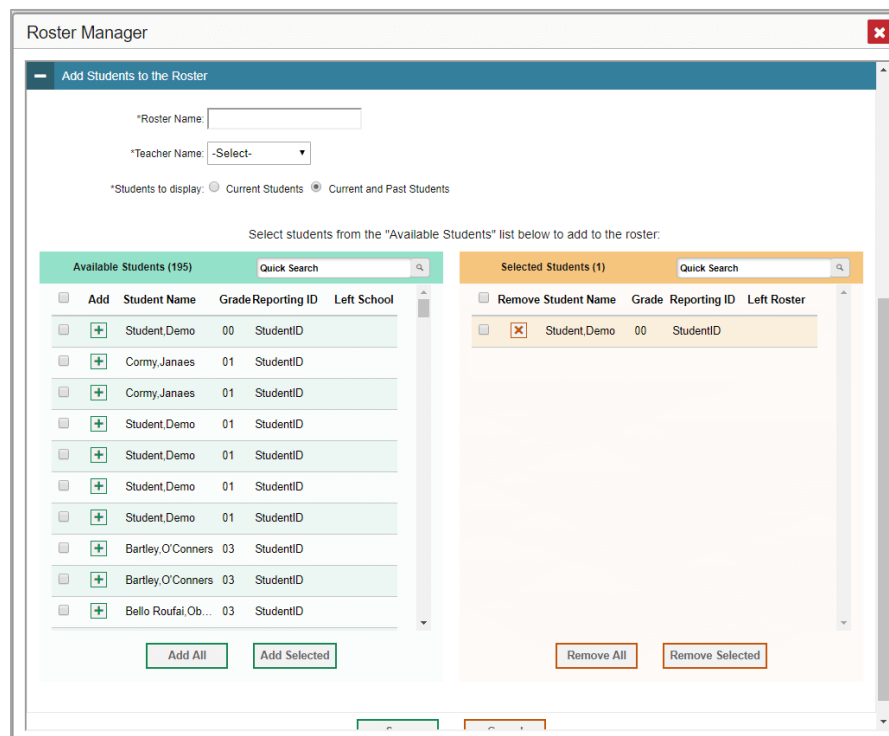
4. In the *Add Students to the Roster* panel do the following:
- In the *Roster Name* field, enter the roster name.
 - From the **Teacher Name** drop-down list, select a teacher.
 - Optional:* To include former students in the **Add Roster** form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
 - To **add students**, do one of the following in the list of available students:
 - To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 52. Add Students to Roster Panel



Roster Manager












Add Students to the Roster

*Roster Name:


*Teacher Name:

*Students to display: ☐ Current Students ☒ Current and Past Students

Select students from the "Available Students" list below to add to the roster:

Available Students (195)					Selected Students (1)						
	Add	Student Name	Grade	Reporting ID	Left School		Remove	Student Name	Grade	Reporting ID	Left Roster
<input type="checkbox"/>		Student, Demo	00	StudentID		<input type="checkbox"/>		Student, Demo	00	StudentID	
<input type="checkbox"/>		Cormy, Janaes	01	StudentID							
<input type="checkbox"/>		Cormy, Janaes	01	StudentID							
<input type="checkbox"/>		Student, Demo	01	StudentID							
<input type="checkbox"/>		Student, Demo	01	StudentID							
<input type="checkbox"/>		Student, Demo	01	StudentID							
<input type="checkbox"/>		Student, Demo	01	StudentID							
<input type="checkbox"/>		Bartley, O'Connors	03	StudentID							
<input type="checkbox"/>		Bartley, O'Connors	03	StudentID							
<input type="checkbox"/>		Bello Roufai, Ob...	03	StudentID							

Add All Add Selected Remove All Remove Selected

- To **remove students**, do one of the following in the list of students in this roster:
 - To remove one student from the roster, click  for the student.
 - To remove all the students from the roster, click **Remove All**.

- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

6. Click **Save**, and in the affirmation dialog box click **Continue**.

Modifying an Existing Roster

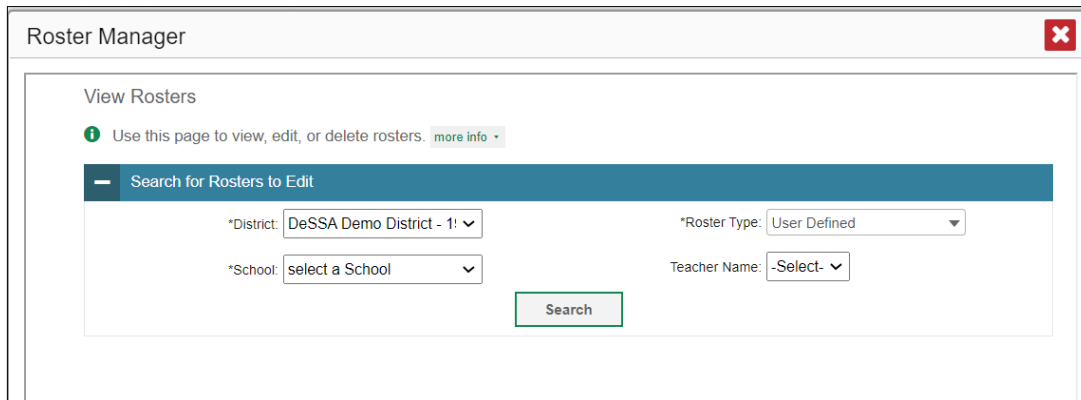
You can modify a roster by changing its name, associated teacher, or by adding students or removing students, if necessary. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- User-defined rosters: These are roster that you create through the Add Roster page or the Upload Roster page. You can modify a user-defined rosters by changing its name, associated teacher, or by adding students or removing students.
- System-generated roster: These are rosters that are imported into TIDE through a nightly-process and cannot be edited.

To modify a roster:

1. From the **My Settings** menu in the banner, select **View/Edit Rosters**. The **View Roster** form appears.

Figure 53. Roster Manager Window: View/Edit/Export Roster Form

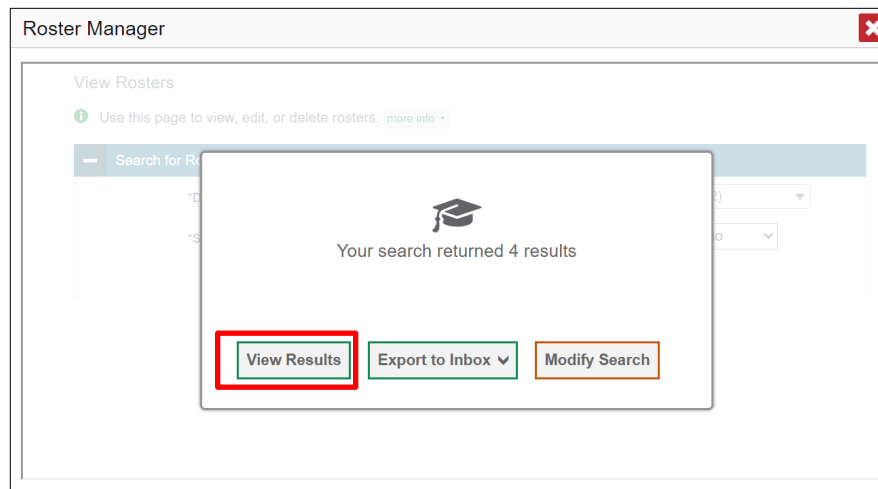


The screenshot shows a web application window titled "Roster Manager" with a red close button in the top right corner. Inside the window, there is a section titled "View Rosters" with a green information icon and the text "Use this page to view, edit, or delete rosters. [more info](#)". Below this is a blue header bar that says "Search for Rosters to Edit". Underneath the header bar, there are four dropdown menus: "*District:" with the value "DeSSA Demo District - 1!", "*Roster Type:" with the value "User Defined", "*School:" with the value "select a School", and "Teacher Name:" with the value "-Select-". A green "Search" button is located at the bottom right of the form area.

2. In the *Search for Rosters to Edit* panel, select the district, school, and roster type for the roster you wish to edit.

Click **Search**. A search results pop-up appears. Click View Results to view the results in your browser.

Figure 54. Search Results




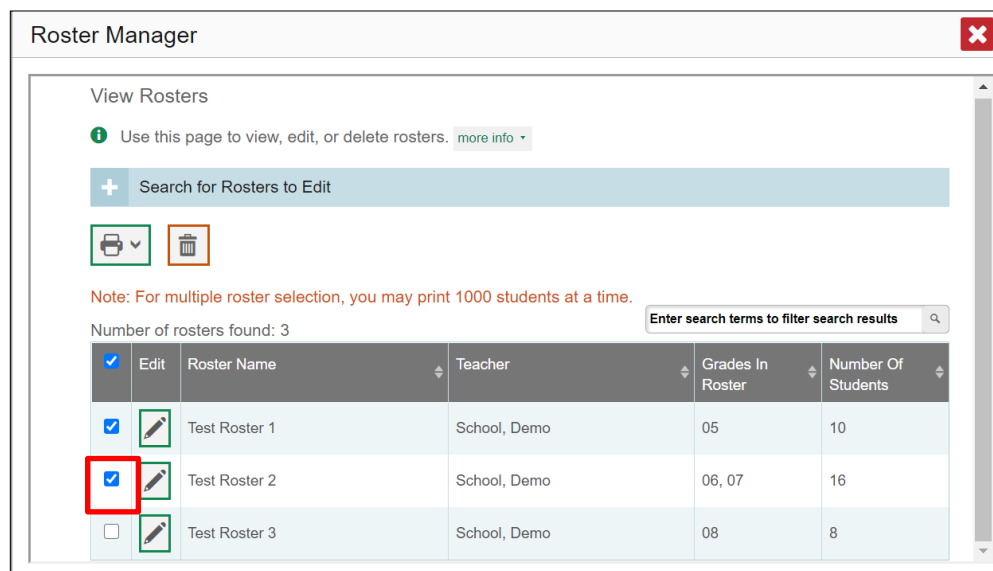
3. In the list of retrieved rosters, click  for the roster whose details you want to view. The **Edit Roster** window opens. This form is similar to the form used to add rosters ([see Figure 50](#)).

Figure 55. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters



4. *Optional:* In the *Add Students to the Roster* panel (see [Figure 52](#)), do the following:
 - a. In the *Roster Name* field, enter a new name for the roster.
 - b. From the **Teacher Name** drop-down list, select the roster's new teacher.


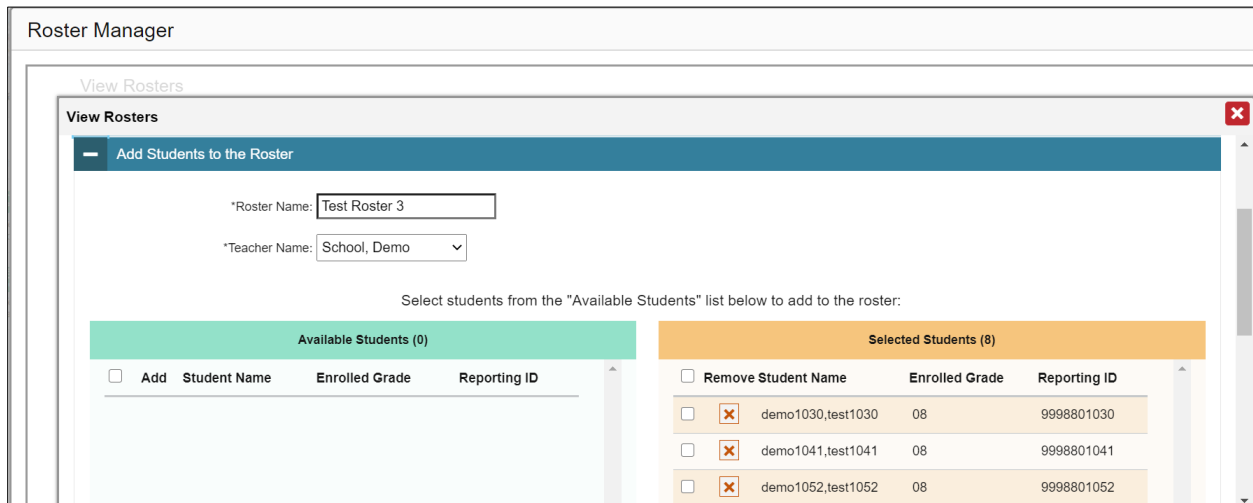

- c. *Optional:* To include former students in the **Edit Roster** form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
- d. To add students, do one of the following in the list of available students:
 - To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 56. Roster Manager Window: View/Edit/Export Roster Window Scrolled Down to the Add Students to the Roster Panel



Available Students (0)				Selected Students (8)		
<input type="checkbox"/> Add	Student Name	Enrolled Grade	Reporting ID	<input type="checkbox"/> Remove Student Name	Enrolled Grade	Reporting ID
<input type="checkbox"/>				<input checked="" type="checkbox"/>	demo1030,test1030	08 9998801030
<input type="checkbox"/>				<input checked="" type="checkbox"/>	demo1041,test1041	08 9998801041
<input type="checkbox"/>				<input checked="" type="checkbox"/>	demo1052,test1052	08 9998801052

- e. To remove students, do one of the following in the list of students in this roster:
 - To remove one student from the roster, click  for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
5. Click **Save**, and in the affirmation dialog box click **Continue**.

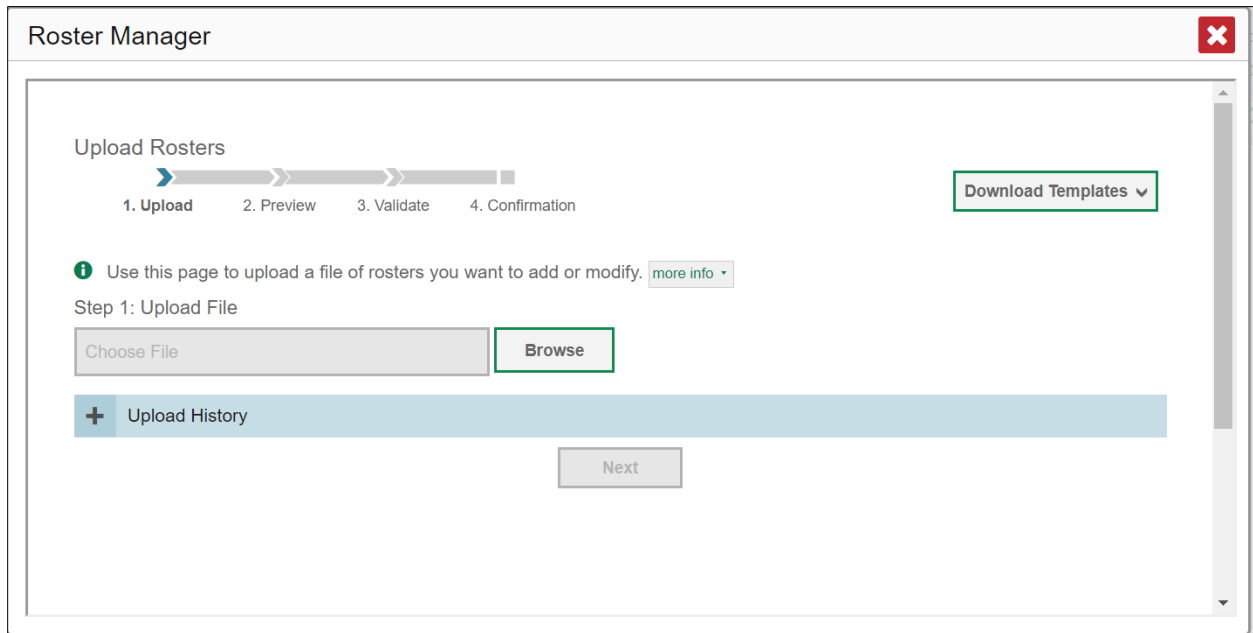
Uploading Rosters

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload rosters:

1. From the **My Settings** menu in the banner, select **Upload Rosters**. The **Upload Roster** page appears (see [Figure 57](#)).

Figure 57. Upload Roster Page



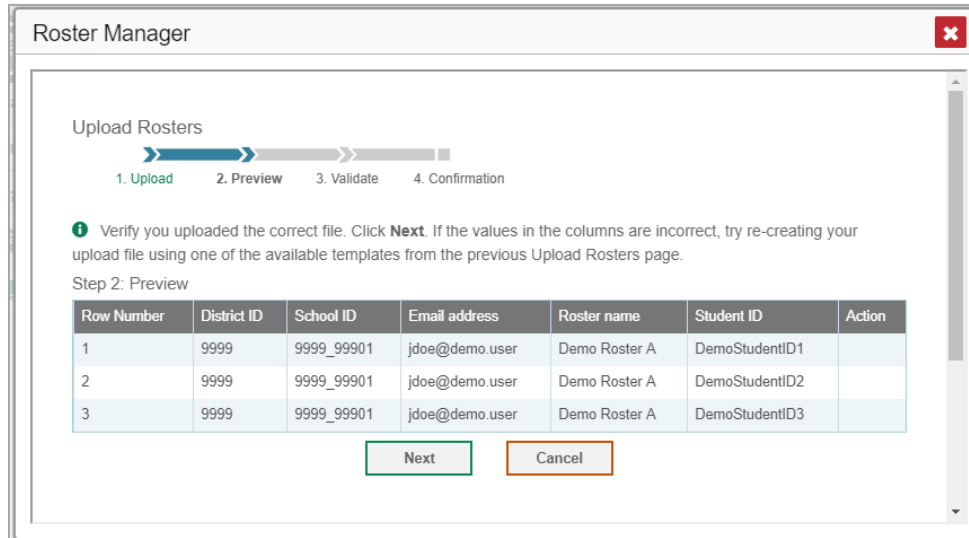
2. On the **Upload Roster** page, click **Download Templates** and select the appropriate file type (either **Excel** or **CSV**).
3. Open the template file in a spreadsheet application.
4. Using [Table 14](#) as a reference, fill out the template and save it.

Figure 58. Filled-Out Roster Upload Template

	A	B	C	D	E	F
1	District ID	School ID	Employee Email	Roster Name	SSID	Action
2	9999	999_9991	Jd@demo.user	Demo Roster A	DemoStudentD1	ADD
3	9999	999_9991	Jd@demo.user	Demo Roster A	DemoStudentD2	Delete
4	9999	999_9991	Jd@demo.user	Demo Roster A	DemoStudentD3	ADD
5						
6						
7						

5. On the **Upload Roster** page, click **Browse** and select the file you created in the previous step.
6. Click **Next**. The **Preview** page appears (see [Figure 59](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 59. File Upload Preview



Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Rosters page.

Step 2: Preview

Row Number	District ID	School ID	Email address	Roster name	Student ID	Action
1	9999	9999_99901	jdoe@demo.user	Demo Roster A	DemoStudentID1	
2	9999	9999_99901	jdoe@demo.user	Demo Roster A	DemoStudentID2	
3	9999	9999_99901	jdoe@demo.user	Demo Roster A	DemoStudentID3	

Next Cancel



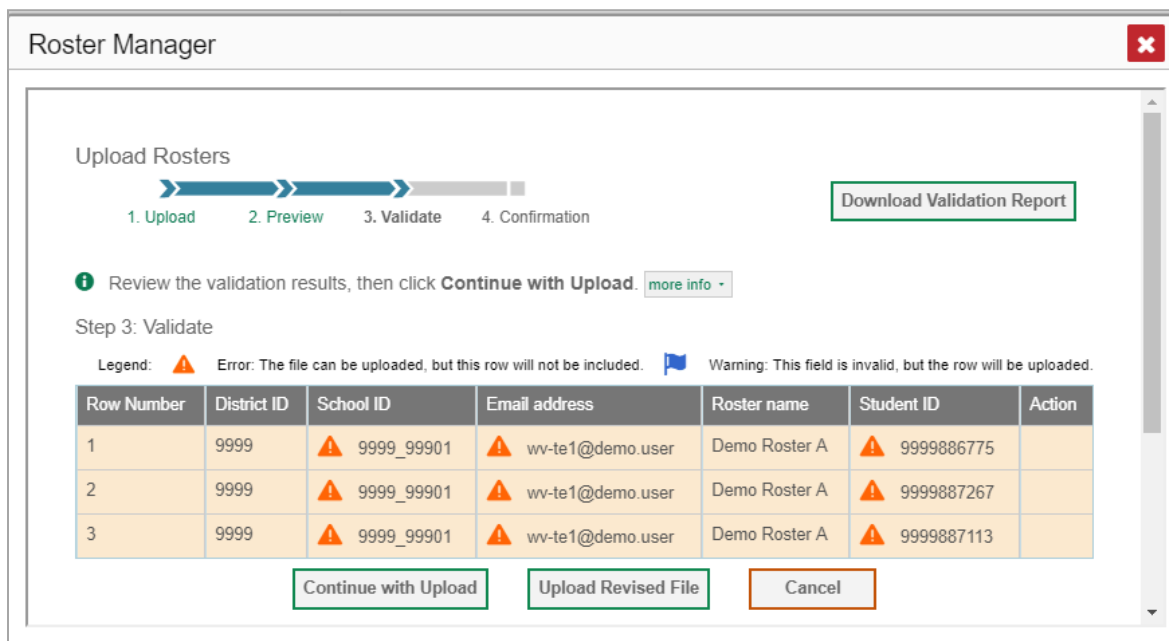
7. Click **Next** to validate the file. Any errors  or warnings  are displayed on the **Validate** page (see [Figure 61](#)).

Figure 60. Roster Manager Window: Upload Rosters: Validate Page














Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Review the validation results, then click **Continue with Upload**. [more info](#)


Step 3: Validate

Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	Email address	Roster name	Student ID	Action
1	9999	 9999_99901	 vv-te1@demo.user	Demo Roster A	 9999886775	
2	9999	 9999_99901	 vv-te1@demo.user	Demo Roster A	 9999887267	
3	9999	 9999_99901	 vv-te1@demo.user	Demo Roster A	 9999887113	

Continue with Upload Upload Revised File Cancel


[Download Validation Report](#)


 **Note:** If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.



- *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional:* Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 61. Sample Validation Page




Upload Upload Rosters 1. Upload 2. Preview 3. Validate 4. Confirmation [Download Validation Report](#)

 Review the validation results, then click **Continue with Upload**. [more info](#)


 The number of errors in your file exceed what is allowed. You can resolve the errors by opening the Guidelines tab and using the valid values for each field.

Step 3: Validate Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

Enter search terms to filter search result

Row Number	District ID	School ID	Email address	Roster name	EDUID
1	99	 9999	 me@email.org	Roster A	 9999999989

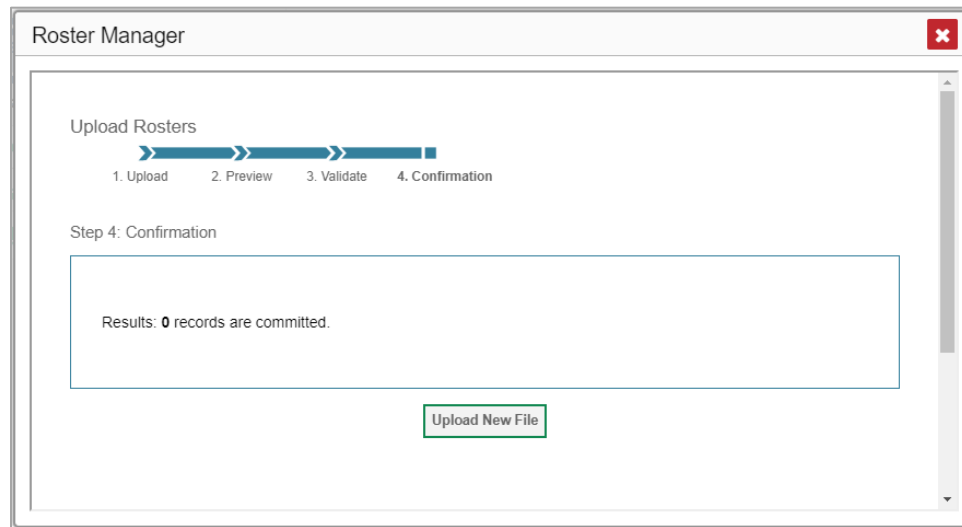
[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)

 **Note:** If your file contains a large number of records, Centralized Reporting processes it offline and sends you a confirmation email when complete. While Centralized Reporting is validating the file, do not press **Cancel**, as some of the records may have already started processing.

8. Do one of the following:
- Click **Continue with Upload**. Centralized Reporting commits those records that do not have errors.
 - Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.

Figure 62. Upload Rosters: Confirmation Page



The screenshot shows a web application window titled "Roster Manager". Inside, there's a section titled "Upload Rosters" with a progress bar showing four steps: 1. Upload, 2. Preview, 3. Validate, and 4. Confirmation. Step 4 is currently active. Below the progress bar, it says "Step 4: Confirmation". A large box contains the text "Results: 0 records are committed." At the bottom of the box is a button labeled "Upload New File".

9. *Optional:* To upload another roster file, click **Upload New File**.

[Table 14](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 14. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster	District ID that exists in TIDE. Up to 20 characters.
School ID	School associated with the roster	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster	Email address of a teacher existing in Centralized Reporting
Roster Name*	Name of the roster	Up to 20 characters
SSID*	Student's unique identifier within the district	Up to 30 alphanumeric characters
Action*	Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.	Add or Delete.
*Required field		

Printing Reports

You can print any report available in Centralized Reporting. If the report you wish to print provides data about individual assessment items, you can choose to include or exclude this information from the printed report.

To print a report:


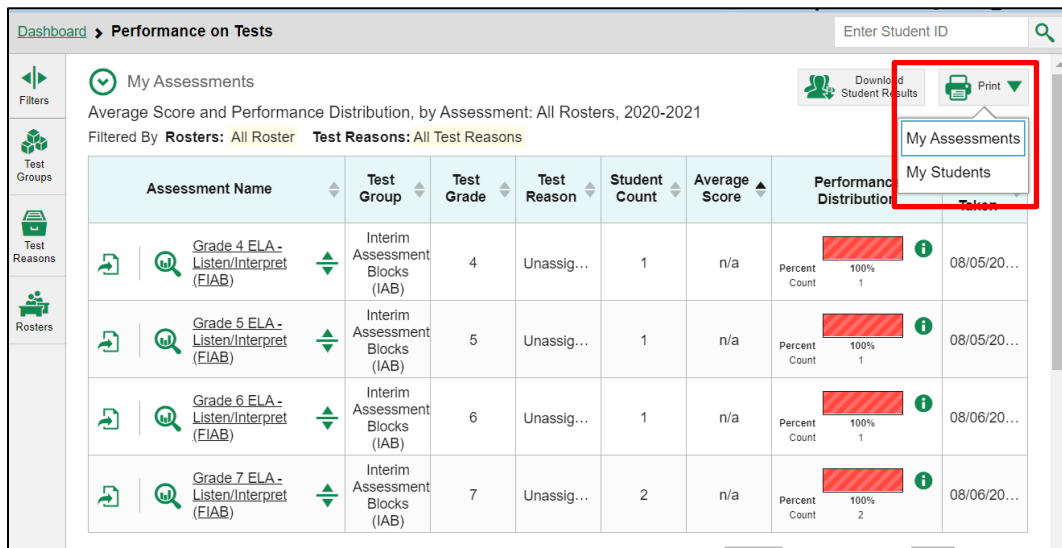
1. Click **Print**  in the upper-right corner of the report page. A **Print Preview** page opens, displaying a printer-friendly version of the report.
 - a. If there are multiple report tables on the page, select the table you wish to print from the menu that appears.

Figure 63: Teacher View: Dashboard with Expanded Print Menu



Dashboard > Performance on Tests

Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021

Filtered By: Rosters: All Roster Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Download Student Results	Print
Grade 4 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	4	Unassig...	1	n/a	Percent Count 100% 1	Download Student Results	Print
Grade 5 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	5	Unassig...	1	n/a	Percent Count 100% 1	Download Student Results	Print
Grade 6 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	6	Unassig...	1	n/a	Percent Count 100% 1	Download Student Results	Print
Grade 7 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	7	Unassig...	2	n/a	Percent Count 100% 2	Download Student Results	Print

My Assessments

My Students

A print preview page opens.

- To zoom in on the print preview, use the drop-down list under the Zoom Level (Display only) section. This setting affects the preview only.
2. If the report provides data for individual assessment items, select one of the following print options:
 - **Summary Only:** If you select this option, the printed report does not include data for the individual assessment items.
 - **Summary and Item Scores:** If you select this option, the printed report includes data for the individual assessment items.

Figure 64. Print Preview Page with Summary and Item Scores Option Selected

Zoom Level (Display only)
Normal

Report Options
☐ Summary Only
☒ Summary and Item Scores


Print Options
☒ Print
*Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.
☐ Save to PDF
☐ Save to CSV
*The data in this report will be exported to a comma separated value document.
Confirm Cancel

Average Score, Performance Distribution and Average Points Earned on Module: Math Grade 3 - Measurement Data and Geometry A (Spring), by Roster and Reporting Category: 2018-2019
Filtered by Rosters: All Rosters Test Reasons: Spring

Roster	Item Numbers and Points Earned	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Total Items				
						1	2	3	4	5
State	0			n/a	n/a	n/a	n/a	n/a	n/a	n/a
District	2			435	<div><div></div></div>	0	1	1	0.5	0.5
School	2			435	<div><div></div></div>	0	1	1	0.5	0.5
My Students	2			435	<div><div></div></div>	0	1	1	0.5	0.5
Demo0508	2	50% (2/4)		435	<div><div></div></div>	0	1	1	0.5	0.5
demo0529	1	100% (1/1)		482	<div><div></div></div>	0	1	2	1	1
demo0528	2	100% (2/2)		435	<div><div></div></div>	0	1	1	0.5	0.5


3. Do one of the following under the *Print Options* section:

- To print the report, click **Print**.
- To download a PDF version of the report, click **Save to PDF**.
- Optional: If the report is for a particular student, you can mark the Include Items and Responses (takes extra time) checkbox. The resulting PDF report includes the actual items and the student's responses.
- Select an option from the Page Layout drop-down list that appears.
 - Select a page layout option from the drop-down list that appears.
- To download a CSV version of the report, click **Download CSV File**.



Note: All PDF reports you generate are stored in the Centralized Reporting Inbox available in the banner. For more information, see [About the Centralized Reporting Inbox](#).

Appendix A. About Non-Scorable Test Opportunities


The reports in Centralized Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated," or when it includes blank or empty topics (topics without items). If a student's test opportunity is non-scorable, a notification  appears below the report for that assessment.


Non-scorable test opportunity notifications may appear for the following reports:

- [Teacher Assessment Report](#)
- [School Assessment Report: Performance by Student Table](#)

You can click **More Info** on the notification to view the ***Students with Other Test Statuses*** window (see [Figure 65](#)). This window displays the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 65. Students with Other Test Statuses Window

Grade 3 ELA : Students with Other Test Statuses 			
Name	Student ID	Condition Code	Date Taken
Doe, Jane	DemoStudentID1	Pending	09/24/2018
Doe, John	DemoStudentID2	Insufficient to score	01/31/2019
Delage, Suzanne	DemoStudentID3	Pending	10/15/2018
Student, Demo	DemoStudentID4	Insufficient to score	10/13/2018

You can also click  next to a student's name in this window to view the [Student Portfolio Report](#) for that student.

Appendix B. About Condition Codes

This appendix provides an overview of the various condition codes you can enter for a machine- or handscored item when you cannot enter a traditional score for the student's response.

Table 15. Overview of Condition Codes

Source of Code	Condition Code	Description
Human	Blank	<ul style="list-style-type: none"> Student did not enter a response.
Human	Insufficient	<ul style="list-style-type: none"> Student has not provided a meaningful response. Some examples: <ul style="list-style-type: none"> Random keystrokes Undecipherable text "I hate this test" "I like pizza!" (in response to a reading passage about helicopters) Response consists entirely of profanity. For ELA Full Writes, use the "Insufficient" code for responses described above and also if: <ul style="list-style-type: none"> student's original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics. response is too brief to make a determination regarding whether it is on purpose or on topic.
Human	Non-Scorable Language	<ul style="list-style-type: none"> ELA/literacy: Language other than English Mathematics: Language other than English or Spanish
Human	Off Topic	<ul style="list-style-type: none"> For ELA Full Writes Only: A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative). Off-topic responses are generally substantial responses.
Human	Off Purpose	<ul style="list-style-type: none"> For ELA Full Writes Only: A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task. An off-purpose response addresses the topic of the task but not the purpose of the task. Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose. Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.

Machine	Non-Specific	<ul style="list-style-type: none"> This condition code is assigned to machine-scored responses when TDS identifies that the response requires a condition code but cannot determine which specific condition code it requires.
Machine	Blank	<ul style="list-style-type: none"> The student did not enter a response.
Machine	Insufficient Text (Duplicated Text)	<ul style="list-style-type: none"> The response contains a significant amount of text repeated over and over.
Machine	Insufficient Text (Too Few Words)	<ul style="list-style-type: none"> The response contains too few words to be considered a valid attempt.
Machine	Insufficient Text (Copied Text from the Prompt)	<ul style="list-style-type: none"> The response is largely composed of text copied from the prompt.
Machine	Insufficient Text (Refused to Answer)	<ul style="list-style-type: none"> The response is a refusal to respond, in a form such as “idk” or “I don’t know.”
Machine	Non-Specific	<ul style="list-style-type: none"> This condition code is assigned to machine-scored responses when TDS identifies that the response requires a condition code but cannot determine which specific condition code it requires.
Machine	Non-Scorable Language (Spanish Response)	<ul style="list-style-type: none"> The response is in Spanish.
Machine	Non-Scorable Language (Uninterpretable Language)	<ul style="list-style-type: none"> The response is in a language other than English or Spanish.

Appendix C. TA Quick Guide

Centralized Reporting provides student performance reports for interim assessments. For more details, see [Section I. Overview of Centralized Reporting](#).

What records can I see in Centralized Reporting?

Centralized Reporting includes data for the Smarter Interim Comprehensive Assessments (ICAs) and Smarter Interim Assessment Blocks (IABs). Reports display data only for your associated students. Your associated students may include the following:

- All the students who are members of your rosters.
- All the students who have completed an assessment in your test sessions.

What data can I see in Centralized Reporting?

Reports provide student performance data for a particular assessment or set of assessments. The types of data that appear in these reports depends on how the assessment is scored. Depending on the assessment, a report may display one or both of the following types of student performance data:

- **Score Data:** These types of data are used for tests with numeric scores. Score data provide a quantitative measurement of student assessment performances.
- **Performance Level Data:** These types of data are used for tests with performance levels (proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards.

Accessing Centralized Reporting



Centralized Reporting is accessed through the Delaware Department of Education's (DDOE's) EdAccess application. To access Centralized Reporting:


1. Log into the DDOE EdAccess login page at <https://launchpad.classlink.com/ddoe> using your regular EdAccess ID and password to log in.
2. Select the **DeSSA ELA & Math** button from your menu, directing you to the DeSSA Portal.
3. Click on the **ELA & Mathematics** topic from the top navigation bar to access DeSSA applications.
4. Click **Centralized Reporting System**.



For more details, see [Section II. Accessing Centralized Reporting](#).



Overview of the Dashboard and Reports

For more details about each available report on Centralized Reporting, see [Section III. Overview of the Dashboards and Reports](#).

- [Dashboard](#): This page lists the assessments completed by your associated students. The Dashboard for teachers and TAs also includes a table listing all your associated students. This table also allows you to access the Student Portfolio Report for each student listed.
- [Assessment Reports](#): These reports provide detailed student performance data for an individual assessment at the student and roster level. Assessment Reports display a column of student performance data for the assessment as a whole and for each claim (topic) in the assessment.
- [Performance by Roster Table](#): This table provides information about how a teacher's rosters performed on the given assessment.
 - *To access the Performance by Roster table*: On the **Dashboard** for teachers, click  next to an assessment.
- [Performance by Student Table](#): This table provides information about how a teacher's students performed on the given assessment.
 - *To access the Performance by Student Table*: On the **Dashboard** for teachers, click  next to an assessment, and then click the **Performance by Student** tab.
- [Student Assessment Report](#): This report provides information about how an individual student performed on the assessment.
 - To access the Student Assessment Report:

On the [Teacher Assessment Report](#), click  next to a student's name.

On the [Student Portfolio Report](#), click  next to an assessment's name.
- [Longitudinal Report](#): This report accompanies a Student Assessment Report and provides additional information about how the student performed on related assessments.
 - *To open a longitudinal report*: Click  in the upper-left corner of a Student Assessment Report. The Longitudinal Report opens in a pop-up window.
- [Student Portfolio Report](#): This report provides performance data for all the assessments completed by an individual student.
- To access the Student Portfolio Report:

- On the Dashboard for Teachers and TAs, click  next to a student in the My Students table.
- In the upper-right corner of any page in Centralized Reporting, enter a student's SSID in the search field and click .


Working with Centralized Reporting Report Tables

This section provides instructions for customizing report tables, previewing items in report tables, and accessing additional report information.


Filtering Tables

A **Filters** menu appears in the upper-right corner of the **Dashboard** and each report page in Centralized Reporting. The options available in the **Filters** menu depend on which report you are currently viewing.


To apply filters to a report:

1. Click the **Filters**  menu above the report.
2. Select the required options from the available filter drop-down lists.
3. Click **Apply**. The affected report updates to reflect the data in the selected filters. When filters are applied to a report, a row of filter details appears below the table header for that report.
4. Optional: To remove the applied filters, open the **Filters** menu and click **Clear Filters**.


Sorting Tables

Some tables allow you to sort the data by various columns. Sortable columns display a set of arrows  in the column header.

To sort a table:

1. Click the header of the column you wish to sort by. The top arrow in the header is shaded darker  when the column is sorted in ascending order. To sort by descending order, click the column header again.

Customizing Table Rows

You can specify the number of rows each table displays at a time. In the *Rows Per Page* field below a table (**Rows per page:** ), enter the number of rows you want the table to display per page. Your specifications persist for each table.

Navigating to Additional Rows and Columns

If a table has more rows than can be displayed on a single page, the table data is paginated. The number in the lower-right corner of a table indicates how many rows are in the table. The buttons to the right of this number allow you to navigate to additional rows.

Previewing Items in Reports

Any report table that displays scores for individual items also allows you to preview the items as they appear in the assessment. You can preview items with or without a student's entered response. Item previews are available for the Teacher and Student Assessment Reports.

About the Item Preview Window

The item preview window allows teachers to view a breakdown of how many students earned each possible point value available for the item, what content standards an item covers, the content of the item as a student would see it, the response that a student entered for an item, and the item rubric.

To preview an item:

1. Click an item link in the report table:
 - To view an item without a student response, click the item link in the first row of the table.
 - To view an item with the student's response, click the item link in the student's row of the report.

The item preview opens in a pop-up window.

2. To navigate to other items from the **Item Preview** window:
 - To view the previous or next test item for the selected student or roster, click the left or right arrow button (◀)(▶), respectively, in the upper-left corner.
 - To view another student's or roster's response for the current item, click the arrows beside the *Student or Roster* field (Demo Student) at the top of the window.

Global Features in Centralized Reporting

The following global features and tasks are available in Centralized Reporting:

- [About the Centralized Reporting Inbox](#) The Inbox in the Centralized Reporting banner stores any PDF versions of reports you print from a report page. A notification next to the inbox indicates how many new reports are available.

- To access reports in the inbox: In the banner, click **Inbox**. A menu appears, listing the available reports. To download a report, click **Download**.
- [Managing Test Reasons](#): Test reasons are categories used to classify test opportunities for reporting purposes. Test reasons are initially assigned to opportunities in TDS, and you can use the Test Reason Manager in Centralized Reporting to modify an opportunity's assigned test reason. One potential use of the Test Reasons feature would be for a TA to label different opportunities as Pre-Tests and Post-Tests to clearly view student progress.
- To associate test opportunities with a test reason:
 1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons**. The **Test Reason Manager** window opens.
 2. To search for available test opportunities, do one of the following in the *Search Test Sessions for Test Reason* panel.
 - In the *Session ID* field, enter the Session ID in which the required opportunities were completed.
 - From the **Test Reason Filter** drop-down list, select the test reason currently associated with the opportunities you want to edit. From the available date fields, select a range of dates during which the test session was administered.
 3. Click **Search**: A list of retrieved test sessions appears. Mark the checkboxes of the test opportunities you would like to assign a test reason to. You can mark all the test opportunities for one session, all the test opportunities completed for a particular test in a particular session, or individual test opportunities.
 4. Click **Assign Test Reasons** below the list of retrieved sessions. The **Confirm Test Reason and Assign Opportunities** window appears.
 5. To assign the selected opportunities to an existing test reason, select a reason from the **Please Select a Test Reason** drop-down list.
 6. Click **Confirm**.

For more information on test reasons, see "[Managing Test Reasons](#)" in Section V.

- **Select Tests to Display:** You can update preferences to exclude data for specified assessments from your reports. If you exclude assessments from your reports, you can update your preferences at any time to include them again. For example, if you are an ELA teacher and you proctor a test session with students who have also taken mathematics assessments at some point, the data for those mathematics assessments appear in your reports. You could update your test preferences to exclude all mathematics assessments from your reports.

To select which tests to display:

- From the **My Settings** drop-down list in the banner, click **Select Tests to Include on Reports**. The **Select Tests to Include on Reports** window appears (see Figure 45).
- *Optional:* The **Select Tests to Include on Reports** window groups tests into categories based on grade and subject. You can click the arrow button next to a category to expand or collapse it.
- To exclude an entire category of tests from your reports, mark the checkbox next to that category. To exclude individual tests from your reports, mark the checkbox for each test you wish to exclude.
- Click **Save & Close** to close the window.

Set Student Settings on Item: This feature allows users to view items with or without the test settings of their students.

To adjust your student display settings:

- From the **My Settings** drop-down list in the banner, **Set Student Setting on Item View**. The **Set Student Setting on Item View** window appears (see Figure 48).
- Select **Yes** to display item previews with a student's test settings applied or **No** to hide the student's test settings from item previews.
- Click **Save**.

Manage Rosters: Some reports in Centralized Reporting provide performance data for the students within a roster or for the roster as a whole.

- From the **My Settings** menu in the banner, you can add rosters from students associated with your school using the **Add Roster** feature.

Figure 66. Roster Manager Window: Add Roster Form

Roster Manager

Add Roster

Use this page to add rosters. [more info](#)

Save Cancel

Search for Students to Add to the Roster

*District: Demo District 9999 - 9999 Student's First Name:

*School: Demo School 999901 - 9999 Grade: None selected

SSID: *Year: 2019-2020

Student's Last Name:

+ Advanced Search

Search

Add Students to the Roster

*Roster Name:

*Teacher Name: -Select-

*Students to display: ☐ Current Students ☒ Current and Past Students

Select students from the "Available Students" list below to add to the roster:

Available Students (0)				Selected Students (0)				
Add	Student Name	Grade	Reporting ID	Left School	Remove Student Name	Grade	Reporting ID	Left Roster


- You can modify a roster by changing its name, associated teacher, or by adding students or removing students using the **View Roster** feature.
- [Printing Reports](#): You can print any report available in Centralized Reporting by clicking **Print**  in the upper-right corner of the report page.

Figure 67. Teacher View: Dashboard with Expanded Print Menu

Dashboard > Performance on Tests

Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021

Filtered By **Rosters:** All Roster **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Taken
Grade 4 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	4	Unassig...	1	n/a	Percent Count 100% 1	08/05/20...
Grade 5 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	5	Unassig...	1	n/a	Percent Count 100% 1	08/05/20...
Grade 6 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	6	Unassig...	1	n/a	Percent Count 100% 1	08/06/20...
Grade 7 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	7	Unassig...	2	n/a	Percent Count 100% 2	08/06/20...

Download Student Results Print

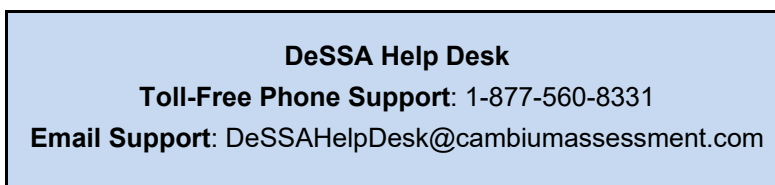
My Assessments My Students

- If the report you wish to print provides data about individual assessment items, you can choose to include or exclude this information from the printed report.
- If there are multiple report tables on the page, select the table you wish to print from the menu that appears.
- From the print report page, reports can be printed, saved as a PDF, or saved as a CSV.

Appendix D. User Support

If this document does not answer your questions, please contact the DeSSA Help Desk.

The Help Desk is open Monday–Friday from 6:30 a.m. to 6:30 p.m. Eastern Time (except holidays).



When contacting the DeSSA Help Desk, provide the representative with as much detail as possible about the issue(s) encountered and the system on which it occurred. The following information should be provided when reporting any incidents or issues:

- Test Administrator name and IT/network contact person and contact information
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
 - Do NOT provide any other student information, as doing so may violate Family Educational Rights and Privacy Act (FERPA) policies.
- Results ID for the affected student test(s)
- Test Session ID
- List of embedded accessibility features
- Test name and grade
- Question number
- Operating system and browser information, including version numbers (for example, Windows 8.1 and Firefox 60 or macOS 11 and Safari 11).
- Any error messages and codes that appeared, if applicable
- Information about network configuration, if known:
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

Appendix E. Change Log

Date	Change
11/17/2021	Edits made for 2021-2022 school year.