Delaware System of Student Assessments (DeSSA)

Centralized Reporting System Quick Guide

2023–2024

Cambium Assessment

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How to Log In

Login Process

This section describes how to log in to the Centralized Reporting System.

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.

How to Log In to the Centralized Reporting System

Centralized Reporting is accessed through the Delaware Department of Education's (DDOE's) EdAccess application.
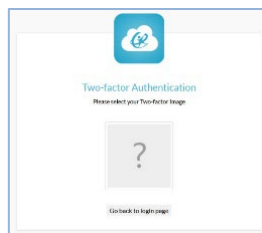
    a. Access the EdAccess login page at https://launchpad.classlink.com/ddoe. Use your EdAccess or LEA ClassLink ID and password to log in.

Figure 1: DDOE EdAccess Login Page

    b. If the Two-Factor Authentication window opens, select your two-factor authentication image.
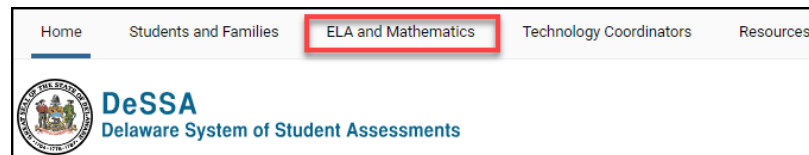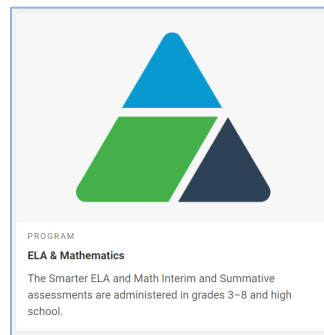
Figure 2: Two-Factor Image

    c. After you have successfully logged in to the EdAccess or LEA ClassLink, you will see a menu of authorized applications, including DeSSA Math & ELA. Click the [**DeSSA Math & ELA**] button. You will be directed to the DeSSA portal.
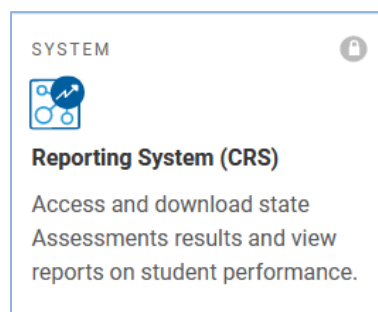
Figure 3.DeSSA Math & ELA Icon
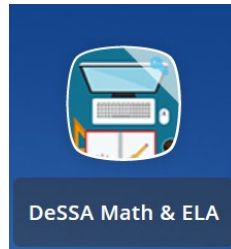
d. Click the [**Smarter ELA & Mathematics**] user card to access DeSSA applications. Users can also select ELA and Mathematics from the top navigation.
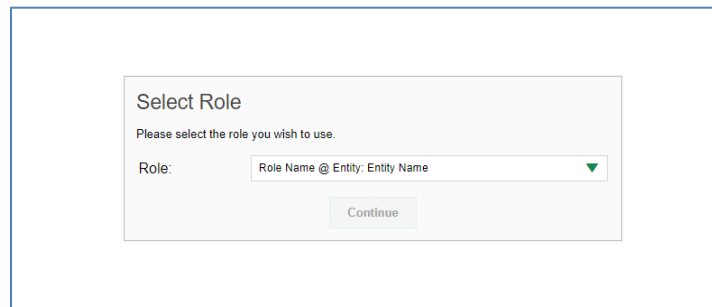
Figure 4: DeSSA Math & ELA Icon

PROGRAM
ELA & Mathematics
The Smarter ELA and Math Interim and Summative assessments are administered in grades 3–8 and high school.

| Home | Students and Families | ELA and Mathematics | Technology Coordinators | Resources |

DeSSA
Delaware System of Student Assessments

e. Click the [**Reporting**] button. If you are authorized to access this application, you will be automatically directed to the CRS home page. You will not have to log in again.

Figure 5: Reporting Portal Card

SYSTEM

Reporting System (CRS)

Access and download state Assessments results and view reports on student performance.

f. If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 6. From the **Role** drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 6. Select Role Window

How to Understand Different User Roles

Teachers, school-level users, and district-level users have access to different features and data in the Reporting System.

How to Understand Which Students Appear in Your Reports

- 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.

How to Understand Which Features You Have Access To

- **Teachers:**

  - You can view the My Students' Performance on Test report, listing results for all your students who took a particular test.

  - You can filter by class (roster).

  - You can easily navigate directly from the Performance on Tests report to the Student Portfolio Report, which lists the various tests a particular student has taken.

  - When generating a Longitudinal Report to track the performance of multiple students over time, you can select the test opportunities to include in the report.

  - When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).

  - You can compare any students' performance with the performance of your total associated students, school, district, and state.

- **School-level users:**

  - You can view the School Performance on Test report, listing results for all your school's students who took a particular test.

- You can filter by class (roster) after first selecting the teacher the class belongs to.

- When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).

- You can compare any students' performance with the performance of your whole school, district, and state.

- **District-level users:**
  - You can view the District Performance on Test report, listing results for all your district's schools whose students took a particular test.

  - You can filter by school.

  - You can view the School Performance on Test report just like a school-level user.

  - When generating Individual Student Reports (ISR) or student data files, you will see available students grouped by school and class (roster).

  - You can compare any students' performance with the performance of your whole district and state.

- **Users with scoring permissions for the interim assessments:**
  - You can score unscored items and modify scores for certain items. See the CRS User Guide for more information on scoring.

  - The DA, SA, and TA roles have access to score interim items in CRS.

How to Navigate Basic Reports

How to Use the Dashboard Generator Page

When you log in to the Centralized Reporting System, the Dashboard Generator page appears (Figure 7). The controls on the left let you select from the groups of tests that have been processed in your state for the school year.

Figure 7. Dashboard Generator Page
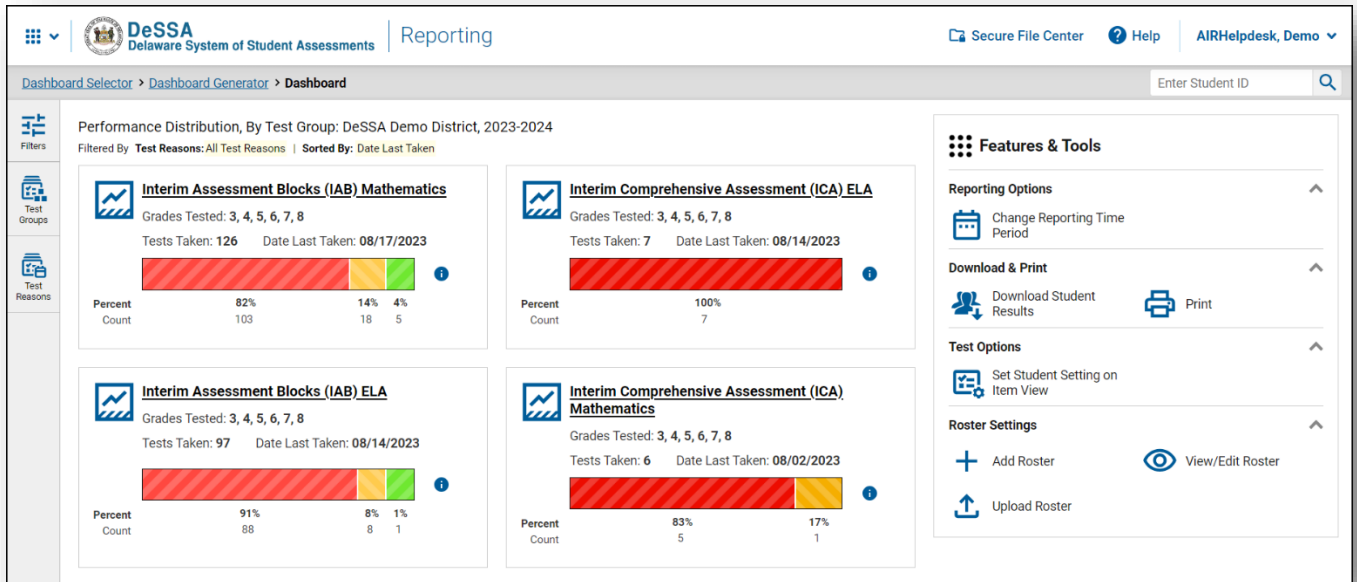
If the Dashboard Generator shows a message saying there are no data, that means no test opportunities are available for this school year.

1. *Optional*: To change the test groups listed in the Dashboard Generator, change the reporting time period.

2. Select the tests you want to view, expanding the test groups as needed.

3. *Optional*: To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.

4. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

How to Use the Dashboard to View Aggregate Test Results

All users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the second card shown in Figure 8 is for Summative ELA).

Each aggregation card displays the test group name and information on that test group. 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.

Figure 8. Teacher View: Dashboard
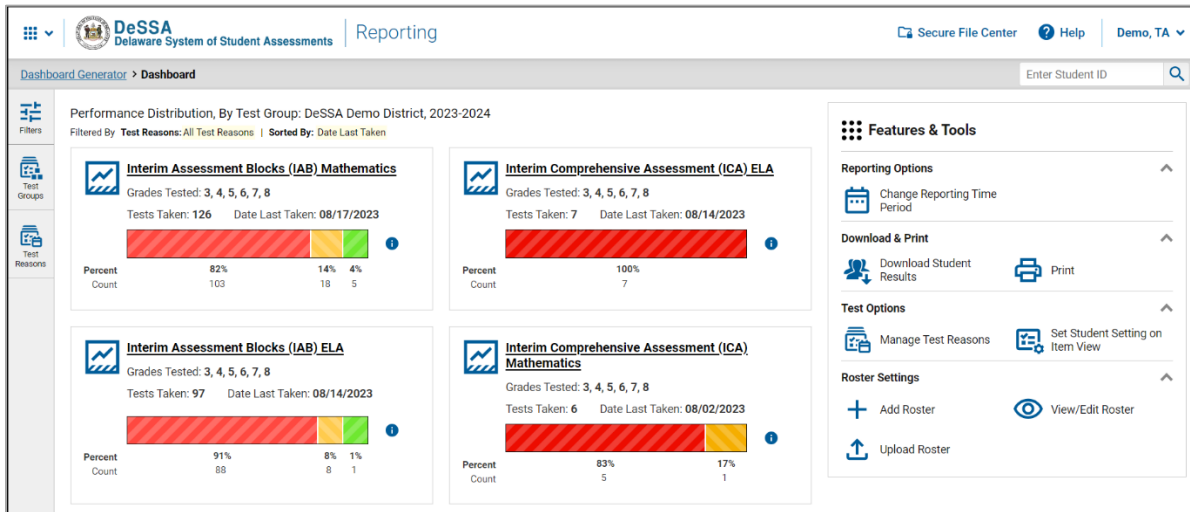
You can change the test groups and test reasons that appear using the **Filters** panel on the left. Figure 8 above shows a dashboard filtered to display all test groups.

If a message appears saying "There are no assessments to display," you may not have any students who have taken tests in your selected test groups in the selected time period.

How to View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group. The Performance on Tests report appears. It is filtered to display only the test group you selected.

In the Performance on Tests report, teachers see two tables, as in Figure 9:

- **The My Assessments table, listing all the assessments in the filtered test group or groups.**

- **The My Students table, listing all your students who took the assessments.**

Figure 9. Teacher View: Performance on Tests Report

District- and school-level users see just one table, as in Figure 10. Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 10. School-Level User View: Performance on Tests Report

The assessments table (see Figure 11) shows information on each test.

Figure 11. Teacher View: Performance on Tests Report
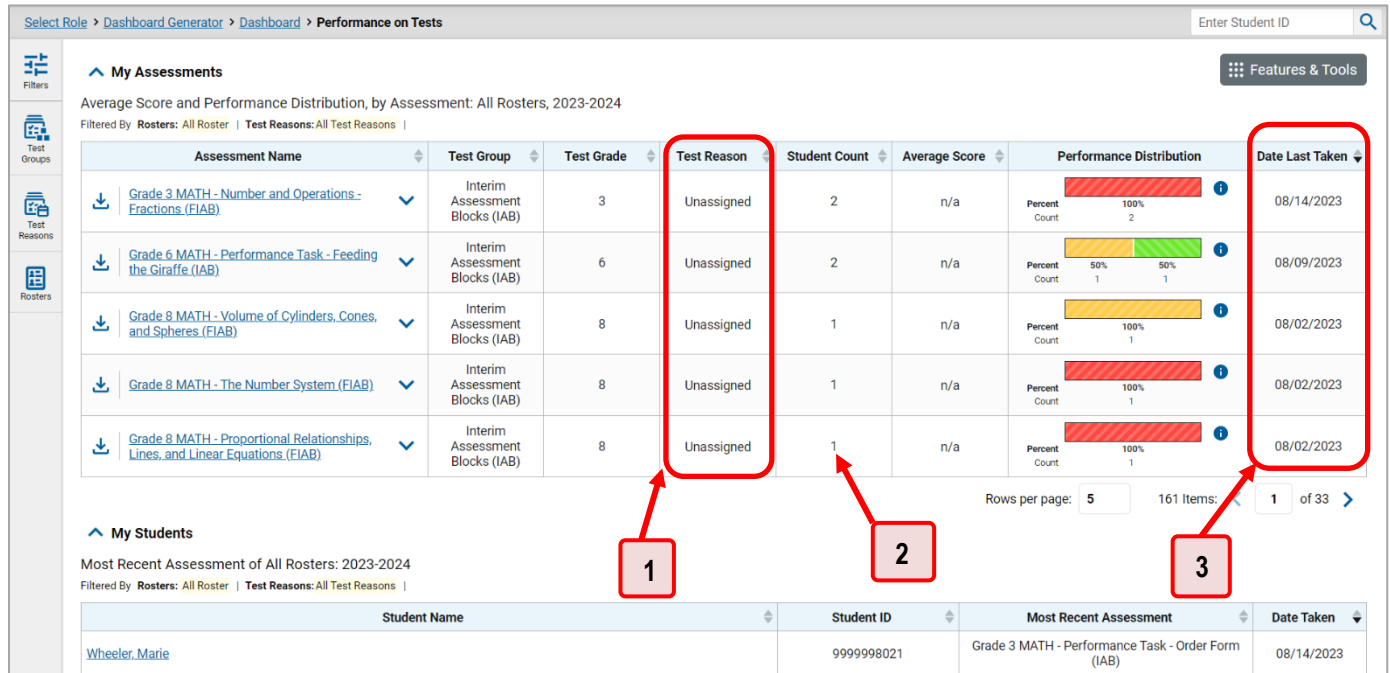
Table 1. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (either test windows or categories)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

You can use the filters to view a different set of assessments.

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

How to Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab (Figure 12) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name.

2. Click an assessment name in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

District-level users can view all classes (rosters) in a school. To do so, follow these instructions:

3. From the dashboard that appears when you log in, click a test group name.

4. Click an assessment name in the table of assessments. A page of district test results appears, listing schools within the district.

5. Click a school name. The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in [Figure 12](#) displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 12. My Students' Performance on Test Report: Performance by Roster Tab
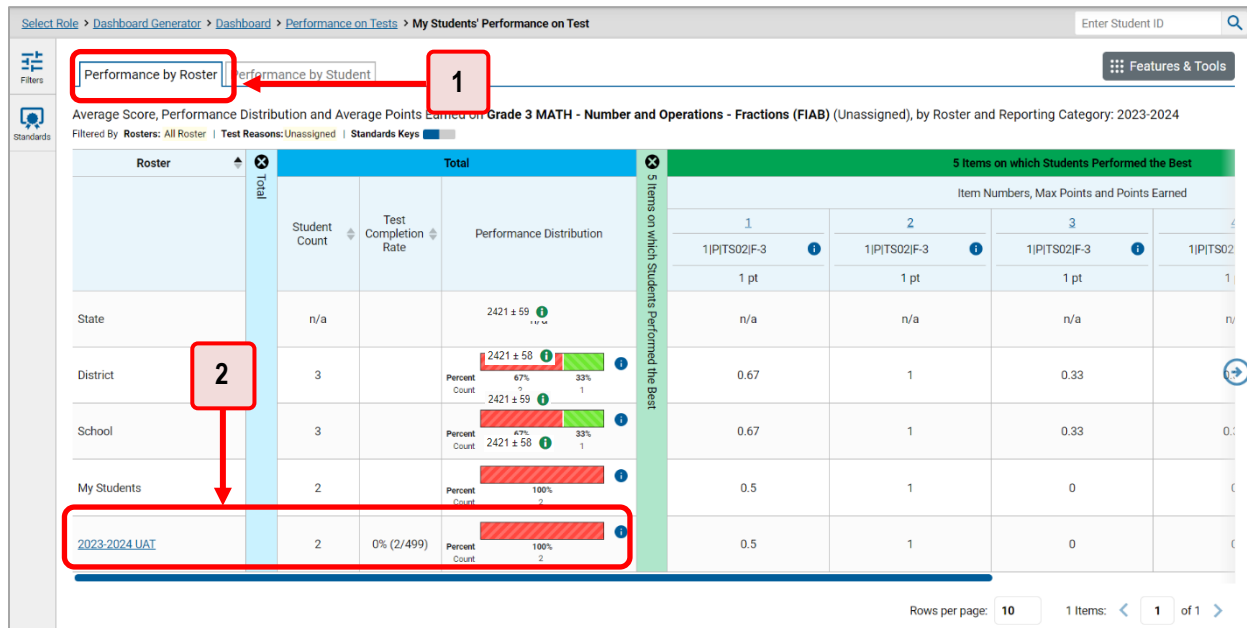
Table 2. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	**Performance by Roster** tab
2	Performance data for a class (roster)

How to Access Test Results for an Individual Student on a Particular Test

Teachers and school-level users:

1. Generate a dashboard and click a test group name.

2. Click an assessment name in the table of assessments. A page of test results appears.

3. Select the **Performance by Student** tab.

4. Click the name of an individual student in the report. The Student Performance on Test report appears (see [Figure 14](#)).

District-level users:

1. Generate a dashboard and click a test group name.

2. Click an assessment name in the table of assessments. A page of test results by school appears.

3. Click a school name. The School Performance on Test report appears.

4. Perform the same steps as teachers and school-level users, starting at step [3](#).

Figure 13. Teacher View: Student Performance on Test Report
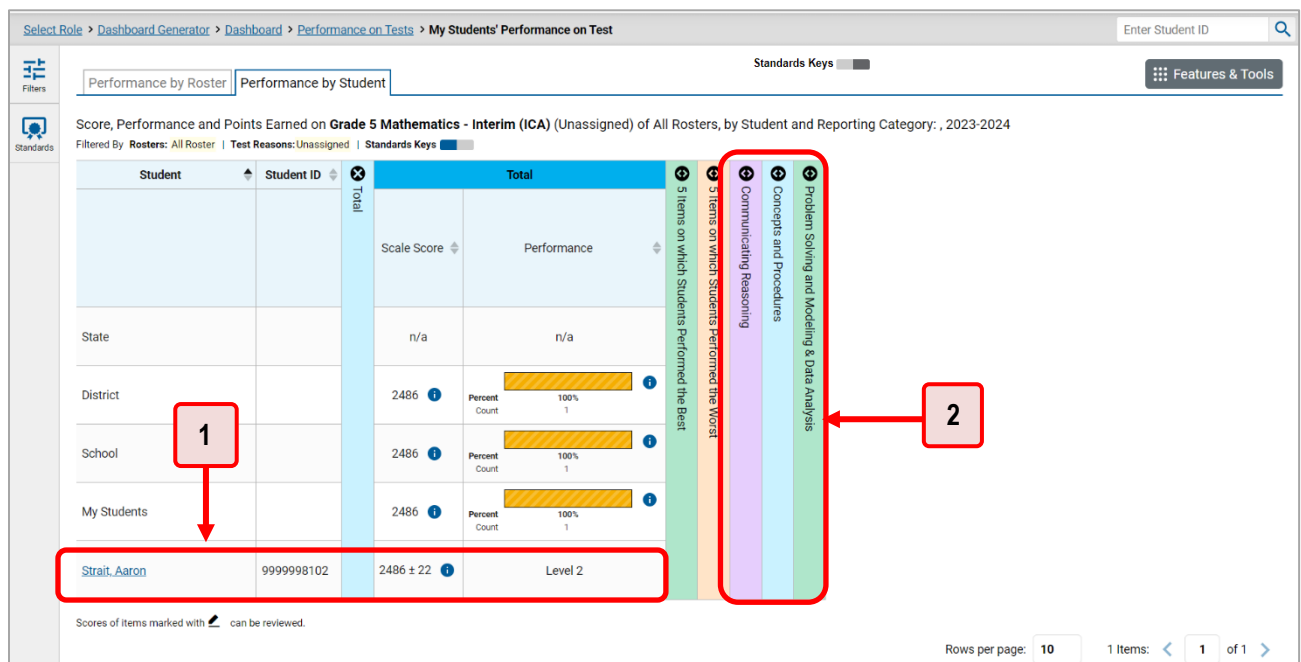
Table 3. Teacher View: Student Performance on Test Report Elements

#	Element
1	Row of data for the student
2	Reporting category section bars (click to expand)

You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand (see [Figure 14](#)). Not seeing data for the reporting categories is due to no data being available. For example, in 2021-2022 the shortened blueprint was administered where no claim and reporting category information is available at the individual student level.

How to View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings..

- **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. You can even view students who have left your state.**

If you don't change the reporting time period, or if you reset it to the default, all the reports show test opportunities only for the current school year (except Longitudinal Reports and Student Portfolio Reports when available, which always retain the ability to look back to previous years), with current student data.

5. From the **Features & Tools** menu, select **Change Reporting Time Period**. (If you're viewing the Dashboard Generator page, click **Change the reporting time period.** The dashboard also offers this link when no assessments are available to display.) The *Change Reporting Time Period* window appears (.

Figure 14. Change Reporting Time Period Window
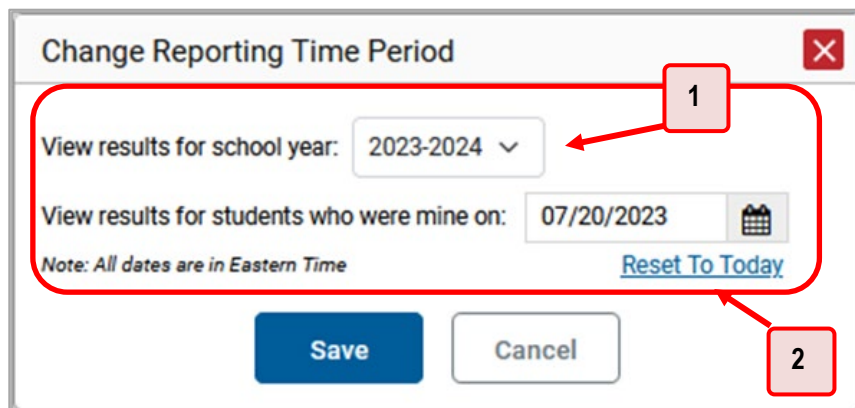
Table 4. Change Reporting Time Period Window Elements

#	Element
1	School year and student date selectors
2	**Reset To Today**

From the school year drop-down list, select a school year (see Figure 14). This is the year for which you will view test results.

6. 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.

7. Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.

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.

How to Generate and Export Individual Student Reports (ISR) and Student Data Files

You can generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test). Each ISR shows a student's overall performance on their test plus a breakdown of performance by reporting category.

You can also generate and export a student data file or files containing data on students and tests.

ISRs and student data files can be generated from almost any Centralized Reporting page. You can select any combination of test reasons, assessments, and students in order to generate either a single file or multiple files at once.

1. Click the **Download Student Results** button in the **Features & Tools** menu.

Figure 15. Teacher View: Dashboard Generator Page
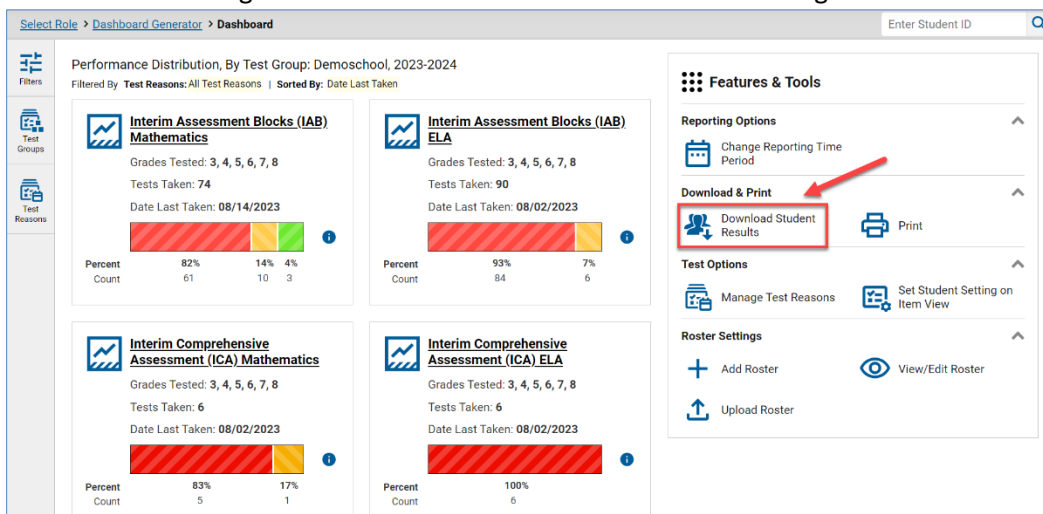
The ***Student Results Generator*** window opens (Figure 16).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. You can change the selections.

2. Select either **Individual Student Report** or **Student Data File**. Always do this before making other selections. More options appear.

   ▪ For ISRs:

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i. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.

ii. Under PDF Type, select either a simple or a detailed PDF.

iii. *Optional*: If supplemental materials are available, such as a cover page or addendum, select **Include** under Supplemental Materials.

- For student data files:

    i. Under **Report Type**, select **XLS** (Excel XLSX), **CSV** (comma-separated values), or **TXT** (tab-delimited text).

    ii. Under **Report Format**, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.

3. 3. *Optional:* Select **Include only those students who were mine when they tested.** This setting allows you to include students who were associated with you at the time of testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.

- This option appears only if the reporting school year and time are set to the present in ***Change Reporting Time Period***.

iii.

Figure 16. Teacher View: Student Results Generator Window: **Individual Student Report**
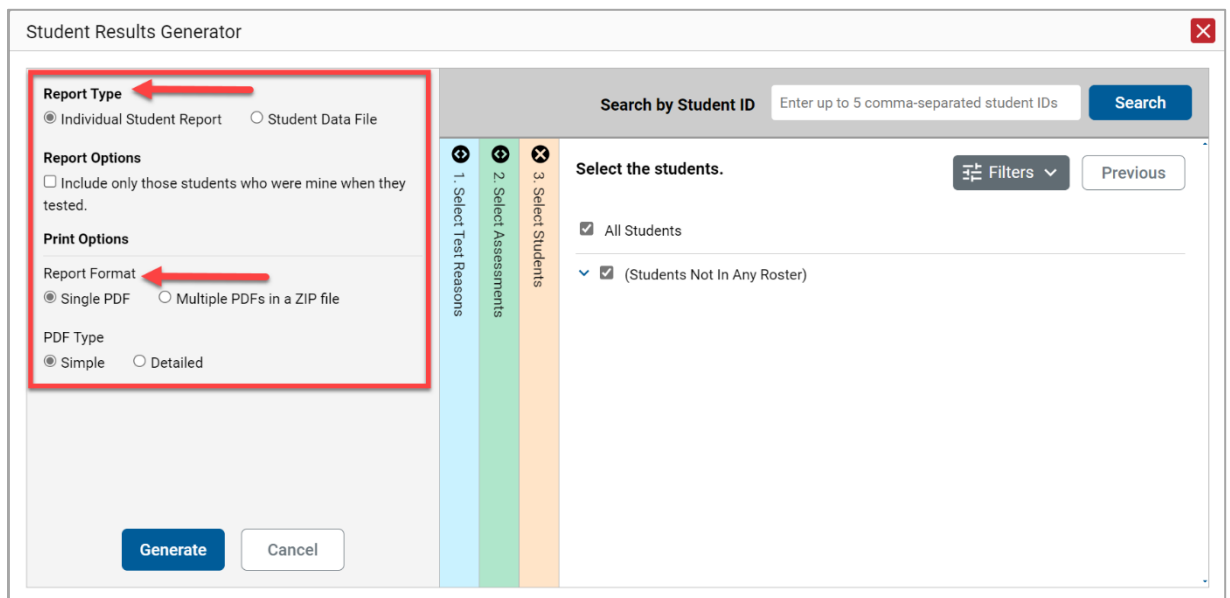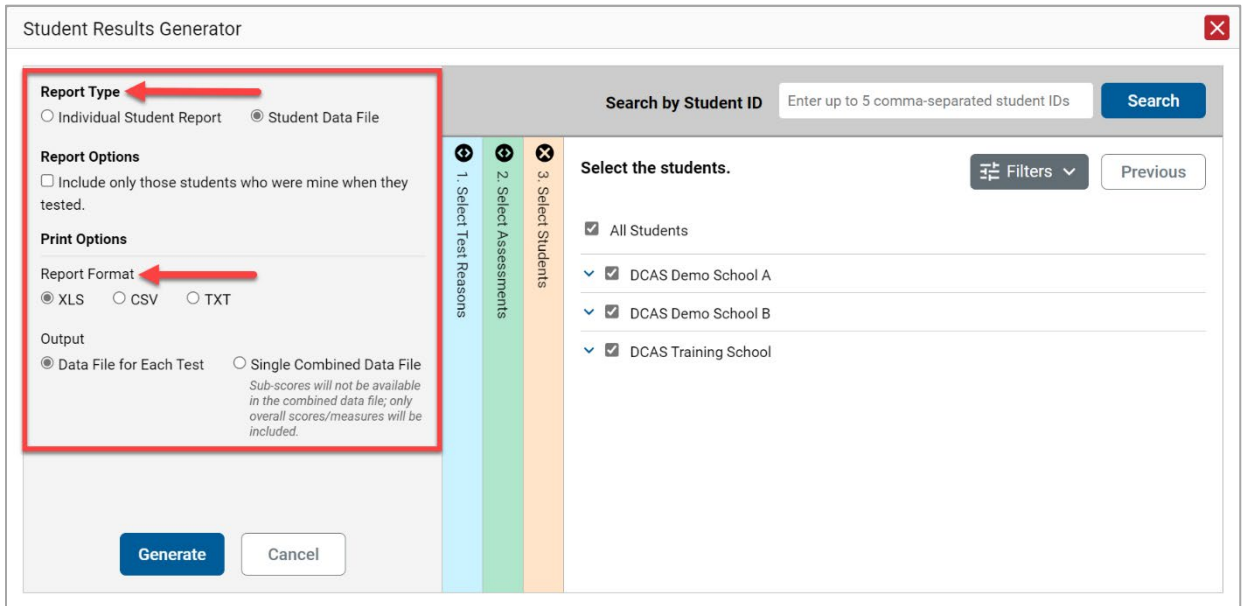
Figure 17. District-Level User View: Student Results Generator Window: **Student Data File**

4. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

   ▪ Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in Figure 18. To deselect and clear results, click **Clear Search Results**.

Figure 18. District-Level User View: Student Results Generator Window: Student Search Results
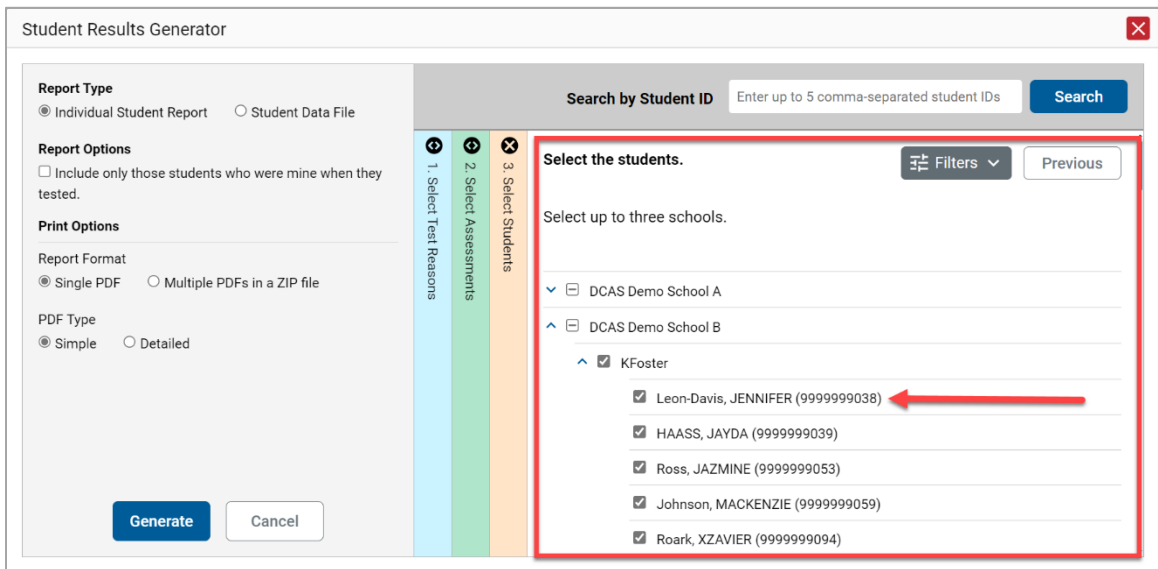
- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:

  i. In the **Select Test Reasons** section ([Figure 19](#)), mark the checkbox for the test reason you want to include in the report. Test reasons are either test windows or categories for tests. Users can select one test reason per report.

Figure 19. Student Results Generator Window: Select Test Reasons Section

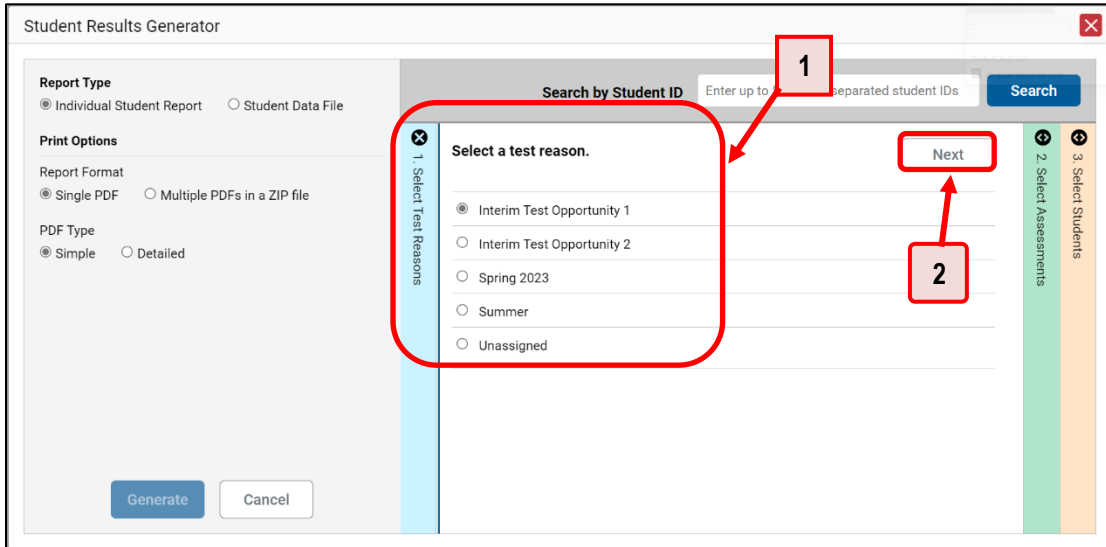Table 5. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (test windows or categories), some of which are selected
2	Button to proceed to next section (**Select Assessments**)

ii.   The **Select Assessments** section ([Figure 20](#)) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report. When creating student data files, you can select any number of subjects. When creating ISRs, you can select tests within a single subject.

Figure 20. Student Results Generator Window: Select Assessments Section
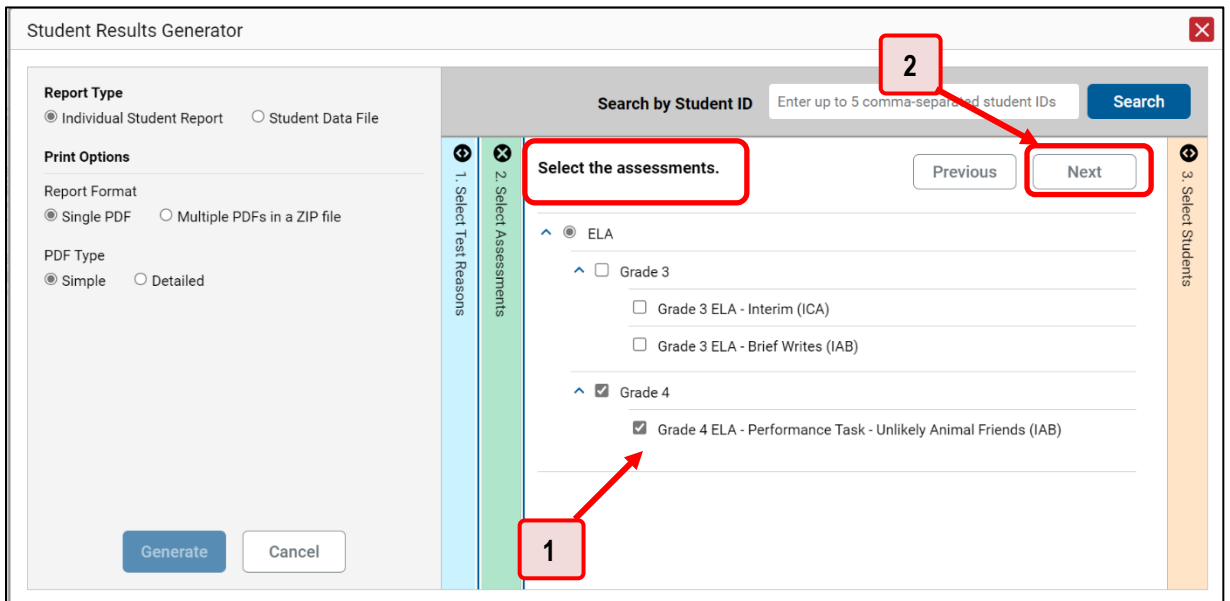

Table 6. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, one test of which is selected
2	Button to proceed to next section (**Select Students**)

iii.   The **Select Students** section ([Figure 21](#)) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user) with the list associated students. Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs. When creating ISRs, district-level users can select students from up to three schools.

- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.

- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click on the **Search** button. Users can search up to five students at a time. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

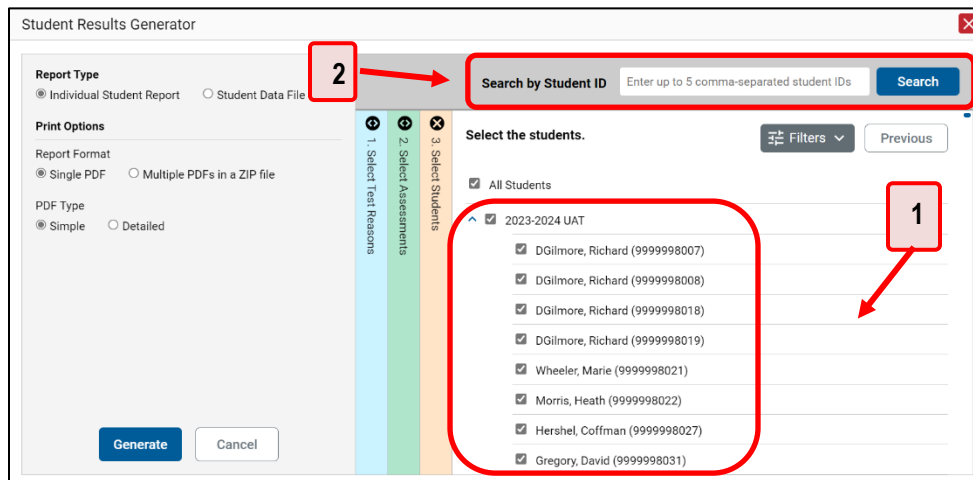Figure 21. Teacher View: Student Results Generator Window: Select Students Section

Table 7. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of classes (rosters) and students (all selected)
2	Search field for SSID

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iii. *Optional*: If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

i. Open the **Filters** menu. The menu displays two date fields, as in Figure 22.

ii. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.

iii. Click **Apply**. The results are filtered to include only test opportunities processed by Centralized Reporting in that date range. Note that processing date is not always the same as the date a test was taken.

iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 22. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open
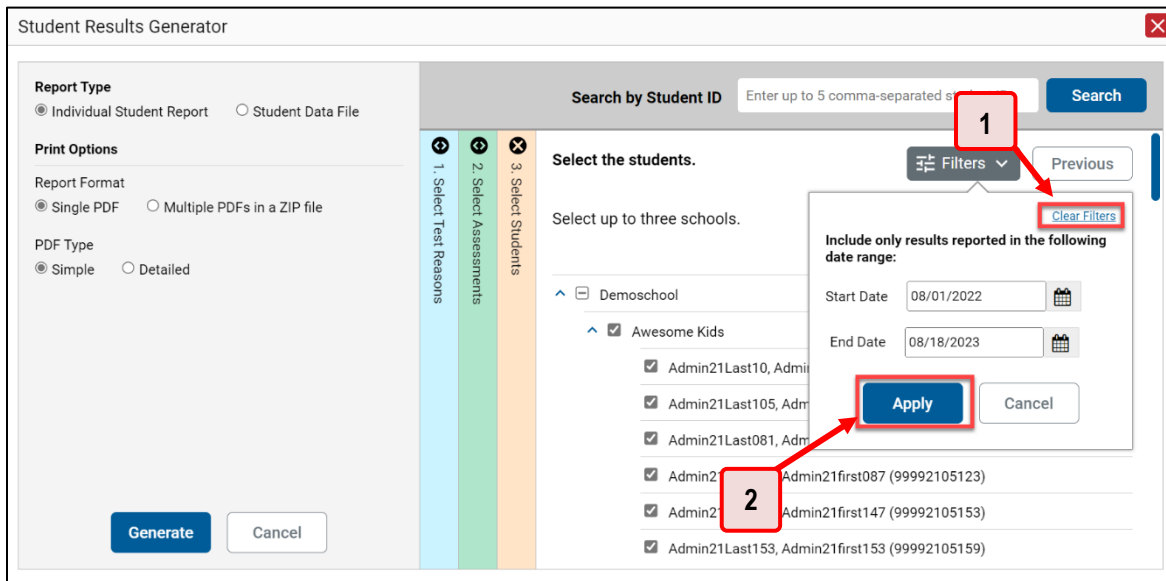

Table 8. School-Level User View:

Student Results Generator Window: Select Students Section Elements

#	Element
1	**Clear Filters**
2	**Apply** button

5. Click **Generate**. Once file generation is finished, the Inbox contains the new file or files available for download.

Multiple Test Results for the Same Assessment

In ISRs, note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason,

only one test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers ① in reports, starting with the earliest.

In student data files, note that if a student took a test multiple times, the files would include each test opportunity.

NOTE: Multiple opportunities are only possible on the Interim tests.

Change Log

Location	Change	Date
Throughout	Cutover for 2023-2024 school year.	08/18/2023
Pages 15-16	New Student Results Generator Feature: Report Options	03/26/2024