

# Centralized Reporting System User Guide

*For Summative and Interim Assessments*

2022–2023

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## Introduction to the User Guide

This user guide gives instructions on using the Reporting System for the following:

- Accessing summative assessment data.
- Accessing interim and benchmark assessment data.
- Scoring interim and benchmark assessments.

It includes the following sections:

- [Accessing the Centralized Reporting System](#)
- [This section describes](#) how to log in to the Centralized Reporting System (CRS).

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.

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

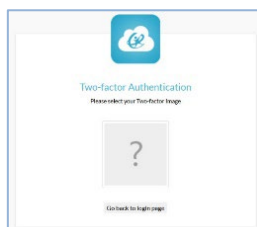
- Access the EdAccess login page at <https://launchpad.classlink.com/ddoe>. Use your EdAccess or LEA ClassLink ID and password to log in.

Figure 1: DDOE EdAccess Login Page



- a. If the Two-Factor Authentication window opens, select your two-factor authentication image.

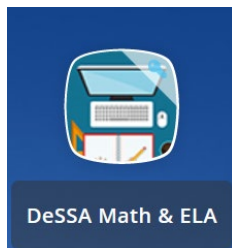
Figure 2: Two-Factor Image



## Reporting System User Guide

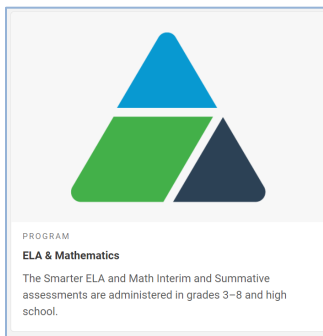
- After you have successfully logged in to the EdAccess or LEA ClassLink, you will see a menu of authorized applications, including DeSSA Math & ELA. Click the **[DeSSA Math & ELA]** button. You will be directed to the DeSSA portal.

Figure 3. DeSSA Math &amp; ELA Icon



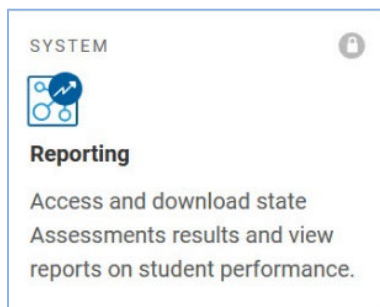
- Click the **[Smarter ELA & Mathematics]** user card to access DeSSA applications.

Figure 4: DeSSA Math &amp; ELA Icon



- 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.

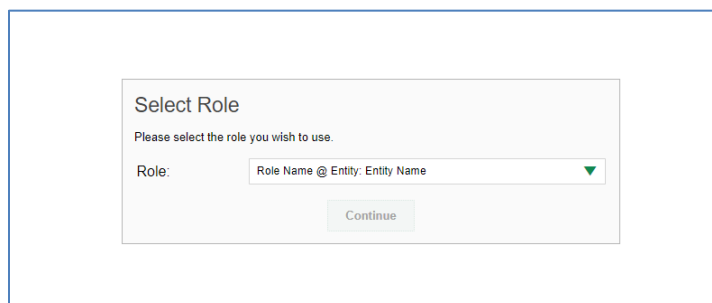
Figure 5: Reporting Portal Card



## Reporting System User Guide

- If your account is associated with multiple institutions, you are prompted to select a role. 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



Select Role

Please select the role you wish to use.

Role: Role Name @ Entity: Entity Name ▼

Continue

- How to Navigate Reports for Summatives and Interims
- [How to Set Up Reports for Summatives and Interims to Suit Your Needs](#)
- [How to Export and Print Data on Summatives](#)

The guide also includes additional information on accessing your interim data and scoring interims:

- [How to Access Item-Level Data on Interims](#)
- [How to Score Items on Interims](#)
- [How to Set Up Interim Reports to Suit Your Needs](#)
- [How to Export and Print Data on Interims](#)

## Accessing the Centralized Reporting System

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

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

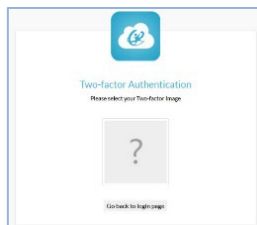
- Access the EdAccess login page at <https://launchpad.classlink.com/ddoe>. Use your EdAccess or LEA ClassLink ID and password to log in.

Figure 1: DDOE EdAccess Login Page



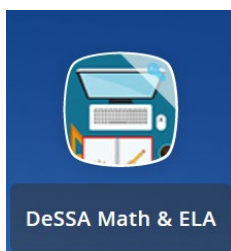
- If the Two-Factor Authentication window opens, select your two-factor authentication image.

Figure 2: Two-Factor Image



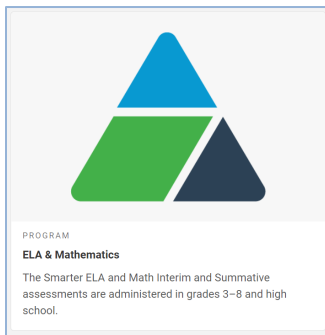
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Figure 3. DeSSA Math & ELA Icon



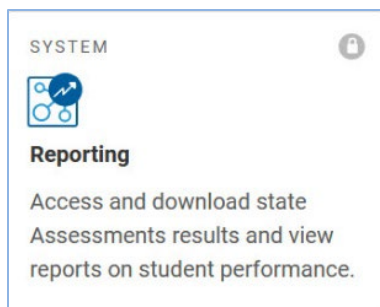
- Click the **[Smarter ELA & Mathematics]** user card to access DeSSA applications.

Figure 4: DeSSA Math & ELA Icon



- 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



- If your account is associated with multiple institutions, you are prompted to select a role. 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

 A window titled "Select Role". Below the title, it says "Please select the role you wish to use." There is a label "Role:" followed by a drop-down menu. The drop-down menu currently displays "Role Name @ Entity: Entity Name" and has a small downward-pointing triangle on the right. Below the drop-down menu is a button labeled "Continue".

## How to Navigate Reports for Summatives and Interims

This section explains how to navigate your reports for both summative and interim assessments.

### How to Understand Which Students Appear in Your Reports

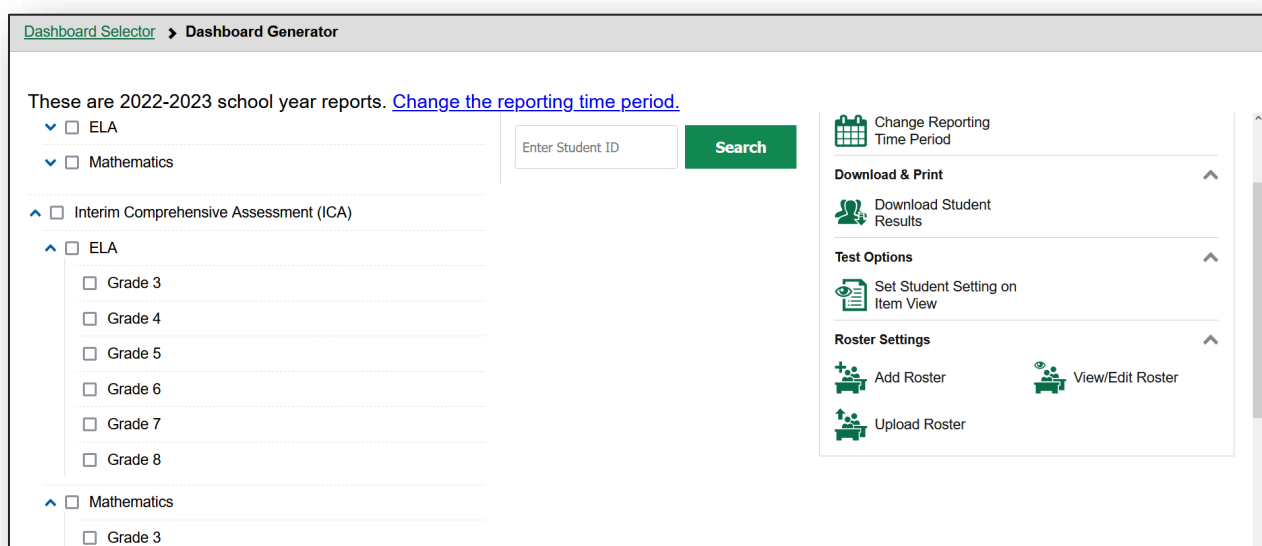
- Teachers can view data for all students in their classes (rosters) who have completed assessments. They can also view data for students to whom they have administered assessments in the current school year.
- School-level users can view data for all students in their schools who have completed assessments.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


### How to Start Viewing Reports

#### How to Use the Dashboard Generator Page

When you log in to the 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. Typically, you may choose test types, subjects within the test types, and grades within the subjects.

Figure 7. Dashboard Generator Page



To the right of the dashboard generation controls are some other useful features. The *Looking for a specific student?* section allows you to use student ID to [view all that student's test results](#). The **Features & Tools** menu  appears on the right side of this page and in reports and offers multiple features that are described elsewhere in this guide.

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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 except state-level users can view the standard dashboard ([Figure 8](#)). It displays aggregation cards representing test groups.

Each aggregation card displays the test group name, a list of grades, 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. 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.


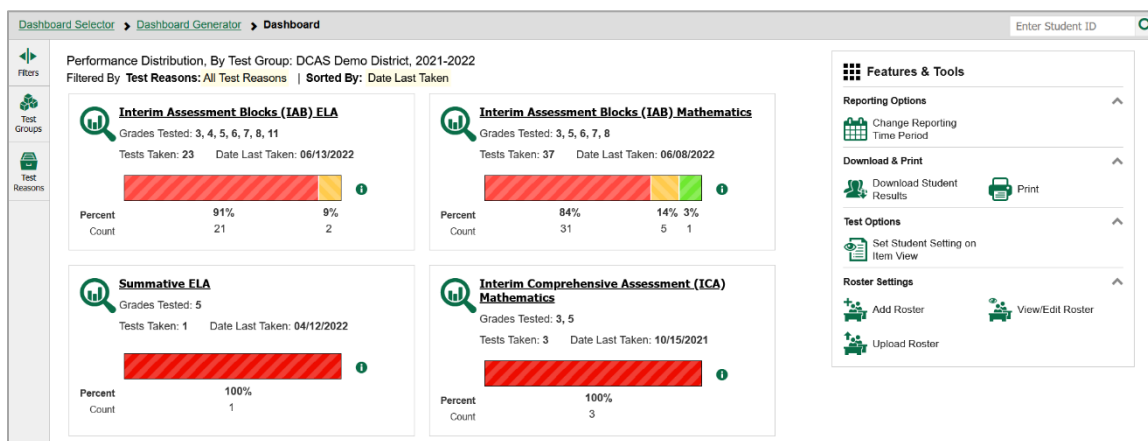
Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 8. Dashboard




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. You can [change the reporting time period](#). If you are a teacher, you may also be able to view more students’ data by [managing your classes \(rosters\)](#).



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To change the test groups and test reasons that appear, use the **Filters** panel on the left. For more information on filtering, see [How to Set Up Reports for Summatives and Interims to Suit Your Needs](#) and [How to Set Up Interim Reports to Suit Your Needs](#). You can also backtrack to the Dashboard Generator using the link in the path at the upper-left corner and change your test group selections there.

### 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 (or  beside it). 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

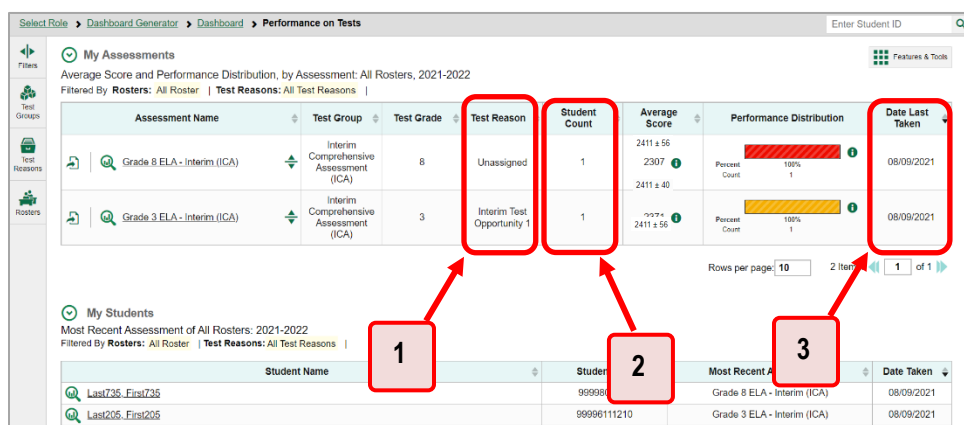
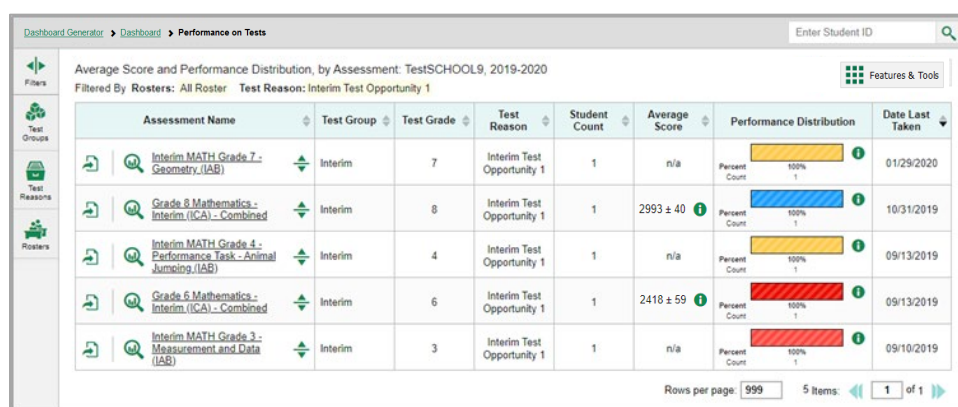


Table 1. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (test windows)
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

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





For each test, the assessments table shows the test group, grade, test reason (the name of the test window of a summative assessment, or a category assigned to an interim assessment), number of students who took the test, average score, performance distribution, and date the test was last taken.

You can use the filters to view a different set of assessments. For more information on filtering, see [How to Set Up Reports for Summatives and Interims to Suit Your Needs](#) and [How to Set Up Interim Reports to Suit Your Needs](#).

If a message appears saying “There are no assessments to display” or “There are no students to display”, you may have filtered out all data.

## For Teachers and School-Level Users: How to View Student-Level Data for All Your Students

The **Performance by Student** tab displays test results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.

1. Starting from the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the assessments table at the top of the page.

## Centralized Reporting System User Guide

3. In the report that appears, select the **Performance by Student** tab, as in [Figure 11](#). You will see results listing all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.

Figure 11. School Performance on Test Report: Performance by Student Tab

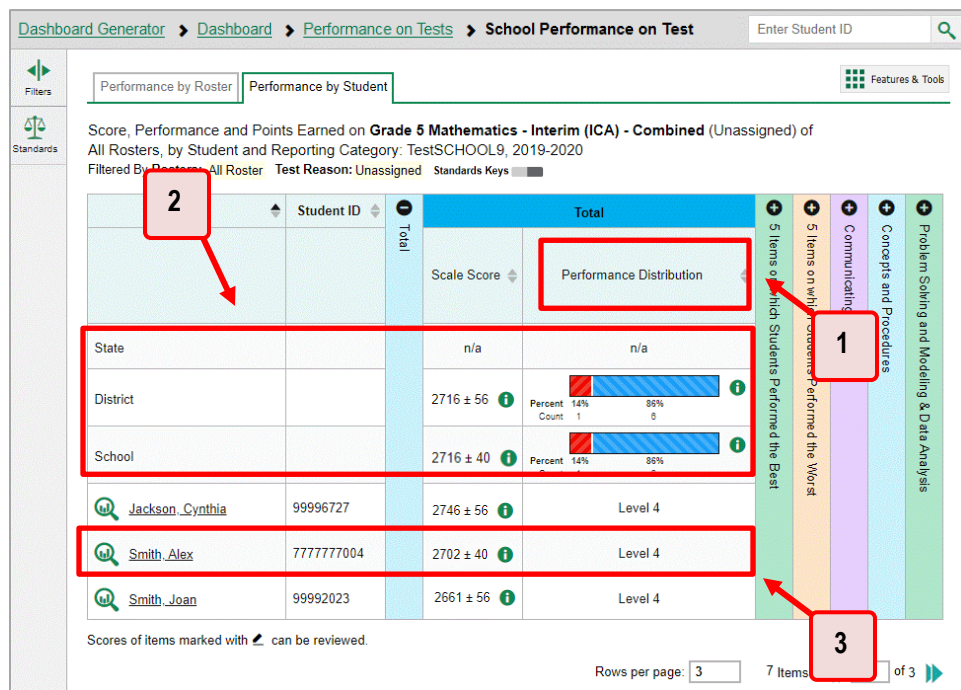


Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Performance column header (click to sort)
2	Data for state, district, and school
3	Student data

To see which students performed best, click the score or Performance columns to sort them.

You can view your students' performance in each area of the test by clicking the reporting category section bars to expand them, as shown in [Figure 12](#).

Figure 12. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

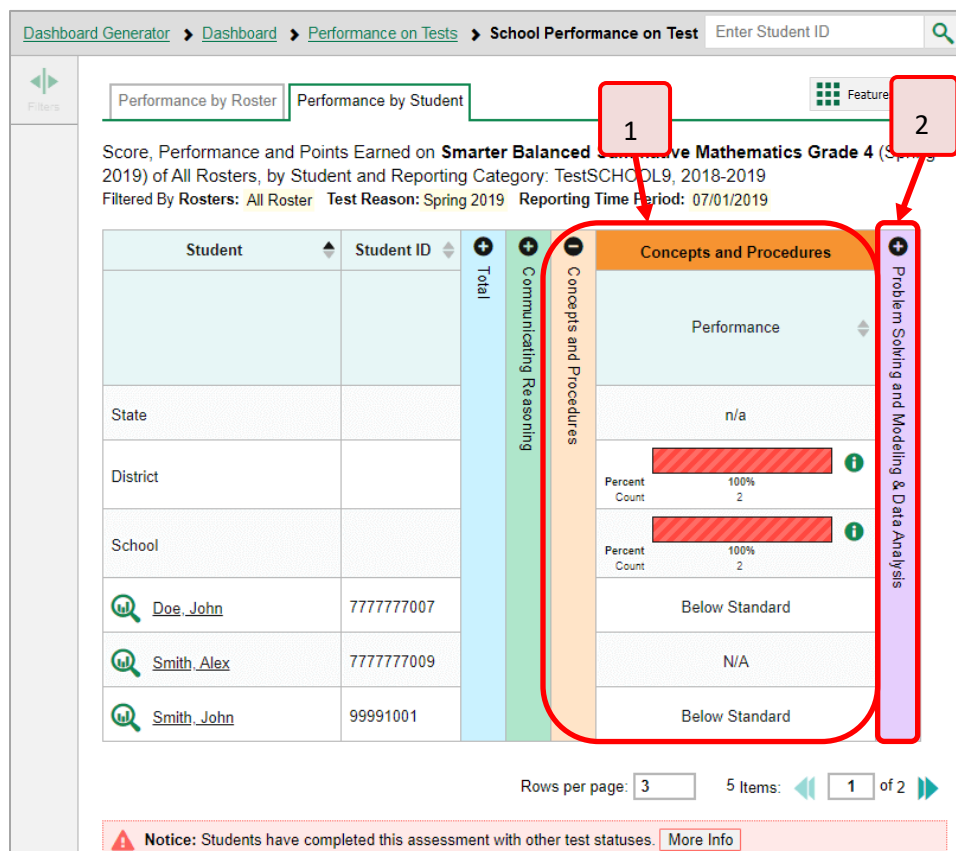


Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Reporting category section (expanded)
2	Additional reporting category sections (not expanded)

## How to View Test Results for Classes (Rosters) on a Particular Test



You can view a list of classes (rosters) that took a particular test, and you can also view the test results for a particular class.

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




The **Performance by Roster** tab ([Figure 13](#)) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

## Centralized Reporting System User Guide

### Teachers and school-level users:

1. Generate a dashboard and click a test group name (or  beside it).
2. Click a test name (or  beside it) 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:

1. Generate a dashboard and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
3. Click a school name (or  beside it). The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in [Figure 13](#) 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 13. My Students' Performance on Test Report: Performance by Roster Tab

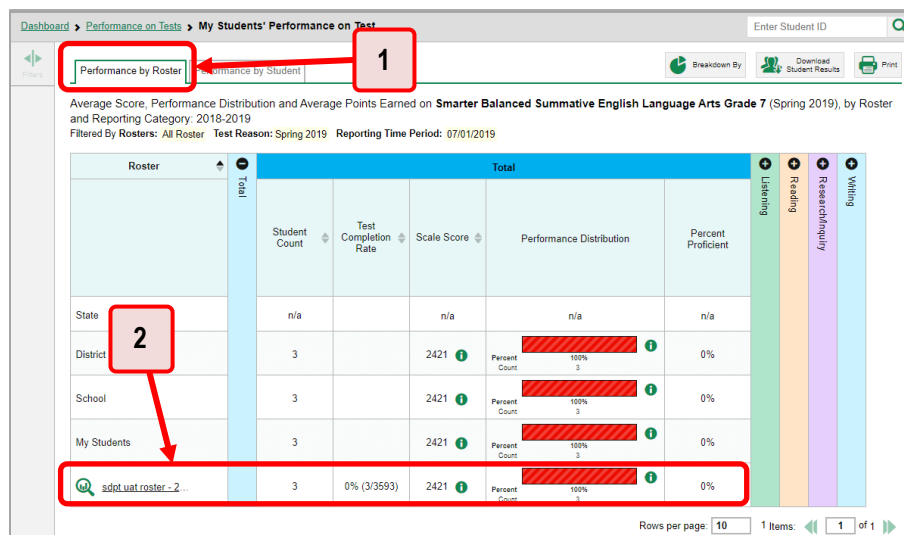


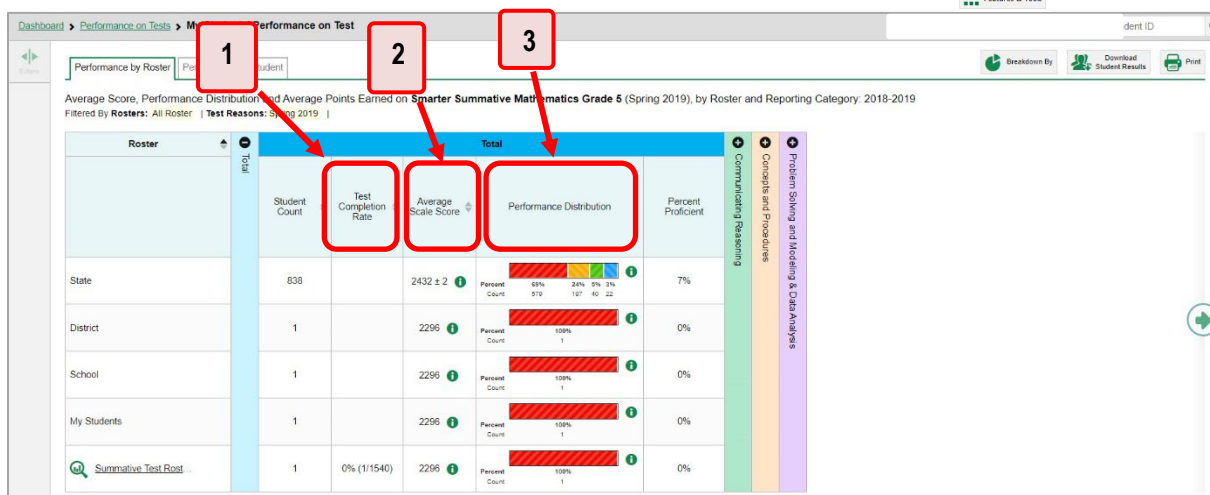
Table 4. My Students' Performance on Test Report: Performance by Roster Tab Elements

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

## How to See Which Classes (Rosters) Performed Well on This Assessment

To see which classes performed best on the test, do either of these things:

- Click the **Average Scale Score** column header to sort by score and look for rosters with high average scores.
- Look at the bars in the **Performance Distribution** column to see where the percentage of students at or above proficient is high.
- Figure 14. My Students' Performance on Test Report: Performance by Roster Tab
- 



- Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Test Completion Rate column (click to sort)
2	Average Scale Score column (click to sort)
3	Performance Distribution column

•

## How to See Which Classes (Rosters) Had the Highest Test Completion Rates

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column.

## How to See How Well Classes (Rosters) Performed in Each Area on the Test

For tests with reporting category sections, you can compare the performance of your students in each area of the test.

**NOTE:** Student level reporting category data is not available for summative assessments administered during 2020-2021 and after due to the transition to the adjusted blueprint.

Click each vertical section bar to expand or collapse it. In this example (Figure 15), you can view average score and a performance distribution bar for each class (roster) under the reporting category Communicating Reasoning.

Figure 15. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

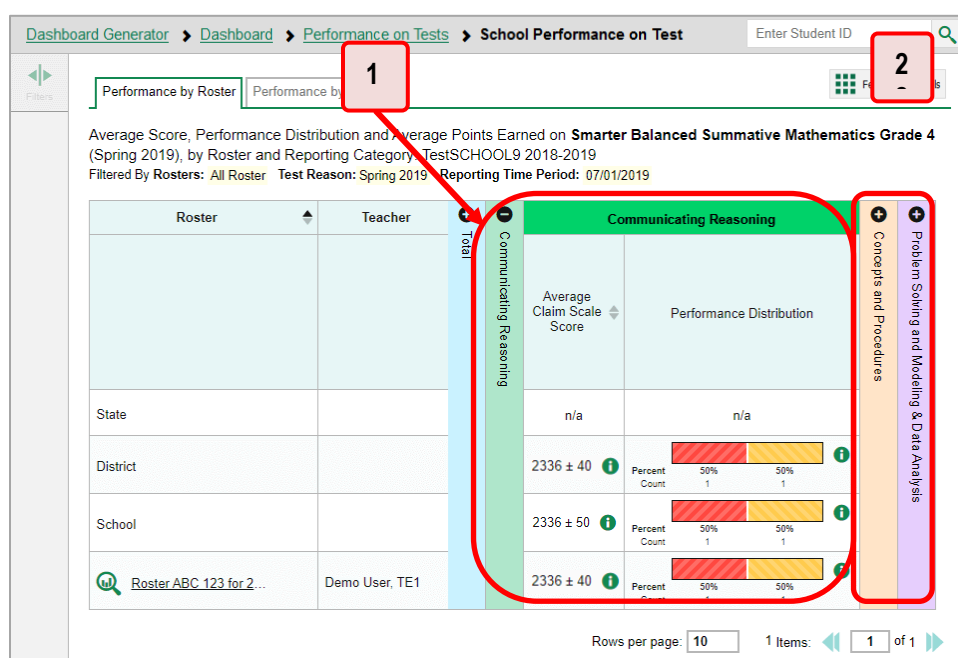


Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

#	Element
1	Reporting category section
2	More reporting category section bars (click to expand)

Summative and interim tests cover multiple reporting categories, while a benchmark test covers only one.

## How to View and Interpret Standard Measures Within Reporting Category Sections

Aggregate test results for adaptive tests may include detailed performance measures within standards within reporting categories.



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An educational standard, sometimes called an assessment target, describes the skill the item measures. Standards are nested within clusters (groups of standards).

The Standards sub-section (shown in [Figure 16](#)) contains the following:

- **Clusters** within the reporting category.
- **Standards** within each cluster.
- **Measures** within each standard.


To learn more about each standard, click the more information button  to the right of the standard name.

Figure 16. School Performance on Test Report:  
Performance by Roster Tab with Expanded Reporting Category Section

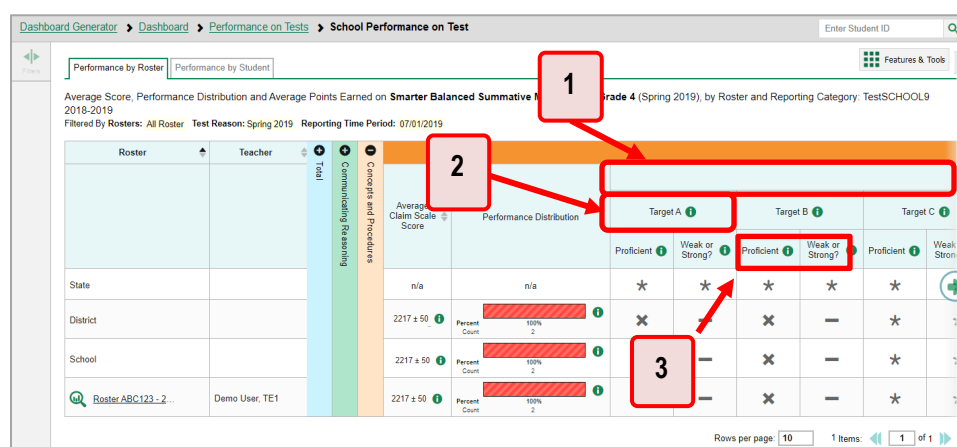


Table 7. School Performance on Test Report:  
Performance by Roster Tab: Reporting Category Section Elements

#	Element
1	Cluster header within a reporting category (header label not shown)
2	Standard header within the cluster column
3	Proficient measures within the standard

Each standard column consists of sub-columns displaying performance measures:

- **Weak or Strong?:** You may want to identify strengths and weaknesses in different standards within the reporting category so you can focus instruction on very specific areas where improvement is needed. This column displays icons indicating how students' average



performance on the standard compares with their average performance on the overall test. Note that these icons indicate only relative performance and not proficiency.

- **Proficient:** This column displays icons indicating whether students have on average attained proficiency in the standard.



## How to View and Interpret Writing Dimension Measures

Aggregate test results for some assessments may also include a **Writing Dimensions** section to the right of the expandable sections in the report table. You can expand it by clicking the vertical bar, just as with the reporting category sections. This section helps you understand how students performed on different aspects of writing.

The **Writing Dimensions** section (see [Figure 17](#)) contains the following under the Essay header:

- **Essay type.** For example, Informative/Explanatory, Opinion, and Narrative.
  - **Writing dimension** within the essay type, as listed in item rubrics. For example, Purpose, Focus, and Organization; Evidence and Elaboration; and Conventions of Standard English.

**Point value.** A sub-column for each possible item point value for the writing dimension. Each point value sub-column displays the percentage of students who earned that number of points.

For each dimension, the lowest  and highest  point values are sometimes highlighted and marked with arrow icons in the rows with the highest percentages. This allows you to quickly identify groups of students who are performing well and those who may need additional support.

Note that highlighting and arrow icons do not appear where they are not useful. A report containing only one row of data does not have them, and neither does a row in which the percentages are “n/a” or are all the same.

Figure 17. District Performance on Test Report with Expanded Writing Dimensions Section

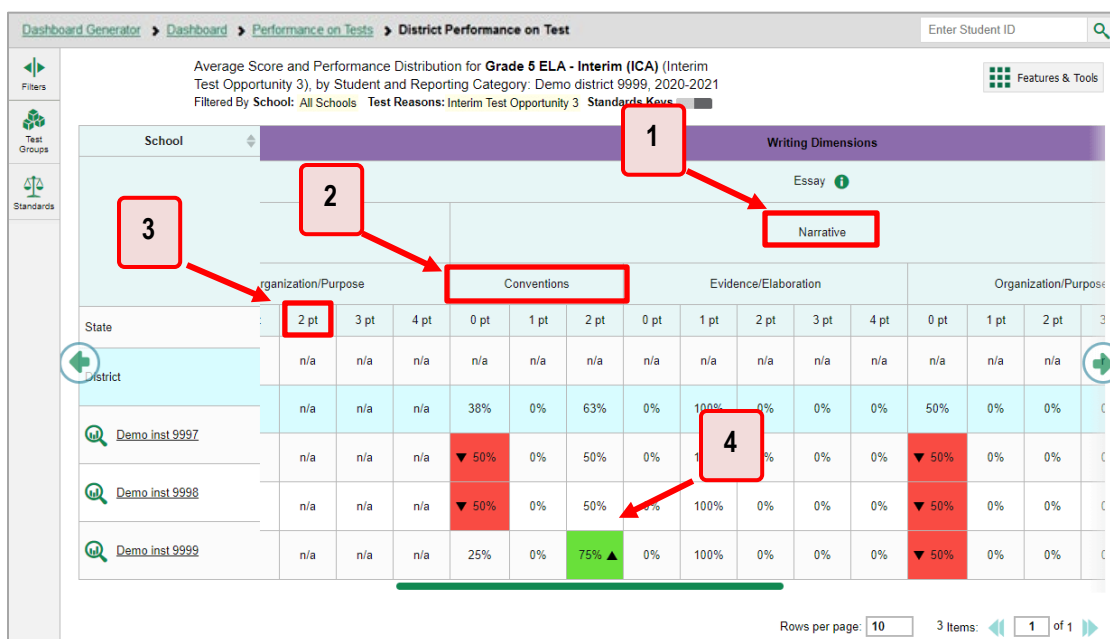


Table 8. District Performance on Test Report Elements

#	Element
1	Essay type header
2	Writing dimension header
3	Point value
4	Cell with the highest percentage earning the highest point value for this dimension


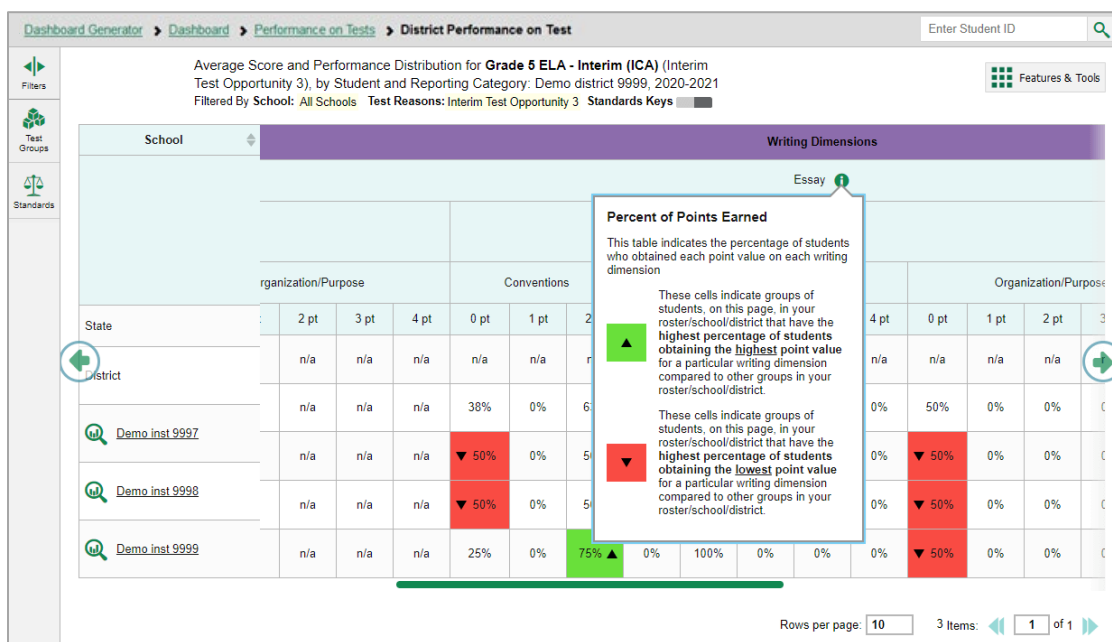

To learn about the highlighting and arrow icons, click the more information button  in the Essay header. A legend expands, as in [Figure 18](#).

Figure 18. District Performance on Test Report with Expanded Writing Dimensions Section and Expanded Legend

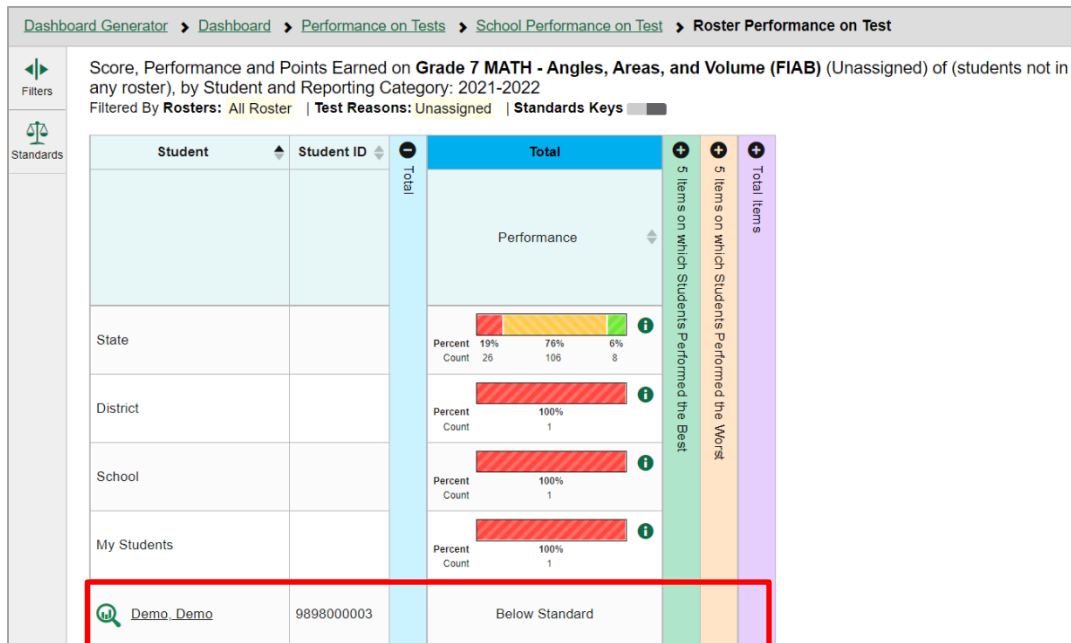


## How to Access Test Results for an Individual Class (Roster)

Prior sections explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear (see [Figure 19](#)).

**NOTE:** The process to access test results for individual classes is the same for both summative and interim assessments. Figures from both assessments are represented in this section.

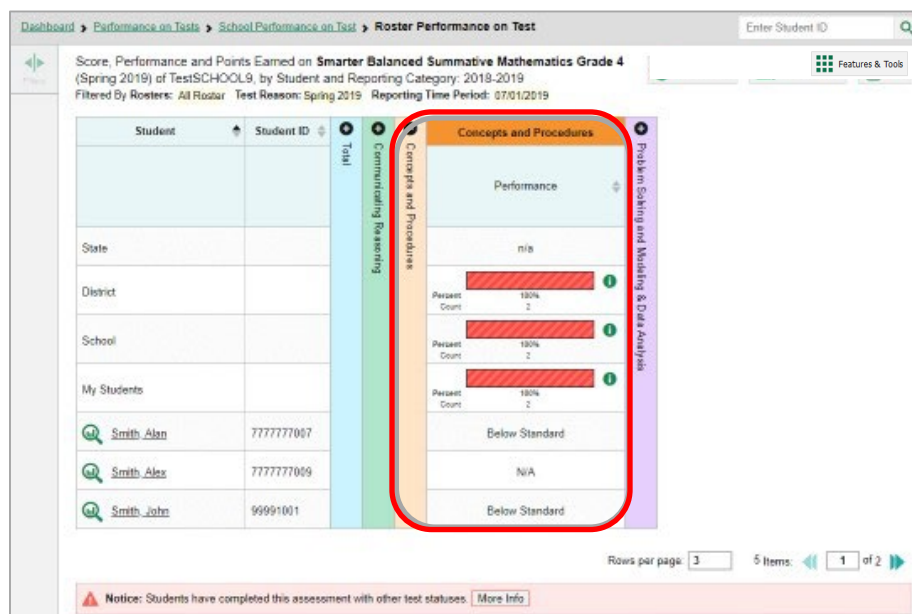
Figure 19. School-Level User View: Roster Performance on Test Report



## How to See How Well Students in Your Class (Roster) Performed in Each Area of the Test

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in [Figure 20](#). Click the vertical section bar to expand each section.

Figure 20. School-Level User View: Roster Performance on Test Report with Expanded Reporting Category Section





## For School- and District-Level Users: How to View Test Results for a School on a Particular Test



You can view test results for all the students in a school on a particular test. This gives you a high-level look at how the school is performing.

### How to Access Test Results for a School


#### School-level users:

1. Generate a dashboard and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. The School Performance on Test report appears.

#### District-level users:

1. Generate a dashboard and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A table listing test results by school appears.

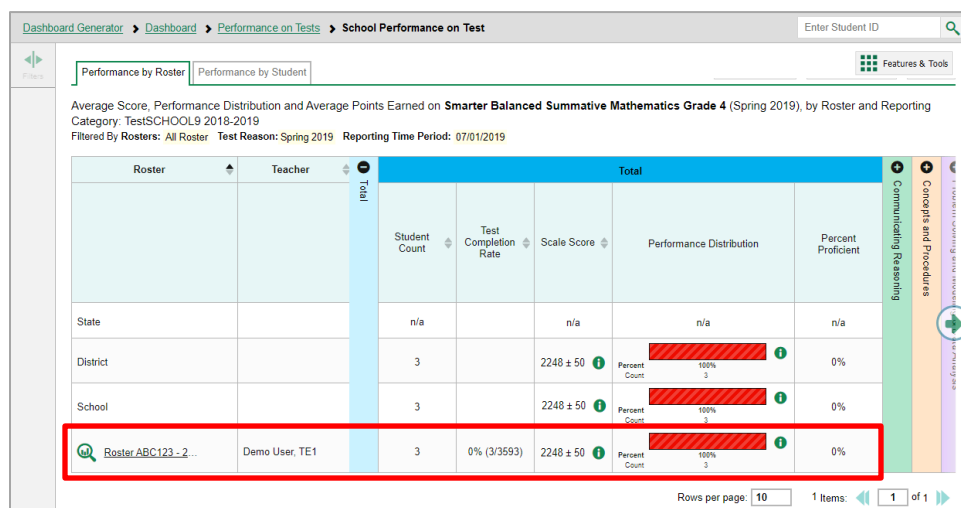
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- Click the name of the school (or  beside it) for which you would like to see results. The test results for the school appear.

Note that district-level users can also access the test results from a school directly from the Performance on Tests report, by first filtering by school.

The **Performance by Roster** tab is open by default, as in [Figure 21](#).

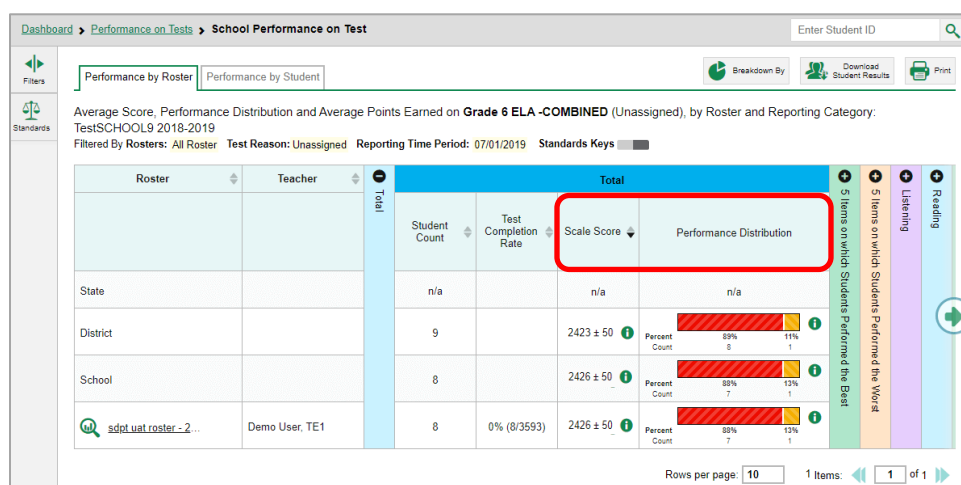
Figure 21. School Performance on Test Report: Performance by Roster Tab



## How to See Which Classes (Rosters) Performed Well on This Assessment

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score. Rosters with a high average scale score, and with a high percentage of students performing at or above proficient in the performance distribution bar, performed well on the assessment. If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 22. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score



## For District-Level Users: How to View Test Results for a District on a Particular Test

You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

### How to Access Test Results for a District



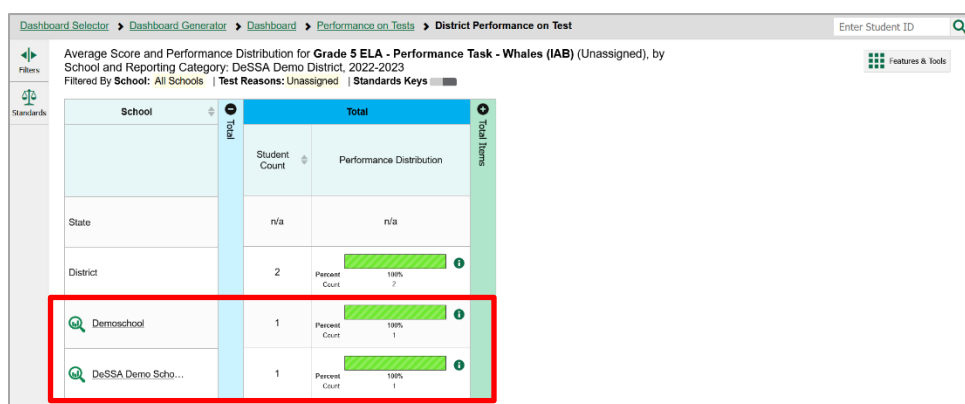
1. Generate a dashboard and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. The District Performance on Test report appears, listing schools in the district (see [Figure 23](#)).

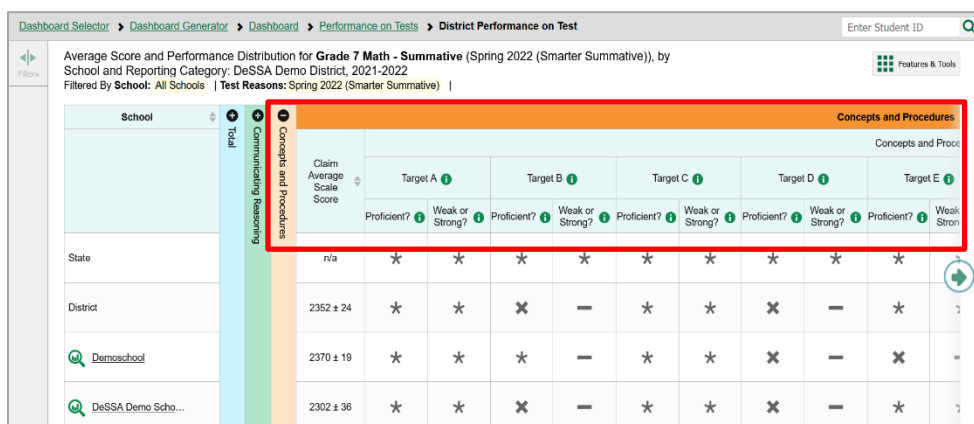
Figure 23. District Performance on Test Report



### How to See Which Schools in the District Performed Well on This Assessment

Look at the score column and/or Performance Distribution column and click the score column to sort by it (as in [Figure 24](#)).

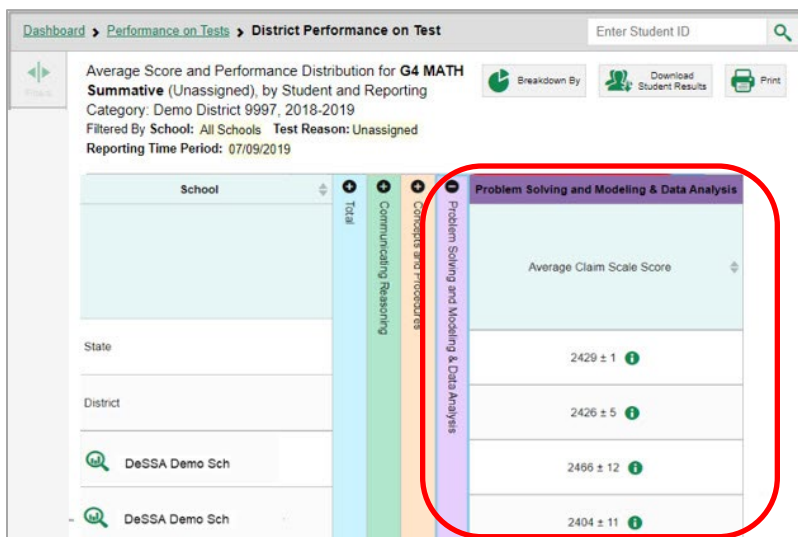
Figure 24. District Performance on Test Report with Expanded Reporting Category Section



## How to See How Well Schools in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (as in [Figure 25](#) Figure 24).

Figure 25. District Performance on Test Report with Expanded Reporting Category Section



## How to Track Student Performance Over Time

You can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' performance has improved or declined.

Each Longitudinal Report displays performance data for one of the following:

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the

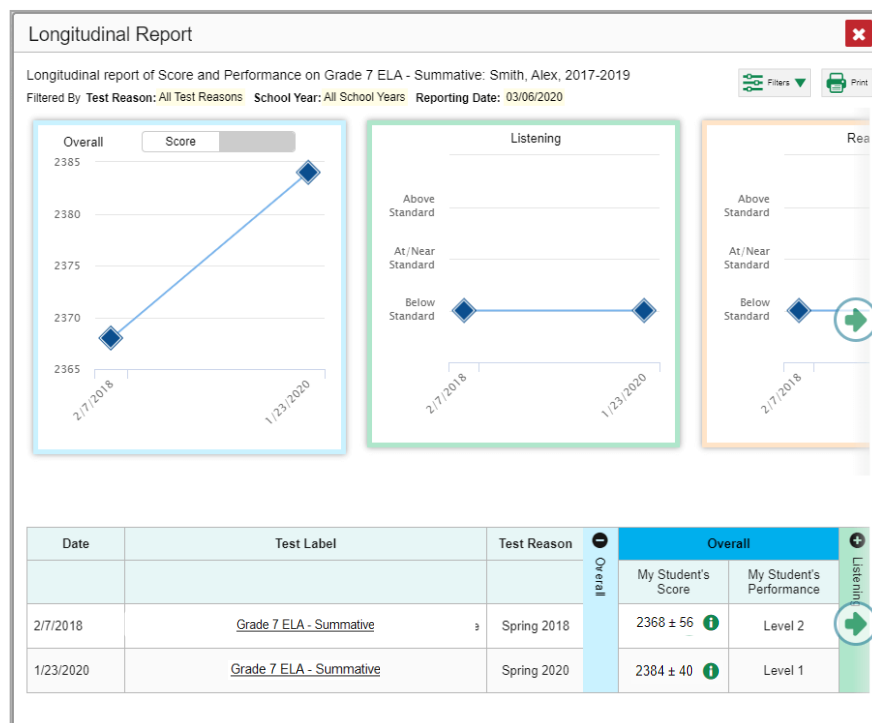


related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.


- An individual student (see [Figure 26](#)).

Figure 26. Longitudinal Report Window:

Summative Report for a Single Student with Multiple Reporting Categories



## How to Access a Longitudinal Report Comparing Related Assessments

If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Report** button  allows you to access a Longitudinal Report in the reports for any of those assessments. If they haven't done so, then no Longitudinal Report is available.

Click the **Build Longitudinal Report** button  in the **Features & Tools** menu .

The **Longitudinal Report** window appears. Depending on your role, the test types, and the number of students in the report, it may display a report options page rather than the Longitudinal Report itself. The contents of this page depend on your role and the number of students.

- If you are viewing a Longitudinal Report for which both interims and summatives are available, the **Progression** drop-down list (see [Figure 28](#)) appears. Use it to select which test types to view

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in the Longitudinal Report: summative, interim, or a combination. This drop-down list does not appear when only one test type is available.

Figure 27. District-Level User View: Longitudinal Report Window:  
Report Options Page with Progression Drop-Down List Only

The screenshot shows a window titled 'Longitudinal Report' with a close button (X) in the top right corner. Below the title bar, there is a 'Progression' label followed by a dropdown menu currently showing 'Select'. At the bottom of the window is a green button labeled 'Generate Report'.



- **Teachers only:** If the test results you're looking at are for multiple students, a table appears with a column for each test (see [Figure 28](#)). This table does not appear if you're looking at an individual student.
  - A sub-column appears for each test reason (a category of test, or, for a summative, a test window).
  - The cells in the columns display checkmarks  to indicate which students completed which test/test reason combinations.

Figure 28. Teacher View: Longitudinal Report Window: Detailed Report Options Page

The screenshot shows a window titled 'Longitudinal Report with Progressions' with a close button (X) in the top right corner. Below the title bar, there is a 'Progression' dropdown menu set to 'Summative' and a green 'Generate Report' button. To the right of the button is a note: '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).' Below this is a section 'Students Selected: 4' followed by a table.

Test	Grade 3 ELA		Grade 4 ELA		Grade 5 ELA		Grade 6 ELA
	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	
<input type="checkbox"/> Test Reason							
Ackbar, Gial (9999191752)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
al Ghul, Talia (9998711390)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allen, Barry (9998353812)			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Amidala, Padme (9999109747)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Andor, Cassian (9999425137)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Antilles, Wedge (9999062995)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Binks, Jar Jar (9999920535)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bullock, Harvey (9998949477)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calrissian, Lando (99995471...)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curry, Arthur (9998275404)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all or clear it to remove all. The test opportunities that will be included are highlighted in yellow.

- If you're viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button .)

## How to View Students' Overall Performance on These Assessments Over Time

Look at the graph in the upper-left corner of the Longitudinal Report (see [Figure 29](#)). It shows the scores or performance levels of the student(s) each time they took the test(s).

Score data are plotted along a line.

Figure 29. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories

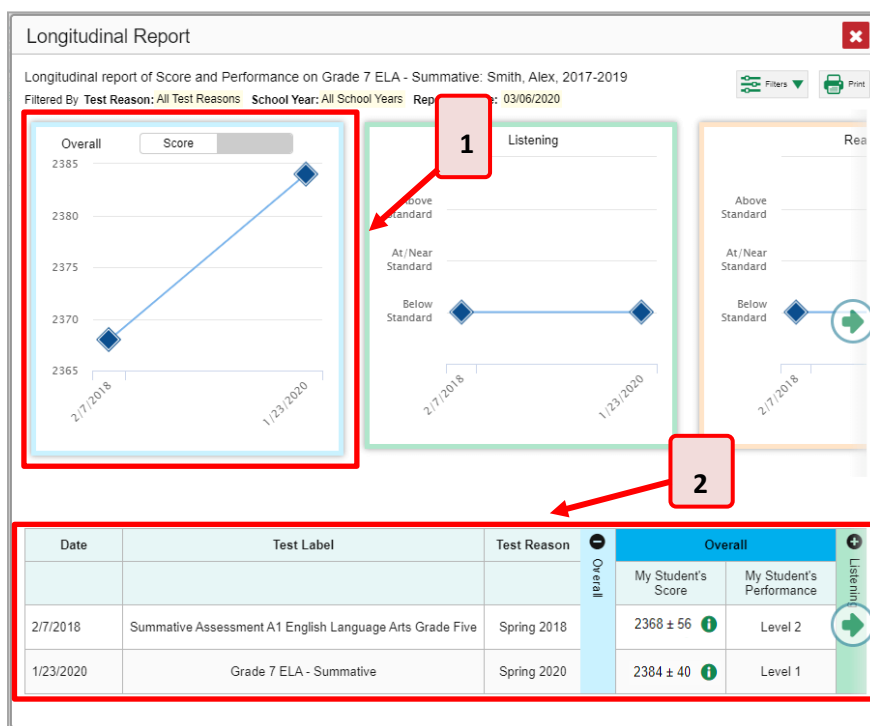


Table 9. Longitudinal Report Window Elements

#	Element
1	Overall performance graph
2	Overall performance section of table

Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

Mouse over the data 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.

## How to Switch Between Score Data and Performance Level Data

When a graph offers both score and performance level data, a toggle bar appears at the top of it. Click the toggle to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.


## How to See Students' Performance in Different Areas Over Time

Look at the reporting category graphs to the right of the overall performance graph or look at the expandable reporting category sections in the table at the bottom. Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

## How to Distinguish Different Types of Tests in the Graphs

A symbol appears on each data point. When multiple test types are present, refer to the legend immediately below the graphs (see [Figure 30](#)) to find out which symbols correspond to which types.

## How to Modify the Test Groupings You've Selected

If you generated the report from the report options page, click the **Change Selections** button  in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test type or types and, if you are a teacher viewing multiple students, your selection of tests and test reasons as well.


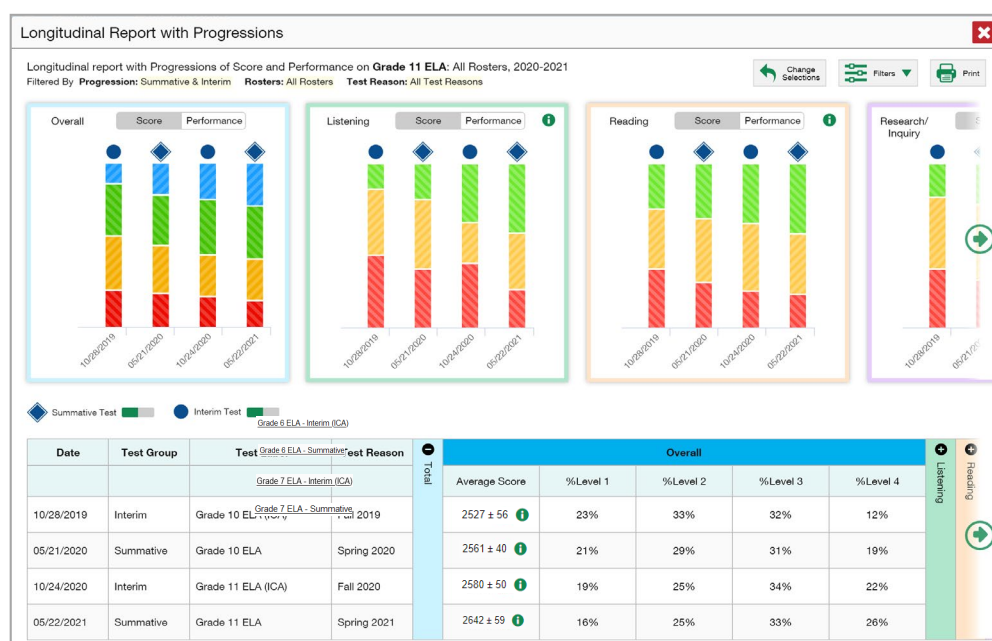
Alternatively, if your report contains multiple test types, click the test type toggles  in the legend immediately below the graphs (see [Figure 30](#)) to hide and show data for each one. Note that these toggles do not affect report printouts or exports.

Figure 30. Longitudinal Report Window: Summative & Interim Report for Multiple Students with Multiple Reporting Categories



## How to Filter Test Opportunities to Show Some and Not Others

You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others.

Note that filtering tests may affect the set of students whose data are included in the report.


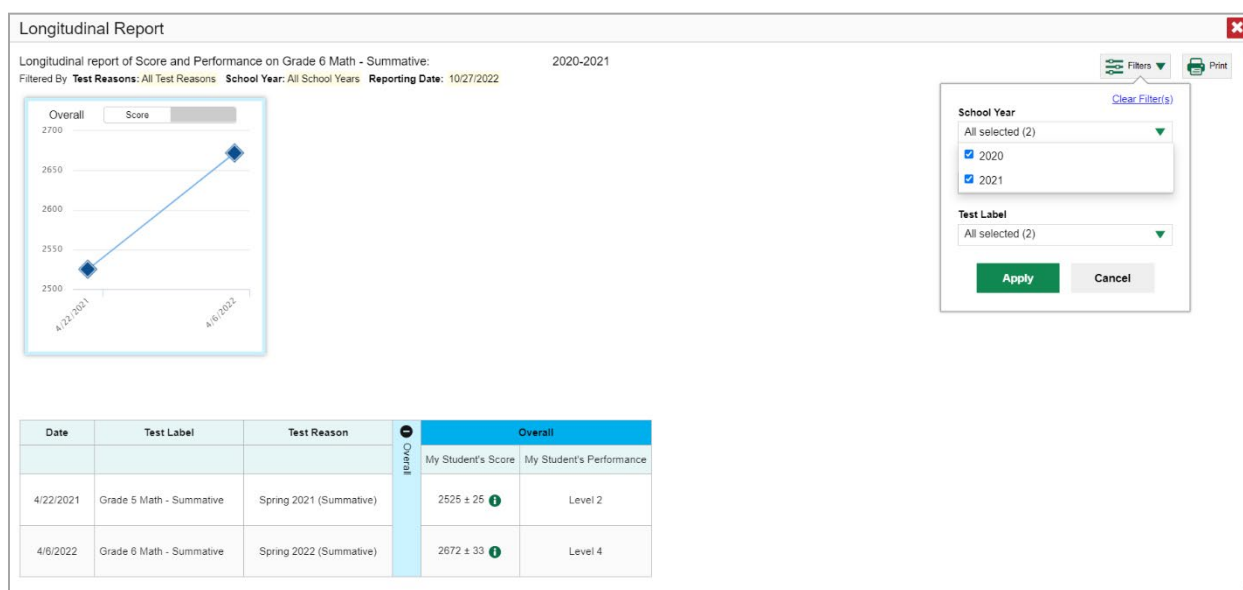
1. Open the **Filters** menu  at the upper-right corner and select the filter options you prefer from the drop-down lists (see [Figure 31](#)).

Figure 31. Longitudinal Report Window: Summative Report for a Single Student with Expanded Filter Menu




- You may want to filter by a particular school year or years. Note that years are not calendar years. “2021” refers to the 2021–2022 school year. By default, Longitudinal Reports show data for all years.

Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students’ performance on last year’s sixth-grade tests.



- If the report includes interim assessments, you may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring. For summative assessments, test reasons are the same as test windows and are not useful.
- Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don’t want to see.

2. Click **Apply**.

3. *Optional:* To revert all filters to their defaults, open the **Filters** menu  again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, showing the test reasons and school years included in the report.

## How to View Test Results Broken Down by Demographic Sub-Groups

You can use the **Breakdown By** button  in the **Features & Tools** menu  to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

## How to View Test Results Broken Down by Demographic Sub-Groups

To view test results broken down by demographic sub-groups, do the following:

1. Click **Breakdown By**  in the **Features & Tools** menu . The **Breakdown Attributes** window opens (see [Figure 32](#)).

Figure 32. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

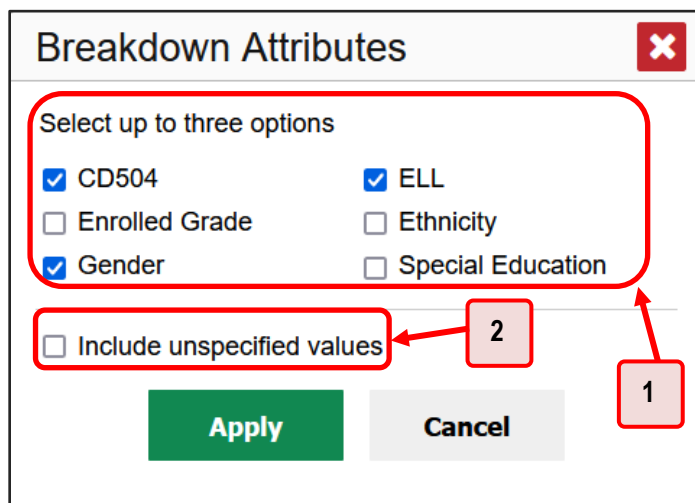


Table 10. Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	<b>Include unspecified values</b> option

2. Select up to three student demographic categories.

There is also an **Include unspecified values** checkbox, explained below:

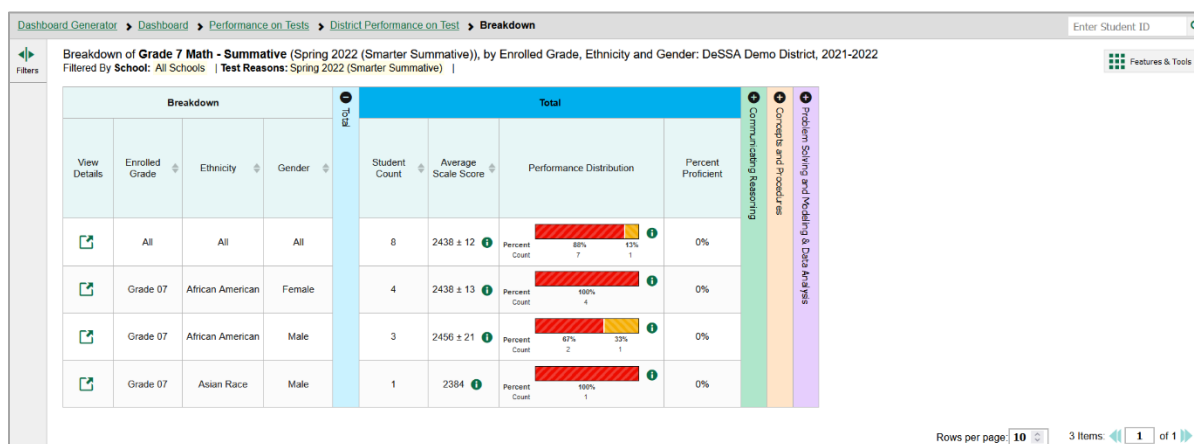
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- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
- To include data for these students, mark the checkbox.

### 3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 33](#)).

Figure 33. Demographic Breakdown of a My Students' Performance on Test Report

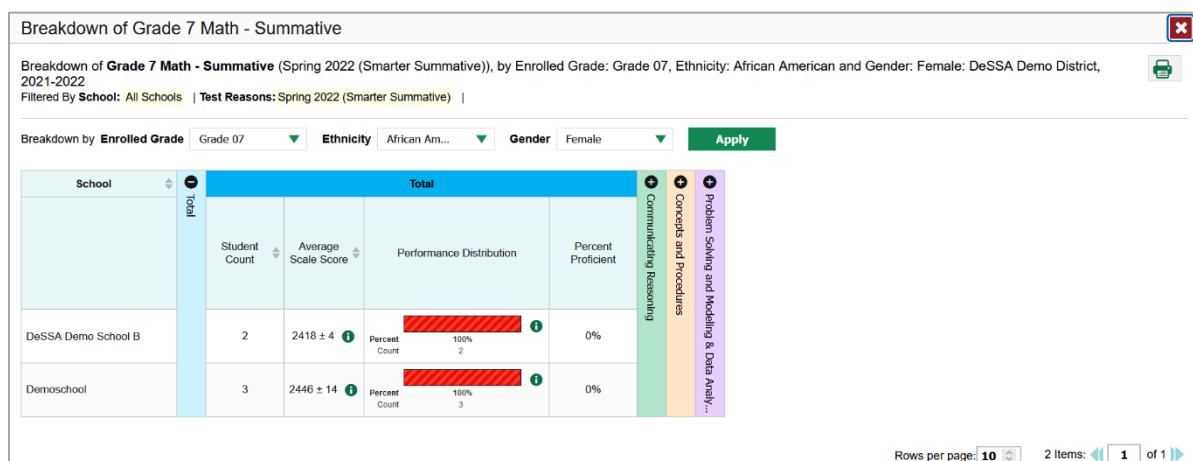


## How to View Test Results for a Particular Demographic Sub-Group or Combination

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see [Figure 33](#)).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups (see [Figure 34](#)).

Figure 34. Demographic Combination Breakdown Window (from School Performance on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.




You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which classes (rosters) have the highest-performing girls in the first grade.

## How to View Test Results for Individual Students




You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken.

### 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 (or  beside it).
2. Click a test name (or  beside it) 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 (or  beside it) in the report. The Student Performance on Test report appears (see [Figure 35](#)).

**District-level users:**

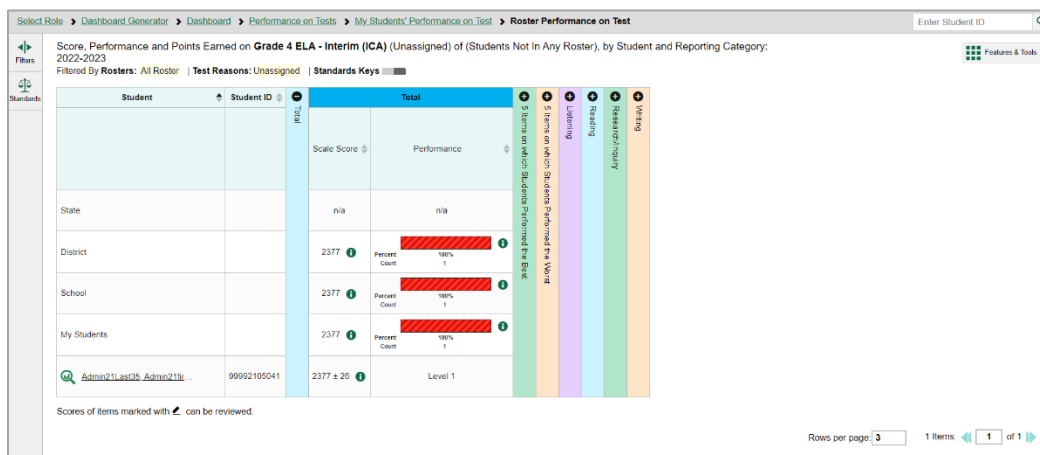
1. Generate a dashboard and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of test results by school appears.
3. Click a school name (or  beside it). The School Performance on Test report appears.



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

Figure 35. Teacher View: Student Performance on Test Report



You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand.

## How to View a Report for All the Assessments a Student Has Completed Over Time

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 this report, enter the student's SSID in the search field in the upper-right corner and click (see [Figure 36](#)). (When you are viewing the Dashboard Generator and data are available, the same field

appears to the right of the dashboard generation controls.) The Student Portfolio Report appears (see [Figure 37](#)).

Figure 36. Teacher View: Performance on Tests Report

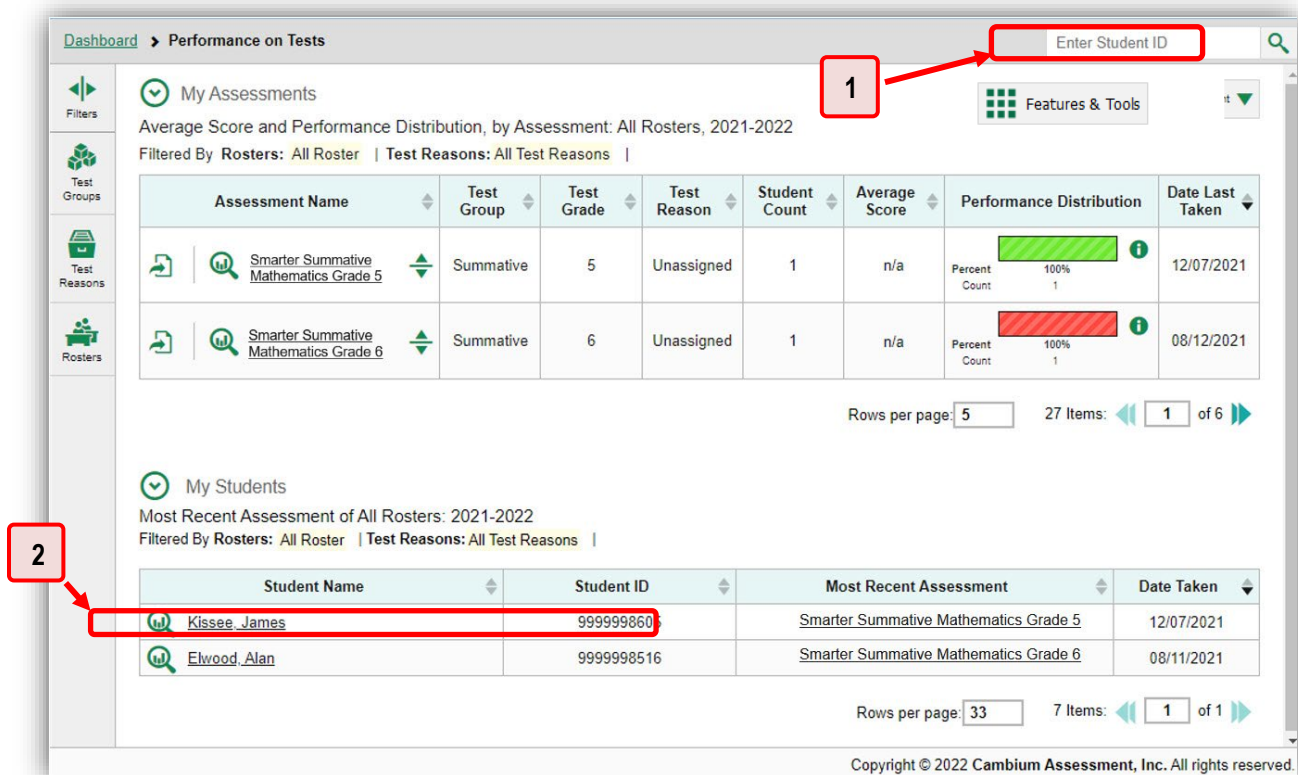



Table 11. Teacher View: Performance on Tests Report Elements

#	Element
1	Search field for SSID
2	Student name and SSID

Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name (or  beside it) also shown in [Figure 36](#).

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Figure 37. Student Portfolio Report (Interim and Summative)

Figure 37 displays two screenshots of the Student Portfolio Report interface. The top screenshot shows a report for 'test test, 2020-2021' with two rows of data. The bottom screenshot shows a report for 'Lastname Firstname, 2018-2019' with one row of data. Both reports include a table with columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Score, Performance, and Date Taken.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Grade 6 MATH - Geometry (FIAB)	Interim Assessment Blocks (IAB)	6	Unassigned	1	n/a	Below Standard	02/27/2021
Grade 6 Mathematics - Interim (ICA)	Interim Comprehensive Assessment (ICA)	6	Unassigned	1	Insufficient to score	Insufficient to score	02/27/2021

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Smarter Summative Mathematics Grade 5	Summative	5	Spring 2019	1	2296 ± 39	Level 1	03/24/2019

To view individual test results for this student, click a test name (or beside it).

## How to Use the Student Portfolio Report to View Only the Tests You're Interested In

You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 38. Student Portfolio Report

Figure 38 displays a screenshot of the Student Portfolio Report interface. Two red boxes and arrows highlight specific elements: Box 1 points to the 'Filters' button in the left sidebar, and Box 2 points to the 'Test Group' button in the left sidebar. The main table shows data for 'Jane Doe, 2018-2019'.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim Revision I	Interim	3	Unassigned	1	n/a	Below Standard	03/27/2019

Table 12. Student Portfolio Report Elements

#	Element
1	Button to expand just the <b>Filters</b> panel
2	Button to expand <b>Filters</b> panel and <b>Test Group</b> options

1. In the **Filters** panel on the left side of the Student Portfolio Report (see [Figure 38](#)), click either the expand button or the **Test Group** button . The **Filters** panel expands (see
- 2.
3. [Figure 39](#). Student Portfolio Report with Expanded Filters Panel

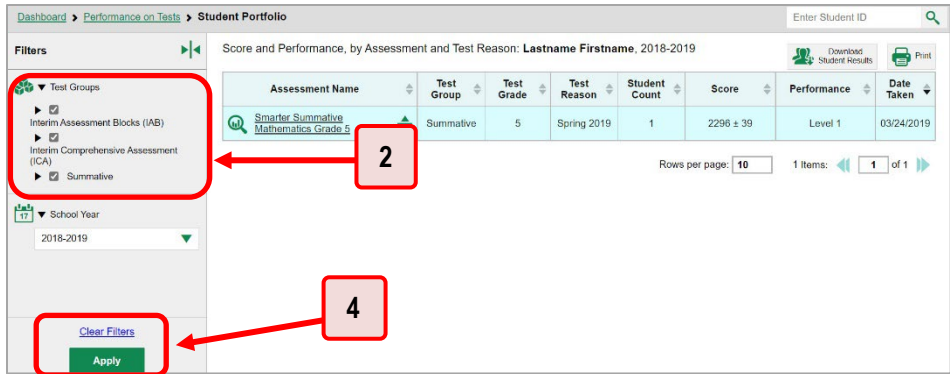


Table 13. Student Portfolio Report Elements

#	Element
1	Button to expand just the <b>Filters</b> panel
2	<b>Test Group</b> options (all selected)
3	Button to expand <b>Filters</b> panel and school year options
4	<b>Apply</b> button and <b>Clear Filters</b>

4. ).

Figure 39. Student Portfolio Report with Expanded Filters Panel

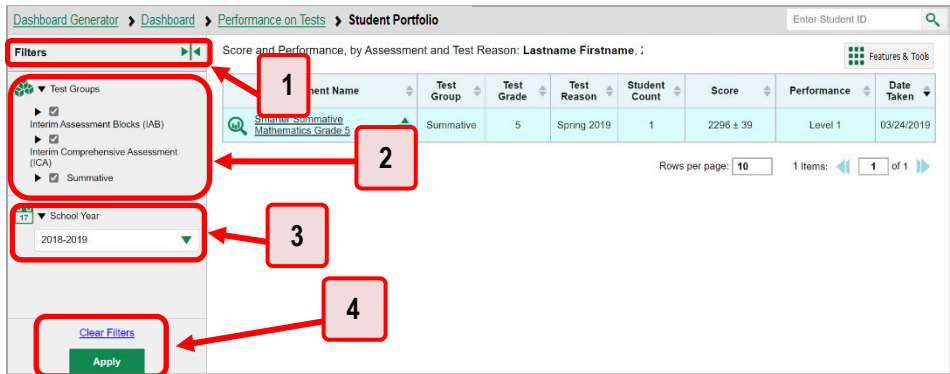


Table 13. Student Portfolio Report Elements

#	Element
1	Button to expand just the <b>Filters</b> panel
2	<b>Test Group</b> options (all selected)

#	Element
3	Button to expand <b>Filters</b> panel and school year options
4	<b>Apply</b> button and <b>Clear Filters</b>

5. Mark as many selections as you like in the **Test Group** section of the **Filters** panel. Tests are organized by test type, subject, and grade.
6. Click **Apply**. The Student Portfolio Report updates to show only data for those tests.
7. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

## How to View a Student's Performance on Tests Taken in a Previous School Year or Years

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student's progress. Student Portfolio Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student's performance on last year's sixth-grade tests.



1. On the left side of the page, click either the **Filters** panel expand button  or the school year button . The **Filters** panel expands.
2. Under **School Year**, select a year or years (see [Figure 40](#)).

Figure 40. Student Portfolio Report with Expanded Filters Panel

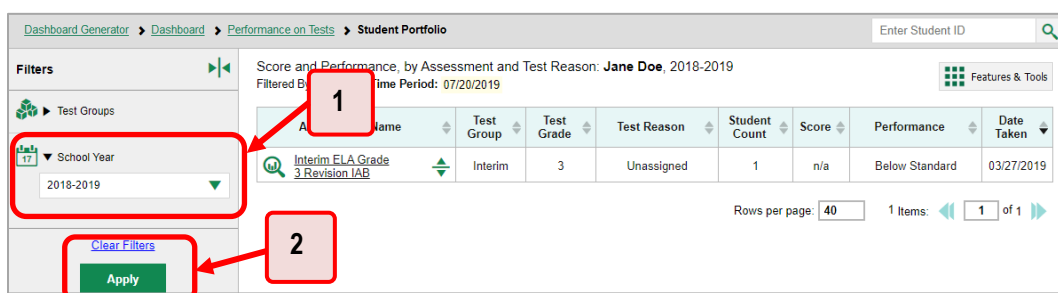


Table 14. Student Portfolio Report Elements

#	Element
1	<b>School Year</b> filter
2	<b>Apply</b> button and <b>Clear Filters</b>

3. Click **Apply**.

To switch back to the current year:

1. Open the **Filters** panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

## How to Use Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a student's test. If a student took tests multiple times, an ISR will be available for each test opportunity (an instance of a test the student took). ISRs are useful for sharing performance information with students and their parents and guardians.

### What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that shows results for a test opportunity. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in [Figure 41](#), [Figure 42](#), [Figure 43](#), [Figure 44](#), and [Figure 45](#).

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- At the top of each ISR are the student name and SSID, the name of the test, district, and school, and any other relevant information.
- Below that is a summary of the student's performance. An ISR for a scale-scored test displays the student's performance on a vertical scale that includes all the cut scores and performance levels.
- Each ISR includes a comparison table showing the average performance of the state, district, and/or school.
- Many ISRs include a table detailing the student's performance in each reporting category (as in [Figure 42](#)).
- Some ISRs include item-level data (as in [Figure 44](#)).
- Some ISRs include longitudinal graphs (as in [Figure 45](#)).

Figure 41. Detail of Individual Student Report (ISR): Summative ELA

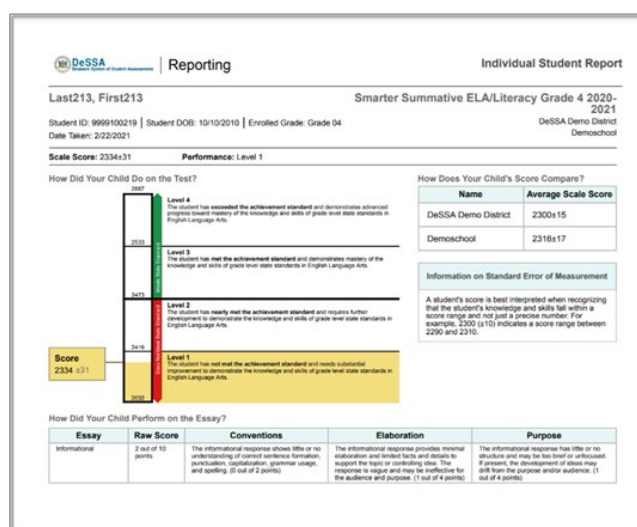


Figure 42. Detail of Individual Student Report (ISR): Math Interim (ICA) with Reporting Categories

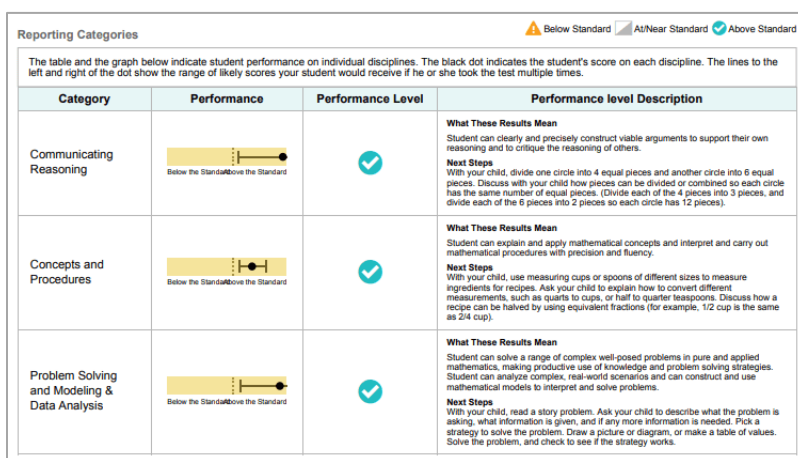


Figure 43. Detail of Individual Student Report (ISR): Summative Math with Longitudinal Graph

Figure 44. Detail of Individual Student Report (ISR):  
Math Interim (ICA) with Item- and Standard-Level Data

Communicating Reasoning - Students can clearly and precisely construct viable arguments to support their own reasoning and to critique the reasoning of others.			
Item #	Standard	Difficulty	Points
3	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Moderate	2/2
5	Distinguish correct logic or reasoning from that which is flawed, and—if there is a flaw in the argument—explain what it is.	Easy	1/1
12	Test propositions or conjectures with specific examples.	Difficult	1/1
17	State logical assumptions being used.	Moderate	1/1
18	Use the technique of breaking an argument into cases.	Moderate	1/1
28	Distinguish correct logic or reasoning from that which is flawed, and—if there is a flaw in the argument—explain what it is.	Difficult	1/1
36	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Moderate	1/1
37	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Difficult	2/2



Figure 45. Detail of Individual Student Report (ISR): Math Interim (ICA) with Longitudinal Graph




## How to Generate and Export Individual Student Reports (ISR)

To generate and export an Individual Student Report (ISR) that details a student's performance on a test opportunity, use the Student Results Generator. You can select any combination of a test reason, assessments within a subject, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any Reporting page.

1. Click the **Download Student Results** button  in the **Features & Tools** menu . The **Student Results Generator** window opens ([Figure 46](#)).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections.

Figure 46. Student Results Generator Window as Opened from Performance on Tests Report

2. In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.
3. 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.
4. Under PDF Type, select either a simple or detailed PDF.
5. 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 47](#). To deselect and clear results, click **Clear Search Results**.

Figure 47. Student Results Generator Window: Student Search Results

**Student Results Generator**

**Report Type**  
☐ Individual Student Report  
☒ Student Data

**Print Options**  
 Report Format  
☒ XLS ☐ CSV ☐ TXT  
 Output  
☒ Data File for Each Test ☐ Single Combined Data File  
Sub-scores will not be available in the combined data file; only overall scores/measures will be included.

**Select the Students.**

☒ Baird, James (9999998262)  
 School: DCAS Demo School A  
 Test Reasons: Unassigned  
 Subjects: Mathematics, ELA

☒ Last, First (99996771072)  
 School: DCAS Demo School A  
 Test Reasons: Unassigned  
 Subjects: Mathematics

☐ Student, Demo (9999999014)  
 School: DCAS Demo School A  
 Test Reasons: Unassigned  
 Subjects: ELA, Mathematics

**Search by Student ID** Enter up to 5 comma-separated student IDs **Search**

**Clear Search Results**

**Generate** **Cancel**

- 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 Reason** accordion section (Figure 48), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 48. Student Results Generator Window: Select Test Reason Section

**Student Results Generator**

**Report Type**  
☒ Individual Student Report ☐ Student Data

**Print Options**  
 Report Format  
☒ Single PDF ☐ Multiple PDFs in a ZIP file  
 PDF Type  
☒ Simple ☐ Detailed

**Select a test reason.**

☐ Fall  
☒ Interim Test Opportunity 1  
☐ Spring 2022 (Smarter Summative)  
☐ Spring  
☐ Summer  
☐ Unassigned

**Search by** Enter up to 5 comma-separated student IDs **Search**

**Next**

**Generate** **Cancel**

Table 15. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (test windows or categories), some of which are selected

#	Element
2	Button to proceed to next section ( <b>Select Assessments</b> )

- ii. In the **Select Assessments** section ([Figure 49](#)), choose any number of tests or grade levels within a single subject.

Figure 49. Student Results Generator Window: Select Assessments Section

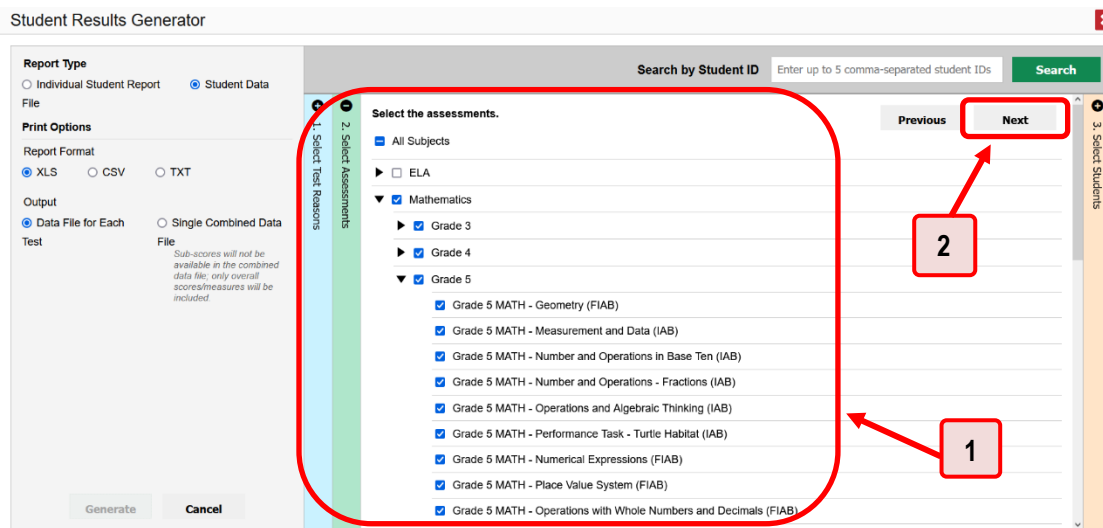


Table 16. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, one test of which is selected
2	Button to proceed to next section ( <b>Select Assessments</b> )


- iii. In the **Select Students** section ([Figure 50](#)), choose students from the expandable school and/or class (roster) options. If you're a district-level user, you may choose students in up to three schools.

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

Figure 50. Teacher View: Student Results Generator Window: Select Students Section

Table 17. Student Results Generator Window: Select Assessments Elements

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

6. *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:
  - a. Open the **Filters** menu . The menu displays two date fields, as in [Figure 51](#).
  - b. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
  - c. Click **Apply**.
  - d. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Note that processing date is not always the same as the date a test was taken.

Figure 51. Teacher View: Student Results Generator Window: Select Students Section with Filters Menu Open

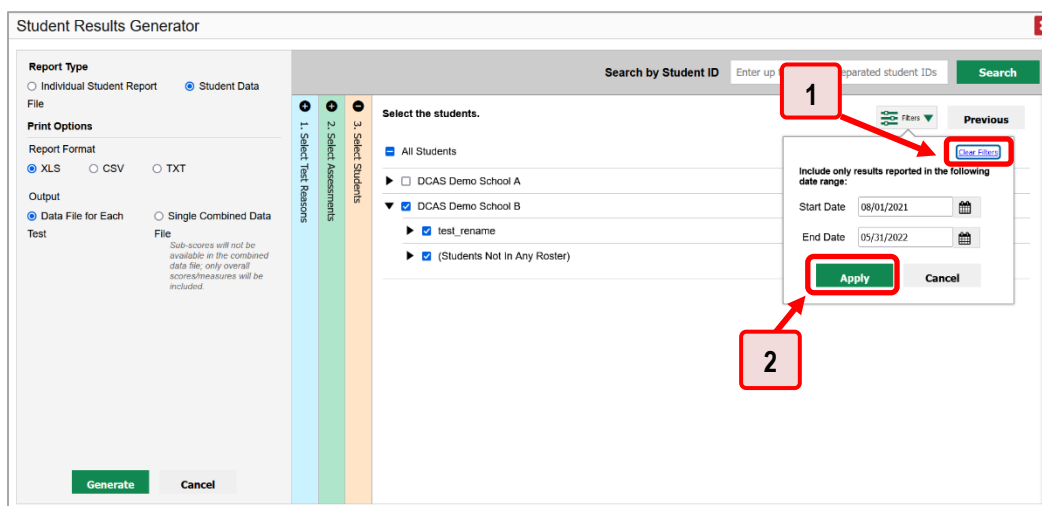


Table 18. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	<b>Clear Filters</b>
2	<b>Apply</b> button

- Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

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 the most recent test opportunity will be included. You can create an ISR for another test opportunity by navigating directly to the report for that opportunity. Past test opportunities are marked with numbers ① in reports, starting with the earliest.

## How to Generate and Export Student Data Files

This section discusses student data files, which are useful for analysis.

To generate and export student data files, use the Student Results Generator. You can select any combination of a test reason, assessments, and students in order to generate and export the files.

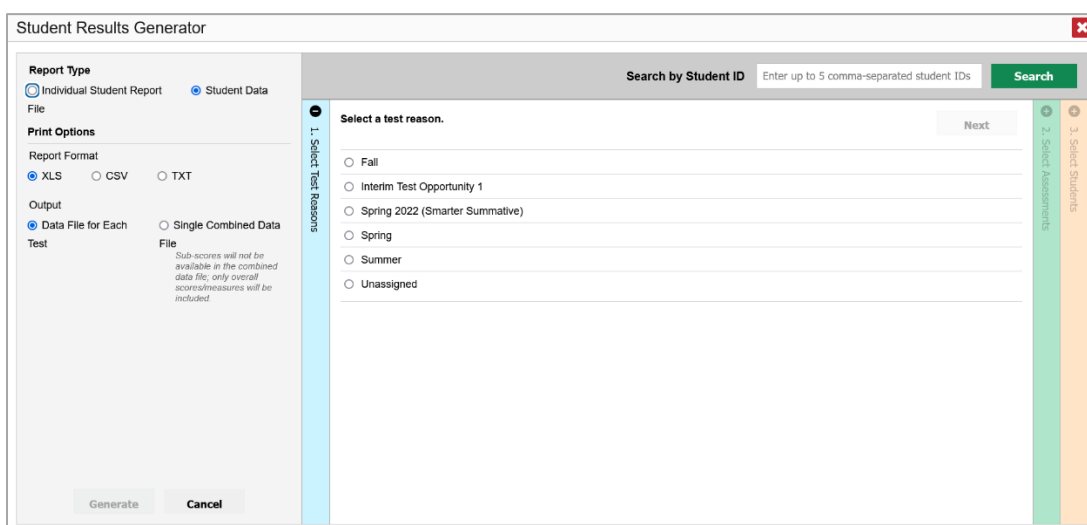
You can generate student data files from almost any report page.

1. Click the **Download Student Results** button  in the **Features & Tools** menu . The **Student Results Generator** window opens.

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections.

2. In the panel on the left, select **Student Data File**, as in [Figure 52](#). Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 52. Student Results Generator Window



3. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
4. Under Output, 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.
5. 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 53](#). To deselect and clear results, click **Clear Search Results**.

Figure 53. 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 Reason** section (Figure 54), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 54. Student Results Generator Window: Select Test Reason Section

- ii. The **Select Assessments** section (Figure 55) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.



Figure 55. Student Results Generator Window: Select Assessments Section

The screenshot shows the 'Student Results Generator' window with the 'Select Assessments' section active. On the left, the 'Report Type' is set to 'Student Data' (selected with a radio button). Below it, 'Print Options' are set to 'XLS' (selected). Under 'Report Format', 'XLS' is selected. The 'Output' section has 'Data File for Each Test' selected. The main area is titled 'Select the assessments.' and contains a search bar 'Search by Student ID' with a 'Search' button. Below the search bar, there are three vertical tabs: '1. Select Test Administrations' (blue), '2. Select Assessments' (green, active), and '3. Select Students' (orange). The 'Select Assessments' tab shows a list of subjects: 'All Subjects', 'Mathematics', 'Reading', 'Science', and 'Social Studies'. Under 'Mathematics', 'Grade EOC' is selected. Under 'Reading', 'Grade EOC' is selected. There are 'Previous' and 'Next' buttons on the right side of the tab area. At the bottom left are 'Generate' and 'Cancel' buttons.


- iii. In the **Select Students** section ([Figure 56](#)), select any number of students from the expandable school and/or class (roster) options.
- Sometimes a 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.

Figure 56. District-Level User View: Student Results Generator Window: Select Students Section

The screenshot shows the 'Student Results Generator' window with the 'Select Students' section active. The left sidebar is the same as in Figure 55. The main area is titled 'Select the students.' and contains a search bar 'Search by Student ID' with a 'Search' button. Below the search bar, there are three vertical tabs: '1. Select Test Administrations' (blue), '2. Select Assessments' (green), and '3. Select Students' (orange, active). The 'Select Students' tab shows a list of students: 'All Students', 'Demo School 5', 'Test Roster 1', 'Test Roster 2', and '(Students Not in Any Roster)'. Under 'Demo School 5', 'Test Roster 1' is selected. There are 'Filters' and 'Previous' buttons on the right side of the tab area. At the bottom left are 'Generate' and 'Cancel' buttons.

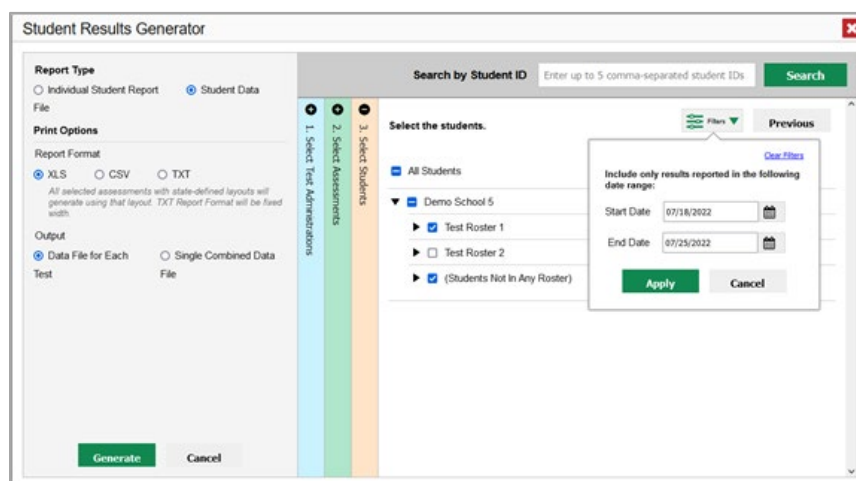
7. *Optional:* If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

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- a. Open the **Filters** menu  (see [Figure 57](#)). The menu displays two date fields.
- b. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
- c. Click **Apply**.
- d. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Note that processing date is not always the same as the date a test was taken.

Figure 57. District-Level User View: Student Results Generator Window: Select Students Section with Filters Menu Open



8. Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

Note that if a student took a test multiple times, the files will include each test opportunity.

## How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

In the Performance on Tests report and the Student Portfolio Report, you can access performance data for your state, district, school, and/or total students.

## How to Compare All Your Students' Performance on Any Test with Larger Groups'

In the Performance on Tests report (see [Figure 58](#)), click  to the right of a test name.

Figure 58. Teacher View: Performance on Tests Report

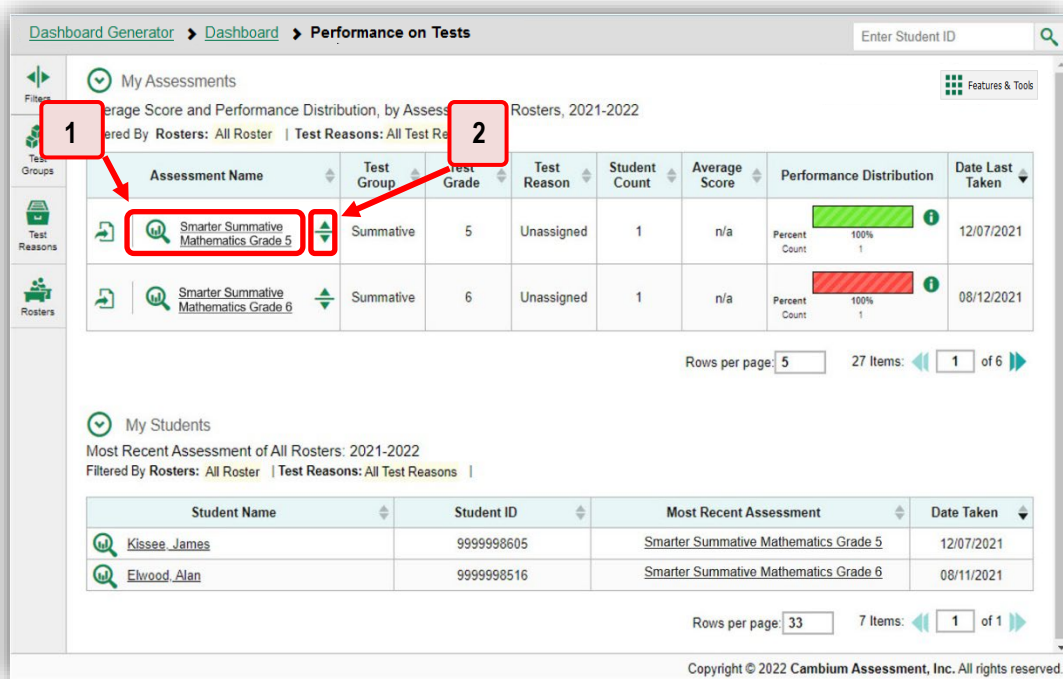


Table 19. Teacher View: Performance on Tests Report Elements

#	Element
1	Test name
2	Button to show comparisons for this test

Rows containing data for the state, district, and/or school appear below, as in [Figure 59](#).

Figure 59. Teacher View: Performance on Tests Report with Expanded Comparison Rows

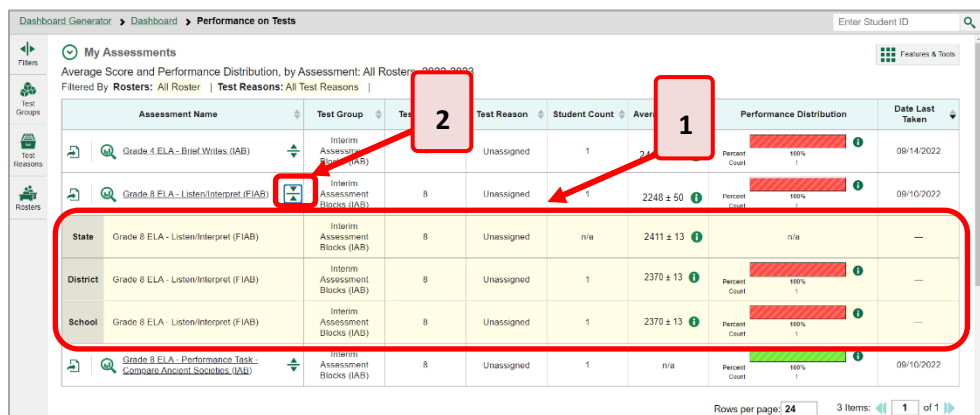


Table 20. Teacher View: Performance on Tests Report Elements


#	Element
1	Expanded comparison rows for state (no data shown), district, and school
2	Button to hide comparisons for this test

To hide the comparison rows, click  to the right of the test name.

## How to Compare a Student's Performance on Any of Their Tests with Larger Groups'

In the Student Portfolio Report, you can compare a student's performance on any test with that of your state, district, school, and/or total students.

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1. Enter the student's SSID in the search field in the upper-right corner and click  (see [Figure 60](#)). (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) The Student Portfolio Report appears.


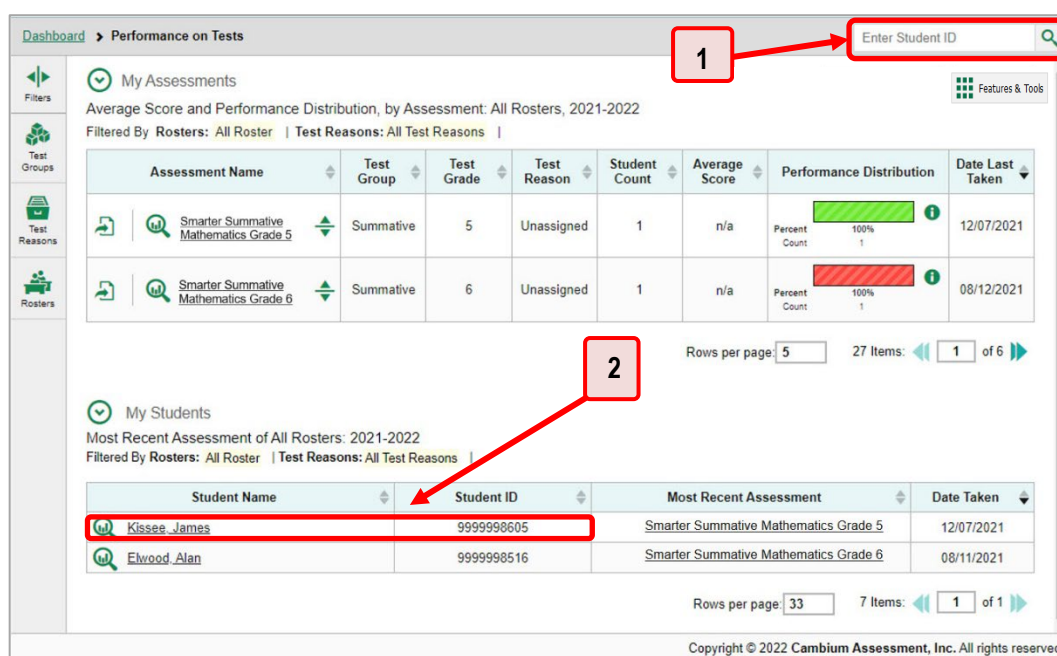
Teachers can also access this report from the Performance on Tests report by going to the My Students table at the bottom of the page and clicking a student's name (or  beside it).

Figure 60. Teacher View: Performance on Tests Report



Dashboard > Performance on Tests

1 Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2021-2022

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
Smarter Summative Mathematics Grade 5	Summative	5	Unassigned	1	n/a	Percent Count 100% 1	12/07/2021
Smarter Summative Mathematics Grade 6	Summative	6	Unassigned	1	n/a	Percent Count 100% 1	08/12/2021

Rows per page: 5 27 Items: 1 of 6

My Students

Most Recent Assessment of All Rosters: 2021-2022

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

Student Name	Student ID	Most Recent Assessment	Date Taken
Kissee, James	9999998605	Smarter Summative Mathematics Grade 5	12/07/2021
Elwood, Alan	9999998516	Smarter Summative Mathematics Grade 6	08/11/2021

Rows per page: 33 7 Items: 1 of 1

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Table 21. Teacher View: Performance on Tests Report Elements

#	Element
1	Search field for SSID
2	Student name and SSID


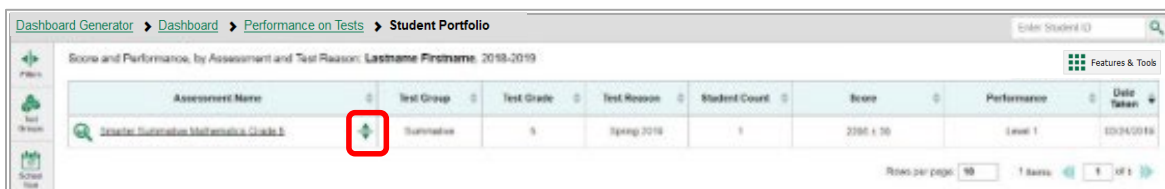
2. Click  to the right of a test name (see [Figure 61](#)).

Figure 61. Student Portfolio Report



Dashboard Generator > Dashboard > Performance on Tests > Student Portfolio

Enter Student ID

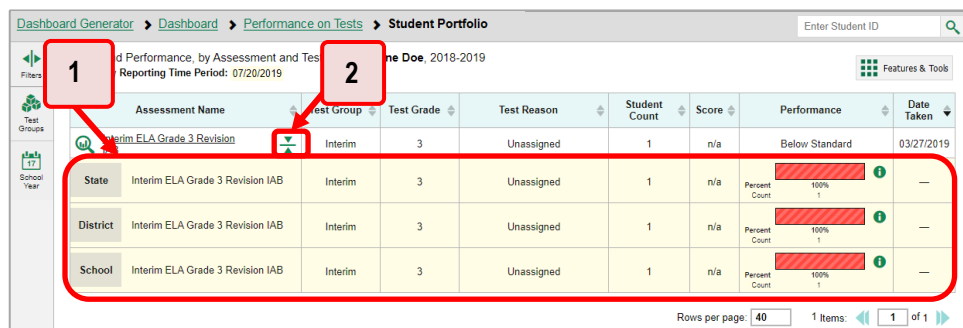
Score and Performance, by Assessment and Test Reason: Lastname Firstname, 2018-2019

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Smarter Summative Mathematics Grade 5	Summative	5	Spring 2018	1	2380 / 30	Level 1	03/04/2018

Rows per page: 10 1 Items: 1 of 1

Rows containing data for your state, district, school, and/or total students appear below, as in [Figure 62](#).

Figure 62. Student Portfolio Report with Expanded Comparison Rows



The screenshot shows a web application interface for a Student Portfolio Report. The breadcrumb trail is: Dashboard Generator > Dashboard > Performance on Tests > Student Portfolio. The page title is "Student Performance, by Assessment and Test Reporting Time Period: 07/20/2019". The student name is "John Doe, 2018-2019". The table has columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Score, Performance, and Date Taken. The first row is for "Interim ELA Grade 3 Revision". Below it are three expanded comparison rows for State, District, and School, each showing "Interim ELA Grade 3 Revision IAB", "Interim", "3", "Unassigned", "1", "n/a", and a performance bar chart showing 100% (1). A red box labeled "1" highlights the comparison rows. A red box labeled "2" highlights the button to hide comparisons (a green icon with a red 'X') to the right of the test name.

	Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
	Interim ELA Grade 3 Revision	Interim	3	Unassigned	1	n/a	Below Standard	03/27/2019
State	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	—
District	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	—
School	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	—

Rows per page: 40 1 items: 1 of 1

Table 22. Student Portfolio Report Elements

#	Element
1	Expanded comparison rows for state, district, and school
2	Button to hide comparisons for this test

To hide the comparison rows, click  to the right of the test name.

# How to Set Up Reports for Summatives and Interims to Suit Your Needs

You can set up your reports so it’s easier to access the data that are most important to you. For example, if you’re a teacher, you may want to hide certain tests in subjects you don’t teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: showing only the tests you’re interested in; showing only the classes (rosters) you’re interested in; showing only the schools you’re interested in; and viewing data from a previous point in time.

## How to Filter Tests to Display

You can filter the tests you want to view in reports. You may want to do this, for example, if you are an ELA teacher and you do not want to see your students’ math scores. By default, the data for those mathematics assessments appear in your reports.

Filtering tests to display begins on the Dashboard Generator page. This is where you can select the test groups you want to view on the dashboard and, as an option, set those selections as defaults. You can also temporarily filter the tests that appear in the reports you are currently viewing, as described below.



1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button  or the **Test Groups** button . The **Filters** panel expands (see [Figure 63](#)).
2. Mark as many selections as you like in the **Test Groups** section of the filters panel (see [Figure 63](#)). Tests are organized by test type, subject, and grade.

Figure 63. Teacher View: Dashboard with Expanded Filters Panel

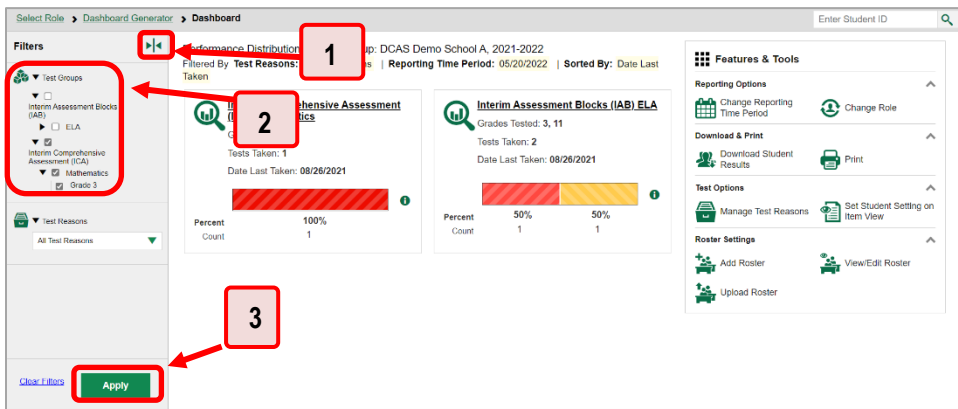


Table 23. Teacher View: Dashboard Elements

#	Element
1	Button to expand <b>Filters</b> panel
2	<b>Test Groups</b> options

#	Element
3	<b>Apply</b> button and <b>Clear Filters</b>

3. Click **Apply**. The report updates to show only data for those tests.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

## For Teachers and School-Level Users: How to Filter Classes (Rosters) to Display

Rosters usually represent classes, but can represent any group that's meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. To learn how to create and modify rosters in the Reporting System, see [Class \(Roster\) Management](#).

In the Performance on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected class from the data you're viewing.

Filtering by roster makes it easy to focus on a particular class's performance. And by switching filters, you can easily compare one class with another. If you don't filter by roster, the reports default to showing data for all classes. You may find data for a single class easier to understand.



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1. On the left side of the Performance on Tests report, click either the **Filters** panel expand button  or the **Rosters** button  (see [Figure 64](#)). The **Filters** panel expands (see [Figure 65](#)).

Figure 64. Teacher View: Performance on Tests Report

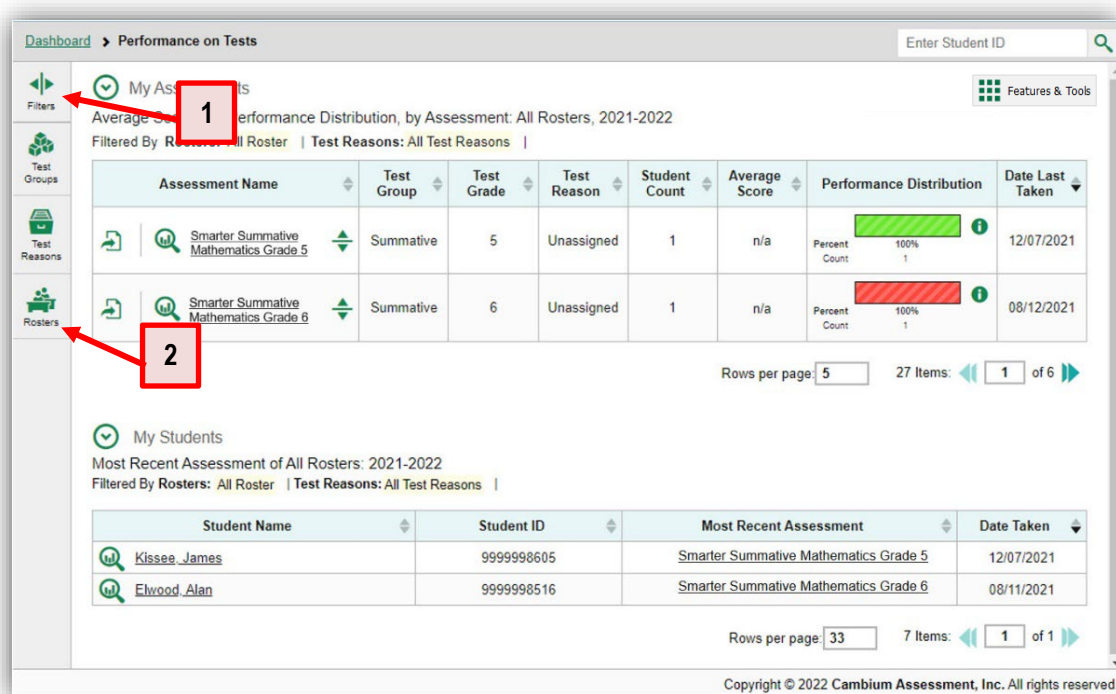


Table 24. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand the <b>Filters</b> panel
2	Button to expand the class (roster) filter

2. Make a selection from the drop-down list in the **Rosters** section.
  - If you're a school-level user, you must first select a teacher from the drop-down list, and then select a particular class (roster) from the second drop-down list that appears. By default the first class listed is selected.

Figure 65. Teacher View: Performance on Tests Report with Expanded Filters Panel

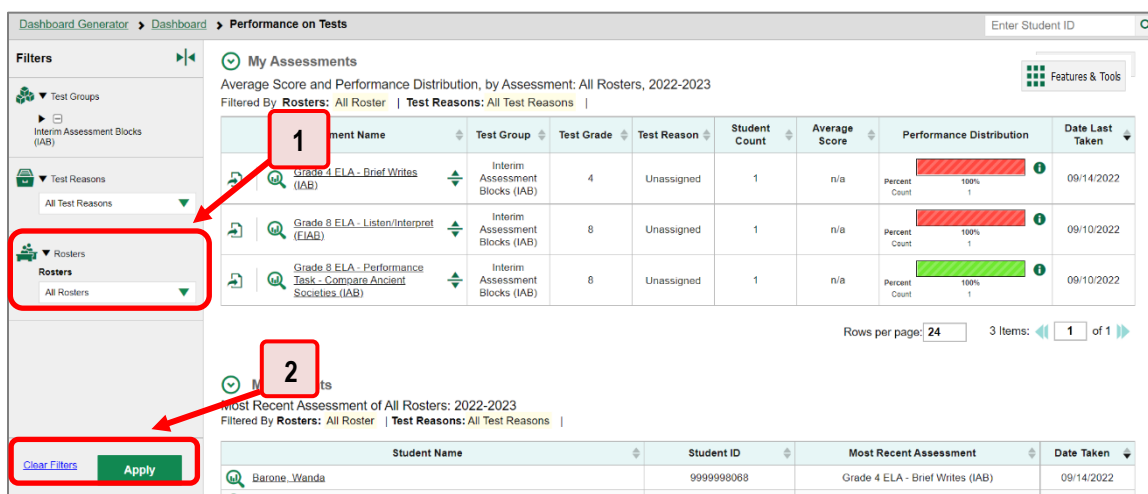


Table 25. Teacher View: Performance on Tests Report Elements

#	Element
1	<b>Rosters</b> drop-down list
2	<b>Apply</b> button and <b>Clear Filters</b>

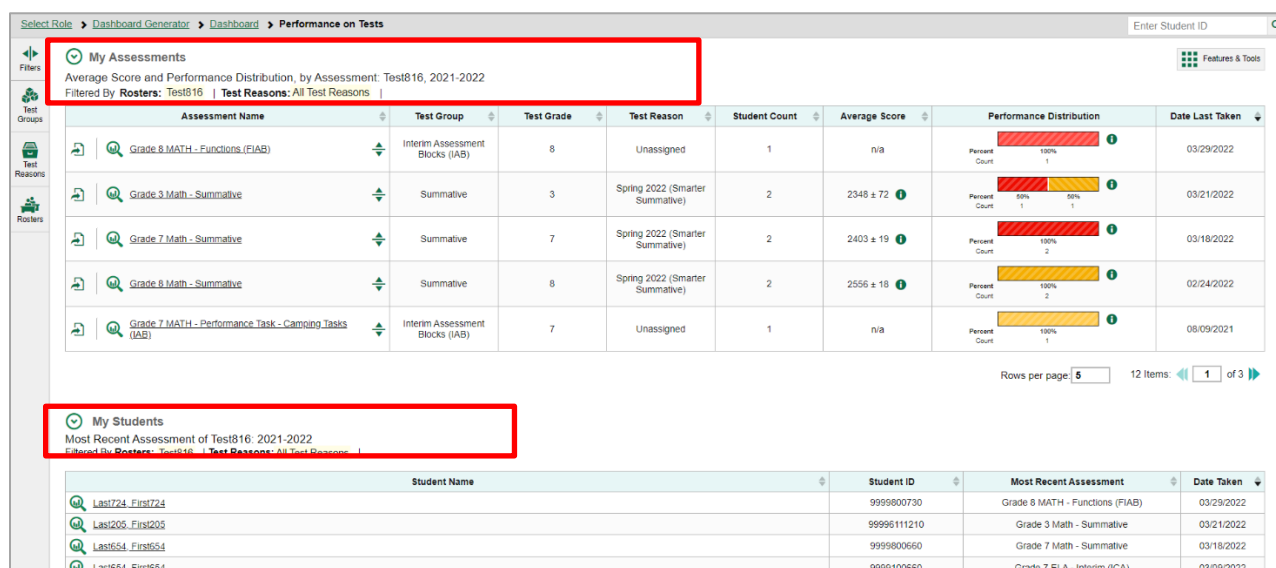
- Click **Apply**. The report updates to show only data for that class (roster).
- Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

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The row of filter details below each table header shows the classes (rosters) you're viewing (see [Figure 66](#)).

Figure 66. Teacher View: Performance on Tests Report Filtered by All Rosters



## For District-Level Users: How to Filter Schools to Display

Filtering the Performance on Tests report by school makes it easy to focus on a particular school's performance. And by switching filters, you can easily compare it with another school. If you don't filter by school, the Performance on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

1. On the left side of the Performance on Tests report, click either the expand button or the **Schools** button (see [Figure 67](#)). The **Filters** panel expands (see [Figure 68](#)).

Figure 67. District-Level User View: Performance on Tests Report

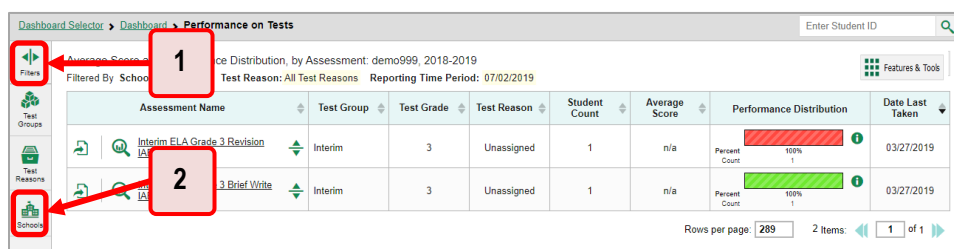


Table 26. District-Level User View: Performance on Tests Report Elements

#	Element
1	Button to expand the <b>Filters</b> panel
2	Button to expand the <b>Schools</b> filter

2. Make a selection from the drop-down list in the **Schools** section (see [Figure 68](#)).

Figure 68. District-Level User View: Performance on Tests Report with Expanded Filters Panel

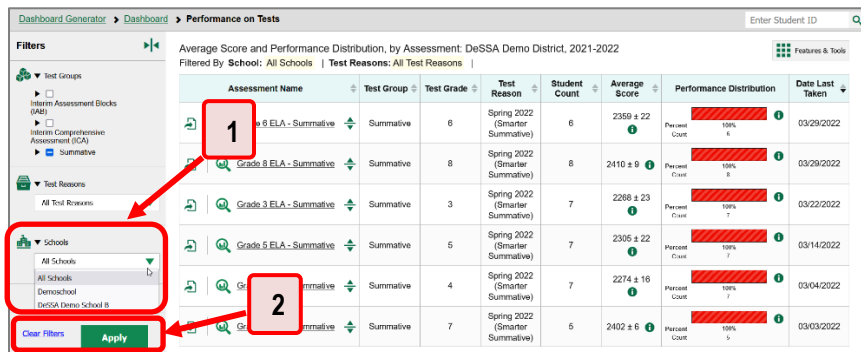



Table 27. District-Level User View: Performance on Tests Report Elements

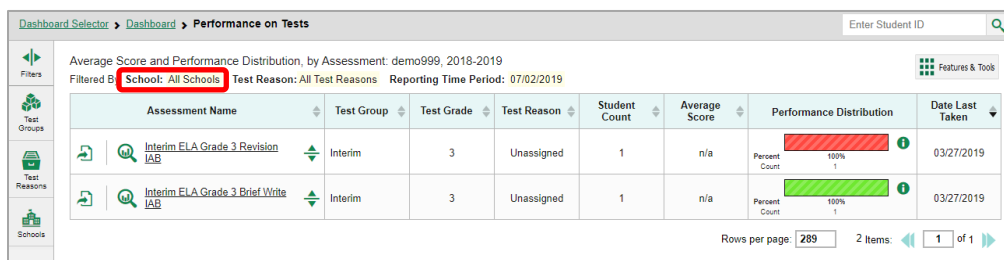
#	Element
1	<b>Schools</b> drop-down list
2	<b>Apply</b> button and <b>Clear Filters</b>

3. Click **Apply**. The report updates to show only data for that school.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

If you click the name of a test (or  beside it) when you've filtered by a single school, the link will take you to the School Performance on Test report and not to the District Performance on Test report.

The row of filter details below the table header shows the schools you're viewing (see [Figure 69](#)).

Figure 69. District-Level User View: Performance on Tests Report Filtered by All Schools



## 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: 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) or school.

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, which always retain the ability to look back to previous years), with current student data.

Some examples of how you can use this feature:



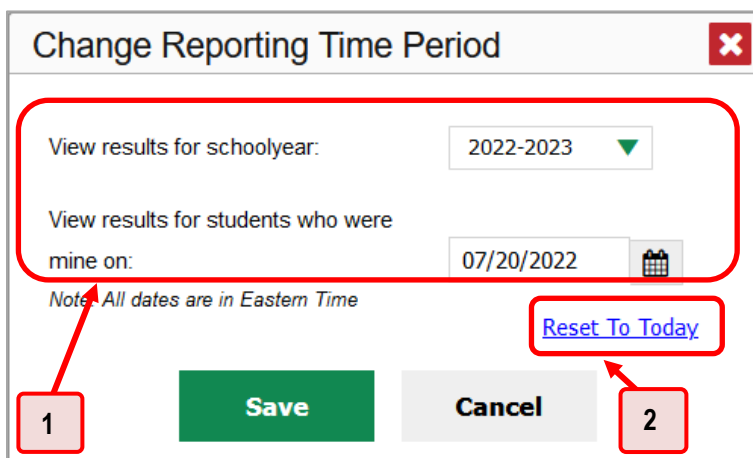
- You may want to view the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.
  - You may want to view the performance of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students belonged to you and had started testing, and set the school year to the same time. Then switch back to the present to compare.
1. 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 (see [Figure 70](#)).

Figure 70. Change Reporting Time Period Window



Change Reporting Time Period

View results for schoolyear: 2022-2023

View results for students who were mine on: 07/20/2022

Note: All dates are in Eastern Time

[Reset To Today](#)

1 Save Cancel 2

Table 28. Change Reporting Time Period Window Elements



#	Element
1	School year and student date selectors
2	<b>Reset To Today</b>

2. From the school year drop-down list, select a school year (see [Figure 70](#)). 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.

## How to Export and Print Data on Summatives

You can export or print any data you see in the Reporting System. Some can be exported directly from the Performance on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing.

### How to Export or Print a Report You're Viewing

1. Select the print button  from the **Features & Tools menu**  or, in a Longitudinal Report window, from the upper-right corner. If there are multiple report tables on the page, multiple print buttons appear.

A print preview page opens (see [Figure 71](#)).

- 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 71. Print Preview Page



The screenshot shows the 'Reporting' section of the DeSSA (Delaware System of Student Assessments) interface. It displays a table titled 'Average Score and Performance Distribution, by Assessment: Test 116, 2021-2022'. The table is filtered by 'Rosters: Test 116' and 'Test Reasons: All Test Reasons'. The table has columns for Assessment Name, Test Group, Test Grade, Test Reasons, Student Count, Average Score, Performance Distribution, and Date Last Taken. The data rows show results for Grade 3 Math - Summative, Grade 7 Math - Summative, and Grade 8 Math - Summative.

On the left side, there is a sidebar with the following sections:

- Zoom Level (Display only)**: A dropdown menu currently set to 'Normal'.
- Print Options**:
  - ☒ **Print**: Includes a note: '\*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 Excel**
  - ☐ **Save to CSV**: Includes a note: '\*The data in this report will be exported to a comma separated value document'
- Confirm** and **Cancel** buttons at the bottom.

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

- To print the report, select the **Print** radio button.
- To download a PDF version of the report, select **Save to PDF**. Then select an option from the **Page Layout** drop-down list that appears.
- To download a Microsoft Excel (.xlsx) version, select **Save to Excel**.
- To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

3. Click **Confirm**.

If you saved the report as PDF, Excel, or CSV, the **Secure Inbox** window appears, displaying the generated report.

## How to Export an Assessment Report Directly from the Performance on Tests Report


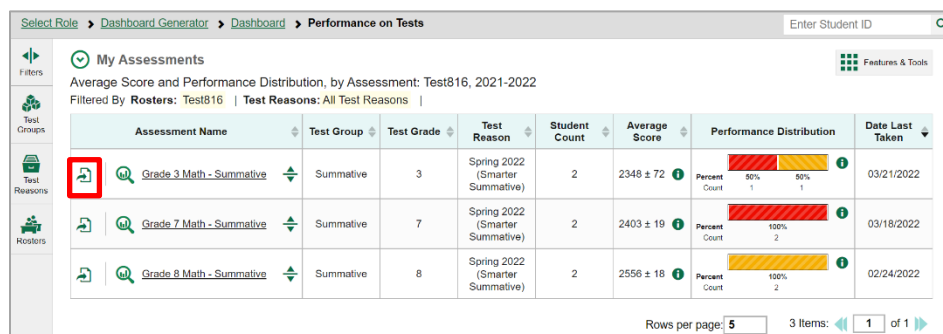



1. Click the export button  to the left of the name of the assessment whose report you wish to export (see [Figure 72](#)).

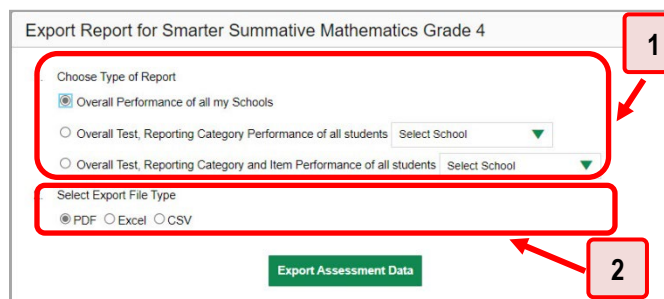
Figure 72. Performance on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
 Grade 3 Math - Summative	Summative	3	Spring 2022 (Smarter Summative)	2	2348 ± 72	Percent Count: 50% 1, 50% 1	03/21/2022
 Grade 7 Math - Summative	Summative	7	Spring 2022 (Smarter Summative)	2	2403 ± 19	Percent Count: 100% 2	03/18/2022
 Grade 8 Math - Summative	Summative	8	Spring 2022 (Smarter Summative)	2	2556 ± 18	Percent Count: 100% 2	02/24/2022

The **Export Report** window opens. The options in this window vary according to your user role (see [Figure 73](#) and

[Figure 74](#). District-Level User View: Export Report Window



Export Report for Smarter Summative Mathematics Grade 4

Choose Type of Report

☒ Overall Performance of all my Schools

☐ Overall Test, Reporting Category Performance of all students

☐ Overall Test, Reporting Category and Item Performance of all students

Select Export File Type

☒ PDF ☐ Excel ☐ CSV

Export Assessment Data

Table 29. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

).

2. If necessary, select which report to export for the assessment.
  - **Teachers and school-level users:** The exported report will contain test results for all your students.



Figure 73. Teacher View: Export Report Window

- **District-level users:** Select which report to export for the assessment (see
- [Figure 74](#). District-Level User View: Export Report Window

Table 29. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

- ).
- To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button.
- To export school test results, mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

Figure 74. District-Level User View: Export Report Window

Table 29. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

5. Do one of the following:
  - To export the report in PDF format, mark the **PDF** radio button.
  - To export the report in .xlsx format, mark the **Excel** radio button.
  - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
6. Click **Export Assessment Data**. A confirmation window appears.
7. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Secure Inbox** window appears with the generated file available for download.

## More About How to Work with Interims

This section explains some Reporting System features and functions that are specific to interim and benchmark assessment reports. These features cannot be used with summative assessment reports.

### How to Access Item-Level Data on Interims

Unlike summatives, interim and benchmark assessments contain non-secure, non-public items. Reports for individual interim and benchmark tests include the following:

- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

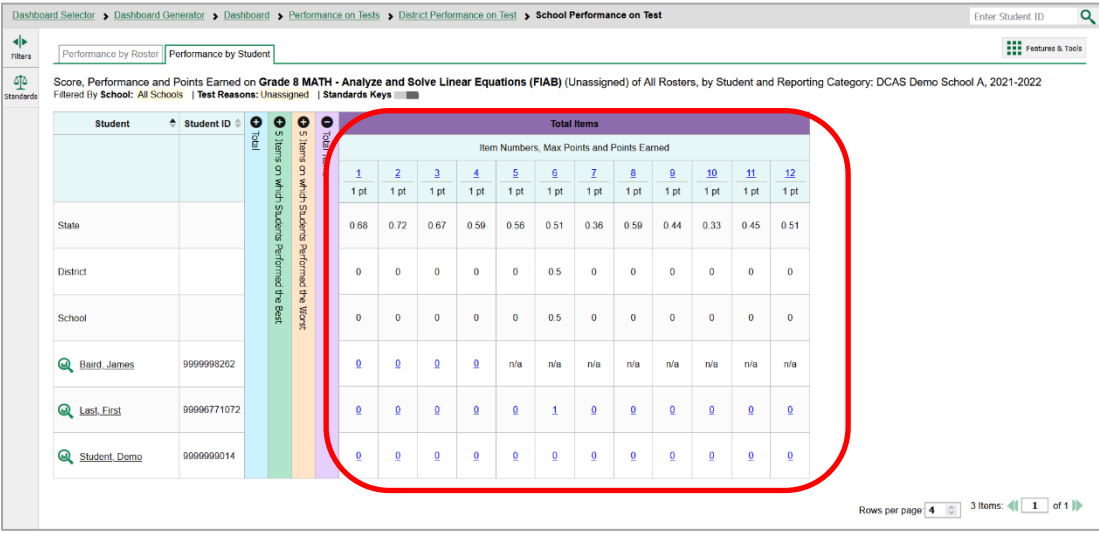
Test results for adaptive assessments include item-level data only on the individual student level.

### How to View Item Scores

To expand sections containing item data, click the vertical section bars as in [Figure 75](#).

Figure 75. Performance on Test Report:

Performance by Student Tab with Expanded Reporting Category Section



Dashboard Selector > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test > School Performance on Test

Performance by Roster | Performance by Student

Score, Performance and Points Earned on **Grade 8 MATH - Analyze and Solve Linear Equations (FIAB)** (Unassigned) of All Rosters, by Student and Reporting Category: DCAS Demo School A, 2021-2022  
 Filtered by School: All Schools | Test Reasons: Unassigned | Standards Keys

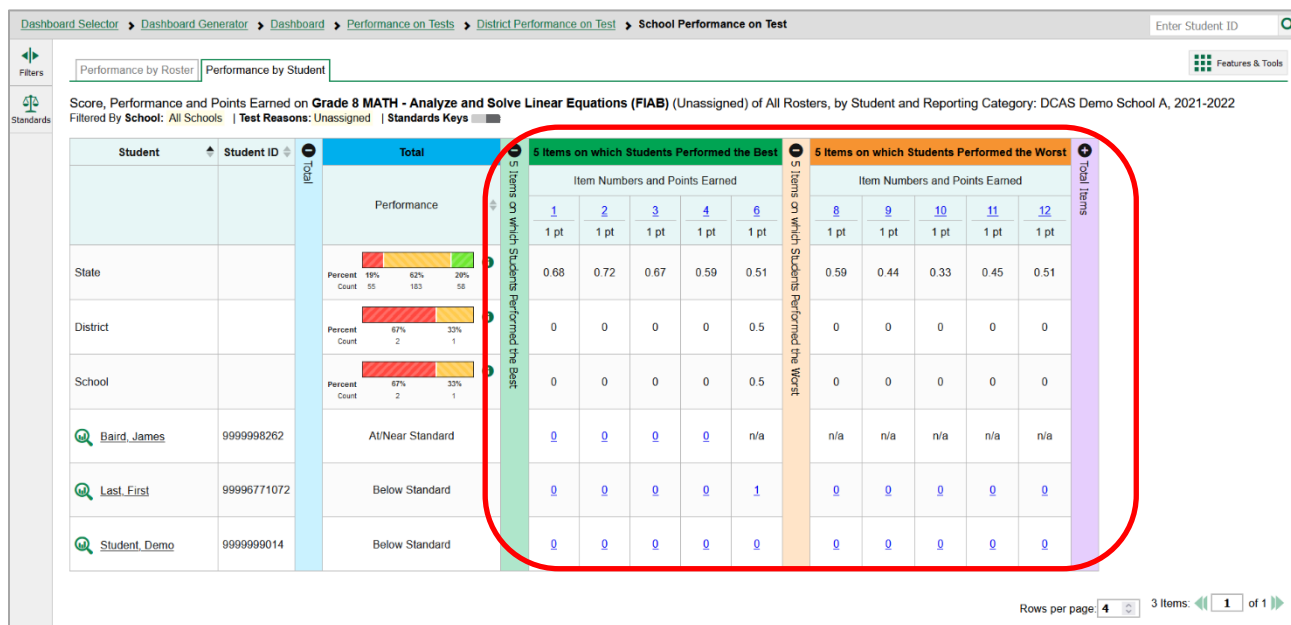
Student	Student ID	Total	Total Items											
			Item Numbers, Max Points and Points Earned											
			1	2	3	4	5	6	7	8	9	10	11	12
			1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt
State			0.68	0.72	0.67	0.59	0.56	0.51	0.36	0.59	0.44	0.33	0.45	0.51
District			0	0	0	0	0	0.5	0	0	0	0	0	0
School			0	0	0	0	0	0.5	0	0	0	0	0	0
Beard, James	9999998262		0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Last, First	99996771072		0	0	0	0	0	1	0	0	0	0	0	0
Student Demo	99999990014		0	0	0	0	0	0	0	0	0	0	0	0

Rows per page: 4 | 3 Items: 1 of 1

## How to Find Out Which Items Students Performed on the Best or Struggled with the Most

Look in the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst** (see [Figure 76](#)). You can click the vertical section bars to expand them, just like other sections.

Figure 76. My Students' Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections



## How to View Standards for Each Item

In a report displaying item-level data, you can view the standard or standards to which each item is aligned. This allows you to determine at a glance what the item measures.


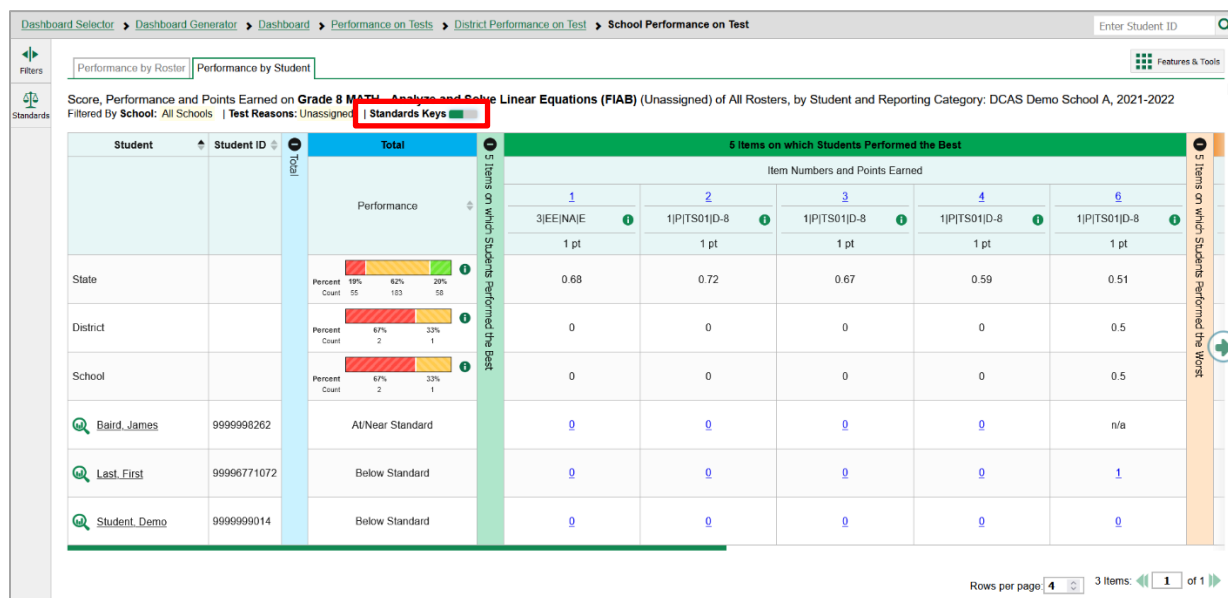
To show and hide item standards, click the **Standards Keys** toggle  in the row of filter details below the report table heading. Under each item number appears a standard key or list of standard keys (see [Figure 77](#)). Note that this toggle does not affect printouts or exports, which always include the standard keys when they include item-level data.

Figure 77. My Students' Performance on Test Report with Expanded 5 Items on Which Students Performed the Best Section



# Reporting System User Guide


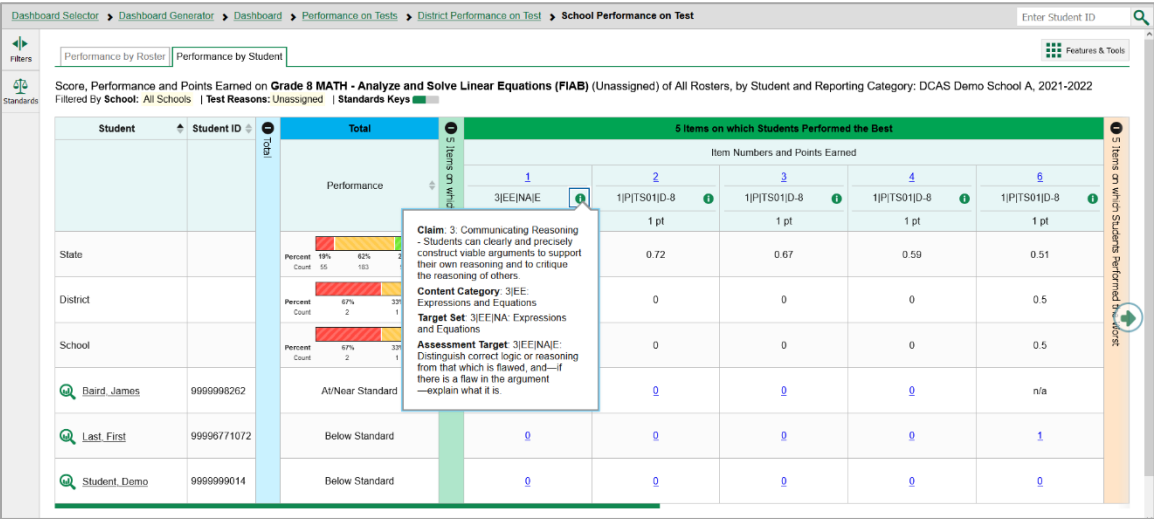
Click the more information buttons  beside the standard keys to view legends displaying the full text of each cluster (category of standards) and each standard, as in [Figure 78](#). This full text is not included in printouts or exports.

Figure 78. My Students' Performance on Test Report with Expanded Reporting Category Section and Expanded Legend



## How to View an Item

You can view the actual items themselves, along with student responses to those items.

## Reporting System User Guide

Do either of the following:

- To view the item in a blank state, click the item number in the first row of the report table.
- To view the student's response to the item, find that student's name in the Student column on the left. Then click the score the student obtained on that item.

The **Item View** window appears (see [Figure 79](#)). It contains an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item's number, score (when the item includes the student's response), and confidence level (when a machine-suggested score has a low confidence level). The **Item & Score** tab (see [Figure 79](#)) shows the item and may include a particular student's response.

Figure 79. Item View Window: Item & Score Tab with Student Response

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

The **Item & Score** tab may include the following sections.

- **Scoring Criteria:** When you're viewing a student's response and the item has scoring criteria, the Scoring Criteria table (see [Figure 80](#)) lists the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for items

with editable scores. Note that for some items, a second Scoring Criteria table appears, displaying transformed scores.

Figure 80. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2 pt	Not Scored	None

Scoring Note

User	Date	Note
+ Add Note		

student setting(s) OFF

1

A student is writing a story for class about a ball getting stuck in a tree. Read the paragraph from the story and

- **Scoring Assertion:** Each scoring assertion contains both a statement that provides information about what the student did in their response, and the content knowledge, skill, or ability that is evidenced by their response. When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see [Figure 81](#)).

Figure 81. Item View Window:  
Item & Score Tab with Student Response and Scoring Assertion Table

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.



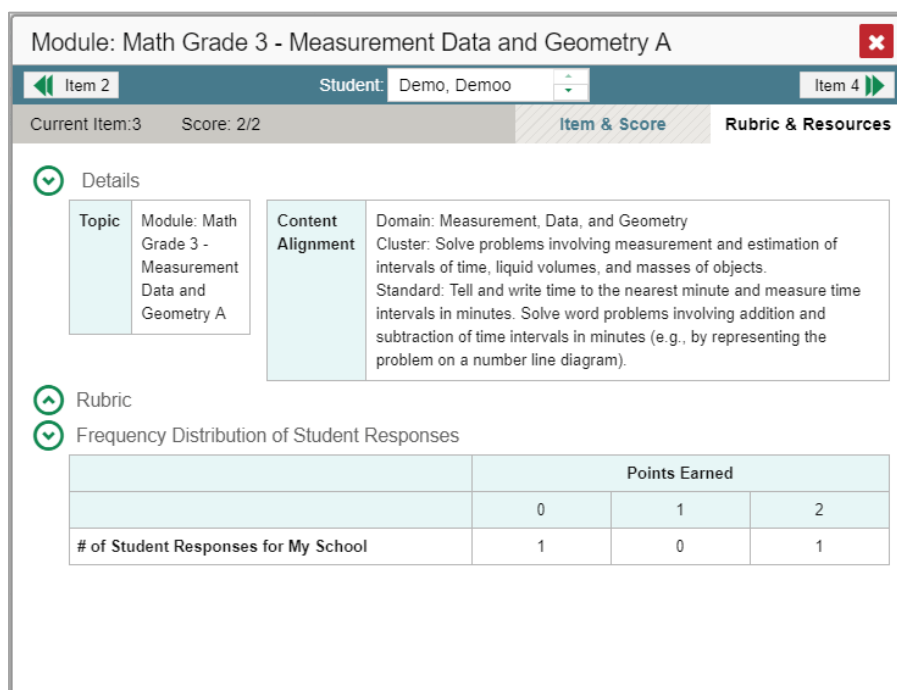
The **Rubric & Resources** tab (see [Figure 82](#)) may include the following sections, which you can expand and collapse by clicking  and , respectively.


Figure 82. Item View Window: Rubric & Resources Tab




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

<b>Topic</b>	Module: Math Grade 3 - Measurement Data and Geometry A	<b>Content Alignment</b>	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).
--------------	--	--------------------------	--

 Rubric



 Frequency Distribution of Student Responses

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

- **Details:** May provide the following information:
  - **Topic:** Skill area to which the item belongs.
  - **Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.
  - **Content Alignment:** Describes the standard to which the item is aligned.
- **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 response for each point value.
- **Frequency Distribution of Student Responses:** The table in this section provides a breakdown of how many students in the school earned each possible point value available for a fixed-form test item.

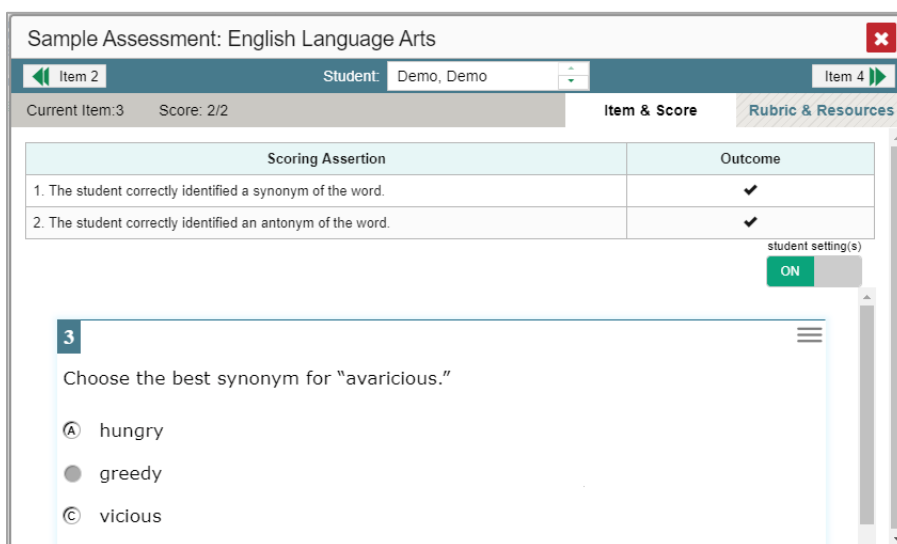
## How to View Items with and Without the Students' Visual Settings

When viewing items with students' responses, you may or may not want to see the items exactly the way the students saw them on the test. For example, some students' tests are set to use large fonts, different color contrast, or Spanish.

1. From the **Features & Tools** menu , select **Set Student Setting on Item View** . The **Set Student Setting on Item View** window appears.
2. Select **Yes** to show students' visual settings on all items or **No** to hide them.
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 (see [Figure 83](#)). This action has no effect on your global setting.

Figure 83. Item View Window: Item & Score Tab with Student Response





The screenshot shows the 'Sample Assessment: English Language Arts' window. At the top, there are navigation buttons for 'Item 2' and 'Item 4', a 'Student' dropdown set to 'Demo, Demo', and a 'Current Item: 3' indicator. Below this, the 'Item & Score' tab is active, showing a table with 'Scoring Assertion' and 'Outcome' columns. The table contains two rows of assertions, both with checkmarks in the outcome column. To the right of the table is a 'student setting(s)' toggle set to 'ON'. Below the table, the item prompt 'Choose the best synonym for "avaricious."' is displayed, followed by three radio button options: 'A hungry', 'B greedy', and 'C vicious'.

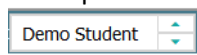
## What It Means When a Student Response Contains Highlighted Text

When a student's text response contains too much text copied from the item prompt and a condition code of Insufficient Original Text to Score has been applied, the copied portion is automatically highlighted.

## How to Navigate to Other Items from the Item View Window

Use the buttons   labeled with the previous and next item numbers at the upper corners of the **Item View** window.

## How to View Another Student's Response to the Current Item

If you have accessed the student's response from a report showing multiple students, you can click the arrows beside the *Student* field  at the top of the window. The students are listed in the same order in which they are sorted in the report.

## What It Means When an Item Score Reads "n/a"

You may sometimes see "n/a" instead of a score for an item. In some cases, the student did not respond to the item, or the item was not included in that form of the test.

## How to Score Items on Interims

The Reporting System allows authorized users to score certain items on interim and benchmark tests.

- Some items that require hand scoring arrive in the Reporting System without any scores. For example, all short answer items require hand scoring. If a test contains unscored items, its performance data are excluded from your reports until an authorized user scores all the unscored items in at least one opportunity of that test.
- Other items arrive in the Reporting System with automated scores suggested by the machine scoring system. Authorized users can override these scores if necessary. For example, all full write items have machine-suggested scores that can be overridden.

## How to Score Unscored Items

For a student's test performance to be reported, you need to enter scores for any hand-scored item responses on that test.

When you have tests with unscored items, a **Tests To Score** notification appears in the banner.

1. In the banner, click **Tests To Score**.
2. If the **Select School** page appears, make a selection and click **Continue**.
3. On the scoring **Dashboard** ([Figure 84](#)), click the name of the test you wish to score. The **Test Scoring** page appears ([Figure 85](#)), displaying a list of students and items awaiting scoring for the selected test.

Figure 84. Scoring Dashboard






Dashboard						
						Change School
Assessments to score for Demo School 2, 2021-2022						
Assessment Name	Test Reason	Student Count	Items to Score	Items to Submit	Last Date Completed	
 Grade 5 MATH - Performance Task - Turtle Habitat (IAB)	Nonstandardized	1	4	0	02/15/2022	
 Grade 5 ELA - Brief Writes (IAB)	Nonstandardized	1	4	2	02/15/2022	
 Grade 4 ELA - Performance Task (ICA)	Standardized/Benchmark	1	2	0	02/14/2022	
 Grade 4 ELA - Brief Writes (IAB)	Standardized/Benchmark	1	2	4	02/14/2022	
 Grade 3 ELA - Read Literary Texts (IAB)	Nonstandardized	1	1	0	01/31/2022	

Figure 85. Test Scoring Page

[Dashboard](#) > **Test Scoring**

**Grade 4 ELA - Brief Writes (IAB)** (Nonstandardized) to score for Demo School 2, 2021-2022 [Change School](#)

<input type="checkbox"/>	Student	Student ID	Date Completed	Items to Score					
				Item Numbers and Max Points					
				1	2	3	4	5	6
				2 pt	2 pt	2 pt	2 pt	2 pt	2 pt
<input type="checkbox"/>	demo student	123456789	1/31/2022 4:03:53 PM	<a href="#">1</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">Score</a>	<a href="#">Score</a>	<a href="#">Score</a>

Rows per page:  1 Items: [1](#) of 1

[Submit Score\(s\)](#)

- To enter scores for an item response, click the **Score** link for the required item in the required student's row. The scoring window opens to the **Item & Score** tab.
- Optional:* You can open the **Rubric & Resources** tab ([Figure 86](#)) to review the item's scoring rubric and any other available resources, such as an exemplar and training guide for scoring the item.

Figure 86. Item View Window: Rubric &amp; Resources Tab

Grade 11 ELA - Performance Task (ICA)

Student: CALastName300-Jackson ... [Item 2](#)

6200005: Learning Methods—Research Sample Text [Item & Score](#) **Rubric & Resources**

☒ Details

<b>Topic</b>		<b>Content Alignment</b>	<p><b>Claim:</b> 4-CR: Conduct Research- Students can engage in research/ inquiry to investigate topics and to analyze, integrate, and present information.</p> <p><b>Assessment Target:</b> 4-CR 4-11: USE EVIDENCE: Cite evidence to support arguments or conjectures</p> <p><b>Standard:</b> 4-CR 4-11 11-12.RH.1: Cite specific textual evidence to support analysis of primary and secondary sources, connecting insights gained from specific details to an understanding of the text as a whole.</p>
<b>Item Difficulty</b>	Moderate		

☒ Rubric [Exemplar](#) [Training Guide](#)

2 points

Response identifies six pieces example from a single source to support the idea that dolphins demonstrate learning behaviors similar to those found in young children.


- On the **Item & Score** tab (see [Figure 87](#)), click the edit button  in the Scoring Criteria table at the top of the window.
- Review the student's entered response and do one of the following:
  - If the student's response is scorable, select the appropriate score from the drop-down menu in the Points Earned column.
  - If the student's response cannot be scored for any reason, select the appropriate condition code from the drop-down in the Condition Code column. For more information about condition codes, see [Condition Codes](#).

Figure 87. Item View Window: Item &amp; Score Tab

Student: demo student Item 2

Current Item: 1 Score: Score /2 Condition Code: None Item & Score Rubric & Resources

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2 pt	Not Scored	None

Scoring Note

User	Date	Note
+ Add Note		

student setting(s) OFF

1

A student is writing a story for class about a ball getting stuck in a tree. Read the paragraph from the story and

8. If the item has multiple scoring criteria, repeat step 7 for each criterion.
  - When assigning condition codes to multiple scoring criteria, note that some related criteria may require the codes to be the same.
9. Click **Save**.
10. *Optional:* If you wish to provide an explanation for why you chose the given score or condition code, click **Add Note** in the *Scoring Note* section, then enter your comment and click **Save**.
11. To continue scoring items, do one of the following:
  - 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 scoring window.
  - To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field Demo Student at the top of the window.
  - To return to the **Scoring Mode** window and select another item manually, close the **Item View** window using the close button at the upper-right corner.
12. Repeat steps 5–11 until you have entered scores for all the unscored items for the test.
13. *Optional:* If you need to change the entered score for an item response, you can select the score link for that item on the **Test Scoring** page and repeat steps 5–11.

Once you have entered scores for all the unscored items in a test opportunity, you may [submit that opportunity](#) for processing.

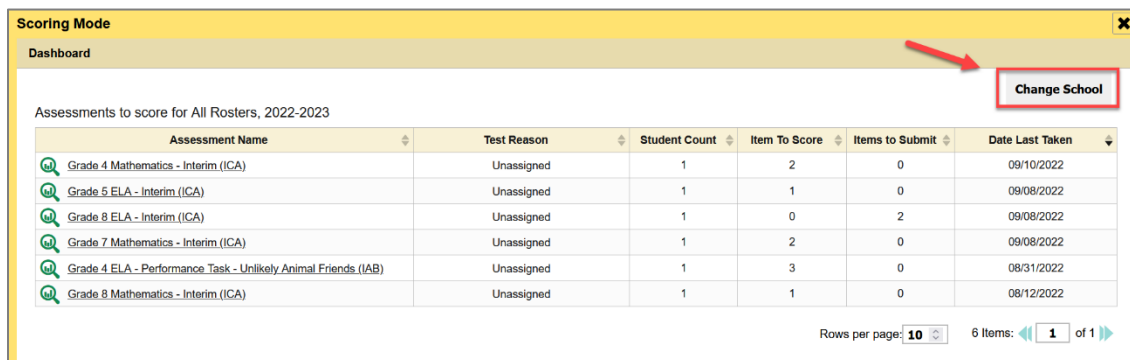
To return to reports, click the close button at the upper-right corner.

## How to Change the Selected School

Scoring mode allows you to score the item responses for only one school's test opportunities at a time. If you are associated with multiple schools, DAs may change the selected school in order to score the test opportunities from other schools.

1. To change the selected school, click **Change School** in the top-right corner of the **Dashboard**. The **Select School** page appears.

Figure 88. Select School Page



2. From the **Teacher** drop-down menu, select the school whose student responses you wish to score.
3. Click **Continue**. The **Dashboard** page appears, displaying the tests available for the selected school.

## How to Submit Scored Test Opportunities for Processing

In order for a test opportunity's scores to be reported, you will need to submit that opportunity for processing. You may only submit an opportunity once you have entered scores or condition codes for every hand-scored item on the test.

1. To submit scored opportunities for processing, navigate to the **Test Scoring** page (see [Figure 89](#)) and mark the checkbox for each opportunity you wish to submit.
  - You can mark the checkbox in the top-left corner to select all fully scored opportunities at once.

Figure 89. Test Scoring Page: Submitting an Opportunity

[Dashboard](#) > Test Scoring

**Grade 4 ELA - Brief Writes (IAB)** (Nonstandardized) to score for Demo School 2, 2021-2022 [Change School](#)

<input type="checkbox"/>	Student	Student ID	Date Completed	Items to Score					
				Item Numbers and Max Points					
				1	2	3	4	5	6
				2 pt	2 pt	2 pt	2 pt	2 pt	2 pt
<input checked="" type="checkbox"/>	demo student	123456789	1/31/2022 4:03:53 PM	<u>1</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>1</u>	<u>1</u>

Rows per page:  1 Items:  of 1

[Submit Score\(s\)](#)

- Click **Submit Score(s)** in the bottom-left corner of the page.
- In the confirmation window that pops up, click **Continue**. The selected opportunities will be submitted for processing and reporting and removed from scoring.

To return to reports, click the close button at the upper-right corner. You can still modify the item scores on that test directly from the reports by following the procedure in the next section ([How to Modify Scores for Items](#)).

## How to Modify Scores for Items

You can modify scores for some items directly from the **Item View** window.

## Reporting System User Guide



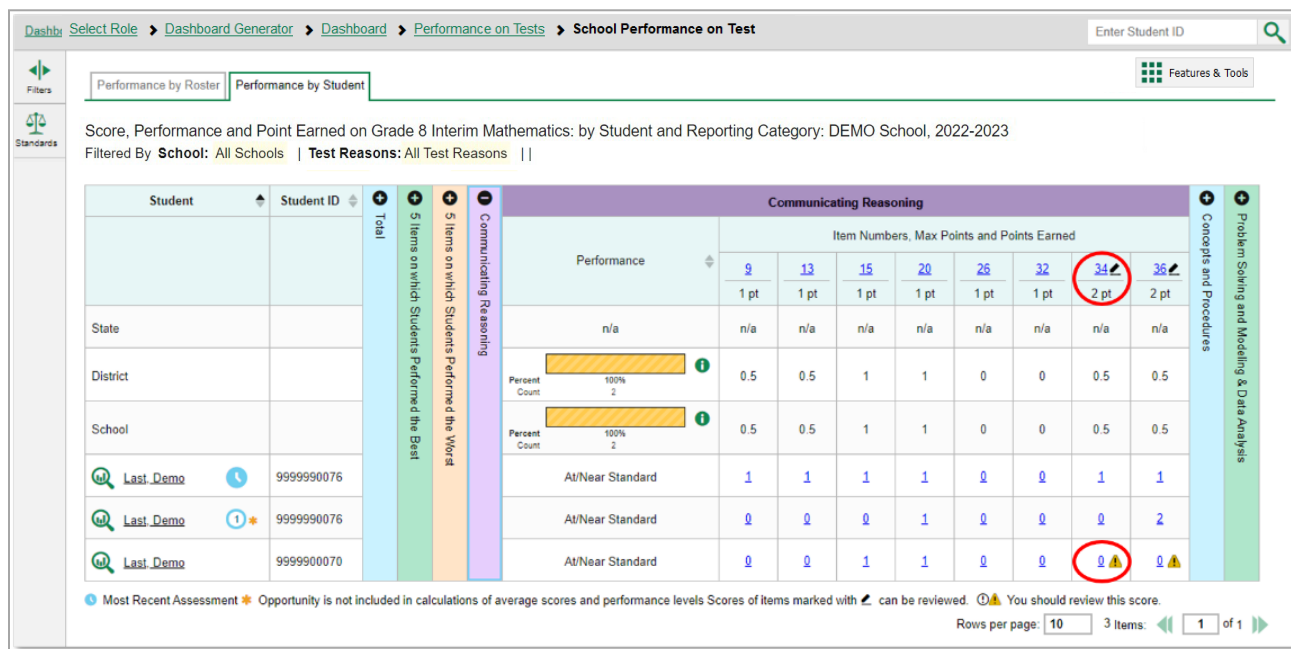
Reports display a pencil icon  in the column header for each item with a modifiable score (see [Figure 90](#)). When a machine-suggested score has a low confidence level, or when a condition code of Non-Specific or Uninterpretable Language has been assigned by machine,  displays next to the score. It is highly recommended that you review items flagged with this icon.

Figure 90. School Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section



1. On a report with modifiable scores, click the item score link in the student's row of the report. The **Item View** window opens.



## Reporting System User Guide

2. *Optional:* You can open the **Rubric & Resources** tab ([Figure 91](#)) to review the item's scoring rubric and any other available resources, such as an exemplar and training guide for scoring the item.

Figure 91. Item View Window: Rubric & Resources Tab

Grade 4 ELA ICA

Item 48 - Currently Showing

Current Item: 48

Item & Score Rubric & Resources

Details

Topic	Writing	Content Alignment	<p><b>Claim:</b> 2-W: Write Effectively - Students can produce effective and well-grounded writing for a range of purposes and audiences.</p> <p><b>Assessment Target:</b> 2-WJ2-4: COMPOSE FULL TEXTS: Write full compositions demonstrating narrative strategies (dialogue, sensory or concrete details, description), structures, and authors' craft appropriate to purpose (detailing characters, plot, and setting)</p> <p><b>Standard:</b> 2-WJ2-4.W.3a: Write narratives to develop real or imagined experiences or events using effective technique, descriptive details, and clear event sequences. A) Orient the reader by establishing a situation and introducing a narrator and/or characters; organize an event sequence that unfolds naturally.</p>
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Resources

Resource	Description
<a href="#">Exemplars</a>	A collection of scored student examples for teachers to practice scoring student responses.
<a href="#">Training Guide</a>	This document contains information on how to score items on the interims.

Rubric

3. On the **Item & Score** tab (see [Figure 92](#)), review the student's entered response and click in the Scoring Criteria table at the top of the window. The Points Earned and Condition Code columns become editable.

Figure 92. Item View Window: Item & Score Tab

Student: demo student

Item 2

Current Item: 1 Score: Score /2 Condition Code: None

Item & Score Rubric & Resources

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2 pt	Not Scored	None

Scoring Note

User	Date	Note
+ Add Note		



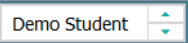
student setting(s)

OFF

1

A student is writing a story for class about a ball getting stuck in a tree. Read the paragraph from the story and

4. Do one of the following:
  - To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.

- To assign a condition code to the response, select one from the **Condition Code** drop-down list.
5. If the item has multiple scoring criteria, repeat step 4 for each criterion.
  6. Click **Save**.
  7. *Optional:* If you wish to provide an explanation for why you chose the given score or condition code, click **Add Note** in the *Scoring Note* section, then enter your comment and click **Save**.
  8. To continue modifying scores, do one of the following:
    - 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.

Note that for some items, two Scoring Criteria tables appear, with the top one having modifiable scores and the bottom one displaying transformed scores, as in [Figure 93](#). When you modify a score, the new scores are automatically transformed, and the transformed scores are what will 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.

Figure 93. Item View Window: Item & Score Tab: Second Scoring Criteria Table with Transformed Scores

Transformed Points Earned and Condition Codes			
Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Organization, Purpose, Evidence and Elaboration	4	Condition Code Selected	Off Purpose
Overall	6	2	None

Full write items are scored using three dimensions: Conventions, Evidence/Elaboration and Organization/Purpose for a total of ten points. For test scoring purposes.

## How to Set Up Interim Reports to Suit Your Needs

There are three ways of setting up your interim reports that are different from summatives. You can assign test reasons to interim test opportunities, filter them by test reason, and filter them by standard.

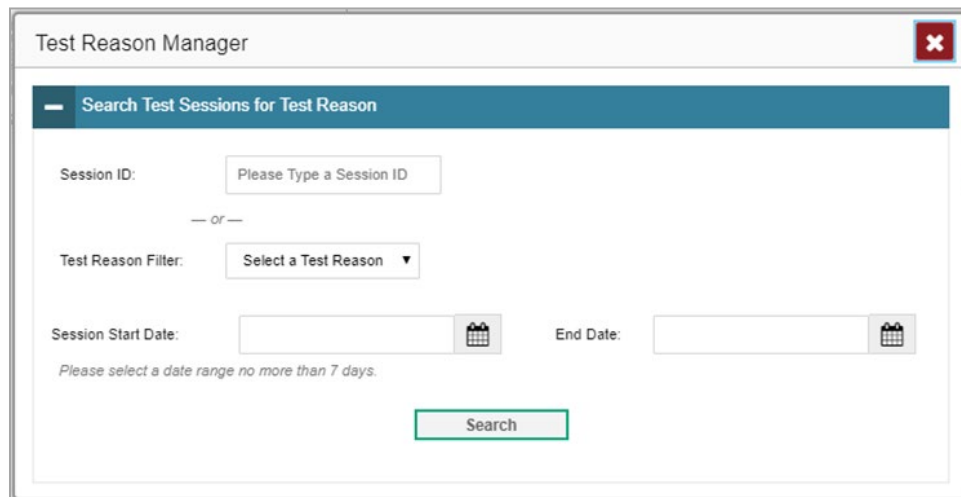
### How to Assign Test Reasons (Categories) to Interim Test Opportunities

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they're a good way to organize tests into groups.

Test reasons should ideally be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the Reporting System to assign a different test reason to an interim or benchmark test opportunity that was completed in the present school year. Summative test reasons cannot be reassigned.

1. From the **Features & Tools** menu , select **Manage Test Reasons** . The *Test Reason Manager* window opens (see [Figure 94](#)).

Figure 94. Test Reason Manager Window



2. To search for the test opportunities you wish to categorize, do either of the following (see [Figure 94](#)):
  - In the *Session ID* field, enter the session ID in which the opportunities were completed in TDS.
  - Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.
3. Click **Search**.

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- A list of retrieved test sessions appears in the section *Select Test Opportunities* (see [Figure 95](#)). You can click the **+** buttons to expand the list of tests in each session and the list of students who took each test (that is, individual test opportunities). To navigate through a long list, use the controls in the upper-right and lower-right corners.

Figure 95. Test Reason Manager Window: Select Test Opportunities

The screenshot shows the 'Test Reason Manager' window. At the top, there is a search section titled 'Search Test Sessions for Test Reason'. It includes fields for 'Session ID' (with a placeholder 'Please Type a Session ID'), a 'Test Reason Filter' dropdown set to 'Any', and date pickers for 'Session Start Date' (07/02/2019) and 'End Date' (07/04/2019). A note states 'Please select a date range no more than 7 days.' and a 'Search' button is present.

Below the search section is the 'Select Test Opportunities' section. It contains a table with columns: Session ID, Test Date / Time, TA Name, and # of Students in Session. Two sessions are listed:

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

Each session has a '+' button to its left. The second session is expanded, showing a sub-table with columns: Test Name, Subject, Grade, and # of Students. It lists 'Grade 05 ELA - PerfTask (ICA)' with Subject 'ELA' and Grade 'grade 5'.

Below this, there is another table with columns: Student Name, Student ID, and Test Reason Assigned. It lists 'Student, Demo' with Student ID 'DemoStudentID1' and Test Reason Assigned 'Unassigned'.

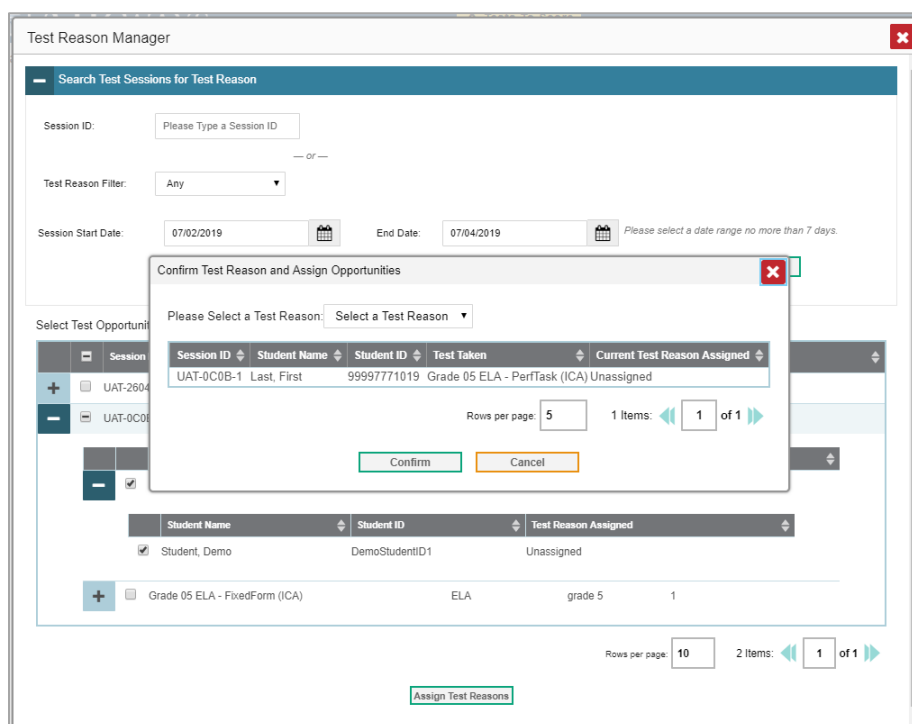
At the bottom of the window, there is a pagination control showing 'Rows per page: 10', '2 Items', and '1 of 1'. An 'Assign Test Reasons' button is located at the bottom center.

- Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.
- Click **Assign Test Reasons** below the list of retrieved sessions.

## Reporting System User Guide

7. In the window that appears (see [Figure 96](#)), select a new test reason to assign to the selected opportunities and click **Confirm**.

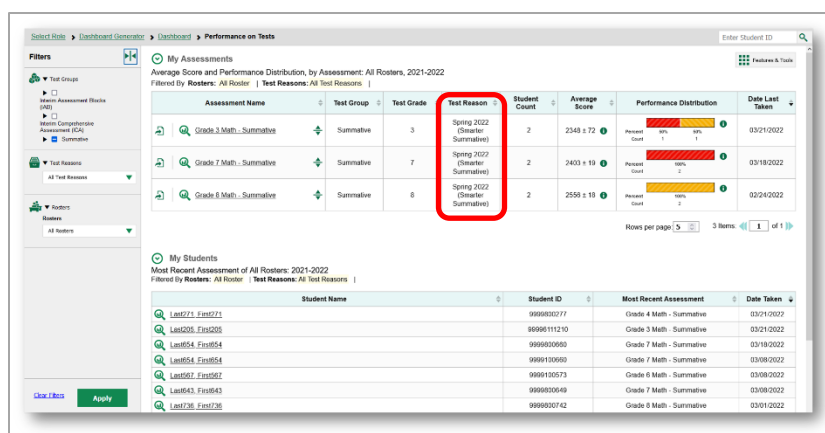
Figure 96. Confirm Test Reason and Assign Opportunities Window



## How to Filter by Test Reason (Category)

Test reasons (shown in [Figure 97](#)) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which interim and benchmark tests were taken, and they can be a good way to focus on specific groups of tests. For summative assessments, test reasons are simply test windows and are not useful.

Figure 97. Teacher View: Performance on Tests Report



When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if

## Reporting System User Guide

students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards and Performance on Tests reports for teachers as well as for school- and district-level users.



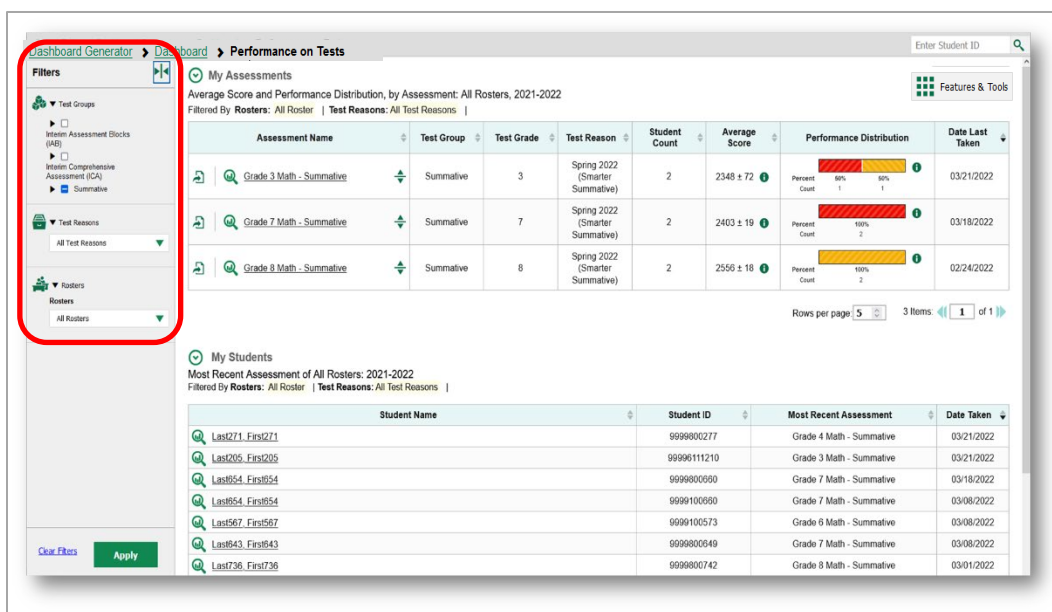
1. On the left side of the dashboard or Performance on Tests report, click either the **Filters** panel expand button  or the **Test Reasons** button . The **Filters** panel expands (see [Figure 98](#)).
2. Make a selection from the drop-down list in the **Test Reasons** section.

Figure 98. Teacher View: Performance on Tests Report with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for that test reason.
4. *Optional:* To revert all filters to their defaults, open the **Filters** panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header shows the test reason selected, if any.

## How to Filter Item-Level Data on Interims by Standards and Clusters of Standards

An educational standard, sometimes called an assessment target, describes the skill the item measures. An example of a math standard is "At later grades, determine conditions under which an argument does and does not apply. (For example, area increases with perimeter for squares, but not for all plane figures.)"

You may want to see how your students performed on a particular standard or cluster of standards. In certain reports, you can filter by the standard to which items are aligned. That way you can view your

## Reporting System User Guide

students' performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill. If you don't filter by standard, the reports will show results for all standards by default. You may find that switching between different sets of standard data and comparing them helps you understand students' abilities better.

Standard filters are available in any report showing item-level data. The available standards vary by assessment.



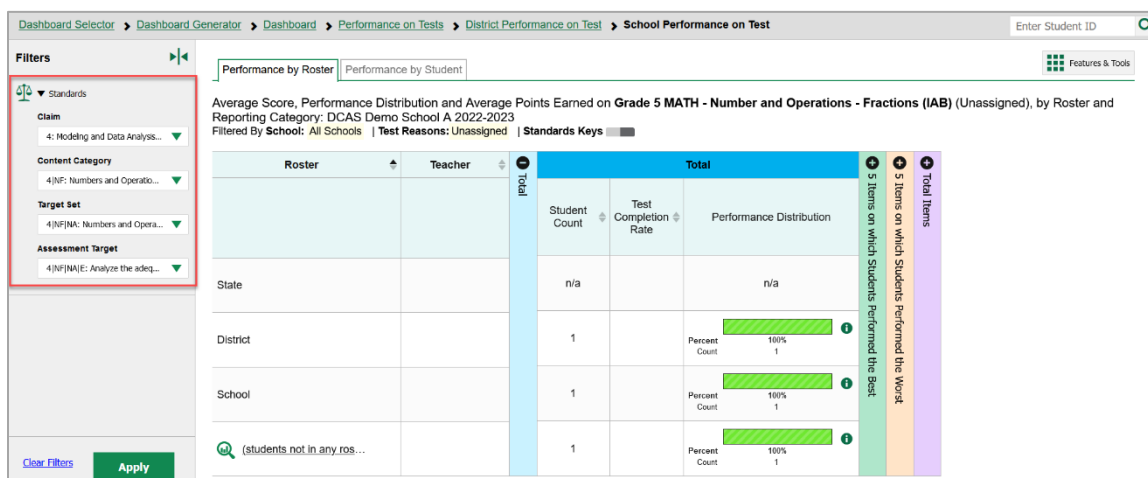
1. On the left side of the page, click either the **Filters** panel expand button  or the **Standards** button . The **Filters** panel expands (see [Figure 99](#)).
2. Use the drop-down list in the **Standards** section to select a cluster. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 99. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel



4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard.
5. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.



All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header specifies the standards selected, if any.

## How to Export and Print Data on Interims

You can export or print any report you see in the Reporting System. Some reports on individual tests can be exported directly from the Performance on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing. Some interim and benchmark reports can be exported with item-level data.

## How to Export or Print a Report You're Viewing

1. Select the print button  from the **Features & Tools** menu , or in a Longitudinal Report window, from the upper-right corner. If there are multiple report tables on the page, multiple print buttons will appear.

A print preview page opens (see [Figure 100](#)).

- 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 100. Print Preview Page

2. If an aggregate report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, as in [Figure 101](#), the printed report includes data for the individual assessment items. Printouts of the Student Performance on Test report always include item data if available.

Figure 101. Print Preview Page with Summary and Item Scores Option Selected



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3. To print the report, select the **Print** radio button. To download it, select **Save to PDF**, **Save to Excel** (.xlsx), or **Save to CSV** (comma-separated values).
  - *Optional:* If a printout or PDF is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting report includes the actual items and the student's responses.
  - If you selected **Save to PDF**, choose an option from the **Page Layout** drop-down list that appears.
4. Click **Confirm**.

If you saved the report as a PDF, Excel, or CSV, the **Secure Inbox** window appears, displaying the generated report.

## How to Export an Assessment Report Directly from the Performance on Tests Report


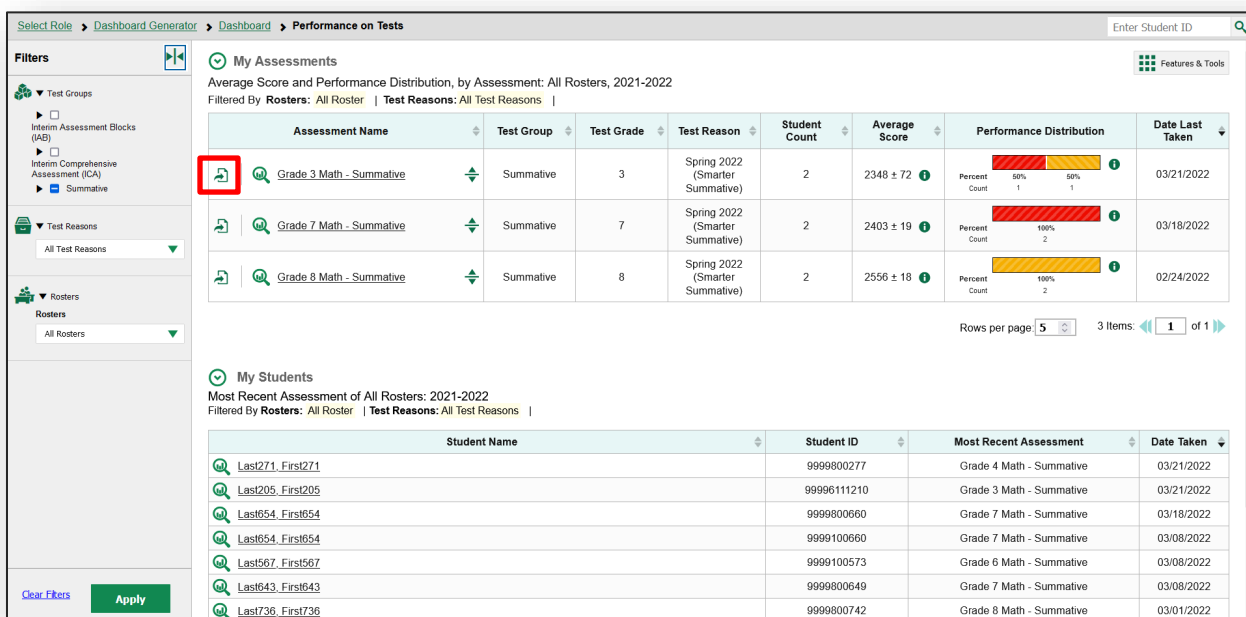
1. Click  to the left of the name of the assessment whose report you wish to export (see [Figure 102](#)).

Figure 102. Teacher View: Performance on Tests Report



The **Export Report** window opens (see [Figure 103](#) and [Figure 104](#)). The options in this window vary according to your user role.

2. Select which report to export for the assessment.
  - **District-level users:**

To export the district test results, mark the **Overall Performance of all my Schools** radio button.

To export school test results (excluding data for individual items), mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

To export school test results (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

Figure 103. District-Level User View: Export Report Window

▪ **School-level users and teachers:**

To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students.** radio button.

To export results for all your associated students (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all students.** radio button.

Figure 104. Teacher View: Export Report Window

3. Choose from the **PDF**, **Excel**, and **CSV** formats.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Secure Inbox** window appears with the generated file available for download.

# Appendix

Appendix sections are alphabetized for your convenience.

## C

### Class (Roster) Management

Teachers, school-level users, and district-level users can add, edit, and delete classes (rosters). Classes are a great way to organize students, allow teachers to view their students' performance, and allow other users to compare the performance of different classes.

#### How to Add a Class (Roster)

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



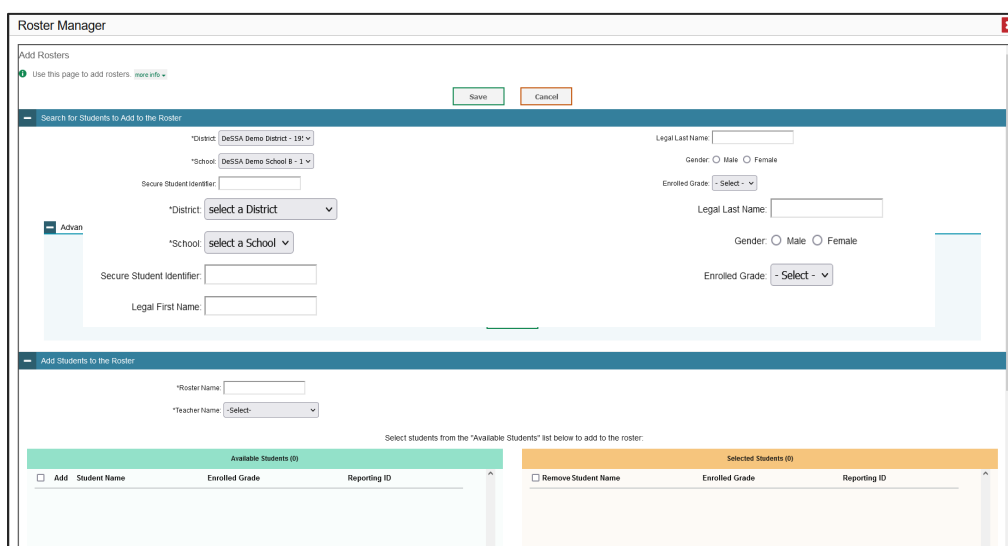
1. From the **Features & Tools** menu , select **Add Roster** . The **Roster Manager** window appears, showing the Add Roster form (see [Figure 105](#)).

Figure 105. Roster Manager Window: Add Roster Form



**Roster Manager**

Add Rosters

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

Save Cancel

**Search for Students to Add to the Roster**

\*District: DeSSA Demo District - 191

\*School: DeSSA Demo School 8 - 1

Secure Student Identifier:

\*District: select a District

\*School: select a School

Secure Student Identifier:

Legal First Name:

Legal Last Name:

Gender: ☐ Male ☐ Female

Enrolled Grade: - Select -

Gender: ☐ Male ☐ Female

Enrolled Grade: - Select -

**Add Students to the Roster**

\*Roster Name:

\*Teacher Name: - Select -

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

Available Students (0)			Selected Students (0)		
Add	Student Name	Enrolled Grade	Remove Student Name	Enrolled Grade	Reporting ID

2. In the *Search for Students to Add to the Roster* panel (see [Figure 105](#)), do the following:
3. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
  - b. *Optional:* In the *SSID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
4. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
5. *Optional:* In the *Advanced Search* panel (see [Figure 106](#)), select additional criteria:

## Reporting System User Guide

- i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
- ii. In the related fields, select the additional criteria.
- iii. Click **Add**.
- iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

Figure 106. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

The screenshot shows the 'Roster Manager' window with the 'Add Roster' form. The 'Advanced Search' panel is highlighted with a red rounded rectangle. The form includes the following elements:

- Search for Students to Add to the Roster:**
  - \*District: select a District (dropdown)
  - \*School: select a School (dropdown)
  - Secure Student Identifier: (text field)
  - Legal First Name: (text field)
  - Legal Last Name: (text field)
  - Gender: ☐ Male ☐ Female
  - Enrolled Grade: -Select- (dropdown)
- Advanced Search (highlighted):**
  - Search Fields: Gender (dropdown)
  - Gender: ☐ Male ☒ Female
  - Additional Criteria Chosen:
    - ☐ Gender: Female
  - Buttons: Add, Search, Remove All, Remove Selected
- Add Students to the Roster:**
  - \*Roster Name: (text field)
  - \*Teacher Name: -Select- (dropdown)
  - \*Students to display: ☐ Current Students ☒ Current and Past Students

6. 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.
7. In the *Add Students to the Roster* panel (see [Figure 107](#)), do the following:
  - a. In the *Roster Name* field, enter the roster name.
8. From the **Teacher Name** drop-down list, select a teacher.
9. *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.

## Reporting System User Guide

Figure 107. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel


The screenshot shows the 'Roster Manager' window with the 'Add Students to the Roster' tab active. The form contains the following elements:

- Section 1:** A red box highlights the top section containing 'Roster Name' (text input), 'Teacher Name' (dropdown menu), and 'Students to display' (radio buttons for 'Current Students' and 'Current and Past Students'). An arrow points to this box with the number '1'.
- Section 2:** A red box highlights the 'Available Students (195)' list on the left. It includes a 'Quick Search' bar, a table with columns 'Add', 'Student Name', 'Grade Reporting ID', and 'Left School', and buttons 'Add All' and 'Add Selected' at the bottom. An arrow points to this box with the number '2'.
- Section 3:** A red box highlights the 'Selected Students (1)' list on the right. It includes a 'Quick Search' bar, a table with columns 'Remove', 'Student Name', 'Grade Reporting ID', and 'Left Roster', and buttons 'Remove All' and 'Remove Selected' at the bottom. An arrow points to this box with the number '3'.

Table 30. Roster Manager: Add Roster Form Elements

#	Element
1	Settings for roster name, teacher name, and students to display
2	List of students who can be added to the roster
3	List of students you've added


**10. To add students,** do one of the following in the list of available students:

To move one student to the roster, click  beside that student's name.

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**.

**11. To remove students,** do one of the following in the list of students in this roster:

To remove one student from the roster, click  beside that student's name.

To remove all the students from the roster, click **Remove All**.

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

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

### How to Modify a Class (Roster)

You can modify a class (roster) by changing its name, changing its associated teacher, adding students, or removing students.



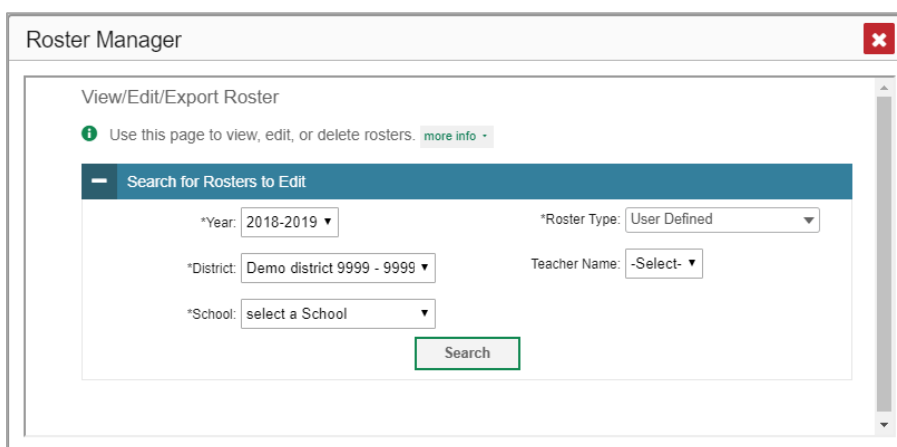
1. From the **Features & Tools** menu , select **View/Edit Roster** . The **Roster Manager** window appears, showing the View/Edit/Export Roster form (see [Figure 108](#)).

Figure 108. Roster Manager Window: View/Edit/Export Roster Form

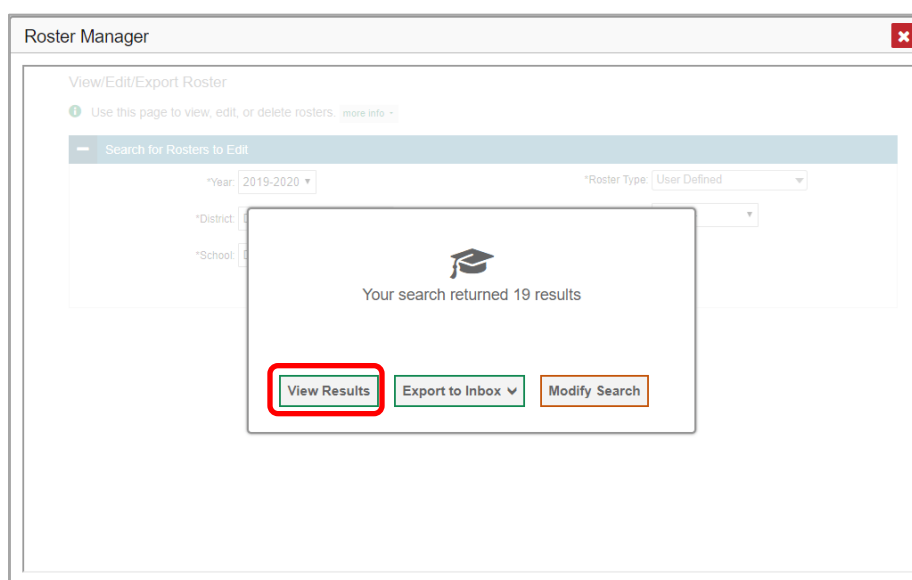


The screenshot shows the 'Roster Manager' window with a title bar and a close button. Inside, the 'View/Edit/Export Roster' section has an information icon and text: 'Use this page to view, edit, or delete rosters. [more info](#)'. Below this is a 'Search for Rosters to Edit' panel with a blue header. The panel contains four dropdown menus: '\*Year:' (2018-2019), '\*Roster Type:' (User Defined), '\*District:' (Demo district 9999 - 9999), and '\*School:' (select a School). There is also a 'Teacher Name:' dropdown set to '-Select-'. A green 'Search' button is at the bottom right of the panel.

2. In the *Search for Rosters to Edit* panel (see [Figure 108](#)), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears (see [Figure 109](#)). Click **View Results** to view the results in your browser.

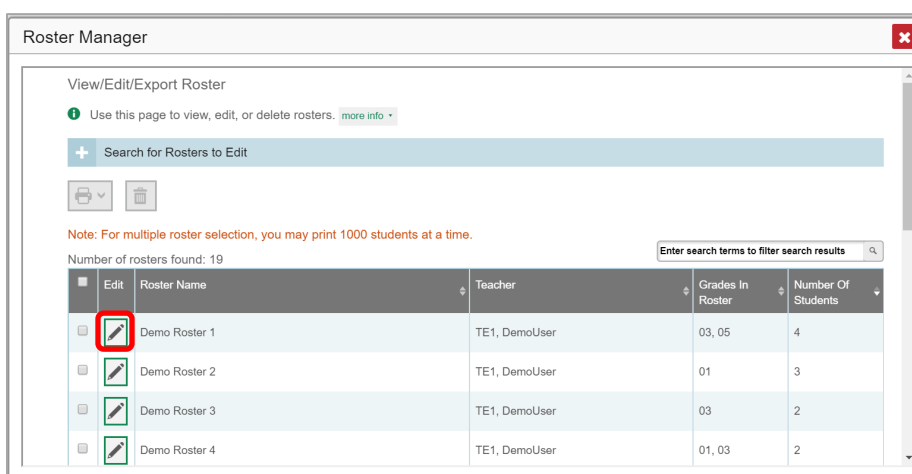
## Reporting System User Guide


Figure 109. Roster Manager Window: Search Results Pop-Up



4. A list of retrieved rosters is generated (see [Figure 110](#)).

Figure 110. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters



5. In the list of retrieved rosters, click  for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.
6. *Optional:* To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
  - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
  - b. *Optional:* In the SSID, Student's First Name, and/or Student's Last Name fields, enter information about a particular student you want to add.
7. *Optional:* In the Enrolled **Grade** drop-down list, select the grade levels for the students in the roster.

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8. *Optional:* In the *Advanced Search* panel, select additional criteria:
  - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
  - ii. In the related fields, select the additional criteria.
  - iii. Click **Add**.
  - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
9. 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.
10. Scroll down to view the *Add Students to the Roster* panel, as in [Figure 111](#).

Figure 111. Roster Manager Window: View/Edit/Export Roster Form Scrolled Down to the Add Students to the Roster Panel

Roster Manager

View/Edit/Export Roster

View/Edit/Export Roster

— Add Students to the Roster

\*Roster Name: Demo0508

\*Teacher Name: TE1, DemoUser

\*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)			
<input type="checkbox"/>	Add	Student Name	Grade Reporting ID Left School

Selected Students (4)			
<input type="checkbox"/>	Remove	Student Name	Grade Reporting ID Left Roster
<input checked="" type="checkbox"/>	X	Corny, Janaes	03 999819210
<input checked="" type="checkbox"/>	X	Demo, Demoo	03 130108692
<input checked="" type="checkbox"/>	X	Demo, Demoo	03 130109032
<input checked="" type="checkbox"/>	X	Demo, Demoo	05 130108696

1



2

Add All Add Selected Remove All Remove Selected

Table 31. Roster Manager Window: View/Edit/Export Roster Form Elements

#	Element
1	List of students who can be added to the roster (currently empty, because no search has been entered)
2	List of students belonging to the roster



11. *Optional:* In the *Add Students to the Roster* panel, do the following:
  - a. In the *Roster Name* field, enter a new name for the roster.
10. From the **Teacher Name** drop-down list, select the roster's new teacher.
11. *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.
12. To add students, do one of the following in the list of available students:
  - a. To move one student to the roster, click  beside that student's name.
  - b. To move all the students in the *Available Students* list to the roster, click **Add All**.
  - c. To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
13. To remove students, do one of the following in the list of students in this roster:
  - a. To remove one student from the roster, click  beside that student's name.
  - b. To remove all the students from the roster, click **Remove All**.
  - c. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
12. At the bottom of the page, click **Save**, and in the affirmation dialog box click **Continue**.

### How to Upload Classes (Rosters)

If you have many classes (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.


1. From the **Features & Tools** menu , select **Upload Rosters** . The *Roster Manager* window appears, showing the Upload Rosters: Upload page (see [Figure 112](#)).

Figure 112. Roster Manager Window: Upload Rosters: Upload Page

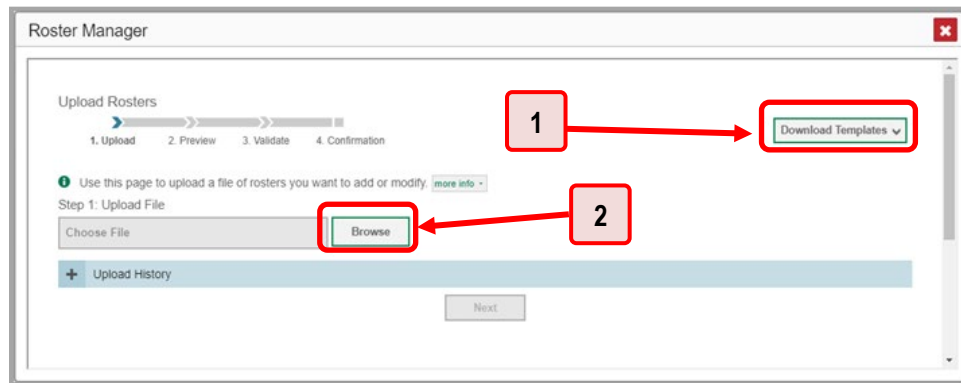
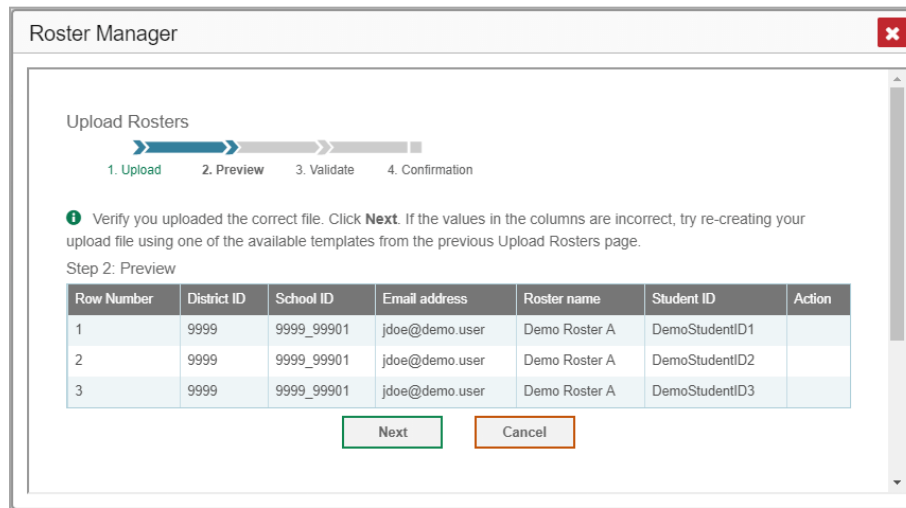


Table 32. Roster Manager Window: Upload Rosters: Upload Page Elements

#	Element
1	<b>Download Templates</b> menu button
2	<b>Browse</b> button

- On the Upload Rosters: Upload page (see [Figure 112](#)), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
- Open the template file in a spreadsheet application.
- Fill out the template and save it.
- On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 113](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 113. Roster Manager Window: Upload Rosters: Preview Page



- Click **Next** to validate the file.



Any errors  or warnings  are displayed on the Upload Rosters: Validate page (see [Figure 114](#)). 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.

Figure 114. Roster Manager Window: Upload Rosters: Validate Page



Table 33. Roster Manager Window: Upload Rosters: Validate Page Elements

#	Element
1	Download Validation Report button
2	Error symbol (click for more information)

## Reporting System User Guide

- *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 text file listing the validation results for the upload file.

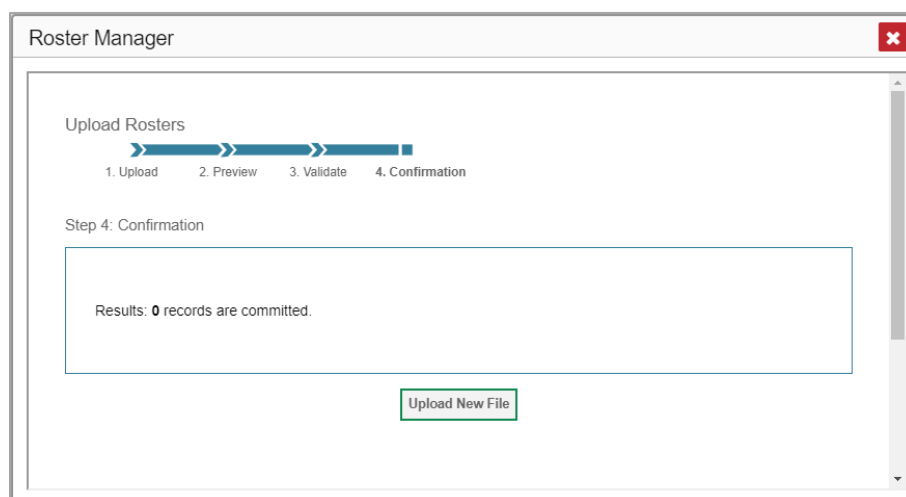
If your file contains a large number of records, the Reporting System processes it offline and sends you a confirmation email when it's complete. While the Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

- Click **Continue with Upload** at the bottom of the page. The Reporting System commits those records that do not have errors. If there are too many errors, you won't be able to do this.
- Click **Upload Revised File** at the bottom of the page 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 (see [Figure 115](#)), displaying a message about how many records (rows) were committed.

Figure 115. Upload Rosters: Confirmation Page



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

[Table 34](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 34. Columns in the Rosters Upload File

Element	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.

Element	Description	Valid Values
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 TIDE.
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.

## Condition Codes

[Table 35](#) provides an overview of the various condition codes that may be entered for a machine- or hand-scored item when a traditional score cannot be entered for the student's response.

Table 35. Condition Codes

Source of Code	Condition Code	Description
Human	Blank	<ul style="list-style-type: none"> <li>The student did not enter a response.</li> </ul>
Human	Insufficient Text	<ul style="list-style-type: none"> <li>The student has not provided a meaningful response. Some examples:               <ul style="list-style-type: none"> <li>Random keystrokes</li> <li>Undecipherable text</li> <li>"I hate this test"</li> <li>"I don't know", "IDK"</li> <li>"I don't care"</li> <li>"I like pizza!" (in response to a reading passage about helicopters)</li> <li>Response consisting entirely of profanity</li> </ul> </li> <li>For ELA Full Writes, use the "Insufficient Text" code for responses described above and also if               <ul style="list-style-type: none"> <li>The 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.</li> <li>The response is too brief to make a determination regarding whether it is on purpose or on topic.</li> </ul> </li> </ul>

Source of Code	Condition Code	Description
Human	Non-Scorable Language	<ul style="list-style-type: none"> <li>• ELA/literacy: Language other than English.</li> <li>• Mathematics: Language other than English or Spanish.</li> </ul>
Human	Off Topic	<ul style="list-style-type: none"> <li>• For ELA Full Writes only: <ul style="list-style-type: none"> <li>▪ 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).</li> <li>▪ Off-topic responses are generally substantial responses.</li> </ul> </li> </ul>
Machine	Blank	<ul style="list-style-type: none"> <li>• The student did not enter a response.</li> </ul>
Machine	Insufficient Text (Duplicated Text)	<ul style="list-style-type: none"> <li>• The response contains a significant amount of text repeated over and over.</li> </ul>
Machine	Insufficient Text (Too Few Words)	<ul style="list-style-type: none"> <li>• The response contains too few words to be considered a valid attempt.</li> </ul>
Machine	Insufficient Text (Copied Text from the Prompt)	<ul style="list-style-type: none"> <li>• The response is largely composed of text copied from the prompt.</li> </ul>
Machine	Insufficient Text (Refused to Answer)	<ul style="list-style-type: none"> <li>• The response is a refusal to respond, in a form such as “idk” or “I don’t know.”</li> </ul>
Machine	Non-Specific	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Machine	Non-Scorable Language (Spanish Response)	<ul style="list-style-type: none"> <li>• The response is in Spanish.</li> </ul>
Machine	Non-Scorable Language (Uninterpretable Language)	<ul style="list-style-type: none"> <li>• The response is in a language other than English or Spanish.</li> </ul>

## H

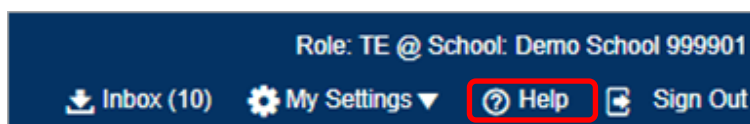
### Help

The Centralized Reporting System includes an online user guide.

#### How to Access the Online User Guide

In the banner (see [Figure 116](#)), click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 116. Banner



## I

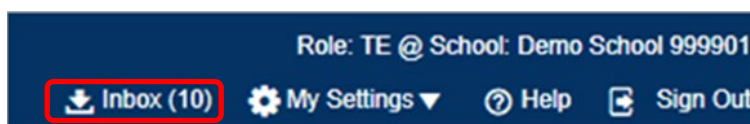
### Inbox

The Reporting System allows you to access a Secure Inbox feature that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

Each user's Secure Inbox is personal to them and not shared among other users. Users can easily manage the files in their Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users' Inboxes.

#### How to Access and Manage Files in the Inbox

Figure 117. Banner



1. In the banner (see [Figure 117](#)), click **Inbox**. The **Secure Inbox** window appears (see [Figure 118](#)). By default, the Inbox window displays the **View Documents** tab.

## Reporting System User Guide

Figure 118. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

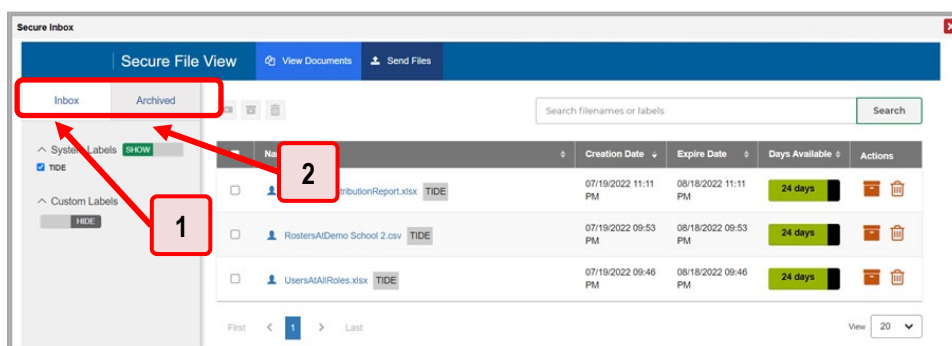


Table 36. Secure Inbox Window: View Documents Tab Elements

#	Element
1	Inbox sub-tab
2	Archived sub-tab


2. Choose either of the available tabs (see [Figure 118](#)):
  - **Inbox:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
  - **Archived:** Displays files that have been archived. Includes the same columns as the main **Inbox** tab.
3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
4. *Optional:* To hide or display system labels, click the System Labels toggle (see [Figure 119](#)).



Figure 119. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

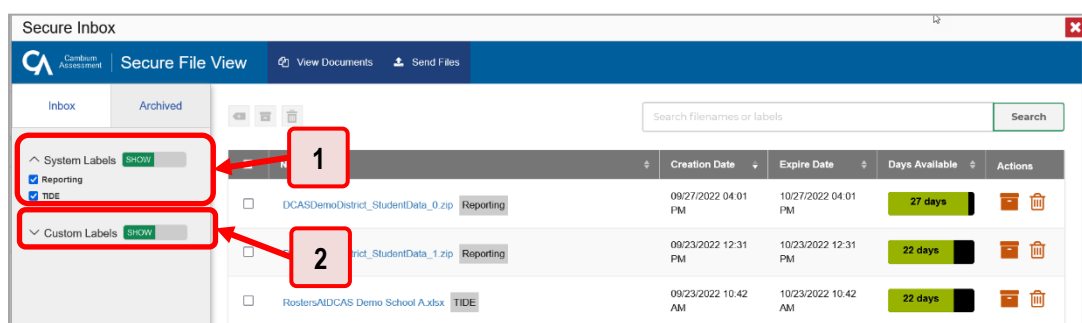







Table 37. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	System Labels toggle (set to show the labels) and checkboxes
2	Custom Labels toggle (set to show the labels) and checkboxes

5. *Optional:* To hide files with a particular system label, clear the checkbox for that label (see [Figure 119](#)).
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle (see [Figure 119](#)).
7. *Optional:* To hide files with a particular custom label, clear the checkbox for that label (see [Figure 119](#)).
8. *Optional:* Do one of the following:
  - To download a file, click the name of the file (see [Figure 120](#)).
  - 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  (see [Figure 120](#)).
- To unarchive a file, click . The file is moved back to the main Inbox.
- To delete a file, click  (see [Figure 120](#)).

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

## Reporting System User Guide

Figure 120. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

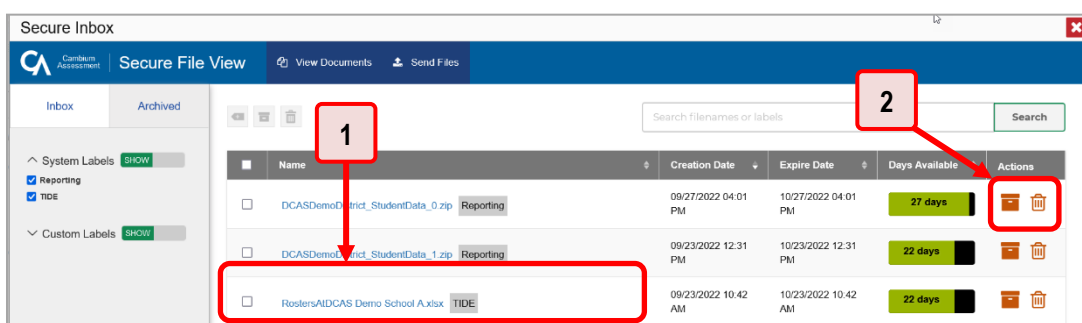


Table 38. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	Name of a file, with label indicating the system it's from
2	Delete and archive buttons

## How to Use the Inbox to Send Files to Other Users' Inboxes

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

1. From the banner (see [Figure 121](#)), select **Inbox**. The **Secure Inbox** page appears (see [Figure 122](#)). By default, the **View Documents** tab displays.

Figure 121. Banner

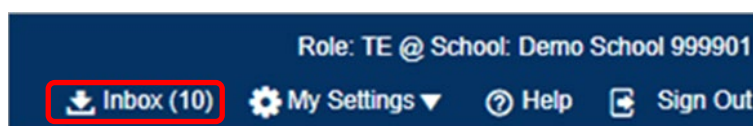
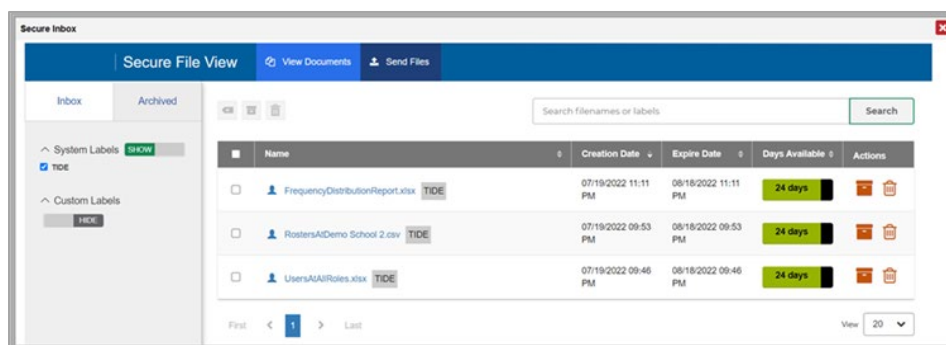


Figure 122. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab



2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 123](#)).

## Reporting System User Guide

3. In the *Select Recipients* field, do one of the following:

- Select **Role** to send a file or files to a group of users by user role.
- Select **Email** to send a file or files to a single recipient by email address.

If you select **Email**, skip to step [7](#).

Figure 123. Secure Inbox Window: Send Files Tab

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list (see [Figure 124](#)), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 124. Secure Inbox Window: Send Files Tab

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6. From the *Select Organization(s)* drop-down lists (see [Figure 125](#)), select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 125. Secure Inbox Window: Send Files Tab

7. If you selected **Role** in step [3](#), skip this step. If you selected **Email**, enter the email address of the recipient to whom you wish to send a file or files.
8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files at once.
10. Select **Send**.

## M

## Multiple Interim Test Opportunities

Sometimes interim test results will include multiple rows for the same student.




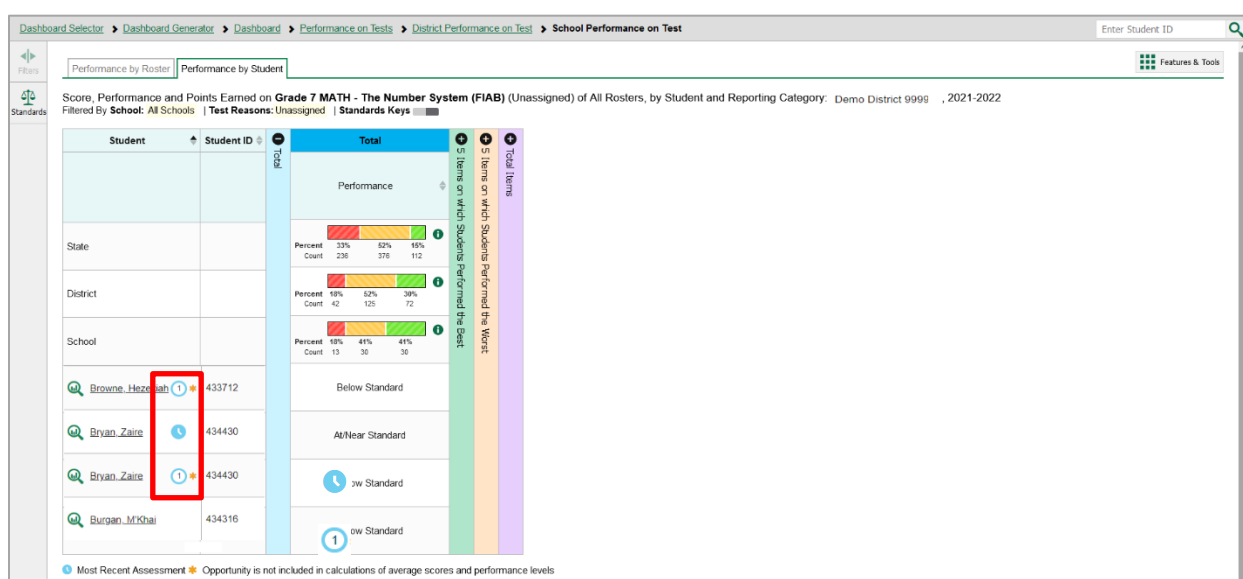

When a student completes multiple test opportunities for a single assessment, as in [Figure 126](#), reports display a row of data for each opportunity. A clock icon  appears next to the most recent opportunity. Previous opportunities are marked with numbers , starting from the earliest test taken. An asterisk icon  indicates that an opportunity is not included in calculations of average scores or performance distributions.

Figure 126. My Students' Performance on Test Report: Performance by Student Tab



## N

## Non-Scorable Test Opportunities

The reports in 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 reporting categories (reporting categories without items). If a test opportunity is non-scorable, a notification  appears below the report for that assessment.

You can click **More Info** on the notification to view the **Students with Other Test Statuses** window (see [Figure 127](#)). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 127. Students with Other Test Statuses Window

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

Table 39. Students with Other Test Statuses Window Elements

#	Element
1	Condition codes
2	Dates the tests were taken

## P

### Password Reset

#### How to Set or Reset Your Password

You can change your login password as necessary in the DDOE EdAccess or LEA Classlink page.

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To change your password:

1. In the TIDE banner (see [Figure 128](#)), from the *Manage Account* drop-down list, select **Reset Password**. The user is redirected to the DDOE EdAccess or LEA Classlink page (see [Figure 129](#)).

Figure 128. TIDE Manage Account and Reset Password

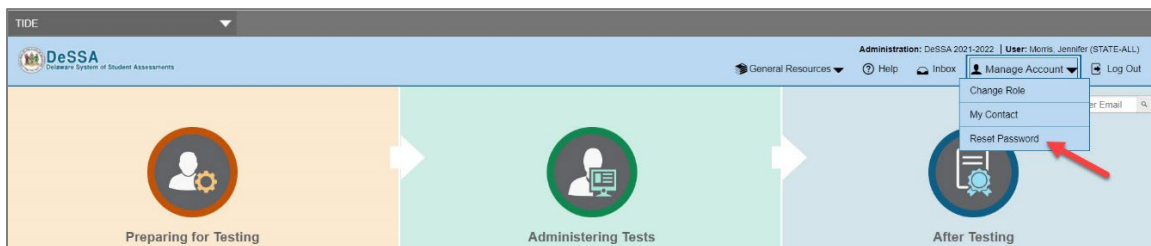
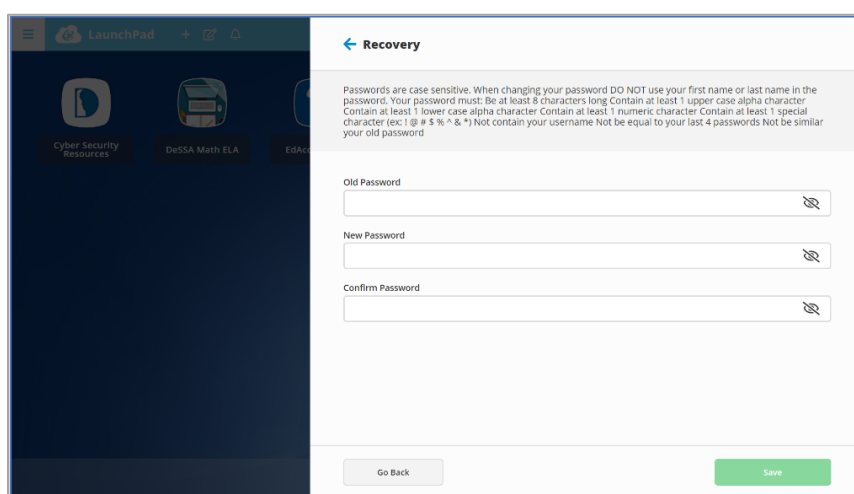


Figure 129. Change Password on the DDOE Ed-Access



2. Click on *Change Password* and follow the instructions.

## Performance Data

Depending on the test, a report may display different kinds of performance data:

- Score data:
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.
- Standard error: After an individual student's score, you may see a number with "±" before it. This is the standard error of measurement (SEM). A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. As an example, if a student receives a test score of 75 with an SEM of 4, that

## Reporting System User Guide

tells us that the student's knowledge and skills fall between 71 and 79. For average scores at aggregate levels, the number following " $\pm$ " is the standard error of the mean.

- Performance level data, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars, as in [Figure 130](#), showing the percentage and number of students who achieved each performance level. These bars are color-coded, with three performance levels being coded red-yellow-green, four being coded red-yellow-green-blue, and five being coded red-yellow-green-blue-purple.
- Percent proficient, also shown in some aggregate reports (see [Figure 130](#)), represents the total percentage of students who achieved proficiency. It typically includes those who fell into the top one to three performance levels.

Figure 130. School-Level User View: School Performance on Test Report: Performance by Roster Tab

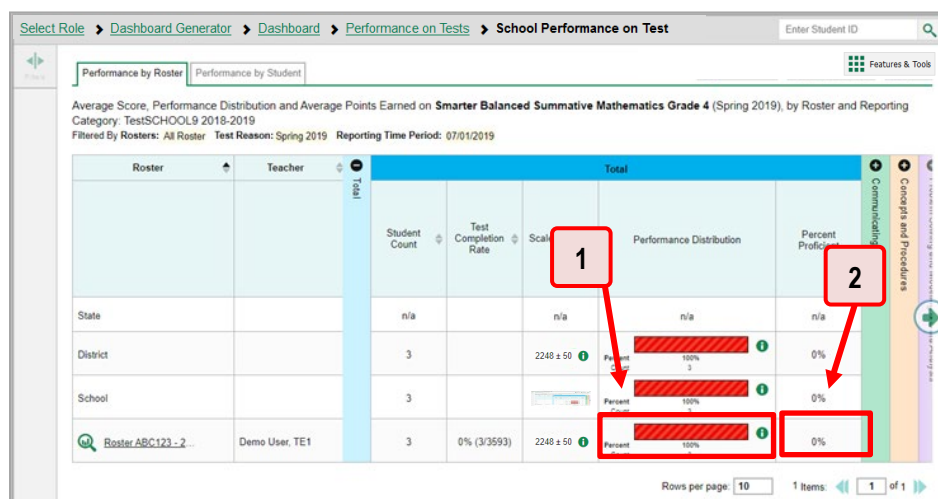


Table 40. School-Level User View: School Performance on Test Report Elements

#	Element
1	Performance distribution bar, divided into colored blocks representing different performance levels
2	Percent proficient



## Reporting System User Guide

- Measures in aggregate reports for adaptive tests may also include **Weak or Strong? Or Proficient?**.

In a report, click the more information button  in the score or Performance Distribution columns.

Figure 131. School-Level User View: School Performance on Test Report: Performance by Roster Tab

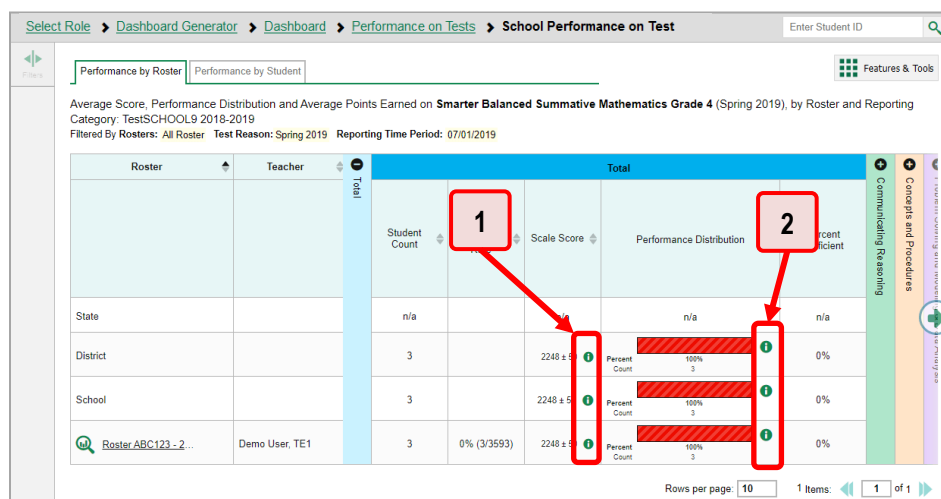


Table 41. School-Level User View: School Performance on Test Report Elements

#	Element
1	Buttons to learn more information on average scale score
2	Buttons to learn more information on performance distribution

A legend appears (see [Figure 132](#) and [Figure 133](#)), explaining what the scores or performance levels indicate.

## Reporting System User Guide

Figure 132. My Students' Performance on Test Report with Expanded Scale Score Legend

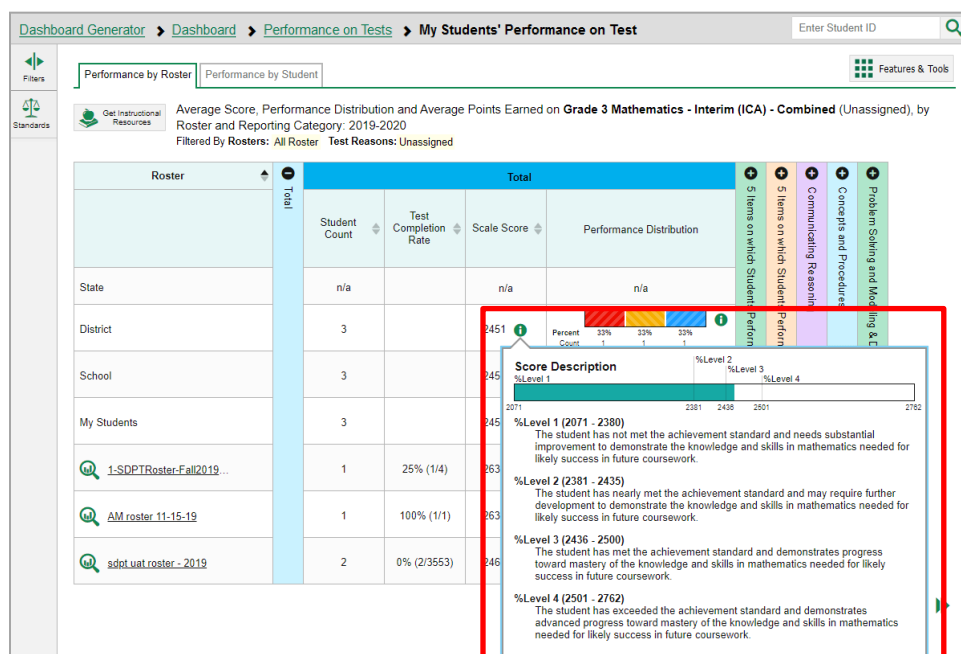
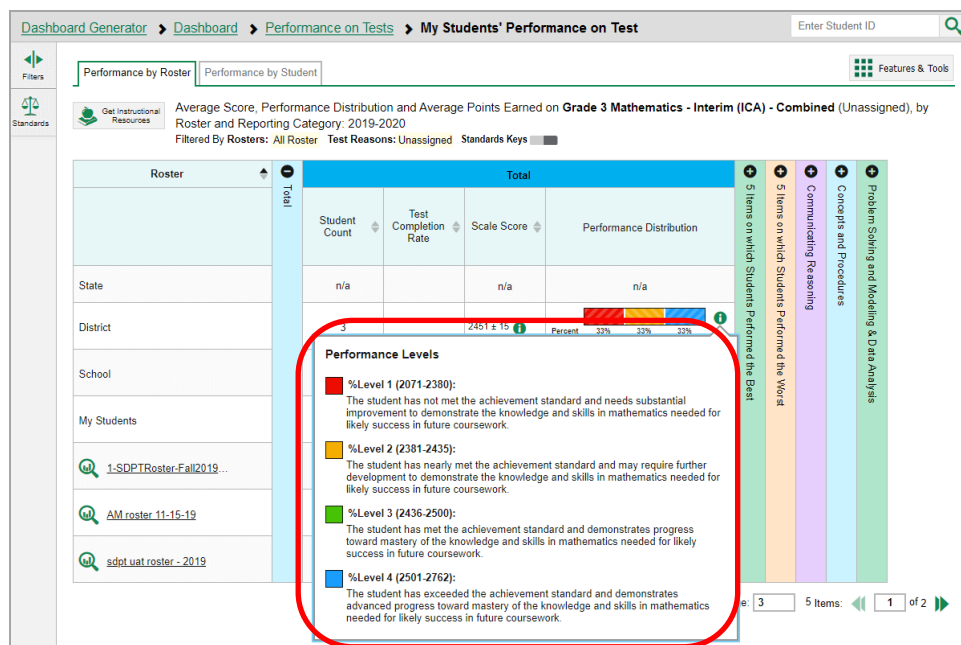


Figure 133. My Students' Performance on Test Report with Expanded Performance Distribution Legend





You will find similar buttons  in reports throughout the Reporting System.

## R

### Report Tables

#### How to Sort a Table



1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.
2. 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.

#### How to Specify the Number of Rows Displayed



In the *Rows per page* field below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.



You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

#### How to View Additional Table Rows

- To move to the next and previous pages in a table, click the arrow buttons   at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field  at the lower-right corner of the table.

#### How to View Additional Table Columns

To scroll the table to the right or left, click the arrow buttons   on the right and left sides of the table. Alternatively, click and drag the green horizontal scrollbar at the bottom of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or  and  to expand and collapse them.

#### How to Expand All Accordion Sections in a Table

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.
2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

## S

## State-Level Features

State-level users have a special landing page called the Dashboard Selector. You can use the Dashboard Selector to access Reporting at the state level or the district level.

## How to Access Overall Test Results for Your State

You can view a state dashboard showing results for the tests taken in your state. This helps you understand how your state is performing overall.

1. Log in to Reporting. The Dashboard Selector page appears (see [Figure 134](#)).
2. From the state and district view options, select **State View**.

Figure 134. State-Level User View: Dashboard Selector Page

3. Select **View**.

The Dashboard Generator page appears, allowing you to select test groups just as any other user would. When you have made your selections and clicked **Go to Dashboard**, the state dashboard appears, looking similar to a Performance on Tests report (see [Figure 135](#)). It displays an assessments table with up to 10 of the tests you selected, sorted by Date Last Taken with the most recent tests first.


Figure 135. State Dashboard

Dashboard Selector > Dashboard Generator > State Dashboard						
Average Score and Performance Distribution, by Assessment: Delaware, 2022-2023						
Filtered By: School: All Schools   Test Reasons: All Test Reasons						
Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken	
Grade 3 MATH - Multiply and Divide within 100 (PAB)	Unassigned	32	n/a	<div> <div>Proficient: 0%</div> <div>Standard Exceeded: 0%</div> <div>Standard Met: 0%</div> <div>Standard Not Met: 0%</div> </div>	09/09/2022	
Grade 5 MATH - Volume Concepts (PAB)	Unassigned	180	n/a	<div> <div>Proficient: 0%</div> <div>Standard Exceeded: 0%</div> <div>Standard Met: 0%</div> <div>Standard Not Met: 0%</div> </div>	09/09/2022	
Grade 5 ELA - Listening/Integrated (PAB)	Unassigned	38	n/a	<div> <div>Proficient: 0%</div> <div>Standard Exceeded: 0%</div> <div>Standard Met: 0%</div> <div>Standard Not Met: 0%</div> </div>	09/09/2022	
Grade 4 MATH - Place Value and Multi-Digit Whole Numbers (PAB)	Unassigned	78	n/a	<div> <div>Proficient: 0%</div> <div>Standard Exceeded: 0%</div> <div>Standard Met: 0%</div> <div>Standard Not Met: 0%</div> </div>	09/09/2022	
Grade 5 ELA - Read Literary Texts (AB)	Unassigned	23	n/a	<div> <div>Proficient: 0%</div> <div>Standard Exceeded: 0%</div> <div>Standard Met: 0%</div> <div>Standard Not Met: 0%</div> </div>	09/29/2022	
Grade 7 ELA - Internet (ICA)	Unassigned	136	2432 x 7	<div> <div>Proficient: 0%</div> <div>Standard Exceeded: 0%</div> <div>Standard Met: 0%</div> <div>Standard Not Met: 0%</div> </div>	09/29/2022	
Grade 9 ELA - Research (AB)	Unassigned	81	n/a	<div> <div>Proficient: 0%</div> <div>Standard Exceeded: 0%</div> <div>Standard Met: 0%</div> <div>Standard Not Met: 0%</div> </div>	09/29/2022	

Unlike other reports, the state dashboard does not allow you to drill down into the results for any individual test, nor does it allow you to generate Individual Student Reports (ISR).

4. *Optional:* To load 10 more tests at a time, click the link below the table that says **Click here to view more tests in this test group**.

## Reporting System User Guide

5. *Optional:* To view a different set of tests, use the **Filters** panel on the left to filter by test group or test reason, much the way you would as a lower-level user.
6. *Optional:* To sort, click the column headers that have sorting arrows . Sorting affects the whole list, not just the tests currently displayed.

If you print or export the table, it will include the entire list, not only the tests currently displayed in the UI.

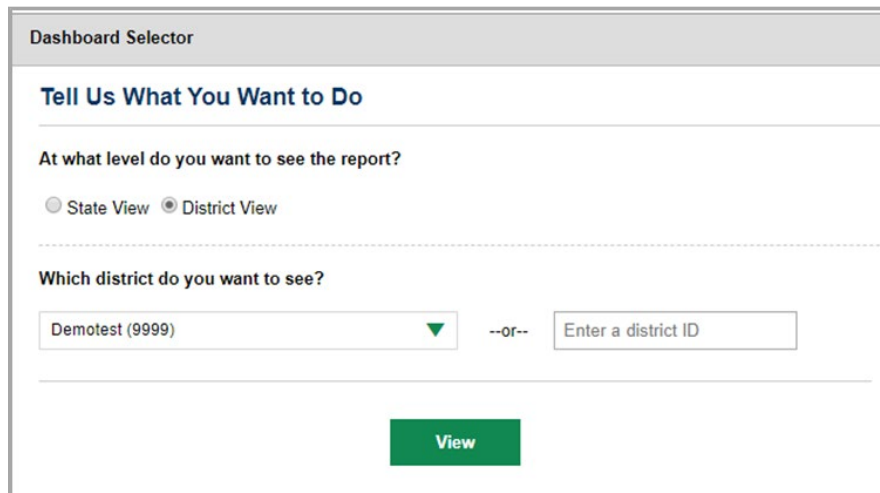
To return to the Dashboard Selector or the Dashboard Generator, use the path links in the upper-left corner.

### How to Access Reporting at the District Level

As a state-level user, you can use Reporting exactly as though you were a district-level user.

1. Log in to Reporting. The Dashboard Selector page appears.
2. From the state and district options, select **District View** (see [Figure 136](#)).
3. Do either of the following:
  - From the drop-down list that appears, select a district.
  - In the search field that appears, enter a district ID.
4. Select **View**.

Figure 136. State-Level User View: Dashboard Selector Page



The district Dashboard Generator appears. From here, you can use the Reporting System at the district level.

To return to the Dashboard Selector, select **Dashboard Selector** in the upper-left corner.

## T

## Test Resources

Some test results in the Reporting System include supplementary information that you can access, such as resources provided for the assessment in Tools for Teachers.



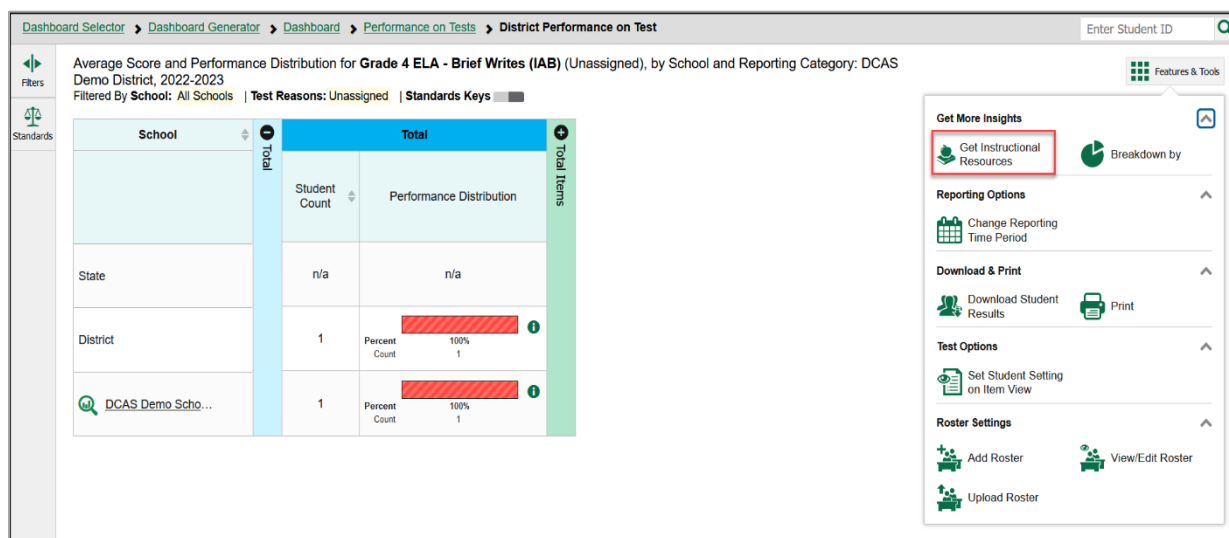
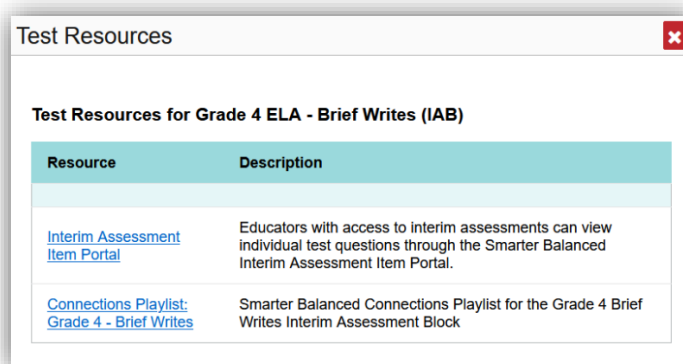
If additional assessment information is available, click **Get Instructional Resources**  in the **Features & Tools** menu .

Figure 137. District Performance on Test Report



A window opens (see [Figure 138](#)), displaying resource links that either download or open in a new browser tab or window.

Figure 138. Test Resources Window



## User Support

For additional information and assistance in using the Centralized Reporting System, contact the DeSSA Helpdesk.

The Helpdesk is open 6:30 a.m. to 6:30 p.m. ET (except holidays or as otherwise indicated on the DeSSA portal).

**DeSSA Helpdesk**

**Toll-Free Phone Support: 877.560.8331**

**Email Support: [DeSSAHelpDesk@cambiumassessment.com](mailto:DeSSAHelpDesk@cambiumassessment.com)**

Please provide the Helpdesk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (for example, Windows 11 (21H2) and Firefox 87 or macOS 12.3 and Safari 13).

## Change Log

Location	Change	Date
Throughout	Cutover for 2022–2023 school year.	7/28/2022
How to Access Test Results for All Your Classes (Rosters)	Corrected the first steps in two sets of instructions. Left comments.	7/29/2022
How to Access Test Results for a School, How to Access Test Results for a District, and How to Access Test Results for an Individual Student on a Particular Test	Corrected the first steps in several sets of instructions. Left comments.	7/29/2022
How to View and Interpret Depth of Knowledge (DOK) Measures	Fixed figure that was distorted by an MS Word bug.	7/29/2022
How to Compare a Student's Performance on Any of Their Tests with Larger Groups'	Added to SSID search instructions.	7/29/2022
Login Process	Corrected end of instructions.	7/29/2022
How to Access Test Results for an Individual Student on a Particular Test	Removed incorrect figure reference.	7/29/2022
Throughout	Added a few more helpful comments.	7/29/2022
How to Export and Print Data on Summatives, How to Export and Print Data on Interims, and How to Use the Inbox to Send Files to Other Users' Inboxes	Changed "Inbox" to "Secure Inbox" in five places.	7/29/2022
How to Score Unscored Items	Removed old banner image.	7/29/2022
State-Level Features	Simplified language in introduction.	7/29/2022
How to Generate and Export Individual Student Reports (ISR)	Removed superfluous comment.	8/5/2022
Two section titles	Changed all "How to Set Up Your [...] Reports So They Make Sense" to "How to Set Up [...] Reports to Suit Your Needs".	8/5/2022
How to Score Unscored Items	Removed broken cross-reference (pointing to deleted banner figure).	8/5/2022
User Role Change	Updated button icon.	8/29/2022