

Welcome to the first training module in the Centralized Reporting System series: How to Navigate the Dashboard and Access Your Summative Results. This module is designed to teach you the basics of how to access your summative results and get you well on your way to using the advanced functions of the system.

## Objectives

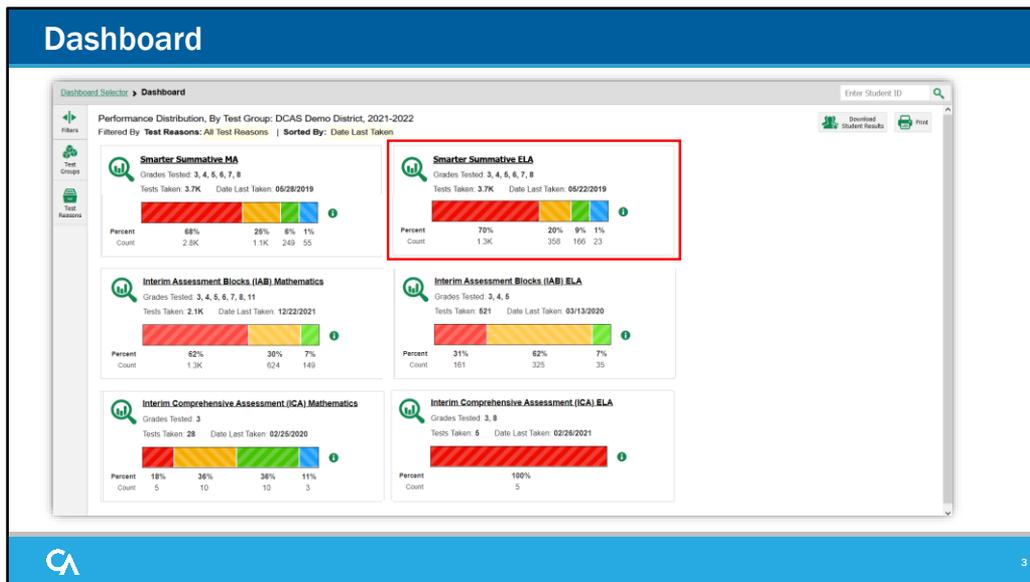
- Navigate the Reporting system dashboards to view and filter results for:
  - teachers, school- and district-level users
  - state-level users
- Understand the Performance on Tests page for:
  - filter options for school- and district-level users
  - aggregate results at state, district, school, and teacher level
- Analyze a specific test report for:
  - roster and student results using the toggle tabs
  - performance measures and sorting



In this module, we show you the dashboard views for teachers and school-, district-, and state-level users and explain how to filter your data so you can focus on results for specific tests.

Next, we show you how to use the features of the Performance on Tests page, the filter options for school- and district-level users, and how to access aggregate result comparisons.

Finally, we review a specific test report for a summative assessment, the performance measures, and the sorting feature.

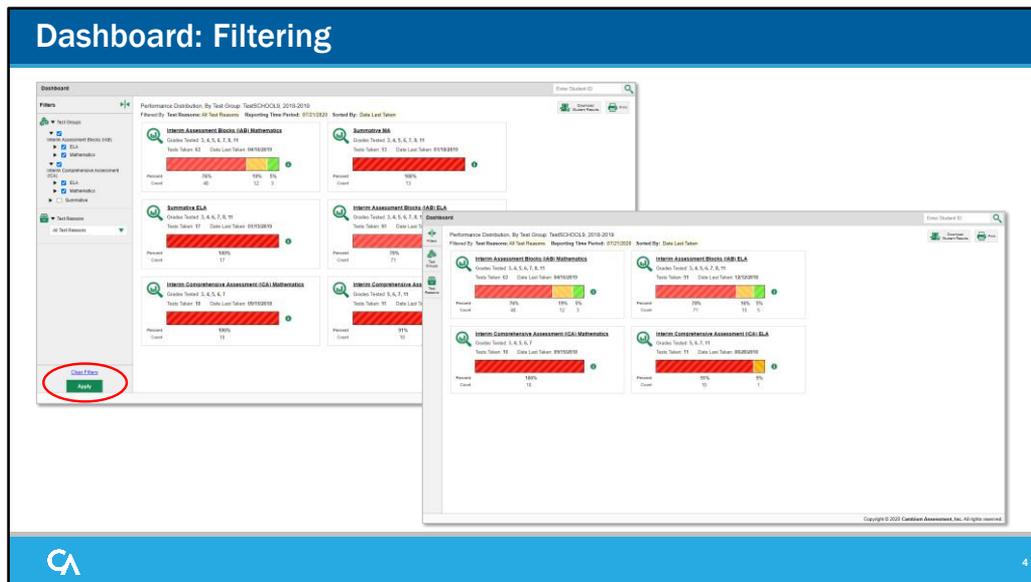


After logging in to the Central Reporting System, you will see the dashboard. Test information and results are displayed for the students assigned to you based on your role.

A card displays for each test, by subject, with the grades tested and the number of tests taken. The performance distribution results display as a color-coded bar with the percent proficient and student count listed under each colored level.

For example, 3.7K students across all grades took the Summative ELA test and of those students 70% performed in level 1; 20% in level 2; and so forth. The data on the Dashboard page gives teachers, administrators, and principals a way to quickly compare how their students performed across different test groups.

The cards are sorted in descending date order with the most recent test taken at the top.



To customize your dashboard to focus on the test results you want to see, open the Filters panel on the left and select specific Tests or Test Reasons from the drop-down menus. Click the green Apply button and the dashboard updates.

In this example we filtered for the ELA and Mathematics Interim assessments and omitted the Summative tests. You get a quick comparison of results between the smaller Interim Assessment Block tests and the larger Interim Comprehensive Assessments in ELA and Mathematics.

## Performance on Tests Report for a Teacher—Page Layout

Dashboard > Performance on Tests Enter Student ID

**My Assessments**

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

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Summative Mathematics Grade 6	Summative	6	Spring 2021 (Summative)	1	n/a	 Percent Pass: 100% Percent Count: 1	02/27/2021
Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	1	n/a	 Percent Pass: 100% Percent Count: 1	06/07/2020
Smarter Summative Mathematics Grade 6	Summative	6	Spring 2021 (Summative)	1	n/a	 Percent Pass: 100% Percent Count: 1	08/31/2020

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**My Students**

Most Recent Assessment of All Rosters: 2020-2021  
 Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	999999250	Smarter Summative Mathematics Grade 7	02/27/2021
DoNotDelete_AFT	888883699	Smarter Summative Mathematics Grade 6	06/07/2020

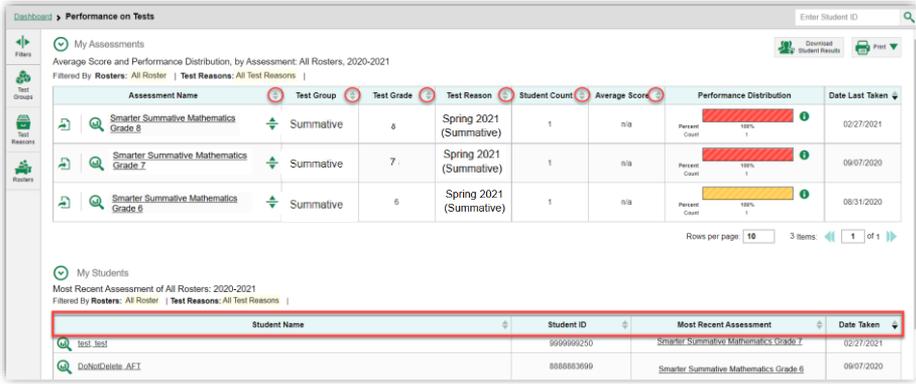


Here you see the Performance on Tests page for a teacher who clicked on a Summative Mathematics tests. The page displays two stacked tables, My Assessments on top and My Students below. The My Assessments table lists the aggregate test results for the Summative Mathematics tests.

The My Students table lists all the teacher’s students who took those tests in order of the most recent test taken. This report is helpful when a teacher needs quick access to an individual student’s performance across tests.

Teachers can filter their Performance on Tests report by Test Groups, Test Reasons, and Rosters. Quick analysis can be done using the Performance Distribution column.

## Performance on Tests Report for a Teacher—Page Layout



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

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Summative Mathematics Grade 8	Summative	8	Spring 2021 (Summative)	1	0/0	Percent Count: 100% (1)	02/27/2021
Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	1	0/0	Percent Count: 100% (1)	09/07/2020
Smarter Summative Mathematics Grade 6	Summative	6	Spring 2021 (Summative)	1	0/0	Percent Count: 100% (1)	08/31/2020

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

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	999999250	Smarter Summative Mathematics Grade 7	02/27/2021
DolitoDelle_AET	888883699	Smarter Summative Mathematics Grade 6	09/07/2020

The Performance on Tests table headers display each filter selected in the columns. Each row in the My Assessments table displays the name of the test, test group, test grade, test reason, the number of students who completed the assessment, the average score, the percentage and count of students in each performance level, and the date the test was last taken. You can use the table to quickly compare how your students performed across test groups. For example, you might see that a higher percentage of students performed above proficient in the grade 6 Mathematics test as compared to the grade 7 Mathematics test.

Let's take a moment to explain Test Reasons. Test reasons are categories used to classify test opportunities for reporting purposes and a way to organize your data into meaningful groups for comparison. Test reasons for summative tests are the testing window season and interim tests are typically Fall, Spring and Winter or interim 1, interim 2 etc. Test reasons are important because you can filter your data by the Test Reasons you select in the Filters panel.

You can sort your results directly from the Performance on Tests report by clicking each column header that has a set of expansion arrows in it.

For example, you might want to sort the Average Score column in ascending order to show tests with the lowest scores at the top of the table. You might want to sort the students in the My Students table alphabetically.

## State, District, School Aggregates from Performance on Tests Report

Dashboard > Performance on Tests

My Assessments

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

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

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Summative Mathematics Grade 8	Summative	8	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	02/27/2021
Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	09/07/2020
State Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	749	0/8	Percent Count: 94% 25% 85% 508 201 42	—
District Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	—
School Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	—
Smarter Summative Mathematics Grade 5	Summative	5	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	08/31/2020

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You can also compare your students' results to aggregate state, district, and school data directly from the Performance on Tests page. Simply click the arrow to the right of the assessment name. The aggregates are highlighted rows in yellow on the report.

## Performance on Tests Report for a Principal

Dashboard Selector > Dashboard > Performance on Tests

Average Score and Performance Distribution, by Assessment: DCAS Demo District, 2020-2021

Filtered By: School: All Schools | 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 8	Summative	8	Spring 2021 (Summative)	267	2457 ± 6	Percent: 81% 82 20% 18% 1% 14 22 4	05/10/2021
Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	283	2437 ± 6	Percent: 80% 80 20% 17% 2% 19 20 5	05/13/2021
Smarter Summative Mathematics Grade 6	Summative	6	Spring 2021 (Summative)	281	2425 ± 6	Percent: 80% 80 20% 17% 2% 19 20 5	05/14/2021
Smarter Summative Mathematics Grade 5	Summative	5	Spring 2021 (Summative)	254	2412 ± 5	Percent: 80% 80 20% 17% 2% 19 20 4	05/13/2021
Smarter Summative Mathematics Grade 4	Summative	4	Spring 2021 (Summative)	286	2387 ± 5	Percent: 80% 80 20% 17% 2% 19 20 4	05/13/2021
Smarter Summative Mathematics Grade 3	Summative	3	Spring 2021 (Summative)	314	2342 ± 5	Percent: 80% 80 20% 17% 2% 19 20 4	05/13/2021

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Here is the Performance on Tests page for a school-level user who clicked on the Summative Mathematics test. Each test is listed in the table. You can view the aggregate results for each test listed by clicking on the green arrows. This allows you to compare your student's performance with district and state. School users can filter their data by Test Groups, by Test Reason, and Rosters by Teacher and Teacher Roster.

## Performance on Tests Report for a District-Level User

Dashboard > Performance on Tests
Enter Student ID

**Filters**

- Test Groups
  - Interim
- Test Reasons
  - All Test Reasons
- Schools
  - demoschoolab

[Clear Filters](#)

Average Score and Performance Distribution, by Assessment: Demoschoolab, 2019-2020D

Filtered By **School:** All Schools **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim ELA Grade 8 - Performance Task - Compare Ancient Societies (IAB)	Interim	8	Unassigned	1	n/a	Percent Count: 100% 1	04/08/2020
Grade 6 ELA - Language and Vocabulary Use (FIAB)	Interim	6	Unassigned	1	n/a	Percent Count: 100% 1	04/08/2020

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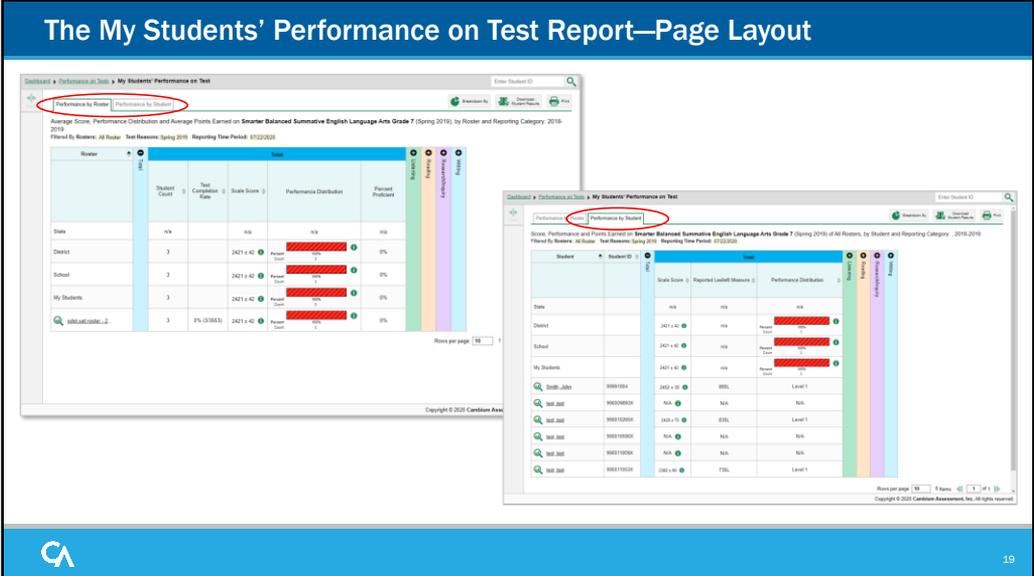


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For District-level users, the Filters panel includes a Schools option so that the district-level user can select an individual school. This allows the district user to view results by each school in the district instead of seeing aggregate results for the whole district.

NOTE: The scale score measure is only present on the summative and comprehensive interim assessments.

## The My Students' Performance on Test Report—Page Layout



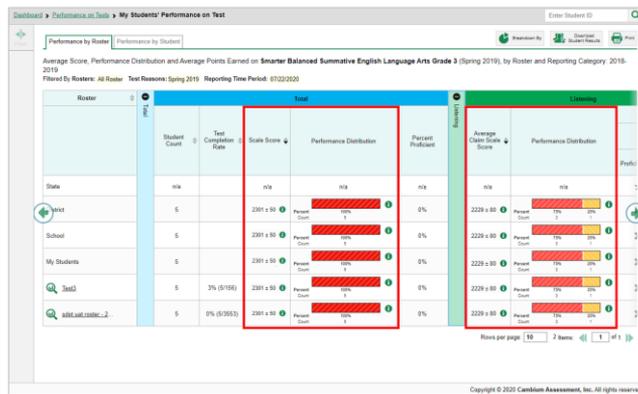
The screenshot displays two overlapping views of the 'My Students' Performance on Test' report. The top view is 'Performance by Roster', and the bottom view is 'Performance by Student'. Both views show an accordion-style table with columns for Student Count, Test Completion Rate, Scale Score, Performance Distribution, and Percent Proficient. The Performance Distribution column includes expandable sections for Listening (green), Reading (tan), Research and Inquiry (purple), and Writing (blue). The bottom view also includes a Student ID column and a Reported Level column.

Here is a teacher's Performance on Test page for the Summative English Language Arts Grade 7 assessment. The My Students' Performance on Test lists the class rosters in the left column. The accordion chart includes expandable sections to display each reporting category.

This Summative ELA Grade 7 test includes four reporting categories. They are Listening in green, Reading in tan, Research and Inquiry in purple, and Writing in blue.

School users and teachers see two tabs on the navigation bar: Performance by Roster and Performance by Student. You can toggle between the tabs to change the data from a list of rosters to a list of students. The Performance by Student page allows you to compare your students' performance with aggregate results for other students in your school, district, and state. This data displays at the top of the table.

## Performance Measures



The performance measures used to report your data depend on your state and the type of assessments administered. Typical measures include scale score and performance level. Average scale scores and performance distribution bars are shown here for the Summative ELA test for Grade 3.

## Sorting by Performance Measure

Dashboard > Performance on Tests > My Students' Performance on Test

Performance by Roster | Performance by Student

Average Score, Performance Distribution and Average Points Earned on Smarter Balanced Summative English Language Arts Grade 3 (Spring 2019), by Roster and Reporting Category, 2018-2019

Filtered By Rosters: All Rosters | Test Reasons: Spring 2019 | Reporting Time Period: 07/22/2020

Roster	Total				Listening	
	Student Count	Test Complete Rate	Avg Score	Performance Distribution	Percent Proficient	Average Claim Score
State	n/a		n/a	n/a	n/a	n/a
Topic	5	2301 x 50	2301 x 50	100% 100%	0%	2220 x 80
School	5	2301 x 50	2301 x 50	100% 100%	0%	2220 x 80
My Students	5	2301 x 50	2301 x 50	100% 100%	0%	2220 x 80
Test2	5	3% (5/156)	2301 x 50	100% 100%	0%	2220 x 80
add user roster...2	5	0% (5/3563)	2301 x 50	100% 100%	0%	2220 x 80

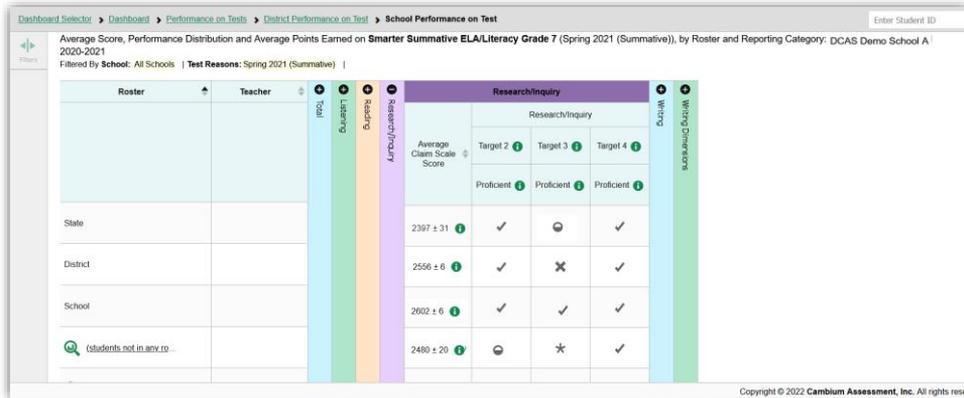
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You can sort your results by performance measure whenever you see a set of sorting arrows in the column header.

## Performance Measures within a Reporting Category



In this example, we expanded the accordion chart to see the scores for the Research/Inquiry category. The chart displays the Average Scale Score for the State, District and School along with the average scale scores for each roster. The information button displays more detail about the measures reported. The average scale score in each reporting category helps you understand how students performed on the different areas of the selected tests.

For example, a teacher might notice that their students are performing well in ELA overall, but are struggling in the Research/Inquiry area because a percentage of the students are performing below mastery in that area. This helps educators identify the areas where students are struggling and where additional instructional support may be needed.

## The Reporting System Series

1. How to Navigate the Dashboard and Access Your Summative Results
2. How to Understand Measures for Standards and Writing Dimensions
3. How to Understand a Demographic Breakdown Report and a Student Portfolio Report
4. How to Drill Down into Your Results by Selecting Specific Tests & Classes
5. How to Drill Down into Your Results by Selecting Previous School Years & Previous Students
6. How to Track Student Performance Over Time Using the Longitudinal Report
7. How to Print Individual Student Reports (ISR) and Student Data Files
8. How to Print and Export Data You Can See in Your Reports
9. How to Use the Roster Manager to Add, Modify, and Upload Rosters

Interim and Benchmark  
Assessments Only

10. How to Analyze a Basic Interim Test Report
11. How to Use the Advanced Features of Reporting to View Interim Data
12. How to Hand-Score Unscored Items and Modify Machine Scores



Thank you for viewing this module on navigating the dashboard and accessing your summative results. More modules are posted on the DeSSA portal.

## Additional Information

### DeSSA Portal:

- <https://de.portal.cambiumast.com/>

### DeSSA Help Desk:

- **E-mail Support:** [DeSSAHelpDesk@cambiumassessment.com](mailto:DeSSAHelpDesk@cambiumassessment.com)
- **Support Toll-Free Number:** 877.560.8331
- **Hours:** 6:30 a.m. to 6:30 p.m. ET- Mondays–Fridays (except holidays)

### DDOE Contact:

- **Phone number:** (302) 857-3391
- <https://helpdesk.doe.k12.de.us/>



Thank you for taking the time to view this training module. For additional information, refer to your *CRS User Guide* located on the DeSSA portal or contact the DeSSA Help Desk.