

Welcome to the third module in the Centralized Reporting System video series: How to Understand a Demographic Breakdown Report and a Student Portfolio Report. These reports allow you to closely monitor your students' progress at the demographic sub-group and individual level.

Objectives

- Design a Demographic Breakdown Report
- Read a Student Portfolio Report

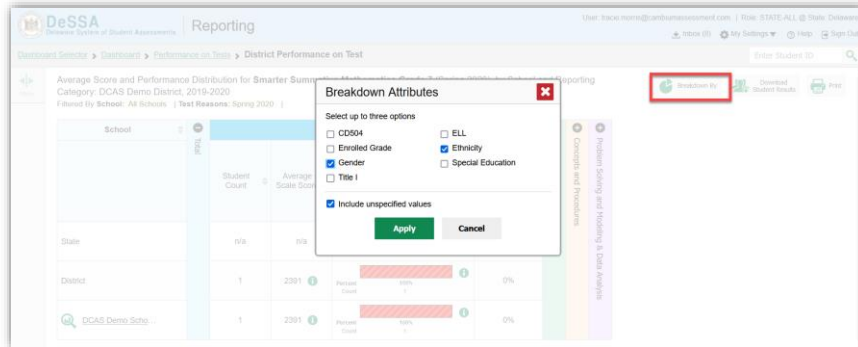


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We show you a way of looking at very specific groups of students, based on their demographic attributes such as gender, grade, English Language Proficiency, or Title 1 status. This is called the demographic sub-group report, also known as a Breakdown report.

Then we explain how to access the Student Portfolio report and the data displays found there.

How to Build a Demographic Breakdown Report



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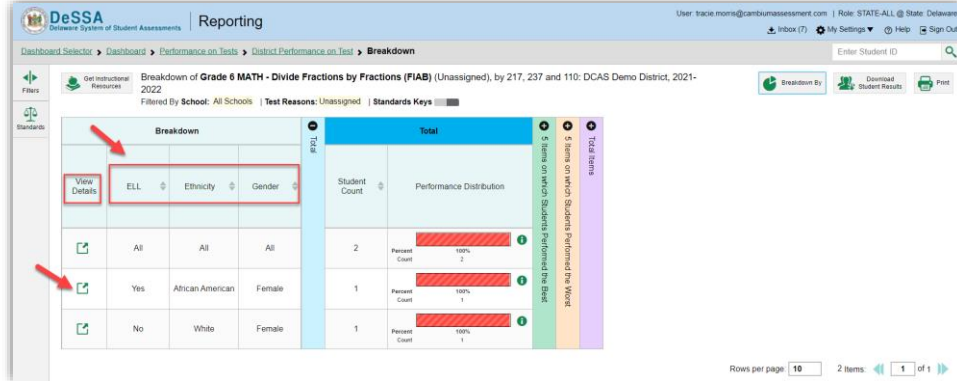
You can create a breakdown report from any page in Reporting that displays data for multiple students. NOTE: The process for generating a Breakdown By report is the same for both interim and summative assessments.

Click the Breakdown By button located below the student search box, upper-right corner of the page. A Breakdown Attributes window opens displaying the options available to you. These choices vary by state and district.

For example, here you see a District Performance on Test report for a Grade 8 Math Summative test. You can build a report for a specific group of students based on any attributes listed in the Breakdown Attributes window.

For a sample report we have marked the Gender and Race/Ethnicity options. To include any students without assigned demographic information in TIDE, click "Include unspecified values." Click Apply. The customized report displays, as shown on the next slide.

The Demographic Breakdown Report



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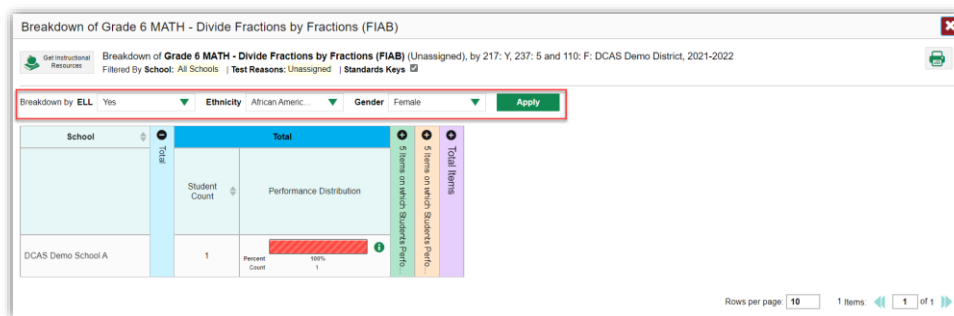
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The breakdown page is organized according to the combinations selected. The number of rows in the table will depend on how the students fall into the demographic categories. A row appears for each possible sub-group combination.

For example, here you see a row for ALL the students, followed by some possible combinations. If a combination does not appear in the table, it means none of the teacher's students fall into that sub-group. Notice that the table header has updated to reflect the chosen attributes.

You see from this breakdown report that there are two students who are divided into three sub-groups. Under Gender, both students are females and under Ethnicity one student is African American and one student is White. Under English Language Learner, one student is listed as ELL and one student is not. You can sort the sub-groups in several different ways, by Gender, Ethnicity, Student Count, and Scale Score. To look closer into a specific sub-group, click the View Details button in that row.

The View Details Window/Breakdown Report



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A Breakdown window opens, displaying detailed results for that sub-group. A row of drop-down menu buttons appears above the table, displaying the attributes of the group you chose.

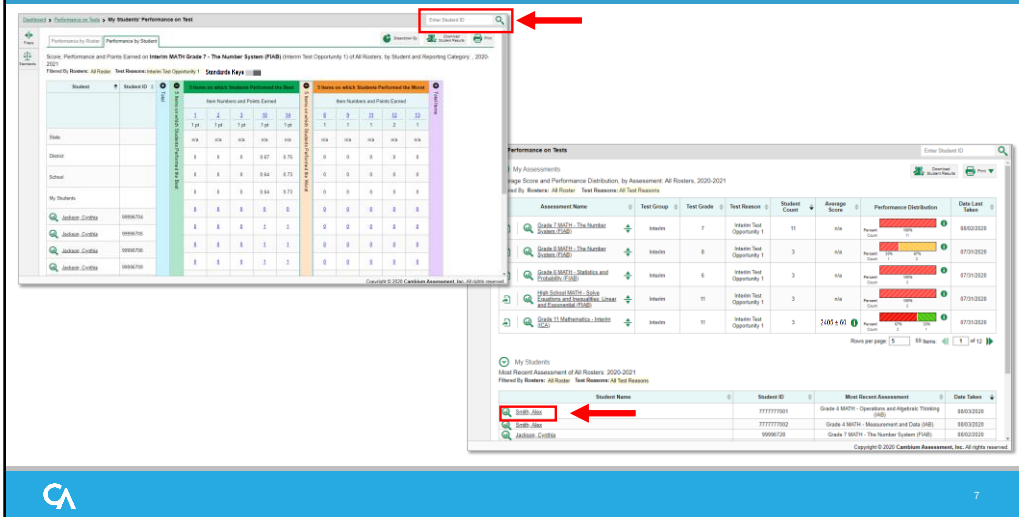
To quickly transition to another demographic sub-group, you can apply the breakdown menu options that display above the table of results. Select an attribute you want from the drop-down menus and click Apply. The new sub-group will display.

The Student Portfolio Report



Another feature of Reporting is the Student Portfolio Report. It shows you results for all the tests taken by an individual student. This report can be particularly useful as teachers prepare for the parent-teacher conference, where the teacher needs to quickly access all test results.

The Student Portfolio Report



The screenshot displays the 'Performance on Tests' page. At the top, there is a search bar labeled 'Enter Student ID' with a red arrow pointing to it. Below the search bar, there are two main sections: 'My Students' and 'Performance on Tests'.

The 'My Students' table lists students with columns for Student Name, Student ID, and What Recent Assessment. A red arrow points to the student 'JABRIL, CORIN' in this table.

The 'Performance on Tests' section shows a table of assessments with columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Taken. The table lists several assessments, including 'Grade 7 Math - The Number System (7.NS)' and 'Grade 8 Math - The Number System (8.NS)'.

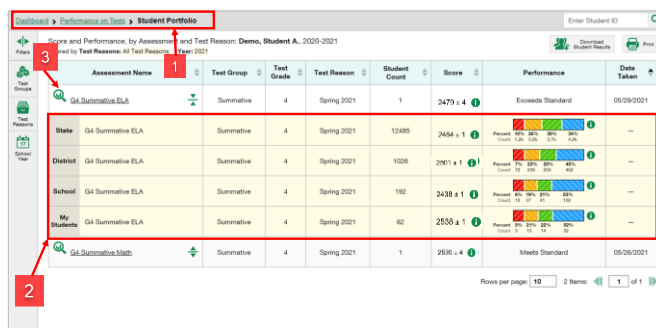


All users can access the report from any test report page. Type in or copy and paste a student ID number into the search box.

Teachers have a fast pass to this report from their My Students table on the Performance on Tests page. Simply click the student name or the magnifying glass and the report displays.

Ways to Use the Student Portfolio Report

1. Filter by Test Groups, Test Reasons, and School Year
2. Sort Results to see the Most Recent Test Scores
3. Generate an ISR or Student Data File and print reports
4. Access Specific Test Data and Individual Student Item Responses from the Report



The screenshot shows the 'Student Portfolio' report for 'Demo, Student A., 2020-2021'. The interface includes a top navigation bar with 'Dashboard', 'Performance on Tests', and 'Student Portfolio'. A search bar for 'Enter Student ID' is on the right. Below the navigation bar, there are filters for 'Assessment Name', 'Test Group', 'Test Grade', 'Test Reason', 'Student Count', 'Score', 'Performance', and 'Date Taken'. A table lists assessments with columns for 'Assessment Name', 'Test Group', 'Test Grade', 'Test Reason', 'Student Count', 'Score', 'Performance', and 'Date Taken'. The table shows four rows: 'State', 'District', 'School', and 'My Students'. Each row has an expansion arrow (1) and a magnifying glass icon (2). The 'Performance' column shows proficiency levels (Exceeds Standard, Meets Standard) and a bar chart. The 'Date Taken' column shows the date (05/28/2021). A red box highlights the 'State', 'District', 'School', and 'My Students' rows. A red box highlights the 'Assessment Name' filter. A red box highlights the 'Test Group' filter. A red box highlights the 'Test Reason' filter. A red box highlights the 'Student Count' filter. A red box highlights the 'Score' filter. A red box highlights the 'Performance' filter. A red box highlights the 'Date Taken' filter. A red box highlights the 'Assessment Name' filter. A red box highlights the 'Test Group' filter. A red box highlights the 'Test Reason' filter. A red box highlights the 'Student Count' filter. A red box highlights the 'Score' filter. A red box highlights the 'Performance' filter. A red box highlights the 'Date Taken' filter.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
G4 Summative ELA	Summative	4	Spring 2021	1	2479 ± 4	Exceeds Standard	05/28/2021
State G4 Summative ELA	Summative	4	Spring 2021	12485	2454 ± 1	Exceeds Standard	...
District G4 Summative ELA	Summative	4	Spring 2021	1026	2061 ± 1	Exceeds Standard	...
School G4 Summative ELA	Summative	4	Spring 2021	162	2438 ± 1	Exceeds Standard	...
My Students G4 Summative ELA	Summative	4	Spring 2021	62	2558 ± 1	Exceeds Standard	...
G4 Summative Math	Summative	4	Spring 2021	1	2535 ± 4	Meets Standard	05/28/2021

(1)The Student Portfolio report features a comprehensive list of assessments taken by the student.

(2)Aggregate comparison rows for your state, district, school, and/or total students are displayed when you click the expansion arrow set beside a test name.

(3)To view the results for a specific test, click on the test name or the magnifying glass view button next to it. The Student Performance on Test Report displays.

You can view the average scale score relative to the state, district, and school along with the proficiency level.

You can also expand each reporting category to see the performance in that topic area for summative assessments administered in 2019 and prior. Remember, you can click on the more information buttons at any time to display more information about the performance distribution levels.

You can also filter by Test Group, Test Reasons, and School Year. Sort results to see the most recent test scores, generate and print an ISR or a Student Data File, and access specific test data and individual student item responses directly from the report.

Filter Assessments by Test Groups & School Year

Dashboard Selector > Dashboard > Student Portfolio

Enter Student ID

Score and Performance, by Assessment and Test Reason: **Baines JOY, 2020-2021**

Download Student Results Print

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Grade 8 MATH - Congruence and Similarity (FIAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	n/a	Below Standard	07/30/2021
Grade 8 MATH - Analyze and Solve Linear Equations (FIAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	n/a	Below Standard	07/29/2021
Grade 8 MATH - Expressions and Equations II (FIAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	n/a	Below Standard	07/28/2021
Grade 8 MATH - Performance Task - Baseball Tickets (IAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	Waiting for score	Waiting for score	07/27/2021
Grade 8 MATH - Geometry (IAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	n/a	Below Standard	07/26/2021
Grade 8 MATH - Proportional Relationships, Lines, and Linear Equations (FIAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	n/a	Below Standard	07/23/2021
Grade 8 MATH - The Number	Interim Assessment	8	Unassigned	1	n/a	Below Standard	07/23/2021

Filters

- Test Groups
 - Interim Assessment Blocks (IAB)
 - Interim Comprehensive Assessment (ICA)
 - Smarter Summative
- School Year
 - 2020-2021

Clear Filters Apply



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Test groups are categories used to filter test opportunities by assessment type. You can also filter by school year.

Select options based on your needs and Click Apply. The table updates, displaying only your selections.

To clear filters, click Clear Filters and then Apply. A student's most recent test opportunity will appear with a clock icon next to the assessment name.

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



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Thank you for viewing this module on the demographic breakdown report and the student portfolio report. More training 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
- **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/>



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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.