



# HOW TO DRILL DOWN INTO YOUR RESULTS BY SELECTING SPECIFIC TESTS AND CLASSES

CENTRALIZED REPORTING SYSTEM SERIES #4

Copyright © 2021 Cambium Assessment, Inc. All rights reserved.

Welcome to the fourth training module in the Centralized Reporting System series, How to Drill Down into Your Results By Selecting Specific Tests and Classes. These features help you customize your reports with precise and specific data so that you see exactly what you need.

## Objectives

- Use Settings to Customize Results
  - Teachers: Select Tests to Include on Reports
  - Other Users: Use Teachers' Test Selections
- Use Filters to Customize Results
  - Filter by Test Group
  - Filter by Roster
  - Filter by Test Reason
  - Filter by School: District Users

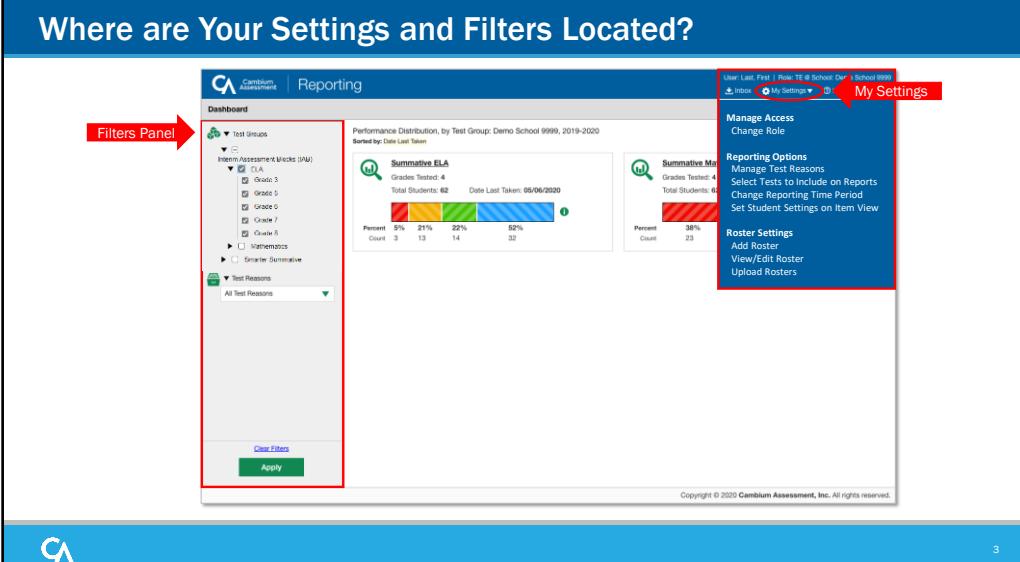


2

In this training module we cover the settings and filters specifically related to drilling down into data to see specific tests and classes.

First, we show teachers how to eliminate unnecessary test reports from their results. Then we show other users how to mirror those teacher selections in their results. The second half of the training module covers the four filters that eliminate even more reports from your results.

## Where are Your Settings and Filters Located?



The screenshot shows the Cambium Assessment Reporting interface. On the left, a red arrow points to the "Filters Panel" which contains dropdown menus for "Test Groups" (with "Interim Assessment Blocks (IAB)" expanded, showing Grade 3 through Grade 8), "Mathematics", and "Test Reasons" (with "All Test Reasons" selected). At the bottom of the panel are "Clear Filters" and "Apply" buttons. In the center, there's a chart titled "Performance Distribution, by Test Group: Demo School 9999, 2019-2020" showing data for Summative ELA and Summative M. On the right, a red box highlights the "My Settings" button in the top right corner of the reporting banner. The banner also includes links for "Manage Access", "Change Role", "Reporting Options", "Roster Settings", and "Logout".

3

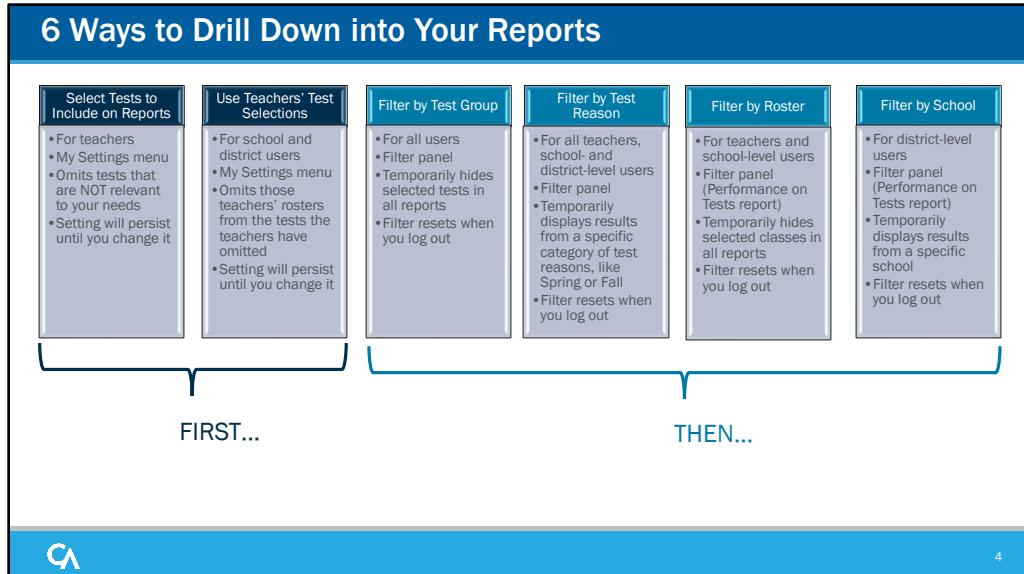
Settings and filters are accessed from the dashboard and from your report pages. The My Settings button, located in the Reporting banner, includes several options, depending on your district or state configurations. This teacher dashboard is a generic sample of what you will see.

The Filters panel, on the left side of the dashboard and report pages, provides options to temporarily limit the results that display in your report tables. Typically, you can select to filter by Test Group and Test Reason from the Dashboard. From the Performance on Tests report you can filter by Test Roster and district-level users can filter by School. Use the expansion arrows in the panel to open each drop-down list. The options available to you are nested under the heading.

In this training module we cover the settings and filters specifically related to drilling down into data. There are additional training modules in the series for training on other features like roster settings, test reasons, and student settings.

The next slide displays a graphic organizer of settings and filters used by teachers and other users, in a step-by-step process.

## 6 Ways to Drill Down into Your Reports

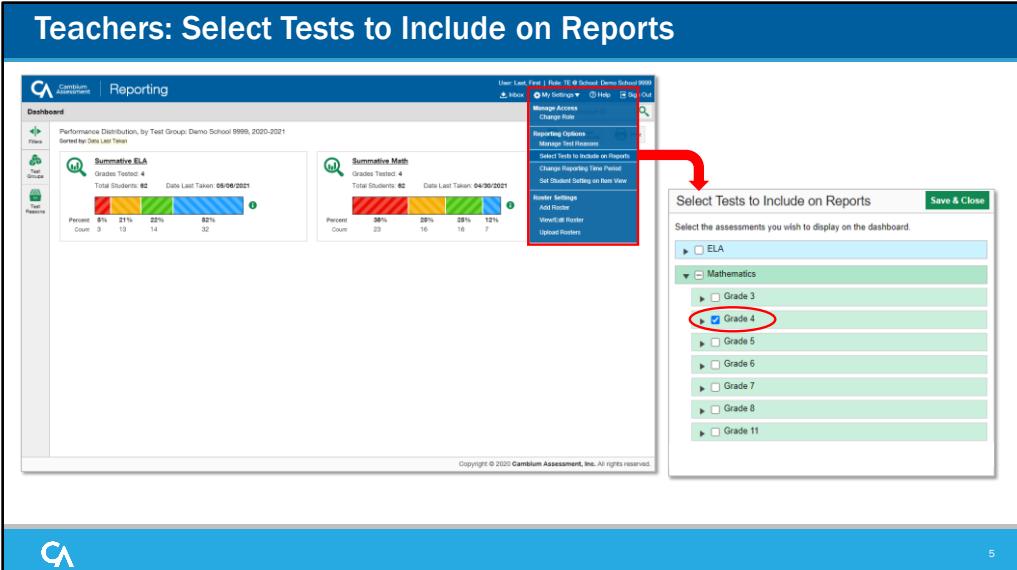


Settings and filters are covered in this order, as this is the way you will most likely move through your reports.

The dark blue header boxes are choices from the My Settings menu, while the light blue header boxes are options from the Filters panel. This chart provides an overview of the drill down features. Teachers start by selecting tests to include on reports while other users start by choosing to use the teachers' test selections in their own reports. Then users may choose to filter by test group, by test reason, by test roster, and by school.

Settings persist until you change them. Filter options reset when you log out.

Now we start drilling down into test results.



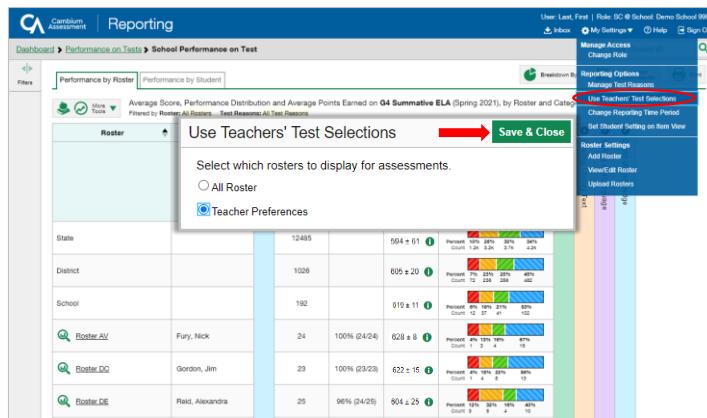
The screenshot shows the Cambium Assessment Reporting interface. On the left, there's a sidebar with 'Dashboard', 'Files', 'Test Groups', and 'Test Results'. The main area has two charts: 'Performance Distribution, by Test Group: Demo School 8999, 2020-2021' (for Summative ELA) and 'Summative Math' (for Grade 4). A red arrow points from the top right of the dashboard to a modal window titled 'Select Tests to Include on Reports'. This modal lists 'ELA' (unchecked), 'Mathematics' (expanded), and 'Grade 4' (checked with a red circle around it). There are also 'Save & Close' and 'Cancel' buttons.

To begin, teachers choose the tests they want included in their reports and omit those that do not apply to their needs.

For example, if you are a Math teacher you can omit your students English Language Arts test scores. By default, all tests taken by your students, in the current school year, appear in your reports. Removing some of them will trim your reports to exactly the results you need to see.

Click the My Settings menu in the banner and choose Select Tests to Include on Reports. Select the checkboxes beside the tests or groups of tests you want included in your reports. Here you can see that Grade 4 Math tests are selected, and ELA tests are omitted. Click Save & Close. This setting remains in place until you change it, and your reports will include only the tests you selected.

## School & District Users: Use Teacher's Test Selections



Average Score, Performance Distribution and Average Points Earned on Q4 Summative ELA (Spring 2021), by Roster and Category

Filtered by Roster: All Rosters | Test Reason: All Test Reasons

Roster	State	District	School	Name	Test	Score	Count	Percent	Mean	SD	Min	Max
	12485	564 ± 61	1	Fury, Nick	ELA	60%	100	40%	38%	37%	36%	42%
	1028	605 ± 20	1	Gordon, Jim	ELA	60%	100	40%	38%	37%	36%	42%
	192	615 ± 11	1	Reid, Alexandra	ELA	60%	100	40%	38%	37%	36%	42%
	24	100% (24/24)	1		ELA	60%	100	40%	38%	37%	36%	42%
	23	100% (23/23)	1		ELA	60%	100	40%	38%	37%	36%	42%
	25	96% (24/25)	1		ELA	60%	100	40%	38%	37%	36%	42%

6

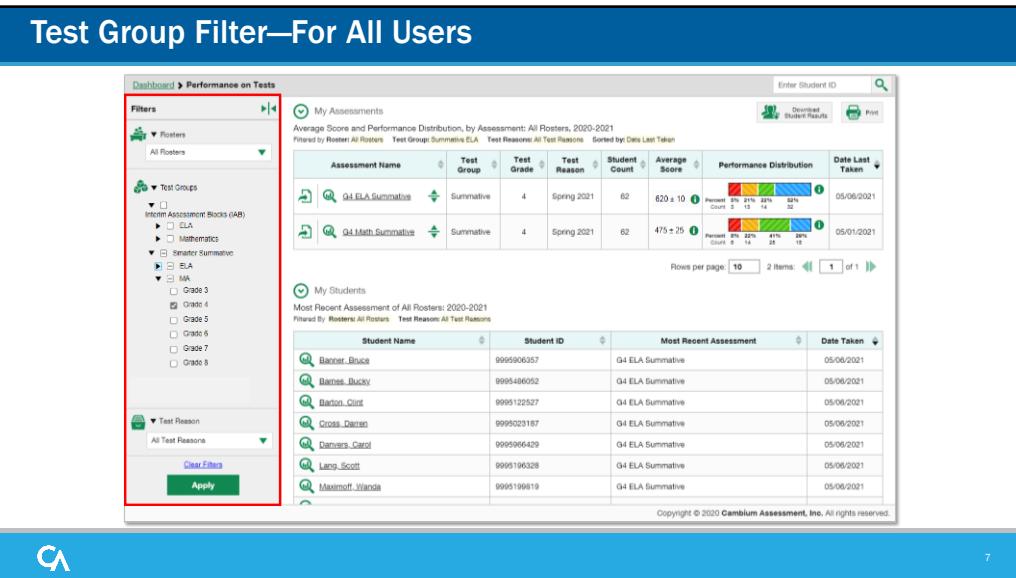
If you are a school- or district-level user, you can use your teachers' test preferences to eliminate rosters that aren't relevant to a test.

For example, suppose a math roster belongs to a math teacher who has excluded ELA tests from their reports. By using teacher preferences, you can view a set of ELA test results without that math teacher's roster. All students who took the ELA test will still appear in the report, whether or not they belong to the math teacher's roster, but the Performance by Roster tab will not list them as belonging to that math teacher's roster.

By hiding rosters that are not relevant to the test, and by preventing a student from appearing more than once in the same report, this setting makes reports easier to read and more subject appropriate. To turn this setting on, open the My Settings menu and choose Use Teachers' Test Selections. In the pop-up box, select the Teacher Preferences radio button and click Save & Close.

To turn this setting off and view all rosters regardless of teacher preferences, select the All Rosters radio button and click Save & Close. This setting persists until you change it. Now we will explain the Filter panel options. They can be used to temporarily hide certain elements of your reports that you don't need to see.

**Test Group Filter—For All Users**



The screenshot shows the 'Performance on Tests' report. A red box highlights the 'Filters' panel on the left, which includes dropdowns for 'Rosters' (set to 'All Rosters'), 'Test Groups' (expanded to show 'Internal Assessment Blocks (IAB)', 'ELA', 'Mathematics', 'Grade 3', 'Grade 4', 'Grade 5', 'Grade 6', 'Grade 7', and 'Grade 8'), and 'Test Reason' (expanded to show 'All Test Reasons'). Below these are 'Clear Filters' and 'Apply' buttons. The main content area displays two tables: 'My Assessments' and 'My Students'. The 'My Assessments' table shows data for 'G4 ELA Summative' and 'G4 Math Summative' tests. The 'My Students' table lists student names, IDs, most recent assessments, and dates taken.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
G4 ELA Summative	Summative	4	Spring 2021	62	82 ± 10	 Percent: 2% 21% 32% 24% 11%	05/06/2021
G4 Math Summative	Summative	4	Spring 2021	62	475 ± 25	 Percent: 8% 32% 41% 20% 1%	05/01/2021

Student Name	Student ID	Most Recent Assessment	Date Taken
Banner, Bruce	9995900357	G4 ELA Summative	05/06/2021
Barnes, Buckley	9995486052	G4 ELA Summative	05/06/2021
Barton, Clint	9995122527	G4 ELA Summative	05/06/2021
Cross, Darren	999502187	G4 ELA Summative	05/06/2021
Daviers, Carol	9995966429	G4 ELA Summative	05/06/2021
Lang, Scott	9995196328	G4 ELA Summative	05/06/2021
Maximoff, Wanda	9995199819	G4 ELA Summative	05/06/2021

7

The Test Group filter is located in the Filters panel on your dashboard and reports pages. It is similar to the teachers' Select Tests to Include in Reports option in My Settings, except that it will not persist or mirror in other users' results.

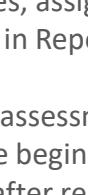
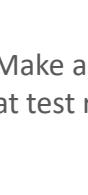
Tests in this filter menu are organized by test type, subject, and grade. Click the down arrow next to the type of test results you need to view. Mark as many selections as you like from the options displayed and click Apply. You see here that the Math Summative tests for Grade 4 have been selected. The table and the header reflect these selections.

To revert all filters to their default settings, click Clear Filters and Apply. Filters also revert when you log out, switch user role, or switch systems.

## Test Reasons Filter—For All Users



Average Scores and Performance Distribution, by Assessment: DCAS Demo District, 2021-2022  
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
Grade 3 MATH - Operations and Algebraic Thinking	Intermediate Block (IB)	3	Unprepared	1	604 ± 5		09/03/2021
Grade 3 MATH - Current Mathematics	Intermediate Block (IB)	3	Unprepared	1	752 ± 2		09/03/2021
Grade 3 MATH - Computation and Estimation	Intermediate Block (IB)	3	Unprepared	1	924 ± 1		09/03/2021
Grade 3 MATH - Geometry and Measurement	Intermediate Block (IB)	3	Unprepared	2	103 ± 0		09/03/2021
Grade 3 MATH - Data Analysis and Probability	Intermediate Block (IB)	3	Unprepared	2	121 ± 5		09/03/2021
Grade 3 MATH - One-Step Word Problems	Intermediate Block (IB)	3	Unprepared	1	n/a		09/03/2021
Grade 3 MATH - National Standard	Intermediate Block (IB)	3	Unprepared	1	n/a		09/03/2021



Average Scores and Performance Distribution, by Assessment: DCAS Demo District, 2021-2022  
Filtered By: School - All Schools | Test Reasons: Fail

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 3 MATH - Operations and Algebraic Thinking	Intermediate Block (IB)	3	Fail	1	n/a		09/03/2021



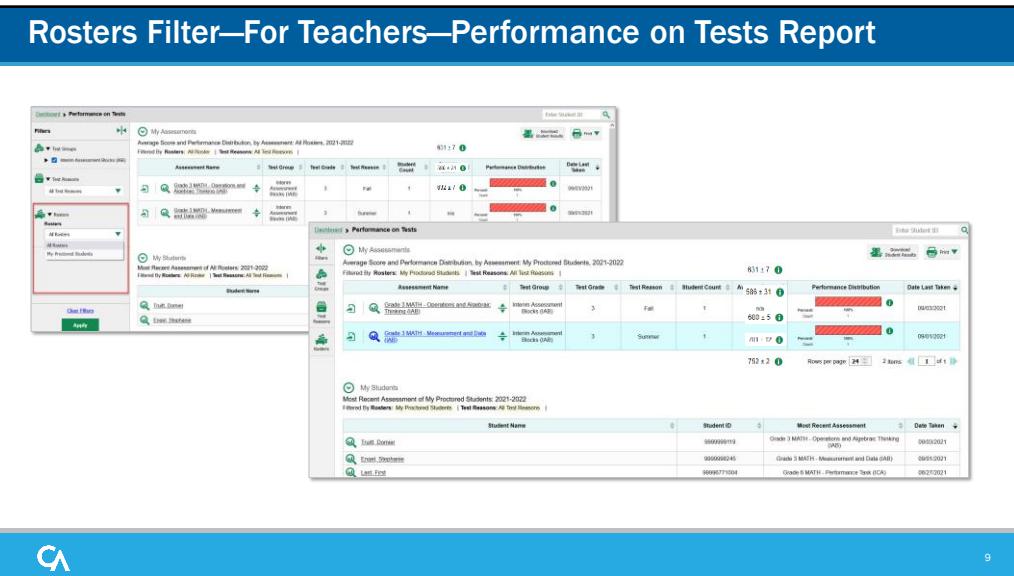
8

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they are a good way to organize tests into groups. If your students will take the same assessment multiple times, assigning different test reasons can help you to distinguish scores for the different test opportunities in Reporting.

For example, you might want to categorize students' assessments by test time or test opportunity to use as a baseline their class's strengths and weaknesses at the beginning of the year and to see whether students understand the concepts that are being taught right after receiving the relevant instruction.

Open the Test Reasons menu from the Filters panel. Make a selection from the drop-down list and click Apply. The affected report updates to show only data for that test reason. All the reports accessible from this page will be filtered the same way.

**Rosters Filter—For Teachers—Performance on Tests Report**



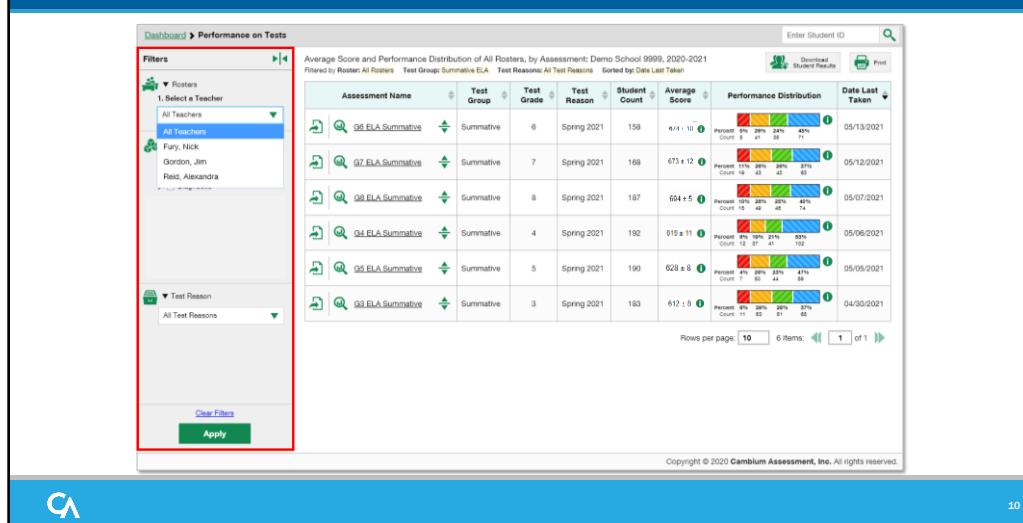
The screenshot shows the 'Performance on Tests' report interface. It features three main sections: 'My Assessments', 'My Students', and 'Most Recent Assessment of My Proctored Students'. The 'Rosters' filter dropdown in the left sidebar of the 'My Assessments' section is highlighted with a red box. Below the dropdown, there are buttons for 'Close Filter' and 'Apply'. The 'My Students' section displays a table with student information, and the 'Most Recent Assessment' section shows a table of recent assessments.

9

The Roster filter is available to teachers from the Performance on Tests report. Rosters generally represent classes but can also represent students who have been grouped together because of having something in common, such as needing extra help on a particular assessment standard.

Open the Rosters filter from the panel. Make a single selection from the Rosters drop-down list. Click Apply. The report updates to show data for the roster you selected. When you navigate deeper into the results from this page this roster filter will apply to all your reports. All filter options will revert to the default when you log out, switch user roles, or switch systems.

## Rosters Filter—For School-Level Users—Performance on Tests



The screenshot shows the 'Performance on Tests' report interface. On the left, a sidebar titled 'Filters' is highlighted with a red box. It contains two dropdown menus: '1. Select a Teacher' with options 'All Teachers' and 'Fury, Nick' (selected), and 'Test Reason' with 'All Test Reasons' selected. Below these are 'Clear Filter' and 'Apply' buttons. The main content area displays a table of test results for various assessments across different grades and years. Each row includes a magnifying glass icon, the assessment name, test group, grade, reason, student count, average score, performance distribution chart, and date last taken. The table has columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
G6_ELA_Summative	Summative	6	Spring 2021	158	641 ± 10		05/13/2021
G7_ELA_Summative	Summative	7	Spring 2021	168	673 ± 12		05/12/2021
G8_ELA_Summative	Summative	8	Spring 2021	187	694 ± 5		05/07/2021
G4_ELA_Summative	Summative	4	Spring 2021	192	619 ± 11		05/06/2021
G5_ELA_Summative	Summative	5	Spring 2021	190	628 ± 8		05/05/2021
G3_ELA_Summative	Summative	3	Spring 2021	183	612 ± 8		04/30/2021

Copyright © 2020 Cambium Assessment, Inc. All rights reserved.

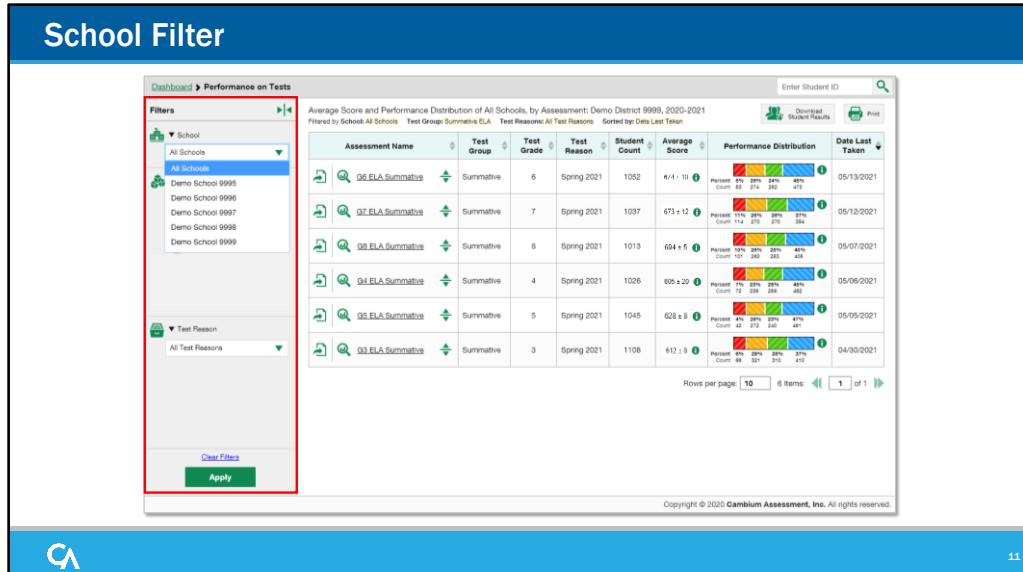


10

The Roster filter is available for school-level users from the Performance on Tests report, as well. Users select a teacher from the drop-down menu options and select a roster.

Test groups and reasons can be selected, as well. Click Apply and the table updates. When you click on the name or the magnifying button of a test from the table the School Performance on Test report displays. When you log off the filter re-sets.

## School Filter



The screenshot shows the 'Performance on Tests' report interface. A red box highlights the 'Filters' section on the left, which includes dropdown menus for 'School' (set to 'All Schools') and 'Test Reason' (set to 'All Test Reasons'). Below these are 'Clear Filters' and 'Apply' buttons. The main table displays test results for various assessments across different grades and test groups. Each row includes a magnifying glass icon for viewing detailed results.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Q5 ELA Summative	Summative	6	Spring 2021	1032	611 ± 10		05/13/2021
Q7 ELA Summative	Summative	7	Spring 2021	1037	673 ± 12		05/12/2021
Q8 ELA Summative	Summative	8	Spring 2021	1013	664 ± 5		05/07/2021
Q1 ELA Summative	Summative	4	Spring 2021	1026	605 ± 20		05/06/2021
Q2 ELA Summative	Summative	5	Spring 2021	1045	629 ± 8		05/05/2021
Q3 ELA Summative	Summative	3	Spring 2021	1108	612 ± 9		04/30/2021

11

The School filter is available for district-level users from the Performance on Tests report. Users can select a single school and options from the Test Group and Test Reason filters. Click Apply to update the table. When you click on the name or the magnifying glass button of a test from the table, the School Performance on Test report displays. When you log off the filter re-sets.

## 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 Unscores Items and Modify Machine Scores



12

Thank you for viewing this module on drilling down into your reports. The remaining training modules are available 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/>



13

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.