

Welcome to the fifth module in the Centralized Reporting System training series: How to Drill Down into Your Results by Selecting Previous School Years and Previous Students. These settings are used to go back in time to compare current data with previous years' data.

Objectives

Use your My Settings option to:

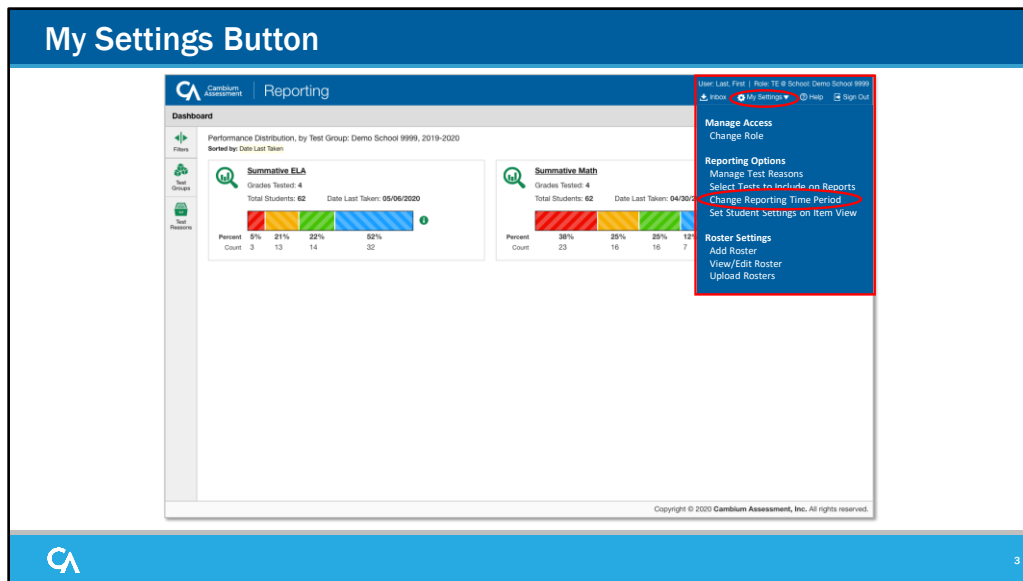
- Understand how to see your current students' test results from previous years
- Understand how to see your former students and their results



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By default, your reports in Reporting display test opportunities only for the current school year, with current student data. The two exceptions to this are the Longitudinal Report and the Student Portfolio Report.

There are times when it is helpful to compare your current students' test scores to data from previous years and to results from your former students. This video is designed to teach you to use your settings to see your current students' test results from previous years AND to see the results of your former students.



The My Settings button is located in the Reporting banner and includes several options, depending on your district or state configurations. A generic menu is shown here. You can access the button from any page in the reporting system. Click the expansion arrow on the right side of the button and select the setting **Change Reporting Time Period**. A pop-up window with the same name appears.

Current Students: Previous Year's Results

Change Reporting Time Period
✕

View results for schoolyear: 2018-2019 ▼

View results for students who were mine on: 09/01/2020

Note: All dates are in Eastern Time

[Reset To Today](#)

Save
Cancel

Current Students: Previous Year's Results

- To view your current students' past performance, select the previous school year and leave the calendar date set to today.

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The Change Reporting Time Period pop-up window displays with two search fields: one for returning to a previous school year and one to use for returning to students who were assigned to you, as of a specific date, usually a time from a previous school year. You use one of the fields or both of them, depending on the data you want to return to.

To see your current students' previous results, select a previous school year from the drop-down list. Leave the calendar date set to today or reset it, if necessary. This image displays those settings. Click Save. Your reports now show your current students' test results from the year you selected.

IMPORTANT NOTE: When viewing results for a previous year **for your current students**, the student results will be reported under the grades the students tested in that year. For example, if you currently (2021-2022) have students in Grade 6 and you view score data for the 2020-2021 school year while retaining today's date in the "View results for students who were mine on," you will see the score data for your Grade 6 students reported under Grade **5 within the school that they are currently attending** even if that school doesn't have Grade 5 students. If you change the date within "View results for students who were mine on" to a date during the test window for that school year [prior to June 30 for that school year], you will then see the results for students that were attending the school during that school year.

Former Students: Results from the Year You Taught Them

Change Reporting Time Period

View results for schoolyear:

2019-2020

View results for students who were mine on:

04/01/2020

Note: All dates are in Eastern Time


Reset To Today

Save

Cancel

Former Students and Their Results: for comparison to current students

- To view the performance of classes you taught in previous years, choose the previous school year and set the calendar date to a day within that year when the students had started testing.



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Sometimes you may want to contrast the results of your current classes with classes you had in the past. To do this, set the school year option to the desired year and then enter a calendar date within that particular year when you know the students had started testing. This will take you “back in time” to see the results of your former classes. The pop-up window displays these settings. Set like this, a teacher will see his or her students from last year and their results from that year.

You can start the drilling down process with this step when you know that you want results other than your current schoolyear results for your current students.

To return to the default settings click the Reset to Today link.

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 Unsourced Items and Modify Machine Scores



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Thank you for viewing this module on how to change the reporting time period. Additional modules in this series 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/>



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.