

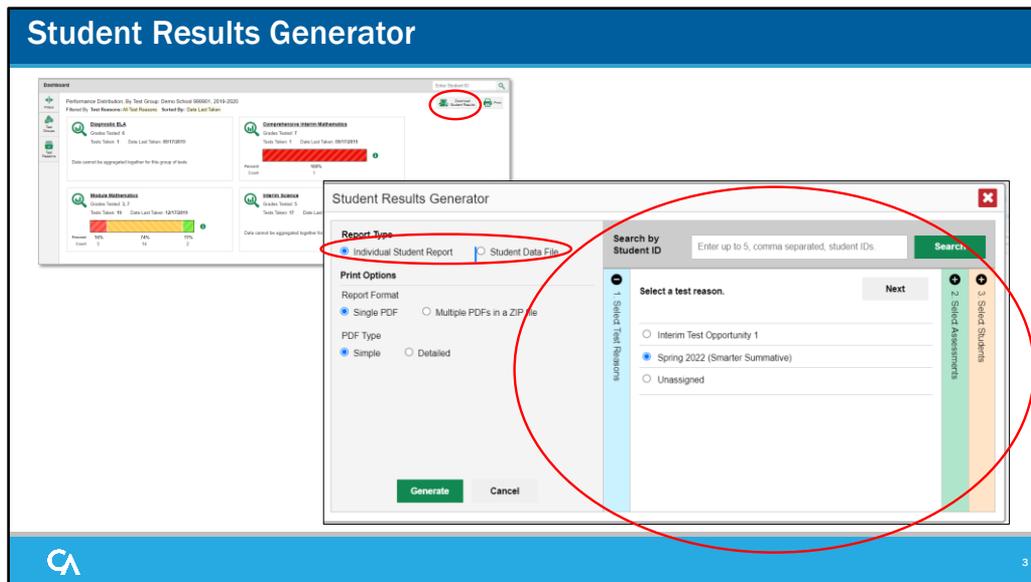
Welcome to the seventh training module in the Centralized Reporting System series: How to Print Individual Student Reports (ISR) and Student Data Files.

## Objectives

- Understand sample ISRs
- Generate an Individual Student Report
  - From Dashboard or Performance on Tests report
  - From a test report, using pre-selected and/or pre-populated data
  - Print options
- Generate a student data file
- Sample Inbox



In this training module we show you some sample ISRs and then how to generate the Individual Student Report, which is designed to be shared with parents and students. The student data file, generated in the same way, is designed to help you analyze large amounts of data in a spreadsheet application. We end the training by showing you the Inbox, from which you can download your files.



The Student Results Generator button is the “head and shoulders” icon located in the top-right corner of the dashboard and report pages, outfitted with the label “Download Student Results.”

When you click on it, the Student Results Generator pop-up window displays. Both reports, the ISR and the student data file, are built by completing three numbered and colored sections, #1 Select Test Reasons, #2 Select Assessments, and #3 Select Students.

In this training module we show you several sample ISRs and then take you through the steps of generating an ISR. You construct the student data file in the same way, but your report will be in the form of a spreadsheet—either Excel, comma-separated values, or text. What you see in your Student Results Generator pop-up window may vary slightly from these images depending on the types of assessments administered in your state or district.

# Sample ISRs

## Simple ISR with Reporting Categories

**Reporting Categories**

Category	Performance	Performance Level	Performance Level Description
Communicating Reasoning	3 → 4	4	Communicates mathematical ideas to others by explaining, justifying, or comparing their work. Uses appropriate mathematical language to describe the problem and solution.
Concepts and Procedures	3 → 4	4	Understands mathematical concepts and procedures and applies them to solve problems. Uses appropriate mathematical language to describe the problem and solution.
Problem Solving and Modeling with Data Analysis	3 → 4	4	Understands mathematical concepts and procedures and applies them to solve problems. Uses appropriate mathematical language to describe the problem and solution.

## Detail from Two Detailed ISRs with Item-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

**How Did Your Child Perform on Each Test Question?**

Base content, and describe generalizations and describe the relationship between facts.

Item #	Standard	Points
7	Base content involving scale drawings of geometric figures, relating corresponding lengths and areas from a scale drawing and representing a three-dimensional object using nets made of rectangles and triangles, and using a net to fold a three-dimensional object.	2/2
16	Base content involving scale drawings of geometric figures, relating corresponding lengths and areas from a scale drawing and representing a three-dimensional object using nets made of rectangles and triangles, and using a net to fold a three-dimensional object.	2/2
25	Base content involving scale drawings of geometric figures, relating corresponding lengths and areas from a scale drawing and representing a three-dimensional object using nets made of rectangles and triangles, and using a net to fold a three-dimensional object.	2/2
38	Base content involving scale drawings of geometric figures, relating corresponding lengths and areas from a scale drawing and representing a three-dimensional object using nets made of rectangles and triangles, and using a net to fold a three-dimensional object.	2/2

**Anchor proportional relationships and use them to solve real-world and mathematical problems.**

Item #	Standard	Points
2	Recognize and represent proportional relationships that arise in real-world contexts. Represent proportional relationships by graphs. Analyze proportional relationships to solve real-world and mathematical problems. Understand the constant of proportionality in the context of a rational number, the graphical form and the slope of a line, and the unit rate in a rate.	1/1
4	Compare and solve real-world problems involving rates of change. Analyze and graph proportional relationships that arise in real-world contexts. Understand that a line is a function of the two variables and use the slope to determine the equation of the line.	1/1
14	Use proportional relationships to solve real-world and mathematical problems. Compare ratios, rates, and percentages. Understand that a line is a function of the two variables and use the slope to determine the equation of the line.	1/1
28	Use proportional relationships to solve real-world and mathematical problems. Compare ratios, rates, and percentages. Understand that a line is a function of the two variables and use the slope to determine the equation of the line.	1/1
38	Use proportional relationships to solve real-world and mathematical problems. Compare ratios, rates, and percentages. Understand that a line is a function of the two variables and use the slope to determine the equation of the line.	1/1



An ISR is a PDF that displays the performance results of one test taken by one student. It may consist of either a one-page document called a “simple report” or a longer document called a “detailed report.”

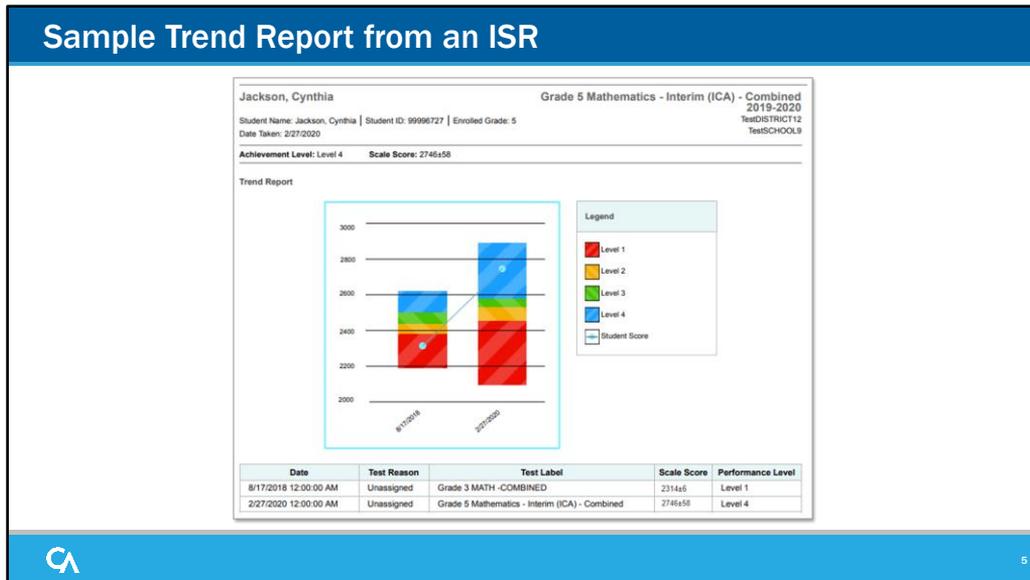
Simple reports show the most pivotal information about the test the student took for easy viewing, while detailed reports will show more in-depth results the student achieved on different aspects of the test. On the left is a simple ISR, showing the results for a grade 5 mathematics interim assessment.

Student, test, school, and district information is located at the top, followed by a summary of performance. A vertical scale of cut scores and performance levels features prominently. State, district, and school average scores may be included, if available. If the test is structured with reporting categories, levels and descriptors for those are reported, as well.

Other data are displayed depending on the test. If the report is for an interim or benchmark test with non-secure items, item-specific data are included in the detailed, multiple-page report.

Shown here are two excerpts from two different detailed mathematics ISRs, which group the test items into reporting categories. Each item has its target descriptor along with the points the student scored on that item out of the points possible. Some tests also have item difficulty levels, such as easy, moderate, and difficult.

## Sample Trend Report from an ISR

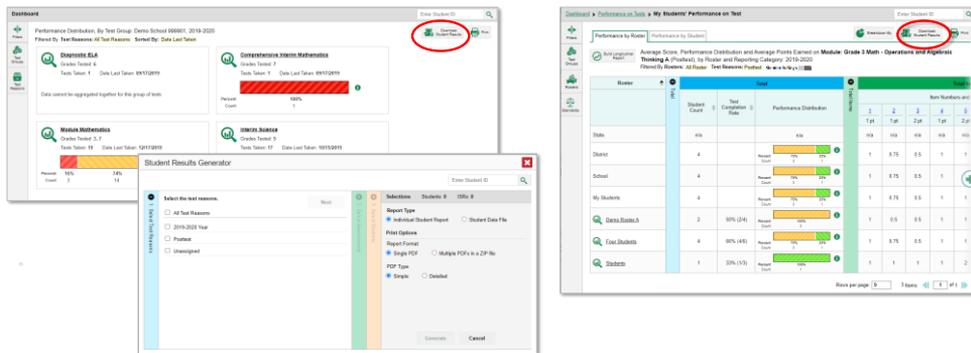


Here we have another page in the detailed report, showing a trend report. A trend report is similar to the Longitudinal Report accessed in the Reporting System. Here we see that the student’s scores and performance levels on two instances of this interim mathematics test have risen over time.

Your ISRs’ layout may vary from the samples used in this module, depending on your configurations. However, the content will still be similar. Now we show you how to build the ISRs you need.

## Two Ways to Build an ISR

1. From Dashboard or Performance on Tests Report—Generate ISRs from Scratch
2. From Test Report—Generate ISRs Using Pre-Populated Data



The left screenshot shows the 'Dashboard' with a 'Download Student Results' button circled in red. The right screenshot shows the 'Performance on Tests' report with the same button circled in red. Below these is a 'Student Results Generator' window with various selection options.



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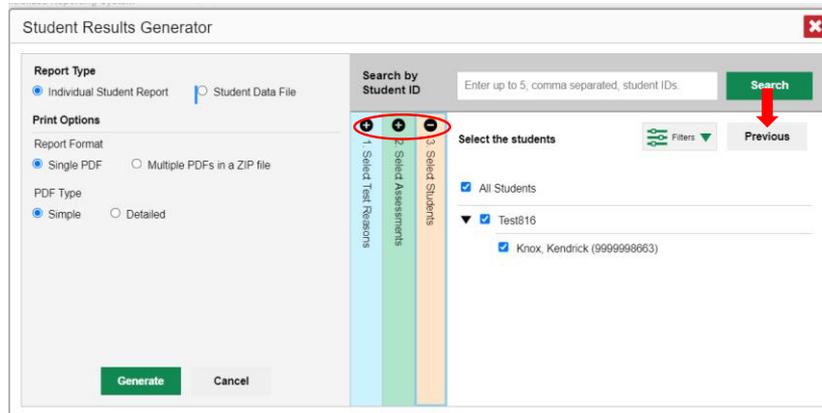
You can build your ISRs from scratch or you can build them using pre-selected and pre-populated data.

If you click the Download Student Results button from the dashboard, as shown here in the images on the left, the Student Results Generator window opens with all the choices unselected. The same is true if you start from the Performance on Tests report.

You can generate the ISR or ISRs by selecting the test reasons, assessments, and students that match your ISR needs. You can choose any combination of test reasons, assessments, and students. The pop-up window displays with section #1, Test Reasons, open. If you open the generator from a report page, as shown in the image on the right, the Student Results Generator has pre-selected and/or pre-populated data associated with the specific test report. The selections are made for you, and you only need to confirm them or change them to generate the ISR or ISRs you need.

On the next slide we demonstrate the process using a pop-up window with pre-selected data.

## Student Results Generator, Pre-Selected from Report Page

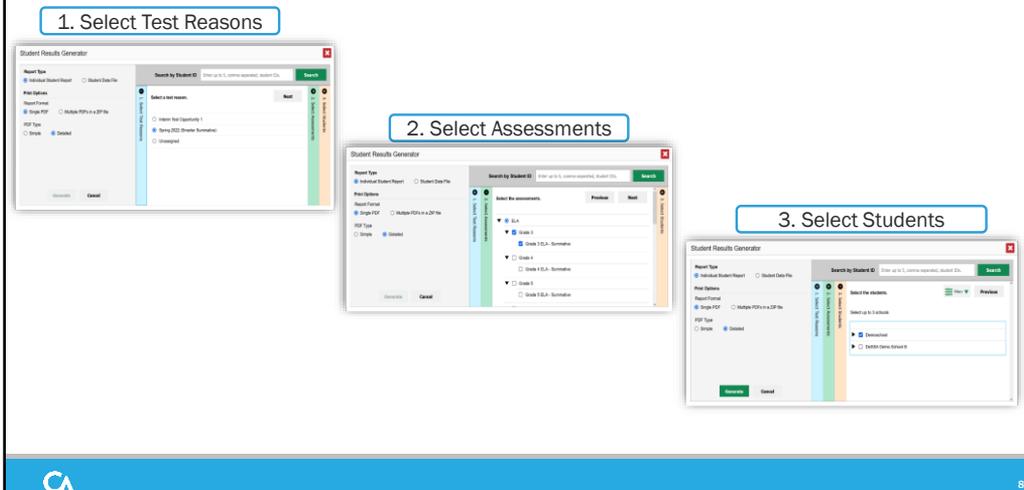


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Here is the Student Results Generator window showing pre-populated and pre-selected students. Typically, when the generator button is clicked on from a test report page, the Select Students section, #3, displays in the open position. This slide shows the window as it appears to a teacher who was viewing the Roster Performance on Test report for Demo Roster A. The Select Students section is pre-populated with that roster alone, which is also pre-selected. The roster has been expanded to show the students in it by clicking the arrow next to the roster name. You can populate this section with more rosters and students by selecting Click to Load More....

Depending on the ISRs you need to generate, confirm that the pre-selections are those that you want or mark the checkboxes for the rosters and/or students you need. Now go to the other two sections and confirm or change the selections. You open and close each section by clicking the vertical section bar with the plus or minus symbol at the top. Or you can click the Previous and Next buttons at the top of each open section. We explain the sections on the next slide.

## Sections #1, #2, and #3



The image displays three sequential screenshots of the 'Student Results Generator' application interface, each with a callout box indicating a specific step:

- 1. Select Test Reasons:** The first screenshot shows the 'Select Test Reasons' step. The 'Test Reasons' section is active, with a list of reasons including 'Pre-test', 'Post-test', and 'Summative'. A search bar is visible at the top right.
- 2. Select Assessments:** The second screenshot shows the 'Select Assessments' step. A table of assessments is displayed, with columns for 'Assessment Name', 'Subject', 'Grade', and 'Assessment Type'. A search bar is also present.
- 3. Select Students:** The third screenshot shows the 'Select Students' step. A list of student rosters is shown, with a search bar and a 'Preview' button.

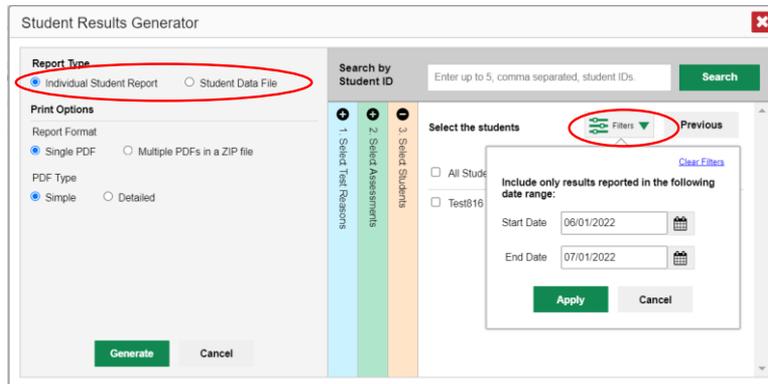
Section #1 is labeled Select Test Reasons. Test reasons for summative tests represent the test administration windows. Test reasons for interim, benchmark, and modular tests can be categories, like Pre-test or Post-test, or numbered opportunities. All users are limited to one test reason per report.

Mark the boxes for the test reasons that apply to the ISRs you need to generate. Column #2 lists assessments by type of test, subject, and grade. Select the assessments you want to view. On the select assessment page, a user can select an entire subject (and all the grades under it). Or a user can decide to select a single grade, or a single test under a grade.

The Select Students column, #3, will load results depending on the user's role. Teachers and school-level users will see a list of rosters with student names below. District users will see a list of schools and up to three schools can be selected. The Selections panel on the right displays a count indicating the total number of students selected and the number of ISRs you have ordered. All users can search on up to five students at a time.

## Fourth Customizing Option

### 4. Set Date Range



The screenshot shows the 'Student Results Generator' window. In the 'Report Type' section, the 'Individual Student Report' radio button is selected and circled in red. In the 'Select the students' section, the 'Filters' button is also circled in red. A date range selection dialog is open, showing 'Start Date' as 06/01/2022 and 'End Date' as 07/01/2022. The dialog includes 'Apply' and 'Cancel' buttons.



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A fourth customizing option is accessed via the Filters button, which is located in the Select Students section to the left of the Previous button. You can select a range of dates to be included in the ISR by using the calendar to enter a start date and an end date. Click Apply. After making your customizations, click the Individual Student Report radio button under Report Type in the Selections panel. We now explain the print options available.

## Print Options and Inbox Button

**Student Results Generator**

**Report Type**  
 Individual Student Report    Student Data File

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

**Generate**   Cancel

**Search by Student ID**  
 **Search**

**Select the students**   **Filters**   **Previous**

- All Students
- Test016

**Banner**

User: teacher1@demo.user | Role: TE @ School: Demo School 999901

[Inbox](#)   [My Settings](#)   [Help](#)   [Sign Out](#)

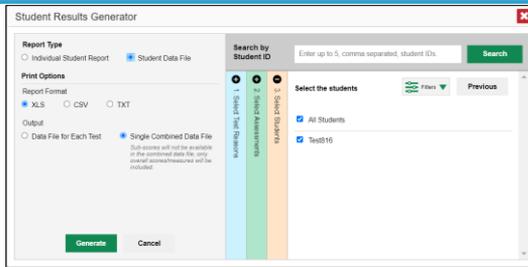

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After selecting your customization options for the ISRs, you choose how to print the reports. Options for printing ISRs are listed under the Print Options heading in the Selections panel to the right.

You can print simple, one-page ISRs or detailed, multiple-page ones. When selecting a roster or multiple students reports, you can download all the ISRs in a single file (Single PDF) or individual files, one file for each ISR (Multiple PDFs in a Zip file). In some cases, you can select a radio button to include supplemental materials and use a drop-down list to choose a language (not shown). The options in this panel vary according to your configurations. After you have made your selections, click the green Generate button.

The single ISR file, or multiple PDFs in a zip file, will be sent to your Inbox, which can be accessed via the banner on all pages in the Reporting System. We will explain how to download from the Inbox after we explain the student data file.

## Generate a Student Data File



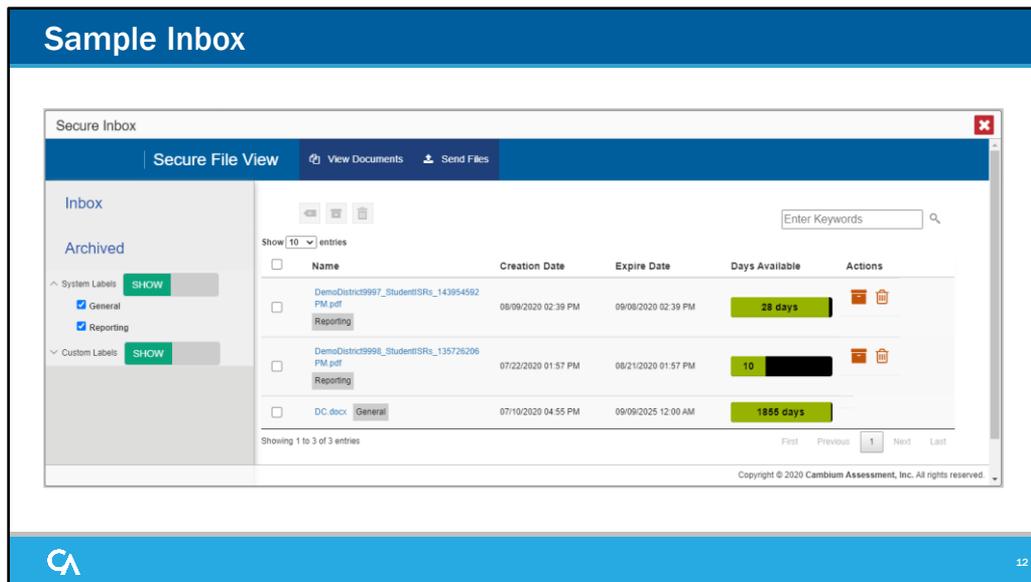
Student Data File—  
Excel Worksheet

	A	B	D	E	F	G	J	L	M	N	O	P	Q	R	S
1	Student Name	Student ID	Enrolled C	Ethnicity	Gender	English Le	Test Reasi	Date Take	CA-CIA Gr	CA-CIA Gr	CA-CIA Grade 3	CA-CIA Grade 3	ELA Perfor	Reading Standards for	Reading S Reading Standar
2	Demo, Demoo	998000004	03	N/A	Female	N/A	1st Oppor	08/14/2025	89	16	670L	Meets Standard	420	63	Below Mastery
3	Admin, Fall	999700298	03	Asian Raci	Female	Yes	1st Oppor	08/13/2025	22	17	340L	Does Not Meet Standard	420	63	Below Mastery
4	Smith, Andrew	991000535	04	Multi-Raci	Male	Yes	1st Oppor	07/21/2025	21	18	335L	Does Not Meet Standard	568	33	At/Near Mastery
5	Demo, Demo	999000004	03	N/A	Female	N/A	1st Oppor	08/13/2025	67	16	1075L	Exceeds Standard	607	34	At/Near Mastery
6	Demo, Demoo	995000005	04	N/A	Female	N/A	1st Oppor	08/14/2025	61	15	535L	Partially Meets Standard	560	41	At/Near Mastery
7	Admin, Fall	999700313	03	Asian Raci	Female	Yes	1st Oppor	08/13/2025	78	15	615L	Partially Meets Standard	555	55	At/Near Mastery
8	Demo, Demoo	996000004	03	N/A	Female	N/A	1st Oppor	08/14/2025	67	16	560L	Partially Meets Standard	551	47	At/Near Mastery
9	Demo, Demoo	997000004	03	N/A	Female	N/A	1st Oppor	08/14/2025	58	14	520L	Partially Meets Standard	420	63	Below Mastery
10															



A student data file is a user report on performance data in Excel, comma-separated values, or text format. Files of this nature allow the user to employ the workbook features of a spreadsheet application to organize and sort the data. A sample is shown here.

The generation process for a student data file is the same one used for the ISR with different print options. Customize the student data file using the same three selection columns and the Filters button. Choose your desired print format and click the green Generate button. The student data file displays in the user's Inbox. The next slide shows a sample Inbox.



The Inbox stores any reports you generate using the Student Results Generator tool. Click the name of a file to download it. To learn more about the features of the Inbox consult the appendix section of the Reporting Guide or view training module #8 in the series, How to Print and Export Data You Can See in Your Reports.

## The Reporting System Series

1. How to Navigate the Dashboard and Access Your Summative Results
2. How to Understand Measures for Standards, Depth of Knowledge (DoK) Levels, 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 generating Individual Student Reports and student data files. 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/>



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.