

Welcome to training module #8 in the Centralized Reporting System series: How to Print and Export Data You Can See in Your Reports. In this training module we show you how to print and export your reports directly from the dashboard and any page of test results.

Objectives

- How to print reports
 - How to use print preview
 - How to print summary reports with and without item scores
 - How to save a report as a PDF
 - How to save a report as a CSV
- How to export reports as a teacher or school-level user
- How to export reports as a district-level user
- How to access and use the Inbox



2

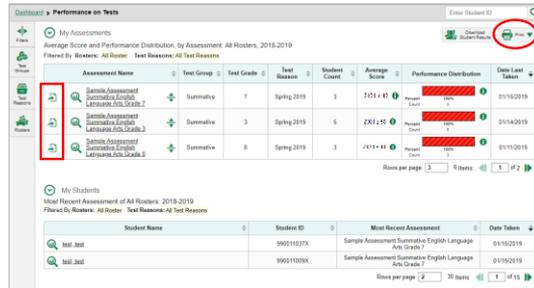
- This module will teach you...
 - How to print reports
 - How to use print preview
 - How to print summary reports with and without item scores
 - How to save a report as a PDF
 - How to save a report as a CSV
 - How to export reports as a teacher or school-level user
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Print or Export the Report You Need

From the Dashboard: Print



From the Performance on Tests Report: Print & Export



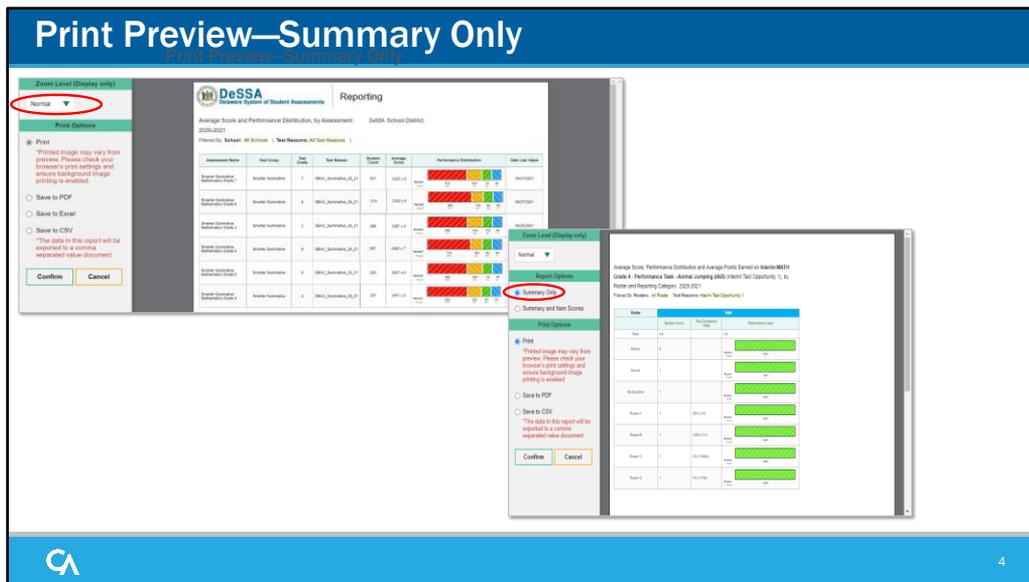
Having two buttons with similar options makes it convenient, no matter where you are in the Reporting System, to print or export the report you need.

The Print button allows you to print a hard copy of the dashboard, the Performance on Tests tables, or any reports, AND it allows you to convert the report to PDF or CSV, just like you can with the Export button.

The Export button allows you to convert a report into a PDF or CSV format and save it to your Inbox. The Export button only appears on the Performance on Tests report, to the left of the name of each assessment in the assessments table, as shown here.

The Print button appears on the dashboard and on all reports. First, we show you how the Print features work, including the file conversion options under that button. Then we show you the pop-up windows that appear under the Export button.

To print a report that you see on your screen, click the print button in the upper-right corner. If there is more than one table on the page, use the menu to select the table you want to print.



When you click the print button in the upper-right corner, a print preview page opens, with an options panel on the left. The options may include Zoom Level, Report Options, and Print Options.

For example, here you see a report for the 2020-2021 Summative Mathematics and the 2020-2021 Interim Mathematics Grade 4 Performance Task tests. The print preview page displays what will print if you confirm the selections in the options panel.

To zoom in on the print preview, use the Zoom Level section in the option panel on the left. This setting affects the preview only, not the printed report. When the report includes data for individual assessment items like the Interim Mathematics Grade 4 Performance Task tests, the Report Options section displays two selections, Summary Only and Summary and Item Scores. Select either Summary Only or Summary and Item Scores. The Summary Only includes the performance data from the blue Total column of the test report, as shown here.

Print Preview—Summary and Item Scores

Zoom Level (Display only)
Normal ▼

Report Options

Summary Only

Summary and Item Scores

Print Options

Print
*Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.

Save to PDF

Save to CSV
*The data in this report will be exported to a comma separated value document

Confirm Cancel

Average Score, Performance Distribution and Average Points Earned on Interim MATH Grade 4 - Performance Task - Animal Jumping (IAB) (Interim Test Opportunity 1), by Roster and Reporting Category, 2020-2021

Filtered By: Rosters: All Rosters; Test Reasons: Interim Test Opportunity 1

Roster	Item Numbers and Points Earned	Student Count	Test Completion Rate	Total	Performance Level	Total Items				
						1	2	3	4	5
						100%	100%	100%	100%	100%
State		493		493		100%	100%	100%	100%	100%
District		2		2		100%	100%	100%	100%	100%
School		1		1		100%	100%	100%	100%	100%
My Students		1		1		100%	100%	100%	100%	100%
Roster A		1	20% (1/5)	1		100%	100%	100%	100%	100%
Roster B		1	100% (1/1)	1		100%	100%	100%	100%	100%
Roster C		1	0% (0/2000)	1		100%	100%	100%	100%	100%
Roster D		1	0% (0/1000)	1		100%	100%	100%	100%	100%



The Summary and Item Scores option for interim tests includes data for the individual assessment items, as shown here. All the items for the four rosters are displayed. This is a report for an Interim MATH Grade 4 test with the Total Items section included.

Print Preview—Landscape



DeSSA
Delaware System of Student Assessments

Reporting

Average Score and Performance Distribution, by Assessment
2020-2021

DeSSA | School District

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

Assessment Name	Test Group	Test Dates	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Quarter Summative Mathematics Grade 7	Quarter Summative	7	SBAC_Summative_20_21	521	2425.14		10/27/2021
Quarter Summative Mathematics Grade 8	Quarter Summative	8	SBAC_Summative_20_21	314	2342.4		10/27/2021
Quarter Summative Mathematics Grade 3	Quarter Summative	3	SBAC_Summative_20_21	286	2207.15		10/25/2021
Quarter Summative Mathematics Grade 6	Quarter Summative	6	SBAC_Summative_20_21	267	2462.17		10/24/2021
Quarter Summative Mathematics Grade 5	Quarter Summative	5	SBAC_Summative_20_21	283	2427.49		10/20/2021
Quarter Summative Mathematics Grade 4	Quarter Summative	4	SBAC_Summative_20_21	267	2407.49		10/20/2021

Print Options:

- Print
- Save to PDF
 - Page Layout
 - Portrait
 - Landscape**
 - Ledger-Wide(17x11)
 - Ledger(11x17)
 - separated value document

Confirm Cancel

You can choose from three report formats under the Print Options section: a quick print, save to PDF, or save to comma-separated values (CSV). A PDF is an easy-to-print file that is compatible with all platforms. Your PDF choices include portrait or landscape layout and several ledger sizes. A CSV file is a spreadsheet, like an Excel file, which allows you to sort and organize large amounts of data. The next slide shows a sample csv file.

Make your selections and click Confirm. If you selected Print, the document prints. If you saved the report as a PDF or CSV, the Inbox appears, displaying the generated report.

The report format options are the same for both summative and interim tests.

Save to CSV

Print Options

Print

Save to PDF

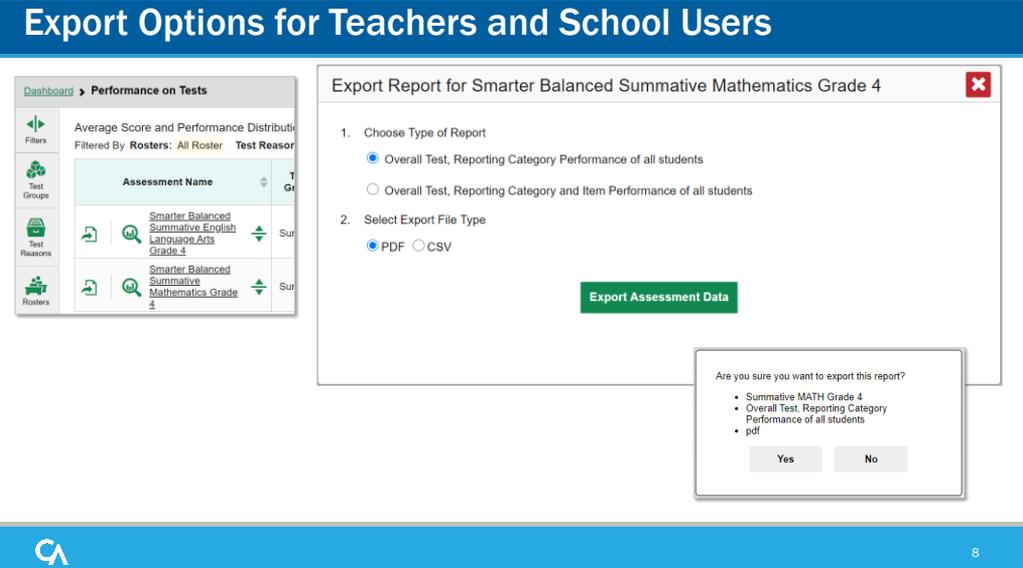
Save to CSV
*The data in this report will be exported to a comma separated value document

	A	B	C	D	E	F	G	H	I
1	Average Score, Performance Distribution and Average Points Earned on Summative English Language Arts Grade 3 (Spring 2018), by Roster and Reporting Category: 2017-2018								
2	Filtered By Rosters: All Roster Test Reasons: Spring 2018								
3	Roster		Total		Scale Score		Performance Distribution- Percents		Performance Distribution- Counts
4		Student Count	Test Completion Rate	Scale Score	Performance Distribution- Percents	Performance Distribution- Counts	Percent Proficient	Listening	Claim Scale Score
5	State	n/a	3	n/a	2332 67%/33%/0%/0%	2/1/0/0	n/a	n/a	Insufficient Information
6	District				2314 100%/0%/0%/0%	2/0/0/0	0%	2292	100%/0%/0%
7	School		2		2314 100%/0%/0%/0%	2/0/0/0	0%	2292	100%/0%/0%
8	My Students		2		2314 100%/0%/0%/0%	2/0/0/0	0%	2292	100%/0%/0%
9	Roster A		2	0%(2/3553)	2314 100%/0%/0%/0%	2/0/0/0	0%	2292	100%/0%/0%
10	Roster B		2	1%(2/156)	2314 100%/0%/0%/0%	2/0/0/0	0%	2292	100%/0%/0%

Here is a sample of a .csv file of a report. Use it to organize and sort large amounts of data.

Now we show you how to convert your files using the Export button on the dashboard.

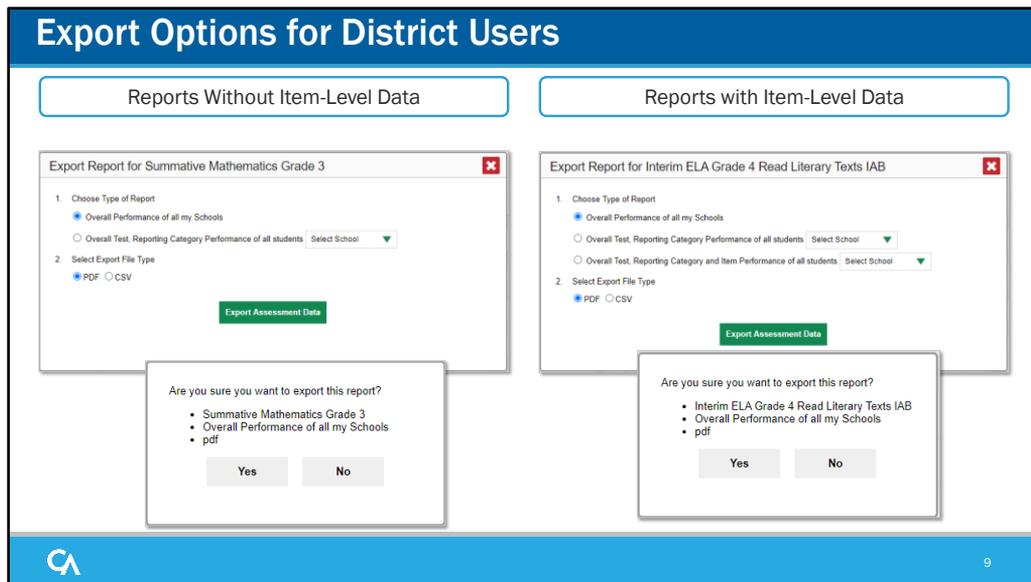
Export Options for Teachers and School Users



The screenshot displays the 'Performance on Tests' dashboard on the left and a pop-up window titled 'Export Report for Smarter Balanced Summative Mathematics Grade 4' on the right. The dashboard shows filters for 'Rosters: All Roster' and 'Test Reason: All Test Reasons', and a table of assessments including 'Smarter Balanced Summative English Language Arts Grade 4' and 'Smarter Balanced Summative Mathematics Grade 4'. The pop-up window has two sections: '1. Choose Type of Report' with radio buttons for 'Overall Test, Reporting Category Performance of all students' (selected) and 'Overall Test, Reporting Category and Item Performance of all students'; and '2. Select Export File Type' with radio buttons for 'PDF' (selected) and 'CSV'. A green 'Export Assessment Data' button is visible. A confirmation dialog box asks 'Are you sure you want to export this report?' with a list of items: 'Summative MATH Grade 4', 'Overall Test, Reporting Category Performance of all students', and 'pdf', and 'Yes'/'No' buttons.

As mentioned previously, the export function is available on the Performance on Tests report. When a report includes item-level data, teachers and school-level users have a choice of short summary reports or reports including item performance data. This slide shows the pop-up window that teachers and school users see. Click the export button to the left of the magnifying glass view button. Choose to export a report with or without Item Performance of all students.

Make your File Type selections and click the Export Assessment Data button. A confirmation window appears. Review your selections and click Yes to send the report to your Inbox or No to return to the Export Report options window. Now we show you the pop-up windows for district users.

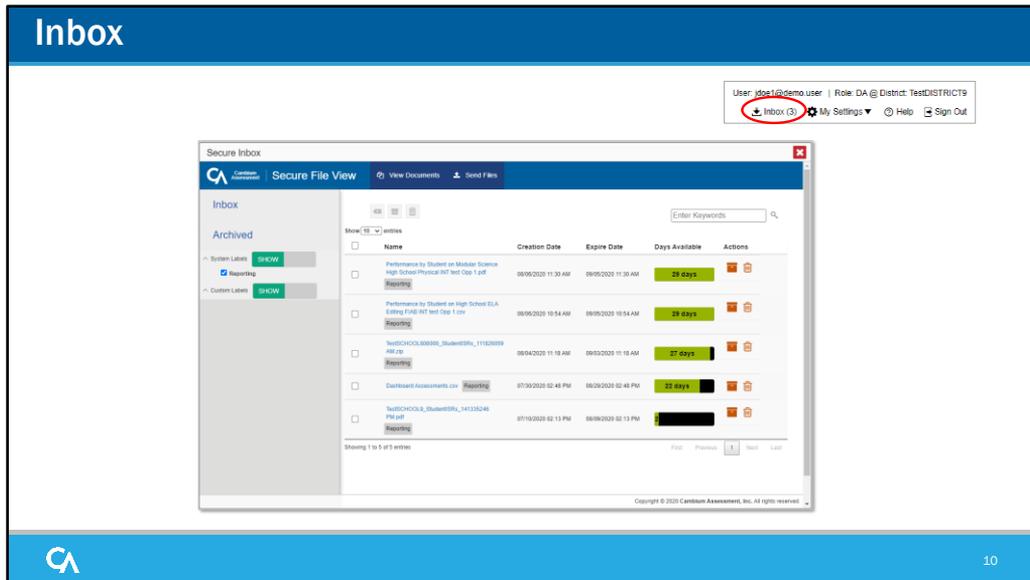


District users see school drop-down menus on their Export Report windows, allowing them to select a single school in the district.

Export Report windows display as two different versions, one for reports without item-level data (summative in this screenshot) and one for reports with item-level data (interims only).

Reports without item-level data display two choices under section #1: a report for all the schools in the district or a report for a specific school in the district. Reports with item performance data display three choices: the two just described and an additional option to generate a detailed school report including item-level results.

Choose to export a PDF or CSV file and click the Export Assessment Data button. The process then proceeds as we explained it for teachers and school-level users.



Here is a sample of the Inbox, which stores your PDF and CSV files. These files will automatically expire and be archived after 29 days. To access the Inbox, click the icon in the banner. Click the name of the file to download it. For more information on the functions of the Inbox, refer to the appendix section of the Reporting System User Guide, posted on the DeSSA portal.

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 training module on printing and exporting reports in Reporting. 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
- **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.