

# THE CENTRALIZED REPORTING SYSTEM FOR SUMMATIVE ASSESSMENTS

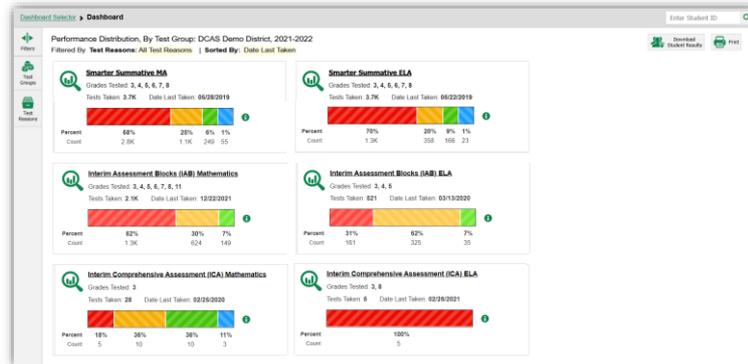
Training Module  
2021-2022

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Welcome to the training module on the Centralized Reporting System for Summative Assessments. This training module is based on the *Centralized Reporting System User Guide for Summative assessments 2021-2022*, which is available on the DeSSA portal.

## Purpose of the Improved Reporting System

1. Simple, user-friendly, and accurate.
2. Scalable—designed to handle lots of data and more features over time.
3. Accessible on different devices and by different user types.



The Reporting System is designed with a user interface that is intuitive, user-friendly, accurate, scalable, accessible, and easily digestible. With the intent to provide the clearest picture with the fewest number of clicks, the system displays state-, district-, school-, teacher-, class-, and student-level data in tabular and graphical format.

It is designed to handle a lot of data for a variety of tests, and it is continuously updated with more features over time. The system is accessible on different devices and by different users at the teacher, school, district, and state user levels. Users can sort and filter the data in various ways and can create custom groups to generate timely reports for intervention with groups or incoming classes.

The dashboard displayed here is the homepage for all users except those at the state level.

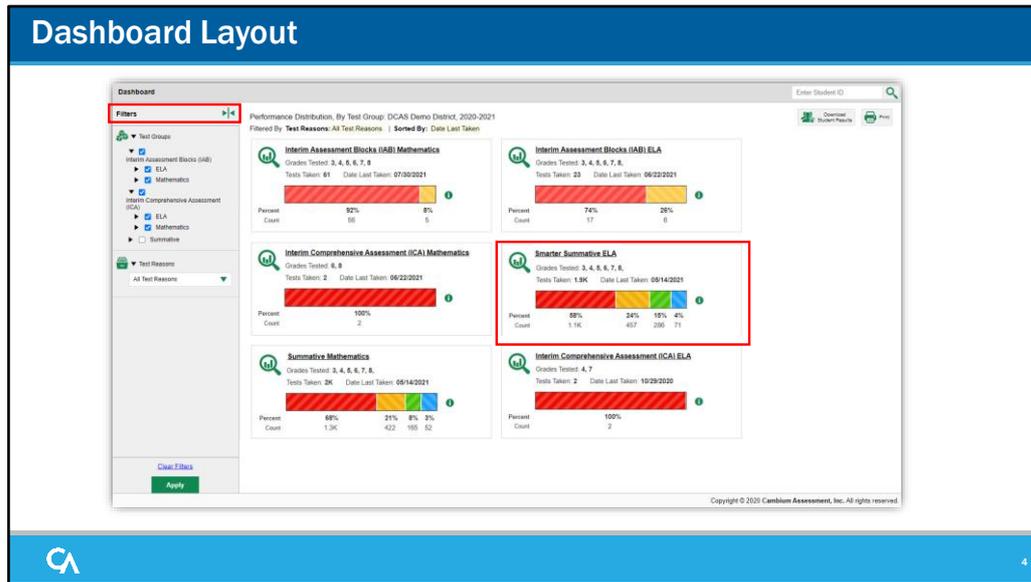
## Objectives in Order of Presentation

- Navigate the Reporting System for Summative
  - See your results, sort them for analysis, expand them to view standard targets and measures\*, and quickly compare results at the state, district, and school level.
  - Analyze the Writing Dimensions used for essay tests
  - Access the longitudinal reports to show performance trends over time, for associated tests.
  - Use the Student Portfolio report.
- Set Up Reports That Make Sense for Your Specific Needs
  - Set preferences and filters.
  - Use demographic sub-groups.
- Generate Individual Student Reports (ISRs) and Student Data Files
- Print and Export Any Data You Can View in Reports

\*Standard level data is only available at the student level on summative assessments administered in 2019 or prior.



This training focuses on five main objectives: navigating the test results pages to display data with just a few clicks; using the settings and filters to customize your reports and eliminate irrelevant data; working specifically with interim tests and their items; generating ISRs and student data files; and printing and exporting your reports.



After logging in to the Reporting system, teachers-, school-, and district-level users see the dashboard. Test information and results are displayed for the students assigned to you based on your role.

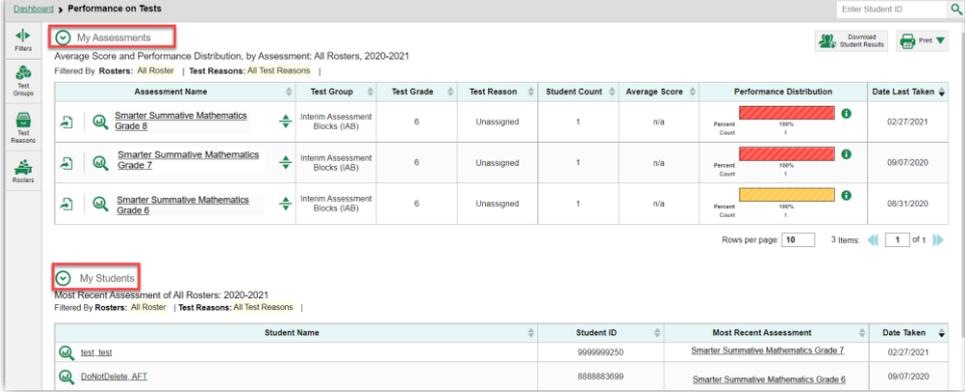
A card displays for each test, by subject, with the grades tested and the total tests taken. The performance distribution results display as a color-coded bar with the percent proficient and student count listed under each colored level.

For example, 1900 students took the Summative ELA test in grades 3–8 and 56% of them performed at Level 1, 24% at Level 2, 15% at Level 3, and so on. The data on the dashboard gives teachers, administrators, and principals a way to quickly compare how their students performed across different test groups.

The test cards are sorted from left to right, then top to bottom based on the date last taken. When you click on the test name or the magnifying glass button the Performance on Tests report displays.

Filtering, setting preferences, sorting, and breaking down demographic groups are important functions for all users so that test data applies specifically to their needs. The graphic objects shown on the dashboard and on the report pages, allow you to make these choices. It only takes a few clicks to create a highly customized report, no matter the test type or level of user.

## Performance on Tests Report for a Teacher—Page Layout



**My Assessments**  
Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021  
Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Summative Mathematics Grade 6	Interim Assessment Blocks (AB)	6	Unassigned	1	n/a	Percent Count: 100% (1)	02/27/2021
Smarter Summative Mathematics Grade 7	Interim Assessment Blocks (AB)	6	Unassigned	1	n/a	Percent Count: 100% (1)	09/07/2020
Smarter Summative Mathematics Grade 6	Interim Assessment Blocks (AB)	6	Unassigned	1	n/a	Percent Count: 100% (1)	08/31/2020

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**My Students**  
Most Recent Assessment of All Rosters: 2020-2021  
Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	999999250	Smarter Summative Mathematics Grade 7	02/27/2021
DoNotDelete_AET	888883699	Smarter Summative Mathematics Grade 6	09/07/2020

Here you see the Performance on Tests report for a teacher who clicked on the Summative Mathematics test group. It displays all tests the students have taken for the selected test group. The teacher report displays two stacked tables, My Assessments on top and My Students below.

The My Assessments table lists all the teacher’s students who took one of those tests in Date Taken order. You can use the table to quickly compare how your students have performed across test groups.

The My Students table is a fast pass to the individual Student Portfolio report. This report is useful for teachers as they prepare for parent-teacher conferences where student performance across all tests is needed.

## Performance on Tests Report for a Teacher—Sorting Options

Dashboard > Performance on Tests Enter Student ID

My Assessments  
Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021  
Filtered By Rosters: All Roster | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Summative Mathematics Grade 6	Interim Assessment Blocks (AB)	6	Unassigned	1	n/a	Percent Count: 100% (1)	02/27/2021
Smarter Summative Mathematics Grade 7	Interim Assessment Blocks (AB)	6	Unassigned	1	n/a	Percent Count: 100% (1)	09/07/2020
Smarter Summative Mathematics Grade 6	Interim Assessment Blocks (AB)	6	Unassigned	1	n/a	Percent Count: 100% (1)	08/31/2020

Rows per page: 10 | 3 items: 1 of 1

My Students  
Most Recent Assessment of All Rosters: 2020-2021  
Filtered By Rosters: All Roster | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	999999250	Smarter Summative Mathematics Grade 7	02/27/2021
DoNotDelete_AET	8888883999	Smarter Summative Mathematics Grade 6	09/07/2020



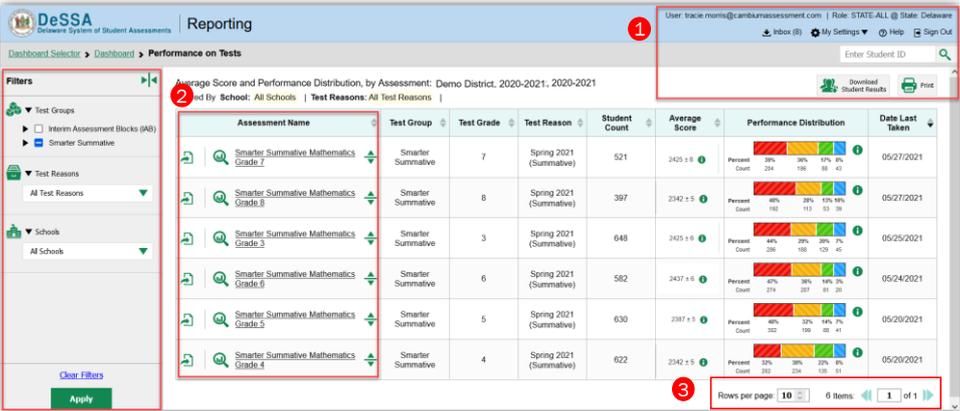
The Performance on Tests report tables in Reporting include headers that describe any filters or reporting time periods applied to the report. The columns in the My Assessments table are Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken.

The My Students table, which displays for teachers only, organizes students by Name, Student ID, Most Recent Assessment, and Date Taken.

You can sort your results directly from the Performance on Tests report by clicking each column header that has a set of expansion arrows in it.

For example, you might want to sort the Average Score column in ascending order to show tests with the lowest scores at the top of the table, or you might want to sort the students in the My Students table alphabetically.

## Clickable Features: Buttons, Arrows, and Filters



The screenshot displays the 'Performance on Tests' reporting page. It features a top navigation bar with user information and utility links (1). A left-hand filters panel allows for filtering by Test Groups, Test Reasons, and Schools (2). The main content is a table with columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. Each row in the table includes interactive icons for export, search, and expand/collapse (2). At the bottom of the table, there is a pagination control to change rows per page and navigate between pages (3).

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Summative Mathematics Grade 7	Smarter Summative	7	Spring 2021 (Summative)	521	2425 + 6	Percent Count: 284 288 42	05/27/2021
Smarter Summative Mathematics Grade 8	Smarter Summative	8	Spring 2021 (Summative)	397	2342 + 5	Percent Count: 182 113 53 39	05/27/2021
Smarter Summative Mathematics Grade 3	Smarter Summative	3	Spring 2021 (Summative)	648	2425 + 6	Percent Count: 284 288 42	05/25/2021
Smarter Summative Mathematics Grade 6	Smarter Summative	6	Spring 2021 (Summative)	582	2437 + 6	Percent Count: 274 287 81 20	05/24/2021
Smarter Summative Mathematics Grade 5	Smarter Summative	5	Spring 2021 (Summative)	630	2387 + 5	Percent Count: 182 180 49 41	05/20/2021
Smarter Summative Mathematics Grade 4	Smarter Summative	4	Spring 2021 (Summative)	622	2342 + 5	Percent Count: 284 288 42	05/20/2021

This slide shows the numerous clickable objects on the Performance on Tests report.

(1) These buttons include, but are not limited to the Inbox, My Settings, the Help feature, the Student Search box, the Print button, the Download Student Results button, and the Filters panel (by Test Groups, Test Reasons, and Rosters). These filters and how to apply them will be discussed later in the presentation.

(2) In the Assessments table, included with the name of an assessment are the Export button, the magnifying glass view button, and a set of up/down arrows that expand to show state-, district-, and school-level results. This aggregate comparison view is shown on the next slide. Click on the assessment name to display the My Students' Performance on Test report.

(3) Change the number of rows per page, as desired. Use the forward and back arrows to move to different pages of the table.

## State, District, School Aggregates from Performance on Tests Report

Dashboard > Performance on Tests Enter Student ID

My Assessments Download Student Results

Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021

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

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Summative Mathematics Grade 8	Summative	8	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	02/27/2021
Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	09/07/2020
State Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	749	0/8	Percent Count: 100% 21% 42% 37%	—
District Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	—
School Smarter Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	—
Smarter Summative Mathematics Grade 8	Summative	8	Spring 2021 (Summative)	1	0/8	Percent Count: 100% 1	08/31/2020

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You can compare your results to aggregate state, district, and school data directly from the Performance on Tests report, depending on your user role. Simply click the expansion arrow to the right of the assessment name to display them.

The aggregates are highlighted in yellow on the report. Clicking the information buttons displays more information about the performance measures being displayed.

## Performance on Tests Report for a District-Level User

Dashboard Selector > Dashboard > Performance on Tests

Average Score and Performance Distribution, by Assessment: DCAS Demo District, 2020-2021

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
<a href="#">Smarter Summative Mathematics Grade 8</a>	Summative	8	Spring 2021 (Summative)	267	2457 ± 6	Percent Count: 81% 182, 17% 29, 2% 4	05/10/2021
<a href="#">Smarter Summative Mathematics Grade 7</a>	Summative	7	Spring 2021 (Summative)	283	2437 ± 6	Percent Count: 88% 188, 20% 19, 2% 4	05/13/2021
<a href="#">Smarter Summative Mathematics Grade 6</a>	Summative	6	Spring 2021 (Summative)	281	2425 ± 6	Percent Count: 81% 187, 20% 19, 5% 5	05/14/2021
<a href="#">Smarter Summative Mathematics Grade 5</a>	Summative	5	Spring 2021 (Summative)	254	2412 ± 5	Percent Count: 79% 179, 20% 52, 1% 4	05/13/2021
<a href="#">Smarter Summative Mathematics Grade 4</a>	Summative	4	Spring 2021 (Summative)	286	2387 ± 5	Percent Count: 82% 177, 23% 116, 4% 11	05/13/2021
<a href="#">Smarter Summative Mathematics Grade 3</a>	Summative	3	Spring 2021 (Summative)	314	2342 ± 5	Percent Count: 89% 217, 17% 93, 4% 15	05/13/2021

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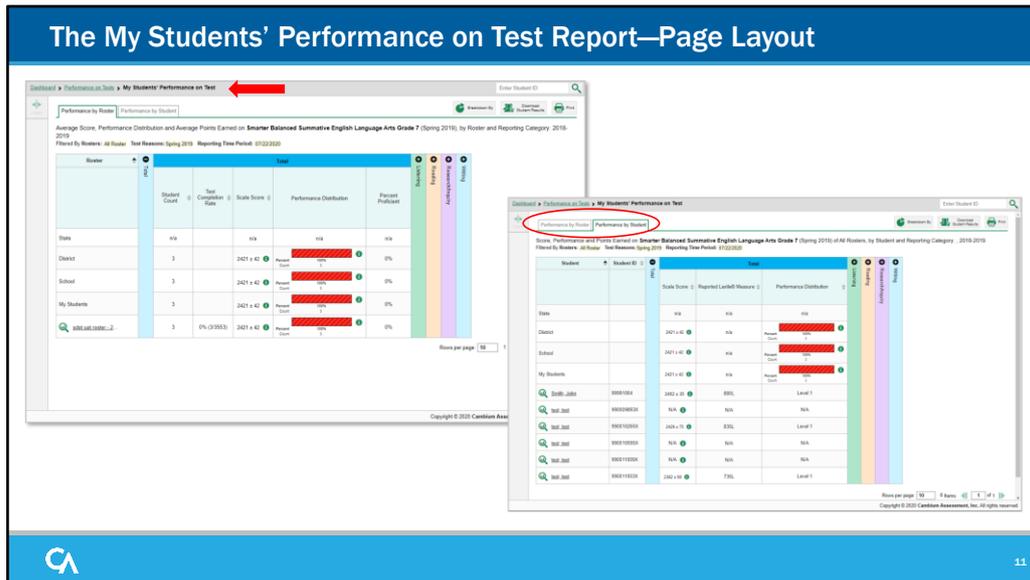
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Here is a Performance on Tests report for a District-level user. Notice that the Filters panel on left includes a School option so that the district-level user can select an individual school instead of seeing aggregate results for the whole district. When an individual school is selected in the filter, the test links will lead to School Performance on Tests reports, not District Performance on Tests reports.

Reporting storehouses data for lots of different tests. Most reports are designed to mirror the Performance on Tests report layout. When you navigate away from the Dashboard the gray navigation trail at the top of the page marks your path. This is a good way to keep track of what report you are seeing, and you can always return to a previous one from the trail. Click on the name of an assessment or the magnifying glass view button next to it.

## Navigate the Test Results Pages





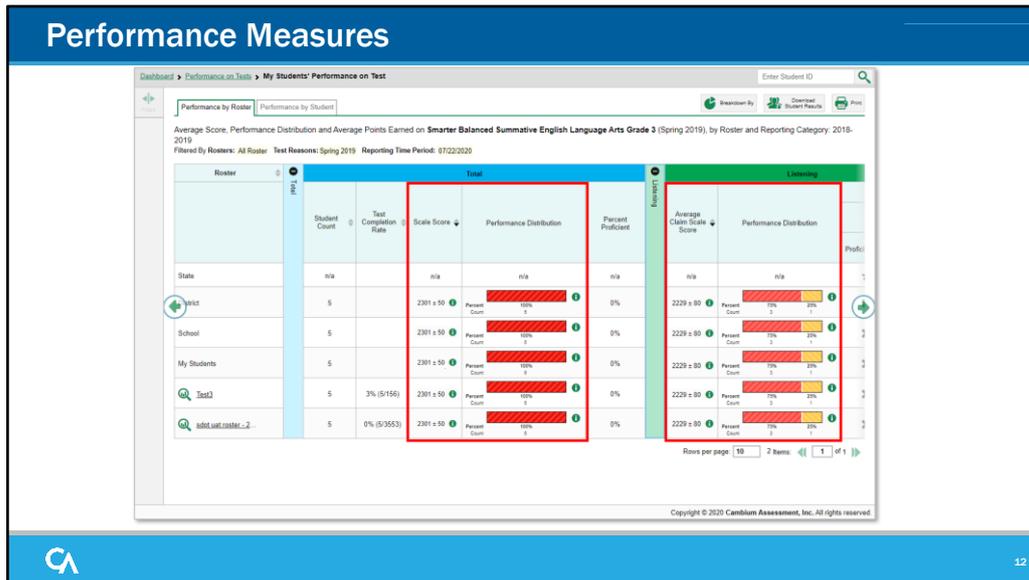
The image on the left is a My Students' Performance on Test report for a teacher who clicked on a Grade 7 Summative ELA test from the Performance on Tests report.

The My Students' Performance on Test table lists the class rosters in the left column. Multi-colored accordion sections are used to display the reporting categories. Expand or collapse them by clicking the + and – signs at the top of the vertical bars or click on the bars themselves.

This test includes four reporting categories; Listening in green, Reading in tan, Research and Inquiry in purple, and Writing in blue. School users and teachers see two tabs under the navigation trail: Performance by Roster and Performance by Student. You can toggle between the tabs to change the table from a list of rosters to a list of students.

The image on the right shows a sample report with the Performance by Student tab open. District users do not have these tabs on their reports because of the volume of data generated at the district level.

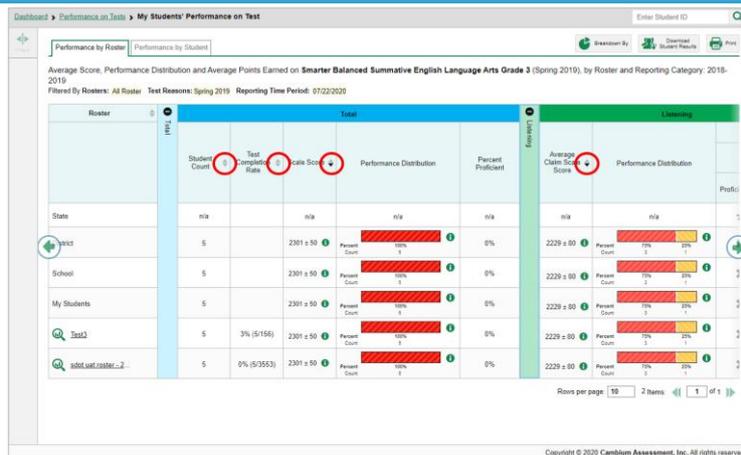
Notice that state, district, and school aggregate results display above the rosters or students in the tables. We explain the performance measures and sorting on the next two slides.



The performance measures used in a report depend on your state or district and the type of assessments administered. Two typical measures are scale score, or average scale score and performance distribution as shown on this My Students' Performance on Test report for the Summative ELA test for Grade 3. Interim tests typically report average scale scores (ICAs) while shorter benchmark tests report raw scores (IABs).

Performance distribution levels are color coded, and some aggregate reports show the percentage of students and student count in each performance level.

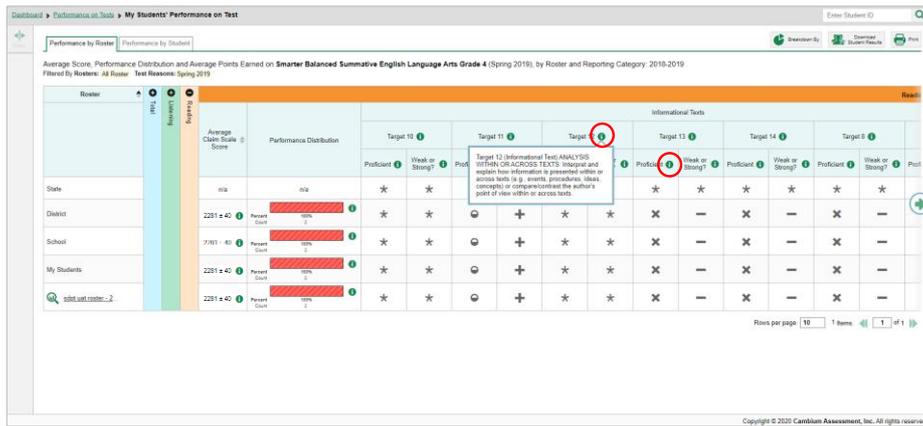
## Sorting by Performance Measure



The performance measures included in each reporting category help you understand how students have performed on the different areas of the selected tests. For example, a teacher might notice that their students are struggling in the Listening area within the ELA assessment because most of the students are performing below mastery in that area.

You can sort your results by performance measure whenever you see a set of sorting arrows in the column header.

## The Standard Measures Report for Adaptive Summatives



Average Score, Performance Distribution and Average Points Earned on Smarter Balanced Summative English Language Arts Grade 4 (Spring 2019), by Roster and Reporting Category: 2018-2019  
 Filter By: Rosters: All Rosters Test Release: Spring 2019

Roster	Reporting Category	Average Claim Scale Score	Performance Distribution	Informational Texts												
				Target 10		Target 11		Target 12		Target 13		Target 14		Target 15		
				Proficient	Weak or Strong?	Proficient	Weak or Strong?	Proficient	Weak or Strong?	Proficient	Weak or Strong?	Proficient	Weak or Strong?	Proficient	Weak or Strong?	
State		NA	NA	*	*	*	*	*	*	*	*	*	*	*	*	*
District		2281 ± 40	Percent Score: 100%	*	*	+	*	*	*	*	*	*	*	*	*	*
School		7/181 ± 40	Percent Score: 100%	*	*	+	*	*	*	*	*	*	*	*	*	*
My Students		2281 ± 40	Percent Score: 100%	*	*	+	*	*	*	*	*	*	*	*	*	*
My Student		2281 ± 40	Percent Score: 100%	*	*	+	*	*	*	*	*	*	*	*	*	*

Target 12 (Informational Text) ANALYSIS: WITHIN OR ACROSS TEXTS (integrate and explain how information is presented within or across texts (e.g., events, procedures, ideas, concepts or comparisons) the author's point of view within or across texts)

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Adaptive summative tests will generate a “standard measures report,” notable for its target measures and the symbols indicating performance results.

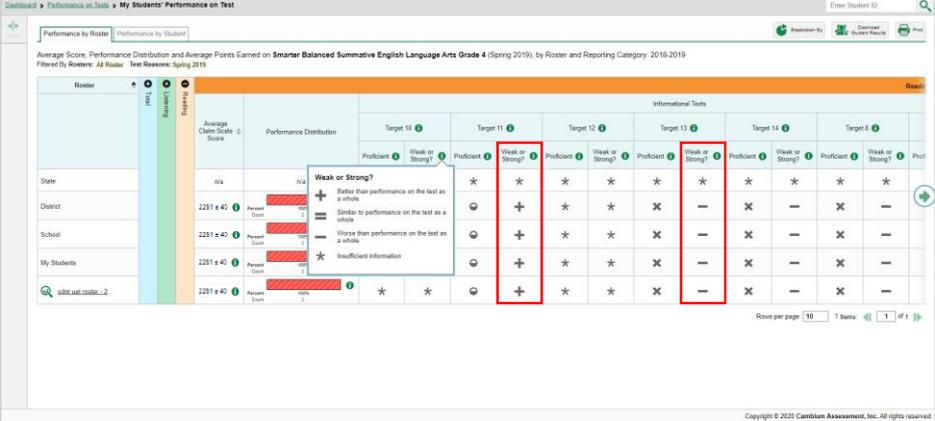
This image shows the My Students Performance on Test report for the Summative English Language Arts Test for Grade 4. The teacher’s rosters are listed in the column on the left. Aggregate state, district, and school performance levels are listed above the rosters.

The expandable table contains information organized by Reporting Category, with test results, organized by standard, nested in a hierarchy below. ELA tests typically include two, three, or even four different reporting categories that together make up one test score. Here you see the Reading Informational Text category expanded. Underneath each reporting category, standard clusters are listed. Standard Clusters are divided into numbered Standards (sometimes called targets). Results for each standard are reported using three Measurement Sub-columns: Weak or Strong? and Proficient? depending on the specific test.

Each standard is matched with a more information button that displays the actual target. The legend for the symbols used in the three measurement sub-columns are displayed on the next two slides. Standard terminology varies based on your state or district and type of test.

NOTE: Student level reporting category data is only available in CRS for summative assessments taken during the 2018-2019 school year and prior due to the transition to the abbreviated blueprint adopted for ELA/L and Math during the 2020-2021 school year.

## Standard Measurement Columns—Weak or Strong?



Average Score, Performance Distribution and Average Points Earned on Smarter Balanced Summative English Language Arts Grade 4 (Spring 2019) by Roster and Reporting Category: 2018-2019  
Filtered By: Rosters: All Rosters Test Releases: Spring 2019

Roster	Average Class Score	Performance Distribution	Informational Tests											
			Target 10		Target 11		Target 12		Target 13		Target 14		Target 6	
			Proficient	Weak or Strong?	Proficient	Weak or Strong?	Proficient	Weak or Strong?	Proficient	Weak or Strong?	Proficient	Weak or Strong?	Proficient	Weak or Strong?
State	N/A	N/A	*	*	*	*	*	*	*	*	*	*	*	
District	2281 ± 40	Percent Cut: 75%	+	+	*	*	X	-	X	-	X	-	-	
School	2281 ± 40	Percent Cut: 75%	+	+	*	*	X	-	X	-	X	-	-	
My Students	2281 ± 40	Percent Cut: 75%	+	+	*	*	X	-	X	-	X	-	-	

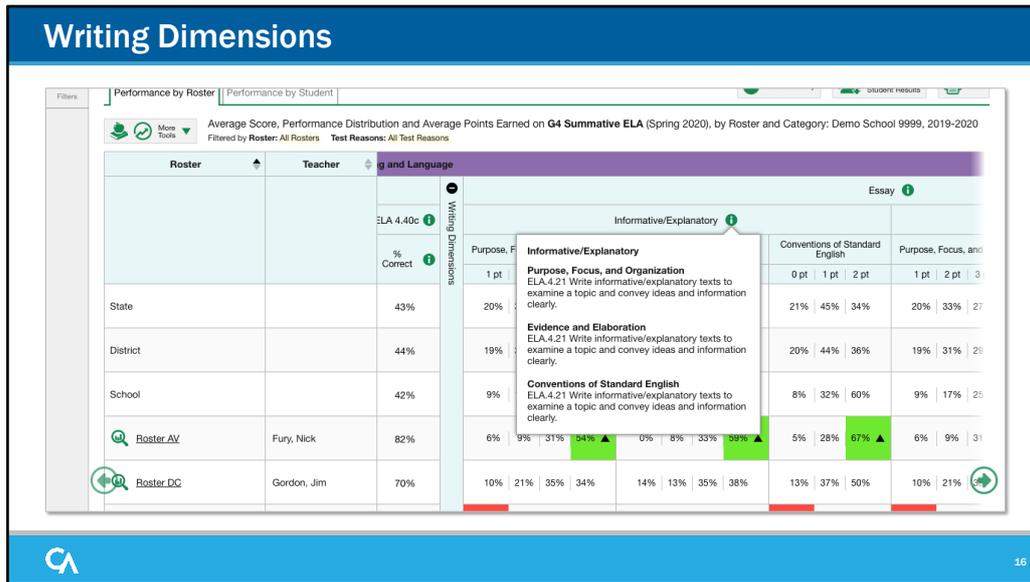
The legend for any standard in the cluster describes exactly what students must do to hit the target. The performance indicators under that standard reflect how close the students came to the target, relative to how the student performed on the rest of the test.

In the Weak or Strong? column the + sign indicates that this group of students demonstrates strength in this standard; they performed better on items from this standard than they did on the rest of the test.

The minus sign indicates that this is an area of weakness. The students did not perform as well on items from this standard as they did on the rest of the test. An equal sign indicates that their performance on this standard is like their performance on the rest of the test. An asterisk displays when there is insufficient information to report.

The Proficient column reflects the students' performance on the standard compared to the cut score that determines proficiency.

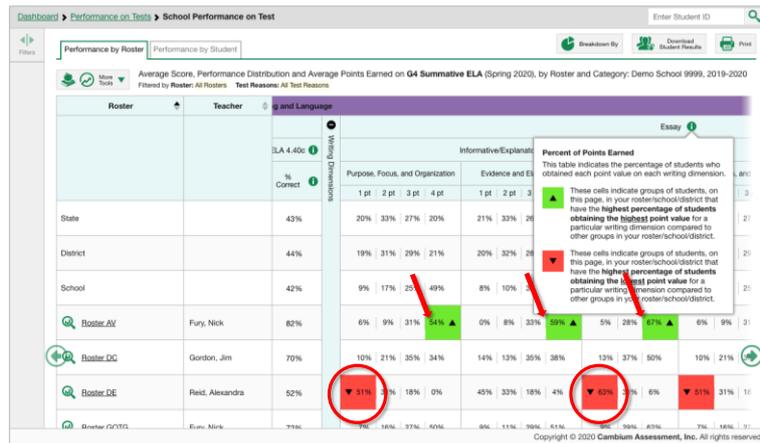
Students may perform above the standard proficiency cut, as indicated by a checkmark, they may be borderline, as indicated by a half-full circle, or they may perform below the standard, indicated by an X.



The Writing Dimensions section appears for aggregate reports of assessments that include an essay component.

The columns within the Writing Dimensions category are nested with the types of essays under the Essay header and Writing Dimensions applicable to that type of essay below. Each dimension sub-column is split into additional sub-columns based on the possible points students can earn in that dimension. These point columns show the percentage of students in a roster who earned each point value in each dimension.

## Writing Dimensions—High and Low Point Values



Roster	Teacher	% Correct	Writing Dimensions															
			3LA.4.40c				Informative/Explanatory				Evidence and Examples				Essay			
			1 pt	2 pt	3 pt	4 pt	1 pt	2 pt	3 pt	4 pt	1 pt	2 pt	3 pt	4 pt	1 pt	2 pt	3 pt	4 pt
State		43%	20%	33%	27%	20%	21%	33%	26%	10%	10%	10%	10%	10%	10%	10%	10%	10%
District		44%	19%	31%	29%	21%	20%	32%	28%	10%	10%	10%	10%	10%	10%	10%	10%	10%
School		42%	9%	17%	25%	49%	8%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Roster AV	Fury, Nick	82%	6%	9%	31%	54%	0%	8%	33%	39%	5%	28%	87%	6%	9%	31%	54%	0%
Roster DC	Gordon, Jim	70%	10%	21%	35%	34%	14%	13%	35%	38%	13%	37%	50%	10%	21%	35%	34%	0%
Roster DE	Raid, Alexandra	52%	▼ 31%	0%	18%	0%	45%	33%	18%	4%	▼ 42%	0%	6%	▼ 31%	31%	11%	0%	0%
Roster G/3TE	Evans, Nikk	73%	7%	14%	33%	46%	6%	11%	30%	43%	7%	26%	63%	7%	14%	33%	46%	0%



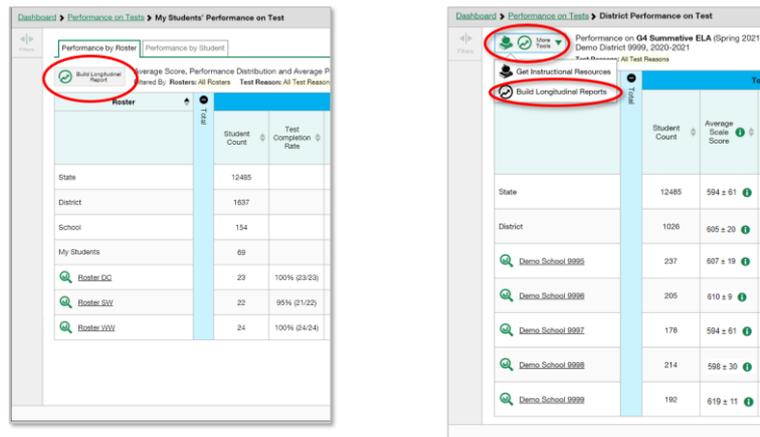
To help you analyze your students' performance in the different dimensions, certain cells are highlighted green or red.

The cell with the highest percentage of students earning the highest point value for a dimension is shaded green and displays an up arrow in the cell. These students performed well in that dimension as compared with other students.

The cell with the highest percentage of students earning the lowest point value for a dimension is shaded red and displays a down arrow. These students performed comparatively poorly.

The goal is to help users identify a pattern where students are consistently doing well and not doing well across the dimensions. These markers allow users to detect a pattern. And even if there is no pattern, it allows the user to focus on areas that need remediation and figure out what is working well and can be shared across classes.

## Longitudinal Report Buttons



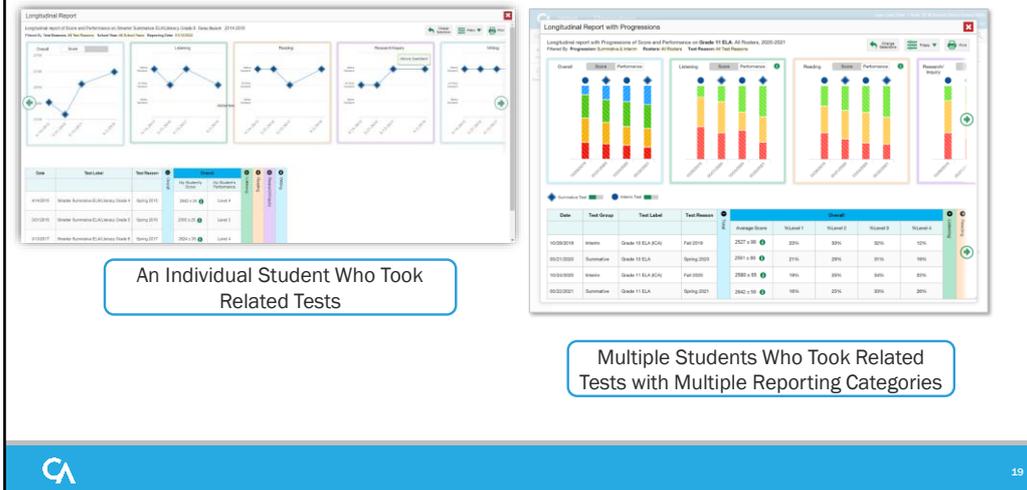
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The Longitudinal Report allows users to view students' performance over the current school year and over the span of multiple years to see if performance has improved or declined. It is especially helpful if you have students who have taken pre-instruction and post-instruction tests. The report helps educators and administrators refine the instructional and programmatic decisions they have made in that they can see the effect of intervention over time.

The appearance of the tables and graphs in a longitudinal report are based on whether the test data is for an individual student or a group of students who all took the same test or tests. Reports can span multiple school years, not just the latest school year. They are sometimes called "trend reports" because they help you recognize patterns of performance. The Longitudinal Report shows progressions for different test groups, like interim test to summative test.

You can tell that a test will generate a Longitudinal Report when the "Build Longitudinal Report" button or the "More Tools" button displays to the left of a report header. Click either of those buttons to display the Longitudinal Report window.

## What Does the Longitudinal Report Look Like?



**Longitudinal Report**

Longitudinal report with Performance on Summative End-of-Year Grade 5, Item Bank, 2016-2017  
 Phase 1: Test Results - School Year 16-17 Test - Reporting Date: 11/22/2017

**Longitudinal Report with Progressions**

Longitudinal report with Progressions of Scores and Performance on Grade 11 ELA, All Scores, 2020-2021  
 Phase 1: Progression Summary & Score - Reporting Date: Test Results of Test Progress

An Individual Student Who Took Related Tests

Multiple Students Who Took Related Tests with Multiple Reporting Categories

Two sample reports are shown here; one for an individual student who took two related summative ELA tests, and another for multiple students who took related summative ELA tests with multiple reporting categories.

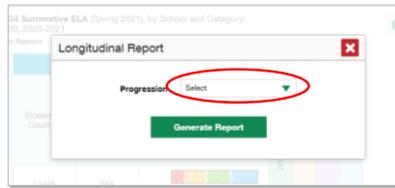
You see graphs in the top half of the report and tables in the bottom half. The information is the same. It is simply displayed differently.

If different related tests belong to different test types, the Progression drop-down list appears before the trend report displays.

If you are a teacher looking at results for multiple students, a report options page appears before the trend report displays.

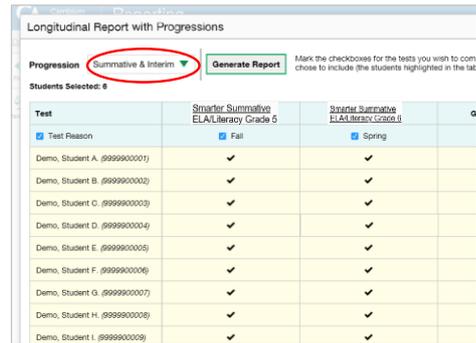
Both of these windows are shown on the next slide.

## Progression Options Feature



Drop-down options are:

- Summatives
- Interims
- Both



Mark the checkboxes for the tests you wish to compare to include (the students highlighted in the table).

Test	Smarter Summative ELA/Literacy Grade 6	Smarter Summative ELA/Literacy Grade 6
<input checked="" type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring
Demo, Student A. (9999900001)	✓	✓
Demo, Student B. (9999900002)	✓	✓
Demo, Student C. (9999900003)	✓	✓
Demo, Student D. (9999900004)	✓	✓
Demo, Student E. (9999900005)	✓	✓
Demo, Student F. (9999900006)	✓	✓
Demo, Student G. (9999900007)	✓	✓
Demo, Student H. (9999900008)	✓	✓
Demo, Student I. (9999900009)	✓	✓

Only students highlighted in yellow will appear on the Longitudinal Report



After you click on the More Tools button, a Longitudinal Report pop-up window may appear. If it does, you know the related tests on the report are of different types, meaning one of them must be a summative and another one must be an interim test.

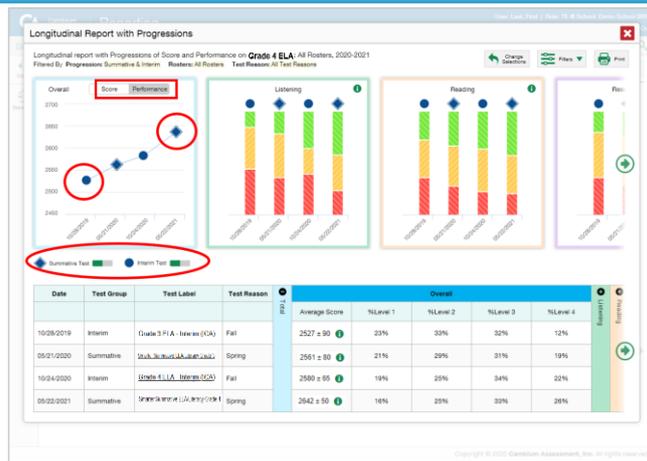
Click the green drop-down arrow to select summative tests only, interim tests only, or a combination of both. Then click the green Generate Report button.

Teachers viewing a longitudinal report for multiple students are presented with the Longitudinal Report with Progressions pop-up window. The Progression drop-down menu is located at the top of their window followed by a table of their students and the related tests. Each test appears in its own column, with sub-columns below for each test reason (categories of tests, or, for a summative, a test window.)

The cells in the columns display checkmarks to indicate which students completed which test and test reason combinations. The students highlighted in yellow have completed all of the related tests and will appear on the longitudinal report, unless you change the tests you want included in the report.

Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the Test Reason checkbox on the left to include all test reasons or clear it to remove all. Click the green Generate Report button at the top of the window to view the Longitudinal Report

## Students' Overall Performance Over Time



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Look at the graph in the upper-left corner of the Longitudinal Report. When a graph offers both score and performance level data, a toggle bar appears at the top of it. Click the toggle to switch.

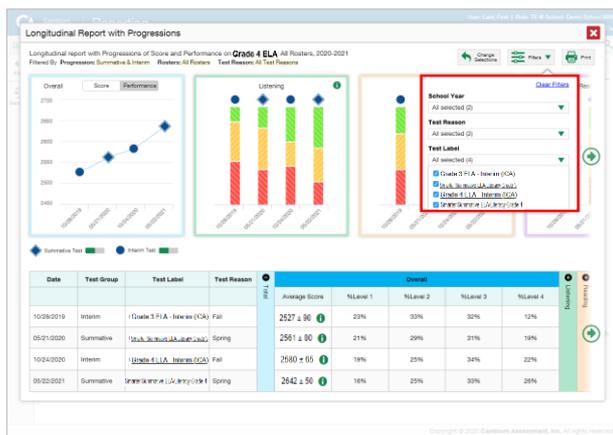
Score data are plotted along a line. A symbol appears on each data point. When multiple test types are present, refer to the legend immediately below the graphs to find out which symbols correspond to which types of tests.

You can click the test type toggles in the legend to hide or show data for each one. The interim test is identified with a blue circle and the summative test is identified with a blue diamond to help you distinguish between the test types.

Performance level data are shown either the same way or, for multiple students, in performance distribution bars. Mouse over the data points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, the data is replicated.

## Filter Test Opportunities to Show Some and Not Others



**School Year:** By default, data is shown for all years. Selecting a date, such as “2020,” will filter the results for the 2020–2021 school year results.

**Test Reason:** Most helpful for numerous interim and benchmark tests that can be screened by category, omitting those you do not need to see. Test reasons for summative tests are determined by administration date, typically the end of the school year or the course.

**Test Label:** Deselect the names of the tests you don’t need to see.



You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others. Note that filtering tests may affect the set of students whose data are included in the report.

Open the filter menu at the upper-right corner and select the filter options you prefer from the drop-down lists. You may want to filter by a particular school year or years.

Note that years are not calendar years. “2020” refers to the 2020–2021 school year. By default, Longitudinal Reports show data for all years.

Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a fourth-grade teacher, you can use these reports to view your current students’ performance on last year’s third-grade tests.

If the report includes interim assessments, you may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring.

For summative assessments, test reasons are the same as test windows and are not useful.

Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the Test Label options to deselect the names of the tests you don’t want to see. Click Apply.

Optional: To revert all filters to their defaults, open the filter menu again and click Clear Filters. Click Apply. A row of filter details appears below the report header, showing the test reasons and school years included in the report.

## Longitudinal Reports—Ways to Customize

- Results from current & previous school years
- Results for current & former students
- Filter options: school year, test reason, test label



### INDIVIDUAL REPORTS

- Multiple instances of the same test (interims and benchmarks)
- Related tests (typically related by standard and determined by school/district administration)



### GROUP REPORTS

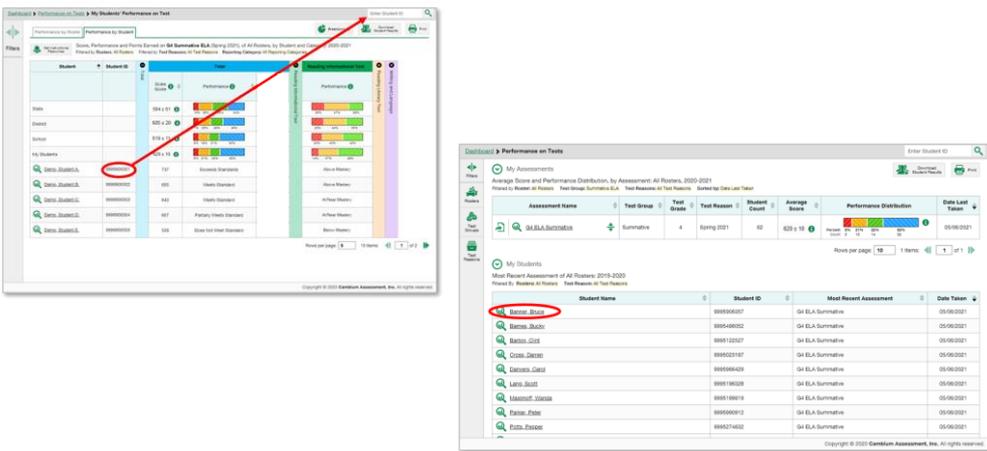
- Students who completed the same test multiple times (interims and benchmarks)
- Students who completed related tests



To review, you can set up your Longitudinal Reports using results from current and previous school years, including data for your current and former students. Three filter options, school year, test reason, and test label, allow you to drill down into a Longitudinal Report to access specific data relevant to your needs.

## The Student Portfolio Report

Student Portfolio Report



The screenshot shows two views of the Student Portfolio Report. The left view shows a search for a student with a red circle around the search box and a red arrow pointing to the search button. The right view shows a list of assessments for a selected student, with a red circle around the student's name in the list.

Assessment Name	Test Group	Test Dates	Test Reason	Student Count	Average Score	Performance Distribution	Date Taken
GA ELA Summative	Summative	Spring 2021	GA	632 x 10	632	100% 0% 0% 0% 0%	05/06/2021

Student Name	Student ID	Most Recent Assessment	Date Taken
GA Demo Student	899990007	GA ELA Summative	05/06/2021
GA Demo Student	899990002	GA ELA Summative	05/06/2021
GA Demo Student	8999910007	GA ELA Summative	05/06/2021
GA Demo Student	8999920107	GA ELA Summative	05/06/2021
GA Demo Student	899990009	GA ELA Summative	05/06/2021
GA Demo Student	8999910008	GA ELA Summative	05/06/2021
GA Demo Student	899990019	GA ELA Summative	05/06/2021
GA Demo Student	899990012	GA ELA Summative	05/06/2021
GA Demo Student	89999274002	GA ELA Summative	05/06/2021

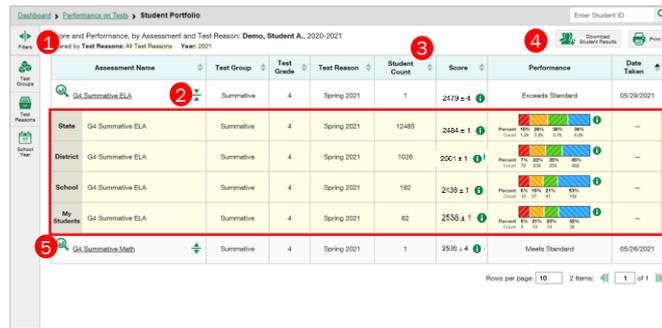
The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. All users can access the Student Portfolio report from any test report page. Copy and paste the student ID number into the search box and then click the search button, as shown in the top image.

The Student Portfolio Report for Demo student A is shown here and explained on the next slide.

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

## Ways to Use the Student Portfolio Report

1. Filter the report by Test Groups, Test Reasons, and School Year
2. Compare a student's results with state-, district-, school-, and teacher-level data
3. Sort results in any column with a set of sorting arrows in it
4. Generate and print an ISR or a Student Data File.
5. Access specific test data.



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	Percentile: 100% 95% 90% 85% 80%	—
District G4 Summative ELA	Summative	4	Spring 2021	1028	2501 ± 1	Percentile: 100% 95% 90% 85% 80%	—
School G4 Summative ELA	Summative	4	Spring 2021	182	2138 ± 1	Percentile: 85% 80% 75% 70% 65%	—
My Students G4 Summative ELA	Summative	4	Spring 2021	62	2558 ± 1	Percentile: 100% 95% 90% 85% 80%	—
G4 Summative Math	Summative	4	Spring 2021	1	2595 ± 4	Meets Standard	05/28/2021

The report is designed so that users can quickly:

1. Filter by Test Group and temporarily filter the report using the School Year filter,
2. Compare a student's results with state-, district-, school-, and/or teacher-level data,
3. Sort results in any column with a set of sorting arrows in it
4. Generate and print an ISR or a Student Data File,
5. And access specific test data and individual student item responses directly from the report.

All the assessments taken by the student are listed in the Assessments Table. Assessments can be sorted by Test Group, Test Grade, Test Reason, Student Count, Score or Date Taken using the sorting arrows. Sorting gives the user a rough idea of how the student is performing over time. Comparison rows of State, District, School, and My Students results are shown when the expansion arrow is clicked.

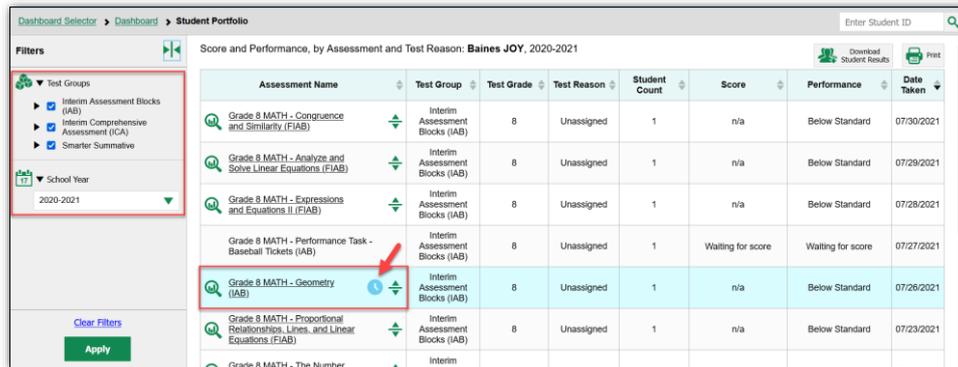
(3) To view the results for a specific test, click on the test name or the magnifying glass view button next to it. The Student Performance on Test Report displays.

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

Filters

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

Clear Filters

Apply

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

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 Blocks (IAB)	8	Unassigned	1	n/a	Below Standard	07/23/2021



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

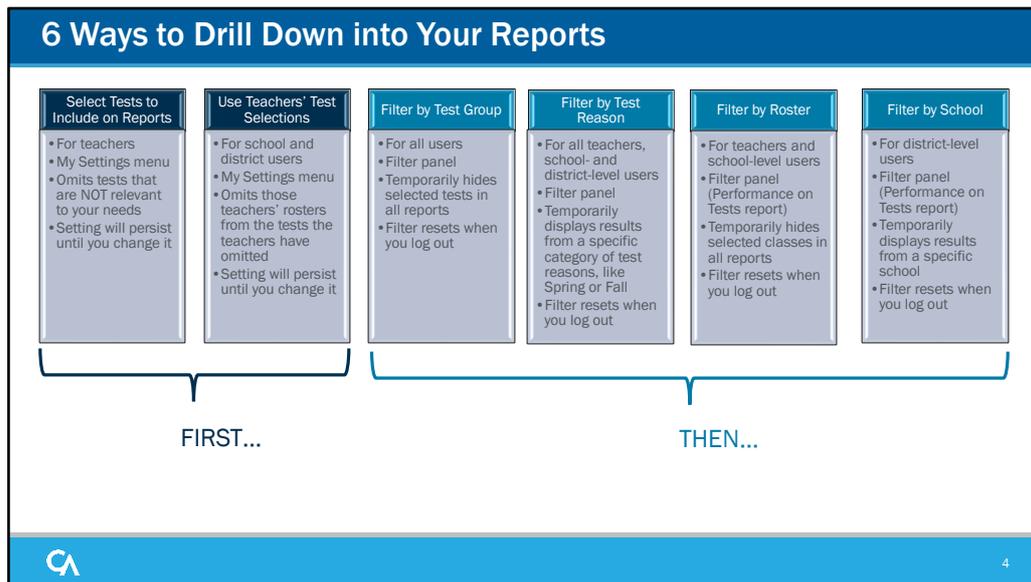
Select options based on your needs and Click Apply. The table updates, displaying only your selections.

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.

## Set Up Reports That Make Sense For Your Specific Needs



You can use the options under the My Settings button and the Filter panel buttons to customize your reports.

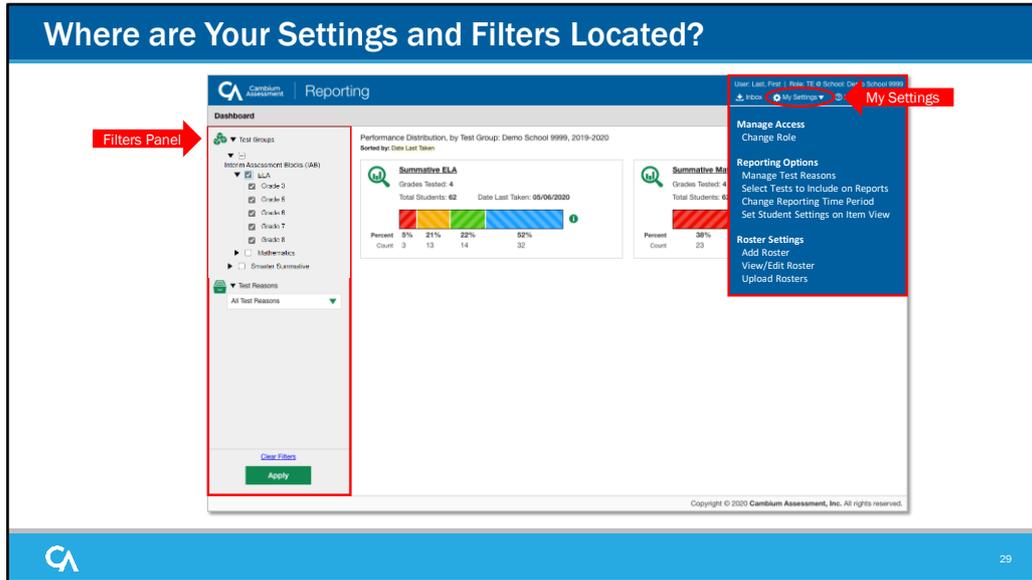


Settings and filters are covered in this order, as this is the way you will most likely move through your reports.

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.

## Where are Your Settings and Filters Located?

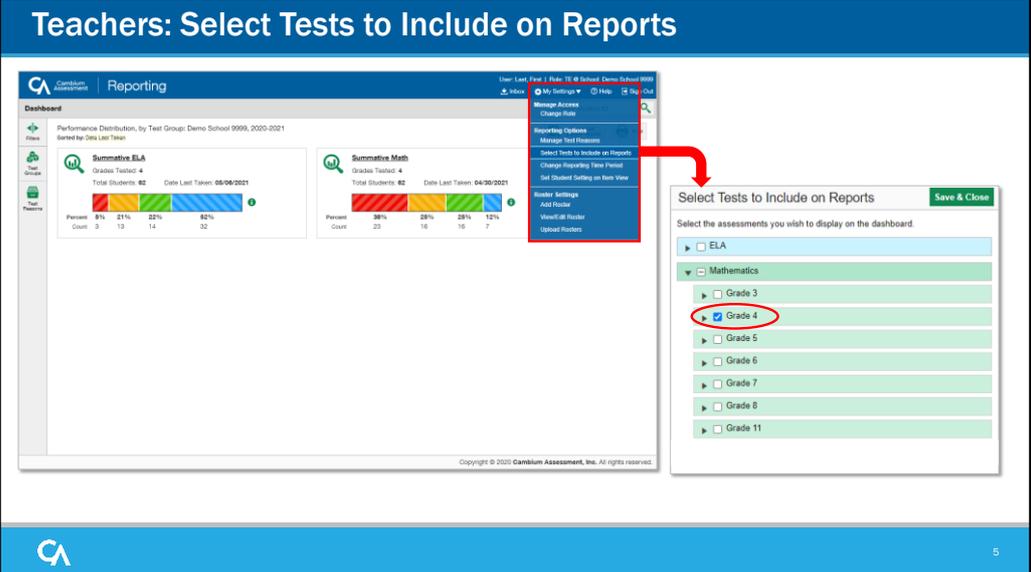


The screenshot shows the Cambium Reporting dashboard. On the left, a red box highlights the 'Filters Panel' which includes sections for 'Test Groups' (with sub-sections for 'Interim Assessment Blocks (A-B)' and 'Mathematics'), and 'Test Reasons' (with a dropdown menu set to 'All Test Reasons'). A red arrow points to this panel. In the top right corner, a red box highlights the 'My Settings' dropdown menu, which includes options like 'Manage Access', 'Reporting Options', and 'Roster Settings'. A red arrow points to this menu. The main content area displays performance distribution charts for 'Summative ELA' and 'Summative Ma'.

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.

## Teachers: Select Tests to Include on Reports



The screenshot shows the Cambium Reporting interface. The main dashboard displays performance distribution for Summative ELA and Summative Math. A 'My Settings' menu is open, and the 'Select Tests to Include on Reports' option is highlighted. A red arrow points from this menu item to a dialog box titled 'Select Tests to Include on Reports'. The dialog box contains a list of tests with checkboxes: ELA (unchecked), Mathematics (checked), Grade 3 (unchecked), Grade 4 (checked), Grade 5 (unchecked), Grade 6 (unchecked), Grade 7 (unchecked), Grade 8 (unchecked), and Grade 11 (unchecked). The 'Save & Close' button is visible at the top right of the dialog box.

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.

Current Students: Previous Year's Results

Change Reporting Time Period
✕

View results for schoolyear:  ▼

View results for students who were mine on:

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 (before June 30 of the previous 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

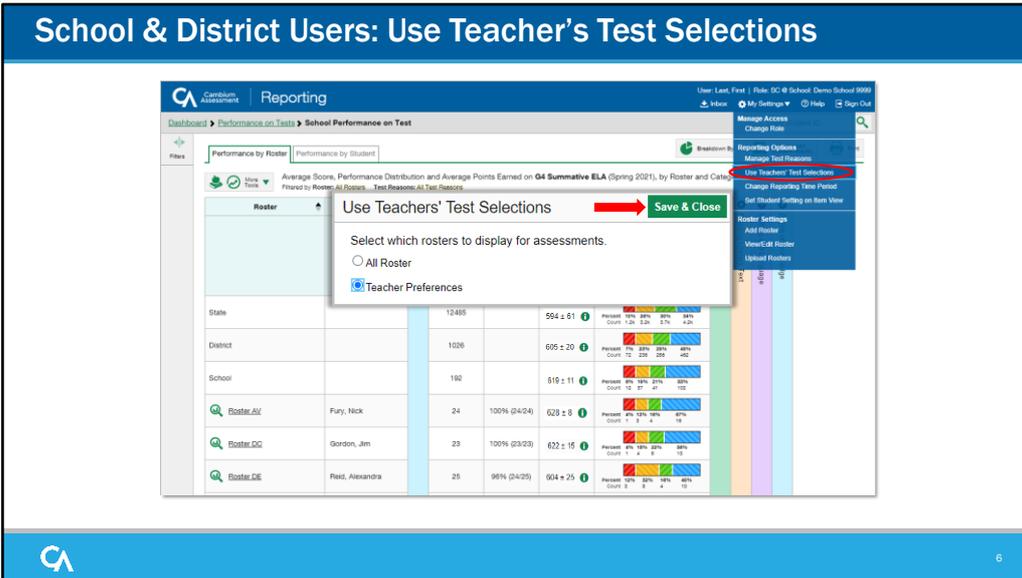
- To view the performance of classes you taught in previous years, choose the previous school year and set the calendar date to a day within that year when the students had started testing.


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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.



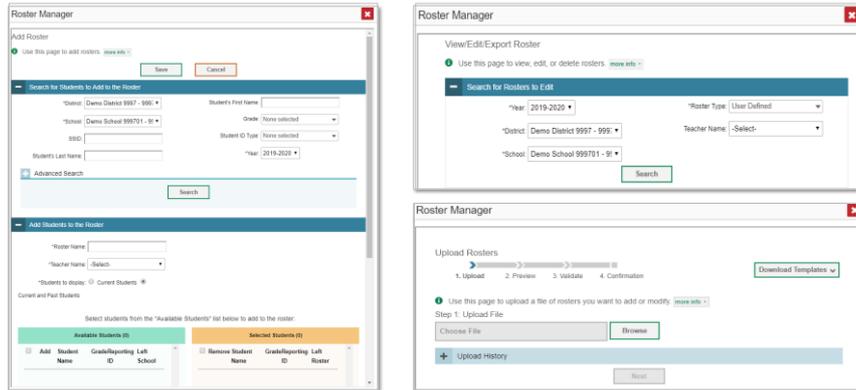
If you are a school- or district-level user, you can use your teachers' test preferences to eliminate rosters that aren't relevant to a test.

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.

## My Settings—Roster Management For All Users



Users, depending on their role, can add, edit, export, and upload rosters using the Roster Manager pop-up windows. This mirrors the roster management functionality in TIDE. District test coordinators, school test coordinators, and teachers can build groups and assign students to them, allowing them to customize and update classroom rosters. Managing classes using these features is a great way to organize students, allow teachers to view their students' performance, and generate information on incoming classes.

Refer to the *Reporting System User Guide* for specific instructions on using the Roster Manager windows.

## Filters Panel: Options

**Dashboard** > Performance on Tests

**Filters**

- ▼ Rosters
  - All Rosters
  - ▼ All Rosters
- ▼ Test Groups
  - ▼ All Test Groups
- ▼ Interim Assessment Blocks (IAB)
  - ▼ ELA
  - ▼ Mathematics
  - ▼ Interim Comprehensive Assessment (ICA)
  - ▼ Simpler Summative
  - ▼ ELA
    - Grade 3
    - Grade 4
    - Grade 5
    - Grade 6
    - Grade 8
  - ▼ ICA
    - Grade 3
- ▼ Test Reason
  - All Test Reasons

[Clear Filters](#)

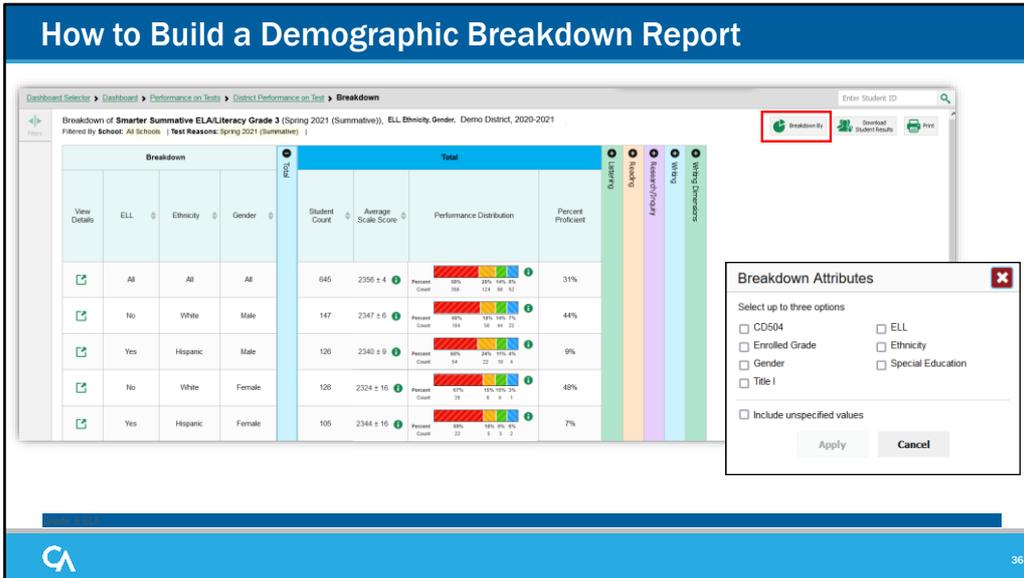
Filter Button	Description
 Rosters	Use to focus on a particular class's performance. By switching filters, a user can easily compare one class with another. Data for a single roster is easier to understand.
 School	Use to focus on a single school. This filter option is for district-level users. Once applied, the School Performance on Test report displays
 Test Group	Use to filter out tests that you don't want to see. For example, an ELA teacher might not want to see math scores. Set this group to exclude all math tests.
 Test Reasons	Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe or season in which tests were taken. For example, a user may want to filter by fall and ELA, then filter by spring to see if students have improved. Not filtering brings up data for all different test reasons.
 Standards	Use this filter to limit test results to one or several standards. This filter works on fixed-form tests with item-level data or adaptive tests for individual students.
 School Year	Use this filter to access data from previous school years. This is helpful when analyzing performance gains over time. Available for Longitudinal Reports or the Student Portfolio.

A second feature helpful in drilling down to specific data is the Filters panel on the left margin of the dashboard and test results pages. Clicking on any of the graphic buttons in the panel will expand to show the selection options. The available buttons vary, depending on the User and the Test Performance page. These filters do not persist after you log out or change user role. They are temporary.

To expand the selections for each option, click the corresponding graphic button. Check the desired selections and click the Apply button. The table shows the filter buttons that appear on the various pages in Reporting.

This table provides a quick overview of each of the filter options. Some of these options are discussed throughout the presentation.

## How to Build a Demographic Breakdown Report



Dashboard Selector > Dashboard > Performance on Tests > District Performance on Test > Breakdown

Breakdown of Smarter Summative ELA/Literacy Grade 3 (Spring 2021 (Summative)), ELL, Ethnicity, Gender, Demo District, 2020-2021

Filtered by School: All Schools | Test Reason: Spring 2021 (Summative)

View Details	ELL	Ethnicity	Gender	Student Count	Average Scale Score	Performance Distribution	Percent Proficient
<input checked="" type="checkbox"/>	All	All	All	645	2395 ± 4		31%
<input checked="" type="checkbox"/>	No	White	Male	147	2347 ± 6		44%
<input checked="" type="checkbox"/>	Yes	Hispanic	Male	120	2340 ± 9		9%
<input checked="" type="checkbox"/>	No	White	Female	128	2324 ± 10		49%
<input checked="" type="checkbox"/>	Yes	Hispanic	Female	105	2344 ± 16		7%

**Breakdown Attributes**

Select up to three options

CD604       ELL  
 Enrolled Grade       Ethnicity  
 Gender       Special Education  
 Title I

Include unspecified values

Apply      Cancel

There is another setup tool that allows users to break down data by demographic sub-group. You can create a breakdown report from any page in Reporting that displays data for multiple students. Click the Breakdown By pie chart button located below the student search box, upper-right corner of the page. A Breakdown Attributes window opens displaying the options available to you.

For example, here you see a District Performance on Test report for the Grade 3 Summative ELA test. You can build a report for a specific group of students based on any three attributes listed in the Breakdown Attributes window.

The breakdown report 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 a sample report we have marked the ELL, Ethnicity, and Gender options. A checkbox is displayed next to the term “Include unspecified values”. This option, when selected, will include any of the user’s students with no demographic information assigned to them in TIDE. Click Apply. The customized report displays, as shown on the next slide.

## The View Details Window/Breakdown Report

Breakdown of Smarter Summative Mathematics Grade 3

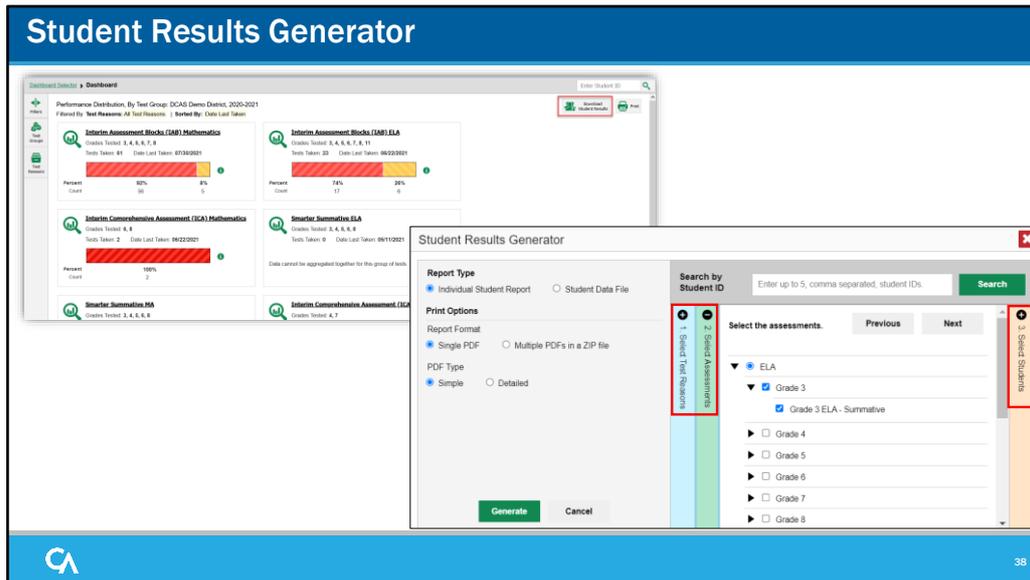
Breakdown of **Smarter Summative Mathematics Grade 3** (Spring 2021 (Summative)), by ELL=Yes, Ethnicity=Hispanic, Gender=Male  
 Filtered By **School:** All Schools | **Test Reasons:** Spring 2021 (Summative) |

Breakdown by ELL: Yes | Ethnicity: Hispanic | Gender: Male | **Apply**

School	Total	Student Count	Average Scale Score	Performance Distribution	Percent Proficient
Demo School	1	2356 ± 4	Percent Count: 58% (356), 20% (124), 14% (86), 8% (52)	0%	
Demo School	2	2347 ± 6	Percent Count: 60% (154), 19% (56), 14% (44), 7% (22)	50%	
Demo School	7	2340 ± 9	Percent Count: 60% (54), 24% (22), 11% (10), 4% (4)	14%	

Vertical labels on the right side of the table: Communicating Reasoning, Concepts and Procedures, Problem Solving and Modeling & Data Analysis.

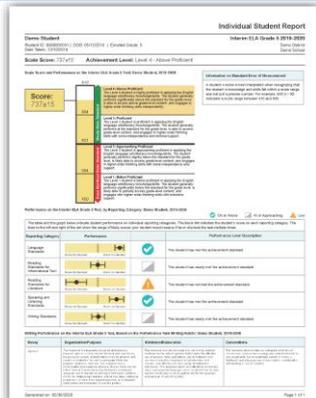
A Breakdown window opens, displaying detailed results for that sub-group. A row of drop-down menu buttons appears above the table, displaying the attributes of the group you chose. To quickly transition to another demographic sub-group, you can apply the breakdown menu options that display above the table of results. Select an attribute you want from the drop-down menus and click Apply. The new sub-group will display.



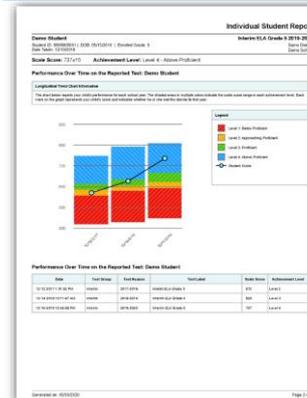
The Student Results Generator button is the “head and shoulders” icon located in the top-right corner of the dashboard and report pages, outfitted with the label, “Download Student Results.” When you click on it, the Student Results Generator pop-up window displays. Both reports, the ISR and the Data File, are built by completing three numbered and colored sections, #1 Select Test Reasons, #2 Select Assessments, and #3 Select Students. In this section 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 an Excel or CSV spreadsheet. What you see in your Student Results Generator pop-up window may vary slightly from these images depending on the type of assessments administered in your state or district.

## Sample ISRs

### Simple ISR with Reporting Categories



### Detailed ISR with Longitudinal Data



An ISR is a PDF that displays the performance results of one test taken by one student. It may consist of a single page, called the “simple report,” or multiple pages, called a “detailed report.” Simple Reports show the most pivotal information about the test the student took on a singular page for easy viewing, while the Detailed Report will show more in-depth results the student achieved on different aspects of the test.

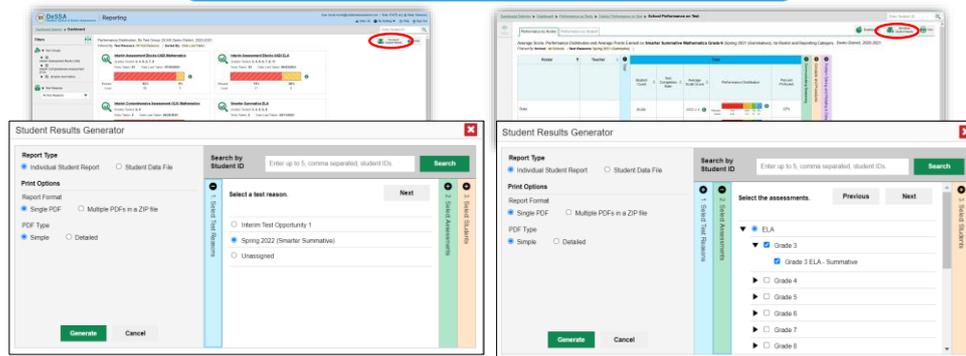
On the left is a simple ISR, showing the results for a Grade 5 Interim English Language Arts assessment. Student, test, and school information is located at the top, followed by a summary of performance. A vertical scale of cut scores and performance levels features prominently on the report page. State, district, and school aggregate scores are 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 state and type of test.

NOTE: Student level reporting category data is only available on ISRs for summative assessments taken during the 2018-2019 school year and prior due to the transition to the abbreviated blueprint adopted for ELA/L and Math during the 2020-2021 school year.

The detailed report includes a longitudinal report with trend data. Here we see that the student’s scores on the three instances of this Interim ELA test have risen over time.

## Two Ways to Build an ISR

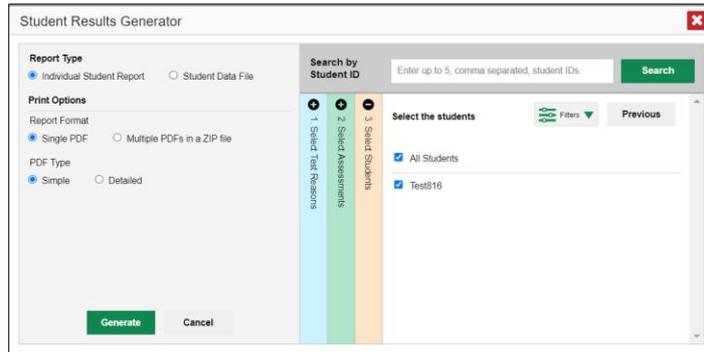
1. From Dashboard—Generate ISRs from Scratch
2. From Test Report—Generate ISRs Using Pre-Populated Data



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You can build your ISRs from scratch or you can build them using pre-populated data. If you click the generator button from the dashboard, as shown here in the image on the left, the Student Results Generator window opens with all the selection choices unpopulated. You 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 column #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 is pre-populated with data associated with the specific test report. The selections are made automatically based on the report and one only needs 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-populated data.

## Student Results Generator – Pre-Populated from Report Page



The screenshot shows the 'Student Results Generator' window with the following sections:

- Report Type:** Individual Student Report (selected), Student Data File.
- Print Options:** Report Format: Single PDF (selected), Multiple PDFs in a ZIP file; PDF Type: Simple (selected), Detailed.
- Search by Student ID:** A search bar with a 'Search' button and a placeholder 'Enter up to 5, comma separated, student IDs'.
- Select the students:** A list of selections with checkboxes:
  - All Students
  - Test816
- Navigation:** A vertical bar on the left with three columns: '1 Select Test Reasons' (blue), '2 Select Assessments' (green), and '3 Select Students' (orange). The '3 Select Students' column is currently open. Arrows at the top of each column allow for opening or closing them. A 'Previous' button is located at the top right of the 'Select the students' area.
- Buttons:** 'Generate' and 'Cancel' buttons are located at the bottom left.

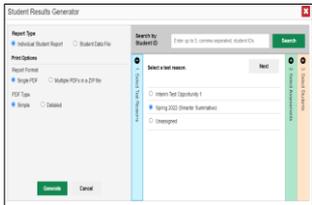


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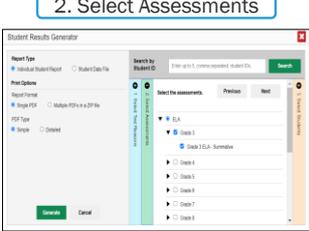
Here is the Student Results Generator window showing pre-populated selections. Typically, when the generator button is clicked on from a test report page, the Select Students column, #3 displays in the open position. This slide shows the window for a teacher who is viewing the roster results for Rosters A, B, D, and D. The Select Students column displays the rosters with students nested below. Each roster can be expanded to show the students on that roster, by clicking on the arrow next to the roster name. 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 column by clicking the + or - symbols at the top of the columns, or you can click the Previous and Next buttons at the top of each open column. We explain the sections on the next slide.

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

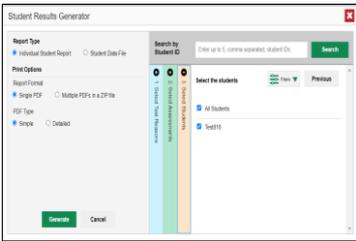
**1. Select Test Reasons**



**2. Select Assessments**



**3. Select Students**



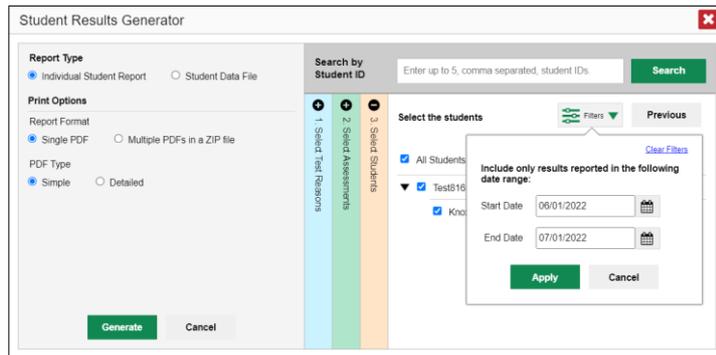

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Section #1 is labeled Select Test Reasons. Test reasons for summative tests represent the test administration windows. Test reasons for interim, benchmark, and modular tests can be categories, like Pre-test or Post-test, or numbered opportunities.

Users can select up to one test reason per report. Mark the box for the test reason that applies to the ISRs you need to generate. Column #2 lists assessments by type of test, subject, and grade. Select the assessments you want or mark. Users can select one subject per report and select all tests within the subject or selected tests. 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.

## Fourth Customizing Option

### 4. Set Date Range



The screenshot shows the 'Student Results Generator' window. On the left, there are sections for 'Report Type' (Individual Student Report selected, Student Data File unselected) and 'Print Options' (Report Format: Single PDF selected, Multiple PDFs in a ZIP file unselected; PDF Type: Simple selected, Detailed unselected). A 'Generate' button is at the bottom left. In the center, a 'Search by Student ID' field is present with a 'Search' button. On the right, the 'Select the students' panel shows a list of filters: 'All Students' (checked), 'TestB16' (checked), and 'Kno' (checked). A 'Filters' dropdown menu is open, showing a dialog box titled 'Include only results reported in the following date range:'. The dialog has 'Start Date' set to 09/01/2022 and 'End Date' set to 07/01/2022, with 'Apply' and 'Cancel' buttons.

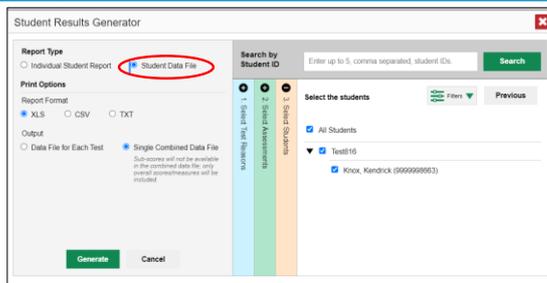


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A fourth customizing option is accessed via the filter button which is located to the right of the Next and Previous buttons. You can select a range of dates to be included in the ISR by using the calendar to enter a start date and an end date. Click Apply. After making your customizations, click the ISR radio button under Report Type in the Selections Panel. We now explain the Print Options available.

The Selections panel on the right displays a count indicating the total number of students selected and the number of ISRs you have ordered.

## Generate a Student Data File



Student Data File—  
Excel Worksheet

	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									
4		Total						Listening		
5	State	n/a		n/a	n/a	n/a	n/a	n/a	Insufficient Information	
6	District	3		2332	67%/33%/0%/0%	2/1/0/0		0%	2271	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%



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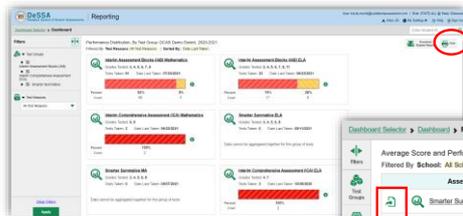
A Student Data File is a user report of performance data, in Excel, CSV, or text format. Files of this nature allow the user to employ the workbook features of a spreadsheet application to organize and sort the data. A sample is shown here. The generation process for a Student Data File is the same one 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.

Print and Export Any Data You Can View  
in Your Reports

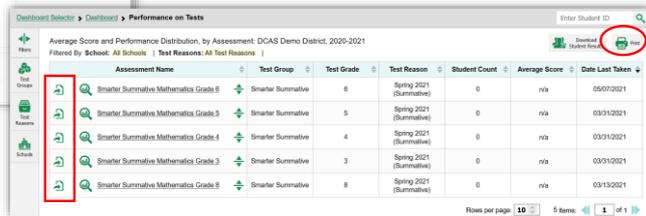


## Print or Export Data You Can View

From a Dashboard: Print



From the Performance on Tests Report: Print & Export



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Smarter Summative Mathematics Grade 5	Smarter Summative	5	Spring 2021 (Summative)	0	n/a	05/07/2021
Smarter Summative Mathematics Grade 5	Smarter Summative	5	Spring 2021 (Summative)	0	n/a	03/19/2021
Smarter Summative Mathematics Grade 4	Smarter Summative	4	Spring 2021 (Summative)	0	n/a	03/19/2021
Smarter Summative Mathematics Grade 3	Smarter Summative	3	Spring 2021 (Summative)	0	n/a	03/19/2021
Smarter Summative Mathematics Grade 5	Smarter Summative	5	Spring 2021 (Summative)	0	n/a	03/19/2021



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Users can print or export any data from Reporting. Use the print button (upper-right corner) to create a quick hard copy of any report or results displayed on the results page. The export button (to the left of each assessment on the Performance on Tests report) generates a detailed report of any specific test. Users may choose from a PDF file (a picture) or a CSV file (an Excel spreadsheet) and may choose to print test results with item performance or without it. The file will generate in the user's Inbox and can be downloaded from there for up to 29 days.

Different options are available depending on the report being viewed.

## Choices Available From the Print Button

**Zoom Level (Display only)**

Normal ▼

---

**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 Excel

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

DeSSA  
District System of Student Assessments

Reporting

Average Score and Performance Distribution, by Assessment: Demo District, 2020-2021  
 Filtered By: School: All Schools | Test Reasons: All Test Reasons |

Assessment Name	Test Grade	Test Dates	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Summative Mathematics Grade 4	Summative	4	Spring 2021 (Summative)	251	242.9		05/24/2021
Summative Mathematics Grade 5	Summative	5	Spring 2021 (Summative)	174	236.2		05/24/2021
Summative Mathematics Grade 6	Summative	6	Spring 2021 (Summative)	208	237.9		05/21/2021
Summative Mathematics Grade 7	Summative	7	Spring 2021 (Summative)	204	242.0		05/20/2021
Summative Mathematics Grade 8	Summative	8	Spring 2021 (Summative)	200	247.9		05/07/2021
Summative Mathematics Grade 9	Summative	9	Spring 2021 (Summative)	107	242.2		05/07/2021

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This slide shows the print choices for a school or district level user who is viewing Performance on Tests report for Summative Mathematics. The table shows each Mathematics test administered and the results. Zoom Levels (Normal, +1, +2, or +3) on left side are only for previewing purposes. The user can choose to print the report with or without item scores and can choose a simple print or can save the report to Excel, PDF or CSV. Clicking Confirm will bring up the printing page, or if Excel, PDF or CSV is chosen, the user's Inbox will open.

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# Inbox

Reporting

User: Last, First | Role: TE @ School: Demo School 9999

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

File View [View Documents](#)

Enter Keywords

Show 10 entries

<input type="checkbox"/>	Name	Creation Date	Expire Date	Days Available	Actions
<input type="checkbox"/>	TestSCHOOL9_StudentSRs_111612335 AM.zip Reporting	06/04/2020 11:16 AM	07/04/2020 11:16 AM	22 days	<a href="#">In Progress</a>
<input type="checkbox"/>	TestSCHOOL9_StudentSRs_111555813 AM.zip Reporting	06/04/2020 11:15 AM	07/04/2020 11:15 AM	22 days	<a href="#">In Progress</a>
<input type="checkbox"/>	TestSCHOOL8_StudentData_161930075 PM.xls Reporting	05/30/2020 04:19 PM	06/29/2020 04:19 PM	18 days	<a href="#">Download</a> <a href="#">Archive</a> <a href="#">Delete</a>

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Typically, the Inbox will open automatically after making report selections based on the choices available. Click on the name of the report to open it to a browser tab. Print as usual.

All ordered reports appear in a user's Inbox. The Inbox button is found in the banner. The Inbox stores any PDF or CSV versions of reports, any file exports created in TIDE or CRS, as well as secure files uploaded by administrative users. These files automatically expire after a designated period unless archived. Files generated from CRS will expire after 29 days.

The Archived button displays files that have been archived.

To filter the files by keyword, enter a search term in the text box above the list of files. The table allows users to download, archive, and delete downloaded files. To download a file, click the file name in the Name column. To archive a file, click the file box icon in the Actions column. To delete a file, click the trashcan icon in the Actions column.

The Days Available column displays how many days the report will be available for download before expiration.

The System Labels and Custom Labels can be toggled on and off to Show or Hide these identifiers. The Show Tags button can be used to Save New Label or Apply Label.

## Choices Available From the Export Button

Export Report for Smarter Summative Mathematics Grade 4 ✕

1. Choose Type of Report

Overall Performance of all my Schools

Overall Test, Reporting Category Performance of all students Select School ▼

Overall Test, Reporting Category and Item Performance of all students Select School ▼

2. Select Export File Type

PDF  Excel  CSV

➔ Export Assessment Data ➔

Are you sure you want to export this report?

- Smarter Summative Mathematics Grade 4
- Overall Performance of all my Schools
- pdf

Yes
No


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This slide shows the export choices for a user who has clicked the Export Assessment Data button for the Grade 4 Summative Mathematics assessment from the Performance on Tests report. The user must choose a type of report with or without item performance, and a file type. Clicking the green button, Export Assessment Data, brings up a Confirmation Page that shows the name of the assessment, the type of report chosen, and the type of file chosen. Click Yes. The user's Inbox will immediately open and display the report at the top of the inbox.

## How Can I Get More Information?

You can contact the DeSSA Help Desk for assistance with any technical issues you encounter.

When contacting the Help Desk, please be ready to provide:

- Any error messages that are appearing (including codes)
- Your operating system and browser information
- Your network configuration information
- Your contact information for follow-up by phone or email
- Any other relevant information, such as test names or content areas, student IDs, session IDs, and search criteria

For test administration or policy issues, please contact your District Test Coordinator.

- You can find more announcements on your assessment portal.



We hope this webinar has given you a solid, basic understanding of the enhanced features of the Reporting system. For additional information, see the *Reporting System User Guide* posted to the DeSSA portal. You can also call or email the Help Desk with your questions.

## 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/>

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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.