

# Reporting System Quick Guide

The Reporting System allows you to access your summative and interim test results.

## How to Access the Reporting Site

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1. Open your web browser and navigate to the ISAT portal at <https://idaho.portal.cambiumast.com/>
2. Select the ELA/Literacy & Math Assessments, Science Assessments, or Idaho Alternate Assessments (see [Figure 1](#)).
3. Click the Reporting card (see [Figure 2](#)).

Figure 1. Assessment Card

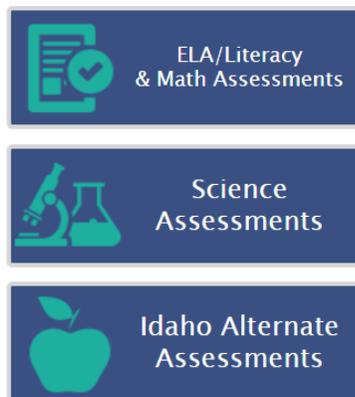


Figure 2. Reporting Card



- The login page appears (see [Figure 3](#)). Enter your email address and password. Click **Secure Login**. The Reporting Site appears
- The Select Role Page appears

Figure 3. Login Page

Figure 4. Select Role Page

## How to View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: you can select a school year for which to view tests, and you can enter a date for which to view students.

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.
- When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view data for students who have left or recently entered your classes (rosters), school, or district. You can even view students who have left your state.

If you don't change the reporting time period, or if you reset it to the default, all the reports show test opportunities only for the current school year (except Longitudinal Reports and Student Portfolio Reports, which always retain the ability to look back to previous years), with current student data.



Some examples of how you can use this feature:

- You may want to view the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today. Note that if no current students have been added in TIDE as of today's date, no data will be available.
  - You may want to view the performance of your former students to compare them with that of your current students. In that case, set the date to a time when your former students belonged to you and had started testing, and set the school year to the same time. Then switch back to the present to compare.
1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period** (see [Figure 6](#)). The **Change Reporting Time Period** window appears (see [Figure 7](#)).

Figure 5. Teacher View: Detail of Banner with Expanded My Settings Menu

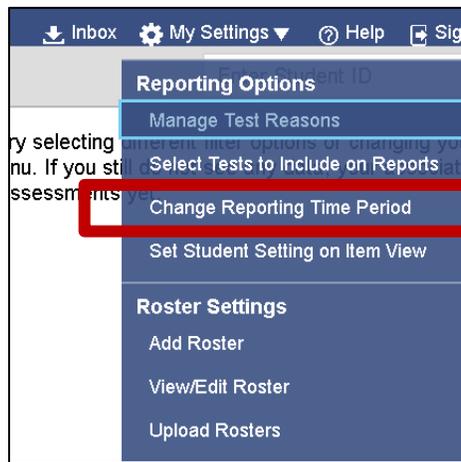


Figure 6. Change Reporting Time Period Window

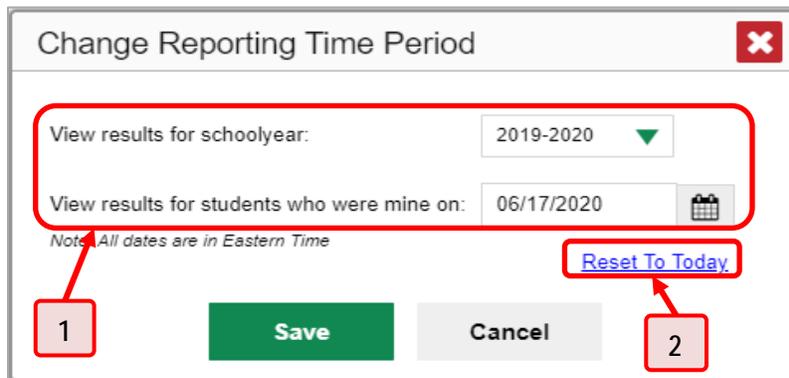


Table 1. Change Reporting Time Period Window Elements

#	Element
1	School year and student date selectors
2	<b>Reset To Today</b>

- 
2. From the school year drop-down list, select a school year (see [Figure 7](#)). This is the year for which you will view test results.
  3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.
    - To view your current students' past performance, keep the date set to today.
    - To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.
  4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.

*Optional:* To go back to viewing the latest data, open the **Change Reporting Time Period** window again, click **Reset To Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out but persists when you switch roles.

## How to Navigate Basic Reports

When you log in to the Reporting System, the first thing you see is the dashboard where you can view overall test results for some or all of your test groups, if students have been loaded into TIDE and taken tests in the current school year. From there, you can navigate to a report listing individual tests.

## How to Use the Dashboard to View Aggregate Test Results

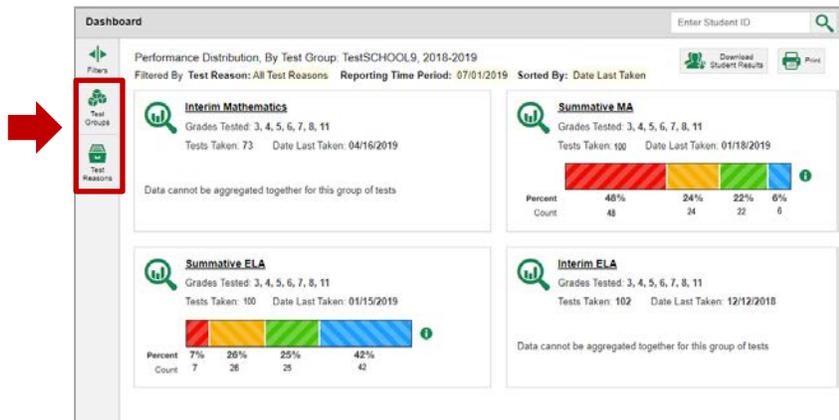
All users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the second card shown in [Figure 8](#) is for Summative ELA).

Each aggregation card displays the test group name, a list of grades included, the number of students who took tests in the group, the date of the test last taken, and a performance distribution bar displaying both percentages and student counts below it. You may sometimes see the message “Data cannot be aggregated together for this group of tests” instead of the performance distribution bar for tests that do not report performance distribution, or that use different sets of performance levels. Test group cards are sorted by date last taken.

Clicking the **i** button beside the performance distribution bar displays a legend with more information about performance levels.



Figure 7. Teacher View: Dashboard



By default, the dashboard is filtered to display only summative assessments, unless no summative assessments have been completed for the current time period. If no summative assessments have been taken for the current time period, all assessments that have been taken will be displayed. You can change the test groups and test reasons that appear using the **Filters** panel on the left. [Figure 8](#) above shows a dashboard filtered to display all test groups.

If a message appears saying “There are no assessments to display”, there may be no assessments taken in the currently selected school year, you may have filtered out all data, or students have not been loaded into your district/school for the current school year.

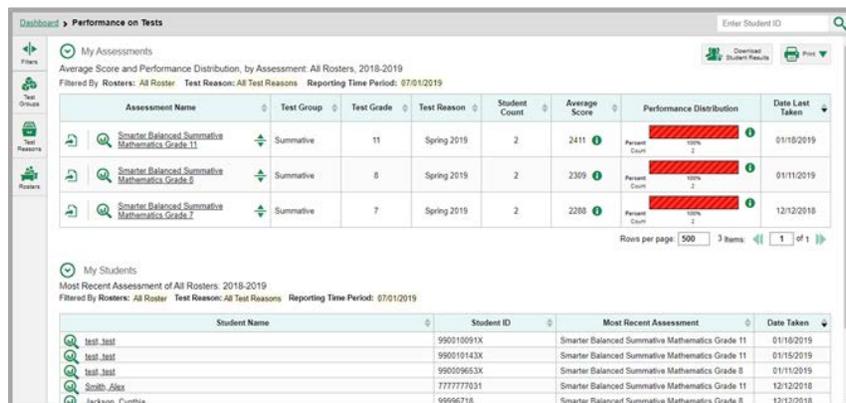
## How to View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group (or  beside it). The Performance on Tests report appears. It is filtered to display only the test group you selected.

In the Performance on Tests report, teachers see two tables, as in [Figure 9](#):

- The My Assessments table, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

Figure 8. Teacher View: Performance on Tests Report



District- and school-level users see just one table, as in [Figure 10](#). Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 9. School-Level User View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim MATH Grade 7 - Geometry (IAB)	Interim	7	Interim Test Opportunity 1	1	n/a	Percent Count: 100%	01/29/2020
Grade 8 Mathematics - Interim (ICA) - Combined	Interim	8	Interim Test Opportunity 1	1	2993	Percent Count: 100%	10/31/2019
Interim MATH Grade 4 - Performance Task - Animal Jumping (IAB)	Interim	4	Interim Test Opportunity 1	1	n/a	Percent Count: 100%	09/13/2019
Grade 6 Mathematics - Interim (ICA) - Combined	Interim	6	Interim Test Opportunity 1	1	2418	Percent Count: 100%	09/13/2019
Interim MATH Grade 3 - Measurement and Data (IAB)	Interim	3	Interim Test Opportunity 1	1	n/a	Percent Count: 100%	09/10/2019

For each test, the assessments table (see Figure 11) shows the test group, grade, test reason (the name of the test window of a summative assessment, or a category assigned to an interim assessment), number of students who took the test, average score, performance distribution, and date the test was last taken.

Figure 10. Teacher View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 4 MATH - Measurement and Data (IAB)	Interim Assessment Blocks (IAB)	4	Unassigned	1	n/a	Percent Count: 100%	08/25/2020
Grade 3 MATH - Number and Operations - Fractions (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100%	08/25/2020
Grade 3 MATH - Multiply and Divide within 100 (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100%	08/25/2020
Grade 3 MATH - Geometry (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100%	08/25/2020
Grade 3 MATH - Multiplication and Division: Interpret, Represent, and Solve (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100%	08/25/2020
Grade 8 MATH - Proportional Relationships, Lines, and Linear Equations (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100%	08/22/2020
Grade 6 MATH - Performance Task - Cell Phone Plan (IAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100%	08/22/2020

Table 2. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (either test windows or categories)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

You can use the filters to view a different set of assessments.

If a message appears saying “There are no assessments to display” or “There are no students to display”, there may be no assessments taken in the currently selected school year, you may have filtered out all data, or students belonging to you (as assigned via rosters) may not have been loaded into TIDE for the current school year.

## How to Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab ([Figure 12](#)) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

### Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

**District-level users** can view all classes (rosters) in a school. To do so, follow these instructions:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
3. Click a school name (or  beside it). The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in [Figure 12](#) displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 11. My Students' Performance on Test Report: Performance by Roster Tab

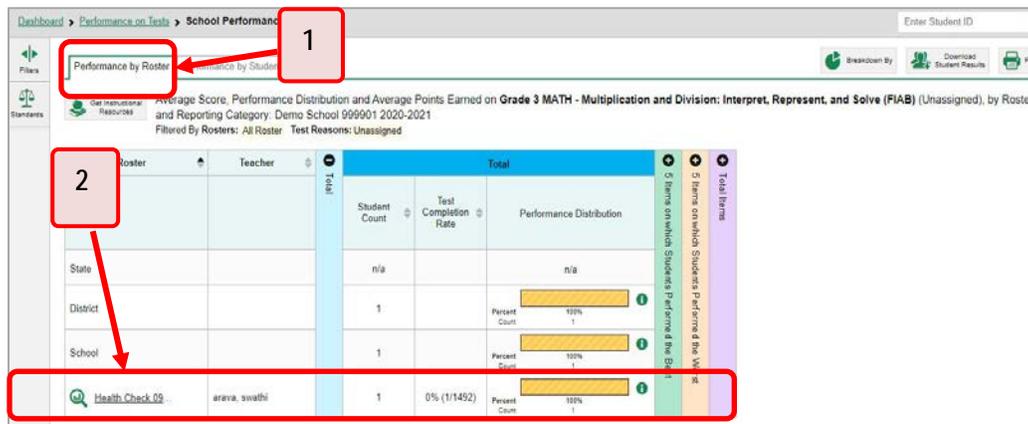


Table 3. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	<b>Performance by Roster</b> tab
2	Performance data for a class (roster)



## How to Access Test Results for an Individual Student on a Particular Test

### Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of test results appears.
3. Select the **Performance by Student** tab.
4. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see [Figure 13](#)).

### District-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of test results by school appears.
3. Click a school name (or  beside it). The School Performance on Test report appears.
4. Perform the same steps as teachers and school-level users, starting at step [3](#).

Figure 12. Teacher View: Student Performance on Test Report

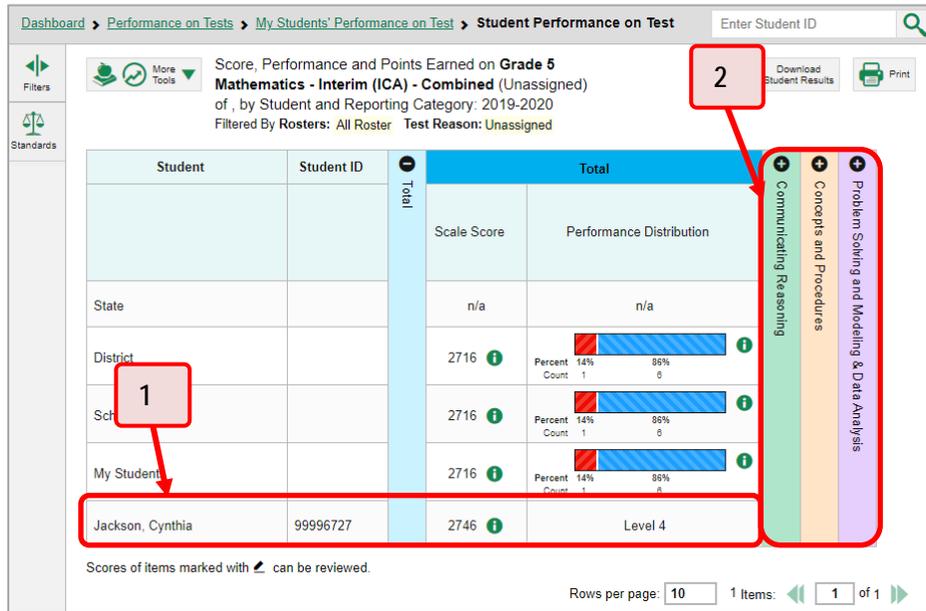


Table 4. Teacher View: Student Performance on Test Report Elements

#	Element
1	Row of data for the student
2	Reporting category section bars (click to expand)

You can view the student’s performance in each area of the test using the reporting category sections, which you can click to expand (see [Figure 13](#)).

## How to Track Student Performance Over Time

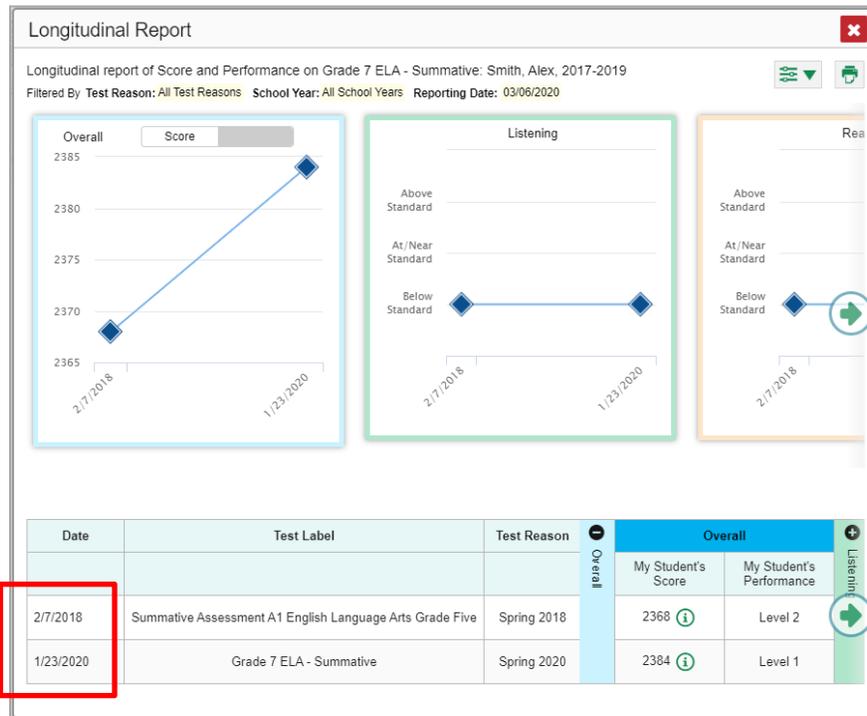
You can view your students’ performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students’ performance has improved or declined.

Each Longitudinal Report displays performance data for one of the following:

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.
  - **Aggregate Longitudinal Report for District and School users**  
An aggregate Longitudinal Report for district and school users shows up when 70% or more of a cohort of students represented in any screen that shows multiple students have taken two or more tests that are configured in a progression.
  - **Aggregate Longitudinal Report for Teacher users**  
This is similar to the report for district and school users, except that instead of a 70% criterion, teachers are shown a table of tests/test reason combinations.

- An individual student (see [Figure 14](#)). The date section in the Longitudinal Report indicates the date a test was taken.

Figure 13. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories

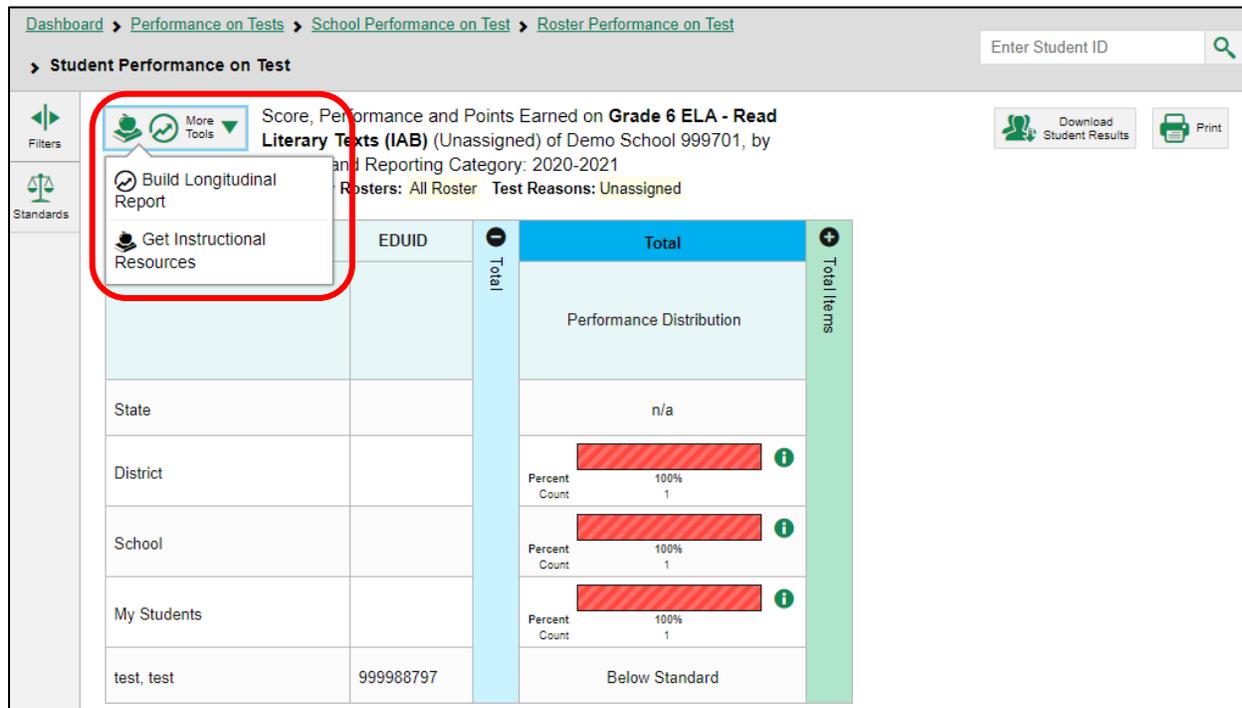


## How to Access a Longitudinal Report Comparing Related Assessments

If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Reports** button  allows you to access a Longitudinal Report in the reports for any of those assessments. If they have not done so, then no Longitudinal Report is available.

- Above a table of test results, click the **Build Longitudinal Report** button  in the upper-left corner, either directly on the page (see [Figure 15](#)) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 14. My Students' Performance on Test Report: Performance by Roster Tab



Dashboard > Performance on Tests > School Performance on Test > Roster Performance on Test

Enter Student ID

> Student Performance on Test

Filters  More Tools

Score, Performance and Points Earned on **Grade 6 ELA - Read Literary Texts (IAB)** (Unassigned) of Demo School 999701, by and Reporting Category: 2020-2021

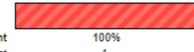
Rosters: All Roster Test Reasons: Unassigned

Download Student Results  Print

Standards

Build Longitudinal Report

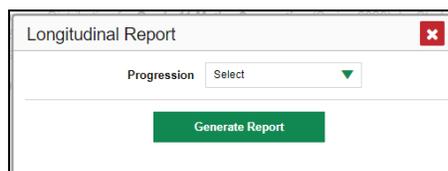
Get Instructional Resources

EDUID	Total	Total Items
	Performance Distribution	
State	n/a	
District	Percent: 100% Count: 1	
School	Percent: 100% Count: 1	
My Students	Percent: 100% Count: 1	
test, test	999988797	Below Standard

The **Longitudinal Report** window appears. Depending on your role, the test types, and the number of students in the report, it may display a report options page rather than the Longitudinal Report itself. The contents of this page depend on your role and the number of students.

- If you are viewing a Longitudinal Report for which both interims and summatives are available, the **Progression** drop-down list (see [Figure 16](#) and [Figure 17](#)) appears. Use it to select which test types to view in the Longitudinal Report: summative, interim, or a combination. This drop-down list does not appear when only one test type is available.

Figure 15. District-Level User View: Longitudinal Report Window: Report Options Page with Progression Drop-Down List Only



Longitudinal Report ✕

Progression

- **Teachers only:** If the test results you're looking at are for multiple students, a table appears with a column for each test (see [Figure 17](#)). This table does not appear if you are looking at an individual student.
  - A sub-column appears for each test reason (a category of test, or, for a summative, a test window).
  - The cells in the columns display checkmarks  to indicate which students completed which test/test reason combinations.

Figure 16. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Longitudinal Report with Progressions ✕

Progression: Summative ▼ **Generate Report**

Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below).

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**Students Selected: 4**

Test	Grade 3 ELA		Grade 4 ELA		Grade 5 ELA		Grade 6 ELA
	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall
<input type="checkbox"/> Test Reason							
Ackbar, Gial (9999191752)	✓	✓	✓	✓	✓	✓	
al Ghul, Talia (9998711390)	✓	✓	✓		✓	✓	✓
Allen, Barry (9998353812)			✓		✓	✓	✓
Amidata, Padme (9999109747)		✓	✓	✓	✓	✓	✓
Andor, Cassian (9999425137)	✓	✓		✓	✓	✓	
Antilles, Wedge (9999062995)	✓	✓	✓	✓	✓	✓	✓
Binks, Jar Jar (9999920535)	✓	✓	✓	✓	✓	✓	✓
Bullock, Harvey (9998949477)			✓	✓	✓	✓	✓
Calrissian, Lando (99995471...)	✓	✓	✓	✓	✓	✓	✓
Curry, Arthur (9998275404)			✓	✓	✓	✓	

- 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 or clear it to remove all. The test opportunities that will be included are highlighted in yellow.
- If you are viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button .)

## How to Generate and Export Individual Student Reports (ISR)

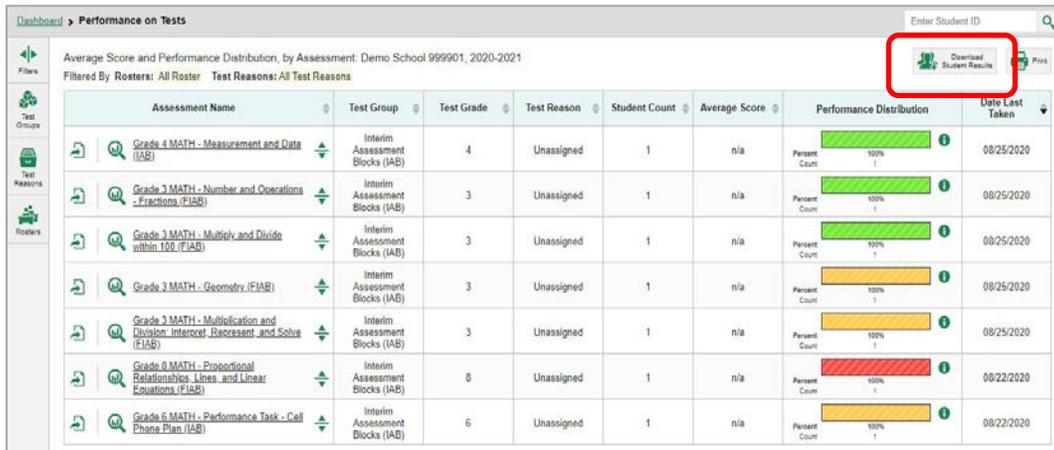
To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student's overall performance on their test plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any Reporting page.

1. Click the **Download Student Results** button  in the upper-right corner of the page (see [Figure 18](#)).

Figure 17. Teacher View: Performance on Tests Report



Dashboard > Performance on Tests

Average Score and Performance Distribution, by Assessment: Demo School 999901, 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
Grade 4 MATH - Measurement and Data (IAB)	Interim Assessment Blocks (IAB)	4	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 3 MATH - Number and Operations - Fractions (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 3 MATH - Multiply and Divide within 100 (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 3 MATH - Geometry (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 3 MATH - Multiplication and Division: Interest, Recreational, and Sports (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 8 MATH - Proportional Relationships, Lines, and Linear Equations (FIAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	n/a	Percent Count: 100% 1	08/22/2020
Grade 6 MATH - Performance Task - Cell Phone Plan (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	1	n/a	Percent Count: 100% 1	08/22/2020

The **Student Results Generator** window opens ([Figure 19](#)).

Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.

a. In the **Select Test Reasons** section (Figure 19), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**.

Figure 18. Student Results Generator Window: Select Test Reasons Section

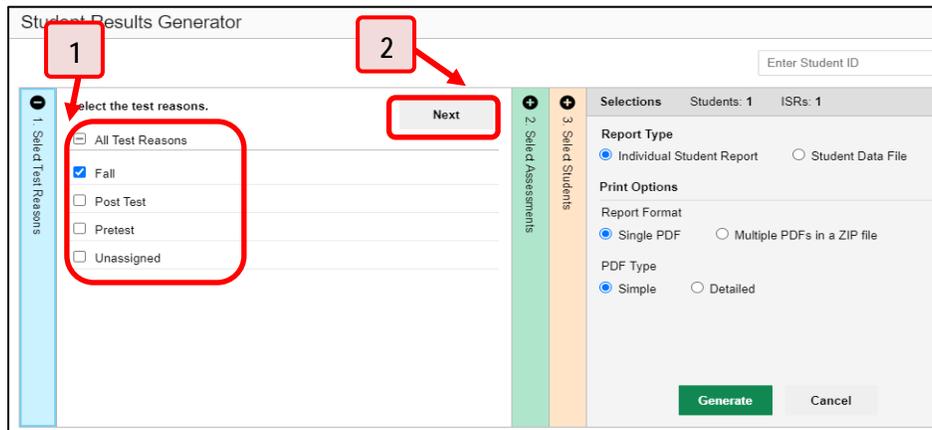


Table 5. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons
2	Button to proceed to next section ( <b>Select Assessments</b> )

- b. The **Select Assessments** section (Figure 20) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects**.

Figure 19. Student Results Generator Window: Select Assessments Section

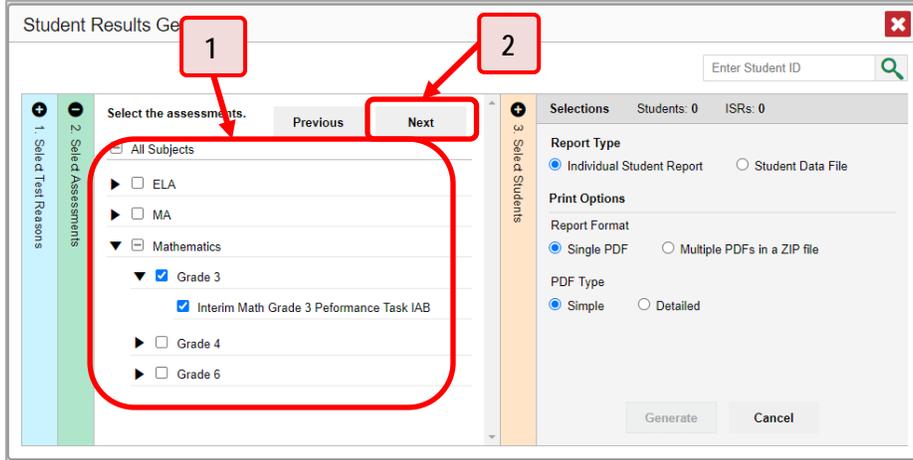


Table 6. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, one test of which is selected
2	Button to proceed to next section ( <b>Select Students</b> )

- c. The **Select Students** section (Figure 21) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.
- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
  - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
  - To search for a particular student, enter their EDUID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 20. Teacher View: Student Results Generator Window: Select Students Section

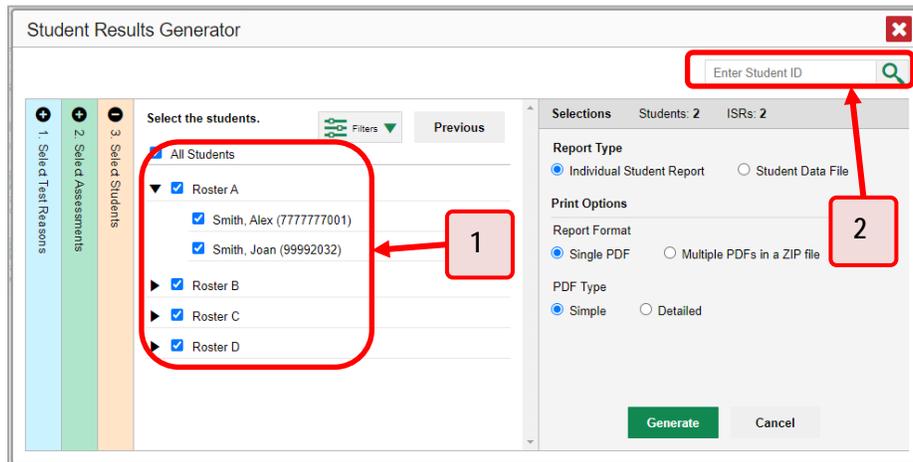


Table 7. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of classes (rosters) and students (all selected)
2	Search field for EDUID

The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated.

- d. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
- i. Open the **Filters** menu . The menu displays two date fields, as in [Figure 22](#).
  - ii. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
  - iii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.
  - iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 21. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

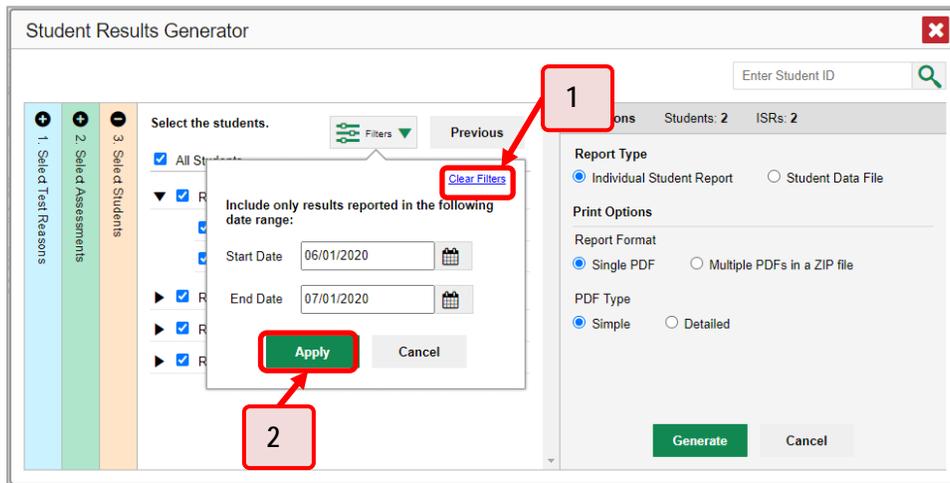


Table 8. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	<b>Clear Filters</b>
2	<b>Apply</b> button

- From the two Report Type options in the panel on the right, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see [Figure 23](#)).

Figure 22. School-Level User View: Student Results Generator Window: Select Students Section

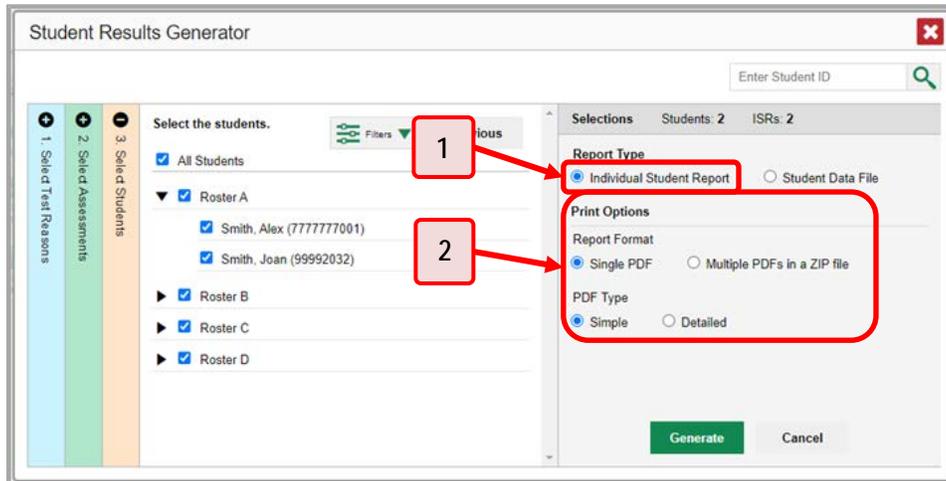


Table 9. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	<b>Individual Student Report</b> option (selected)
2	Options for your ISR files

- If you are generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
- Under PDF Type, select either a simple or a detailed PDF.
- Optional:* If you selected a detailed ISR, then to add any supplemental materials that are available, such as a cover page or addendum, select **Include** under Supplemental Materials.
- From the **Language** drop-down list, select a language for the ISR.
- Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

Note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only the most recent test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers ① in reports, starting with the earliest.

Please note summatives cannot be taken more than once.

# How to Generate and Export Student Data Files

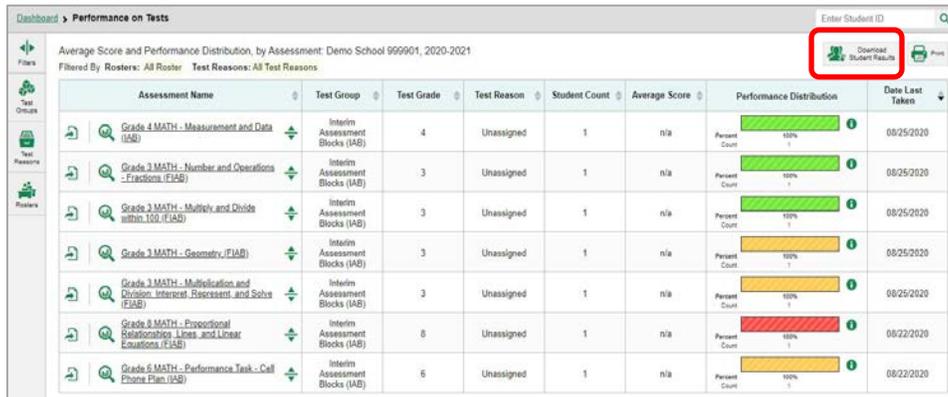
This section discusses student data files, which are useful for analysis.

To generate and export a student data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students to generate and export the files.

You can generate student data files from almost any report page.

1. Click the **Download Student Results** button  in the upper-right corner of the page.

Figure 23. Teacher View: Performance on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 4 MATH - Measurement and Data (IAB)	Interim Assessment Blocks (IAB)	4	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 3 MATH - Number and Operations - Fractions (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 3 MATH - Multiply and Divide within 100 (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 3 MATH - Geometry (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 3 MATH - Multiplication and Division: Interpret, Represent, and Solve (FIAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	08/25/2020
Grade 8 MATH - Proportional Relationships, Lines, and Linear Equations (FIAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	n/a	Percent Count: 100% 1	08/22/2020
Grade 5 MATH - Performance Task - Cell Phone Plan (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	1	n/a	Percent Count: 100% 1	08/22/2020

2. The **Student Results Generator** window opens (see [Figure 25](#)).

Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

3. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
  - a. In the **Select Test Reasons** section (see [Figure 25](#)), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**.

Figure 24. Student Results Generator Window: Select Test Reasons Section

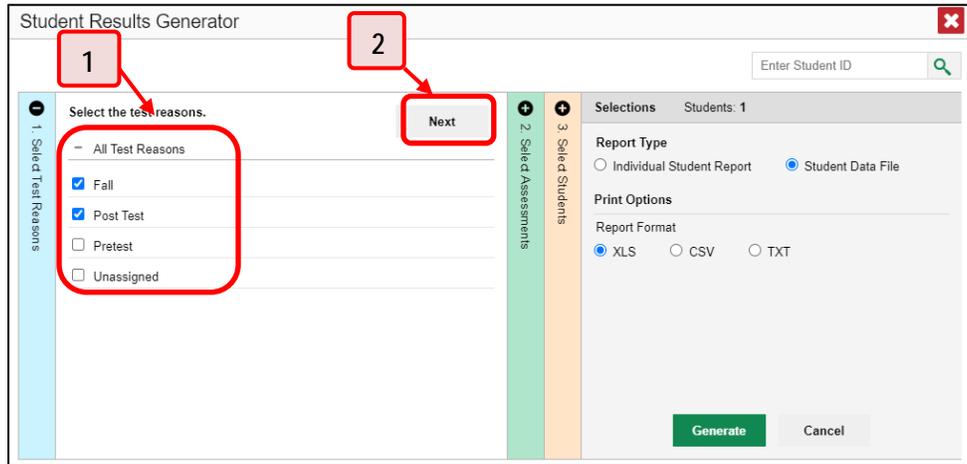


Table 10. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons
2	Button to proceed to next section ( <b>Select Assessments</b> )

The expandable sections to the right are now populated with only the tests and students available for your test reason selections.

- b. The **Select Assessments** section (see [Figure 26](#)) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects**.

Figure 25. Student Results Generator Window: Select Assessments Section

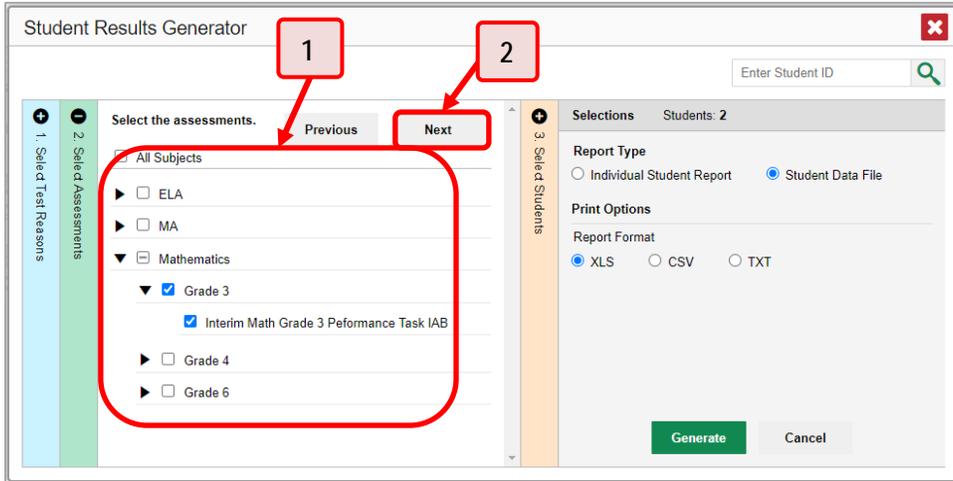


Table 11. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, some of which are selected
2	Button to proceed to next section ( <b>Select Students</b> )

- c. The **Select Students** section (see [Figure 27](#)) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.
- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
  - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
  - To search for a particular student, enter their EDUID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 26. Teacher View: Student Results Generator Window: Select Students Section

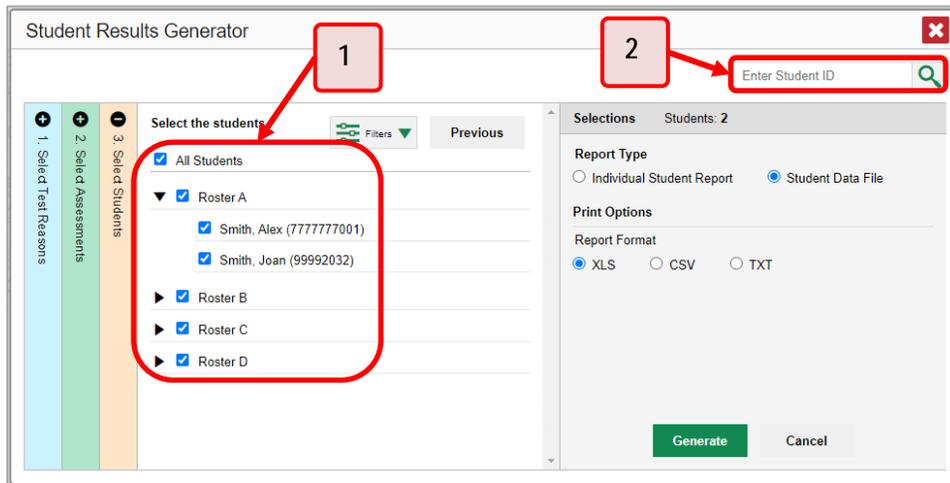


Table 12. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	List of classes (rosters) and students (all selected)
2	Search field for EDUID

The *Selections* section displays a count indicating the total number of students for whom student data files will be generated.

- a. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
- i. Open the **Filters** menu  (see [Figure 28](#)). The menu displays two date fields.
  - ii. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
  - iii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.
  - iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 27. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open

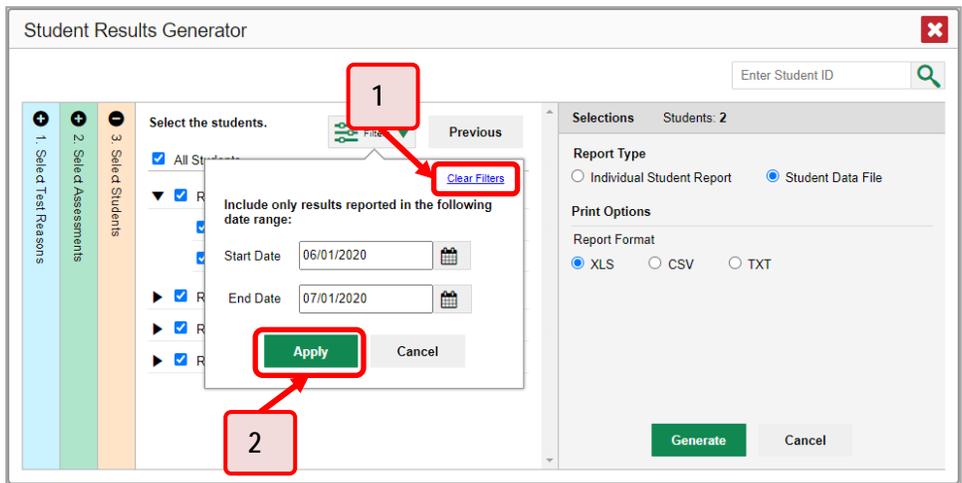


Table 13. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	<b>Clear Filters</b>
2	<b>Apply</b> button

- From the two Report Type options in the panel on the right (see [Figure 29](#)), select **Student Data File**. More options appear below.

Figure 28. Teacher View: Student Results Generator Window: Select Students Section

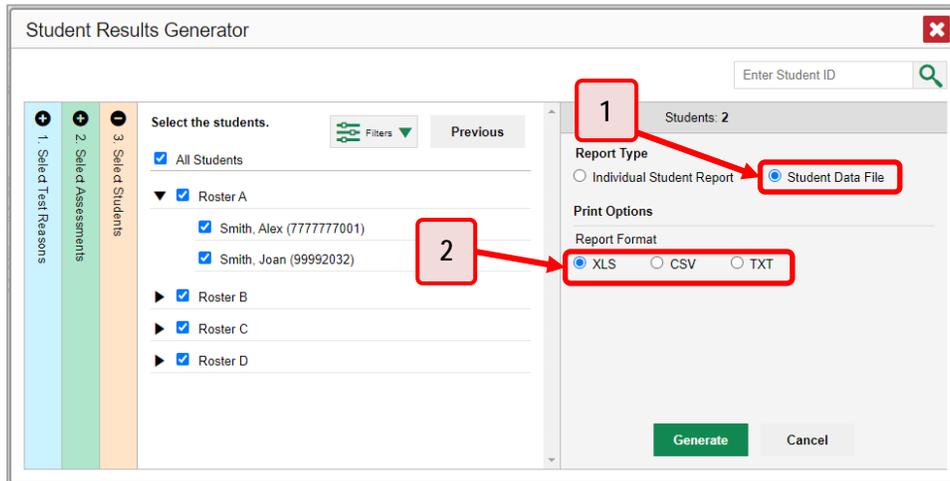


Table 14. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	<b>Student Data File</b> option (selected)
2	Report Format options

- Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
- Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

Note that if a student took a test multiple times, the files would include each test opportunity. Please note summatives cannot be taken more than once.

## How to Understand Different User Roles

Teachers, school-level users, and district-level users have access to different features and data in the Reporting System.



## How to Understand Which Students Appear in Your Reports

- Teachers can view data for all students in their classes (rosters) who have completed assessments. They can also view data for students to whom they have administered assessments in the current school year.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.

## How to Understand Which Features You Have Access To

- Teachers:
  - You can view the My Students' Performance on Test report, listing results for all your students who took a particular test.
  - You can filter by class (roster).
  - You can easily navigate directly from the Performance on Tests report to the Student Portfolio Report, which lists the various tests a particular student has taken.
  - When generating a Longitudinal Report to track the performance of multiple students over time, you can select the test opportunities to include in the report.
  - When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).
  - You can compare any students' performance with the performance of your total associated students, school, district, and state.
  - You can set persistent preferences for which tests to display. These preferences can be used by school- and district-level users to narrow down the class (roster) groupings in their reports.
- School-level users:
  - You can view the School Performance on Test report, listing results for all your school's students who took a particular test.
  - You can filter by class (roster) after first selecting the teacher the class belongs to.
  - When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).
  - You can compare any students' performance with the performance of your whole school, district, and state.
  - You can narrow down the class (roster) groupings in your reports whenever teachers have set persistent preferences for tests to display.



- District-level users:
  - You can view the District Performance on Test report, listing results for all your district's schools whose students took a particular test.
  - You can filter by school.
  - You can view the School Performance on Test report just like a school-level user.
  - When generating Individual Student Reports (ISR) or student data files, you will see available students grouped by school.
  - You can compare any students' performance with the performance of your whole district and state.
  - You can narrow down the class (roster) groupings in your reports whenever teachers have set persistent preferences for tests to display.
- Users with scoring permissions:
  - Score coordinators (SC) and teachers (TE) can score unscored items and modify scores for certain items.