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Introduction to the User Guide

This user guide provides instructions and support for users viewing test results in the Centralized Reporting System. This section describes the organization of this user guide and provides an overview of Centralized Reporting.

This user guide gives instructions on using the Centralized Reporting System to access summative, interim and modular assessment data.

This user guide includes the following sections:

- Section I. How to Access Centralized Reporting
- Section II. How to Navigate Reports
- Section III. How to Set Up Your Reports
- Section IV. How to Export and Print Data
- Section V. How to access Interim and Modular Data

There is also an Appendix with additional information.

Overview of Centralized Reporting

Centralized Reporting provides student performance reports for summative, interim, and modular assessments. Centralized Reporting consists of a Dashboard page and various Assessment Reports. The Dashboard provides a summary of all the assessments associated with a particular user or institution, and the Assessment Reports provide detailed performance data for each of those assessments.

Assessment Reports are available at various levels within a district. Access to each Assessment Report depends on your user role.
Section I. How to Access Centralized Reporting

This section describes how to log in to the Centralized Reporting System.

Do not share your login information with anyone. All Wyoming systems provide access to student information, which must be protected in accordance with federal privacy laws.

How to Log In to the Centralized Reporting System

1. Navigate to the Wyoming Assessment portal (https://wyoassessment.org/).

2. Select your user role from the cards displayed (see Figure 1).

3. Click the Centralized Reporting card (see Figure 2). The login page appears.

Figure 1. User Role Cards

Figure 2. Centralized Reporting Card
4. On the login page (see Figure 3), enter the email address and password you use to access all CAI systems.

Figure 3. Login Page

5. Click Secure Login.

a. If the Enter Code page appears (see Figure 4), an authentication code is automatically sent to your email address. You must enter this code in the Enter Emailed Code field and click Submit within 15 minutes.

   o If the authentication code has expired, click Resend Code to request a new code.

Figure 4. Enter Code Page

b. If your account is associated with multiple institutions, you are prompted to select a role, (see Figure 5). From the Role drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.
Figure 5. Select Role Window

The dashboard for your user role appears.

**How to Set or Reset Your Password**

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page (see Figure 6). To activate your account, you must set your password within 15 minutes.

All users are required to do a one-time password reset at the beginning of every school year, for security purposes.

**If your first temporary link expired:** In the activation email you received, click the second link provided and request a new temporary link.

**If you forgot your password:** On the **Login** page, click **Forgot Your Password?** and enter your email address in the **E-mail Address** field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

**If you did not receive an email containing a temporary link or authentication code:** Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your Building or District Test Coordinator to make sure you are listed in TIDE.

**Additional help:** If you are unable to log in, contact the Wyoming Helpdesk for assistance. You must provide your name and email address.
Section II. How to Navigate Reports

This section explains how to navigate your reports for both summative and interim assessments.

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 View High-Level Aggregate Test Results

When you log in to Centralized Reporting, the first thing you see is the dashboard where you can view overall test results for some or all of your test groups. From there, you can navigate to a report listing individual tests.

How to Use the Dashboard to View Aggregate Test Results

All users will see the standard dashboard. It displays an aggregation card for each test group.

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. Sometimes, you may 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 button beside the performance distribution bar displays a legend with more information about performance levels.

---

Figure 7. Teacher View: Dashboard
You can change the test groups and test reasons that appear using the Filters panel on the left. For more information on filtering, see How to Set Up Your Reports for Summatives and Interims and How to Set Up Your Interim Report.

If a message appears saying “There are no assessments to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

**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 checkbox 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 (see Figure 8):

- 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 (see Figure 9). 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
For each test, the assessments table (see Figure 10) 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

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test reasons (set in TA interface when administering tests)</td>
</tr>
<tr>
<td>2</td>
<td>Number of students who took each test for each test reason</td>
</tr>
<tr>
<td>3</td>
<td>Date of most recent opportunity for each test for each test reason</td>
</tr>
</tbody>
</table>

Table 1. Teacher View: Performance on Test Report Elements

You can use the filters to view a different set of assessments. For more information on filtering, see How to Set Up Your Reports for Summatives and Interims and How to Set Up Your Interim Report.

For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters)

The Performance by Student tab displays test results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.

1. Starting 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 assessments table at the top of the page.
3. In the report that appears, select the Performance by Student tab (see Figure 11). You will see results listing all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.
Figure 11. School Performance on Test Report: Performance by Student Tab

Table 2. School Performance on Test Report: Performance by Student Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performance column header (click to sort)</td>
</tr>
<tr>
<td>2</td>
<td>Data for district and school</td>
</tr>
<tr>
<td>3</td>
<td>Student data</td>
</tr>
</tbody>
</table>

To see which students performed best, click the Scale Score or Performance columns to sort them.

You can view your students’ performance in each area of the test by clicking the reporting category section bars to expand them (see Figure 12).
Centralized Reporting System User Guide

Figure 12. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

![Figure 12. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section](image)

Table 3. My Students’ Performance on Test Report: Performance by Student Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reporting category section (expanded)</td>
</tr>
<tr>
<td>2</td>
<td>Additional reporting category sections (not expanded)</td>
</tr>
</tbody>
</table>

How to View Test Results for Classes (Rosters) on a Particular Test

You can view a list of classes (rosters) that took a particular test, and you can also view the test results for a particular class.

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

The Performance by Roster tab (see Figure 13) 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 13 displays a list of your rosters and the performance of each class. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 13. My Students’ Performance on Test Report: Performance by Roster Tab

Table 4. My Students’ Performance on Test Report: Performance by Roster Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performance by Roster tab</td>
</tr>
<tr>
<td>2</td>
<td>Performance data for a class (roster)</td>
</tr>
</tbody>
</table>
How to See Which Classes (Rosters) Performed Well on This Assessment

To see which classes performed best on the test, do either of these things (see Figure 14):

- Click the score column header to sort by score and look for rosters with high average scores.
- Look at the bars in the Performance Distribution column to see where the percentage of students at or above proficient is high.

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

Table 5. My Students’ Performance on Test Report: Performance by Roster Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test Completion Rate column (click to sort)</td>
</tr>
<tr>
<td>2</td>
<td>Scale Score column (click to sort)</td>
</tr>
<tr>
<td>3</td>
<td>Performance Distribution column</td>
</tr>
</tbody>
</table>

How to See Which Classes (Rosters) Had the Highest Test Completion Rates

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see Figure 14).
How to See How Well Classes (Rosters) Performed in Each Area on the Test

For tests with reporting category sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 15), you can view average score and a performance distribution bar for each class (roster) under the reporting category Communicating Reasoning.

Figure 15. My Students’ Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

Table 6. My Students’ Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reporting category section</td>
</tr>
<tr>
<td>2</td>
<td>More reporting category section bars (click to expand)</td>
</tr>
</tbody>
</table>

Summative and interim tests cover multiple reporting categories, while a modular test covers only one.

How to View and Interpret Standard Measures Within Reporting Category Sections

Aggregate test results for adaptive tests may include detailed performance measures within standards within reporting categories. An educational standard describes the skill the item measures. Standards are nested within clusters (groups of standards).

The Standards sub-section (shown in Figure 16) contains the following:

- **Clusters** within the reporting category.
  - **Standards** within each cluster.
    - **Measures** within each standard.
To learn more about each standard, click the more information button to the right of the standard name.

Figure 16. School Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

Table 7. School Performance on Test Report: Performance by Roster Tab: Reporting Category Section

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cluster header within a reporting category (header label not shown)</td>
</tr>
<tr>
<td>2</td>
<td>Standard header within the cluster column</td>
</tr>
<tr>
<td>3</td>
<td>Weak or Strong? and Proficient measures within the standard</td>
</tr>
</tbody>
</table>

Each standard column consists of sub-columns displaying performance measures:

- **Weak or Strong?**: You may want to identify strengths and weaknesses in different standards within the reporting category so you can focus instruction on very specific areas where improvement is needed. This column displays icons indicating how students’ average performance on the standard compares with their average performance on the overall test. Note that these icons indicate only relative performance and not proficiency.

- **Proficient**: This column displays icons indicating whether students have on average attained proficiency in the standard.

To learn more about these measures and the symbols they use, click the more information button to the right of each measure.
How to Access Test Results for an Individual Class (Roster)

Prior sections explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or beside it). The class results listed by student appear (see Figure 17).

![Figure 17. Teacher View: Roster Performance on Test Report](image)

How to See How Well Students in Your Class (Roster) Performed in Each Area of the Test

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in Figure 18. Click the vertical section bar to expand each section.

![Figure 18. Teacher View: Roster Performance on Test Report with Expanded Reporting Category Section](image)
For School- and District-Level Users: How to View Test Results for a School on a Particular Test

You can view test results for all the students in a school on a particular test. This gives you a high-level look at how the school is performing.

How to Access Test Results for a School

School-level users:

1. From the dashboard that appears when you log in, click a test group name (or look beside it).

2. Click a test name (or look beside it) in the table of assessments. The School Performance on Test report appears.

District-level users:

1. From the dashboard that appears when you log in, click a test group name (or look beside it).

2. Click a test name (or look beside it) in the table of assessments. A table listing test results by school appears.

3. Click the name of the school (or look beside it) for which you would like to see results. The test results for the school appear.

Note that district-level users can also access the test results from a school directly from the Performance on Tests report, by first filtering by school.

The Performance by Roster tab is open by default, as in Figure 19.

Figure 19. School Performance on Test Report: Performance by Roster Tab
How to See Which Classes (Rosters) Performed Well on This Assessment

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see Figure 20). Rosters with a high average scale score, and with a high percentage of students performing at or above proficient in the performance distribution bar, performed well on the assessment. If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

![Figure 20. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score](image)

For District-Level Users: How to View Test Results for a District on a Particular Test

You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

**How to Access Test Results for a District**

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. The District Performance on Test report appears, listing schools in the district (see Figure 21).
How to See Which Schools in the District Performed Well on This Assessment

Look at the Scale Score column and/or Performance Distribution column, and click the score column to sort by it (as in Figure 22).

Figure 21. District Performance on Test Report

Figure 22. District Performance on Test Report Sorted by Score
How to See How Well Schools in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (see Figure 23).

Figure 23. District Performance on Test Report with Expanded Reporting Category Section

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.
- An individual student (see Figure 24).

Figure 24. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories
Centralized Reporting System User Guide

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 haven’t done so, then no Longitudinal Report is available.

1. Above a table of test results, click the Build Longitudinal Reports button in the upper-left corner, either directly on the page (see Figure 25) or within a More Tools menu, depending on whether additional instructional resources are available.

Figure 25. My Students’ Performance on Test Report: Performance by Roster Tab

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 26 and Figure 27) 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.

**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 27). This table does not appear if you’re 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.

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’re 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 View Students’ Overall Performance on These Assessments Over Time**

Look at the graph in the upper-left corner of the Longitudinal Report (see Figure 28). It shows the scores or performance levels of the student(s) each time they took the test(s).

Score data are plotted along a line.

Figure 28. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories

![Longitudinal Report Window](image)

Table 8. Longitudinal Report Window Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overall performance graph</td>
</tr>
<tr>
<td>2</td>
<td>Overall performance section of table</td>
</tr>
</tbody>
</table>

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, look at the **Overall** section.

**How to Switch Between Score Data and Performance-Level Data**

When a graph offers both score and performance level data, a toggle bar appears at the top of it, as in Figure 29. Click the toggle to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.
How to See Students’ Performance in Different Areas Over Time

Look at the reporting category graphs to the right of the overall performance graph, or look at the expandable reporting category sections in the table at the bottom. Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

How to Distinguish Different Types of Tests in the Graphs

A symbol appears on each data point. When multiple test types are present, refer to the legend immediately below the graphs (see Figure 30) to find out which symbols correspond to which types.

How to Modify the Test Groupings You’ve Selected

If you generated the report from the report options page, click the Change Selections button in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test type or types and, if you are a teacher viewing multiple students, your selection of tests and test reasons as well.
Alternatively, if your report contains multiple test types, click the test type toggles in the legend immediately below the graphs (see Figure 30) to hide and show data for each one. Note that these toggles do not affect report printouts or exports.

Figure 30. Longitudinal Report Window: Summative & Interim Report for Multiple Students with Multiple Reporting Categories

How to Filter Test Opportunities to Show Some and Not Others

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.
1. Open the **Filters** menu at the upper-right corner and select the filter options you prefer from the drop-down lists (see Figure 31).

Figure 31. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories and with Expanded Filter Menu

Table 9. Longitudinal Report Window Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Row of filter details below the report header</td>
</tr>
<tr>
<td>2</td>
<td>Open filter menu with filters for school year, test reason (category of test or test window), and test label (name)</td>
</tr>
</tbody>
</table>

- You may want to filter by a particular school year or years. Note that years are not calendar years (i.e. 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 seventh-grade teacher, you can use these reports to view your current students’ performance on last year’s sixth-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.

2. Click **Apply**.
3. *Optional:* To revert all filters to their defaults, open the Filters menu again and click Clear Filters. Click Apply.

A row of filter details appears below the report header, as in Figure 31, showing the test reasons and school years included in the report.

**How to View Test Results Broken Down by Demographic Sub-Groups**

You can use the Breakdown By button at the upper-right corner of an assessment report (see Figure 32) to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

![Figure 32. My Students’ Performance on Test Report: Performance by Roster Tab](image)

**How to View Test Results Broken Down by Demographic Sub-Groups**

To view test results broken down by demographic sub-groups, do the following:

1. Click Breakdown By at the upper-right corner (see Figure 32).

   The Breakdown Attributes window opens (see Figure 33).
2. Select up to three student demographic categories.

There is also an **Include unspecified values** checkbox, explained below:

- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.

- To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see **Figure 34**).
How to View Test Results for a Particular Demographic Sub-Group or Combination

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see Figure 34).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups (see Figure 35).

![Figure 35. Demographic Combination Breakdown Window (from My Students' Performance on Test Report)](image)

At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click Apply. The new combination is displayed.

You can use this window to get an in-depth look at specific groups of students.

How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken.

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 36).

**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 36. Teacher View: Student Performance on Test Report**

![Teacher View: Student Performance on Test Report](image)

**Table 11. Teacher View: Student Performance on Test Report Elements**

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Row of data for the student</td>
</tr>
<tr>
<td>2</td>
<td>Reporting category section bars (click to expand)</td>
</tr>
</tbody>
</table>

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 36).
How to View a Report for All the Assessments a Student Has Completed Over Time

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for interim tests that were administered multiple times throughout the year.

To access this report, enter the student’s WISER ID in the search field in the upper-right corner and click (see Figure 37). The Student Portfolio Report appears (see Figure 38).

Figure 37. Teacher View: Performance on Tests Report

Table 12. Teacher View: Performance on Tests Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Search field for WISER ID</td>
</tr>
<tr>
<td>2</td>
<td>Student name and WISER ID</td>
</tr>
</tbody>
</table>

Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student’s name (or beside it), also shown in Figure 37.

Figure 38. Student Portfolio Report

To view individual test results for this student, click a test name (or beside it).
How to Use the Student Portfolio Report to View Only the Tests You’re Interested In

You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don’t want to see a student’s math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 39. Student Portfolio Report

Table 13. Student Portfolio Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Button to expand just the Filters panel</td>
</tr>
<tr>
<td>2</td>
<td>Button to expand Filters panel and Test Group options</td>
</tr>
</tbody>
</table>

1. In the Filters panel on the left side of the Student Portfolio Report (see Figure 39), click either the expand button or the Test Group button. The Filters panel expands (see Figure 40).

Figure 40. Student Portfolio Report with Expanded Filters Panel

Table 14. Student Portfolio Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test Group options (all selected)</td>
</tr>
<tr>
<td>2</td>
<td>Apply button and Clear Filters</td>
</tr>
</tbody>
</table>

2. Mark as many selections as you like in the Test Group section of the Filters panel. Tests are organized by test type, subject, and grade.

3. Click Apply. The Student Portfolio Report updates to show only data for those tests.
4. **Optional:** To revert all filters to their defaults, open the filters panel again and click **Clear Filters.** Click **Apply.** Filters also revert when you log out, switch user roles, or switch systems.

**How to View a Student’s Performance on Tests Taken in a Previous School Year or Years**

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student’s progress. Student Portfolio Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student’s performance on last year’s sixth-grade tests.

1. On the left side of the page, click either the **Filters** panel expand button 📊 or the school year button 📉 (see **Figure 41**). The **Filters** panel expands.

   **Figure 41. Student Portfolio Report**

   ![Figure 41. Student Portfolio Report](image)

   **Table 15. Student Portfolio Report Elements**

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Button to expand just the <strong>Filters</strong> panel</td>
</tr>
<tr>
<td>2</td>
<td>Button to expand <strong>Filters</strong> panel and school year options</td>
</tr>
</tbody>
</table>

2. Under **School Year**, select a year or years (see **Figure 42**).

   **Figure 42. Student Portfolio Report with Expanded Filters Panel**

   ![Figure 42. Student Portfolio Report with Expanded Filters Panel](image)

   **Table 16. Student Portfolio Report Elements**

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>School Year</strong> filter</td>
</tr>
<tr>
<td>2</td>
<td><strong>Apply</strong> button and <strong>Clear Filters</strong></td>
</tr>
</tbody>
</table>
3. Click **Apply**.

To switch back to the current year:

1. Open the **Filters** panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

**How to Use Individual Student Reports (ISR)**

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test. If a student took tests multiple times, an ISR will be available for each instance of a test the student took. ISRs are useful for sharing performance information with students and their parents and guardians.

**What an Individual Student Report (ISR) Looks Like and How to Read It**

An ISR is a PDF that displays test results for an instance of test that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in Figure 43, Figure 44, Figure 45, Figure 46, and Figure 47.

At the top of each ISR are the student name and WISER ID, the name of the test, district, and school, and any other relevant information.

Below that is a summary of the student’s performance. An ISR for a scale-scored test displays the student’s performance on a vertical scale that includes all the cut scores and performance levels.

Each ISR includes a comparison table showing the average performance of the state, district, and/or school.

Many ISRs include a table detailing the student’s performance in each reporting category (as in Figure 44).

Some ISRs include item-level data (as in Figure 45), scoring assertions, and/or scoring assertion outcomes (as in Figure 46).

Some ISRs include longitudinal graphs (as in Figure 47).

Figure 43. Detail of Individual Student Report (ISR): Math Interim
Figure 44. Detail of Individual Student Report (ISR): Math Interim with Reporting Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Performance</th>
<th>Performance Level</th>
<th>Performance level Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra</td>
<td>![Graph]</td>
<td></td>
<td>The student has nearly met the achievement standard</td>
</tr>
<tr>
<td>Functions</td>
<td>![Graph]</td>
<td></td>
<td>The student has nearly met the achievement standard</td>
</tr>
<tr>
<td>Numbers and Quantities</td>
<td>![Graph]</td>
<td></td>
<td>The student has nearly met the achievement standard</td>
</tr>
<tr>
<td>Statistics and Probability</td>
<td>![Graph]</td>
<td>![Alert]</td>
<td>The student has not met the achievement standard</td>
</tr>
</tbody>
</table>

Figure 45. Detail of Individual Student Report (ISR): Math Interim with Item- and Standard-Level Data
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 in order 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.

ISR can be generated from almost any Centralized Reporting page.
1. Click the **Download Student Results** button in the upper-right corner of the page (see Figure 48).

   Figure 48. Teacher View: Performance on Tests Report

   ![](image)

   The **Student Results Generator** window opens (Figure 49).

2. Depending 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. You must first make a selection for test reasons, then assessments, and then students.

   a. In the **Select Test Reasons** section (Figure 49), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are either test windows or categories for tests.
Figure 49. Student Results Generator Window: Select Test Reasons Section

![Select Test Reasons Section](image)

Table 17. Student Results Generator Window: Select Test Reasons Section Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>List of test reasons (test windows or categories), some of which are selected</td>
</tr>
<tr>
<td>2</td>
<td>Button to proceed to next section (Select Assessments)</td>
</tr>
</tbody>
</table>

b. The Select Assessments section (Figure 50) 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 50. Student Results Generator Window: Select Assessments Section

![Select Assessments Section](image)

Table 18. Student Results Generator Window: Select Assessments Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>List of subjects, grades, and tests, one test of which is selected</td>
</tr>
<tr>
<td>2</td>
<td>Button to proceed to next section (Select Assessments)</td>
</tr>
</tbody>
</table>
c. The **Select Students** section (Figure 51) 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 WISER ID 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 51. Teacher View: Student Results Generator Window: Select Students Section](image)

Table 19. Student Results Generator Window: Select Assessments Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>List of classes (rosters) and students (all selected)</td>
</tr>
<tr>
<td>2</td>
<td>Search field for WISER ID</td>
</tr>
</tbody>
</table>

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 52.

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 Centralized 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 52. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

![Figure 52](image)

Table 20. School-Level User View: Student Results Generator Window: Select Students Section Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clear Filters</td>
</tr>
<tr>
<td>2</td>
<td><strong>Apply</strong> button</td>
</tr>
</tbody>
</table>
4. 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 53).

Figure 53. School-Level User View: Student Results Generator Window: Select Students Section

![Student Results Generator Window](image)

Table 21. School-Level User View: Student Results Generator Window: Select Students Section

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Individual Student Report option (selected)</td>
</tr>
<tr>
<td>2</td>
<td>Options for your ISR files</td>
</tr>
</tbody>
</table>

5. If you’re 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.

6. Under PDF Type, select either a simple or a detailed PDF.

7. 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.

8. 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 ° in reports, starting with the earliest.

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 in order 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 54. Teacher View: Performance on Tests Report

2. The Student Results Generator window opens (see Figure 55).

   Depending 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. You must first make a selection for test reasons, then assessments, and then students.

   a. In the Select Test Reasons section (see Figure 55), mark the checkbox for each test reason you want to include in the results, or mark All Test Reasons. Test reasons are categories of tests or, for summatives, simply test windows.
Figure 55. Student Results Generator Window: Select Test Reasons Section

![Student Results Generator Window: Select Test Reasons Section]

Table 22. Student Results Generator Window: Select Test Reasons Section Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>List of test reasons (test windows or categories), some of which are selected</td>
</tr>
<tr>
<td>2</td>
<td>Button to proceed to next section (<strong>Select Assessments</strong>)</td>
</tr>
</tbody>
</table>

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 56) 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**.
Table 23. Student Results Generator Window: Select Assessments Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>List of subjects, grades, and tests, some of which are selected</td>
</tr>
<tr>
<td>2</td>
<td>Button to proceed to next section (Select Students)</td>
</tr>
</tbody>
</table>

c. The **Select Students** section (see Figure 57) 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.

  o Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.

  o 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.

  o To search for a particular student, enter their WISER ID in the field at the upper-right corner of the window and click **Search**. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.
The Selections section displays a count indicating the total number of students for whom student data files 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 (see Figure 58). 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 Centralized 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.
From the two Report Type options in the panel on the right (see Figure 59), select **Student Data File**. More options appear below.

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

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Student Data File</strong> option (selected)</td>
</tr>
<tr>
<td>2</td>
<td>Report Format options</td>
</tr>
</tbody>
</table>
5. Under Report Format, select XLS (Excel .xlsx), CSV (comma-separated values), or TXT (tab-delimited text).

6. 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 will include each test opportunity.

How to Compare Students’ Data with Data for Your State, District, School, and/or Total Students

In the Performance on Tests report and the Student Portfolio Report, you can access performance data for your state, district, school, and/or total students.

How to Compare All Your Students’ Performance on Any Test with Larger Groups’

In the Performance on Tests report (see Figure 60), click \( \text{\textarrow} \) to the right of a test name.

![Figure 60. Teacher View: Performance on Tests Report](image)

Table 27. Teacher View: Performance on Tests Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test name</td>
</tr>
<tr>
<td>2</td>
<td>Button to show comparisons for this test</td>
</tr>
</tbody>
</table>
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Rows containing data for the state, district, and/or school appear below, as in Figure 61.

Figure 61. Teacher View: Performance on Tests Report with Expanded Comparison Rows

Table 28. Teacher View: Performance on Tests Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expanded comparison rows for state (no data shown), district, and school</td>
</tr>
<tr>
<td>2</td>
<td>Button to hide comparisons for this test</td>
</tr>
</tbody>
</table>

To hide the comparison rows, click \( \rightarrow \) to the right of the test name.

**How to Compare a Student’s Performance on Any of Their Tests with Larger Groups**

In the Student Portfolio Report, you can compare a student’s performance on any test with that of your state, district, school, and/or total students.
1. Enter the student’s WISER ID in the search field in the upper-right corner and click  (see Figure 62). The Student Portfolio Report appears.

Teachers can also access this report from the Performance on Tests report by going to the My Students table at the bottom of the page and clicking a student’s name (or  beside it).

Figure 62. Teacher View: Performance on Tests Report

Table 29. Teacher View: Performance on Tests Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Search field for WISER ID</td>
</tr>
<tr>
<td>2</td>
<td>Student name and WISER ID</td>
</tr>
</tbody>
</table>

2. Click  to the right of a test name (see Figure 63).

Figure 63. Student Portfolio Report
Centralized Reporting System User Guide

Rows containing data for your state, district, school, and/or total students appear below, as in Figure 64.

Figure 64. Student Portfolio Report with Expanded Comparison Rows

Table 30. Student Portfolio Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expanded comparison rows for state, district, and school</td>
</tr>
<tr>
<td>2</td>
<td>Button to hide comparisons for this test</td>
</tr>
</tbody>
</table>

To hide the comparison rows, click to the right of the test name.
Section III. How to Set Up Your Reports

You can set up your reports so it’s easier to access the data that are most important to you. For example, if you’re a teacher, you may want to hide certain tests in subjects you don’t teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: filtering to show only the tests you’re interested in; filtering to show only the classes (rosters) you’re interested in; and viewing data from a previous point in time.

For Teachers: How to Set Preferences for Tests to Display

If you’re a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out. You may want to do this, for example, if you are an ELA teacher and you don’t want to see your students’ math scores. By default, the data for those math assessments appear in your reports.

Once you’ve set your persistent test preferences, school- and district-level users will have the option of using them too. That means that when you’ve excluded certain test results from your preferences, they will not see any rosters belonging to you in those test results.

1. Open the My Settings menu in the banner and choose Select Tests to Include on Reports (see Figure 65). A window appears, showing tests organized hierarchically by subject, grade, and assessment name (see Figure 66).

Figure 65. Teacher View: Detail of Banner with Expanded My Settings Menu
2. Select the checkboxes beside the tests or groups of tests you want to display (see Figure 66).

3. Click Save & Close at the upper-right corner of the window.

For School- and District-Level Users: How to Set Preferences for Classes (Rosters) to Display

School- and district-level users can narrow down their data based on class (roster) by using the teachers’ preferences setting.

For example, suppose a math class 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 class. All students who took the ELA test will still appear in the report, whether or not they belong to the math teacher’s class, but the Performance by Roster tab will not list them as belonging to that math teacher’s class. By hiding classes 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.
1. From the **My Settings** drop-down list in the banner, select **Use Teachers’ Test Selections** (see Figure 67). The **Use Teachers’ Test Selections** window appears (see Figure 68).

   ![Figure 67. School-Level User View: Detail of Banner with Expanded My Settings Menu](image)

   ![Figure 68. Use Teachers’ Test Selections Window](image)

2. Mark one of these two options:

   - **All Rosters**: This is the default option. When this option is selected, all data for all classes (rosters) appear in all your reports.
   
   - **Teacher Preferences**: If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment.

3. Click **Save & Close** at the upper-right corner of the window.

### How to Filter Tests to Display

You can temporarily filter which tests you want to see in your reports. You may want to do this, for example, if you are an ELA teacher and you don’t want to see your students’ math scores. By default, the data for those math assessments appear in your reports.
1. On the left side of the dashboard or the Performance on Tests report, click either the Filters panel expand button or the Test Group button  (see Figure 69). The Filters panel expands (see Figure 70).

Figure 69. Teacher View: Dashboard

Table 31. Teacher View: Dashboard Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Button to expand just the Filters panel</td>
</tr>
<tr>
<td>2</td>
<td>Button to expand Filters panel and Test Group options</td>
</tr>
</tbody>
</table>
2. Mark as many selections as you like in the **Test Group** section of the filters panel (see Figure 70). Tests are organized by test type, subject, and grade.

   ![Figure 70. Teacher View: Dashboard with Expanded Filters Panel](image)

   **Table 32. Teacher View: Dashboard Elements**

<table>
<thead>
<tr>
<th>- #</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test Group options</td>
</tr>
<tr>
<td>2</td>
<td><strong>Apply</strong> button and <strong>Clear Filters</strong></td>
</tr>
</tbody>
</table>

3. Click **Apply**. The report updates to show only data for those tests.

4. **Optional:** To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

**For Teachers and School-Level Users: How to Filter Classes (Rosters) to Display**

Rosters usually represent classes, but can represent any group that’s meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. To learn how to create and modify rosters in the Centralized Reporting System, see [Appendix A. Roster Management](#).

In the Performance on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected class from the data you’re viewing.

Filtering by roster makes it easy to focus on the performance of a particular class. By switching filters, you can easily compare one class to another. If you don’t filter by roster, the reports default to showing data for all classes. You may find data for a single class easier to understand.
1. On the left side of the Performance on Tests report, click either the Filters panel expand button or the Rosters button (see Figure 71). The Filters panel expands (see Figure 72).

Figure 71. Teacher View: Performance on Tests Report

![Figure 71](image)

Table 33. Teacher View: Performance on Tests Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Button to expand just the Filters panel</td>
</tr>
<tr>
<td>2</td>
<td>Button to expand the Filters panel and class (roster) options</td>
</tr>
</tbody>
</table>

2. Make a selection from the drop-down list in the Rosters section (see Figure 72).

- If you’re a school-level user, you must first select a teacher from the drop-down list, and then select a particular class (roster) from the second drop-down list that appears. By default the first class listed is selected.

Figure 72. Teacher View: Performance on Tests Report with Expanded Filters Panel

![Figure 72](image)

Table 34. Teacher View: Performance on Tests Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rosters drop-down list</td>
</tr>
<tr>
<td>2</td>
<td>Apply button and Clear Filters</td>
</tr>
</tbody>
</table>
3. Click **Apply**. The report updates to show only data for that class (roster).

4. **Optional**: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below each table header shows the classes (rosters) you’re viewing (see Figure 73).

Figure 73. Teacher View: Performance on Tests Report Filtered by All Rosters

For District-Level Users: How to Filter Schools to Display

Filtering the Performance on Tests report by school makes it easy to focus on a particular school's performance. By switching filters, you can easily compare it with another school. If you don’t filter by school, the Performance on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

1. On the left side of the Performance on Tests report, click either the expand button or the **Schools** button (see Figure 74). The Filters panel expands (see Figure 75).

Table 35. District-Level User View: Performance on Tests Report Elements
2. Make a selection from the drop-down list in the Schools section (see Figure 75).

Figure 75. District-Level User View: Performance on Tests Report with Expanded Filters Panel

Table 36. District-Level User View: Performance on Tests Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Schools drop-down list</td>
</tr>
<tr>
<td>2</td>
<td>Apply button and Clear Filters</td>
</tr>
</tbody>
</table>

3. Click **Apply**. The report updates to show only data for that school.

4. **Optional**: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**.
   Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

If you click the name of a test (or 📊 beside it) when you’ve filtered by a single school, the link will take you to the School Performance on Test report and not to the District Performance on Test report.

The row of filter details below the table header shows the schools you’re viewing (see Figure 76).

Figure 76. District-Level User View: Performance on Tests Report Filtered by All Schools

**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 school or district.

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.

- You may want to view the performance of your former students in order 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 77).

The Change Reporting Time Period window appears (see Figure 78).

Figure 77. Teacher View: Detail of Banner with Expanded My Settings Menu
2. From the school year drop-down list, select a school year (see Figure 78). 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.

5. 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.
Section IV. How to Export and Print Data

You can export or print any data you see in the Centralized Reporting System. Some can be exported directly from the Performance on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing.

How to Export or Print a Report You’re Viewing

1. Click the Print button in the upper-right corner of the report.
   - If there are multiple report tables on the page, select the table you wish to print from the menu that appears (see Figure 79).

   Figure 79. Teacher View: Performance on Tests Report with Expanded Print Menu

   A print preview page opens (see Figure 80).
   - To zoom in on the print preview, use the drop-down list under the Zoom Level (Display only) section. This setting affects the preview only.

   Figure 80. Print Preview Page

2. Do one of the following under the Print Options section:
To print the report, select the **Print** radio button.

To download a PDF version of the report, select **Save to PDF**. Then select an option from the **Page Layout** drop-down list that appears.

To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

3. Click **Confirm**.

If you saved the report as a PDF or CSV, the **Inbox** window appears, displaying the generated report. CSV reports may be zipped.

**How to Export an Assessment Report Directly from the Performance on Tests Report**

1. Click the export button  to the left of the name of the assessment whose report you wish to export (see **Figure 81**).

   **Figure 81. Teacher View: Performance on Tests Report**

   The **Export Report** window opens. The options in this window vary according to your user role (see **Figure 82** and **Figure 83**).

2. If necessary, select which report to export for the assessment.

   **Teachers and school-level users**: The exported report will contain test results for all your students.

   **Figure 82. Teacher View: Export Report Window**
District-level users: Select which report to export for the assessment (see Figure 83).

- To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button.

- To export school test results, mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

![Figure 83. District-Level User View: Export Report Window](image)

### Table 38. District-Level User View: Export Report Window Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report type options</td>
</tr>
<tr>
<td>2</td>
<td>File type options</td>
</tr>
</tbody>
</table>

3. Do either of the following:

- To export the report in PDF format, mark the **PDF** radio button.

- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

4. Click **Export Assessment Data**. A confirmation window appears.

5. Click **Yes** to export or **No** to return to the **Export Report** window. When you’ve exported a file, the **Inbox** window appears with the generated file available for download.
Section V. How to access Interim and Modular Data

This section explains Centralized Reporting System features and functions that are specific to interim and modular assessment reports. These features cannot be used with summative assessment reports.

How to Access Item-Level Data

Reports for individual interim and modular tests include the following:

- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

Test results for adaptive assessments include item-level data only on the individual student level.

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in Figure 84.

Figure 84. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section
How to Find Out Which Items Students Performed on the Best or Struggled with the Most

Look in the sections 5 Items on Which Students Performed the Best and 5 Items on Which Students Performed the Worst (see Figure 85). You can click the vertical section bars to expand them, just like other sections.

Figure 85. My Students’ Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections

How to View an Item

You can view the actual items themselves, along with student responses to those items.
Figure 86. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

Table 39. My Students’ Performance on Test Report: Performance by Student Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item number (click to view item without student response)</td>
</tr>
<tr>
<td>2</td>
<td>Item score for a particular student (click to view item with student response)</td>
</tr>
</tbody>
</table>
Centralized Reporting System User Guide

Do either of the following (see Figure 86):

- To view the item in a blank state, click the item number in the first row of the report table.
- To view the student’s response to the item, find that student’s name in the Student column on the left. Then click the score the student obtained on that item.

The Item View window appears (see Figure 87). It contains an Item & Score tab and a Rubric & Resources tab. A banner at the top of the window displays the item’s number, score (when the item includes the student’s response), and confidence level (when a machine-suggested score has a low confidence level). The Item & Score tab (see Figure 87) shows the item and may include a particular student’s response.

Figure 87. Item View Window: Item & Score Tab with Student Response

![Image of Item View Window]

Table 40. Item View Window Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item &amp; Score tab (selected)</td>
</tr>
<tr>
<td>2</td>
<td>Rubric &amp; Resources tab</td>
</tr>
</tbody>
</table>

The Item & Score tab may include the following sections.

- **Scoring Criteria:** When you’re viewing a student’s response and the item has scoring criteria, the Scoring Criteria table (see Figure 88) lists the name, maximum points, points earned, and condition
codes for each scoring criterion. This table also allows you to modify scores for items with editable scores.

Figure 88. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table

- **Scoring Assertion:** Each scoring assertion contains both a statement that provides information about what the student did in their response, and the content knowledge, skill, or ability that is evidenced by their response. When you’re viewing a student’s response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see Figure 89).

Figure 89. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table
• **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.

• The **Rubric & Resources** tab (see Figure 90) may include the following sections, which you can expand and collapse by clicking and , respectively.

![Figure 90. Item View Window: Rubric & Resources Tab]

- **Details:** May provide the following information:
  - **Topic:** Skill area to which the item belongs.
  - **Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.
  - **Content Alignment:** Describes the standard to which the item is aligned.

- **Resources:** Provides links to any exemplars or training guides available for the item.

- **Rubric:** Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable rubric, or an exemplar, which provides an example of a response for each point value.

- **Frequency Distribution of Student Responses:** The table in this section provides a breakdown of how many students in the school earned each possible point value available for the item.

**How to View Items With and Without the Students’ Visual Settings**

When viewing items with students’ responses, you may or may not want to see the items exactly the way the students saw them on the test. For example, some students’ tests are set to use large fonts, different color contrast, or Spanish.
1. Click the **My Settings** menu in the banner and select **Set Student Setting on Item View** (see Figure 91). The **Set Student Setting on Item View** window appears (see Figure 92).

![Figure 91. Detail of Banner with Expanded My Settings Menu](image1)

![Figure 92. Set Student Setting on Item View Window](image2)

2. Select **Yes** to show students’ visual settings on all items or **No** to hide them.

3. Click **Save**.
You can also show or hide visual settings on a per-item basis. To do so, click the toggle at the upper right of the item you’re viewing (see Figure 93). This action has no effect on your global setting.

**Figure 93. Item View Window: Item & Score Tab with Student Response**

---

**How to Navigate to Other Items from the Item View Window**

Use the buttons labeled with the previous and next item numbers at the upper corners of the Item View window.

**How to View Another Student’s Response to the Current Item**

If you have accessed the student’s response from a report showing multiple students, you can click the arrows beside the Student field at the top of the window. The students are listed in the same order in which they are sorted in the report.
What It Means When Items Are Labeled “1-1”, “1-2”, and So On

Those are sub-items belonging to an item cluster. Clusters are broken down into sub-items because they have multiple scoring assertions. Each sub-item has its own column to the right of the main item column. Sub-items are labeled “[item number]-[sub-item number]”, for example, “1-1”, “1-2”, “1-3”, as in Figure 94.

Figure 94. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

Table 41. My Students’ Performance on Test Report: Performance by Student Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parent item with maximum number of points</td>
</tr>
<tr>
<td>2</td>
<td>Sub-item with maximum number of points and more information button</td>
</tr>
</tbody>
</table>
To view a scoring assertion, click the more information button to the right of the sub-item number, as in Figure 95.

Figure 95. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Total Items Section and Sub-Item Assertion

What It Means When an Item Score Reads “n/a”

You may sometimes see “n/a” instead of a score for an item. In some cases, the student did not respond to the item, or the item was not included in that form of the test.

How to Set Up Your Interim and Modular Reports

There are three ways of setting up your interim and modular reports that are different from summatives. You can assign test reasons to interim and modular test opportunities, filter them by test reason, and filter them by standard.

How to Assign Test Reasons (Categories) to Interim and Modular Test Opportunities

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they’re a good way to organize tests into groups.

Test reasons should ideally be assigned in the Operational Test Administration Interface at the time of testing. However, you can use the Test Reason Manager in the Centralized Reporting System to assign a different test reason to an interim or modular test opportunity after the test is completed. Summative test reasons cannot be reassigned.
1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons** (see Figure 96). The **Test Reason Manager** window opens (see Figure 97).

Figure 96. Teacher View: Detail of Banner with Expanded My Settings Menu

![Figure 96](image)

Figure 97. Test Reason Manager Window

![Figure 97](image)

Table 42. Test Reason Manager Window Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Session ID field</td>
</tr>
<tr>
<td>2</td>
<td>Drop-down list to select a test reason</td>
</tr>
<tr>
<td>3</td>
<td>Fields for start and end dates</td>
</tr>
</tbody>
</table>
2. To search for the test opportunities you wish to categorize, do either of the following (see Figure 97):
   - In the Session ID field, enter the session ID in which the opportunities were completed in TDS.
   - Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.

3. Click Search.

4. A list of retrieved test sessions appears in the section Select Test Opportunities (see Figure 98). You can click the + buttons to expand the list of tests in each session and the list of students who took each test (that is, individual test opportunities). To navigate through a long list, use the controls in the upper-right and lower-right corners.

   Figure 98. Test Reason Manager Window: Select Test Opportunities

5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.

6. Click Assign Test Reasons below the list of retrieved sessions.
7. In the window that appears (see Figure 99), select a new test reason to assign to the selected opportunities and click Confirm.

Figure 99. Confirm Test Reason and Assign Opportunities Window

How to Filter by Test Reason (Category)

Test reasons (shown in Figure 100) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which interim and modular tests were taken, and they can be a good way to focus on specific groups of tests. For summative assessments, test reasons are simply test windows and are not useful.

Figure 100. Teacher View: Performance on Tests Report

When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if students have improved on ELA material. If you don’t filter, you’ll see data for all different test reasons.
This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you’re viewing only a single test reason.

The **Test Reason** filter is available on the dashboards and Performance on Tests reports for teachers as well as for school- and district-level users.

1. On the left side of the dashboard or Performance on Tests report, click either the **Filters** panel expand button or the **Test Reason** button (see Figure 101). The **Filters** panel expands (see Figure 102).

![Figure 101. Teacher View: Performance on Tests Report](image)

**Table 43. Teacher View: Performance on Tests Report Elements**

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Button to expand just the <strong>Filters</strong> panel</td>
</tr>
<tr>
<td>2</td>
<td>Button to expand the <strong>Filters</strong> panel and <strong>Test Reason</strong> options</td>
</tr>
</tbody>
</table>
2. Make a selection from the drop-down list in the **Test Reasons** section (see Figure 102).

![Figure 102. Teacher View: Performance on Tests Report with Expanded Filters Panel](image)

Table 44. Teacher View: Performance on Tests Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Test Reason</strong> drop-down list</td>
</tr>
<tr>
<td>2</td>
<td><strong>Apply</strong> button and <strong>Clear Filters</strong></td>
</tr>
</tbody>
</table>

3. Click **Apply**. The report updates to show only data for that test reason.

4. **Optional**: To revert all filters to their defaults, open the **Filters** panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header (see Figure 103) shows the test reason selected, if any.

![Figure 103. Teacher View: Performance on Tests Report](image)
How to Filter Item-Level Data on Interims and Modulars by Standards and Clusters of Standards

You may want to see how your students performed on a particular standard or cluster of standards. In certain reports, you can filter by the standard to which items are aligned. That way you can view your students’ performance in just one area of skill; you can then switch filters to compare it with their performance in another skill. If you don’t filter by standard, the reports will show results for all standards by default. You may find that switching between different sets of standard data and comparing them helps you understand students’ abilities better.

Standard filters are available in any report showing item-level data. The available standards vary by assessment.

1. On the left side of the page, click either the Filters panel expand button or the Standards button (see Figure 104). The Filters panel expands (see Figure 105).

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Button to expand just the Filters panel</td>
</tr>
<tr>
<td>2</td>
<td>Button to expand the Filters panel and Standards options</td>
</tr>
</tbody>
</table>

2. Use the drop-down list in the Standards section (as in Figure 105) to select a cluster. An additional drop-down list appears.

3. Optional: Keep making selections from the drop-down lists as they appear.
4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard (see Figure 106).

5. **Optional**: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.
The row of filter details below the table header specifies the standards selected, if any.

Figure 106. My Students’ Performance on Test Report: Performance by Student Tab Filtered by Standard

Table 47. My Students’ Performance on Test Report: Performance by Student Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Row of filter details specifying the standards</td>
</tr>
<tr>
<td>2</td>
<td>Data for items that belong to the specified standards</td>
</tr>
</tbody>
</table>

How to Export and Print Data on Interims and Modulars

You can export or print any report you see in the Centralized Reporting System. Some reports on individual tests can be exported directly from the Performance on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing. Some interim and modular reports can be exported with item-level data.

How to Export or Print a Report You’re Viewing:

1. Click the **Print** button in the upper-right corner of the report.

2. If there are multiple report tables on the page, select the table you wish to print from the drop-down menu that appears (see Figure 107).
A print preview page opens (see Figure 108).

3. To zoom in on the print preview, use the drop-down list under the **Zoom Level (Display only)** section. This setting affects the preview only.
4. If the report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, as in **Figure 109**, the printed report includes data for the individual assessment items.

![Figure 109. Print Preview Page with Summary and Item Scores Option Selected](image)

**Table 48. Print Preview Page Elements**

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summary and Item Scores option (selected)</td>
</tr>
<tr>
<td>2</td>
<td>Item data</td>
</tr>
</tbody>
</table>

5. Do one of the following under the *Print Options* section:

   a. To print the report, select the **Print** radio button.

   b. To download a PDF version of the report, select **Save to PDF**.

      o Select an option from the **Page Layout** drop-down list that appears.

6. To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

7. Click **Confirm**.

If you saved the report as a PDF or CSV, the *Inbox* window appears, displaying the generated report. CSV reports may be zipped.
How to Export an Assessment Report Directly from the Performance on Tests Report

1. Click 📝 to the left of the name of the assessment whose report you wish to export (see Figure 110).

   Figure 110. Teacher View: Performance on Tests Report

The Export Report window opens (see Figure 111 and Figure 112). The options in this window vary according to your user role.

2. Select which report to export for the assessment.

   **District-level users:**

   - To export the district test results, mark the **Overall Performance of all my Schools** radio button.
   - To export school test results (excluding data for individual items), mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.
   - To export school test results (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.
Figure 111. District-Level User View: Export Report Window

Table 49. District-Level User View: Export Report Window Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report type options</td>
</tr>
<tr>
<td>2</td>
<td>File type options</td>
</tr>
</tbody>
</table>

School-level users and teachers:

- To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students** radio button.

- To export results for all your associated students (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all students** radio button.

Figure 112. Teacher View: Export Report Window

Table 50. Teacher View: Export Report Window Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report type options</td>
</tr>
<tr>
<td>2</td>
<td>File type options</td>
</tr>
</tbody>
</table>

3. Do either of the following:

   - To export the report in PDF format, mark the **PDF** radio button.
To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

4. Click **Export Assessment Data**. A confirmation window appears.

5. Click **Yes** to export or **No** to return to the **Export Report** window. When you’ve exported a file, the **Inbox** window appears with the generated file available for download.
Appendix A. Roster Management

Teachers, school-level users, and district-level users can add, edit, and delete classes (rosters). Classes are a great way to organize students, allow teachers to view their students’ performance, and allow other users to compare the performance of different classes.

How to Add a Class (Roster)

You can create new classes (rosters) from students associated with your school or district.

1. From the My Settings menu in the banner, select Add Roster (see Figure 113). The Roster Manager window appears, showing the Add Roster form (see Figure 114).

Figure 113. Teacher View: Detail of Banner with Expanded My Settings Menu

[Image of the My Settings menu with Add Roster highlighted]
2. In the Search for Students to Add to the Roster panel (see Figure 114), do the following:

   a. If you are a district-level user, in the School drop-down list, select the school for the roster.

   b. Optional: In the WISER ID, Student’s First Name, and/or Student’s Last Name fields, enter information about a particular student you want to add.

   c. Optional: In the Enrolled Grade drop-down list, select the grade levels for the students in the roster.

   d. Optional: In the Advanced Search panel (see Figure 115), select additional criteria:

      i. From the Search Fields drop-down list, select a criterion type. A set of related criteria for that criterion type appear.

      ii. In the related fields, select the additional criteria.

      iii. Click Add.

      iv. Optional: To remove the added criteria, mark the checkboxes for those criteria and click Remove Selected. To remove all additional criteria, click Remove All.
e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.
3. In the **Add Students to the Roster** panel (see Figure 116), do the following:

   a. In the **Roster Name** field, enter the roster name.

   b. From the **Teacher Name** drop-down list, select a teacher.

   c. **Optional:** To include former students in the Add Roster form, mark the **Current and Past Students** radio button. The **Available Students** list will include students who have left the selected school.

   Figure 116. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel

   ![Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel](image)

   Table 51. Roster Manager: Add Roster Form Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Settings for roster name, teacher name, and students to display</td>
</tr>
<tr>
<td>2</td>
<td>List of students who can be added to the roster</td>
</tr>
<tr>
<td>3</td>
<td>List of students you’ve added</td>
</tr>
</tbody>
</table>

   d. **To add students**, do one of the following in the list of available students:

      - To move one student to the roster, click ![Add Student](image) beside that student’s name.
4. Click **Save**, and in the affirmation dialog box click **Continue**.

**How to Modify a Class (Roster)**

You can modify a class (roster) by changing its name, changing its associated teacher, adding students, or removing students.

1. From the **My Settings** menu in the banner, select **View/Edit Roster** (see **Figure 117**). The **Roster Manager** window appears, showing the View/Edit/Export Roster form (see **Figure 118**).

**Figure 117. Teacher View: Detail of Banner with Expanded My Settings Menu**
2. In the Search for Rosters to Edit panel (see Figure 118), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.

3. Click Search. A search results pop-up appears (see Figure 119). Click View Results to view the results in your browser.
4. A list of retrieved rosters is generated (see Figure 120).

Figure 120. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters

5. In the list of retrieved rosters, click for the roster whose details you want to view. The View/Edit/Export Roster window opens.

6. Optional: To find students to add to the roster, use the Search for Students to Add to the Roster panel as follows:

   a. If you are a district-level user, in the School drop-down list, select the school for the roster.

   b. Optional: In the WISER ID, Student’s First Name, and/or Student’s Last Name fields, enter information about a particular student you want to add.

   c. Optional: In the Enrolled Grade drop-down list, select the grade levels for the students in the roster.

   d. Optional: In the Advanced Search panel, select additional criteria:

      i. From the Search Fields drop-down list, select a criterion type. A set of related criteria for that criterion type appear.

      ii. In the related fields, select the additional criteria.

      iii. Click Add.

      iv. Optional: To remove the added criteria, mark the checkboxes for those criteria and click Remove Selected. To remove all additional criteria, click Remove All.

   e. Click Search. The Add Students to the Roster panel shows settings for the roster, a list of retrieved students (Available Students), and a blank Selected Students list.
7. Scroll down to view the *Add Students to the Roster* panel, as in Figure 121.

Figure 121. Roster Manager Window: View/Edit/Export Roster Form Scrolled Down to the Add Students to the Roster Panel

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>List of students who can be added to the roster</td>
</tr>
<tr>
<td></td>
<td>(currently empty, because no search has been entered)</td>
</tr>
<tr>
<td>2</td>
<td>List of students belonging to the roster</td>
</tr>
</tbody>
</table>

8. *Optional:* In the *Add Students to the Roster* panel, do the following:

a. In the *Roster Name* field, enter a new name for the roster.

b. From the *Teacher Name* drop-down list, select the roster's new teacher.

c. *Optional:* To include former students in the Edit Roster form, mark the *Current and Past Students* radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.

d. To add students, do one of the following in the list of available students:

   o To move one student to the roster, click + beside that student’s name.
To move all the students in the Available Students list to the roster, click **Add All**.

To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

e. To remove students, do one of the following in the list of students in this roster:

   o To remove one student from the roster, click $\times$ beside that student’s name.

   o To remove all the students from the roster, click **Remove All**.

   o To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

9. At the bottom of the page, click **Save**, and in the affirmation dialog box click **Continue**.

**How to Upload Classes (Rosters)**

If you have many classes (rosters) to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **My Settings** menu in the banner, select **Upload Rosters** (see Figure 122). The **Roster Manager** window appears, showing the Upload Rosters: Upload page (see Figure 123).

Figure 122. Teacher View: Detail of Banner with Expanded My Settings Menu
2. On the Upload Rosters: Upload page (see Figure 123), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).

3. Open the template file in a spreadsheet application.

4. Fill out the template and save it.

5. On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.

6. Click **Next**. The Upload Rosters: Preview page appears (see Figure 124). Use the file preview on this page to verify you uploaded the correct file.
7. Click **Next** to validate the file.

Any errors 🔄 or warnings 📝 are displayed on the Upload Rosters: Validate page (see **Figure 125**). If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

**Figure 125. Roster Manager Window: Upload Rosters: Validate Page**

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Download Validation Report button</td>
</tr>
<tr>
<td>2</td>
<td>Error symbol (click for more information)</td>
</tr>
</tbody>
</table>
a. *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.

b. *Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

If your file contains a large number of records, the Centralized Reporting System processes it offline and sends you a confirmation email when it’s complete. While the Centralized Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

a. Click **Continue with Upload** at the bottom of the page. The Centralized Reporting System commits those records that do not have errors. If there are too many errors, you won’t be able to do this.

b. Click **Upload Revised File** at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears (see Figure 126), displaying a message about how many records (rows) were committed.

Figure 126. Upload Rosters: Confirmation Page

9. *Optional:* To upload another roster file, click **Upload New File**.

**Table 55** provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.
### Table 55. Columns in the Rosters Upload File

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ID*</td>
<td>District associated with the roster.</td>
<td>District ID that exists in TIDE. Up to 20 characters.</td>
</tr>
<tr>
<td>School ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.</td>
</tr>
<tr>
<td>User Email ID*</td>
<td>Email address of the teacher associated with the roster.</td>
<td>Email address of a teacher existing in TIDE.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
<tr>
<td>WISER ID*</td>
<td>Student’s unique identifier within the district.</td>
<td>Up to 30 alphanumeric characters.</td>
</tr>
<tr>
<td>ACTION</td>
<td>Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.</td>
<td>Add or Delete.</td>
</tr>
</tbody>
</table>

*Required field.*
## Appendix B. Condition Codes

Table 56 provides an overview of the various condition codes that may be entered for a machine- or hand-scored item when a traditional score cannot be entered for the student’s response.

<table>
<thead>
<tr>
<th>Condition Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>• The student did not enter a response.</td>
</tr>
</tbody>
</table>
| Insufficient Text    | • The student has not provided a meaningful response. Some examples:  
  - Random keystrokes  
  - Undecipherable text  
  - “I hate this test”  
  - “I don’t know”, “IDK”  
  - “I don’t care”  
  - “I like pizza!” (in response to a reading passage about helicopters)  
  - Response consisting entirely of profanity  
  - For ELA Full Writes, use the “Insufficient Text” code for responses described above and also if  
    - The student’s original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics.  
    - The response is too brief to make a determination regarding whether it is on purpose or on topic. |
| Non-Scorable Language| • ELA/literacy: Language other than English.  
  • Mathematics: Language other than English or Spanish.                                                                                                                                                     |
| Off Purpose          | • For ELA Full Writes only:  
  - A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task.  
  - An off-purpose response addresses the topic of the task but not the purpose of the task.  
  - Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose.  
  - Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.                                                                         |
| Off Topic            | • For ELA Full Writes only:  
  - A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative).  
  - Off-topic responses are generally substantial responses. |

---

Table 56. Condition Codes
<table>
<thead>
<tr>
<th>Issue Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient Text (Copied Text from the Prompt)</td>
<td>The response is largely composed of text copied from the prompt.</td>
</tr>
<tr>
<td>Insufficient Text (Refused to Answer)</td>
<td>The response is a refusal to respond, in a form such as “idk” or “I don’t know.”</td>
</tr>
<tr>
<td>Non-Specific</td>
<td>This condition code is assigned to machine-scored responses when TDS identifies that the response requires a condition code but cannot determine which specific condition code it requires.</td>
</tr>
<tr>
<td>Non-Scorable Language (Spanish Response)</td>
<td>The response is in Spanish.</td>
</tr>
<tr>
<td>Non-Scorable Language (Uninterpretable Language)</td>
<td>The response is in a language other than English or Spanish.</td>
</tr>
</tbody>
</table>
Appendix C. Help Guide

The Centralized Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see Figure 127), click Help. The guide opens in a pop-up window, showing the help page specific to the page you’re on. For example, if you click Help while on the dashboard, you’ll see the Overview of the Dashboard page.

Figure 127. Banner
Appendix D. Secure Inbox

The Centralized Reporting System allows you to access a Secure Inbox feature that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

Each user’s Secure Inbox is personal to them and not shared among other users. Users can easily manage the files in their Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users’ Inboxes.

How to Access and Manage Files in the Inbox

1. In the banner (see Figure 128), click Inbox. The Secure Inbox window appears (see Figure 129). By default, the Inbox window displays the View Documents tab.

Table 57. Secure Inbox Window: View Documents Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inbox sub-tab</td>
</tr>
<tr>
<td>2</td>
<td>Archived sub-tab</td>
</tr>
</tbody>
</table>
2. Choose either of the available tabs (see Figure 129):

   a. **Inbox**: Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.

   b. **Archived**: Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

3. **Optional**: To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.

4. **Optional**: To hide or display system labels, click the System Labels toggle (see Figure 130).

5. **Optional**: To hide files with a particular system label, clear the checkbox for that label (see Figure 130).

6. **Optional**: To hide or display custom labels, click the Custom Labels toggle (see Figure 130).

7. **Optional**: To hide files with a particular custom label, clear the checkbox for that label (see Figure 130).
Centralized Reporting System User Guide

Figure 131. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

Table 59. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of a file, with label indicating the system it’s from</td>
</tr>
<tr>
<td>2</td>
<td>Delete and archive buttons</td>
</tr>
</tbody>
</table>

8. **Optional**: Do one of the following:

a. To download a file, click the name of the file (see Figure 131).

b. To apply a custom label, follow these instructions:
   
   - To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
   
   - To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.

c. To archive a file, click (see Figure 131).

d. To unarchive a file, click . The file is moved back to the main Inbox.

e. To delete a file, click (see Figure 131).

You cannot delete or archive secure documents uploaded to the Inbox by admin users.

**How to Use the Inbox to Send Files to Other Users’ Inboxes**

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

1. From the banner (see Figure 132), select **Inbox**. The **Inbox** page appears (see Figure 133). By default, the **View Documents** tab displays.
2. Select the **Send Files** tab. The **Send Files** page appears (see Figure 134).

3. In the **Select Recipients** field, do one of the following:
   
   a. Select **By Role** to send a file or files to a group of users by user role.
   
   b. Select **By Email** to send a file or files to a single recipient by email address.

   If you select **By Email**, skip to step 7.

4. In the **Select Role(s)** field, select the role group to which you want to send a file or files. A drop-down list appears.

5. From the drop-down list (see Figure 135), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
6. From the Select Organization(s) drop-down lists (see Figure 136), select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

7. If you selected By Role in step 3, skip this step. If you selected By Email, enter the email address of the recipient to whom you wish to send a file or files.

8. To select a file or files to send, in the Add File field, select Browse. A file browser appears.

9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.

10. Select Send.
Appendix E. Multiple Modular Test Opportunities

Sometimes modular test results will include multiple rows for the same student.

When a student completes multiple test opportunities for the modular assessment as in Figure 137, reports display a row of data for each opportunity. A clock icon ☰ appears next to the most recent opportunity. Previous opportunities are marked with numbers 1, starting from the earliest test taken. An asterisk icon ⭐ indicates that an opportunity is not the most recent and therefore is not included in calculations of average scores or performance distributions.

Figure 137. School Performance on Test Report: Performance by Student Tab

Table 60. School Performance on Test Report: Performance by Student Tab Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Most recent opportunity</td>
</tr>
<tr>
<td>2</td>
<td>First opportunity</td>
</tr>
</tbody>
</table>
Appendix F. Non-Scorable Test Opportunities

The reports in Centralized Reporting do not include data for non-scorable test opportunities. A student’s test opportunity cannot be scored when it has a test status of “Expired” or “Invalidated”, or when it includes blank or empty reporting categories (reporting categories without items). If a test opportunity is non-scorable, a notification ⚠ appears below the report for that assessment.

You can click More Info on the notification to view the Students with Other Test Statuses window (see Figure 138). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

![Figure 138. Students with Other Test Statuses Window](image)

Table 61. Students with Other Test Statuses Window Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Condition codes</td>
</tr>
<tr>
<td>2</td>
<td>Dates the tests were taken</td>
</tr>
</tbody>
</table>
Appendix G. Performance Data

Depending on the test, a report may display different kinds of performance data:

- **Score data**: This type of data is used for tests with numeric scores. Score data provides a quantitative measurement of student assessment performances. The following columns involving score data may appear in reports:
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.

- **Performance-level data** are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students’ proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars, as in Figure 139, showing the percentage and number of students who achieved each performance level. These bars are color-coded, with three performance levels being coded red-yellow-green, four being coded red-yellow-green-blue, and five being coded red-yellow-green-blue-purple.

Figure 139. School-Level User View: School Performance on Test Report: Performance by Roster Tab

![Figure 139](image)

Table 62. School-Level User View: School Performance on Test Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performance distribution bar, divided into colored blocks representing different performance levels</td>
</tr>
<tr>
<td>2</td>
<td>Percent proficient</td>
</tr>
</tbody>
</table>

- Measures in aggregate reports for adaptive tests may also include **Weak or Strong?**, **Proficient?**, and **% Correct**.
In a report, click the more information button in the score or Performance Distribution columns (see Figure 140).

Figure 140. School-Level User View: School Performance on Test Report: Performance by Roster Tab

Table 63. School-Level User View: School Performance on Test Report Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Buttons to learn more information on average score</td>
</tr>
<tr>
<td>2</td>
<td>Buttons to learn more information on performance distribution</td>
</tr>
</tbody>
</table>

A legend appears (see Figure 141 and Figure 142), explaining what the scores or performance levels indicate.
Figure 141. My Students’ Performance on Test Report with Expanded Scale Score Legend

Figure 142. My Students’ Performance on Test Report with Expanded Performance Distribution Legend

You will find similar buttons in reports throughout the Centralized Reporting System.
Appendix H. Report Tables

How to Sort a Table

1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker when the column is sorted in descending order.

2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker when the column is sorted in ascending order.

How to Specify the Number of Rows Displayed

1. In the *Rows per page* field below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.

2. You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

How to View Additional Table Rows

To move to the next and previous pages in a table, click the arrow buttons at the lower-right corner of the table.

To jump to a specific table page, enter the page number in the field at the lower-right corner of the table.

How to View Additional Table Columns

To scroll the table to the right or left, click the arrow buttons on the right and left sides of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or and to expand and collapse them.

How to Expand All Accordion Sections in a Table

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the Enter key. All the accordion sections expand.

2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the Enter key. All the accordion sections collapse, except the Total section.
Appendix I. Test Resources

Some test results in the Centralized Reporting System include supplementary information that you can access, such as resources provided for the assessment in Tools for Teachers.

If additional assessment information is available, click the Get Instructional Resources button 📖 in the upper-left corner of the report table (see Figure 143). If the test results also include a Longitudinal Report, this link will appear in a More Tools menu.

Figure 143. My Students’ Performance on Test Report: Performance by Student Tab

A window opens (see Figure 144), displaying resource links that either download or open in a new browser tab or window.

Figure 144. Test Resources Window
User Support

For additional information and assistance in using the Centralized Reporting System, contact the Wyoming Help Desk.

The Help Desk is open Monday–Friday 7:00 a.m. to 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming portal).

Wyoming Help Desk
Toll-Free Phone Support: 1-888-897-8024
Email Support: wyohelpdesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student’s WISER ID and associated district or school. Do not provide the student’s name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user’s full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (for example, Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8).