



Centralized Reporting System User Guide

2020–2021

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Table of Contents

Centralized Reporting System User Guide	1
Introduction to the User Guide.....	1
Overview of Centralized Reporting.....	1
Section I. How to Access Centralized Reporting.....	2
How to Log In to the Centralized Reporting System.....	2
How to Set or Reset Your Password.....	4
Section II. How to Navigate Reports.....	5
How to Understand Which Students Appear in Your Reports.....	5
How to View High-Level Aggregate Test Results.....	5
How to Use the Dashboard to View Aggregate Test Results.....	5
How to View More Detailed Data on a Particular Test Group.....	6
For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters).....	7
How to View Test Results for Classes (Rosters) on a Particular Test.....	9
How to Access Test Results for All Your Classes (Rosters).....	9
How to See Which Classes (Rosters) Performed Well on This Assessment.....	11
How to See Which Classes (Rosters) Had the Highest Test Completion Rates.....	11
How to See How Well Classes (Rosters) Performed in Each Area on the Test.....	12
How to View and Interpret Standard Measures Within Reporting Category Sections.....	12
How to Access Test Results for an Individual Class (Roster).....	14
How to See How Well Students in Your Class (Roster) Performed in Each Area of the Test.....	14
For School- and District-Level Users: How to View Test Results for a School on a Particular Test.....	15
How to Access Test Results for a School.....	15
How to See Which Classes (Rosters) Performed Well on This Assessment.....	16
For District-Level Users: How to View Test Results for a District on a Particular Test.....	16
How to Access Test Results for a District.....	16
How to See Which Schools in the District Performed Well on This Assessment.....	17
How to See How Well Schools in the District Performed in Each Area of the Test.....	18
How to Track Student Performance Over Time.....	18
How to Access a Longitudinal Report Comparing Related Assessments.....	19
How to View Students' Overall Performance on These Assessments Over Time.....	21
How to Switch Between Score Data and Performance-Level Data.....	21
How to See Students' Performance in Different Areas Over Time.....	22
How to Distinguish Different Types of Tests in the Graphs.....	22

How to Modify the Test Groupings You've Selected	22
How to Filter Test Opportunities to Show Some and Not Others.....	23
How to View Test Results Broken Down by Demographic Sub-Groups	25
How to View Test Results Broken Down by Demographic Sub-Groups	25
How to View Test Results for a Particular Demographic Sub-Group or Combination	27
How to View Test Results for Individual Students.....	27
How to Access Test Results for an Individual Student on a Particular Test.....	27
How to View a Report for All the Assessments a Student Has Completed Over Time.....	29
How to Use the Student Portfolio Report to View Only the Tests You're Interested In.....	30
How to View a Student's Performance on Tests Taken in a Previous School Year or Years.....	31
How to Use Individual Student Reports (ISR)	32
What an Individual Student Report (ISR) Looks Like and How to Read It	32
How to Generate and Export Individual Student Reports (ISR).....	34
How to Generate and Export Student Data Files	39
How to Compare Students' Data with Data for Your State, District, School, and/or Total Students.....	45
How to Compare All Your Students' Performance on Any Test with Larger Groups'	45
How to Compare a Student's Performance on Any of Their Tests with Larger Groups'	46
Section III. How to Set Up Your Reports.....	49
For Teachers: How to Set Preferences for Tests to Display	49
For School- and District-Level Users: How to Set Preferences for Classes (Rosters) to Display	50
How to Filter Tests to Display	51
For Teachers and School-Level Users: How to Filter Classes (Rosters) to Display.....	53
For District-Level Users: How to Filter Schools to Display.....	55
How to View Data from a Previous Point in Time	56
Section IV. How to Export and Print Data	59
How to Export or Print a Report You're Viewing.....	59
How to Export an Assessment Report Directly from the Performance on Tests Report.....	60
Section V. How to access Interim and Modular Data	62
How to Access Item-Level Data.....	62
How to View Item Scores.....	62
How to Find Out Which Items Students Performed on the Best or Struggled with the Most.....	63
How to View an Item.....	63
How to View Items With and Without the Students' Visual Settings	67
How to Navigate to Other Items from the Item View Window	69

How to View Another Student's Response to the Current Item.....	69
What It Means When Items Are Labeled “1-1”, “1-2”, and So On.....	70
What It Means When an Item Score Reads “n/a”	71
How to Set Up Your Interim and Modular Reports	71
How to Assign Test Reasons (Categories) to Interim and Modular Test Opportunities.....	71
How to Filter by Test Reason (Category).....	74
How to Filter Item-Level Data on Interims and Modulares by Standards and Clusters of Standards.....	77
How to Export and Print Data on Interims and Modulares.....	79
How to Export an Assessment Report Directly from the Performance on Tests Report.....	82
Appendix A. Roster Management	85
How to Add a Class (Roster)	85
How to Modify a Class (Roster).....	89
How to Upload Classes (Rosters).....	93
Appendix B. Condition Codes.....	98
Appendix C. Help Guide.....	100
How to Access the Online User Guide.....	100
Appendix D. Secure Inbox.....	101
How to Access and Manage Files in the Inbox.....	101
How to Use the Inbox to Send Files to Other Users' Inboxes.....	103
Appendix E. Multiple Modular Test Opportunities	106
Appendix F. Non-Scorable Test Opportunities.....	107
Appendix G. Performance Data	108
Appendix H. Report Tables.....	111
How to Sort a Table.....	111
How to Specify the Number of Rows Displayed.....	111
How to View Additional Table Rows	111
How to View Additional Table Columns	111
How to Expand All Accordion Sections in a Table.....	111
Appendix I. Test Resources.....	112
User Support.....	113

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](#)).

Figure 1. User Role Cards



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

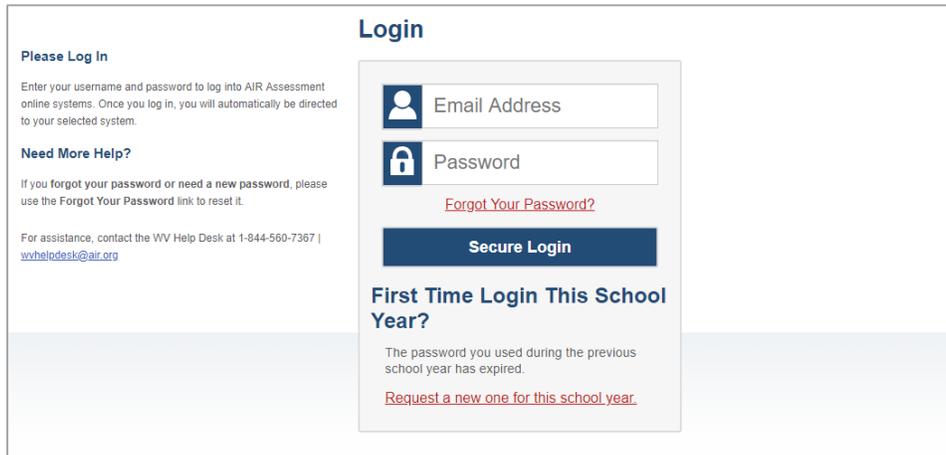
Figure 2. Centralized Reporting Card



Centralized Reporting System User Guide

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



Please Log In

Enter your username and password to log into AIR Assessment online systems. Once you log in, you will automatically be directed to your selected system.

Need More Help?

If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.

For assistance, contact the WV Help Desk at 1-844-560-7367 | wvhelpdesk@air.org

Login

Email Address

Password

[Forgot Your Password?](#)

Secure Login

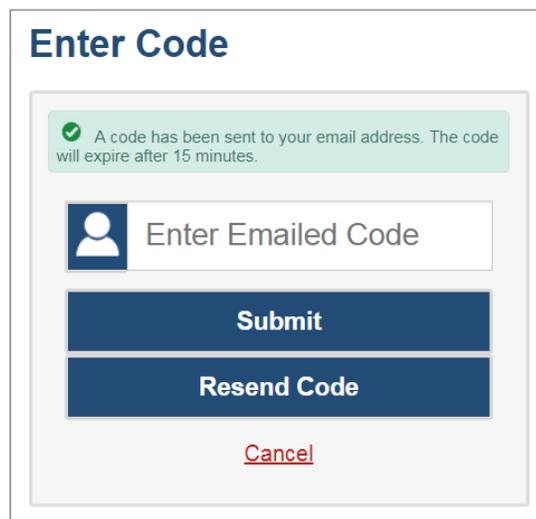
First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

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



Enter Code

✓ A code has been sent to your email address. The code will expire after 15 minutes.

Enter Emailed Code

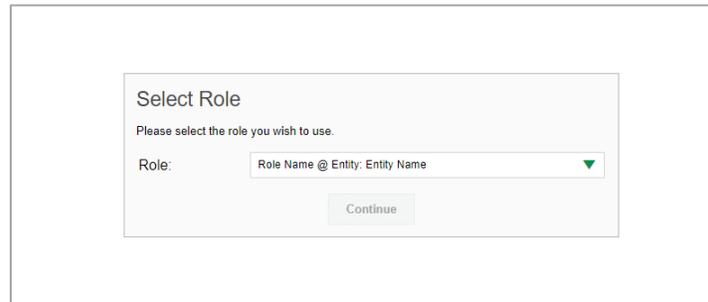
Submit

Resend Code

[Cancel](#)

- 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



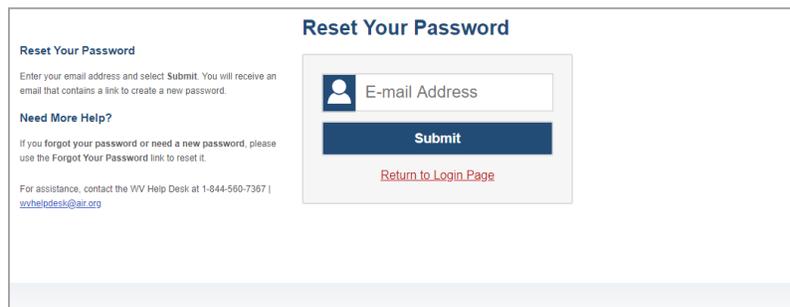
The dashboard for your user role appears.

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.

Figure 6. Reset Your Password Page



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.

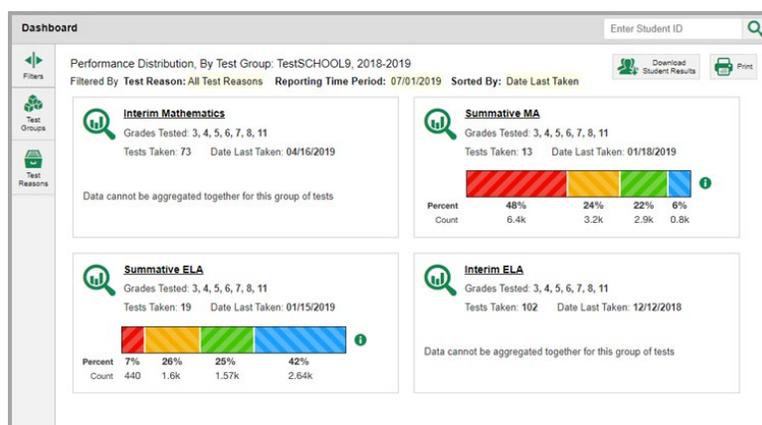
How to Use the Dashboard to View Aggregate Test Results

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

Figure 7. Teacher View: Dashboard



Centralized Reporting System User Guide

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.

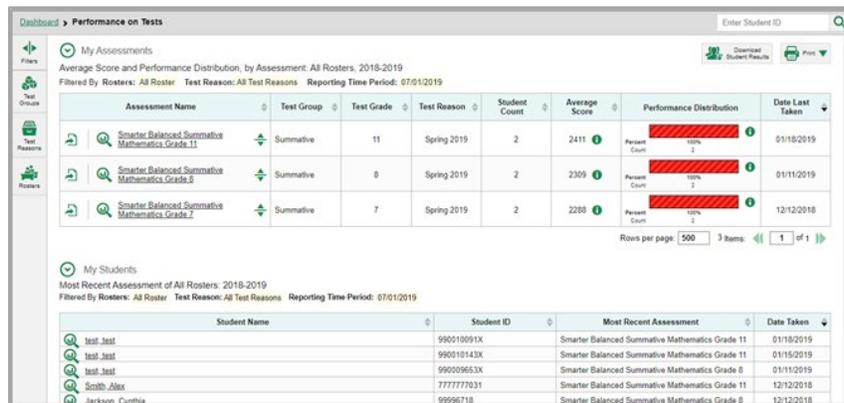
How to View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group (or  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



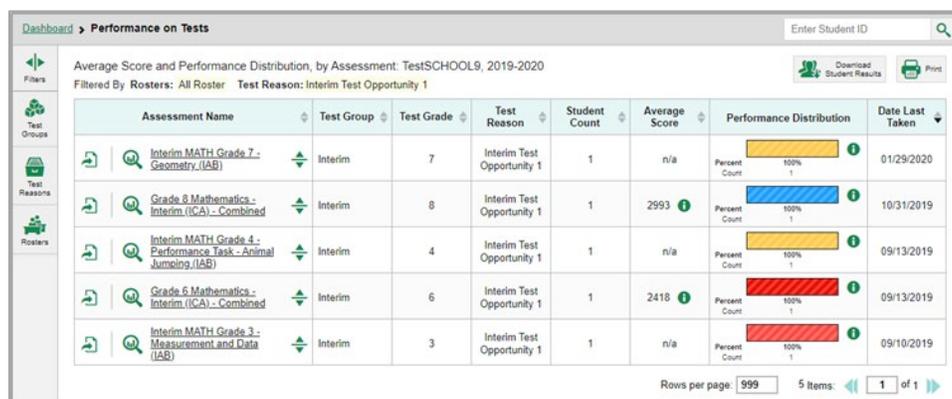
The screenshot shows the 'Performance on Tests' report for a teacher. It includes a sidebar with filters for My Assessments, Test Groups, Test Reasons, and Rosters. The main content area displays two tables. The first table, 'My Assessments', lists three summative mathematics assessments for grades 11, 8, and 7. The second table, 'My Students', lists five students who took the assessments, including their names, student IDs, and the most recent assessment they took.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411	100%	01/15/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	100%	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288	100%	12/12/2018

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	99010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	99010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	99009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

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



The screenshot shows the 'Performance on Tests' report for a school-level user. It includes a sidebar with filters for Test Groups, Test Reasons, and Rosters. The main content area displays a single table of assessments. The table lists five interim mathematics assessments for grades 7, 8, 4, 6, and 3.

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

Centralized Reporting System User Guide

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

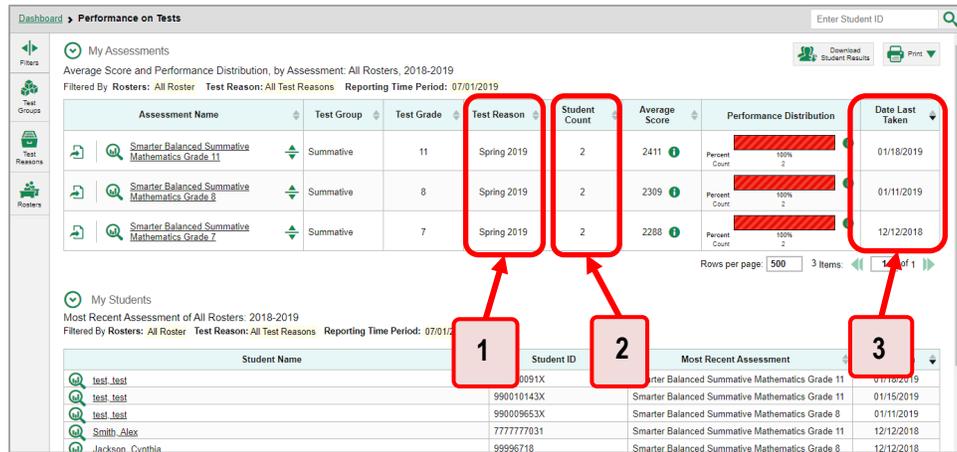


Table 1. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (set in TA interface when administering tests)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

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

Centralized Reporting System User Guide

Figure 11. School Performance on Test Report: Performance by Student Tab

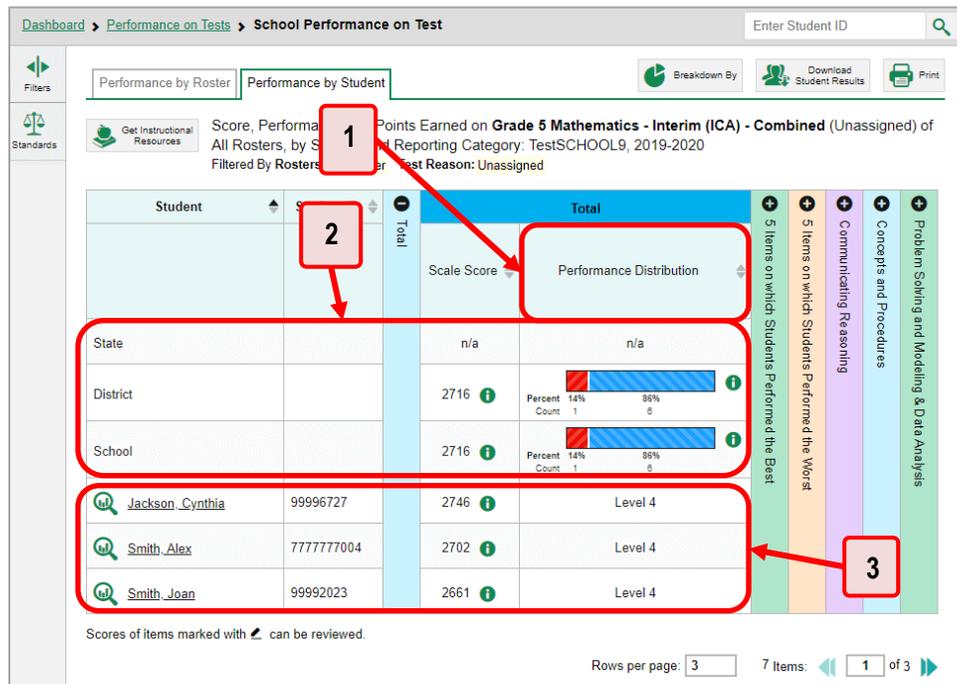


Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Performance column header (click to sort)
2	Data for district and school
3	Student data

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](#)).

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

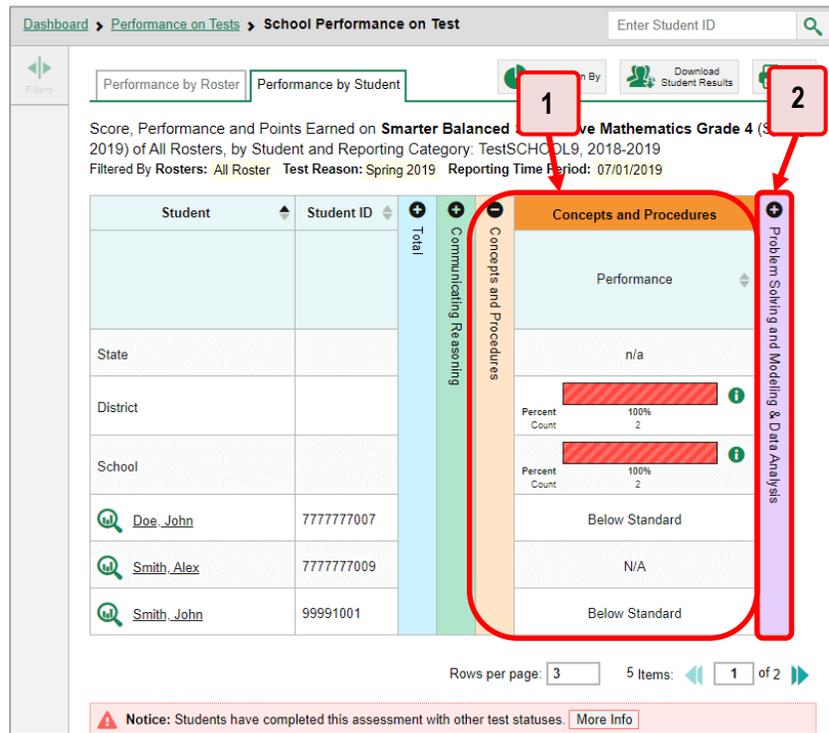


Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Reporting category section (expanded)
2	Additional reporting category sections (not expanded)

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

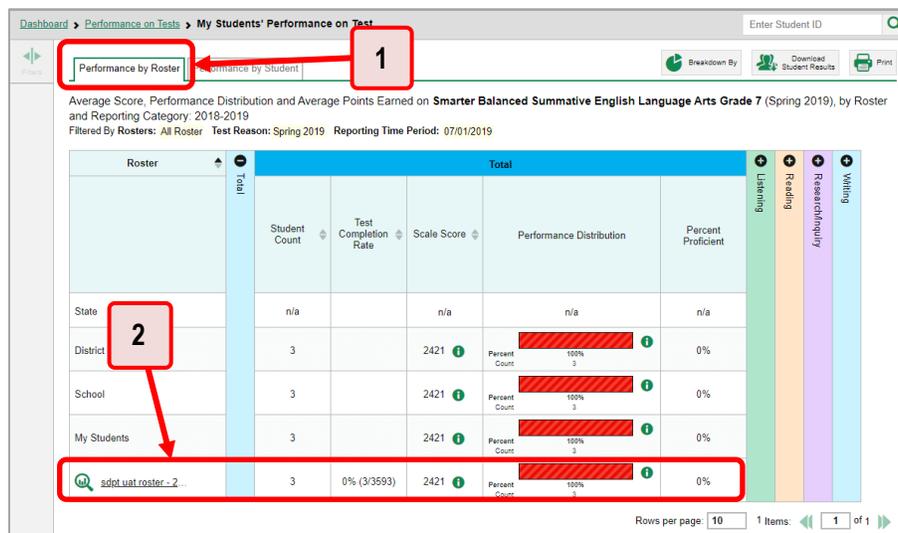


Table 4. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Performance by Roster tab
2	Performance data for a class (roster)

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

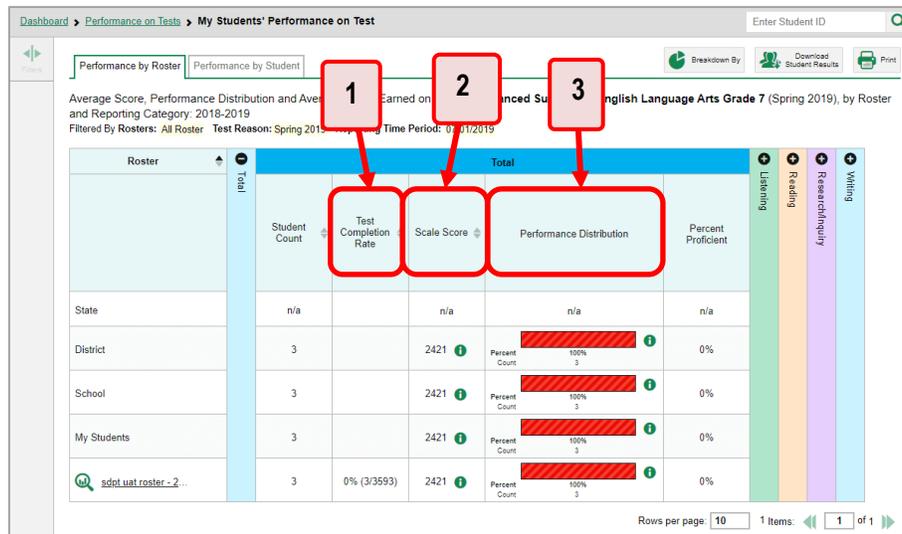


Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Test Completion Rate column (click to sort)
2	Scale Score column (click to sort)
3	Performance Distribution column

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

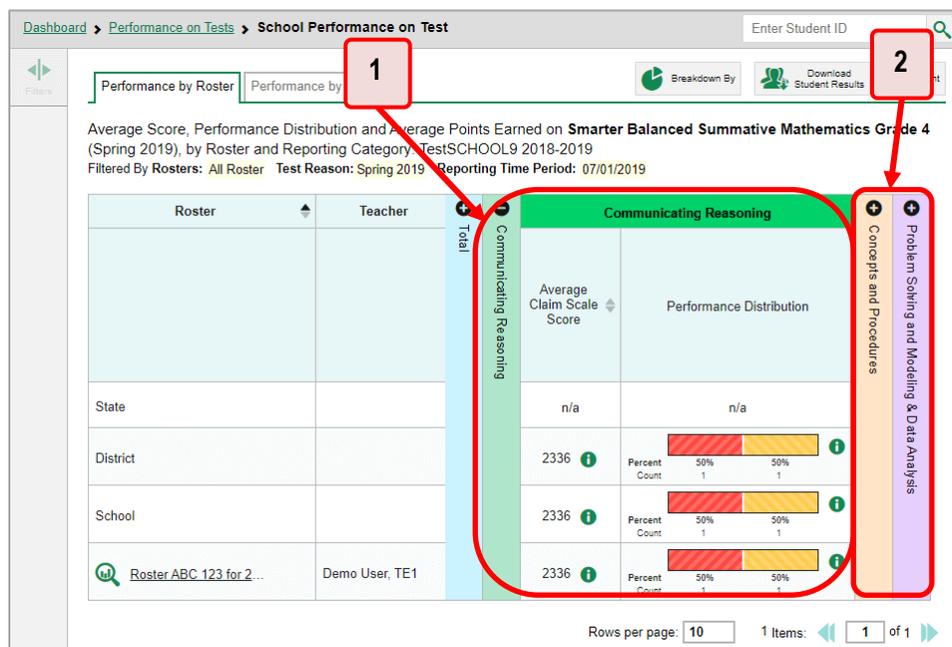


Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

#	Element
1	Reporting category section
2	More reporting category section bars (click to expand)

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.

Centralized Reporting System User Guide

To learn more about each standard, click the more information button **i** to the right of the standard name.

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

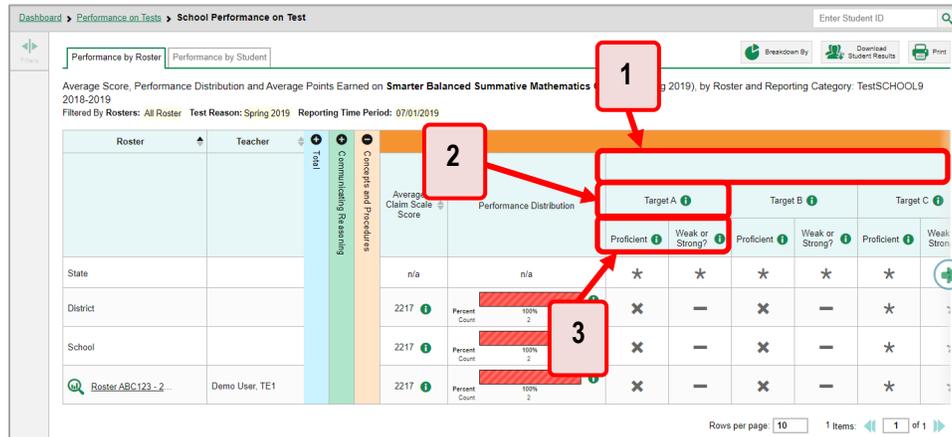


Table 7. School Performance on Test Report: Performance by Roster Tab: Reporting Category Section Elements

#	Element
1	Cluster header within a reporting category (header label not shown)
2	Standard header within the cluster column
3	Weak or Strong? and Proficient measures within the standard

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 **i** 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](#)).

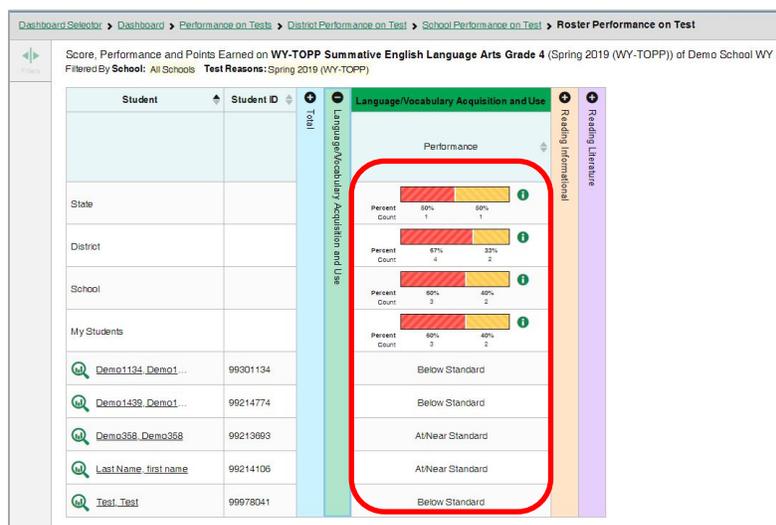
Figure 17. Teacher View: Roster Performance on Test Report



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



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

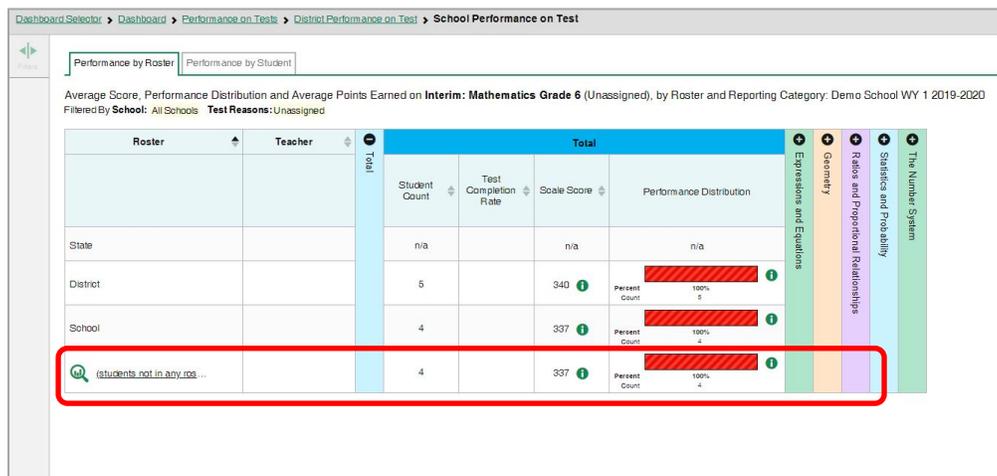
District-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A table listing test results by school appears.
3. Click the name of the school (or  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](#).

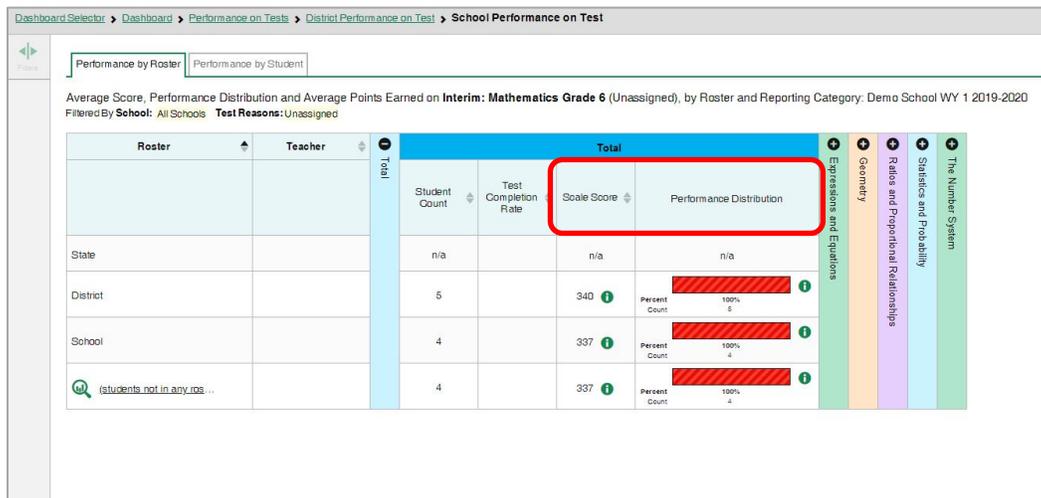
Figure 19. School Performance on Test Report: Performance by Roster Tab



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



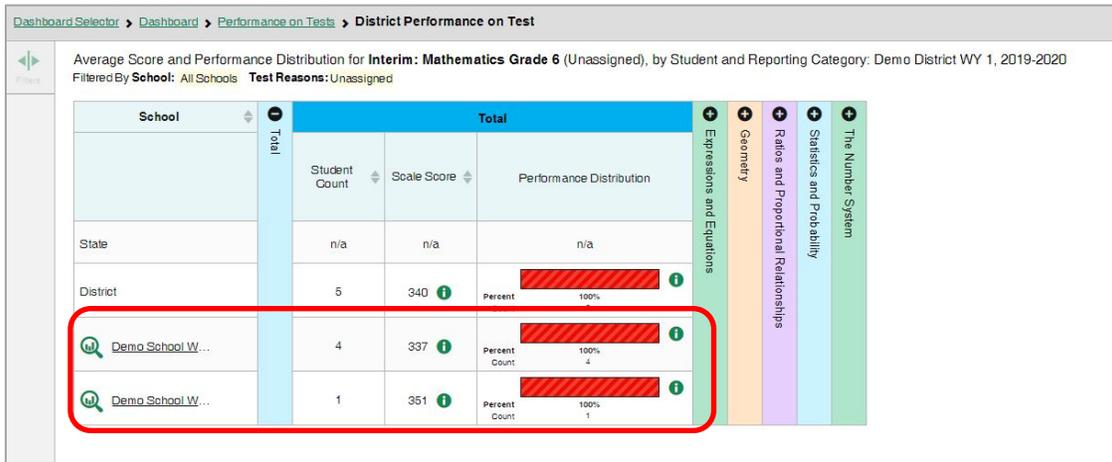
For District-Level Users: How to View Test Results for a District on a Particular Test

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](#)).

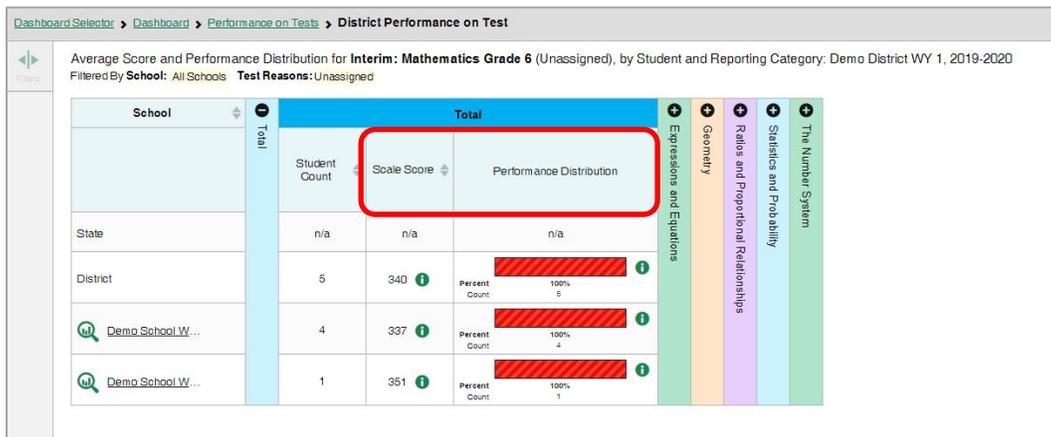
Figure 21. District Performance on Test Report



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](#)).

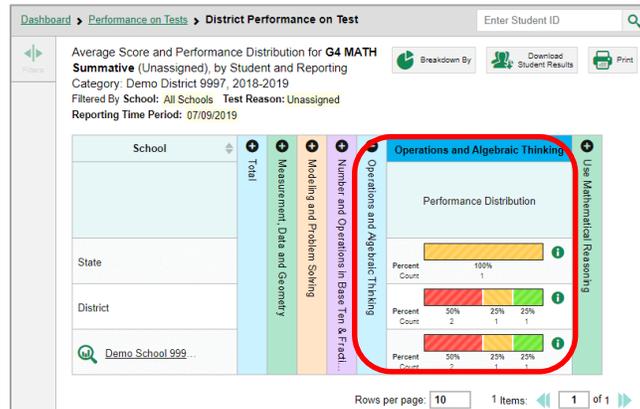
Figure 22. District Performance on Test Report Sorted by Score



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



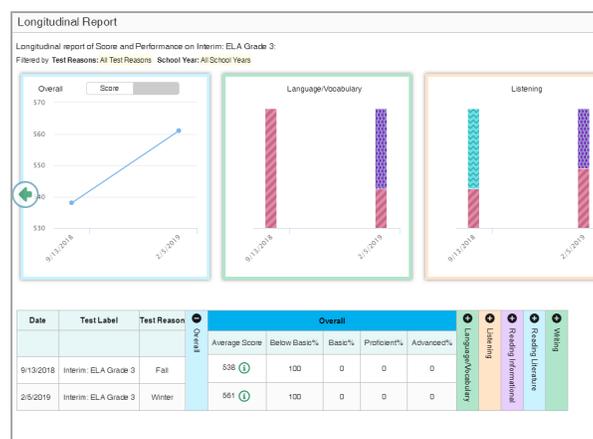
How to Track Student Performance Over Time

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

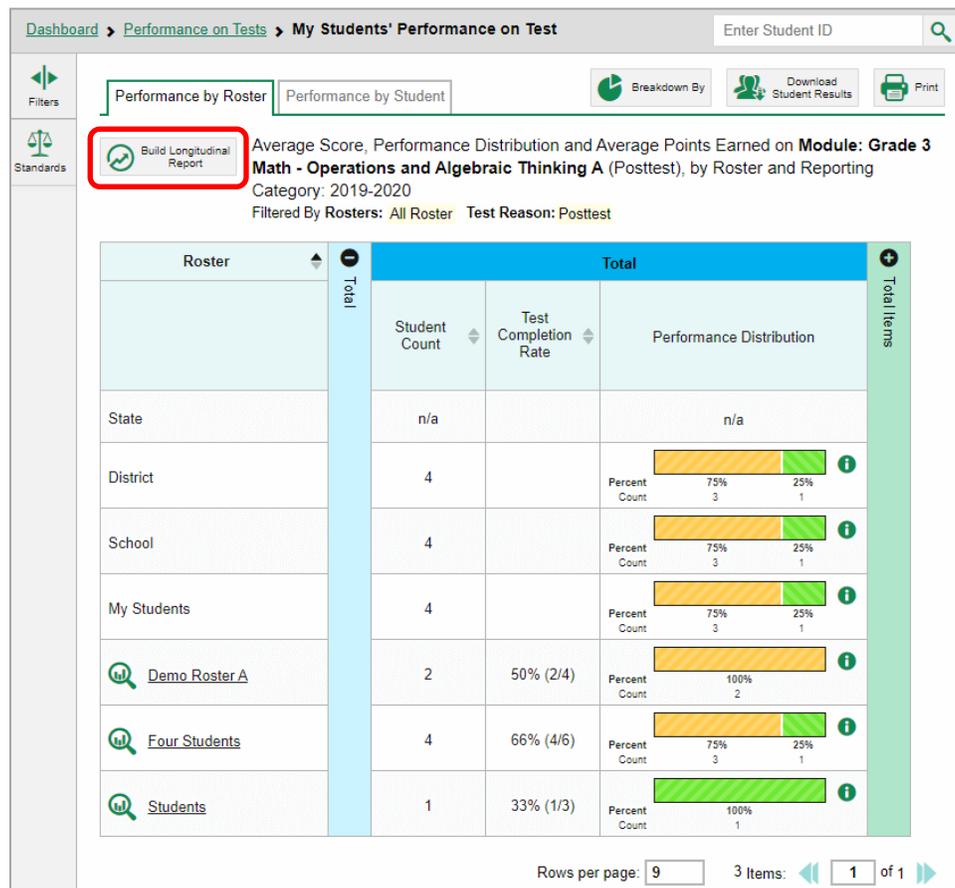


How to Access a Longitudinal Report Comparing Related Assessments

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.

Centralized Reporting System User Guide

- 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.

Figure 26. District-Level User View: Longitudinal Report Window: Report Options Page with Progression Drop-Down List Only

The screenshot shows a window titled "Longitudinal Report" with a close button (X) in the top right corner. Below the title bar, there is a "Progression" label followed by a dropdown menu currently displaying "Select". At the bottom of the window is a green button labeled "Generate Report".

- **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.

Figure 27. Teacher View: Longitudinal Report Window: Detailed Report Options Page

The screenshot shows a window titled "Longitudinal Report with Progressions" with a close button (X) in the top right corner. Below the title bar, there is a "Progression" dropdown menu set to "Summative" and a green "Generate Report" button. To the right of the button is a note: "Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below)."

Below the button, it says "Students Selected: 4". A table follows with columns for "Test", "Grade 3 ELA", "Grade 4 ELA", "Grade 5 ELA", and "Grade 6 ELA". Each grade column has sub-columns for "Fall" and "Spring". The "Test Reason" column has a checkbox. The table contains 11 rows of student data. The cells for "al Ghul, Talia (9998711390)", "Antilles, Wedge (9999062995)", "Binks, Jar Jar (9999920535)", and "Calrissian, Lando (99995471...)" are highlighted in yellow, indicating they completed all selected tests.

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

- 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

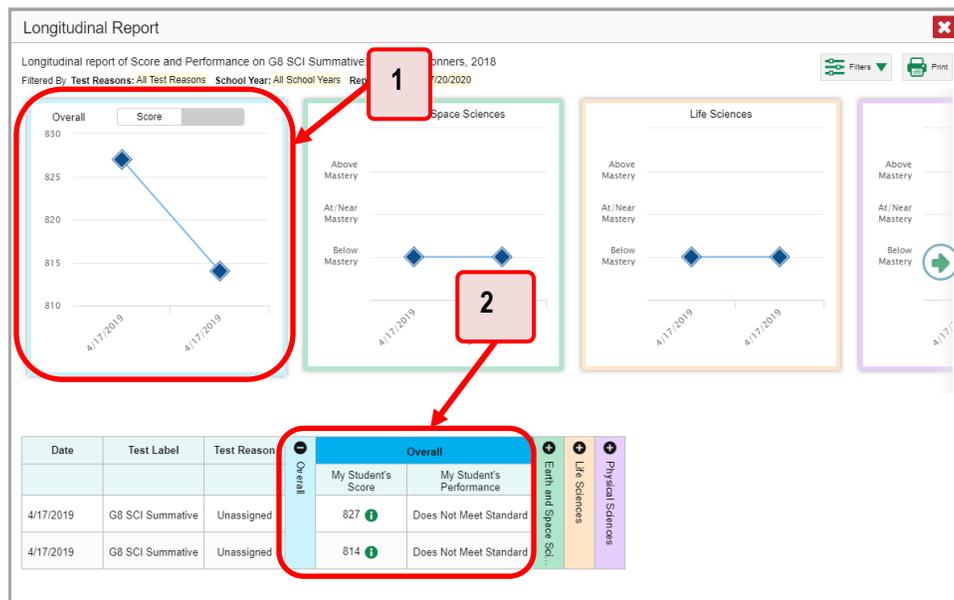


Table 8. Longitudinal Report Window Elements

#	Element
1	Overall performance graph
2	Overall performance section of table

Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

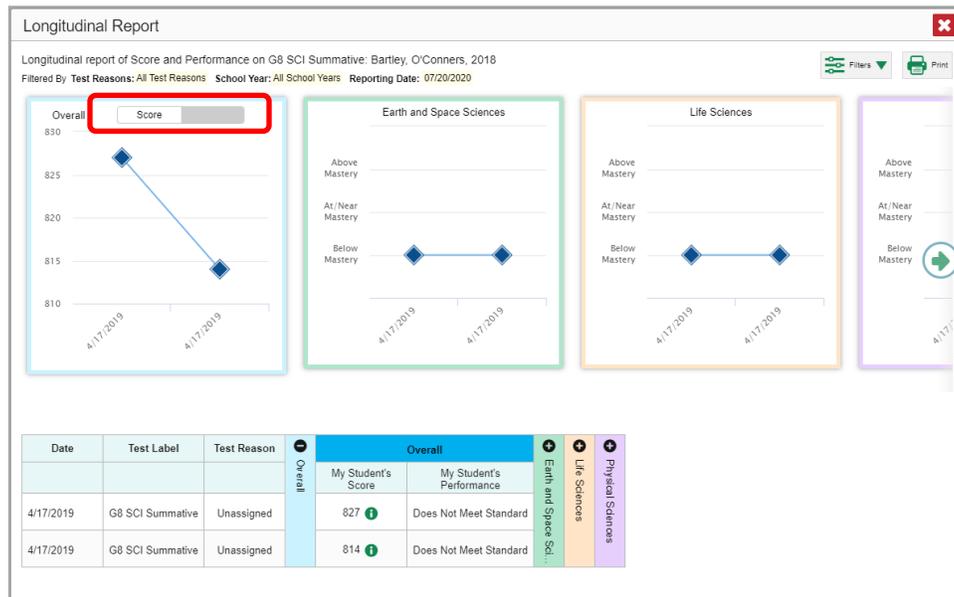
Mouse over the data points in a line graph or the sections in a bar to get more information.

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.

Figure 29. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories



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.

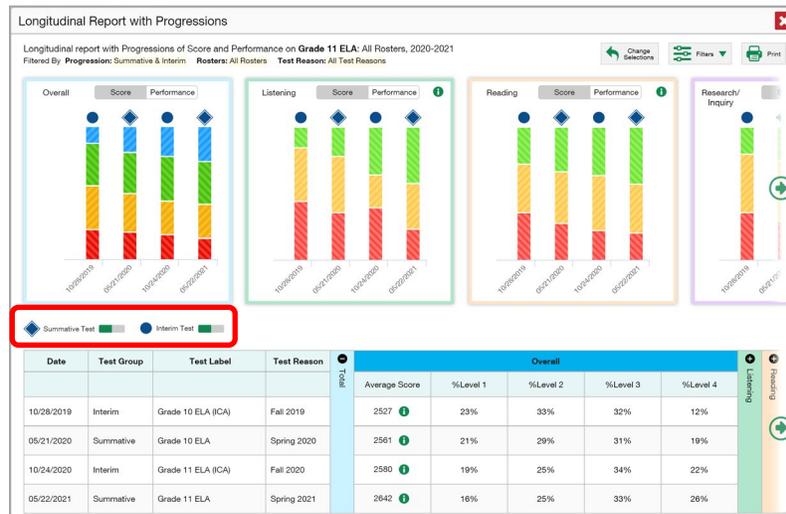
How to Modify the Test Groupings You've Selected

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.

Centralized Reporting System User Guide

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.

Centralized Reporting System User Guide

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

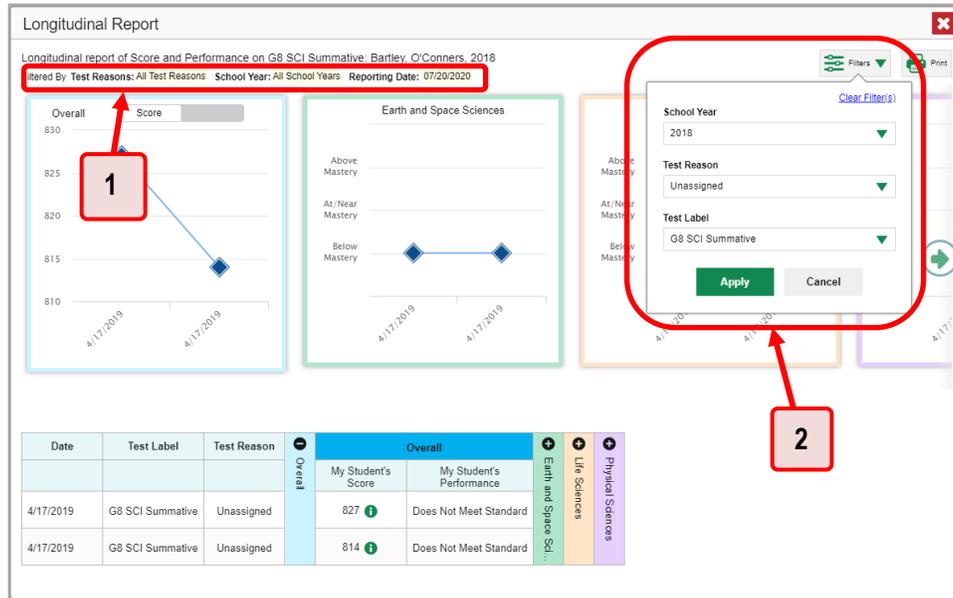


Table 9. Longitudinal Report Window Elements

#	Element
1	Row of filter details below the report header
2	Open filter menu with filters for school year, test reason (category of test or test window), and test label (name)

- 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**.

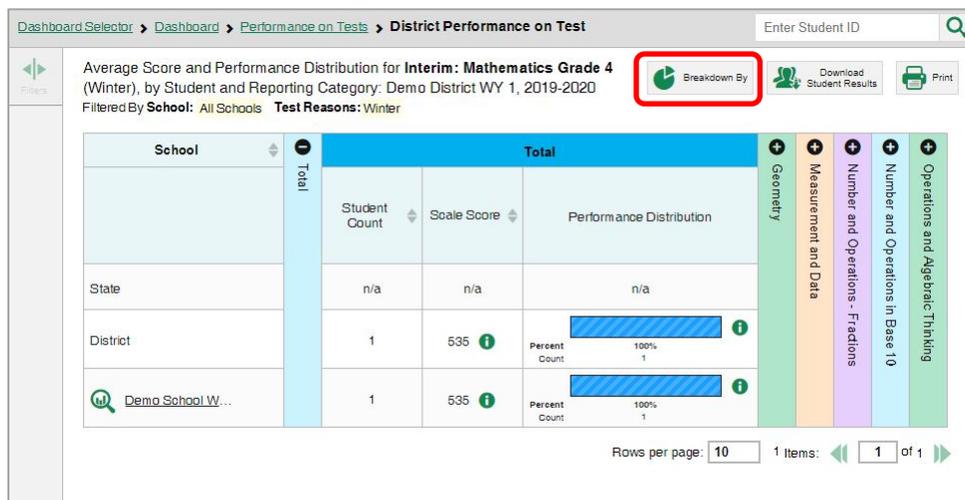
3. *Optional:* To revert all filters to their defaults, open the **Filters** menu  again and click **Clear Filters**. Click **Apply**.

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



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](#)).

Figure 33. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

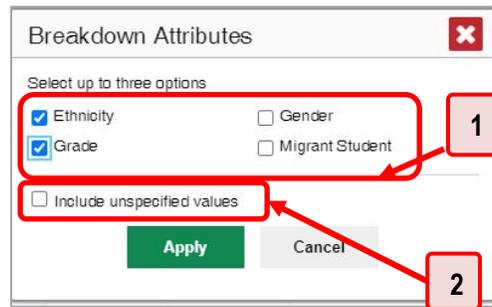


Table 10. Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	Include unspecified values option

2. Select up to three student demographic categories.

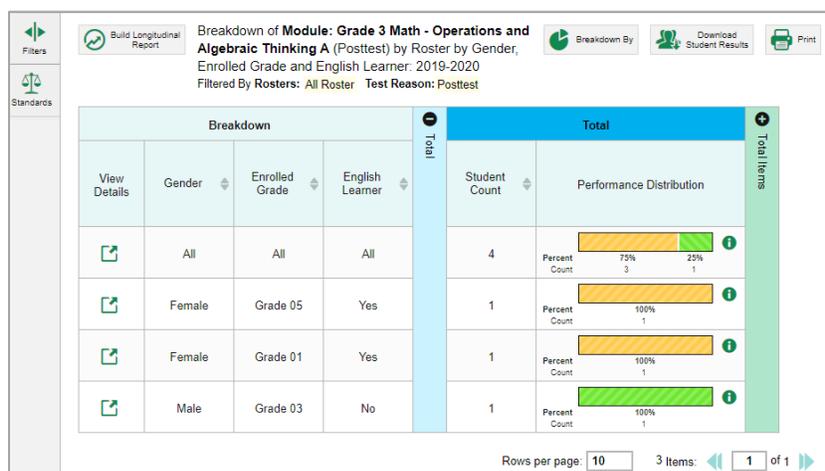
There is also an **Include unspecified values** checkbox, explained below:

- 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](#)).

Figure 34. Demographic Breakdown of a My Students' Performance on Test Report

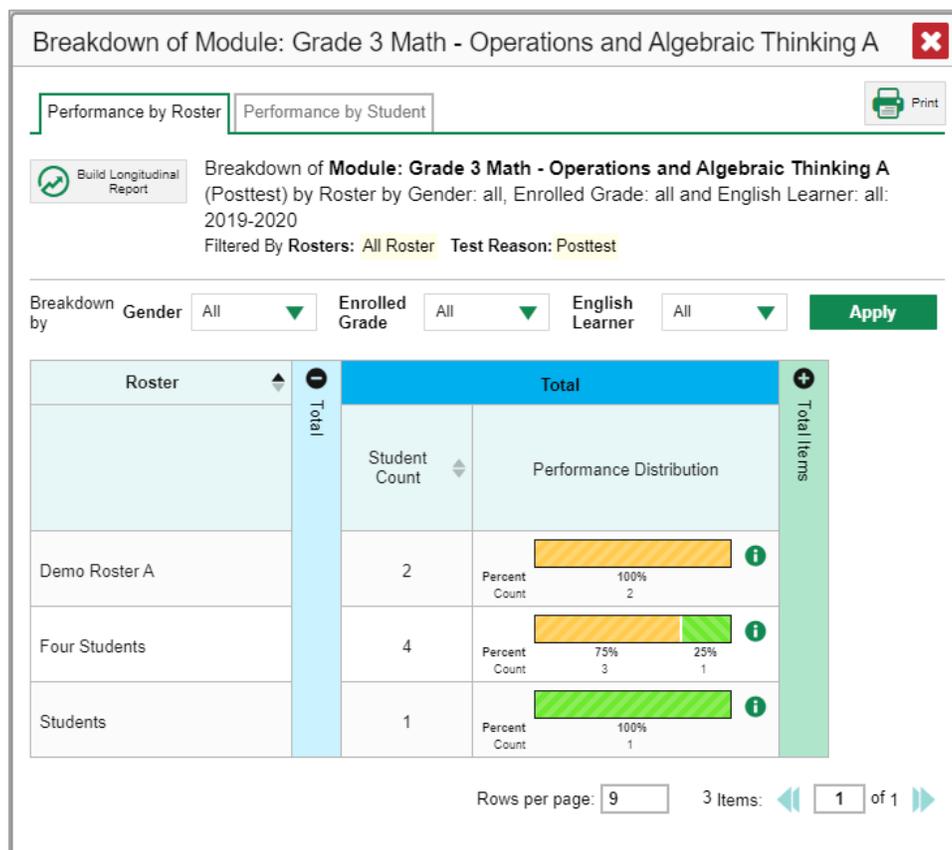


How to View Test Results for a Particular Demographic Sub-Group or Combination

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)



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:

Centralized Reporting System User Guide

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

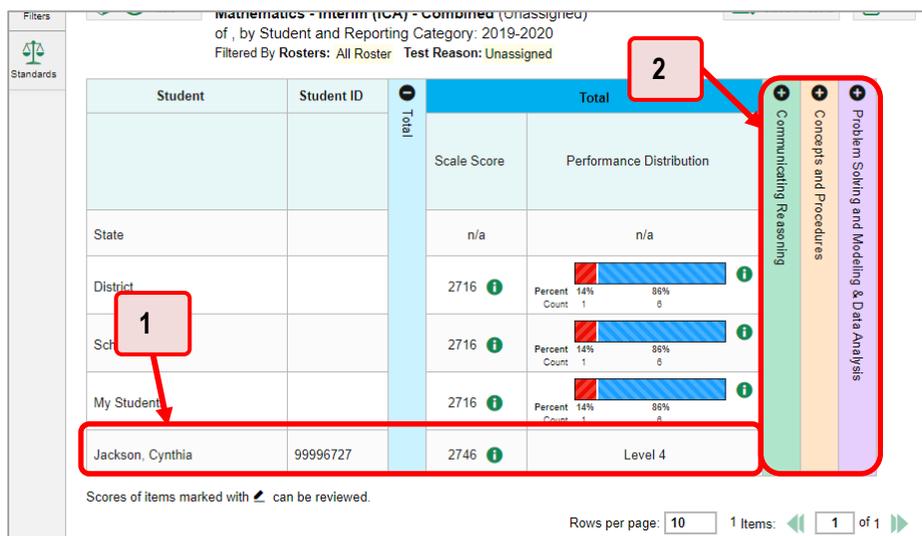


Table 11. Teacher View: Student Performance on Test Report Elements

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

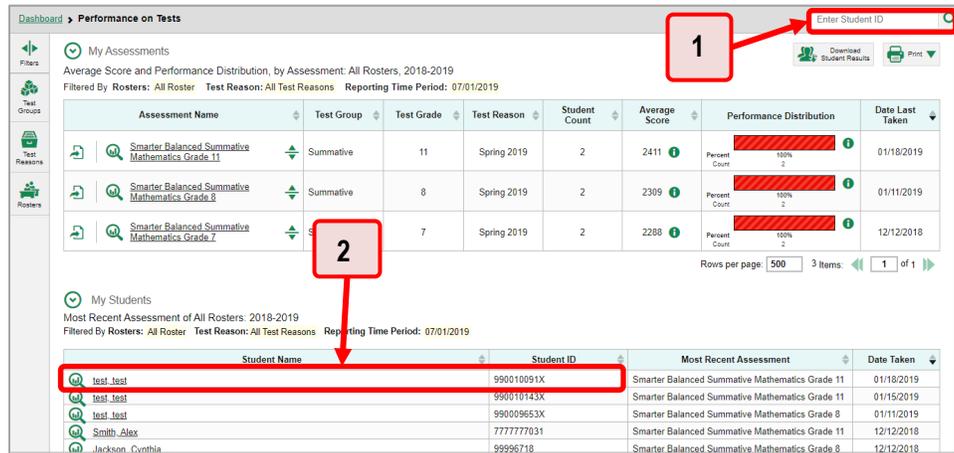
You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand (see [Figure 36](#)).

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



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411	Percent Count: 100% 2	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	Percent Count: 100% 2	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288	Percent Count: 100% 2	12/12/2018

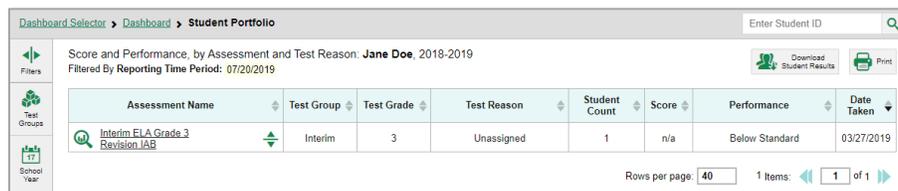
Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	990009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

Table 12. Teacher View: Performance on Tests Report Elements

#	Element
1	Search field for WISER ID
2	Student name and WISER ID

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



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim ELA Grade 3 Revision JAB	Interim	3	Unassigned	1	n/a	Below Standard	03/27/2019

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

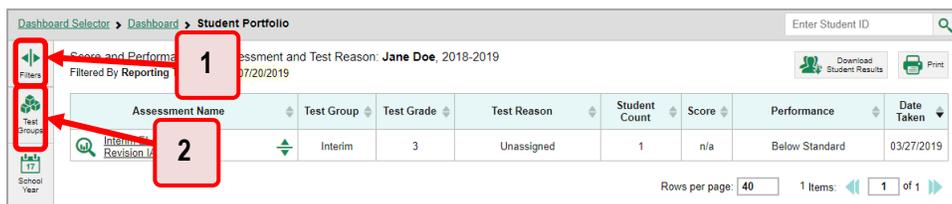


Table 13. Student Portfolio Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and Test Group options

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

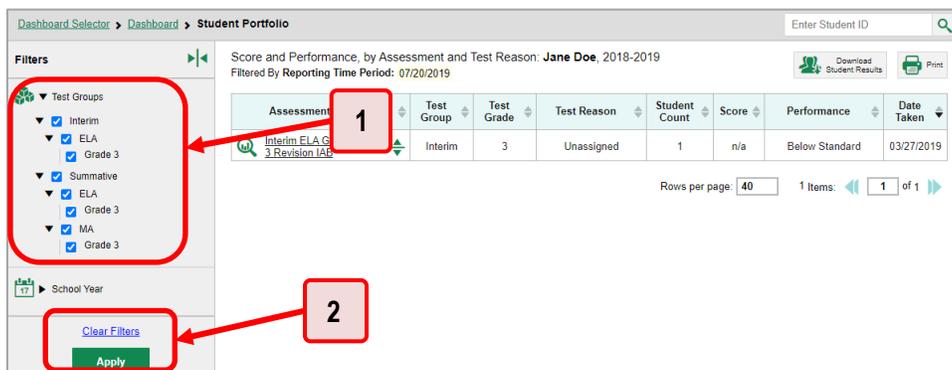


Table 14. Student Portfolio Report Elements

#	Element
1	Test Group options (all selected)
2	Apply button and Clear Filters

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

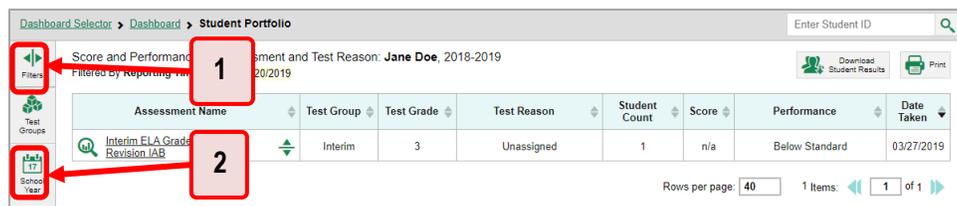


Table 15. Student Portfolio Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and school year options

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

Figure 42. Student Portfolio Report with Expanded Filters Panel

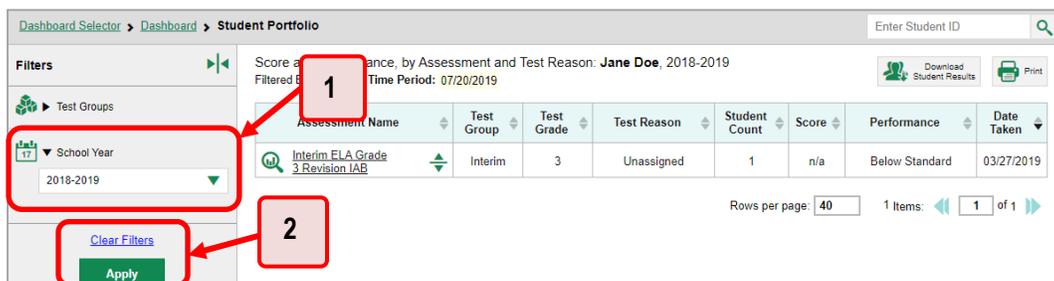


Table 16. Student Portfolio Report Elements

#	Element
1	School Year filter
2	Apply button and Clear Filters

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.

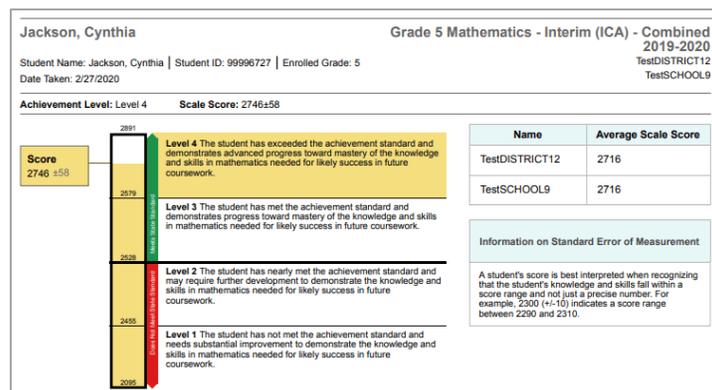
Each ISR includes a comparison table showing the average performance of the state, district, and/or school.

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



Centralized Reporting System User Guide

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

Reporting Categories			
<p>The table and the graph below indicate student performance on individual claims. The black dot indicates the student's score on each claim. The lines to the left and right of the dot show the range of likely scores your student would receive if he or she took the test multiple times.</p>			
Category	Performance	Performance Level	Performance level Description
Algebra			The student has nearly met the achievement standard
Functions			The student has nearly met the achievement standard
Numbers and Quantities			The student has nearly met the achievement standard
Statistics and Probability			The student has not met the achievement standard

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

Demo		Demo District #1 Demo High School									
Student ID: Student DOB: 5/28/2005 Enrolled Grade: 9 Date Taken: 9/17/2019											
Performance: Below Basic		Scale Score: 550±40									
Algebra		Number and Quantity									
Item #	Points	Item #	Points								
1	1/1	2	1/1								
5	1/1	3	0/1								
7	0/1	11	0/1								
9	0/2	15	1/1								
13	0/1	<table border="1"> <thead> <tr> <th colspan="2">Statistics and Probability</th> </tr> <tr> <th>Item #</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>0/1</td> </tr> <tr> <td>8</td> <td>0/1</td> </tr> </tbody> </table>		Statistics and Probability		Item #	Points	6	0/1	8	0/1
Statistics and Probability											
Item #	Points										
6	0/1										
8	0/1										
17	1/2										
18	1/1										
21	0/1										
25	0/1										
Functions											
Item #	Points										
4	0/1										
10	0/1										
12	0/1										
14	0/1										
16	0/1										
19	1/1										
20	0/1										
22	0/1										
23	0/1										
24	0/1										

Centralized Reporting System User Guide

Figure 46. Detail of Individual Student Report (ISR): Science Interim with Scoring Assertions

Marquez, Santos		SCI Interim Grade 8 - Waves 2018-2019	
Student ID: 991007093 Student DOB: 2/3/2002 Enrolled Grade: 8		Demo District 9998	
Date Taken: 10/18/2018		Demo School 999801	
Score: 1/22			
Item #	Scoring Assertion	Outcome	
1-1	The student correctly identifies the change in amplitude recorded in the simulation, providing some evidence of student ability to observe and summarize how waves change in different media.	X	
1-2	The student correctly identifies that the frequency does not change, providing some evidence of student ability to identify wave properties and how they change in different scenarios.	X	
1-3	The student identifies that frequency does not change, providing some evidence of student ability to identify how properties of the medium affect each wave characteristic.	X	
1-4	The student identified that amplitude increases (or is indeterminate if they did not record it decreasing in the simulation), providing some evidence of student ability to identify how properties of the medium affect each wave characteristic.	X	
1-5	The student indicates that the wavelength cannot be determined simply from density (or that it increases if they found it to decrease in the simulation), providing some evidence of student ability to interpret the data given and make inferences about the affect of media density on each wave characteristic.	X	
1-6	The student correctly calculates and records the amplitude of the wave through salt water (4) providing some evidence of student ability to make observations and use them in a model of sound waves through media with different properties.	X	
1-7	The student correctly calculates the wavelength of salt water (13-15), providing some evidence of student ability to make observations and use them in a model of sound waves through media with different properties.	X	
1-8	The student indicates that the wave speed increases as the density increases based on the observations (or if they recorded the wavelength in salt water as shorter, then decrease, or "cannot tell" if they recorded equal wavelengths), providing some evidence of student ability to use data to identify how wave properties change in each scenario.	X	
1-9	The student correctly calculates and records the amplitude of the wave through water (5) providing some evidence of student ability to make observations and use them in a model of sound waves through media with different properties.	X	
1-10	The student correctly calculates the wavelength of water (11-13), providing some evidence of student ability to make observations and use them in a model of sound waves through media with different properties.	X	
1-11	The student correctly identifies that the change in wavelength that was recorded in the simulation, providing some evidence of student ability to observe and summarize how waves change in different media.	X	
1-12	The student correctly identifies that the change in wave speed (which goes up with the wavelength recorded in the simulation), providing some evidence of student ability to observe and summarize how waves change in different media.	X	
1-13	The student indicated that the wave speed cannot be determined (or increase, if they found it to decrease in the simulation), providing some evidence of student ability to interpret the data given and make inferences about the effect of media density on each wave characteristic.	✓	

Figure 47. Detail of Individual Student Report (ISR): Math Interim with Longitudinal Graph



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.

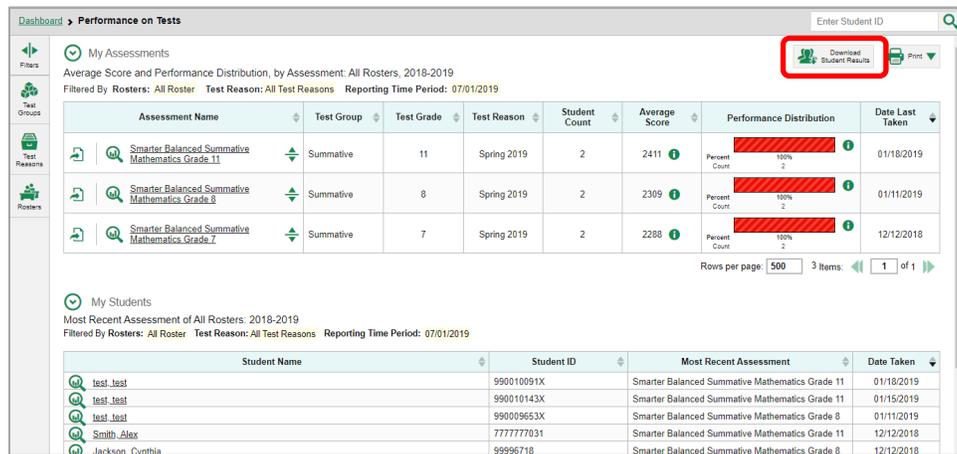
You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any Centralized Reporting page.

Centralized Reporting System User Guide

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



Dashboard > Performance on Tests

Enter Student ID

My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2018-2019
Filtered By: Rosters: All Roster Test Reason: All Test Reasons Reporting Time Period: 07/01/2019

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411	Percent Count: 100% 2	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	Percent Count: 100% 2	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288	Percent Count: 100% 2	12/12/2018

Rows per page: 500 3 items: 1 of 1

My Students
Most Recent Assessment of All Rosters: 2018-2019
Filtered By: Rosters: All Roster Test Reason: All Test Reasons Reporting Time Period: 07/01/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	990009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

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

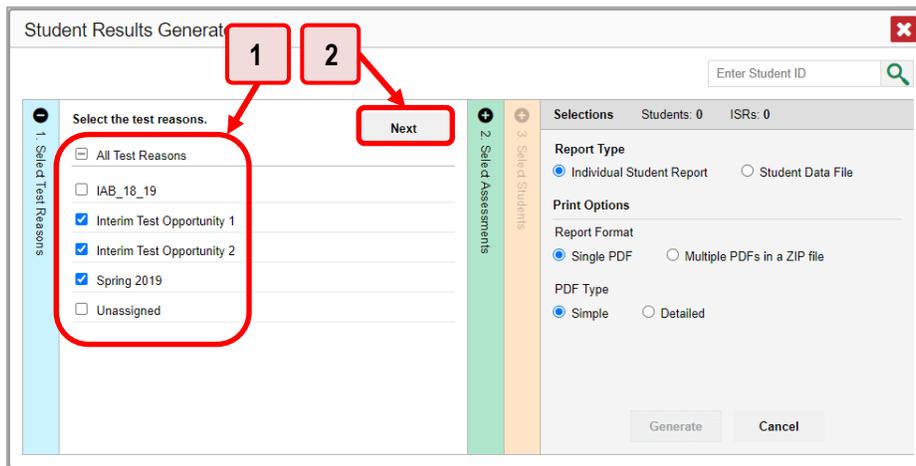


Table 17. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (test windows or categories), some of which are selected
2	Button to proceed to next section (Select Assessments)

- 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

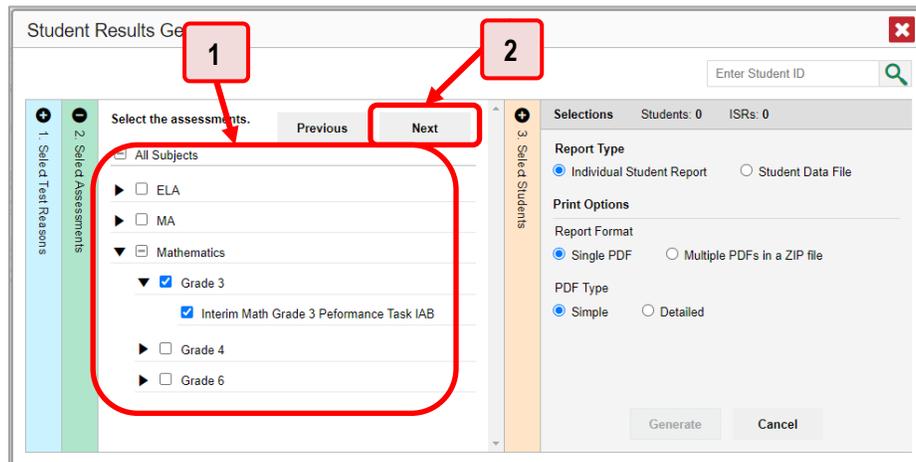


Table 18. Student Results Generator Window: Select Assessments Elements

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

Centralized Reporting System User Guide

- 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

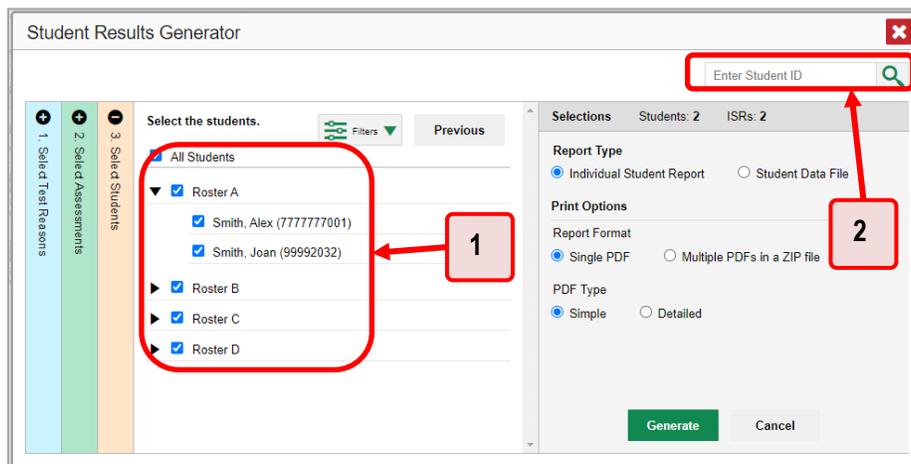


Table 19. Student Results Generator Window: Select Assessments Elements

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

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.

Centralized Reporting System User Guide

- 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

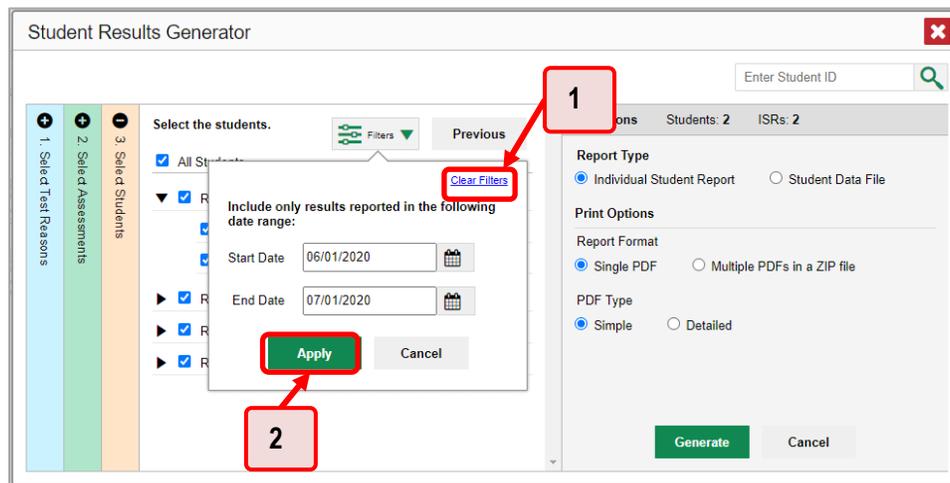


Table 20. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- From the two Report Type options in the panel on the right, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see [Figure 53](#)).

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

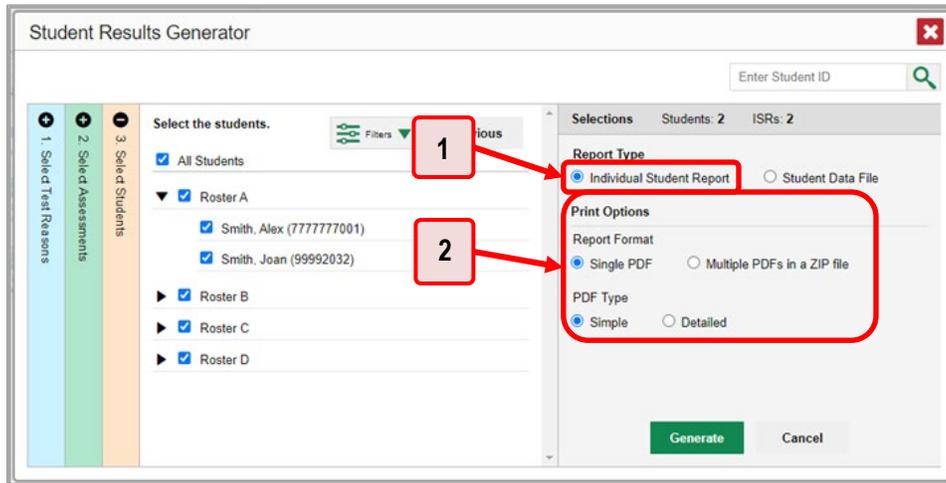


Table 21. School-Level User View: Student Results Generator Window: Select Students Section Elements

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

- 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.
- Under PDF Type, select either a simple or a detailed PDF.
- Optional:* If you selected a detailed ISR, then to add any supplemental materials that are available, such as a cover page or addendum, select **Include** under Supplemental Materials.
- Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

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

How to Generate and Export Student Data Files

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

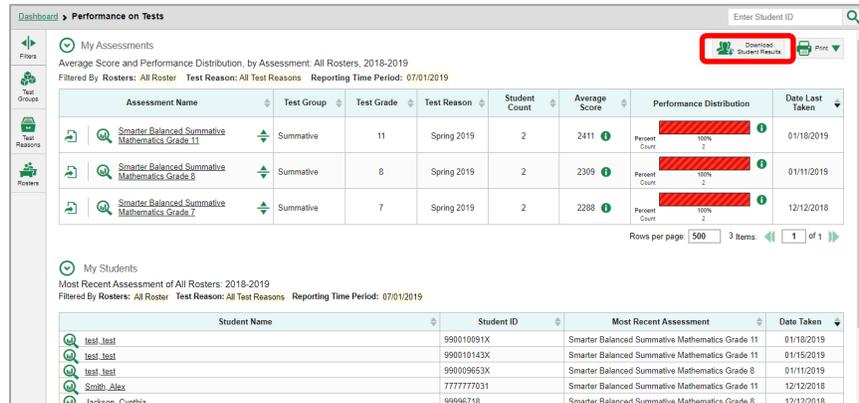
Centralized Reporting System User Guide

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



The screenshot shows a web interface for 'Performance on Tests'. At the top right, there is a search bar and a 'Download Student Results' button highlighted with a red box. Below this is a table with columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. The table contains three rows of data for Smarter Balanced Summative Mathematics assessments in Grades 11, 8, and 7. Below the table is a 'My Students' section with a table of student names, IDs, most recent assessments, and dates taken.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411	Percent Count: 100%	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	Percent Count: 100%	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288	Percent Count: 100%	12/12/2018

Student Name	Student ID	Most Recent Assessment	Date Taken
test_jeat	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_jeat	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_jeat	990009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith_Alex	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson_Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

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

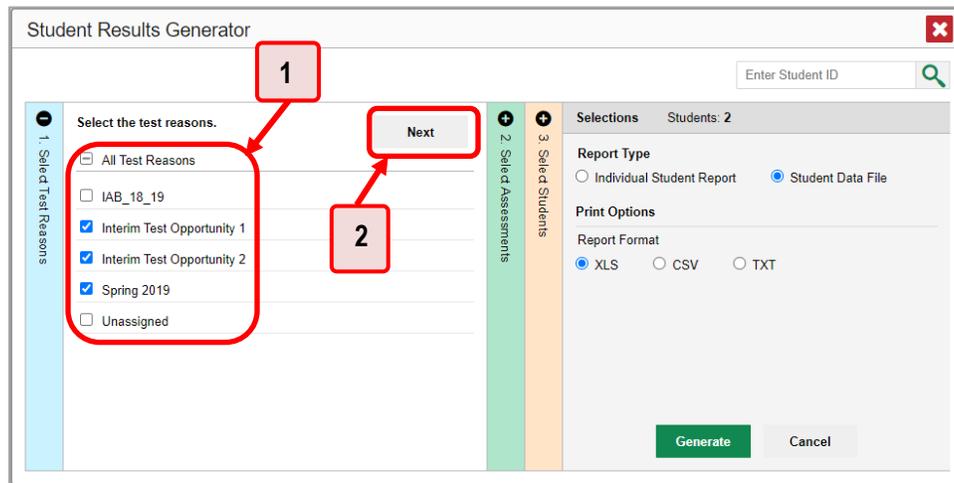


Table 22. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (test windows or categories), some of which are selected
2	Button to proceed to next section (Select Assessments)

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**.

Figure 56. Student Results Generator Window: Select Assessments Section

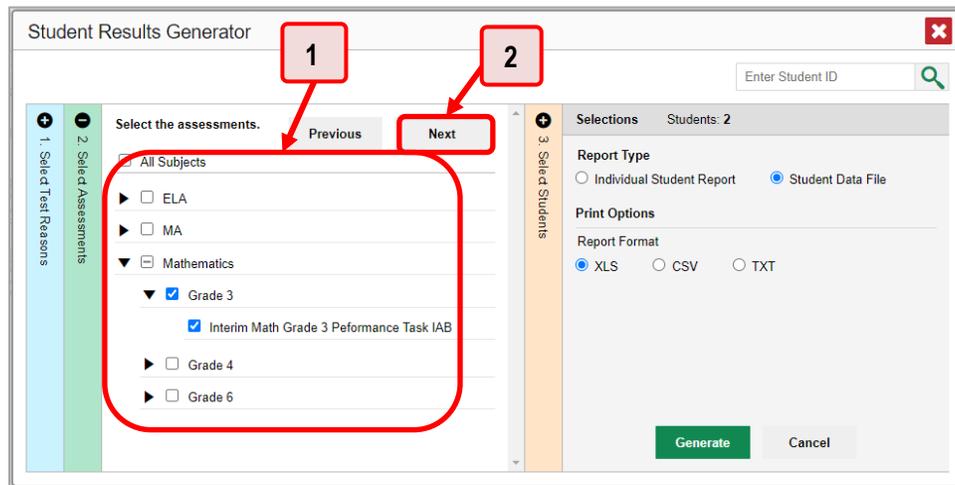


Table 23. Student Results Generator Window: Select Assessments Elements

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

- 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.
- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
 - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
 - To search for a particular student, enter their 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 57. Teacher View: Student Results Generator Window: Select Students Section

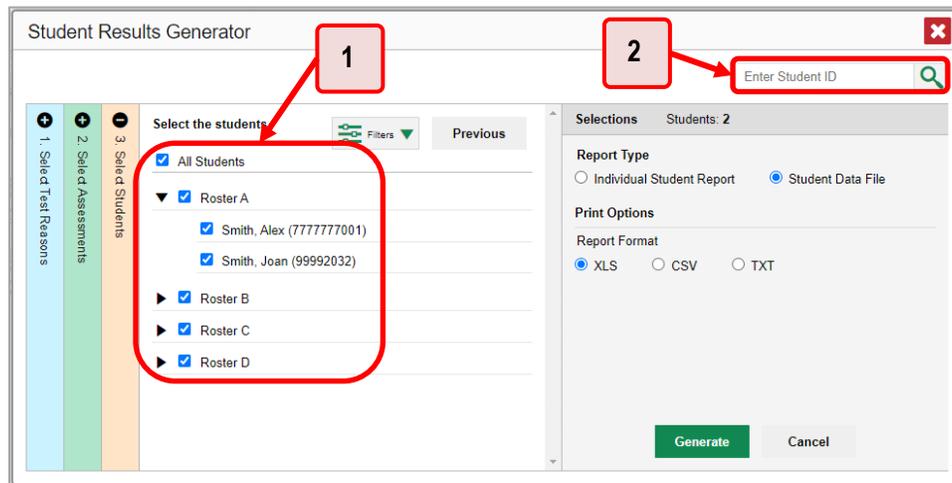


Table 24. Teacher View: Student Results Generator Window: Select Students Section Elements

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

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**.

Centralized Reporting System User Guide

Figure 58. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open

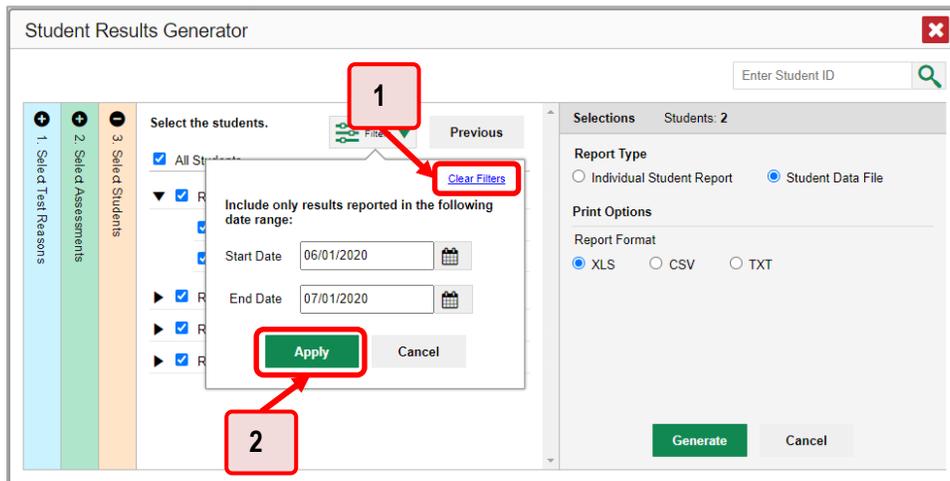


Table 25. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- From the two Report Type options in the panel on the right (see [Figure 59](#)), select **Student Data File**. More options appear below.

Figure 59. Teacher View: Student Results Generator Window: Select Students Section

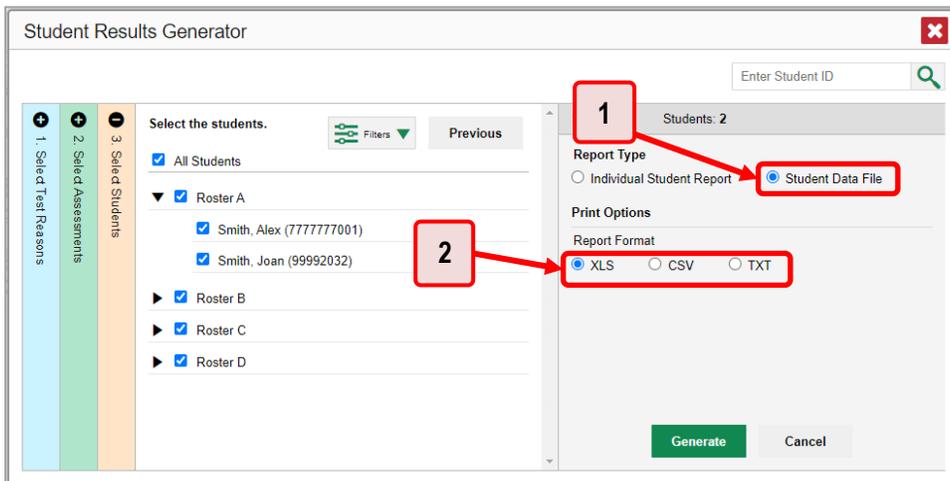


Table 26. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Student Data File option (selected)
2	Report Format options

Centralized Reporting System User Guide

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

Note that if a student took a test multiple times, the files will include each test opportunity.

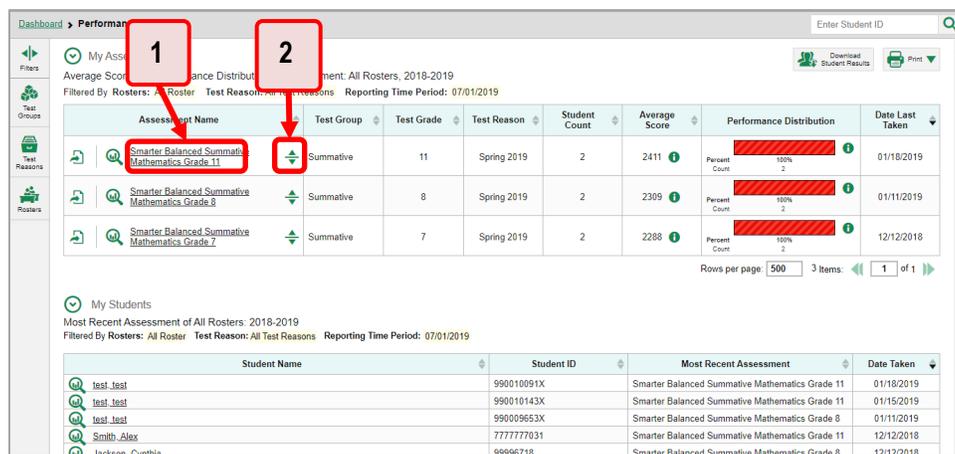
How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

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  to the right of a test name.

Figure 60. Teacher View: Performance on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411	Percent Count: 100% 2	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	Percent Count: 100% 2	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288	Percent Count: 100% 2	12/12/2018

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	990009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

Table 27. Teacher View: Performance on Tests Report Elements

#	Element
1	Test name
2	Button to show comparisons for this test

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

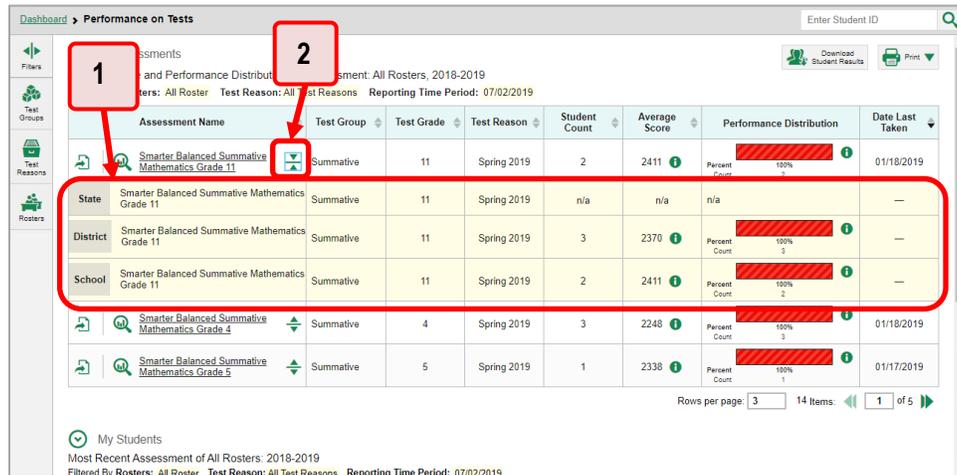


Table 28. Teacher View: Performance on Tests Report Elements

#	Element
1	Expanded comparison rows for state (no data shown), district, and school
2	Button to hide comparisons for this test

To hide the comparison rows, click  to the right of the test name.

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

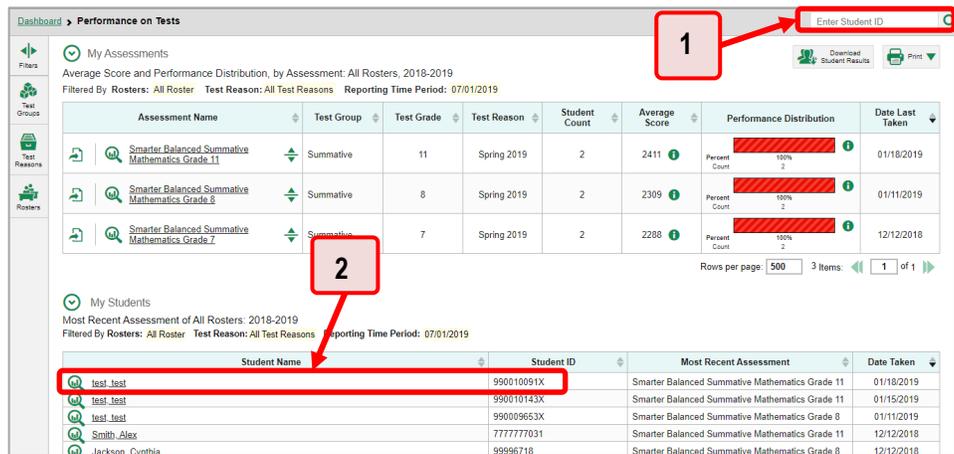
In the Student Portfolio Report, you can compare a student’s performance on any test with that of your state, district, school, and/or total students.

Centralized Reporting System User Guide

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



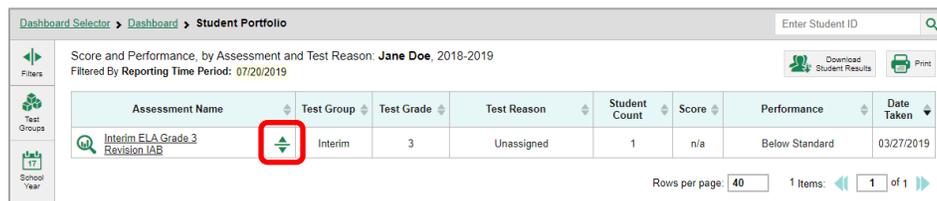
The screenshot shows the 'Performance on Tests' dashboard. At the top right, there is a search field labeled 'Enter Student ID' with a magnifying glass icon, highlighted by a red box with the number '1'. Below this is a table of assessments with columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Taken. Below the assessment table is a 'My Students' section with a table listing students by name, Student ID, Most Recent Assessment, and Date Taken. A red box with the number '2' points to the first student's name, 'test_test', in this table.

Table 29. Teacher View: Performance on Tests Report Elements

#	Element
1	Search field for WISER ID
2	Student name and WISER ID

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

Figure 63. Student Portfolio Report



The screenshot shows the 'Student Portfolio' dashboard for 'Jane Doe, 2018-2019'. It features a table with columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Score, Performance, and Date Taken. A red box highlights the downward arrow icon next to the assessment name 'Interim ELA Grade 3 Revision IAR'.

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

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim ELA Grade 3 Revision	Interim	3	Unassigned	1	n/a	Below Standard	03/27/2019
State	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1
District	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1
School	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1

Table 30. Student Portfolio Report Elements

#	Element
1	Expanded comparison rows for state, district, and school
2	Button to hide comparisons for this test

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

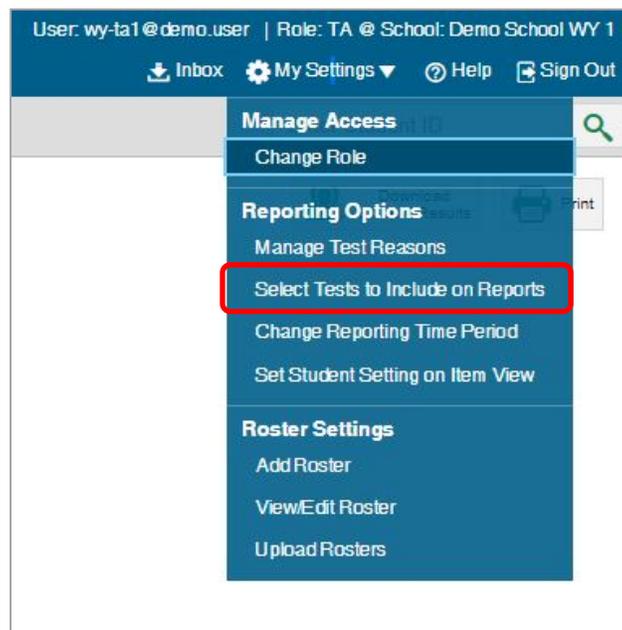


Figure 66. Teacher View: Select Tests to Include on Reports Window



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

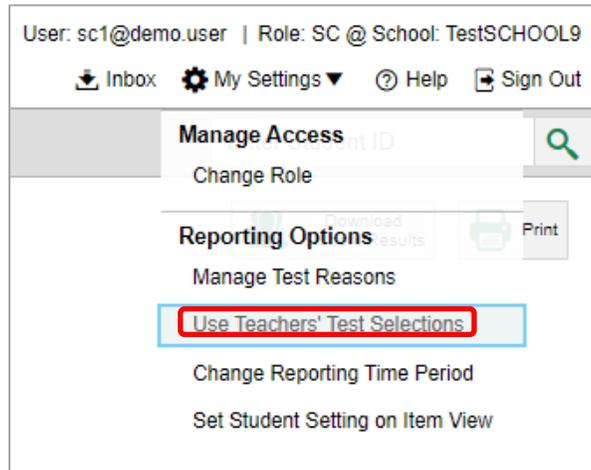
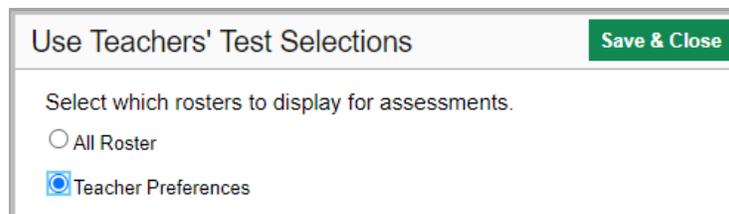


Figure 68. Use Teachers' Test Selections Window



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.

Centralized Reporting System User Guide

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

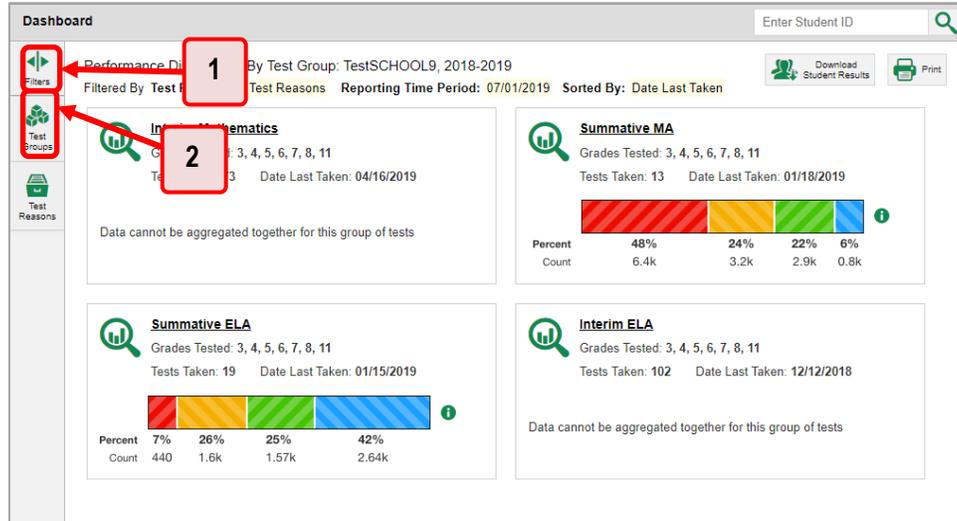


Table 31. Teacher View: Dashboard Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and Test Group options

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

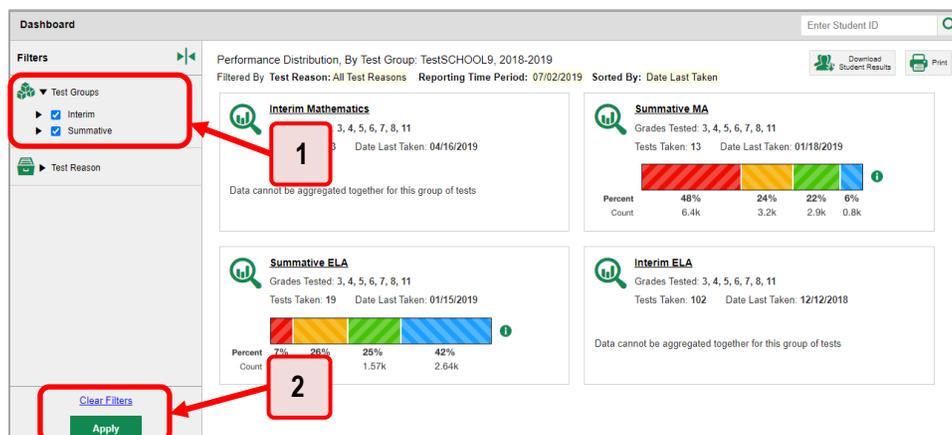


Table 32. Teacher View: Dashboard Elements

#	Element
1	Test Group options
2	Apply button and Clear Filters

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.

Centralized Reporting System User Guide

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

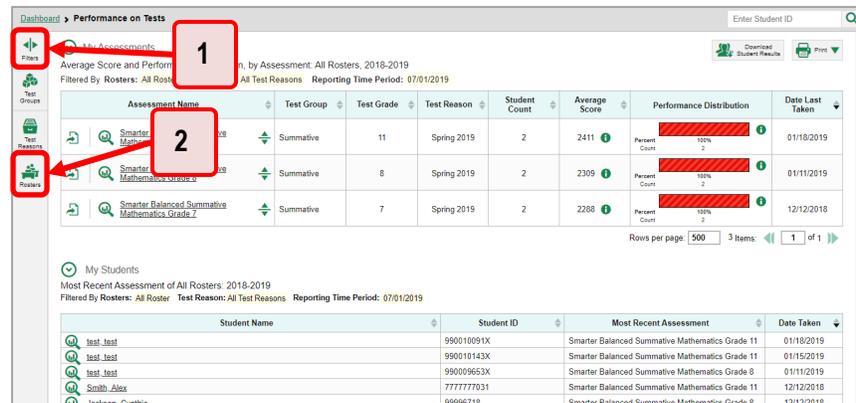


Table 33. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand the Filters panel and class (roster) options

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

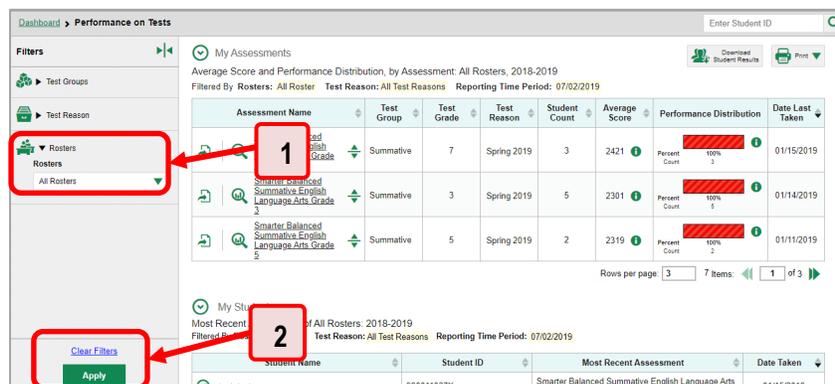


Table 34. Teacher View: Performance on Tests Report Elements

#	Element
1	Rosters drop-down list
2	Apply button and Clear Filters

Centralized Reporting System User Guide

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

The screenshot shows the 'Performance on Tests' report. At the top, it says 'Average Score and Performance Distribution, by Assessment: All Rosters, 2018-2019'. Below this, there are filter options: 'Filtered By: Rosters: All Roster', 'Test Reason: All Test Reasons', and 'Reporting Time Period: 07/01/2019'. The main table has columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. There are three rows of data for 'Smarter Balanced Summative Mathematics' in Grades 11, 8, and 7. Below the main table, there is a 'My Students' section with a table of student names, IDs, most recent assessments, and dates taken.

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](#)).

Figure 74. District-Level User View: Performance on Tests Report

The screenshot shows the 'Performance on Tests' report in District-Level User View. It is filtered by 'School'. The main table has columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. There are two rows of data for 'Interim ELA Grade 3 Revision' and '3.Brief Write'. Below the main table, there is a 'My Students' section with a table of student names, IDs, most recent assessments, and dates taken. Red boxes and arrows highlight the 'Filters' button (labeled '1') and the 'Schools' button (labeled '2') on the left side of the interface.

Table 35. District-Level User View: Performance on Tests Report Elements

#	Element
1	Button to expand just the Filters panel

2 Button to expand the **Filters** panel and **Schools** options

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

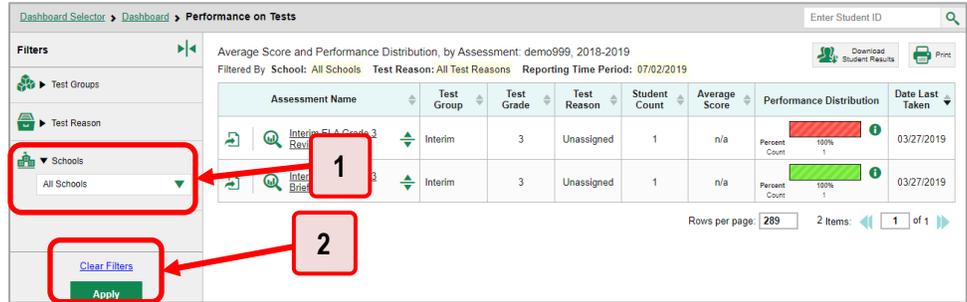


Table 36. District-Level User View: Performance on Tests Report Elements

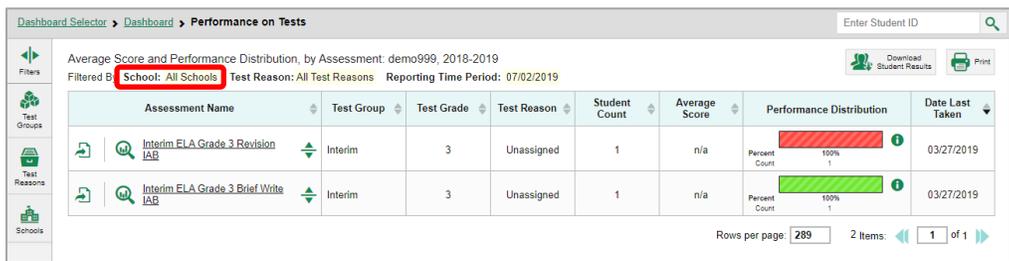
#	Element
1	Schools drop-down list
2	Apply button and Clear Filters

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

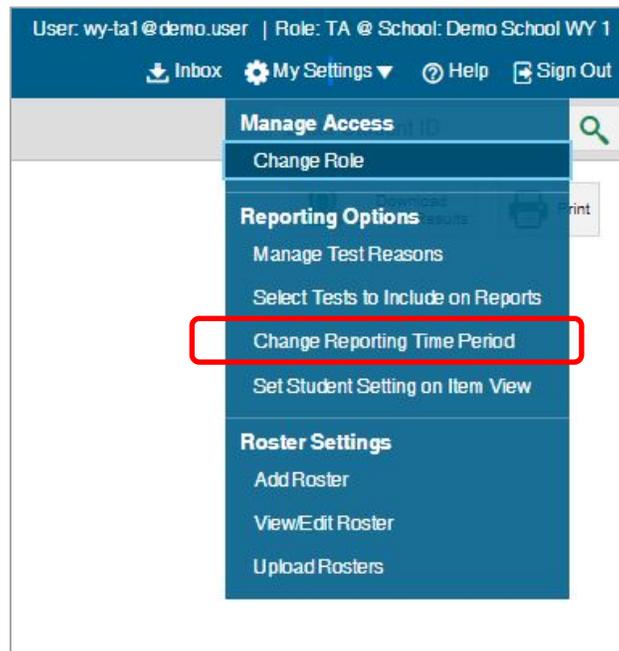


Figure 78. Change Reporting Time Period Window

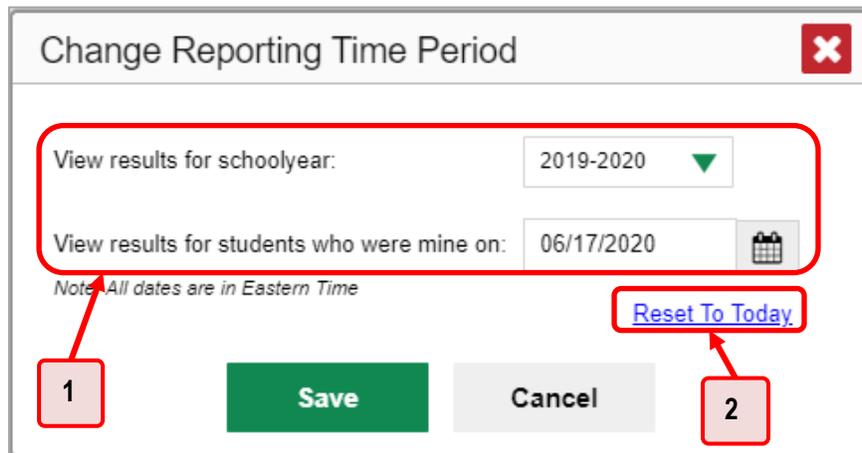


Table 37. Change Reporting Time Period Window Elements

#	Element
1	School year and student date selectors
2	Reset To Today

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.

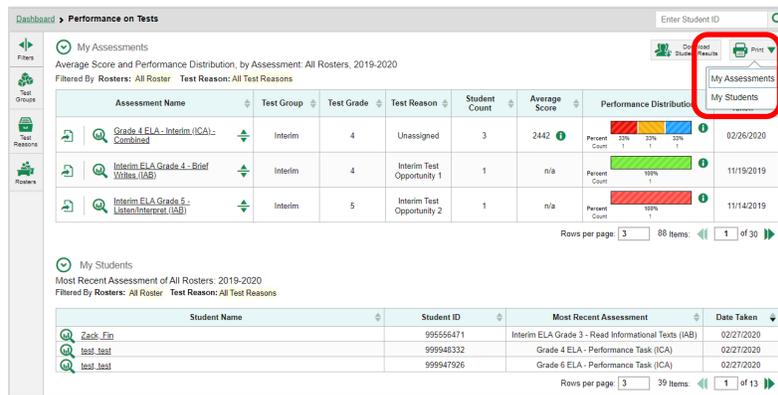
Section IV. How to Export and Print Data

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



The screenshot shows the 'Performance on Tests' report interface. At the top right, there is a 'Print' button with a dropdown menu. The dropdown menu is open, showing two options: 'My Assessments' and 'My Students'. Below the report table, there is a 'My Students' section with a table of student data.

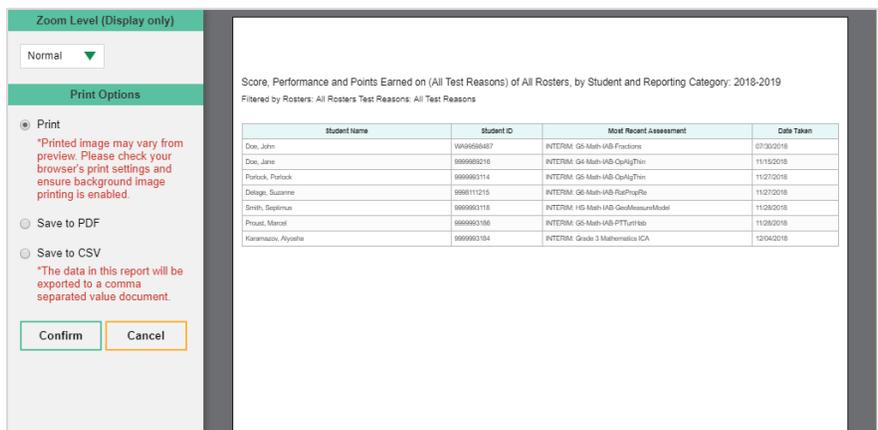
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Taken
Grade 4 ELA - Interim (ICA) - Combined	Interim	4	Unassigned	3	2442	Percent Count: 25% 25% 25%	02/26/2020
Interim ELA Grade 4 - Brief Writing (ISB)	Interim	4	Interim Test Opportunity 1	1	n/a	Percent Count: 100%	11/19/2019
Interim ELA Grade 5 - Listen/Interact (ISB)	Interim	5	Interim Test Opportunity 2	1	n/a	Percent Count: 100%	11/14/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Zach Fin	99555471	Interim ELA Grade 3 - Read Informational Texts (IAB)	02/27/2020
test_test	99948332	Grade 4 ELA - Performance Task (ICA)	02/27/2020
test_test	99947926	Grade 6 ELA - Performance Task (ICA)	02/27/2020

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



The screenshot shows the print preview interface. On the left, there is a 'Zoom Level (Display only)' dropdown set to 'Normal'. Below it is the 'Print Options' section with three radio buttons: 'Print' (selected), 'Save to PDF', and 'Save to CSV'. Each option has a warning message. At the bottom are 'Confirm' and 'Cancel' buttons. In the background, a table of student data is visible.

student name	student ID	Most Recent Assessment	Date Taken
Doa, John	W04958487	INTERIM: GS-Math-IB-Fractions	07/30/2018
Doa, Jane	999989216	INTERIM: GS-Math-IB-CpAljTen	11/15/2018
Portack, Patrick	999993114	INTERIM: GS-Math-IB-CpAljTen	11/27/2018
Delage, Suzanne	999811215	INTERIM: GS-Math-IB-RstProgRe	11/20/2018
Smith, Stephen	999993118	INTERIM: HG-Math-IB-GeoMeasureModel	11/28/2018
Prosel, Marcel	999993188	INTERIM: GS-Math-IB-PTTuriTab	11/28/2018
Karamazov, Alysha	999993184	INTERIM: Grade 3 Mathematics ICA	12/04/2018

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

Centralized Reporting System User Guide

- 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**.

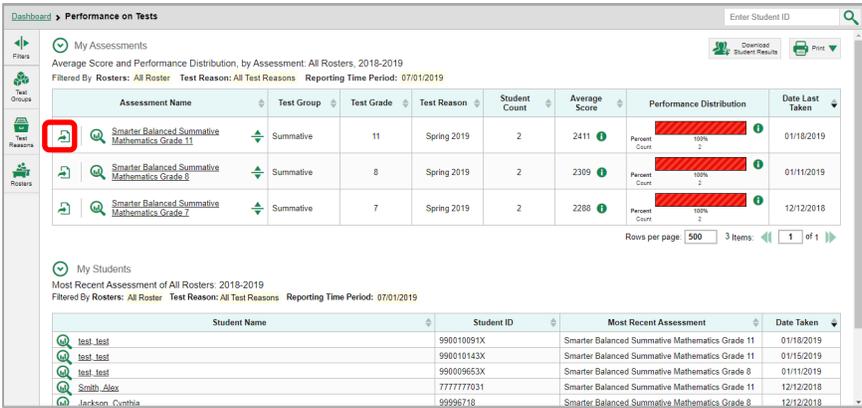
3. Click **Confirm**.

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



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411	Percent Count: 100% / 2	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	Percent Count: 100% / 2	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288	Percent Count: 100% / 2	12/12/2018

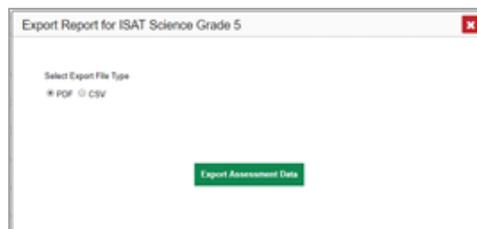
Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	990009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

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

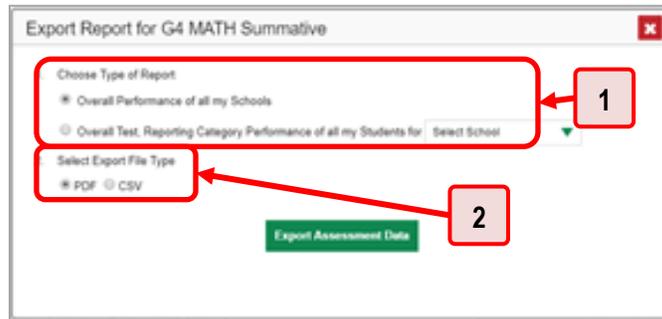


Table 38. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

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:

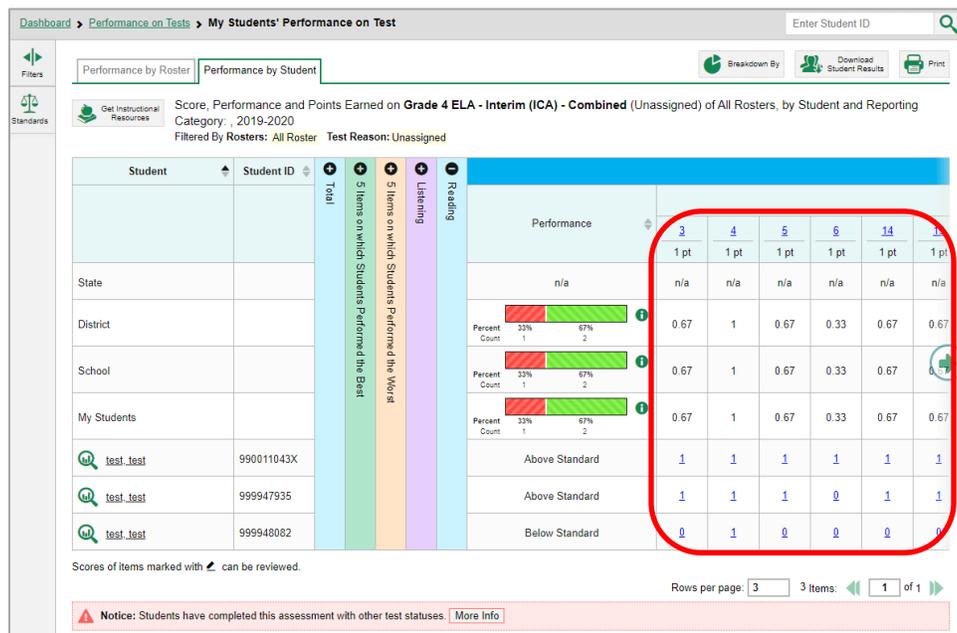
- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

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

The screenshot shows a web interface for a test report. At the top, there are navigation tabs: 'Performance by Roster' and 'Performance by Student'. Below this, the report title is 'Score: Performance and Points Earned on Grade 4 ELA - Interim (ICA) - Combined (Unassigned) of All Rosters, by Student and Reporting Category: 2019-2020'. The report is filtered by 'All Roster' and 'Test Reason: Unassigned'. The main table has columns for 'Student', 'Student ID', and two expanded sections: '5 Items on which Students Performed the Best' and '5 Items on which Students Performed the Worst'. Each expanded section contains a table of 'Item Numbers and Points Earned'. The 'Best' section shows items 1, 2, 4, 35, and 38. The 'Worst' section shows items 12, 22, 33, 34, and 41. The interface also includes a search bar, filters, and a notice at the bottom: 'Notice: Students have completed this assessment with other test statuses. More Info'.

Student	Student ID	5 Items on which Students Performed the Best					5 Items on which Students Performed the Worst				
		Item Numbers and Points Earned					Item Numbers and Points Earned				
		1	2	4	35	38	12	22	33	34	41
		1 pt	1 pt	1 pt	1 pt	1 pt	1	1	1	1	6
State		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District		0.67	0.67	1	1	1	0	0	0	0.33	0.33
School		0.67	0.67	1	1	1	0	0	0	0.33	0.33
My Students		0.67	0.67	1	1	1	0	0	0	0.33	0.33
test_test	990011043X	1	1	1	1	1	0	0	0	1	0
test_test	999947035	1	1	1	1	1	0	0	0	0	1
test_test	999948082	0	0	1	1	1	0	0	0	0	0

How to View an Item

You can view the actual items themselves, along with student responses to those items.

Centralized Reporting System User Guide

Figure 86. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

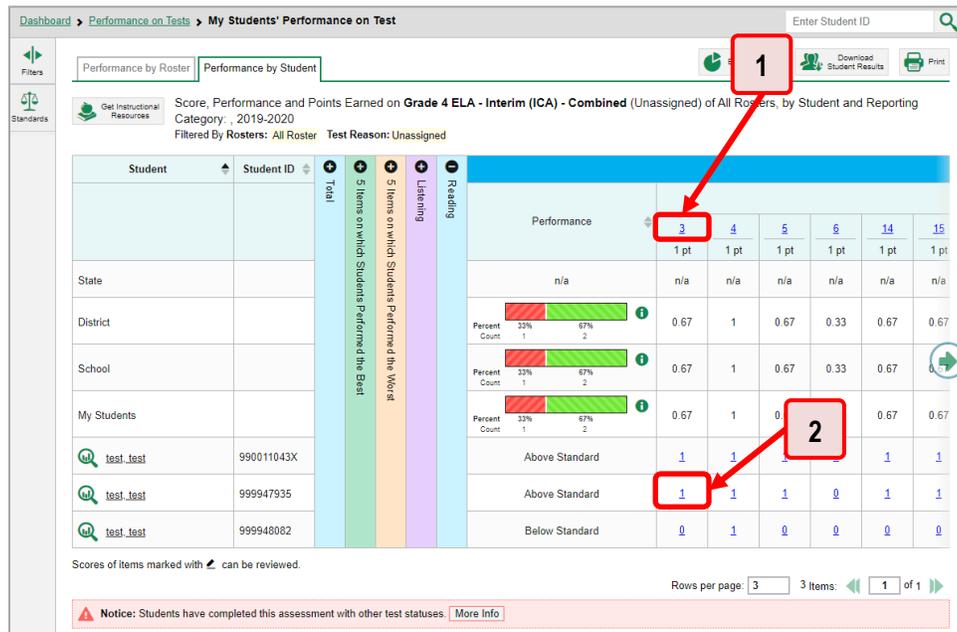


Table 39. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Item number (click to view item without student response)
2	Item score for a particular student (click to view item with student response)

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

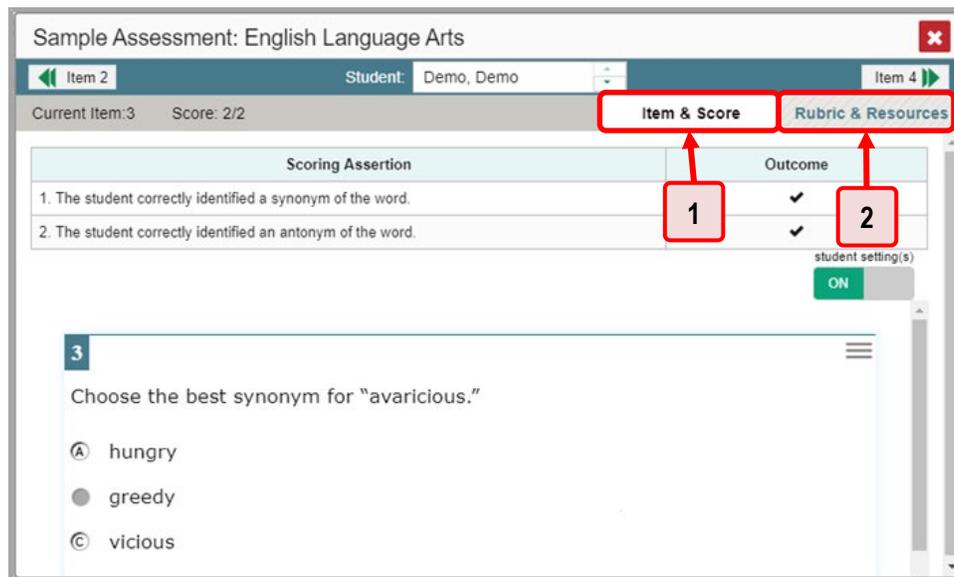


Table 40. Item View Window Elements

#	Element
1	Item & Score tab (selected)
2	Rubric & Resources tab

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

Centralized Reporting System User Guide

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 Criteria	Max Points	Points Earned	Condition Code
EDITING/CONVENTIONS	2	0	None
EVIDENCE/ELABORATION	4	1	None
STATEMENT OF PURPOSE/FOCUS & ORGANIZATION	4	2	None

2

Read the opening passage of the novel *Jacob's Room*, by Virginia Woolf, below, and write a paragraph explaining how the opening sets the tone for the rest of the book.

"So of course," wrote Betty Flanders, pressing her heels rather deeper in the sand, "there was nothing for it but to leave."

Slowly welling from the point of her gold nib, pale blue ink dissolved the

- **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

Scoring Assertion	Outcome
1. The student correctly identified a synonym of the word.	✓
2. The student correctly identified an antonym of the word.	✓

3

Choose the best synonym for "avaricious."

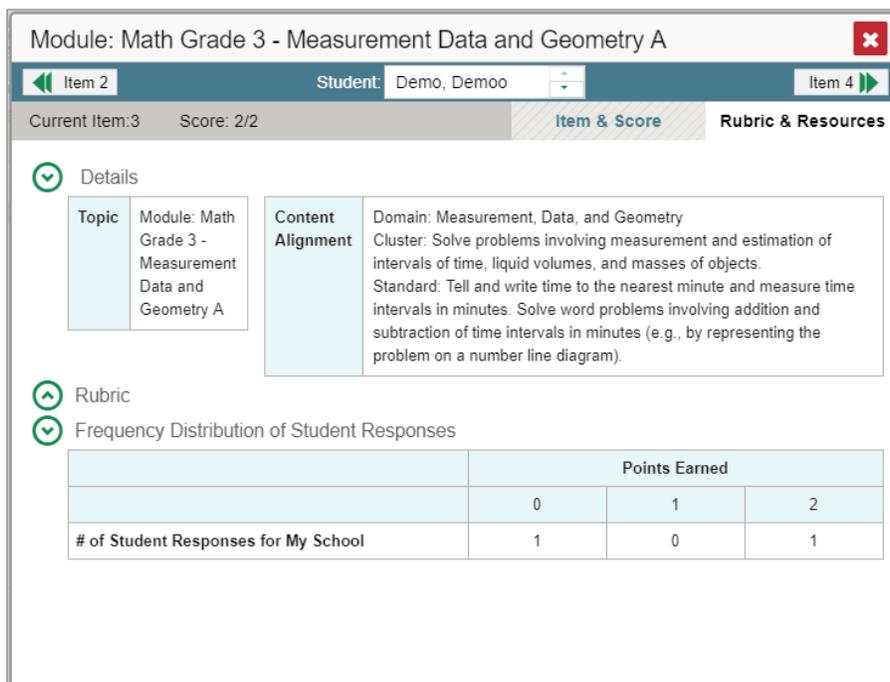
A hungry

B greedy

C vicious

- **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



The screenshot shows a software interface for viewing item details. At the top, it displays the module name 'Module: Math Grade 3 - Measurement Data and Geometry A'. Below this, there are navigation buttons for 'Item 2' and 'Item 4', and a student identifier 'Student: Demo, Demoo'. A status bar indicates 'Current Item: 3' and 'Score: 2/2'. The main content area is divided into three sections: 'Details', 'Rubric', and 'Frequency Distribution of Student Responses'. The 'Details' section is expanded, showing a table with 'Topic' and 'Content Alignment' information. The 'Frequency Distribution' section contains a table showing the number of student responses for each point value (0, 1, 2).

Topic	Content Alignment
Module: Math Grade 3 - Measurement Data and Geometry A	Domain: Measurement, Data, and Geometry Cluster: Solve problems involving measurement and estimation of intervals of time, liquid volumes, and masses of objects. Standard: Tell and write time to the nearest minute and measure time intervals in minutes. Solve word problems involving addition and subtraction of time intervals in minutes (e.g., by representing the problem on a number line diagram).

	Points Earned		
	0	1	2
# of Student Responses for My School	1	0	1

- **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

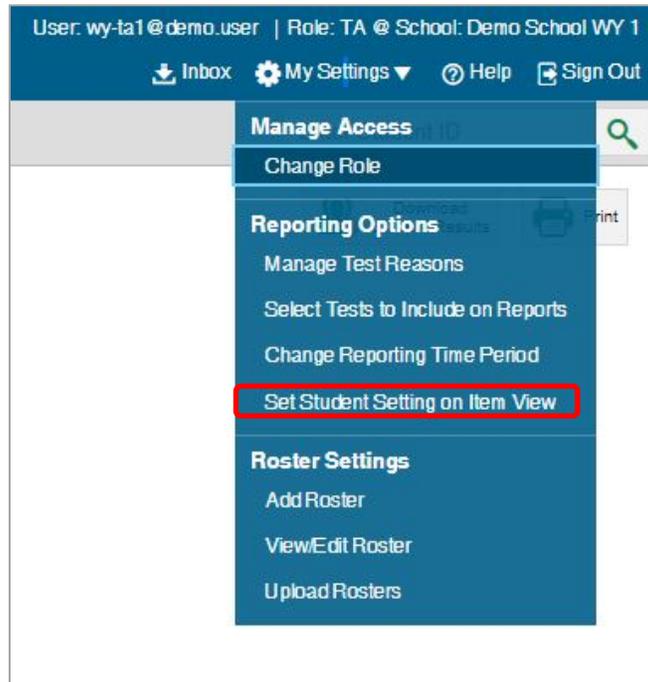
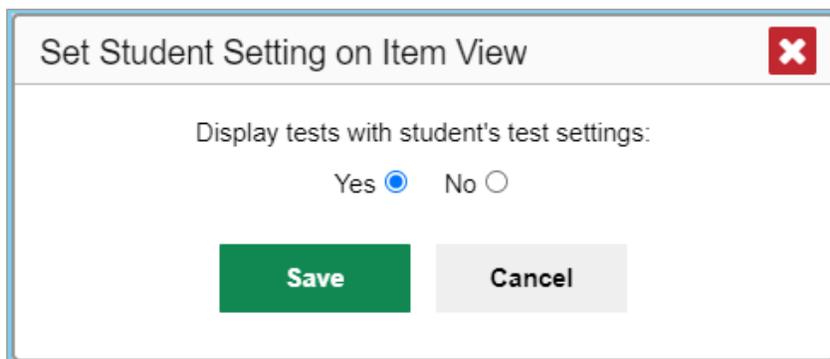


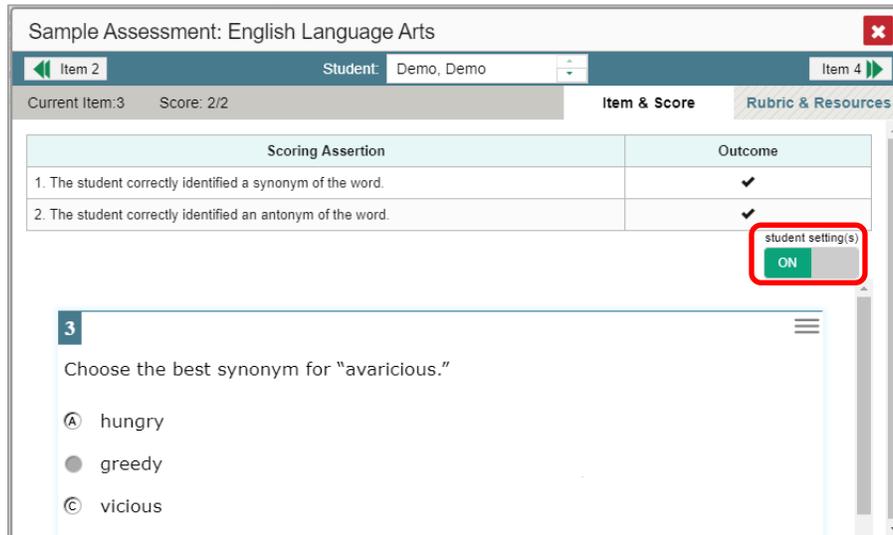
Figure 92. Set Student Setting on Item View Window



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

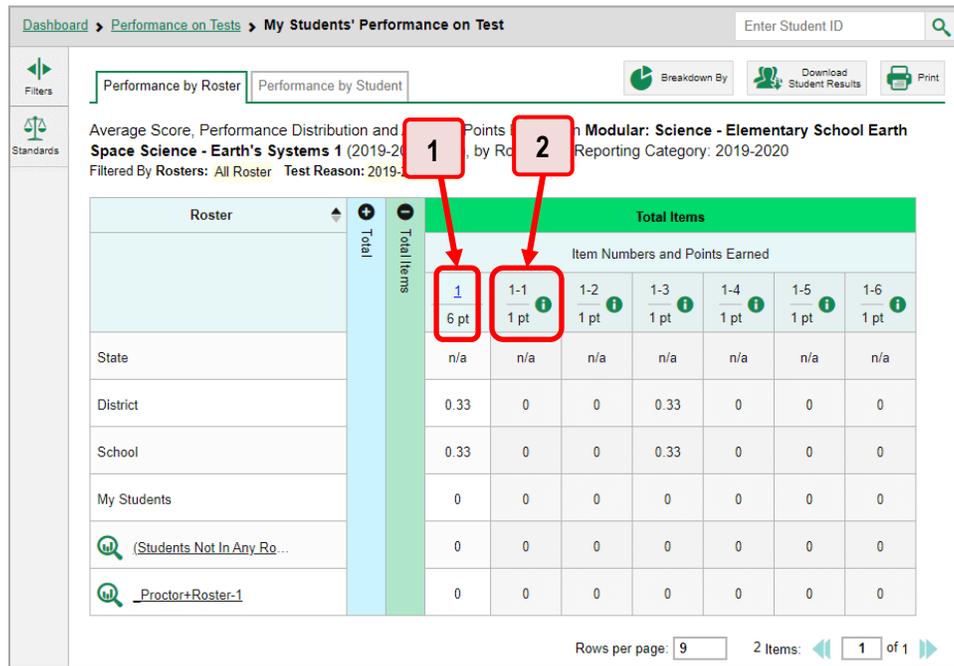


Table 41. My Students’ Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Parent item with maximum number of points
2	Sub-item with maximum number of points and more information button

Centralized Reporting System User Guide

To view a scoring assertion, click the more information button **i** 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

Roster	Total Items	Item Numbers and Points Earned
		1-2 1 pt i 1-3 1 pt i 1-4 1 pt i 1-5 1 pt i 1-6 1 pt i
State		n/a n/a n/a n/a n/a
District		0 0.33 0 0 0
School	0.33 0	0 0.33 0 0 0
My Students	0 0	0 0 0 0 0
(Students Not In Any Ro...	0 0	0 0 0 0 0
_Proctor+Roster-1	0 0	0 0 0 0 0

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

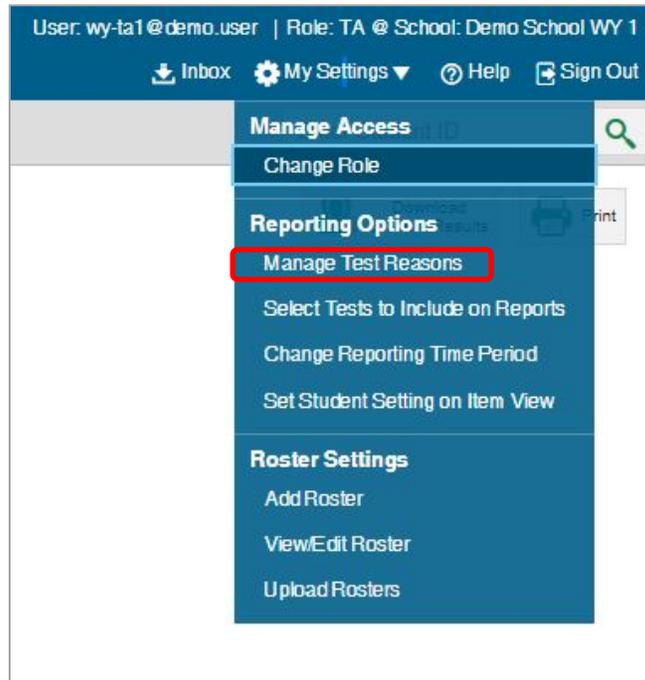


Figure 97. Test Reason Manager Window

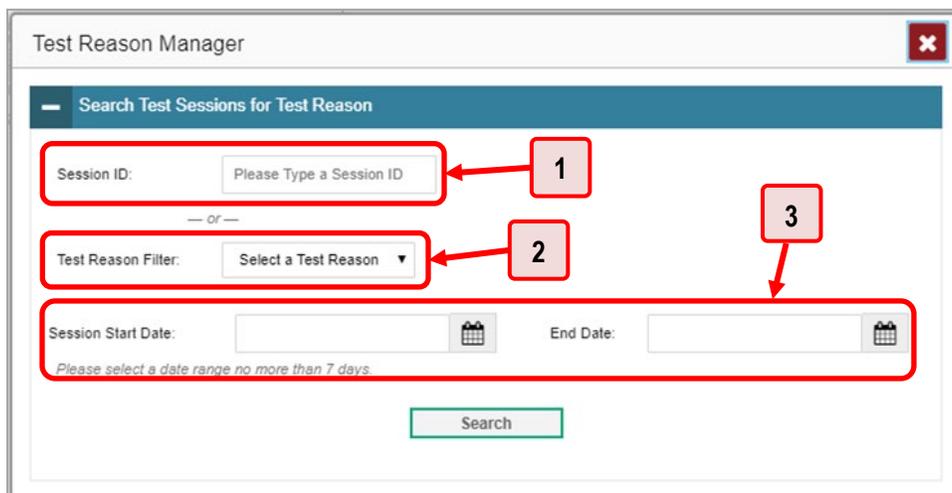


Table 42. Test Reason Manager Window Elements

#	Element
1	Session ID field
2	Drop-down list to select a test reason
3	Fields for start and end dates

Centralized Reporting System User Guide

- 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.
- Click **Search**.
- 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

The screenshot shows the 'Test Reason Manager' window with a search section and a table of test opportunities. The search section includes fields for Session ID, Test Reason Filter (set to 'Any'), Session Start Date (07/02/2019), and End Date (07/04/2019). Below the search section is a table titled 'Select Test Opportunities' with columns for Session ID, Test Date / Time, TA Name, and # of Students in Session. Two sessions are listed: UAT-2604-1 and UAT-0C0B-1. The first session is expanded to show a table of test opportunities with columns for Test Name, Subject, Grade, and # of Students. The second session is also expanded to show a table of students with columns for Student Name, Student ID, and Test Reason Assigned. At the bottom of the window, there is a 'Rows per page' control set to 10, a '2 Items' indicator, and a '1 of 1' page indicator. An 'Assign Test Reasons' button is located at the bottom center.

Session ID	Test Date / Time	TA Name	# of Students in Session
UAT-2604-1	07/03/2019 01:16 PM - 07/03/2019 01:31 PM	TA2, AIRDemo	5
UAT-0C0B-1	07/03/2019 03:24 PM - 07/03/2019 03:28 PM	TA2, AIRDemo	2

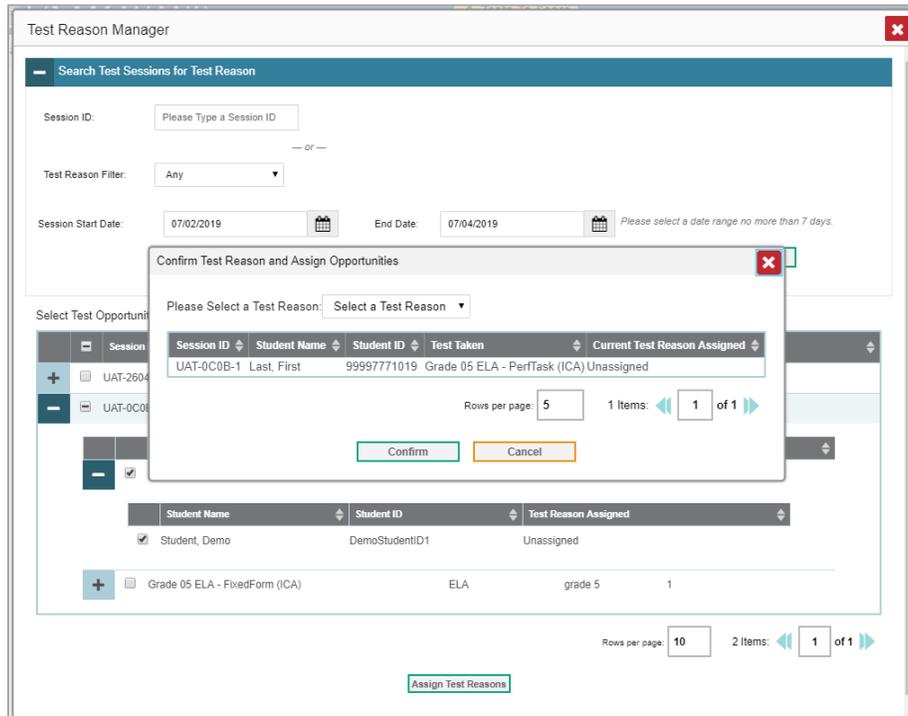
Test Name	Subject	Grade	# of Students
Grade 05 ELA - PerfTask (ICA)	ELA	grade 5	1

Student Name	Student ID	Test Reason Assigned
Student, Demo	DemoStudentID1	Unassigned

- Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.
- Click **Assign Test Reasons** below the list of retrieved sessions.

- In the window that appears (see [Figure 99](#)), select a new test reason to assign to the selected opportunities and click **Confirm**.

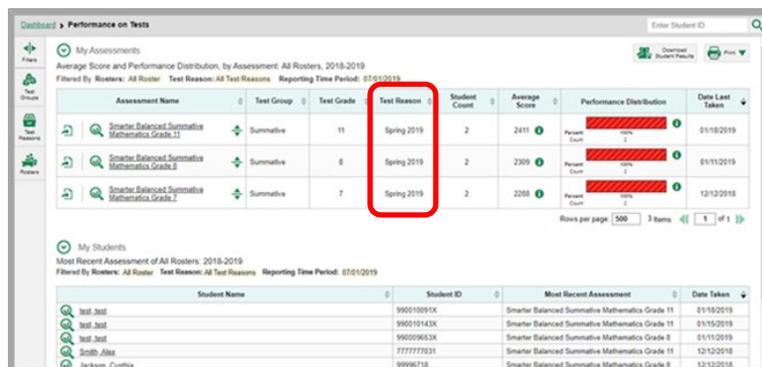
Figure 99. Confirm Test Reason and Assign Opportunities Window



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.

Centralized Reporting System User Guide

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

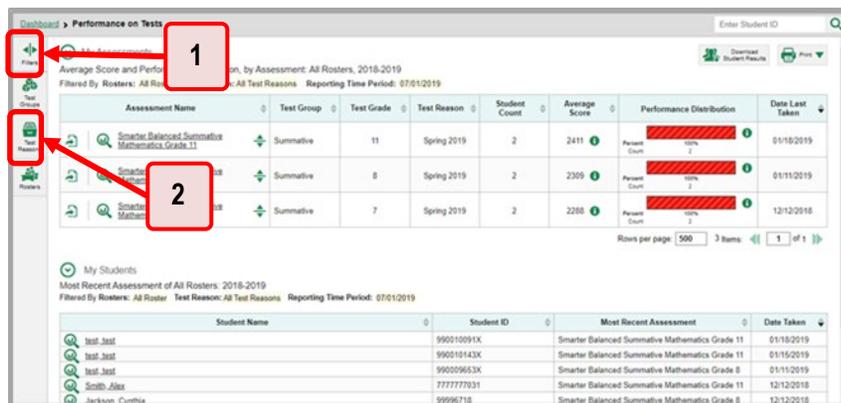


Table 43. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand the Filters panel and Test Reason options

Centralized Reporting System User Guide

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

The screenshot shows the 'Performance on Tests' report interface. On the left, the 'Filters' panel is expanded to show 'Test Reasons' with a dropdown menu set to 'All Test Reasons'. A red box labeled '1' points to this dropdown. Below the filters, there are 'Clear Filters' and 'Apply' buttons, with a red box labeled '2' pointing to them. The main report area shows a table with columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. The current row shows 'Module: Math Grade 8 - Expressions and Equations A' with a test reason of 'Unassigned' and an average score of 350. Below this, there is a 'My Students' section with a table showing student details for 'Bartley, O'Connors'.

Table 44. Teacher View: Performance on Tests Report Elements

#	Element
1	Test Reason drop-down list
2	Apply button and Clear Filters

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

The screenshot shows the 'Performance on Tests' report interface with the filter details row highlighted. The 'Test Reason' column in the filter details row is highlighted with a red box and contains the text 'Test Reason: All Test Reasons'. The main report table shows three rows of assessment data for 'Smarter Balanced Summative Mathematics' in various grades (11, 8, 7) for Spring 2019. The 'My Students' section below shows a list of students and their most recent assessments.

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](#)).

Figure 104. My Students' Performance on Test Report: Performance by Roster Tab: with Expanded Reporting Category Section

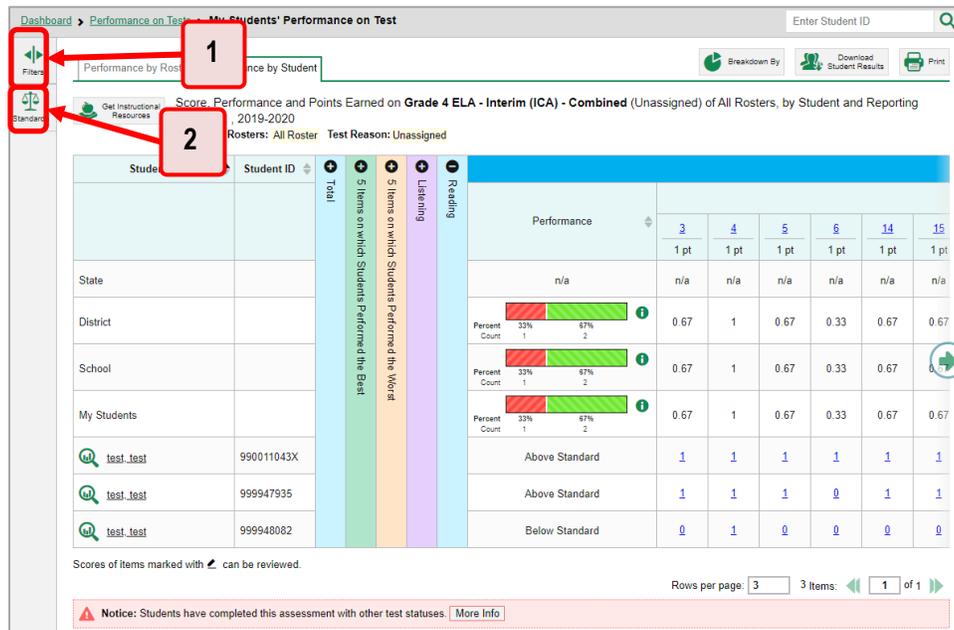


Table 45. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand the Filters panel and Standards options

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.

Centralized Reporting System User Guide

Figure 105. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel

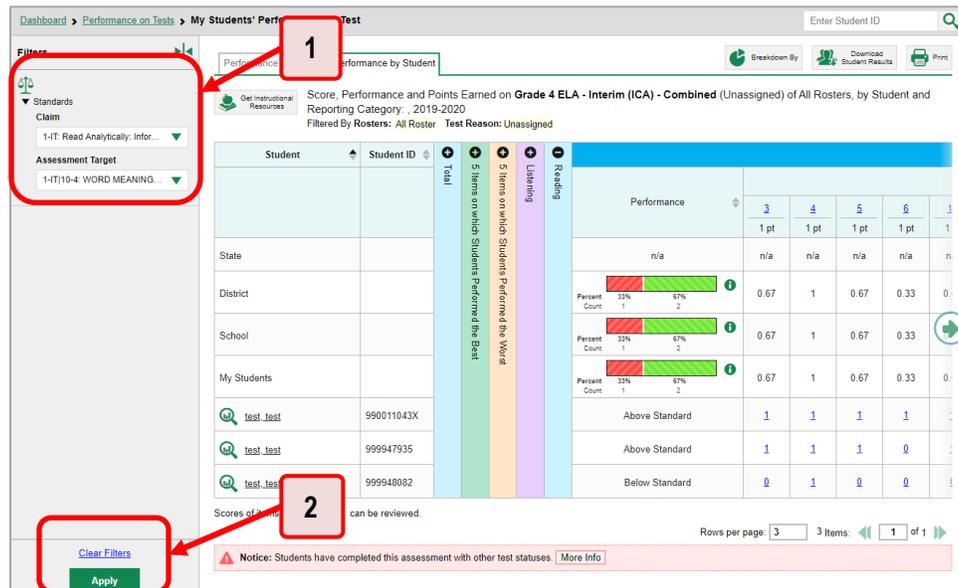


Table 46. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Standards drop-down lists
2	Apply button and Clear Filters

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.

Centralized Reporting System User Guide

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

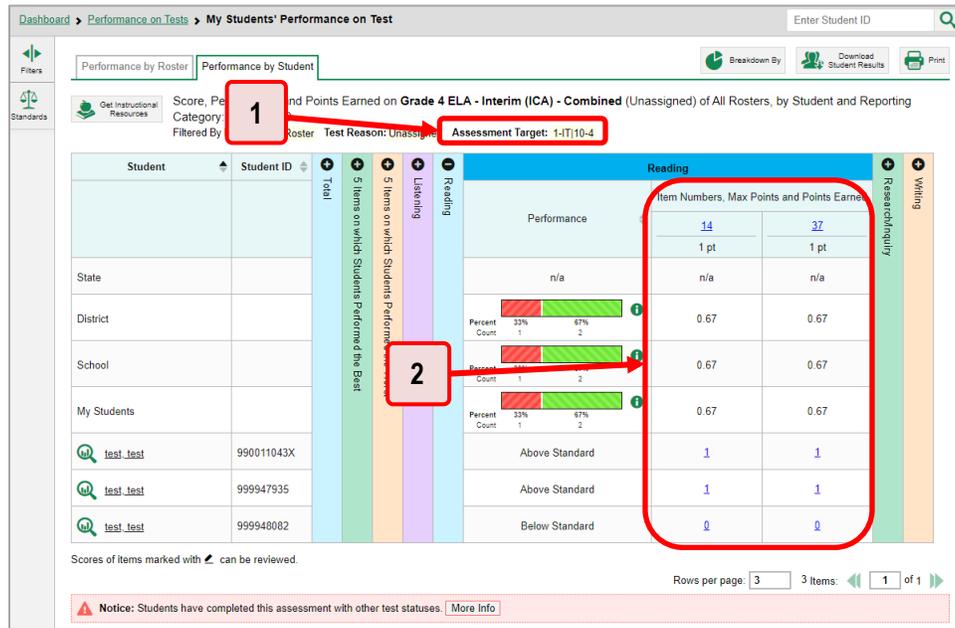


Table 47. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Row of filter details specifying the standards
2	Data for items that belong to the specified standards

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](#)).

Centralized Reporting System User Guide

Figure 107. Teacher View: Performance on Tests Report with Expanded Print Menu

Dashboard > Performance on Tests

Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2019-2020

Filtered By Rosters: All Roster Test Reason: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Taken
Grade 4 ELA - Interim (ICA) - Combined	Interim	4	Unassigned	3	2442	Percent Count: 33% 1, 33% 1, 33% 1	02/26/2020
Interim ELA Grade 4 - Brief Writes (IAB)	Interim	4	Interim Test Opportunity 1	1	n/a	Percent Count: 100% 1	11/19/2019
Interim ELA Grade 5 - Listen/Interpret (IAB)	Interim	5	Interim Test Opportunity 2	1	n/a	Percent Count: 100% 1	11/14/2019

Rows per page: 3 88 Items 1 of 30

My Students

Most Recent Assessment of All Rosters: 2019-2020

Filtered By Rosters: All Roster Test Reason: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Zack_Fin	995556471	Interim ELA Grade 3 - Read Informational Texts (IAB)	02/27/2020
test_test	999948332	Grade 4 ELA - Performance Task (ICA)	02/27/2020
test_test	999947926	Grade 6 ELA - Performance Task (ICA)	02/27/2020

Rows per page: 3 39 Items 1 of 13

A print preview page opens (see [Figure 108](#)).

- 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 108. Print Preview Page

Zoom Level (Display only)

Normal

Print Options

- Print
 - *Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.
- Save to PDF
- Save to CSV
 - *The data in this report will be exported to a comma separated value document.

Confirm Cancel

Score, Performance and Points Earned on (All Test Reasons) of All Rosters, by Student and Reporting Category: 2018-2019

Filtered by Rosters: All Rosters Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Das, John	999999887	INTERIM Grade 4 Math-IB-Fractions	07/30/2018
Das, Jane	999999216	INTERIM Grade 4 Math-IB-Copy/Draw	11/19/2018
Portak, Porlak	999999314	INTERIM Grade 4 Math-IB-Copy/Draw	11/17/2018
Delage, Suzanne	999911215	INTERIM Grade 4 Math-IB-Read/Write	11/17/2018
Smith, Stephen	999999318	INTERIM HS Math-IB-Summary/Model	11/28/2018
Phuok, Maral	999999396	INTERIM Grade 4 Math-IB-PT/Lit/Info	11/28/2018
Karamazin, Alysha	999999384	INTERIM Grade 3 Mathematics ICA	12/04/2018

Centralized Reporting System User Guide

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

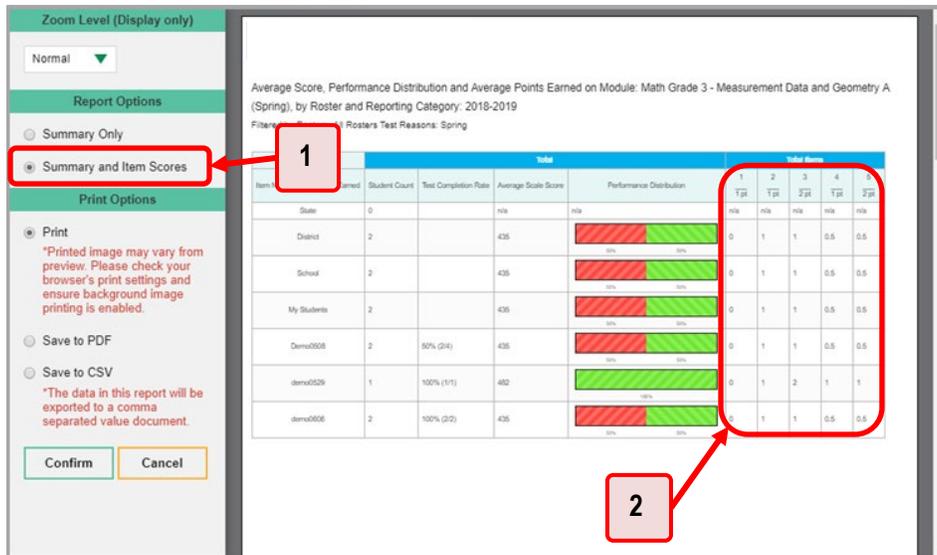


Table 48. Print Preview Page Elements

#	Element
1	Summary and Item Scores option (selected)
2	Item data

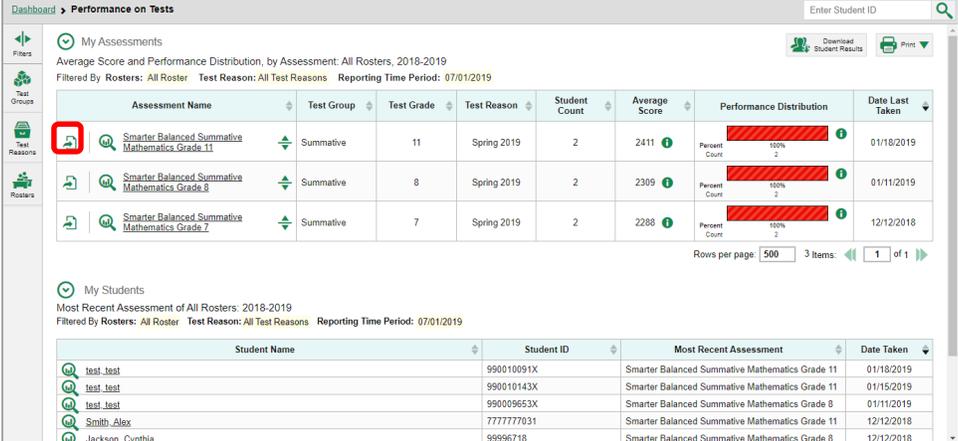
5. Do one of the following under the *Print Options* section:
 - a. To print the report, select the **Print** radio button.
 - b. To download a PDF version of the report, select **Save to PDF**.
 - o Select an option from the **Page Layout** drop-down list that appears.
6. To download a comma-separated 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



Dashboard > Performance on Tests

My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2018-2019
Filtered By: Rosters: All Roster Test Reason: All Test Reasons Reporting Time Period: 07/01/2019

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411	Percent Count 100% 2	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	Percent Count 100% 2	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288	Percent Count 100% 2	12/12/2018

Rows per page: 500 3 items: 1 of 1

My Students
Most Recent Assessment of All Rosters: 2018-2019
Filtered By: Rosters: All Roster Test Reason: All Test Reasons Reporting Time Period: 07/01/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	990009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

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

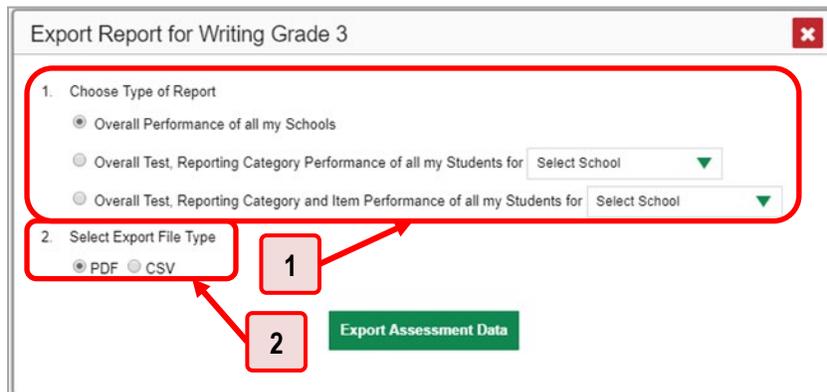


Table 49. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

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

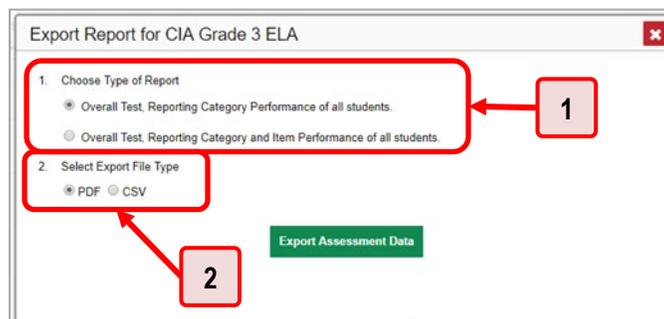


Table 50. Teacher View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

3. Do either of the following:

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

Centralized Reporting System User Guide

- 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

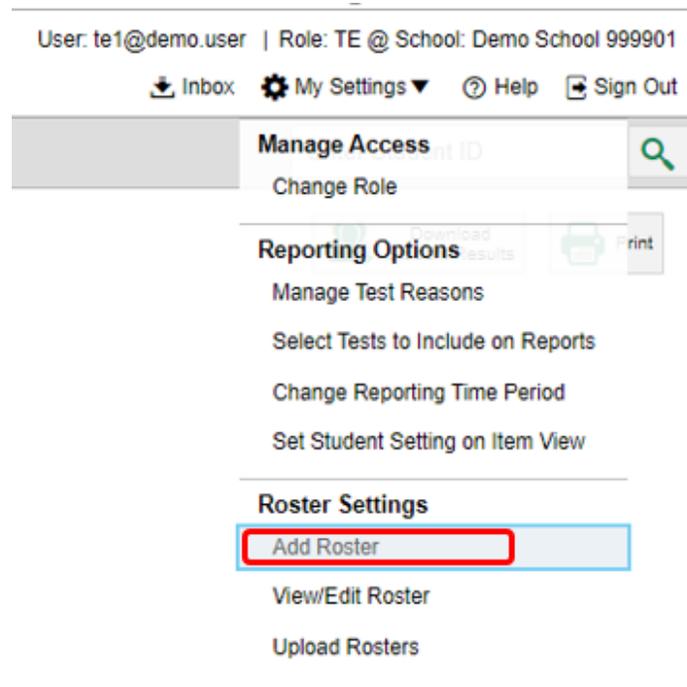


Figure 114. Roster Manager Window: Add Roster Form

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**.

Centralized Reporting System User Guide

Figure 115. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

The screenshot shows the 'Roster Manager' window with the 'Add Roster' form. The form is divided into several sections:

- Search for Students to Add to the Roster:** This section contains fields for '*District:' (Demo District 9999 - 9999), '*School:' (Demo School 999901 - 9999), 'Student's First Name:', 'Grade:' (None selected), 'SSID:', '*Year:' (2019-2020), and 'Student's Last Name:'.
- Advanced Search:** This section is highlighted with a red rounded rectangle. It includes a 'Search Fields:' dropdown menu set to 'Gender', radio buttons for 'Gender:' (Male and Female), an 'Add' button, and a 'Search' button. To the right, there is an 'Additional Criteria Chosen:' section with a checkbox for 'Gender: Female' and 'Remove All' and 'Remove Selected' buttons.
- Add Students to the Roster:** This section contains fields for '*Roster Name:', '*Teacher Name:' (-Select-), and a radio button for '*Students to display:' (Current Students and Current and Past Students).

- 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.

Centralized Reporting System User Guide

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

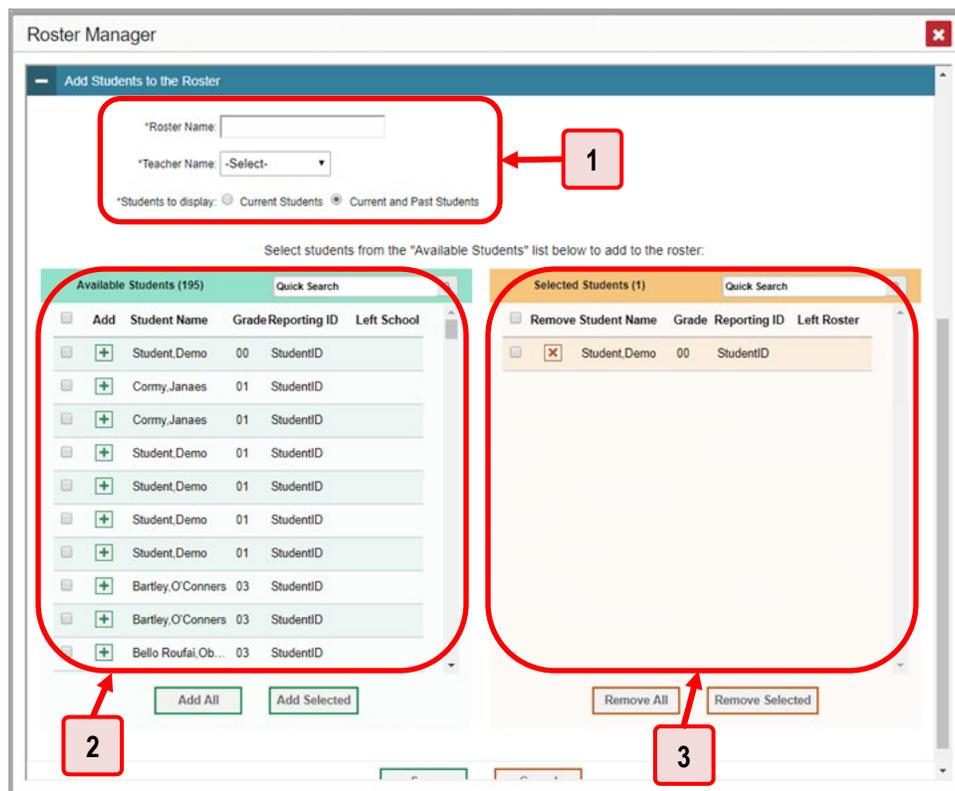


Table 51. Roster Manager: Add Roster Form Elements

#	Element
1	Settings for roster name, teacher name, and students to display
2	List of students who can be added to the roster
3	List of students you've added

- 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.

Centralized Reporting System User Guide

- 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:
- To remove one student from the roster, click  beside that student's name.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
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

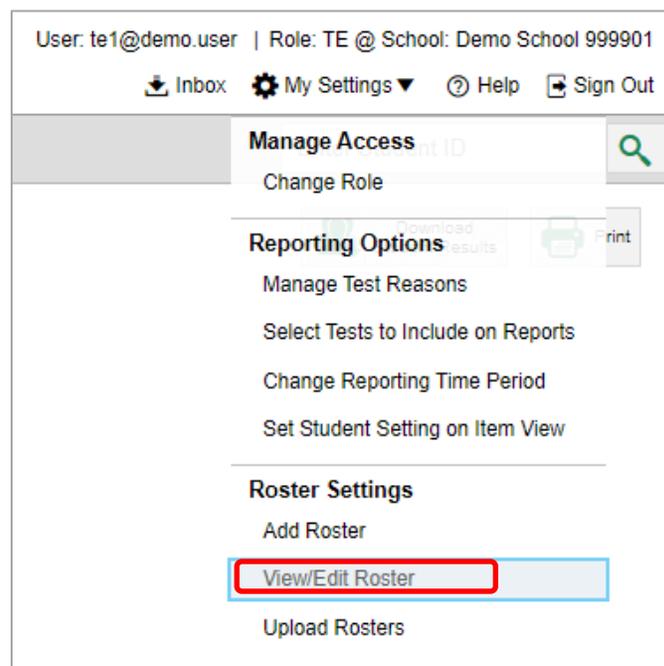
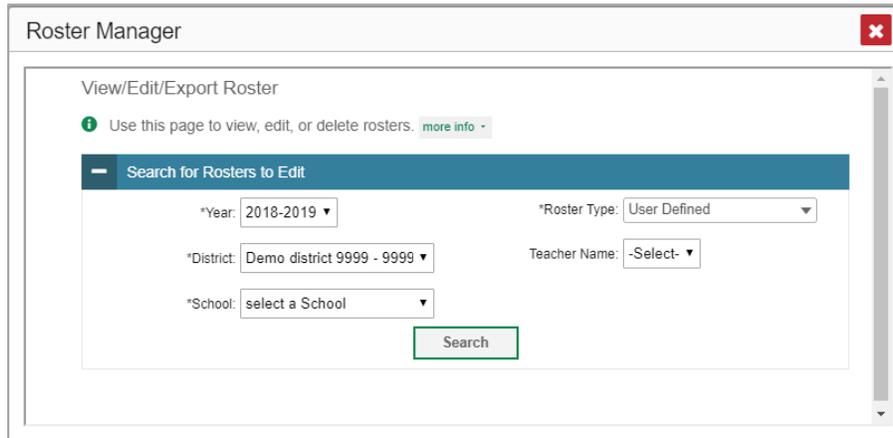


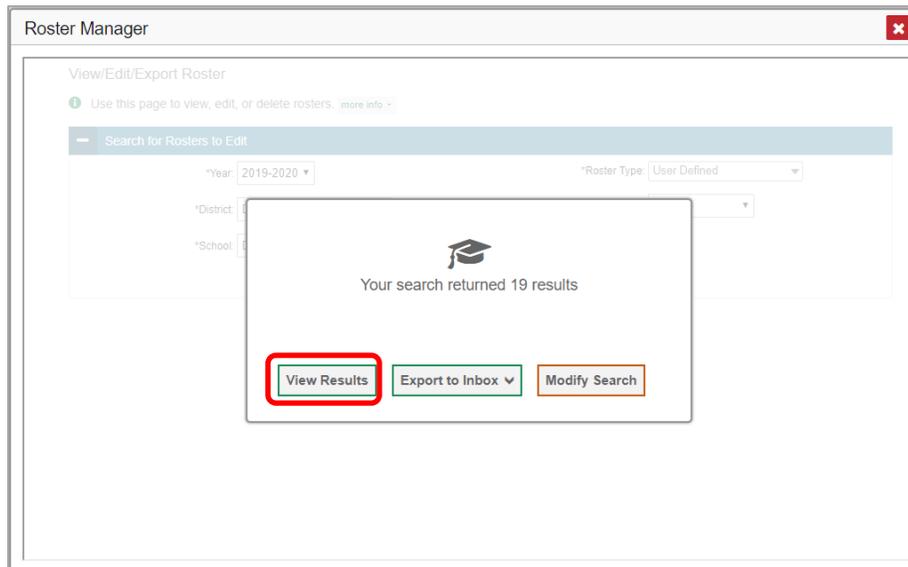
Figure 118. Roster Manager Window: View/Edit/Export Roster Form



The screenshot shows a window titled "Roster Manager" with a close button in the top right corner. Below the title bar is a section titled "View/Edit/Export Roster" with an information icon and the text "Use this page to view, edit, or delete rosters. [more info](#)". Below this is a blue header for "Search for Rosters to Edit". The search form contains the following fields: "*Year:" with a dropdown menu showing "2018-2019"; "*Roster Type:" with a dropdown menu showing "User Defined"; "*District:" with a dropdown menu showing "Demo district 9999 - 9999"; "Teacher Name:" with a dropdown menu showing "-Select-"; and "*School:" with a dropdown menu showing "select a School". A "Search" button is located at the bottom center of the form.

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.

Figure 119. Roster Manager Window: Search Results Pop-Up

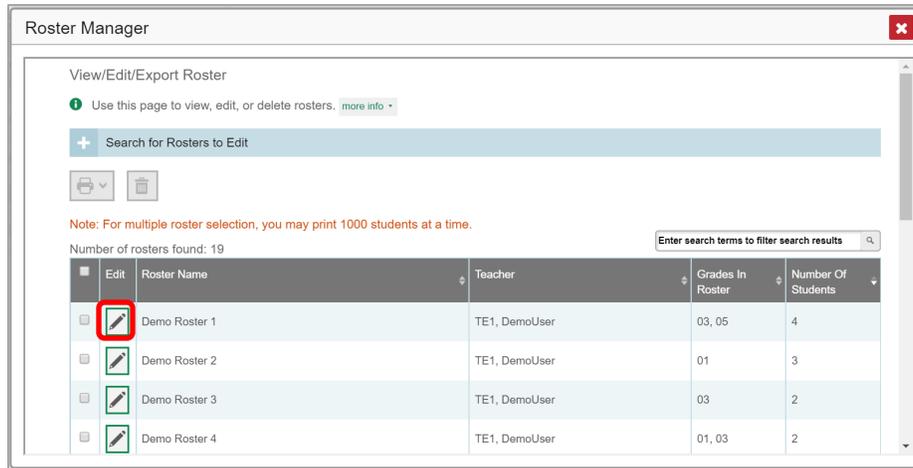


The screenshot shows the same "Roster Manager" window as Figure 118, but with a search results pop-up displayed in the foreground. The pop-up has a graduation cap icon and the text "Your search returned 19 results". Below the text are three buttons: "View Results" (highlighted with a red box), "Export to Inbox" (with a dropdown arrow), and "Modify Search" (with an orange border). The background search form is partially visible and slightly dimmed.

Centralized Reporting System User Guide

- A list of retrieved rosters is generated (see [Figure 120](#)).

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



- In the list of retrieved rosters, click for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.
- Optional:* To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
 - If you are a district-level user, in the **School** drop-down list, select the school for the roster.
 - 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.
 - Optional:* In the Enrolled **Grade** drop-down list, select the grade levels for the students in the roster.
 - Optional:* In the *Advanced Search* panel, select additional criteria:
 - From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - In the related fields, select the additional criteria.
 - Click **Add**.
 - Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
 - 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.

Centralized Reporting System User Guide

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

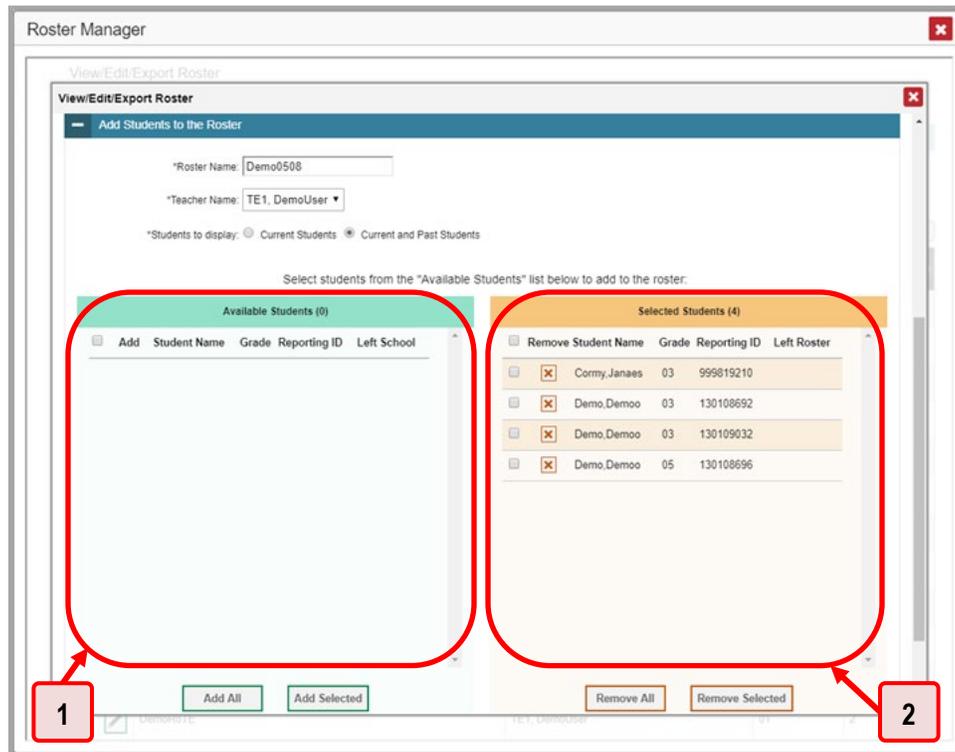


Table 52. Roster Manager Window: View/Edit/Export Roster Form Elements

#	Element
1	List of students who can be added to the roster (currently empty, because no search has been entered)
2	List of students belonging to the roster

8. *Optional:* In the *Add Students to the Roster* panel, do the following:
- In the *Roster Name* field, enter a new name for the roster.
 - From the **Teacher Name** drop-down list, select the roster's new teacher.
 - 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.
 - To add students, do one of the following in the list of available students:
 - To move one student to the roster, click  beside that student's name.

Centralized Reporting System User Guide

- 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:
- To remove one student from the roster, click  beside that student's name.
 - To remove all the students from the roster, click **Remove All**.
 - 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

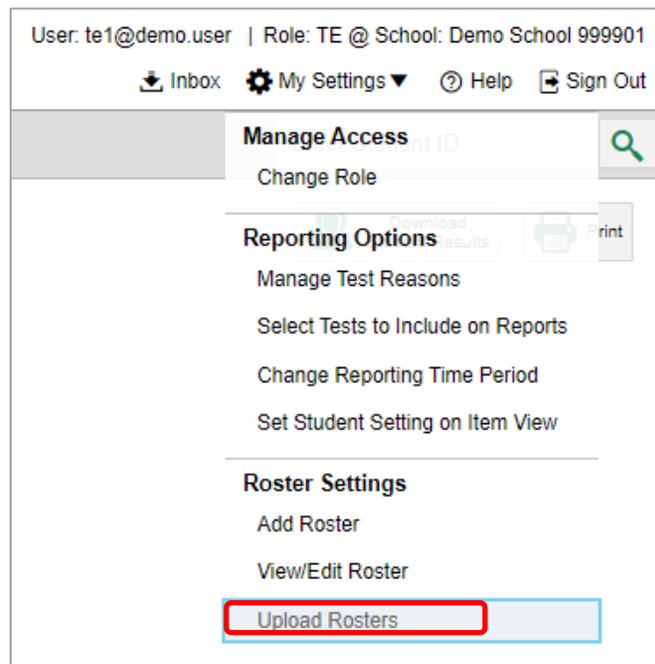


Figure 123. Roster Manager Window: Upload Rosters: Upload Page

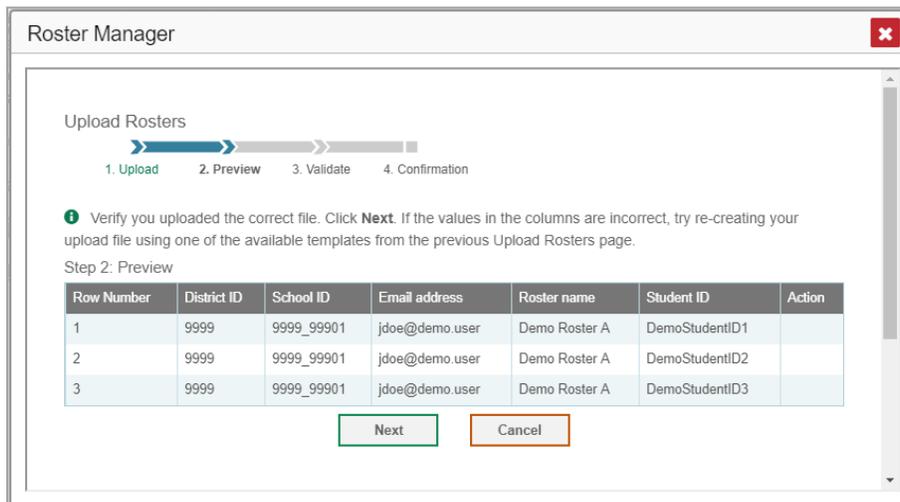


Table 53. Roster Manager Window: Upload Rosters: Upload Page Elements

#	Element
1	Download Templates menu button
2	Browse button

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.

Figure 124. Roster Manager Window: Upload Rosters: Preview Page



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

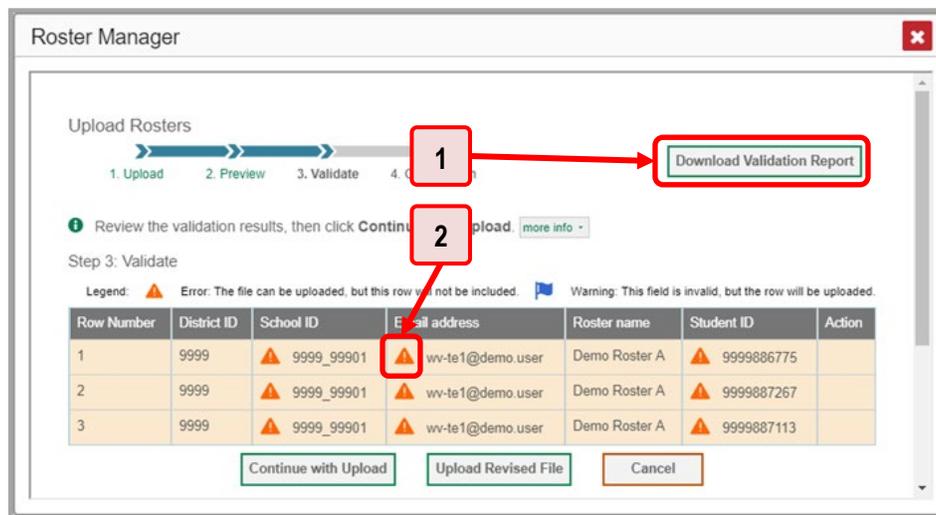


Table 54. Roster Manager Window: Upload Rosters: Validate Page Elements

#	Element
1	Download Validation Report button
2	Error symbol (click for more information)

Centralized Reporting System User Guide

- 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.

Centralized Reporting System User Guide

Table 55. Columns in the Rosters Upload File

Element	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	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.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
WISER ID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
ACTION	Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.	Add or Delete.

*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 56. Condition Codes

Condition Code	Description
Blank	<ul style="list-style-type: none"> • The student did not enter a response.
Insufficient Text	<ul style="list-style-type: none"> • The student has not provided a meaningful response. Some examples: <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> • ELA/literacy: Language other than English. • Mathematics: Language other than English or Spanish.
Off Purpose	<ul style="list-style-type: none"> • For ELA Full Writes only: <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> • For ELA Full Writes only: <ul style="list-style-type: none"> ▪ 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.

Centralized Reporting System User Guide

Insufficient Text (Copied Text from the Prompt)	<ul style="list-style-type: none">• The response is largely composed of text copied from the prompt.
Insufficient Text (Refused to Answer)	<ul style="list-style-type: none">• The response is a refusal to respond, in a form such as “idk” or “I don’t know.”
Non-Specific	<ul style="list-style-type: none">• 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.
Non-Scorable Language (Spanish Response)	<ul style="list-style-type: none">• The response is in Spanish.
Non-Scorable Language (Uninterpretable Language)	<ul style="list-style-type: none">• The response is in a language other than English or Spanish.

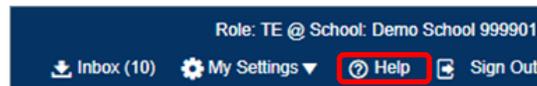
Appendix C. Help Guide

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



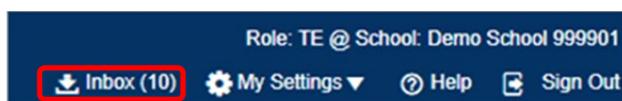
Appendix D. Secure Inbox

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

Figure 128. Banner



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.

Figure 129. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

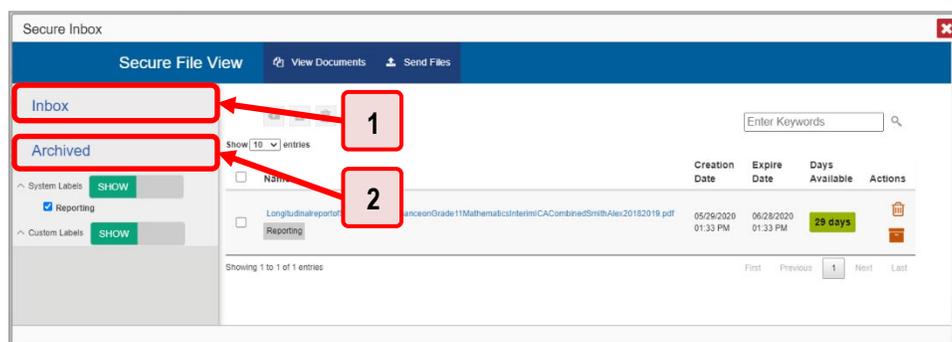


Table 57. Secure Inbox Window: View Documents Tab Elements

#	Element
1	Inbox sub-tab
2	Archived sub-tab

Centralized Reporting System User Guide

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.

Figure 130. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab



Table 58. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	System Labels toggle (set to show the labels) and checkboxes
2	Custom Labels toggle (set to show the labels) and checkboxes

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](#)).

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

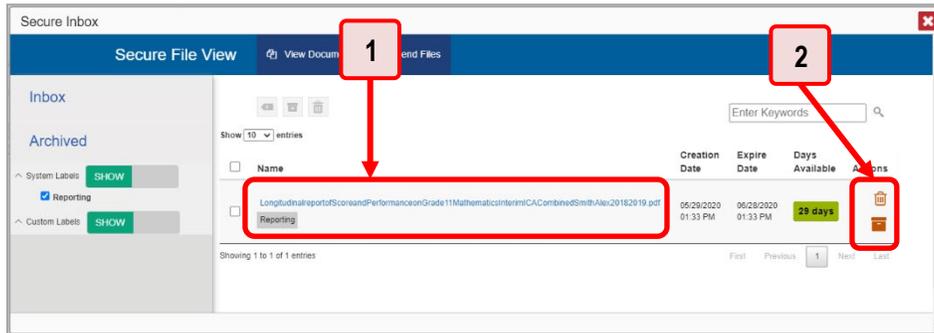


Table 59. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	Name of a file, with label indicating the system it's from
2	Delete and archive buttons

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:
 - o 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.
 - o 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.

Figure 132. Banner

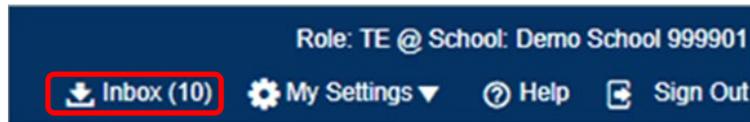
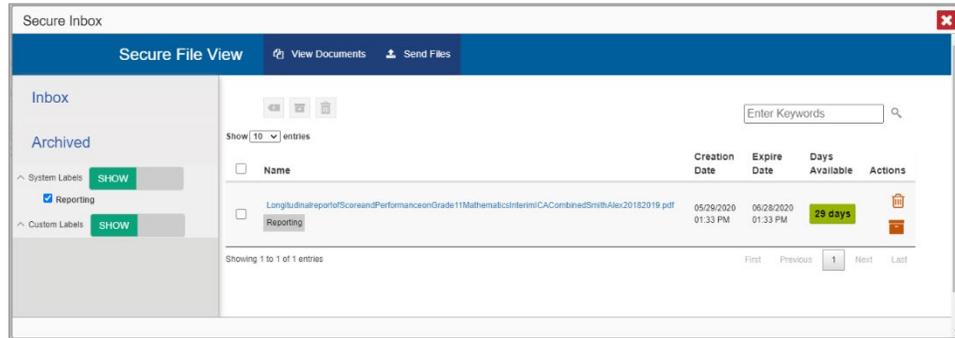


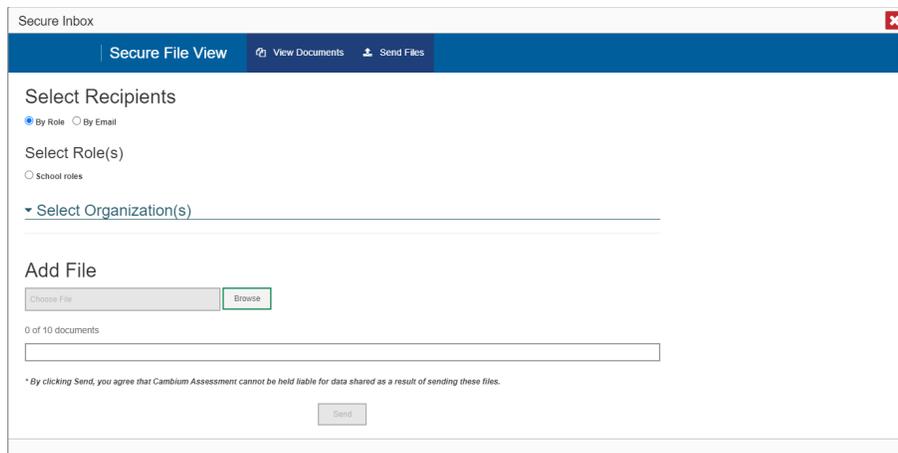
Figure 133. Secure Inbox Window: View Documents Tab



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.

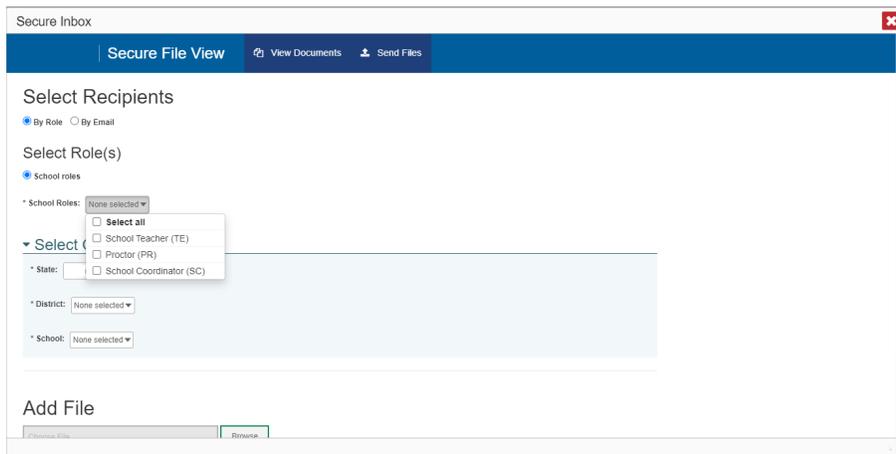
If you select **By Email**, skip to step 7.

Figure 134. Secure Inbox Window: Send Files Tab



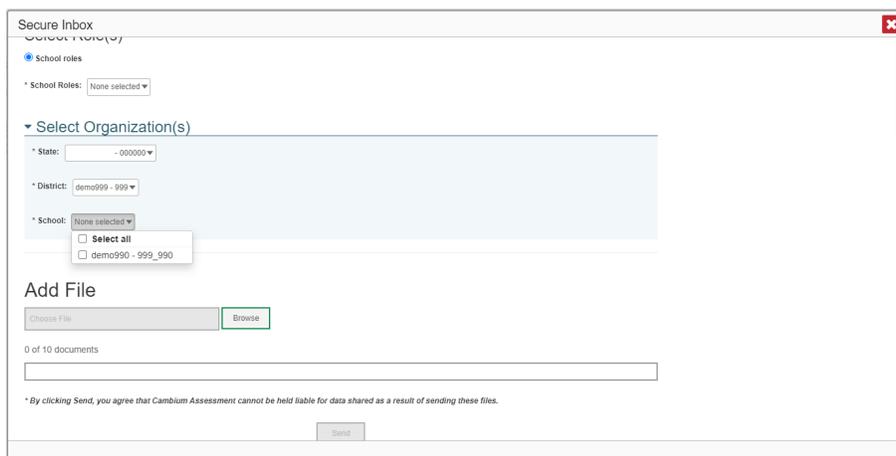
4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list (see [Figure 135](#)), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 135. Secure Inbox Window: Send Files Tab



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.

Figure 136. Secure Inbox Window: Send Files Tab



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

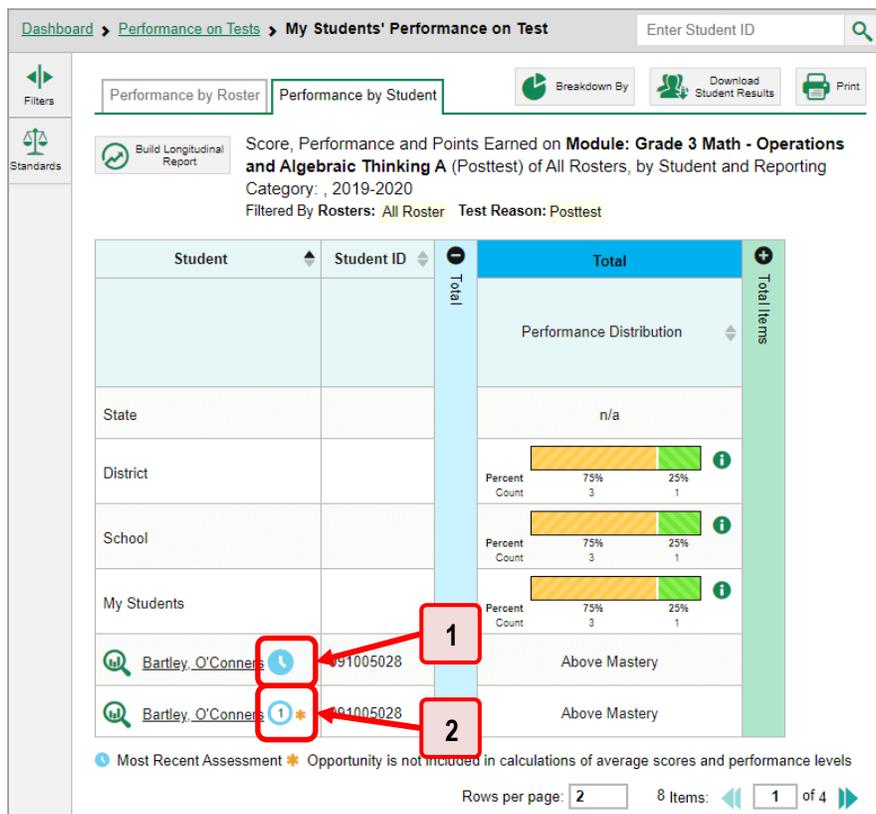


Table 60. School Performance on Test Report: Performance by Student Tab Elements

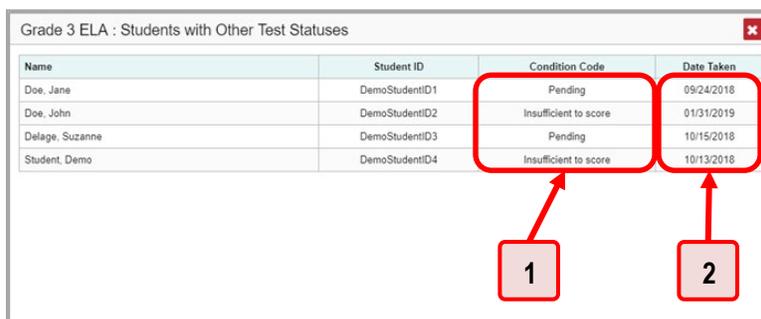
#	Element
1	Most recent opportunity
2	First opportunity

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



Name	Student ID	Condition Code	Date Taken
Doe, Jane	DemoStudentID1	Pending	09/24/2018
Doe, John	DemoStudentID2	Insufficient to score	01/31/2019
Delage, Suzanne	DemoStudentID3	Pending	10/15/2018
Student, Demo	DemoStudentID4	Insufficient to score	10/13/2018

Table 61. Students with Other Test Statuses Window Elements

#	Element
1	Condition codes
2	Dates the tests were taken

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

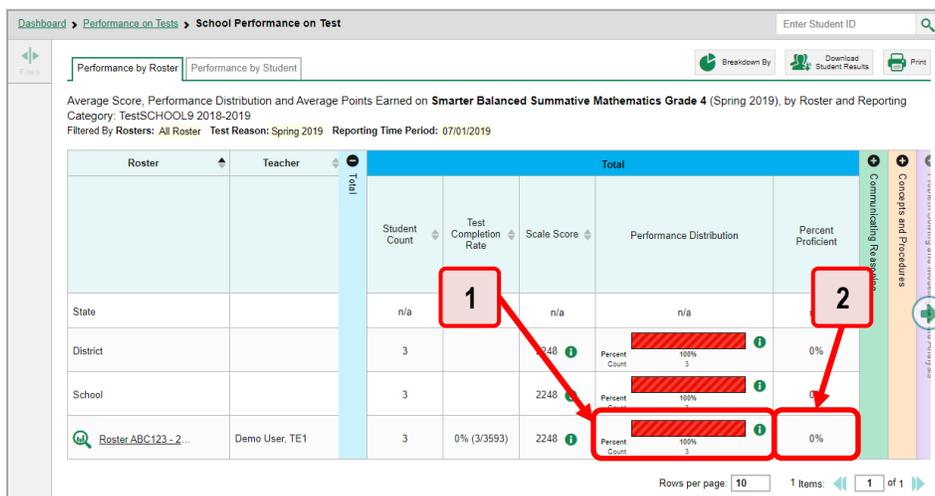


Table 62. School-Level User View: School Performance on Test Report Elements

#	Element
1	Performance distribution bar, divided into colored blocks representing different performance levels
2	Percent proficient

- Measures in aggregate reports for adaptive tests may also include **Weak or Strong?**, **Proficient?**, and **% Correct**.

Centralized Reporting System User Guide

In a report, click the more information button **i** 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

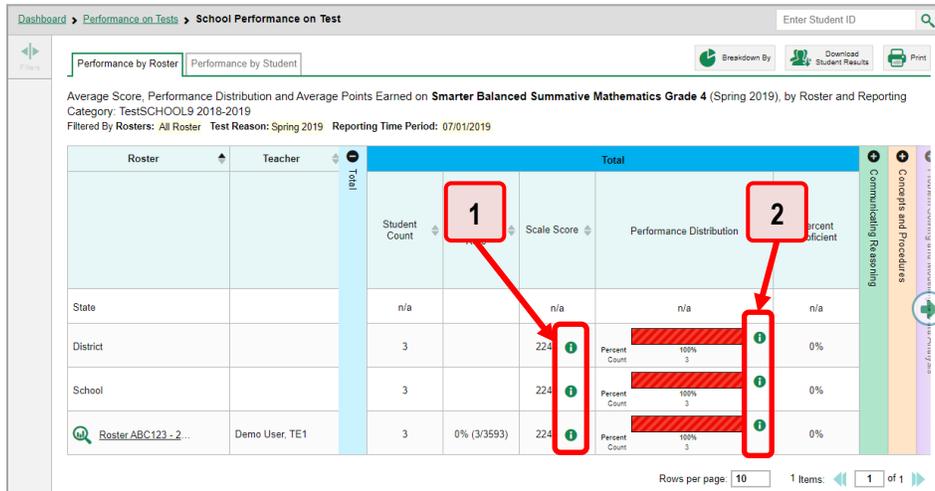


Table 63. School-Level User View: School Performance on Test Report Elements

#	Element
1	Buttons to learn more information on average score
2	Buttons to learn more information on performance distribution

A legend appears (see [Figure 141](#) and [Figure 142](#)), explaining what the scores or performance levels indicate.

Centralized Reporting System User Guide

Figure 141. My Students' Performance on Test Report with Expanded Scale Score Legend

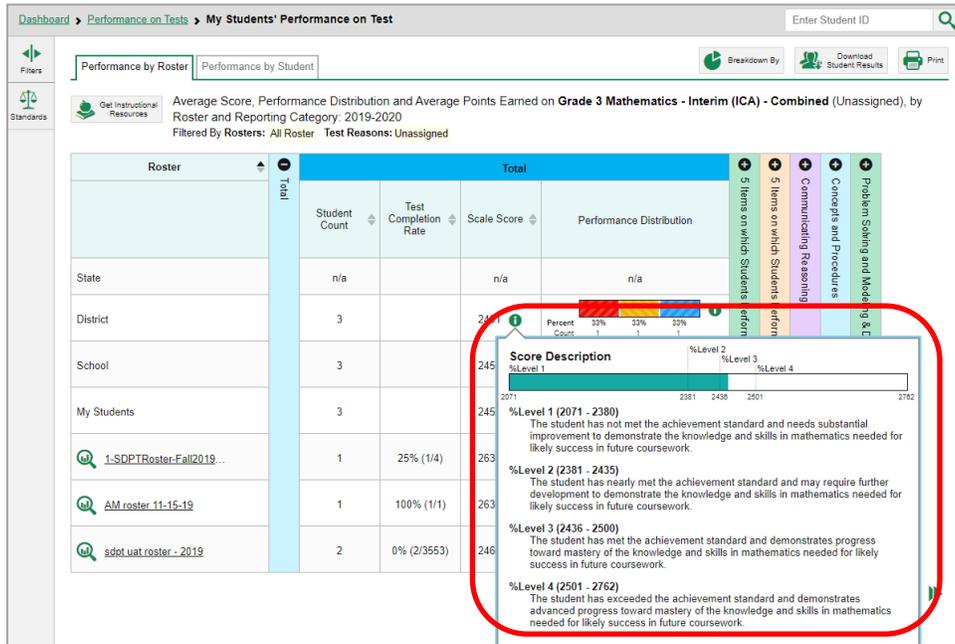
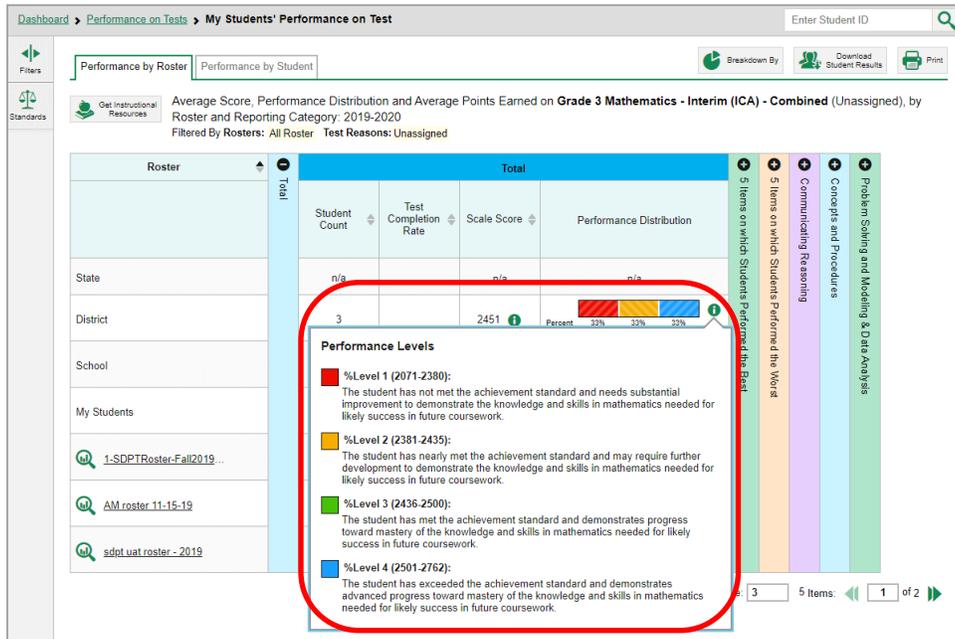


Figure 142. My Students' Performance on Test Report with Expanded Performance Distribution Legend



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.

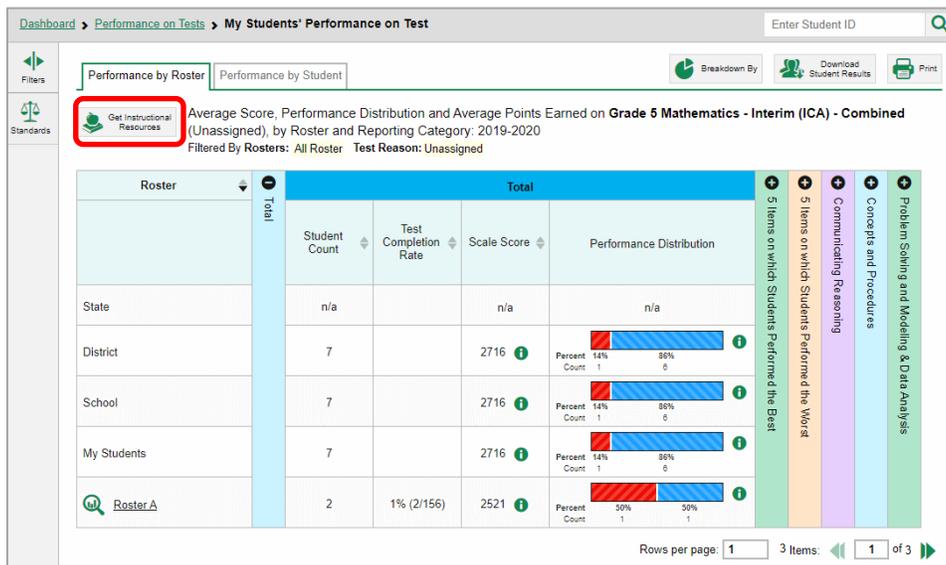
1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.
2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, 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.

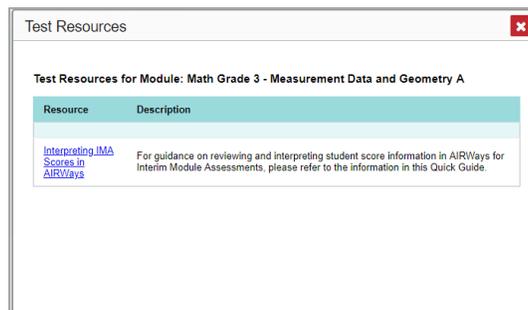
If additional assessment information is available, click the **Get Instructional Resources** button  in the upper-left corner of the report table (see [Figure 143](#)). If the test results also include a Longitudinal Report, this link will appear in a **More Tools** menu.

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).



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).