



# 2020-21 California Educator Reporting System User Guide



California Assessment of  
Student Performance and Progress



- ★ **CAASPP Smarter Balanced Interim Assessments for English Language Arts/Literacy (ELA) and Mathematics**
- ★ **CAASPP Smarter Balanced Summative Assessments for ELA and Mathematics**
- ★ **California Alternate Assessments for ELA and Mathematics**
- ★ **California Science Test**
- ★ **California Spanish Assessment**
- ★ **ELPAC Summative Assessment**

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# 2020–21 California Educator Reporting System User Guide

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## **Acronyms and Initialisms Used in the California Educator Reporting System User Guide**

<b>Abbreviation</b>	<b>Term</b>
CAA	California Alternate Assessment
CAST	California Science Test
CCSS	Common Core State Standards
CERS	California Educator Reporting System
CSA	California Spanish Test
CSV	comma-separated value
ELA	English language arts/literacy
ELPAC	English Language Proficiency Assessments for California
IAB	Interim Assessment Block
ICA	Interim Comprehensive Assessment
LEA	local educational agency
PII	personally identifiable information
SEM	standard error of measurement
SSID	Statewide Student Identifier



# Introduction to the User Guide

This user guide describes the features of the California Educator Reporting System (CERS) and provides detailed instructions for using each feature, including common scenarios that encompass related features.

## Organization of the User Guide

This user guide is organized into the following major sections:

- [Overview of the California Educator Reporting System](#) provides a brief introduction to CERS, including the system's relationship with other Smarter Balanced applications and an overview of user roles and permissions.
- [Accessing CERS](#) describes how to log on and off CERS, and how to switch to other Smarter Balanced applications.
- [Understanding the User Interface](#) outlines the overall layout of the system, including navigation, common tools and tasks, and profile management.
- [Reporting Features in Detail](#) outlines each reporting feature in-depth, with step-by-step instructions.
- [Troubleshooting Common Issues](#) outlines steps users can take when the application is not behaving as expected.
- [Appendix — Sandbox](#) describes the CERS Sandbox features and functions.

## Document Conventions

### Text

- *Italicized text* refers to a page element, such as a menu, page name, or field name.
- **Bold text** within brackets refers to a selectable button, tab, or icon.
- Underlined [Blue](#) text refers to a link.

### Asides

The following content blocks are used to call attention to a tip, note, caution, or warning that will help users maximize their experience with CERS.

#### Tip



**Tip:** This symbol appears next to text that contains a helpful tip.

#### Note



**Note:** This symbol appears next to text that contains helpful information or reminders.

## Caution



**Caution:** This symbol appears with text that contains important information regarding a task.

## Warning



**Warning:** This symbol appears with text that contains extremely important information regarding actions that may cause errors.

## Intended Audience

This user guide is intended for teachers, school administrators, local educational agency (LEA) administrators, and state education agency staff who use CERS for timely and accurate reports on student performance on summative and interim assessments. Users should be familiar with web applications, entering data into form fields, and working with comma-separated value files (CSV).

## **Overview of the California Educator Reporting System**

The California Educator Reporting System (CERS) allows teachers and administrators to access detailed student performance information for summative and interim assessments. Authorized users of the system can view student data at the relevant district, school, and grade levels. Users with the required permissions may also view, download, and print Individual Student Reports (ISRs). Over the next two years, student results from all CAASPP and ELPAC assessments will be added to CERS. The table below lists, by assessment, when the results from prior years and regular (i.e., daily or weekly) feed of results will be available in CERS.

**Table 1. CERS Implementation Timeline**

<b>Assessment Name</b>	<b>Results from Prior Years Available</b>	<b>Regular Feed of Results Available</b>
Interim Assessments (ICAs and IABs)	Available Now	Available Now
ELPAC	Available Now	Spring 2021
Summative assessments for ELA and mathematics	Available Now	Spring 2021
California Alternate Assessments (CAAs) for ELA and mathematics	Available Now	Spring 2021
California Spanish Assessment	Available Now	Spring 2021
California Science Test	Available Now	Spring 2021
CAA for Science	not applicable	Spring 2022
Alternate ELPAC	not applicable	Spring 2022

## **Browser Requirements**

The application is intended to be accessed using a browser from a computer or tablet. It is compatible with all modern browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge Chromium, and Apple Safari. The Internet Explorer browser is not compatible with this system.

## **User Roles and Permissions**

Access to student information in CERS depends on the user's role in TOMS and the school(s) or LEA(s) with which the user's account is associated.

For example, teachers may have permission to view reports for students in personalized student groups, school administrators may view results for all students in the school, and LEA administrators may view results for all students in the LEA. Table 2 and Table 3 show the permissions associated with each role. Note that each role only has permission for its own school, LEA, or state.

### **Description of CERS and Tools for Teachers Functions within TOMS Roles**

**PII:** View individual student results by district, school, and grade

**GROUP\_ADMIN:** Create/edit/and delete assigned student groups (Assigns student groups to others, such as teachers)

**Custom Aggregate Reporter:** Create/view/export custom aggregate reports

**Instructional Resource Admin:** Create/edit/delete links to instructional resources

**PII\_GROUP:** Create/edit/delete custom groups (from assigned groups) – view students (individual or group) in assigned group(s)

**DL\_EndUser:** Tools for Teachers user

**Table 2. LEA Level Test Operations Management System Roles and Associated Permissions**

TOMS Role Names	Program	Organization Level	Role Functions (for Tools for Teachers and CERS)
LEA CAASPP Coordinator	CAASPP	LEA	PII, PII_GROUP, GROUP_ADMIN, Custom Aggregate Reporter, Instructional Resource Admin, DL_EndUser
LEA ELPAC Coordinator	ELPAC	LEA	PII, PII_GROUP, GROUP_ADMIN, Custom Aggregate Reporter, Instructional Resource Admin, DL_EndUser
Educator - District	CAASPP	LEA	PII, PII_GROUP, GROUP_ADMIN, Custom Aggregate Reporter, Instructional Resource Admin, DL_EndUser
LST Correspondence Administrator	ELPAC	LEA	PII_GROUP, DL_EndUser

## Overview of the California Educator Reporting System | User Roles and Permissions

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**Table 3. School Level Test Operations Management System Roles and Associated Permissions**

TOMS Role Names	Program	Organization Level	Role Functions (for Tools for Teachers and CERS)
<b>Site CAASPP Coordinator</b>	CAASPP	School	PII, PII_GROUP, GROUP_ADMIN, Custom Aggregate Reporter, Instructional Resource Admin, DL_EndUser
<b>Site ELPAC Coordinator</b>	ELPAC	School	PII, PII_GROUP, GROUP_ADMIN, Custom Aggregate Reporter, Instructional Resource Admin, DL_EndUser
<b>Educator - Test Site</b>	CAASPP	School	PII, PII_GROUP, GROUP_ADMIN, Custom Aggregate Reporter, Instructional Resource Admin, DL_EndUser
<b>CAASPP Test Administrator</b>	CAASPP	School	PII_GROUP, DL_EndUser
<b>CAASPP Test Examiner</b>	CAASPP	School	PII_GROUP, DL_EndUser
<b>CAASPP IA Administrator Only</b>	CAASPP	School	PII_GROUP, DL_EndUser
<b>ELPAC Test Examiner</b>	ELPAC	School	PII_GROUP, DL_EndUser
<b>LST Data Entry</b>	ELPAC	School	PII_GROUP, DL_EndUser
<b>Educator - Roster</b>	CAASPP	School	PII_Group, DL_EndUser
<b>Tools for Teachers User</b>	CAASPP	All	DL_EndUser



**Note:** CAASPP Test Administrators (TAs) and CAASPP Test Examiners (TEs) can only view results in CERS if a group of students is assigned to them by a user with a GROUP\_ADMIN function as part of a TOMS role. LEAs should be careful when choosing to assign roles using “site” (CAASPP TAs and TEs), these roles allow for access to all interim and summative assessment results for an entire school site. Please ensure that student personally identifiable information is being made available to the appropriate users.

## Accessing CERS

This section explains how to log on and off of the California Educator Reporting System (CERS) and the Single Sign-On (SSO) feature.

### Logging On

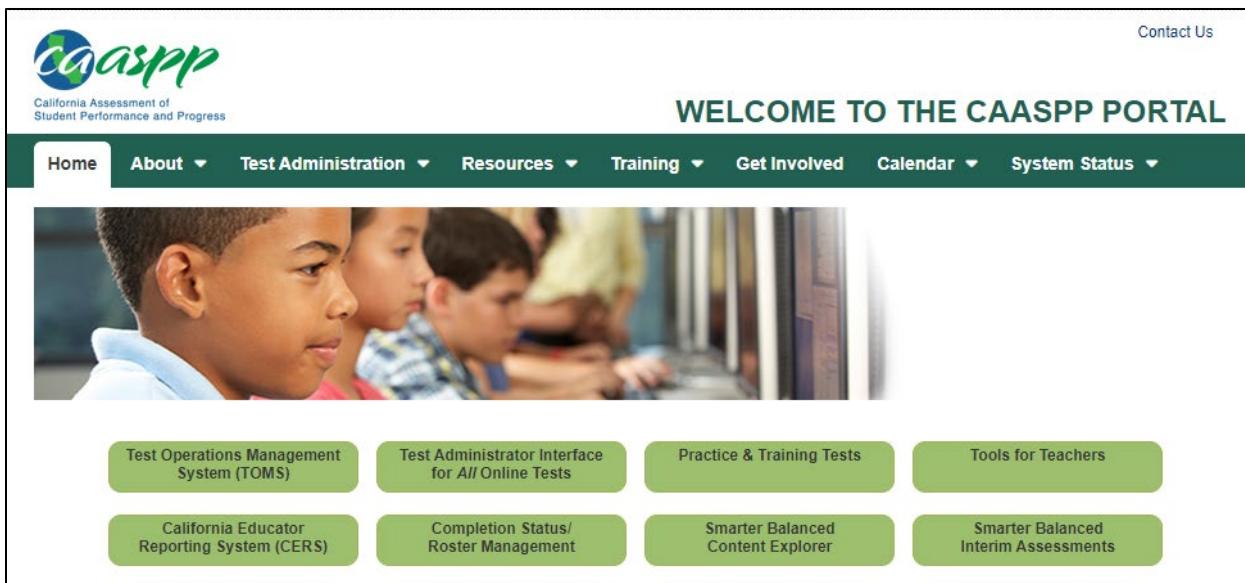
To log on to CERS, users must have an authorized username (email address) and password. CERS uses the integrated CAASPP SSO system that allows users to log on and gain seamless access to various resources that use TOMS roles for access. Users who do not have logon credentials for CERS should contact the appropriate administrator.



**Warning:** Do not share logon credentials with anyone. Access to student information is protected by California State law and federal privacy laws. Accounts can be hacked to steal logon information.

Use the following steps to log on to CERS:

1. Go to the [CAASPP](#) website and select the **[Test Operations Management System (TOMS)]** button (figure 1).



The screenshot shows the CAASPP Portal homepage. At the top, there is a navigation bar with links for Home, About, Test Administration, Resources, Training, Get Involved, Calendar, and System Status. The main header reads "WELCOME TO THE CAASPP PORTAL". Below the header is a large photograph of three students in a classroom setting. Underneath the photo are several green rectangular buttons containing links: "Test Operations Management System (TOMS)", "Test Administrator Interface for All Online Tests", "Practice & Training Tests", "Tools for Teachers", "California Educator Reporting System (CERS)", "Completion Status/ Roster Management", "Smarter Balanced Content Explorer", and "Smarter Balanced Interim Assessments".

Figure 1. TOMS button on CAASPP website

- This will open the TOMS Logon web page (figure 2).

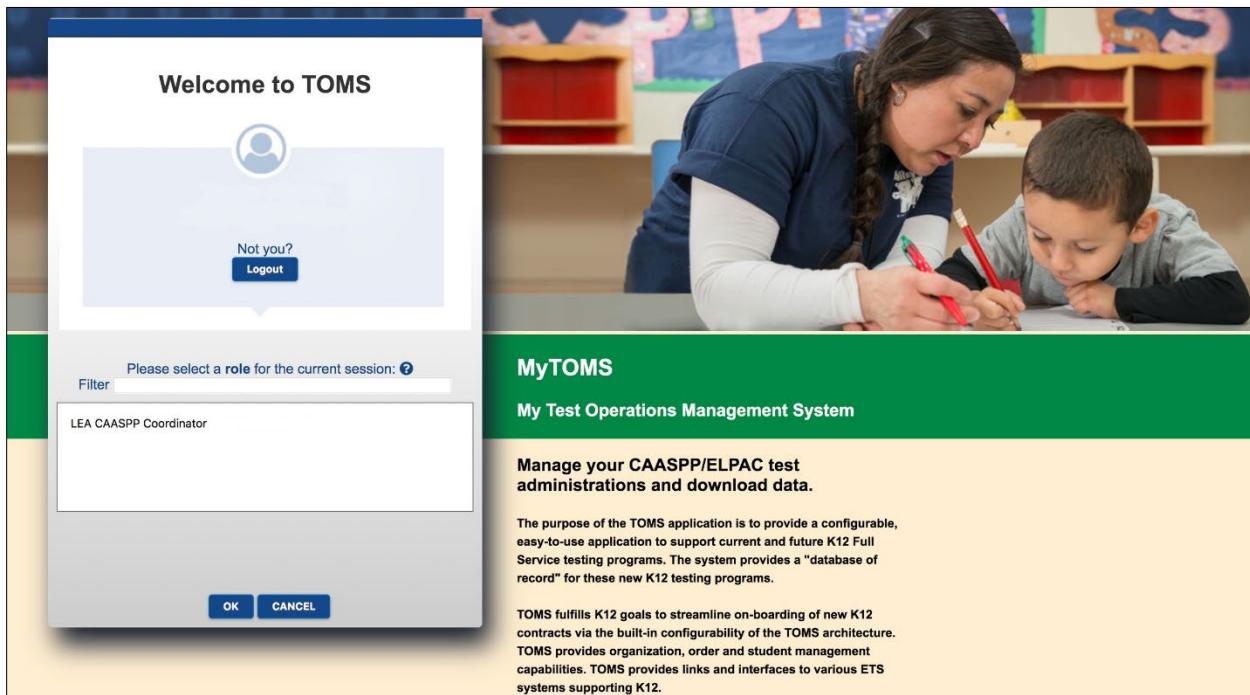
Figure 2. TOMS Logon web page

- Enter email address and password (figure 2).
- Select the **[Secure Logon]** button:
  - If the logon credentials are correct, users are directed to the CERS home page.
  - If logon credentials are incorrect, a notification appears. Users should contact the administrator if difficulties continue.



**Note:** If needed, to reset a password, select the **[Forgot Your Password?]** link.

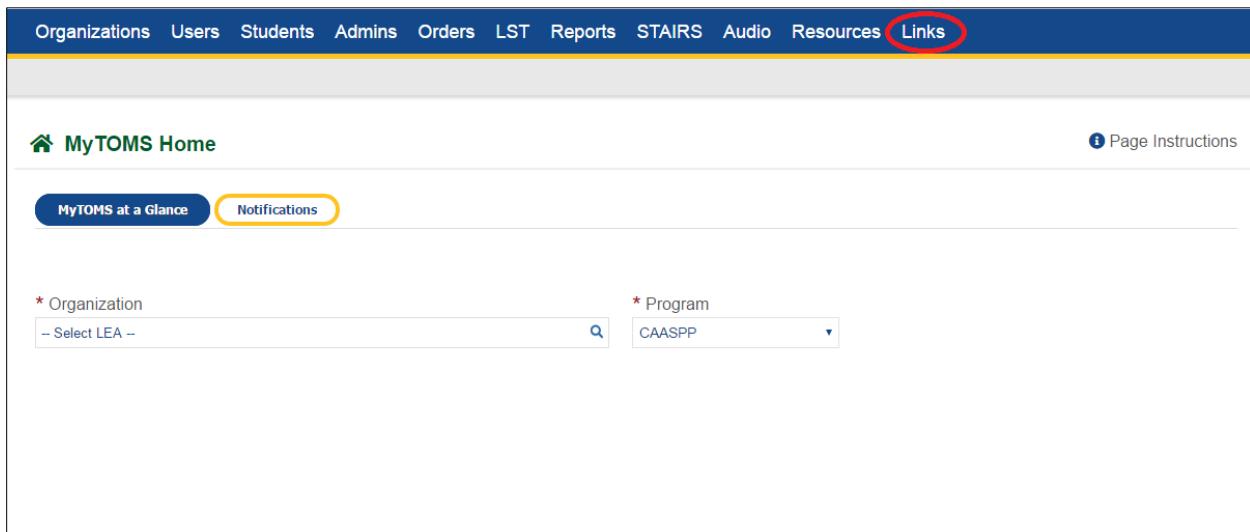
- The user may be prompted to enter a verification code: The two-step verification process is initiated the first time a user logs on to TOMS using a new device or browser. An email is sent to the user from [ca-assessments@ets.org](mailto:ca-assessments@ets.org) with the required code, which is valid for 15 minutes.
- This will open up the TOMS landing page where users will be prompted to select a role for the session (figure 3).
- Once a role is selected for the current session, select the **[OK]** button (figure 3).



The screenshot shows the 'Welcome to TOMS' screen. A modal window is open, prompting the user to 'Please select a role for the current session'. The 'Filter' dropdown is set to 'LEA CAASPP Coordinator'. At the bottom of the modal are 'OK' and 'CANCEL' buttons. In the background, there is a photograph of a teacher in a classroom setting, leaning over a desk to help a young student who is writing with a pencil.

Figure 3. TOMS landing page

8. This will open up the TOMS home page (figure 4).
9. Select the [Links] tab at the top (figure 4).



The screenshot shows the 'MyTOMS Home' page. The top navigation bar includes tabs for Organizations, Users, Students, Admins, Orders, LST, Reports, STAIRS, Audio, Resources, and Links. The 'Links' tab is highlighted with a red circle. Below the navigation bar, there is a search bar with the placeholder 'MyTOMS at a Glance' and a 'Notifications' button. Further down, there are two search fields: one for 'Organization' (labeled with an asterisk) with the placeholder '- Select LEA -' and another for 'Program' (also labeled with an asterisk) with the placeholder 'CAASPP' and a dropdown arrow.

Figure 4. TOMS home page

10. Select the [California Educator Reporting System (CERS)] link (figure 5) which will take the user to CERS.

The screenshot shows a web-based application with a blue header bar containing navigation links: Organizations, Users, Students, Admins, Orders, Credentialing, STAIRS, Resources, Links, and Reports. The 'Links' link is highlighted with a yellow background. Below the header, a section titled 'External Links' is displayed. A green arrow points from the text 'will take the user to CERS.' in the list above to the 'California Educator Reporting System (CERS)' link on the page. This link is enclosed in a red rectangular box. Other visible links include 'Test Administrator (TA) Interface', 'Completion Status and Roster Management', 'Online Reporting System (ORS)', 'Interim Assessment Viewing System', 'Interim Assessment Hand Scoring System', 'Tools for Teachers', and 'Practice and Training Tests'. A cursor icon is visible on the right side of the page area.

External Links

Links Page Instructions

Test Administrator (TA) Interface

Completion Status and Roster Management

Online Reporting System (ORS)

Interim Assessment Viewing System

Interim Assessment Hand Scoring System

California Educator Reporting System (CERS)

Tools for Teachers

Practice and Training Tests

Figure 5. CERS link

## Logging Off

Users may log off by using the following steps:

1. Select the *Name* menu in the corner (figure 6).
2. Select the *Logout* menu item (figure 6).

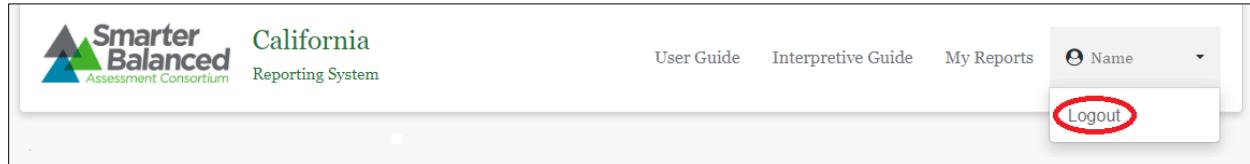


Figure 6. CERS Logout

3. This will return users to the TOMS home page.

# Understanding the User Interface

## Home Page

When users log on to the California Educator Reporting System (CERS), the users are directed to the home page. This page allows users to perform tasks permitted in their assigned roles (e.g., the home page for teachers with the Educator - Roster role does not display the *Administrator Tools* or *Search by School* features). Tasks initiated on the CERS home page include searching for assessment results, generating various reports, and performing administrative tasks, as shown next (figure 7).

The screenshot shows the CERS Home Page with several sections and tools highlighted:

- Header:** Smarter Balanced Assessment Consortium logo, California Educator Reporting System, User Guide, Interpretive Guide, My Reports (highlighted with a red box), District Admin dropdown, and a red number **5**.
- Administrator Tools:** A section containing five buttons:
  - Custom Aggregate Report (highlighted with a red box)
  - District / School Exports
  - Student Groups
  - Instructional Resources
  - Embargo
- Welcome!** A box containing the User Guide description and a User Guide button.
- Access Assessment Results:** A section with three search boxes:
  - Search by Student (highlighted with a red box): Enter the Statewide Student Identifier (SSID) and Search button.
  - Search by School (highlighted with a red box): Enter name, Select Grade dropdown, and Search button.
  - Search by Group (highlighted with a red box): Group Name dropdown set to "Mr Smith - ELA", School dropdown set to "Rabbit Tanager High Sch", Subjects dropdown set to "ELA", and View IAB Dashboard button.
- Note:** A note stating that item level data and session IDs are not available for tests administered prior to the 2017-18 school year.

Figure 7. CERS Home Page with all tools

The elements of the home page are:

1. **Search by Student:** Search for assessment results for a specific student. Refer to the [Search by Student](#) section for details.
2. **Search by School:** Search for assessment results for students of a specific grade or multiple grades within one school or multiple schools. Refer to the [Search by School](#) section for details.
3. **Search by Group:** View assessment results for a group of students. Refer to the [Search by Group](#) section for details.
4. **Administrator Tools** are as follows:
  - Custom Aggregate Report:** Generate a customized report of student performance. Refer to the [Custom Aggregate Reports](#) section for details.
  - **District / School Exports:** Export a CSV file of assessment results for one or more schools or districts. Refer to the [District / School](#) Exports section for details.
  - **Student Groups:** Create and manage student groups for teachers. Refer to the [Manage Student Groups](#) section for details.
  - **Instructional Resources:** Upload instructional resources in the system. Refer to the [Manage Instructional Resources](#) section for details.
  - **Embargo:** Manage embargoes of summative results. Refer to the [Manage Embargoed Results](#) section for details.
5. **My Reports:** Allows access to all reports that have been generated by the user. Refer to the [My Reports](#) section for details.



**Note:** Only elements of the home page (and the entire system) that are relevant to the user's roles will be available to a user.

## Navigation and Menus

Navigation within CERS is straightforward and primarily relies on hyperlinks to drill down into further detail. There are links across the top of the page to access this user guide and the *Interpretive Guide*, which is designed to help educators understand and effectively use the results of the Smarter Balanced summative and interim assessments.

When a user navigates to a page, a navigation path appears showing the current location within the system, as does an icon to navigate back to the home page. Each item in the path is separated by a slash ("/"), representing the path from the home page to the current page. In the following example, the user is on a screen presenting results

for student responses. To return to the home page, the user can select the home page icon (shown in figure 8).

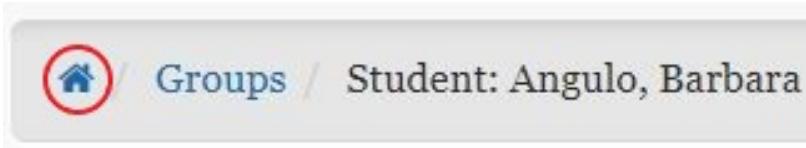


Figure 8. Home page icon

## General Tools

In addition to basic navigation, there are tools used throughout the site to search for, select, and display information.

### Drop-down Lists

Drop-down lists are common in web applications. CERS uses multiple types of drop-down lists to present and organize information.

#### Basic Drop-down Lists

The basic drop-down list contains a short list of fixed information to allow easy and predictable navigation. Simply select to access the list (refer to figure 9).

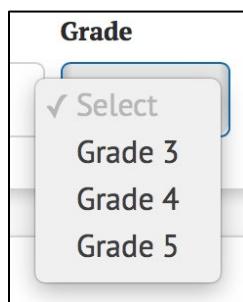


Figure 9. Sample drop-down list

#### Drop-down List with Search

Some drop-down lists may have hundreds or thousands of items. In those cases, a search field allows users to type to filter. These drop-down lists filter based on any match within the value, so a search term of “oak” would match “**Oak** Persimmon School,” “Elaenia **Oak** School,” and other schools with “oak” somewhere in the name (figure 10).



**Tip:** Typing at least three characters will provide better performance in narrowing search results.

School	Subjects
San Diego Institution	Math, ELA
Warbler Hedgehog Academy	Math, ELA
Warbler Hedgehog Academy	Math, ELA

Figure 10. Sample drop-down list with search

### Dependent Drop-down Lists

Dependent drop-down lists are two or more related drop-down lists where a value must be selected in the first drop-down list before the second drop-down list is selectable. In the following example (figure 11 and figure 12), the user must select a school name before selecting the grade.

Figure 11. Sample dependent drop-down list

Figure 12. Sample dependent drop-down list with selectable list

## Live Search

Some input fields include “live search,” in which matching results are displayed as the user types. In the following example (figure 13), the value entered retrieves matches anywhere within the group name.

Search by My Groups		
Group Name	School	Subjects
ELA-G11-1500	Warbler Hedgehog Senior High	ELA
ELA-G11-1600	Warbler Hedgehog Senior High	ELA
Math-G11-1700	Warbler Hedgehog Senior High	ELA
Math-G11-1800	Warbler Hedgehog Senior High	ELA

Figure 13. Sample live search

## Exporting and Downloading

Users may export selected reports to a file in CSV format by selecting the [Export CSV] button (figure 14).

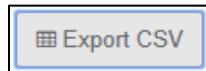


Figure 14. [Export CSV] button

Some screens in the application allow users to download reports. From the *My Reports* page, pictured in figure 15, selecting the *Download Report Data* menu option for a report name will download the report to the user’s computer.

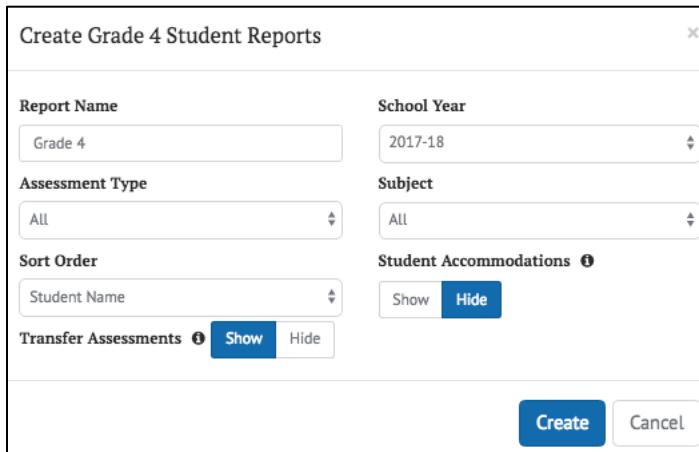
My Reports		Saved Queries
When the status of the report is "Completed," click on the		
Name		Report Ty
Custom Aggregate Report		Aggregate
View Report		Aggregate
Download Report Data		Aggregate
View Report Query		Aggregate
Save Report Query		Aggregate
Delete Report		Aggregate

Figure 15. Download Report Data option

The location of exported and downloaded files is dependent on the web browser used to access CERS. Please refer to the web browser's user guide for more information.

## Context Menus

Context menus provide additional options for a button or icon. For example, when users select the [Student Reports] button, a context menu pops up with the ability to filter by School Year and sort by one of the Sort Order drop-down list values (figure 16).

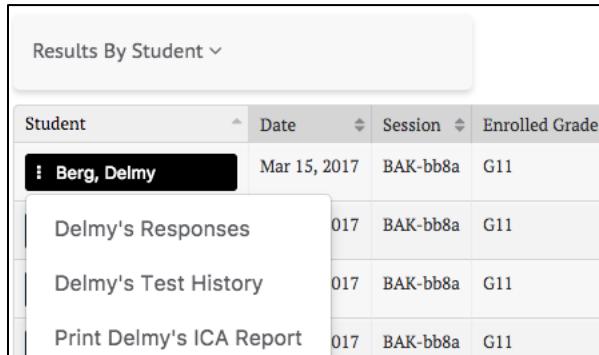


A screenshot of a modal dialog titled "Create Grade 4 Student Reports". The dialog contains several input fields and dropdown menus:

- Report Name:** Grade 4
- School Year:** 2017-18
- Assessment Type:** All
- Subject:** All
- Sort Order:** Student Name
- Student Accommodations:** A link with a question mark icon.
- Transfer Assessments:** A link with a question mark icon, followed by "Show" and "Hide" buttons.
- Buttons at the bottom:** "Create" (blue) and "Cancel".

Figure 16. Sample context menu

When users select the [Context Menu] three-dot icon [•] next to a student's name, a small context menu pops up with additional links specific to that student (figure 17).



A screenshot of a "Results By Student" dropdown menu. It shows a table with the following data:

Student	Date	Session	Enrolled Grade
Berg, Delmy	Mar 15, 2017	BAK-bb8a	G11
Delmy's Responses	017	BAK-bb8a	G11
Delmy's Test History	017	BAK-bb8a	G11
Print Delmy's ICA Report	017	BAK-bb8a	G11

Figure 17. Sample context menu with drop-down list options shown

## Column Ordering

Any tabular data containing columns that can be reordered by the user will have a column ordering control. This allows the user to move any selected column left or right, to reorder the columns as desired. Examples are shown in figure 18 and 19:

Organization	Assessment Grade	Academic Year	Subgroup	Students Tested	Achievement Con.
Pintail Groundhog County Schools	7	2017-18	Overall	662	
	8	2017-18	Overall	654	
Tapir Manatee Junior High	7	2017-18	Overall	225	
	8	2017-18	Overall	209	

Figure 18. Column ordering control

If the user selects the [Academic Year] button and then selects the left arrow twice, the tabular data will appear as shown in figure 19:

Academic Year	Organization	Assessment Grade	Subgroup	Students Tested	Achievement Con.
2017-18	Pintail Groundhog County Schools	7	Overall	662	
		8	Overall	654	
	Tapir Manatee Junior High	7	Overall	225	
		8	Overall	209	

Figure 19. Column ordering control with change shown

Columns can also be reordered by simply dragging and dropping them with the mouse (select the column, hold, drag, and release).

## Sorting

Tabular data are presented with column headers, and any sortable column will display up and down arrows. Select a column name to sort by that column and select it again to reverse the sort order. The currently sorted column and direction are shown in a lighter gray color. In the following example, figure 20, the results are sorted in ascending order by the students' last names.

Student	Date	Session	Enrolled Grade	School	Status	Achievement Level	Scale Score / Error Band
Berg, Delmy	Mar 15, 2017	BAK-bb8a	G11	Warbler Hedgehog Academy	Standardized	Exceeded Standard	2789± 88
Dove, Leo	Mar 15, 2017	BAK-bb8a	G11	Warbler Hedgehog Academy	Standardized	Met Standard	2590± 60

Figure 20. Column sorted in ascending order

## Expanding and Collapsing

Additional up and down arrow icons are provided to show or expand, and hide or collapse, results (figure 21). These icons are displayed when a page contains information that might either be shown or hidden by default. For example, selecting the applicable icon with text (e.g., [Expand All]) will expand all results for all hidden items. Selecting the icon with the arrow only will expand or collapse that item only.

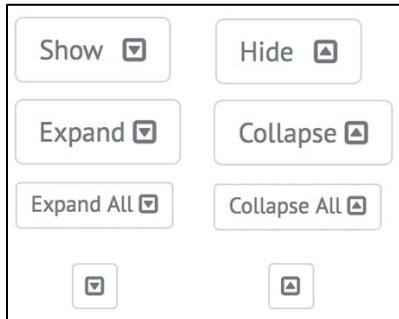


Figure 21. [Expand] and [Collapse] arrow icons

## Toggle Buttons

Some values and data types can be displayed in different formats and view preferences. For these content types, there is a display toggle button for each option. Select the button associated with the preferred format or view preference. In the following examples shown in figure 22, the currently selected value is shown with either a gray background or blue highlight.

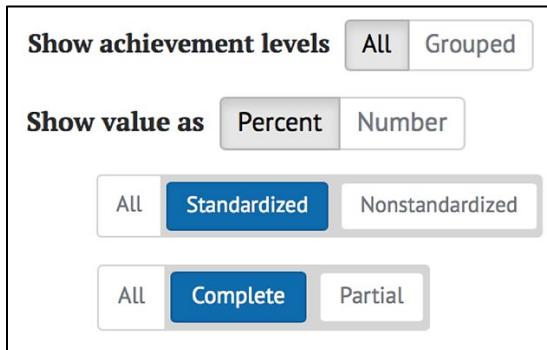


Figure 22. Sample toggle buttons

## Advanced Filters

Test results have an advanced filtering capability that uses a variant of toggle buttons to allow users to select what to display in a report. As with toggle buttons, select the value to display; selected values are shown with a blue background (figure 23).

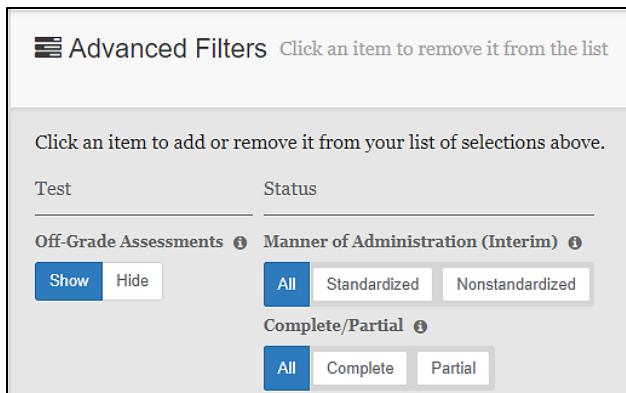


Figure 23. Sample advanced filter

## Buttons

Selectable buttons may appear in different colors, depending on the button's purpose (for example, buttons that generate reports and access instructional resources appear green). Typical buttons have a blue background and send or retrieve information when selected. If required information is missing, the button will be disabled, in which case it will not be selectable and a gray circle with a line will appear when attempting to select the button. To enable the button, provide the required information in the associated text field(s) or drop-down list(s). An example is shown in figure 24.

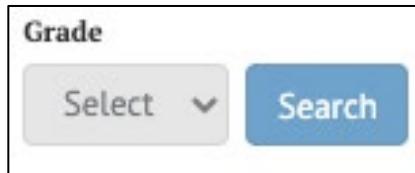


Figure 24. Sample selectable button

## [Add] and [Remove] Icons

Elements with a [Remove] “x” icon [x] can be removed by selecting the icon. When it is possible to add elements to a list, the [Add] plus sign icon [+] will appear next to the list. Select the icon to add a new element to the list. Example icons are shown in figure 25.



Figure 25. Sample [Add] and [Remove] Icons

## Informational Icons

Whenever an [Informational] lowercase-i icon [i] is displayed, users can select it to read an explanation of the term it accompanies (figure 26). For example, when selecting the icon next to a table column, a pop-up bubble displays additional information.

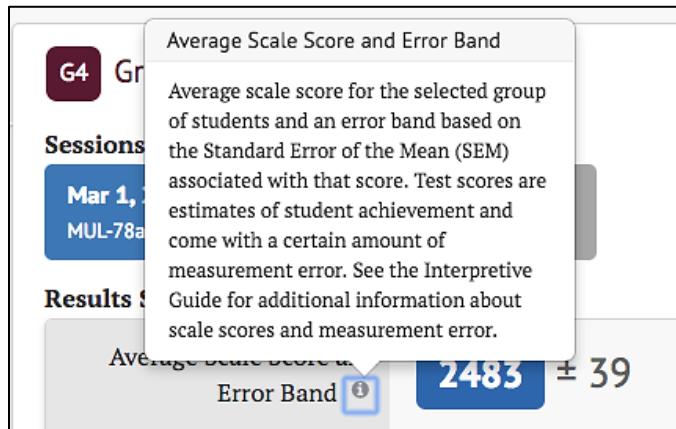


Figure 26. Sample informational icon

## Reporting Features in Detail

### Accessing Interim and Summative Assessment Results

There are several tools available to quickly search for interim and summative assessment results by school, student, or group. Depending on the user's permissions (refer to [User Roles and Permissions](#)), one or more of these tools will be available on the *Assessment Results* home page.

#### Search by Student

If user permissions allow, the *Search by Student* panel (figure 27) will appear on the home page. Users can quickly search for a specific student using the Statewide Student Identifier (SSID).

Figure 27. Search by Student panel

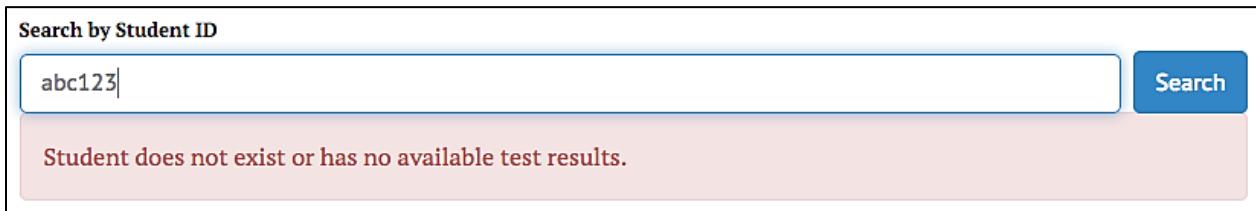
1. Type the student's SSID into the box. The full SSID must be entered to search for a student.
2. Select the [**Search**] button (or press [**Enter**] on the keyboard).
3. If the SSID matches a student record with available assessment results and the user has permission to view that student's information, the *Student Test History Report* page will be shown (figure 28).

Figure 28. *Student Test History Report* page

## Reporting Features in Detail |

### Accessing Interim and Summative Assessment Results

4. If the SSID does not yield test results, either the user does not have permission to view that student's information or there are no test results available for the student. A message will be displayed (figure 29).

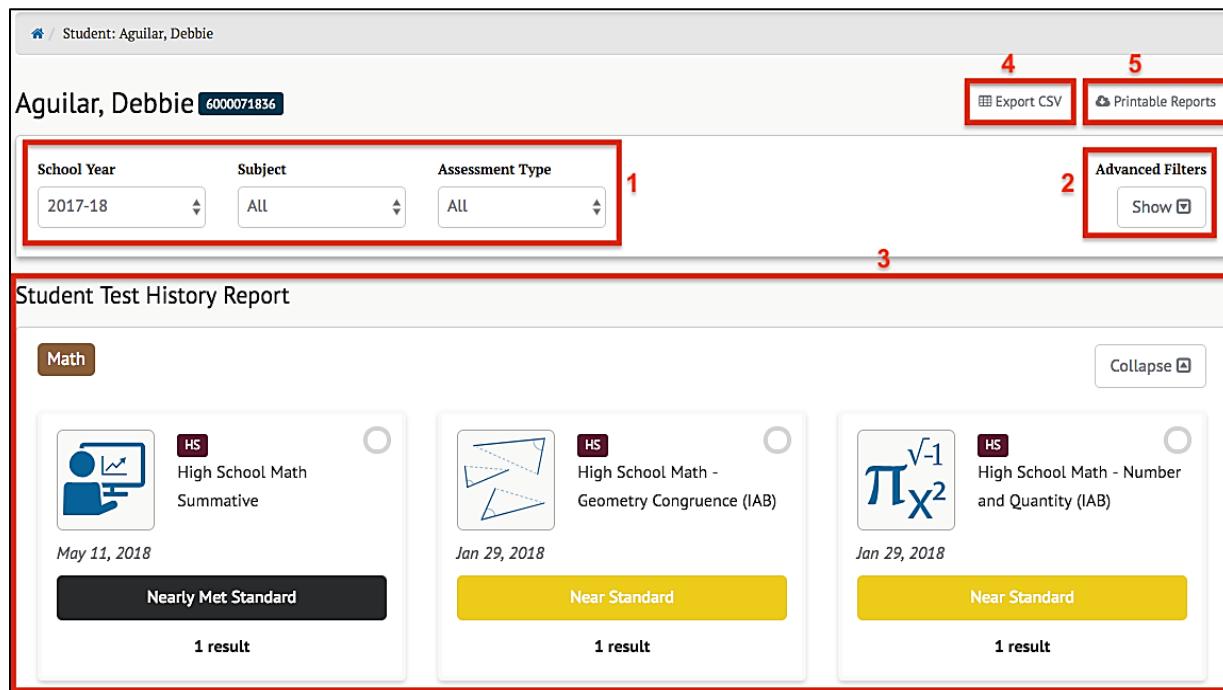


A screenshot of a web-based search interface. At the top, there is a search bar containing the text "abc123". To the right of the search bar is a blue "Search" button. Below the search bar, a pink rectangular box contains the text "Student does not exist or has no available test results." in a small, dark font.

Figure 29. Search by Student message when results are not found

## Student Test History Report

Once a student has been selected by SSID, the *Student Test History Report* page is displayed for that student, as shown in figure 30. This view will display all types of assessments.



A screenshot of the "Student Test History Report" page. At the top left, it shows the URL "Home / Student: Aguilar, Debbie" and the SSID "6000071836". On the right side, there are five numbered buttons: 4 ("Export CSV") and 5 ("Printable Reports") are in a row at the top; 2 ("Advanced Filters" with a "Show" checkbox) is below them; and 1 ("School Year", "Subject", and "Assessment Type" dropdown menus) is highlighted with a red box. A large red box highlights the main content area, which displays a "Student Test History Report" for "Math". It lists three assessments: "High School Math Summative" (May 11, 2018, "Nearly Met Standard", 1 result), "High School Math - Geometry Congruence (IAB)" (Jan 29, 2018, "Near Standard", 1 result), and "High School Math - Number and Quantity (IAB)" (Jan 29, 2018, "Near Standard", 1 result). Each assessment card includes a "Collapse" button at the top right.

Figure 30. Sample Student Test History Report

In addition to identifying the selected student and the student's SSID, the *Student Test History Report* page includes the following elements:

1. Selectors to choose which school years and subject to display, and a selector for all of the years and all of the subjects for which assessment results exist for the student
2. The [**Advanced Filters**] selector that shows or hides a filter panel to more precisely select which assessment results to view (Refer to the next section for a description of the *Advanced Filters* panel.)
3. The assessments that match the school year, content area, assessment type, and *Advanced Filters* settings
4. A button to export all of the student's test history to a comma-separated value (CSV) file for download
5. A button to select and download a printable report in PDF format

## Advanced Filters

The *Advanced Filters* panel (element 2 of figure 31, as illustrated in the Student Test History Report section) allows users to filter the assessment results to view only selected types of assessments.

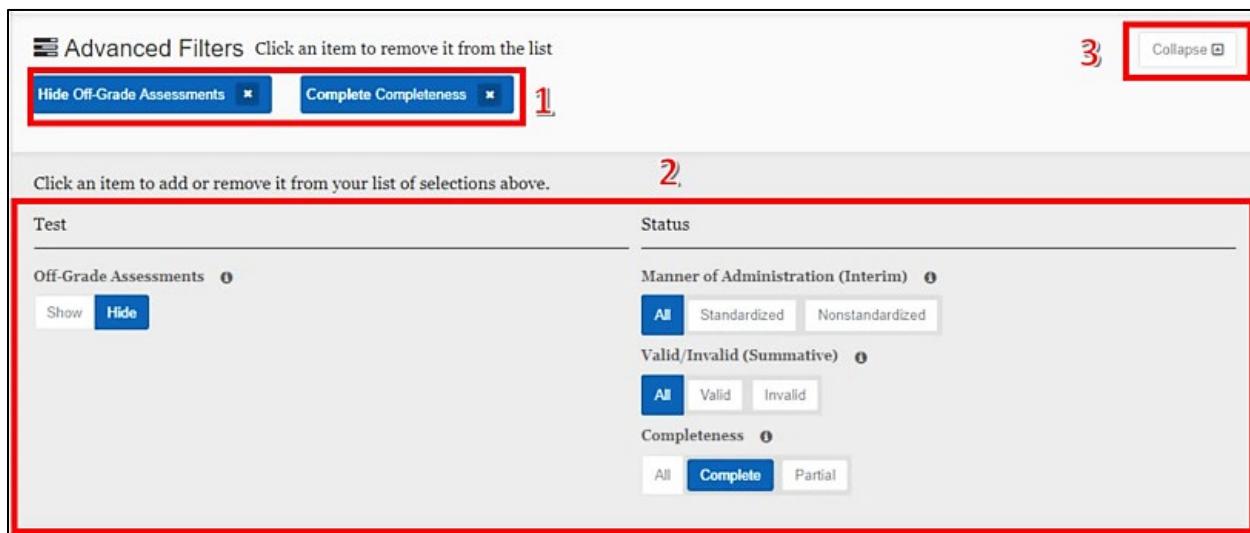


Figure 31. *Advanced Filters* panel

The elements available in the *Advanced Filters* panel are listed next. Changes to the filter criteria immediately modify the list of assessment results displayed.

1. Currently selected filters: selecting the [**Remove**] “x” icon [☒] will remove the filter.
2. Assessment filters include the following:
  - a. *Off-Grade Assessments* shows results for all assessments regardless of whether the test taker's enrolled grade matches the assessment grade or hides results when the enrolled grade and assessment grade do not match.
  - b. *Manner of Administration*, for interim assessments, indicates how the test was administered in terms of protocols and security procedures (Standardized or Nonstandardized).

## Reporting Features in Detail | Accessing Interim and Summative Assessment Results

- c. *Valid/Invalid*, for summative assessments, indicates that a test is noted as invalid if an appeal was submitted to invalidate the test because of a test irregularity or breach (not shown).
  - d. *Completeness* indicates whether the test taker provided an answer for every test item.
3. A **[Collapse]** toggle collapses the bottom half of the panel, leaving only the selected filters displayed. This toggle becomes an **[Expand]** toggle when the panel is collapsed; it reopens the assessment filters panel.



**Note:** The *Valid/Invalid* filter is shown only when the available assessment results include any summative assessments. Similarly, the *Manner of Administration* filter would be enabled only if interim (Interim Assessment Block [IAB] or Interim Comprehensive Assessment [ICA]) results were available.

### Printable Reports

The **[Printable Reports]** button (element 5 figure 30, as illustrated in the Student Test History Report section) opens a pop-up menu that allows users to generate and download a PDF report of student assessment results, as shown in figure 32.

Create Barbara's Printable Report	
Report Name	School Year
Angulo, Barbara	2018-19
Assessment Type	Subject
All	All
Student Accommodations ⓘ	
<a>Show</a> <a>Hide</a>	
New Students ⓘ	<a>Show</a> <a>Hide</a>
<a>Cancel</a> <a>Create Report</a>	

Figure 32. Printable Reports pop-up menu

The selections available for *Assessment Type*, *Subject*, and *School Year* are limited by system configuration. Not all content areas support printable reports, so those will not appear in the *Subject* drop-down.



**Note:** If a student has assessment entries from more than one school in a single school year, CERS identifies that individual as a new student. Users can hide assessments from previous schools by selecting the Hide New Students option when generating a report.

The report's name defaults to the student's name, but can be modified to define the report more clearly, if preferred. The *New Students* option may be selected to either show or not show any assessments from previous schools, if the student changed schools during the school year. The *Student Accommodations* option may be selected to either show or not show any accommodations made available to the student during testing.



**Note:** This feature does not include designated supports, such as pop-up glossaries, at this time.

Selecting the [**Create Report**] button will create the report for the selections in the pop-up menu.

### Export CSV

The [**Export CSV**] button (element 4 figure 30, as illustrated in the Student Test History Report section) generates a CSV file for download containing all of the student's test history for the selected school year and subject. An example of this file opened in Microsoft Excel is shown in figure 33.

	A	B	C	D	E	F	G	H	I	J
1	StudentIdentifier	FirstName	LastOrSurname	SubmitDateTime	TestSessionID	SchoolName	SchoolYear	AssessmentID	AssessmentName	Subject
2	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I ELA	
3	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I ELA	
4	c6b4d59aef204464bc2	Meredith	Little	1-Jan-17	PUL-ec77	Antwren Oom	2016-17	IAB	High School I ELA	
5	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I ELA	
6	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I ELA	
7	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I ELA	

Figure 33. CSV file opened in Microsoft Excel

### Student Test History Report Results

The *Student Test History Report* results (element 3 figure 30, as illustrated in the Student Test History Report section) are displayed in a dashboard format with each assessment that matches the selectors and advanced filters appearing as a separate card. A sample card is pictured in figure 34.

## Reporting Features in Detail | Accessing Interim and Summative Assessment Results

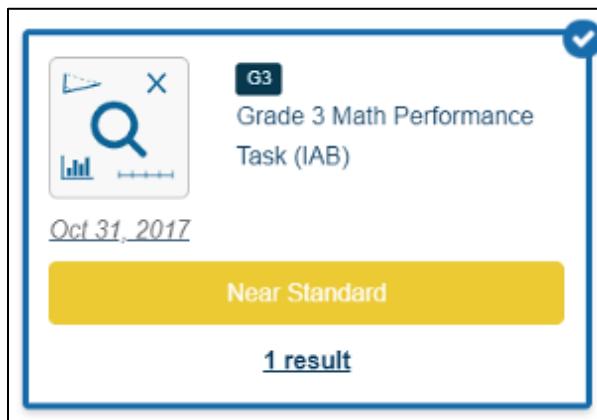


Figure 34. Student Test History Report results card

Each card contains

- an icon representing the type of assessment;
- the date the assessment was administered;
- the name of the assessment; and
- the student's achievement level or reporting category for this assessment.

Selecting anywhere within this card will cause a table of additional information to appear. Depending on the type of assessment chosen, this table will contain slightly different information. For IAB assessments, this table appears as it does in figure 35.

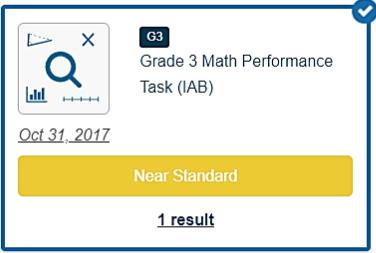
Student Test History Report									
Math									
									
Grade 3 Math Performance Task (IAB)									
Oct 31, 2017									
Near Standard									
1 result									
Date	Assessment	School Year	School	Enrolled Grade	Status	Reporting Category	Scale Score / Error Band		
Oct 31, 2017	Grade 3 Math Performance Task (IAB)	2017-18	Meadow Elementary	G3	Nonstandardized	Near Standard	2412 ± 58		

Figure 35. IAB Assessment table

In addition to the data previously described, this table displays the status (Standardized, Nonstandardized, or Partially Complete) and the Scale Score / Error Band of each result.

- The reporting category (Below Standard, Near Standard, Above Standard) is based on the minimum scale score for the “Met Standard” achievement level on the ICA and Smarter Balanced summative assessments. Refer to the *Interpretive Guide* for additional information.
- The student’s error band is based on the standard error of measurement (SEM) associated with the score.

Selecting the date with the [Context Menu] three-dot icon [•] brings up the [Student Test History Report Details Menu](#).

For ICAs and summative assessments, the table appears as it does in figure 36.

Date	Assessment	School Year	School	Enrolled Grade	Status	Achievement Level	Scale Score / Error Band
May 10, 2019	High School Math Summative	2018-19	Demo High School	G11	Valid	Level 2	2574 ± 63

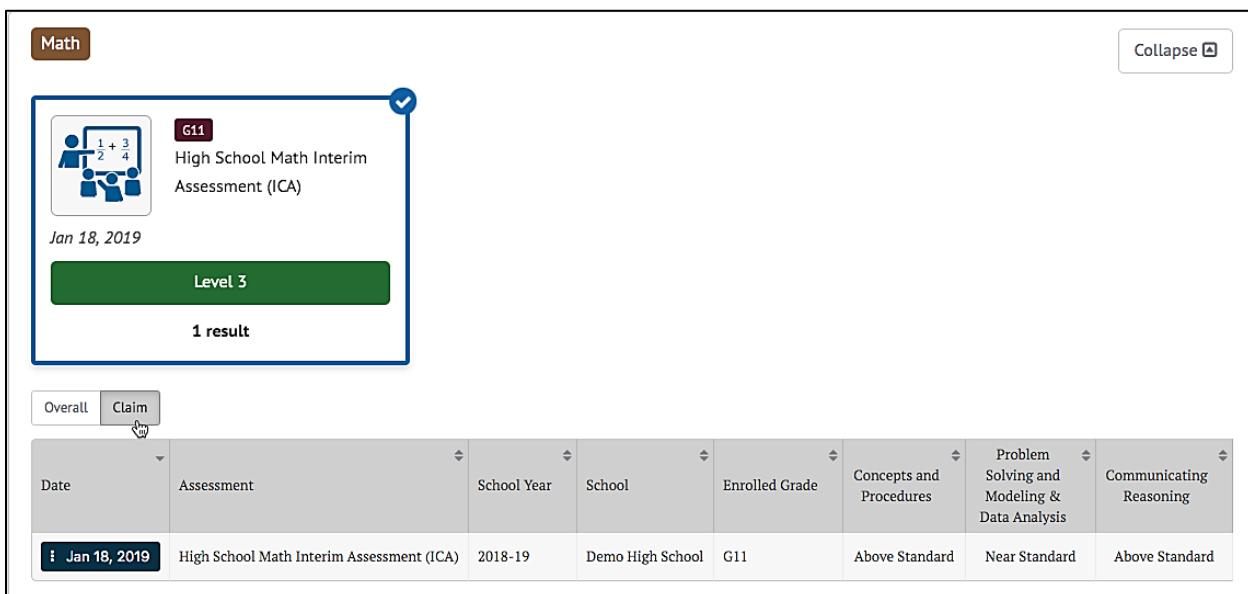
Figure 36. ICA and Summative Assessments Table

The *Overall* view of this table is similar to the IAB table, but includes the student’s achievement or performance level on the test based on the scale score.

The table also includes buttons to toggle the scores between the default *Overall* view and, if available Composite, and Claim scores. Selecting the [Claim] or [Domain] button changes the view to show student’s scores on the various claims or domains assessed, as shown in figure 37.

## Reporting Features in Detail |

### Accessing Interim and Summative Assessment Results



The screenshot shows the reporting interface for the High School Math Interim Assessment (ICA). At the top left, there is a "Math" category button. To its right is a "Collapse" button. Below these are two tabs: "Overall" and "Claim". A cursor is hovering over the "Claim" tab. The main content area displays the following information:

Date	Assessment	School Year	School	Enrolled Grade	Concepts and Procedures	Problem Solving and Modeling & Data Analysis	Communicating Reasoning
Jan 18, 2019	High School Math Interim Assessment (ICA)	2018-19	Demo High School	G11	Above Standard	Near Standard	Above Standard

At the bottom of the main content area, it says "1 result".

Figure 37. Overall and Claim Level Toggles for Interim and Summative Assessments



**Note:** Some assessments may use content-area-specific labels for scores. For example, English Language Proficiency Assessments for California labels *claims* as *domains*.

For the selected ICA assessment in the previous image, claim scores are provided for “Concepts and Procedures,” “Problem Solving and Modeling & Data Analysis,” and “Communicating Reasoning.” Claim scores are reported as Below Standard, Near Standard, and Above Standard. Refer to the *Interpretive Guide* for additional information. Selecting the [Overall] button returns to the default *Overall* view.

Selecting the date with the three-dot [•] icon brings up the [Student Test History Report Details Menu](#).

#### ***Student Test History Report Details Menu***

Each row in the *Student Test History Report* includes a context menu that provides access to additional information, as shown in figure 38.

Date	Assessment	School Year	School	E
Mar 1, 2018	Grade 4 ELA - Listen/Interpret (IAB)	2017-18	Greenfields	G
Mary's Responses	- Listen/Interpret (IAB)	2017-18	Greenfields	G
Instructional Resources	- Listen/Interpret (IAB)	2017-18	Greenfields	G

Figure 38. Student History Report context menu

For all interim assessments, this menu gives the user direct access to the student's item responses (refer to the [Student Responses](#) section) for the selected assessment. The menu also includes a link to Instructional Resources such as the Smarter Balanced Connections Playlists in the Smarter Balanced Tools for Teachers or any Instructional Resources identified by the user's state or LEA. For summative assessments, the menu is disabled.

### Student Responses for Interims

The *Student Responses* table includes student responses to interim assessment items, as shown in figure 39.

Student's Responses						
G7 Grade 7 ELA - Read Literary Texts (IAB)		Jan 16, 2019				
Item #	Claim/Target	Item Difficulty	Standard	Student Points	Max Points	Correctness
1	Reading / Target 1	Moderate	7RL.1	1	1	1.00
2	Reading / Target 2	Moderate	7RL.2	2	2	1.00
3	Reading / Target 5	Moderate	7RL.6	1	1	1.00

Figure 39. Student Responses table

Selecting an assessment item's drop-down arrow icon expands the row to allow drill-down into the item to view additional details (figure 40).

## Reporting Features in Detail |

### Accessing Interim and Summative Assessment Results

G7 Grade 7 ELA - Read Literary Texts (IAB)							Mar 1, 2018
Item #	Claim/Target	Item Difficulty	Standard	Student Points	Max Points	Correctness	
<b>1</b>	Reading - Literary Text / Target 6	Moderate	7RL5	0	1	0.00	
<b>2</b>	Reading - Literary Text / Target 5	Moderate		1	1	1.00	
<a href="#">Item Viewer</a> <a href="#">Rubric and Exemplar</a> <a href="#">Item Information</a>							
<p>See the Rubric and Exemplar tab to get more information on correct responses.</p> <p>This is the view of the item as seen while taking the assessment, including the student's response.</p> <div style="text-align: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; margin-right: 10px;"></span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;"></span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Read the text. Then answer the questions.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">2</span> </div> <p style="font-size: small; color: gray; margin-top: 5px;"><i>This question has two parts. First, answer part A. Then, answer part B.</i></p>							

Figure 40. Student Responses table, expanded row

The **[Item Viewer]** tab displays the interim assessment item as it appeared on the test and the student's response. The item number is shown at the top-left for the item being viewed. This view is read-only; there are no user-editable fields.

The **[Rubric and Exemplar]** tab functions as described in the [Rubric and Exemplar](#) section. The **[Item Information]** tab functions as described in the [Item Information](#) section.

## Search by School

If permissions allow a user to access student results for an entire grade or multiple grades within one school or multiple schools, the *Search by School* panel will be available on the home page (figure 41). This panel allows quick access to assessment results by school and grade.

Search by School

Grade

Select ▾
Search

Figure 41. Search by School panel

To search for a school:

1. Select the search box to expand the *Search by School* name list. Schools are listed alphabetically by name and grouped by district.

2. Scroll through the full list to select a school or type the name of a school in the search box to find a specific school. As a user types, the list of schools accessible to the user (depending upon granted access) will be filtered to only show school names that have matching text anywhere in the name, as shown in figure 42.

The screenshot shows a search interface titled "Search by School". A search bar at the top contains the text "gre". Below the search bar, a dropdown menu lists "Crom District" and "Greenfields". To the right of the dropdown are two buttons: "Grade" and "Select". The "Select" button has a dropdown arrow icon. The entire search bar area is highlighted with a red rectangle.

Figure 42. Search by School search

3. Choose the name of a school to select it.
4. If results are available for more than one grade at the school, select the desired grade using the *Grade* drop-down, as shown in figure 43. If only one grade is available, it will be selected.

The screenshot shows a dropdown menu titled "Grade" with three options: "Grade 3", "Grade 4", and "Grade 5". The "Grade 3" option is highlighted with a blue selection bar and has a checkmark next to it. To the left is a search bar containing "Greenfields". To the right are "Grade" and "Search" buttons. The entire dropdown menu is highlighted with a red rectangle.

Figure 43. Search by Grade drop-down list

5. Select the [Search] button to search for assessment results for the selected school and grade.
6. If results are available, the default assessment results will be shown.
7. If no results are available, a message will be displayed on the assessment results page, as shown in figure 44.

The screenshot shows a results page with a header "Results" and a "Display value as" dropdown menu with options "Percent", "Number", "Expand All", and "Export CSV". Below the header is a message: "No test results are available for the current selection. If a new school year has begun recently, please check the year selected above." The message is enclosed in a light blue box.

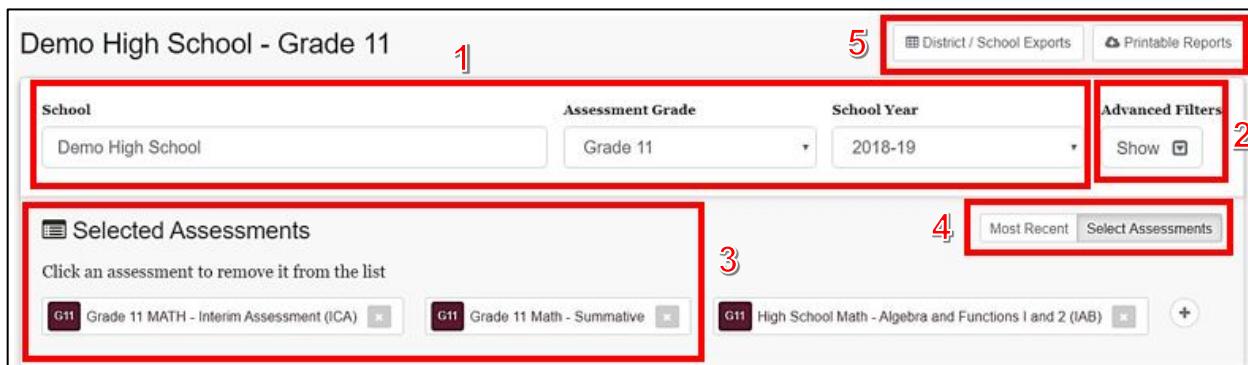
Figure 44. Search by school “no results” message

## Student Results by School and Grade

Selecting a school and grade for which assessment results exist displays the results page. Figure 45 shows the top panel on that page.

## Reporting Features in Detail |

### Accessing Interim and Summative Assessment Results



The screenshot shows the 'Results by School and Grade' panel. At the top, it displays 'Demo High School - Grade 11'. Below this are four main sections: 'School' (containing 'Demo High School'), 'Assessment Grade' (containing 'Grade 11'), 'School Year' (containing '2018-19'), and 'Advanced Filters' (with a 'Show' button). A red box labeled '1' surrounds the 'School' section. To the right, there's a 'Selected Assessments' section containing three items: 'G11 Grade 11 MATH - Interim Assessment (ICA)', 'G11 Grade 11 Math - Summative', and 'G11 High School Math - Algebra and Functions I and 2 (IAB)'. A red box labeled '3' surrounds this section. Above the 'Selected Assessments' section are two buttons: 'Most Recent' (highlighted with a red box labeled '4') and 'Select Assessments'. In the top right corner, there are 'District / School Exports' and 'Printable Reports' buttons, both enclosed in a red box labeled '5'.

**Figure 45. Results by School and Grade panel**

This panel allows users to select the specific assessment results the users want to view by:

1. changing the school, assessment grade, or school year from which to select assessments;
2. showing or hiding the *Advanced Filters* panel to more precisely select the results to view;
3. selecting one or more assessments for which to view results;
4. toggling between only the most recent assessments or the selected assessments; and
5. generating and downloading student assessment results reports and test history results by an entire district or filtered by school(s).

### **Student Results Advanced Filters**

The *Advanced Filters* panel (figure 46) allows users to filter the assessment results to view only selected types of assessments or to view only students with selected demographics.

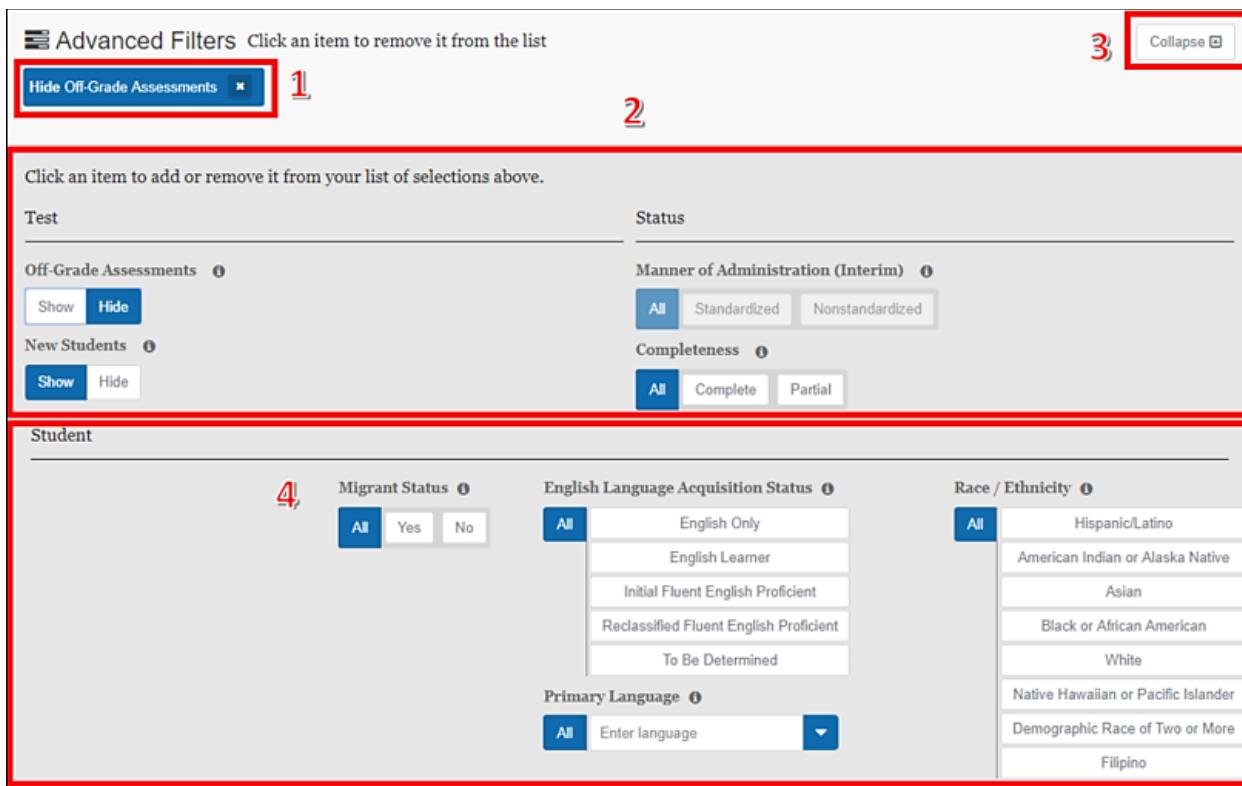


Figure 46. *Advanced Filters* panel

The elements available in the *Advanced Filters* panel are listed next. Changes to the filter criteria immediately modify the list of assessment results displayed. Elements one through three are the same as previously described in [Advanced Filters](#).

1. Currently selected filters: selecting the [Remove] [x] icon will remove the filter. If the area is blank, no filters have been selected.
2. Assessment filters are shown in the lower portion of the panel.
3. *Collapse* toggle: This collapses the bottom half of the panel, leaving only the selected filters displayed.
4. Student filters: Depending on the system configuration, these may include: Race/Ethnicity, English Language Acquisition Status, (Primary) Language, and Migrant Status. Selecting values will reduce the list of students to just those that match those values. Selecting “All” for a field clears the filter for that field.

## Selected Assessments

By default, the system displays the most recent assessment for the selected school, grade, and school year, and the **[Most Recent]** button is selected. Selecting the **[Select Assessments]** button or the **[Display]** plus icon [+] opens a lower panel that displays all available assessments, as shown in figure 47.

## Reporting Features in Detail |

### Accessing Interim and Summative Assessment Results

**Selected Assessments**

Click an assessment to remove it from the list

G11 Grade 11 MATH - Interim Assessment (ICA) X
G11 Grade 11 Math - Summative X
G11 High School Math - Algebra and Functions I and 2 (IAB) X

Click an assessment to add or remove it from your list of selections above.

Grade 11

Grade 11 ELA - Interim Assessment (ICA)
Grade 11 ELA - Summative
Grade 11 MATH - Interim Assessment (ICA)
Grade 11 Math - Summative

High School ELA - Read Informational Texts (IAB)
High School ELA Performance Task (IAB)
High School Math - Algebra and Functions I and 2 (IAB)

High School Math Performance Task (IAB)

**Figure 47. Panel displaying all assessments**

Selecting an assessment in the lower panel adds it to the list of selected assessments in the upper panel and adds its results to the *Results* panel as shown in figure 48. Selecting a selected assessment de-selects it and removes its results.

**Selected Assessments**

Click an assessment to remove it from the list

G11 Grade 11 ELA - Interim Assessment (ICA) X
G11 Grade 11 Math - Summative X
G11 High School Math - Algebra and Functions I and 2 (IAB) X
+

**Results**

Display value as
Percent
Number
Expand All 
 Export CSV

**G11 Grade 11 ELA - Interim Assessment (ICA)**

Average Scale Score  
for **353** results

**2543 ± 7<sup>①</sup>**

Student Score Distribution

Exceeded Standard		
Met Standard		
Nearly Met Standard		
Did Not Meet Standard		

Overall    Claim

Show Results ▼

**Figure 48. Selected Assessments results panel**

## Student Assessment Results Report

The [Printable Reports] button (element 5, as illustrated in the [Student Results by School and Grade](#) section) opens a pop-up menu that allows users to create a report of student assessment results for a group of students, as shown in figure 49.

The screenshot shows a modal dialog box titled "Create Printable Demo Middle G8 Student Reports". It contains several input fields and dropdown menus:

- Report Name:** A text input field containing "Demo Middle G8".
- School Year:** A dropdown menu showing "2018-19".
- Assessment Type:** A dropdown menu showing "All".
- Subject:** A dropdown menu showing "All".
- Sort Order:** A dropdown menu showing "Student Name".
- Student Accommodations:** A toggle switch with "Show" and "Hide" buttons; the "Show" button is highlighted.
- New Students:** A toggle switch with "Show" and "Hide" buttons; the "Show" button is highlighted.

At the bottom right of the modal are two buttons: "Cancel" and "Create Report".

Figure 49. Printable Reports pop-up menu

The selections available for *Assessment Type*, *Subject*, and *School Year* are limited to the configuration of the system.

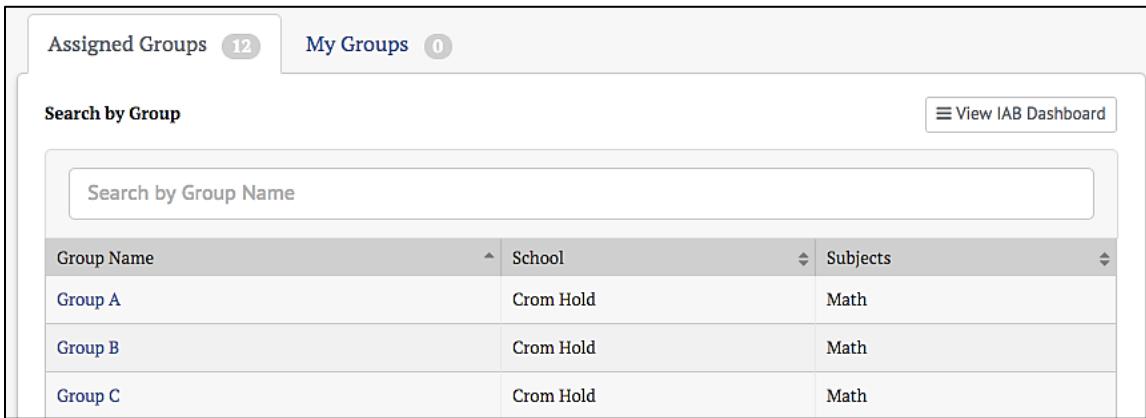
The report's name defaults to the group's name but can be modified to define the report more clearly if preferred. The *New Students* option may be selected to either show or hide any assessments students took at previous schools during the selected school year. The *Student Accommodations* option may be selected to either show or not show any accommodations offered to students during testing; this feature does not include designated supports such as pop-up glossaries.

Selecting the [Create Report] button will create the report for the selections in the pop-up menu.

## Search by Group

The *Search by Group* panel (figure 50) on the home page displays a list of groups to which the current user has access. Selecting one of the group names in the list opens the *Groups* page for that group so the user can select and view assessments for the group.

## Reporting Features in Detail | Accessing Interim and Summative Assessment Results



The screenshot shows a user interface for managing groups. At the top, there are two tabs: "Assigned Groups" (with a count of 12) and "My Groups" (with a count of 0). Below the tabs is a search bar labeled "Search by Group Name". To the right of the search bar is a button labeled "View IAB Dashboard". The main area displays a table with three columns: "Group Name", "School", and "Subjects". The data in the table is as follows:

Group Name	School	Subjects
Group A	Crom Hold	Math
Group B	Crom Hold	Math
Group C	Crom Hold	Math

Figure 50. Search by Group panel

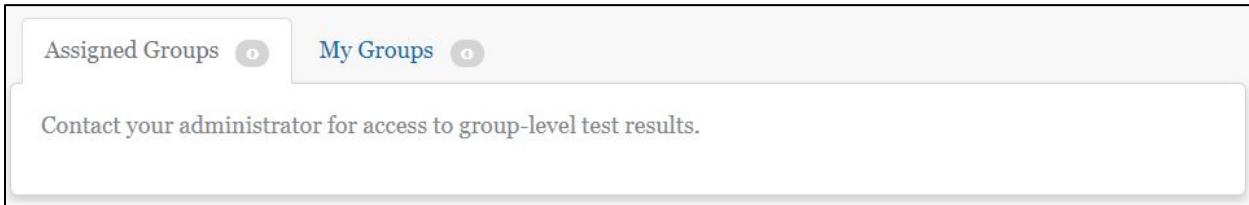
### Filter by Group Name

If there are a large number of available groups, a live search box will appear above the list to assist in finding the desired group. The process is as follows:

1. Begin typing the name of a group in the *Search by Group Name* text box.
2. The list of groups shown will be automatically filtered to only show groups that match the entered characters.
3. Select the desired group from the filtered list.

### No Groups Shown

A message will be shown if no matching groups are found. This could be because there are no assigned groups (figure 51) or because the search string does not match any of the assigned groups (figure 52). The displayed error messages are different in these two cases.



The screenshot shows a user interface with two tabs at the top: "Assigned Groups" (0) and "My Groups" (0). Below the tabs is a message box containing the text: "Contact your administrator for access to group-level test results."

Figure 51. “No groups available to current user” message

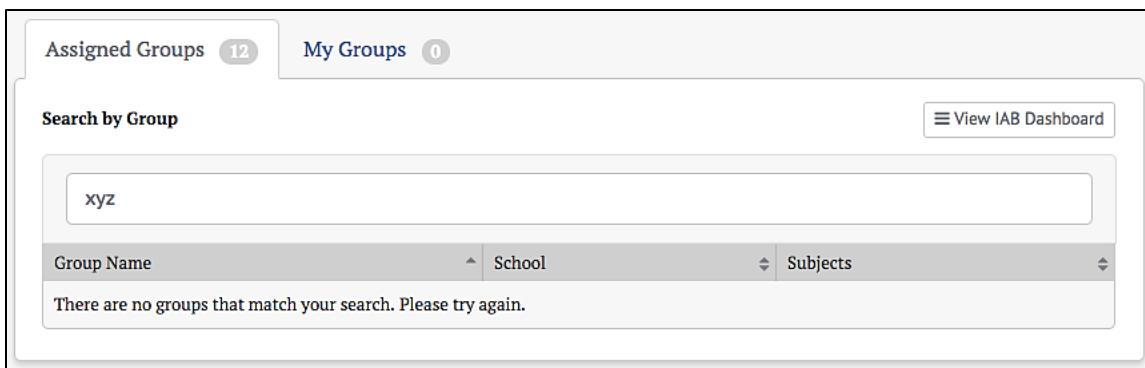


Figure 52. “No groups match search” message

## Searching My Groups

Teachers may create customized groups of students based on the students assigned to them by an administrator in the [**Assigned Groups**]. The teacher-created groups will appear in a second tab called [**My Groups**], which is next to the [**Assigned Groups**] tab (figure 53). Search functionality for *My Groups* is identical to *Assigned Groups*. Refer to the next section for instructions on creating customized groups.

The screenshot shows the 'My Groups' tab selected. At the top, there are two tabs: 'Assigned Groups' (with 4 items) and 'My Groups' (with 3 items). Below the tabs is a search bar labeled 'Search by Group'. To the right of the search bar are a '+Create' button and a 'View IAB Dashboard' button. A table below lists three groups:

Group Name	Subjects	Action
ELA Students	ELA	<a href="#">Edit</a>
ELPAC Students	ELPAC	<a href="#">Edit</a>
Math Students	Math	<a href="#">Edit</a>

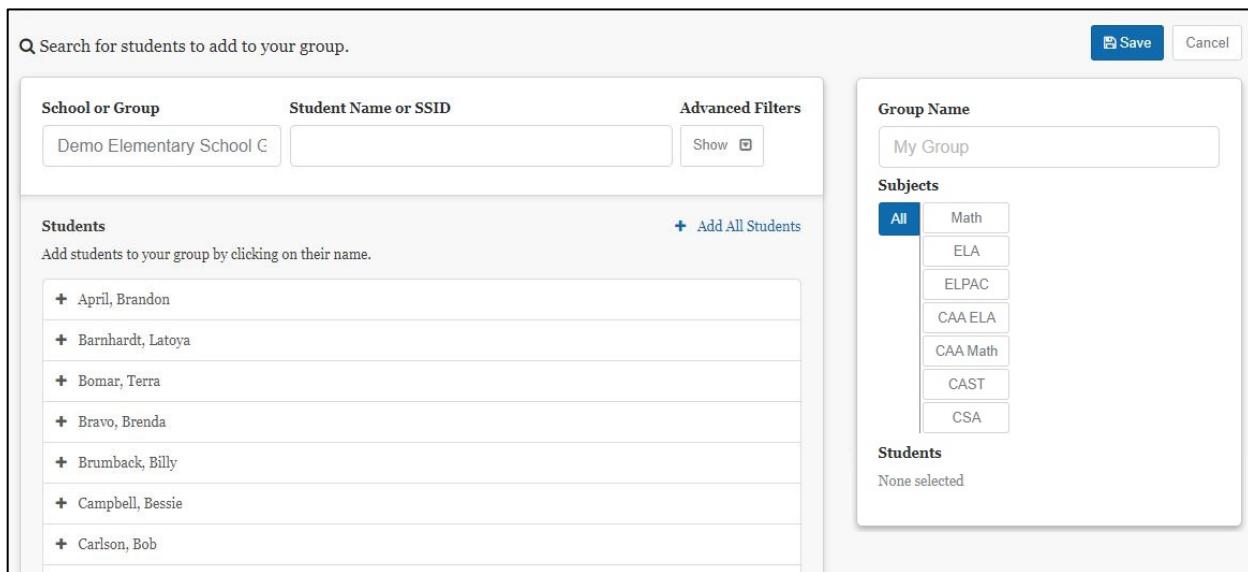
Figure 53. [**My Groups**] tab

## Creating My Groups

Teachers can create customized groups of students selected from the *Assigned Groups* by selecting the [**+Create**] button on the *My Groups* tab panel. This will bring up a *New Group* definition screen (figure 54).

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Q Search for students to add to your group.

School or Group	Student Name or SSID	Advanced Filters
Demo Elementary School C		Show <input type="checkbox"/>

**Students**  
Add students to your group by clicking on their name.

- + April, Brandon
- + Barnhardt, Latoya
- + Bomar, Terra
- + Bravo, Brenda
- + Brumback, Billy
- + Campbell, Bessie
- + Carlson, Bob

+ Add All Students

**Group Name**  
My Group

**Subjects**

- All
- Math
- ELA
- ELPAC
- CAA ELA
- CAA Math
- CAST
- CSA

**Students**  
None selected

Figure 54. New Group definition screen

Take these steps to create the group.

1. Select a group from the *Group* entry box. Selecting this box will display a drop-down list of all assigned groups. Typing directly into the box will activate a live search to filter this list.
2. Select the group from which the new group will be created. The *Students* panel will be populated with the list of students in the selected group.
3. If necessary, filter the student list by entering characters into the *Student Name or SSID* box. It is also enabled for live search and will filter the student list by matching the entered characters.
4. *Advanced Filters* may also be used to filter the student list. Learn more about the use of these filters next.
5. Select students for the new group. The added students will appear in the *Students* list on the panel to the right of the page.
6. Repeat steps 1–5 for additional assigned groups. The new group may contain students from multiple assigned groups.
7. Remove any students accidentally added to the new group by selecting the students' names in the new *Student* list in the panel to the right of the page. Select [**x Remove All Students**] to clear the list and start over.
8. Select [**+ Add All Students**] to add all of the students in the assigned group to the new group.

9. Name the new group by entering a name into the *Group Name* box in the right panel.
10. Select the tested subjects for the group using the [**Subjects**] buttons.
11. Select the [**Save**] button to create the new group or select the [**Cancel**] button to cancel creating a new group and return to the *My Groups* list.

Before saving, the right panel should appear similar to figure 55:

The form shows the following fields:

- Group Name:** My Group
- Subjects:** All (selected), Math, ELA, ELPAC, CAA ELA, CAA Math, CAST, CSA
- Students:** April, Brandon; Barnhardt, Latoya; Bomar, Terra

Figure 55. Completed New Group definition screen

After the new group is saved, it will be displayed in the list in the *My Groups* panel on the home page (figure 56).

The table displays the following data:

Group Name	Subjects	
504 Plan	Math, ELA, ELPAC, CAA ELA, CAA Math, CAST, CSA	Edit
CAA Students	CAA ELA	Edit
CSA Students	CSA	Edit
ELA Students	ELA	Edit
English Learners	ELA	Edit

Figure 56. My Groups panel

## Reporting Features in Detail | Accessing Interim and Summative Assessment Results

A group may be edited by selecting [**Edit**] in its row. The edit screen will also contain a [**Delete**] button, which allows the user to delete the new group from the system.



**Caution:** The delete action is permanent and cannot be undone.



**Note:** If a user does not have any assigned groups, then it is not possible to create custom groups. In this case, the [**+ Create**] button is disabled. Contact administrator if no assigned groups are listed.

### Using Advanced Filters

Advanced filters can ease the task of selecting students for the custom groups in *My Groups*. Selecting the [**Show**] button under *Advanced Filters* in the *New Group* page opens the filter controls (figure 56).

School or Group	Student Name or SSID	Advanced Filters
Demo High School Grade 1		<a href="#">Hide</a>

Migrant Status ⓘ		English Language Acquisition Status ⓘ	
All	Yes	All	English Only
No		English Learner	
Not Stated		Initial Fluent English Proficient	
		Reclassified Fluent English Proficient	
		To Be Determined	

Primary Language ⓘ		Race / Ethnicity ⓘ	
All	Enter language	All	Hispanic/Latino
			American Indian or Alaska Native
			Asian
			Black or African American
			White
			Native Hawaiian or Pacific Islander
			Demographic Race of Two or More
			Filipino

Figure 56. New Groups page advanced filters

These controls can be used to filter the list of students from the selected assigned group. Only the students that match the configured filters will be displayed. This makes it easier to identify and select students by subgroup. When filters are selected, the [**Show/Hide**] button displays a number indicating the number of configured filters. This number persists even when the *Advanced Filters* panel is toggled back to hidden.



**Note:** Filters only affect the list of students to be selected. The list of already selected students is not affected by adding or removing filters.

### Select Group Name to View Results

Selecting a *Group Name* in the list (figure 57) takes users to the *Groups* page for that group. This is true whether the group being selected is one of the *Assigned Groups* or one of the customized groups from *My Groups*.

Group Name	School	Subjects
ELA-G6-5300	Anise Osprey MS	Math, ELA
ELA-G7-5500	Anise Osprey MS	Math, ELA
ELA-G8-5100	Anise Osprey MS	Math, ELA

Figure 57. Group name for selection

### Student Group Assessment Results

Assessment results for student groups are accessed by selecting a group using the *Search by Groups* panel. Once a group has been selected, the results for that group are displayed. The way results are displayed varies by the type of assessment, but all results have the *Groups* panel as shown in figure 58.

The Groups panel interface includes the following numbered components:

- Groups 1: The title bar.
- View IAB Dashboard 5: A button to view the Instructional Assessment Board dashboard.
- Printable Reports: A button to generate printable reports.
- Group: A dropdown menu showing "Demo Elementary Grade 3 ELA".
- School Year: A dropdown menu showing "2018-19".
- Advanced Filters: A button to show/hide advanced filtering options.
- Selected Assessments 3: A list of assessments selected for viewing.
- Most Recent: A button to sort the list by most recent.
- Select Assessments: A button to manage the list of selected assessments.

Figure 58. Groups panel



**Note:** The [District / School Exports] button will not appear for teachers.

Use the *Groups* panel to:

1. Select a different student group or school year for which to view results;
2. Show or hide the *Advanced Filters* panel to precisely select which results to view;
3. Select the assessments for which to view results;

## Reporting Features in Detail | Student Group Assessment Results

4. Toggle between viewing results for each student group's most recent assessment and selecting specific assessments; and
5. By selecting a button, jump to the IAB Dashboard, export data for an LEA or school, or download PDF reports of assessment results for students in the selected group (refer to the [IAB Dashboard](#) and [Student Assessment Results Report](#) sections for details).

### Selected Assessments

*Selected Assessments* works as described previously in [Selected Assessments](#). Please refer to that section for details.

### Assessment Results

The *Results* panel for an IAB is shown in figure 59. One *Results* panel will be displayed for each assessment that was selected in the *Selected Assessments* panel as described previously. The results panel can be used to view all assessments such as IAB, ICA, or summative.

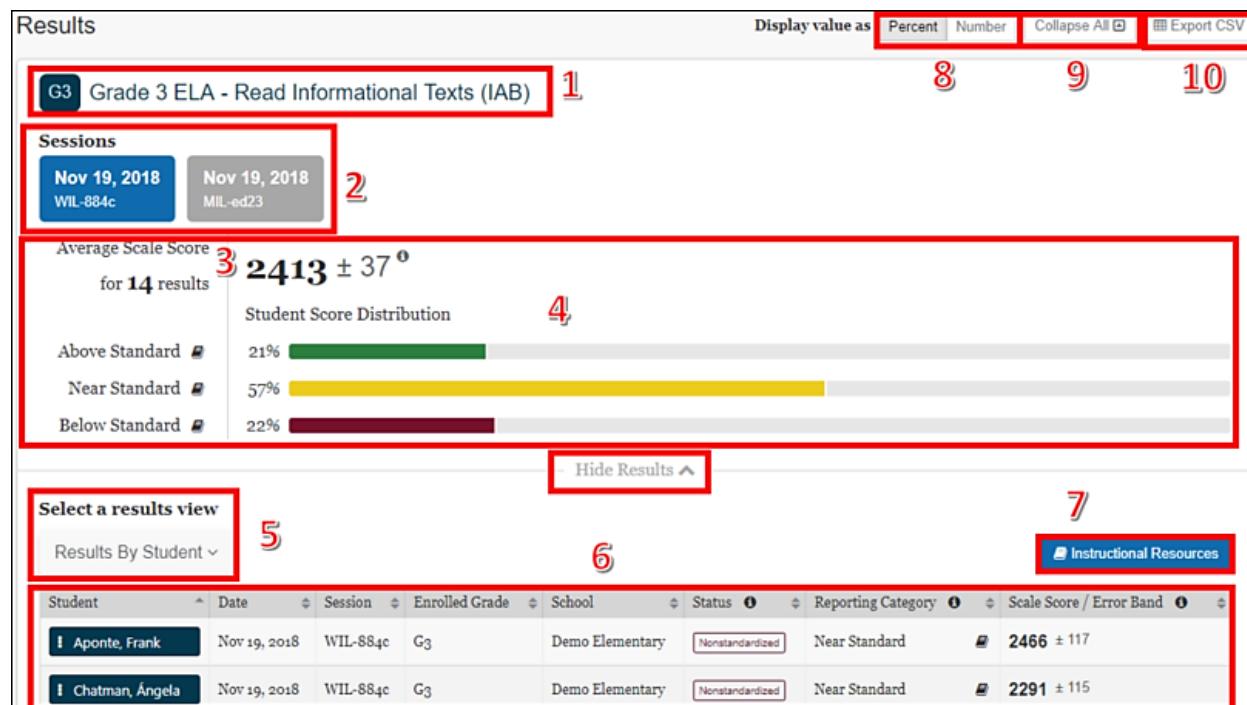


Figure 59. Results panel for an IAB

Each *IAB Results* panel displays the following information and elements:

1. The name of the assessment
2. The testing session(s) from which results are displayed



**Tip:** Users can select a testing session to include its results in the combined results shown in the *Student Results* table. Selecting it a second time removes the session from the results.

### 3. Results Summary

- The average scale score for the selected group of students and the Standard Error of the Mean (SEM) associated with that score
- The number of student test results from which the scores are calculated



**Note:** Test scores are estimates of student achievement and come with a certain amount of measurement error. Refer to the *Interpretive Guide* for additional information about scale scores and measurement error.

### 4. *Student Score Distribution* for the selected results

### 5. The *Select a results view* drop-down list, which offers the following options for display results:

- *Results By Student* (default view)
- *Results By Item* (for interim assessments only)
- *Key / Distractor Analysis* (for selected-response interim assessment items)
- *Writing Trait Scores* (for English language arts/literacy [ELA] performance tasks only)

### 6. The results, with sortable columns and additional information icons

### 7. The [**Instructional Resources**] button, which shows related instructional resources from the Tools for Teachers and the user's state or LEA, if available

### 8. The *Display value* as a toggle, which shows the student score distribution in percentages of students or numbers of students in each reporting category

### 9. The [**Collapse All**] button, which hides the *Results* table for all the displayed assessments and toggles to an [**Expand All**] button, which displays the results again

### 10. The [**Export CSV**] button, which gives the option to download the results in CSV format

### 11. The [**Hide Results**] button, which toggles to a [**Show Results**] button, offers the same functionality as the [**Collapse All**] button explained in item 10, but only applies to a single assessment.

## Interim Assessment Results

### IAB Results By Student

When the *Results By Student* option is active, the IAB results panel shows a table with the interim assessment results for each student. The table has sortable columns and additional information icons as shown in figure 60:

## Reporting Features in Detail | Interim Assessment Results

Select a results view

Results By Student ▾

**Instructional Resources**

Student	Date	Session	Enrolled Grade	School	Status	Reporting Category	Scale Score / Error Band
Carrara, William	Nov 6, 2018	DAV-dba0	G5	Demo Elementary	Nonstandardized	Below Standard	2279 ± 92
Dulaney, Samuel	Nov 6, 2018	DAV-dba0	G5	Demo Elementary	Nonstandardized	Near Standard	2559 ± 38
Even, James	Nov 6, 2018	DAV-dba0	G5	Demo Elementary	Nonstandardized	Near Standard	2499 ± 26

Figure 60. IAB Results By Student

The table includes the following information for each student:

- Student's full name
- Date of assessment
- Test session
- Enrolled grade at the time of the assessment
- The school where the student was enrolled at the time of assessment
- The assessment status includes whether the assessment administration was Standardized or Nonstandardized, or if the assessment was marked Partial or Complete
- The score reporting category, which is Below Standard, Near Standard, or Above Standard
- A link, indicated with the **Instructional Resources** book icon [ ], to Instructional Resources shows available instructional resources from the Tools for Teachers and the user's LEA as related to the IAB administered



**Note:** The performance standard is based on the minimum scale score for the "Met Standard" achievement level on the ICAs and Smarter Balanced summative assessments (the score that separates levels 2 and 3). Refer to the *Interpretive Guide* for more information on scale scores and reporting categories.

- The student's scale score on the assessment and the error band based on the SEM associated with that student's score



**Note:** The error band is included because test scores are estimates of student performance and achievement and come with a certain amount of measurement error. Refer to the *Interpretive Guide* for additional information.

- A [Context Menu] three-dot icon [●] allows a user to access a pop-up menu that allows further selections of student details to be made (refer to the [IAB Student Options](#) section).

## IAB Student Options

When the [Context Menu] three-dot icon [●] next to a student's name is selected, the *Student Options* pop-up menu, shown in figure 61, appears.

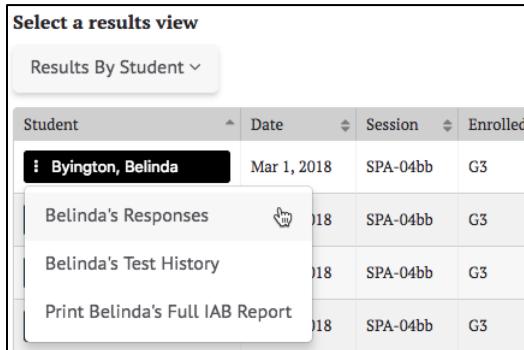


Figure 61. Student Options pop-up

The menu options are:

- *Responses*: This displays the student's responses to each item on the assessment. Refer to the [Student Responses](#) section for details.
- *Test History*: This displays the test history of the student. Refer to the [Student Test History Report](#) section for details.
- *Print Full IAB Report*: This links to a printable Student Report in PDF format. The selections that are already known in the context of the IAB results, such as the *Assessment Type*, *Subject*, and *School Year* are auto-filled. Refer to the [Printable Report](#) section for details.

## IAB Results By Item

When the *Results By Item* option is active, the IAB results panel shows a results table with an aggregate view of how the students performed on each item. The table has sortable columns and additional information icons as shown in figure 62:

The image shows a 'Select a results view' panel titled 'Results By Item'. It features a table with several columns: Item #, Claim/Target [●], Item Difficulty [●], Standard [●], Full Credit [●], and two sets of percentages (50%, 50% and 21%, 79%). Red boxes with numbers 1 through 6 highlight specific elements: 1 highlights the 'Results By Item' dropdown; 2 highlights the 'Claim/Target' column; 3 highlights the 'Item Difficulty' column; 4 highlights the 'Standard' column; 5 highlights the 'Full Credit' column; and 6 highlights the percentage columns.

Item #	Claim/Target [●]	Item Difficulty [●]	Standard [●]	Full Credit [●]	0	1	2	3
1	Reading / Target 1	Difficult	3.RL.1	50%	50%	50%	50%	6
2	Reading / Target 3	Moderate	3.RL.4	79%	21%	79%		
3	Reading / Target 4	Difficult	3.RL.3	71%	29%	71%		

Figure 62. IAB Results By Item

The data shown in the *Results By Item* view indicates how the students performed overall on each assessment item, as described next.

1. *Item #*: the number of the item in the order it was presented to the student
2. *Claim/Target*: the topic area and particular knowledge and skills tested by the item



**Note:** Claims and targets are a way of classifying test content. The claim is the major topic area. For example, in English language arts, Reading is a claim. Within each claim, there are targets that describe the particular knowledge and skills that the test measures. Each target may encompass one or more standards from the Common Core State Standards. For more information, refer to the Smarter Balanced Content Explorer at <https://contentexplorer.smarterbalanced.org>.

3. *Item Difficulty*: item difficulty (easy, moderate, or difficult) based on the difficulty of the item for students in a reference population (The reference population for an item consists of all the students who took the assessment the year the item was field-tested.)



**Note:** Refer to the *Interpretive Guide* for a description of the reference population and how the difficulty categories are derived.

4. *Standard*: Common Core State Standard(s) related to the item
5. *Full Credit*: the percentage or number of students in the selected group who earned the maximum number of points for the item
6. *0, 1, 2, ...* the percentage or number of students who earned each possible score-point level on the item

Users may sort by each of these categories of information to quickly identify items of interest. Additionally, an [**Export**] button is available to export the results of the report to a CSV file.

## IAB Results By Item Details

Selecting an assessment item's drop-down arrow  icon expands the row to reveal additional details about that item, as shown in figure 63.

Select a results view

Results By Item ▾

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	0	1	2
<b>1</b>	Reading / Target 1	Moderate	11-12.RL.1	67%	33%	67%	

**Student Points and Responses**   **Item Viewer**   **Rubric and Exemplar**   **Item Information**

Expand each student row to view their response to this item.

Student	Date	Session	Enrolled Grade	School	Student Points	Max Points	Correctness
Bachmann-Williams, Susann	Feb 28, 2019	MOO-365e	G11	Demo High School	1	1	1.00
Banda, Mary	Feb 28, 2019	MOO-365e	G11	Demo High School	1	1	1.00
Barnes, Elizabeth	Feb 28, 2019	MOO-365e	G11	Demo High School	0	1	0.00

Figure 63. IAB Results By Item additional details

## Student Points and Responses

The [Student Points and Responses] tab lists each of the students in the selected session(s) and the points earned by the student for each item, as previously shown. It displays each student's name, test date and session, enrolled grade, and school. The report shows the number of points the student earned on the item, the maximum points available for the item, and the correctness of the student's response, which is the ratio of the student's points to the maximum points. For example, a student who earned 1 point out of a maximum of 2 would have a correctness value of 0.50.

Selecting the drop-down arrow [?] icon next to a student's name displays the assessment item the student viewed when the student took the assessment and the student's response. The item number is shown at the top-left for the item being viewed. This view is read-only; there are no user-editable fields. An example is shown in figure 64.

## Reporting Features in Detail | Interim Assessment Results

Select a results view

Results By Item ▾

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	0	1
1	Reading - Informational Text / Target 13	Difficult	3.RI.5	50%	50%	50%

[Instructional Resources](#) [Export](#)

Student Points and Responses    [Item Viewer](#)    [Rubric and Exemplar](#)    [Item Information](#)

Expand each student row to view their response to this item.

Student	Date	Session	Enrolled Grade	School	Student Points	Max Points	Correctness
Billington, Phillip	Feb 6, 2018	BAU-6900	G3	Meadow Elementary	1	1	1.00

**Key:** C

This is the view of the item as seen while taking the assessment, including the student's response.

[Zoom Out](#) [Zoom In](#)

Read the passage. Then answer the questions.

1

Figure 64. [Student Scores and Responses] tab

### Item Viewer

The *Item Viewer* display shows the assessment item as it appeared on the test but does *not* show the student's response. The item number is shown at the top-left for the item being viewed. This view is read-only; there are no user-editable fields. An example *Item Viewer* is shown in figure 65.

Select a results view

Results By Item ▾

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	0	1	2
1	Reading / Target 1	Difficult	5.RL.1	71%	29%	71%	

[Student Points and Responses](#) [Item Viewer](#) [Rubric and Exemplar](#) [Item Information](#)

See the Rubric and Exemplar tab to get more information on correct responses.

This is the view of the item as seen while taking the assessment. This does not include student responses.

[Zoom Out](#)  [Zoom In](#)

1

Read the passage and answer the questions.

**James Watt and the Teakettle**  
by James Baldwin

A little boy from Scotland was sitting in his grandmother's kitchen. He was watching the red flames in the wide open fireplace and quietly wondering about the causes of things. Indeed, he was always wondering and always wanting to know

Click on the two sentences that best show that James Watt formed new ideas for what steam might do to help humans.

"There is a wonderful power in steam," he said to himself. "There was never a giant who had so much strength. If we only knew how to harness that power, there is no end to the things it might do for us. It would not only lift weights, but it would turn all kinds of machinery. It would draw our wagons, it would push our ships, it would plow and sow, it would spin and weave. For thousands of years men have been working alongside of this power, never

Figure 65. [Item Viewer] tab

## Rubric and Exemplar

The *Rubric and Exemplar* view displays the answer key, or exemplar, and the rubric for the assessment item (figure 66).

Select a results view

Results By Item ▾

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	0	1
1	Reading - Informational Text / Target 13	Difficult	3.RI.5	50%	50%	50%

[Student Points and Responses](#) [Item Viewer](#) [Rubric and Exemplar](#) [Item Information](#)

Key: C

Figure 66. [Rubric and Exemplar] tab

The *Exemplar* provides the correct answer and, in some cases, multiple correct answers. For selected response test items (e.g., multiple-choice, multiple-select, or evidence-based selective response items), a *Key* (answer key) is shown.

The *Rubric* can also describe the point values associated with specific responses, as shown in figure 67.

## Reporting Features in Detail | Interim Assessment Results

**Select a results view**

Results By Item ▾

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	0	1	2	3	4	5	6
1	Research and Inquiry / Target 2	Difficult		56%	44%	0%	56%				

**Instructional Resources** **Export**

Student Points and Responses    Item Viewer    Rubric and Exemplar    **Item Information**

**Rubric**

Points	Description
2	Response is an evidence-based explanation that provides two pieces of evidence from different sources that support this idea and that explains how each example supports the idea. Student cites the source for each example. ...
1	Response is an evidence-based explanation that provides two pieces of evidence from different sources that support this idea but doesn't explain how each example supports the idea. Student cites the sources. ...
0	Response is an explanation that is incorrect, irrelevant, insufficient, or blank.

**Exemplar**

Points	Description
2	Source #3 describes how ...
1	Source #3 describes how ...
0	

Figure 67. Rubric

### Item Information

The *Item Information* view displays a detailed description of the assessment item (figure 68).

Select a results view

Results By Item ▾

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	0	1
<b>1</b>	Reading - Informational Text / Target 13	Difficult	3.RI.5	50%	50%	50%

**Student Points and Responses**    **Item Viewer**    **Rubric and Exemplar**    **Item Information**

**Claim:** Read Analytically: Informational Text - Students can read closely and analytically to comprehend a range of increasingly complex literary and informational texts.

**Target 13: TEXT STRUCTURES/ FEATURES:** Relate knowledge of text structures or text features (e.g., graphics, bold text, headings) to obtain, interpret, or explain information

**Depth of Knowledge:** Strategic Thinking and Reasoning [View reference](#)

**Item Difficulty:** Difficult

**Common Core Standard:**

3.RI.5 Use text features and search tools (e.g., key words, sidebars, hyperlinks) to locate information relevant to a given topic efficiently.

**Supporting Documentation:** [Interim Assessments Interpretive Guide](#)

Figure 68. [Item Information] tab

Elements shown in the *Item Information* view may include:

- *Claim*—the major topic area of the test item content
- *Target*—the particular knowledge and skills measured by the test item
- *Depth of Knowledge (DOK)*—the level of cognitive demand this test item requires; includes a link to the DOK matrix
- *Item Difficulty*—one of three possible values: Easy, Moderate, Difficult
- *Common Core State Standards (CCSS)*—the content standard(s) that define what students should understand and be able to do
- *Mathematical Practice Standard*—for mathematics questions, the CCSS Standards for Mathematical Practice describe the varieties of expertise that mathematics educators should seek to develop in students
- *Calculator*—for mathematics questions, whether or not a calculator was available to students completing this item
- *Supporting Documentation*—a link to the *Interpretive Guide*

## Key / Distractor Analysis

The *Key / Distractor Analysis* feature allows the user to evaluate whether there may have been common areas of misunderstanding among students who chose incorrect answers, called “distractors,” in selected-response items for interim assessments.

1. When the *Key / Distractor Analysis* option is active, the results panel shows an aggregate view similar to that of the *Results By Item* table, but with the percent distribution of student responses by answer option, as shown in figure 69.

## Reporting Features in Detail | Interim Assessment Results

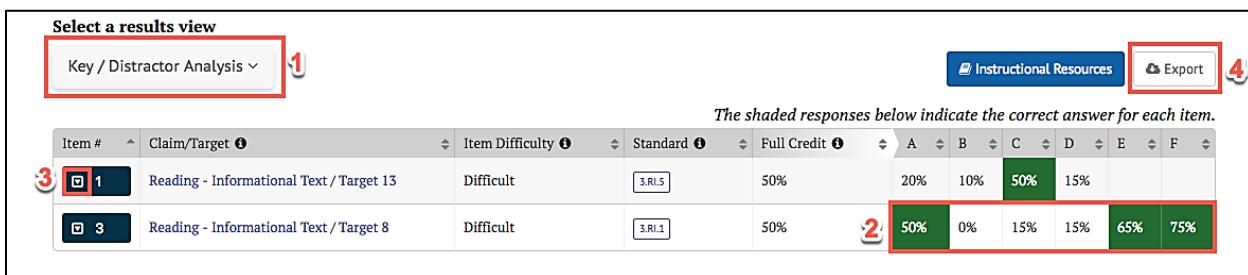


Figure 69. Key / Distractor Analysis results

2. The *Key / Distractor Analysis* table appears as described in the [Results By Item](#) section, with the following difference:
  - The columns indicating students' score-point levels are replaced by columns that indicate the percentage or number of students who selected each answer choice. The correct answers are highlighted in green.



**Note:** For multi-select items, the details in Columns A through F may add to more than 100 percent because each student can select multiple answers.

- Selecting an item's down-arrow icon [?] expands the row to reveal additional details; refer to the [Results By Item Details](#) section.
- Users may sort each column to quickly identify items of interest. Additionally, an [Export] button is available to export the results of the report to a CSV file.

### IAB Writing Trait Scores

Writing trait scores are displayed for ELA Performance Task IABs that include a written extended response (essay) item.

- Selecting the *Writing Traits Scores* from the *Results View* panel shows a *Results By Item* table with an aggregate view of how the students performed on the extended written response item. Only items with writing trait information are listed, as shown in figure 70.

Select a results view

Writing Trait Scores ▾

Item #	Claim/Target	Writing Purpose	Item Difficulty	Standard	Full Credit
3	Writing / Target 4	Difficult	3.W.2b	0%	

Instructional Resources Export

Points Distribution

Category	Average / Max	0	1	2	3	4	5	6
Evidence / Elaboration	2 / 4	8%	17%	42%	33%	0%		
Organization / Purpose	2.2 / 4	0%	33%	33%	17%	17%		
Conventions	1.1 / 2	33%	25%	42%				
Transformed Points	3.3 / 6	0%	17%	8%	17%	42%	17%	0%

Figure 70. Writing Trait Scores results

The *Results By Item* table appears just as described in the *IAB Results By Item* section, with the following differences:

- A new column, *Writing Purpose*, displays the purpose of the writing tasks (argumentative, explanatory, informational, narrative, or opinion).
- Note:** The columns indicating the percentage or number of students who scored at each possible score-point level on the item are not displayed.
- Selecting an item's drop-down arrow [] icon expands the row to allow viewing of the item and additional information about the item (refer to the [IAB Results By Item Details](#) section).
  - Additionally, the *Writing Trait Scores* view shows a *Points Distribution* table.
  - Each row lists the category of writing performance, or writing trait (Evidence / Elaboration, Organization / Purpose, and Conventions); the average and maximum points for that category; and the percentage or number of students who earned each number of points for that category.
  - The final row is for the transformed points calculated from all categories (refer to the *Interpretive Guide* for an explanation of how transformed points are calculated for extended written response items).

**Note:** The *Points Distribution* table is not sortable.

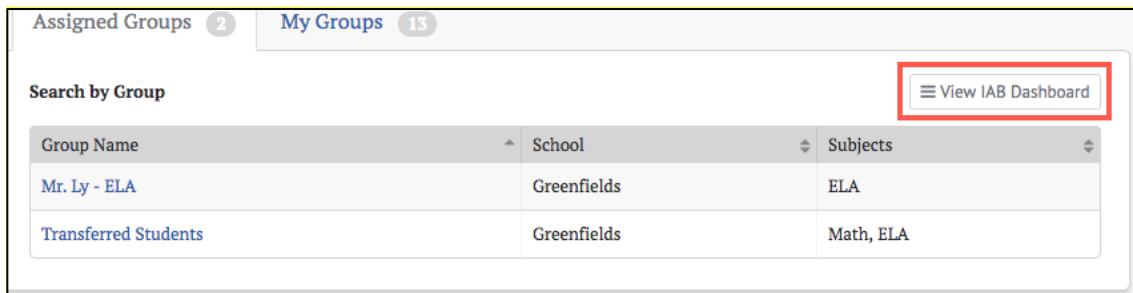
- An [**Export**] button is available to export the results of the report—both the *Results By Item* table and the *Points Distribution* table combined—to a CSV file.

## IAB Dashboard

The *IAB Dashboard* provides a summary of IAB assessments taken over the course of a school year for a group of students. The dashboard also provides an easy way to select these assessments to generate a detailed assessment report. Selecting the

## Reporting Features in Detail | Interim Assessment Results

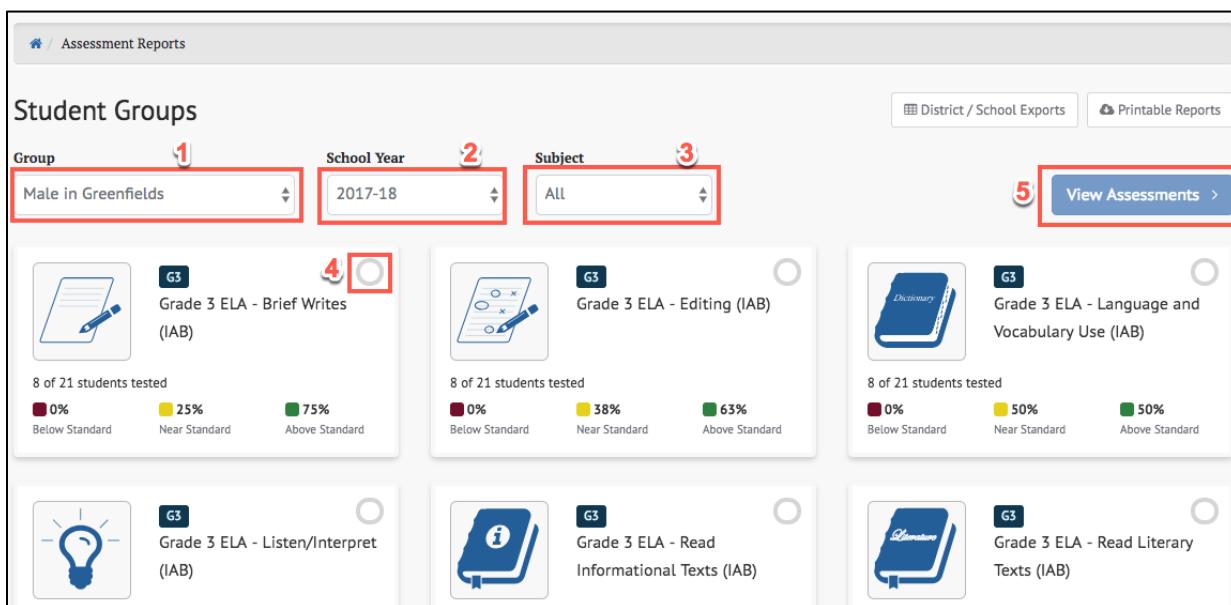
[View IAB Dashboard] button on the *Search Group* panel shown in figure 71 will display this dashboard, shown in figure 72.



The screenshot shows the 'Assigned Groups' and 'My Groups' tabs at the top. The 'My Groups' tab is selected, showing two groups: 'Mr. Ly - ELA' and 'Transferred Students'. Below the tabs is a search bar labeled 'Search by Group' with dropdowns for 'Group Name', 'School', and 'Subjects'. A red box highlights the '[View IAB Dashboard]' button in the top right corner of the search area.

Figure 71. [View IAB Dashboard] button

 **Note:** The [View IAB Dashboard] button appears on both the *Assigned Groups* and *My Groups* panels, but it brings up the same dashboard page regardless of where it is selected.



The screenshot shows the 'Assessment Reports' section with 'Student Groups' selected. It features three main selector boxes: 'Group' (1) set to 'Male in Greenfields', 'School Year' (2) set to '2017-18', and 'Subject' (3) set to 'All'. To the right is a 'View Assessments' button (5). Below these are six assessment cards arranged in a grid. Each card includes a title, a small icon, a participation count, and performance statistics for 'Below Standard', 'Near Standard', and 'Above Standard' levels.

Assessment	Students Tested	Below Standard (%)	Near Standard (%)	Above Standard (%)
Grade 3 ELA - Brief Writes (IAB)	8 of 21 students tested	0%	25%	75%
Grade 3 ELA - Editing (IAB)	8 of 21 students tested	0%	38%	63%
Grade 3 ELA - Language and Vocabulary Use (IAB)	8 of 21 students tested	0%	50%	50%
Grade 3 ELA - Listen/Interpret (IAB)				
Grade 3 ELA - Read Informational Texts (IAB)				
Grade 3 ELA - Read Literary Texts (IAB)				

Figure 72. IAB Dashboard

The IAB Dashboard displays a quick-look summary of IAB results based on the selectors provided. It shows the total number of students from the selected group and how many participated in each IAB, as well as basic performance statistics for each assessment. One or more of these assessments can then be selected and used to generate more detailed reports.

1. *Group selector*—contains all the groups from the *Assigned Groups* and *My Groups* panels. It will default to a group belonging to the panel from which the **[View IAB Dashboard]** button was selected, but may be changed to any group from either panel.
2. *School Year selector*—the dashboard can only display IAB results from a single school year.
3. *Subject selector*—can be set to limit the displayed IABs to a single content area or set to *All*.
4. *IAB selection indicator*—When an IAB card is selected a checkmark appears, which indicates that this IAB is selected. Multiple IABs may be selected at the same time.
11. **[View Assessments]** button—selecting this button will generate assessment reports for all the selected IABs. It is disabled until at least one IAB is selected.

## ICA Results

The *ICA Results* panel contains many of the same elements as the *IAB Results* panel and is shown in figure 73.

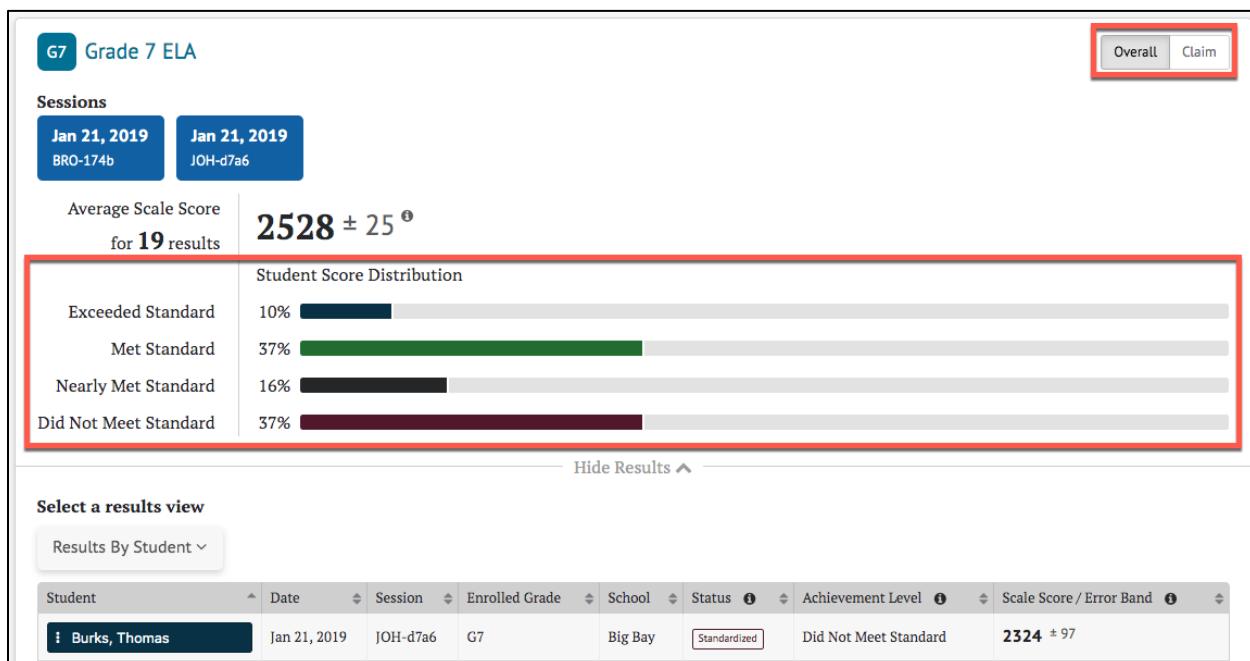


Figure 73. ICA results panel

The ICA results differ from the IAB results in the following ways:

1. The *Student Score Distribution* has four achievement levels rather than three reporting categories.
2. There are buttons to toggle between Overall and Claim scoring.
3. The **[Instructional Resources]** button is not displayed because Instructional Resources are only linked to Interim Assessment Block (IAB) results

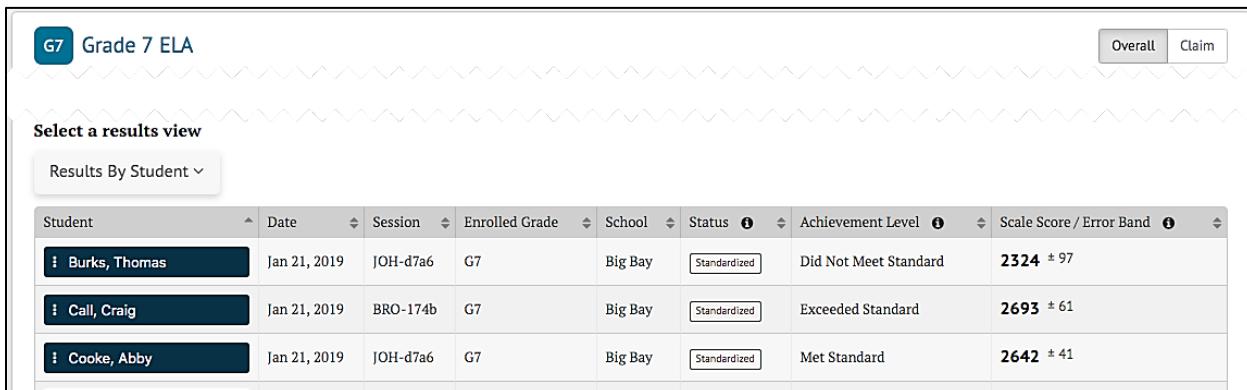
4. When the *Select a results view* drop-down selection is [**Results By Student**], the *ICA Results By Student* table is displayed, which differs from the IAB *Result By Student* table; refer to the ICA Results By Student section.

## ICA Results By Student

The *Results By Student* table for ICA results can be toggled to show Overall or Claim scores. Overall is the default selection.

### ICA Results By Student Overall Scores

When the [**Overall**] button is selected, the Interim Comprehensive Assessments (*ICA*) *Results By Student* view includes the information elements for each student shown in figure 74.



Student	Date	Session	Enrolled Grade	School	Status	Achievement Level	Scale Score/Error Band
Burks, Thomas	Jan 21, 2019	JOH-d7a6	G7	Big Bay	Standardized	Did Not Meet Standard	2324 ± 97
Call, Craig	Jan 21, 2019	BRO-174b	G7	Big Bay	Standardized	Exceeded Standard	2693 ± 61
Cooke, Abby	Jan 21, 2019	JOH-d7a6	G7	Big Bay	Standardized	Met Standard	2642 ± 41

Figure 74. ICA Results By Student

- Student's full name
- Date of assessment
- Assessment session
- Student's enrolled grade at the time of the assessment
- School where the assessment occurred
- The assessment status, which includes whether it was standardized or nonstandardized, and whether it was partially complete
- Student's achievement level on the assessment: one of "Did Not Meet Standard," "Nearly Met Standard," "Met Standard," or "Exceeded Standard"
- Student's scale score and score error band based on the SEM associated with that score
- A [**Context Menu**] three dots icon [?] that provides access to additional student details (Refer to the [IAB Student Options](#) section.)

## ICA Results By Student Claim Scores

When the [Claim] button is selected, the *ICA Results By Student* view changes to show each student's assessment results by Claim, as shown in figure 75. Return to the default view by selecting the [Overall] button.

The *Student Claim Score Distribution* displays the number/percent of students scoring in each reporting category (Below Standard, Near Standard, and Above Standard) for each claim.

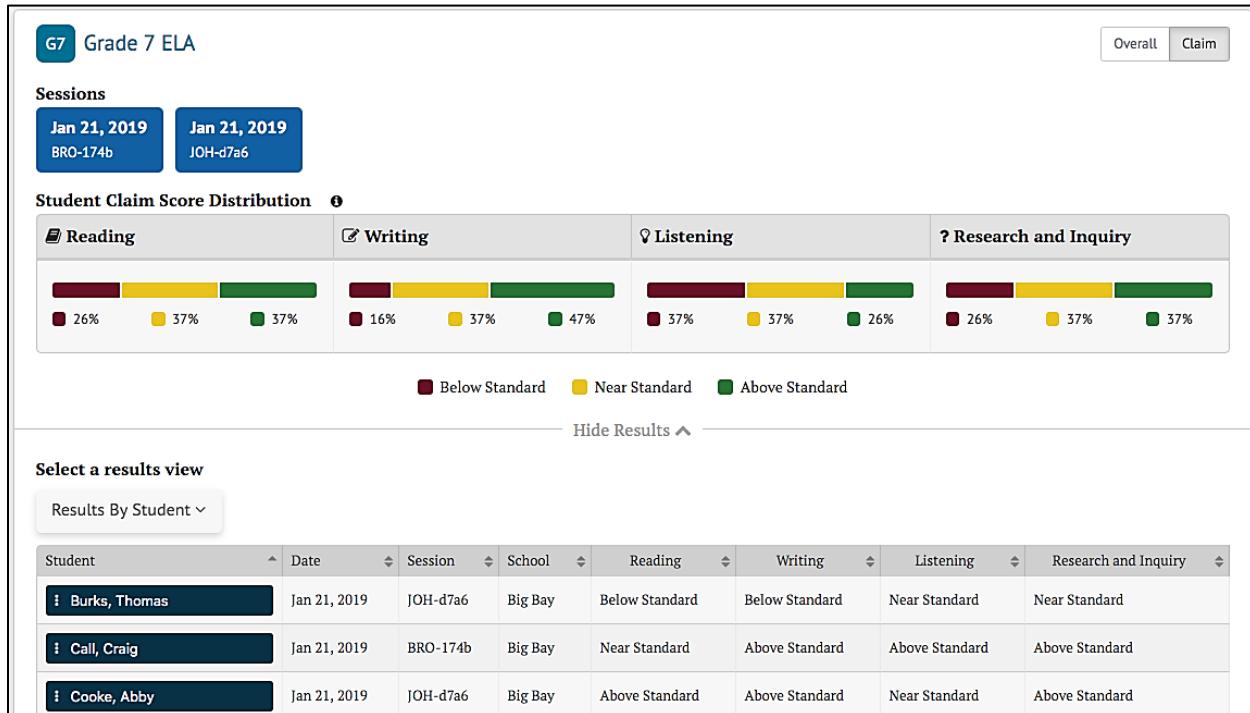


Figure 75. ICA Results By Claim Scores

Each student result in the *Claim Scores* view shows the following elements:

- Student's full name
- Date of the assessment
- Test session
- School where the assessment was administered
- Student's performance, noted as Above Standard, Near Standard, or Below Standard, for each of the assessment claims (The previous example shows the ELA claims: Reading, Writing, Listening, and Research and Inquiry.)
- A [Context Menu] three dots icon [! provides access to additional student details; refer to the [IAB Student Options](#) section

## ICA Writing Traits Scores

The ICA writing traits scores are similar to the IAB writing traits scores, but do not include an **[Instructional Resources]** button. Writing trait scores are available for ELA ICAs. A sample is shown figure 76:

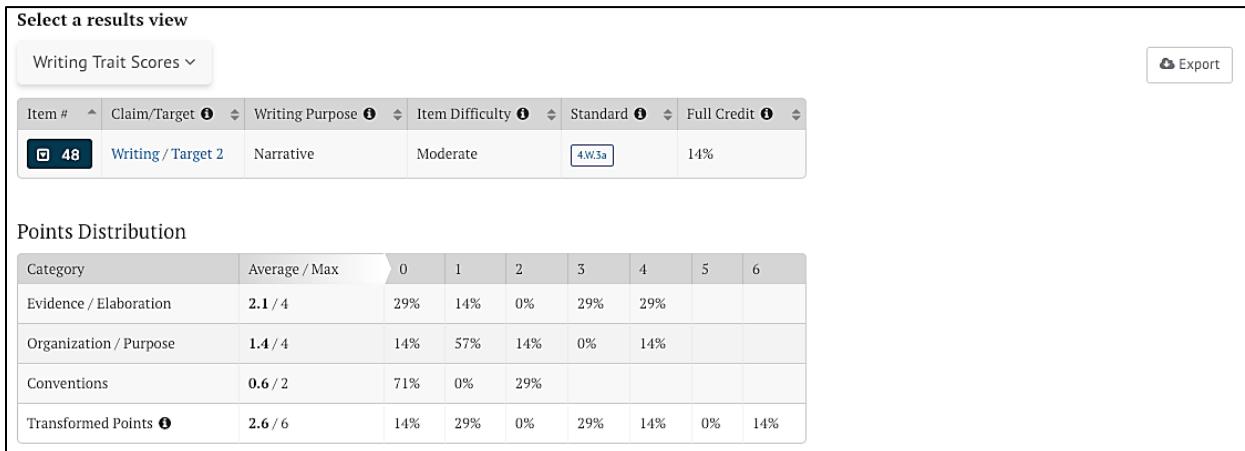


Figure 76. ICA Writing Traits Scores

## Summative Assessment Results

CERS will contain several Summative assessments including Smarter Balanced ELA and Math assessments, English Language Proficiency Assessments for California (ELPAC), and California Alternate Assessments (CAA) for ELA and Math.

In CERS, the main difference between interim assessments and summative assessments is that only interim assessments display item-level data.

## Smarter Balanced Summative Assessment Results for ELA and Math

The Smarter Balanced Summative assessments have two performance scores: Overall and Claim. For Overall scores, the **[Overall]** toggle displays the *Student Score Distribution* with four achievement levels; refer to the [ICA Results By Student Overall](#)

[Scores](#) section. For Claims, the **[Claim]** toggle displays four claims with three reporting categories; refer to the [ICA Results By Student Claim Scores](#) section.

A Smarter Balanced Math *Summative* results panel is shown in figure 77.

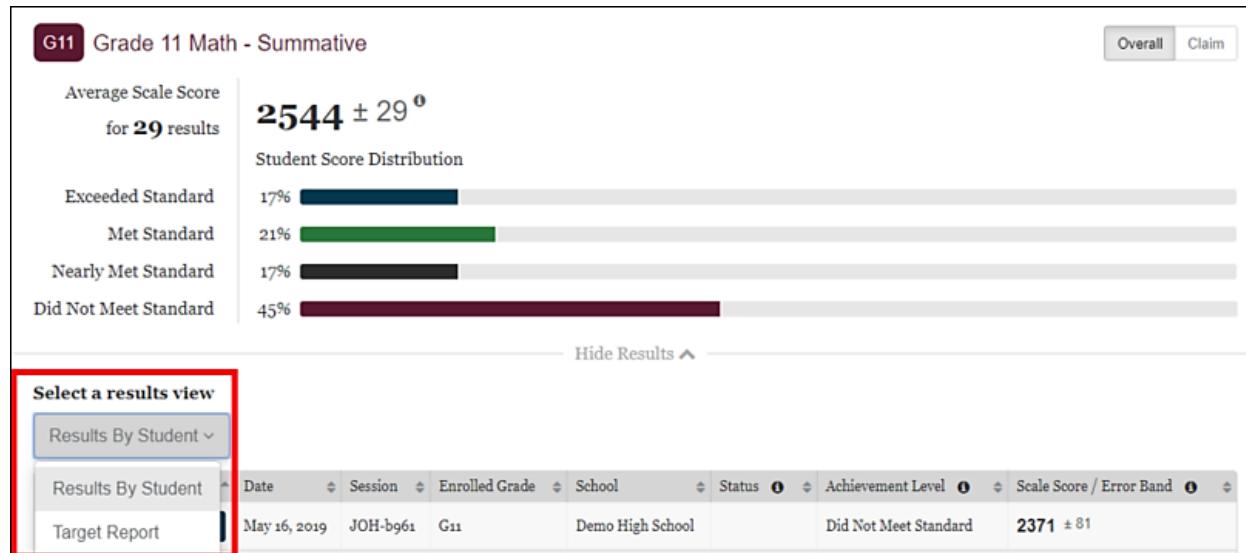


Figure 77. *Summative* results panel

The Smarter Balanced *Summative* results panel differ from the ICA Results in the following ways:

1. *Select a Results View* drop-down does not contain either *Results By Item* or *Key / Distractor Analysis*. These views are not available for summative assessments.
2. *Select a Results View* drop-down will contain a *Target Report*. Refer to the [Target Reports](#) section for more details.
3. There are no testing session cards displayed. The session name, if applicable, it will display in the *Results by Student* table.

## Target Reports

Each Smarter Balanced Claim for ELA/literacy and mathematics includes a set of assessment targets that provide more detail about the range of content and Depth of Knowledge levels. For the summative assessment, target-level scores are calculated for each ELA/literacy claim. For mathematics, target-level scores are calculated for Claim 1 only. The reporting system displays aggregate target-level reports for each summative assessment. Target scores are reported as Performance Relative to the Entire Test and Performance Relative to Level 3 (Met Standard).

### Performance Relative to the Entire Test

Performance Relative to the Entire Test is reported in one of three reporting categories: Better, Similar, or Worse. This report Indicates whether students' performance on a target was better than, the same, or worse than the students' performance on the entire

## Reporting Features in Detail | Summative Assessment Results

test. A "Worse" indicator does not necessarily mean poor performance on a target, but rather that students' performance in this area was weaker than the overall performance.

### Performance Relative to Level 3

Performance Relative to Level 3 (Met the standard) is reported in one of three reporting categories: Above, Near, or Below. This report indicates whether students' performance on a target was above, near, or below the performance standard (Level 3: Met the standard). A "Below" indicator suggests that students have not yet mastered the content assessed in a target; however, the students' overall performance on the test may be near or above standard.

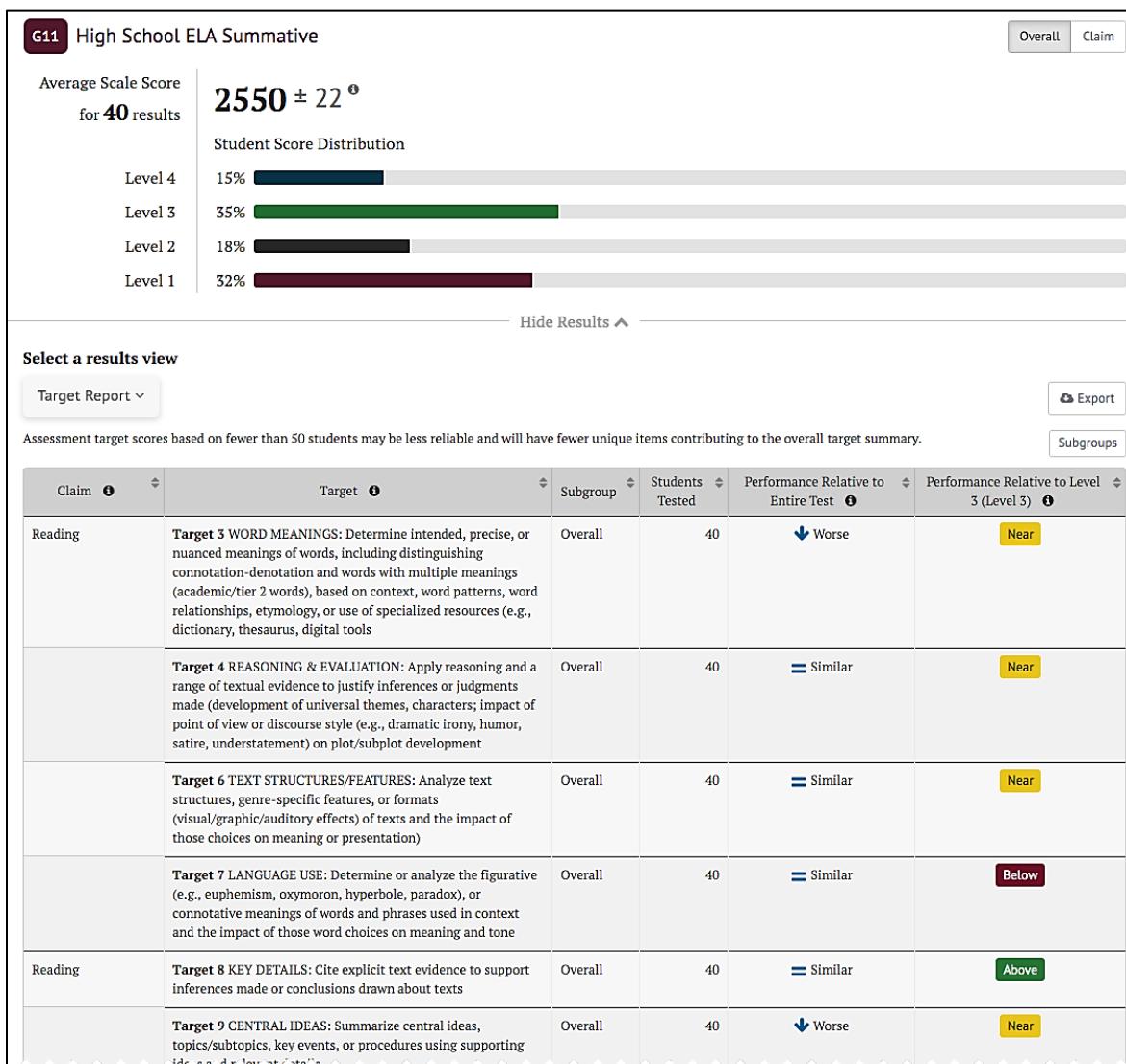


Figure 78. Performance Relative to Level 3

## ELPAC Summative Assessment Results

Similar to Smarter Balanced summative assessments, the ELPAC Summative *Student Score Distribution* has four achievement levels. However, the ELPAC Summative has three performance scores: Overall, Composite, and Domain.

An ELPAC *Summative* results panel is shown in figure 79.

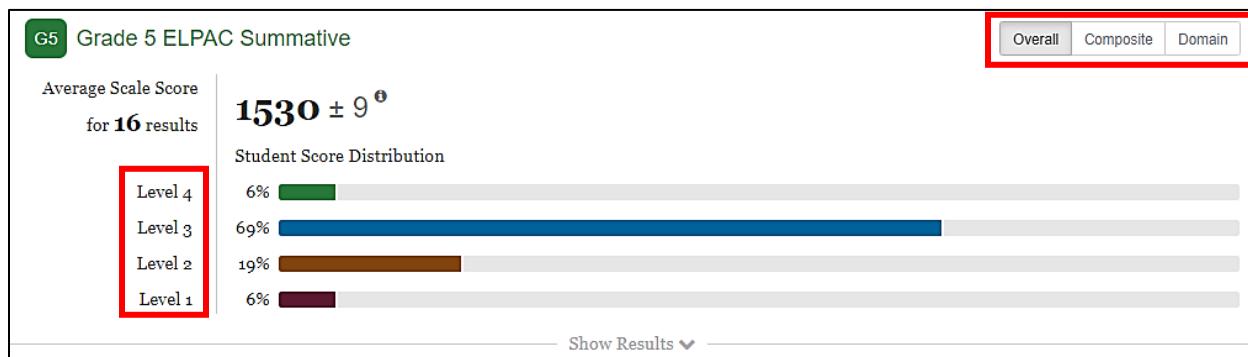


Figure 79. *Summative* results panel for ELPAC Summative

The ELPAC *Summative* results panel differ from the Summative Balanced Results in the following ways:

1. The toggle buttons for Performance Scores include [**Overall**], [**Composite**], and [**Domain**].
2. The *Student Score Distribution* has four achievement levels with different nomenclature.

The *Composite* results display shows an aggregate of the domains into two categories called oral language and written language as shown in figure 80.

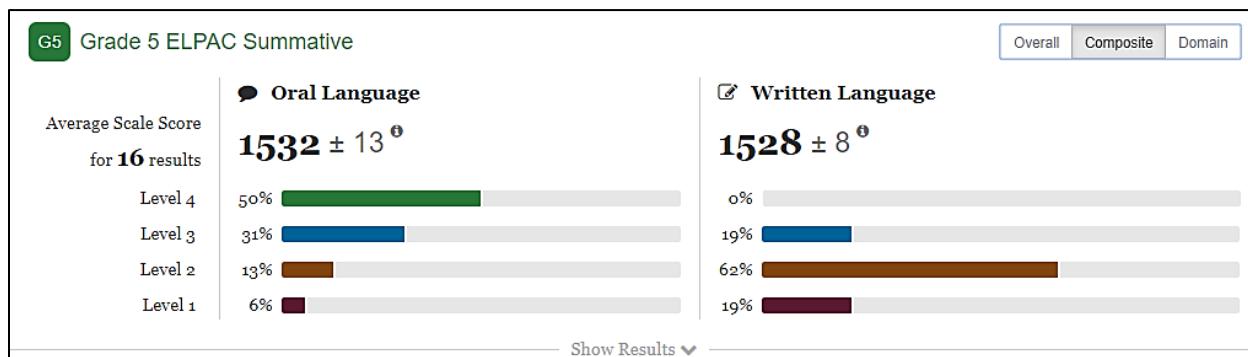


Figure 80. *Composite* results panel for ELPAC Summative

The *Domain* results panel displays the four Domains: Listening, Speaking, Reading, and Writing as shown in figure 81. The *Student Domain Score Distribution* displays three reporting categories: Beginning to Develop, Somewhat/Moderately, and Well Developed.

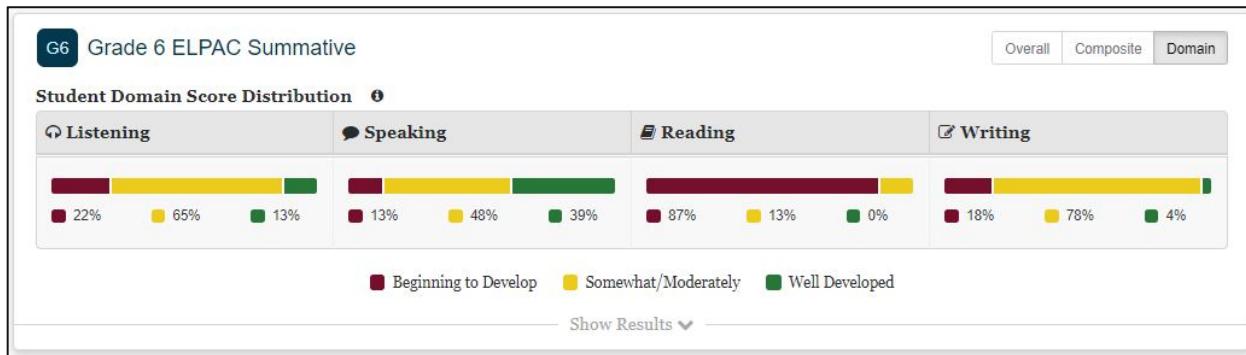


Figure 81. *Domain* results panel for ELPAC Summative

## CAST Results

The CAST assessments have two sets of performance scores: Overall and Domain. For Overall scores, the **[Overall]** toggle displays the *Student Score Distribution* with four achievement levels (Standard Not Met, Standard Nearly Met, Standard Met, Standard Exceeded). For Domains, the **[Domain]** toggle displays three domains (Earth and Space Science, Life Sciences, Physical Sciences) with three reporting levels (below standard, near standard, above standard) for each domain.

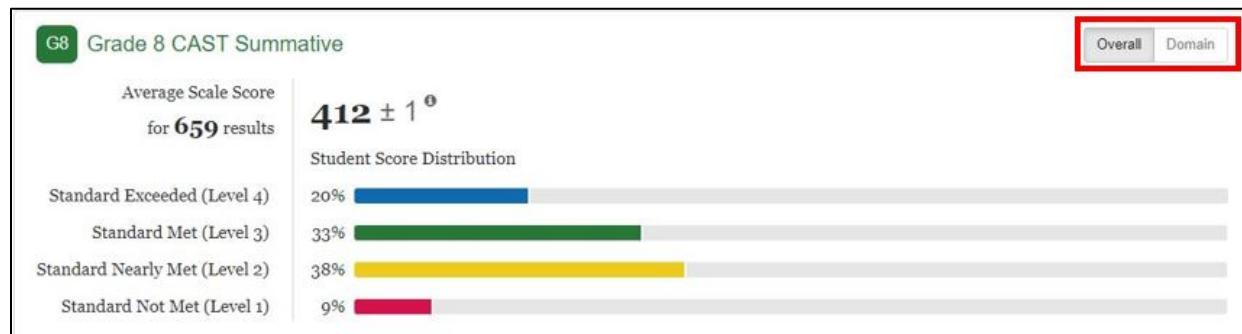


Figure 82. *Summative* results panel for CAST

The CAST *Summative* results panel differs from the Smarter Balanced Summative Results in the following way:

1. The toggle buttons for performance scores include **[Overall]** and **[Domain]**.

The *Domain* results panel displays the three Domains: Life Sciences, Physical Sciences, and Earth Sciences as shown in figure 83. The *Student Domain Score Distribution* displays three reporting categories: Below Standard, Near Standard, and Above Standard.

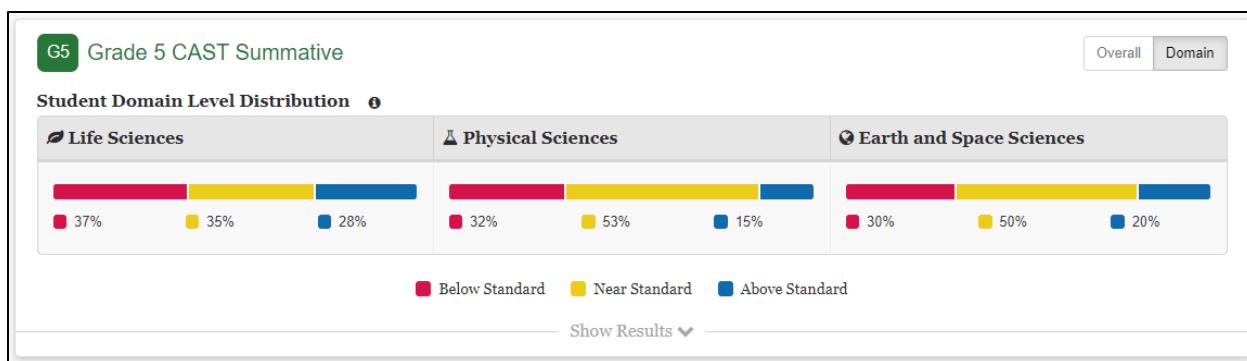


Figure 83. *Domain* results panel for CAST

## CAA Summative Assessment Results for ELA and Math

The CAA Summative assessments have only one performance score called Overall. For both ELA and math, the *Student Score Distribution* displays three achievement levels.

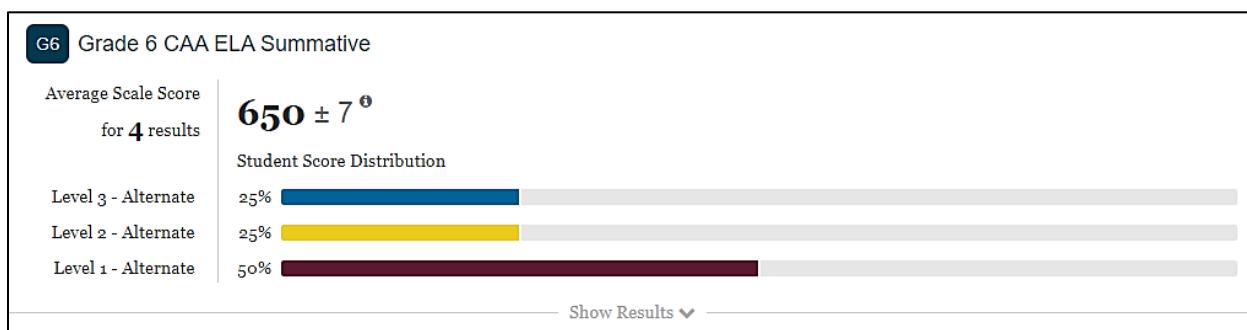


Figure 84. *Summative* results panel for CAA Summative

The CAA *Summative* results panel differ from the Smarter Balanced Summative Results in the following ways:

1. There is no toggle button.
2. The *Student Score Distribution* has three achievement levels with different nomenclature.

## CSA Results

CSA results have only one performance score called Overall. The *Student Score Distribution* displays three ranges.

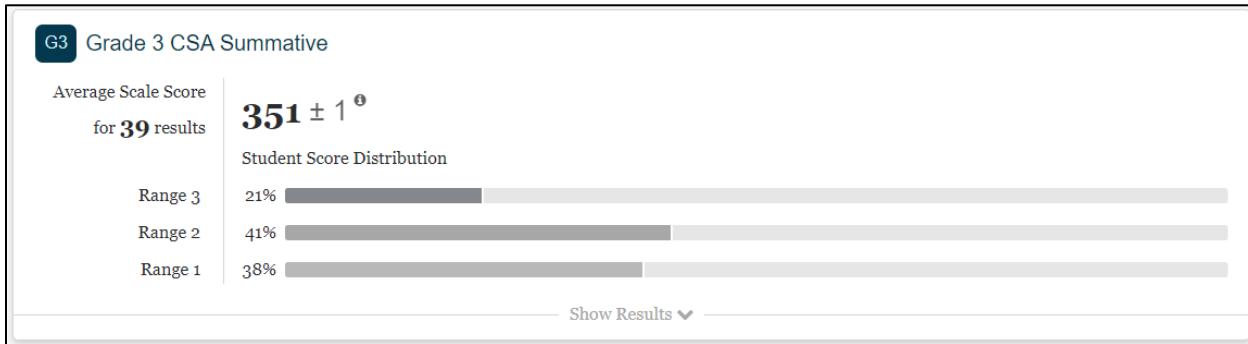


Figure 85. *Summative results panel for CSA*

The CSA *Summative* results panel differ from the Smarter Balanced Summative Results in the following ways:

1. There is no toggle button.
2. The *Student Score Distribution* has three ranges with different nomenclature.

## Custom Aggregate Reports

Administrators with the CUSTOM\_AGGREGATE\_REPORTER role can create custom aggregate reports to access a customized summary of student performance in the user's state, district, or school. The report can be broken down by student subgroups (e.g., race/ethnicity, migrant status) and may include summary information on performance at other levels (i.e., a school report can also include a summary of performance in that school's district). Specialized reports allow tracking of performance broken down by claims and/or targets, and tracking performance for groups of students over the course of multiple years.

The *Custom Aggregate Report Query* page is accessed by the **[Custom Aggregate Report]** button on the [home page](#).

Selecting the button opens the *Custom Aggregate Report Query* page. This page allows an administrator to select a report type, identify desired data and filters, and generate a report. The data and filters are selected from each of the following sections of the page:

- Report Type
- Schools and Districts
- Assessment Attributes
- Subgroup

- Advanced Filters
- Customized Subgroups

This page provides a preview of the report layout. Once reviewed, the administrator names the report and selects the [Create Report] button to generate a report.

## Report Type

The *Report Type* section of the page () allows different report types to be selected. The Longitudinal Report and Target Report will only display if summative assessment results are available in the system.

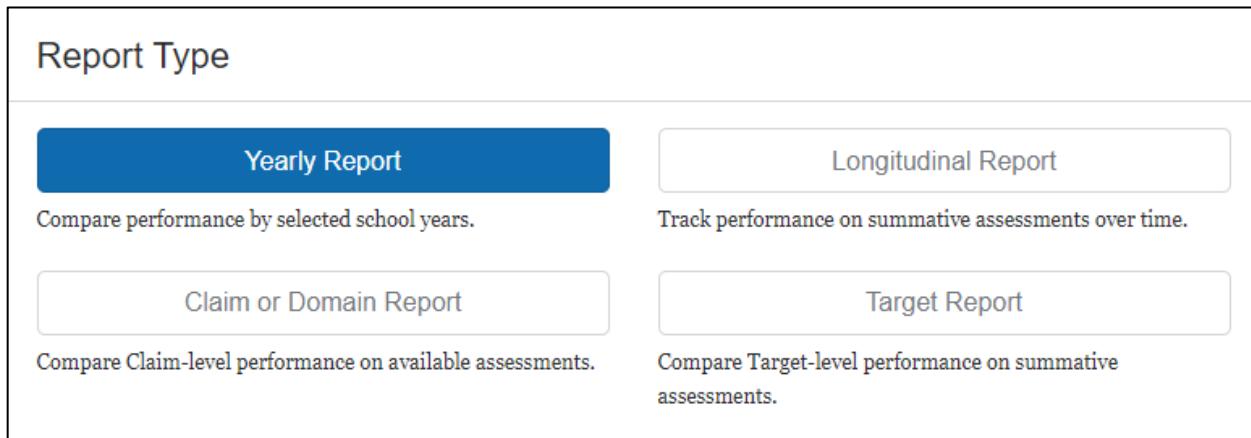


Figure 86. Report Type Section

1. Yearly Reports are the basic performance report. These reports summarize IAB, ICA, or summative assessment performance for student populations from one or more grade levels for one or more years of available data.
2. Longitudinal Reports track summative assessment performance for a single student population as that population progresses through different grades. In addition to presenting tabular data, these reports include a line graph showing how the performance of the population changed from grade to grade. These reports are only available if the reporting system includes summative assessment results.
3. Claim and Domain Reports are yearly reports that break down performance data by claim or domain for the ICA and summative assessments.
4. Target Reports are yearly reports that break down performance by claim and target for the Smarter Balanced summative assessments. Target reports are available for all ELA claims and the mathematics Concepts and Procedures claim only.

## Schools and Districts

The *Schools and Districts* section of the page allows the user to specify which districts and schools are to be included in the report, as shown in figure 87.

Figure 87. Schools and Districts section

The *Schools and Districts* section provides the following functionality:

1. *Search a School or District*—This allows the selection of a school or district to be included in the report. Users with district-level permission may select multiple schools or the entire district. Users with state-level permission may select multiple schools or districts.
2. *Districts*—This displays the selected districts to be included in the report
3. *Schools*—This displays the selected schools to be included in the report.
4. **[State results (Summative assessments only)]**—If selected, the report will include state summative assessment results.
5. **[School results for selected districts]**—If selected, the report will include the results for each school within each selected district
6. **[District results for selected schools]**—If selected, the report will include a results summary for each selected school's district

## Assessment Attributes

The *Assessment Attributes* section of the page allows for the specification of various attributes to be included in the report, as shown in figure 88.

Assessment Attributes									
Assessment Type				<input checked="" type="checkbox"/> Summative <input type="checkbox"/> ICA <input type="checkbox"/> IAB					
Subjects				<input checked="" type="checkbox"/> All <input type="checkbox"/> Math <input type="checkbox"/> ELA <input type="checkbox"/> ELPAC <input type="checkbox"/> CAA ELA <input type="checkbox"/> CAA Math <input type="checkbox"/> CAST <input type="checkbox"/> CSA					
Assessment Grades ⓘ				<input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12					
Academic Years				<input type="checkbox"/> 2014-15 <input type="checkbox"/> 2015-16 <input type="checkbox"/> 2016-17 <input type="checkbox"/> 2017-18 <input type="checkbox"/> 2018-19 <input checked="" type="checkbox"/> 2019-20					
Validity ⓘ				<input type="checkbox"/> All <input checked="" type="checkbox"/> Valid <input type="checkbox"/> Invalid					
Completeness ⓘ				<input type="checkbox"/> All <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Partial					

Figure 88. Assessment Attributes sections

The *Assessment Attributes* section provides the following attribute selections:

- *Assessment Type*—The choices are either [ICA], [IAB], or [**Summative**] (if available).
- *Subjects*—The choices are [Math], [ELA], and any other subjects configured in the user's environment. The [All] option will cause the report to include results for all displayed subjects.



**Note:** *Subjects* can be configured to disallow Target Reports. If Target Report is the selected type, content areas that do not report target-level information will not be displayed as choices, and the report results will not include these content areas even if the [All] option is selected.

- *Assessment Grades*—One or more grades must be selected. A report will not be generated unless at least one grade is selected. For Target Reports, only a single grade may be selected.



**Note:** Longitudinal Reports track summative assessment performance for one student population as it progresses through different grade levels, so at least two grades must be selected for this report type.

## Reporting Features in Detail | Custom Aggregate Reports

- **Academic Years**—One or more academic years must be selected. A report will not be generated unless at least one academic year is selected. For Target Reports, only a single year may be selected.



**Note:** for Longitudinal Reports, only a single year can be selected, and it represents the year for the highest assessment grade selected. For example, if the grades selected are three and four and the year is 2019–20, the results will include the population’s grade three results for 2018–19 and grade four results for 2019–20.

- **Manner of Administration/Validity**—
  - If **Assessment Type** is ICA or IAB, this attribute will be **Manner of Administration**, and it defaults to **[Standardized]**. It can be changed to **[Nonstandardized]** to view results for nonstandardized assessments only, or to **[All]**, which will generate a report with both types of administration.
  - If **Assessment Type** is Summative, this attribute will be **Validity**. Choices are **[Valid]** or **[Invalid]**. The **[All]** option will generate a report with both valid and invalid results.
- **Completeness**—The default is **[Complete]**, but it can be changed to **[Partial]** for partial assessments, or to **[All]**, which will generate a report that includes results from assessments that are either complete or partial.

For Claim Reports only, an additional **[Claims or Domains]** button will appear in the *Subjects* panel. Selecting it will open a subpanel that allows specific claims or domains to be selected (figure 89). Only claims or domains from the included content areas can be selected, and only the selected claims or domains will appear in the generated claim report. For example, if the selections were as follows, the generated report would include all subjects and their related claims or domains.

**Subjects**

All Math  
ELA  
ELPAC  
CAA ELA  
CAA Math  
CAST  
CSA

**Claims or Domains** 

**Math**

All Concepts and Procedures  
Problem Solving and Modeling & Data Analysis  
Communicating Reasoning

**ELA**

All Reading  
Writing  
Listening  
Research and Inquiry

**ELPAC**

All Listening  
Speaking  
Reading  
Writing

**CAST**

All Life Sciences  
Physical Sciences  
Earth and Space Sciences

Figure 89. Claims Report subpanel

## Subgroups and Filters

The *Subgroups and Advanced Filters/Customized Subgroup* panel provides two different strategies for configuring how student performance data are broken down within the report and how groups are filtered for inclusion in the report. These strategies are mutually exclusive, so at most, one of these panels should be configured. The generated report will use the setting from whichever tab is currently selected.

### Subgroups

Reports include aggregate values for each institution. The *Subgroups* section of the page allows a user to select student subgroups that will be compared within the report, as shown in figure 90. The available subgroups that can be specified are **[Race / Ethnicity]**, **[English Language Acquisition Status]**, **[Primary Language]**, and **[Migrant Status]**.

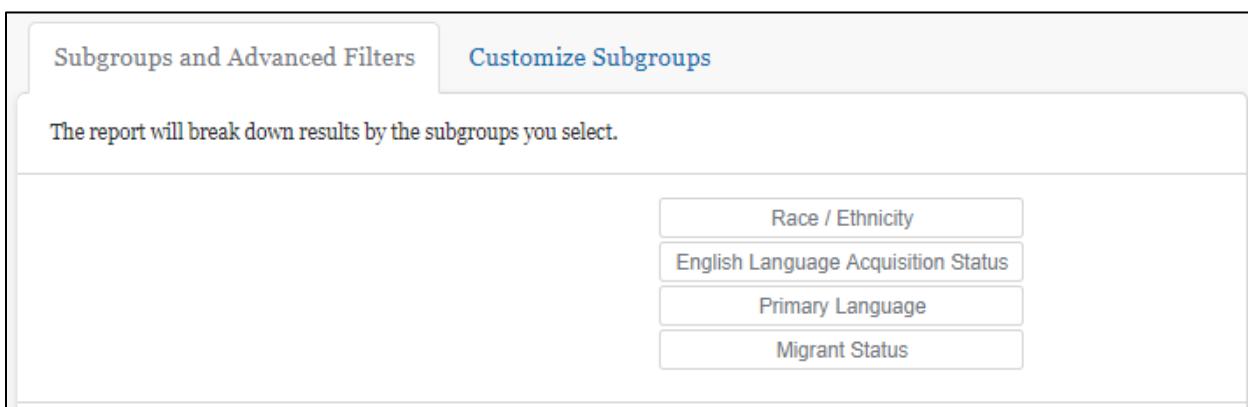


Figure 90. *Subgroups* section

### Advanced Filters

The *Advanced Filters* section of the page can be displayed by selecting the **[Show]** button below the *Subgroup* controls, as shown in figure 91. It is useful when a user wants to focus on one or more student subgroups in a report and exclude all other students. The available filters are **[Race/Ethnicity]**, **[English Language Acquisition Status]**, **[Primary Language]**, and **[Migrant Status]**.



**Note:** The Advanced Filters selection will not appear in the generated reports or exports.

**Advanced Filters**

Use this feature to include only selected student sub-groups, e.g. only male Hispanic students.

**Race / Ethnicity** i

All	Hispanic/Latino
	American Indian or Alaska Native
	Asian
	Black or African American
	White
	Native Hawaiian or Pacific Islander
	Demographic Race of Two or More
	Filipino

**English Language Acquisition Status** i

All	English Only
	English Learner
	Initial Fluent English Proficient
	Reclassified Fluent English Proficient
	To Be Determined

**Primary Language** i

All	Enter language
-----	----------------

**Migrant Status** i

All	Yes	No	Not Stated
-----	-----	----	------------

Figure 91. *Advanced Filters* section

### Customize Subgroups

Customized subgroups provide complete control of which student groups are included in the generated report and how the report data are broken down. It can be used in cases where the *Subgroups* and *Advanced Filters* do not provide enough flexibility. The controls are similar to the *Advanced Filters*, but allow multiple groups to be defined, as shown in figure 92. The process is as follows:

1. Configure a subgroup using the filters as if creating an advanced filter.
2. Select the **[+Create Subgroup]** button to add this group to the report.
3. Repeat steps 1 and 2 to create additional subgroups.

## Reporting Features in Detail | Custom Aggregate Reports

Subgroups and Advanced Filters
Customize Subgroups

Create multiple custom subgroups by selecting a combination of attributes below and clicking "Create Subgroup." Each custom subgroup will represent a row in your report. The Report Preview section below shows how it will look.

**Race / Ethnicity** ⓘ

All

- Hispanic/Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- White
- Native Hawaiian or Pacific Islander
- Demographic Race of Two or More
- Filipino

**English Language Acquisition Status** ⓘ

All

- English Only
- English Learner**
- Initial Fluent English Proficient
- Reclassified Fluent English Proficient
- To Be Determined

**Primary Language** ⓘ

All

Spanish ×

**Migrant Status** ⓘ

All

Yes No Not Stated

**+ Create Subgroup**

**Custom Subgroups**

✖ ELAS: English Learner, Language: Spanish

Figure 92. *Customize Subgroups* section

The report will include rows showing results for each of the defined subgroups, as well as overall totals for all test takers. Keep in mind that the subgroups do not need to be mutually exclusive. For example, one subgroup could be defined as all students whose

primary language is English and a second subgroup could be all English learners whose primary language is Vietnamese or Filipino. Depending on how subgroups are defined, some students could fall into multiple subgroups, while others fall into no subgroups at all. Therefore, the subgroup totals will not always sum to the overall totals.



**Note:** The Customize Subgroup configuration is not available for Target Reports.

## Report Review



**Tip:** Each report is saved with the report name and can be accessed on the [My Reports](#) page, which is accessible from the home page. Save each report with a descriptive name that will allow it to be easily retrieved later. If no report name is entered, it will be saved as a “Custom Aggregate Report.”



**Note:** All required fields must be populated before the report may be generated.

The *Report Review* section of the page (figure 93) allows an administrator to review the selected criteria included in the report.

Report Review			
Estimated row count: 84			
Report Type	Yearly Report	Subgroups	Gender
Schools and Districts	Keogh		
Schools and Districts	State Results		
Include	Schools' Districts		
Assessment Attributes			
Assessment Type	Summative		
Subjects	Math ELA ELPAC Science		
Assessment Grades	7, 8		
Academic Years	2017-18		
Validity	Valid		
Completeness	Complete		
Report Name			
Custom Aggregate Report			Create Report

Figure 93. Report Review section

- *Estimated row count:* Provides an estimate on how many rows the report will have, in order to provide some feedback on how large the report will be before generating it

## Reporting Features in Detail | Custom Aggregate Reports

- **Report Name:** The report may be given a name here
- **[Create Report]:** The report is generated by selecting this button

### Report Preview

The *Report Preview* section of the page allows an administrator to access a preview of the selected attributes with mock data, as shown next, before generating the actual report, as shown in figure 94.

Report Preview										
Select the Create Report button to view the actual report.										
<b>Column Order</b> <span style="color: #0070C0;">0</span> <div style="display: flex; justify-content: space-between;"> <span>Organization</span> <span>Assessment Grade</span> <span>Academic Year</span> <span>Subgroup</span> <span><span>←</span> <span>→</span></span> </div> <span style="color: #0070C0;">1</span>										
Organization	Assessment Grade	Academic Year	Subgroup	Students Tested	Achievement Comparison	Average Scale Score ± Error Band	Did Not Meet Standard	Nearly Met Standard	Met Standard	Exceeded Standard
State	7	2017-18	Overall	100	<span style="background-color: #800000; color: black;">■</span> <span style="background-color: #006400; color: black;">■</span> <span style="background-color: #00008B; color: black;">■</span>	2500 ± 50	25%	25%	25%	25%
	8	2017-18	Overall	100	<span style="background-color: #800000; color: black;">■</span> <span style="background-color: #006400; color: black;">■</span> <span style="background-color: #00008B; color: black;">■</span>	2500 ± 50	25%	25%	25%	25%
District	District 1	7	2017-18	Overall	<span style="background-color: #800000; color: black;">■</span> <span style="background-color: #006400; color: black;">■</span> <span style="background-color: #00008B; color: black;">■</span>	2500 ± 50	25%	25%	25%	25%
		8	2017-18	Overall	<span style="background-color: #800000; color: black;">■</span> <span style="background-color: #006400; color: black;">■</span> <span style="background-color: #00008B; color: black;">■</span>	2500 ± 50	25%	25%	25%	25%
School	School 1	7	2017-18	Overall	<span style="background-color: #800000; color: black;">■</span> <span style="background-color: #006400; color: black;">■</span> <span style="background-color: #00008B; color: black;">■</span>	2500 ± 50	25%	25%	25%	25%

Figure 94. Report Preview section

The *Report Preview* section provides additional viewing options:

1. **Column Order**—Allows the option to change the result column order to easily compare results broken down in different ways
2. **Empty Rows**—When the **Show** button is selected, rows with no data will be included in the preview. When the **Hide** button is selected, these empty rows will be excluded from the report. In this case, if a report section has only empty rows, it also will be excluded.
3. **Display Value As**—Choices are **Percent** or **Number**.
4. **Achievement Levels**—Choices are either **All** or **Grouped**. If **All** is chosen, all achievement levels are displayed in the report. If **Grouped** is chosen, then Achievement Levels below the standard cutoff are combined into one result, labeled *Below Standard* and Achievement Levels above the standard cutoff are combined into one result, labeled *At or Above Standard* (refer to figure 95).



**Tip:** For large reports with many rows, hiding empty rows in the preview, *before the report is created*, may decrease report generation time and make viewing the report faster.

Report Preview									
Select the Create Report button to view the actual report.									
Column Order <small>i</small>							Empty rows	Display value as	Achievement levels
Organization	Assessment Grade	Academic Year	Subgroup			Show	Hide	Percent	Number
Organization	Assessment Grade	Academic Year	Subgroup	Students Tested	Achievement Comparison	Average Scale Score ± Error Band		At or Above	
State	7	2017-18 Overall		100		2500 ± 50	50%	50%	
	8	2017-18 Overall		100		2500 ± 50	50%	50%	
District	District 1	7	2017-18 Overall	100		2500 ± 50	50%	50%	
		8	2017-18 Overall	100		2500 ± 50	50%	50%	
School	School 1	7	2017-18 Overall	100		2500 ± 50	50%	50%	

Figure 95. Achievement levels display

## Creating the Custom Aggregate Report

The report is generated by selecting the [Create Report] button on the left side of the page, as shown in figure 96. The button is also available on the *Report Review* section of the page.

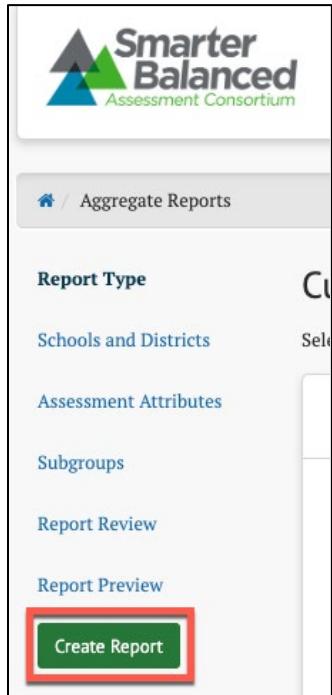


Figure 96. [Create Report] button

When this button is selected, a *Custom Aggregate Report* is created, and when completed, the report will be displayed in the *Custom Aggregate Report* page, shown in figure 97.



**Note:** This report may take several minutes to generate.

## Reporting Features in Detail | Custom Aggregate Reports

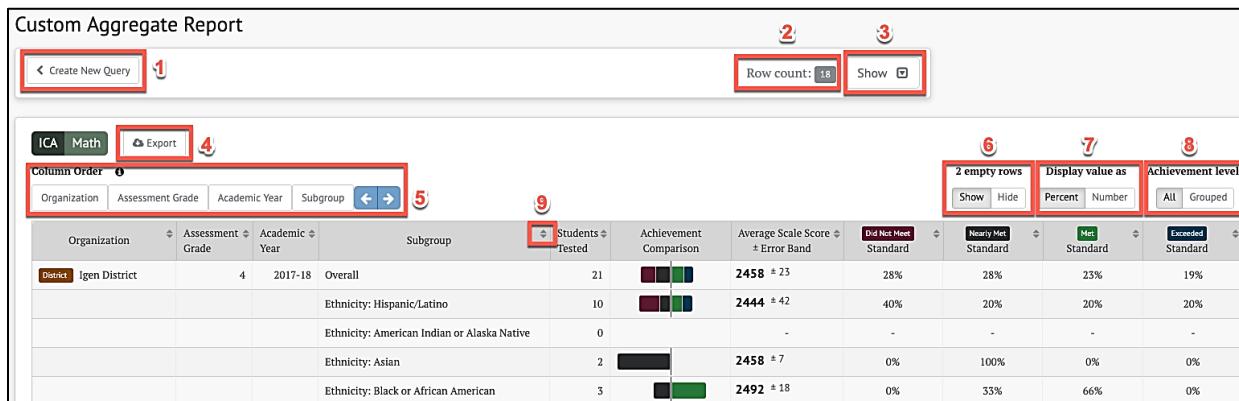


Figure 97. Custom Aggregate Report page

The *Custom Aggregate Report* page has the following features and options:

1. The **[Create New Query]** button will go back to the *Custom Aggregate Report Query* page with the same settings that were used to generate this report. From here, the settings can be modified and used to generate a new report.
2. **Row count** indicates the total number of rows displayed in the report. It is not possible to generate a report that contains zero rows. Instead, an error message will be displayed.
3. The **[Show/Hide]** toggle control, shown in figure 98, displays whether a panel listing the settings in the query is displayed. When the control is in the **[Show]** state, selecting it will display the query settings as shown and set the control to the **[Hide]** state.

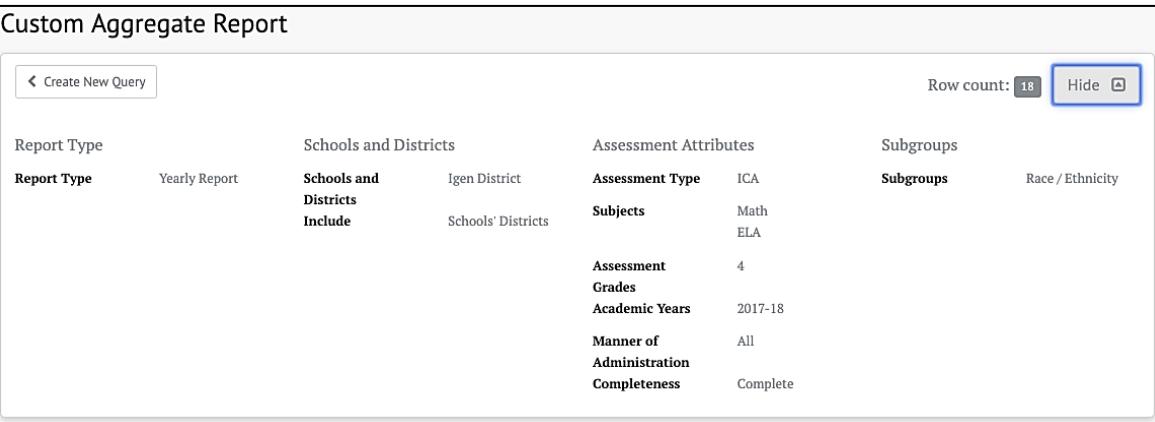


Figure 98. [Show/Hide] toggle on Custom Aggregate Report

4. The [Export] button will generate a CSV file with the contents of the report. The columns will be the same as displayed on the page, with one additional column: The *Organization's Natural Id* (Column B), also known as the CDS code.
5. *Column Order* allows the option to change the result column order to easily compare results broken down in different ways.
6. *Empty rows* work as described in the [Report Preview](#) section.
7. *Display value as* works as described in the [Report Preview](#) section.
8. *Achievement levels* works as described in the [Report Preview](#) section.
9. The report results may be sorted either by ascending or descending value by selecting either the up or down button respectively for each column, as shown in figure 99.

	A	B	C	D	E	F	G	H	I	J	K
1	Organization	Organization	Assessment	Academic Year	Subgroup	Students	Test Average	Scale Did Not Meet	Nearly Met Standards	Met Standards	Exceeded Standards
2	Other		3	2017-18	Overall	625	2421 ± 3	16%	38%	40%	4%
3	Other		4	2017-18	Overall	688	2469 ± 3	12%	36%	46%	3%
4	Pintail Group	ab277f2bce3	3	2017-18	Overall	382	2422 ± 4	17%	35%	42%	4%

Figure 99. Custom Aggregate Report in ascending order



**Note:** It is possible for sections of aggregate reports to have all 0 totals. This indicates there are no results for these sections with the currently configured options and filters.



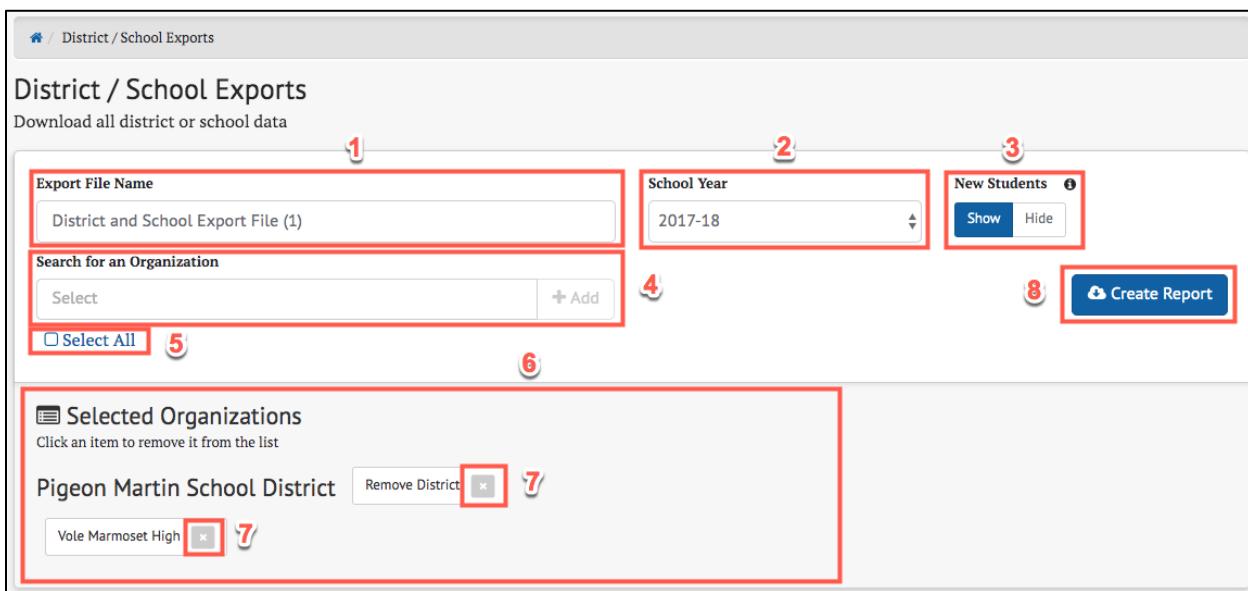
**Note:** Administrators can access every previously generated report by using the My Reports feature on the top navigation panel.

## District / School Exports

An administrator with either an LEA or a school PII role can export a CSV file containing all the district or school assessment results. There are no filtering or customization features for this report; however, the exported file may be filtered and sorted in a spreadsheet or database program. The export is specified in the *District / School Exports* page, which is accessed by selecting the **[District / School Exports]** button on the [home page](#).

The *District / School Exports* page elements are shown in figure 100.

## Reporting Features in Detail | District / School Exports



The screenshot shows the 'District / School Exports' page. At the top left is the ELPAC logo. At the top right is the caspp logo. Below the logos is the title 'Reporting Features in Detail | District / School Exports'. The main area has a header 'District / School Exports' and a sub-header 'Download all district or school data'. There are several input fields and controls:

- 1. Export File Name: A text input field containing 'District and School Export File (1)'.
- 2. School Year: A dropdown menu showing '2017-18'.
- 3. New Students: A toggle control with 'Show' and 'Hide' buttons.
- 4. Search for an Organization: A search bar with 'Select' and '+ Add' buttons.
- 5. Select All: A checkbox labeled 'Select All'.
- 6. Selected Organizations: A panel listing 'Pigeon Martin School District' and 'Vole Marmoset High'. Each entry has a 'Remove District' button with a delete icon.
- 7. Create Report: A blue button labeled 'Create Report' with a cloud icon.
- 8. Other controls: Buttons for 'Show' and 'Hide' in the New Students section, and a 'Remove District' button in the Selected Organizations panel.

Figure 100. District / School Exports page elements

1. **Export File Name:** The user must enter a name for this report
2. **School Year:** The school year for the report
3. **New Students:** The **[Show/Hide]** toggle control allows the user to specify if assessments from other schools are to be included in the report
4. **Search for an Organization:** Allows the user to search for school(s) or districts, depending on the user's permissions, to be included in the report
5. **Select All:** If checked, all allowed schools and districts will be included in the report
6. **Selected Organizations:** Displays all selected schools or districts that will be included in the report
7. A school or district may be excluded from the report by selecting the  icon of the school or district to be excluded.
8. Selecting the **[Create Report]** button will generate the report. The report can be viewed by going to the *My Reports* page.

If the **[Select All]** checkbox is selected, then all schools and districts allowed to be seen by the user will appear in the *Selected Organizations* panel, shown in figure 101.

District / School Exports

Download all district or school data

Export File Name: All Districts

School Year: 2018-19

New Students: Show

Search for an Organization: Igen District

Select All

**Selected Organizations**

Click an item to remove it from the list

Igen District Remove District

Big Bay X

Igen Hold X

Katz Field X

Tannercraft Hall X

Create Report

Figure 101. Selected Organizations panel

If the user has permission for only one school, the *Search for an Organization* search box is not visible. Furthermore, the *Selected Organizations* result panel is preloaded with that school and the school cannot be removed.

The *School Year* drop-down list allows for a school year to be selected for the report. A *New Students* toggle control allows the user to specify whether assessments administered to students at a previous school or LEA are to be included in the report. The report is generated by selecting the [**Create Report**] button. The report is a CSV file that contains a comprehensive report of all students in the selected schools for the selected school year.

## My Reports

All reports generated by the user appear in the *My Reports* page, which can be displayed by selecting the [**My Reports**] button on the home page as shown in figure 102 and 103.

Smarter  
Balanced  
Assessment Consortium

Reporting System

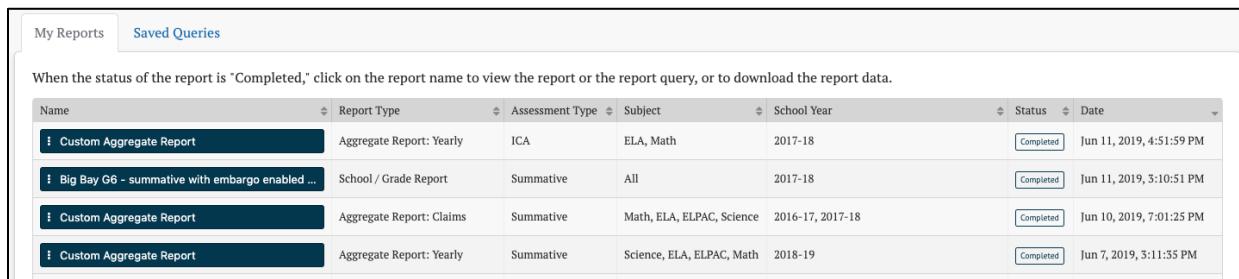
User Guide    Interim Assessments    Interpretive Guide    **My Reports**    Welcome Dora District

Access Assessment Results

Administrator Tools    Welcome!

Figure 102. [My Reports] button on home page

## Reporting Features in Detail | My Reports



The screenshot shows a table titled 'My Reports' with columns for Name, Report Type, Assessment Type, Subject, School Year, Status, and Date. There are four rows of data:

Name	Report Type	Assessment Type	Subject	School Year	Status	Date
! Custom Aggregate Report	Aggregate Report: Yearly	ICA	ELA, Math	2017-18	Completed	Jun 11, 2019, 4:51:59 PM
! Big Bay G6 - summative with embargo enabled ...	School / Grade Report	Summative	All	2017-18	Completed	Jun 11, 2019, 3:10:51 PM
! Custom Aggregate Report	Aggregate Report: Claims	Summative	Math, ELA, ELPAC, Science	2016-17, 2017-18	Completed	Jun 10, 2019, 7:01:25 PM
! Custom Aggregate Report	Aggregate Report: Yearly	Summative	Science, ELA, ELPAC, Math	2018-19	Completed	Jun 7, 2019, 3:11:35 PM

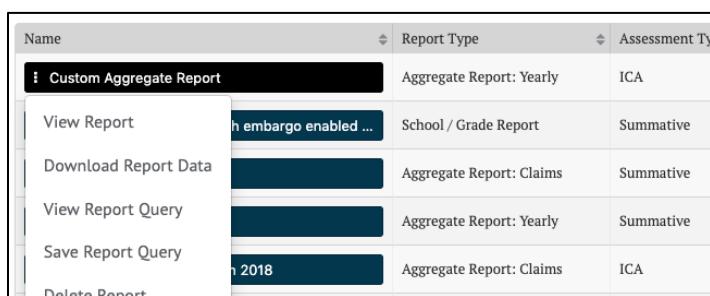
Figure 103. My Reports page

Selecting the [Context Menu] three dot icon [•] on a report name opens a context menu for that report (figure 104). If the report type is “Aggregate Report,” then the context menu has the following options:

- **[View Report]**—displays the report in the *Custom Aggregate Report* page; refer to the [Creating the Custom Aggregate Report](#) section
- **[Download Report Data]**—downloads the report to a CSV file on the user's computer
- **[View Report Query]**—displays the query used to generate the report in the *Custom Aggregate Query* page section; refer to the [Creating the Custom Aggregate Report](#) section
- **[Save Report Query]**—saves the query so it can be used to create another report even after this report is deleted (Saved queries will appear in the **[Saved Queries]** tab described in the next section.)
- **[Delete Report]**—deletes this report from the My Reports list



**Warning:** Deleting a report is a permanent action and cannot be undone. It will also delete the report query unless this query has been previously saved to the **[Saved Queries]** tab.



The screenshot shows a context menu for a report named 'Custom Aggregate Report'. The menu items are:

- View Report
- Download Report Data
- View Report Query
- Save Report Query
- Delete Report

Figure 104. Report options in IAB Dashboard

If the report type of “Aggregate Report” has an assessment type of “Summative” and the results have not yet been released (i.e., the results are under embargo), then the [Download Report Data] option will be disabled (grayed out), as shown in figure 105.

<b>Summative2019</b>	Aggregate Report: Yearly	Summative
View Report	ict (Math) G8 2018	Aggregate Report: Target
Download Report Data	all grades in all ye...	Aggregate Report: Claims
View Report Query	Hold - all grades in ...	Aggregate Report: Longitudinal
Save Report Query	Hold - all grades in ...	Aggregate Report: Longitudinal
Delete Report		

Figure 105. Download Report Data option disabled

If the report type is any other type other than “Aggregate Report,” the same context menu options will be available, except for View Report, as shown in figure 106.

<b>Big Bay G6 - summative with embargo enabled ...</b>	School / Grade Report	Summative
Download Report Data		Aggregate Report: Claims
View Report Query		Aggregate Report: Yearly
Save Report Query	2018	Aggregate Report: Claims
Delete Report	school years by pri...	Aggregate Report: Yearly

Figure 106. Menu for reports other than Aggregate Reports

## Saved Queries

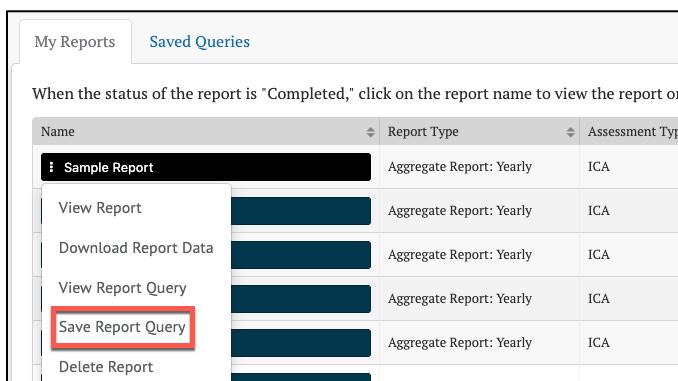
Saved queries allow reports to be recreated, with query modifications, at any time, even after the original report the query was used for has been deleted. All queries saved by the user appear on the [Saved Queries] tab, which is next to the [My Reports] tab discussed in the previous section. This tab is accessed by selecting the [My Reports] button on the home page and then selecting the [Saved Queries] tab (figure 107).

Saved Queries						
You can view, edit or run a query again by clicking on its name						
Name	Report Type	Assessment Type	Subject	School Year	Last Updated	
Custom Aggregate Report	Aggregate Report: Yearly	ICA	ELA, Math	2017-18	Jun 11, 2019, 8:08:00 PM	
Keogh School	School / Grade Report	All	Math	2018-19	Jun 11, 2019, 8:01:30 PM	
District Export Report	District / School Export	All	All	2018-19	May 27, 2019, 6:38:47 PM	
Summative Greenfields G6M in 2018	Aggregate Report: Yearly	Summative	Science, ELA, ELPAC, Math	2017-18	May 16, 2019, 12:11:30 PM	
Crom Hold	District / School Export	All	All	2018-19	Apr 29, 2019, 4:51:03 PM	

Figure 107. [Saved Queries] tab

## Saving a Query

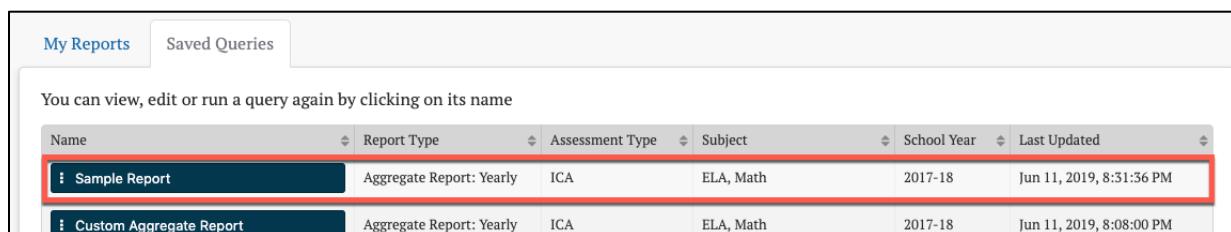
To create a saved query, select [**Save Query**] from the context menu of an existing report in the [**My Reports**] tab (figure 108), as discussed in the previous section.



Name	Report Type	Assessment Type
Sample Report	Aggregate Report: Yearly	ICA
View Report	Aggregate Report: Yearly	ICA
Download Report Data	Aggregate Report: Yearly	ICA
View Report Query	Aggregate Report: Yearly	ICA
<b>Save Report Query</b>	Aggregate Report: Yearly	ICA
Delete Report	Aggregate Report: Yearly	ICA

Figure 108. [**Save Report Query**] option

The query is added to the [**Saved Queries**] tab with the same name as the report, as shown in figure 109.

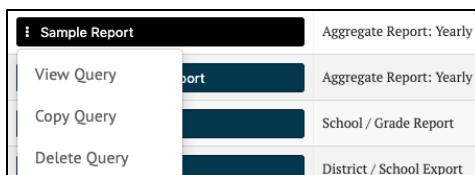


Name	Report Type	Assessment Type	Subject	School Year	Last Updated
Sample Report	Aggregate Report: Yearly	ICA	ELA, Math	2017-18	Jun 11, 2019, 8:31:36 PM
Custom Aggregate Report	Aggregate Report: Yearly	ICA	ELA, Math	2017-18	Jun 11, 2019, 8:08:00 PM

Figure 109. Query added to [**Saved Query**] tab

## Editing a Saved Query

Selecting the [**Context Menu**] three dot icon [•] on a saved query name opens a context menu for editing the query (figure 110).



View Query	Report	Aggregate Report: Yearly
Copy Query	Report	School / Grade Report
Delete Query	Report	District / School Export

Figure 110. Editing Query context menu

The context menu has the following options:

- **[View Query]**—displays the query in the appropriate report form. This view will be similar to the original report creation interface for that report type, but will also include a **[Save Query]** button for saving the edited query.
- **[Copy Query]**—creates a duplicate of the query with a name that is a variation on the original query’s name. For example, if the query is named “Sample Report,” the copied query will be named “Sample Report (1).” The name can be changed by viewing the new query and saving it with a different name.
- **[Delete Query]**—deletes the query. This will not delete the original report from which the query was saved.



**Warning:** Deleting a query is a permanent action and cannot be undone. However, if the report from which the query was originally saved still exists in the My Reports tab, the query can be saved from the original again.

As an example, if **[View Query]** is selected from the context menu of the “Sample Report” query, the *Custom Aggregate Report* edit page will appear, prepopulated with the values from the saved query. This is because the “Sample Report” query is for an aggregate report. Viewing other queries would navigate to the edit pages appropriate for the query type. Any part of the query can be modified from this page. Refer to [Custom Aggregate Reports](#) for the use of these edit controls for aggregate reports, or the appropriate reporting section for reports of other types.

The one difference in these edit controls is the addition of a **[Save Query]** button to the *Report Review* panel (figure 111). This button will be disabled (grayed out) until at least one parameter of the query is changed or it is given a new name.

## Reporting Features in Detail | Saved Queries

**Report Review**

Estimated row count: 18

Report Type	Subgroups		
<b>Report Type</b>	Yearly Report	<b>Subgroups</b>	Race / Ethnicity
Schools and Districts	Advanced Filters		
<b>Schools and Districts</b>	Igen District	<b>Limited English Proficiency</b>	Yes, No
<b>Include</b>	Schools' Districts		
Assessment Attributes			
<b>Assessment Type</b>	ICA		
<b>Subjects</b>	Math ELA		
<b>Assessment Grades</b>	3		
<b>Academic Years</b>	2017-18		
<b>Manner of Administration</b>	All		
<b>Completeness</b>	Complete		
Report Name			
Sample Report		<b>Save Query</b>	<b>Create Report</b>

Figure 111. [Save Query] button

Selecting the **[Save Query]** button will save the edited query in place of the existing one. A dialog indicating a successful save will briefly appear in the upper right of the screen.

Query saved. Visit My Reports to view, update or run the query. 

Saving the query does not navigate away from the edit page, which allows the user to select the **[Create Report]** button and immediately create a report based on the newly saved query.



**Tip:** Saving a query overwrites the existing saved query with new values, even if the query is given a new name during the save. If the intent is to create a second query with modified values, select **[Copy Query]** from the saved query's context menu, and then **[View Query]** from the copied query's context menu.

## Manage Student Groups

Administrators can create, view, and manage groups of students to allow users to easily view a collection of student assessment results. A student group could represent all the students in a teacher's classroom or a particular period of instruction, for example. The TOMS roles and permissions system can be used in conjunction with student groups to allow teachers access to student test results.

The *Manage Student Groups* page is accessed by selecting the [**Student Groups**] button on the Home page.

The *Manage Student Groups* page elements are shown in figure 112.

The screenshot shows the 'Manage Student Groups' page. At the top, there are three dropdown menus: 'School' (1) set to 'Antpitta Gnatcatcher Middle', 'School Year' (2) set to '2017-18', and 'Subject' (3) set to 'All'. To the right are two buttons: 'Upload Groups' (4) and 'View Uploads' (5). Below these is a search bar (6) labeled 'Search groups by name'. The main area (7) displays a table of student groups with columns: Name, School, School Year, Subjects, Num. of Students, and Delete (8). The table contains the following data:

Name	School	School Year	Subjects	Num. of Students	Delete
Emily Group	Antpitta Gnatcatcher Middle	2017-18	Math, ELA	37	<input type="button" value="Delete"/>
G6-65500	Antpitta Gnatcatcher Middle	2017-18	Math, ELA	37	<input type="button" value="Delete"/>
G6-65600	Antpitta Gnatcatcher Middle	2017-18	Math, ELA	44	<input type="button" value="Delete"/>
G6-65700	Antpitta Gnatcatcher Middle	2017-18	Math, ELA	33	<input type="button" value="Delete"/>
G6-65800	Antpitta Gnatcatcher Middle	2017-18	Math, ELA	34	<input type="button" value="Delete"/>

Figure 112. Manage Student Groups page

The *Manage Student Groups* page provides the following features:

1. **School**—Specify which school to search for groups
2. **School Year**—Specify which school year to search for groups
3. **Subject**—Specify which subject to search for groups
4. **[Upload Groups]** button—Create or update one or more groups
5. **[View Uploads]** button—View the history of group data uploads
6. **Search groups by name**—Search for groups by name to limit which groups are displayed
7. **Student Groups List**—Displays groups matching the filter conditions selected, including group and school name, school year, subject(s) and the number of students in the group
8. **[Delete]**—Button for the option to delete the group

Selecting a school, school year, or subject immediately updates the list of student groups displayed in the *Student Groups List*. If groups do not exist for the selected

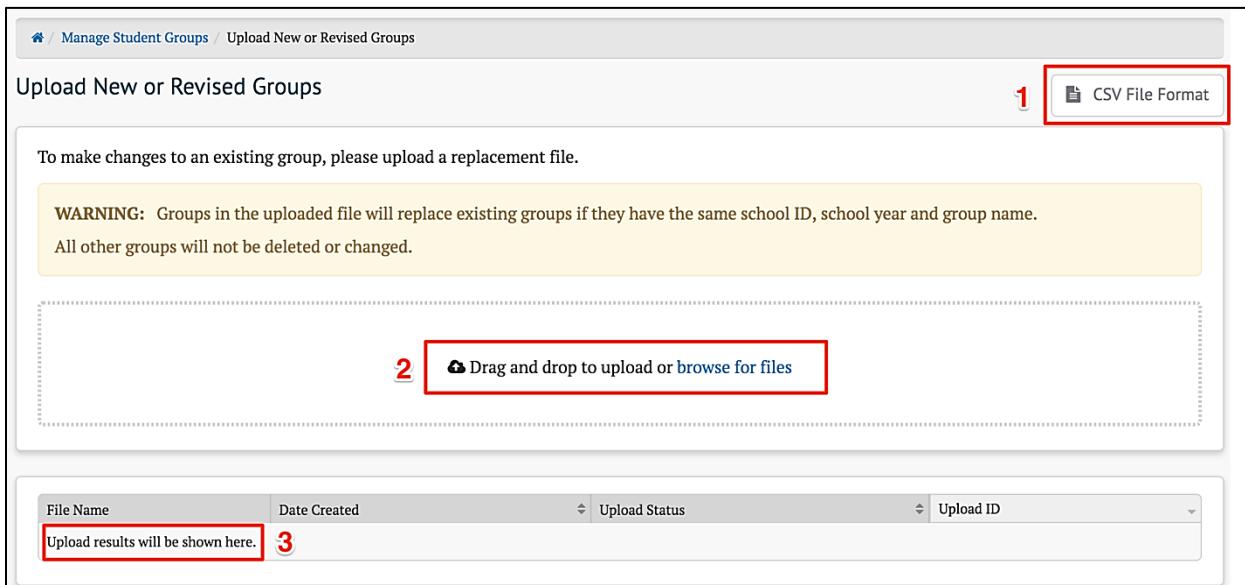
*School, Year, and Subject* filters, a message appears in the *Student Groups List* as shown in figure 113.

Name	School	School Year	Subjects
No groups found matching the given filter criteria.			

Figure 113. “No groups found” notice

## Uploading Student Group Files

Selecting the [**Upload Groups**] button on the *Manage Student Groups* page opens the *Upload Groups* page shown next. Here, administrators can upload CSV files of student-group information by dragging the file(s) from a file system and dropping it into the dotted box or by browsing for files on a computer. The *Upload Results* list at the bottom will update the status of files after the files are uploaded. In the example in figure 114, no files have been uploaded yet.



Manage Student Groups / Upload New or Revised Groups

Upload New or Revised Groups

1 CSV File Format

To make changes to an existing group, please upload a replacement file.

**WARNING:** Groups in the uploaded file will replace existing groups if they have the same school ID, school year and group name.  
All other groups will not be deleted or changed.

2 Drag and drop to upload or browse for files

File Name Date Created Upload Status Upload ID

Upload results will be shown here. 3

Figure 114. Upload Groups page without files

1. Selecting the [**CSV File Format**] button will display the *CSV File Format* page, which describes how to set up a CSV file to update; refer to *Upload Template File and Validation Rules*.
2. To upload a file, either drag it to this entry or select the “browse for files” to select one from the file system.
3. Results of uploads will be shown here.

If the uploaded file is properly formatted and passes all validation rules (refer to [Upload Template File and Validation Rules](#)), the system will display the file with an “Accepted” status. If the file is not properly formatted or fails validation, the system will reject the file and display a “Bad Data” status. Once the system has successfully processed the file, the system will update the file status to “Processed.” All of these results are shown in figure 115.

Status	Id	File Name	Created
<span style="color: red;">✖ BAD DATA</span>	79	Upload_Núñez-Group-001.csv	Aug 22, 2017, 2:47:58 PM
<span style="color: green;">ACCEPTED</span>	78	Upload_Acosta-Group-001.csv	Aug 22, 2017, 2:42:29 PM

Figure 115. *Upload Groups* page with files

In the case of a failed upload, the system will display a [[View Errors](#)] button. Selecting it will show the error(s) that caused the file to be rejected by the system. To be accepted, a student group file must be a properly formatted CSV file with column names and cell values matching the CSV file format template exactly.

## Upload Template File and Validation Rules

Selecting the [[CSV File Format](#)] button will display the *CSV File Format* page, as shown in figure 116.

The screenshot shows the 'CSV File Format' page under the 'Manage Student Groups' section. The page title is 'CSV File Format'. It contains a section titled 'How to write the CSV' with the following numbered instructions:

1. The CSV file must include the headers found in the template file provided below.
2. Every row must include a valid `school_natural_id`, `school_year`, and `group_name`.
3. Groups for a particular school must be listed together and must not be separated by lists of groups for other schools.
4. Groups must be listed together and not separated by rows of other groups.
5. A group's subject must be listed as `Math`, `ELA` or `All`.
6. There is a limit of `200` students that may be assigned to a single group.
7. A user must have the `GROUP_ADMIN` role for a school in order to upload groups.

At the bottom of the page are two buttons: 'Template' and 'User Guide'.

Figure 116. *CSV File Format* page

This page gives instructions on how to create a CSV file to be uploaded. Selecting the [[Template](#)] button will download a CSV file with required column titles, as shown in figure 117.

Clipboard							Font		Alignment		
E7							f <sub>c</sub>				
A	B	C	D	E	F	G	H	I	J	K	
1 group_name	school_natural_id	school_year	subject_code	student_ssid	group_user_login						
2											
3											
4											

Figure 117. CSV file with column titles

The uploaded file must contain these column titles in the first row; column order must match exactly:

- *group\_name*: name of the group (must be unique per school)
- *school\_natural\_id*: the school identifier (CDS code)
- *school\_year*: four-digit school year (2018 represents the 2017–18 school year)
- *subject\_code*: Subject Name (e.g., ELA, Math, ELPAC) or ALL
- *student\_ssid*: statewide student identifier
- *group\_user\_login*: email address of one or more users who will have permission to access the group's assessment results

In addition to these column title requirements, the following validation rules are applied to determine whether a file will be accepted:

- The input file must be in CSV format.
- Each row must contain valid values for *school\_natural\_id*, *school\_year*, and *group\_name*.
- Groups for a school must be listed together and must not be separated by lists of groups for other schools; a group is defined by the combination of school, school year, and group name.
- Each *user\_group\_login* cell may contain no more than one email address.
- No more than 200 students may be assigned to a single student group.



**Note:** If all rows for a group have a blank value for the subject code, the system automatically assigns a content area of "ALL."



**Caution:** Once a student group has been created for the first time, any subsequent file uploads for that same group will replace ALL of the student records assigned to the group.



**Tip:** Although a group cannot explicitly be deleted with an upload, any group can be effectively deleted by creating a file that has the group with no

students or users. Create the file with a single row containing just the school\_natural\_id, school\_year, and group\_name columns filled.

## Working with Upload Files in Microsoft Excel



**Warning:** Excel may convert values to an alternative format. For example, the *school\_natural\_id* value is a long number (e.g., 12345671234567) that Excel may convert to scientific notation (e.g., 1.23457E+13). If saved in this format, the reporting system will not be able to match it to a valid school identifier.

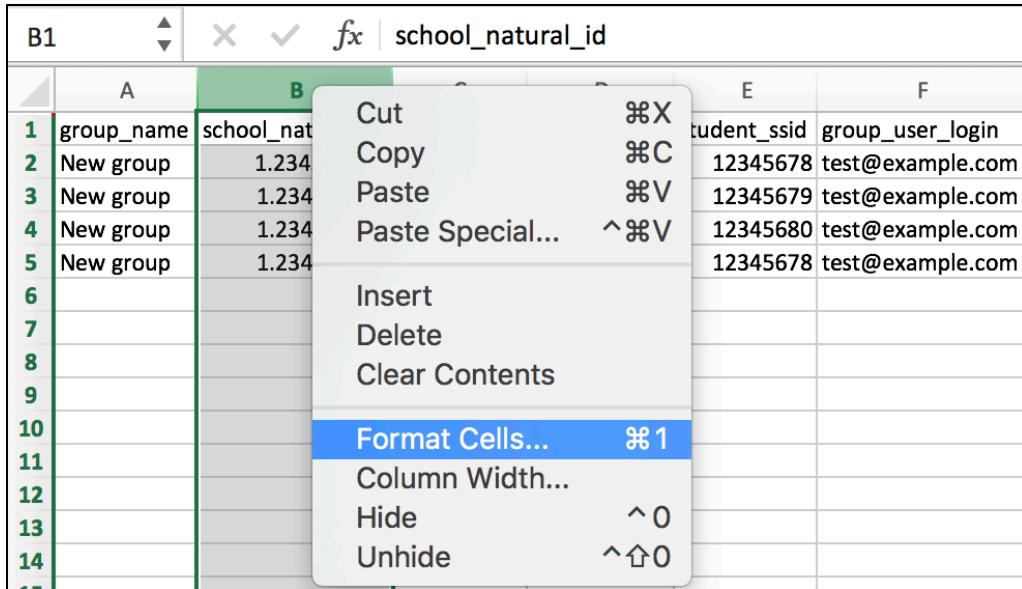
Figure 118 shows an example of Excel making this change while creating a new CSV file.

	A	B	C	D	E	F
1	group_name	school_natural_id	school_year	subject_code	student_ssid	group_user_login
2	New group	1.23457E+13	2018	ALL	12345678	test@example.com
3	New group	1.23457E+13	2018	ALL	12345679	test@example.com
4	New group	1.23457E+13	2018	ALL	12345680	test@example.com
5	New group	1.23457E+13	2018	ALL	12345678	test@example.com

Figure 118. CSV file with problematic scientific notation in Excel

To avoid Excel auto-formatting data in scientific notation, the column must be formatted as a number with zero decimal places. Follow these steps to format the *school\_natural\_id* column:

1. Highlight the *school\_natural\_id* column by selecting the header of the column (B in the example shown).
2. Right-click on any of the highlighted cells (or otherwise bring up the context menu) and select “Format Cells,” as shown in figure 119.



The screenshot shows a portion of an Excel spreadsheet. Column A contains row numbers 1 through 14 and labels 'group\_name' and 'New group'. Column B contains 'school\_natural\_id' values such as '1.234'. Column E contains 'student\_ssid' values like '12345678'. Column F contains 'group\_user\_login' values like 'test@example.com'. A context menu is open over the first cell of column B (B1). The menu includes options: Cut (⌘X), Copy (⌘C), Paste (⌘V), Paste Special... (^⌘V), Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide (^0), and Unhide (^⇧0). The 'Format Cells...' option is highlighted with a blue selection bar.

Figure 119. Format Cells option in Excel

3. Select *Number* as the *Category* and update the decimal places value from 2 to 0, as shown in figure 120. Select [OK].

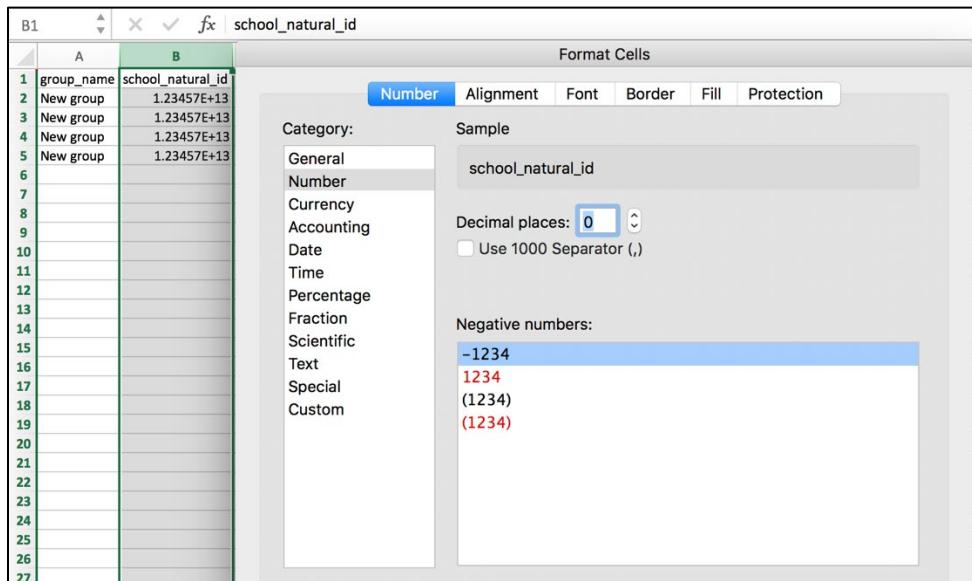


Figure 120. “Number” category and “decimal places” values in Excel.

4. Confirm the value in each cell is displayed as the full number, and not in scientific notation.

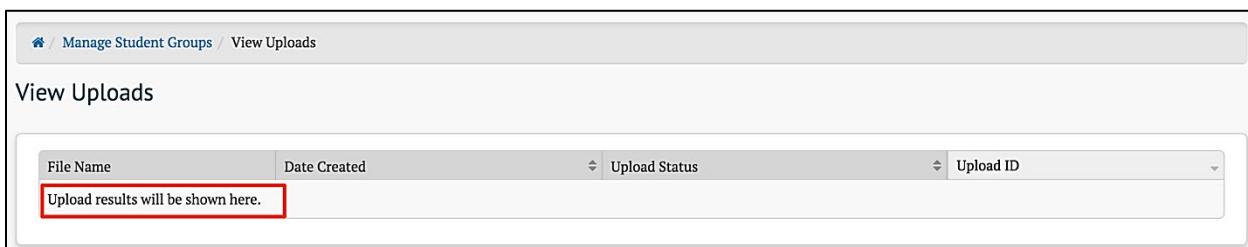
## View Uploads

Selecting the [View Uploads] button on the *Manage Student Groups* page opens the *View Uploads* page, shown in figure 121.

View Uploads			
File Name	Date Created	Upload Status	Upload ID
sample-group-001.csv	Aug 24, 2017, 4:07:06 PM	Accepted	138
sample-group-001.csv	Aug 24, 2017, 11:50:34 AM	Accepted	121
sample-group-001.csv	Aug 24, 2017, 5:24:46 AM	Accepted	98
	Aug 17, 2017, 10:22:56 AM	Accepted	3
a.png	Feb 28, 2018, 10:45:38 AM	Bad Data	513

Figure 121. *View Uploads* page

This page shows the results of all of the student group file uploads, from most recent to oldest. If there are no uploaded student group files, the system displays the message “Upload results will be shown here” as shown in figure 122.



The screenshot shows a web interface titled "View Uploads". At the top, there is a breadcrumb navigation: Home / Manage Student Groups / View Uploads. Below the title, the text "Upload results will be shown here." is displayed within a red-bordered box.

Figure 122. Message when no student group files are uploaded

## Troubleshooting Common Issues

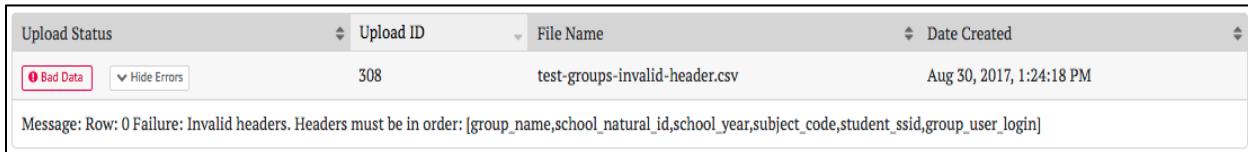
### Upload CSV “Bad Data”

The “Bad Data” status informs the user that there was a problem with the uploaded CSV file. Select the [**View Errors**] button to access more information.

#### Incorrect Headers

The system will display an error message, shown in figure 123, if the order of the column headers does not match the expected order exactly. The message will read as follows:

*Message: Row: 0 Failure: Invalid headers. Headers must be in order:  
group\_name, school\_natural\_id, school\_year, subject\_code, student\_ssid,  
group\_user\_login*



The screenshot shows a table with columns: Upload Status, Upload ID, File Name, and Date Created. The first row has a red border around the "Bad Data" status cell. Below the table, an error message is displayed: "Message: Row: 0 Failure: Invalid headers. Headers must be in order: [group\_name,school\_natural\_id,school\_year,subject\_code,student\_ssid,group\_user\_login]".

Figure 123. “Invalid Headers” error message

To resolve this error, update the CSV file to ensure the column header names in the first row match the expected names, in the correct order, or use the [**CSV File Format**] button to download a template.

#### School Cannot Be Found

The system will display an error message, shown in figure 124, if it cannot find a school associated with the uploaded `school_natural_id` value. The message will read similarly to what follows:

*Message: Row: 1 Failure: School [1.23457E+13] cannot be found*

Upload Status	Upload ID	File Name	Date Created
<span style="color: red;">● Bad Data</span>	307	test-groups-example.csv	Aug 30, 2017, 1:17:15 PM
Message: Row: 1 Failure: School [1.23457E+13] can not be found			

Figure 124. “School cannot be found” error message

- To resolve this error, update the CSV file to include a valid school identifier. If the school listed in the error message is in scientific notation (e.g., 1.23457E+13) it is likely that Excel was used to create or view the file and the column value was automatically formatted by Excel. Refer to this Tip above.

Working with Upload Files in Microsoft Excel for instructions on correcting this issue.

## Manage Instructional Resources

Administrators with the INSTRUCTIONAL\_RESOURCE\_ADMIN permission can manage the repository of links to Instructional Resources. The *Manage Instructional Resources* page is accessed by the selecting the [**Instructional Resources**] button on the [home page](#).

The *Manage Instructional Resources* page elements are shown in figure 125.

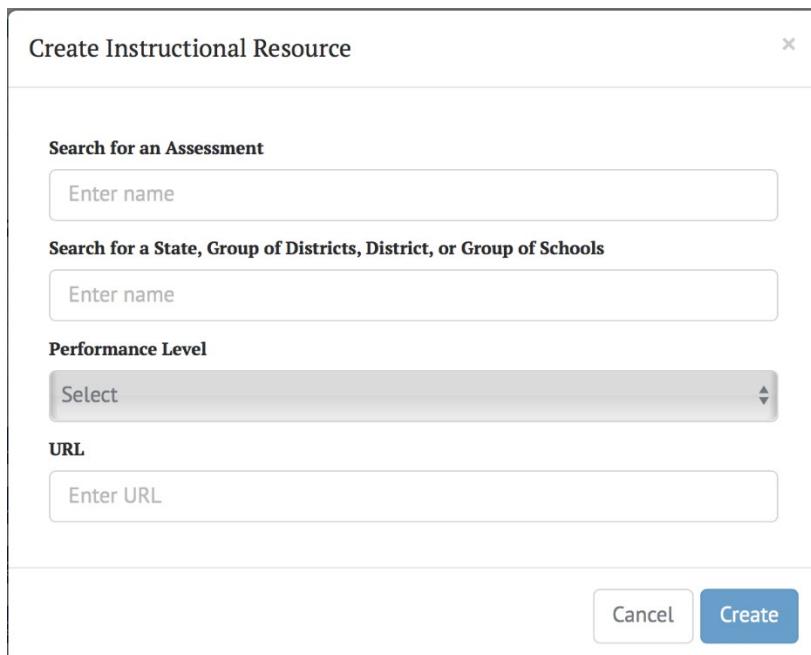
Manage Instructional Resources				
<span style="float: right; border: 2px solid red; padding: 2px;">6 + Create</span>				
Search by Assessment/Organization <div style="float: right;"> <span style="border: 1px solid #ccc; padding: 2px;">1 Assessment Label(s)</span> <span style="border: 1px solid #ccc; padding: 2px;">2 Type</span> <span style="border: 1px solid #ccc; padding: 2px;">3 Organization ⓘ</span> <span style="border: 1px solid #ccc; padding: 2px;">4 Performance Level</span> <span style="border: 1px solid #ccc; padding: 2px;">5 URL</span> </div>				
1	2	3	4	5
High School Math - Geometry Congruence (IAB)	District	Pintail Groundhog County Schools	All Levels	<a href="http://www.corestandards.org/Math/11">http://www.corestandards.org/Math/11</a>
High School Math - Geometry Congruence (IAB)	District	Pintail Groundhog County Schools	Below Standard	<a href="http://www.corestandards.org/Math/11">http://www.corestandards.org/Math/11</a>
High School Math - Geometry and Right Triangle...	District	Pintail Groundhog County Schools	All Levels	<a href="http://www.corestandards.org/Math/11">http://www.corestandards.org/Math/11</a>
High School Math - Geometry and Right Triangle...	District	Pintail Groundhog County Schools	Below Standard	<a href="http://www.corestandards.org/Math/11">http://www.corestandards.org/Math/11</a>

Figure 125. Manage Instructional Resources page

This page shows the available Instruction Resources, with the following information:

- Assessment Label(s):** Name(s) of the assessment with which the resource is affiliated
- Type:** Options are State, Group of Districts, District, or Group of Schools
- Organization:** The name of the organization
- Performance Level:** The performance level(s) associated with the resource

5. **URL:** The location of the resource
6. **[Create button]:** Allows the user to add a new resource (Selecting this button opens the pop-up screen shown in figure 126.)



The screenshot shows a modal dialog titled "Create Instructional Resource". It contains four input fields: "Search for an Assessment" (with placeholder "Enter name"), "Search for a State, Group of Districts, District, or Group of Schools" (with placeholder "Enter name"), "Performance Level" (a dropdown menu with "Select" highlighted), and "URL" (with placeholder "Enter URL"). At the bottom right are "Cancel" and "Create" buttons.

Figure 126. Create Instructional Resource pop-up screen

When the **[Context Menu]** three dot icon [•] on an *Assessment Label* is selected, two options are presented for that resource: *Edit* or *Delete*. Selecting *Edit* brings up a similar pop-up screen as displayed when the **[Create]** button is selected, except that the menu elements are auto-filled with the existing information for the selected resource. The user may then edit that information. *Delete* allows the resource to be deleted.

## Manage Embargoed Results

This feature allows state or LEA administrators to restrict access to all summative subjects by year, allowing test results to be collected without releasing them for viewing or analysis until the tests have been administered to all the students.

Permissioned users can control when the annual embargo is lifted for the district or state. The embargo administrator may also preview the test results online prior to releasing them for all users.

The *Manage Embargo* page is accessed by selecting the **[Embargo]** button on the [home page](#).

Examples of embargo management by state and district are shown in figure 127 and figure 128.

State		ELA	Math	Individual Test Results		Aggregate Test Results	
California	617234	487112		Embargoed	Released	Embargoed	Released

Figure 127. Embargo management by state

District	ELA	Math	Individual Test Results	Aggregate Test Results
Alpaca Nunbird District	4513	1977	Embargoed Released	Embargoed Released
Ironwood Tayra Schools	8403	2795	Embargoed Released	Embargoed Released
Marteja Gazelle School District	2311	2782	Embargoed Released	Embargoed Released

Figure 128. Embargo management by LEA

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## Technical Support

CalTAC for LEA CAASPP Coordinators and LEA ELPAC Coordinators

California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments of California (ELPAC) test site coordinators and test administrators should contact their local educational agency (LEA) CAASPP coordinators for assistance.

California Technical Assistance Center (CalTAC) Help Desk for LEA CAASPP Coordinators and LEA ELPAC Coordinators Monday through Friday, 7 a.m.–5 p.m. Pacific time

Toll-free telephone support: 800–955–2954 Email support: [caltac@ets.org](mailto:caltac@ets.org)

Chat through the website: <http://www.caaspp.org/contact/> or <http://elpac.org>

## Appendix — Sandbox | Generated Data

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# Appendix — Sandbox

The California Educator Reporting System (CERS) Sandbox is a training tool that allows users to familiarize themselves with and explore the features of CERS using simulated assessment data. The Sandbox operates in an environment like CERS, using generated mock data, with almost all of the same features described in the user guide.

The Sandbox was created for training and demonstrations of CERS. This appendix highlights the Sandbox-specific functions. The main CERS User Guide should be referenced for general feature demonstrations.

## Generated Data

The Sandbox uses data sets with simulated data. The tests, organizations, and students are all simulated. The tests use English language arts/literacy and mathematics practice items developed by Smarter Balanced. Interim Assessment Blocks (IABs), Interim Comprehensive Assessments (ICAs), and summative assessments are included in the Sandbox. Student performance is artificial but consistent: for example, a student who is good at mathematics for one year will continue to be good at mathematics in subsequent years. Some item responses may contain mock data, especially for text found in short answer and writing extended response items.



**Note:** The Sandbox does not contain real data. There is no proprietary information and no personally identifiable information (PII) in the Sandbox.

Because the Sandbox uses simulated data, users should not infer anything about performance from the reports. The practice tests are similar to, but different from, the production tests. Extrapolating details from these tests is not appropriate. The Sandbox should be used only to explore and familiarize users with the features of CERS.

## User Roles and Permissions

As discussed at the beginning of the CERS user guide, access to student information in CERS depends on the user's role and the school(s) and local educational agency (LEA) with which the user's account is associated. The Sandbox is a public website that is not part of the Single Sign-On (SSO) system. A single user may access any role. The user roles and related permissions are listed below:

- **Teacher:** This role is granted to users who enter a Sandbox as a teacher. The user can choose to access results for students as an elementary, middle, or high

school teacher. The assigned group for the user will have students who have taken assessment at these grade levels.

- **School Admin:** This role is granted to users who enter a Sandbox as a school administrator. The user can choose to access results for students in a demo elementary, middle, or high school site.
- **District Admin:** This role is granted to users who enter a Sandbox as an LEA administrator. The user will access results for students within a demo district.

## Sandbox Logon

The CERS Sandbox is available on a public website and no logon credentials are needed to access it. Instead of the SSO-backed logon screen, a Sandbox entry screen will appear (refer to figure 129).

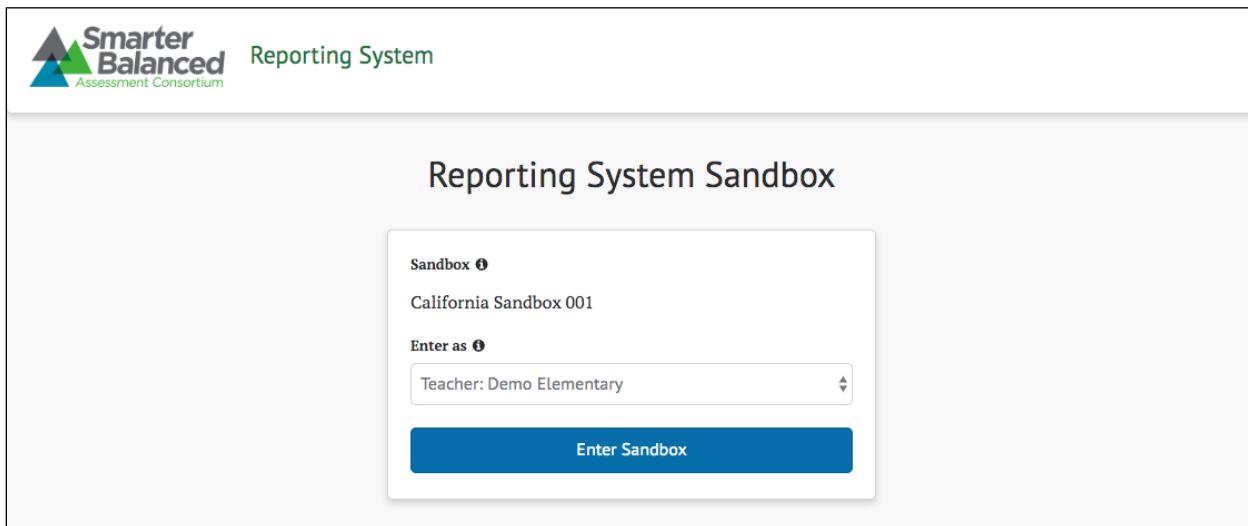


Figure 129. CERS Sandbox entry screen

From the *Enter as* drop-down list, select a user type based on the reporting system functionality to be explored (refer to figure 130). Each user type is associated with a user role in the permission service, allowing the system to customize available functionality. The recommended configuration provides the following functionality for each user type:

- Teacher (Demo Elementary, Demo Middle, or Demo High School)
  - View assessment results for individual students and students in assigned groups
  - Create custom groups of students that are in the teacher's assigned groups
- School Admin (Demo Elementary, Demo Middle, or Demo High School)

## Appendix — Sandbox | Sandbox Session Data

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- View individual test results for students in a selected demo school
- Create custom aggregate reports for a selected demo school
- Export a demo school's test results for analysis in another application
- District Admin (Demo District)
  - View individual test results for all schools in a demo district
  - Create custom aggregate reports for the demo district or any demo schools in the demo district
  - Export test results for the demo district or the demo schools for analysis in another application
  - Manage student groups, instructional resources, and embargo settings

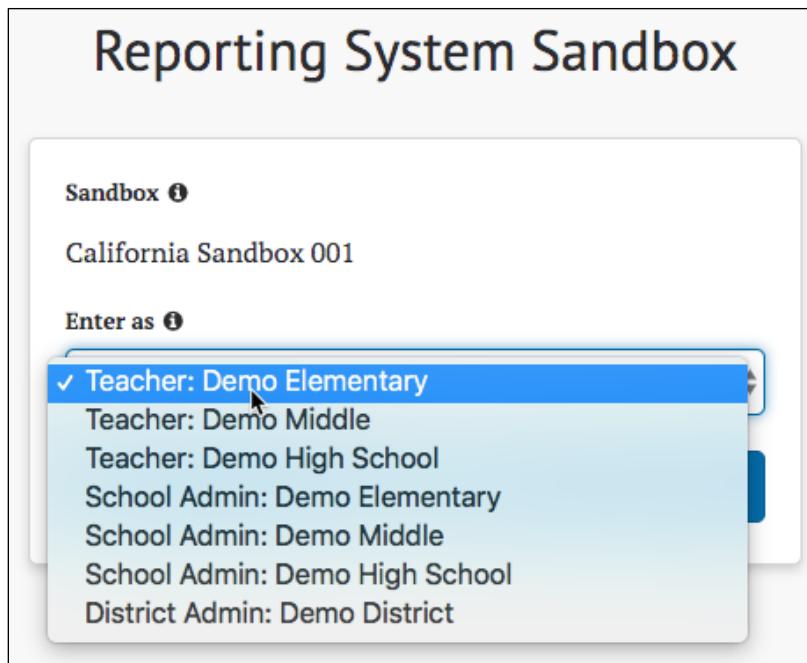


Figure 130. User role drop-down list

Each user who enters the Sandbox is distinct even if multiple users have the same role. That is, multiple users may enter the CERS Sandbox with the same role without affecting each other or anyone else in the Sandbox.

## Sandbox Session Data

Any user-specific data created in the sandbox will be removed upon logoff. This includes custom groups, reports, and saved queries. The session will time out if there is

no activity. To avoid lost work, the system will prompt the user to continue working (refer to figure 131).

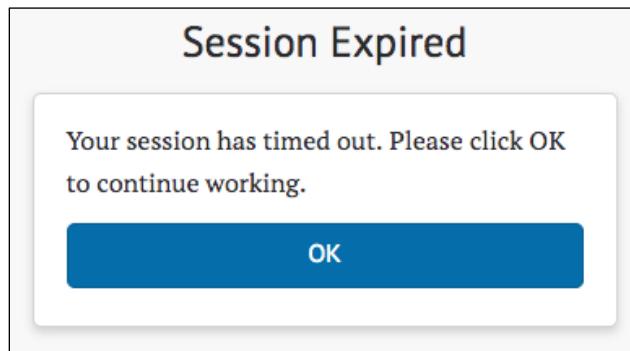


Figure 131. Prompt to continue working



**Caution:** Data that is not user-specific, such as Assigned Groups, Instructional Resources, and Embargo settings, is not considered session data and is retained across all users. Administrators should use caution when manipulating that data since doing so will permanently affect all users of the Sandbox.