Centralized Reporting System Quick Guide

The Centralized Reporting System (CRS) allows you to access your summative and interim test results. This Quick Guide contains the following sections:

> **Note**: For Hawaii, "district-level users" refer to HIDOE users who are in the TIDE system with the Complex user role. Please see the *TIDE User Guide* on the alohsahsap.org portal page for additional information about user roles.
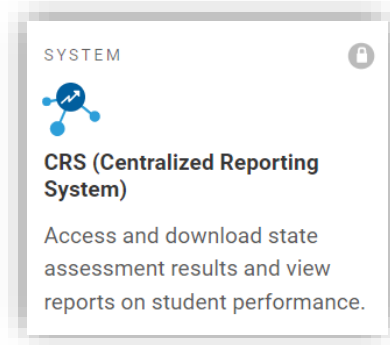
How to Log In

1. Navigate to the HSAP portal at alohahsap.org and select your assessment program.

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

Figure 1. User Role Cards
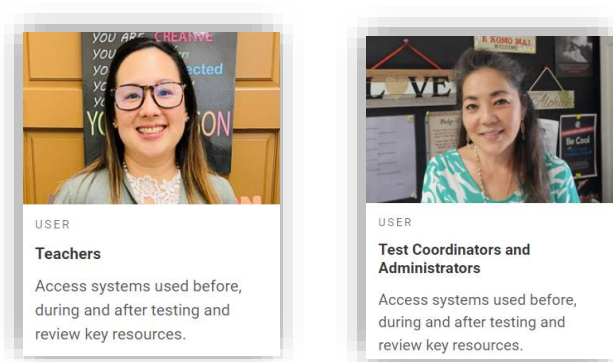
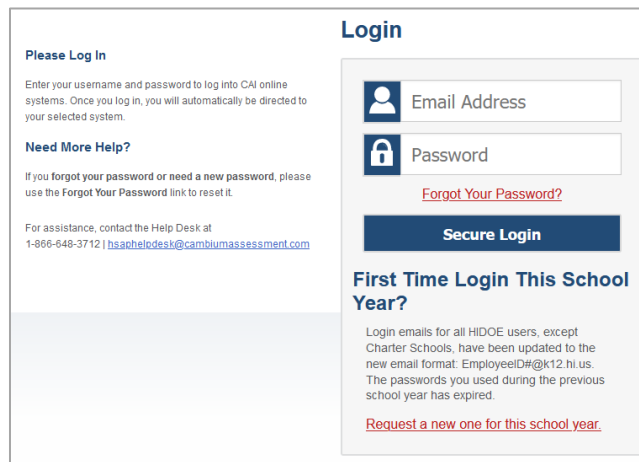3. Under the **After Testing** heading, click the **Centralized Reporting System** card (see Figure 2). The login page appears.

Figure 2. Centralized Reporting Card

4. On the login page (see Figure 3), enter the email address and password you use to access all HSAP systems.

Figure 3. Login Page

a. Click **Secure Login**.

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

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

Figure 4. Enter Code Page

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

Figure 5. Select Role Window

The dashboard for your user role appears.

How to View Data from a Previous Point in Time

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

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.

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

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

Some examples of how you can use this feature:

- You may want to view the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.

- You may want to view the performance of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students belonged to you and had started testing, and set the school year to the same time. Then switch back to the present to compare.

1. From the **Features & Tools** menu ⚏ on the dashboard, select **Change Reporting Time Period** 📅 (see Figure 6). The *Change Reporting Time Period* window appears (see Figure 7).
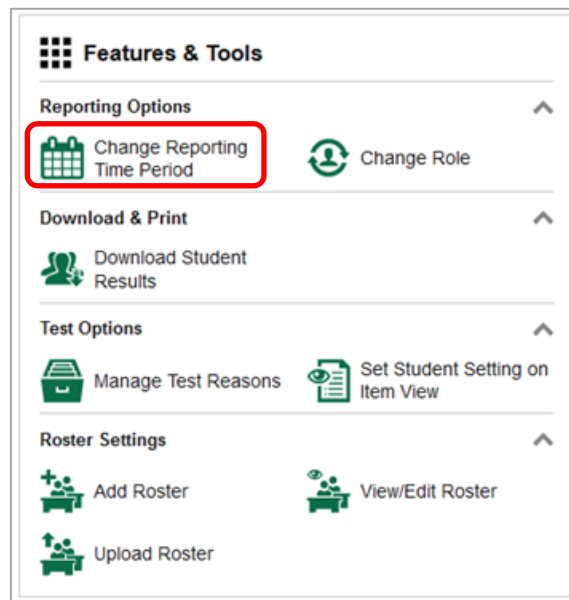
Figure 6. Features and Tools Menu

Figure 7. Change Reporting Time Period Window

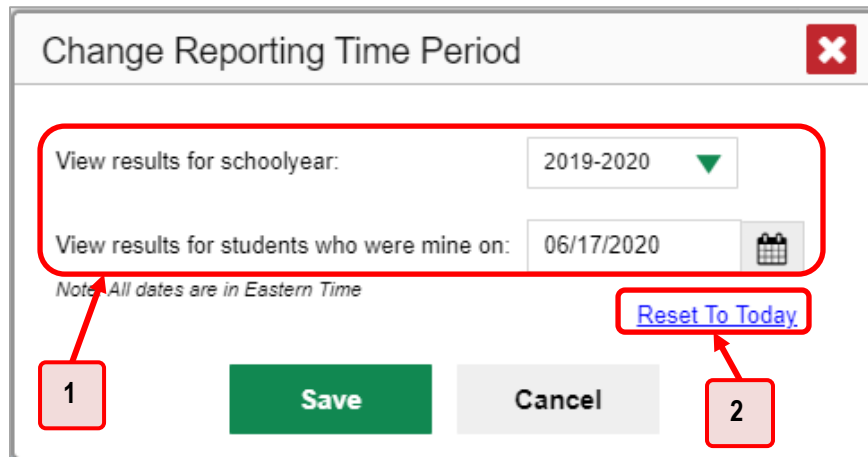Table 1. Change Reporting Time Period Window Elements

#	Element
1	**School Year** and **View results for students who were mine on** drop-down lists
2	**Reset To Today**

2. From the school year drop-down list, select a school year (see Figure 7). This is the year for which you will view test results.

3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.

- To view your current students' past performance, keep the date set to today.

- To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.

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

How to Navigate Basic Reports

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

How to Use the Dashboard Generator Page

When you log in to the Centralized Reporting System, the Dashboard Generator page appears (Figure 8). The controls on the left let you select from the groups of tests that have been processed for the school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects.

Figure 8. Dashboard Generator Page
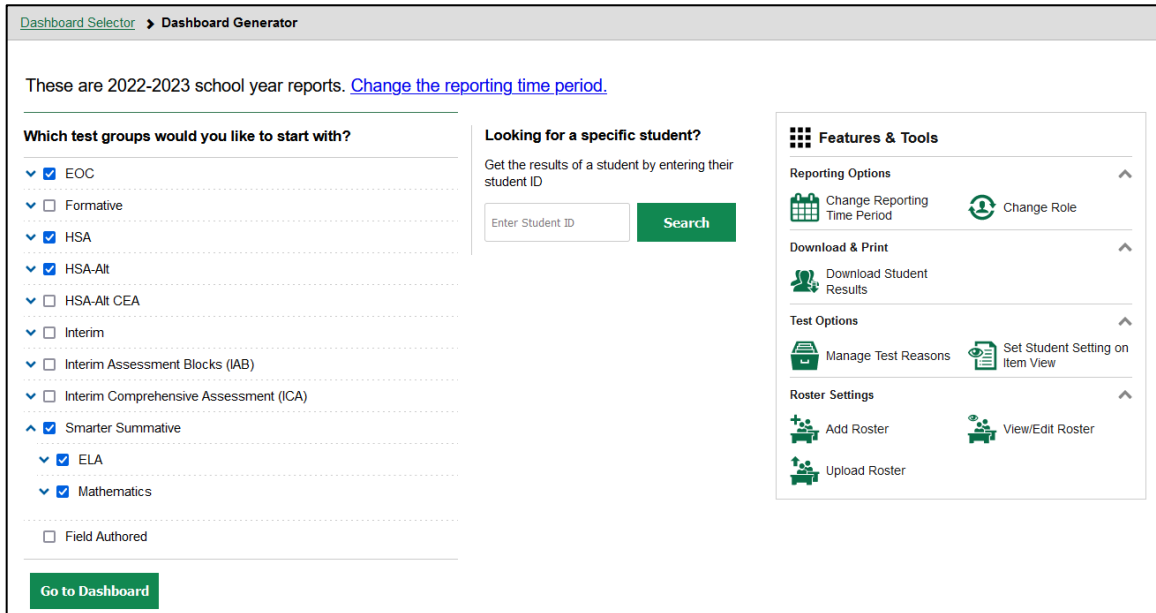
To the right of the dashboard generation controls are some other useful features. The *Looking for a specific student?* section allows you to use student ID to view all that student's test results. The **Features & Tools** menu ▦ appears on the right side of this page and in reports and offers multiple features that are described elsewhere in this guide.

If the Dashboard Generator shows a message saying there are no data, that means no test opportunities are available for this school year.

1. *Optional*: To change the test groups listed in the Dashboard Generator, change the reporting time period.

2. Select the tests you want to view, expanding the test groups as needed.

3. *Optional*: To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.

4. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

How to Use the Dashboard to View Aggregate Test Results

All users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the third card shown in Figure 9 is for Summative ELA).

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

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

> **Note**: many images in this quick guide that show examples of the Centralized Reporting will include numbered red boxes that focus on a particular part of the image. A key explaining the numbering shown in an image is included in the table directly below that image.
>
> For example, the table directly below Figure 7 explains that the portion of the image labeled as "1" shows the **School Year** and **View Results** drop-downs.
>
> The table will be present for any figures that include numbered sections.

Figure 9. Dashboard
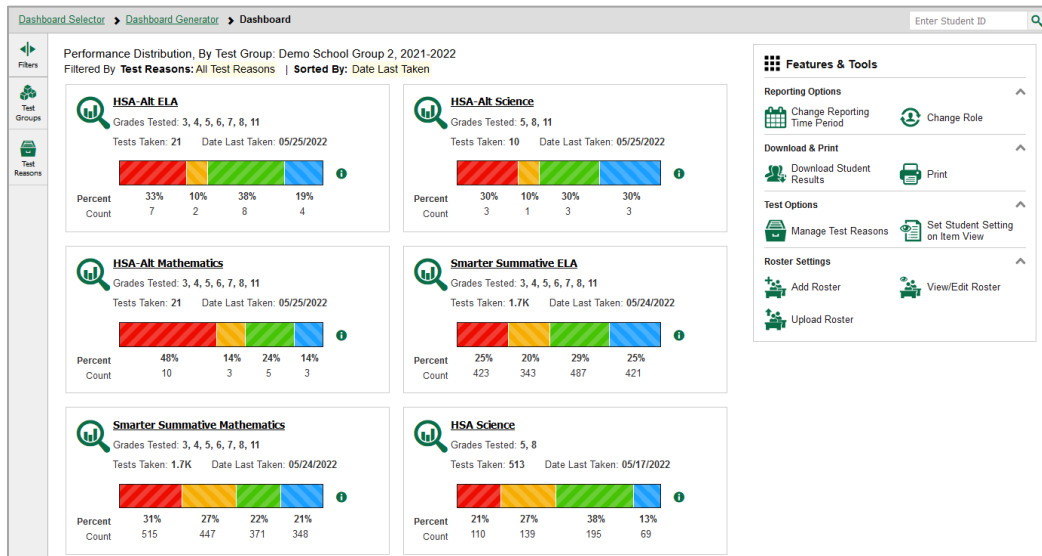
You can change the test groups and test reasons that appear using the **Filters** panel on the left.

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

How to View More Detailed Data on a Particular Test Group

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

In the Performance on Tests report, teachers see two tables, as in Figure 10:

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

Figure 10. Teacher View: Performance on Tests Report

District- and school-level users see just one table, as in [Figure 11](#). Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 11. School-Level User View: Performance on Tests Report

For each test, the assessments table (see Figure 12) shows the test group, grade, test reason (the name of the test window of a summative assessment, or a category assigned to an interim assessment), number of students who took the test, average score, performance distribution, and date the test was last taken.

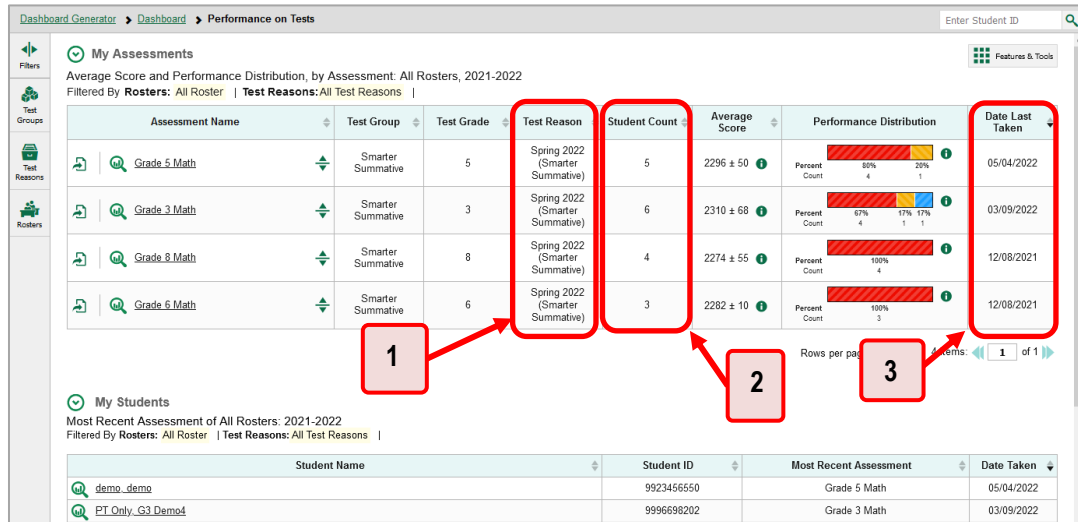Figure 12. Teacher View: Performance on Tests Report

Table 2. Teacher View: Performance on Test Report Elements

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

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

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

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

The **Performance by Roster** tab (Figure 13) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

1. Generate a dashboard and click a test group name (or 🔍 beside it) as shown in Figure 9.

2. Click a test name (or 🔍 beside it) in the table of assessments, as shown in Figure 10. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

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

1. Generate a dashboard and click a test group name (or 🔍 beside it) as shown in Figure 9.

2. Click a test name (or 🔍 beside it) in the table of assessments, as shown in Figure 11. A page of district test results appears, listing schools within the district.

3. Click a school name (or 🔍 beside it). The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in Figure 13 displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, complex area, complex, school, and total students.

Figure 13. School Performance on Test Report: Performance by Roster Tab
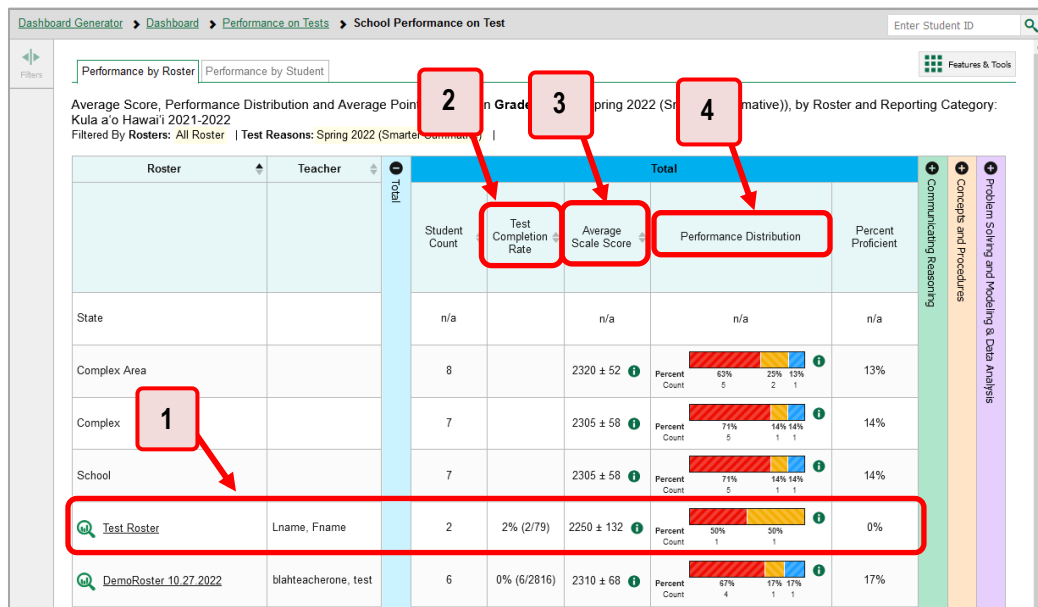
Table 3. School Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Class (roster) performance data
2	Test Completion Rate column (click to sort)
3	Scale Score column (click to sort)
4	Performance Distribution column

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

Teachers and school-level users:

1. Generate a dashboard and click a test group name (or 🔍 beside it) as shown in Figure 9.

2. Click a test name (or 🔍 beside it) in the table of assessments, as shown in Figure 10. A page of test results appears.

3. Select the **Performance by Student** tab.

4. Click the name of an individual student (or 📊 beside it) in the report. The Student Performance on Test report appears (see Figure 14).

District-level users:

1. Generate a dashboard and click a test group name (or 🔍 beside it) as shown in Figure 9.

2. Click a test name (or 🔍 beside it) in the table of assessments, as shown in Figure 11. A page of test results by school appears.

3. Click a school name (or 🔍 beside it). The School Performance on Test report appears.

4. Perform the same steps as teachers and school-level users, starting at step 3.

Figure 14. Teacher View: Student Performance on Test Report
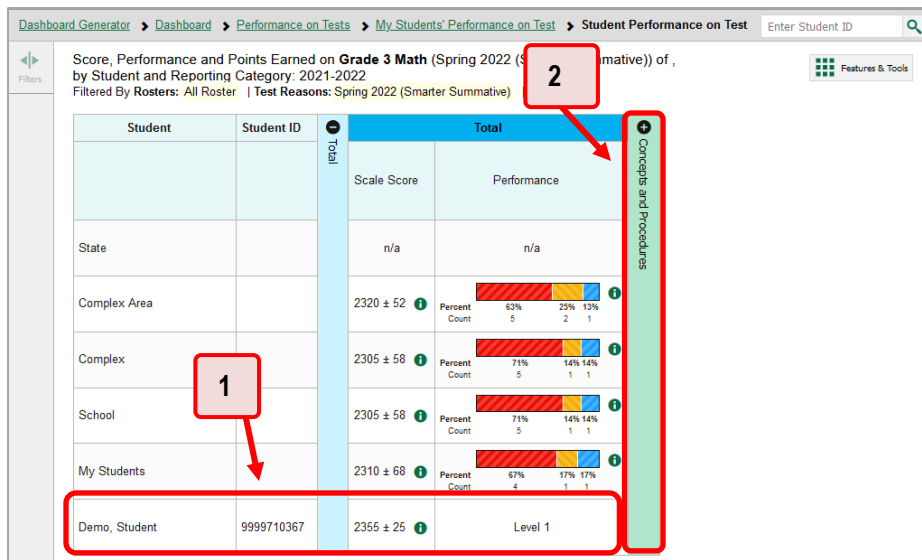
Table 4. Teacher View: Student Performance on Test Report Elements

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

You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand (see Figure 14).

How to Track Student Performance Over Time

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

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

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.

- An individual student (see Figure 15).
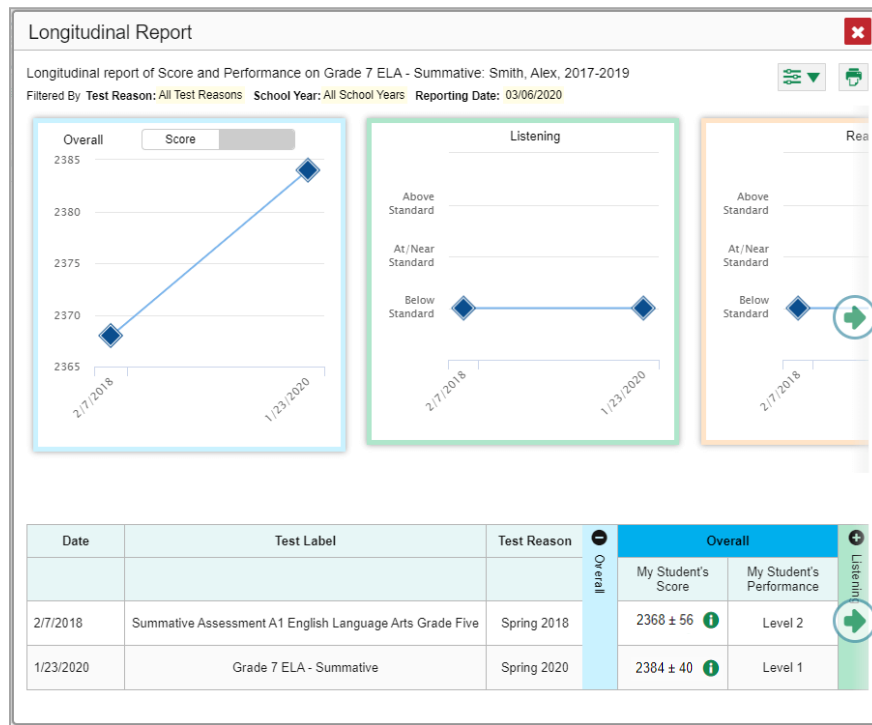
Figure 15. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories

How to Access a Longitudinal Report Comparing Related Assessments

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

Click the **Build Longitudinal Report** button 🗠 in the **Features & Tools** menu ⊞.

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

- **Teachers only**: If the test results you're looking at are for multiple students, a table appears with a column for each test (see Figure 16). This table does not appear if you're looking at an individual student.

    – A sub-column appears for each test reason (a category of test, or, for a summative, a test window).
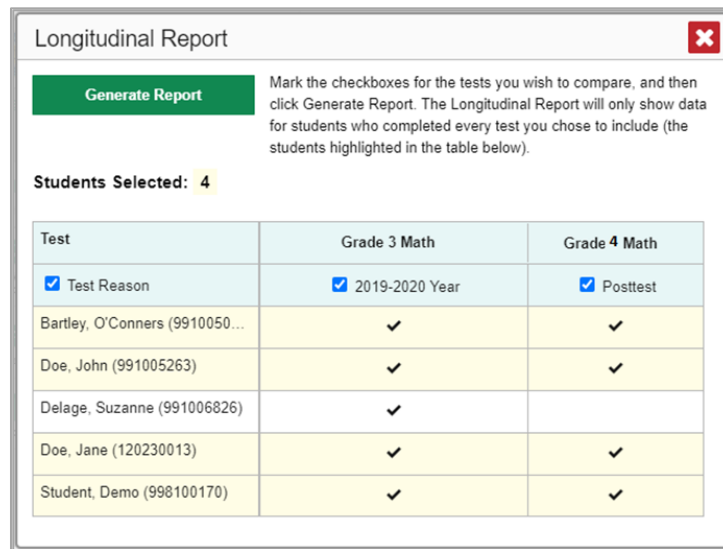
    – The cells in the columns display checkmarks ✔ to indicate which students completed which test/test reason combinations.

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

    – Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all, or clear it to remove all. The test opportunities that will be included are highlighted in yellow.

- If you're viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button ↩.)

How to Generate and Export Individual Student Reports (ISR)

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

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

ISRs can be generated from almost any Centralized Reporting page.

1. Click the **Download Student Results** button 👥 in the **Features & Tools** menu ⚏. The *Student Results Generator* window opens (Figure 17).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections.

Figure 17. Student Results Generator Window as Opened from Dashboard with Default Selections
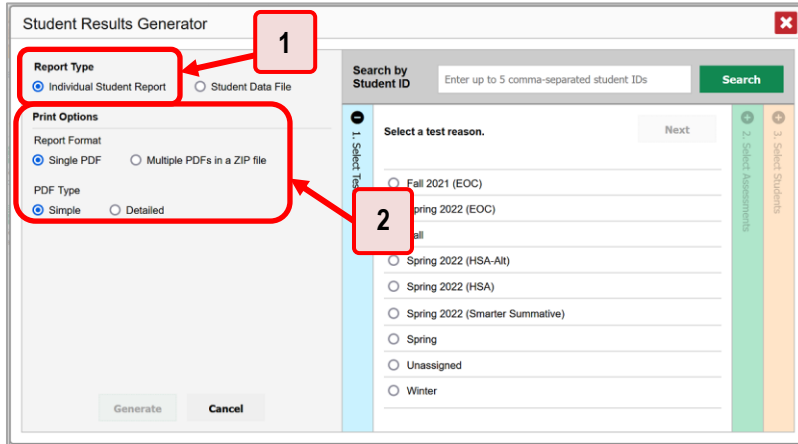
Table 5. Student Results Generator Window as Opened from Dashboard Elements

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

2. In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

3. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.

4. Under PDF Type, select either a simple (one-page) or detailed (multiple-page) PDF.

    • The simple (one-page) ISR includes the student's overall scale score, statewide comparison data, and simplified reporting category information (if available for that assessment).

    • The detailed (multiple-page) ISR includes the same information as the simple ISR plus more detailed reporting category information (if available for that assessment) and the student's longitudinal chart (if available for that assessment and that student).

5. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

    ▪ Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've

taken will replace any previous selections, as in <u>Figure 18</u>. To deselect and clear results, click **Clear Search Results**.

Figure 18. District-Level User View: Student Results Generator Window: Student Search Results
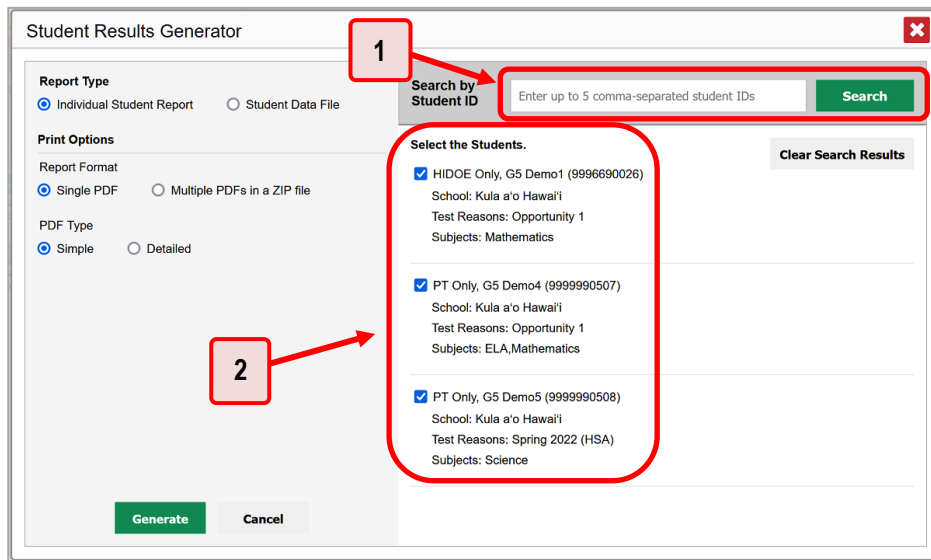
Table 6. District-Level User View: Student Results Generator Window: Student Search Results Elements

#	Element
1	Student ID search field
2	Student search results

- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:

  i. In the **Select Test Reason** accordion section (<u>Figure 19</u>), choose a test reason. Test reasons are categories for tests.

Figure 19. Student Results Generator Window: Select Test Reason Section
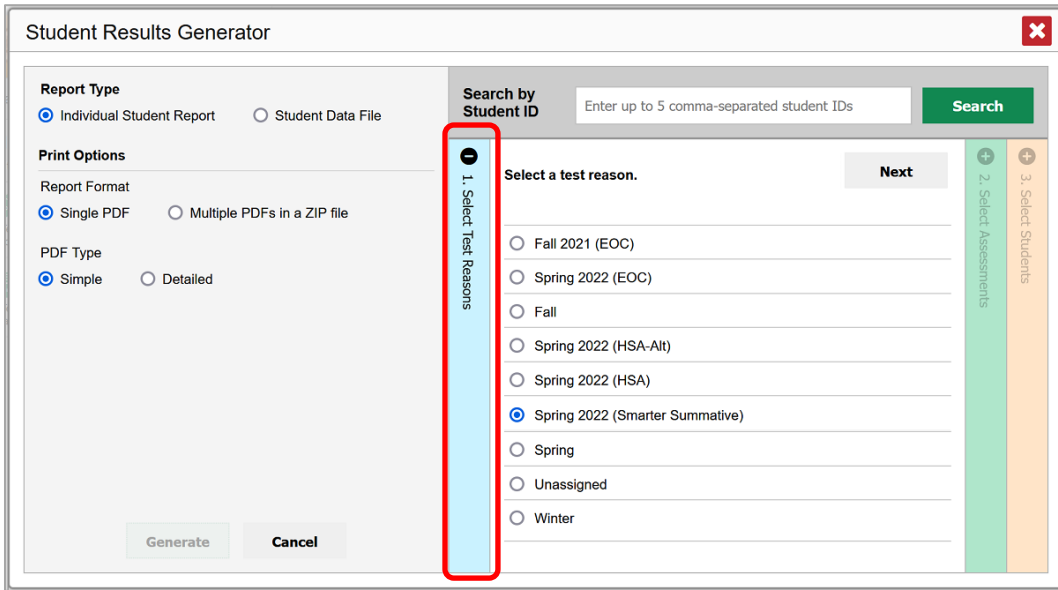
ii.   In the **Select Assessments** section ([Figure 20](#)), choose any number of tests or grade levels within a single subject.

Figure 20. Student Results Generator Window: Select Assessments Section
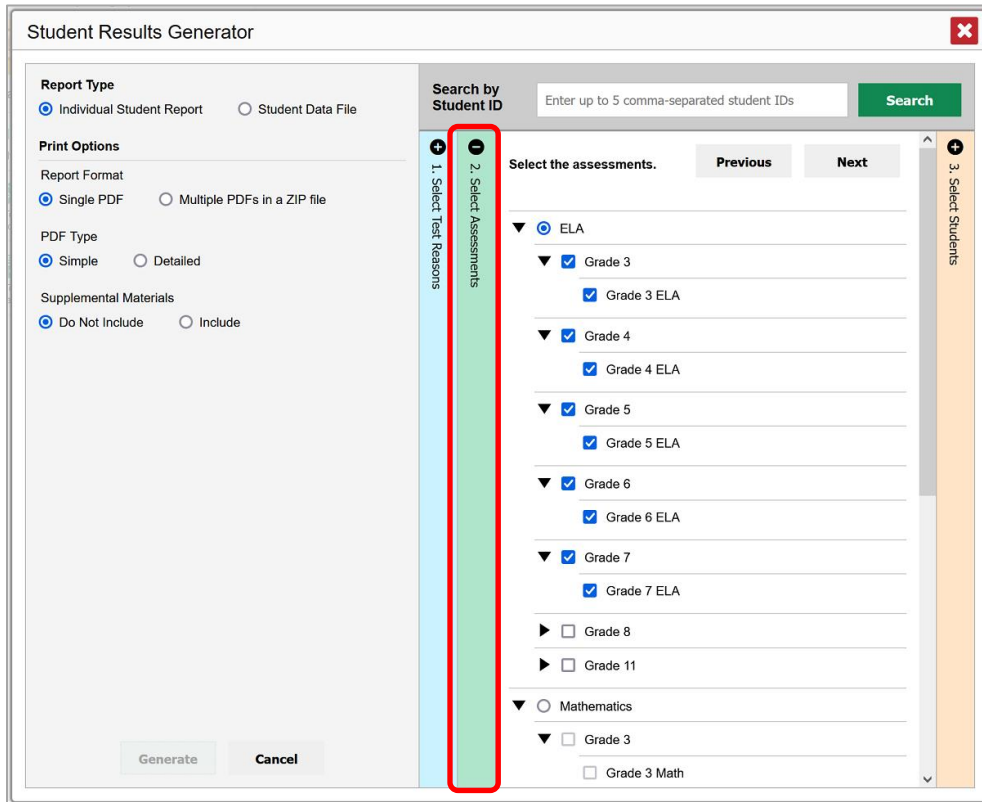
iii.   In the **Select Students** section (Figure 21), choose students from the expandable school and/or class (roster) options. If you're a district-level user, you may choose students in up to three schools.

- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Note that marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 21. District-Level User View: Student Results Generator Window: Select Students Section
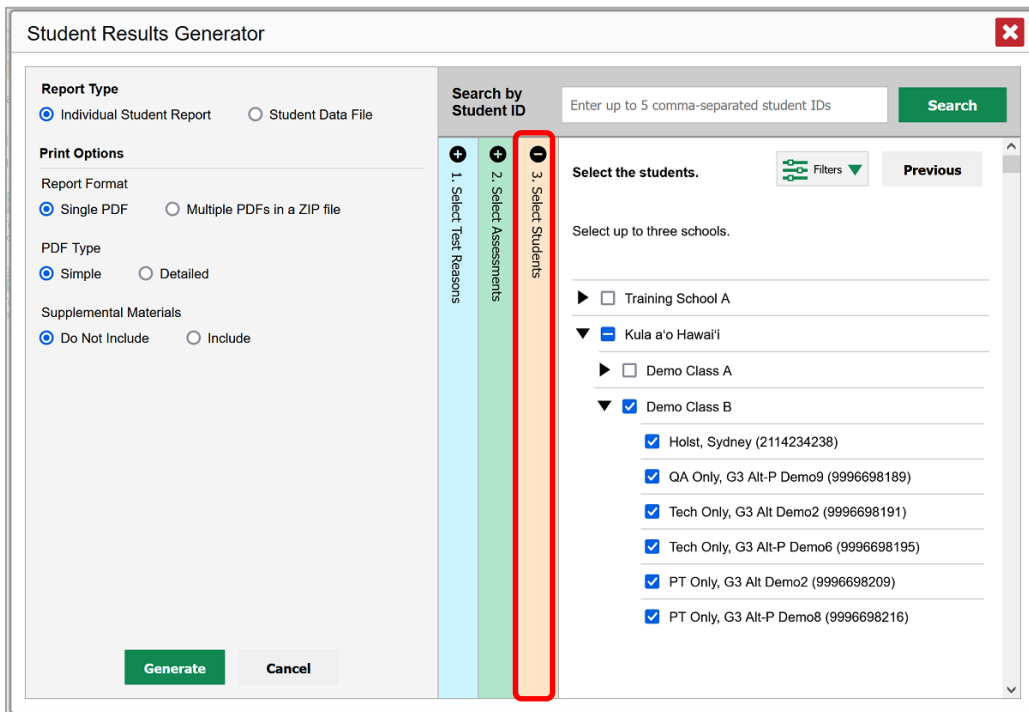
6. *Optional*: If you used the accordion sections to make your selections, then to set a range of reporting dates for which to generate results, use the filter menu as follows:

a. Open the **Filters** menu ⚙ . The menu displays two date fields, as in Figure 22.

b. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.

c. Click **Apply**.

d. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Note that reporting date is not always the same as the date a test was taken.

Figure 22. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open
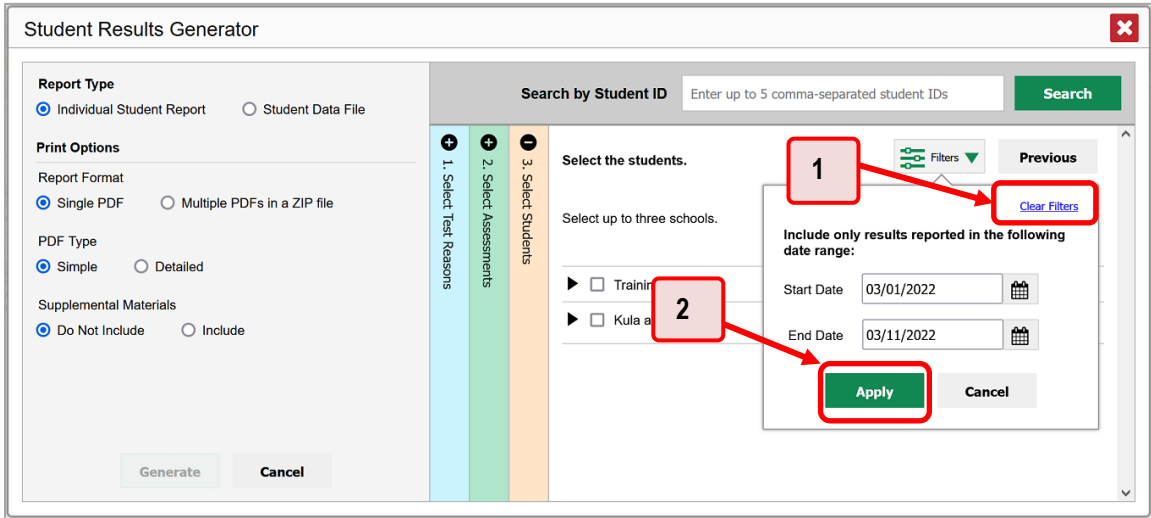
Table 7. District-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	**Clear Filters**
2	**Apply** button

7. *Optional*: If supplemental materials are available, such as a cover page or addendum, select **Include** under Supplemental Materials.

8. Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

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

How to Generate and Export Student Data Files

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

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

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

1. Click the **Download Student Results** button ![icon] in the **Features & Tools** menu ![icon]. The *Student Results Generator* window opens (see Figure 23).

   Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections.

2. In the panel on the left, select **Student Data File**, as in Figure 23. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 23. Student Results Generator Window
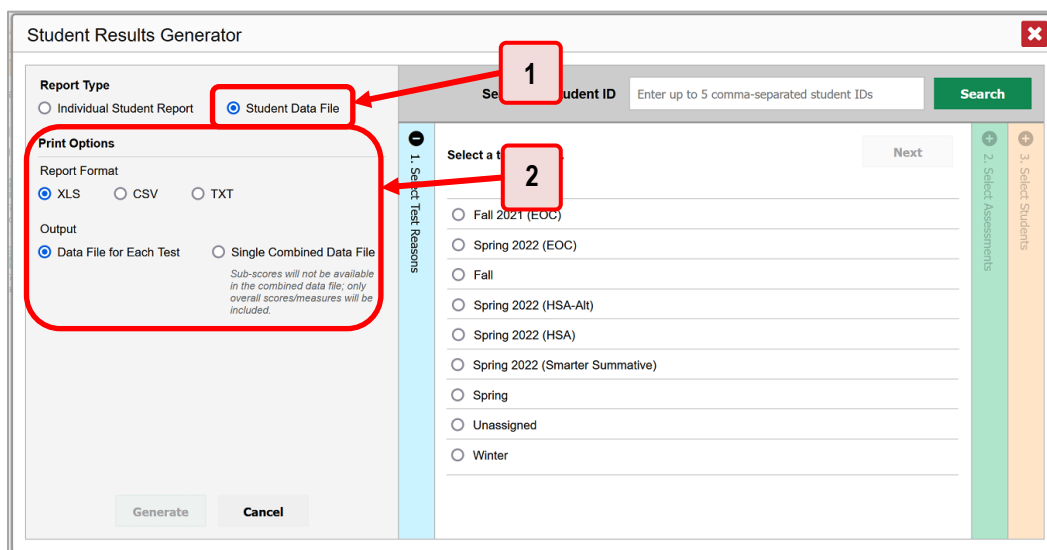
Table 8. Student Results Generator Window Elements

#	Element
1	**Student Data File** option (selected)
2	Report Format and Output sections

3. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).

4. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.

5. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

   • Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've

taken will replace any previous selections, as in Figure 24. To deselect and clear results, click **Clear Search Results**.

Figure 24. District-Level User View: Student Results Generator Window: Student Search Results
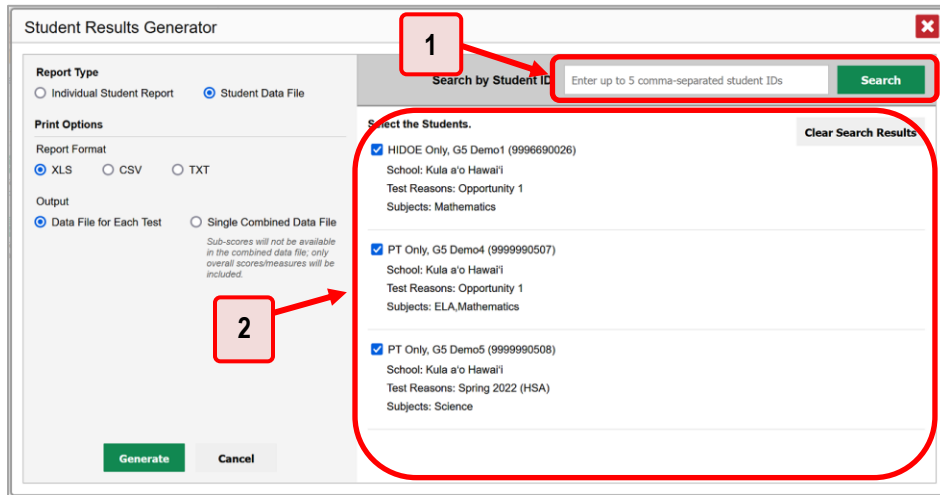
Table 9. District-Level User View: Student Results Generator Window: Student Search Results Elements

#	Element
1	Student ID search field
2	Student search results

- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:

    i. In the **Select Test Reason** section (Figure 25), choose a test reason. Test reasons are categories for tests.

Figure 25. Student Results Generator Window: Select Test Reason Section
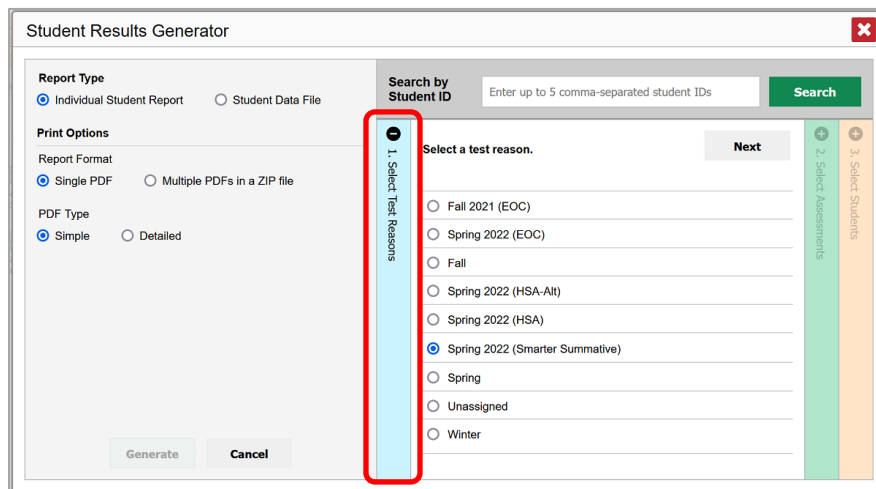
ii. The **Select Assessments** section ([Figure 26](#)) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

Figure 26. Student Results Generator Window: Select Assessments Section
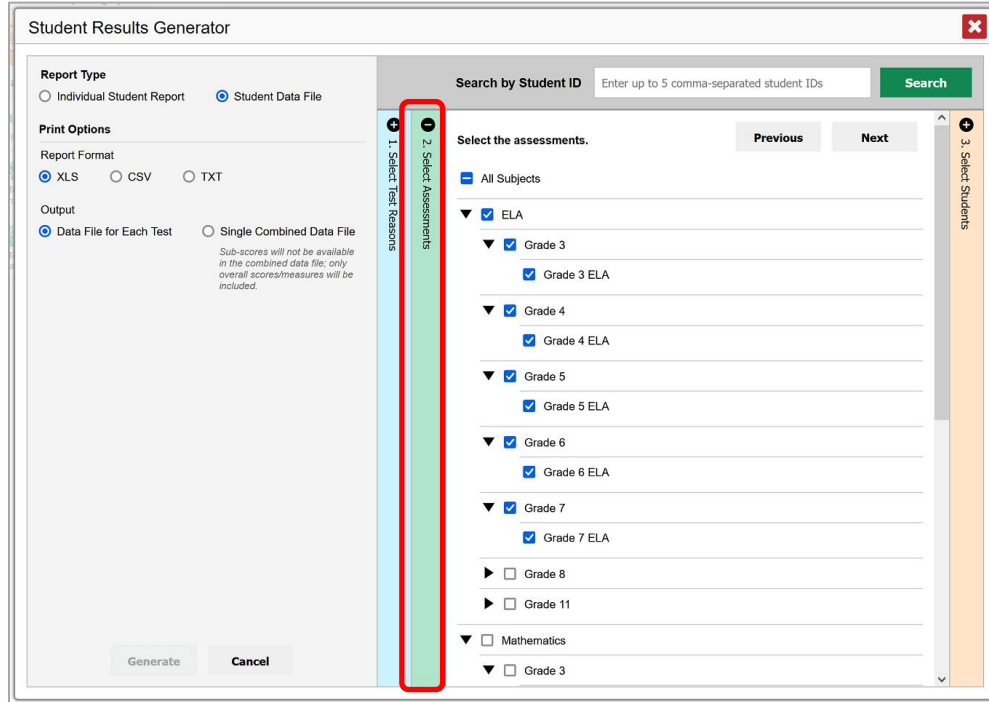
iii. In the **Select Students** section ([Figure 27](#)), select any number of students from the expandable school and/or class (roster) options.

- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 27. District-Level User View: Student Results Generator Window: Select Students Section
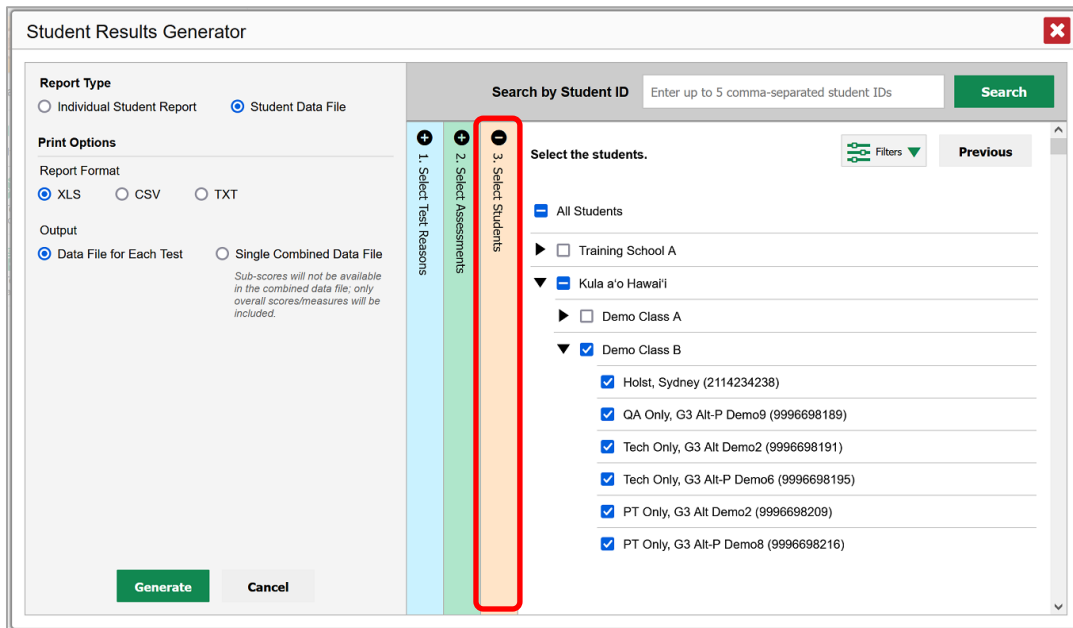
5. *Optional*: If you used the accordion sections to make your selections, then to set a range of reporting dates for which to generate results, use the filter menu as follows:

a. Open the **Filters** menu ⚙ ([Figure 28](#)). The menu displays two date fields.

b. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.

c. Click **Apply**.

d. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Note that reporting date is not always the same as the date a test was taken.

Figure 28. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open
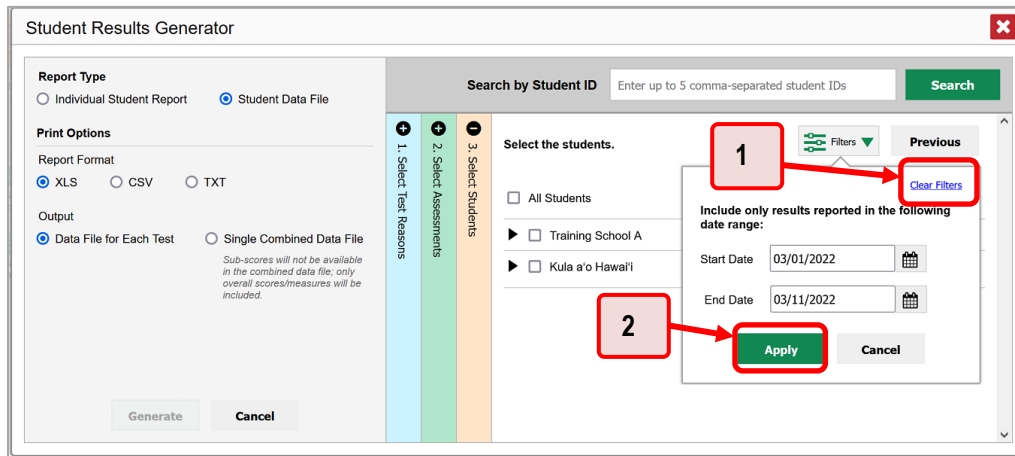
Table 10. District-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	**Clear Filters**
2	**Apply** button

6. Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

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

How to Understand Different User Roles

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

How to Understand Which Students Appear in Your Reports

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

- School-level users can view data for all students in their schools who have completed assessments.

- District-level users can view data for all students in their districts who have completed assessments.

How to Understand Which Features You Have Access To

- Teachers:

  - You can view the My Students' Performance on Test report, listing results for all your students who took a particular test.

  - You can filter by class (roster).

  - You can easily navigate directly from the Performance on Tests report to the Student Portfolio Report, which lists the various tests a particular student has taken.

  - When generating a Longitudinal Report to track the performance of multiple students over time, you can select the test opportunities to include in the report.

  - When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).

  - You can compare any students' performance with the performance of your total associated students, school, complex, complex area, and state.

- School-level users:

  - You can view the School Performance on Test report, listing results for all your school's students who took a particular test.

  - You can filter by class (roster) after first selecting the teacher the class belongs to.

  - When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).

  - You can compare any students' performance with the performance of your whole school, complex, complex area, and state.

- District-level users:

  - You can view the District Performance on Test report, listing results for all your district's schools whose students took a particular test.

- You can filter by school.

- You can view the School Performance on Test report just like a school-level user.

- When generating Individual Student Reports (ISR) or student data files, you will see available students grouped by school.

- You can compare any students' performance with the performance of your whole complex, complex area, and state.

- Users with scoring permissions for Smarter Balanced Interim Assessments:

  - You can score unscored items and modify scores for certain items.

Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Location	Change	Date