

# Reporting System Quick Guide

2023-2024

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*Prepared by Cambium Assessment*



## Reporting System Quick Guide

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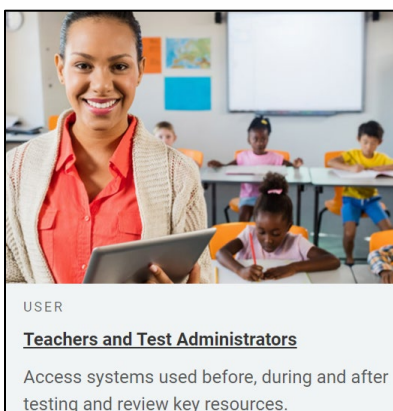
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## Reporting System Quick Guide

### Log In

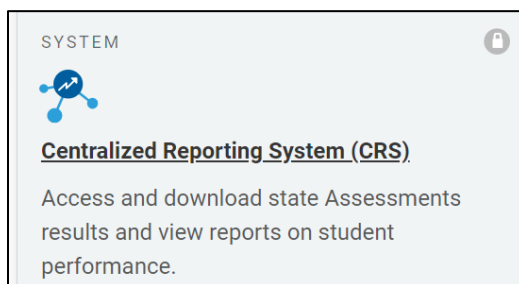
1. Navigate to the portal.
2. Select your user role from the cards displayed ([Figure 1](#)).

Figure 1. User Role Cards



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

Figure 2. CRS Card



4. On the login page ([Figure 3](#)), enter the email address and password you use to access all Cambium Assessment (CA) systems.

Figure 3. Login Page

5. Click **Secure Login**.

The rest of the login process is the same as for other CAI systems. Once you are logged in, the dashboard for your user role appears.

## 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:

- 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 *on* the selected date and only for tests taken *as of* that same date. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view data for students who have left or recently entered your classes (rosters), school, or district.

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 and test data.



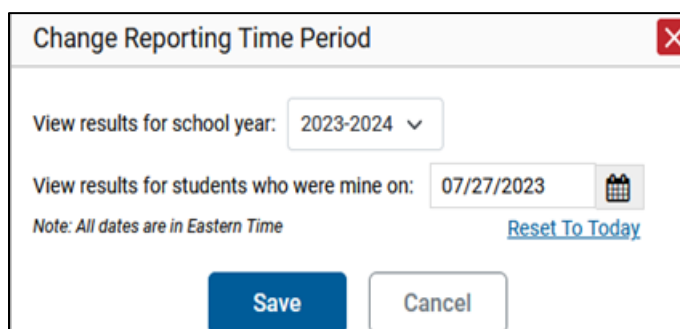
1. From the **Features & Tools** menu , select **Change Reporting Time Period** . (If you're viewing the Dashboard Generator page, click **Change the reporting time period**. The dashboard also offers this link when no assessments are available to display.) The **Change Reporting Time Period** window appears ([Figure 4](#)).

Figure 4. Change Reporting Time Period Window

The image shows a window titled "Change Reporting Time Period" with a red close button in the top right corner. Inside the window, there are two main input fields. The first is labeled "View results for school year:" and has a dropdown menu showing "2023-2024". The second is labeled "View results for students who were mine on:" and has a date input field showing "07/27/2023" with a calendar icon to its right. Below these fields, there is a note: "Note: All dates are in Eastern Time" and a blue link that says "Reset To Today". At the bottom of the window, there are two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

2. From the school year drop-down list, select a school year ([Figure 4](#)). 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 and had tested on that date, and only those students.
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.

## Start Viewing Reports

### Use the Dashboard Generator Page

When you log in to the Reporting System, the Dashboard Generator page appears ([Figure 5](#)). The controls on the left let you select from the groups of tests that have been processed for the school year.

Figure 5. Dashboard Generator Page

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.

### 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 first card shown in [Figure 6](#) is for OELPS English Proficiency).

Each aggregation card displays the test group name and information on that test group. 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.

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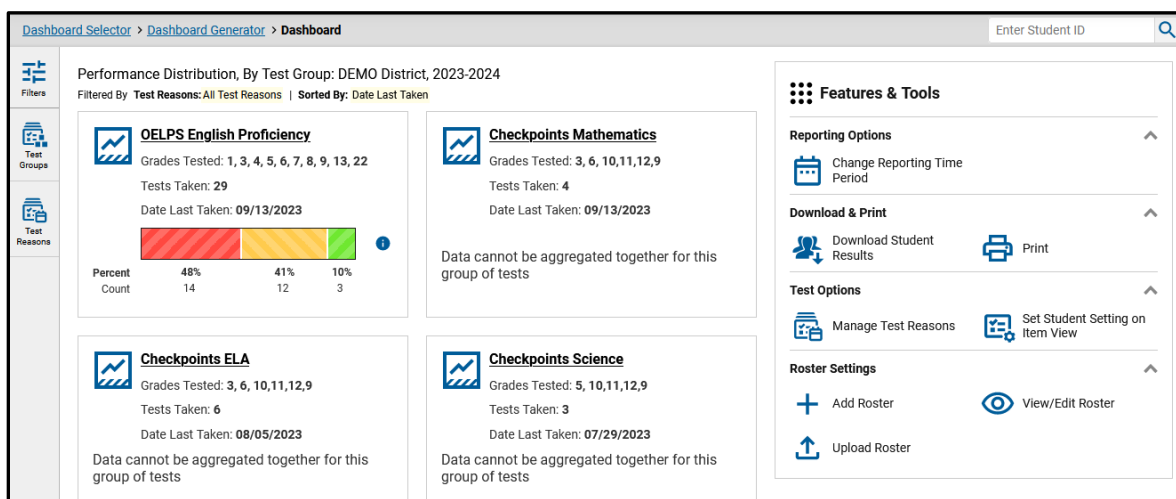
Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 6. Teacher View: Dashboard



By default, the dashboard is filtered to display only summative assessments, unless no summatives are available, in which case all assessments are displayed. You can change the test groups and test reasons that appear using the **Filters** panel on the left. [Figure 6](#) above shows a dashboard filtered to display all test groups.

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

### 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. 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 7](#):

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.

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Figure 7. Teacher View: Performance on Tests Report

Select Role > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023

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

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
<a href="#">Algebra I</a>	Ohio's State Tests	10	Summer 2023 (OST)	3	658		05/09/2023
<a href="#">Integrated Mathematics II</a>	Ohio's State Tests	10	Summer 2023 (OST)	2	633		05/08/2023
<a href="#">Integrated Mathematics I</a>	Ohio's State Tests	10	Summer 2023 (OST)	2	658		05/08/2023

Rows per page: 3 6 Items: 1 of 2

My Students

Most Recent Assessment of All Rosters: 2022-2023

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

Student Name	Student ID	Most Recent Assessment	Date Taken
<a href="#">Tech-LN Tech-FN</a>	DEMO49905	Algebra I	05/09/2023
<a href="#">PCB7532_PCB7532</a>	DEMO39240	Algebra I	05/09/2023

Rows per page: 2 11 Items: 1 of 6

District- and school-level users see just one table, as in [Figure 8](#). Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 8. District-Level User View: Performance on Tests Report

Dashboard Selector > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

Average Score and Performance Distribution, by Assessment: DEMO District, 2023-2024

Filtered By: School: All Schools | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
<a href="#">Grade 3 English Language Arts Benchmark Test</a>	Benchmark	3	2023-2024	3	584		08/05/2023
<a href="#">English Language Arts II Benchmark Test</a>	Benchmark	10	2023-2024	1	709		08/02/2023
<a href="#">English Language Arts II Benchmark Test</a>	Benchmark	10	Post-Instruction	1	655		07/29/2023

Rows per page: 10 3 Items: 1 of 1

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.

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

The **Performance by Roster** tab ([Figure 9](#)) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

### Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name.

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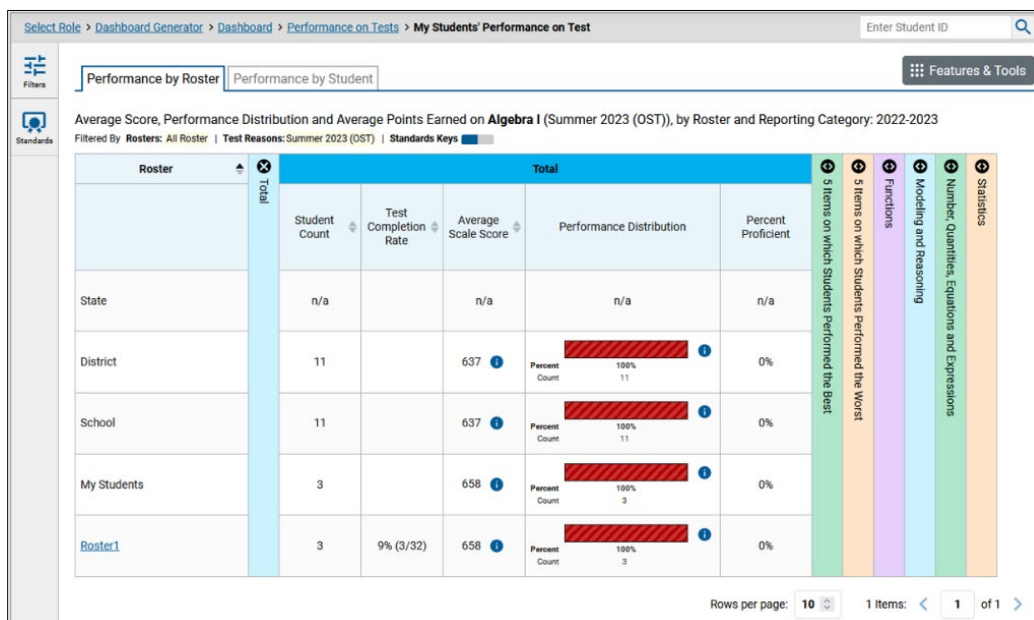
- Click a test name in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It opens to the **Performance by Roster** tab.

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

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

The report shown in [Figure 9](#) displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 9. My Students' Performance on Test Report: Performance by Roster Tab





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

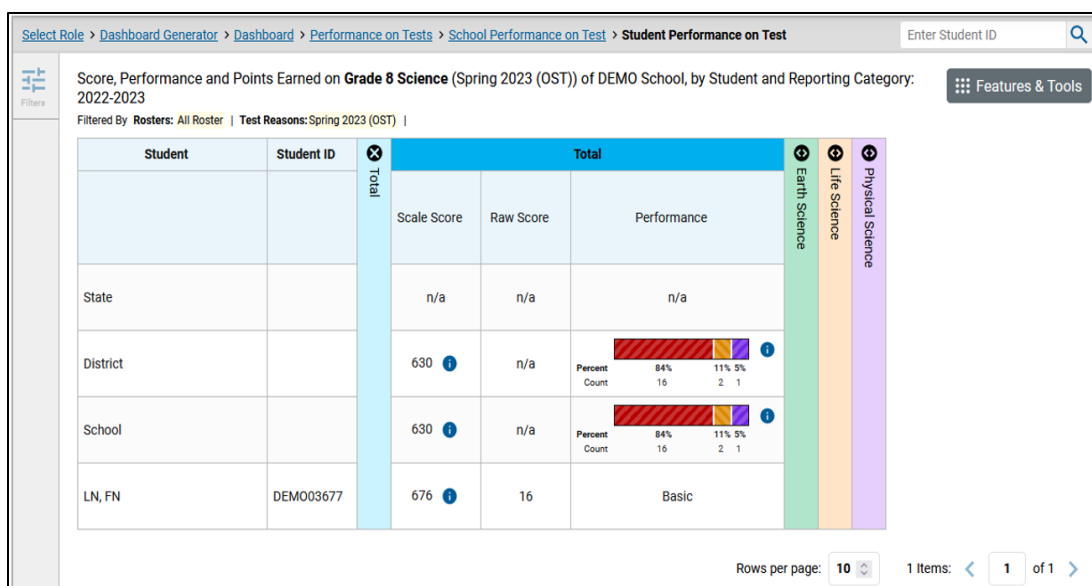
### Teachers and school-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of test results appears.
3. Select the **Performance by Student** tab.
4. Click the name of an individual student in the report. The Student Performance on Test report appears ([Figure 10](#)).

### District-level users:

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

Figure 10. Teacher View: Student Performance on Test Report



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

## Generate and Export Individual Student Reports (ISR) and Student Data Files

To generate and export an Individual Student Report (ISR) that details a student's performance on a test opportunity, use the Student Results Generator. You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

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ISRs and student data files can be generated from almost any Reporting page. You can select combinations of a test reason, assessments, and students in order to generate either a single file or multiple files at once.



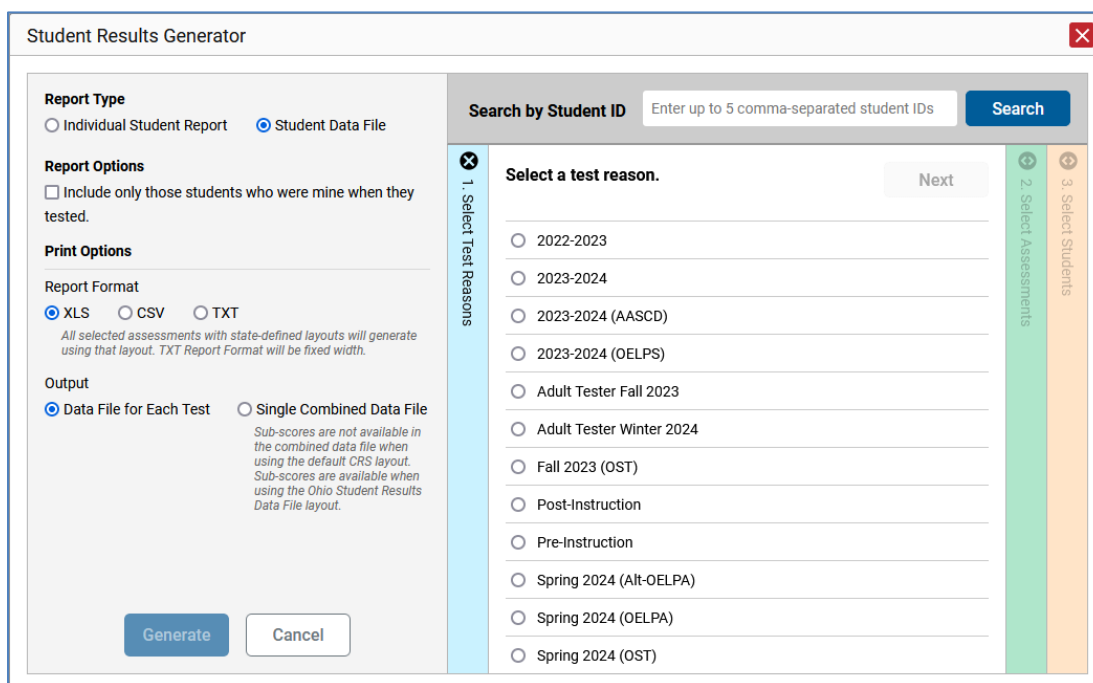
1. Click the **Download Student Results**  button in the **Features & Tools** menu . The **Student Results Generator** window opens ([Figure 11](#)).

Figure 11. Student Results Generator Window



Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. You can change the selections.

2. In the panel on the left, select either **Individual Student Report** or **Student Data File**. Always do this before making other selections. More options appear.

For Individual Student Reports (ISRs):

- i. 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.
- ii. Under PDF Type, select either a simple or a detailed PDF (if available).

For student data files:

- i. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (fixed-width text).

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- ii. 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 when using the default CRS layout. When using the Ohio layout, reporting categories are included. Large files may be split by school.
3. Optional: Select Include only those students who were mine when they tested. This setting allows you to include students who were associated with you at the time of testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.

This option appears only if the reporting time is set to the current date in Change Reporting Time Period.

4. 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 12](#). To deselect and clear results, click **Clear Search Results**.

Figure 12. District-Level User View: Student Results Generator Window: Student Search Results

The screenshot shows the 'Student Results Generator' window. On the left, there are three accordion sections: 'Report Type' with radio buttons for 'Individual Student Report' and 'Student Data File' (selected); 'Report Options' with a checkbox for 'Include only those students who were mine when they tested.'; and 'Print Options' with a 'Report Format' section containing radio buttons for 'XLS' (selected), 'CSV', and 'TXT', and an 'Output' section with radio buttons for 'Data File for Each Test' (selected) and 'Single Combined Data File'. A note states: 'Sub-scores are not available in the combined data file when using the default CRS layout. Sub-scores are available when using the Ohio Student Results Data File layout.' At the bottom left are 'Generate' and 'Cancel' buttons. On the right, the 'Search by Student ID' section has a text input field with the placeholder 'Enter up to 5 comma-separated student IDs' and a 'Search' button. Below this is a 'Select the Students.' section with a 'Clear Search Results' button. It lists two selected students: 'LN-SV, FN (DEMO08551)' and 'LN-SV, FN (DEMO08552)', each with details for School (DEMO School), Test Reasons (2023-2024), and Subjects (ELA, English Language Arts and English Language Arts respectively).

**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:

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- i. In the **Select Test Reason** section (Figure 13), choose a test reason.

Figure 13. Student Results Generator Window: Select Test Reason Section

The screenshot shows the 'Student Results Generator' window with the 'Select Test Reason' section active. On the left, the 'Report Type' is set to 'Student Data File'. Under 'Report Options', the checkbox 'Include only those students who were mine when they tested.' is unchecked. Under 'Print Options', the 'Report Format' is set to 'XLS'. Under 'Output', the option 'Data File for Each Test' is selected. The main area is titled 'Select a test reason.' and contains a list of radio button options: 2022-2023, 2023-2024, 2023-2024 (AASCD) (selected), 2023-2024 (OELPS), Adult Tester Fall 2023, Adult Tester Winter 2024, Fall 2023 (OST), Post-Instruction, Pre-Instruction, Spring 2024 (Alt-OELPA), Spring 2024 (OELPA), and Spring 2024 (OST). A 'Next' button is at the top right. A vertical sidebar on the right shows three steps: '1. Select Test Reasons' (active), '2. Select Assessments', and '3. Select Students'.

- ii. The **Select Assessments** section (Figure 14) groups tests by subject and grade. Choose the tests or groups of tests you want to include in the report. When creating student data files, you can select any number of subjects. When creating ISRs, you can select tests within a single subject.

Figure 14. Student Results Generator Window: Select Assessments Section

The screenshot shows the 'Student Results Generator' window with the 'Select Assessments' section active. The left sidebar is identical to Figure 13. The main area is titled 'Select the assessments.' and has 'Previous' and 'Next' buttons. It contains a list of checkboxes: 'All Subjects' (checked), 'ELA' (checked), 'Grade 3' (checked), 'Grade 3 English Language Arts' (checked), 'Grade 4' (checked), 'Grade 4 English Language Arts' (checked), 'Grade 5' (checked), 'Grade 5 English Language Arts' (checked), 'Grade 6' (checked), 'Grade 6 English Language Arts' (checked), and 'Grade 7' (checked). A vertical sidebar on the right shows three steps: '1. Select Test Reasons', '2. Select Assessments' (active), and '3. Select Students'.

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- iii. In the **Select Students** section ([Figure 15](#)), select students from the expandable school and/or class (roster) options. When creating ISRs, district-level users can select students from up to three schools.
- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
  - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 15. District-Level User View: Student Results Generator Window: Select Students Section

The screenshot shows the 'Student Results Generator' window with the 'Select Students' section active. The window has a title bar with a close button. The main content area is divided into three vertical panels. The left panel contains settings for 'Report Type' (Individual Student Report, Student Data File), 'Report Options' (Include only those students who were mine when they tested), 'Print Options' (Report Format: XLS, CSV, TXT), and 'Output' (Data File for Each Test, Single Combined Data File). The middle panel has three tabs: '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students'. The right panel is titled 'Select the students.' and contains a search bar, a 'Filters' button, and a 'Previous' button. Below these are several expandable sections: 'All Students' (checked), 'DEMO School' (expanded), 'ohprodros\_567' (checked), 'Demo1, Demo1 (DEMO41021)' (checked), 'ohprod\_ros\_111' (unchecked), 'ODE Auth Roster 1' (unchecked), 'ODE Auth Roster 2' (unchecked), 'ODE Auth Roster 3' (unchecked), 'ODE Auth Roster 4' (unchecked), and 'ODE Auth Roster 5' (unchecked). At the bottom of the window are 'Generate' and 'Cancel' buttons.

Student Results Generator

Report Type  
☐ Individual Student Report ☒ Student Data File

Report Options  
☐ Include only those students who were mine when they tested.

Print Options  
Report Format  
☒ XLS ☐ CSV ☐ TXT  
All selected assessments with state-defined layouts will generate using that layout. TXT Report Format will be fixed width.

Output  
☒ Data File for Each Test ☐ Single Combined Data File  
Sub-scores are not available in the combined data file when using the default CRS layout. Sub-scores are available when using the Ohio Student Results Data File layout.

Search by Student ID

1. Select Test Reasons 2. Select Assessments 3. Select Students

Select the students.

☒ All Students

DEMO School

ohprodros\_567

Demo1, Demo1 (DEMO41021)

ohprod\_ros\_111

ODE Auth Roster 1

ODE Auth Roster 2

ODE Auth Roster 3

ODE Auth Roster 4

ODE Auth Roster 5

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5. *Optional:* If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:


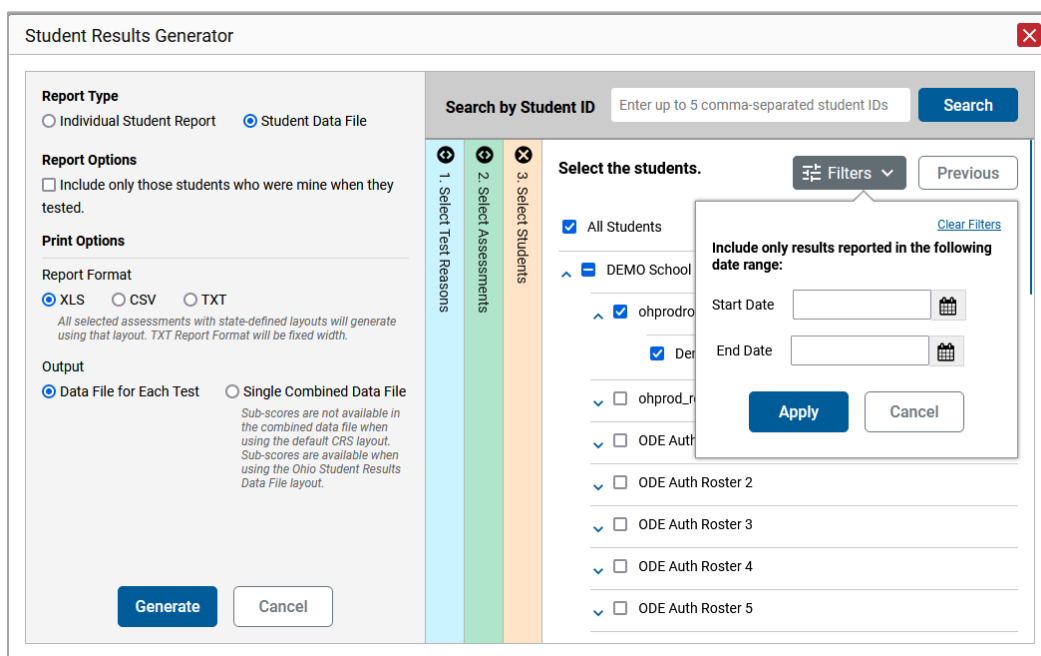
- a. Open the **Filters** menu  **Filters** ▾. The menu displays two date fields, as in [Figure 16](#).

Figure 16. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



The screenshot shows the 'Student Results Generator' window. On the left, there are sections for 'Report Type' (Individual Student Report, Student Data File), 'Report Options' (Include only those students who were mine when they tested), 'Print Options' (Report Format: XLS, CSV, TXT; Output: Data File for Each Test, Single Combined Data File), and a 'Generate' button. In the center, there are three vertical tabs: '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students'. The '3. Select Students' tab is active. On the right, there is a 'Search by Student ID' field with a 'Search' button. Below this is a 'Select the students.' section with a 'Filters' button and a 'Previous' button. A modal window is open over the 'Filters' button, titled 'Include only results reported in the following date range:'. It contains 'Start Date' and 'End Date' fields with calendar icons, and 'Apply' and 'Cancel' buttons. The 'Select the students.' section also includes a list of schools and students with checkboxes, including 'All Students', 'DEMO School', 'ohprod', 'ODE Auth Roster 1' through 'ODE Auth Roster 5'.

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

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

6. If you're creating an ISR, then from the **Language** drop-down list (if available), select a language for the ISR.
7. Click **Generate**. Once file generation is finished, the Inbox contains the new file or files available for download.

In ISRs, 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 one test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers **1** in reports, starting with the earliest.

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

## Understand Different User Roles

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

### How to Understand Which Students Appear in Your Reports

Teachers can view data for all students in their classes (rosters) who have completed assessments.

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

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

### How to Understand Which Features You Have Access To

Teachers:

- You can view the My Students' Performance on Test report, listing results for all your students who took a particular test.
- You can filter by class (roster).
- You can easily navigate directly from the Performance on Tests report to the Student Portfolio Report, which lists the various tests a particular student has taken.
- When generating a Longitudinal Report to track the performance of multiple students over time, you can select the test opportunities to include in the report.
- When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).
- You can compare any students' performance with the performance of your total associated students, school, district and state.

School-level users:

- You can view the School Performance on Test report, listing results for all your school's students who took a particular test.
- You can filter by class (roster) after first selecting the teacher the class belongs to.
- When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).
- You can compare any students' performance with the performance of your whole school, district and state.

- 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.

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

Users with scoring permissions:

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

## Revisions Log

Location	Change	Date
<a href="#">View Data from a Previous Point in Time</a>	Edits to clarify how the date setting works.	3/26/2024
<a href="#">Generate and Export Individual Student Reports (ISR) and Student Data Files</a>	Additional text and new screenshots for the new checkbox in the Student Results Generator that allows the user to include students who were associated with them at the time of testing.	3/26/2024