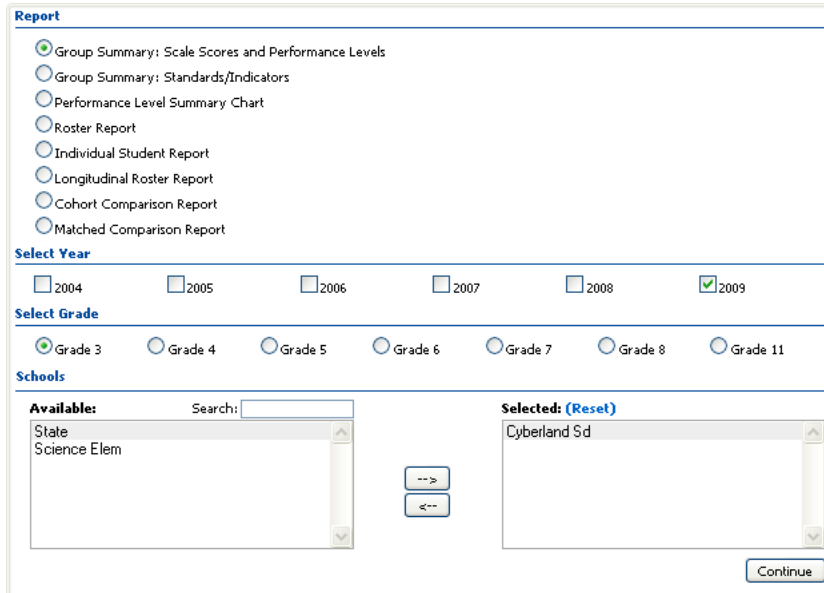


## Group Summary: Scale Scores and Performance Levels

### Getting Started

Group Summary: Scale Scores and Performance Levels provides summary statistics including number tested, mean scale score, number/percent of students at each performance level, and percent of students at/above proficiency. Users can select content areas, statistics, one or more years, demographic variables for summary, and different report views. They can also drill down to subgroup or individual student results. To get started:

- Select "Group Summary: Scale Scores and Performance Levels" under "Report."
- Select year(s) under "Select Year."
- Select a grade under "Select grade."
- Select State, district(s) and/or school(s).
- Click "Continue" to generate your report.



The screenshot shows a web-based interface for selecting a report. The main heading is "Report". Below it, there are several radio button options for report types: "Group Summary: Scale Scores and Performance Levels" (selected), "Group Summary: Standards/Indicators", "Performance Level Summary Chart", "Roster Report", "Individual Student Report", "Longitudinal Roster Report", "Cohort Comparison Report", and "Matched Comparison Report".

Below the report types is the "Select Year" section, which contains checkboxes for the years 2004, 2005, 2006, 2007, 2008, and 2009. The 2009 checkbox is checked.

Next is the "Select Grade" section, which contains radio buttons for Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, Grade 8, and Grade 11. The Grade 3 radio button is selected.

The "Schools" section is divided into two columns. The left column is labeled "Available:" and contains a search box and a list box with "State" and "Science Elem". The right column is labeled "Selected: (Reset)" and contains a list box with "Cyberland Sd". Between the two list boxes are two buttons: "-->" and "<--". A "Continue" button is located at the bottom right of the form.

## Sample Report

Clicking "Continue" will generate a report similar to the following sample:

Group Summary: Scale Scores and Performance Levels													
Grade 3													
		Reading						Mathematics					
		% in Each Performance Level				% in Each Performance Level							
Group	Year	Number Tested	Mean Scale Score	Below Basic	Basic	Proficient	Advanced	Number Tested	Mean Scale Score	Below Basic	Basic	Proficient	Advanced
Cyberland Sd	2009	42	624	0.0	21.4	45.2	33.3	42	634	0.0	23.8	52.4	23.8

<<< Page: 1 of 1 >>> Jump to page:  Go

\*Students with invalid scores are not included in the summary statistics.

## Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows for selection of year(s). For example, to see scores for the year 2009, click on '2009.'

Years Grades Score Disaggregate Filters Other

2004  2005  2006  2007  2008  2009

*Note: Changing year will automatically submit your changes*

Cancel Submit

- **Grades**

This feature allows for selection of grade(s). For example, to see scores for grade 3, click on 'Grade 3.'

Years Grades Score Disaggregate Filters Other

Grade 3  Grade 4  Grade 5  Grade 6  Grade 7  Grade 8  Grade 11

*Note: Changing grade will automatically submit your changes*

Cancel Submit

- **Score**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

	Number Tested	Mean Scale Score	% in Each Performance Level
Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Disaggregate**

Use this feature to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Submit."

- **Filters**

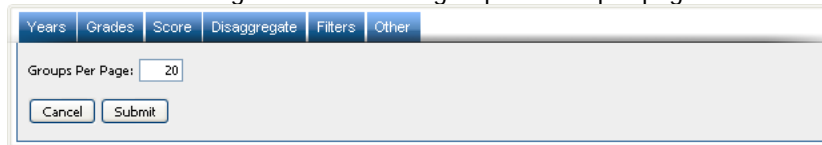
Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which is automatically selected, to change to 'or' and click submit. These selections are shown in the image below.



- **Other**

Use this tab to change the number of groups shown per page.



## Advanced Features

Once you view your report, you can also:

- Save your report for later viewing or download it as a PDF or CSV. A CSV is a text file which opens directly in Microsoft Excel.
- Sort the report by clicking the column of interest, then on "Sort." For example, to see the students with the lowest mean scale score first:

Mean Score	N	%	N	Mean Score	N	%	N	Mean Score	N	%	
624	0	0.0	9	21.4	19	45.2	14	33.3			
624	0	0.0	9	21.4	19	45.2	14	33.3			

- Drill to Roster: To view the roster report for a group of students, click the year, then select "Drill to Roster."

			Reading		Mathematics	
Last Name	First Name	MI	Scaled Score	Performance Level	Scaled Score	Performance Level
Doe018	John	J	656	Advanced	723	Advanced
Doe019	John	K	548	Basic	600	Proficient
Doe091	John	R	661	Advanced	656	Proficient
Doe094	John	D	637	Proficient	665	Proficient
Doe176	John	M	630	Proficient	689	Advanced
Doe187	John	I	648	Advanced	708	Advanced

- Show N Counts for Percentages: To see the *number* of students who met the standard in any subject in addition to the percentage, click the "% in Each Performance Level" column and then click "Calculate N."

% in Each Performance Level				
Below Basic	Basic	Proficient	Advanced	Number Tested
0.0	21.4	45.2	33.3	42

% in Each Performance Level								
Below Basic	Basic	Proficient	Advanced	Number Tested				
N	%	N	%	N	%			
0	0.0	9	21.4	19	45.2	14	33.3	42

- Drill Down Disaggregation: You can disaggregate a visible group by a number of demographic variables. For instance, if you have generated a report that is disaggregated by ethnicities and would like to further analyze this group by the Hispanic students' gender, click on "Hispanic," then "Disaggregate By," then "Gender."

Group	Year	Number Tested	Mean Scale Score	Performance Level		
				Below Basic	Basic	Proficient
Cyberland Sd	2009	42	624	0.0	21.4	41.4
White	2009	35	627	0.0	20.0	41.4
Black	2009	4	613	0.0	25.0	75.0
Hispanic	Disaggregate By			0.0	50.0	50.0
Native American	2009	LEP		0.0	0.0	100.0
		IEP				

<<< Page: 1 of 1



Showing only students who are Hispanic.

Group	Year	Number Tested	Mean Scale Score	Reading				Mathematics			
				% in Each Performance Level							
				Below Basic	Basic	Proficient	Advanced	Number Tested	Mean Scale Score	Below Basic	Basic
Cyberland Sd	2009	2	605	0.0	50.0	50.0	0.0	2	617	0.0	0.0
Female	2009	1	618	0.0	0.0	100.0	0.0	1	626	0.0	0.0
Male	2009	1	591	0.0	100.0	0.0	0.0	1	608	0.0	0.0

## Group Summary: Standards/Indicators

### Getting Started

- Select "Group Summary: Standards/Indicators" under "Report."
- Select a year under "Select Year."
- Select a grade under "Select Grade."
- Select State, district(s), and/or school(s) under "Schools."
- Click "Continue."

**Report**

Group Summary: Scale Scores and Performance Levels  
 Group Summary: Standards/Indicators  
 Performance Level Summary Chart  
 Roster Report  
 Individual Student Report  
 Longitudinal Roster Report  
 Cohort Comparison Report  
 Matched Comparison Report

**Select Year**

2003    2004    2005    2006    2007    2008    2009

**Select Grade**

Grade 3    Grade 4    Grade 5    Grade 6    Grade 7    Grade 8    Grade 11

**Schools**

**Available:**   Search:   
 State  
 Scobee Elem

**Selected: (Reset)**  
 Cyberland Sd  
 Science Elem

## Sample Report

Clicking "Continue" will generate a report similar to the following sample:

Group Summary: Standards/Indicators  
Grade 3, 2008

		Reading															
Group	Year	Total N	Average Raw Score Total	Standards								Total N	Average Raw Score Total	M.A.			
				R.1.1	R.1.2	R.1.3	R.2.1	R.2.2	R.3.1	R.4.1	R.4.2						
Cyberland Sd	2008	138	30.7	4.7	3.9	3.2	4.3	3.6	3.6	4.4	3.0	138	54.4	4.			
Science Elem	2008	90	31.2	4.8	4.0	3.3	4.3	3.6	3.7	4.5	3.0	90	53.8	4.			

Page: 1 of 1  Jump to page:

\*Students with invalid scores are not included in the summary statistics.

## Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Year**

This feature allows for selection of the year. For example, to see scores for the year 2009, click on '2009.'

Years Grades Score Disaggregate Filters Other

2003  2004  2005  2006  2007  2008  2009

*Note: Changing year will automatically submit your changes*

Cancel Submit

- **Grade**

This feature allows for selection of the grade. For example, to see scores for grade 3, click on 'Grade 3'

Years Grades Score Disaggregate Filters Other

Grade 3  Grade 4  Grade 5  Grade 6  Grade 7  Grade 8  Grade 11

*Note: Changing grade will automatically submit your changes*

Cancel Submit

- **Score**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

Years Grades Score Disaggregate Filters Other

	Number Tested	Mean Scale Score	% in Each Performance Level
Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Submit

- **Disaggregate**

Use this feature to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Submit."

Years Grades Score Disaggregate Filters Other

Gender  Ethnicity  LEP  IEP

Cancel Submit

- **Filters**

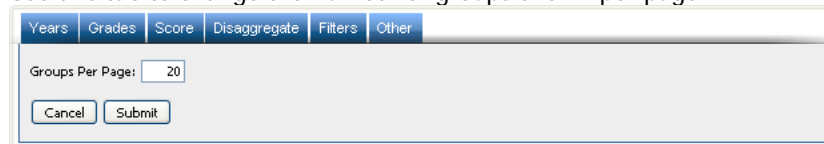
Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which is automatically selected, to change to 'or' and click submit. These selections are shown in the image below.



- **Other**

Use this tab to change the number of groups shown per page.



## Advanced Features

Once you view your report, you can also:

- Choose to save your report for later viewing, or download it to PDF or CSV. A CSV is a text file that opens directly in Microsoft Excel.

- Sort the report by clicking the column of interest, choosing "Sort," and selecting either "Ascending" or "Descending." For example, to see districts with lowest average raw score total first:

Average	Standard			
Sort	Ascending			
Score	Descending			
Total	R.1.1	F	R.	R.
30.7	4.7	3.9	3.2	4.3
31.2	4.8	4.0	3.3	4.3

- Show N Counts for Percentages: To see, for example, how many students met the standard in a particular subject, click the "% in Each Performance Level" column and then click "Calculate N Counts".

% in Each Performance Level					Number Tested
Below Basic	Basic	Proficient	Advanced		
0.0	21.4	45.2	33.3	42	

Calculate N

% in Each Performance Level								Number Tested
Below Basic		Basic		Proficient		Advanced		
N	%	N	%	N	%	N	%	
0	0.0	9	21.4	19	45.2	14	33.3	42

<<< Page: 1 of 1 >>> Jump to page:

- Drill Down Disaggregation: You can disaggregate a visible group by a number of demographic variables. For instance, if you have generated a report that is disaggregated by ethnicities and would like to further analyze this group by the Hispanic students' gender, click on "Hispanic," then "Disaggregate By," then "Gender."

Group	Year	Number Tested	Mean Scale Score	Performance Level		
				Below Basic	Basic	Proficient
Cyberland Sd	2009	42	624	0.0	21.4	45.2
White	2009	35	627	0.0	20.0	41.4
Black	2009	4	613	0.0	25.0	75.0
Hispanic	2009	2	605	0.0	50.0	50.0
Native American	2009	1	600	0.0	0.0	100.0

Disaggregate By: Gender

Showing only students who are Hispanic.

Group	Year	Number Tested	Mean Scale Score	% in Each Performance Level				Number Tested	Mean Scale Score	Below Basic
				Below Basic	Basic	Proficient	Advanced			
Cyberland Sd	2009	2	605	0.0	50.0	50.0	0.0	2	617	0.0
Female	2009	1	618	0.0	0.0	100.0	0.0	1	626	0.0
Male	2009	1	591	0.0	100.0	0.0	0.0	1	608	0.0

Reading Mathe

# Performance Level Summary Chart

## Getting Started

Performance Level Summary Chart allows users to generate graphical or tabular reports allowing them to summarize the performance levels of the students in each district, school, and state for a particular set of year/grade selections. To get started:

- Select "Performance Level Summary Chart" under "Report."
- Select years/grades.
- Select state, district(s), or school(s).
- Select a district or a school.
- Click "Continue."

The screenshot shows a web-based interface for selecting report options. It is divided into three main sections: Report, Select Grades and Years, and Schools.

**Report**

- Group Summary: Scale Scores and Performance Levels
- Group Summary: Standards/Indicators
- Performance Level Summary Chart
- Roster Report
- Individual Student Report
- Longitudinal Roster Report
- Cohort Comparison Report
- Matched Comparison Report

**Select Grades and Years**

Year	3	4	5	6	7	8	11
2004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Schools**

Available: Search:

State  
Science Elem

Selected: (Reset)  
Cyberland Sd  
Science Elem

Buttons: --> <--

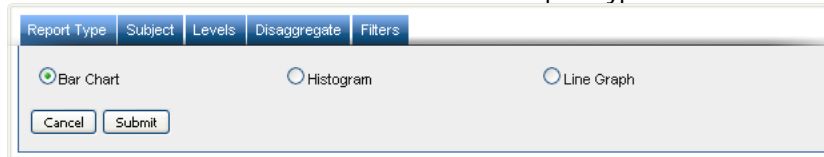
Continue

## Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Report**

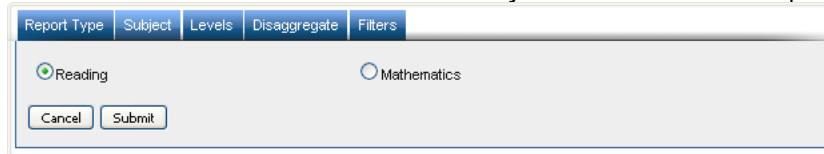
This feature allows for selection of a different report type.



The screenshot shows a customization panel with five tabs: Report Type, Subject, Levels, Disaggregate, and Filters. The 'Report Type' tab is active. It contains three radio button options: 'Bar Chart' (selected), 'Histogram', and 'Line Graph'. At the bottom are 'Cancel' and 'Submit' buttons.

- **Subject**

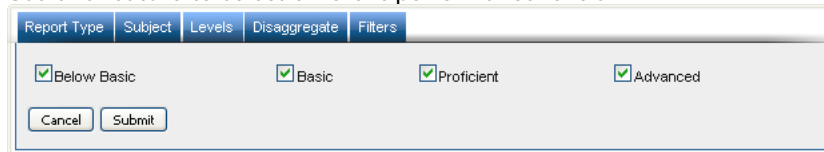
This feature allows for selection of which subjects are shown in the report.



The screenshot shows a customization panel with five tabs: Report Type, Subject, Levels, Disaggregate, and Filters. The 'Subject' tab is active. It contains two radio button options: 'Reading' (selected) and 'Mathematics'. At the bottom are 'Cancel' and 'Submit' buttons.

- **Levels**

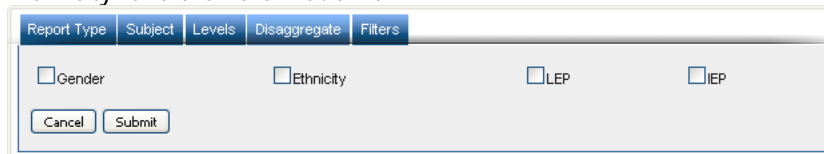
Use this feature to select different performance levels.



The screenshot shows a customization panel with five tabs: Report Type, Subject, Levels, Disaggregate, and Filters. The 'Levels' tab is active. It contains four checked checkboxes: 'Below Basic', 'Basic', 'Proficient', and 'Advanced'. At the bottom are 'Cancel' and 'Submit' buttons.

- **Disaggregate**

Use this feature to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Submit."



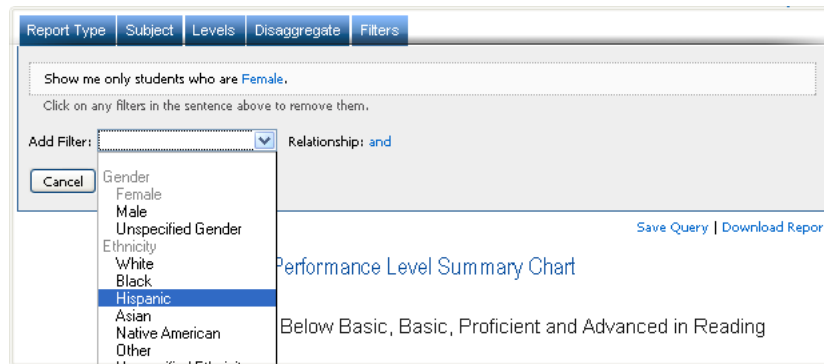
The screenshot shows a customization panel with five tabs: Report Type, Subject, Levels, Disaggregate, and Filters. The 'Disaggregate' tab is active. It contains four unchecked checkboxes: 'Gender', 'Ethnicity', 'LEP', and 'IEP'. At the bottom are 'Cancel' and 'Submit' buttons.

- **Filters**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired

demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under any *one or more* of the characteristics.

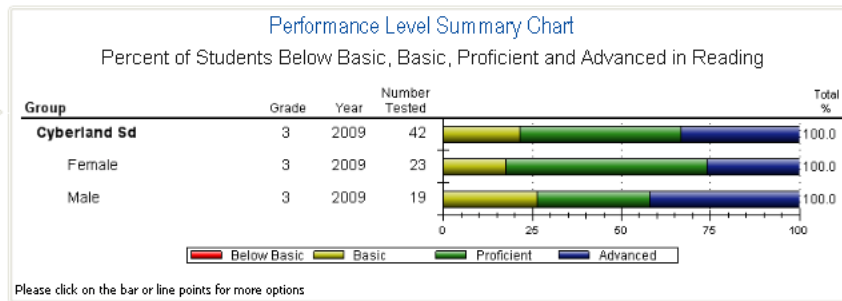
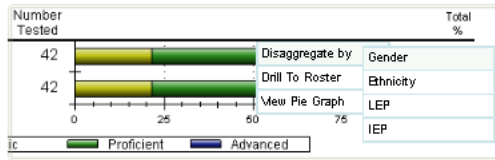
For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which is automatically selected, to change to 'or' and click submit. These selections are shown in the image below.



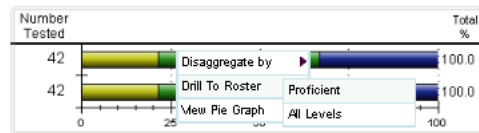
## Advanced Features

Once you view your report, you can also:

- Save your report for later viewing, or download it as a PDF.
- Drill Down and Disaggregate: Click on any segment of the bar chart to disaggregate by a demographic variable.



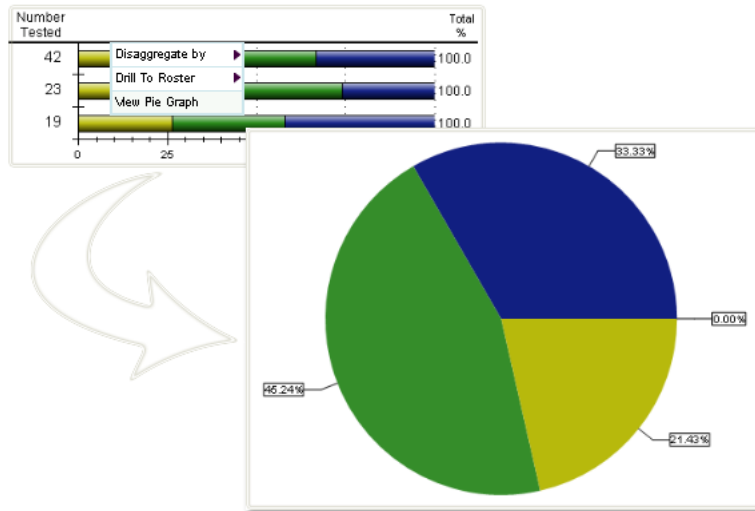
- Drill Down to Roster: Click on any segment in the bar chart to view a roster report of the students in the respective performance level or for all levels.



Search Criteria: Reading - Performance Level = Proficient

Reading			
Last Name	First Name	MI	Performance Level
Doe094	John	D	Proficient
Doe176	John	M	Proficient
Doe195	John	J	Proficient
Doe256	John	J	Proficient
Doe272	John	A	Proficient
Doe492	John	A	Proficient
Kav025	Marv	A	Proficient

- Pie Graph: You can view the pie graph by clicking on any segment in the bar chart.



## Cohort Comparison Report

### Getting Started

The Cohort Comparison Report provides summary results for matched and unmatched cohorts across multiple years/grades. To get started:

- Select "Cohort Comparison" under "Report."
- Select the years and grades using the drop-down lists. They may already be selected; to make changes, simply click on the selections (in blue).
- Select State, district, or school.

- Click "Continue."


**Report**

Group Summary: Scale Scores and Performance Levels  
 Group Summary: Standards/Indicators  
 Performance Level Summary Chart  
 Roster Report  
 Individual Student Report  
 Longitudinal Roster Report  
 Cohort Comparison Report  
 Matched Comparison Report

**Select Year/Grade**

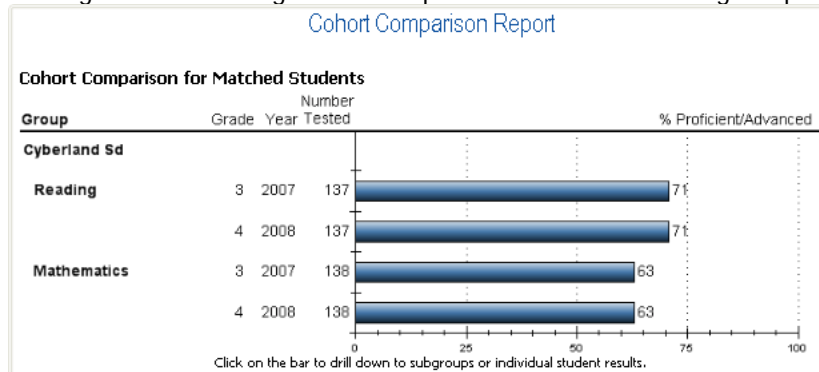
Show me **Grade 3, 2008** and **Grade 4, 2009**.

**Schools**

Choose:  

## Sample Report

Clicking "Continue" will generate a report similar to the following sample:

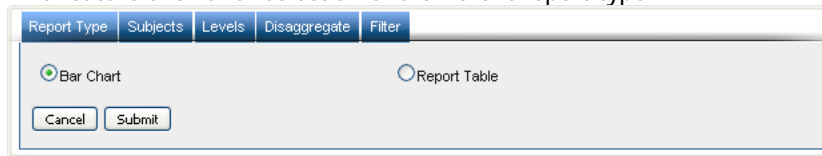


## Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Report**

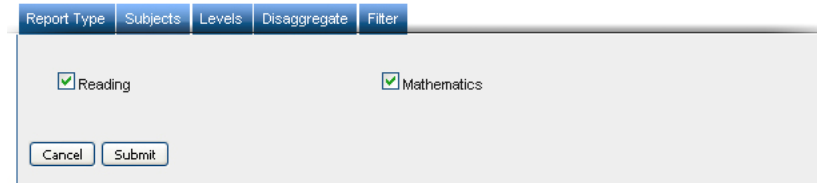
This feature allows for selection of a different report type.



The screenshot shows a navigation bar with tabs for 'Report Type', 'Subjects', 'Levels', 'Disaggregate', and 'Filter'. The 'Report Type' tab is active. Below the tabs, there are two radio button options: 'Bar Chart' (selected) and 'Report Table'. At the bottom, there are 'Cancel' and 'Submit' buttons.

- **Subjects**


Use this feature to choose which subjects are shown in the report.



The screenshot shows a navigation bar with tabs for 'Report Type', 'Subjects', 'Levels', 'Disaggregate', and 'Filter'. The 'Subjects' tab is active. Below the tabs, there are two checked checkbox options: 'Reading' and 'Mathematics'. At the bottom, there are 'Cancel' and 'Submit' buttons.

- **Level**

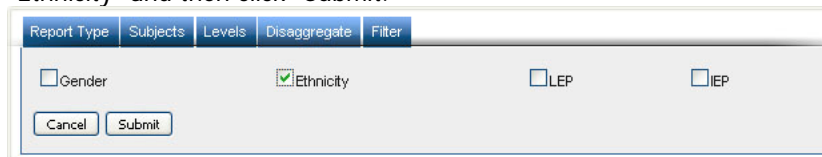
This feature allows for selection or de-selection of different performance levels.



The screenshot shows a navigation bar with tabs for 'Report Type', 'Subjects', 'Levels', 'Disaggregate', and 'Filter'. The 'Levels' tab is active. Below the tabs, there are three radio button options: '% Proficient/Advanced' (selected), '% Below Basic/Basic', and '% in Each Level'. At the bottom, there are 'Cancel' and 'Submit' buttons.

- **Disaggregate**

Use this feature to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Submit."

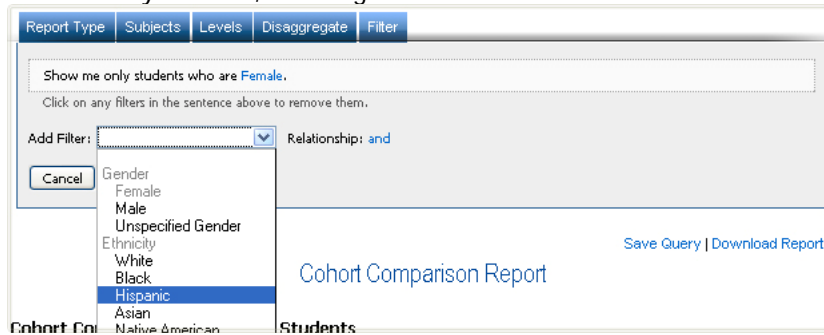


The screenshot shows a navigation bar with tabs for 'Report Type', 'Subjects', 'Levels', 'Disaggregate', and 'Filter'. The 'Disaggregate' tab is active. Below the tabs, there are four checkbox options: 'Gender' (unchecked), 'Ethnicity' (checked), 'LEP' (unchecked), and 'IEP' (unchecked). At the bottom, there are 'Cancel' and 'Submit' buttons.

- **Filters**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under any *one or more* of the characteristics.

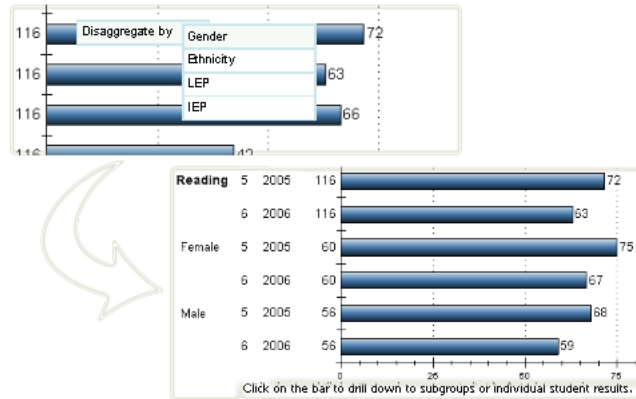
For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which is automatically selected, to change to 'or' and click submit. These selections are shown in the image below.



## Advanced Features

Once you view your report, you can further:

- Print it directly from your browser. You can also save the report for later online access or download it as a PDF file.
- Drill Down Disaggregation: You can disaggregate a visible group by a number of demographic variables. For instance, if you would like to disaggregate a group by gender, click the column in question, select "Disaggregate By", then "Gender."



## Matched Comparison Report

### Getting Started

The Matched Comparison Report provides a two-way table to show the number/percent of students in each performance level across two years/grades for matched cohorts. The user can use the scroll down feature to switch among number tested, percentage of each performance level, and row and column percentages. Selecting a performance level value from the report directs the user to a longitudinal roster report. To get started:

- Select "Matched Comparison" under "Report."
- Select years and grades using the drop-down lists. They may already be selected; to make changes, simply click on the selections (in blue).
- Click "Continue."

**Report**

Group Summary: Scale Scores and Performance Levels

Group Summary: Standards/Indicators

Performance Level Summary Chart

Roster Report

Individual Student Report

Longitudinal Roster Report

Cohort Comparison Report

Matched Comparison Report

**Select Year/Grade**

Show me [Grade 3, 2008](#) and [Grade 4, 2009](#).

**Schools**

Choose:

## Sample Report

Clicking "Continue" will generate a report similar to the following sample:

Matched Comparison Report : All Performance Levels  
Cyberland Sd, Grade 03, 2006; Grade 05, 2008;

Reading - Number Matched

Grade 3, 2006	Grade 5, 2008				Total
	Below Basic	Basic	Proficient	Advanced	
Below Basic	0	0	0	0	0
Basic	0	15	13	0	28
Proficient	0	6	58	9	73
Advanced	0	0	4	7	11
<b>Total</b>	0	21	75	16	112

Mathematics - Number Matched

Grade 3, 2006	Grade 5, 2008				Total
	Below Basic	Basic	Proficient	Advanced	
Below Basic	0	0	0	0	0
Basic	0	29	17	0	46
Proficient	0	0	0	0	0
Advanced	0	0	0	0	0
<b>Total</b>	0	29	17	0	46

## Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Stats**

This feature allows for selection of which statistics are displayed in the report table.

Stats Levels Subjects Filter

Number Matched     Percent of Total     Percent of 2006     Percent of 2008

Cancel Submit

- **Levels**

Use this feature to select different performance levels.

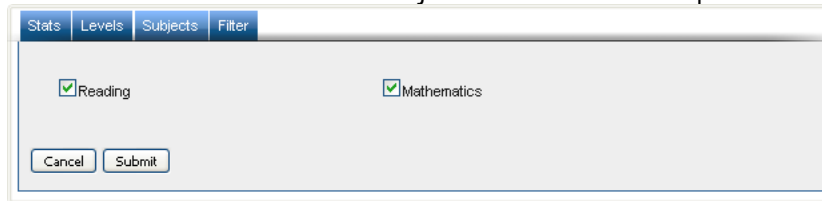
Stats Levels Subjects Filter

All Performance Levels     % At/Above Proficient

Cancel Submit

- **Subjects**

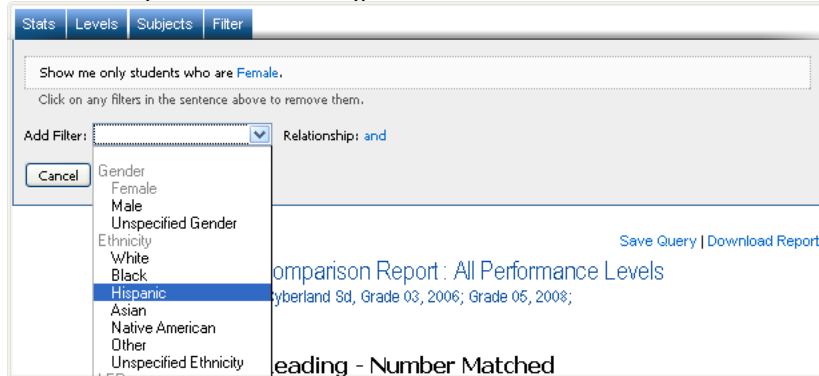
Use this feature to choose which subjects are shown in the report.



- **Filters**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which is automatically selected, to change to 'or' and click submit. These selections are shown in the image below.



## Advanced Features

Once you view your report, you can also:

- Print it directly from your browser, save the report for later online access or download it as a PDF file.
- Drill Down to Roster: Click on any number (in blue) to view a longitudinal roster of report of the students who fall into a particular set of parameters. For instance, in the example shown below, to see a roster report of the 40 students who performed at a basic level in

Reading *both* in 3rd grade (2007) *and* 4th grade (2008), click the number "40" in the table.

Grade 3, 2007	Grade 4, 2008				Total
	Below Basic	Basic	Proficient	Advanced	
Below Basic	0	0	0	0	0
Basic	0	40	0	0	40
Proficient	0	0	85	0	85
Advanced	0	0	0	0	0
<b>Total</b>	0	40	85	0	125

Last Name	First Name	MI	Grade	Year	Reading
					Performance Level
Doe058	John	M	3	2007	Basic
Doe058	John	M	4	2008	Basic
Doe131	John	R	3	2007	Basic
Doe131	John	R	4	2008	Basic
Doe131	John	S	3	2007	Basic

## Roster Report

### Getting Started

Roster Report provides a list of data for every student by year and grade. The data includes individual scores and information limited to each student for a particular selection of year/grade. To get started:

- Select "Roster Report" under "Report."
- Select a year under "Select Year."
- Select a grade under "Select Grade."

- Click "Continue."

**Report**

Group Summary: Scale Scores and Performance Levels  
 Group Summary: Standards/Indicators  
 Performance Level Summary Chart  
 Roster Report  
 Individual Student Report  
 Longitudinal Roster Report  
 Cohort Comparison Report  
 Matched Comparison Report

**Select Year**

2003     2004     2005     2006     2007     2008     2009

**Select Grade**

Grade 3     Grade 4     Grade 5     Grade 6     Grade 7     Grade 8     Grade 11

**Schools**

Choose:

## Sample Report

Clicking "Continue" will generate a report similar to the following sample:

Roster Report  
Cyberland Sd, Grade 3, 2009

Last Name	First Name	MI	Reading			Mathematics		
			Total Raw Score	Scaled Score	Performance Level	Total Raw Score	Scaled Score	Performance Level
Doe018	John	J	45	656	Advanced	82	723	Advanced
Doe019	John	K	12	548	Basic	51	600	Proficient
Doe091	John	R	46	661	Advanced	73	656	Proficient
Doe094	John	D	40	637	Proficient	75	665	Proficient
Doe176	John	M	38	630	Proficient	79	689	Advanced
Doe187	John	L	43	648	Advanced	81	708	Advanced
Doe195	John	J	41	641	Proficient	68	639	Proficient
Doe256	John	J	31	609	Proficient	69	642	Proficient
Doe272	John	A	29	603	Proficient	51	600	Proficient
Doe388	John	L	26	601	Basic	55	608	Proficient

## Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Year**

This feature allows for selection of the year. For example, to see scores for the year 2009, click on '2009.'

- **Grade**

This feature allows for selection of the grade. For example, to see scores for grade 3, click on 'Grade 3'

- **Fields**

This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and then click "Submit."

- **Score**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

	Total Raw Score	Scaled Score	Performance Level	Standards/Indicators
Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> More
Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> More

- **Filters**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under any *one or more* of the characteristics.

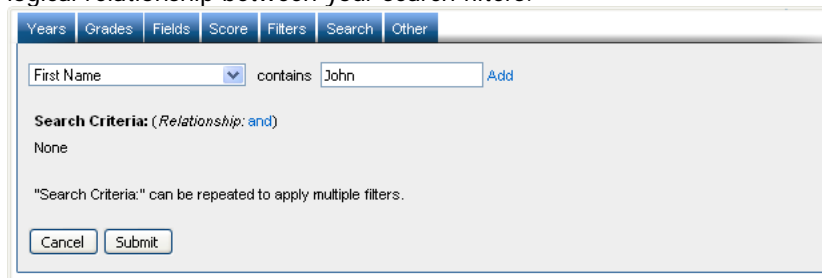
For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which is automatically selected, to change to 'or' and click submit. These selections are shown in the image below.



- **Search**

Use this feature to search students by different scores, performance levels, and other characteristics. For example, to show only students who performed at a basic performance level, select 'Math – Performance Level' from the drop-down list and select 'Basic.' Then click "Add" and 'Submit.' To remove a parameter, simply click 'Remove' next to the search criteria.

You can also search by more than one parameter by adding several search functions. Click on the relationship 'and'/'or' to specify the logical relationship between your search filters.



## Advanced Features

Once you view your report, you can further:

- Print it directly from your browser, save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file that opens directly in Microsoft Excel.
- Sort the report by clicking the column of interest. For example, to see the students with the highest scale scores first:

Scale	Performance	Total Raw
65	Sort	Ascending
65	Summarize	Descending
54	Summarize By	51
66	Distribute	73
63	Distribute By	75
63	Plot Against	79
648	Advanced	81

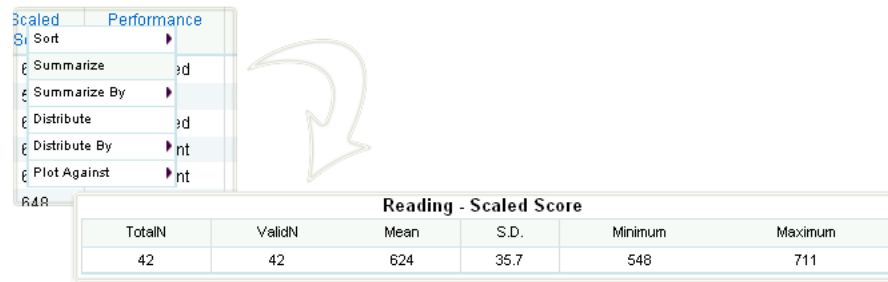
- View a printable individual report of a particular student by clicking on that student's name.

Last Name	First Name	MI	Total Raw Score
<a href="#">Doe018</a>	John	J	45
Doe019	John	K	12
Doe091	John	R	46
Doe001	John	R	40
Doe002	John	R	40



Individual Student Report			
1 of 1			
John J Doe018	Grade:	Grade 3	District: Cyberle
	SIMS ID:	112301824	School: Science
			<b>Raw Score</b>
<b>Reading Total</b>			<b>45</b>
Reading, Indicator 1: Students can recognize and analyze words.			8
Reading, Indicator 2: Students can comprehend and fluently read text.			14
Reading, Indicator 3: Students use weak knowledge of text structures, story elements, and story elements to describe information and form responses.			11

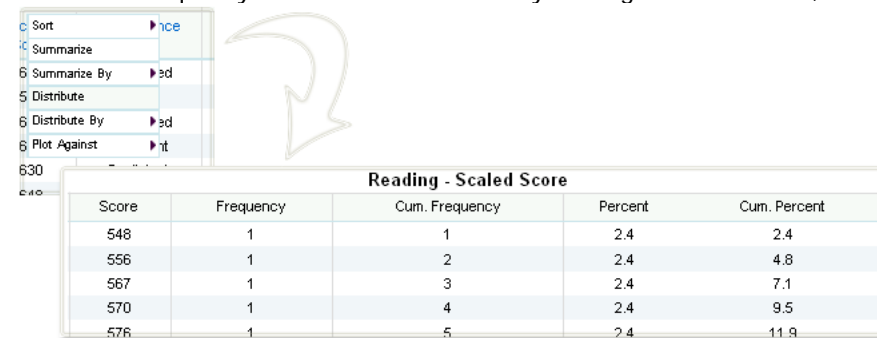
- Instantly see summary statistics such as mean and standard deviation, by clicking on "Summarize." For example, to see a summary for Scale Score:



The screenshot shows a menu with options: Sort, Summarize, Summarize By, Distribute, Distribute By, and Plot Against. The 'Summarize' option is selected. Below the menu is a table titled 'Reading - Scaled Score' with the following data:

TotalN	ValidN	Mean	S.D.	Minimum	Maximum
42	42	624	35.7	548	711

- Also, see summary statistics divided into demographic subgroups such as gender or ethnicity by clicking on "Summarize By."
- Generate a frequency distribution for a score by clicking a score column, then "Distribute".



The screenshot shows a menu with options: Sort, Summarize, Summarize By, Distribute, Distribute By, and Plot Against. The 'Distribute' option is selected. Below the menu is a table titled 'Reading - Scaled Score' with the following data:

Score	Frequency	Cum. Frequency	Percent	Cum. Percent
548	1	1	2.4	2.4
556	1	2	2.4	4.8
567	1	3	2.4	7.1
570	1	4	2.4	9.5
576	1	5	2.4	11.9

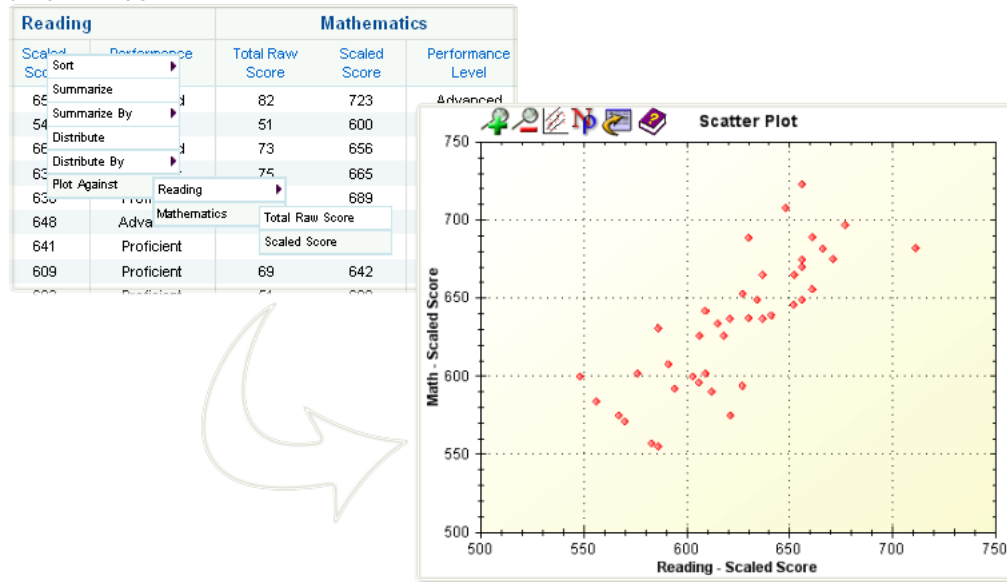
- Also, see a frequency distribution divided into a demographic subgroup such as gender or ethnicity by clicking on "Distribute By."

## Scatter Plot

Generate a scatter plot by plotting one set of scores against another. First, select the scores you are interested in under the "Scores" tab. You may apply a demographic or search filter to narrow the group of students down at this time, if needed.



Click the Score column you would like on the X-axis, select "Plot Against" and then select another score to be plotted on the Y-axis. The scatter plot will open in

a new window.




## Scatter Plot Advanced Features

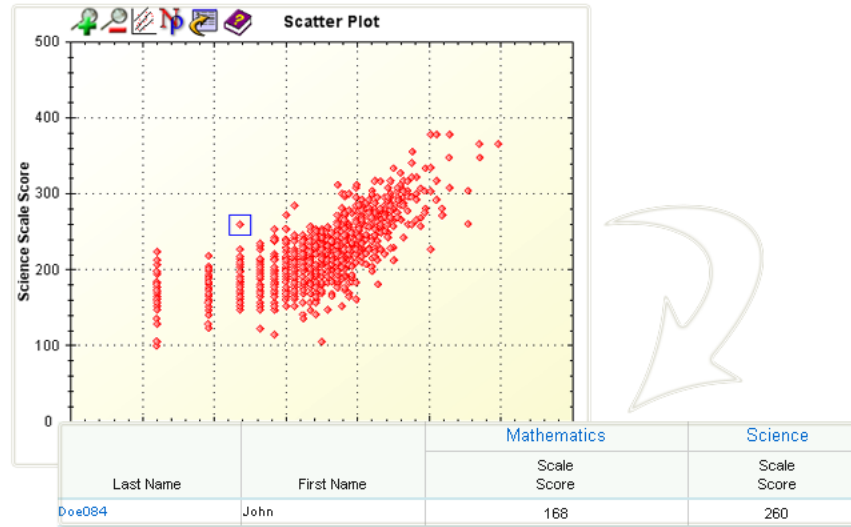
Once the scatter plot is generated, it can be printed directly from the browser by choosing **File -> Print**, or by pressing **Ctrl+P**. You can also:


- Click the  button to display a regression line with prediction bands.
- Click the  button to display the N-count and correlation coefficient for the scatter plot.
- Zoom in on a particular rectangular portion of the graph. First, select a region by:
  1. Clicking ONCE on the starting point of your region.
  2. Clicking ONCE on the finishing point of your region

Then, click the  button to zoom in. Clicking the  button will zoom back out.

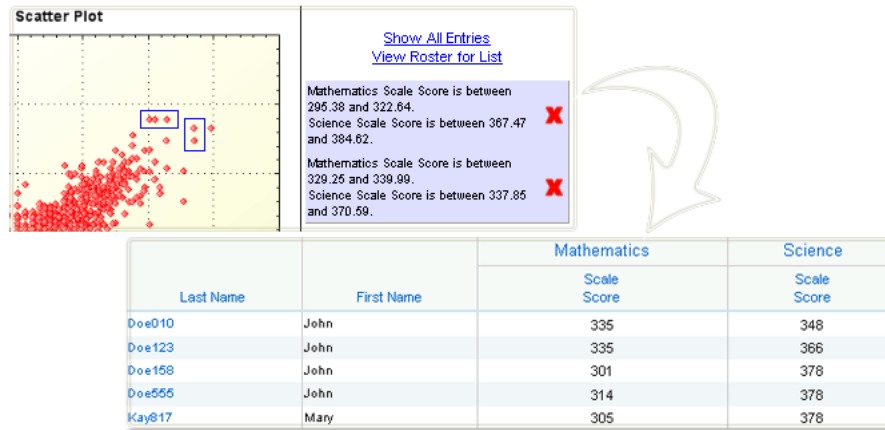
- View a Roster Report for a particular region of students by:
  1. Selecting a region of students (see above).

2. Clicking the  button.



- View a Roster Report for multiple regions of students by:
  1. Selecting the first region of students (see above).
  2. Clicking on "Create List."
  3. Selecting a subsequent region of students and clicking on "Add Entry."
  4. Repeating until you have selected your desired regions. To see what you have selected, click on "Show All Entries." To undo or remove a region, click on the  button.

5. Clicking on "View Roster for List."



## Individual Student Report

### Getting Started

The Individual Student Report gives the user a detailed report of the academic performance of each student as per the set of selections requested. To get started:

- o Select "Individual Student Report" under "Report."
- o Select a year under "Select Year."
- o Select a grade under "Select Grade."

- o Click "Continue."

**Report**

Group Summary: Scale Scores and Performance Levels

Group Summary: Standards/Indicators

Performance Level Summary Chart

Roster Report

Individual Student Report

Longitudinal Roster Report

Cohort Comparison Report

Matched Comparison Report

**Select Year**

2009

**Select Grade**

Grade 3    Grade 4    Grade 5    Grade 6    Grade 7    Grade 8    Grade 11

Select  in State

Choose:

## Sample Report

Clicking "Continue" will generate a report similar to the following sample:

**South Dakota State Test of Educational Progress 2009**  
**INDIVIDUAL STUDENT REPORT**

John J. Doe018

SIMS ID: 112301824      Grade: 03  
Birthdate: 02/08/1998      School: Science B  
Test Date: 2009      District: Cyberland SD

**OVERALL RESULTS**

John scored at the Advanced level on the Reading standard scored at the Advanced level on the Math test.

	Advanced	Proficient	Basic	Below Basic
Reading	X			
Math	X			

Students in grades 3 through 8 and grade 11 completed the Dakota STEP test in the spring of 2009. The test is designed to measure the progress of students on the South Dakota content standard achievement standards. This report summarizes the results of that assessment. Please contact your local school for more questions about this information.

**MATHEMATICS RESULTS**

	Advanced	Proficient	Basic	Below Basic
Scale Score Ranges	668 to 793	600 to 667	530 to 599	371 to 529

John's Scale Score: 723  
John's Achievement Level: Advanced

Third grade students performing at the advanced level will create and solve equations involving addition, subtraction, and multiplication of whole numbers. They will create linear patterns. Students will sketch two-dimensional figures from given properties of the figure. They will determine similarity and congruence of a variety of two-dimensional figures. Student will determine line of symmetry in circles, squares, and rectangles. Students will convert and compare time in minute units of measure. They will convert and compare U.S. Customary units of measure. They will create visual representation of fractions. Students will solve problems using multiplication, addition, and subtraction. They will convert fractions to decimals and use decimals to solve problems. Students will create a graph from gathered data and create a list of events that are possible or

## Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- o **Year**

This feature allows for selection of the year. For example, to see scores for the year 2009, click on '2009.'

Years Grades Filter Search

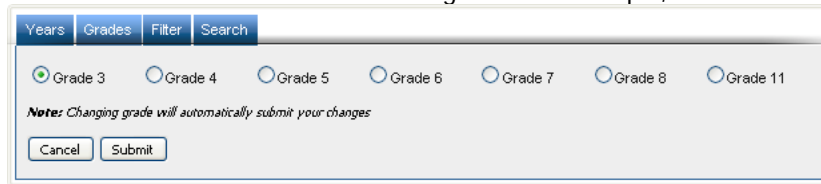
2009

*Note: Changing year will automatically submit your changes*

Cancel Submit

- o **Grade**

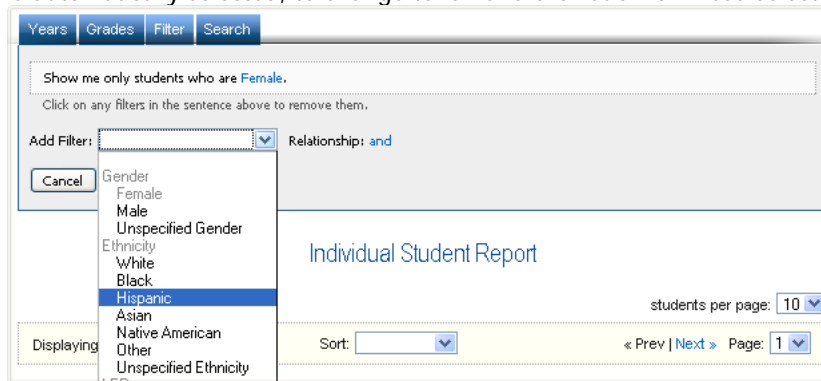
This feature allows for selection of the grade. For example, to see scores for grade 3, click on 'Grade 3'



- o **Filters**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which is automatically selected, to change to 'or' and click submit. These selections are shown in the image below.

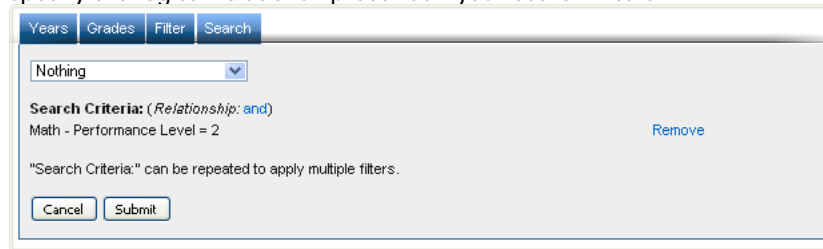


- o **Search**

Use this feature to search students by different scores, performance levels, and other characteristics. For example, to show only students who performed at a basic performance level, select 'Math – Performance Level' from the drop-down list and select 'Basic.' Then click "Add" and 'Submit.' To remove a parameter, simply click 'Remove' next to the search criteria.

You can also search by more than one parameter by adding several search functions. Click on the relationship 'and'/'or' to

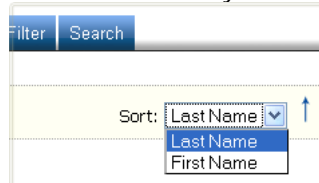
specify the logical relationship between your search filters.



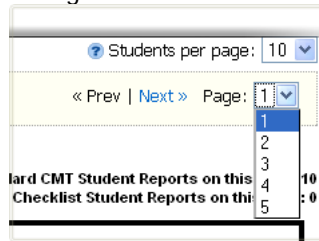
## Advanced Features

Once you view your report, you can

- o Sort the students by first or last name by using the drop-down list at the top of the page.



- o Change the number of students shown per page and jump between pages by using the drop-down list at the top of the page.



## Longitudinal Roster Report

### Getting Started

Longitudinal Roster Report provides a roster list of scores and student data for multiple years. By selecting a year from the main menu, a user can generate a roster report that matches a student's current score results with previous grades/years. In addition, the user can produce an individual student report for any given year by selecting the student's last name. To get started:

- o Select "Longitudinal Roster Report" under "Report."
- o Select the grades and years from the drop-down lists under "Select Year/Grade." To remove a selection or make changes, click the selections (in blue).
- o Click "Continue."

**Report**

Group Summary: Scale Scores and Performance Levels  
 Group Summary: Standards/Indicators  
 Performance Level Summary Chart  
 Roster Report  
 Individual Student Report  
 Longitudinal Roster Report  
 Cohort Comparison Report  
 Matched Comparison Report

---

**Select Year/Grade**

Show me Grade 3, 2008 and Grade 4, 2009.

---

**Schools**

Choose: Cyberland Sd

## Sample Report

Clicking "Continue" will generate a report similar to the following sample:

Longitudinal Roster Report Cyberland Sd											
					Reading			Mathematics			
Last Name	First Name	MI	Grade	Year	Total Raw Score	Scaled Score	Performance Level	Total Raw Score	Scaled Score	Performance Level	
Doe007	John	C	3	2008	36	632	Proficient	64	628	Proficient	
Doe041	John	R	3	2008	30	614	Proficient	68	640	Proficient	
Doe052	John	J	3	2008	40	646	Proficient	66	634	Proficient	
Doe058	John	M	3	2008	18	575	Basic	28	552	Basic	
Doe064	John	T	3	2008	39	642	Proficient	72	653	Proficient	
Doe083	John	J	3	2008	44	661	Proficient	82	724	Advanced	
Doe096	John		4	2009	33	615	Proficient	72	681	Proficient	
Doe098	John		3	2008	29	610	Proficient	56	609	Proficient	
Doe107	John	C	4	2009	27	627	Proficient	72	685	Advanced	

## Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Fields**

This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and then click "Submit."

Fields	Score	Filters	Search	Other
<input type="checkbox"/> SIMS ID	<input type="checkbox"/> DOB	<input type="checkbox"/> Gender	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> LEP
<input type="checkbox"/> IEP	<input type="checkbox"/> S504	<input type="checkbox"/> District	<input type="checkbox"/> School	

Cancel Submit

- **Score**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

	Total Raw Score	Scaled Score	Performance Level
Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Submit

- **Filters**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under *any one or more* of the characteristics.

For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which

is automatically selected, to change to 'or' and click submit. These selections are shown in the image below.

Fields | Score | Filters | Search | Other

Show me only students who are **Female**.

Click on any filters in the sentence above to remove them.

Add Filter:  Relationship: **and**

Cancel

- Gender
  - Female
  - Male
  - Unspecified Gender
- Ethnicity
  - White
  - Black
  - Hispanic
  - Asian
  - Native American
  - Other
  - Unspecified Ethnicity

Longitudinal Roster Report  
Cyberland Sd

Save Query | Download Report

Reading | Mathematics

- o **Search**

Use this feature to search students by different scores, performance levels, and other characteristics. For example, to show only students who performed at a basic performance level, select 'Math – Performance Level' from the drop-down list and select 'Basic.' Then click "Add" and 'Submit.' To remove a parameter, simply click 'Remove' next to the search criteria.

You can also search by more than one parameter by adding several search functions. Click on the relationship 'and'/'or' to specify the logical relationship between your search filters.

Fields | Score | Filters | Search | Other

First Name  contains John  Add

**Search Criteria:** (Relationship: and)

None

"Search Criteria:" can be repeated to apply multiple filters.

Cancel Submit

- o **Other**

Use this tab to change the number of groups shown per page.

Fields | Score | Filters | Search | Other

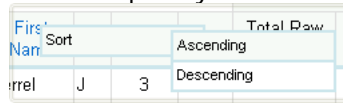
Groups Per Page:

Cancel Submit

## Advanced Features

Once you view your report, you can further:

- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file that opens directly in Microsoft Excel.
- Sort the report by first or last name by clicking the column title:



The screenshot shows a table with a sorting dropdown menu. The table has columns for 'First Name', 'Last Name', and 'Total Row'. The dropdown menu is open, showing 'Ascending' and 'Descending' options. The 'Descending' option is selected.

First Name	Last Name	Total Row
Errel	J	3

## New Roster Report

### Getting Started

The New Roster Report is a specialized component of the Roster Report which allows an administrative school-level user to upload teacher information via a Microsoft Excel or comma-delimited file. Once the teacher level data is uploaded, users can then create teacher-level access accounts, and any Grade-, Content- or Teacher-level user can update the existing data. To get started:

- Select "New Roster Report" under "Report."
- Select the appropriate school year under "Select School Year."
- Select a grade under "Select Grade."
- Select a school under "Schools."

**Report**

Group Summary: Scale Scores and Performance Levels  
 Group Summary: Standards/Indicators  
 Performance Level Summary Chart  
 Roster Report  
 Individual Student Report  
 Longitudinal Roster Report  
 Cohort Comparison Report  
 Matched Comparison Report  
 New Roster Report

**Select School Year**

2003-04    2004-05    2005-06    2006-07    2007-08    2008-09

**Select Grade**

Grade 9    Grade 12

**Schools**

Choose:

## Preparing Data

The data file to be uploaded can be an Excel file or a comma delimited file (all data columns must be separated by commas). If you are using an Excel file, the file name extension must be .xls or .xlsx (for Excel 2007). If you are creating a comma delimited file, the file name extension must be .csv.

The following columns **MUST** be present: **simsid**, **lname**, **fname**, **mi**, **teacher**, **subject**, **course**, and **section**.

1. **simsid** - the student's ID
2. **lname** - the student's last name
3. **fname** - the student's first name
4. **mi** - the student's middle initial
5. **teacher** - the teacher's name
6. **subject** - the subject which this teacher teaches (i.e. Social Studies)
7. **course** - the name of the particular course taught by this teacher (i.e. World History)
8. **section** - the name or number of the course section taught by this teacher (i.e. 001)

If a student is enrolled in more than one course, the data file should contain multiple rows for that student.

## Sample Data File

Since all columns must be uploaded within the file, and at times there is only one teacher for all subjects, there are two sample files shown below.

- o For an elementary school situation, where the student stays with the same teacher all day for the core subjects, the file may be similar to the sample below:

	A	B	C	D	E	F	G	H
1	simsid	lname	fname	MI	teacher	subject	course	section
2	46399022	Doe001	John	W	Crick	All	All	1
3	57999804	Doe005	John	J	Crick	All	All	1
4	58602432	Doe018	John	T	Crick	All	All	1
5	49402756	Doe019	John	L	Euclid	All	All	2
6	52802938	Doe020	John	M	Euclid	All	All	2
7	40803020	Doe021	John	P	Euclid	All	All	2
8	58403562	Doe023	John	C	Keynes	All	All	3
9	48203904	Doe025	John	G	Keynes	All	All	3
10	42804012	Doe026	John	S	Keynes	All	All	3
11	52204034	Doe026	John	J	Woolf	All	All	4
12	42204406	Doe028	John	M	Woolf	All	All	4
13	54204488	Doe028	John	G	Woolf	All	All	4
14	57604704	Doe029	John	J	Euler	All	All	5
15	48205116	Doe031	John	J	Euler	All	All	5
16	59006134	Doe036	John	M	Euler	All	All	5

- o For middle or high school situation, where the student may not stay with the same teacher all day for the core classes, the file may be similar to the sample below:

	A	B	C	D	E	F	G	H
1	simsid	lname	fname	MI	teacher	subject	course	section
2	46399022	Doe001	John	W	Crick	Science	Biology	1
3	57999804	Doe005	John	J	Crick	Science	Biology	1
4	58602432	Doe018	John	T	Crick	Science	Biology	1
5	49402756	Doe019	John	L	Euclid	Math	Geometry	2
6	52802938	Doe020	John	M	Euclid	Math	Geometry	2
7	40803020	Doe021	John	P	Euclid	Math	Geometry	2
8	58403562	Doe023	John	C	Keynes	History	Economics	3
9	48203904	Doe025	John	G	Keynes	History	Economics	3
10	42804012	Doe026	John	S	Keynes	History	Economics	3
11	52204034	Doe026	John	J	Woolf	English	English II	4
12	42204406	Doe028	John	M	Woolf	English	English II	4
13	54204488	Doe028	John	G	Woolf	English	English II	4
14	57604704	Doe029	John	J	Euler	Math	Calculus	5
15	48205116	Doe031	John	J	Euler	Math	Calculus	5
16	59006134	Doe036	John	M	Euler	Math	Calculus	5

## Uploading Data

To upload data, use the following steps:

1. Select "New Roster Report" under "Report."
2. Select the year, grade, and school. For example, for a sample data file compiled using information from a 2008, Grade 6 roster report, select the year "2008-09" and " Grade 7."

- Click "Continue."
- Upload the data file, formatted appropriately.

Please upload a data file for grade 12 (Tips for Upload)

**Warning: When you click 'Upload', any old data will be overwritten.**

File:

- The application will redirect you to the New Roster Report page.

Please upload a data file for grade 12 (Tips for Upload)

**Warning: When you click 'Upload', any old data will be overwritten.**

File:

**Success:** Your data has been successfully uploaded.  
You will be [redirected](#) shortly.



New Roster Report  
Cyberland High, Grade 12, 2008-09

Last Name	First Name	MI	Reading			Mathematics			Science		
			Total Raw Score	Scaled Score	Performance Level	Total Raw Score	Scaled Score	Performance Level	Total Raw Score	Scaled Score	Performance Level
Doe001	John	W	24	715	Basic	47	722	Proficient	42	600	Basic
Doe005	John	J	30	743	Proficient	61	752	Proficient	35	587	Basic
Doe018	John	T	16	681	Basic	20	665	Basic	21	558	Below Basic
Doe019	John	L	29	738	Proficient	48	724	Proficient	40	597	Basic
Doe020	John	M	28	733	Proficient	61	752	Proficient	50	615	Proficient
Doe021	John	D	47	895	Basic	33	673	Basic	35	567	Basic

Once initially uploaded, you can access the New Roster Report from the homepage. To update the file, use the **"Upload Student File"** link on the report page itself.

## Customizing the Teacher Level Reports

After being redirected to the New Roster Report, the report page may be customized using the blue tabs near the top of the page. The "Teacher" tab is unique to the New Roster Report.

- Fields**

This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and

then click "Submit."

Fields | Teacher | Score | Filters | Search | Other

SIMS ID     DOB     Gender     Ethnicity     LEP  
 IEP     S504

Cancel Submit

- **Teacher**

Use this feature to display or hide teacher-level information like 'Teacher Name,' 'Course Name,' or 'Section Number.'

Fields | Teacher | Score | Filters | Search | Other

Teacher Name     Course Name     Section Number

Cancel Submit

- **Score**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

Fields | Teacher | Score | Filters | Search | Other

	Total Raw Score	Scaled Score	Performance Level	Standards/Indicators
Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> More
Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> More
Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> More

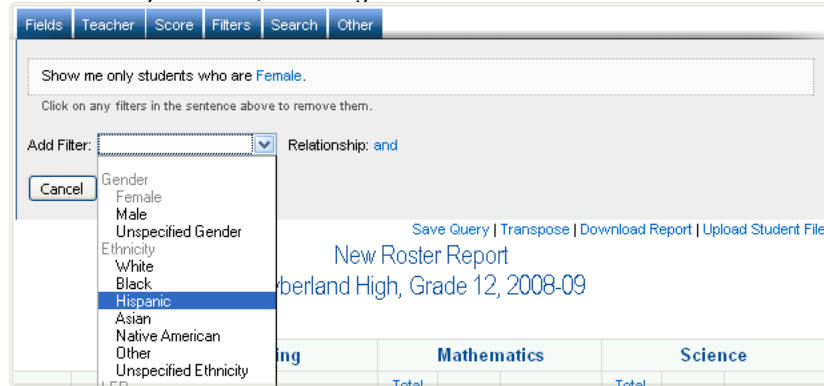
Cancel Submit

- **Filters**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word 'and' or 'or' to specify the logical relationship between the subgroups selected. 'And' will only show students who fall under *all* of the characteristics selected whereas 'or' will show students who fall under *one or more* of the characteristics.

For instance, to view students who are either Hispanic *or* female, select 'Female' and 'Hispanic'. Then, click the 'and' link, which is

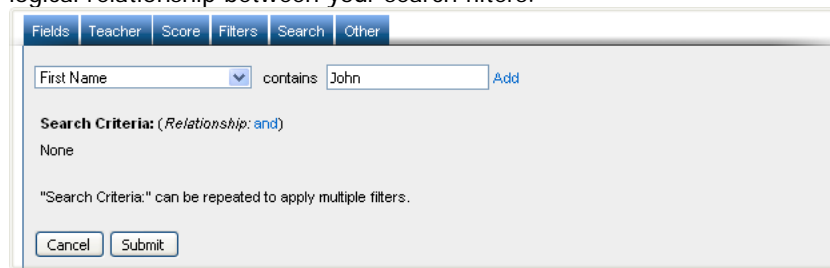
automatically selected, to change to 'or' and click submit. These selections are shown in the image below.



- **Search**

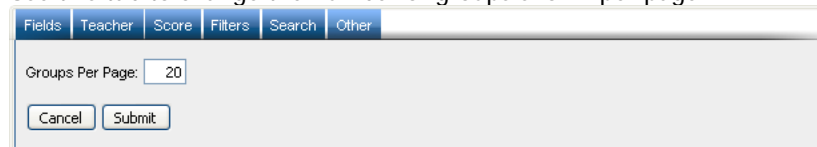
Use this feature to search students by different scores, performance levels, and other characteristics. For example, to show only students who performed at a basic performance level, select 'Math – Performance Level' from the drop-down list and select 'Basic.' Then click "Add" and 'Submit.' To remove a parameter, simply click 'Remove' next to the search criteria.

You can also search by more than one parameter by adding several search functions. Click on the relationship 'and'/'or' to specify the logical relationship between your search filters.



- **Other**

Use this tab to change the number of groups shown per page.



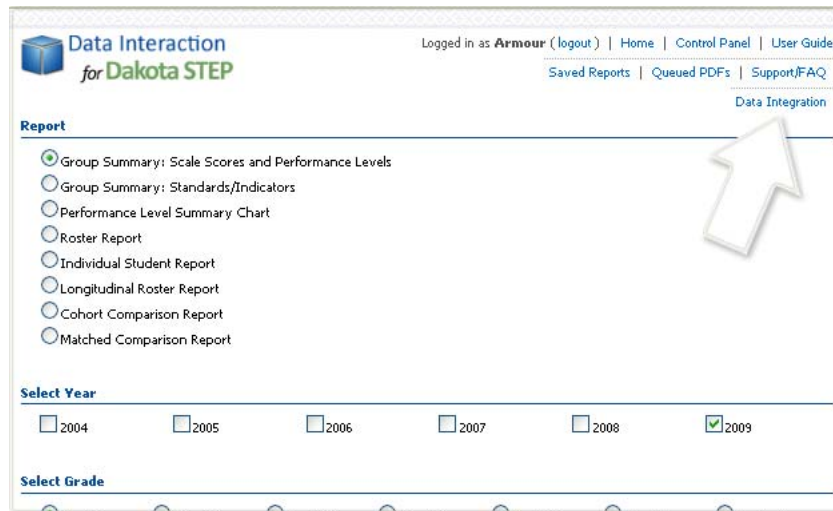
See the Roster Report section of the help menu for additional information about this report.

# Data Integration

## Getting Started

Data Integration allows district level administrative users to upload external data into eMetric's Data Interaction system to view and analyze along with the statewide assessment data.

Integrate may be accessed by selecting the "Data Integration" link located on the top right of the screen.



## Preparing Data

The data file to be uploaded can be an Excel file or a comma delimited file (all data columns must be separated by a commas). If you are using an excel file, the file name extension must be .xls or .xlsx (for Excel 2007). If you are creating a comma delimited file, the file name extension must be .csv.

The data file must include a column listing the state ID's (SASID). This is the column that is used to match the uploaded data to the assessment data.

	A	B	C	D	E	F	G
1	SASID	Absences	Tardies	Math S1	Math S2	Reading S1	Reading S2
2	2733900275	8	5	91	89	62	57
3	1330600702	4	4	10	67	62	38
4	2994501645	2	9	51	94	94	28
5	1186802271	3	7	32	17	90	2
6	5495504190	5	0	29	44	67	1
7	5483905242	2	7	54	30	4	91
8	6758905329	2	6	67	95	2	83
9	2695607849	9	2	94	55	27	39
10	1839213432	0	5	8	60	4	40
11	6265413882	1	6	64	57	9	48
12	1398416805	3	10	53	2	51	15
13	1145720219	9	9	43	78	97	83
14	2598121818	7	4	69	57	15	72
15	6764623017	4	9	64	11	78	89
16	1773324006	9	6	36	67	73	46
17	1600526558	4	0	6	14	100	64

## Uploading data

To upload data, use the following steps:

1. Select "Data Integration" on the main page
2. Select "Upload New Columns / Update Existing Columns"



3. Select the report, year, and grade to integrate the data with
4. Enter the column name for SASID that is the file to be uploaded
5. Click "Browse..." to locate and select the file on the computer

6. Click "Upload"

Upload Data

Roster Report

2003    2004    2005    2006    2007    2008    2009

Grade 3    Grade 4    Grade 5    Grade 6    Grade 7    Grade 8    Grade 11    Multiple

[Use Existing File](#)

Enter the column name for the SIMS ID:

Upload the data:

## Defining Data

Once the data has been uploaded, the data must be defined as either a score variable or a field variable. The way a variable is defined in this step determines the analyses that can be performed on that variable later on. A score variable is a numerical value that can be summarized (mean, standard deviation, minimum score, maximum score). A field variable is one that describes a characteristic about a student. These columns will be used as categorical variables: fields may be distributed and scores may be summarized as well as distributed.

To define the uploaded data, simply select "Field" or "Score" from the drop down menu next to each new variable. When this task has been completed, select "Continue."

If there is a column that should not be uploaded, simply select "Discard this column" and it will not be uploaded into the application.

Your data has the following columns:

**IEUPDATE - NEW COLUMN**

Add this column to our data as a

Discard this column

**SPED - NEW COLUMN**

Add this column to our data as a

Discard this column

**S504 - NEW COLUMN**

Add this column to our data as a

Discard this column

**LEP - NEW COLUMN**

Add this column to our data as a

Discard this column

**ACC\_ID - NEW COLUMN**

Add this column to our data as a

Discard this column

**CONTENT\_ID - NEW COLUMN**

Add this column to our data as a

Discard this column

## Roster Score Interpretation

### **Scaled Score**

A standard score derived from the Number Correct (Raw Score) that indicates performance on all forms of a given test along a single comparable scale. It facilitates conversions to other score types and the study of changes in performance

### **Total Raw Score**

A score that reports the number of points a student earned on each test item, cluster/strand, or test.

### **Total N**

Total number of students with a valid test score at school, district, or state level

### **Valid N**

Number of students with a valid test score on which school, district, or state results are based at each aggregate level

### **Mean**

The average of the individual score values

### **S.D.**

A measure of variability in a group of scores that indicates the average distance of the individual score points from the mean

### **Minimum**

The minimum of the individual scores values

### **Maximum**

The maximum of the individual scores values

## Performance Level Interpretations

### **Basic**

A student performing at the basic level performs below expectations for that grade level. The student is able to perform some of the content standards for the grade below the level of difficulty, complexity, or fluency specified by the grade-level standards.

### **Proficient**

A student performing at the proficient level meets expectations for that grade level. The student is able to perform the content standards for the grade at the level of difficulty, complexity, or fluency specified by the standards.

### **Advanced**

A student performing at the advanced level exceeds expectations for that grade level. The student is able to perform the content standards for the grade at a high level of difficulty, complexity, or fluency.

### **Below Basic**

A student performing at the Below Basic level is unable to perform the content standards for the grade; therefore, no description is

provided for this performance level.

Please see the <http://doe.sd.gov/> PDF file (link will open in a new window).

## Summary Score Interpretations

### **Number Tested**

Number of students tested at the school, district, or state level

### **Average Scaled Score**

Average scaled score is computed based on the valid scaled scores. Score values of zero or missing are not included in the calculation. The scale score ranges from 100 to 400.

### **Mean Scaled Score**

The average of Scaled Scores earned by a group taking a given test

### **% in Each Performance Level**

The percentage of students at each of the four Performance Levels: Below Basic, Basic, Proficient, and Advanced

## Performance Standards Score Ranges

### 2009 Raw and Scaled Score Cut Points and Performance Standards

#### Grade 3 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	543 or Below	544-593	594-643	644 or Above
Reading Raw Score	0-10	11-25	26-41	42-56
Math Scaled Score	529 or Below	530-599	600-667	668 or Above
Math Raw Score	0-17	18-50	51-75	76-84

#### Grade 4 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	538 or Below	539-597	598-643	644 or Above
Reading Raw Score	0-9	10-26	27-41	42-56
Math Scaled Score	547 or Below	548-617	618-683	684 or Above
Math Raw Score	0-14	15-45	46-72	73-84

#### Grade 5 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	539 or Below	540-596	597-647	648 or Above
Reading Raw Score	0-9	10-26	27-42	43-56
Math Scaled Score	581 or Below	582-636	637-698	699 or Above
Math Raw Score	0-18	19-44	45-71	72-84
Science Scaled Score	573 or Below	574-604	605-669	670 or Above
Science Raw Score	0-22	23-36	37-59	60-70

Grade 6 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	551 or Below	552-599	600-655	656 or Above
Reading Raw Score	0-12	13-27	28-44	44-56
Math Scaled Score	600 or Below	601-660	661-727	728 or Above
Math Raw Score	0-18	19-46	47-73	74-84

Grade 7 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	552 or Below	553-599	600-650	651 or Above
Reading Raw Score	0-12	13-27	28-43	44-56
Math Scaled Score	618 or Below	619-677	678-741	742 or Above
Math Raw Score	0-19	20-47	48-73	74-84

Grade 8 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	553 or Below	554-599	600-649	650 or Above
Reading Raw Score	0-12	13-27	28-43	44-56
Math Scaled Score	624 or Below	625-686	687-753	754 or Above
Math Raw Score	0-12	13-38	39-68	69-84
Science Scaled Score	568 or Below	569-610	611-674	675 or Above
Science Raw Score	0-21	22-38	39-60	61-70

Grade 11 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	565 or Below	566-603	604-655	656-791
Reading Raw Score	0-14	15-25	26-39	40-50
Math Scaled Score	644 or Below	645-714	715-780	781 or Above
Math Raw Score	0-13	14-43	44-71	72-84
Science Scaled Score	566 or Below	567-609	610-668	669 or Above
Science Raw Score	0-24	25-46	47-71	72-84

2008 Raw and Scaled Score Cut Points and Performance Standards

Grade 3 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	497 or Below	498-594	595-663	664 or Above
Reading Raw Score	0-3	4-23	24-44	45-56
Math Scaled Score	529 or Below	530-599	600-667	668 or Above
Math Raw Score	0-18	19-51	52-75	76-84

Grade 4 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	524 or Below	525-606	607-667	668 or Above
Reading Raw Score	0-5	6-23	24-43	44-56
Math Scaled Score	547 or Below	548-617	618-683	684 or Above
Math Raw Score	0-15	16-45	46-71	72-84

Grade 5 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	543 or Below	544-620	621-677	678 or Above
Reading Raw Score	0-5	6-24	25-42	43-56
Math Scaled Score	581 or Below	582-636	637-698	699 or Above
Math Raw Score	0-16	17-40	41-67	68-84
Science Scaled Score	573 or Below	574-604	605-669	670 or Above
Science Raw Score	0-23	24-36	37-59	60-70

Grade 6 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	555 or Below	556-635	636-691	692 or Above
Reading Raw Score	0-6	7-26	27-43	44-56
Math Scaled Score	600 or Below	601-660	661-727	728 or Above
Math Raw Score	0-19	20-47	48-73	74-84

Grade 7 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	564 or Below	565-650	651-708	709 or Above
Reading Raw Score	0-4	5-25	26-44	45-56
Math Scaled Score	618 or Below	619-677	678-741	742 or Above
Math Raw Score	0-18	19-45	46-71	72-84

Grade 8 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	573 or Below	574-667	668-727	728 or Above
Reading Raw Score	0-4	5-26	27-45	46-56
Math Scaled Score	624 or Below	625-686	687-753	754 or Above
Math Raw Score	0-12	13-38	39-68	69-84
Science Scaled Score	568 or Below	569-610	611-674	675 or Above
Science Raw Score	0-21	22-39	40-60	61-70

Grade 11 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	624 or Below	625-718	719-779	780 or Above
Reading Raw Score	0-5	6-24	25-35	36-40
Math Scaled Score	644 or Below	645-714	715-780	781 or Above
Math Raw Score	0-13	14-43	44-71	72-84
Science Scaled Score	566 or Below	567-609	610-668	669 or Above
Science Raw Score	0-24	25-46	47-71	72-84

2007 Raw and Scaled Score Cut Points and Performance Standards

Grade 3 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	497 or Below	498-594	595-663	664 or Above
Reading Raw Score	0-3	4-23	24-44	45-56
Math Scaled Score	529 or Below	530-599	600-667	668 or Above
Math Raw Score	0-18	19-51	52-75	76-84

Grade 4 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	524 or Below	525-606	607-667	668 or Above
Reading Raw Score	0-5	6-23	24-43	44-56
Math Scaled Score	547 or Below	548-617	618-683	684 or Above
Math Raw Score	0-15	16-45	46-71	72-84

Grade 5 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	543 or Below	544-620	621-677	678 or Above
Reading Raw Score	0-5	6-24	25-42	43-56
Math Scaled Score	581 or Below	582-636	637-698	699 or Above
Math Raw Score	0-16	17-40	41-67	68-84
Science Scaled Score	573 or Below	574-604	605-669	670 or Above
Science Raw Score	0-23	24-36	37-59	60-70

Grade 6 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	555 or Below	556-635	636-691	692 or Above
Reading Raw Score	0-6	7-26	27-43	44-56
Math Scaled Score	600 or Below	601-660	661-727	728 or Above
Math Raw Score	0-19	20-47	48-73	74-84

Grade 7 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	564 or Below	565-650	651-708	709 or Above
Reading Raw Score	0-4	5-25	26-44	45-56
Math Scaled Score	618 or Below	619-677	678-741	742 or Above
Math Raw Score	0-18	19-45	46-71	72-84

Grade 8 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	573 or Below	574-667	668-727	728 or Above
Reading Raw Score	0-4	5-26	27-45	46-56
Math Scaled Score	624 or Below	625-686	687-753	754 or Above
Math Raw Score	0-12	13-38	39-68	69-84
Science Scaled Score	568 or Below	569-610	611-674	675 or Above
Science Raw Score	0-21	22-39	40-60	61-70

Grade 11 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	624 or Below	625-718	719-779	780 or Above
Reading Raw Score	0-5	6-24	25-35	36-40
Math Scaled Score	644 or Below	645-714	715-780	781 or Above
Math Raw Score	0-13	14-43	44-71	72-84
Science Scaled Score	566 or Below	567-609	610-668	669 or Above
Science Raw Score	0-24	25-46	47-71	72-84

2006 Raw and Scaled Score Cut Points and Performance Standards

Grade 3 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	497 or Below	498-594	595-663	664 or Above
Math Scaled Score	529 or Below	530-599	600-667	668 or Above

Grade 4 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	524 or Below	525-606	607-667	668 or Above
Math Scaled Score	547 or Below	548-617	618-683	684 or Above

Grade 5 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	543 or Below	544-620	621-677	678 or Above
Math Scaled Score	581 or Below	582-636	637-698	699 or Above

Grade 6 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	555 or Below	556-635	636-691	692 or Above
Math Scaled Score	600 or Below	601-660	661-727	728 or Above

Grade 7 State Performance Standards

<b>Subtest</b>	<b>Below Basic</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
Reading Scale Score	564 or Below	565-650	651-708	709 or Above
Math Scaled Score	618 or Below	619-677	678-741	742 or Above

Grade 8 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	573 or Below	574-667	668-727	728 or Above
Math Scaled Score	624 or Below	625-686	687-753	754 or Above

Grade 11 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	624 or Below	625-718	719-779	780 or Above
Math Scaled Score	644 or Below	645-714	715-780	781 or Above

2005 Raw and Scaled Score Cut Points and Performance Standards

Grade 3 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	497 or Below	498-594	595-663	664 or Above
Math Scaled Score	502 or Below	503-589	590-643	644 or Above

Grade 4 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	524 or Below	525-606	607-667	668 or Above
Math Scaled Score	512 or Below	513-611	612-663	664 or Above

Grade 5 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	543 or Below	544-620	621-677	678 or Above
Math Scaled Score	551 or Below	552-634	635-681	682 or Above

Grade 6 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	555 or Below	556-635	636-691	692 or Above
Math Scaled Score	575 or Below	576-657	658-704	705 or Above

Grade 7 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	564 or Below	565-650	651-708	709 or Above
Math Scaled Score	588 or Below	589-673	674-732	733 or Above

Grade 8 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	573 or Below	574-667	668-727	728 or Above
Math Scaled Score	586 or Below	587-685	686-734	735 or Above

Grade 11 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	624 or Below	625-718	719-779	780 or Above
Math Scaled Score	577 or Below	578-702	703-758	759 or Above

2004 Raw and Scaled Score Cut Points and Performance Standards

Grade 3 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	533 or Below	534-604	605-661	662 or Above
Math Scaled Score	531 or Below	532-589	590-643	644 or Above

Grade 4 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	533 or Below	534-594	595-647	648 or Above
Math Scaled Score	545 or Below	546-613	614-665	666 or Above

Grade 5 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	602 or Below	603-654	655-712	713 or Above
Math Scaled Score	607 or Below	608-645	646-698	699 or Above

Grade 6 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	565 or Below	566-638	639-690	691 or Above
Math Scaled Score	625 or Below	626-673	674-734	735 or Above

Grade 7 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	594 or Below	595-659	660-708	709 or Above
Math Scaled Score	637 or Below	638-687	688-757	758 or Above

Grade 8 State Performance Standards

Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	592 or Below	593-663	664-718	719 or Above
Math Scaled Score	644 or Below	645-691	692-755	756 or Above

Grade 11 State Performance Standards

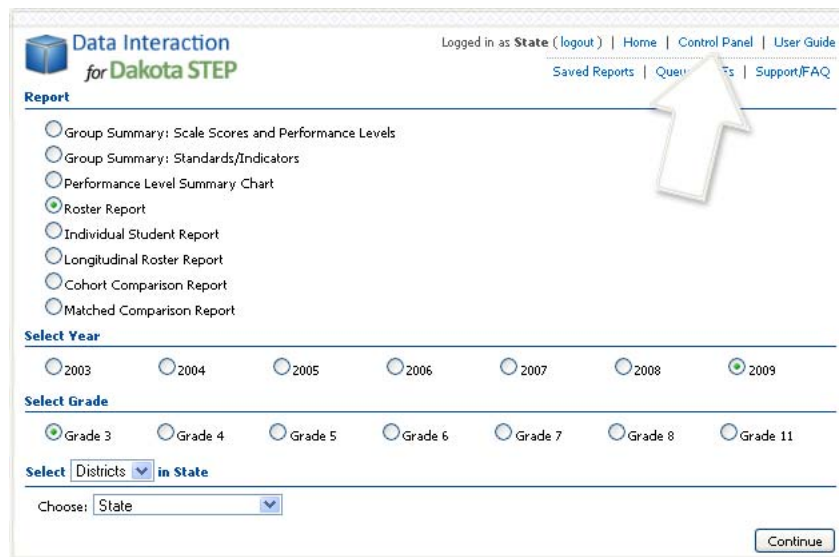
Subtest	Below Basic	Basic	Proficient	Advanced
Reading Scale Score	681 or Below	682-729	730-799	800 or Above
Math Scaled Score	614 or Below	615-702	703-758	759 or Above

## Control Panel

The control panel inside the Data Interaction system allows administrative users to create user accounts with different privileges at the district, school, and content levels.

### Getting Started

The control panel can be accessed by clicking on "Control Panel" located at the top right of the screen.



**Data Interaction**  
for **Dakota STEP**

Logged in as **State** (logout) | Home | **Control Panel** | User Guide  
Saved Reports | Questions | Support/FAQ

**Report**

- Group Summary: Scale Scores and Performance Levels
- Group Summary: Standards/Indicators
- Performance Level Summary Chart
- Roster Report
- Individual Student Report
- Longitudinal Roster Report
- Cohort Comparison Report
- Matched Comparison Report

**Select Year**

2003  2004  2005  2006  2007  2008  2009

**Select Grade**

Grade 3  Grade 4  Grade 5  Grade 6  Grade 7  Grade 8  Grade 11

**Select** Districts  in State

Choose: State

### Making a Selection

Choose an option: "Add User Accounts," "View User Accounts," "View User Activity," or "View Survey Results."

## Control Panel

### [Add User Accounts](#)

Enables you to add user accounts to a specific school or district based on the privileges of the administrator account.

### [View User Accounts](#)

You can centrally view and manage all the user accounts in a single screen with this interface depending on the privileges of the administrator account.

### [View User Activity](#)

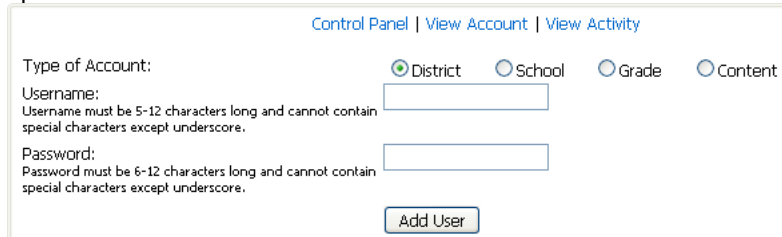
Control Panel gives you the ability to monitor the user activity of all the user accounts within your school/district. Details include time stamp, IP address, username and module visited.

### [User Survey Results](#)

View user survey results.

## Add User Accounts

“Add User Accounts” allows for the creation of user accounts for a specific district or school. To add a new user account, click on this option.



The screenshot shows the 'Add User Accounts' form within the Control Panel. At the top, there are navigation links: 'Control Panel | View Account | View Activity'. Below this, the 'Type of Account' section has four radio buttons: 'District' (selected), 'School', 'Grade', and 'Content'. The 'Username' field is a text input box with a note: 'Username must be 5-12 characters long and cannot contain special characters except underscore.' The 'Password' field is another text input box with a note: 'Password must be 6-12 characters long and cannot contain special characters except underscore.' At the bottom of the form is an 'Add User' button.

Select the type of account (see below) and any other additional information that the system asks for. Enter the new username and password and click “Continue.”

## Types of Accounts

There are six levels of access to the CMT Data Interaction Application: State, District, School Content, Grade, and Teacher.

- **State-level** users can view all student information at both state and district levels, including students’ scores, demographic information, and details like names, birthdate, and student ID.
- **District Administrator** users have access to all the data for their specified districts as well as all schools within the districts. The district administrator is able to:

1. Upload data for integration.
2. Access the control panel to create, deactivate, modify, and view user accounts.
  - o **District Normal** users have access to all of the data for their soecified schools.
  - o **School Administrator** users have access to all the data for their specified schools. The school administrator is able to:
    1. Access the control panel to create, deactivate, modify, and view user accounts.
  - o **School Normal** users have access to all of the data for their specified schools.
  - o **Content Specific** users have access to all the data for their specified contents within their schools.
  - o **Grade-level** users can view summary and individual information at their particular school for a designated grade.
  - o **Teacher-level** users can view summary and individual information for their particular class. Teach-level access is only available under the Teacher Level Analysis functionality. For more information, see the "Other Features" tab.

## View User Accounts

"View User Accounts" provides a list of all user accounts and allows for the management of user accounts on a single screen.

Control Panel | [Add User](#) | [View Activity](#)

Show All Users

Username

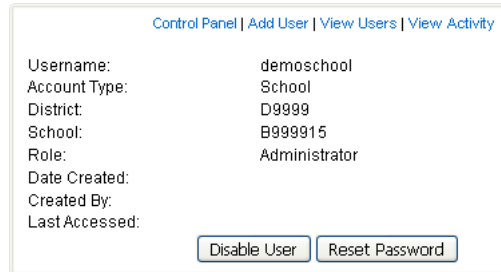
				Username	District #	School #	Type	Role	Status
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin			C	N	Disabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin1			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin2			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin3			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin4			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin5			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin6			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin7			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin8			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin9			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin10			C	N	Disabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin11			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin12			C	N	Disabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin13			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin14			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin15			C	N	Disabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin16			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin17			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin18			C	N	Enabled
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	demologin19			C	N	Enabled

Page: 1 of 27  Jump to Page:

From the View Users Accounts page, users can view the account information by username, change the role of any account (i.e.

administrative or normal), reset passwords, and activate or deactivate user accounts. The list of user accounts can be filtered by using the drop-down box or the search box at the top of the list.

To view **account information** for a particular user, click on the corresponding "Account Info" link. Here you can view the user information and deactivate/activate user accounts.

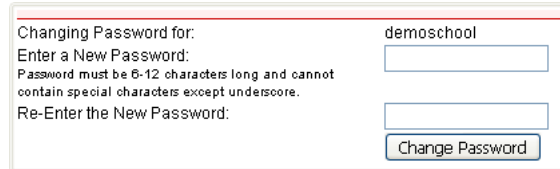


Control Panel | [Add User](#) | [View Users](#) | [View Activity](#)

Username:	demoschool
Account Type:	School
District:	D9999
School:	B999915
Role:	Administrator
Date Created:	
Created By:	
Last Accessed:	

**Disable User** will deactivate the user account. If the account is deactivated by mistake, it can be activated again.

**Reset Password** allows the administrative user to reset passwords for other user accounts.



Changing Password for: demoschool

Enter a New Password:

Password must be 6-12 characters long and cannot contain special characters except underscore.

Re-Enter the New Password:

To reset a password, simply type in the same **new** password in each text box and click "Change Password."

**Activate/Deactivate** allows the status of the account to be toggled between active and inactive. When an account is inactive, the username and password will not provide access into Data Interaction.

## View User Activity

"View User Activity" displays all user activity within the district or school. Detailed information, such as time stamp, IP address, username, and module visited, is provided.

Active users today

Username	IP Address	Time Stamp (ET)	Module
D999	192.168.1.10	7/10/2009 9:46:49 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:46:37 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:42:10 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:42:05 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:42:04 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:42:01 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:41:56 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:41:51 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:41:42 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:41:27 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:41:16 AM	Control Panel
D999	192.168.1.10	7/10/2009 9:41:15 AM	Control Panel
demoschool	192.168.1.10	7/10/2009 8:46:35 AM	Roster Report
demoschool	192.168.1.10	7/10/2009 8:46:18 AM	Roster Report

The drop-down box above the table allows for filtering by different time periods. This list can be sorted.

## Survey Results

“Survey Results” show results from the application survey by percentages. To move from one question to another, click “Next”/“Previous” or jump directly to a question by using the input box below “Select a question:” and pressing submit.

Previous Select a question: Next

1 / 7

---

1. Are you a:

Option	N	%
Superintendent (or deputy/assistant superintendent)	0	0%
District Test Coordinator	1	50%
Data Analyst	1	50%
Education Consultant	0	0%
Principal	0	0%
Teacher/Curriculum Planner	0	0%
Other	0	0%
<b>Total Respondants:</b>	<b>2</b>	<b>100%</b>