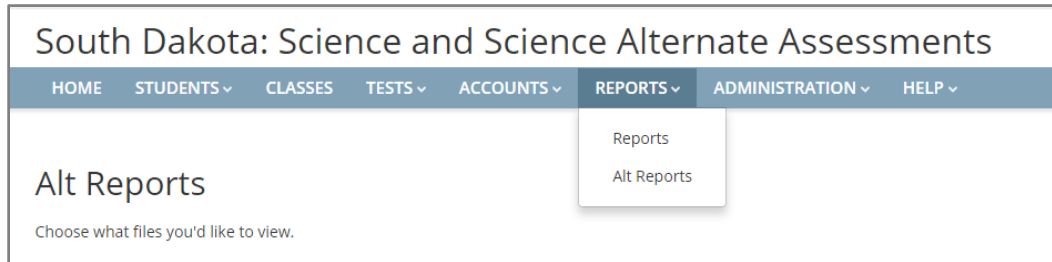


South Dakota Spring 2018

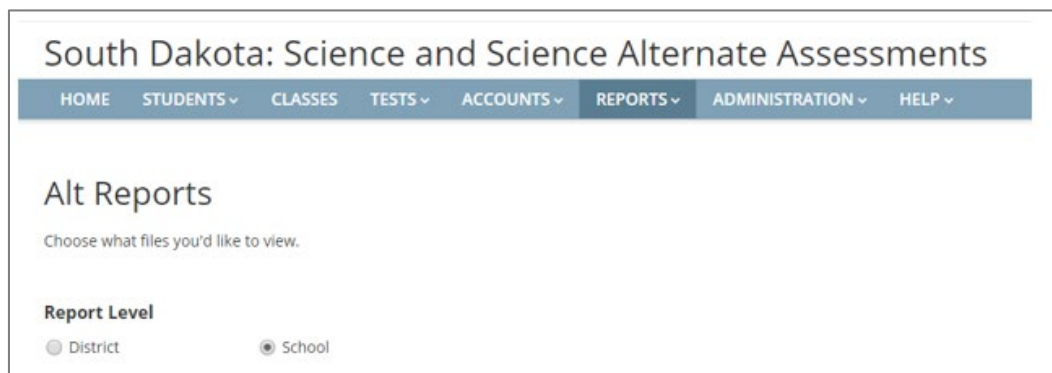
Accessing Reports - Quick Reference Guide

This Quick Reference Guide (QRG) walks through the process to access reports for the South Dakota Science Assessment-Alternate (SDSA-Alt).

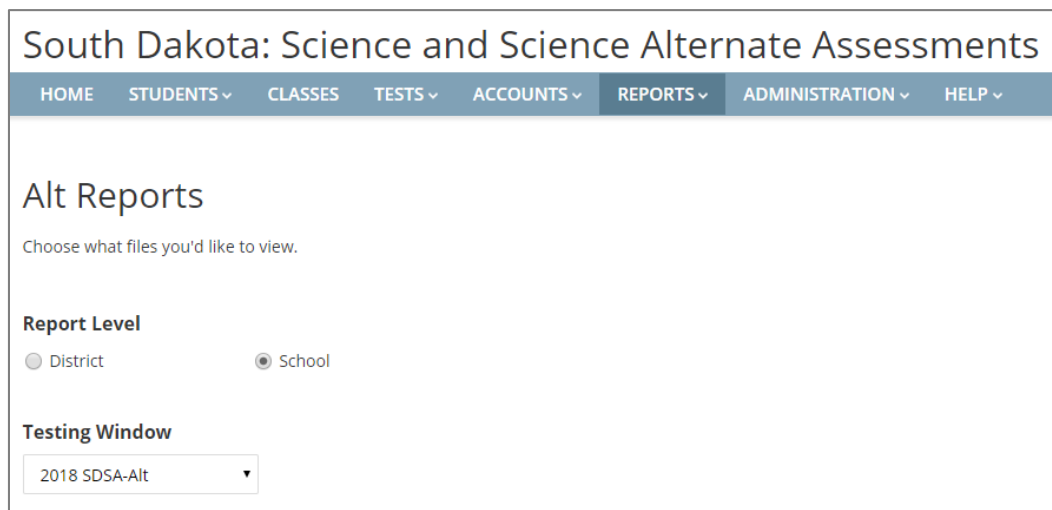
1. Log in to Nextera Admin and navigate to the REPORTS tab. Select the *Alt Reports* option from the drop-down menu.



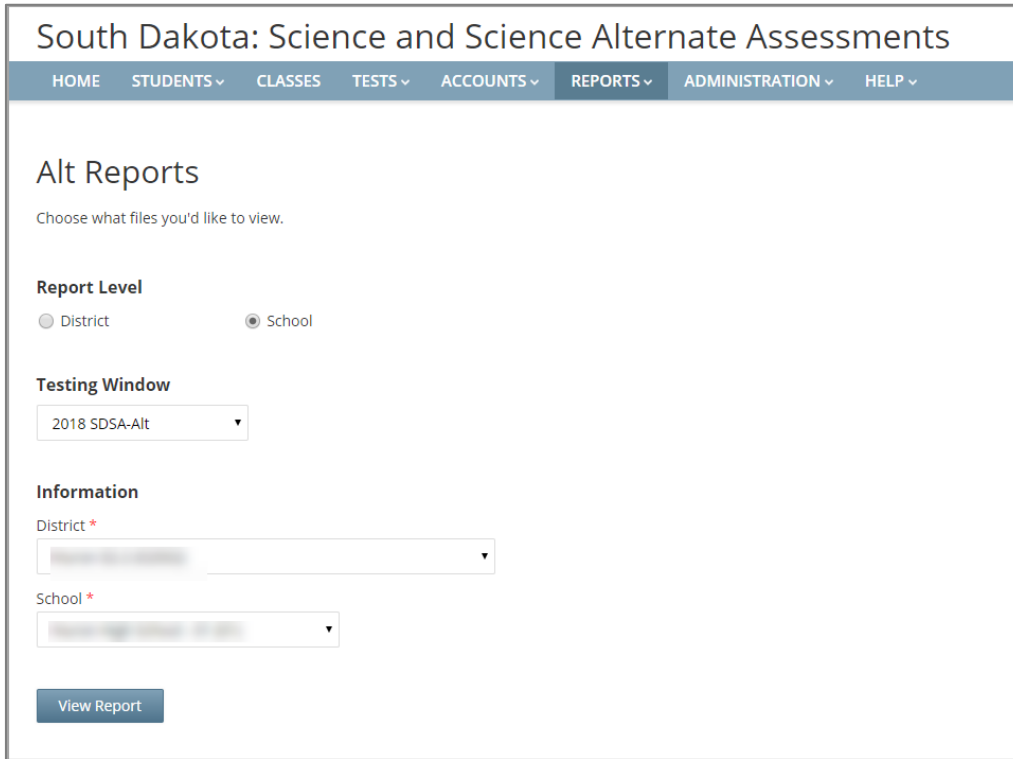
2. The *Alt Reports* page displays. Select the **School** radio button under *Report Level*. This activates the *Testing Window* and *Information* fields.



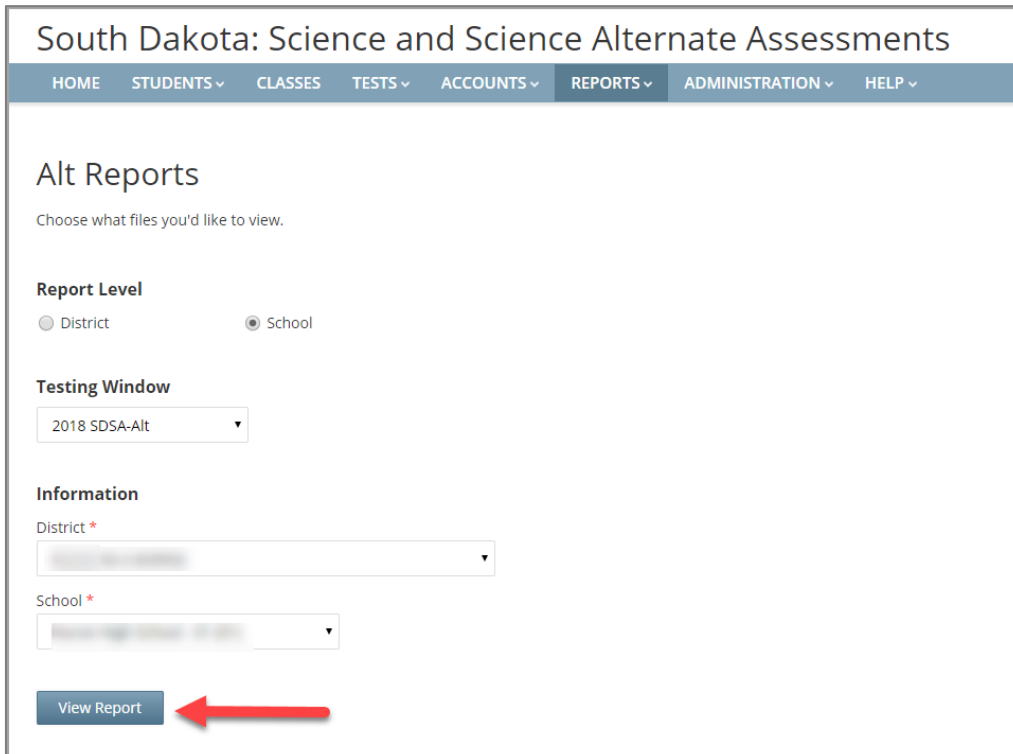
3. The *Testing Window* is pre-populated with 2018 SDSA-Alt and the District drop-down is pre-populated with the district. The School drop-down lists the schools in the district.



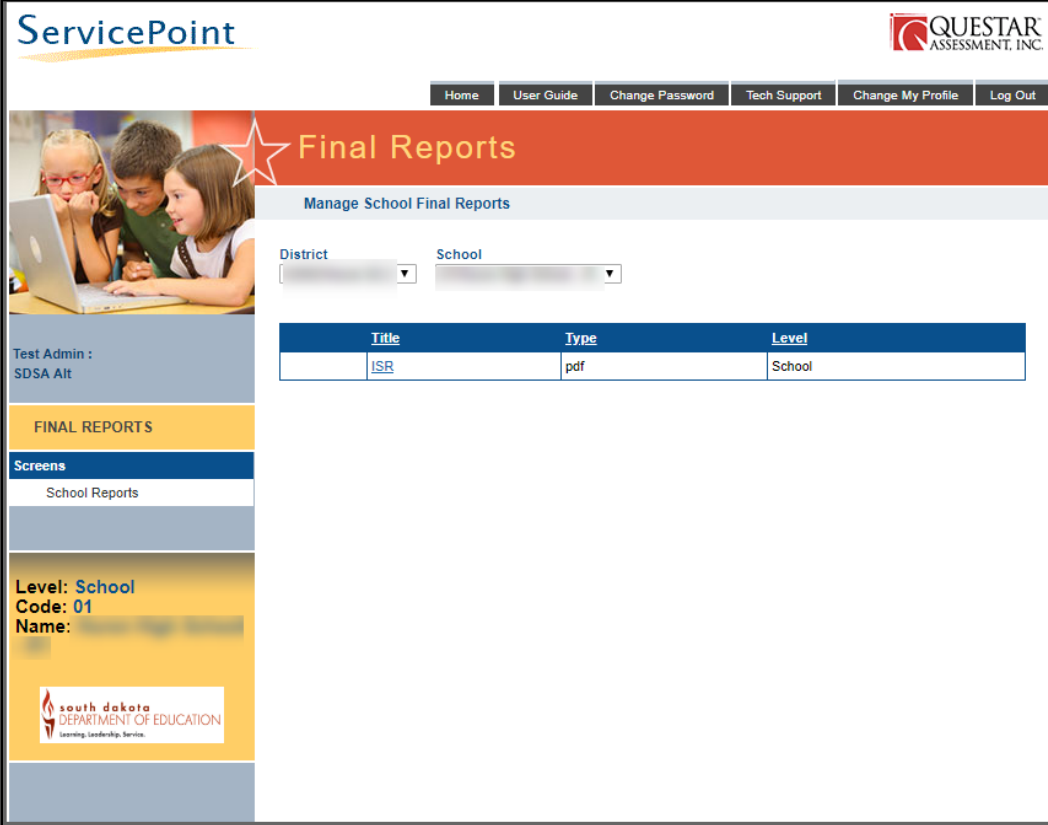
4. Select the applicable school from the drop-down.



5. Click/tap **View Report**. A new browser tab opens to the ServicePoint application. A message regarding pop-up blockers may be activated. If this message is received select the applicable option to allow the window to open.



6. Select Final Reports from the menu on the left side of the window. Select School Reports from the sub-menu. All of the reports for the school are available as links to a PDF file for download and printing.



ServicePoint QUESTAR ASSESSMENT, INC.

Home User Guide Change Password Tech Support Change My Profile Log Out

Final Reports

Manage School Final Reports

District School

Title	Type	Level
ISR	pdf	School


Test Admin : SDSA Ait

FINAL REPORTS

Screens

- School Reports

Level: School
Code: 01
Name:

 south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

7. Return to Nextera Admin to select another school and repeat steps 4 through 6 to access the reports for that school.

Customer Support

South Dakota Testing-Related Questions:

Phone: 1.866.644.6648

Chat: Available via Nextera Admin (Help Tab)

Email: SDCustomerSupport@questarAI.com