# South Dakota Assessment Portal

**DATA INTERACTION HELP GUIDE**

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1. GENERAL

1.1. BROWSER REQUIREMENTS

- Internet Explorer® 8.0+
- Firefox® 3.5+
- Safari® 4.0+
- Chrome 5.0+

1.2. TECHNICAL SUPPORT

If you have any questions, please contact eMetric support at support@emetric.net or by calling toll-free (877) 829-7769.

2. MODULE TABS

The blue and orange tabs at the top of the page can be utilized at any time while using the Data Interaction module.

- The will redirect the user to the home page of the South Dakota Assessment Portal (SDAP).
- The will redirect the user to the Data Interaction home page.
- The “Saved Reports” tab will open a menu of the various saved reports.
- The “Queued PDFs” tab will open a menu of queued PDFs and their status.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Status</th>
<th>Time Stamp (ET)</th>
<th>PDF File Size</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>testfun</td>
<td>Ready</td>
<td>7/28/2011 9:34:40 PM</td>
<td>0.1MB</td>
<td>7</td>
</tr>
<tr>
<td>testZ</td>
<td>Ready</td>
<td>7/28/2011 6:56:00 PM</td>
<td>0.2MB</td>
<td>7</td>
</tr>
<tr>
<td>testing queuedpdf</td>
<td>Ready</td>
<td>7/27/2011 11:21:41 PM</td>
<td>0.2MB</td>
<td>7</td>
</tr>
</tbody>
</table>
3. FORMATIVE SUMMARY REPORT

3.1. GETTING STARTED

The formative assessment Summary Report provides summary data for every group by test name and test date. To get started:

1. Select the desired program (Formative) under “Select Program.”
2. Select the radio button for “Summary Report” under “Select Report.”
3. Select the school year under “Select School Year.”
4. Select the content area under “Select Content Area.”
5. Select the desired test name and test date under “Select Test Name & Test Date.”
6. Select district or school under “Select (districts or schools) in State” by highlighting the schools/districts in the “Available” menu and clicking the button to move them to the “Selected” menu.
7. Click “Get Report” to generate a report.
3.2. SAMPLE REPORT

Selecting “Get Report” will generate a report similar to the following sample:

![Sample Report Image]

3.3. 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.”

A. SCORES

This tab can be used to select scores the user wishes to view on the report. Users can select “Number Tested,” “Content Strand Scores,” and/or “Total Score.” Click the blue “more” link next to “Content Strand Scores” to view specific content standard scores. To view all content standard scores, click the checkbox to the left of the labels. Click “Submit.”

![Scores Tab Image]
B. DISAGGREGATE

The Disaggregate tab allows the user to disaggregate the report by Gender, Ethnicity, and/or LEP status. Click “Submit.”

C. 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 Latino or female, select “Female” and “Hispanic/Latino.” Then, click the “and” link, which is automatically selected, to change to “or” and click “Submit.” These selections are shown in the image below.

D. OTHER

Use this tab to specify the number of groups shown per page. Users can select the check box next to “Hide scores for Number Tested less than:” to specify groups to be hidden.
3.4. ANALYSIS FEATURES

The Summary Report offers several ad hoc analysis features.

A. CALCULATE PERCENTAGES

Show the Standards/Indicators percentages by clicking on the blue “Standards” or “Mean Calculated Score” link and selecting “Calculate Percentages.”

B. DISAGGREGATE BY

Further disaggregate a subgroup by selecting a subgroup (i.e.: Female) from the “Group” column, selecting “Disaggregate By,” and selecting another subgroup (i.e.: LEP).
C. DRILL TO ROSTER

Drill to a Roster Report by selecting a subgroup (i.e.: Female) from the “Group” column and selecting “Drill to Roster.”

3.5. SORTING, SAVING, EXPORTING, & PRINTING

A. SORT REPORT

Sort the report by clicking the column of interest, then on “Sort.”
B. SAVE REPORT

Save the report for later online viewing by selecting the blue “Save Report” link, selecting a folder, and giving the report a name. Click “Save.”

C. EXPORT REPORT

Download the report as an Excel CSV or a PDF by clicking the blue “Download Report” link and selecting the appropriate option.

D. PRINT THE REPORT

The online reports can be printed directly from your browser.
4. FORMATIVE GRAPHICAL SUMMARY REPORT

4.1. GETTING STARTED

The formative assessment Graphical Summary Report provides graphical summary data for every group by test name and test date. To get started:

1. Select the desired program (Formative) under “Select Program.”
2. Select the radio button for “Graphical Summary Report” under “Select Report.”
3. Select the school year under “Select School Year.”
4. Select the content area under “Select Content Area.”
5. Select the desired test name and test date under “Select Test Name & Test Date.”
6. Select district or school under “Select (districts or schools) in State” by highlighting the schools/districts in the “Available” menu and clicking the → button to move them to the “Selected” menu.
7. Click “Get Report” to generate a report.
4.2. SAMPLE REPORT

Selecting “Get Report” will generate a report similar to the following sample:

![Graphical Summary Report](image)

4.3. 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.”

A. REPORT TYPE

The Report Type tab allows the user to select to view the report as a Bar Chart or a Report Table.
B. STATS

The Stats tab allows the user to select the Stats they wish to view in the report.

C. SCORES

This tab can be used to select scores the user wishes to view on the report. Users can select “Percent Correct Total” and/or “Percent Correct by Content Standard.” Click the blue “more” link next to “Percent Correct by Content Standard” to view specific content standard scores. Click “Submit.”

D. DISAGGREGATE

The Disaggregate tab allows the user to disaggregate the report by Gender, Ethnicity, and/or LEP status. Users can also select the radio button next to “None.” Click “Submit.”
E. 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 Latino or female, select “Female” and “Hispanic/Latino.” Then, click the “and” link, which is automatically selected, to change to “or” and click “Submit.” These selections are shown in the image below.

F. OTHER

Use this tab to specify the number of groups shown per page. Users can select the check box next to “Hide scores for Number Tested less than:” to specify groups to be hidden.

![Filter Settings](image_url)
4.4. ANALYSIS FEATURES

The Graphical Summary Report offers several ad hoc analysis features.

A. MOUSE HOVER

By hovering the mouse over a bar, users will see an overview detailing the “Percent Correct” and the “Number of Students” represented by the bar.

![Bar chart with mouse hover feature explanation]

B. DISAGGREGATE BY

Disaggregate a group by clicking on a bar in the bar chart, selecting “Disaggregate By,” and selecting a subgroup (i.e.: LEP).
C. DRILL TO ROSTER

Drill to a Roster Report by selecting a subgroup (i.e.: Female) from the “Group” column and selecting “Drill to Roster.”

4.5. SAVING, EXPORTING, & PRINTING

A. SAVE REPORT

Save the report for later online viewing by selecting the blue “Save Report” link, selecting a folder, and giving the report a name. Click “Save.”

B. DOWNLOAD PDF

Download the report as a PDF by clicking the blue “Download PDF” link.
C. PRINT THE REPORT

The online reports can be printed directly from your browser.
5. FORMATIVE ASSESSMENT ROSTER REPORT

5.1. GETTING STARTED

The formative assessment Roster Report provides a roster list of data (i.e. individual scores and information) for every student by test name and test date. To get started:

1. Select the desired program (Formative) under “Select Program.”
2. Select the radio button for “Roster Report” under “Select Report.”
3. Select the school year under “Select School Year.”
4. Select the content area under “Select Content Area.”
5. Select the desired test name and test date under “Select Test Name & Test Date.”
6. Select district or school under “Select (districts or schools) in State.”
7. Click “Get Report” to generate a report.

<table>
<thead>
<tr>
<th>Select Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Report</td>
</tr>
<tr>
<td>Graphical Summary Report</td>
</tr>
<tr>
<td>Roster Report</td>
</tr>
<tr>
<td>Individual Student Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Content Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Test Name &amp; Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC Test (8/17/2011-8/31/2011)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select District in State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose: Cyber City</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Get Report</th>
</tr>
</thead>
</table>
5.2. SAMPLE REPORT

Selecting “Get Report” will generate a report similar to the following sample:

![Roster Report](image)

5.3. 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.”

A. SCORES

This tab can be used to select scores the user wishes to view on the report. Users can select “Item Responses,” “Content Strand Score,” and/or “Total Score.” Click the blue “more” link next to “Item Responses” and “Content Strand Score” to view specific item responses or content standard scores. To view all item responses and content standard scores, click the checkbox to the left of the labels. Click “Submit.”
B. FIELDS

The Fields tab allows the user to select demographics to view on the report. Select the appropriate demographics and click “Submit.”

C. 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 Latino or female, select “Female” and “Hispanic/Latino.” Then, click the “and” link, which is automatically selected, to change to “or” and click “Submit.” These selections are shown in the image below.
D. SEARCH

Use this feature to search students by name, state ID, and score. For example, to see students with a Total Math score greater than or equal to 50, select “Math Total Score” from the first drop-down list, select “At least(>=)” from the second drop-down list, type “50” in the input box, click “Add,” and then click “Submit.”

To include one or more criterion, click on the scores of the subjects from the drop-down list and then click on the relationship “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.

![Search Criteria](image)

E. OTHER

Use this tab to specify the number of students shown per page.
5.4. ANALYSIS FEATURES

The Roster Report offers several ad hoc analysis features.

A. SHOW PERCENTAGES

Show the Standards/Indicators percentages by clicking on a score in the Standards/Indicators box and selecting “Show Percentages.”

B. SUMMARIZE & SUMMARIZE BY

- Instantly see summary statistics, such as mean and standard deviation, by clicking on a score column and selecting “Summarize.”
• Also, see summary statistics divided into demographic subgroups, such as gender and ethnicity, by clicking on a score column and selecting “Summarize By.”

![Math Standards/Indicators Table]

Summary Statistics: M.A
Cyber City, Cyber City Sch 1, 2011, Math Test
Showing only students who are Female.

<table>
<thead>
<tr>
<th>Gender</th>
<th>Population</th>
<th>Valid N</th>
<th>Mean</th>
<th>S.D.</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>69</td>
<td>69</td>
<td>4.9</td>
<td>1.6</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

C. DISTRIBUTE & DISTRIBUTE BY

• Generate a frequency distribution for a score by clicking a score column, then “Distribute.”

![Distribution Frequency Table]
- Also, create a frequency distribution divided into demographic subgroups by clicking on a score column and selecting “Distribute By.”

D. CROSS-TAB

Create a cross-tab report by clicking on an item response, choosing “Cross-Tab,” and clicking on another item response or demographic variable.
E. SCATTER PLOT

Generate a scatter plot by plotting one set of scores against another.

- First, select the scores you are interested in. Apply a demographic or search filter to narrow the group of students down, if needed.
- Click the score column you would like on the X-axis, click “Plot Against” and 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.

• **To view a roster report for a particular region of students:**
  1. Select a region of students (see above).
  2. Click the button.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Math</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alisha</td>
<td>Kelley</td>
<td>2</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Alfred</td>
<td>Jess</td>
<td>2</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Allison</td>
<td>Marisa</td>
<td>4</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Amber</td>
<td>Nick</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Austin</td>
<td>Marie</td>
<td>4</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

• **To view a roster report for multiple regions of students:**
  1. Select the first region of students (see above).
  2. Click “Create List.”
3. Select a subsequent region of students and click "Add Entry."
4. Repeat until all desired regions are selected. To see what has been selected, click "Show All Entries." To undo or remove a region, click the X button.
5. Click "View Roster for List."
F. INDIVIDUAL STUDENT REPORT

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

INDIVIDUAL STUDENT REPORT

Cary Adrian
SIMS ID: 45317
Birthdate: 12/14/1999
Test Date: District: Cyber City
School: Roosevelt High School

Math Test Results
Cary’s total score on the Math Test Formative Assessment: 8 / 25 , 32%

The detailed score report by content standard is listed below.

<table>
<thead>
<tr>
<th>Indicator 1</th>
<th>Describe and apply the properties and behaviors of relations, functions and inverses.</th>
<th>Raw Score</th>
<th>Max Score</th>
<th>% Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>24</td>
<td>29.2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Geometry</th>
<th>Use deductive and inductive reasoning to recognize and apply properties of geometric figures.</th>
<th>Raw Score</th>
<th>Max Score</th>
<th>% Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
5.5. SORTING, SAVING, EXPORTING, & PRINTING

A. SORT REPORT

Sort the report by clicking the column of interest, then on “Sort.”

B. SAVE REPORT

Save the report for later online viewing by selecting the blue “Save Report” link, selecting a folder, and giving the report a name. Click “Save.”

C. EXPORT REPORT

Download the report as an Excel CSV or a PDF by clicking the blue “Download Report” link and selecting the appropriate option.
D. PRINT THE REPORT

The online reports can be printed directly from your browser.

6. FORMATIVE INDIVIDUAL STUDENT REPORT

6.1. GETTING STARTED

The Individual Student Report provides the individual scores on a single test and test date for each student.

1. Select the desired program (Formative) under “Select Program.”
3. Select the desired school year under “Select School Year.”
4. Select content area under “Select Content Area.”
5. Select the test name and date under “Select Test Name & Test Date.”
6. Select district or school(s) under “Select (districts or schools) in State.”
7. Click “Get Report” to generate a report.
6.2. SAMPLE REPORT

Selecting “Get Report” will generate a report similar to the following sample:

![Sample Individual Student Report](image-url)

**INDIVIDUAL STUDENT REPORT**

Cary Adrian  
SIMS ID: 45317  
Grade: 1  
Birthdate: 12/14/1999  
School: Roosevelt High School  
Test Date:  
District: Cyber City

**Math Test Results**

Cary’s total score on the Math Test Formative Assessment: 8 / 25, 32%

The detailed score report by content standard is listed below.

<table>
<thead>
<tr>
<th>Content Standard</th>
<th>Raw Score</th>
<th>Max Score</th>
<th>% Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra</td>
<td>7</td>
<td>24</td>
<td>29.2%</td>
</tr>
<tr>
<td>Indicator 1</td>
<td>7</td>
<td>24</td>
<td>29.2%</td>
</tr>
<tr>
<td>Geometry</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
</tr>
<tr>
<td>Indicator 1</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
6.3. 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.”

A. 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 Hispanic or Latino or female, select “Female” and “Hispanic/Latino.” Then, click the “and” link, which is automatically selected, to change to “or” and click “Apply Changes.” These selections are shown in the image below.

B. SEARCH

Use this feature to search students by name, state ID, and score. For example, to see students with a Total Math score greater than or equal to 50, select “Language Total Score” from the first drop-down list, select “At least(>=)” from the second drop-down list, type “50” in the input box, click “Add,” and then click “Submit.”
To include one or more criterion, click on the scores of the subjects from the drop-down list and then click on the relationship “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.

C. OTHER

Use this tab to specify the number of students shown per page.
6.4. ANALYSIS FEATURES

Once you view your report, you can:

- Customize the threshold by clicking the “Customize Threshold” box below the report title. Type the desired thresholds into the textboxes and click “Save.” If the student meets or exceeds the threshold, a green circle will be displayed on the Individual Student Report. If the student does not meet the threshold, a red circle will be displayed on the Individual Student Report.

6.5. SAVING, EXPORTING, & PRINTING

- Print it directly from your browser.
- Download the report as a PDF file.
- Save the report for later online viewing.