

# 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

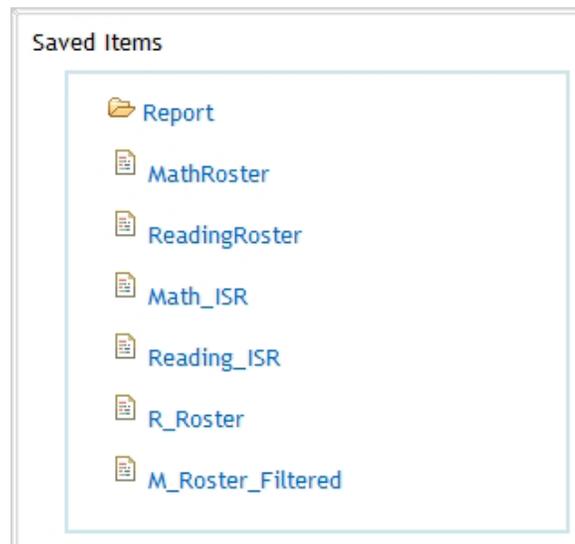
If you have any questions, please contact eMetric support at [support@emetric.net](mailto:support@emetric.net) or by calling toll-free (877) 829-7769.

## 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.

[View PDF Status](#)

		Report Name	Status	Time Stamp (ET)	PDF File Size	Pages
		testfun	Ready	7/28/2011 9:34:40 PM	0.1MB	7
		testZ	Ready	7/28/2011 6:56:00 PM	0.2MB	7
		testing queuedpdf	Ready	7/27/2011 11:21:41 PM	0.2MB	7

### 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.

The screenshot shows a web-based form for generating a report. It is organized into several sections, each with a blue header and a horizontal line separator:

- Select Program:** A dropdown menu with "Formative" selected.
- Select Report:** Four radio buttons: "Summary Report" (selected), "Graphical Summary Report", "Roster Report", and "Individual Student Report".
- Select School Year:** A dropdown menu with "2012-2013" selected.
- Select Content Area:** A dropdown menu with "Science" selected.
- Select Test Name & Test Date:** A dropdown menu with "Science Test (8/18/2011-9/8/2011)" selected.
- Select School in District:** A section with a dropdown menu set to "School". It features two columns: "Available:" (empty) and "Selected: (Reset)" containing "Cyber City" and "Cyber City Sch 1". A search box is above the "Available:" column. Between the columns are two buttons: "-->" and "<--".
- Get Report:** A button at the bottom left.

### 3.2. SAMPLE REPORT

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

Download Report | Save Report

### Summary Report, 2012-2013, Science Test (8/18/2011-9/8/2011)

Group	Year	Number Tested	Mean Calculated Score	Standards			
				S.L		S.E	
				Mean Calculated Score	S.L.1	Mean Calculated Score	S.E.1
Cyber City	2012	11	5.8	1.6	1.6	4.2	4.2
Cyber City Sch 1	2012	11	5.8	1.6	1.6	4.2	4.2

Prev Page: 1 of 1 Next Jump to page: 1 Go

Number Tested is number of students with valid scores.  
Percents are based on the number of students tested.

### 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."

Science (Select All | Reset)

Number Tested  Total Score  Content Standard Scores ([more](#))

Submit Cancel

## B. DISAGGREGATE

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

The screenshot shows a software interface with four tabs: Scores, Disaggregate, Filters, and Other. The Disaggregate tab is active. It contains three checkboxes: Gender (checked), Ethnicity (unchecked), and LEP (unchecked). Below the checkboxes are two buttons: Submit and Cancel.

## 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.

The screenshot shows the Filters tab in the software interface. At the top, it says "Show me only students who are Female." Below this, there is an "Add Filter:" section with a dropdown menu. The dropdown menu is open, showing a list of demographic variables: Gender, Female, Male, Ethnicity, White, Black, Hispanic/Latino (highlighted), Asian, American Indian or Alaska native, Native Hawaiian or other Pacific Islander, Two or more races, LEP, and Not LEP. To the right of the dropdown menu, there is a "Relationship:" section with a dropdown menu set to "or". Below the dropdown menu, there is a "Summary" section with a table. The table has columns for "Year", "Num", and "Tes". The "Num" column has a value of 20. The "Tes" column has a value of 10. Below the table, there is a "Standards" section with a table. The table has columns for "S.L", "S.E", "S.L.1", "Mean Calculated Score", and "S.E.1".

## 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.

The screenshot shows the Other tab in the software interface. It contains a "Groups Per Page:" field with a value of 20. Below this, there is a checkbox labeled "Hide scores for Number Tested less than:" with a value of 10. Below the checkbox are two buttons: Submit and Cancel.

### 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."

The screenshot shows a 'Science' report header with a 'Calculate Percentages' button. Below it is a table with columns for Group, Year, Number Tested, Mean Calculated Score, and Standards (S.L. and S.E.).

		Science																
		Mean Calculated Score			Standards													
					S.L.						S.E.							
					Mean Calculated Score			S.L.1			Mean Calculated Score				S.E.1			
Group	Year	Number Tested	Mean	Max	%	Mean	Max	%	Mean	Max	%	Mean	Max	%	Mean	Max	%	
Cyber City	2012	11	5.8	10	58.2	1.6	3	54.5	1.6	3	54.5	4.2	7	59.7	4.2	7	59.7	
Cyber City Sch 1	2012	11	5.8	10	58.2	1.6	3	54.5	1.6	3	54.5	4.2	7	59.7	4.2	7	59.7	

#### 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).

The screenshot shows a 'Disaggregate By' dropdown menu with options: 'Fem', 'Male', 'White', and 'Black'. The 'Fem' option is selected. Below it is a 'Summary Report, 2012-2013, Science Test (8/18/2011-9/8/2011)' showing only students who are Female.

		Science									
				Standards							
				S.L.			S.E.				
Group	Year	Number Tested	Mean Calculated Score	Mean Calculated Score			S.E.1				
Cyber City	2012	4	3.3	0.8			2.5				
LEP	2012	1	1.0	0.0			1.0				
Not LEP	2012	3	4.0	1.0			3.0				

### 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.”

Group		Year
Cyl	Disaggregate By	2012
Fe	Drill to Roster	2012
Male		2012

Roster Report Cyber City, 2012-2013, Science Test (8/18/2011-9/8/2011)							
Last Name	First Name	Grade	Science				
			Total Score	Standards		Total Score	S.E.1
				S.L			
				Total Score	S.L.1		
Alfred	Jess	2					
Angela	Eduardo	3	10	3	3	7	7
Angelia	Brad	9	1	0	0	1	1
Austin	Marie	4	10	3	3	7	7

### 3.5. SORTING, SAVING, EXPORTING, & PRINTING

#### A. SORT REPORT

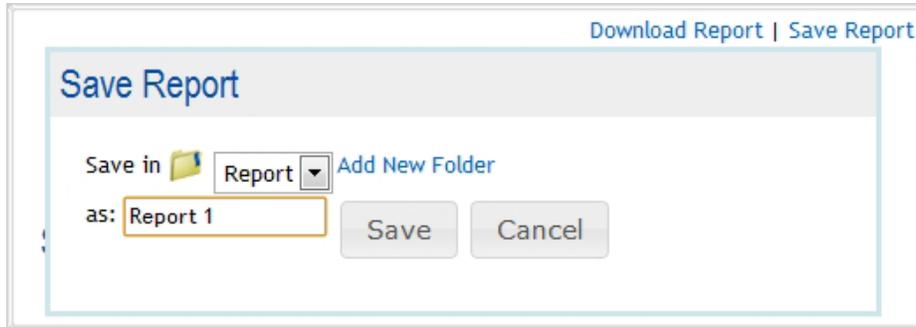
Sort the report by clicking the column of interest, then on “Sort.”

Math			
Standards/Indicators			
M.M	M.M.1		
Sort	Ascending		
Summarize	Descending		
Summarize By		10	40
Distribute		10	50
Distribute By		10	40
Plot Against		10	100
Hide Percentages		10	50

---

## B. SAVE REPORT

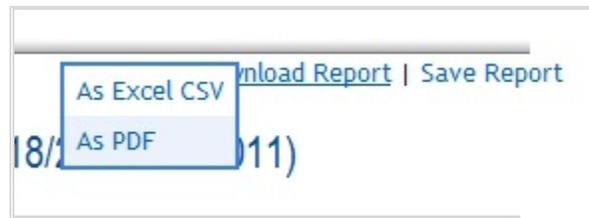
Save the report for later online viewing by selecting the blue "Save Report" link, selecting a folder, and giving the report a name. Click "Save."



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## 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.



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## D. PRINT THE REPORT

The online reports can be printed directly from your browser.

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## 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:

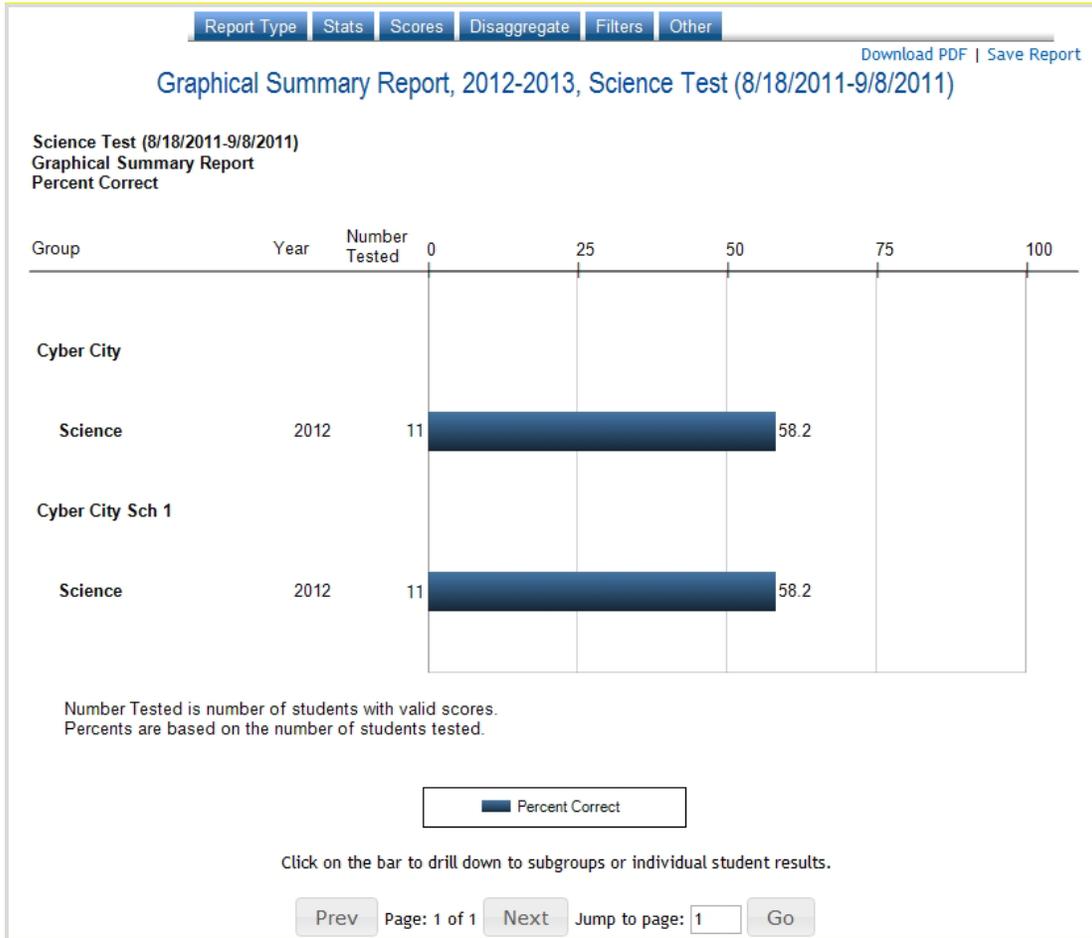
1. Select the desired program (Formative) under "Select Program."
2. Select the radio button for "Graphical Summary Report" under "Select Report."
3. Select the school year under "Select School Year."
4. Select the content area under "Select Content Area."
5. Select the desired test name and test date 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.

The screenshot shows a web-based form for selecting report parameters. The form is organized into several sections, each with a blue header and a horizontal line separator:

- Select Program:** A dropdown menu with "Formative" selected.
- Select Report:** Four radio buttons: "Summary Report", "Graphical Summary Report" (selected), "Roster Report", and "Individual Student Report".
- Select School Year:** A dropdown menu with "2012-2013" selected.
- Select Content Area:** A dropdown menu with "Science" selected.
- Select Test Name & Test Date:** A dropdown menu with "Science Test (8/18/2011-9/8/2011)" selected.
- Select:** A dropdown menu with "School" selected, followed by the text "in District".
- Available:** A large empty text area for listing available schools/districts. A "Search:" input field is located above it.
- Selected: (Reset):** A text area containing "Cyber City" and "Cyber City Sch 1".
- Navigation:** Two buttons, "-->" and "<--", are positioned between the Available and Selected areas.
- Get Report:** A button at the bottom left of the form.

## 4.2. SAMPLE REPORT

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



## 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.

Report Type | Stats | Scores | Disaggregate | Filters | Other

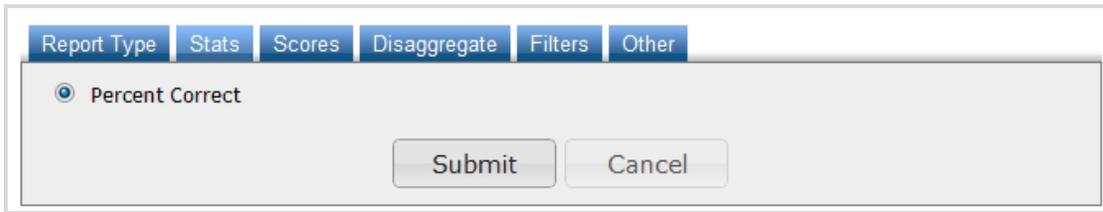
Bar Chart  Report Table

Submit Cancel

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## B. STATS

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

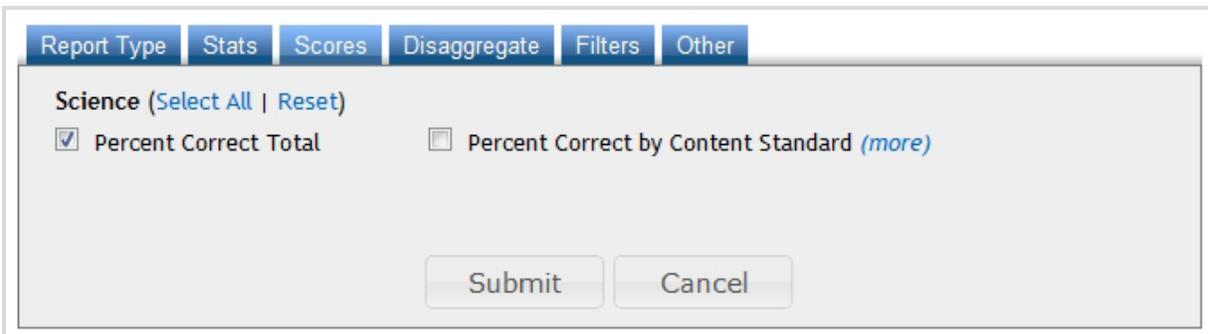


The screenshot shows a navigation bar with tabs: Report Type, Stats, Scores, Disaggregate, Filters, and Other. The Stats tab is active. Below the tabs, there is a radio button labeled "Percent Correct" which is selected. At the bottom of the panel are two buttons: "Submit" and "Cancel".

---

## 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."

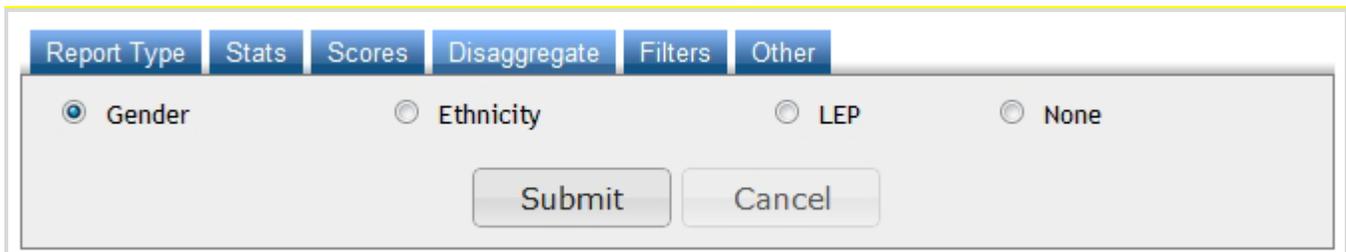


The screenshot shows a navigation bar with tabs: Report Type, Stats, Scores, Disaggregate, Filters, and Other. The Scores tab is active. Below the tabs, the text "Science (Select All | Reset)" is displayed. There are two checkboxes: "Percent Correct Total" (checked) and "Percent Correct by Content Standard (more)" (unchecked). At the bottom of the panel are two buttons: "Submit" and "Cancel".

---

## 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."



The screenshot shows a navigation bar with tabs: Report Type, Stats, Scores, Disaggregate, Filters, and Other. The Disaggregate tab is active. Below the tabs, there are four radio buttons: "Gender" (selected), "Ethnicity", "LEP", and "None". At the bottom of the panel are two buttons: "Submit" and "Cancel".

## 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.

Report Type | Stats | Scores | Disaggregate | Filters | Other

Show me only students who are Female.

Add Filter: [Dropdown]

- Gender
- Female
- Male
- Ethnicity
- White
- Black
- Hispanic/Latino
- Asian
- American Indian or Alaska native
- Native Hawaiian or other Pacific Islander
- Two or more races
- LEP
- LEP
- Not LEP

Graphical Sum... Test (

8/2011-9/8/2011) ary Report

Year

50

## 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.

Report Type | Stats | Scores | Disaggregate | Filters | Other

Groups Per Page: 20

Hide scores for Number Tested less than : 10

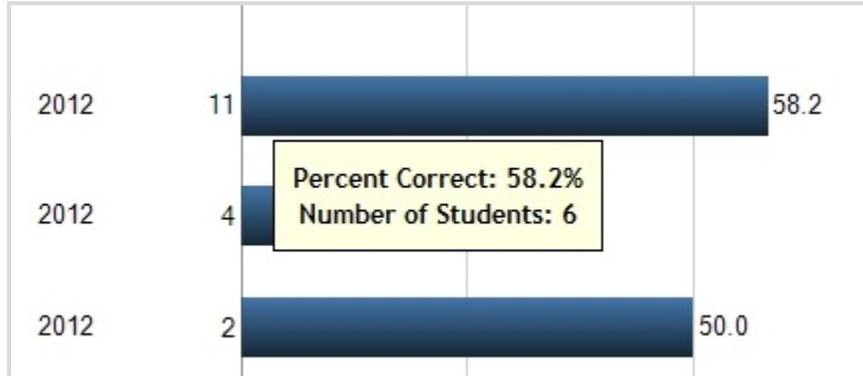
Submit Cancel

#### 4.4. ANALYSIS FEATURES

The Graphical Summary Report offers several ad hoc analysis features.

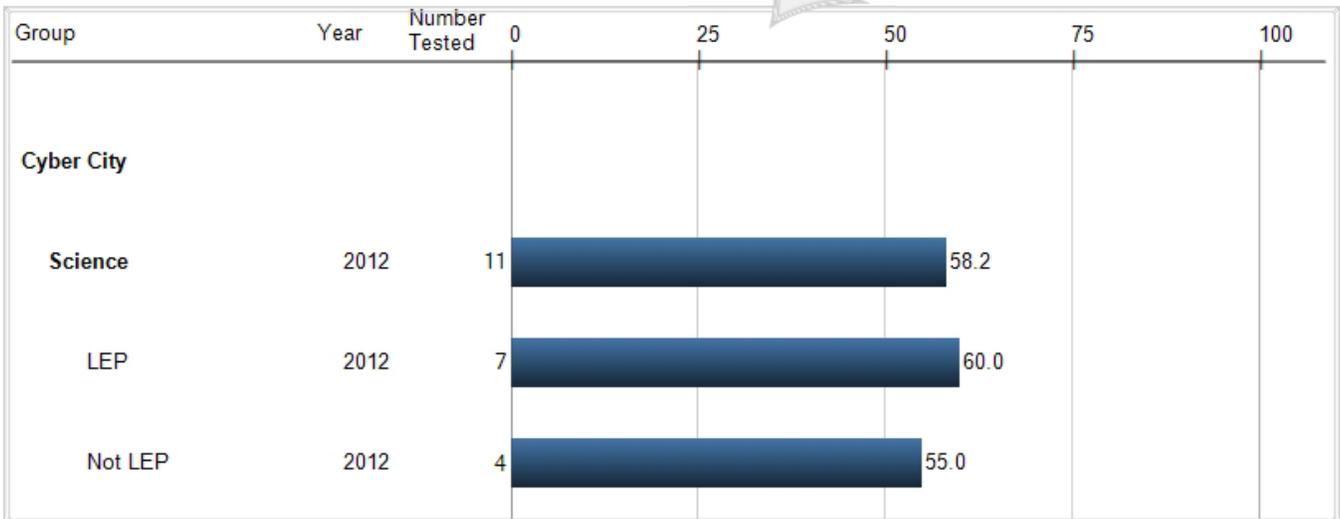
##### A. MOUSE HOVER

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.



##### 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.”



A screenshot of a data table. The first row has a value of 11 in the first column and a value of 32.5 in the third column. The second row has a value of 4 in the first column. A context menu is open over the 'Disaggregate by' column, showing options: 'Disaggregate by', 'Drill to Roster', and 'LEP'. A large grey arrow points from the 'Drill to Roster' option towards the Roster Report below.

### Roster Report

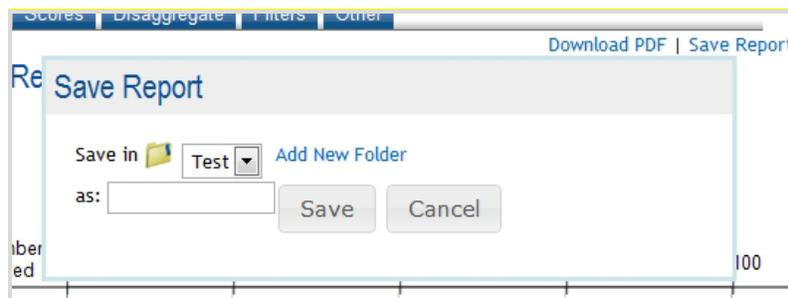
Cyber City, 2012-2013, Science Test (8/18/2011-9/8/2011)

Last Name	First Name	Grade	Science
			Total Score
Alfred	Jess	2	
Angela	Eduardo	3	10
Angelia	Brad	9	1
Austin	Marie	4	10

### 4.5. SAVING, EXPORTING, & PRINTING

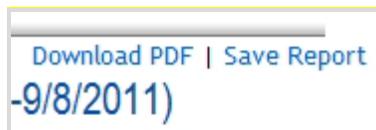
#### A. SAVE REPORT

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

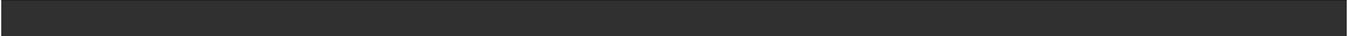
Download the report as a PDF by clicking the blue “Download PDF” link.



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## 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.

**Select Program**

Formative ▼

---

**Select Report**

Summary Report  
 Graphical Summary Report  
 Roster Report  
 Individual Student Report

---

**Select School Year**

2012-2013 ▼

---

**Select Content Area**

Language Arts ▼

---

**Select Test Name & Test Date**

CC Test (8/17/2011-8/31/2011) ▼

---

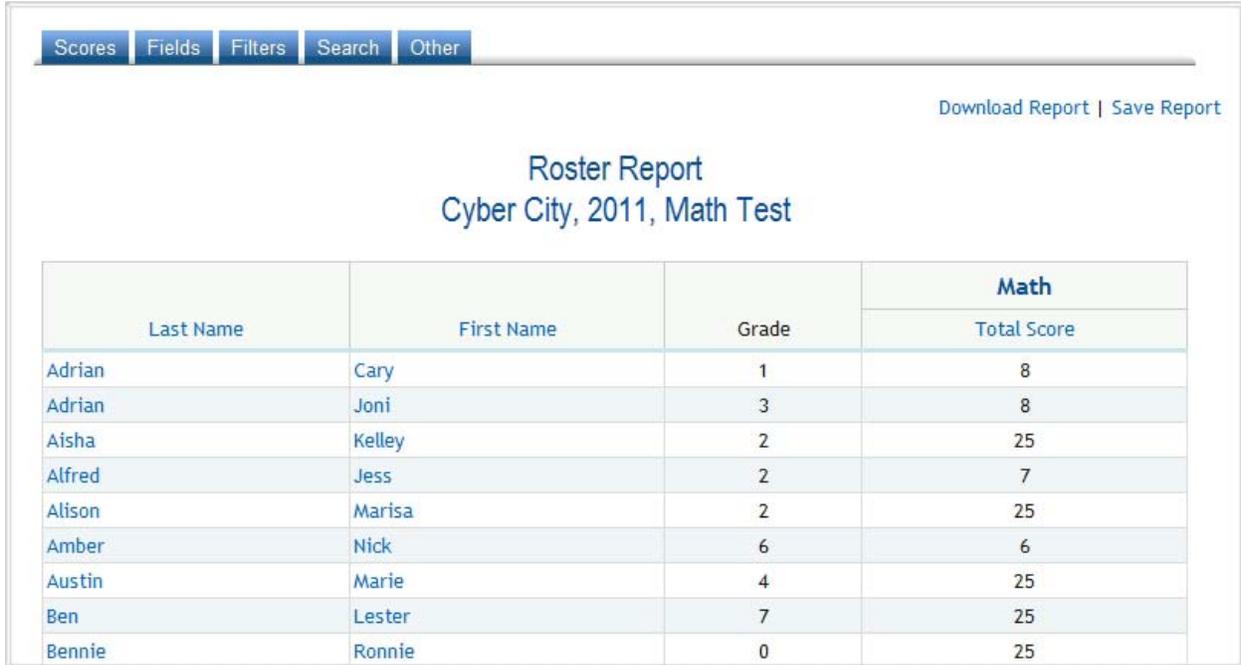
Select **District** ▼ in State

Choose: Cyber City ▼

**Get Report**

## 5.2. SAMPLE REPORT

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



Download Report | Save Report

**Roster Report**  
Cyber City, 2011, Math Test

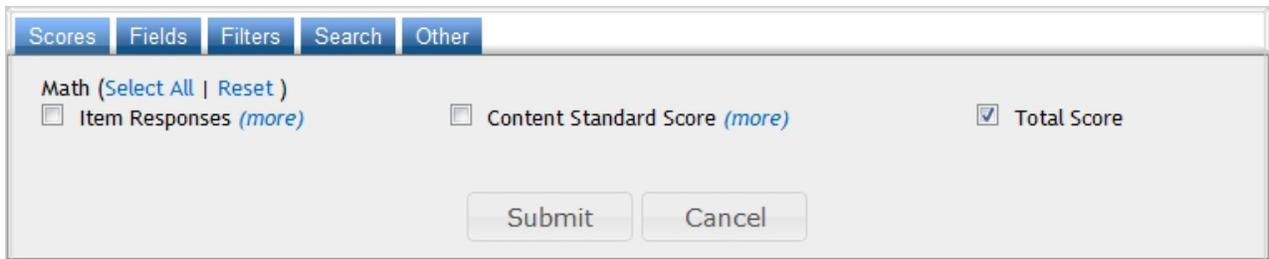
Last Name	First Name	Grade	Math
			Total Score
Adrian	Cary	1	8
Adrian	Joni	3	8
Aisha	Kelley	2	25
Alfred	Jess	2	7
Alison	Marisa	2	25
Amber	Nick	6	6
Austin	Marie	4	25
Ben	Lester	7	25
Bennie	Ronnie	0	25

## 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."



Math (Select All | Reset )

Item Responses *(more)*       Content Standard Score *(more)*       Total Score

Submit      Cancel

## B. FIELDS

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

The screenshot shows a software interface with a top navigation bar containing tabs for 'Scores', 'Fields', 'Filters', 'Search', and 'Other'. The 'Fields' tab is selected. Below the tabs is a section titled 'Demographic (Select All | Reset)'. This section contains a grid of demographic variables, each with a checkbox. The checked variables are 'Last Name' and 'Grade'. Other variables include 'First Name', 'DOB', 'District Name', 'MI', 'Gender', 'School Name', 'SIMS ID', 'Ethnicity', and 'Teacher'. At the bottom of the section are two buttons: 'Submit' and 'Cancel'.

## 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.

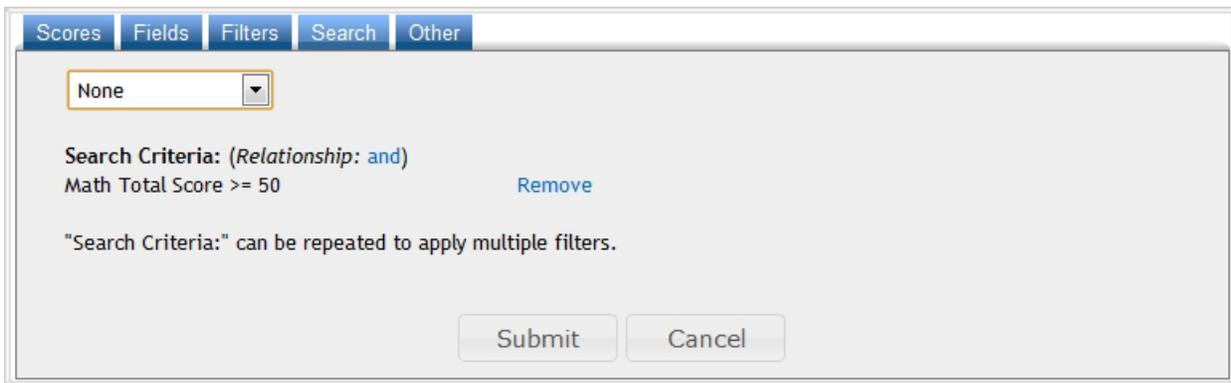
The screenshot shows the 'Filters' tab selected in the interface. At the top, it says 'Show me only students who are Female.' Below this, there is an 'Add Filter:' label followed by a dropdown menu. The dropdown menu is open, displaying a list of demographic variables: Gender, Female, Male, Ethnicity, White, Black, Hispanic/Latino (highlighted in blue), Asian, American Indian or Alaska native, Native Hawaiian or other Pacific Islander, Two or more races, LEP, LEP, and Not LEP. To the right of the dropdown is a 'Relationship:' label with the value 'or' selected. A 'Cancel' button is visible to the right of the dropdown.

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## 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.

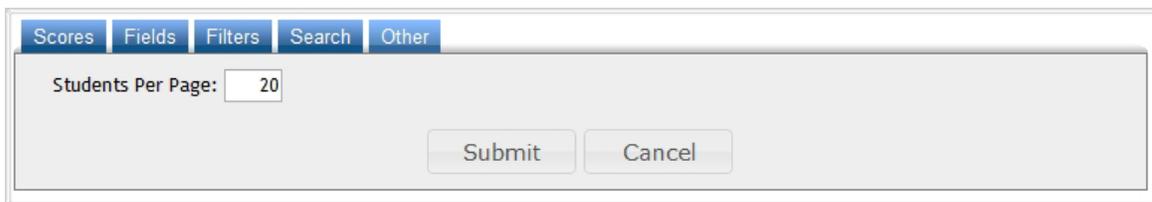


The screenshot shows a search interface with a tabbed menu at the top containing "Scores", "Fields", "Filters", "Search", and "Other". The "Search" tab is active. Below the tabs, there is a dropdown menu currently set to "None". Underneath, the search criteria are displayed as "Search Criteria: (Relationship: and) Math Total Score >= 50". A blue "Remove" link is positioned to the right of the criteria. A note below the criteria states: "Search Criteria:" can be repeated to apply multiple filters. At the bottom of the interface are two buttons: "Submit" and "Cancel".

---

## E. OTHER

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



The screenshot shows the "Other" tab selected in the same interface as above. The "Students Per Page:" label is followed by a text input field containing the number "20". Below the input field are two buttons: "Submit" and "Cancel".

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."

Math																	
Standards/Indicators																	
M.G.1	Sort																M.N.1
6	Summarize																5
5	Summarize By																5
4	Distribute																5
4	Distribute By																5
0	Plot Against																7
5	Show Percentages																4

Math																	
Standards/Indicators																	
M.A.1			M.G			M.G.1			M.M			M.M.1			M.N		
Score	Max	%	Score	Max	%	Score	Max	%	Score	Max	%	Score	Max	%	Score	Max	%
4	10	40	6	10	60	6	10	60	6	10	60	6	10	60	5	10	50
5	10	50	5	10	50	5	10	50	4	10	40	4	10	40	5	10	50
4	10	40	4	10	40	4	10	40	5	10	50	5	10	50	5	10	50

B. SUMMARIZE & SUMMARIZE BY

- Instantly see summary statistics, such as mean and standard deviation, by clicking on a score column and selecting "Summarize."

Standards/Indicators					
M	Sort				M
6	Summarize				6
4	Summarize By				4
5	Distribute				5
4	Distribute By				4
10	Plot Against				10
5	Show Percentages				5
6	3	3	7		

Summary Statistics : M.A					
Cyber City, Cyber City Sch 1, 2011, Math Test					
Population	Valid N	Mean	S.D.	Minimum	Maximum
42	42	15.4	8.8	3	24

- 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					
Sort	A.M	M.M.1	M.N	M.N.1	M.S
Summarize	6	6	5	5	5
Summarize By	Demographics		Gender		
Distribute	5	5	Ethnicity		
Distribute By	4	4	LEP		
Plot Against	10	10	7	7	7
Show Percentages	5	5	4	4	6



Summary Statistics : M.A						
Cyber City, Cyber City Sch 1, 2011, Math Test						
Showing only students who are Female.						
Gender	Population	Valid N	Mean	S.D.	Minimum	Maximum
Female	69	69	4.9	1.6	0	10

### C. DISTRIBUTE & DISTRIBUTE BY

- Generate a frequency distribution for a score by clicking a score column, then "Distribute."

Standards/Indicators					
Grade	A.G.1	M.M			
7	2	7			
8	INV				
8	5	6			
6	INV		INV		
7	INV		INV		
7	5	4			



Distribution Frequency : M.A				
Cyber City, Cyber City Sch 1, 2011, Math Test				
M.A	Frequency	Cum. Frequency	Percent	Cum. Percent
3	2	2	4.8	4.8
5	3	5	7.1	11.9
6	5	10	11.9	23.8
7	4	14	9.5	33.3
8	3	17	7.1	40.5
9	1	18	2.4	42.9
10	3	21	7.1	50.0
24	21	42	50.0	100.0

- Also, create a frequency distribution divided into demographic subgroups by clicking on a score column and selecting "Distribute By."

**Math Standards/Indicators**

Sort	A.M.1	M.N	M.N.1	M.S	M.S.1
Summarize	6	5	5	5	5
Summarize By	4	5	5	5	5
Distribute	5	5	5	5	5
Distribute By	Demographics		Gender		
Plot Against	10	7	Ethnicity		
Show Percentages	5	4	LEP		

**Distribution Frequency : M.A**  
Cyber City, Cyber City Sch 1, 2011, Math Test  
Showing only students who are Female.

Gender	M.M	Frequency	Cum. Frequency	Percent	Cum. Percent
Female	0	3	3	4.3	4.3
Female	1	1	4	1.4	5.8
Female	3	2	6	2.9	8.7
Female	4	17	23	24.6	33.3
Female	5	22	45	31.9	65.2
Female	6	15	60	21.7	87.0
Female	7	4	64	5.8	92.8
Female	8	1	65	1.4	94.2
Female	9	1	66	1.4	95.7
Female	10	3	69	4.3	100.0

#### 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.

**Math Item Responses**

24	Sort	30	31	32	33	34	35	36
B	Distribute	A	A	A	A	A	A	A
B	Distribute By	C	B	B	B	A	A	A
B	Cross-Tab	Math		B	A	B	B	
A	C	A	B	B	Demographics		Gender	
A	A	A	A	B	B	B	B	Ethnicity
B	B	B	A	A	A	A	A	LEP

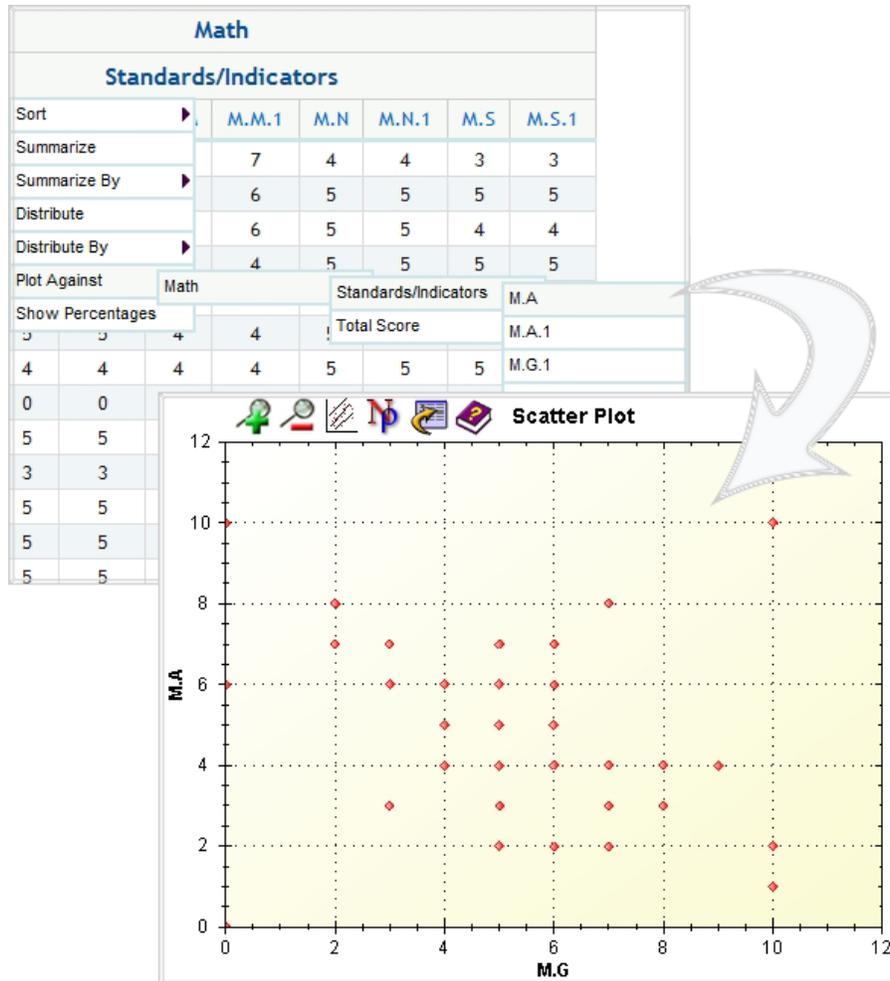
**Cross-Tab**  
Cyber City, Cyber City Sch 1, 2011, Math Test  
Math Item 25 by Gender  
Number Tested

Gender	Math Item 25				Total
	A	B	C	D	
Female	3	2	4	7	16
Male	0	2	1	2	5
Unknown Gender	0	0	0	0	0
Unspecified Gender	0	0	0	0	0
Total	3	4	5	9	21

## 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

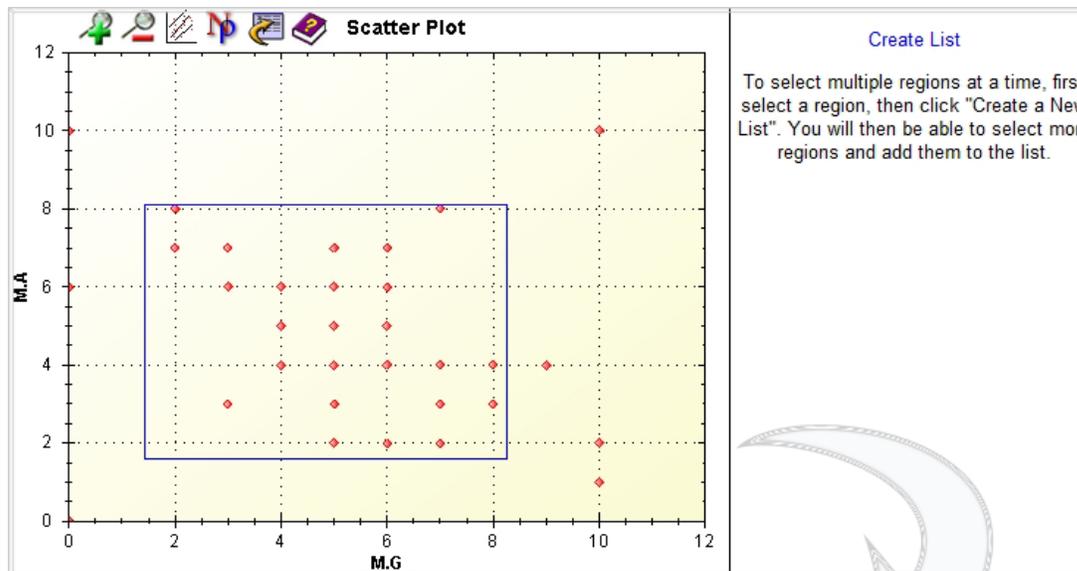
Once the scatter plot is generated, it can be printed directly from the browser by choosing **File** → **Print**, or by pressing **Ctrl+P**. You can also:

- 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:
  - Clicking *once* on the starting point of your region.
  - 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:
  - Select a region of students (see above).
  - Click the  button.



**Roster Report**  
Cyber City, Cyber City Sch 1, 2011, Math Test

Last Name	First Name	Grade	Math
			Total Score
Aisha	Kelley	2	25
Alfred	Jess	2	7
Alison	Marisa	4	25
Amber	Nick	9	10
Austin	Marie	4	25

- To view a roster report for multiple regions of students:
  - Select the first region of students (see above).
  - 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."

**Scatter Plot**

Math Total Score

50  
45  
40  
35  
30  
25  
20  
15

1 2 3 4 5 6 7 8 9 10

Add Entry  
Show All Entries  
View Roster for List

M.A. is between 1.73 and 3.55.  
Math Total Score is between 19.04 and 28.10.

**Roster Report**  
Cyber City, Cyber City Sch 1, 2011, Math Test

Last Name	First Name	Grade	Math
			Total Score
Aisha	Kelley	2	25
Alfred	Jess	2	7
Alison	Marisa	4	25
Amber	Nick	9	10
Austin	Marie	4	25

F. INDIVIDUAL STUDENT REPORT

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

[Download Report](#) | [Save Report](#)

### Individual Student Report

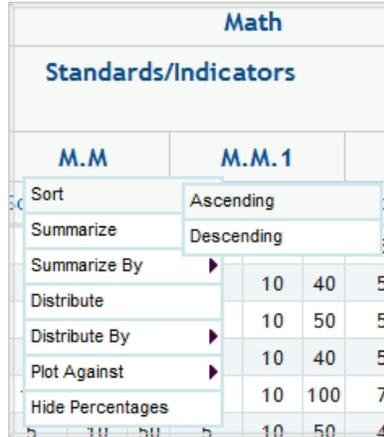
### Cyber City, 2011, Math Test

Search Criteria: SIMS ID contains 45317

INDIVIDUAL STUDENT REPORT																					
	<p>Cary Adrian</p> <hr/> <p>SIMS ID : 45317                      Grade: 1</p> <p>Birthdate: 12/14/1999              School: Roosevelt High School</p> <p>Test Date:                              District: Cyber City</p>																				
<p><b>Math Test Results</b></p> <p>Cary's total score on the Math Test Formative Assessment: 8 / 25 , 32%</p> <p>The detailed score report by content standard is listed below.</p>																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 55%;">Raw Score</th> <th style="width: 10%;">Max Score</th> <th style="width: 30%;">% Correct</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Algebra</b></td> </tr> <tr> <td style="width: 5%;">Indicator 1</td> <td style="width: 55%;">Describe and apply the properties and behaviors of relations, functions and inverses.</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 30%; text-align: center;">24</td> </tr> <tr> <td colspan="4"><b>Geometry</b></td> </tr> <tr> <td style="width: 5%;">Indicator 1</td> <td style="width: 55%;">Use deductive and inductive reasoning to recognize and apply properties of geometric figures.</td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 30%; text-align: center;">1</td> </tr> </tbody> </table>		Raw Score	Max Score	% Correct	<b>Algebra</b>				Indicator 1	Describe and apply the properties and behaviors of relations, functions and inverses.	7	24	<b>Geometry</b>				Indicator 1	Use deductive and inductive reasoning to recognize and apply properties of geometric figures.	1	1
	Raw Score	Max Score	% Correct																		
<b>Algebra</b>																					
Indicator 1	Describe and apply the properties and behaviors of relations, functions and inverses.	7	24																		
<b>Geometry</b>																					
Indicator 1	Use deductive and inductive reasoning to recognize and apply properties of geometric figures.	1	1																		

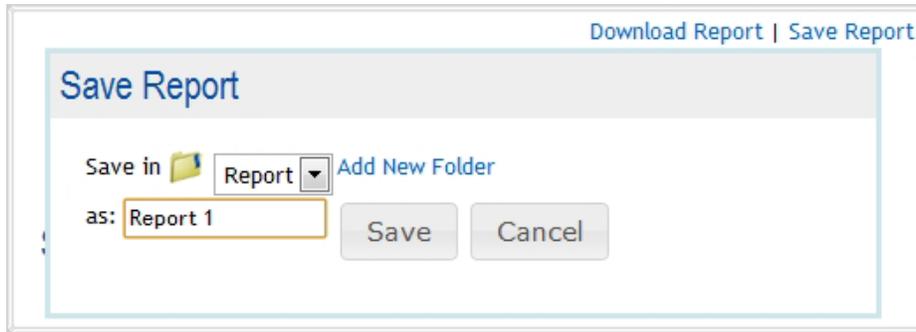
A. SORT REPORT

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."
2. Select "Individual Student Report" under "Select Report."
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.

The screenshot shows a web form titled "Select Program" with several sections:

- Select Program:** A dropdown menu with "Formative" selected.
- Select Report:** Four radio button options: "Summary Report", "Graphical Summary Report", "Roster Report", and "Individual Student Report" (which is selected).
- Select School Year:** A dropdown menu with "2012-2013" selected.
- Select Content Area:** A dropdown menu with "Science" selected.
- Select Test Name & Test Date:** A dropdown menu with "Science Test (8/18/2011-9/8/2011)" selected.
- Select School in District:** A dropdown menu with "School" selected.
- Choose:** A dropdown menu with "Cyber City" selected.
- Get Report:** A button at the bottom of the form.

## 6.2. SAMPLE REPORT

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

[Download Report](#) | [Save Report](#)

[Customize Treshold](#)

### Individual Student Report

#### Cyber City, 2011, Math Test

Search Criteria: SIMS ID contains 45317

		<b>INDIVIDUAL STUDENT REPORT</b>		
<b>Cary Adrian</b>				
SIMS ID : 45317	Grade: 1			
Birthdate: 12/14/1999	School: Roosevelt High School			
Test Date:	District: Cyber City			
<b>Math Test Results</b>				
Cary's total score on the Math Test Formative Assessment: 8 / 25 , 32%				
The detailed score report by content standard is listed below.				
		<b>Raw Score</b>	<b>Max Score</b>	<b>% Correct</b>
<b>Algebra</b>		7	24	29.2%
Indicator 1	Describe and apply the properties and behaviors of relations, functions and inverses.	7	24	29.2%
<b>Geometry</b>		1	1	100.0%
Indicator 1	Use deductive and inductive reasoning to recognize and apply properties of geometric figures.	1	1	100.0%

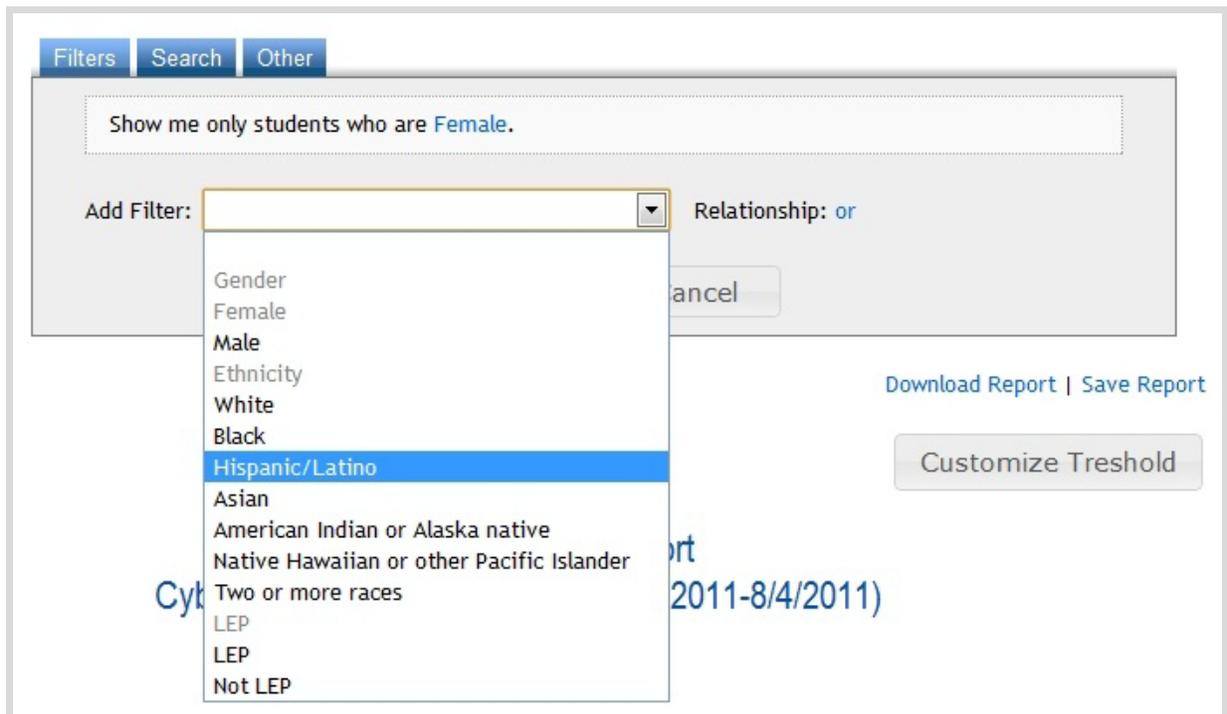
### 6.3. USING THE CUSTOMIZATION TABS

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.

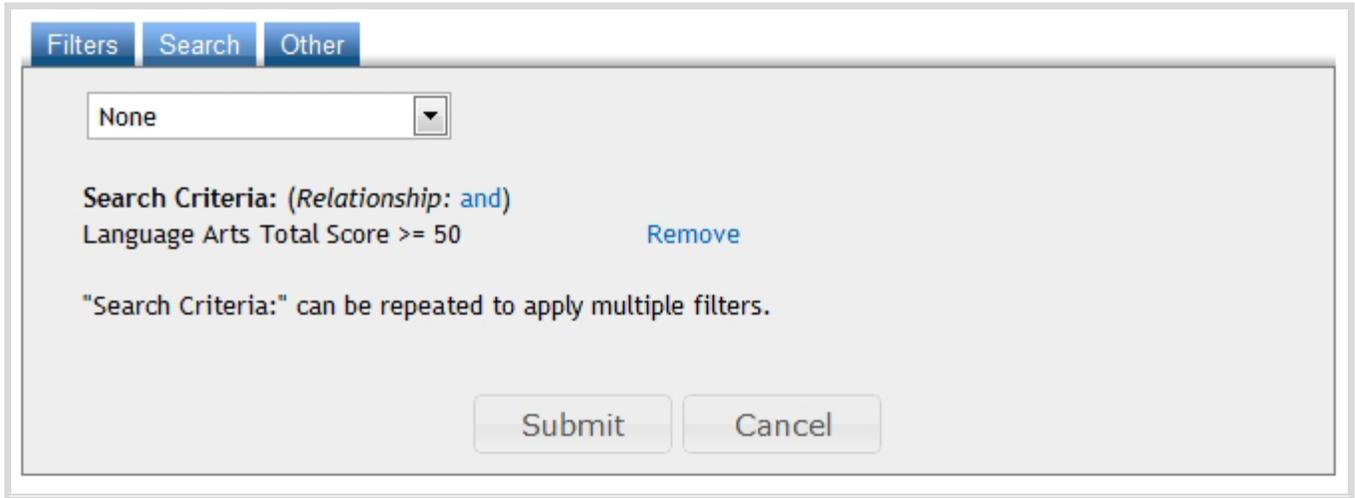
For instance, to view students who are Hispanic or Latino *or* female, select "Female" and "Hispanic/Latino." Then, click the "and" link, which is automatically selected, to change to "or" and click "Apply Changes." These selections are shown in the image below.



#### 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."

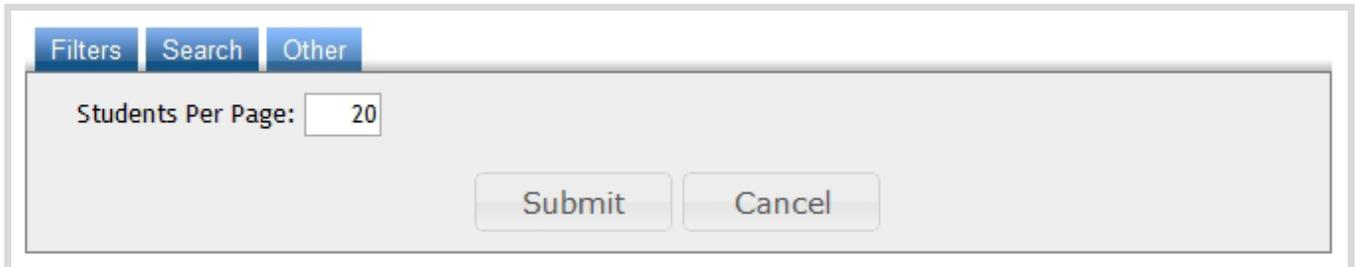
To include one or more criterion, click on the scores of the subjects from the drop-down list and then click on the relationship "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.



The screenshot shows a web interface with three tabs: "Filters", "Search", and "Other". The "Filters" tab is active. At the top, there is a dropdown menu with "None" selected. Below it, the text "Search Criteria: (Relationship: and)" is displayed in blue. Underneath, the criterion "Language Arts Total Score >= 50" is shown, followed by a blue "Remove" link. A note states: "Search Criteria:" can be repeated to apply multiple filters. At the bottom, there are two buttons: "Submit" and "Cancel".

#### C. OTHER

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



The screenshot shows a web interface with three tabs: "Filters", "Search", and "Other". The "Other" tab is active. It features a label "Students Per Page:" followed by a text input field containing the number "20". At the bottom, there are two buttons: "Submit" and "Cancel".

## 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.

Standard	Threshold
M.A Algebra	50
M.A.1 Algebra, Indicator 1: Use procedures to transform algebraic expressions.	50
M.G Geometry	20
M.G.1 Geometry, Indicator 1: Use deductive and inductive reasoning to recognize and apply properties of geometric figures.	30
M.M Measurement	
M.M.1 Measurement, Indicator 1: Apply measurement concepts in practical applications.	
M.N Number Sense	
M.N.1 Number Sense, Indicator 1: Analyze the structural characteristics of the real number system and its various subsystems. Analyze the concept of value, magnitude, and relative magnitude of real numbers.	
M.S Statistics & Probability	
M.S.1 Use statistical models to gather, analyze, and display data to draw conclusions.	

## 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.

Download Report | Save Report

### Save Report

Save in Report [Add New Folder](#)

as: