Smarter Balanced Reporting System User Guide

Version 5

September 29, 2023

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Chapter 1: Introduction to the User Guide

This user guide describes the Smarter Reporting System ("Reporting System" or "system") features and provides detailed instructions for using each feature, including common scenarios that encompass related features. Developed by Smarter Balanced, the Reporting System is an interactive online reporting platform that connects assessment data and instructional resources in one place.

Intended Audience

This user guide is intended for teachers, school administrators, district administrators, and state education agency staff who need timely and accurate reports on student performance on assessments reported in the Smarter Reporting System. Users should be familiar with web applications, entering data into form fields, and working with comma-separated value (CSV) files.

Organization of the User Guide

This user guide is organized into the following major sections:

- Overview of the Smarter Reporting System provides a brief introduction, including the Reporting System's relationship with other applications, and an overview of user roles and permissions
- Accessing the Smarter Reporting System describes how to log in and out of the system and how to switch to other applications
- General Reporting Features outlines the overall layout of the system, including navigation, standard tools and tasks, and profile management
- Navigating the Smarter Reporting System outlines each reporting feature in-depth, with step-by-step instructions
- Interim Assessments details Interim Assessment Blocks (IAB) and Interim Comprehensive Assessments (ICA) results views
- Summative Assessments details state summative assessment views
- Writing Extended Response (WER) Condition Codes for ELA details of each available condition code
- Custom Aggregate Reports describes the query selection and query review process for creating aggregate reports
- District / School Exports describes how to create district and school assessment results exports
- Administrative Features describes how to manage student groups and instructional resources
- Smarter Reporting System Sandbox describes the Reporting System Sandbox features and functions

- Appendix includes technical support, accessibility statement, and guide version history

Document Conventions

Text

- ***Bold Italicized*** text refers to a page element, such as a menu, page name, or field name
- **[Bold text]** text within brackets refers to a selectable button, tab, or toggle option
- Underlined Blue Text refers to an external link
- Blue Text refers to an internal link
- ALL_CAPS with or without an underscore generally refers to a Reporting System user role

Asides

The below are used to call attention to a tip, note, caution, or warning to help users maximize the usefulness of the Reporting System.

Tip: a helpful tip to get the most out of a feature or function.

Note: a contains useful information or reminders.

Caution: important information regarding a task.

Warning: contains extremely important information regarding actions that may cause errors.

Table 1. Acronyms and Initialisms Used in the Reporting System User Guide

Abbreviation	Term
CCSS	Common Core State Standards
CSV	Comma-separated value
DOK	Depth of Knowledge
ELA	English language arts/literacy
FIAB	Focused Interim Assessment Block
IAB	Interim Assessment Block
ICA	Interim Comprehensive Assessment
ISR	Individual Student Report
PII	Personally identifiable information
SA	Short Answer
SEM	Standard Error of Measurement
SRS	Smarter Reporting System

Abbreviation	Term
SSID	Statewide Student Identifier
SSO	Single Sign-On
WER	Writing Extended Response

Chapter 2: Overview of the Smarter Reporting System

The Smarter Reporting System allows teachers and administrators to access detailed student performance information for interim and summative assessments. Authorized users of the system can view student data at the district, school, and individual levels. Users may also view, download and print Individual Student Reports (ISRs).

Note: Every effort was made to assure the images in this user guide match what is displayed within the Reporting System. In some cases, images may vary depending on the user's role or state-specific configurations.

Browser Requirements

The Reporting System is intended to be accessed using a web browser from a computer or tablet. It is compatible with the current stable version of all modern browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge, and Apple Safari. The Internet Explorer browser is not compatible with this system.

User Roles and Permissions

Access to student information in the Smarter Reporting System depends on the user's role and the school(s) and district(s) with which the user's account is associated.

For example, teachers may have permission to view reports for students in their student groups (e.g., classes), school administrators may view results for all students in their school, and district administrators may view results for all students in their district. The system has six primary user roles that can be assigned for a specific school, district, or state. The following is a brief description of the roles:

- **DL_EndUser**: Allows direct access to Tools for Teachers from Interim Assessment Blocks (IAB) instructional resource links
- **EMBARGO_ADMIN**: Allows a district/state administrator to review summative test results that have not been released within the district/state to which the user is assigned
- **EMBARGO_ADMIN_RELEASE**: Allows a state administrator to release summative assessment data within a district or state. Releasing results makes the data visible to all institution, group, or district users. Data available for release is limited to the institution the user has permission (district or state)
- **GROUP_ADMIN**: Allows a school or district administrator to create/manage Student Groups within the school or district to which they are assigned. Able to view Student Groups and the students' names and IDs assigned within the

school or district to which they are assigned (view student IDs and names, not scores).
- **Instructional Resource Admin**: Allows a school, district, or state administrator to create/manage links to instructional resources within the institution to which the user is assigned
- **PII**: Allows access to reports and personally identifiable information (PII) for the students in an entity (i.e., school, district, state) to which the user is assigned. Also allows user to be assigned to student groups. This role is intended for administrators and others responsible for reporting at the institutional level
- **PII_GROUP**: Allows access to reports and personally identifiable information (PII) only for the assigned student groups within the school(s) to which the user is assigned. This role is intended for teachers and others who should review only specific students' results

Note: The Reporting System hierarchy organizes students and entities. For example, a student is a member of a student group, a student group is in a school, the school is in a district, and the district is in a state. User permissions for each role level grants permissions for all levels below it.

Table 2. User Permissions

Permission	Associated Roles
Create custom student groups	PII_GROUP or PII (institution level only)
Edit custom student groups	PII_GROUP or PII (institution level only)
Delete custom student groups	PII_GROUP or PII (institution level only)
View individual student results by assigned student group	PII_GROUP or PII
View individual student results by district, school, and grade	PII
Search for students	PII_GROUP or PII
View student test history	PII_GROUP or PII
Export results as CSV	PII_GROUP or PII
Print individual student reports	PII_GROUP or PII
Print student group batch reports	PII_GROUP or PII
Print school and grade batch reports	PII
Create/view/export custom aggregate reports	PII
Review student results that have not been released by the state or district	EMBARGO_ADMIN
Release student results to all users by the state or district	EMBARGO_ADMIN_RELEASE
Edit instructional resource links	Instructional Resource Admin

Permission	Associated Roles
Create assigned student groups	GROUP_ADMIN
Edit assigned student groups	GROUP_ADMIN
Delete assigned student groups	GROUP_ADMIN

Note: Student groups are distinguished into two types: assigned student groups, which are created by administrators for teachers, and custom student groups, typically created by teachers for their own use. To these users, the two group types appear as [Assigned Groups] and [My Groups] respectively on the Home Page.

Chapter 3: ACCESSING THE SMARTER REPORTING SYSTEM

This section explains how to log in and out of the Smarter Reporting System and the Single Sign- On (SSO) feature.

Logging In

To log in to the Smarter Reporting System, users must have an authorized username (email address) and password. The Reporting System uses an integrated SSO system that allows users to log in one time and access any Smarter Balanced applications for which they are authorized. For example, usernames and passwords already assigned for Tools for Teachers will allow access to the Reporting System provided specific Reporting System roles have been granted. Users who do not have login credentials for the Reporting System should contact the appropriate administrator.

Note: Users with federated Single Sign-On credentials should access the Reporting System from within their state's portal.

Warning: Do not share login credentials with anyone. Access to student information is protected by federal privacy laws.

Use the following steps to log in to the Smarter Reporting System:

1. Open the web browser and navigate to the Smarter Reporting System website, https://smarterreporting.org/, as in figure 3.1

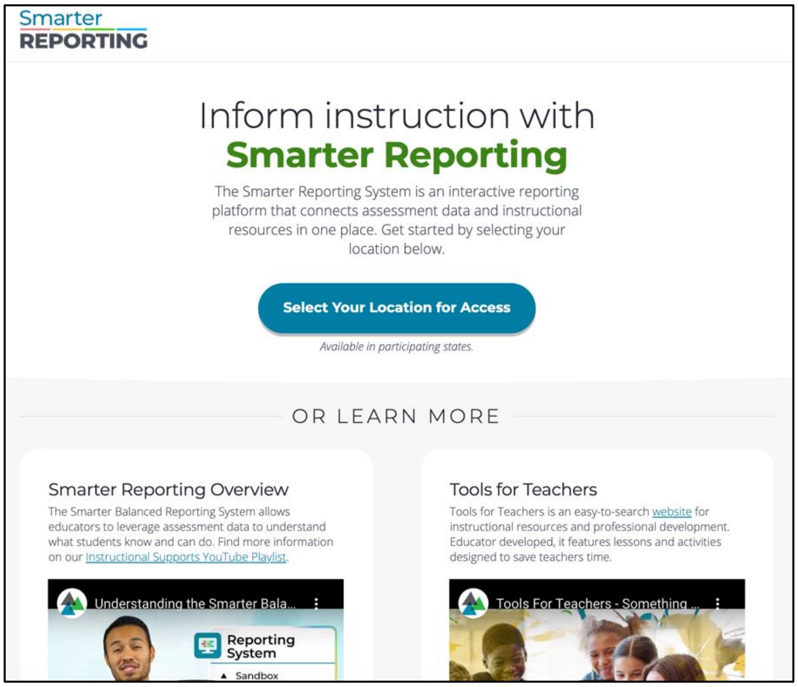


Figure 3.1 Smarter Reporting System Website

2. Choose the appropriate state using the **[Select Your Location for Access]** button, as in figure 3.2

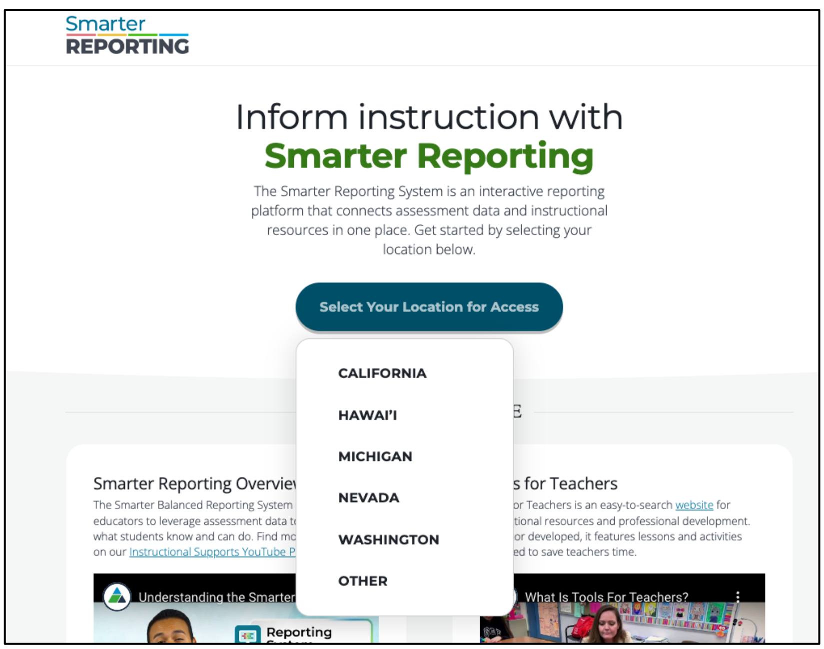


Figure 3.2 Choose your state

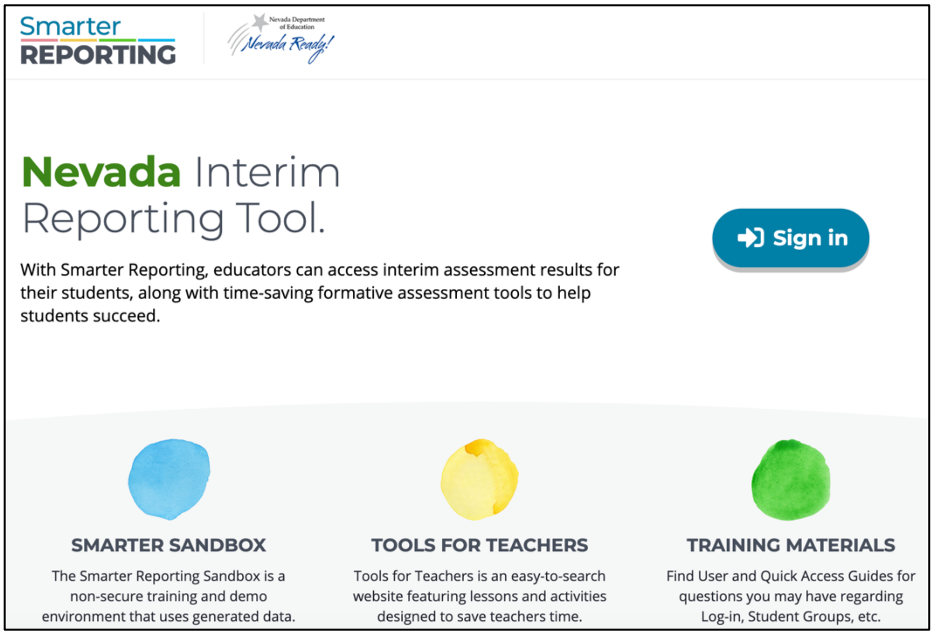


Figure 3.3 Example State Smarter Reporting website view

3. On the state page in figure 3.3, select the **[Sign in]** button. Users will be directed to their state portal to log in

Note: If a user receives an "Access Denied" or blank Home Screen after logging in to the Reporting System, they should contact their administrator to ensure proper access to the system.

Logging Out

Users may log out of the SRS by following the steps below:

1. Select your username in the upper right corner of the header, as in figure 3.4
2. Select the ***Logout*** menu item
3. This returns the user to the Smarter Reporting website or state portal

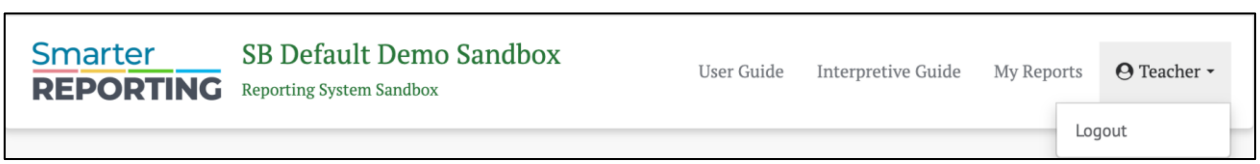


Figure 3.4 Reporting System Header with Logout button

Chapter 4: General Reporting Features

User Interface

Navigation and Menus

Navigation within the Reporting System is designed to be user-friendly and intuitive, primarily relying on hyperlinks to drill down into further detail.

When a user navigates to a page, a navigation path or "breadcrumb" appears showing the current location within the system and an icon to navigate back to the ***Home Page***. Each item in the path is separated by a forward-slash ("/"), representing the path from the ***Home Page*** to the current page. In the example below, the user is on a screen presenting results for student responses. To return to the ***Home Page***, the user can select the home **[Home]** icon.

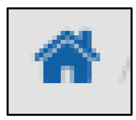


Figure 4.1 Home Icon

General Tools

In addition to the standard navigation, various tools are used throughout the site to search for, select, and display information.

Selection Tools

Drop-down Lists

Drop-down lists allow users to choose one item from a list. The Reporting System uses multiple types of drop-down lists to present and organize information.

Basic Drop-down List

The basic drop-down list contains a short list of fixed information to allow easy and predictable navigation. Select the search field to access the list as in figure 4.2.

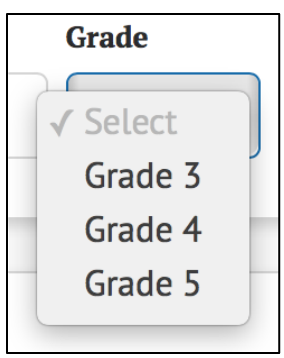


Figure 4.2 Sample drop-down list

Drop-down List with Search

Some drop-down lists may have hundreds or thousands of items. In those cases, a search field allows users to type in a keyword to filter the list of items. The filtered list includes all items that contain the keyword, so a search term of “oak” would match “Oak Persimmon School,” “Elaenia Oak School,” and other schools with “oak” somewhere in the name (figure 4.3).

Tip: Typing at least 3 characters will provide better performance in narrowing search results.

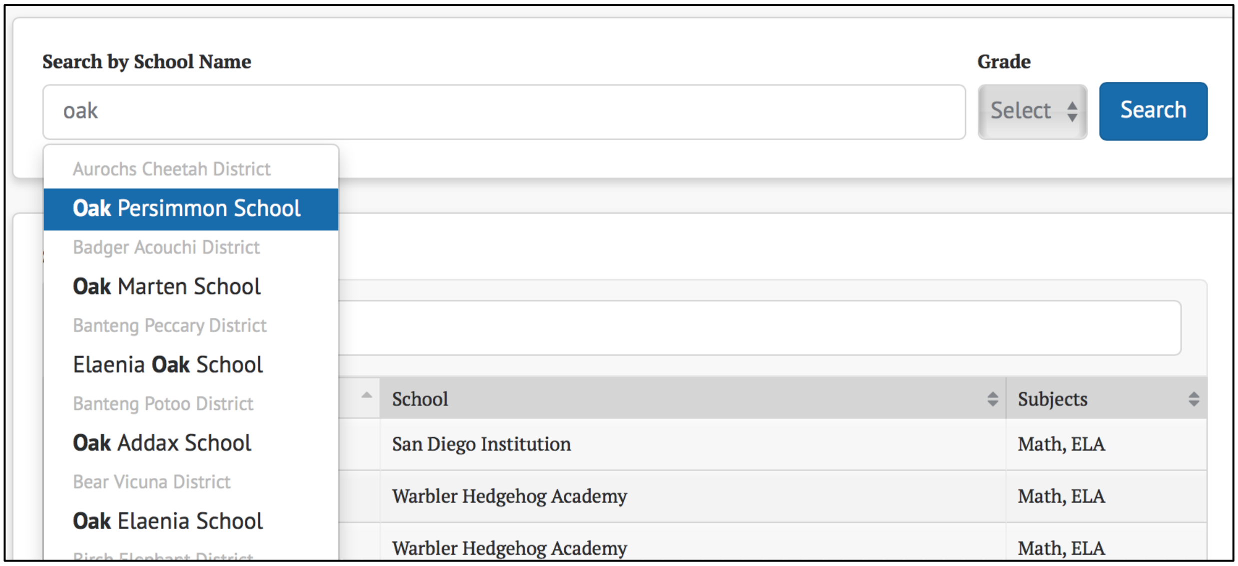


Figure 4.3 Sample drop-down list with search

Dependent Drop-down

Dependent drop-downs are two (or more) related drop-down lists where a value must be selected in the first drop-down list before the second drop-down list is selectable. In the example below (figure 4.4 and figure 4.5), the user must select a school name before selecting the grade.

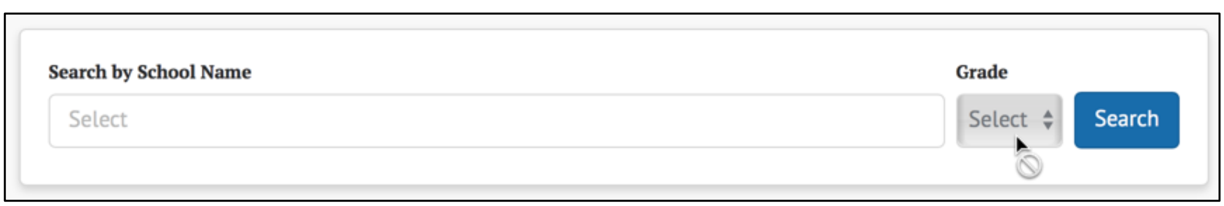


Figure 4.4 Sample dependent drop-down list with selectable list

Figure 4.5 Sample dependent drop-down list with selectable list

Live Search

Some input fields include “live search,” in which matching results are displayed as the user types. In the following example (figure 4.6), the value entered retrieves matches anywhere within the group name.

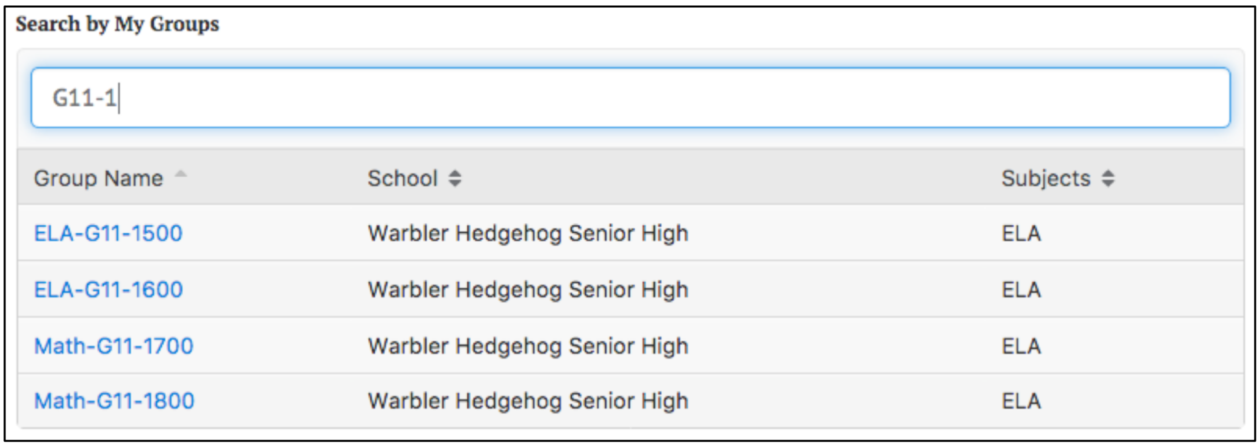


Figure 4.6 Sample live search

Context Menus

Context menus provide additional options for a button or icon. For example, when users select the **[Student Reports]** button, a context menu pops up with the ability to filter by ***School Year, Assessment Type,*** and ***Subject,*** and sort by one of the ***Sort Order*** drop-down values (e.g., ***Student Name***).

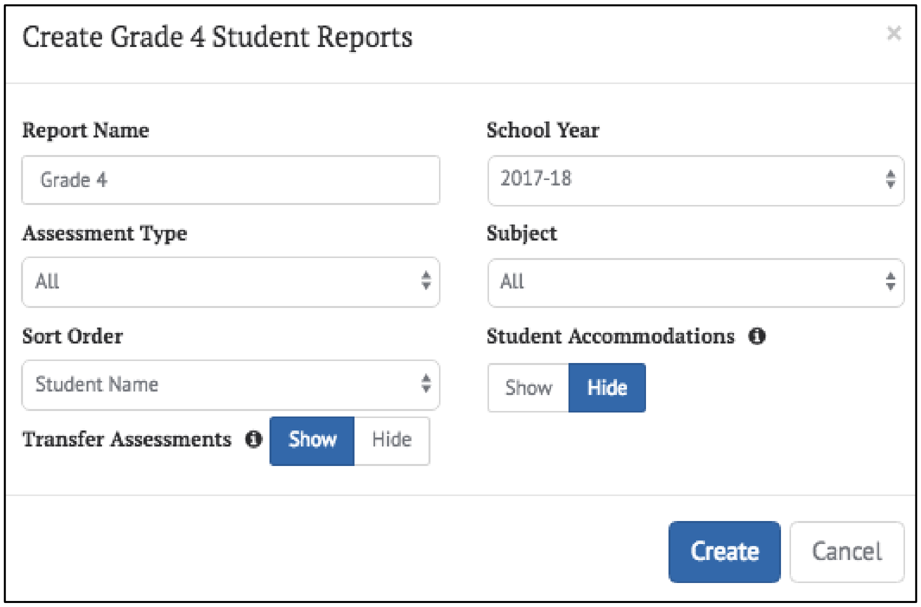


Figure 4.7 Sample context menu

When users select the context menu's three-dot icon **[⋮]** next to a student's name, a small context menu displays with links to additional report options specific to that student as in figure 4.7.

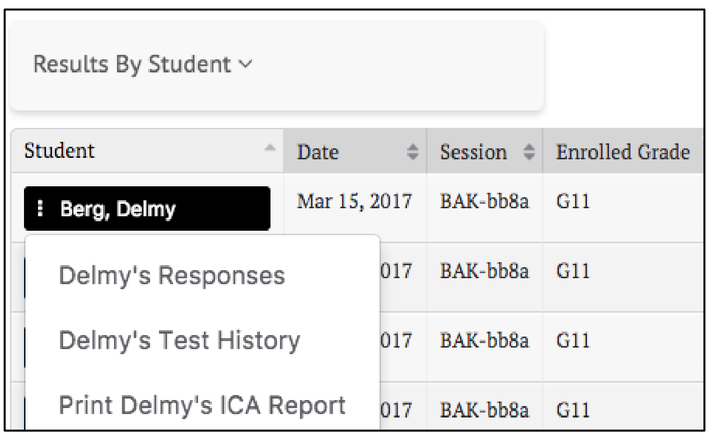


Figure 4.8 Sample context menu with drop-down list options shown

Buttons

Selectable Buttons

Selectable buttons may appear in different colors, depending on their function. Typical buttons have a blue background and send or retrieve information when selected. If required information is missing, the button will be disabled, in which case it will not be selectable. To enable the button, provide the required information in the associated text field(s) or drop-down(s).

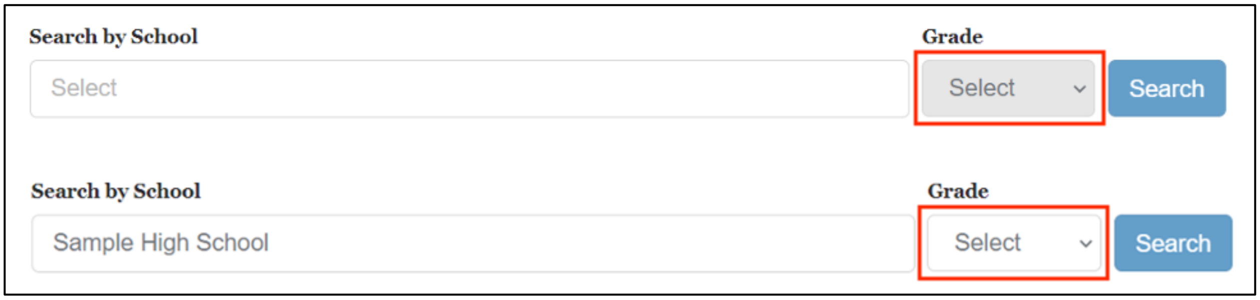


Figure 4.9 Sample selectable button disabled and enabled

Toggle Buttons

Some values and data types can be displayed in different formats and/or view preferences. For these content types, there is a display toggle button for each option. Select the button associated with the preferred format or view preference. In the examples below, the currently selected value is shown with either a gray or blue background.

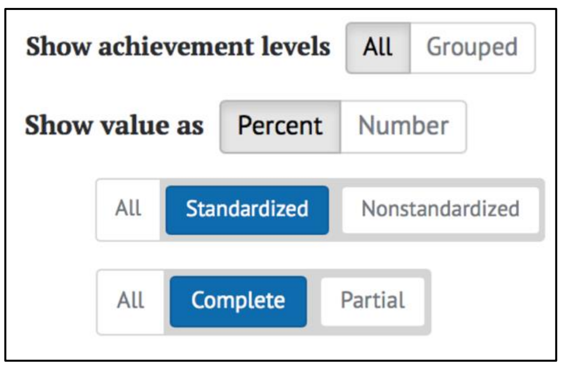


Figure 4.10 Sample toggle buttons

Advanced Filters

Test results have advanced filtering capability, which uses a variant of toggle buttons to allow users to select what to display in a report. As with toggle buttons, select the value to display; selected values are shown with a blue background.

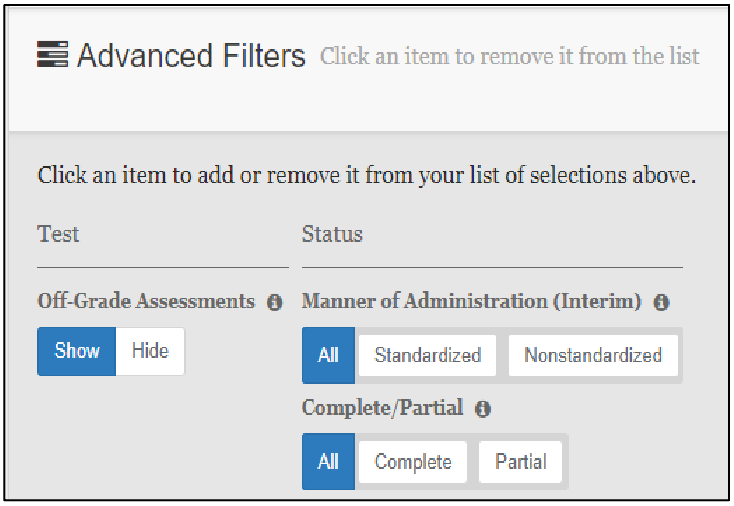


Figure 4.11 Sample advanced filter

Display Tools

Column Ordering

Any tabular data containing columns a user can reorder will include a column ordering control. This allows the user to move any selected column left or right to reorder the columns as desired. Examples are shown in figure 4.12 and figure 4.13 below:

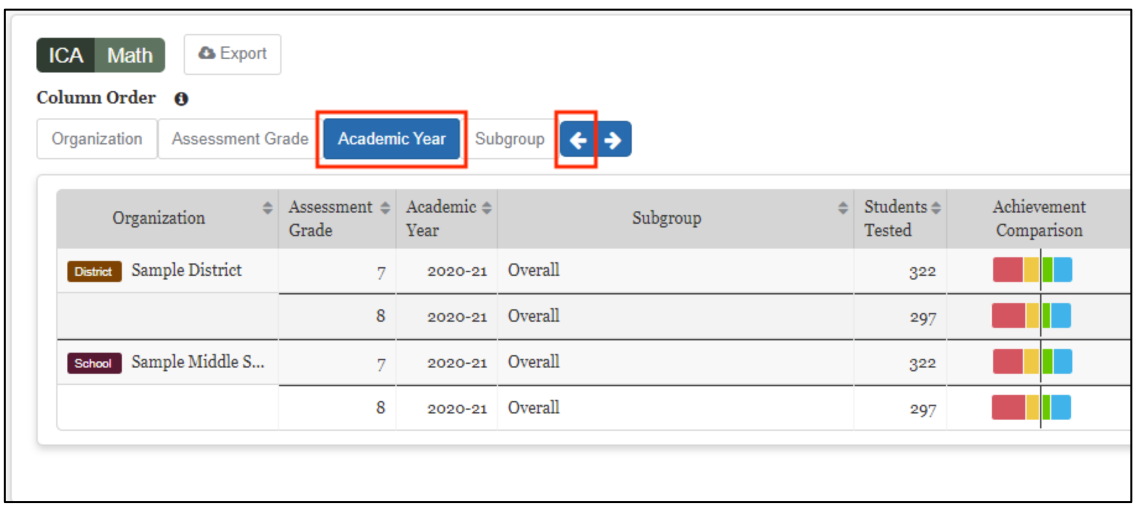


Figure 4.12 Column ordering control

In this example, if the user selects the **[Academic Year]** button and then selects the left arrow twice, the tabular data will appear as in figure 4.13:

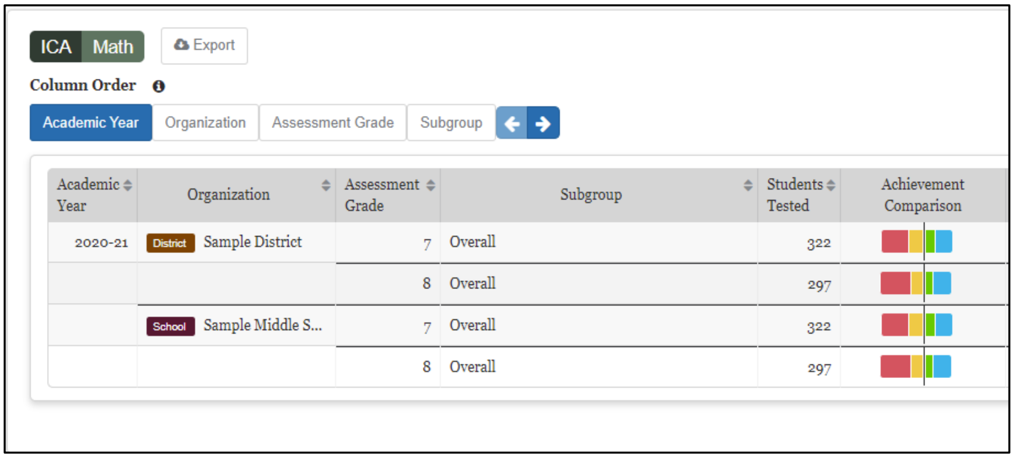


Figure 4.13 Column ordering control with change shown

Columns can also be reordered by simply dragging and dropping them with the mouse (select the column, hold, drag, and release).

Sorting

Tabular data are presented with column headers, and any sortable column displays both an up and down arrow. Select a column name to sort by that column and select it again to reverse the sort order. The currently sorted column displays either an up or down arrow indicating its sort order. In the example below, the ***Student*** column displays an up arrow, indicating that results are sorted in ascending order by the students' last names.

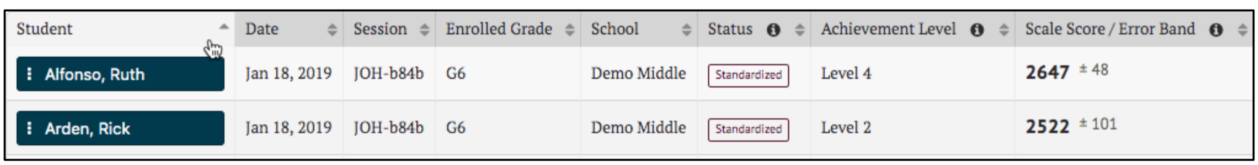


Figure 4.14 Column sorted in ascending order

Expanding and Collapsing

Additional up and down arrow icons are provided to show/expand or hide/collapse results. These icons are displayed when a page contains information that might either be shown or hidden by default. For example, selecting the applicable icon with text (e.g., **[Expand All]**) expands all results for all hidden items. Selecting the icon with the arrow only expands or collapses the content next to that icon.

Figure 4.15 [Expand] and [Collapse] arrow icons

Add and Remove Icons

Elements with a **[Remove]** “x” icon **[ ]** can be removed by selecting the icon. When it is possible to add elements to a list, the **[Add]** plus sign icon **[ ]** appears next to the list. Select the **[ ]** icon to add a new element to the list.

Figure 4.16 Sample [Add] and [Remove] Icons

Informational Icons

Whenever an **[Informational]** lowercase-i icon **[ ]** is displayed, users can select it to display an explanation of the term it accompanies. For example, when selecting the icon next to a table column, a pop-up displays additional information.

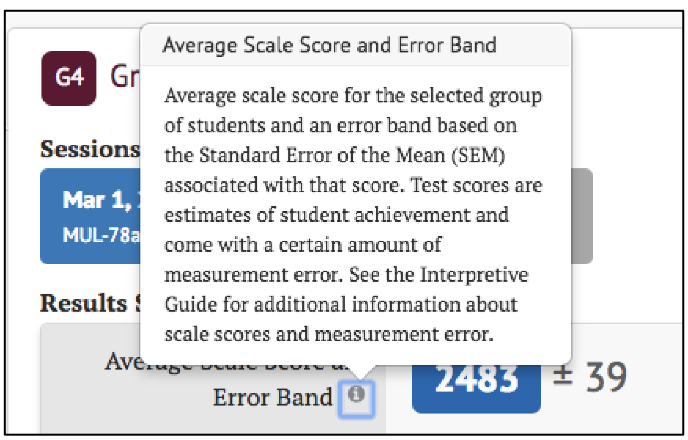


Figure 4.17 Sample informational icon

Data and Pagination Navigation

Pages associated with large sets of data within the application allow a user to paginate through the results. Additionally, a user may select the number of results displayed at once: 10, 20, 50.

Figure 4.18 Frame Pagination Example

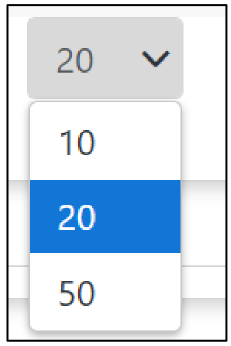


Figure 4.19 Display Results Example

Other Tools

Export / Download

Users may export select reports to a file in comma-separated value (CSV) format by selecting the **[Export CSV]** button.

Note: Chromebook users may need to install a CSV file reader in order to download CSV files.

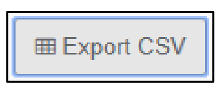


Figure 4.20 [Export CSV] button

Some screens in the Reporting System allow users to download reports. The screenshot below shows an example of downloading a report to the user's computer by selecting the ***Download Report Data*** menu option from the ***My Reports*** page.

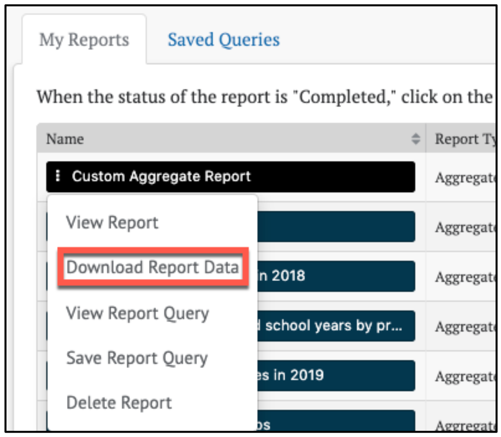


Figure 4.21 Download Report Data option

The location of exported and downloaded files is dependent on the web browser used to access the Reporting System. Please refer to the web browser's user guide for more information.

Chapter 5: Navigating the Smarter Reporting System

Home Page

When users log into the Reporting System, they are directed to the ***Home Page***.

This page allows users to perform tasks based on their assigned roles. Users will only access the tools that they are authorized to use. Tasks initiated on the ***Home Page*** include searching for assessment results, generating various reports, and performing administrative tasks (figure 5.1).

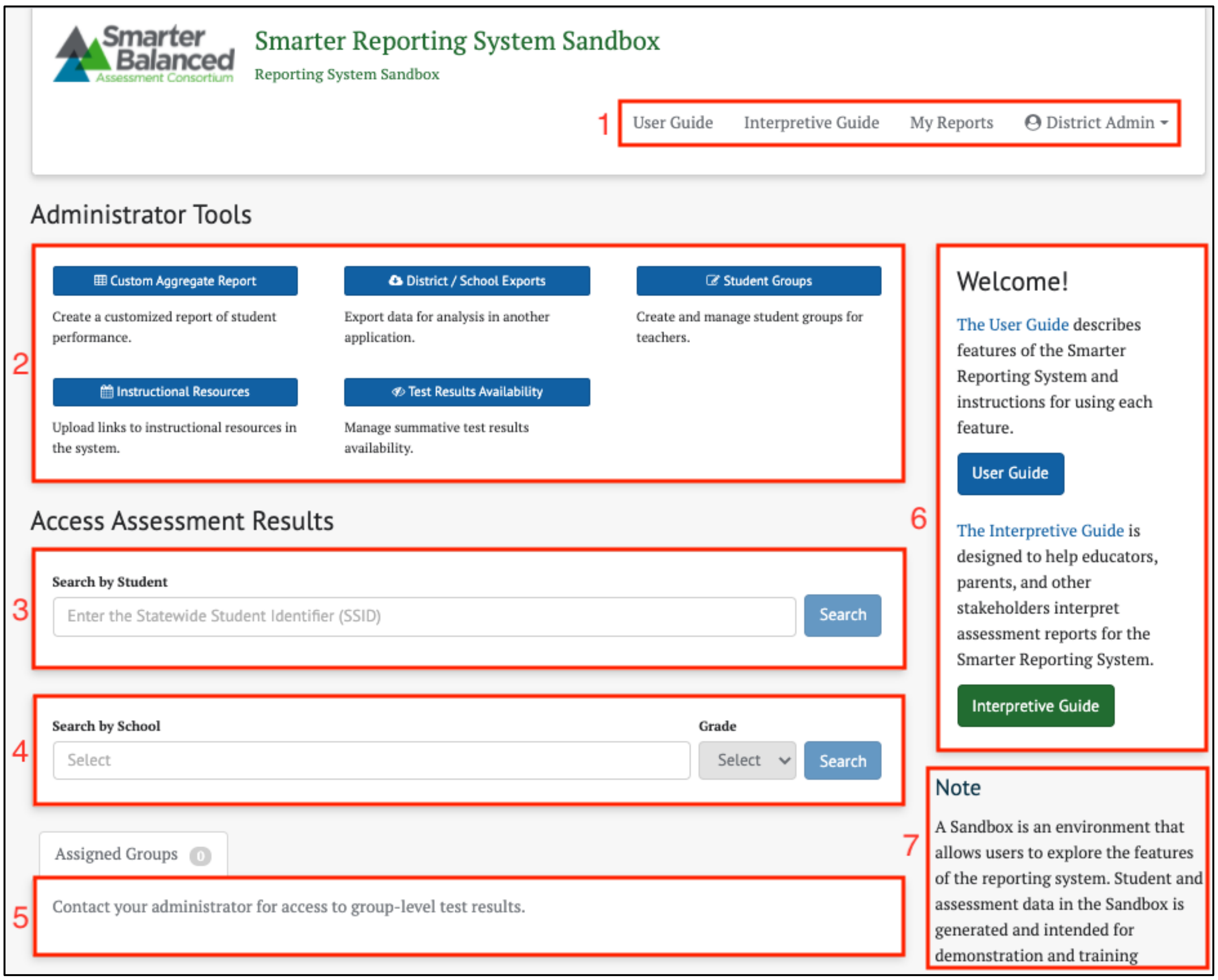


Figure 5.1 Home Page with all tools

The elements of the ***Home Page*** are:

1. ***Header Bar***: Includes links to the following:

   a. ***Smarter Reporting System User Guide***
   b. ***Smarter Balanced Interpretive Guide***: Designed to help educators understand and effectively use the results of the Smarter Balanced summative and interim assessments
   c. ***My Reports***: Allows access to all reports that the user has generated. Refer to the My Reports section for details
   d. ***User Icon***: Selecting the **[ ]** icon allows the user to log out of the system
2. ***Administrator Tools***: Perform administrative tasks and create reports for institutions and districts
   a. ***Custom Aggregate Report***: Generate customized reports of student performance. Refer to the Custom Aggregate Reports section for details
   b. ***District / School Exports***: Export a CSV file of assessment results for one or more schools and/or districts. Refer to the District / School Exports section for details
   c. ***Student Groups***: Create and manage student groups for users. Refer to the Manage Student Groups section for details
   d. ***Instructional Resources***: Upload instructional resources in the system. Refer to the Manage Instructional Resources section for details
   e. ***Test Results Availability***: Manage the release of summative results to all users.
   f. ***Search by Student***: Search for assessment results for a specific student using the Statewide Student Identifier (SSID). Refer to the Search by Student section for details
3. ***Search by School***: Search for assessment results for students of a specific grade within a school. Refer to the Search by School section for details
4. ***Search by Group***: View assessment results for an assigned group of students. Refer to the Searching My Groups section for details
5. ***Welcome Side Bar***: Describes User Guide and Interpretive Guide, including links to both
6. ***System Notes***: Clarifying notes regarding system information or updates

Note: Only elements of the *Home Page* (and the entire system) that are relevant to the user's roles will be available to a user. For example, the *Home Page* for a teacher assigned only the PII_GROUP role does not include Administrator Tools.

Accessing Assessment Results

From the ***Home Page***, there are several tools available based on user role to search for assessment results quickly (refer to User Roles and Permissions section): ***Search by Student***, ***Search by School***, and ***Assigned Groups*** and ***My Groups***.

Search by Student

If user permissions allow, the ***Search by Student*** panel is available on the ***Home Page*** to quickly search for a specific student using a Statewide Student Identifier (SSID).

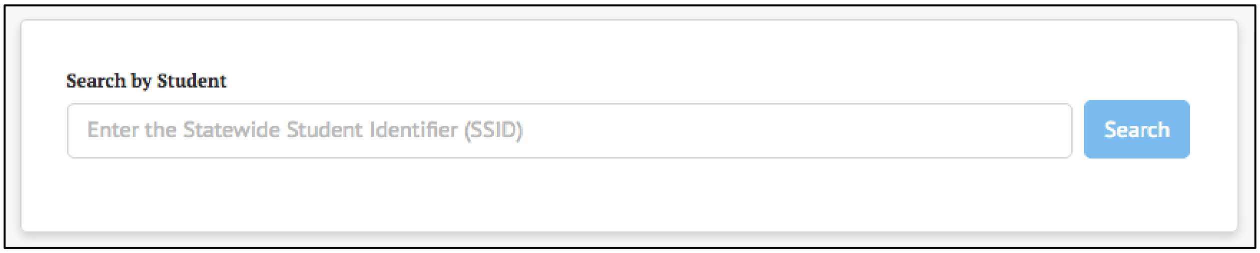


Figure 5.2 Search by Student panel

To search for a student:

1. Enter the student's SSID into the box. The full SSID must be entered to search for a student
2. Select the **[Search]** button (or select **[Enter]** on the keyboard)
3. If the SSID matches a student record with available assessment results and the user has permission to view that student's information, the ***Student Test History Report*** page will display. Refer to the Student Test History Report section for more information about this view.

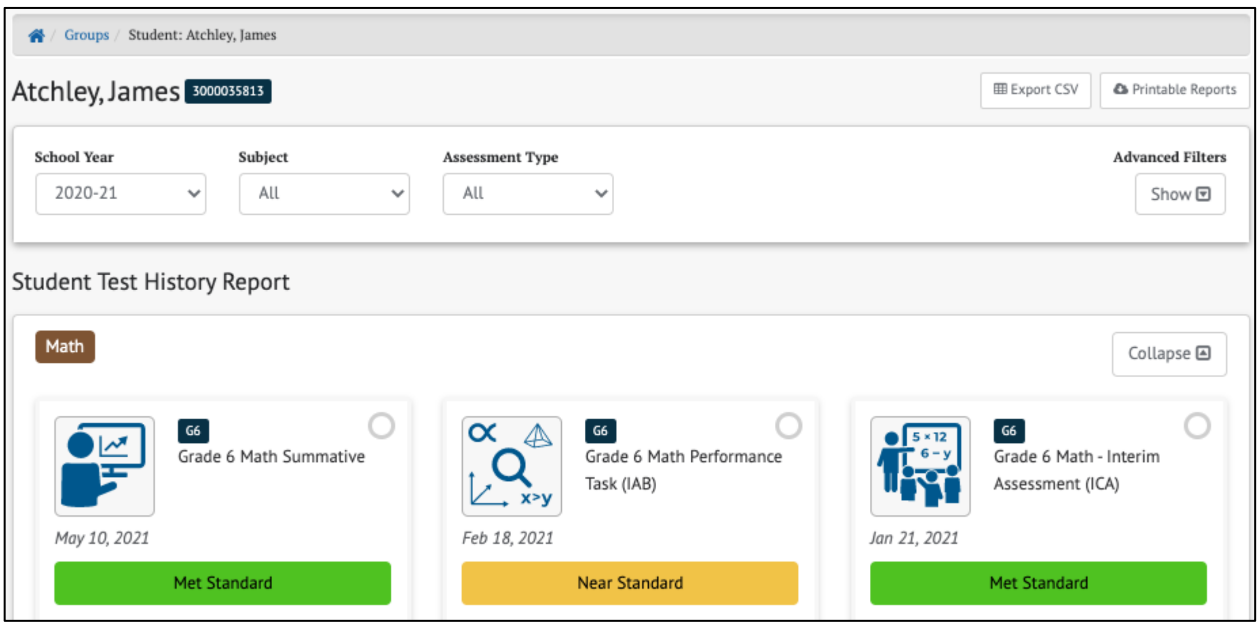


Figure 5.3 Student Test History Report page

4. If the SSID does not yield test results, either the SSID is incorrect, the user does not have permission to view that student's information, or there are no test results available for the student, then a message will display

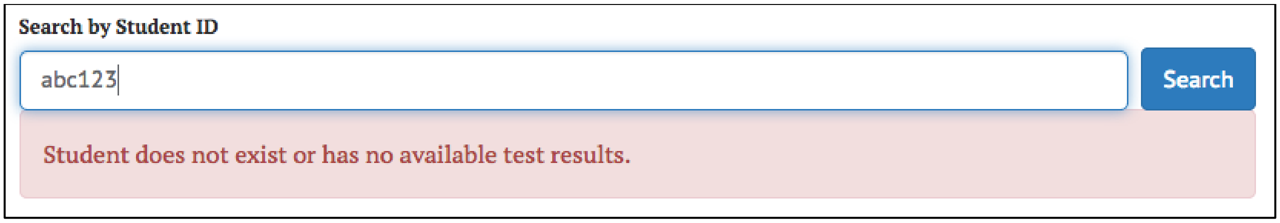


Figure 5.4 Search by Student message when results are not found

Search by School

If user permissions allow access to student results at the school level, the ***Search by School*** panel is available on the ***Home Page*** to allow quick access to assessment results by school and grade.

Figure 5.5 Search by School panel

To search for a school:

1. Select the search box to expand the ***Search by School*** name list. Schools to which the user is assigned are listed alphabetically by name and grouped by district
2. Scroll through the complete list to select a school or enter the name of a school in the search box to find a specific school. As a user types, the drop-down list of schools filters to only show school names that have matching text anywhere in the name

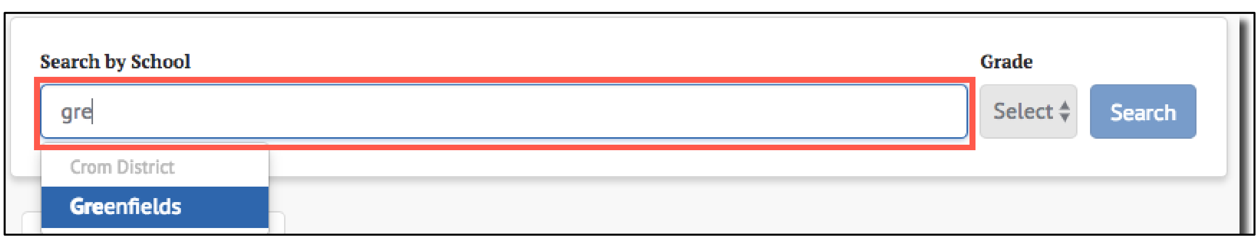


Figure 5.6 Search by School search box

3. Select the name of a school to view student results for that school
4. If results are available for more than one grade at the school, select the desired grade using the ***Grade*** drop-down. If only one grade is available, it will be selected

Figure 5.7 Search by Grade drop-down list

5. Select the **[Search]** button to search for assessment results for the selected school and grade
6. If results are available, the ***Assessment Results*** page with the default assessment will be shown
7. If no results are available, a message will be displayed on the ***Assessment Results*** page

Figure 5.8 Search by School "no results" message

After selecting a school from the ***Search by School*** function, a user does not need to return to the ***Home Page*** to search for a new school. The ***Results by School and Grade*** panel allows the users to search for a new school or grade. Refer to the View Student Assessment Results by School and Grade section for more information.

Assigned Groups and *My Groups*

If user permissions allow, the ***Assigned Groups*** and ***My Groups*** panel is available on the ***Home Page*** to allow quick access to assessment results by groups to which the user is assigned.

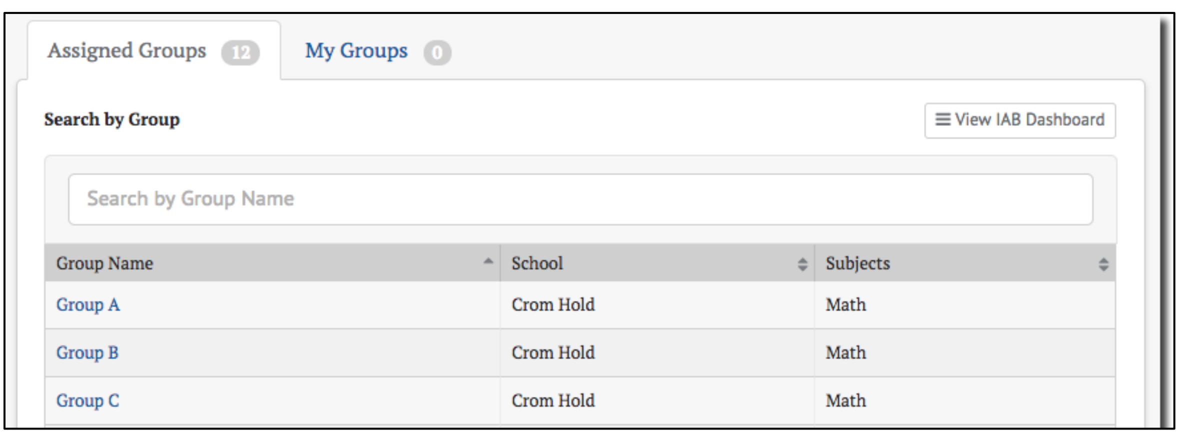


Figure 5.9 Assigned Groups panel

No Groups Shown

A message will be shown if no groups are available. This could be because the user has no assigned groups, there was an error in the Student Group file upload, or the email used to create the group does not match the user's account. Refer to the Manage Student Groups section for more details.

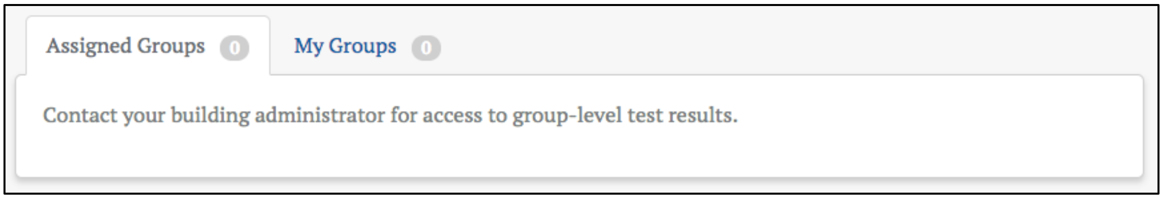
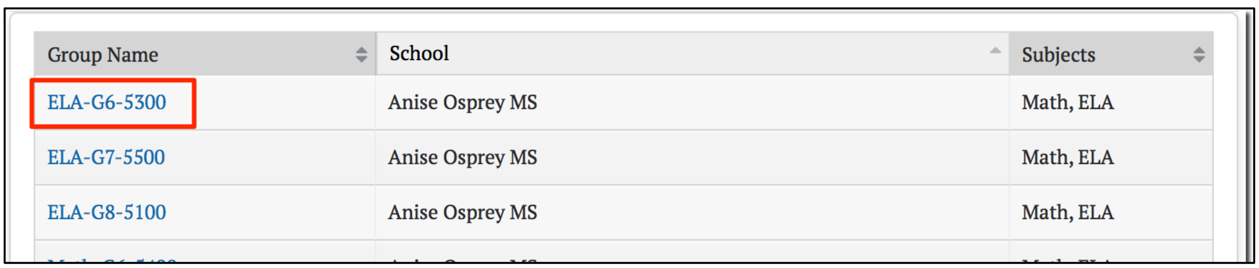


Figure 5.10 No groups available message

Select a Group Name to View Results

Selecting a **[Group Name]** in the list takes users to the ***Student Group Assessment Results*** page for that group. This is true whether the group is selected from the ***Assigned Groups*** panel or one of the customized groups from the ***My Groups*** panel. Refer to the Student Assessment Results Report section for more information.



Group Name	School	Subjects
ELA-G6-5300	Anise Osprey MS	Math, ELA
ELA-G7-5500	Anise Osprey MS	Math, ELA
ELA-G8-5100	Anise Osprey MS	Math, ELA

Figure 5.11 Group name for selection

Searching Assigned Groups

If there are a large number of available groups, a live search box appears above the list to assist in finding the desired group.

To search for a group:

1. Begin entering the name of a group in the ***Search by Group Name*** text box
2. The list of groups shown will automatically filter to only show groups that match the entered characters
3. Select the desired group from the filtered list

If the search string entered does not match any of the user's assigned groups, then a message will display.

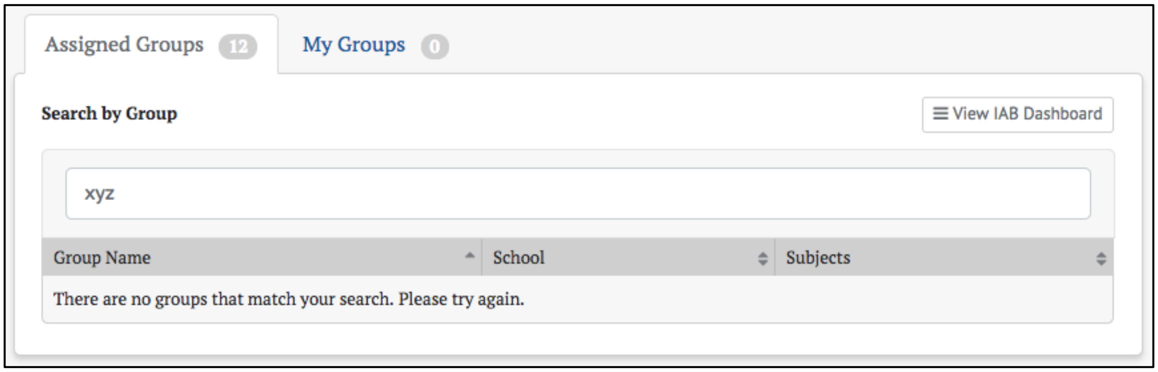


Figure 5.12 "No groups that match your search" message

Searching My Groups

Users with the PII_GROUP role may create customized groups of students based on their assigned groups. These display in a second tab called **[My Groups]** next to the **[Assigned Groups]** tab. Search functionality for the ***My Groups*** panel is identical to the ***Assigned Groups*** panel. Refer to the next section for instructions on creating customized groups.

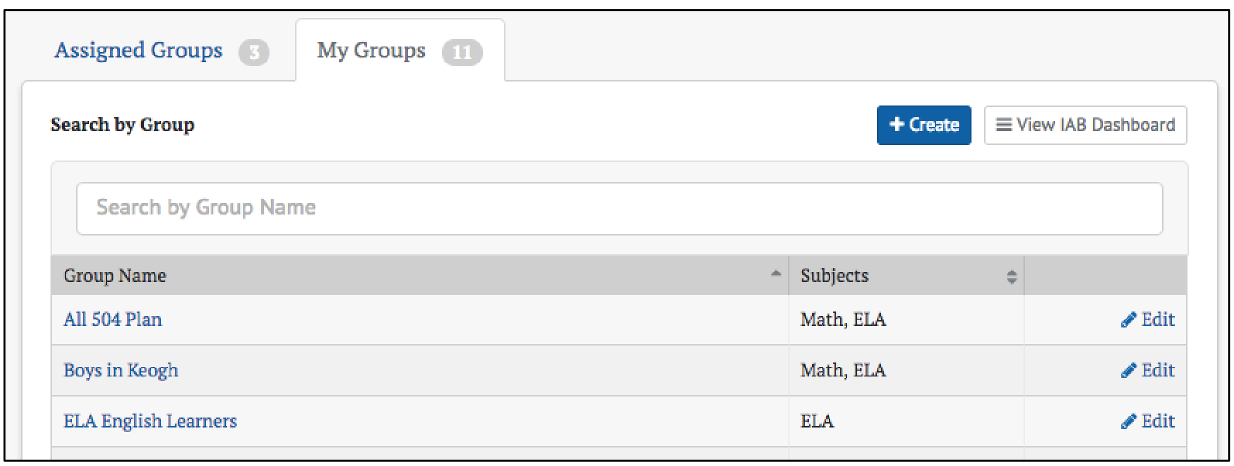


Figure 5.13 My Groups panel

Creating My Groups

Users can create customized groups of students selected from their ***Assigned Groups*** panel by selecting the **[+ Create]** button on the ***My Groups*** panel, as in figure 5.14. This displays the ***New Group*** definition screen.

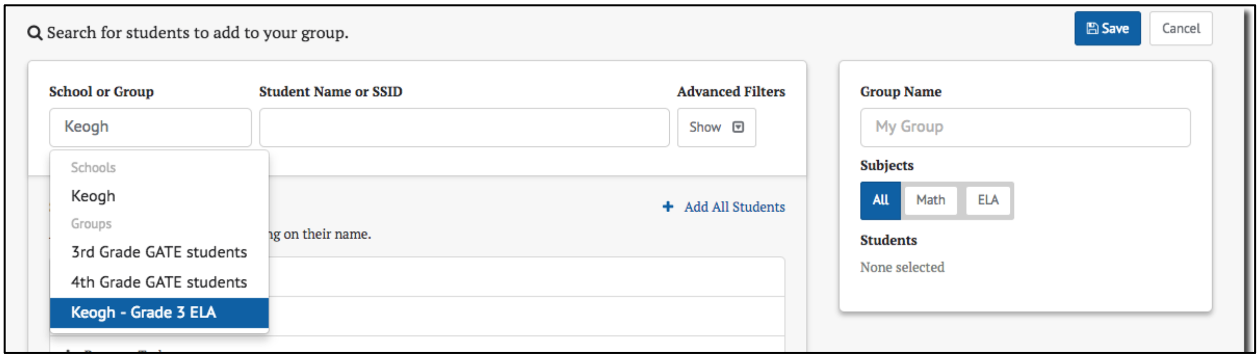


Figure 5.14 New Group definition screen

To create a customized group:

1. Select a group from the ***School or Group*** entry box. Selecting this box displays a drop-down list of all assigned groups. Typing directly into the box activates a live search to filter this list
2. Select the group from which the new group will be created. The ***Students Panel*** will be populated with the list of students in the selected group
3. If necessary, filter the student list by entering characters into the ***Student Name or SSID*** box. It is enabled for live search and filters the student list by matching the entered characters
4. ***Advanced Filters*** may also be used to filter the student list
5. Select the students you want to add to the new group. The added students will appear in the ***Student List*** on the panel to the right of the page
6. Repeat steps 1 - 5 to add students from other assigned groups. The new group may contain students from multiple assigned groups
7. Remove any students added to the new group by selecting their names in the new ***Student List*** in the right panel (figure 5.15. Select **[x Remove All Students]** to clear the list and start over
8. Select **[+ Add All Students]** to add all of the students in the assigned group to the new group
9. Name the new group by entering a name into the ***Group Name*** box in the right panel
10. Select the tested subjects for the group using the **[Subjects]** buttons
11. Select the **[Save]** button to create the new group or select the **[Cancel]** button to cancel creating a new group and return to the ***My Groups*** list

Before saving, the right panel should appear similar to figure 5.15:

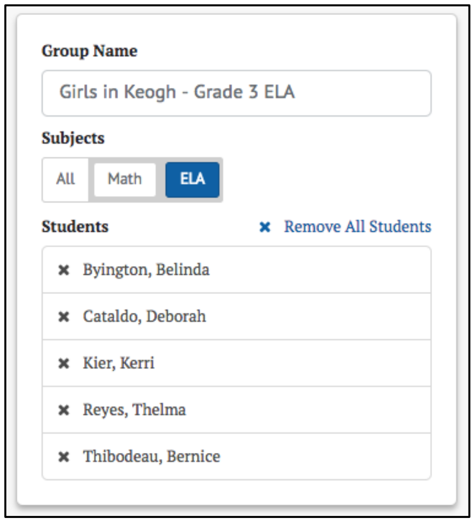


Figure 5.15 Completed New Group definition screen

After the new group is saved, it displays in the list in the ***My Groups*** panel on the ***Home Page***:

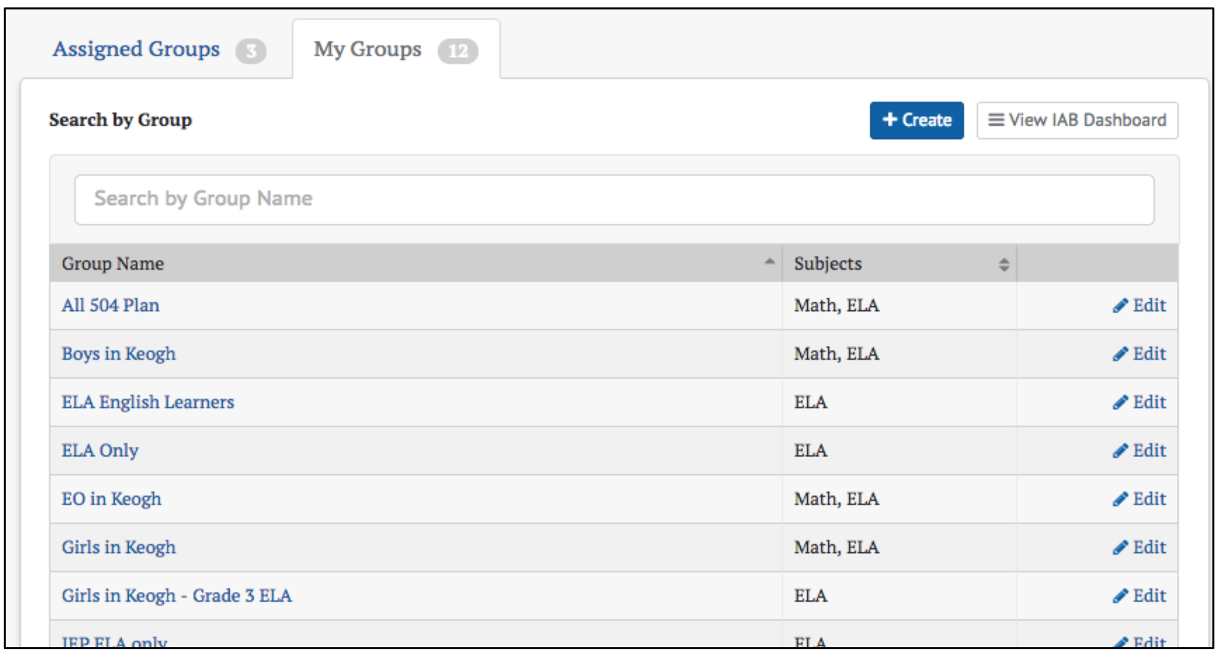


Figure 5.16 New group added to My Groups panel

A group may be edited by selecting the **[Edit]** button in its row. The edit screen also contains a **[Delete]** button, which allows the user to delete the custom group from the system.

Warning: Deleting a custom group is permanent and cannot be undone.

My Groups Advanced Filters

Advanced filters can ease the task of selecting students for the custom groups in ***My Groups***. Selecting the **[Show]** button under ***Advanced Filters*** on the ***New Group*** page opens the student demographic and program filter controls.

Note: The available student demographic and program filters are configurable by member, therefore, some filters may not be available in every member's reporting system.

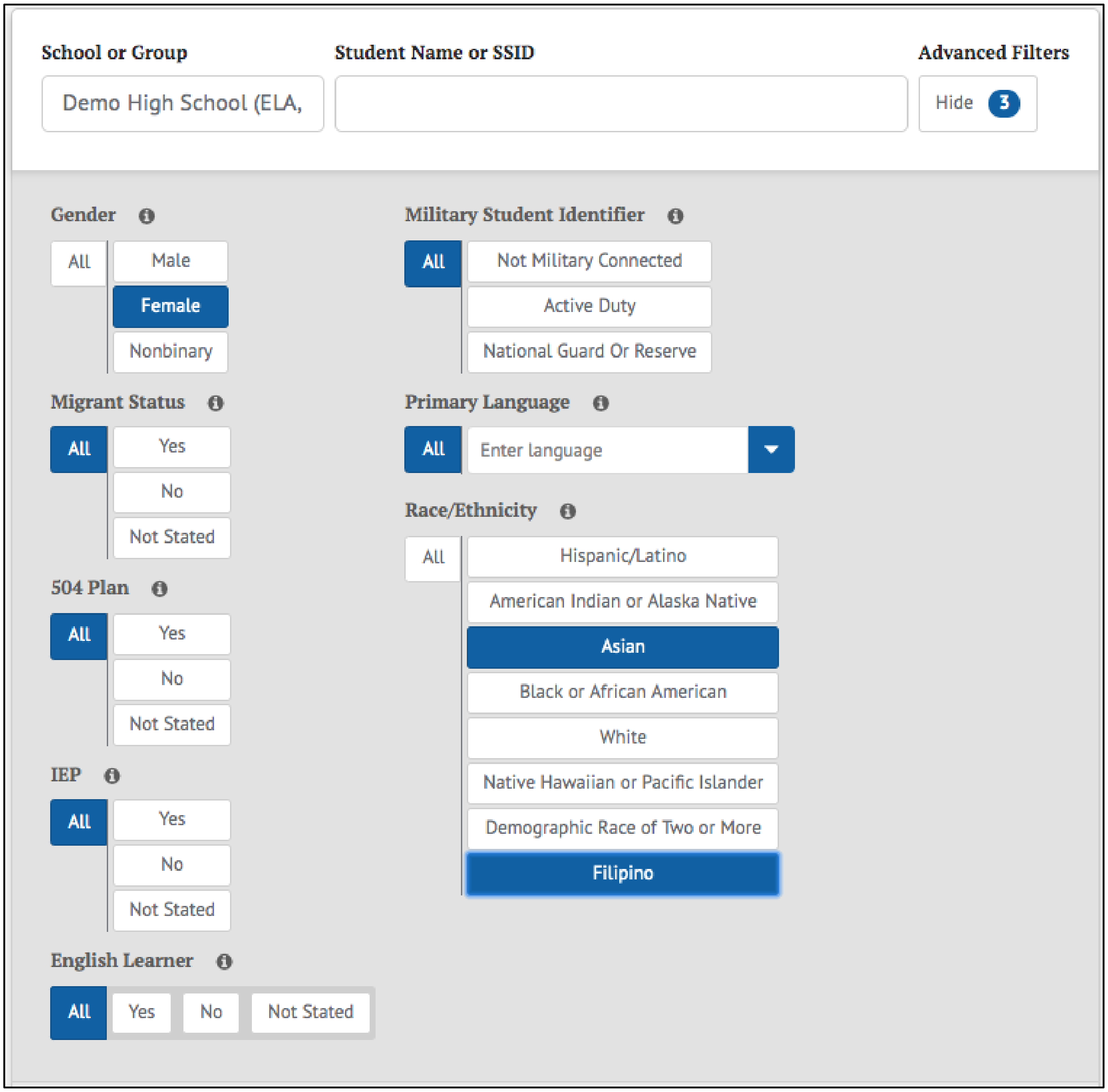


Figure 5.17 Example of New Groups page advanced filters

These controls can be used to filter the list of students from the selected assigned group. Only the students that match the configured filters will display. This makes it easier to identify and select students by specific characteristics. When filters are selected, the **[Show/Hide]** button displays a number indicating the number of configured filters. This number persists even when the ***Advanced Filters*** panel is toggled back to hidden.

Note: Filters only affect the list of additional students to be selected. The list of already selected students is not affected by adding or removing filters.

Assessment Results Views

View Individual Student Results

Individual student results view can be accessed by using the ***Search by Student*** function (refer to Accessing Assessment Results section) or from any group/school roster view by selecting the ***Context Menu*** three-dot icon **[⋮]** next to a student's name to choose the **[Student's Test History Report]** button.

Student Test History Report

Once a student's test history report has been selected, the Student Test History Report Results page is displayed for that student (figure 5.18). This view displays all available assessment results.

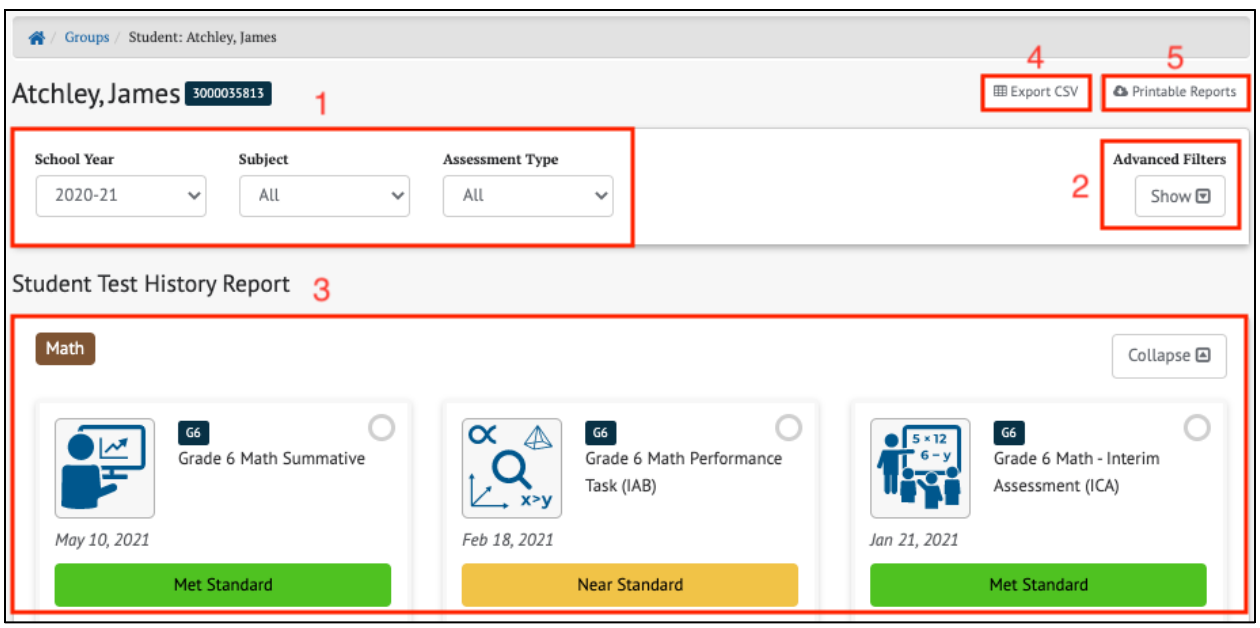


Figure 5.18 Student Test History Report page

In addition to identifying the selected student and their SSID, the ***Student Test History Report*** page includes the following elements:

1. ***School Year***, ***Subject***, ***Assessment Type*** filters: Choose specific school years, subjects, and assessment types to display, or "All" of the years, subjects, and assessment types for which assessment results exist for the student
2. ***Advanced Filters:*** Show or hide a filter panel to more precisely select which assessment results to view (refer to the description below of the ***Advanced Filters*** panel)
3. ***Student Test History Report*** panel: Displays assessments that match the school year, subject, assessment type, and Advanced Filters settings
4. **[Export CSV]** button: Export all of the student's test history to a comma-separated value (CSV) file for download
5. **[Printable Reports]** button: Select and download a printable report in PDF format

Advanced Filters

The ***Advanced Filters*** panel (element 2, as illustrated in the Student Test History Report Results section) allows users to filter the assessment results to view only assessments with specific characteristics.

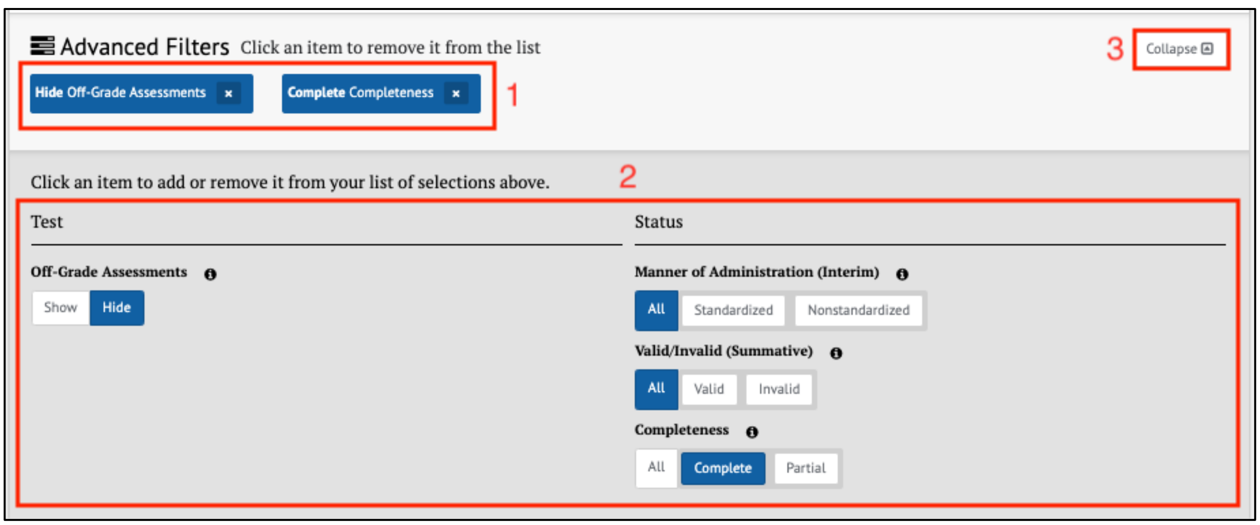


Figure 5.19 Advanced Filters panel

The elements available in the ***Advanced Filters*** panel are listed below. Changes to the filter criteria immediately modify the list of assessment results displayed.

1. Currently selected filters: Selecting the **[Remove]** "x" icon **[ ]** removes the filter
2. Assessment filters, which include:
   a. **[Off-Grade Assessments]** toggle: Show results for all assessments regardless of whether the test taker's enrolled grade matches the assessment grade, or hide results when the enrolled grade and assessment grade do not match

   b. **[Manner of Administration]** toggle (for interim assessments only): Indicates how the test was administered (Standardized/Nonstandardized) in terms of protocols and security procedures
   c. **[Valid/Invalid]** toggle (for summative assessments only): A test is noted as invalid if an appeal was submitted to invalidate the test due to a testing irregularity or breach
   d. **[Completeness]** toggle: Indicates whether the test taker met the requirements of completion for that assessment
3. **[Collapse]** toggle: Collapse the bottom half of the panel, leaving only the selected filters displayed. This toggle becomes an **[Expand]** toggle when the panel is collapsed. Select the **[Expand]** toggle to reopen the ***Assessment Filters*** panel

Note: The Valid/Invalid filter is not shown when the selected assessment results do not include summative assessments. Similarly, the Manner of Administration filter is not shown if no interim (IAB or ICA) results are selected.

Student Test History Report Results

The ***Student Test History Report*** results (element 3, as illustrated in the Student Test History Report Results section) are displayed in a dashboard format with each assessment that matches the selectors and advanced filters appearing as a separate tile. A sample tile is pictured below:

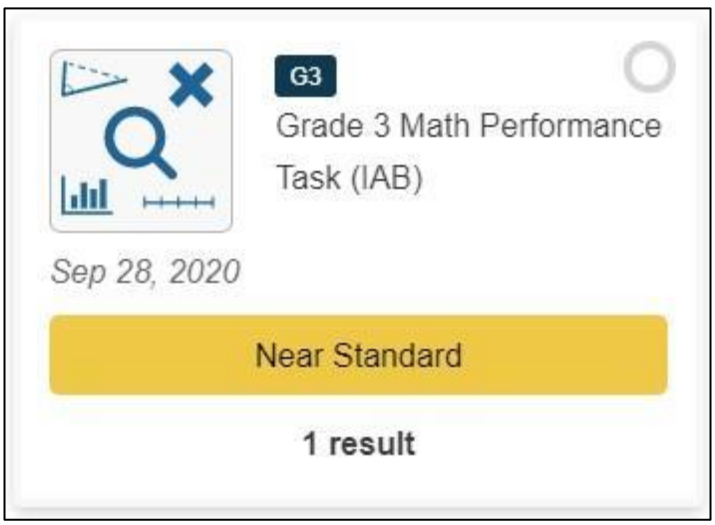


Figure 5.20 Student Test History Report results tile

Each tile contains:

- An icon representing the assessment subject or topic
- The name and grade of the assessment
- The date the assessment was administered
- The student's achievement level or reporting category for the assessment

- The number of results available for the assessment

Selecting anywhere within this tile displays a table of additional information below the tile. Depending on the type of assessment chosen, this table contains slightly different information.

For IAB assessments, the table displays as in figure 5.21:

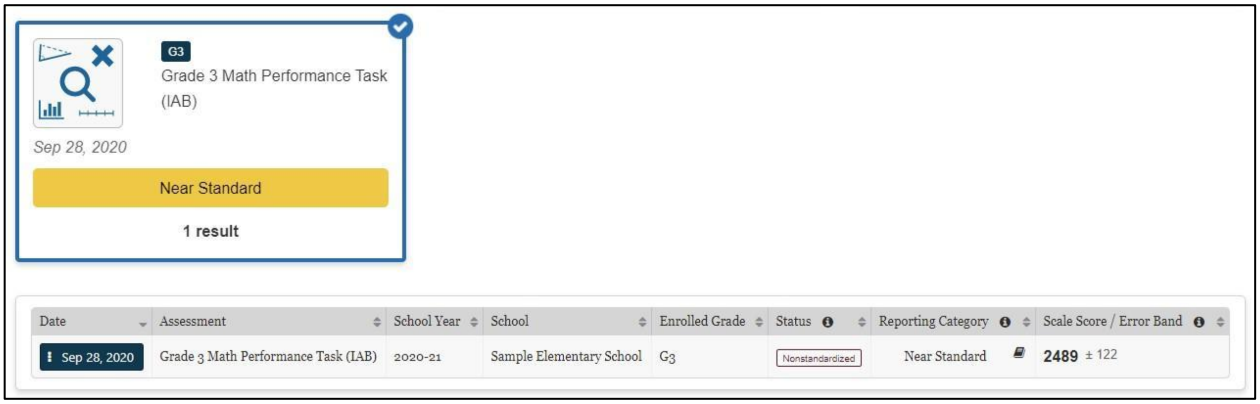


Figure 5.21 IAB Assessments table

In addition to the information displayed in the tile, this table displays:

- The status (Standardized, Nonstandardized, or Partially Complete) of each result
- The student's enrolled grade when they took the assessment
- The reporting category (Below Standard, Near Standard, Above Standard), based on the minimum scale score for the "Level 3" achievement level on the ICA and Smarter Balanced Summative Assessments. Refer to the Interpretive Guide for additional information
- The student's Scale Score / Error Band of each result. The error band is based on the Standard Error of Measurement (SEM) associated with the score. Refer to the Interpretive Guide for additional information

- Selecting the date with the Context Menu three-dot icon [⋮] brings up the Student Test History Report Details Menu
- For ICA and Summative assessments, the table displays as in figure 5.22. The Overall view of this table is similar to the IAB table but includes the student's achievement or performance level on the test based on the scale score.

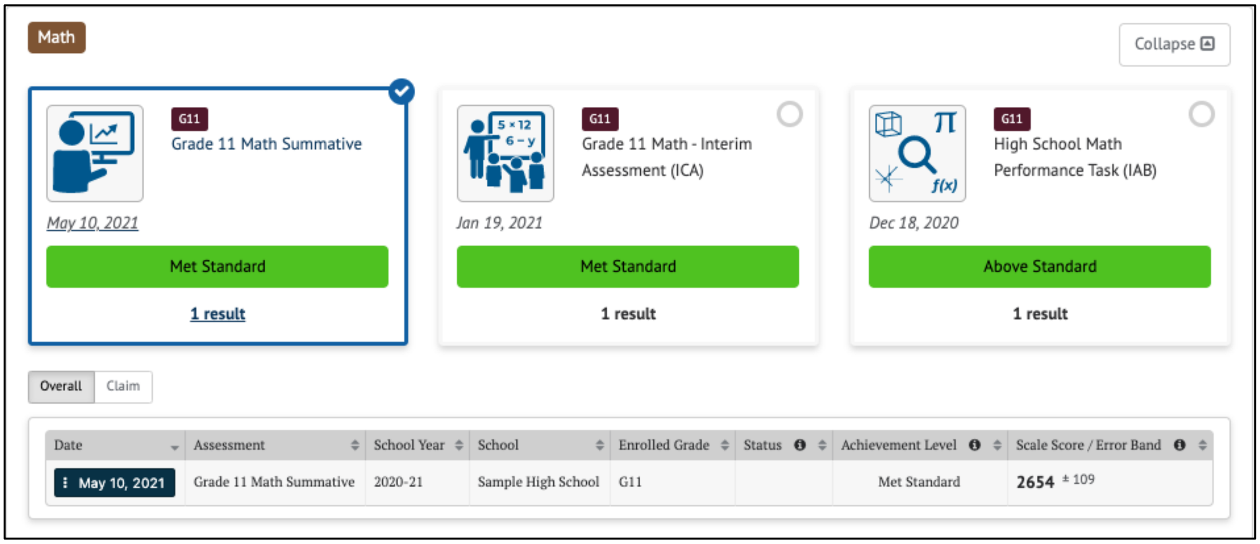


Figure 5.22 ICA and Summative Assessments table

This table also includes buttons to toggle the scores between the default Overall view and, if available, Alternate or Claim scores. Selecting the **[Claim]** button changes the view to show the student's level on the various claims assessed (figure 5.23).

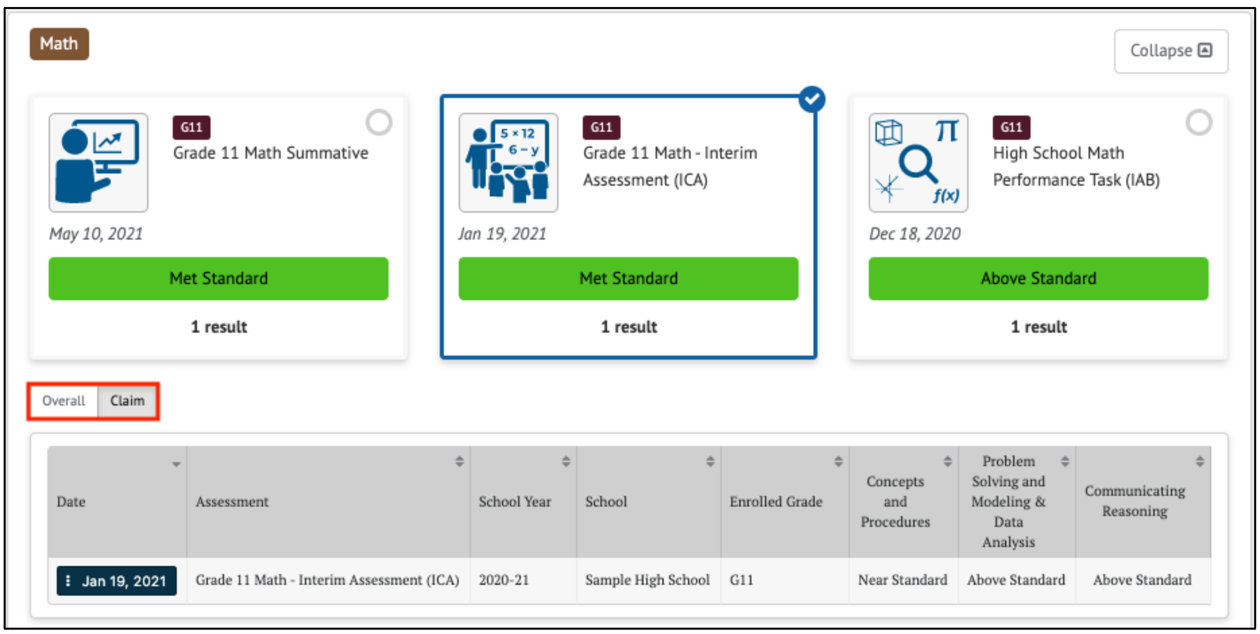


Figure 5.23 Overall and Claim Level Toggles for ICA and Summative Assessments

In the example above, the Math ICA assessment claim level scores are provided for "Concepts and Procedures," "Problem Solving/Modeling and Data Analysis," and "Communicating Reasoning." Claim level scores are reported as Below Standard, Near Standard, and Above Standard. Refer to the [Interpretive Guide](#) for additional information.

Selecting the **[Overall]** button returns to the default ***Overall*** view.

Student Test History Report Details Menu

Each row in the ***Student Test History Report*** displays a ***Context Menu*** by selecting the three-dot icon [⁝] that provides access to additional information, as in figure 5.24.

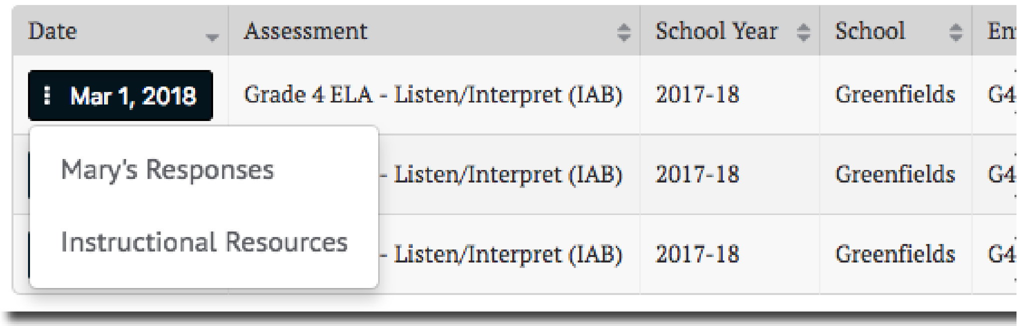


Figure 5.24 Student History context menu

For all interim assessments, this menu allows the user to view the student's item responses (refer to the Student Responses section) for the selected assessment. For IAB results, the menu also includes a link to the Smarter Balanced Connections Playlists in Tools for Teachers or any instructional resources identified by the user's state or district. For summative assessments, this menu is disabled.

Student Responses

The ***Student Responses*** table includes student responses to interim assessment items. This table is available from the ***Student's Test History Report*** page and from the ***Roster*** page for groups or schools. Refer to the Interim Assessments section for more details.

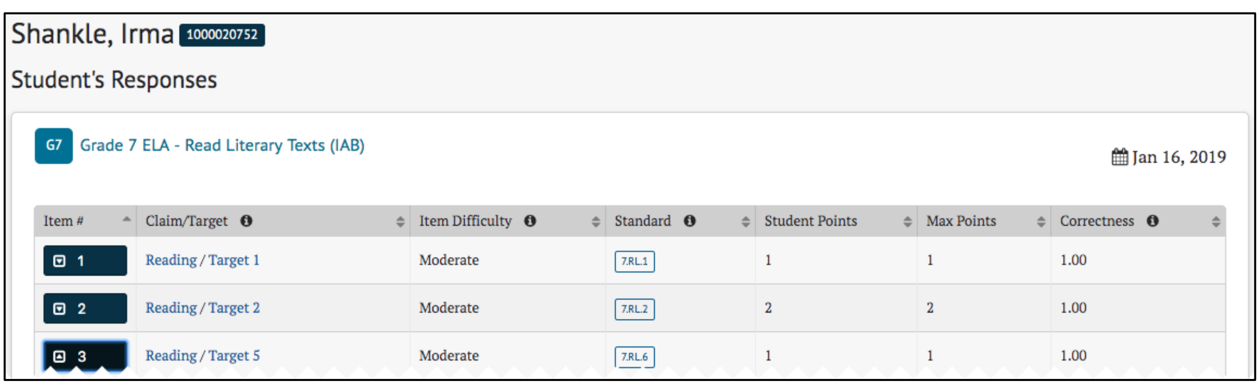


Figure 5.25 Student Responses table

Selecting an assessment item's down arrow icon [⊡] expands the row to allow drilling-down into the item to view additional details:

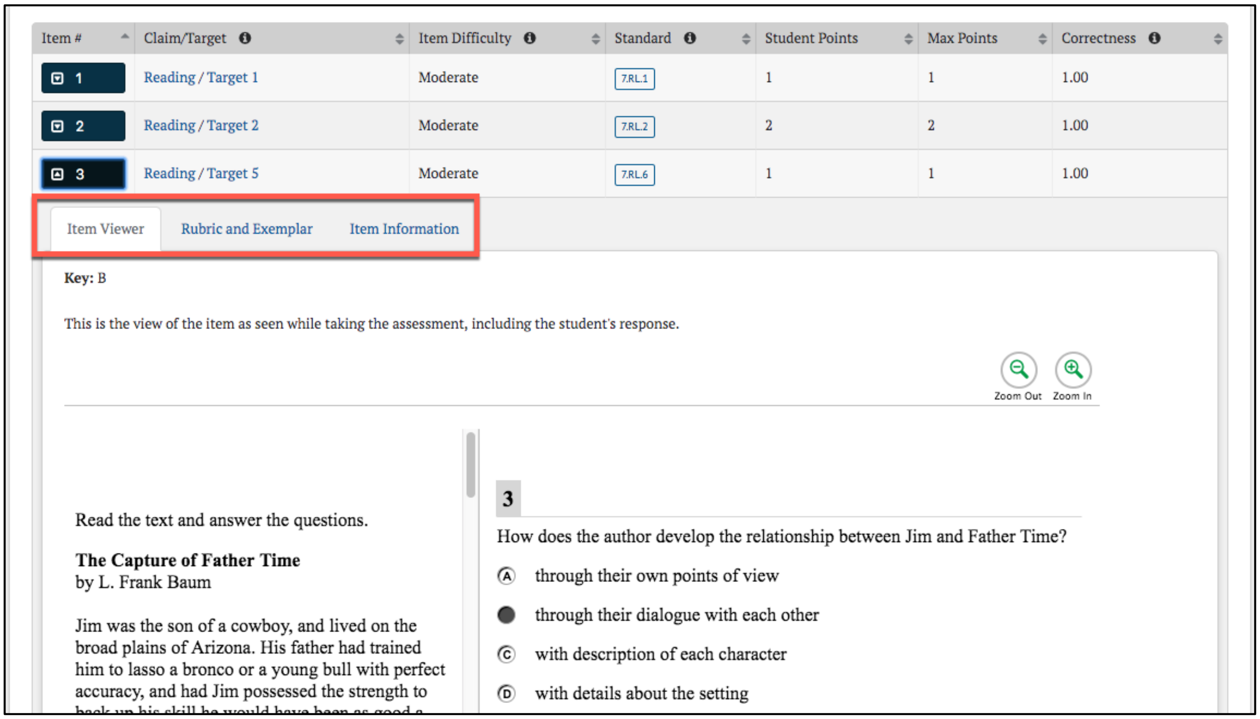


Figure 5.26 Student Responses table with expanded row

The **[Item Viewer]** tab functions as described in the Item Viewer section. The **[Rubric and Exemplar]** tab functions as described in the Rubric and Exemplar section. The **[Item Information]** tab functions as described in the Item Information section.

Export CSV

The **[Export CSV]** button (element 4, as illustrated in the Student Test History Report Results section) generates a CSV file for download containing all of the student's test history for the selected school year, subject(s), and assessment type(s). An example of this file opened in Microsoft Excel is shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	StudentIdentifier	FirstName	LastOrSurnai	SubmitDateTime	TestSessionI	SchoolName	SchoolYear	Assessment1	AssessmentI	Subject	GradeLevelW	Status	ScaleScoreA	Reporting Ca
2	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I	ELA	G11	Nonstandardized		Near Standa
3	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I	ELA	G11	Nonstandardized		Above Stand
4	c6b4d59aef204464bc2	Meredith	Little	1-Jan-17	PUL-ec77	Antwren Oom	2016-17	IAB	High School I	ELA	G11	Nonstandardized		Near Standa
5	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I	ELA	G11	Nonstandardized		Above Stand
6	c6b4d59aef204464bc2	Meredith	Little	1-Mar-17	PET-0647	Antwren Oom	2016-17	IAB	High School I	ELA	G11	Nonstandardized		Above Stand

Figure 5.27 Example of CSV file

Note: CSV viewers, including Microsoft Excel, will convert numbers larger than eleven digits into scientific notation. Users will need to format the cell to change it. Refer to the Microsoft Excel Number Formatting **section for more tips.**

Individual Student Reports

The **[Printable Reports]** button (element 5, as illustrated in the Student Test History Report Results section) opens a pop-up menu that allows users to generate and download a PDF report of a student's assessment results (figure 5.28).

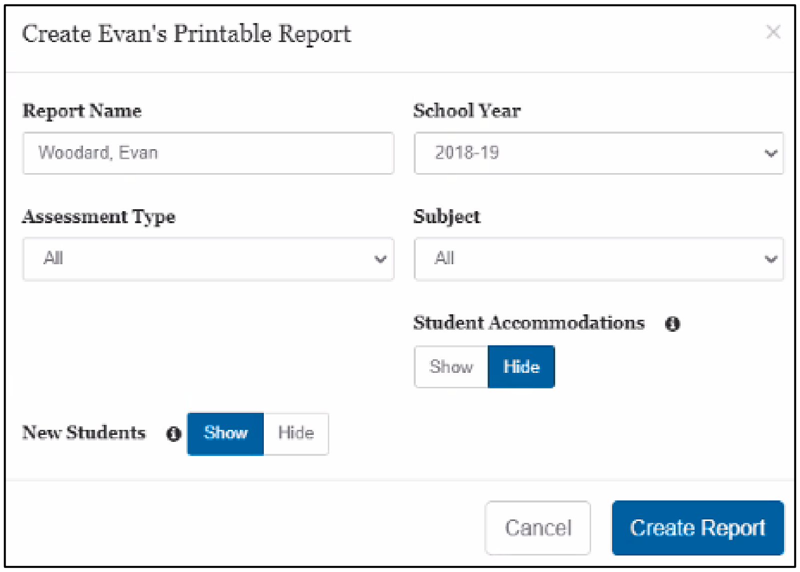


Figure 5.28 Printable Reports pop-up menu

The selections available for assessment type, subject, and school year are limited by system configuration. Not all subjects support printable reports, so those do not appear in the ***Subject*** drop-down. The report's name defaults to the student's name but can be modified to define the report more clearly if preferred.

The ***New Students*** option may be selected to either show or hide student assessment results from schools outside the user's assigned institutions. Users can exclude those assessments by selecting the **[Hide]** toggle when generating a report.

The ***Student Accommodations*** option may be selected to either show or hide any accommodations made available to the student during testing.

Note: The Show/Hide Student Accommodations option does not include designated supports (e.g. translated glossaries) made available to the student.

Selecting the **[Create Report]** button will create the report based on the selections in the pop-up menu. Refer to the My Reports section for how to download and view the report.

View Student Assessment Results by School and Grade

Assessment results by school are accessed by using the ***Search by School*** function. Selecting a school and grade for which assessment results exist displays the results page. The image below shows the top panel on that page.

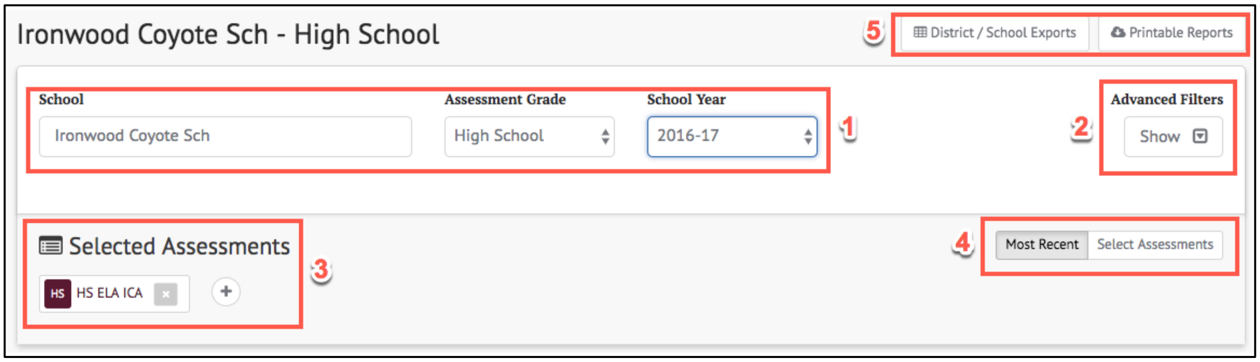


Figure 5.29 Results by School and Grade panel

This panel allows users to select the specific assessment results they want to view by:

1. Changing the ***School, Assessment Grade***, or ***School Year*** from which to select assessments
2. Showing or hiding the ***Advanced Filters*** panel
3. Adding one or more **[Selected Assessments]** for which to view results
4. Toggling between only the **[Most Recent]** or **[Select Assessments]**
5. Generating and downloading student assessment results reports or test history results by entire district or filtered by school(s)

Assessment Results Advanced Filters

The ***Advanced Filters*** panel allows users to filter the assessment results to view only selected types of assessments or to view only students with selected characteristics.

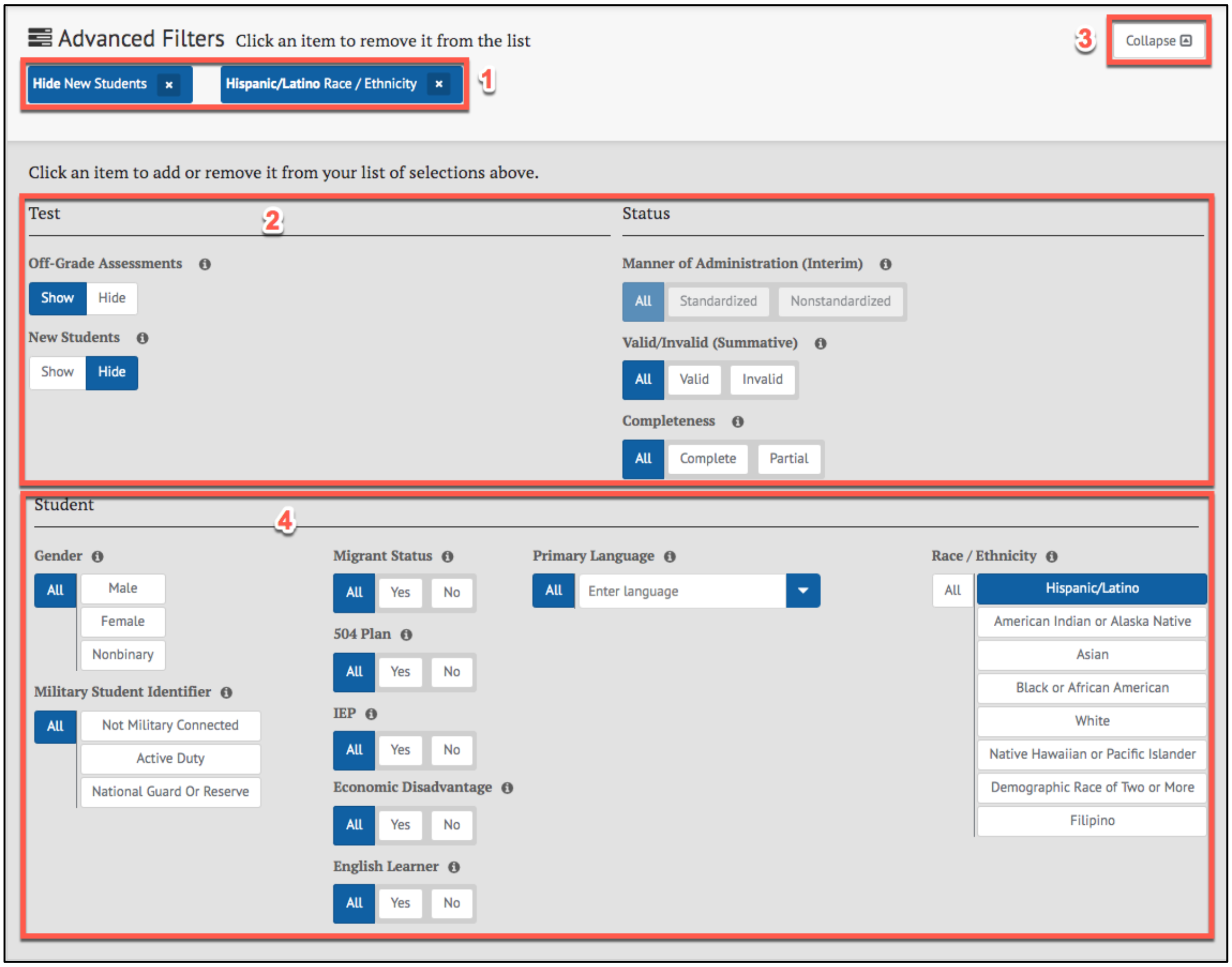


Figure 5.30 Assessment Results Advanced Filters panel

The elements available in the ***Advanced Filters*** panel are listed below. Changes to the filter criteria immediately modify the list of assessment results displayed. Elements 1-3 are the same as previously described in the Advanced Filters section.

1. Currently selected filters: Select the **[Remove]** icon **[ ]** to remove the filter
2. Test and Status Assessment filters: Select values to reduce the list of students to just those that match those values. Select “All” for a field to clear the filter for that field
3. **[Collapse]** toggle: Collapse the bottom half of the panel, leaving only the selected filters displayed
4. Student demographic and program filters: Gender, Race/Ethnicity, English Learner Status or English Language Acquisition Status, Primary Language, Section 504 Status, IEP Status, Migrant Status, Military Student Identifier, and

Economic Disadvantage Status. Dependent on your system configuration, some of these filters may be disabled and therefore do not display. Select values to reduce the list of students to just those that match those values. Select “All” for a field to clear the filter for that field

Selected Assessments

By default, the system displays the most recent assessment for the selected school, grade, and school year, and the **[Most Recent]** button is selected. Selecting the **[Select Assessments]** button or the **[Display]** plus icon **[** + **]** opens a lower panel that displays all available assessments (figure 5.31).

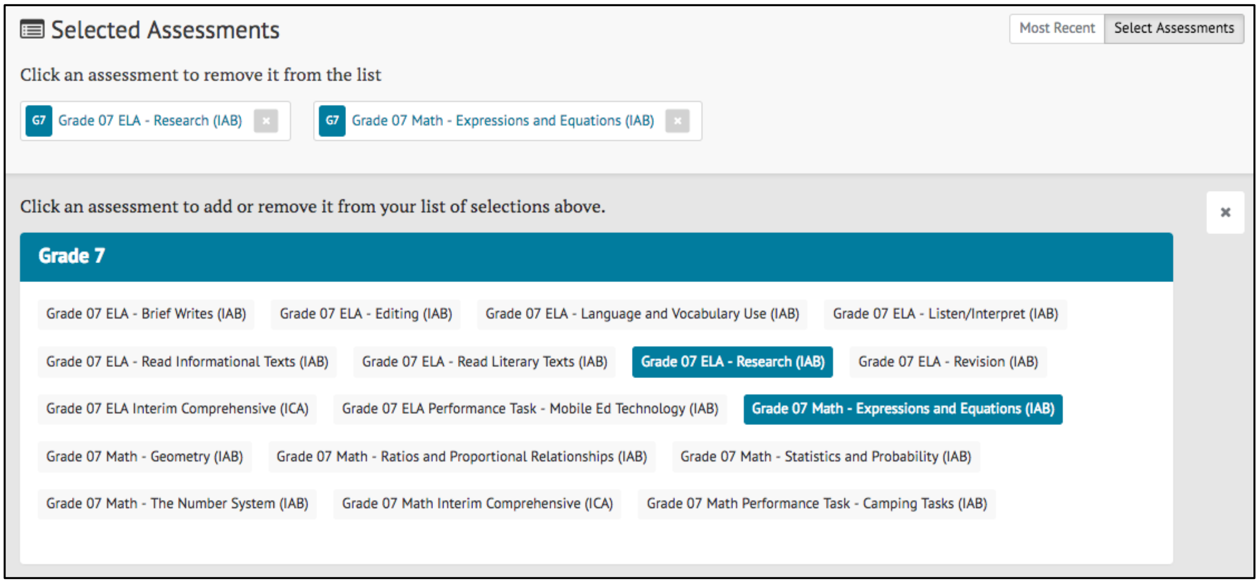


Figure 5.31 Panel displaying all assessments

Selecting an assessment in the lower panel adds it to the list of ***Selected Assessments*** in the upper panel and adds its results to the ***Results*** panel, as in figure 5.32. Re-selecting the assessment removes it from the upper panel and the ***Results*** panel. Refer to the Interim Assessments and Summative Assessments sections for details describing the information that will display based on assessments chosen.

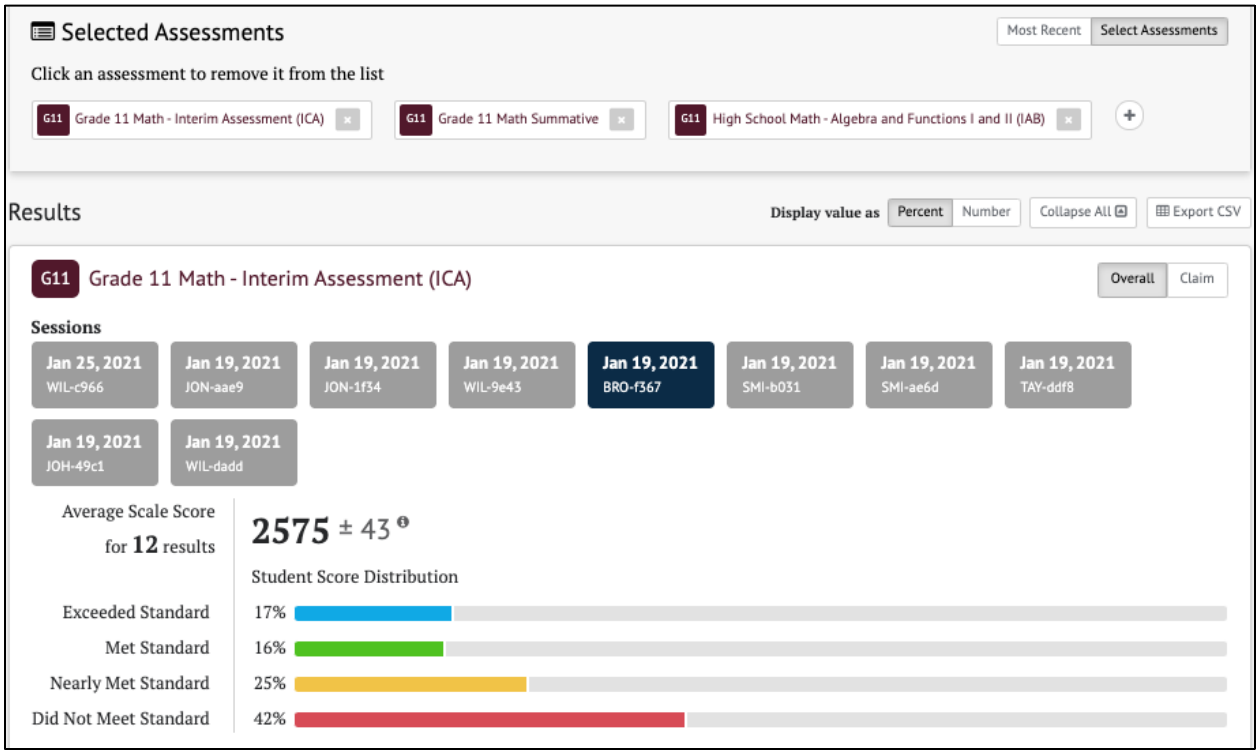


Figure 5.32 Selected Assessments results panel

Student Assessment Results Report

The **[Printable Reports]** button (element 5, as illustrated in the View Student Assessment Results by School and Grade section) opens a pop-up menu that allows users to create a PDF report of student assessment results for a group of students (figure 5.33).

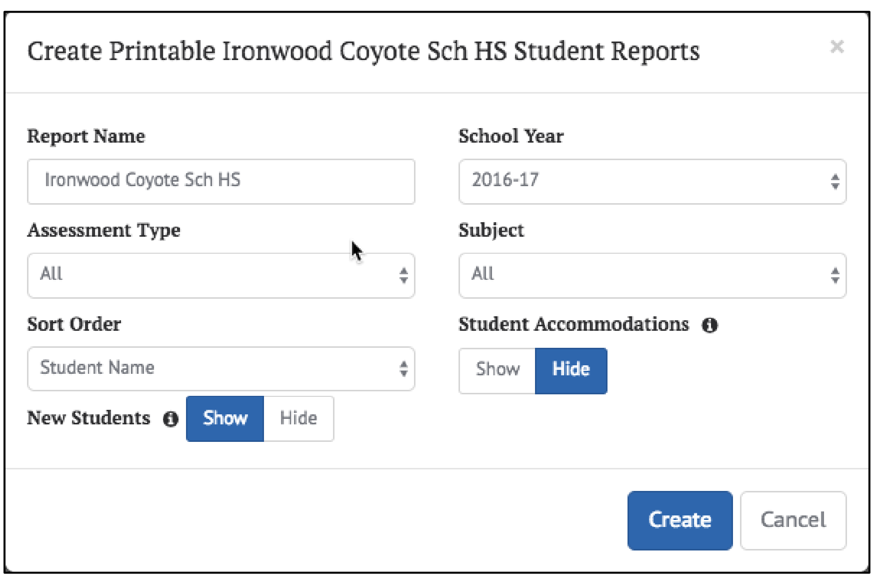


Figure 5.33 Student Assessment Results Report

The ***Student Assessment Results Report*** is similar to the View Student Assessment Results by School and Grade menu but additionally has a sort order option. The configuration of the system limits the selections available for assessment type, subject, and school year.

The report's name defaults to the group's name but can be modified to define the report more clearly if preferred. The ***New Students*** option may be toggled to either show or hide any assessments students took at a school outside of the user's assigned institutions during the selected school year. The ***Student Accommodations*** option may be toggled to either show or hide any accommodations offered to students during testing.

Selecting the **[Create]** button will create the report based on the selections in the pop-up menu. Refer to the My Reports section for details on printing and viewing the report.

View Student Results by Student Group

Assessment results for student groups are accessed by selecting a group using the ***Assigned Groups*** or ***My Groups*** panels. Once a group has been selected, the results for that group are displayed similar to the View Student Assessment Results by School and Grade view. The way results display varies by the type of assessment, but all results have the ***Groups*** panel (figure 5.35).

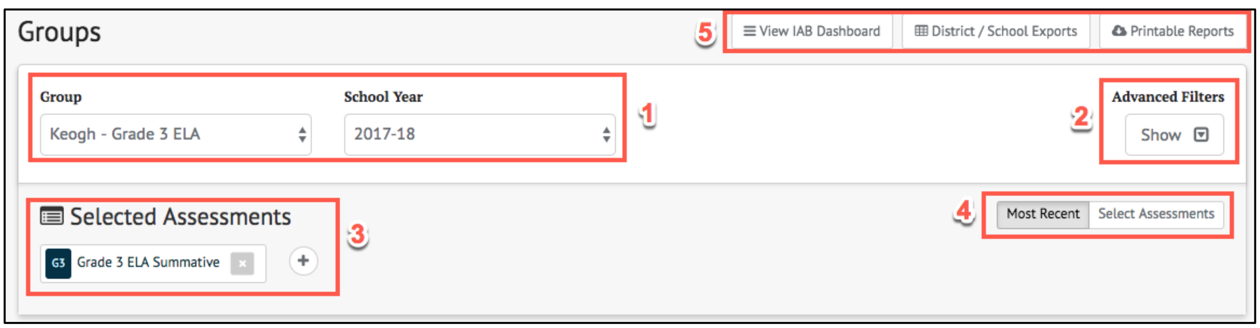


Figure 5.34 Groups panel

Note: [District / School Exports] button will only appear for users assigned the PII role.

Use the ***Groups*** panel to:

1. Select a different group or school year for which to view results
2. Use the **[Show]** or **[Hide]** buttons to display the ***Advanced Filters*** panel to precisely select which results to view
3. Add one or more ***Selected Assessments*** for which to view results (Selected Assessments works as described previously in the Selected Assessments section)

4. Toggle between viewing results for the **[Most Recent]** assessment administered to students in this group or **[Select Assessments]**
5. Navigate to the ***IAB Dashboard*** page, the ***District/School Exports*** page***,*** or download PDF reports of assessment results for students in the selected group

Refer to the following sections for further detail:

- IAB Dashboard
- District / School Exports
- Student Assessment Results Report
    - Interim Assessments for details describing the information that will display based on assessments chosen
    - Summative Assessments for details describing the information that will display based on assessments chosen

My Reports

Most reports generated by the user appear on the ***My Reports*** page. This includes Printable Reports, figure 5.35 and figure 5.36. Access depends on user permissions.

A user can access the ***My Reports*** page by selecting the **[My Reports]** button from the system header bar.

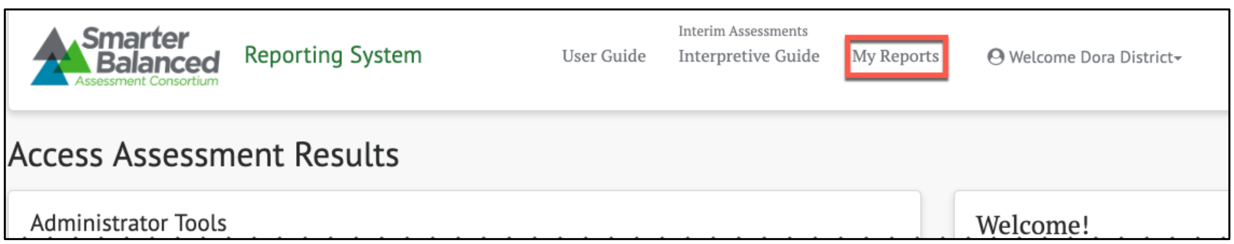
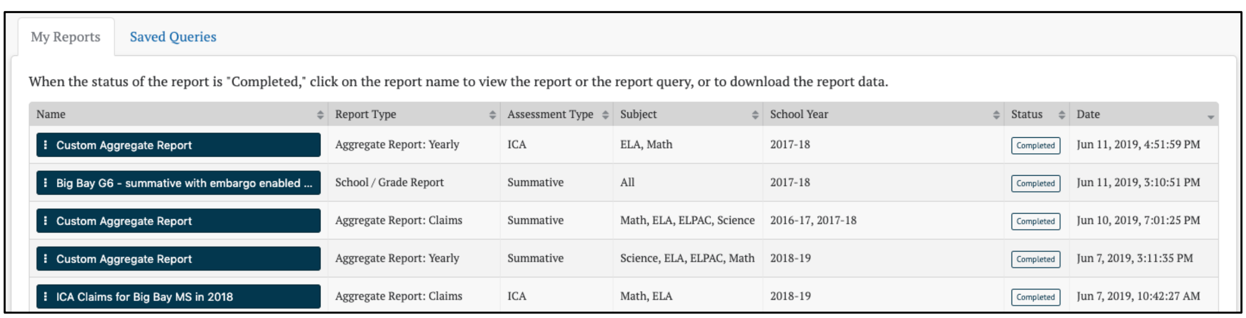


Figure 5.35 My Reports button



Name	Report Type	Assessment Type	Subject	School Year	Status	Date
Custom Aggregate Report	Aggregate Report: Yearly	ICA	ELA, Math	2017-18	Completed	Jun 11, 2019, 4:51:59 PM
Big Bay G6 - summative with embargo enabled ...	School / Grade Report	Summative	All	2017-18	Completed	Jun 11, 2019, 3:10:51 PM
Custom Aggregate Report	Aggregate Report: Claims	Summative	Math, ELA, ELPAC, Science	2016-17, 2017-18	Completed	Jun 10, 2019, 7:01:25 PM
Custom Aggregate Report	Aggregate Report: Yearly	Summative	Science, ELA, ELPAC, Math	2018-19	Completed	Jun 7, 2019, 3:11:35 PM
ICA Claims for Big Bay MS in 2018	Aggregate Report: Claims	ICA	Math, ELA	2018-19	Completed	Jun 7, 2019, 10:42:27 AM

Figure 5.36 My Reports page

The ***My Reports*** page contains a table with two tabs, **[My Reports]** and **[Saved Queries]**. The **[My Reports]** tab displays a table containing all the reports run by a user. The **[Saved Queries]** tab displays all report queries saved by the user. Both tables contain the following columns:

- ***Name:*** Name of the report

- ***Report Type:*** Defines if it is an individual, group, or aggregate report
- ***Assessment Type:*** Indicates if the report includes Summative, IAB, or ICA
- ***Subject:*** Indicates what subject(s) the report includes
    - English Language Arts/Literacy (ELA)
    - Math
    - State-specific subject(s)
    - All
- ***School Year:*** Year(s) of data queried
- ***Status:*** Condition of the report's processing (***My Reports*** page only)
    - ***Pending:*** The report is still processing
    - ***Completed:*** The report is ready to be displayed or downloaded
    - ***Failed:*** The report failed to complete
    - ***No Results:*** The query did not return any results
- ***Date:*** Date the report was created or the save query last updated

Report Options

Selecting the ***Context Menu*** three-dot icon **[⋮]** on a report name opens a context menu for that report (figure 5.37). For example, if the report type is "Aggregate Report," then the context menu has the following options:

- **[View Report]**: Display the report in the ***Custom Aggregate Report*** page (refer to the Creating the Custom Aggregate Report section)
- **[Download Report Data]**: Download the report to a CSV file on the user's computer
- **[View Report Query]**: Display the query used to generate the report in the ***Custom Aggregate Query*** page (refer to the Creating the Custom Aggregate Report section)
- **[Save Report Query]:** Save the query to be used to create another report even after this report is deleted. Saved queries appear in the **[Saved Queries]** tab described in the next section
- **[Delete Report]:** Delete the report from the ***My Reports*** list

Warning: Deleting a report is a permanent action and cannot be undone. It will also delete the report query unless this query has been previously saved to the [Saved Queries] tab.

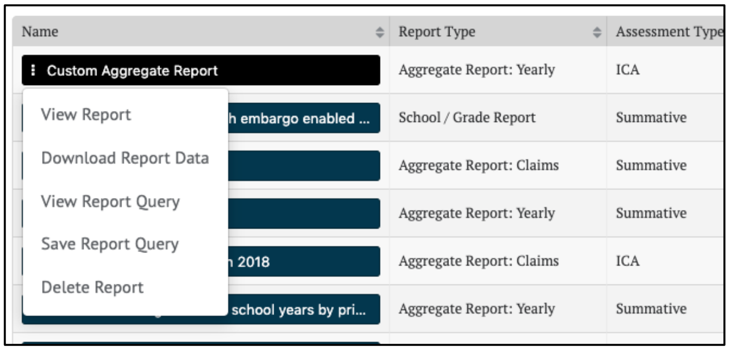


Figure 5.37 Report options in IAB Dashboard

If the report type is any other type other than "Aggregate Report," the same context menu options are available, except for the **[View Report]** button.

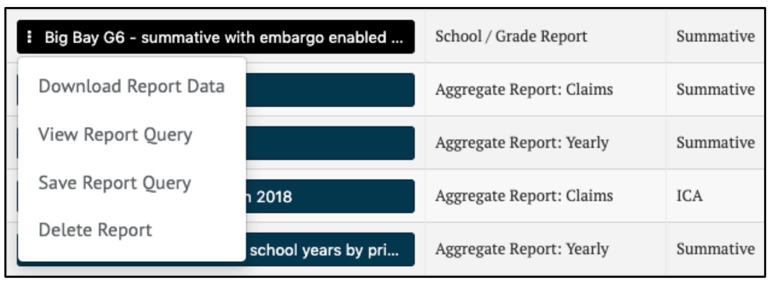


Figure 5.38 Menu for reports other than Aggregate Reports

Saved Queries

Saved queries allow reports to be re-created, with query modifications, at any time, even after the original report the query was saved from has been deleted. All queries saved by the user appear on the **[Saved Queries]** tab that can be found next to the **[My Reports]** tab discussed in the previous section. This tab is accessed by selecting the **[My Reports]** button on the system header bar and then selecting the **[Saved Queries]** tab.

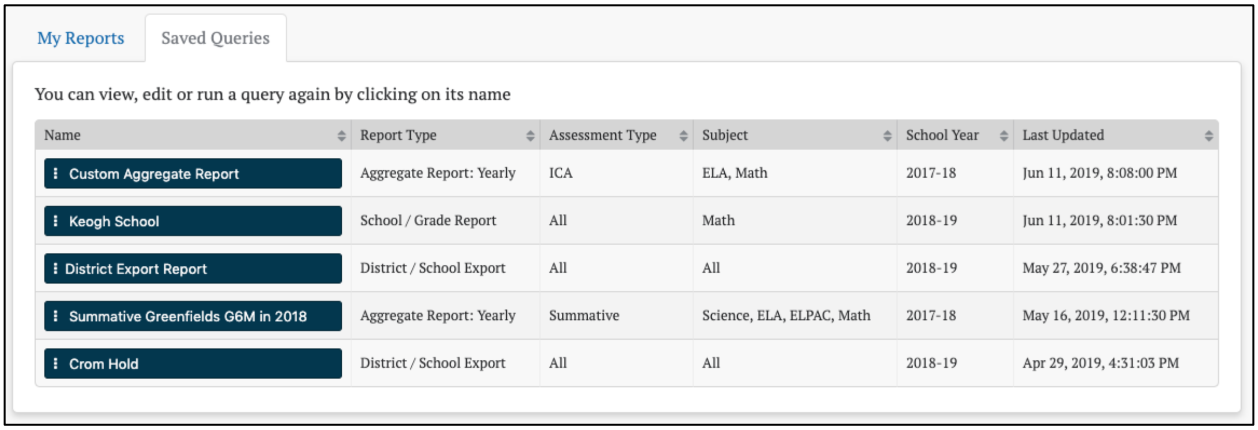


Figure 5.39 Saved Queries tab

Saving a Query

To create a saved query, select ***Save Report Query*** from the context menu of an existing report on the **[My Reports]** tab, as discussed in the previous section.

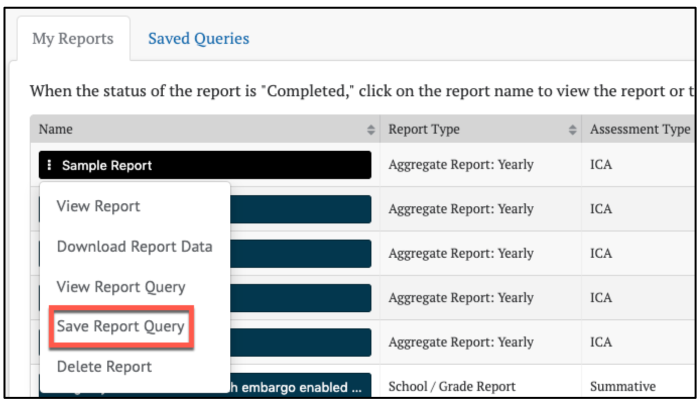


Figure 5.40 Save Report Query option

The query is added to the **[Saved Queries]** tab with the same name as the report:

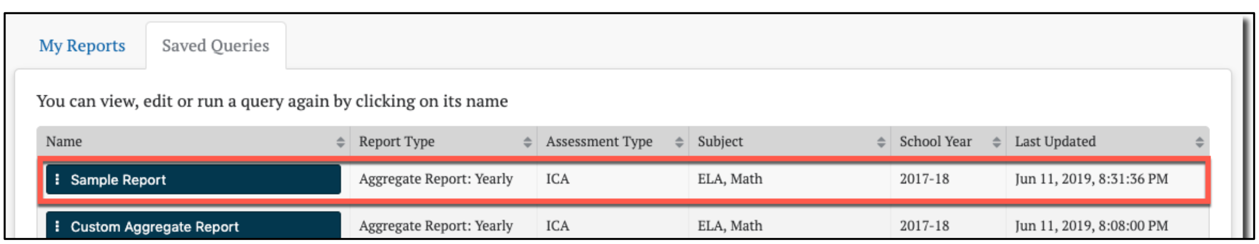


Figure 5.41 Query added to Saved Query tab

Saved Query Options

Selecting the ***Context Menu*** three-dot icon **[⋮]** on a saved query name opens a context menu for the query.

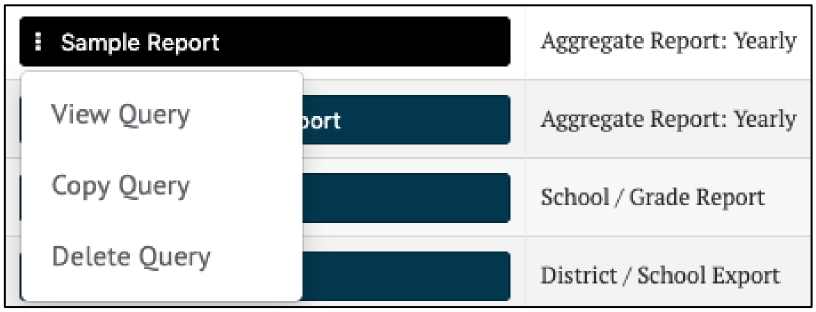


Figure 5.42 Saved Query context menu

The ***Context Menu*** has the following options:

- **[View Query]**: Display the query in the appropriate report form. This view is similar to the original report creation interface for that report type and includes a **[Save Query]** button to save any changes made to the query.
- **[Copy Query]:** Create a duplicate of the query with a name that is a variation on the original query's name. For example, if the query is named "Sample Report," the copied query is then named "Sample Report (1)". The name can be changed by viewing the new query and saving it with a different name.
- **[Delete Query]:** Delete the query. This action does not delete the original report from which the query was saved.

Warning: Deleting a query is a permanent action and cannot be undone. However, if the report from which the query was originally saved still exists in the [My Reports] tab, the query can be saved again from it.

For example, if the **[View Query]** button is selected from the context menu of the "Sample Report" custom aggregate report shown above, then the ***Custom Aggregate Report*** edit page appears, prepopulated with the values from the saved query. Any part of the query can be modified from this page.

When viewing a saved query, there is the addition of a **[Save Query]** button to the ***Report Review*** panel. This button is disabled (grayed out) until at least one query parameter is changed or given a new name.

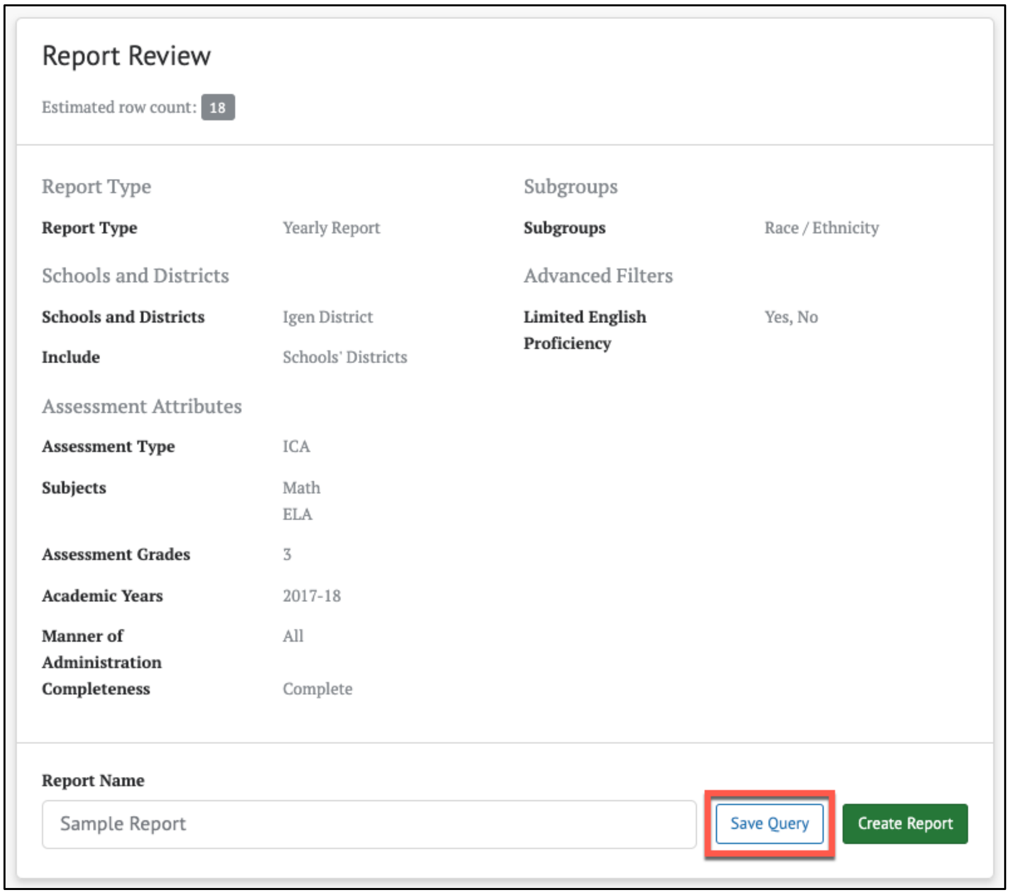


Figure 5.43 Save Query button

Selecting the **[Save Query]** button saves the edited query in place of the existing one. A dialog indicating a successful save appears briefly in the upper right of the screen.

Figure 5.44 Successful save message

Saving the query does not navigate away from the edit page, which allows the user to select the **[Create Report]** button and immediately create a report based on the newly saved query.

Tip: Saving a query overwrites the existing saved query with new values, even if the query is given a new name during the save. If the intent is to create a second query with modified values, select [Copy Query] from the saved query's context menu, and then [View Query] from the copied query's context menu.

Chapter 6: Interim Assessments

Smarter Balanced Interim assessments are tests teachers can use as part of their formative process to adjust their instruction and better meet their students' needs. Interim assessments offer flexible administration options that support local implementation decisions and can be administered in standardized and nonstandardized ways in the classroom. The Smarter Reporting System displays student results for two main types of interim assessments: Interim Assessment Blocks (IABs) and Interim Comprehensive Assessments (ICAs). Each assessment type serves a variety of educators' needs. Refer to the Interpretive Guide on the differences between IABs and ICAs.

Smarter Balanced Interim Assessment Blocks (IABs)

Smarter Balanced Interim Assessment Blocks can be further divided into two types: IABs and Focused IABs (FIABs). IABs assess 3-8 academic targets, while FIABs assess 1-3 academic targets. Because the displays are the same, both types of Interim Assessment Blocks are referred to as IABs in this user guide. There are several ways to view student IAB results in the reporting system.

IAB Dashboard

The ***IAB Dashboard*** provides a summary of IAB assessments taken over the course of a school year for a group of students. The dashboard also provides an easy way to select these assessments to generate a detailed assessment report. Selecting the **[View IAB Dashboard]** button on the ***Assigned Groups*** panel displays this dashboard.

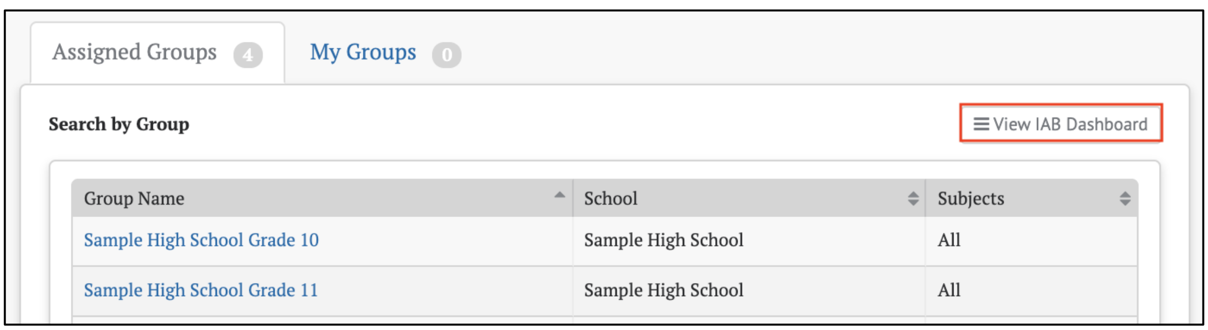


Figure 6.1 [View IAB Dashboard] button

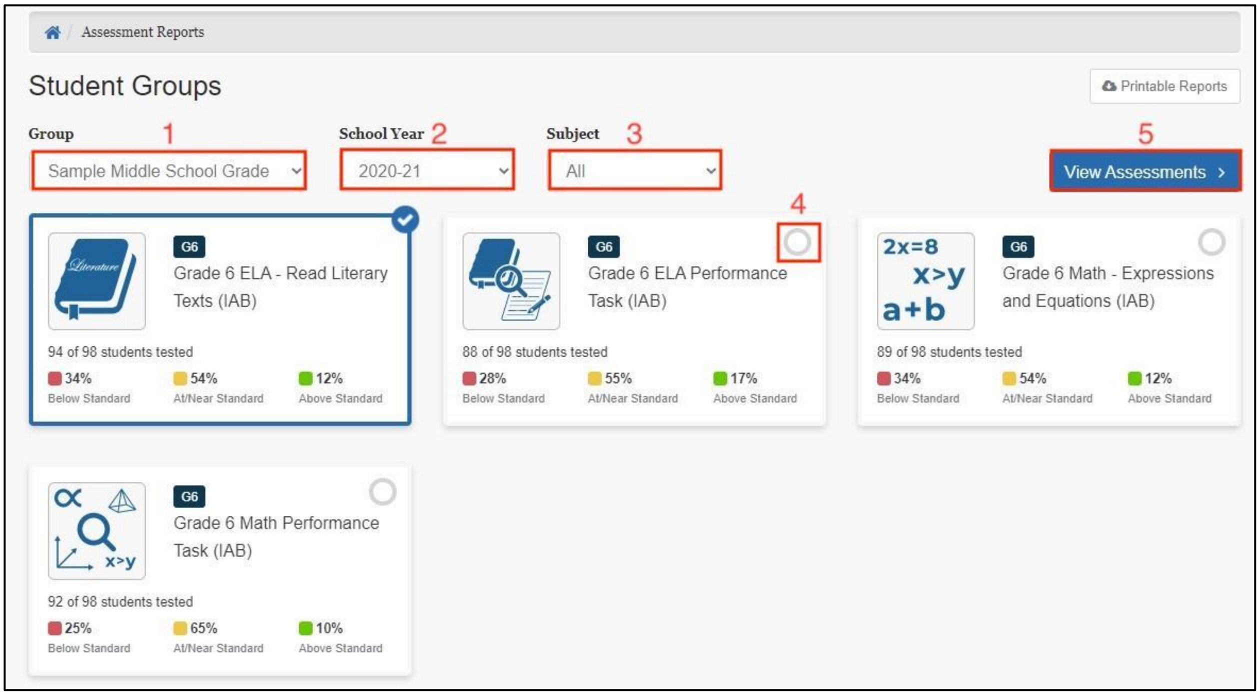


Figure 6.2 IAB Dashboard

The ***IAB Dashboard*** displays a summary of available IAB results based on the drop-downs provided. It identifies the total number of students from the selected group, how many students participated in each IAB, and basic performance statistics for each assessment. One or more of these assessments can then be selected and used to generate more detailed reports.

1. ***Group drop-down***: Contains all the groups from the ***Assigned Groups*** and ***My Groups*** panels. This drop-down defaults to a group belonging to the panel from which the **[View IAB Dashboard]** button was selected. It may be changed to any group from either ***Assigned Groups*** or ***My Groups***
2. ***School Year drop-down***: Allows a user to select from available school years
3. ***Subject drop-down***: Allows a user to limit the displayed IABs to a single subject or set to All
4. ***IAB selection indicator***: A checkmark indicates that the IAB card is selected. Multiple IABs may be selected at the same time
5. **[View Assessments]** button: Selecting this button generates assessment reports for all the selected IABs. It is disabled until at least one IAB is selected

IAB Results in Roster View

The roster view provides an aggregate and individual display of a selected assessment for an assigned group, a custom group, or a school. Refer to the View Student Assessment Results by School and Grade or the View Student Results by Student Group for details.

Once a user selects an IAB to display in the roster view, the ***Results*** panel for the IAB is shown as in figure 6.3.

Figure 6.3 IAB Results in Roster View

Each ***IAB Results*** panel displays the following information and elements:

1. The name and grade of the assessment
2. The testing session(s) from which results are displayed

Tip: Users can select a testing session button to include its results in the combined results shown in the Results table. Selecting the button a second time removes the session from the results.

3. The ***Group Aggregate*** panel displays aggregate data for the selected groups of students
4. The ***Select a results view*** drop-down menu offers the following options for display results:
   a. **[Results By Student]** (default view)
   b. **[Results By Item]**
   c. **[Key / Distractor Analysis]** (for selected-response items)
   d. **[Writing Trait Scores]** (for ELA Performance Tasks only)
5. The ***Results View*** table

6. The **[Instructional Resources]** button displays related instructional resource links to Tools for Teachers resources or a user's LEA-provided resources, if available
7. The **Display value as** field contains toggles allowing a user to change the display to show the student score distribution in percentages or numbers of students in each reporting category
8. The **[Collapse All]** button hides the ***Results by Student*** table for all the displayed assessments and toggles to an **[Expand All]** button that displays the results again
9. The **[Export CSV]** button, which gives the option to download the results in CSV format

IAB Group Aggregate Results

The IABs report one overall performance score. For Overall scores, the Student Score Distribution reports three reporting categories.

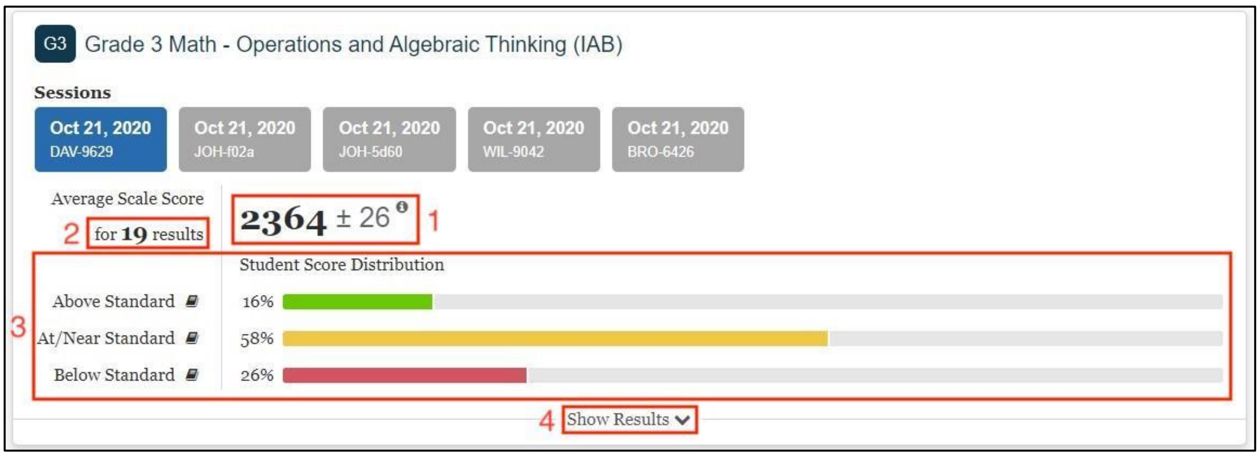


Figure 6.4 Overall Group Results for an IAB

The ***Group Aggregate*** panel for IABs displays the following information and elements:

1. The average scale score for the selected group of students and an error band based on the Standard Error of the Mean
2. The score distribution for the performance levels (reporting categories) of the overall score
3. Number of student test results from which the scores are calculated
4. The **[Show Results]** button shows the ***Results View*** table for the displayed assessment and toggles to a **[Hide Results]** button that can hide the table

IAB Results By Student

When the ***Results By Student*** view is active, the IAB results page shows a table with each row displaying a student's assessment results. The table has sortable columns and additional information icons, as in figure 6.4.

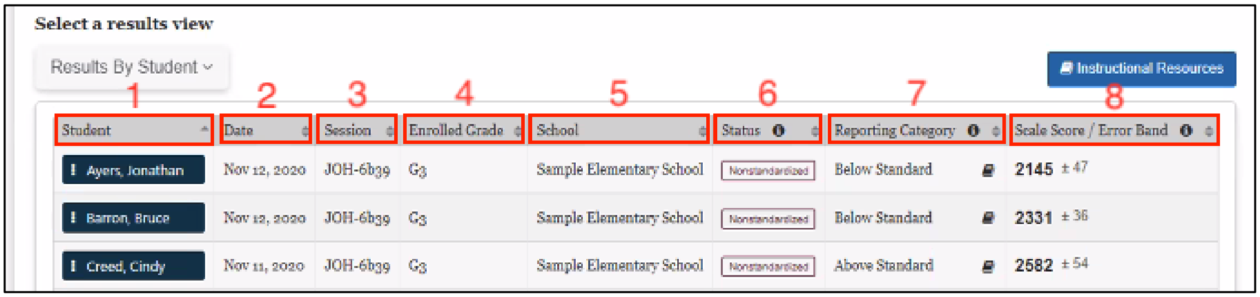


Figure 6.5 IAB Results in Roster View

The table includes the following information for each student:

1. ***Student***: Student's full name with a ***Context Menu*** three-dot icon **[⋮]** allows a user to access a pop-up menu that allows further selections of student details to be made (refer to the IAB Student Options section)
2. ***Date***: Date of assessment
3. ***Session***: Testing session identifier
4. ***Enrolled Grade***: Student's enrolled grade at the time of the assessment
5. ***School***: Student’s assigned school at the time of assessment
6. ***Status***: The assessment status includes whether the assessment administration was Standardized or Nonstandardized, or if the assessment was marked Partial or Complete
7. ***Reporting Category***: The score reporting category, which is Below Standard, Near Standard, or Above Standard as well as a link, indicated with the **[Instructional Resources]** book icon **[ ]**, to Instructional Resources connects to available instructional resources
8. ***Scale Score /Error Band***: The student's scale score on the assessment and the error band based on the Standard Error of Measurement (SEM) associated with that score

Note: The performance standard is based on the minimum scale score for the "Level 3 – Met the Standard" achievement level on the Interim Comprehensive and Smarter Balanced Summative assessments (the score that separates Levels 2 and 3). The error band is included because test scores are estimates of student achievement and come with a certain amount of measurement error. Refer to the Interpretive Guide for additional information about scale scores and measurement error.

IAB Student Options

When the ***Context Menu*** three-dot icon **[⋮]** next to a student's name is selected, the ***Student Options*** following pop-up menu appears:

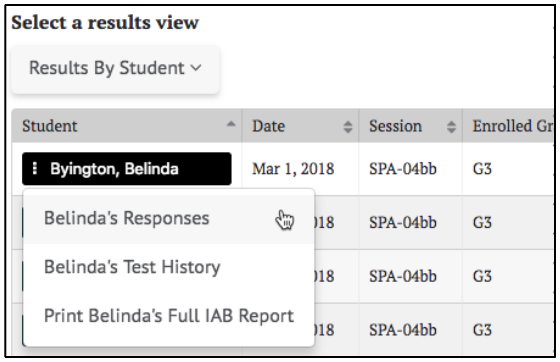


Figure 6.6 Student Options context menu

The menu options for each student are:

- **[Student's Responses]**: This displays the student's responses to each item on the assessment. Refer to the Student Responses section for details
- **[Student's Test History]**: This displays the student's test history. Refer to the Student Test History Report section for details
- **[Print Student's Full IAB Report]**: This links to a printable Student Report in PDF format. The selections already known in the context of the IAB results, such as the assessment type, subject, and school year, are auto-filled. Refer to the Student Assessment Results Report section for details

IAB Results By Item

When the ***Results By Item*** view is active, the ***IAB results*** panel shows a results table with an aggregate view of how the students performed on each item. The table has sortable columns and additional information icons, as in figure 6.7.

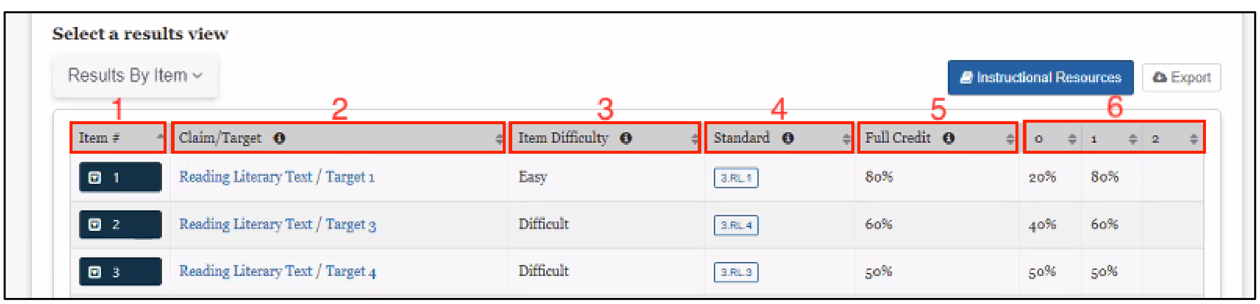


Figure 6.7 IAB Results in Roster View

The table includes the following information:

1. ***Item #***: The number of the item in the order it was presented to the student
2. ***Claim / Target***: The topic area and particular knowledge and skills tested by the item

**Note: Claims and targets are a way of classifying test content. The claim is the major topic area. Within each claim, there are assessment targets that describe the particular knowledge and skills that the test measures. Each target may encompass one or more standards from the Common Core State Standards. Within the Reading claim, for example, one of the targets focuses on finding the central idea in a text. For more information, refer to the Smarter [Content Explorer](). **

3. ***Item Difficulty***: Item difficulty (easy, moderate, difficult) is based on the item's difficulty for students in a reference population

Note: Refer to the [Interpretive Guide]() for a description of the reference population and how the difficulty categories are derived.

4. ***Standard***: Common Core State Standard(s) related to the item
5. ***Full Credit***: The percentage or number of students in the selected group who earned the maximum number of points for the item
6. ***0, 1, 2, 3, etc.***: The percentage or number of students who earned each possible score-point on the item

Users may sort by each of these categories of information to quickly identify items of interest. Additionally, an **[Export]** button is available to export the report results to a CSV file.

IAB Results By Item Details

Selecting an assessment item's **[More]** down-arrow icon **[ ]** expands the row to reveal additional details about that item:

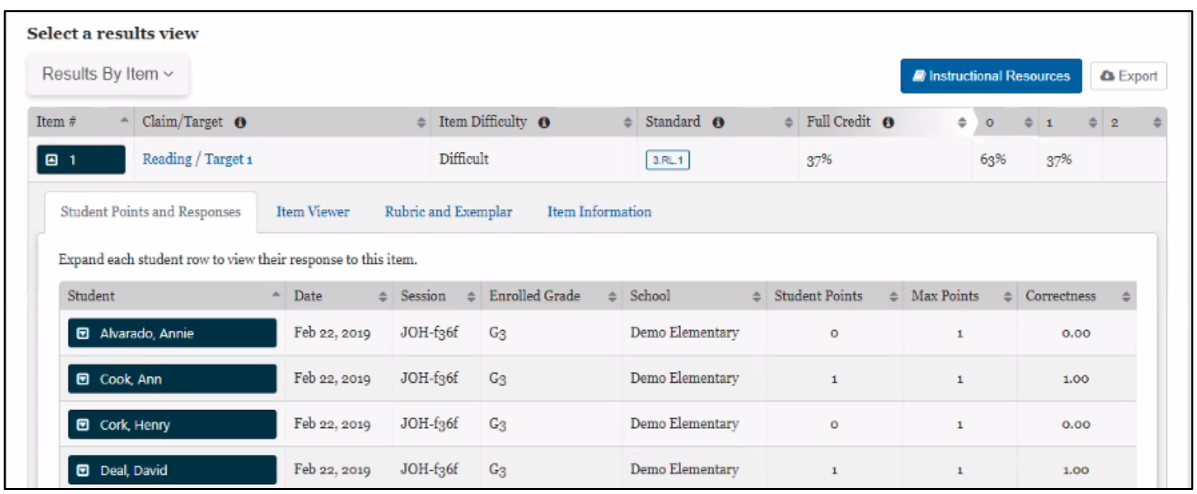


Figure 6.8 IAB Results By Item additional details

Student Points and Responses

The **[Student Points and Responses]** tab lists each student in the selected session(s) and the points earned by the student for each item (figure 6.8). For each student, it displays the student's name, the date and test session, the student's enrolled grade, and school. The report shows the number of points the student earned on the item, the maximum points available for the item, and the correctness of the student's response, which is the ratio of the student's points to the maximum points. For example, a student who earned 1 point out of a maximum of 2 would have a correctness value of 0.50.

Selecting the down-arrow icon **[ ]** next to the student's name displays the assessment item the way the student viewed it when they took the assessment and the student's response to that item. The item number is shown at the top-left for the item being viewed. This view is read-only; there are no user-editable fields. An example is shown below in figure 6.9.

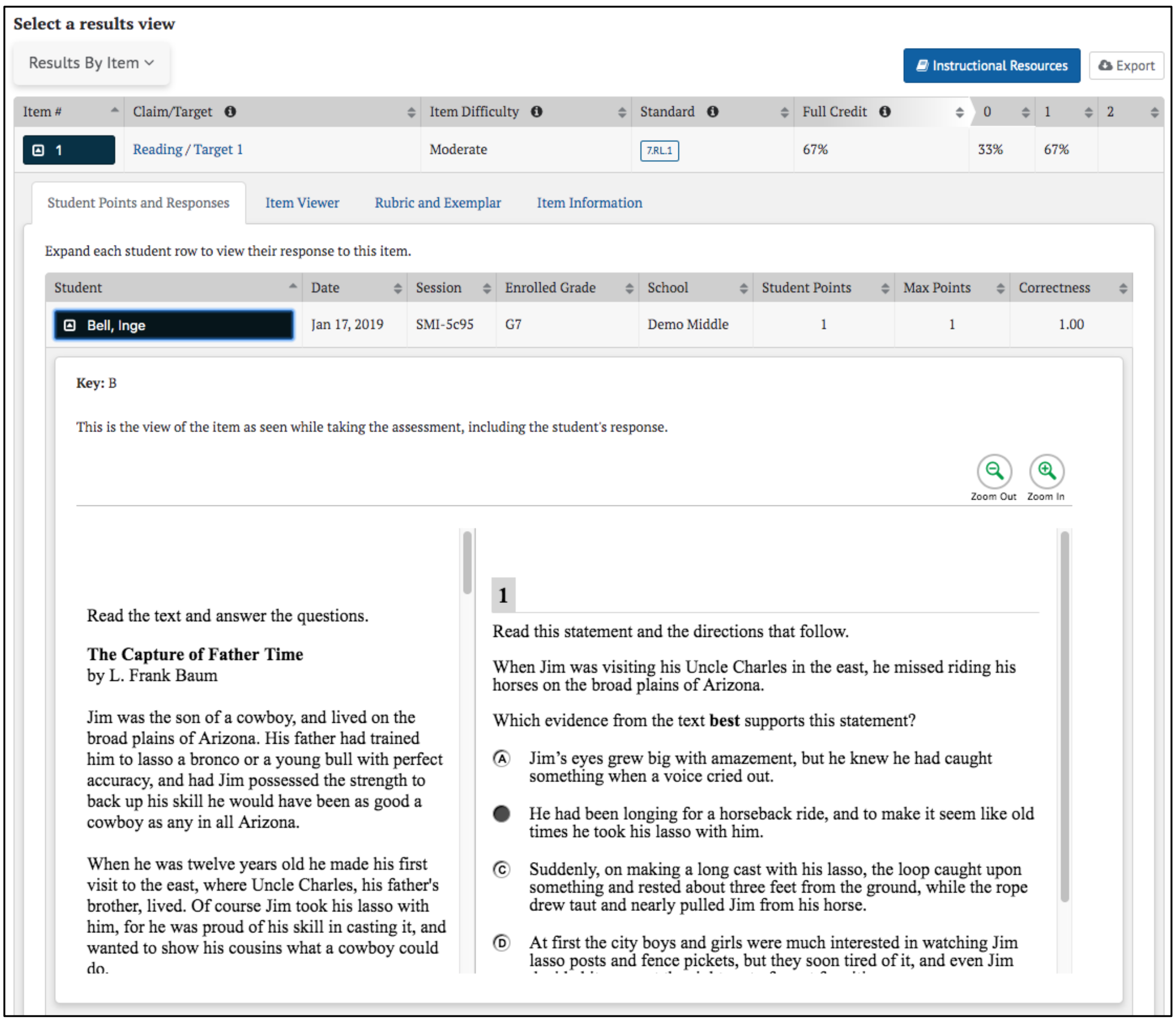


Figure 6.9 Student Scores and Responses tab

Item Viewer

The **[Item Viewer]** tab displays the assessment item as it appeared on the test but does not show the student's response. The item number is shown at the top-left for the item being viewed. This view is read-only; there are no user-editable fields. An example ***Item Viewer*** panel is below in figure 6.10.

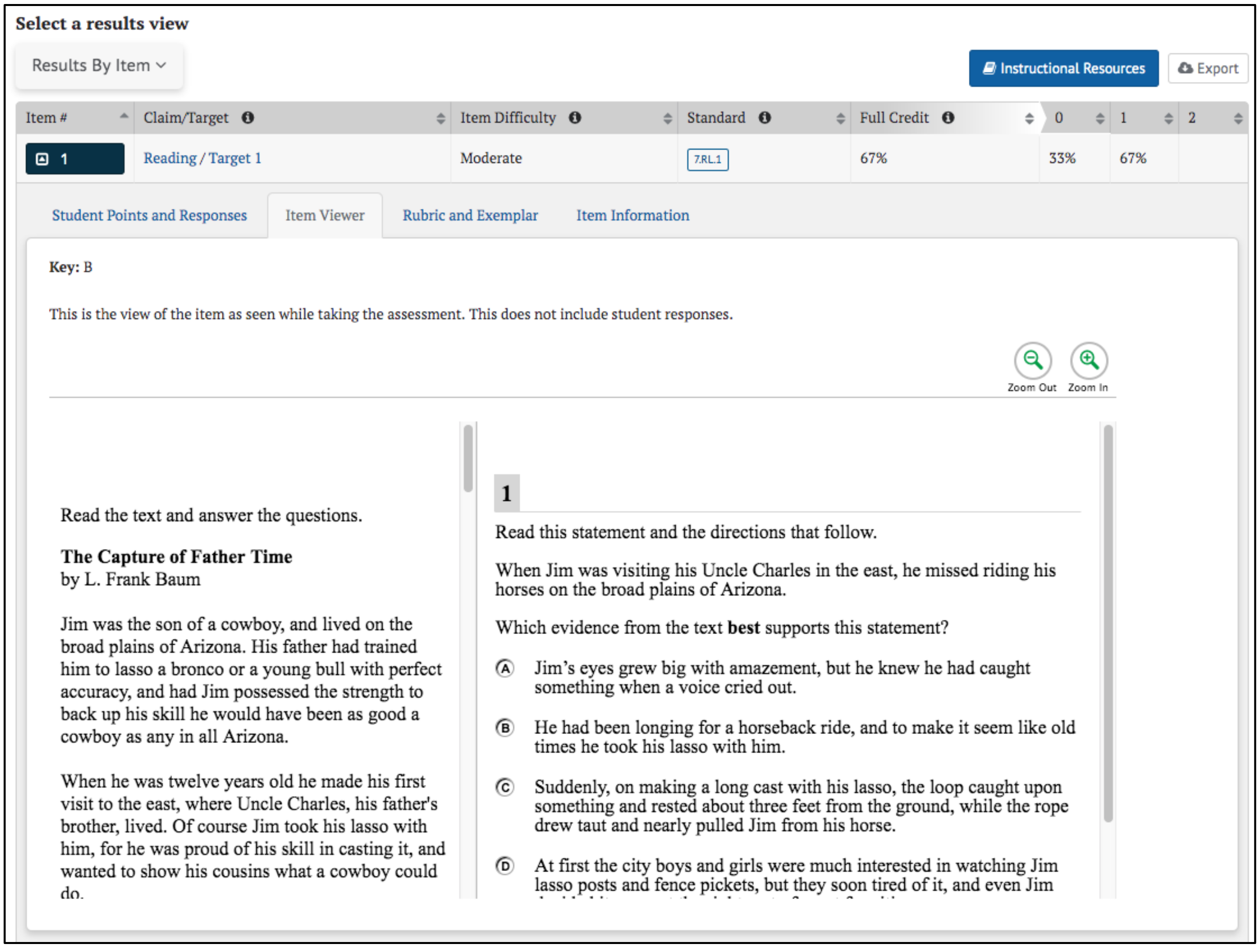


Figure 6.10 Item Viewer tab

Rubric and Exemplar

The **[Rubric and Exemplar]** tab displays the answer key, or an exemplar, and the rubric for the assessment item.

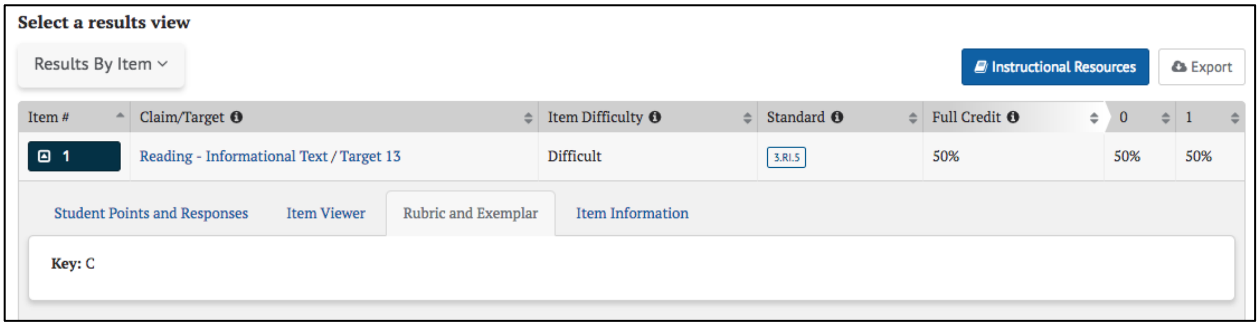


Figure 6.11 Rubric and Exemplar tab

The ***Exemplar*** panel provides the correct answer and, if applicable, multiple correct answers. For selected response test items (e.g., multiple-choice, multiple select, or evidence-based selective response items), a ***Key*** (answer key) is shown.

The ***Rubric*** panel can also describe the point values associated with specific responses, as in figure 6.12.

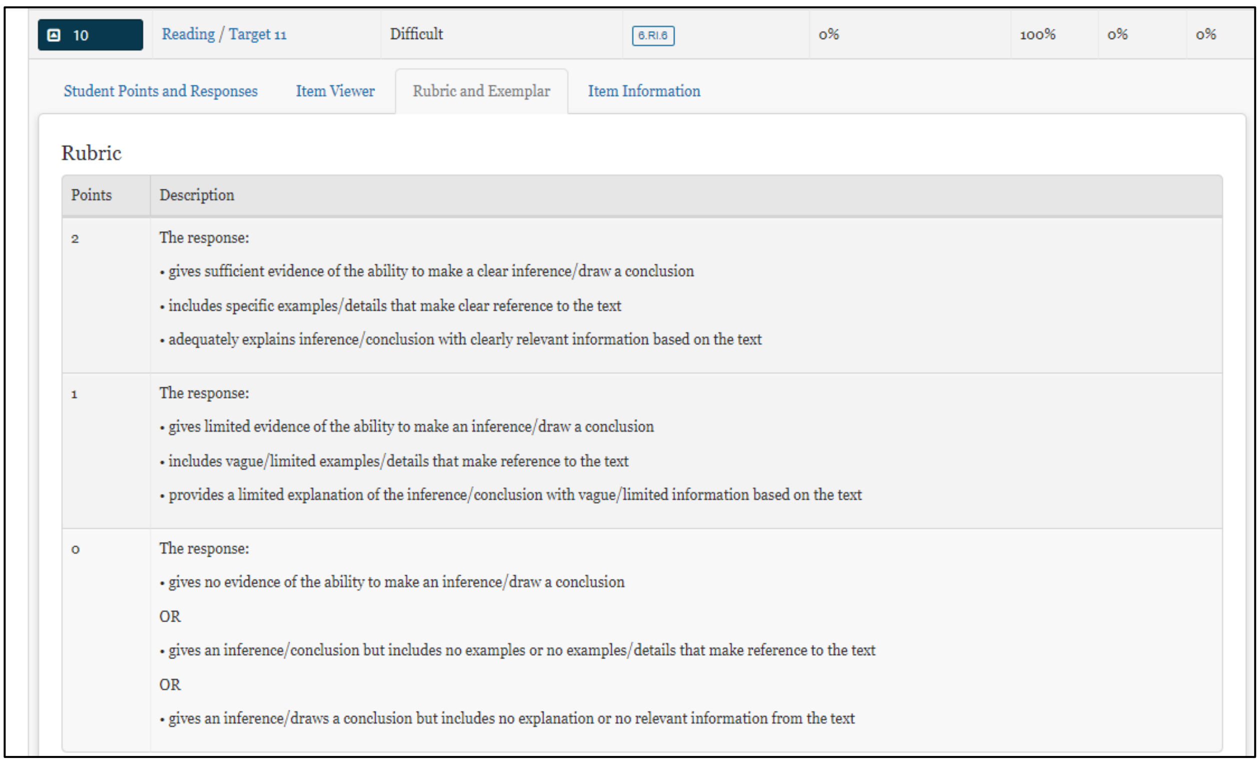


Figure 6.12 Rubric

Item Information

The **[Item Information]** tab displays a detailed description of the assessment item.

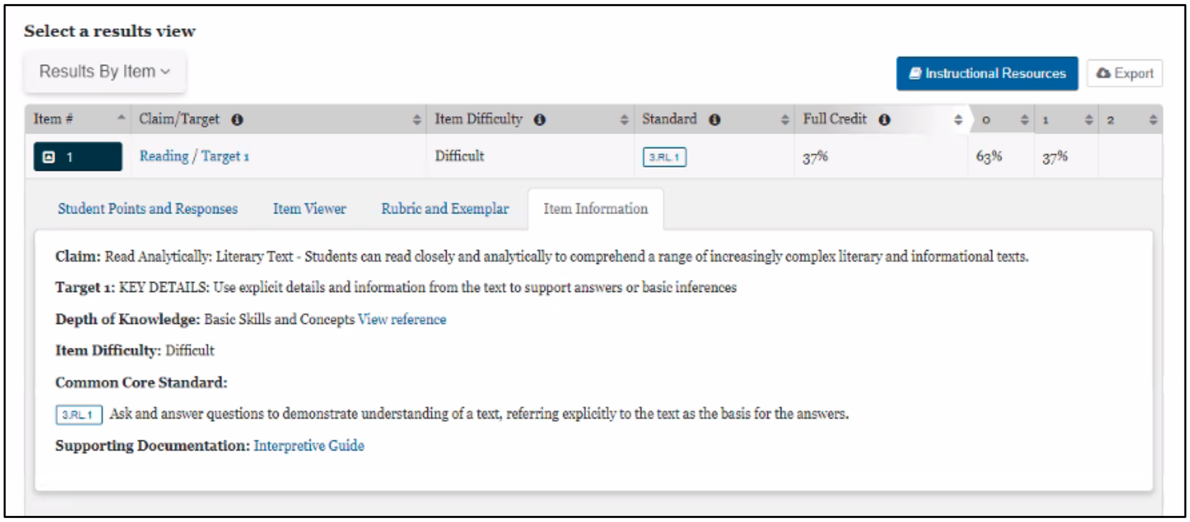


Figure 6.13 Item Information tab

Elements shown in the ***Item Information*** view may include:

- ***Claim*** – the major topic area of the test item content
- ***Target*** – the particular knowledge and skills measured by the test item
- ***Depth of Knowledge (DOK)*** – the level of cognitive demand this test item requires; includes a link to the DOK matrix
- ***Item Difficulty*** – one of three possible values: Easy, Moderate, or Difficult
- ***Common Core State Standards (CCSS)*** – the content standard(s) that define what students should understand and be able to do
- ***Mathematical Practice Standard*** – for mathematics questions, the CCSS Standards for Mathematical Practice describe the varieties of expertise that mathematics educators should seek to develop in their students
- ***Calculator*** – for mathematics questions, whether or not a calculator was available to students completing this item
- ***Supporting Documentation*** – a link to the Interpretive Guide

Key / Distractor Analysis

The ***Key / Distractor Analysis*** view allows the user to evaluate whether there may have been common areas of misunderstanding among students who chose incorrect answers (called "distractors") in selected-response items.

When the ***Key / Distractor Analysis*** view is active, the ***Results*** panel shows an aggregate view similar to that of the ***Results By Item*** table, but with the percent distribution of student responses by answer option, as in figure 6.14.

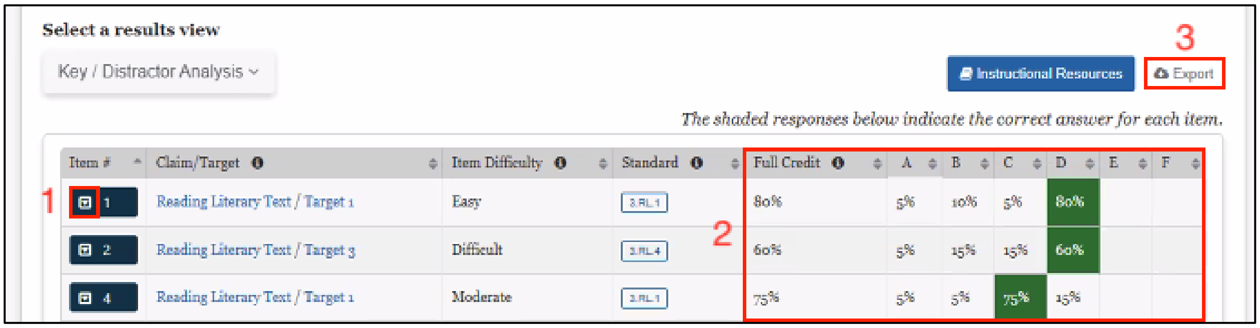


Figure 6.14 Key/Distractor Analysis table

The ***Key / Distractor Analysis*** table appears as described in the IAB Results By Item section, with the following difference:

1. Selecting an item's down-arrow icon **[⊡]** expands the row to reveal additional details (refer to the IAB Results By Item Details section)
2. The columns indicating students' score-point level are replaced by columns that indicate the percentage/number of students who selected each answer choice. The correct answers are highlighted in green

Note: For items that ask students to select multiple correct answers, the details in Columns A through F may add to more than 100%.

3. An **[Export]** button is available to export the results of the report to a CSV file

IAB Writing Trait Scores

Writing trait scores are displayed for ELA Performance Task IABs that include a writing extended response (essay) item.

When the ***Writing Trait Scores*** view is active, the ***Results*** panel shows a ***Writing Trait Scores Item*** table with an aggregate view of how the students performed on the extended written response item. Only items with writing trait information are listed, as in figure 6.15.

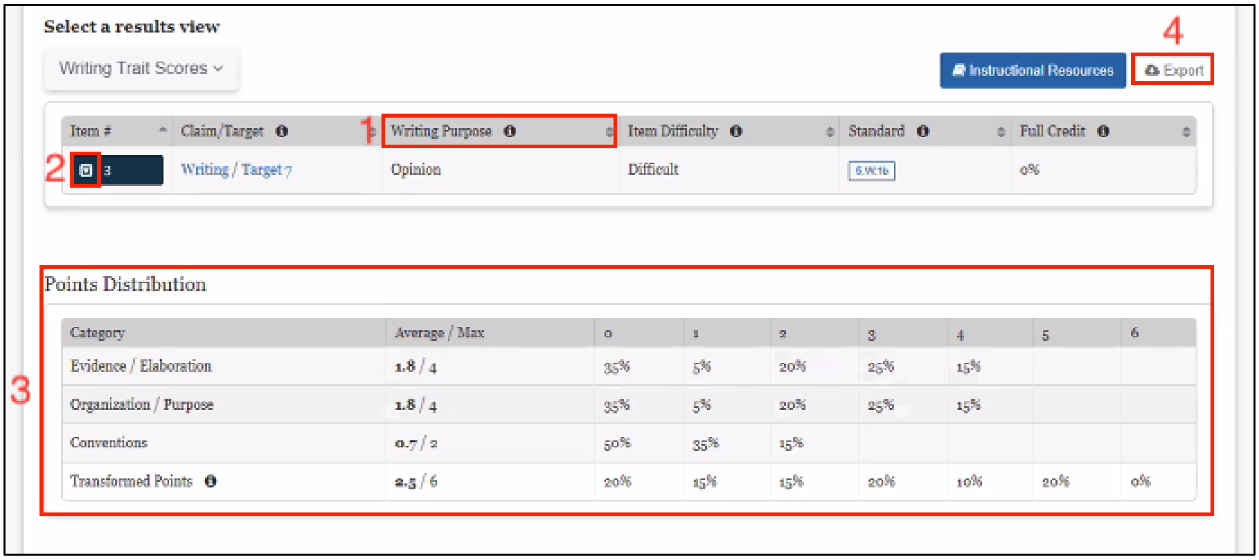


Figure 6.15 IAB Writing Traits Score Table

The ***Writing Trait Scores Item*** table is similar to the ***Results By Item*** table, with the following differences:

1. A new column, ***Writing Purpose***, displays the purpose of the writing tasks (argumentative, explanatory, informational, narrative, or opinion)

Note: The columns indicating the percentage/number of students who scored at each possible score-point level on the item are not displayed.

2. Selecting an item's drop-down arrow icon **[⊡]** expands the row to allow viewing of the item and additional information about the item (refer to the IAB Results By Item Details section)
3. Additionally, the ***Writing Trait Scores*** view shows a ***Points Distribution*** table
    a. Each row lists the category of writing performance, or writing trait (Evidence/Elaboration, Organization/Purpose, and Conventions), the average and maximum points for that category, and the percentage/number of students who earned each number of points for that category
    b. The final row is for the transformed points calculated from all categories (refer to the [Interpretive Guide]() for an explanation of how transformed points are calculated for Writing Extended Response items)

Note: The Points Distribution table is not sortable.

4. An **[Export]** button is available to export the report results (both the ***Results By Item*** table and the ***Points Distribution*** table combined) to a CSV file

Smarter Balanced Interim Comprehensive Assessment (ICA)

The user interface for the Interim Comprehensive Assessments (ICAs) functions similarly to IABs in many aspects.

ICA Results in Roster View

The roster view provides an aggregate and individual display of a selected assessment for an assigned group, a custom group, or a school. Refer to the Assessment Results Views or the View Student Results by Student Group for details.

Once a user selects an ICA to display in the roster view, the ***Results*** panel for an ICA displays as in figure 6.16. The ***Results*** panel can be toggled to show Overall or Claim level scores as available for the assessment chosen. Overall is the default selection.

The ***ICA Results*** panel contains many of the same elements as the ***IAB Results*** panel. The ***ICA Results*** panel is shown below.

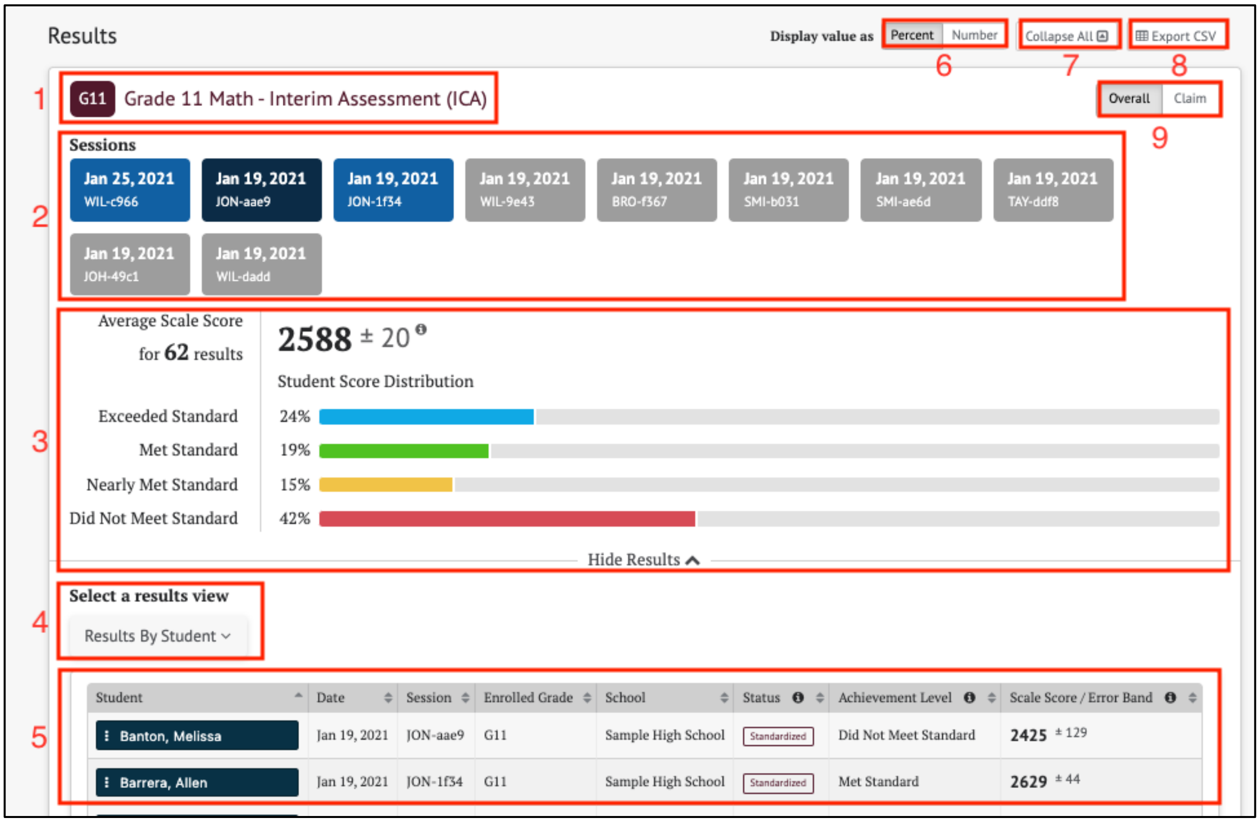


Figure 6.16 ICA Results page

Each ***ICA Results*** page displays the following information and elements:

1. The name and grade of the assessment
2. The testing session(s) from which results are displayed
3. The Group Aggregate panel displays aggregate data for the selected group of students
4. The ***Select a results view*** drop-down menu offers the following options for display results:
    a. **[Results By Student]** (default view)
    b. **[Results By Item]**
    c. **[Key / Distractor Analysis]** (for selected-response items)
    d. **[Writing Trait Scores]** (for ELA only)
5. The ***Results View*** table
6. The ***Display value* as** field contains toggles allowing a user to change the display to show the student score distribution in percentages of students or numbers of students in each reporting category
7. The **[Collapse All]** button, which hides the ***Results by Student*** table for all the displayed assessments and toggles to an **[Expand All]** button, which displays the results again
8. The **[Export CSV]** button, which gives the option to download the results in CSV format

9. The **[Overall]**/**[Claim]** toggle, which toggles between results views of Overall and Claim scores

ICA Group Results

The ICAs have two performance levels: Overall and Claim. For Overall scores, the **[Overall]** toggle displays the ***Student Score Distribution*** with four achievement levels.

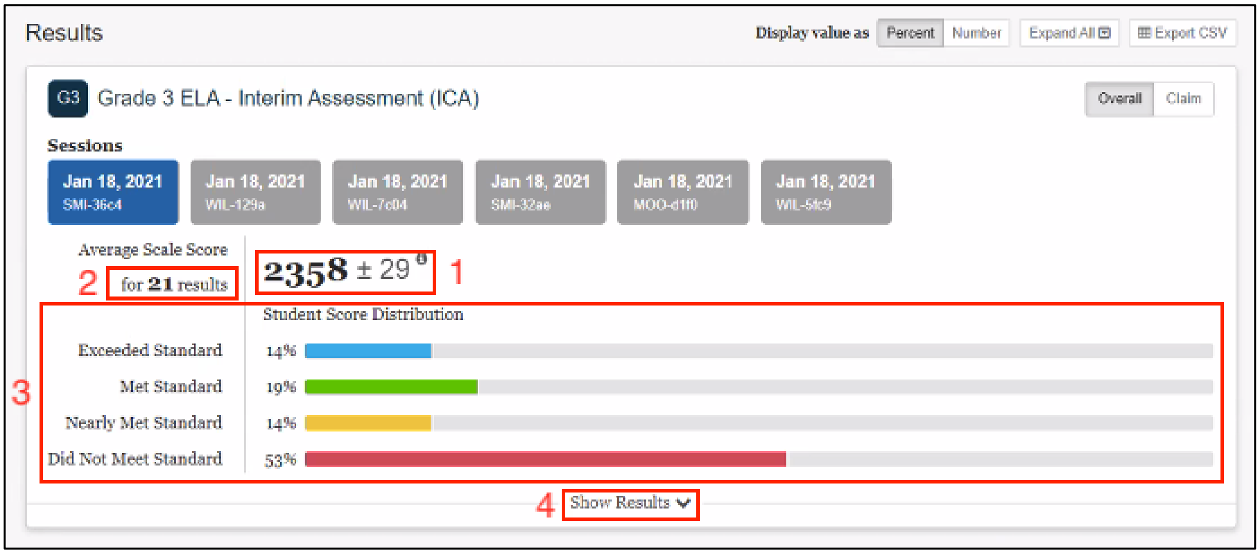


Figure 6.17 Overall Group Results for ICAs

The ***Group Aggregate*** panel for ICA Overall Scores displays the following information and elements:

1. The average scale score for the selected group of students and an error band based on the Standard Error of the Mean
2. The score distribution for the performance levels of the overall score
3. Number of student test results from which the scores are calculated
4. The toggle buttons for Performance Scores: **[Overall]** and **[Claim]**
5. The **[Show Results]** button displays the ***Results View*** table for the displayed assessment and toggles to a **[Hide Results]** button that can hide the table again

For Claims, the **[Claim]** toggle displays the claims associated with the subject, each with three reporting categories.

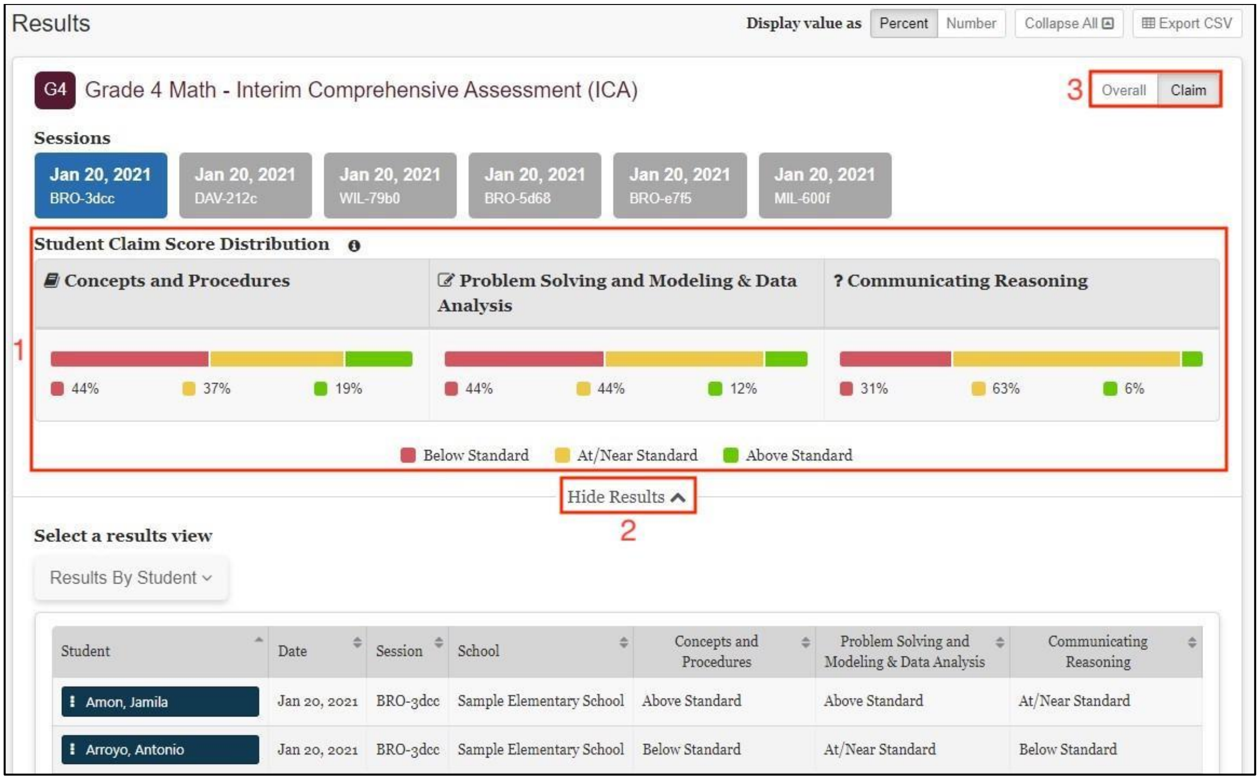


Figure 6.18 Claim Group Results for a Math ICA

The ***Group Aggregate*** panel for ICA Claim Scores displays the following information and elements:

1. The claim score distributions for the selected group of students
2. The **[Show Results]** button displays the ***Results View*** table for the displayed assessment and toggles to a **[Hide Results]** button that can hide the table again
3. The toggle buttons for Performance Scores: **[Overall]** and **[Claim]**

ICA Results By Student

The ***Results By Student*** table for ICA results can be toggled to show Overall or Claim scores. Overall is the default selection.

ICA Results by Student Overall Scores

When the **[Overall]** button is selected, the ***Results By Student*** view includes the information elements for each student shown below.

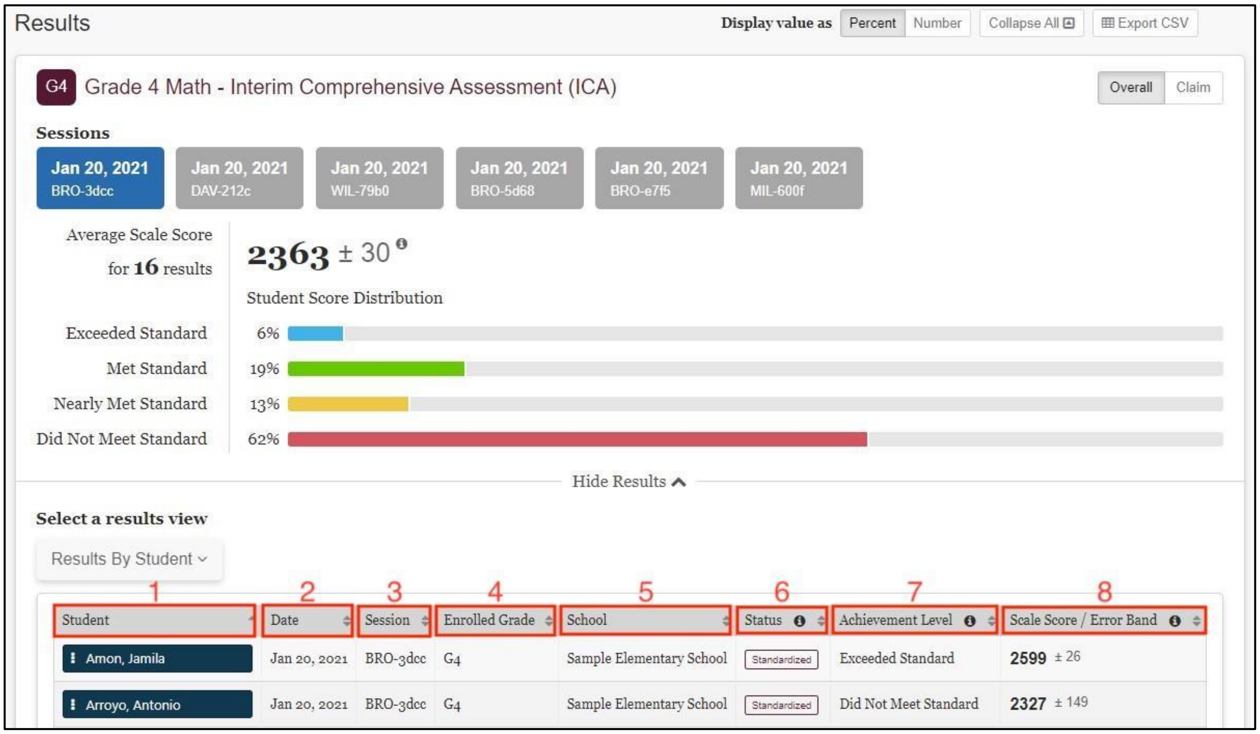


Figure 6.19 ICA Results By Student Overall Scores table

The ***Overall Score*** table includes the following information for each student:

1. ***Student***: Student's full name and a ***Context Menu*** three dots icon **[⋮]** provides access to additional student details (refer to IAB Student Options section)
2. ***Date***: Date of assessment
3. ***Session***: Testing session identifier
4. ***Enrolled Grade***: Student's enrolled grade at the time of the assessment
5. ***School***: Student's assigned school at the time of the assessment
6. ***Status***: The assessment status, which includes whether it was Standardized or Non-standardized and Partial
7. ***Achievement Level***: Student's achievement level on the assessment: "Did Not Meet Standard," "Nearly Met Standard," "Met Standard," or "Exceeded Standard"
8. ***Scale Score / Error Band***: Student's scale score and score error band based on the Standard Error of Measurement (SEM) associated with that score

ICA Results by Student Claim Scores

When the **[Claim]** button is selected, the ***Results By Student*** view changes to show each student's assessment results by Claim (figure 6.20). Users can return to the default view by selecting the **[Overall]** button.

The ***Student Claim Score Distribution*** table displays the number/percent of students scoring in each reporting category (Below Standard, Near Standard, or Above Standard) for each Claim.

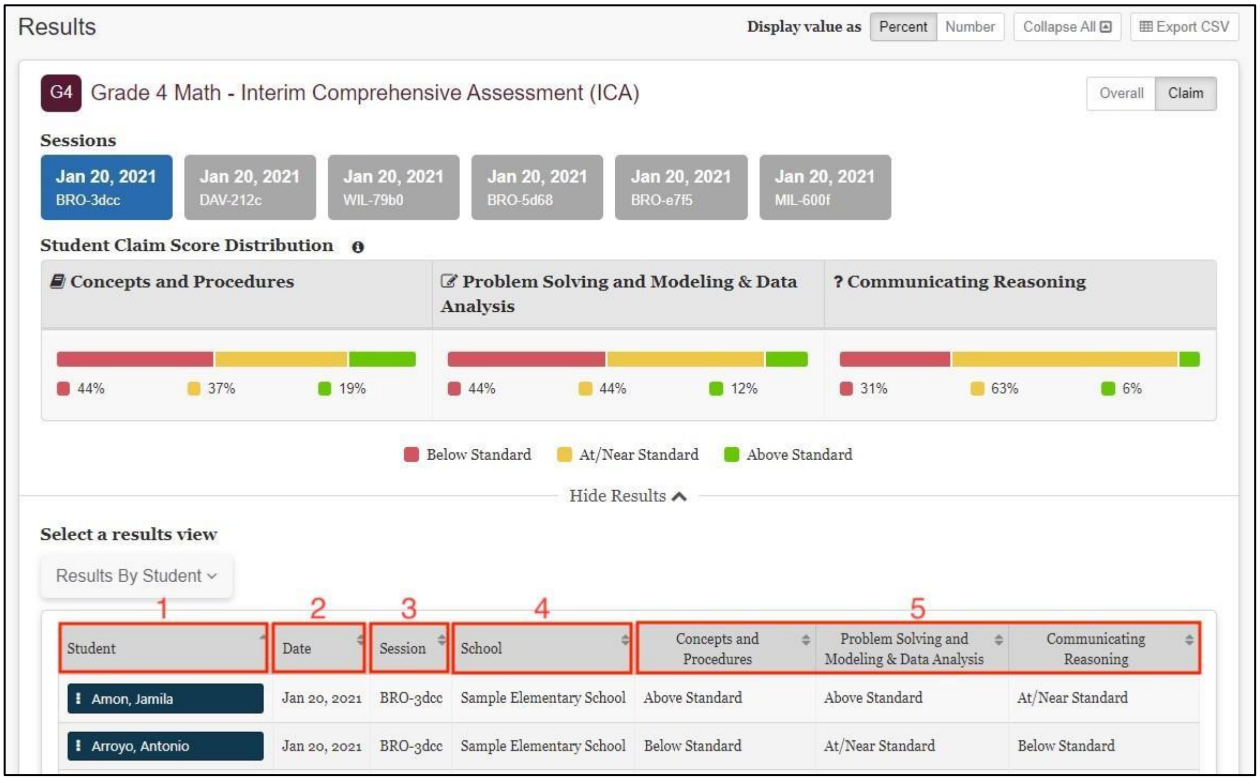


Figure 6.20 ICA Results By Student Claim Scores

Each student result in the ***Claim Scores*** view shows the following elements:

1. ***Student***: Student's full name and ***Context Menu*** three dots icon [⋮] provides access to additional student details (refer to IAB Student Options section)
2. ***Date***: Date of the assessment
3. ***Session***: Testing session identifier
4. ***School***: Student's assigned school at the time of the assessment
5. Student performance noted as "Above Standard," "At/Near Standard," or "Below Standard" for each of the assessment claims

ICA Writing Trait Scores

Writing trait scores are available for ELA ICAs. A sample display is shown here:

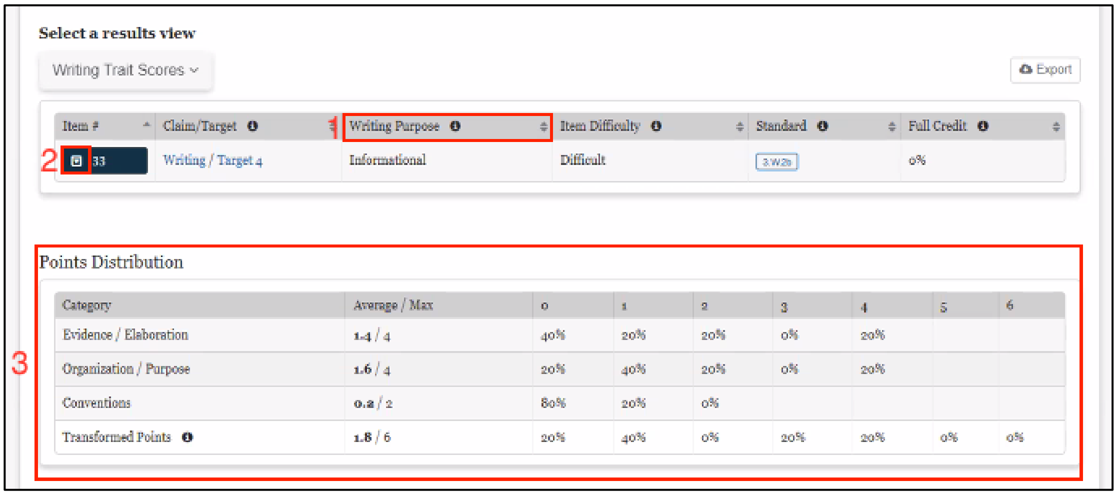


Figure 6.21 ICA Writing Trait Scores tables

The ***Writing Trait Score Item*** table appears similarly as in the ***Results By Item*** table, with the following differences:

1. A new column, ***Writing Purpose***, displays the purpose of the writing tasks (Argumentative, Explanatory, Informational, Narrative, or Opinion)

Note: The columns indicating the percentage/number of students who scored at each possible score-point level on the item are not displayed.

2. Selecting an item's drop-down arrow icon **[⊡]**expands the row to allow viewing of the item and additional information about the item (refer to the IAB Results By Item Details section)
3. Additionally, the ***Writing Trait Scores*** view shows a ***Points Distribution*** table
   a. Each row lists the category of writing performance, or writing trait (Evidence/Elaboration, Organization/Purpose, and Conventions), the average and maximum points for that category, and the percentage/number of students who earned each number of points for that category
   b. The final row is for the transformed points calculated from all categories (refer to the [Interpretive Guide](#)for an explanation of how transformed points are calculated for extended written response items)

Note: The Points Distribution table is not sortable.

4. An **[Export]** button is available to export the report results (both the ***Results By Item*** table and the ***Points Distribution*** table combined) to a CSV file

Chapter 7: SUMMATIVE ASSESSMENTS

States can administer the Smarter Balanced summative assessments to determine students' progress in English language arts/literacy (ELA) and mathematics. The Smarter Reporting System can display student results for summative assessments. The main difference between interim assessment and summative assessment result reporting is that only interim assessments display item-level data.

Smarter Balanced Summative Assessments

Smarter Balanced Summative Assessments Results in Roster View

The roster view provides an aggregate and individual display of a selected assessment for an assigned group, a custom group, or a school. Refer to the View Student Assessment Results by School and Grade or the View Student Results by Student Group for details.

Once a user selects a summative assessment to display in the roster view, the ***Results*** page displays as in figure 7.1.

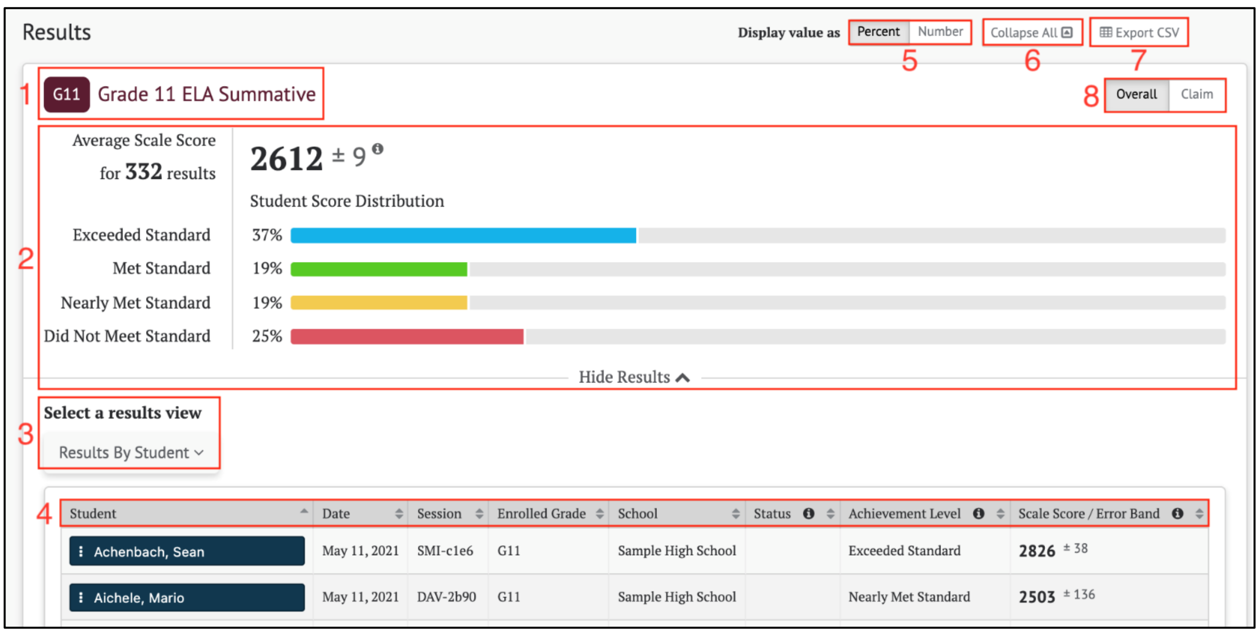


Figure 7.1 Summative Assessment Results page

The ***Results*** page for a summative assessment displays the following information and elements:

1. The name and grade of the assessment
2. The ***Group Aggregate*** panel displays the aggregate data for the selected group of students

3. The ***Select a results view*** drop-down menu offers the following options for display results:
    a. **[Results By Student]** (default view)
    b. **[Writing Trait Scores]** (for ELA only)
    c. **[Target Report]** (for ELA and Math only)
4. The ***Results View*** table
5. The ***Display value* as** field contains toggles allowing a user to change the display to show the student score distribution in percentages of students or numbers of students in each level
6. The **[Collapse All]** button, which hides the ***Results by Student*** table for all the displayed assessments and toggles to an **[Expand All]** button, which displays the results again
7. The **[Export CSV]** button, which gives the option to download the results in CSV format
8. The toggle buttons for Performance Scores: **[Overall]** and **[Claim]**
    a. For Overall scores, the **[Overall]** toggle displays the Student Score Distribution with four achievement levels
    b. For Claims, the **[Claim]** toggle displays claims with three reporting categories

Smarter Balanced Summative Assessment Group Results

The Smarter Balanced summative assessments report two performance scores: Overall and Claim. For Overall scores, the **[Overall]** toggle displays the ***Student Score Distribution*** with four achievement levels.

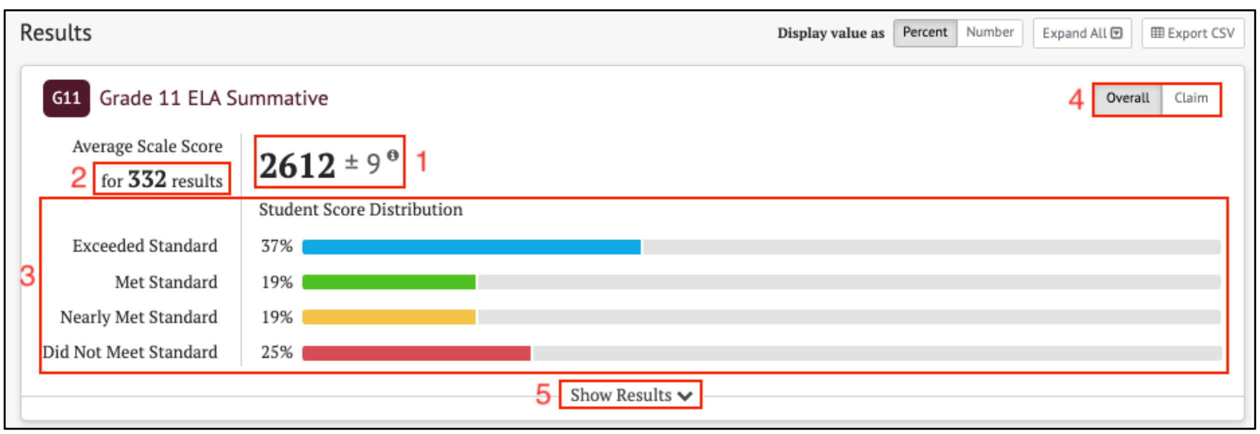


Figure 7.2 Overall Group Results for Smarter Balanced ELA Summative Assessment

The ***Group Aggregate*** panel for Smarter Balanced Overall Scores displays the following information and elements:

1. The average scale score for the selected group of students and an error band based on the Standard Error of the Mean

2. The score distribution for the achievement levels of the overall score
3. The number of student test results from which the average scale score and score distribution is calculated
4. The toggle buttons for Performance Scores: **[Overall]** and **[Claim]**
5. The **[Show Results]** button displays the ***Results View*** table for the displayed assessment and toggles to a **[Hide Results]** button that can hide the table again

For Claims, the **[Claim]** toggle displays four claims, each with three reporting categories.

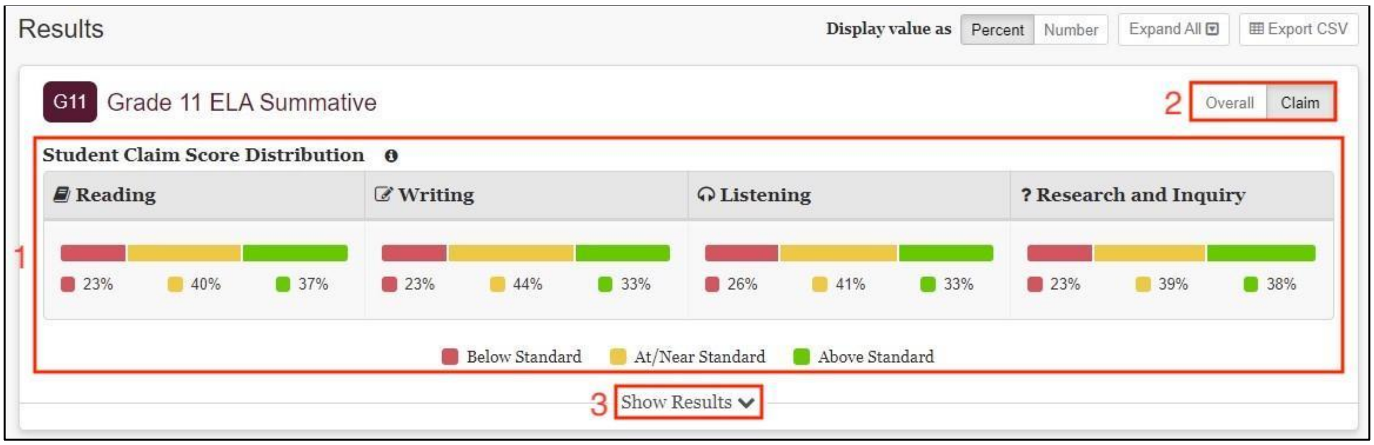


Figure 7.3 Claim Group Results for Smarter Balanced ELA Summative

The ***Group Aggregate*** panel for Smarter Balanced Claim Scores displays the following information and elements:

1. The claim level distributions for the selected group of students by each claim
2. Toggle buttons to switch between Performance Scores: **[Overall]** and **[Claim]**
3. The **[Show Results]** button displays the ***Results View*** table for the displayed assessment and toggles to a **[Hide Results]** button that can hide the table again

Smarter Balanced Summative Assessment Results By Student

The ***Results By Student*** table for Smarter Balanced summative results can be toggled to show Overall or Claim scores. Overall is the default selection.

Student Overall Scores

When the **[Overall]** button is selected, the ***Results By Student*** table includes the information elements for each student shown below.

Smarter REPORTING

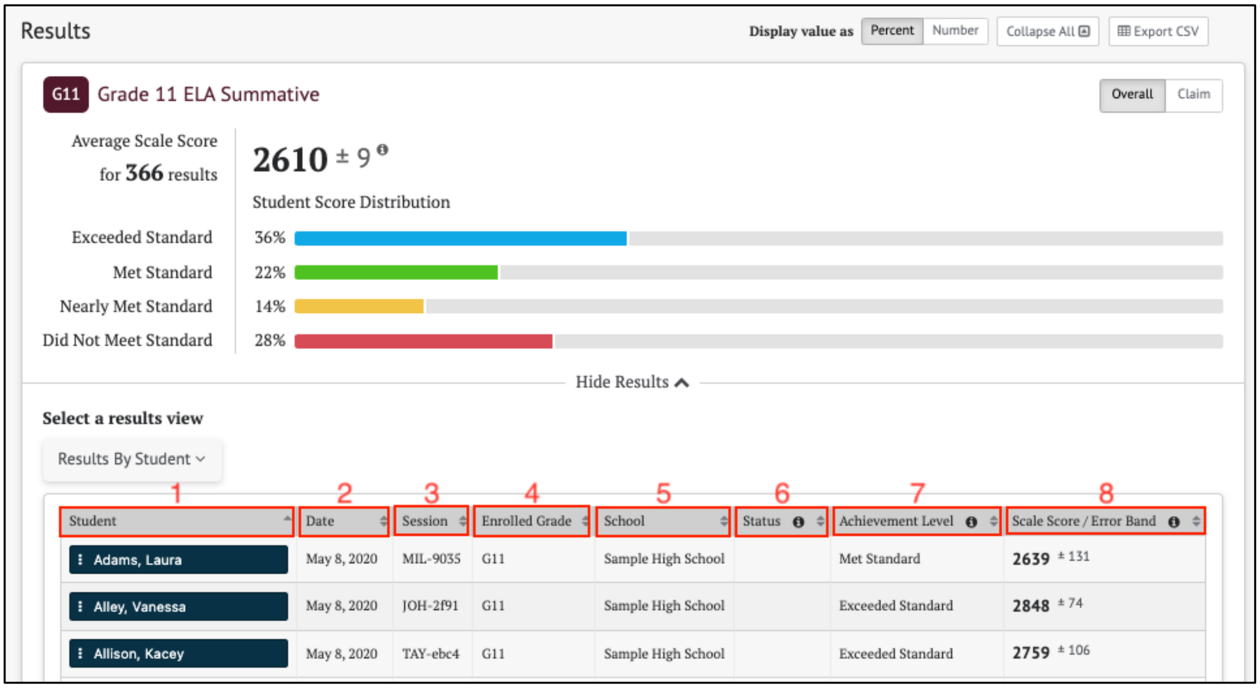


Figure 7.4 Summative Results By Student Overall Scores

The ***Overall Score*** table includes the following information for each student:

1. ***Student***: Student's full name with a ***Context Menu*** three dots icon [⋮] provides access to additional student details (refer to Summative Student Options section)
2. ***Date***: Date of assessment
3. ***Session***: Testing session identifier, if applicable
4. ***Enrolled Grade***: Student's enrolled grade at the time of the assessment
5. ***School***: Student's assigned school at the time of the assessment
6. ***Status***: Assessment status, which includes whether it was partially completed or invalidated
7. ***Achievement Level***: Student's overall achievement level on the assessment: "Did Not Meet Standard," "Nearly Met Standard," "Met Standard," or "Exceeded Standard"
8. ***Scale Score / Error Band***: Student's overall scale score and score error band based on the Standard Error of Measurement (SEM) associated with that score

Student Claim Level Scores

When the **[Claim]** button is selected, the ***Results By Student*** table changes to show each student's assessment results by Claim, as in figure 7.5. Return to the default view by selecting the **[Overall]** button.

The ***Student Claim Level Distribution*** table displays the number/percent of students scoring in each reporting category (Below Standard, At/Near Standard, or Above Standard) for each claim.

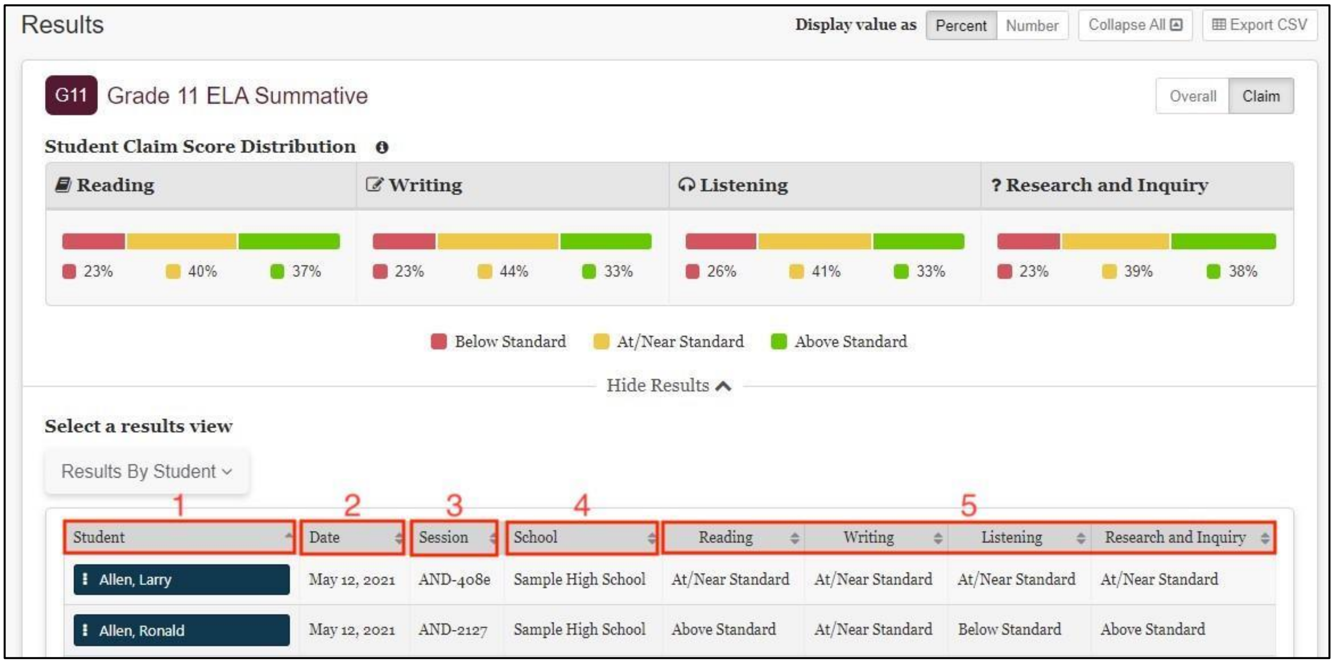


Figure 7.5 Summative Results By Student Claim Scores

Each student result in the ***Claim Scores*** table shows the following elements:

1. ***Student***: Student's full name with a ***Context Menu*** three dots icon [⋮] provides access to additional student details (refer to Summative Student Options section)
2. ***Date***: Date of the assessment
3. ***Session***: Testing session identifier, if applicable
4. ***School***: Student's assigned school at the time of the assessment
5. Student performance on each claim is noted as "Above Standard," "At/Near Standard," or "Below Standard

Note: If no Claim level scores are available for a student, this is indicated by a "–" in the table.

Summative Student Options

When the ***Context Menu*** three-dot icon [⋮] next to a student's name is selected, the ***Student Options*** pop-up menu appears:

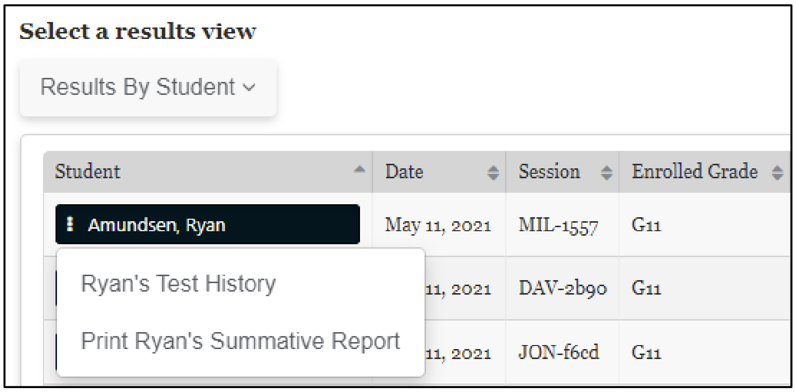


Figure 7.6 Student Options pop-up

The menu options for each student are:

- **[Test History]**: Display the student's test history. Refer to the Student Test History Report section for details
- **[Print Summative Report]**: Links to a printable Student Report in PDF format. The selections already known in the context of the ICA results, such as the assessment type, subject, and school year, are auto-filled. Refer to the Student Assessment Results Report section for details

Summative Writing Trait Scores

For Smarter Balanced ELA summative results, the ***Writing Trait Scores*** view displays an aggregate table of student results grouped by writing purpose. Individual student writing trait scores are available in the Individual Student Report (ISR) PDF. Refer to the Student Assessment Results Report section for details.

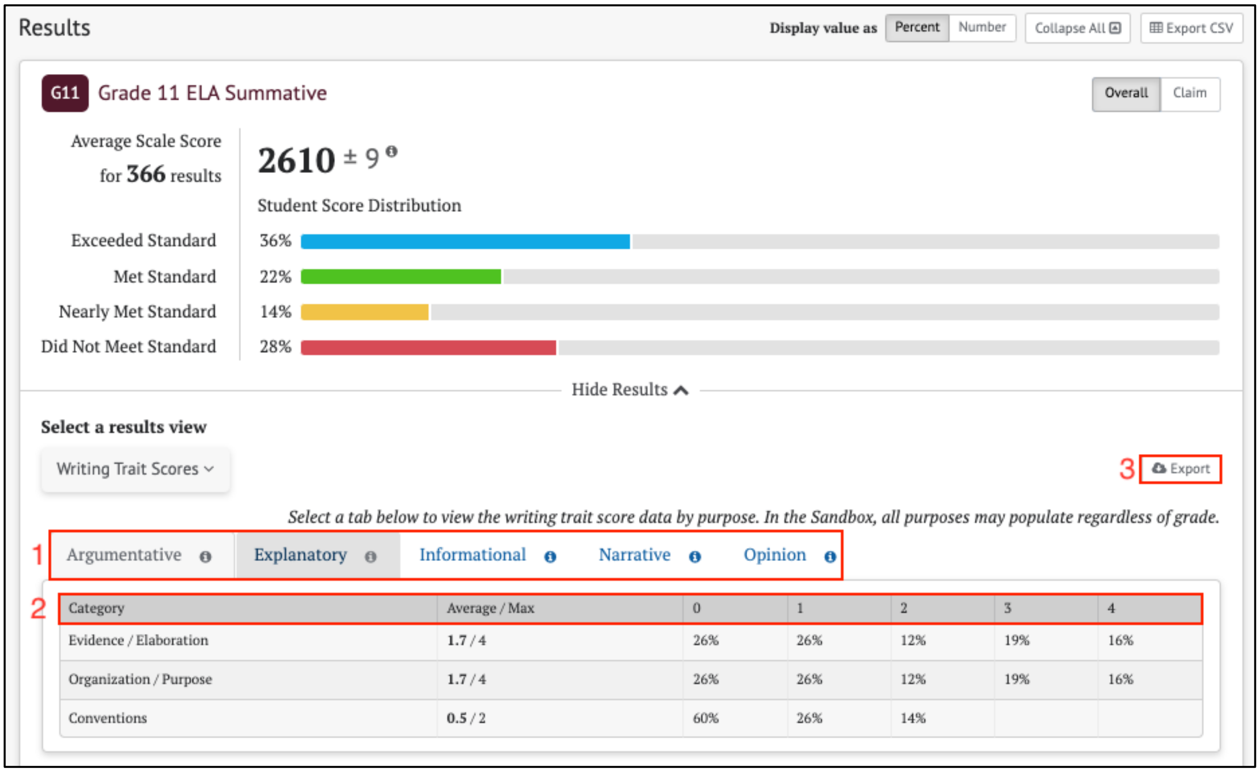


Figure 7.7 Writing Trait Scores page

1. A labeled tab displays for each writing purpose that has student results. Selecting a purpose opens a table with aggregated student results
2. Each table row lists the category of writing performance, or writing trait (Evidence/Elaboration, Organization/Purpose, and Conventions), the group average and maximum points for that category, and the percentage/number of students who earned each number of points for that category
3. The ***Writing Trait Scores*** table can be exported as a CSV file. All available tabs will be included in the report

Smarter Balanced Summative Target Reports

Each Smarter Balanced Claim for English Language Arts/literacy and mathematics includes a set of assessment targets that provide more detail about the expectations of the knowledge, skills, and/or abilities assessed by the items and tasks within each claim. For the Summative assessment, target-level scores are calculated for each English Language Arts/literacy claim. For mathematics, target-level scores are calculated for Claim 1 only. The reporting system displays aggregate target-level reports for each summative assessment. Target scores are reported as Performance Relative to the Entire Test and Performance Relative to Level 3 (Met the standard).

Figure 7.8 Target Report page

The ***Target Report*** table includes the following information:

1. **[Subgroups]** button: Disaggregates the target report by student demographic or program group
2. ***Claim***: The Claim(s) associated with the assessment subject
3. ***Target***: The Targets associated with each Claim
4. ***Subgroup***: The student demographic and program group (Subgroup) breakdown of the report
5. ***Students Tested***: The number of students who answered questions related to the target
6. ***Performance Relative to Entire Test***: The overall student Performance Relative to the Entire Test (Better, Similar, or Worse)
7. ***Performance Relative to Met Standard (Level 3)***: The overall student Performance Relative to Level 3 (Below, Near, or Above)

Note: If the number of student responses does not meet the scoring threshold for a particular target, an "Insufficient Data" identifier will display in the table.

Claim	Target	Subgroup	Students Tested	Performance Relative to Entire Test	Performance Relative to Met Standard (Level 3)
Sample Claim A	**Sample Target A** Sample target description	Overall	100	Better	Above
	Sample Target B Sample target description	Overall	100	Similar	Near
	Sample Target C Sample target description	Overall	100	Worse	Below
	Sample Target D Sample target description	Overall	100	Insufficient Data	Insufficient Data

Figure 7.9 Target Report table indicators

Performance Relative to the Entire Test

Performance Relative to the Entire Test is reported in one of three reporting categories: Better, Similar, or Worse. This report Indicates whether students' performance on a target was better than, the same, or worse than the students' performance on the entire test. A "Worse" indicator does not necessarily mean poor performance on a target, but rather that students' performance in this area was weaker than their overall performance.

Performance Relative to Level 3

Performance Relative to Level 3 (Met the standard) is reported in one of three reporting categories: Above, Near, or Below. This report indicates whether students' performance on a target was above, near, or below the performance standard (Level 3: Met the standard). A "Below" indicator suggests that students have not yet mastered the content assessed in a target; however, the students' overall performance on the test may be near or above standard.

Chapter 8: Writing Extended Response (WER) Condition Codes for ELA

Writing Extended Response (WER) Condition Codes are used for responses to full write essay items that cannot be scored because of the nature of the student's response. A detailed description of each available condition code is provided in table 3.

When a student response is assigned a condition code, it is equivalent to a score of zero, with the exception of the "off purpose" code. In most cases, when a full write response receives a condition code, that code is assigned to all three dimensions of the response. However, beginning with the 2022-23 test administration, there is a new rule regarding the "off purpose" condition code. If the condition code for a response is "off purpose," only the evidence/elaboration and organization/purpose dimensions are assigned "off purpose," and the conventions dimension is still scored. This conventions item score is included in the total ELA score and the writing claim score. The rule for "off purpose" scoring of conventions is applied regardless of the genre of the writing prompt.

Writing Extended Response (WER) Condition Codes are available to use in the IAHSS (Interim Assessment Hand Scoring System) and should be used as applicable.

Table 3. Writing Extended Response (WER) Condition Codes for Hand Scoring

Condition Code	Description
Blank (B)	Student did not enter a response.
Insufficient (I)	Student has not provided a meaningful response; examples can include • random keystrokes; • undecipherable text; • "I hate this test"; • "I like pizza!" (in response to a reading passage about helicopters); • response consists entirely of profanity; or • response is largely composed of text copied from the prompt. For ELA full writes, responses previously described and if the student's original work is insufficient to determine whether the student is able to organize, cite evidence and elaborate, and use conventions as defined in the rubrics; or the response is too brief to determine whether it is on purpose or on topic.
Non-scorable Language (L)	ELA: language other than English Mathematics: language other than English or Spanish
Off Topic (T)	***For ELA Full Writes Only***

Condition Code	Description
	A writing sample will be judged as off-topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative). Off-topic responses are generally substantial responses.
Off Purpose (M)	***For ELA Full Writes Only*** A writing sample will be judged as off-purpose when the student has clearly not written to the purpose designated in the task. An off-purpose response addresses the topic of the task but not the purpose of the task. Note that students may use narrative techniques in an explanatory essay or use argumentative and persuasive techniques to explain, for example, and still be on purpose. Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.

Chapter 9: Custom Aggregate Reports

Administrators can create customized reports summarizing student performance in the user's state, district, or school. A custom aggregate report can be further categorized by student demographic and program subgroups (e.g., race/ethnicity, gender, IEP). It may also include summary information on performance at other institution levels (e.g., a school report can also include a summary of performance in that school's district). Some custom aggregate report types compare performance by claims, targets, or track performance for groups of students over multiple years.

The ***Custom Aggregate Report Query*** page is accessed by selecting the **[Custom Aggregate Report]** button on the ***Home Page***.

The ***Custom Aggregate Report Query*** page allows an administrator to choose a report query type, identify desired attributes and filters, and generate a query report. The attributes and filters are selected from each of the following sections of the page:

- Schools and Districts
- Assessment Attributes
- Subgroup
- Advanced Filters
- Customized Subgroups

The following sections describe each report type, data and filter options, previewing the report, and how to create the report.

Query Selections

Report Type

The ***Report Type*** panel at the top of the page allows different report types to be chosen. Only one report type may be chosen per report query. The buttons for **[Longitudinal Report]**, **[Target Report]**, and **[Alternate Score Report]** only display if summative assessment results are configured in the system.

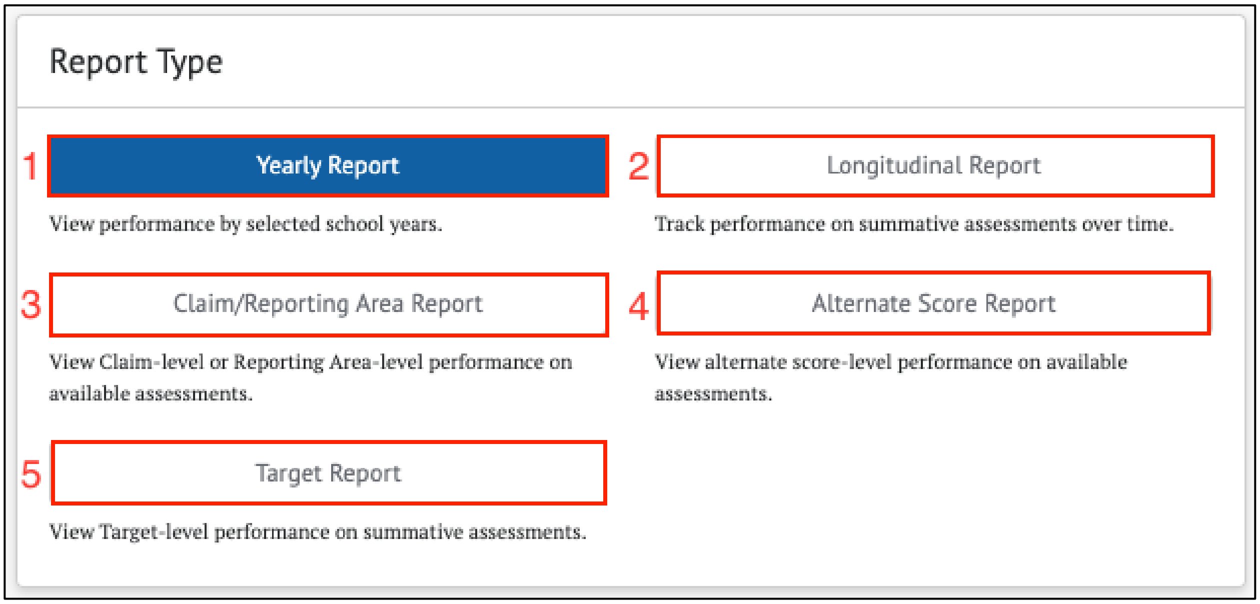


Figure 9.1 Report Type panel

1. ***Yearly Report***: The default performance report. It summarizes IAB, ICA, or summative assessment performance for student populations from one or more grade levels for one or more years
2. ***Longitudinal Report***: Tracks summative assessment performance for a single student population as they progress through different grades. In addition to presenting tabular data, it includes a line graph showing how the performance of the population changed from grade to grade. This report is only available if the reporting system is configured for summative assessment results
3. ***Claims Report***: Compares performance by claim or subscore levels for ICA and summative assessments in student populations from one or more grade levels for one or more years
4. ***Alternate Score Report***: Compares performance by scores that are neither included in Overall nor Claim for non-Smarter Balanced assessments in student populations from one or more grade levels for one or more years
5. ***Target Report***: A yearly report that compares performance by claim and target for the Smarter Balanced summative assessment by a student population for a school or district in a single year. Target reports are available for all ELA claims and the mathematics Concepts and Procedures claim only

Attributes and Filter Options

Schools and Districts

The ***Schools and Districts*** panel allows users to specify which schools and districts should be included in the report, as in figure 8.2.

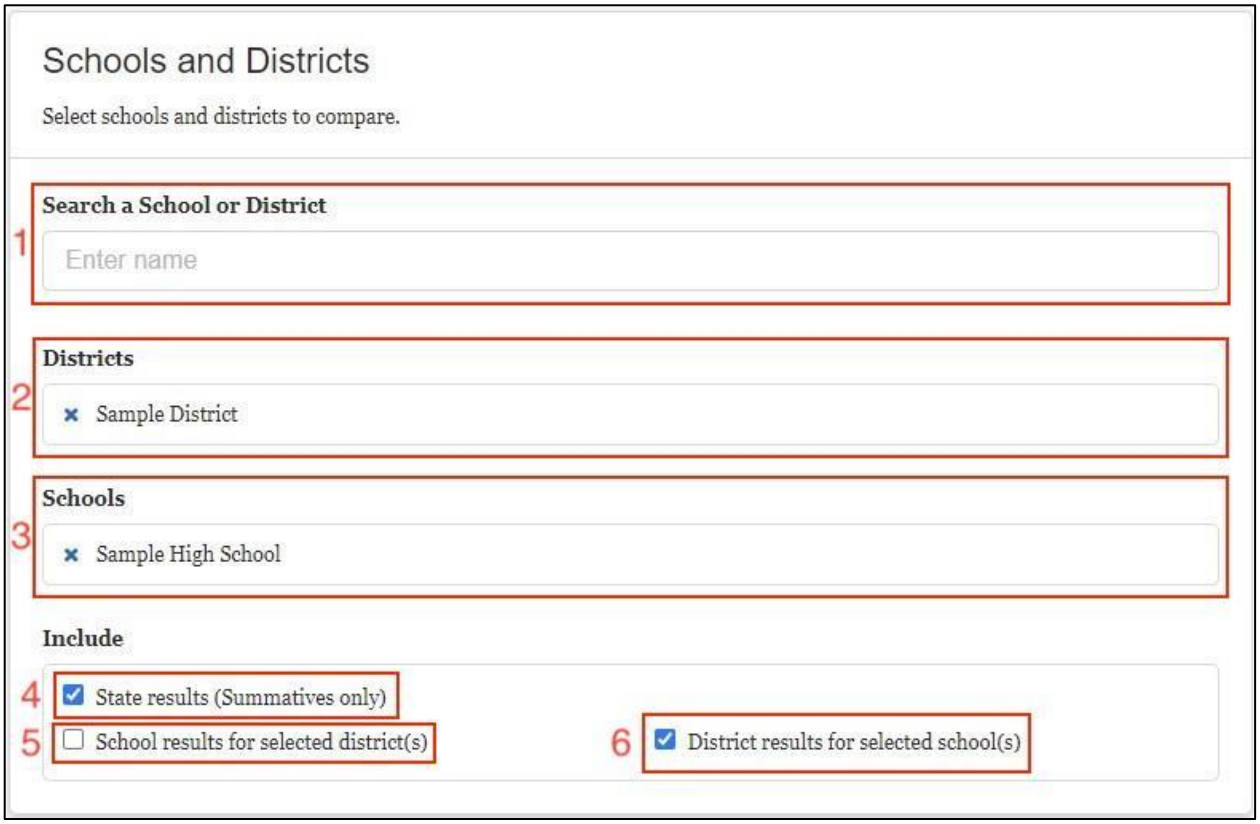


Figure 9.2 Schools and Districts panel

The ***Schools and Districts*** panel contains the following actionable elements:

1. ***Search a School or District***: Search for the school(s) or district(s) to include in the report. Users with district-level permission may select multiple schools or their entire district. Users with state-level permission may select multiple schools and districts. This selection is disabled for users with single school permission
2. ***Districts***: Display of the selected districts to be included in the report. Users with single district permissions have their district preselected
3. ***Schools***: Display of the selected schools to be included in the report. Users with single school permissions have their school preselected
4. **[State results (Summative assessments only)]**: If selected, the report will include summary summative assessment results for the state, if available
5. **[School results for selected districts]**: If selected, the report will include the results for each school within each selected district
6. **[District results for selected schools]**: If selected, the report will include a results summary for the district of each selected school

Assessment Attributes

The ***Assessment Attributes*** panel allows the user to define the report based on specific assessment attributes. The report type selected determines the assessment attributes available.

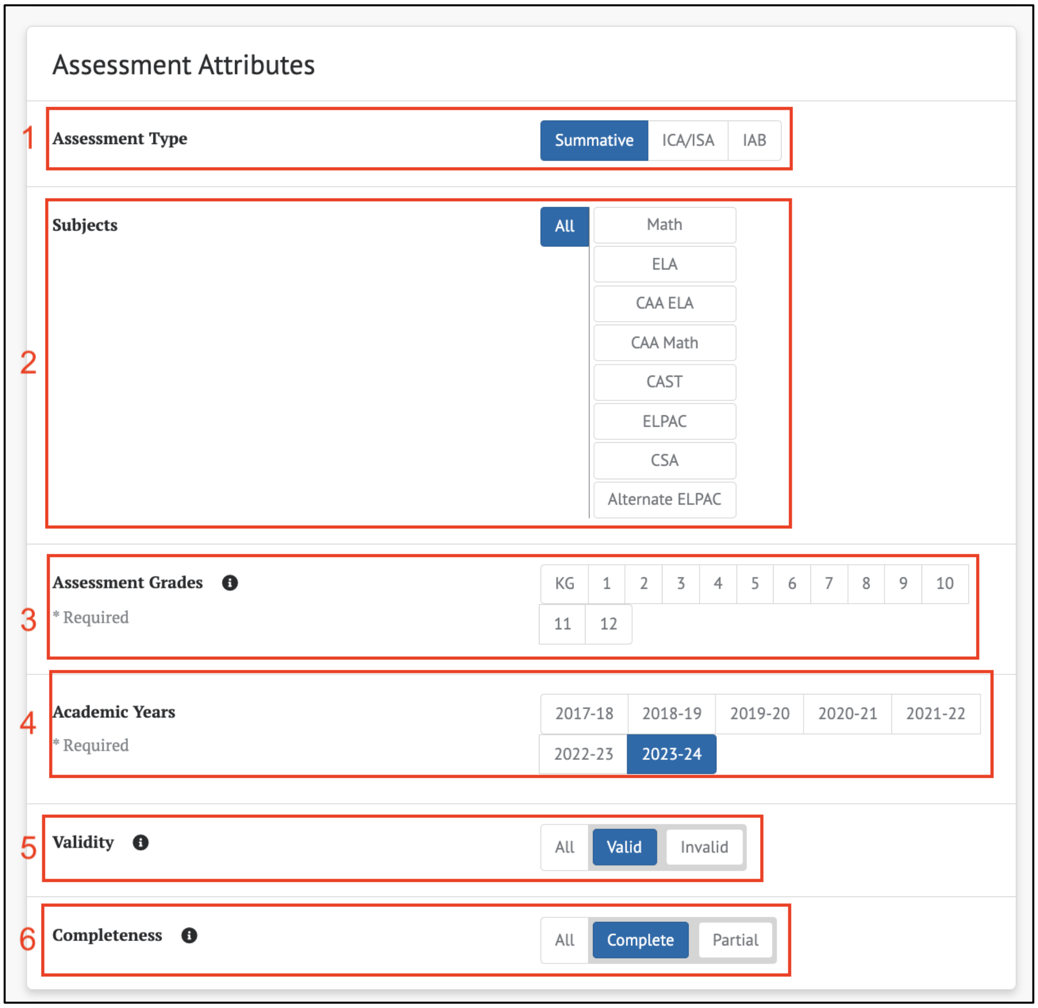


Figure 9.3 Assessment Attributes panel

The ***Assessment Attributes*** panel provides the following attribute selections:

1. ***Assessment Type***: The type of assessment available for the report type. Choices are either **[ICA]**, **[IAB]**, or **[Summative]** (if available)
2. ***Subjects***: The assessment subjects available for the report type. Choices are **[Math]**, **[ELA]**, and any other subjects configured in the user's environment. The **[All]** button causes the report to include results for all displayed subjects

Note: If, for a selected report type, subjects do not report that specific level or type of information, the report results will not include these subjects even if the [All] button is selected.

3. ***Assessment Grades***: The grade of the assessment. One or more grades must be selected. A report does not generate unless at least one grade is selected. For Target Reports, only a single grade may be selected

Note: Longitudinal Reports track summative assessment performance for one student population as they progress through different grade levels, so at least two grades must be selected for this report type.

4. ***Academic Years***: The administration year(s) included in the report. One or more academic years must be selected. A report does not generate unless at least one academic year is selected. For Target Reports, only a single year may be selected

Note: For Longitudinal Reports, only a single year can be selected, and it represents the most recent year of the report. For example, if the grades selected are three and four and the year is 2021-22, the results will include the population's Grade three results for 2020-21 and Grade four results for 2021-22.

5. ***Manner of Administration/Validity***: The status of the assessment(s) results
    a. If the assessment type is ICA or IAB, this attribute is ***Manner of Administration*** and defaults to **[Standardized]**. It can be toggled to **[Nonstandardized]** to view results for nonstandardized assessments only or to **[All]** to generate a report with both types of administration
    b. If the assessment type is Summative, this attribute is ***Validity*** and defaults to **[Valid]**. It can be toggled to **[Invalid]** to view results for invalidated assessments only or to **[All]** to generate a report with both valid and invalid results
6. ***Completeness***: Whether the assessment results meet the definition of complete. The default is **[Complete]**, but it can be toggled to **[Partial]** for partial assessments or to **[All]** to generate a report that includes results from assessments that are either complete or partial

Claim Report Subpanel

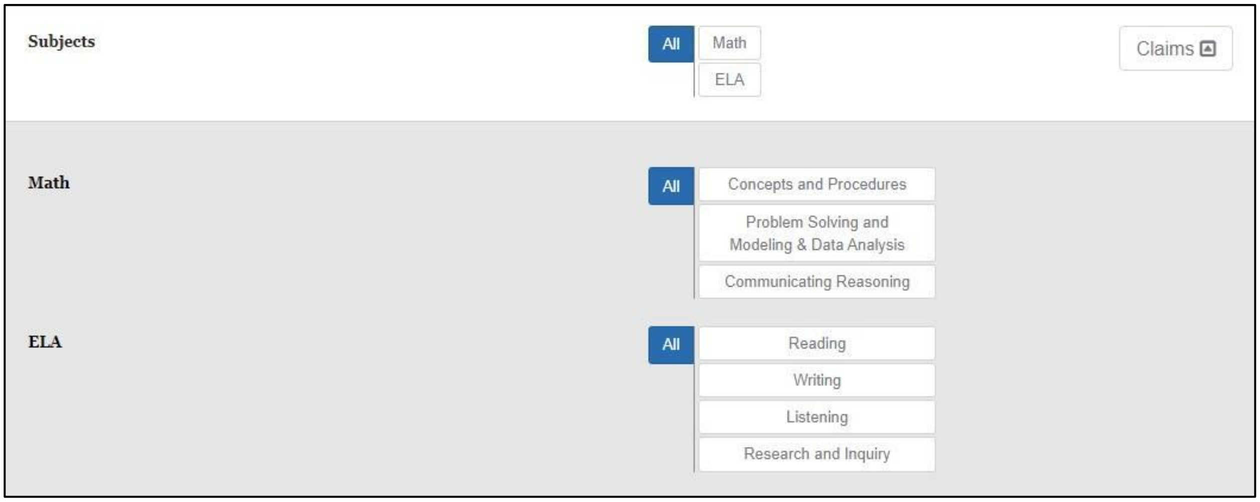


Figure 9.4 Claim Report subpanel

For a Claim Report, an additional **[Claims]** button appears in the ***Subjects*** panel. Selecting the button opens a subpanel that allows specific claims to be selected. Only claims from the included subjects can be selected, and only the selected claims appear in the generated claim report. Users can also select **[All]** for each to display all claims in the report. For example, the generated report would include all subjects and their related claims if the selections were as figure 8.4.

Subgroups and Filters

The ***Filter*** panel contains two tabs, **[Subgroups and Advanced Filters]** and **[Customized Subgroups]**. These provide two different strategies for configuring how student performance data are categorized and how student populations are filtered for inclusion in the report. These strategies are mutually exclusive, so only one of these panels should be configured. The generated report uses the setting from whichever tab is currently selected.

Subgroups

The ***Subgroups*** section of the **[Subgroups and Advanced Filters]** tab allows a user to disaggregate a report by all the student demographic values and program subgroups for comparison to the overall population. These subgroups and their values are defined by state or federal requirements. The available subgroups that can be selected are **[Gender]**, **[Race/Ethnicity]**, **[English Learner Status]** or **[English Language Acquisition Status]**, **[Primary Language]**, **[504]** Plan, **[IEP]** Plan, **[Migrant Status]**, **[Military Student Identifier]**, and **[Economic Disadvantage].** Dependent on your system configuration, some of these subgroups may be disabled and therefore will not display.

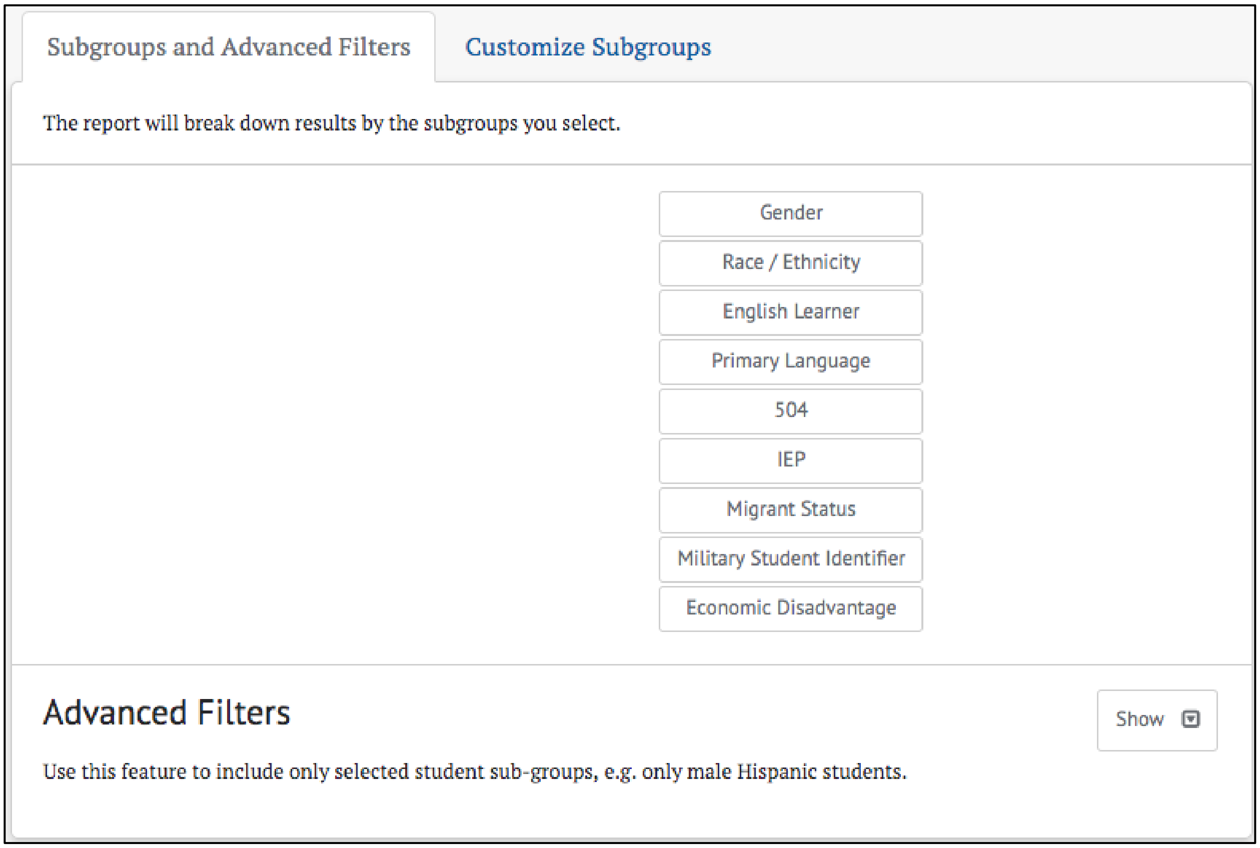


Figure 9.5 Subgroups section

Advanced Filters

The ***Advanced Filters*** section of the **[Subgroups and Advanced Filters]** tab can be displayed by selecting the **[Show]** button below the Subgroup controls. This section is useful when a user wants to disaggregate a report by one or more specific student demographic or program subgroup characteristic combinations and exclude all other students. The available filters are **[Gender]**, **[Race/Ethnicity]**, **[English Learner Status]** or **[English Language Acquisition Status]**, **[Primary Language]**, **[504]** Plan, **[IEP]** Plan, **[Migrant Status]**, **[Military Student Identifier]**, and **[Economic Disadvantage]**. Dependent on system configuration, some of these filters may be disabled and therefore will not display.

Warning: The Advanced Filters selections will not appear in the generated reports or exports.

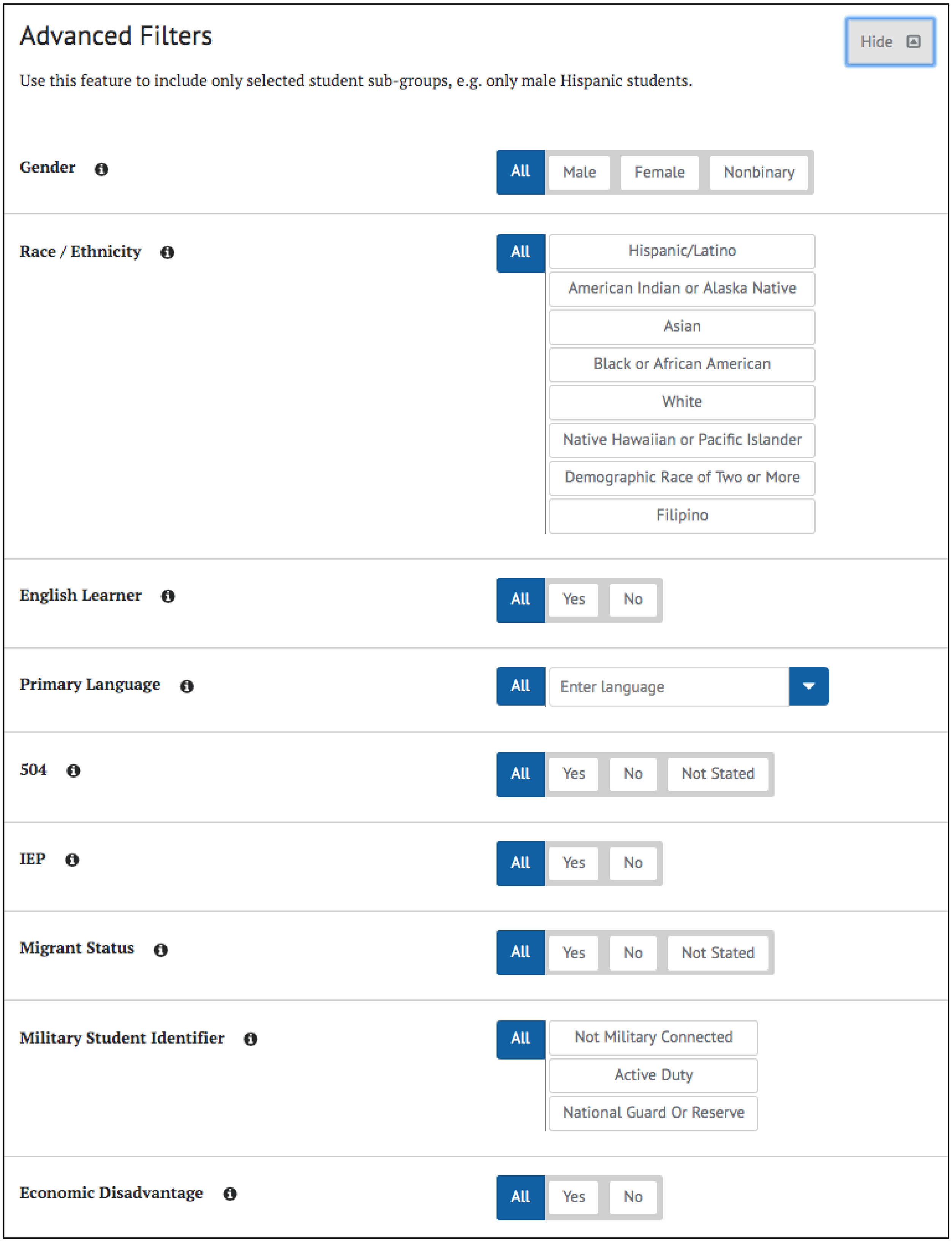


Figure 9.6 Advanced Filters section

Customize Subgroups

Customized subgroups provide complete control of which student demographic or program subgroup characteristics are included in the generated report and how the report data are categorized. It can be used in cases where the ***Subgroups and Advanced Filters*** do not provide enough flexibility. The controls are similar to the ***Advanced Filters*** but allow multiple combinations to be defined.

To customize subgroups:

1. Configure a subgroup using the filters as if creating an ***Advanced Filters*** query
2. Select the **[+Create Subgroup]** button to add this group to the report
3. Repeat steps 1 and 2 to create additional subgroups

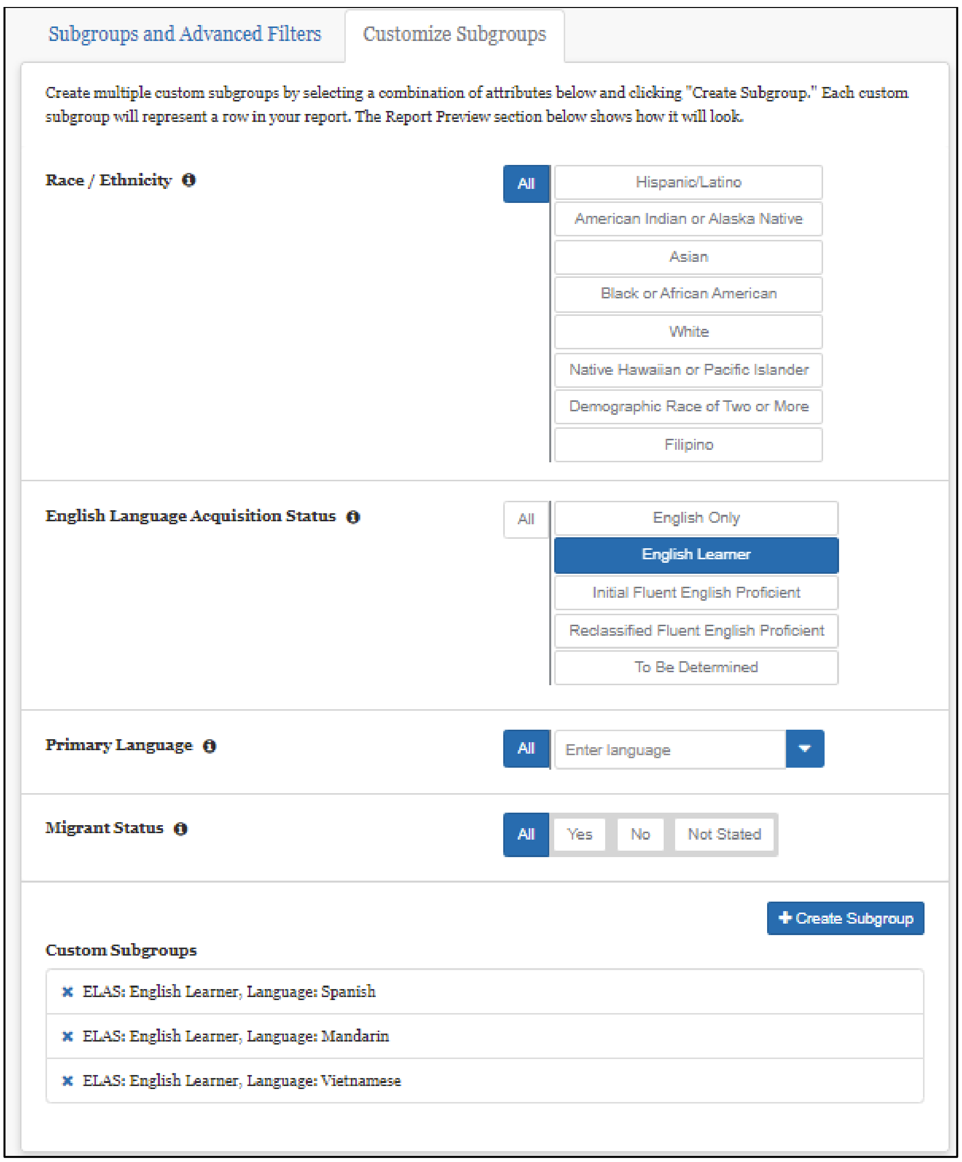


Figure 9.7 Customize Subgroups tab

The report includes a row with the results for each defined subgroup and overall totals for all test takers. The customized subgroup combinations do not need to be mutually exclusive. For example, one subgroup could be defined as all males whose Military Student Identifier is **[Active Duty]**. A second subgroup could be **[English Learner]** whose primary language is **[Vietnamese]** or **[Filipino]**. Some students could fall into multiple subgroups depending on how the subgroups are defined, while others fall into no subgroups. Therefore, the subgroup totals will not always equal the overall totals.

Note: The Customize Subgroup configuration is not available for Target Reports.

Query Review

Report Review

The ***Report Review*** panel allows an administrator to review the selected criteria included in the report.

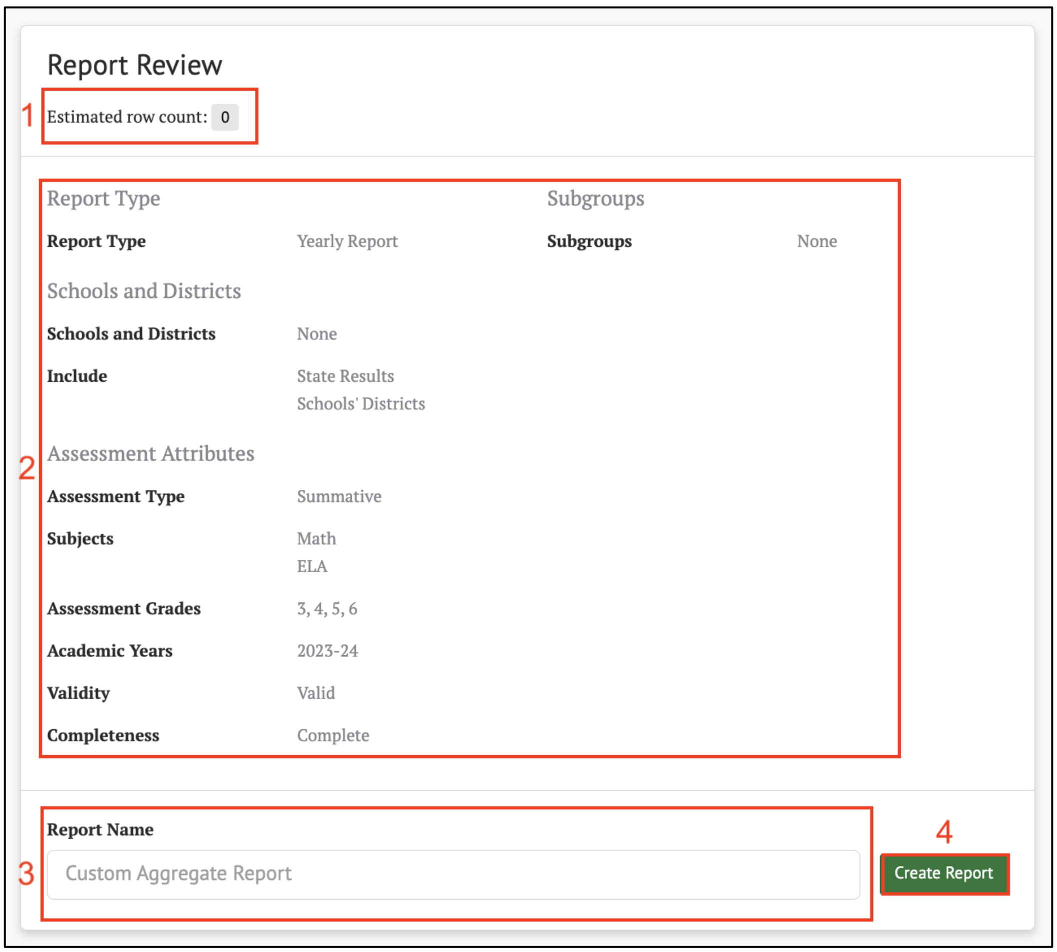


Figure 9.8 Report Review section

The ***Report Review*** panel displays the following elements and information:

1. ***Estimated row count***: Provides an estimate on the number of rows in the report to provide some feedback on how extensive the report will be
2. Summary of the report query attributes
3. ***Report Name***: The report may be given a name here
4. **[Create Report]**: The report is generated by selecting this button

Tip: Each report is saved with the report name and can be accessed on the *My Reports* page, which is accessible from the *Home Page*. Save each report with a descriptive name that will allow it to be easily retrieved later. If no report name is entered, it will be saved as "Custom Aggregate Report".

Note: All required fields must be populated before the report may be generated.

Report Preview

The ***Report Preview*** panel allows an administrator to examine a preview of the selected attributes with generalized data and adjust the report table, as in figure 8.9, before generating the actual report.

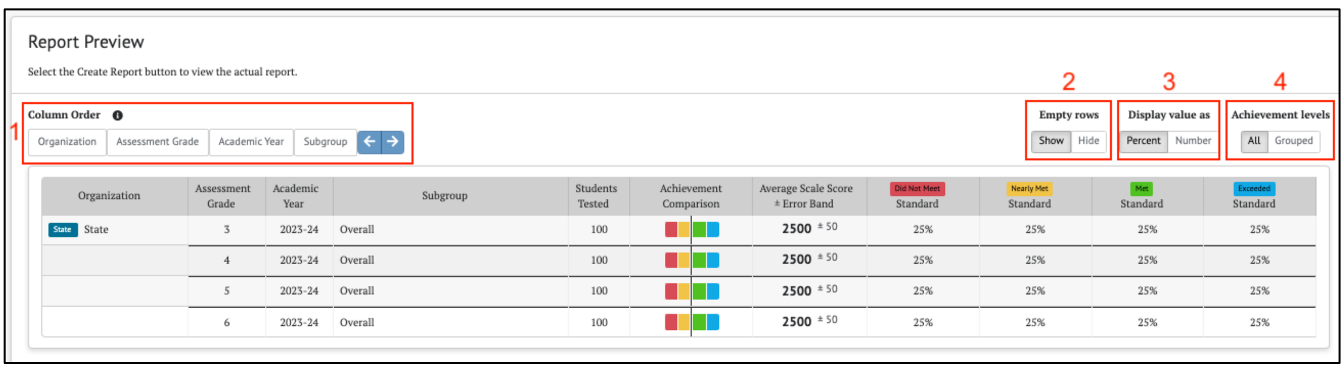


Figure 9.9 Report Preview panel

The ***Report Preview*** panel provides the ability to change the report layout in the following ways:

1. ***Column Order***: Allows the option to change the result column order to compare your results distributed in different ways. Use the arrow buttons to change their order drag and drop them into a different order. The report sorts according to the column order
2. ***Empty rows***: When the **[Show]** button is selected, rows with no data are included in the report. When the **[Hide]** button is selected, these empty rows are excluded from the report. In this case, if a report section has only empty rows, the entire section is excluded

Tip: For reports with many rows, hiding empty rows in the preview, before the report is created, may decrease report generation time and make viewing the report faster.

3. ***Display value as***: Allows the option to change the score level distributions between **[Percent]** or **[Number]**
4. ***Achievement levels***: Choices are **[All]** or **[Grouped]**. If **[All]** is chosen, all achievement level distributions are displayed in the report. If **[Grouped]** is chosen, then Achievement Levels below the standard cutoff are combined into one result, labeled ***Below Standard***, and Achievement Levels above the standard cutoff are combined into one result, labeled ***At or Above Standard*** as in figure 8.10.

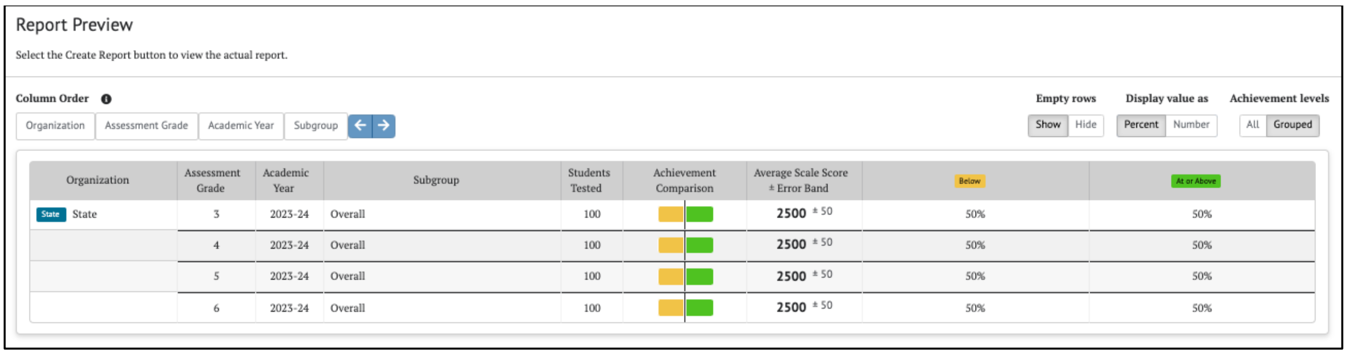


Figure 9.10 Grouped Achievement levels

Creating the Custom Aggregate Report

The report can be generated by selecting the **[Create Report]** button on the left side of the ***Custom Aggregate Report Query*** page. The button is also available on the ***Report Review*** panel of the page.

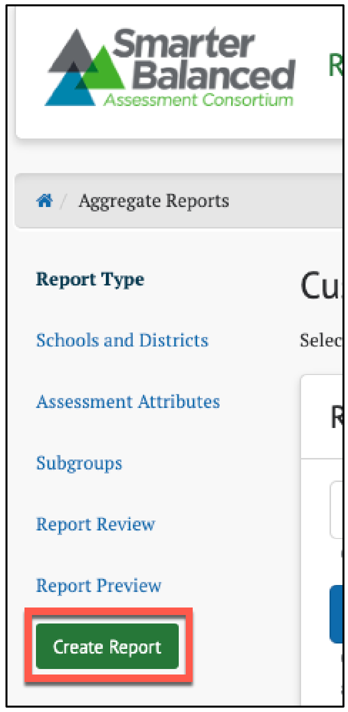


Figure 9.11 [Create Report] button

When this button is selected, a Custom Aggregate Report is created, and when completed, the report is displayed on the ***Custom Aggregate Report*** page.

Note: The generation of this report may take several minutes. Users may navigate away from the page and check the status of the report in the My Reports **page.**

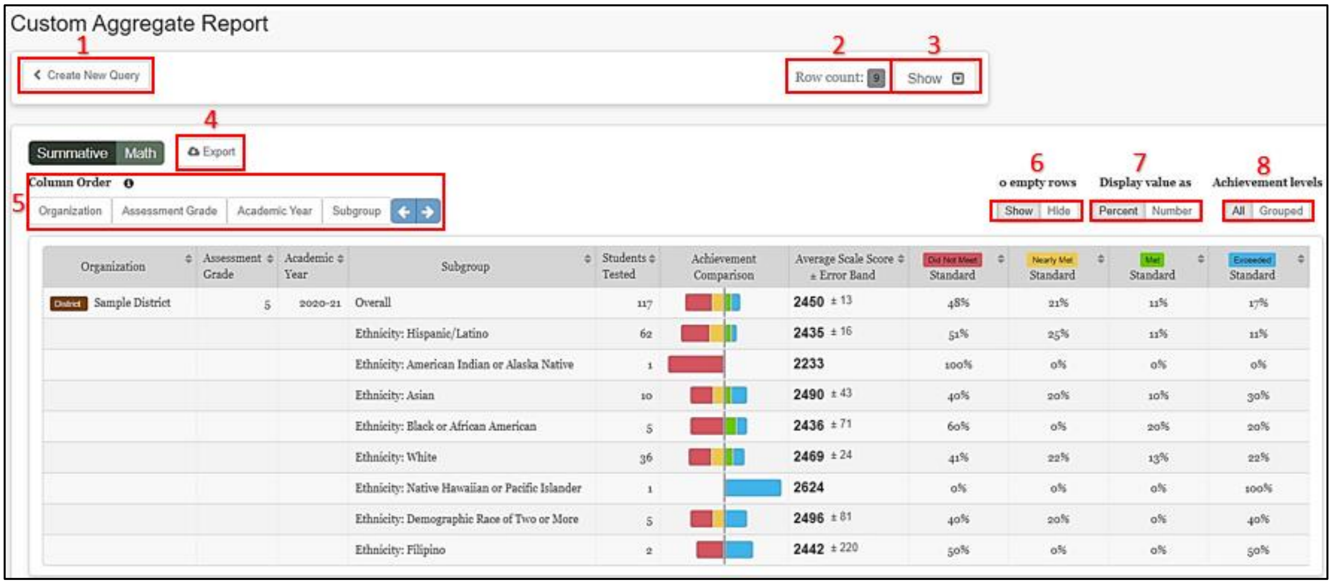


Figure 9.12 Custom Aggregate Report page

The ***Custom Aggregate Report*** page has the following features and options:

1. **[Create New Query]**: Returns the user to the ***Custom Aggregate Report Query*** page with the same settings used to generate this report. From here, the settings can be modified and used to generate a new report

Tip: Use the [Create New Query] button to quickly adjust existing report query

2. ***Row count***: Indicates the total number of rows displayed in the report. It is not possible to generate a report that contains zero rows. Instead, a message indicating that no results are available is displayed
3. **[Show/Hide]**: Displays whether a panel listing the settings in the query is displayed. When **[Show]** is selected (figure 8.13) the query settings display and the option to **[Hide]** becomes available

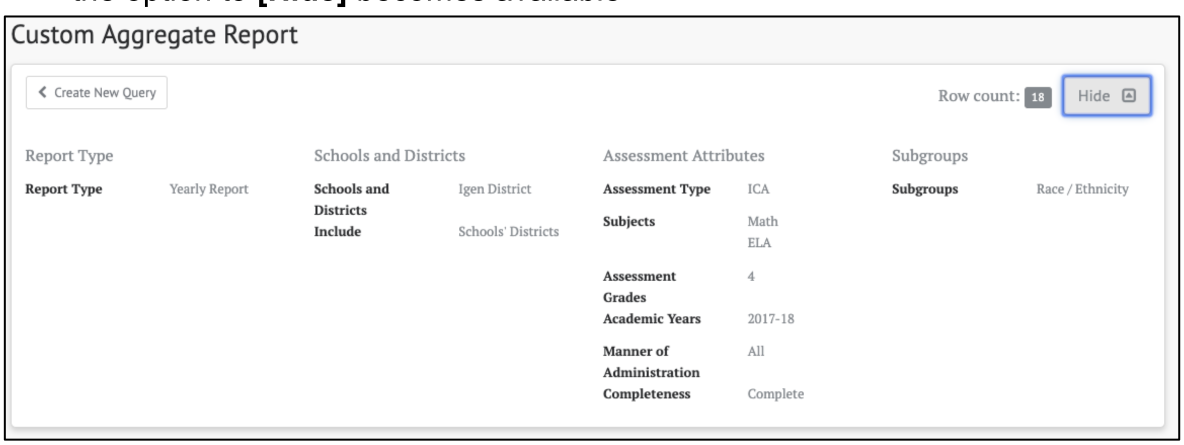


Figure 9.13 Query Options displayed

4. **[Export]**: Generates a CSV file with the contents of the report. The columns are the same as displayed on the page, with one additional column: The ***Organization's Natural Id*** (Column B)

	A	B	C	D	E	F	G	H	I	J	K
1	Organization	Organization Natural Id	Assessment Grade	Academic Year	Subgroup	Students Tested	Average Scale Score	Level 1	Level 2	Level 3	Level 4
2	Demo District	99900010000000	11	2018-19	Overall	355	2543 ± 8	47%	21%	21%	10%
3	Demo District	99900010000000	11	2018-19	Ethnicity: Hispanic/Latino	199	2517 ± 9	55%	23%	17%	3%
4	Demo District	99900010000000	11	2018-19	Ethnicity: American Indian or Alaska Native	2	2412 ± 132	50%	50%	0%	0%
5	Demo District	99900010000000	11	2018-19	Ethnicity: Asian	23	2586 ± 42	39%	4%	26%	30%
6	Demo District	99900010000000	11	2018-19	Ethnicity: Black or African American	24	2479 ± 26	62%	20%	16%	0%
7	Demo District	99900010000000	11	2018-19	Ethnicity: White	95	2607 ± 15	27%	21%	28%	23%
8	Demo District	99900010000000	11	2018-19	Ethnicity: Native Hawaiian or Pacific Islander	0					
9	Demo District	99900010000000	11	2018-19	Ethnicity: Demographic Race of Two or More	10	2652 ± 63	30%	10%	20%	40%
10	Demo District	99900010000000	11	2018-19	Ethnicity: Filipino	14	2570 ± 42	35%	21%	28%	14%
11	Demo High School	99900010000003	11	2018-19	Overall	355	2543 ± 8	47%	21%	21%	10%
12	Demo High School	99900010000003	11	2018-19	Ethnicity: Hispanic/Latino	199	2517 ± 9	55%	23%	17%	3%
13	Demo High School	99900010000003	11	2018-19	Ethnicity: American Indian or Alaska Native	2	2412 ± 132	50%	50%	0%	0%
14	Demo High School	99900010000003	11	2018-19	Ethnicity: Asian	23	2586 ± 42	39%	4%	26%	30%
15	Demo High School	99900010000003	11	2018-19	Ethnicity: Black or African American	24	2479 ± 26	62%	20%	16%	0%
16	Demo High School	99900010000003	11	2018-19	Ethnicity: White	95	2607 ± 15	27%	21%	28%	23%
17	Demo High School	99900010000003	11	2018-19	Ethnicity: Native Hawaiian or Pacific Islander	0					
18	Demo High School	99900010000003	11	2018-19	Ethnicity: Demographic Race of Two or More	10	2652 ± 63	30%	10%	20%	40%
19	Demo High School	99900010000003	11	2018-19	Ethnicity: Filipino	14	2570 ± 42	35%	21%	28%	14%

Figure 9.14 Custom Aggregate Report CSV export

5. ***Column Order***: Allows the option to change the column order to compare your results distributed in different ways
6. ***Empty rows***: **[Show]**/**[Hide]** toggle that works as described in the Report Preview section
7. ***Display value as***: **[Percent]**/**[Number]** toggle that works as described in the Report Preview section
8. ***Achievement levels***: **[All]**/**[Grouped]** toggle that works as described in the Report Preview section

Note: Target Reports do not display the Display value or Achievement level toggles. Claim reports do not display the Achievement levels toggle.

Note: It is possible for sections of aggregate reports to have all 0 totals. This indicates there are no results for these sections with the currently configured options and filters.

Chapter 10: District / School Exports

An administrator with either a district- or school-level PII role can export a CSV file containing all district or school assessment results by student for a specific school year. The report includes all interim and summative assessment results available at the time the report is run. This report has no filtering or customization features; however, the exported file may be filtered and sorted in a spreadsheet or database program.

The export query is specified on the ***District / School Exports*** page and accessed by selecting the **[District / School Exports]** button on the ***Home Page***. The ***District / School Exports*** page elements are shown in the image below.

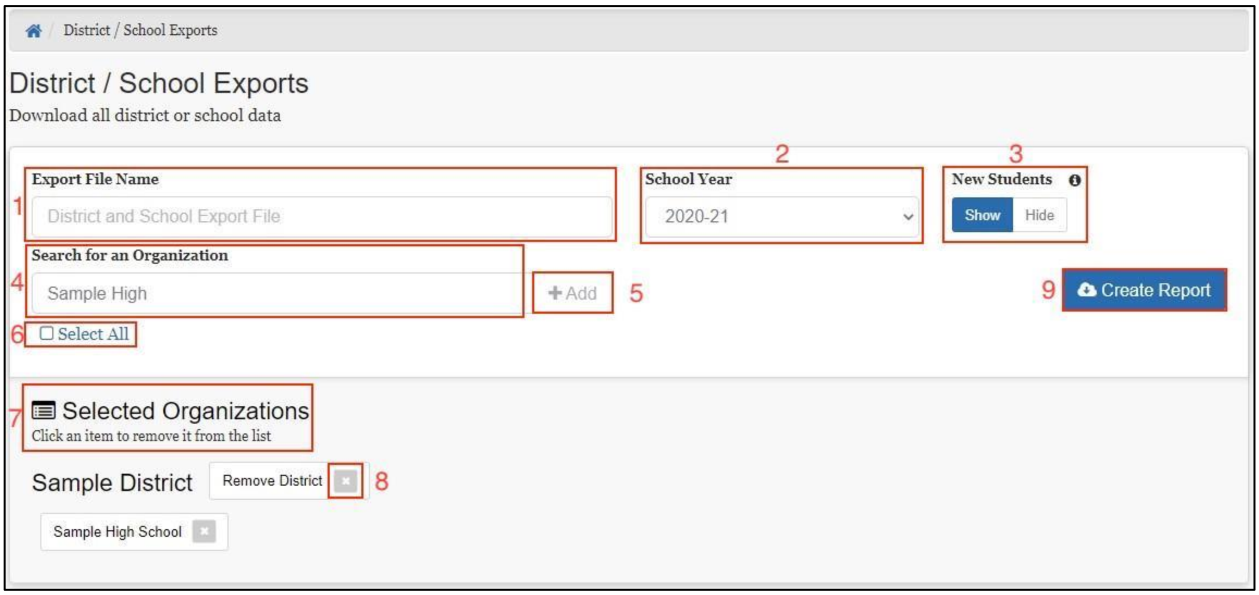


Figure 10.1 District / School Exports page elements

1. ***Export File Name***: User-defined name for the report
2. **[School Year]**: The administration year to be included in the report. Only one year may be selected
3. ***New Students***: The **[Show/Hide]** toggle control allows the user to specify whether assessments from schools outside the user's assigned institutions are included in the report
4. ***Search for an Organization***: Allows the user to search for schools or districts to be included in the report
5. **[+Add]**: Adds the organization from the ***Search for an Organization*** field to the report
6. **[Select All]**: If the **[Select All]** checkbox is selected, all schools and districts the user can access appear in the ***Selected Organizations*** panel

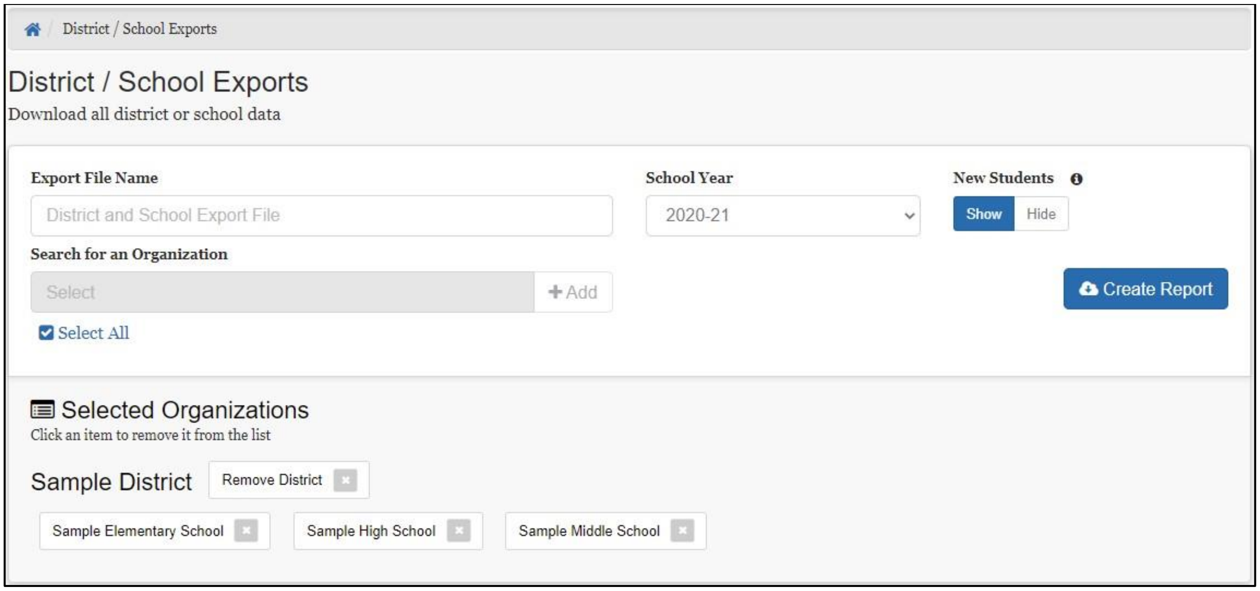


Figure 10.2 Selected Organizations panel

7. ***Selected Organizations***: Displays all schools and districts included in the report
8. **[Remove]** "x" icon: A school or district may be excluded from the report by selecting the **[×]** icon next to the school or district to be removed. Removing a district will remove all the schools assigned to that district
9. Selecting the **[Create Report]** button will generate the report. The report can be downloaded by navigating to the My Reports page

Note: If the user has permission for only one school, the Search for an Organization search box is not visible. Furthermore, the Selected Organizations result panel is preloaded with that school and the school cannot be removed.

Chapter 11: Administrative Features

The administrative features are found for users with the appropriate permissions on the ***Home Page*** under ***Administrator Tools***.

Manage Student Groups

Administrators can create, view, and manage groups of students to allow users to review assessment results for a pre-selected roster of student results. For example, a student group could represent all the students in a teacher's classroom or a particular period of instruction.

Student group files are comma-separated value (CSV) files administrators create to connect a group of students to one or more educators within SRS. Student group files may be uploaded manually using the SRS user interface or through an upload created by a Student Information Systems (SIS) vendor.

Administrators may also update a student's school enrollment information using a student group. If a student has transferred to a new school but has not taken an assessment at the new school, including the student in a student group will update enrollment to the new school. This will allow the student's test history to be visible to educators in the new school.

The ***Manage Student Groups*** page is accessed by selecting the **[Student Groups]** button on the ***Home Page***. The ***Manage Student Groups*** page elements are shown below.

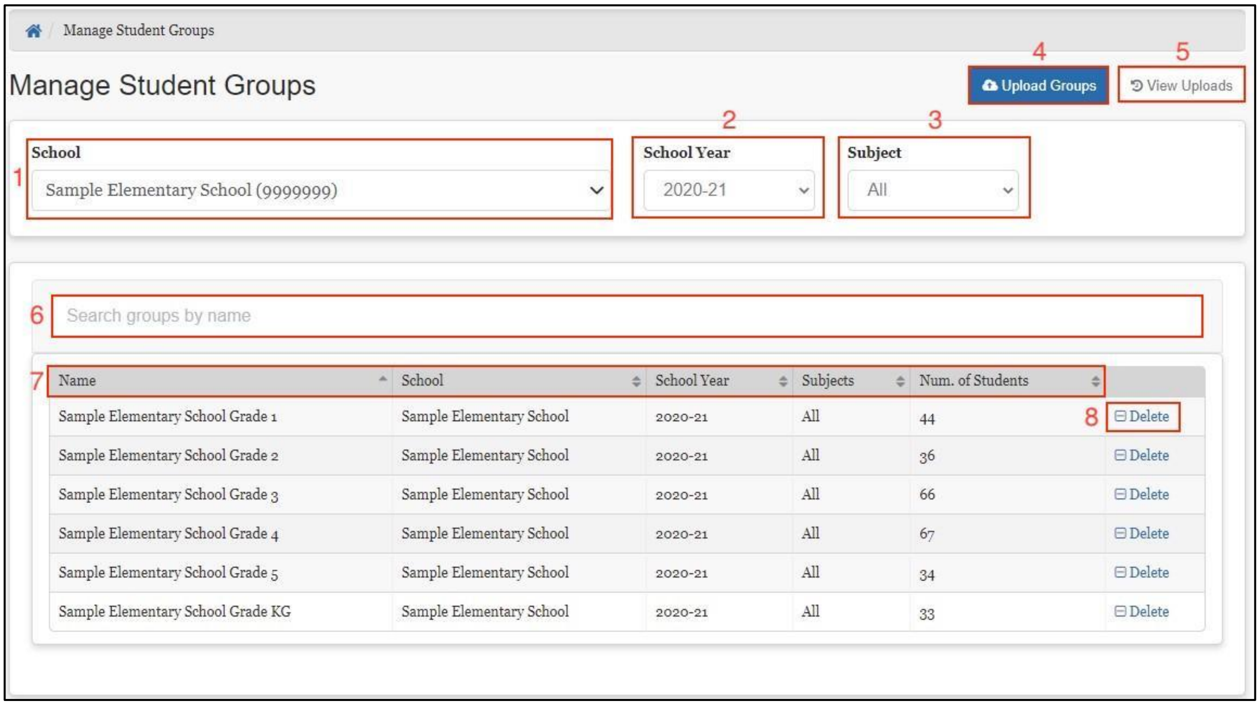


Figure 11.1 Manage Student Groups page

The ***Manage Student Groups*** page includes the following features and elements:

1. **[School]**: Drop-down used to filter the displayed groups by school
2. **[School Year]**: Drop-down used to filter the displayed groups by administration year
3. **[Subject]**: Drop-down used to filter the displayed groups by subject
4. **[Upload Groups]**: Used to upload a group file to create or update one or more groups
5. **[View Uploads]**: Displays the history of group file uploads
6. ***Search groups by name***: Users can search for groups by name to limit which groups are displayed. Users can type partial or complete names, and the display changes as the user enters data
7. ***Student Groups Table***: Displays groups matching the filter conditions selected in a table. The sortable table displays the group and school name, school year, subject(s), and the number of students in the group
8. **[Delete]**: Button to delete the group

Warning: Deleting a student group cannot be undone.

Selecting a school, school year, or subject immediately updates the list of student groups displayed in the ***Student Groups Table***. If groups do not exist for the selected school, year, and subject filters, a message appears in the ***Student Groups Table*** as in figure 10.2.

Name	School	School Year	Subjects
No groups found matching the given filter criteria.			

Figure 11.2 "No groups found" message

Creating a Student Group File

A student group is defined by a unique combination of school, school year, and group name. The CSV file format includes group name, school identifier, school year, subject, student identifier, and SRS user login, as in figure 10.3.

	A	B	C	D	E	F
1	group_name	school_natural_id	school_year	subject_code	student_ssid	group_user_login
2	2021-22 Interim Group A	9999996	2022	ALL		DevOps@sbac.org
3	2021-22 Interim Group A	9999996	2022	ALL		teacher.test@sampleschool.org
4	2021-22 Interim Group A	9999996	2022	ALL		teacherma12@sampledis.org
5	2021-22 Interim Group A	9999996	2022	ALL	9000021713	
6	2021-22 Interim Group A	9999996	2022	ALL	3000020251	
7	2021-22 Interim Group A	9999996	2022	ALL	5000021658	
8	2021-22 Interim Group A	9999996	2022	ALL	9000022349	

Figure 11.3 Example Student Group File

For a student group upload to be accepted, the file must be a properly formatted CSV file with column names and cell values matching the required CSV file format. The uploaded file must contain these column headers in the first row (column order must match exactly) with appropriate values in each row:

- ***group_name***: Name of the group (must be unique per school)
- ***school_natural_id***: The school identifier as listed in the state entity file
- ***school_year***: Four-digit school year (e.g., 2022 represents the 2021-22 school year)
- ***subject_code***: ALL or single subject code (i.e., ELA, Math)
- ***student_ssid***: Statewide student identifier
- ***group_user_login***: Email address of the user(s) who has permission to access the group's assessment results

Refer to the Group Template File section to learn how to download a template with the correct column headers.

Group File Rules

In addition to these column requirements, the following validation rules are applied to determine whether a file is accepted:

- The input file must be in CSV format
- All numbers must be in a number format without decimals or abbreviations (e.g., not scientific notation)

- Each row must contain valid values for ***school_natural_id, school_year***, and ***group_name***
- No more than 200 students may be assigned to a single student group
- If the group file contains multiple schools, groups, or years, the group file rows must be sorted in the following order: first by the school id, then group name, last by administration year
- Each cell may contain no more than one identifier (e.g., email address, SSID)
- The administrator uploading the file must have permissions to the school(s) listed in the file

Note: If all rows for a group have a blank value for the subject code, the system automatically assigns a subject code of "ALL."

Caution: Once a student group has been created for the first time, any subsequent file uploads for that same group will overwrite the original group assignments.

Warning: Excel may convert values to an alternative format such as scientific notation. Refer to the Troubleshooting Common Issues **section.**

Uploading Student Group Files

Selecting the **[Upload Groups]** button on the ***Manage Student Groups*** page opens the ***Upload Groups*** page shown below. Administrators can upload comma-separated value (CSV) files of student group information in one of two ways: first, by dragging the file(s) from a file system and dropping it into the dotted box; or second, by browsing for files on a computer. The ***Upload Results*** list at the bottom will update the status of files after they are uploaded. In the example below, no files have been uploaded yet.

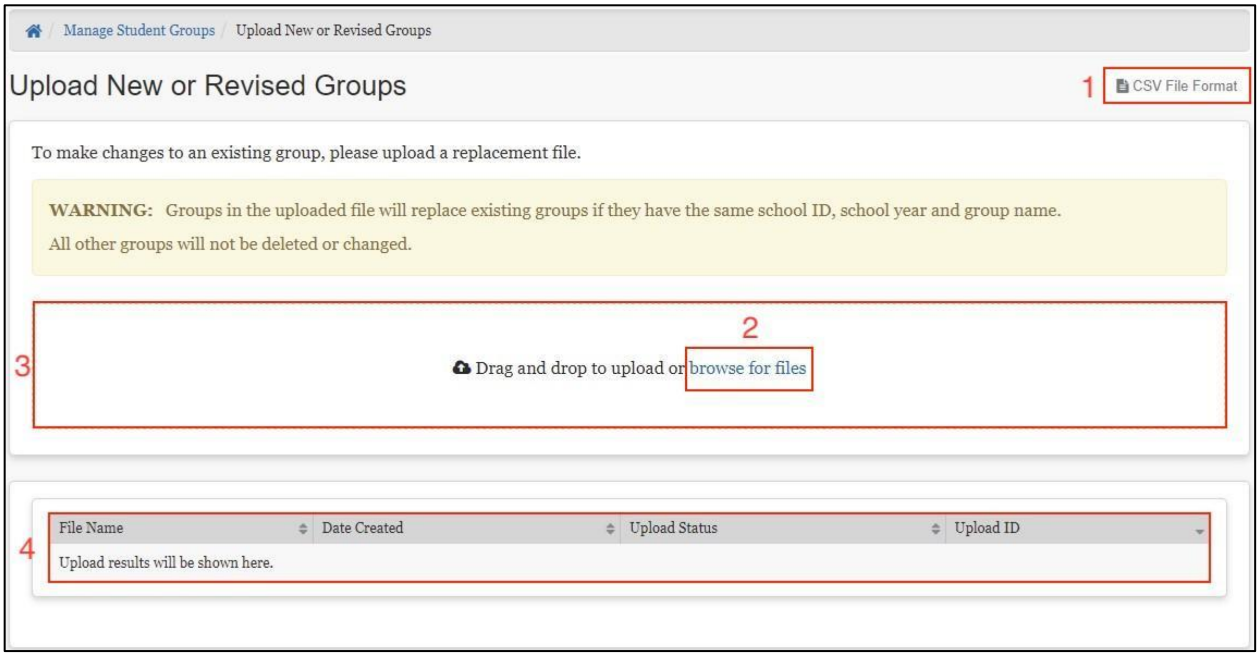


Figure 11.4 Upload Groups page without files

1. **[CSV File Format]**: Displays the ***CSV File Format*** page describing how to set up a CSV file for upload, revise student groups, and how to download a template (refer to the Group File Rules section)
2. ***Browse for Files***: To upload a file, click on the "***browse for files***" link. A system pop-up then displays to allow the user to browse and select a file from their computer
3. ***Drag and Drop Box***: To upload a file, a user may drag a file from their computer to this area on the screen
4. ***File Results Table***: Results of uploads are shown here

If the uploaded file is formatted correctly and passes all validation rules (refer to the Group File Rules section), the system displays the file with an "***Accepted***" status. If the file is not formatted correctly or fails validation, the system rejects the file and displays a "***Bad Data***" status. In the case of a failed upload, the user can select the drop-down icon next to the file name to display the error(s) that caused the file to fail validation.

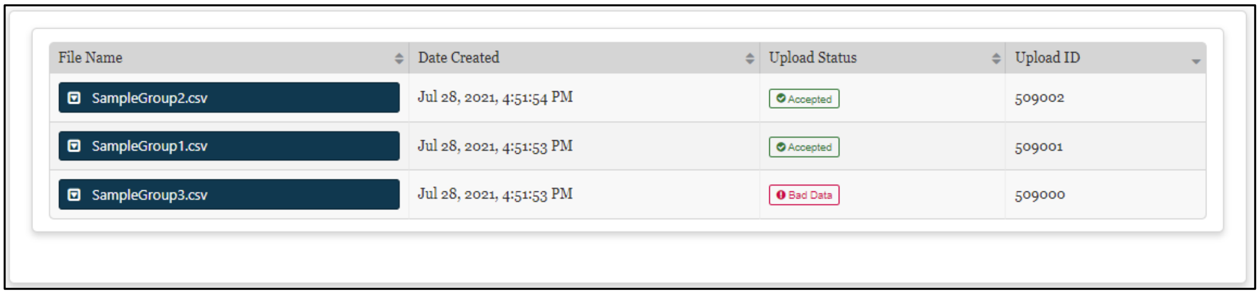


Figure 11.5 Uploaded groups

The “***Bad Data***” upload status informs the user that the uploaded CSV file failed validation and includes a message describing the error(s). Select the drop-down icon next to the group name to access more information.

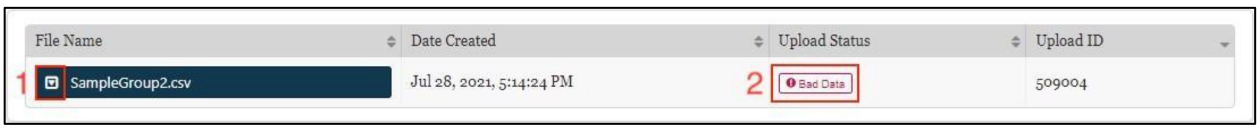


Figure 11.6 Bad Data

1. **[Drop-down Icon]**: Displays the error causing the ***Bad Data*** status message
2. ***Bad Data***: Status message indicating there is an error with the file

Refer to the Troubleshooting Common Issues section to review frequent errors and their resolutions.

Once the system has successfully processed the file, the ***View Uploads*** page updates the upload status to “***Processed***.”

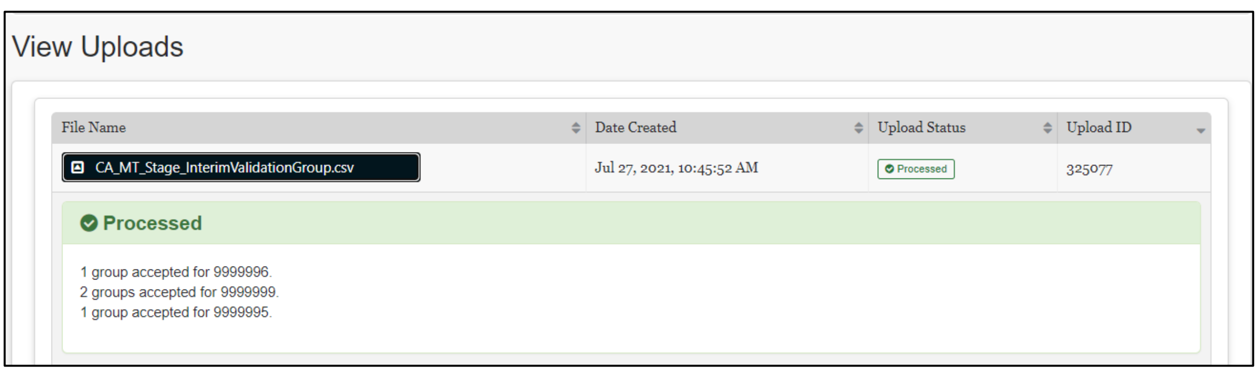


Figure 11.7 View Uploads page

Group Template File

To be accepted, a student group file must be a properly formatted CSV file with column names (headers) and cell values matching the CSV file format template exactly.

Smarter REPORTING

Selecting the **[CSV File Format]** button displays the ***CSV File Format*** page, as in figure 10.8.

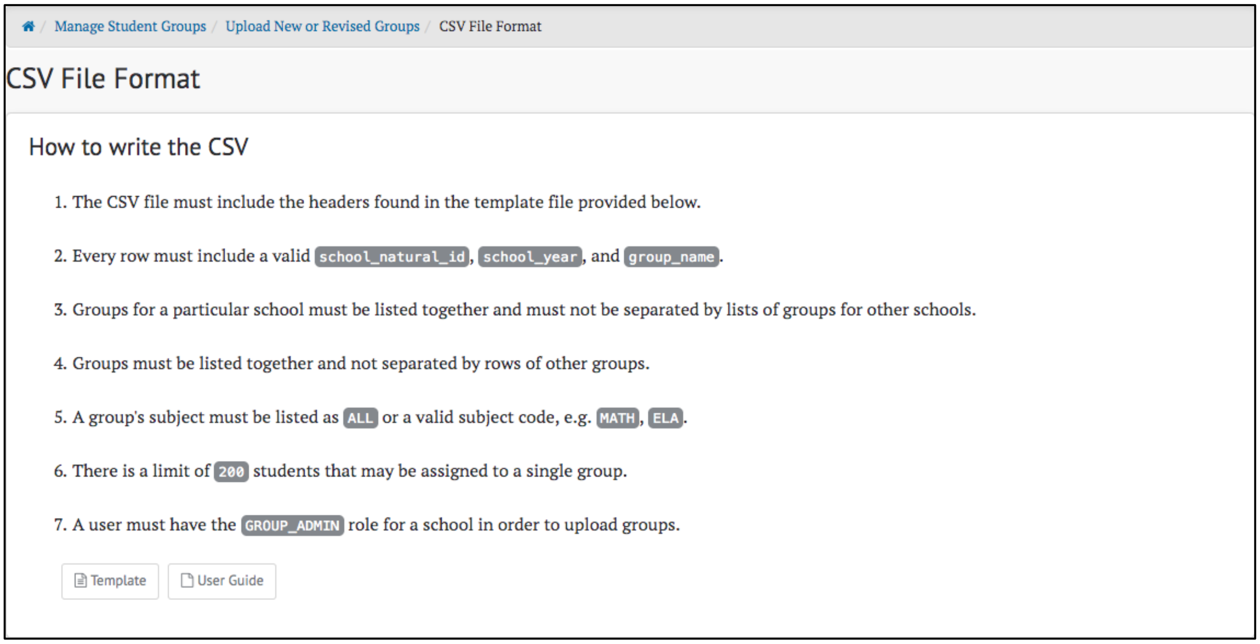


Figure 11.8 CSV File Format page

This page gives instructions on how to create a CSV file to be uploaded. Selecting the **[Template]** button downloads a CSV file with the required column headers.

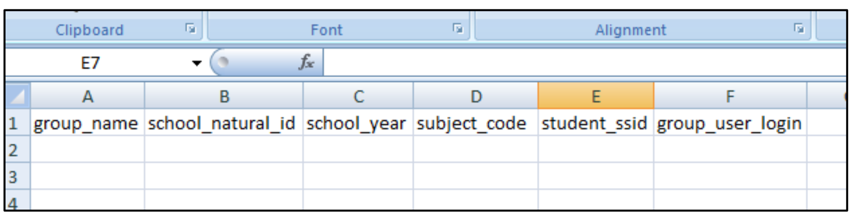


Figure 11.9 CSV file with column titles

View Previous Uploads

Selecting the **[View Uploads]** button on the ***Manage Student Groups*** page opens the ***View Uploads*** page, shown below.

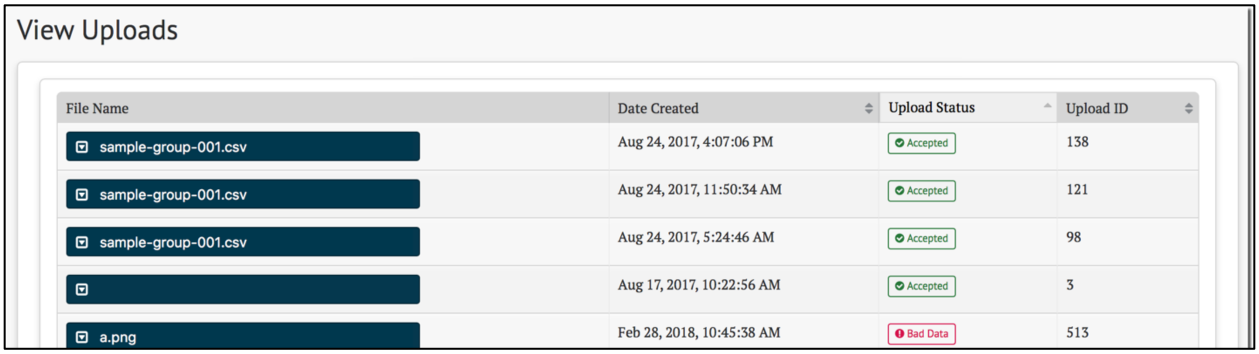


Figure 11.10 View Uploads page

This page shows all of the student group file uploads, from most recent to oldest. If there are no uploaded student group files, the system displays the message "***Upload results will be shown here***."

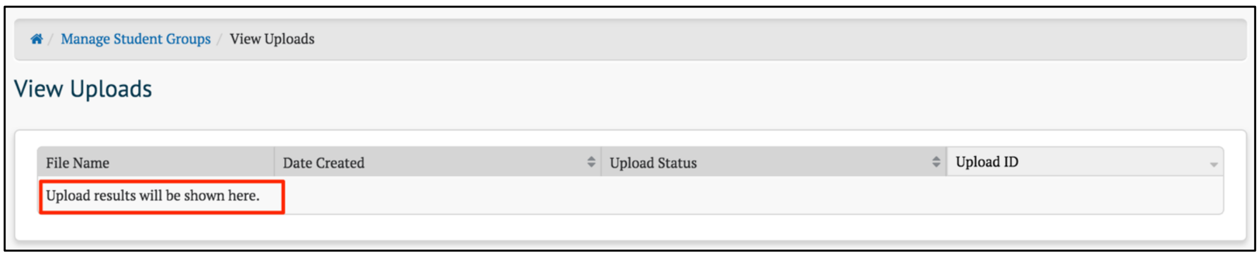


Figure 11.11 Message when no student group files are uploaded

View Student Groups

Selecting a specific group on the ***Manage Student Groups*** page displays the list of students in the group matching the filter criteria (figure X.12).

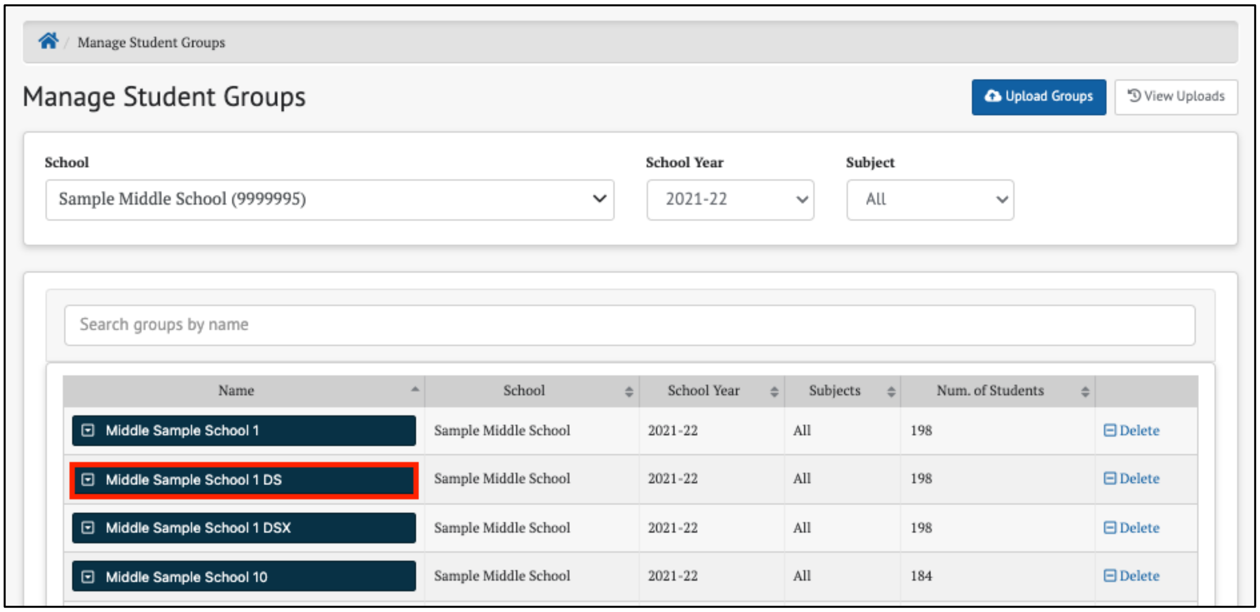


Figure 11.12 Specific group on the Manage Student Groups page

The selected group expands, and the table displays a list of all the students associated with that group by:

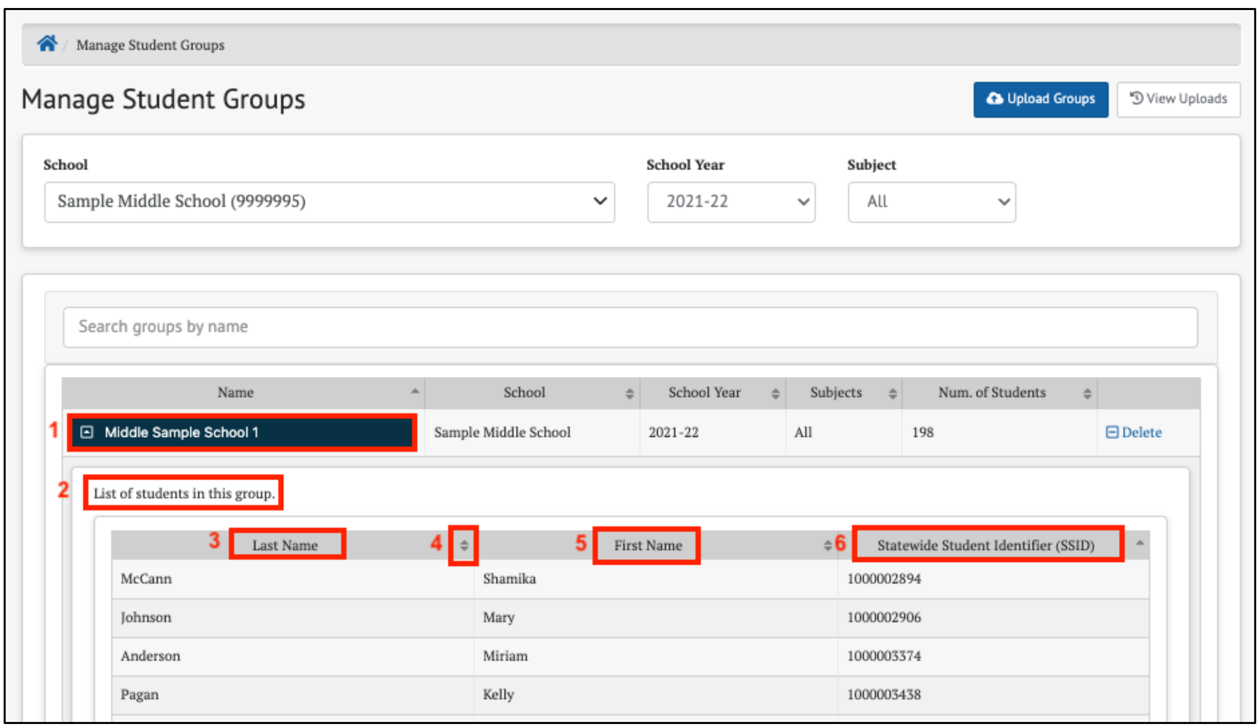


Figure 11.13 Expanded specific group on the Manage Student Groups page

1. A specific group on the ***Manage Student Groups*** page
2. List of students in this group

3. ***Last Name***: last name of student (mandatory). The system default is to list students alphabetically by *Last Name*.
4. Toggles at the top of each of the three columns can be used to sort the listed students by their ***First Name, Last Name,* or *Statewide Student Identifier (SSID)***.
5. ***First Name***: first name of student (mandatory)
6. ***Statewide Student Identifier (SSID)***: unique identifier for students (mandatory)

Note: The system default is to list students alphabetically by *Last Name*.

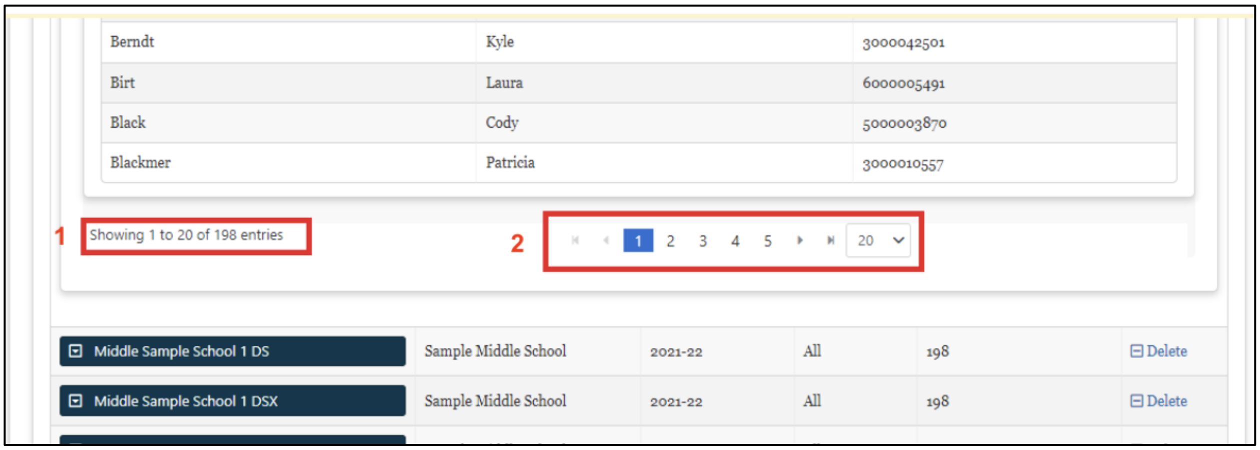


Figure 11.14 View student groups' pagination

1. Total number of students in the group
2. Page selection is located at the bottom of the table.

Note: A maximum of 20 students are presented on each page. Only one list of students is displayed at a time. The selected student group will expand, while the previously selected student group will collapse.

Troubleshooting Common Issues

The following are common mistakes and issues that users may experience while creating or uploading the student group files and their recommended resolutions.

Microsoft Excel Number Formatting

One frequent issue users experience is when Microsoft Excel reformats values to scientific notation. This reformatting commonly occurs in the ***school_natural_id*** and ***student_ssid*** columns, as the numerical values are frequently lengthy.

For example, the ***school_natural_id*** value is a long number (e.g., 12345671234567) that Excel may convert to scientific notation (e.g., 1.23457E+13). If saved in this format, the reporting system does not match it to a valid school identifier.

Here is an example of Excel making this change while creating a new CSV file:

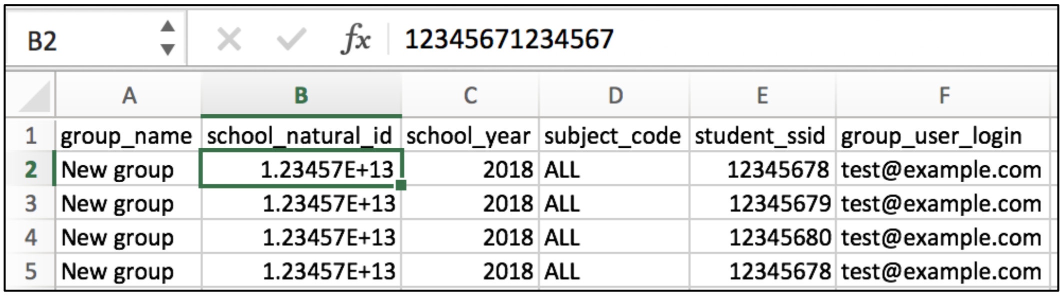


Figure 11.15 CSV file with problematic scientific notation in Excel

To avoid Excel auto-formatting data in scientific notation, the column must be formatted as a number with zero decimal places. Follow these steps to format the ***school_natural_id*** column:

1. Highlight the ***school_natural_id*** column by clicking on the header of the column (B in the example shown)
2. Right-click on any highlighted cells (or otherwise bring up the context menu) and select **[Format Cells]**

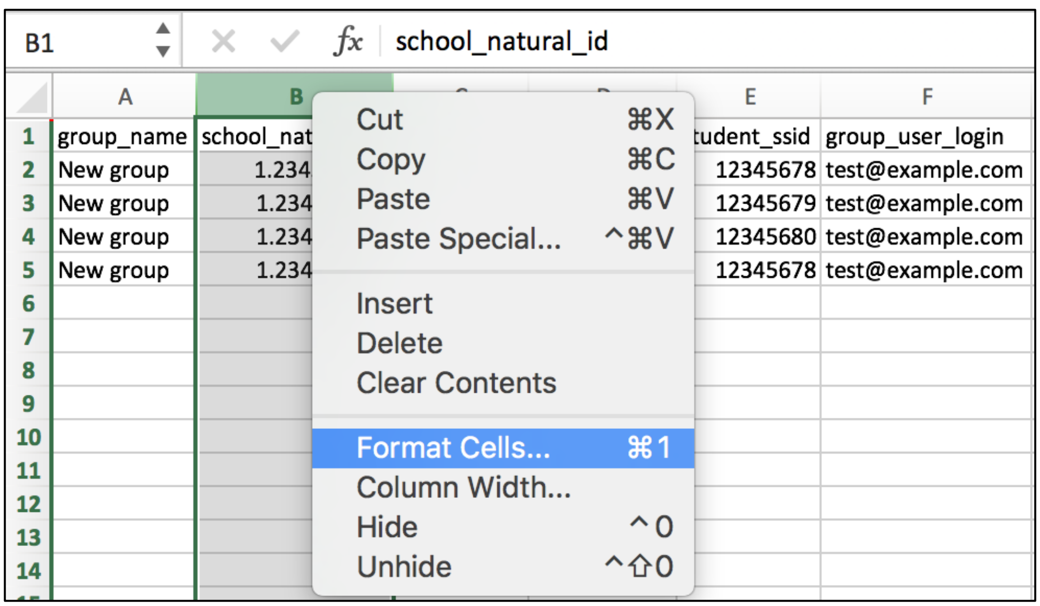


Figure 11.16 Format Cells option in Excel

3. Select **[Number]** as the ***Category*** and update the ***Decimal places*** field from 2 to 0. Select **[OK]**

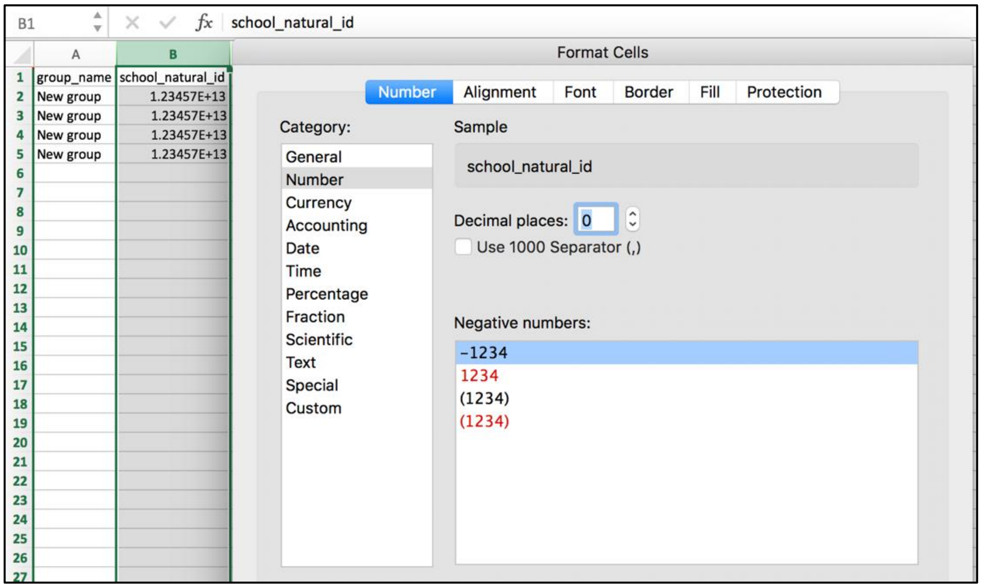


Figure 11.17 "Number" category and "decimal places" values in Excel

4. Confirm the value in each cell is displayed as the full number and not in scientific notation. Save the file in CSV format

Incorrect Headers

The system displays a "***Bad Data***" error message if the order of the column headers does not match the expected order exactly or the file was saved in a format other than CSV. Row 0 represents the header row of the file.

- ***Message: Row: 0 Failure: Invalid headers. Headers must be in order: [group_name**, **school_natural_id**, **school_year**, **subject_code**, **student_ssid**, **group_user_login]***

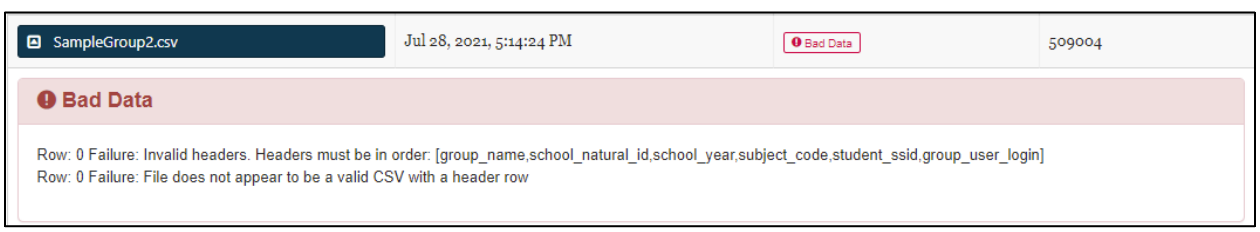


Figure 11.18 Invalid Headers error message

To resolve this error, update the CSV file to ensure the column header values in the first row match the expected values in the correct order or use the **[CSV File Format]** button to download a template.

School Cannot Be Found

The system displays an error message if it cannot find a school associated with the uploaded ***school_natural_id*** value. The message will be similar to what follows:

- ***Message: Row: 1 Failure: School [1.00E+07] cannot be found***

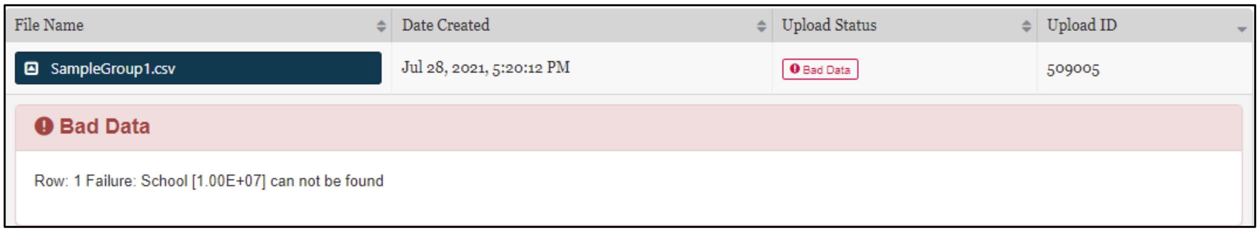


Figure 11.19 School cannot be found error message

To resolve this error, update the CSV file to include a valid school identifier. If the school listed in the error message is in scientific notation (e.g., 1.23457E+13), the spreadsheet program, such as Excel, may have automatically formatted to scientific notation.

Refer to the Microsoft Excel Number Formatting for instructions on correcting this issue.

If the ***school_natural_id*** value is valid, the administrator may not have permission to upload student groups at the listed school. Refer to Technical Support to correct this issue.

Record is Out of Order

The system displays an error message if the file is not sorted in the correct order. The error may happen if groups are not sorted by school or group names are repeated.

- ***Message: Row: 8 Failure: School [9999995] is out-of-order: sort CSV by school, group, year***

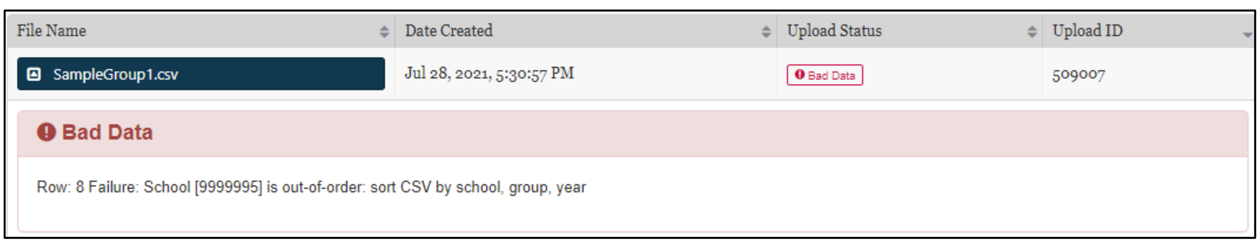


Figure 11.20 Record Out of Order error message

To resolve this error, re-sort the CSV file to ensure the rows follow the correct order. Refer to the Group File Rules section.

Empty File

The system displays an error message if the CSV only has headers with no other data.

- ***Message: Row: 0 Failure: Empty file***

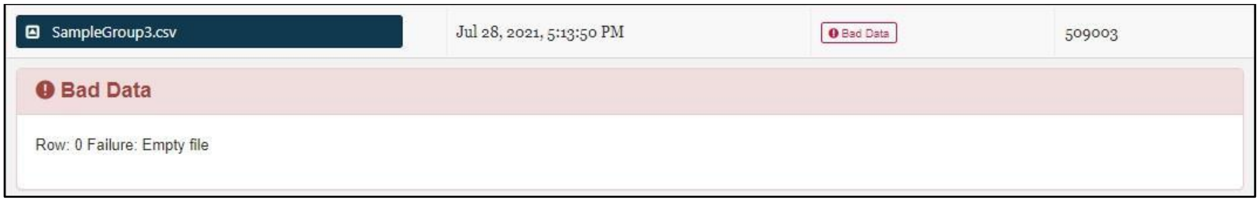


Figure 11.21 Empty File error

To resolve this error, verify the correct file was uploaded and has at least one row of data. The file may not have been saved correctly or could be an empty template.

Manage Instructional Resources

Administrators can manage the repository of links to Instructional Resources for Interim Assessment Block (IAB) or Focused Interim Assessment Block (FIAB) assessments. The ability to view, edit, or delete any instructional resource is based on the institution the user has permissions for and having the correct user role in managing instructional resources.

By default, each Smarter Balanced Interim Assessment Block (IAB) or Focused Interim Assessment Block (FIAB) includes a link directing the user to its related Tools for Teachers Connections Playlist instructional resource. Connections Playlists are lesson plans aligned with the content of a specific IAB or focused IAB.

Administrators may add local or non-Smarter Balanced resources into SRS to make them available to educators, in addition to the links to the Connections Playlists.

View Instructional Resources

The ***Manage Instructional Resources*** page is accessed by selecting the **[Instructional Resources]** button on the Navigating the Smarter Reporting System. Users can review Instructional Resources for all organizational levels to which they have access. The ***Manage Instructional Resources*** page elements are shown below.

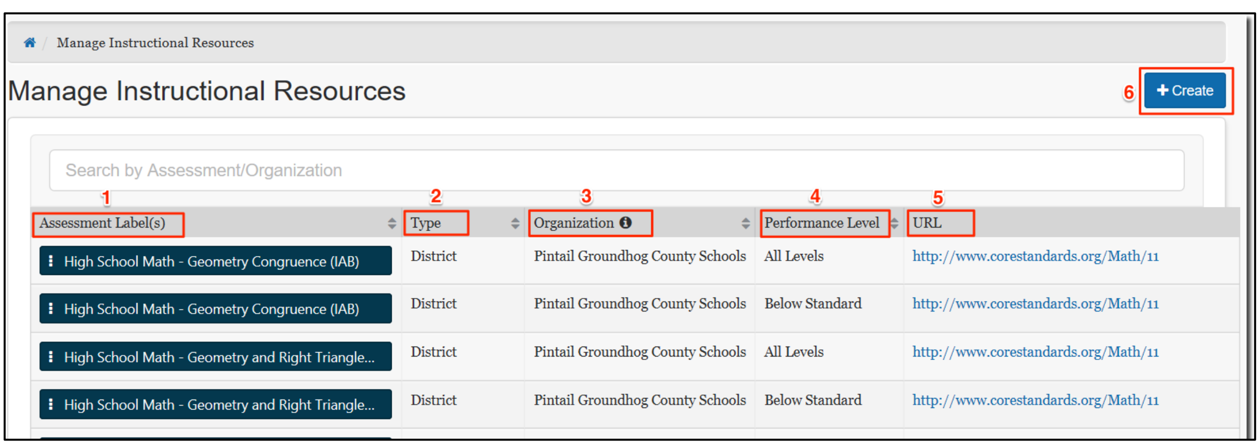


Figure 11.22 Manage Instructional Resources page

This page shows user uploaded Instructional Resources, with the following information:

1. ***Assessment Label(s)***: Name(s) of the interim assessment with which the resource is affiliated
2. ***Type***: The organizational level where the link is affiliated. Options are State, Group of Districts Options are State, Group of Districts, District, or Group of Schools
3. ***Organization***: The name of the organization
4. ***Performance Level***: The assessment reporting category level(s) associated with the resource
5. ***URL***: The web location of the resource
6. **[+ Create]**: This allows the user to add a new resource

Create a New Instructional Resource Link

Administrators may add local or non-Smarter Balanced resources into SRS. This allows educators to access further support based on assessment and performance levels. Selecting the **[+Create]** button opens the pop-up screen shown below.

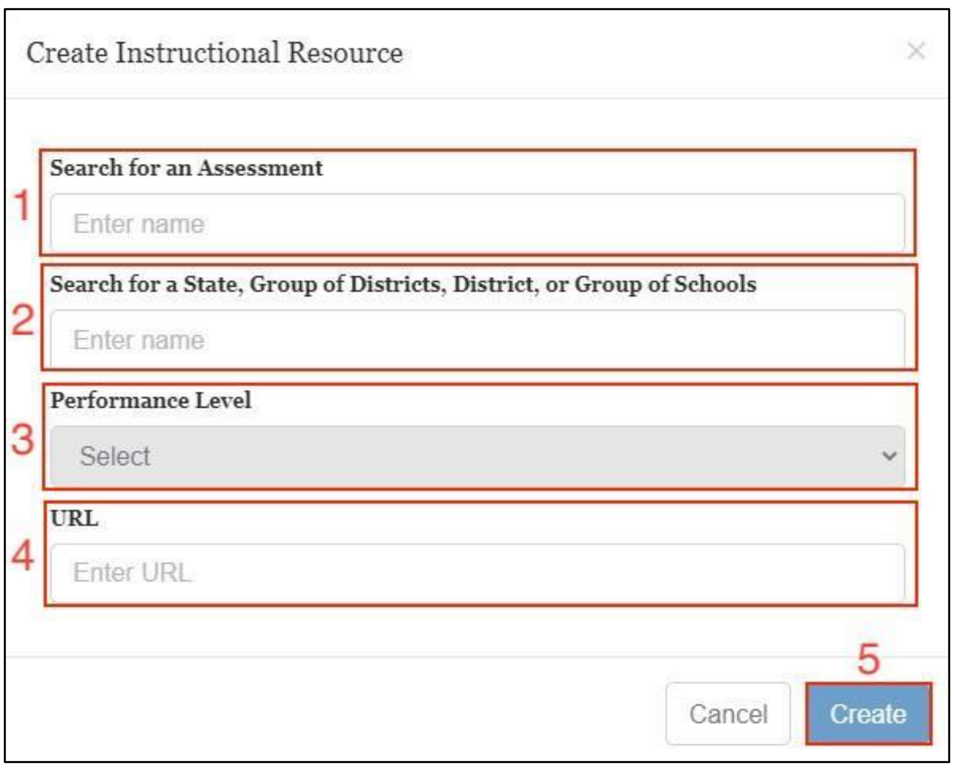


Figure 11.23 Instructional Resource pop-up screen

1. ***Search for an Assessment*****:** Associates the resource with a specific assessment allowing it to display using the **[Instructional Resources]** button when viewing assessment results

2. ***Search for a State***, ***Group of Districts***, ***District***, ***or Group of Schools***: Associates the resource to a state, district, or school
3. ***Performance Level***: Associates the resource with a specific performance level; may select **[All]** to associate with all levels
4. ***URL***: Enter the URL of the resource, including the https:// or http:// prefix
5. **[+Create]:** Creates the new resource

Edit or Delete Existing Instructional Resources

When the ***Context Menu*** three-dot icon **[⋮]** on an ***Assessment Label*** is selected, two options are presented for that resource: edit or delete.

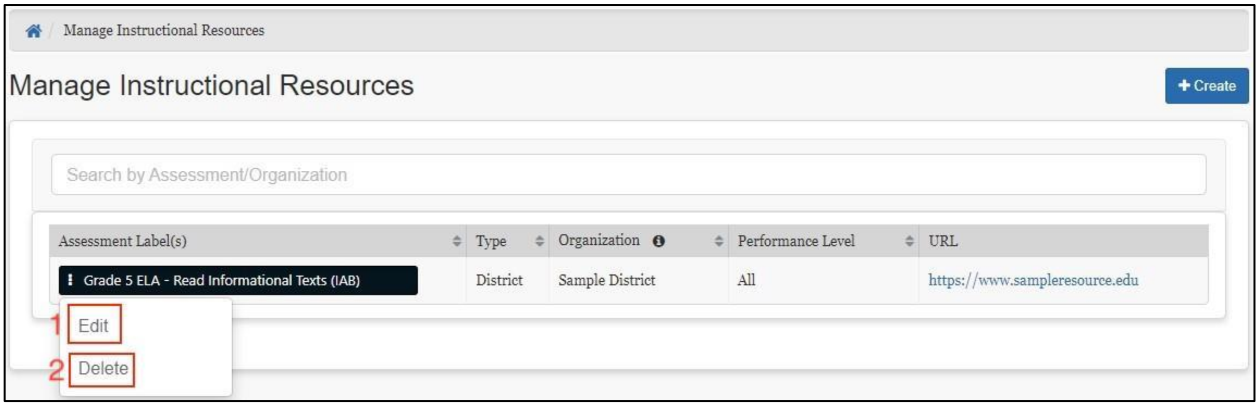


Figure 11.24 Resource management options

1. **[Edit]**: Allows the user to edit the Instructional Resource selected
2. **[Delete]**: Allows a user to remove the Instructional Resource from the system

Selecting **[Edit]** brings up a similar pop-up screen as displayed when the **[+Create]** button is selected, except that the menu elements are auto-filled with the existing information for the selected resource. The user may then edit that information. **[Delete]** removes the resource from the system.

Warning: Deleting instructional resources cannot be undone.

Chapter 12: SMARTER REPORTING SYSTEM SANDBOX

A sandbox is a non-secure training environment that allows users to explore the Smarter Reporting System (SRS) features using generated data and sample assessments. This appendix highlights the sandbox-specific functionality; the main User Guide should be referenced for general feature and function information.

Sandbox Login

The Sandbox is a public website, and no login credentials are needed to access it. Depending on your system configuration, users are provided a link to access a member-specific sandbox. Instead of the Single Sign-On screen, the user is presented with a sandbox entry screen to identify the sandbox and allow the user to choose a role.

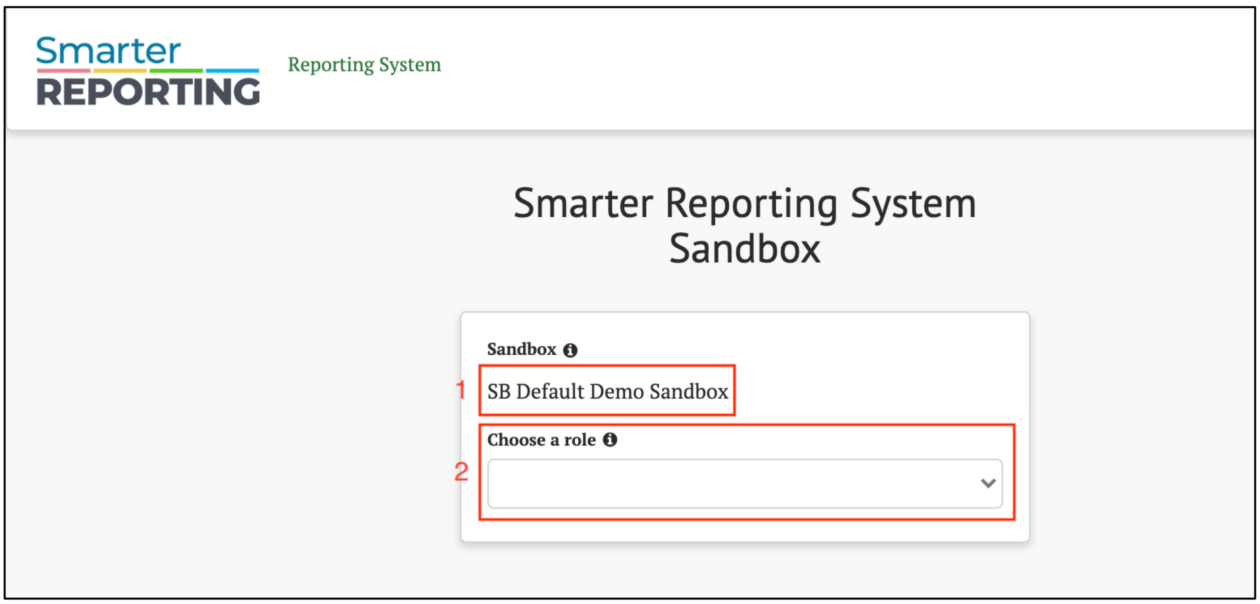


Figure 12.1 Sandbox entry screen

The main elements of the ***Sandbox Entry*** page are the following:

1. ***Sandbox Name***: Name identifying the Sandbox
2. **[Choose a role]**: A drop-down list allows users to choose which features and functions to review based on role and school
    a. ***Teacher***: Choose this role to enter a sandbox as an educator with access to student results only within an assigned group. It is equivalent to the PII_GROUP role
    b. ***School Admin***: Choose this role to enter a sandbox as a school administrator with access to all student results within a single school. Typically, this is the equivalent of having the PII role for an institution

c. ***District Admin***: Choose this role to enter a sandbox as a district administrator with access to all student and school results for a single district. Typically, this is the equivalent of having the district roles of **PII**, **GROUP_ADMIN**, **Instructional Resource Admin**, and **EMBARGO_ADMIN_RELEASE**

Once users choose a role, they are directed to the ***Sandbox Home Page***, which matches the role selected.

User Role and Permissions

As discussed in the Overview of the Smarter Reporting System chapter, access to student information in the reporting system depends on the user's role and the school(s) and district(s) with which the user's account is associated. Sandboxes are publicly available and do not use Single Sign-On (SSO) systems. This allows any user to access the sandbox using any role.

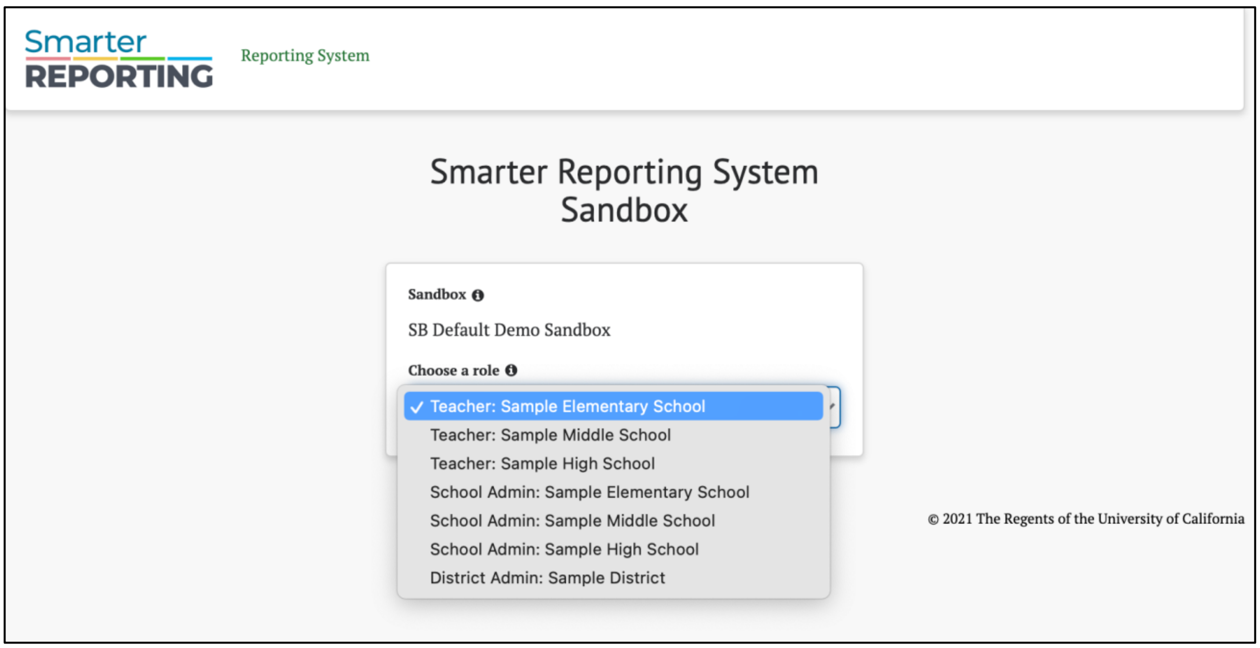


Figure 12.2 User role drop-down list

Selecting **[Enter as]** drop-down menu displays the following possible roles and institution choices:

- Teacher (Sample Elementary, Sample Middle, or Sample High School)
    - View assessment results for individual students and students in assigned groups
    - Create custom groups of students that are in the teacher's assigned groups
    - Data for a sample elementary, middle, or high school
- School Admin (Sample Elementary, Sample Middle, or Sample High School)

  - View individual test results for students in a selected sample school
  - Create custom aggregate reports for a selected sample school
  - Export a sample school’s test results as a CSV export
  - Data for a sample elementary, middle, or high school
- District Admin (Sample District)
  - View individual student test results for all schools in a sample district
  - Create custom aggregate reports for the sample district or any sample schools within the sample district
  - Export test results as a CSV file for the sample district or the sample schools
  - Manage student groups, instructional resources, and test results availability settings
  - Data for a sample district including samples schools

For the teacher and school admin roles, a user may also select the school data they would like to explore: elementary, middle, or high school. A district user can review student test results for all the sample schools within the district.

Note: Sandboxes do not contain real data. There is no proprietary information and no PII (Personally Identifiable Information).

Working in the Sandbox

Sandbox Use

The intended use of sandboxes is for users to explore the system’s features and functions, training, and demonstrations of SRS. The sandbox contains computer-generated mock student results based on modified assessments and therefore should only be used for its intended purposes.

Generated Data

Sandboxes use data sets created with generated data. Interim (IAB and ICA) and summative assessment results can be included in a sandbox. The tests, organizations, students, and student results are all simulated. The mock interim tests use released ELA and Math items developed by Smarter Balanced. The students are randomly generated based on realistic demographic values but do not represent any specific student populations. Student performance is artificial but consistent. For example, a student who performs at “Met Standard” for mathematics for one year will continue to perform at “Met Standard” for mathematics in subsequent years. Item responses may contain non-specific or blank information, especially for student response text found in short answer (SA) and writing extended response (WER) items.

Because sandboxes use generated data, users should not infer anything about performance from the reports. The practice tests are similar to, but different from, the production tests. Extrapolating details from these tests is not appropriate. Sandboxes should be used only to explore and familiarize users with the features of the reporting system.

Sandbox Sessions

Any user-specific data (e.g., custom groups, reports, and saved queries) created in a sandbox are removed upon log out because each sandbox session is distinct. Each user who enters a sandbox creates a unique session, even if multiple users have the same role. Multiple users may enter the same sandbox with the same role without affecting anyone else in that sandbox.

The sandbox times out your session if there is no activity for 30 minutes. A prompt appears asking if the user would like to continue working. Clicking **[OK]** allows the user to avoid losing their work.

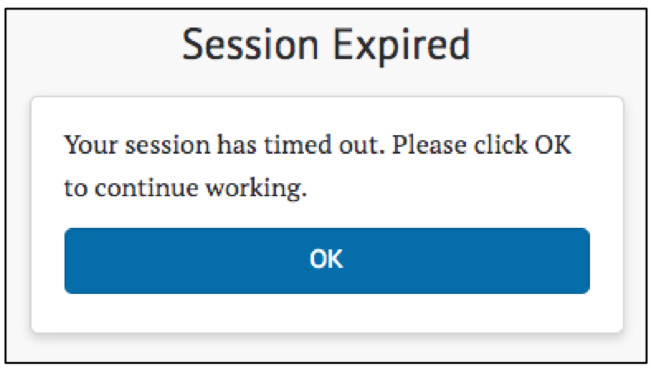


Figure 12.3 Prompt to continue working

Caution: Actions meant to affect other users, such as creating Student Groups or adding Instructional Resources are not considered session data and will persist after the session is closed. Users that select the District Administrator role should use caution when practicing or training with these features.

Sandbox Log Out

If users want to switch roles, start a new session, or are finished using the sandbox, they can log out using the logout feature in the header bar.

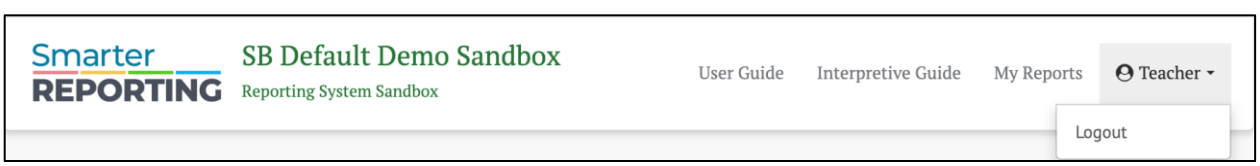


Figure 12.4 Sandbox log out

Chapter 13: APPENDIX

Additional Resources

Smarter Balanced Home Page: https://smarterbalanced.org/

Smarter Reporting System Website: https://smarterreporting.org

Tools for Teachers: https://smartertoolsforteachers.org

Technical Support

Please reach out to your state's help desk for technical questions and support.

Web Accessibility Statement

We work to ensure that Smarter Reporting meets accessibility conformance to WCAG 2.1 AA, consistent with the Smarter Balanced commitment to digital accessibility. We are continually improving the user experience for everyone and applying relevant accessibility standards with every iteration. More information, as well as issue reporting, is available from the Smarter Balanced Web Accessibility Statement.

Please review more information here: https://smarterbalanced.org/web-accessibility-statement/

User Guide Version Table

Date	Description of change made:
September 2023	V05 – Added new sub-sections: Pagination, View Student Groups. Update some figures.
September 2022	V04 – Added new section Writing Extended Response (WER) Condition Codes for ELA
September 2021	V03.3 – Reorganized content order, Updated User log in and role information, Updated format to new Smarter Balanced style guide