

# Reporting System Quick Guide

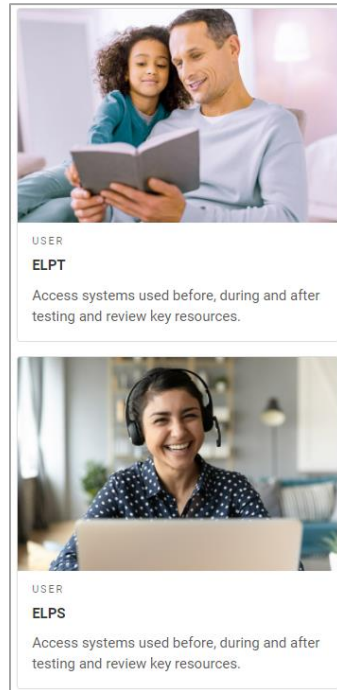
The Reporting System allows you to access your ELPS, ELPT, and ELPT Connect results.

## Log In

### How can I log in to the Reporting System?

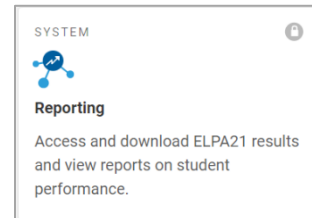
1. Navigate to the portal:  
<https://la.portal.cambiumast.com/>.
2. Select your assessment from the cards displayed.

Figure 1. User Role Cards



3. Click the **Reporting** card. The login page appears.

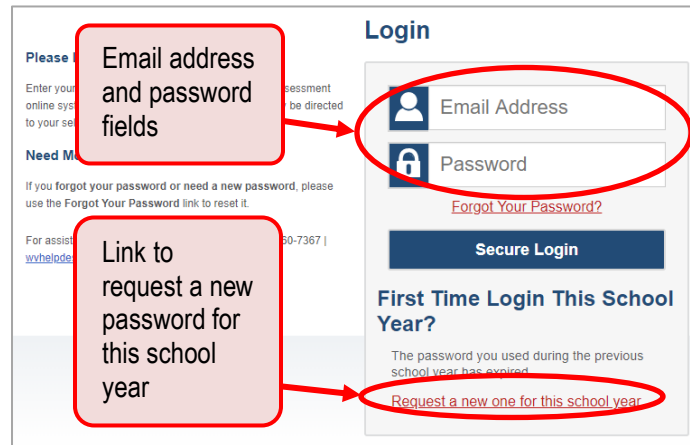
Figure 2. Reporting Card



4. On the login page, enter the email address and password you use to access all CAI systems.

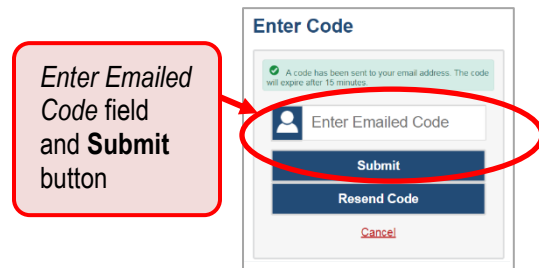
5. Click **Secure Login**.

Figure 3. Login Page



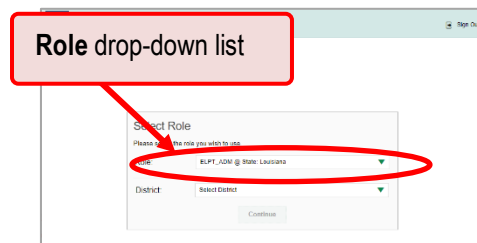
- a. If the **Enter Code** page appears, an authentication code is automatically sent to your email address. You must enter this code in the **Enter Emailed Code** field and click **Submit** within 15 minutes.
  - If the authentication code has expired, click **Resend Code** to request a new code.

Figure 4. Enter Code Page



- b. If your account is associated with multiple institutions, you are prompted to select a role. From the **Role** drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 5. Select Role Page

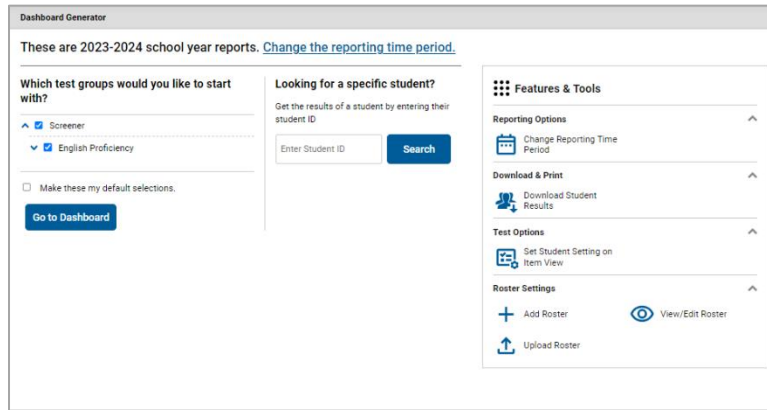


## Start Viewing Reports

### How can I use the dashboard to view my overall test results?

When you log in to the Reporting System, the Dashboard Generator page appears. Use the controls on the left to select from the groups of tests that have been processed in your state for the school year. You may choose the test type, subject within the test type, and grades within the subjects.

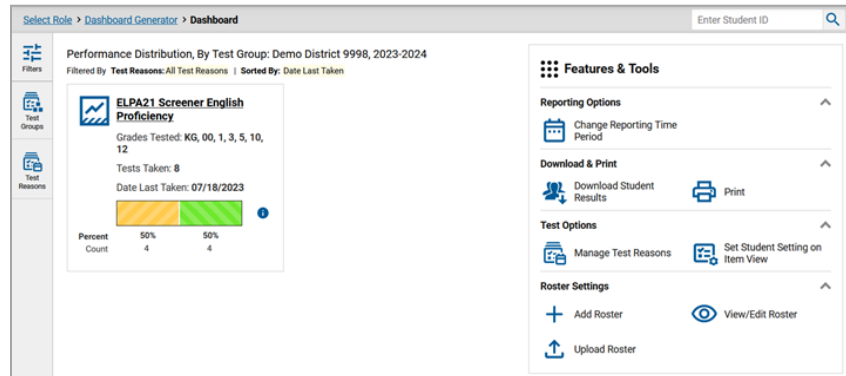
Figure 6. Dashboard Generator Page



If the Dashboard Generator shows a message saying there are no data, that means no test opportunities are available for this school year.

1. *Optional:* To change the test groups listed in the Dashboard Generator, change the reporting time period.
2. Select the tests you want to view, expanding the test groups as needed.
3. *Optional:* To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.
4. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

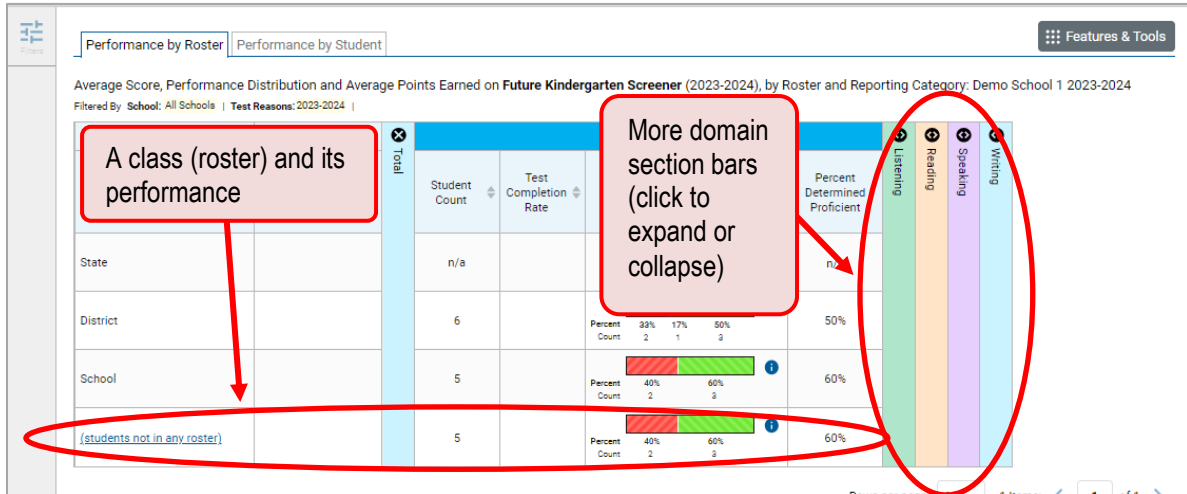
Figure 7. Dashboard



### How can I see how well classes (rosters) performed in each area on the test?

You can compare the performance of your students in each area of the test using the domain sections. Click each vertical section bar to expand or collapse it.

Figure 8. School Performance on Test Report: Performance by Roster Tab



### How can I access test results for an individual student on a particular test?

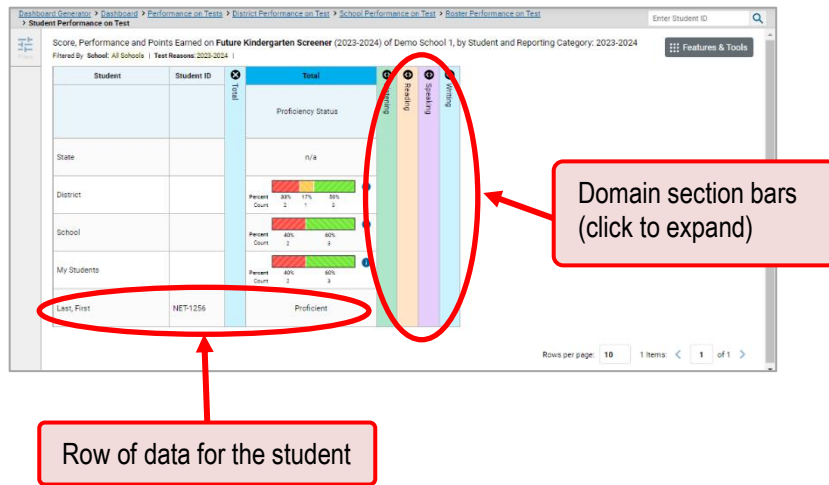
**Teachers and school-level users:**

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of test results appears.
3. Select the **Performance by Student** tab.
4. Click the name of an individual student in the report. The Student Performance on Test report appears.

**District-level users:**

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of district test results appears (the District Performance on Test report).
3. Click a school name. The School Performance on Test report appears.
4. Follow the same steps as teachers and school-level users, starting with step 3.

Figure 9. Student Performance on Test Report



**How can I view a report for all the assessments a student has completed over time?**

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for interim tests that were administered multiple times throughout the year.

To access this report, enter the student's ID in the search field in the upper-right corner and click . (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) The Student Portfolio Report appears.

Figure 10. Performance on Tests Page

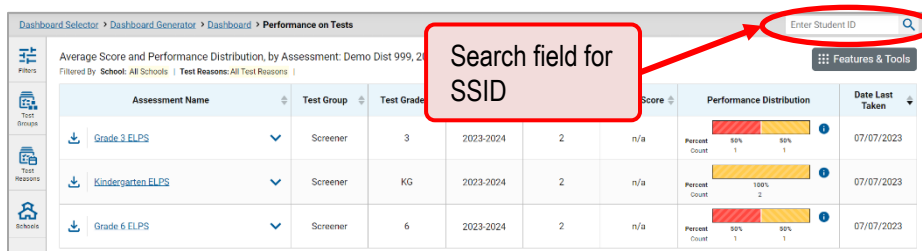
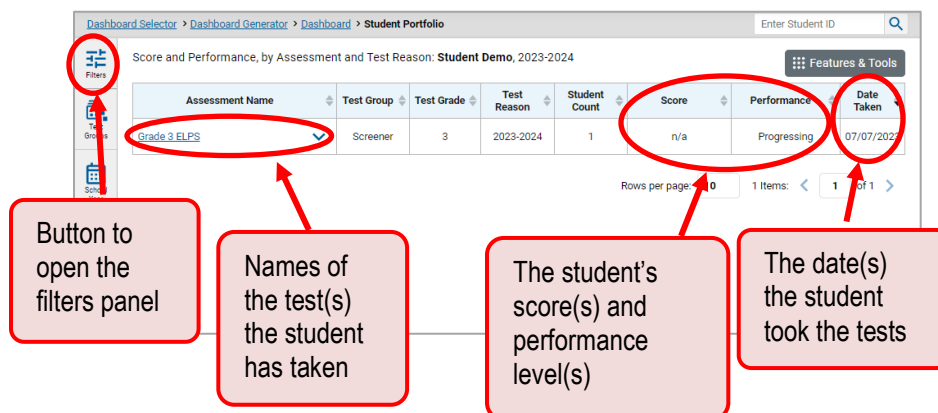


Figure 11. Student Portfolio Report



## View Test Results Broken Down by Demographic Sub-Groups

How can I view test results broken down by demographic sub-groups?

To view test results broken down by demographic sub-groups, do the following:

1. Click **Breakdown By** in the **Features & Tools** menu (see [Figure 12](#)). The **Breakdown Attributes** window opens (see [Figure 14](#)).

Figure 12. Performance on Tests Page – Breakdown By Button

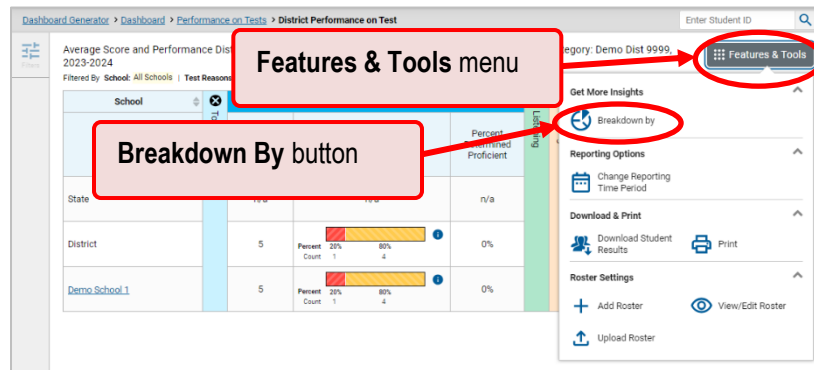
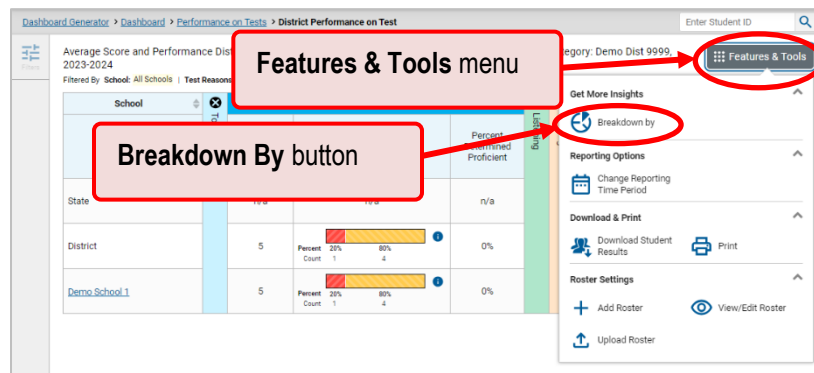


Figure 13. Performance on Tests Page – Breakdown By Button



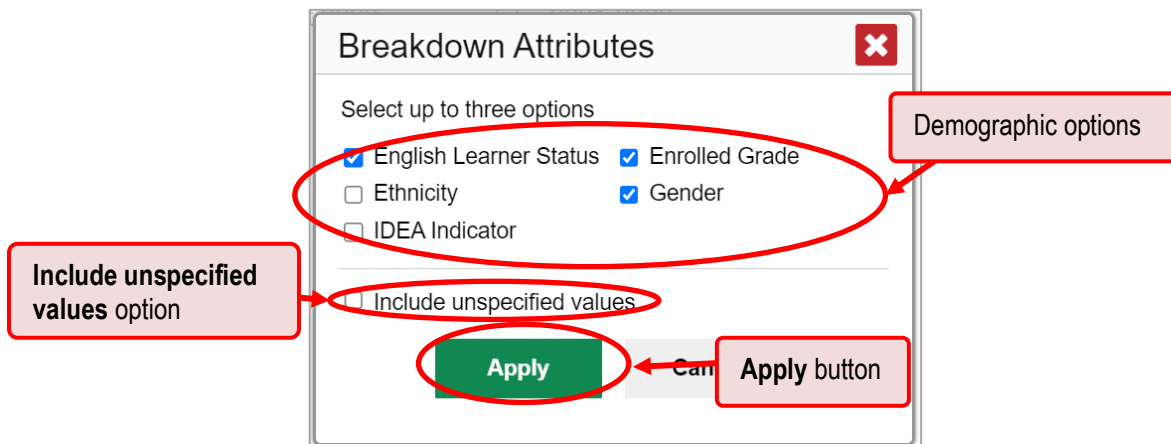
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2. Select up to three student demographic categories.

There is also an **Include unspecified values** checkbox, explained below:

- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
- To include data for these students, mark the checkbox.

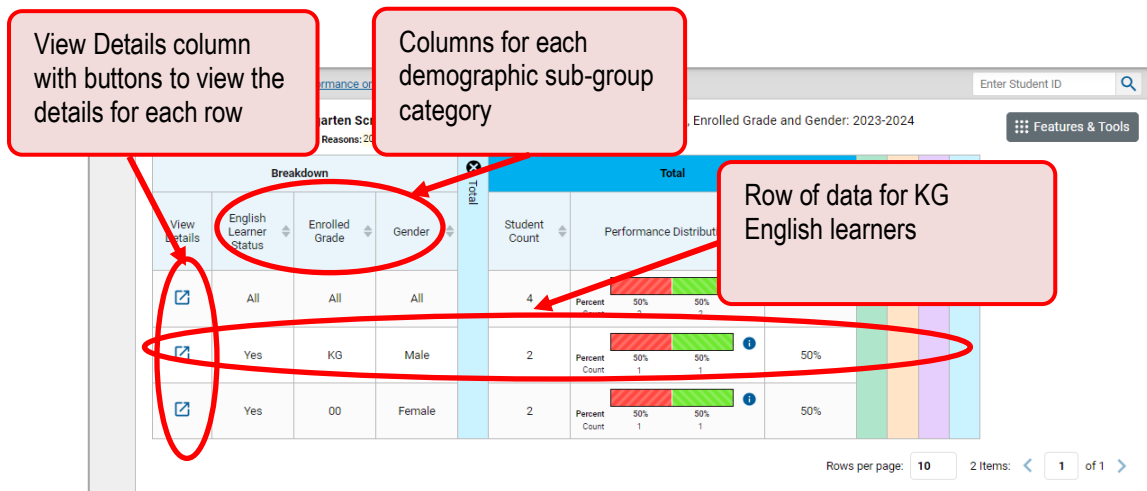
Figure 14. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window



3. Click **Apply**.

Data for each sub-group selected are displayed in the generated report (see [Figure 15](#)).

Figure 15. Demographic Breakdown of a My Students' Performance on Test Report



**How can I view test results for a particular demographic sub-group or combination?**


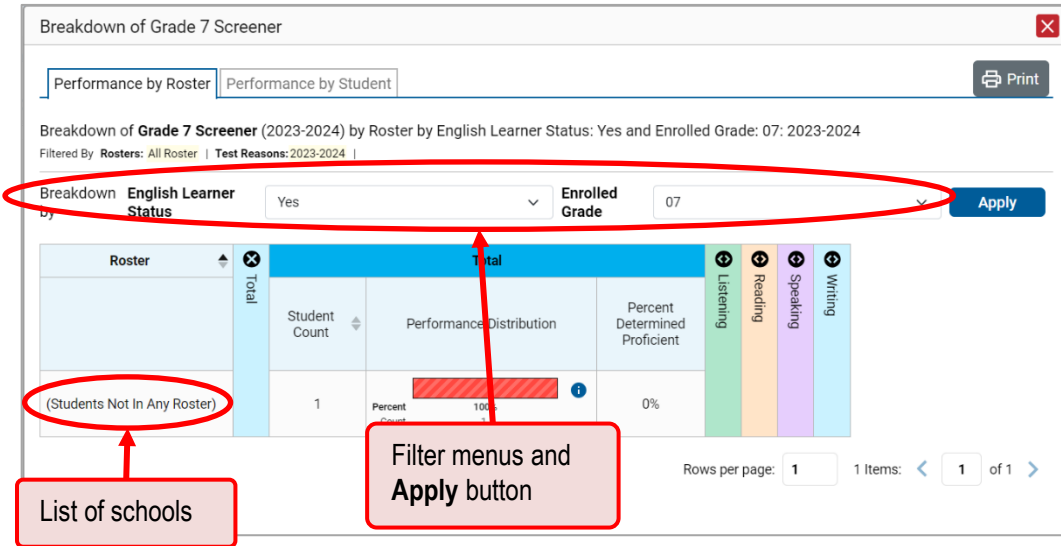
When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button  in the View Details column on the left. A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report.

Figure 16. Demographic Combination Breakdown Window



## Generate and Export Individual Student Reports (ISRs)

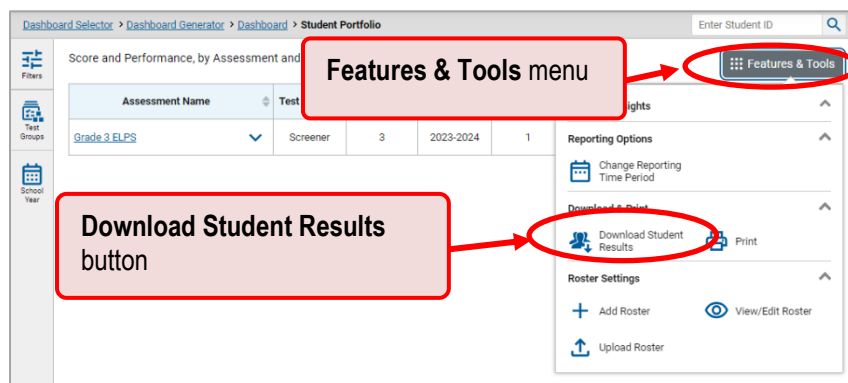
**How can I generate and export Individual Student Reports (ISRs)?**

To generate and export an Individual Student Report (ISR), use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

1. Click the **Download Student Results** button  in the **Features & Tools** menu  (Figure 17).

Figure 17. Features & Tools Menu – Download Student Results Button





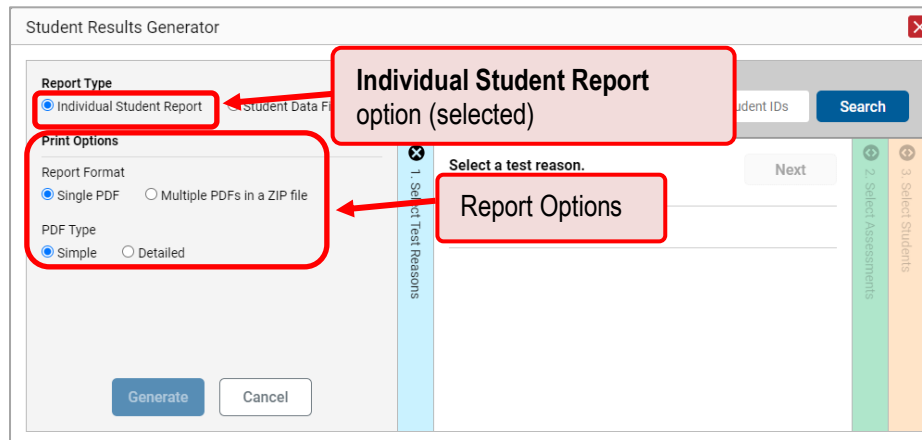
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The **Student Results Generator** window opens (see [Figure 18](#)).

Depending on what page you open the **Student Results Generator** from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

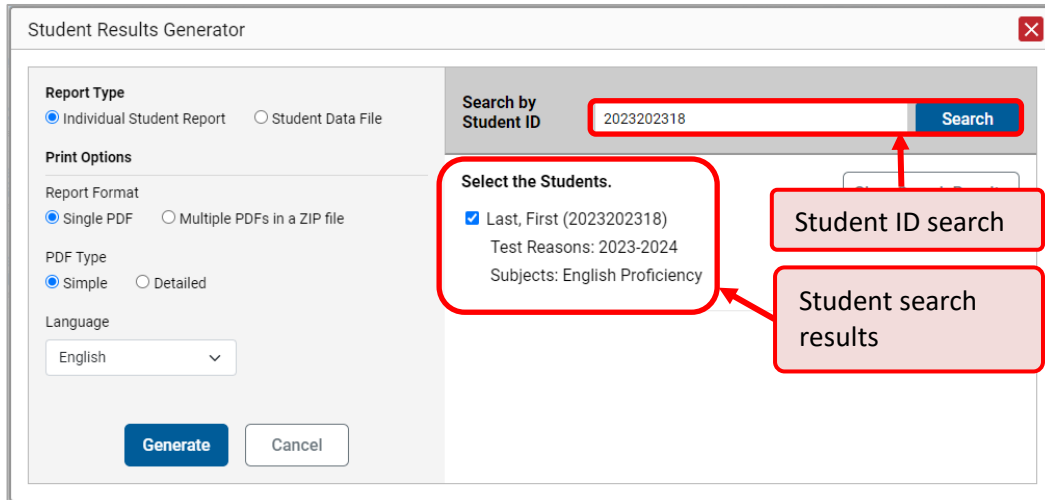
- In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 18. Student Results Generator as Opened from Dashboard with Default Selections



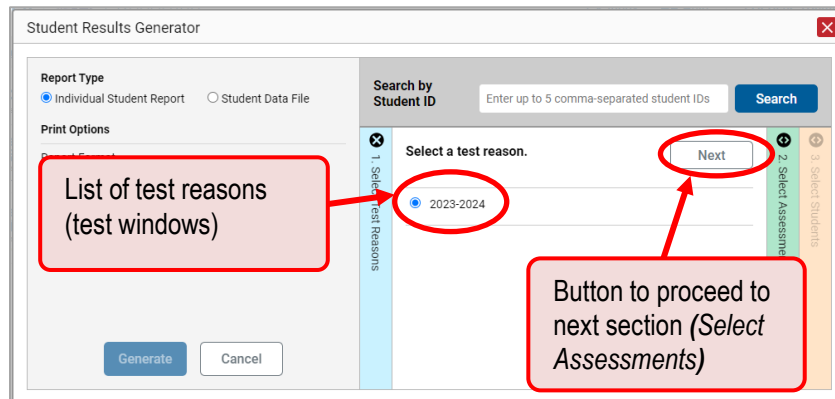
- If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
- Under PDF Type, select either a simple or detailed PDF.
- If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:
  - Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they have taken will replace any previous selections, as in [Figure 19](#). To deselect and clear results, click **Clear Search Results**.

Figure 19. District-Level User View: Student Results Generator Window: Student Search Results



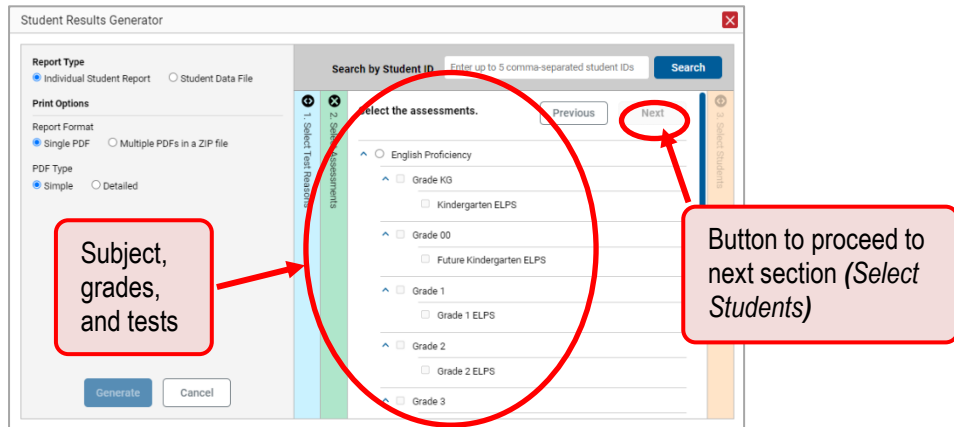
- Use the three accordion sections. Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. You must make selections within each section: first **test reason**, then **assessments**, and finally, **students**.
  - i. In the **Select Test Reason** accordion section ([Figure 20](#)), choose the test reason. Test reasons represent test windows.

Figure 20. Student Results Generator Window: Select Test Reason Section



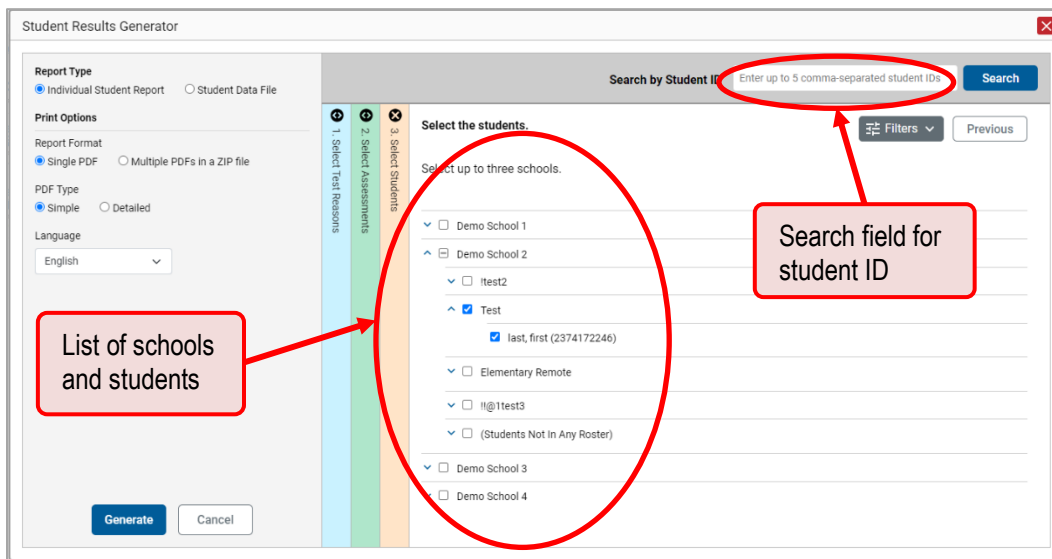
- ii. In the **Select Assessments** section ([Figure 21](#)), select English Proficiency and mark the checkboxes beside the grades and tests you want to include in the report.


Figure 21. Student Results Generator Window: Select Assessments Section



- iii. In the **Select Students** section ([Figure 22](#)), there is a list of classes (rosters), if you're a teacher or school-level user, or schools, if you're a district-level user. Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs. If you're a district-level user, you may choose students in up to three schools.
  - Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
  - Note that marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 22. District-Level User View: Student Results Generator Window: Select Students Section

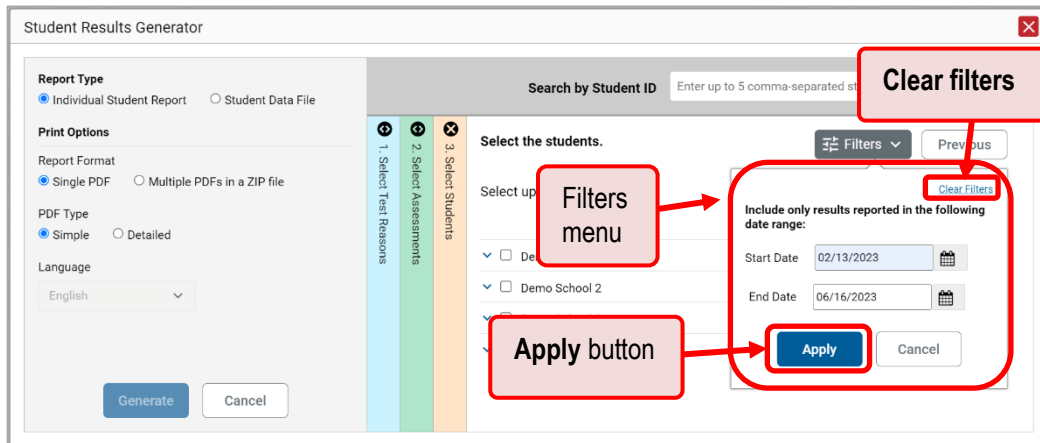


6. *Optional:* If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:
  - a. Open the **Filters** menu . The menu displays two date fields, as in [Figure 23](#).
  - b. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.

- c. Click **Apply**.
- d. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Note that processing date is not always the same as the date a test was taken.

Figure 23. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



- 7. From the Language drop-down list, select a language for the ISR.
- 8. Click **Generate**. Once ISR generation is finished, the Secure File Center contains the new ISR(s) available for download.