Reporting System User Guide

For Louisiana ELPS and ELPT Assessments

2023-2024

Published April 15, 2024

Prepared by Cambium Assessment, Inc.

Descriptions of the operation of Reporting and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

Table of Contents

Introduction to the User Guide....5

Navigate Reports....6

Use the Dashboard Generator Page....6

Use the Dashboard to View Aggregate Test Results....6

How can I use the dashboard to view my overall test results?....7

How can I use the dashboard to view more detailed data on a particular test?....7

School-Level Users: View Student-Level Data for All Your Classes (Rosters)....8

How can I view a list of all my students and their performance on a particular test?....8

How to View Test Results for Classes (Rosters) on a Particular Test....9

How can I access test results for all my classes (rosters)?....9

How can I see which classes (rosters) performed best on this assessment?....10

How can I see which classes (rosters) had the highest test completion rates?....10

How can I see how well classes (rosters) performed in each area on the test?....11

How can I access test results for an individual class (roster)?....11

How can I see how well students in my class (roster) performed in each domain on the test?....12

School- and District-Level Users: View Test Results for a School on a Particular Test....13

How can I access test results for a school?....13

How can I see which classes (rosters) performed best on this assessment?....14

District-Level Users: How View Test Results for a District on a Particular Test....14

How can I access test results for a district?....14

How can I see how well schools in the district performed in each area on the test?....15

View Test Results Broken Down by Demographic Sub-Groups....16

How can I view test results broken down by demographic sub-groups?....16

How can I view test results for a particular demographic sub-group or combination?....18

View a Cross-Sectional Report....19

How can I access a cross-sectional report for an institution and test family?....19

How can I view the institution's overall performance on this test family over time?....19

How can I switch between score data and performance level data?....21

How can I view institution's performance in different areas over time?....21

How can I modify the test reasons I've selected?....22

View Test Results for Individual Students....22

How can I access test results for an individual student on a particular test?....22

How can I view a report for all the assessments a student has completed over time? 23
How can I use the Student Portfolio Report to view only the tests I'm interested in? 23
How can I view a student's performance on tests taken in a previous school year or years? 24
How can I see how a student performed on their most recent assessments? 25
Generate and Export Individual Student Reports (ISRs) 26
What does an Individual Student Report (ISR) look like and how can I read it? 26
How can I generate and export Individual Student Reports (ISRs)? 27
Generate and Export Student Data Files 31
How can I generate and export student data files? 31
Compare Students' Data with Data for Your State, District, School, and/or Total Students 36
How can I compare my students' performance on any tests with that of my state, district, and/or school? 36
Set Up Reports to Suit Your Needs 37
Filter Tests to Display 37
How can I filter reports by test? 37
View Data from a Previous Point in Time 38
How can I view data from a previous point in time? 38
Export and Print Data 40
How can I export or print a report I'm viewing? 40
How can I export an assessment report directly from the dashboard? 41
Appendix 43
C 43
Class (Roster) Management 43
How can I add a class (roster)? 43
- After you save, rosters may be changed from the Edit Rosters screen. 44

How can I modify a class (roster)? 44
How can I upload classes (rosters)? 46
H 48
Help 48
How to Access the Online User Guide 48
L 48
Login Process 48
N 51

Non-Scorable Test Opportunities 51
P 51
Performance Data 51
What kinds of performance data are displayed in the Reporting System? 51
How can I learn more about what scores and performance levels are? 52
R 52
Report Tables....52
How to sort a table....52
How to specify the number of rows displayed....53
How to view additional table rows....53
How can I view additional table columns? 53
How can I expand all accordion sections in a table?....53
S 53
Secure File Center 53
Access and Manage Files in the Secure File Center....54
U 55
User Support....55
Change Log 57

Introduction to the User Guide

This user guide gives instructions on using the Reporting System for accessing ELPS, ELPT, and ELPT Connect assessment data. Please note that the images in this guide may vary from what is seen on your state's version of Reporting.

The guide includes the following sections:

- **Navigate Reports**
- **Set Up Reports to Suit Your Needs**
- **Export and Print Data**

© Cambium Assessment, Inc.

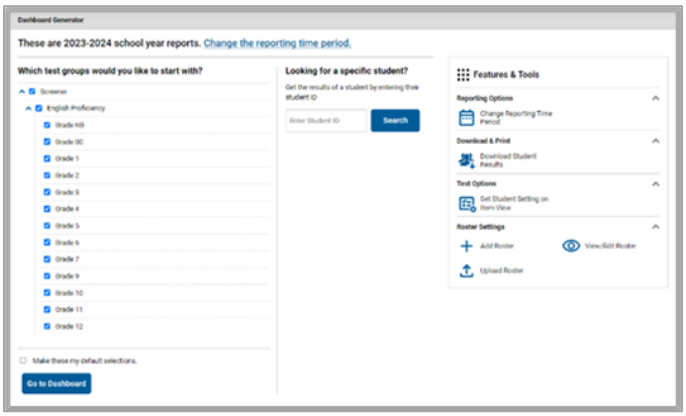
Navigate Reports

This section explains how to navigate your reports.

Use the Dashboard Generator Page

When you log in to the Reporting System, the Dashboard Generator page appears (see Figure 1). The controls on the left let you 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 1. Dashboard Generator Page



To the right of the dashboard generation controls are some other useful features. The *Looking for a specific student?* section allows you to use student ID to view all that student's test results. The **Features & Tools** menu appears on the right side of this page and in reports and offers multiple features that are described elsewhere in this guide.

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.

Use the Dashboard to View Aggregate Test Results

The standard dashboard displays aggregation cards representing test groups (Figure 2).

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

Each aggregation card displays the test group name, a list of grades, the number of students who took tests in the group, the date of the test last taken, and a performance distribution bar displaying both percentages and student counts below it. You may sometimes see the message "Data cannot be aggregated together for this group of tests" instead of the performance distribution bar for tests that do not report performance distribution, or that use different sets of performance levels. Test group cards are sorted by date last taken.

Clicking the button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 2. Dashboard

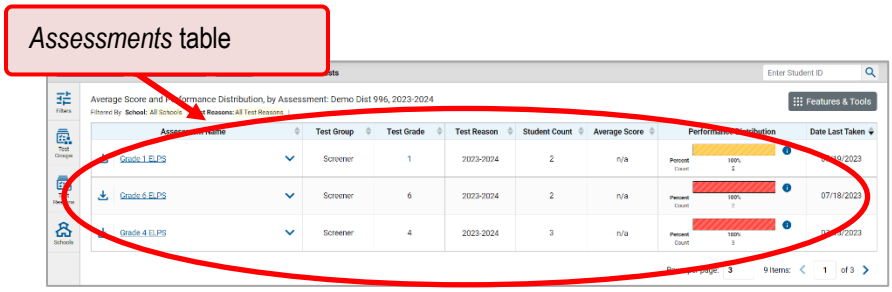
If a message appears saying "There are no assessments to display," you may not have any students who have taken tests in your selected test groups in the selected time period. You can change the reporting time period. If you are a teacher, you may also be able to view more students' data by managing your classes (rosters).

To change the test groups and test reasons that appear, use the **Filters** panel on the left. You can also backtrack to the Dashboard Generator using the link in the path at the upper-left corner and change your test group selections there.

How can I use the dashboard to view more detailed data on a particular test?

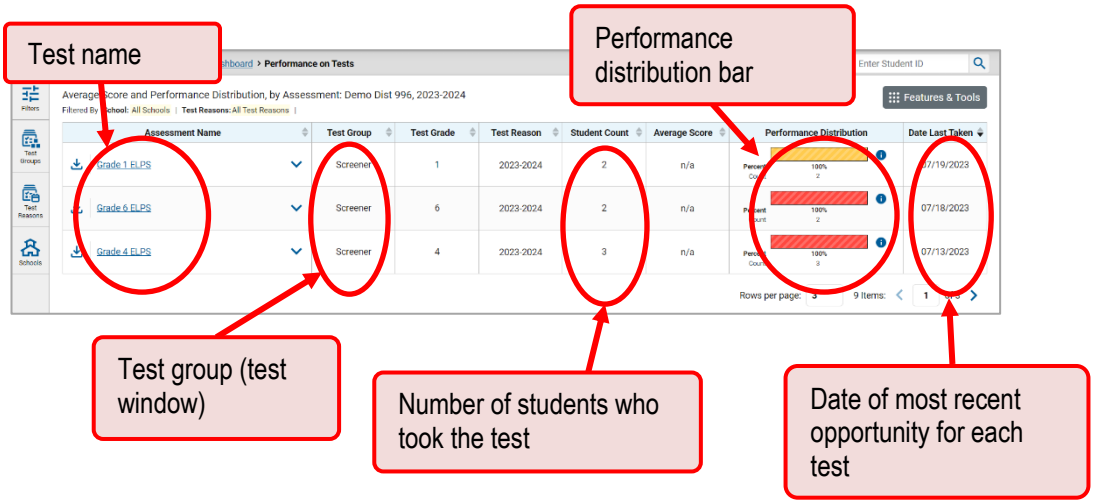
To view more detailed data for a particular test group, click the name of the group. The Performance on Tests report appears. It is filtered to display only the test group you selected (Figure 3).

Figure 3. School-Level User View: Performance on Tests Report



For each test, the *Assessments* table shows the test name, test group, number of students who took the test, performance distribution, and date the test was last taken. You will see similar data in other reports in the Reporting System.

Figure 4. Assessments Table



School-Level Users: View Student-Level Data for All Your Classes (Rosters)

You can view all of your students across classes (rosters).

How can I view a list of all my students and their performance on a particular test?

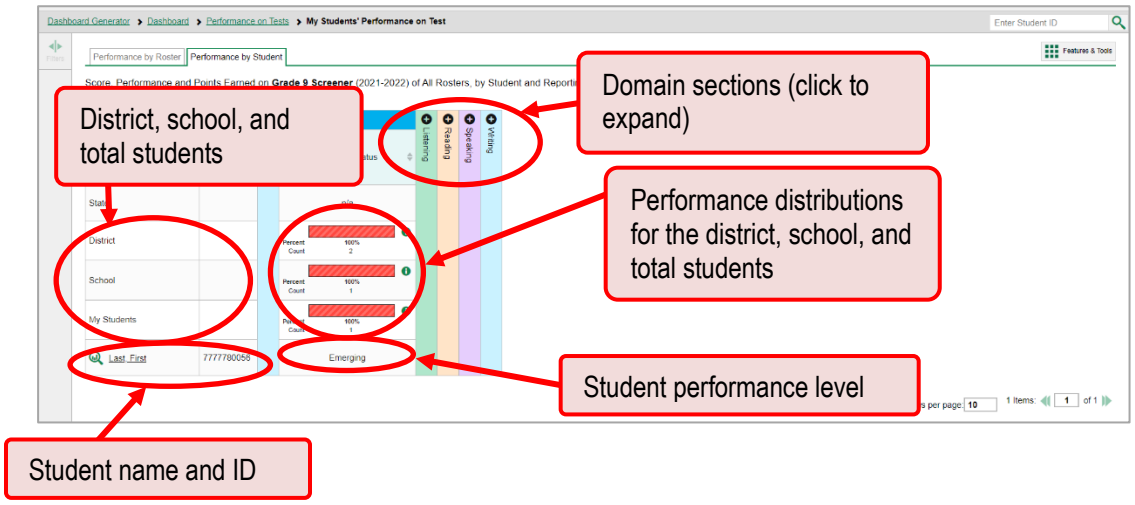
The ***Performance by Student*** tab displays test results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.

1. Starting from the dashboard that appears when you log in, click a test name in the table located at the top of the page.

2. Click a test name in the assessments table at the top of the page.

3. In the report that appears, select the ***Performance by Student*** tab (Figure 5). You will see results for all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.

Figure 5. My Students' Performance on Test Report: Performance by Student Tab



You can view your students' performance in each area of the test by clicking the domain section bars to expand them.

How to View Test Results for Classes (Rosters) on a Particular Test

You can view a list of classes (rosters) that took a particular test, and you can also view the test results for a particular class.

How can I access test results for all my classes (rosters)?

The ***Performance by Roster*** tab displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

School-level users:

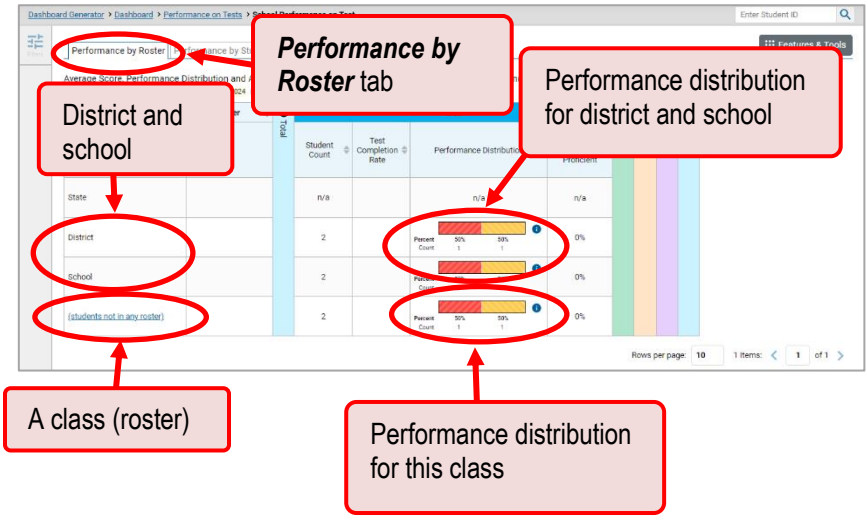
1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. The School Performance on Test report appears. It is open to the **Performance by Roster** tab.

District-level users can view all classes (rosters) in a school. To do so, follow these instructions:

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, listing schools within the district.
3. Click a school name. The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown here (Figure 6) displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 6. School Performance on Test Report: Performance by Roster Tab



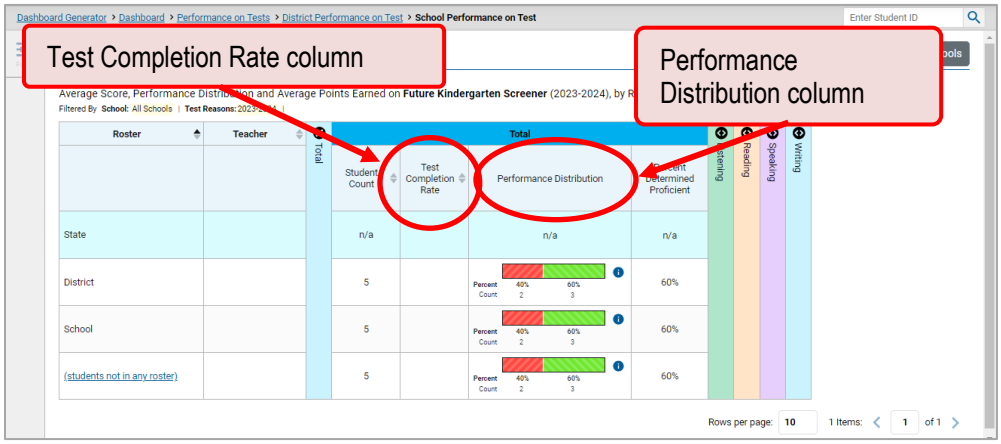
How can I see which classes (rosters) performed best on this assessment?

To see which classes performed best on the test, you can look at the Performance Distribution column for a summary of performance.

How can I see which classes (rosters) had the highest test completion rates?

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column.

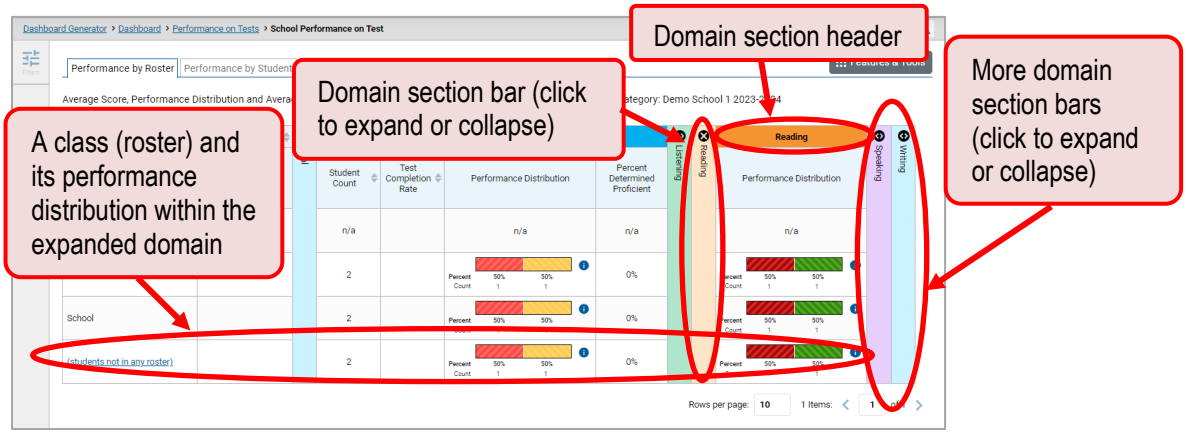
Figure 7. School Performance on Test Report: Performance by Roster Tab



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

For tests with domain sections, you can compare the performance of your students in each area of the test. Click each vertical domain bar to expand or collapse it. In this example (Figure 8), you can view a performance distribution bar for each class (roster) under the Reading domain.

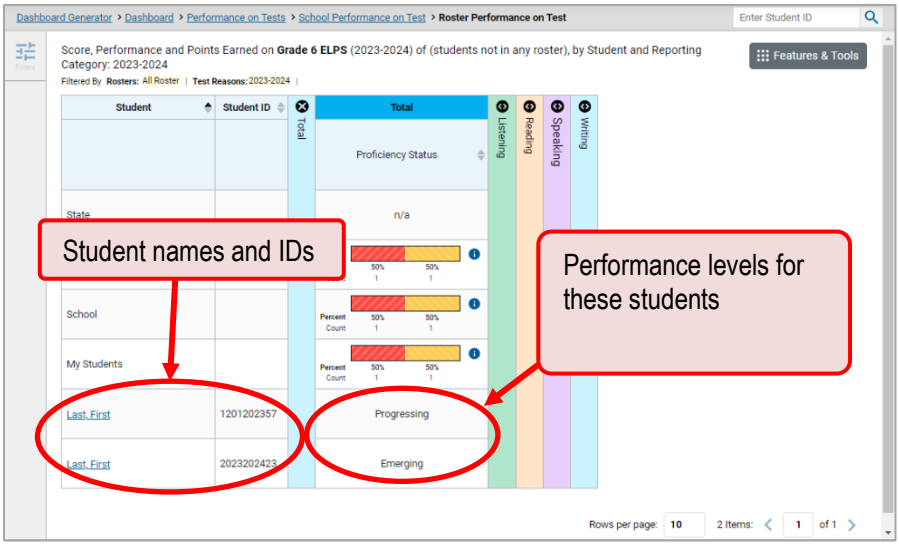
Figure 8. School Performance on Test Report: Performance by Roster Tab with Expanded Domain Section



How can I access test results for an individual class (roster)?

The prior section explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report. The class results listed by student appear (Figure 9).

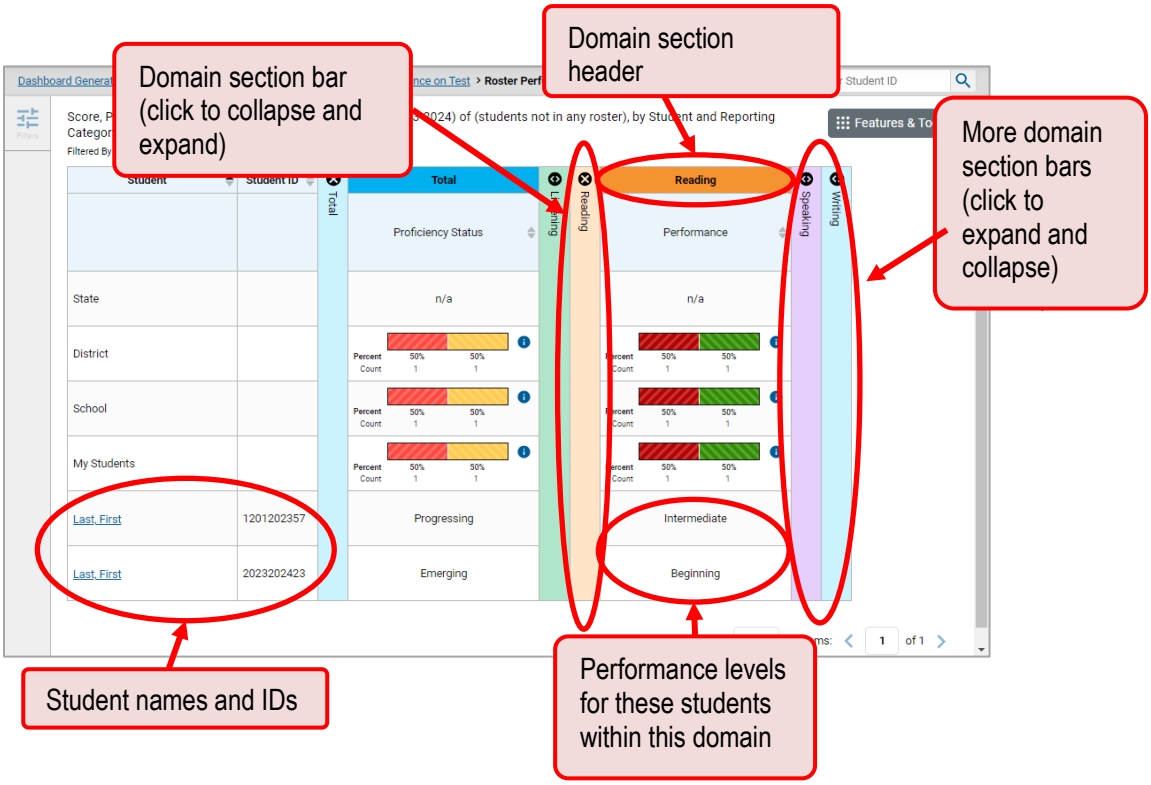
Figure 9. Roster Performance on Test Report



How can I see how well students in my class (roster) performed in each domain on the test?

You can compare the performance of your students in each area of the test using the domain sections, as shown in Figure 10. Click the vertical section bar to expand each section.

Figure 10. Roster Performance on Test Report with Expanded Domain Section



School- and District-Level Users: View Test Results for a School on a Particular Test

You can view test results for all the students in a school on a particular test.

How can I access test results for a school?

School-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. The School Performance on Test report appears. The Performance by Roster tab is open by default.

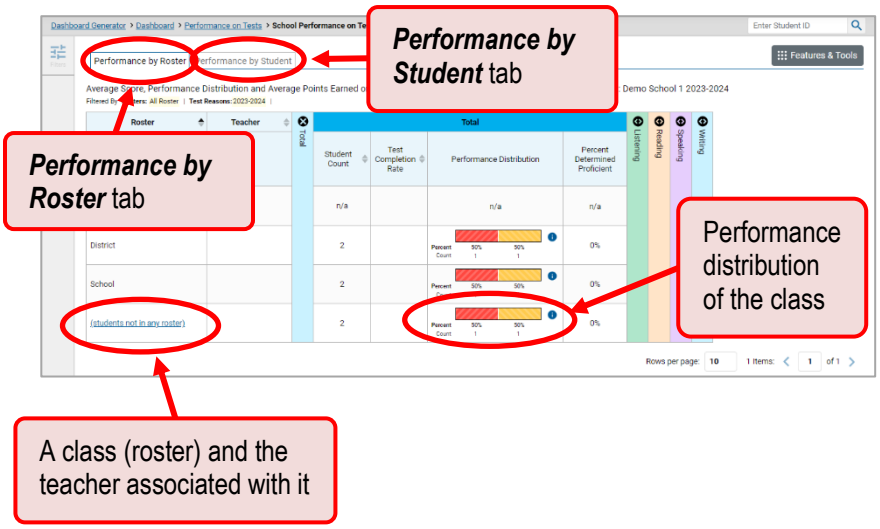
District-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A table listing test results by school appears.
3. Click the name of the school for which you would like to see results. The test results for the school appear.

   Note that district-level users can also access the test results from a school directly from the Performance on Tests report, by first filtering by school.

The **Performance by Roster** tab is open by default, as in Figure 11.

Figure 11. School Performance on Test Report: Performance by Roster Tab



How can I see which classes (rosters) performed best on this assessment?

In the ***Performance by Roster*** tab, look at the Performance Distribution column. If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

District-Level Users: How View Test Results for a District on a Particular Test

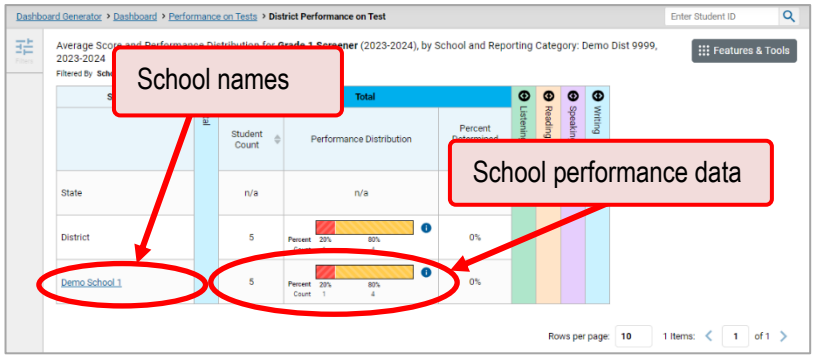
You can view test results for a district on a particular test.

How can I access test results for a district?

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. The District Performance on Test report appears, listing schools in the district.

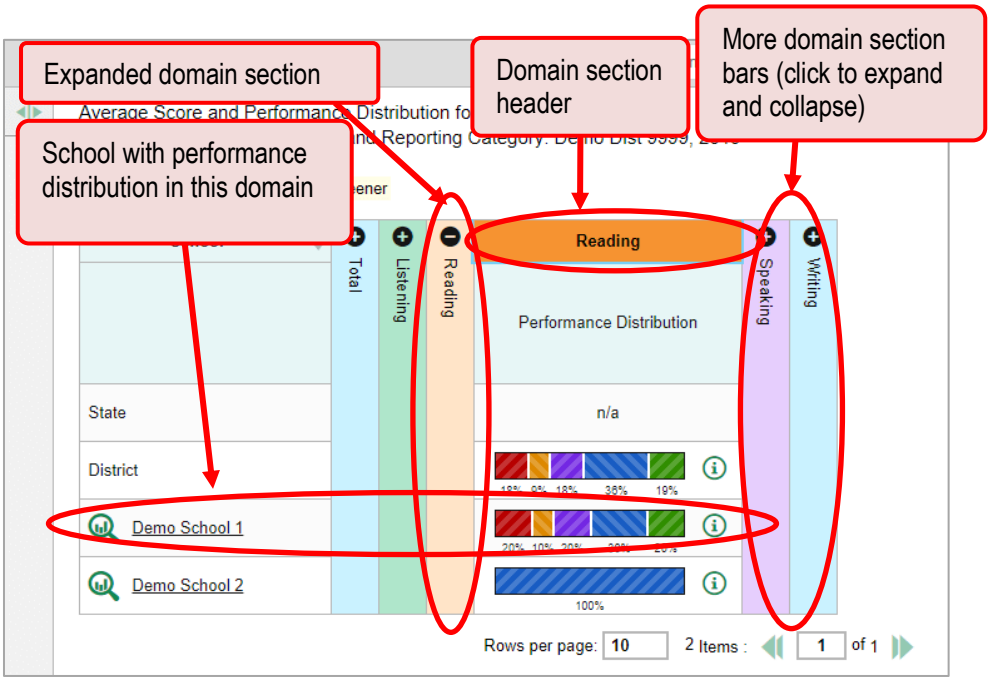
Figure 12. District Performance on Test Report



How can I see how well schools in the district performed in each area on the test?

Click the vertical section bars to expand the domain sections.

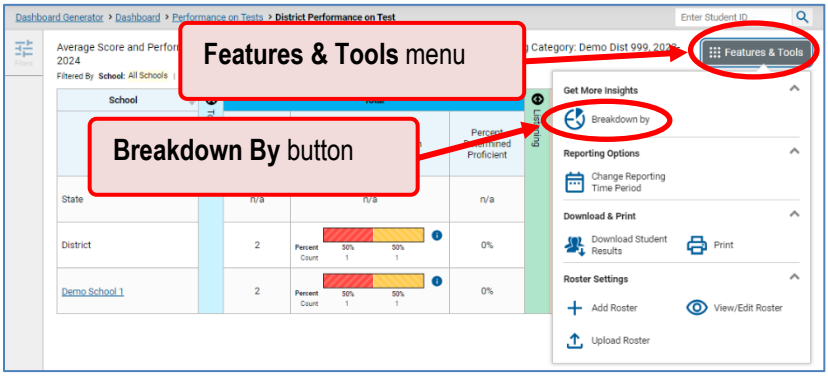
Figure 13. District Performance on Test Report with Expanded Domain Section



View Test Results Broken Down by Demographic Sub-Groups

You can use the **Breakdown By** button in the **Features & Tools** menu to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

Figure 14. Performance on Tests – Breakdown By Button

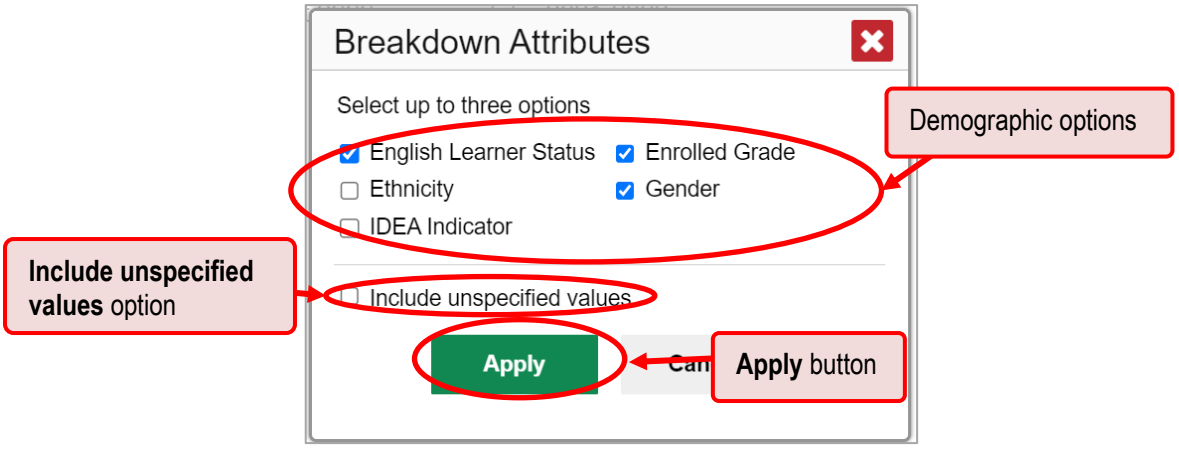


How can I view test results broken down by demographic sub-groups?

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

1. Click **Breakdown By** in the **Features & Tools** menu (see Figure 14). The ***Breakdown Attributes*** window opens (see Figure 15).

Figure 15. Performance by Student Tab: Breakdown Attributes Window



2. Select up to three student demographic categories.

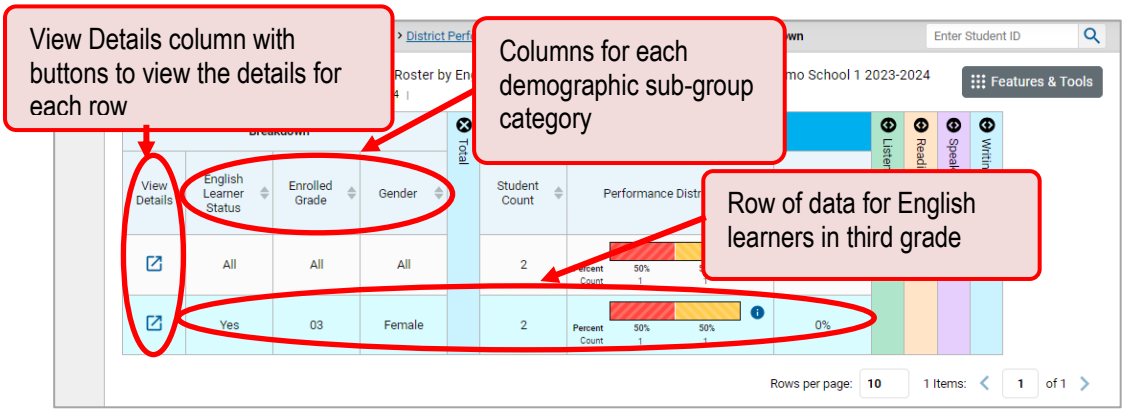
   There is also an **Include unspecified values** checkbox, explained below:

   - 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.

3. Click **Apply**.

Data for each sub-group selected are displayed in the generated report (see Figure 16).

Figure 16. Demographic Breakdown of a School Performance on Test Report

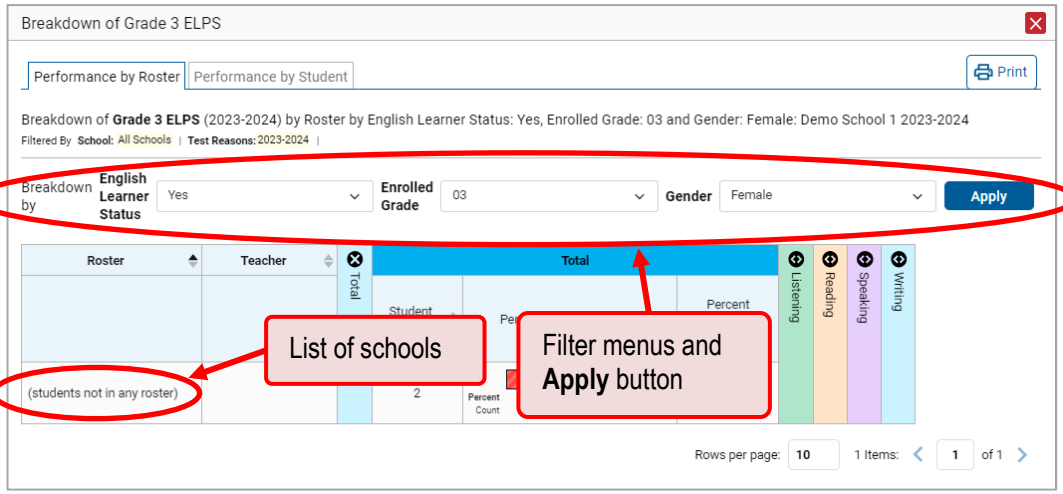


How can I view test results for a particular demographic sub-group or combination?

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 (see Figure 16).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups. See Figure 17.

Figure 17. Demographic Combination Breakdown Window



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.

You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which schools are most successful at teaching girls in the first grade.

View a Cross-Sectional Report

When the Cross-Sectional Report is available, you can view an institution's performance, irrespective of enrolled students, for a test family across multiple test reasons. Here, an institution can refer to either a teacher, a school, or a district. This report helps you understand how the institution's performance has improved or declined across student populations.

The Cross-Sectional Report does not track a particular set of students. The set of students may vary across test reasons, depending on which ones belonged to your institution and took the tests at the time.

A teacher can view a report for all their students.

A school-level user can view a report for their school.

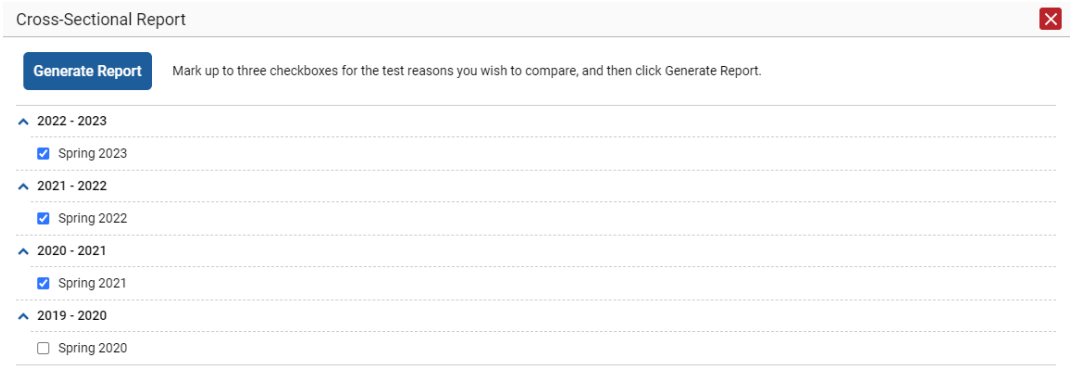
A district-level user can view a report for their district or any school within it.

How can I access a cross-sectional report for an institution and test family?

When viewing either a My Students', a School, or a District Performance on Test Report for a test that has a Cross-Sectional Report available, you can access the report using the **Build Cross-Sectional Report** button in the **Features & Tools** menu.

3. Click **Build Cross-Sectional Report** in the **Features & Tools** menu. The ***Cross-Sectional Report*** window opens, displaying report options (Figure 18).

Figure 18. Cross-Sectional Report Window: Report Options Page



4. From the list of school years and test reasons, select up to three test reasons you wish to compare.

5. Click **Generate Report**. The report appears (Figure 19), displaying data for the test family to which the test belongs.

How can I view the institution's overall performance on this test family over time?

Look at the graph in the upper-left corner of the Cross-Sectional Report (Figure 19). It shows the performance of the institution for each test reason.

Figure 19. Cross-Sectional Report Window (Scrolled to Top)

Performance level data are shown in performance distribution bars. Hover over the data points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report (Figure 20), look at the **Overall** section.

Figure 20. Cross-Sectional Report Window (Scrolled Down)

Overall and Reporting Category Level Performance

Performance Levels	School Year & Test Reason		
	2020 - 2021	2021 - 2022	2022 - 2023
	Spring 2021	Spring 2022	Spring 2023
Overall			
Emerging%	100%	75%	100%
Progressing%	0%	25%	0%
Proficient%	0%	0%	0%
Listening			
Average Score	364	413	352
Beginning%	100%	0%	75%
Early Intermediate%	0%	100%	25%
Intermediate%	0%	0%	0%
Early Advanced%	0%	0%	0%
Advanced%	0%	0%	0%
Reading			
Average Score	400	493	430
Beginning%	100%	67%	100%
Early Intermediate%	0%	0%	0%

How can I switch between score data and performance level data?

When a graph offers both score data and performance level data, a toggle bar appears at the top of it. Click the toggle to switch between data. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes tests include only one type of data.

How can I view institution's performance in different areas over time?

You can view the institution's performance by domain.

View the domain graphs to the right of the overall performance graph (Figure 19), or view the expandable domain sections in the table below the graphs (Figure 20). Here, you can understand at

a glance how the district or school is improving or declining in each domain, and you can compare its trajectory in different domain.

How can I modify the test reasons I've selected?

Click the **Change Selections** button in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test reasons. Click **Generate Report** again.

View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken. And you can generate and export both Individual Student Reports (ISRs) and Student Data Files (SDFs).

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

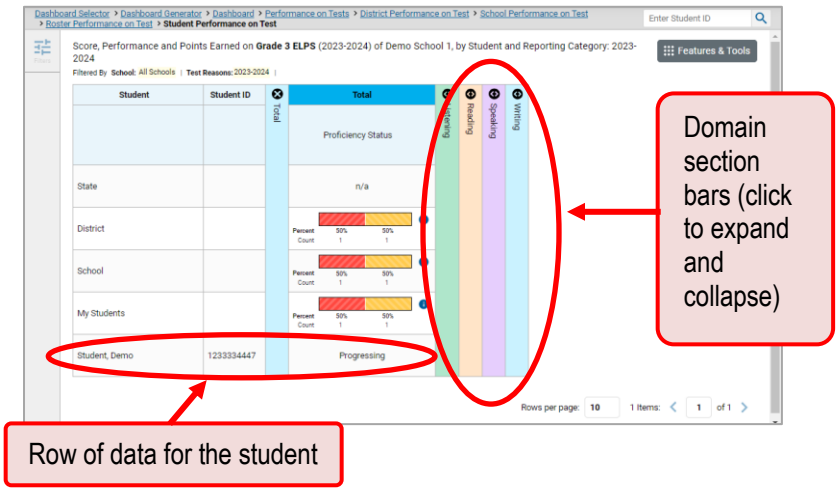
School-level users:

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 (Figure 21).

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 21. Student Performance on Test Report



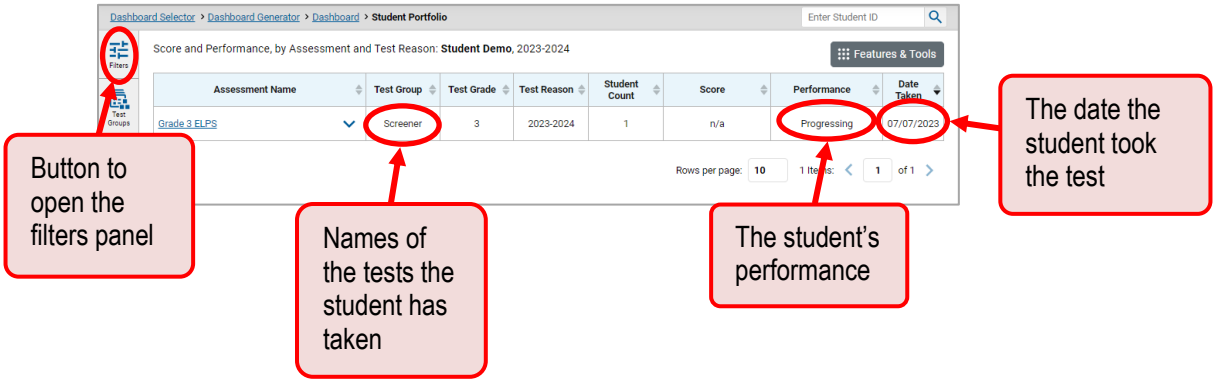
You can view the student's performance in each area of the test using the domain sections, which you can click to expand.

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.

To access this report, enter the student's SSID in the search field in the upper-right corner and click . Users must enter a complete SSID. (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 (see Figure 22).

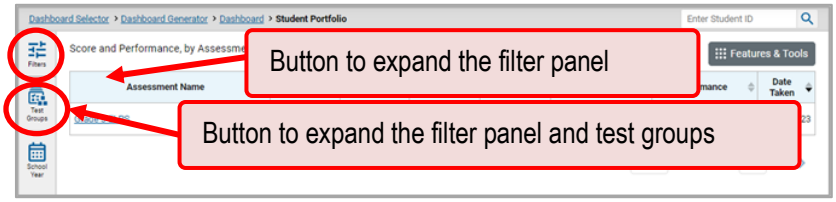
Figure 22. Student Portfolio Report



How can I use the Student Portfolio Report to view only the tests I'm interested in?

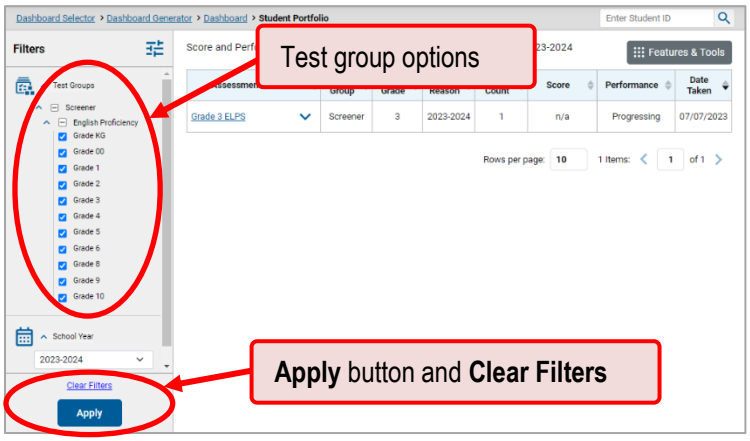
You can temporarily filter which tests you want to see in the Student Portfolio Report.

Figure 23. Student Portfolio Report – Filters Panel



1. On the left side of the **Student Portfolio Report**, click either the **Filters** button or the **Test Groups** button . The filter panel expands.

Figure 24. Student Portfolio Report with Expanded Filter Panel



2. Mark as many selections as you like in the *Test Groups* section of the filters panel. Tests are organized by test type, subject, and grade.

3. Click **Apply**. The dashboard updates to show only data for those tests.

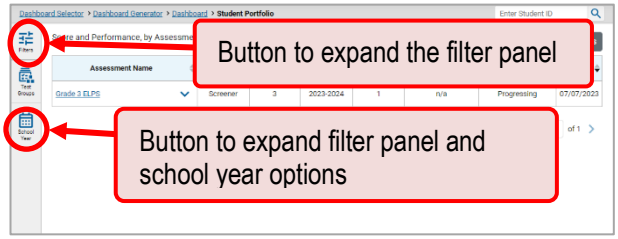
4. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

How can I view a student's performance on tests taken in a previous school year or years?

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student's progress. Student Portfolio Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a fourth-grade teacher, you can use these reports to view a current student's performance on their Grade Band 2-3 test.

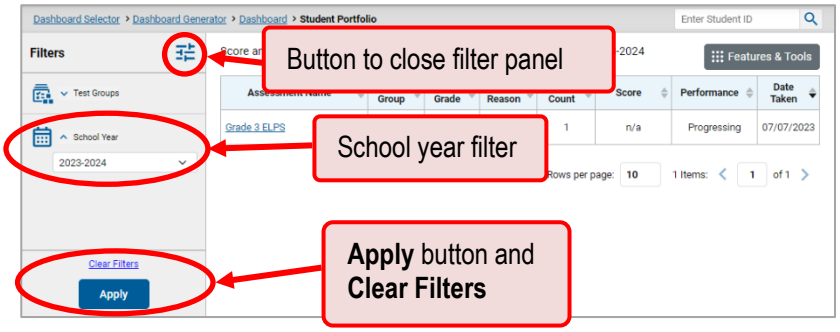
1. On the left side of the page, click either the **Filters** button or the **School Year** button. The filter panel expands.

Figure 25. Student Portfolio Report



2. Under **School Year**, select a test administration period.

Figure 26. Student Portfolio Report with Expanded Filter Panel



3. Click **Apply**.

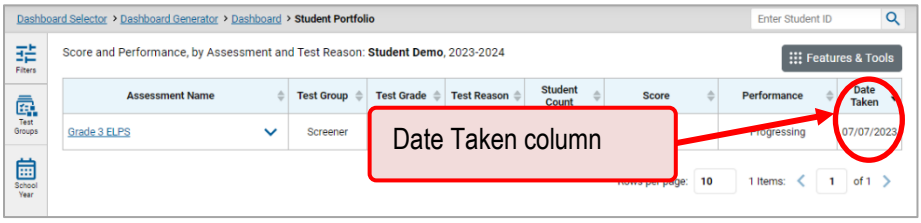
To switch back to the current year:

1. Open the filter panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

How can I see how a student performed on their most recent assessments?

In the Student Portfolio Report, click the Date Taken column header to sort by date. If you know what the performance levels on the various tests mean, you can even get a rough idea of how the student is performing over time.

Figure 27. Student Portfolio Report Date Taken Column



Generate and Export Individual Student Reports (ISRs)

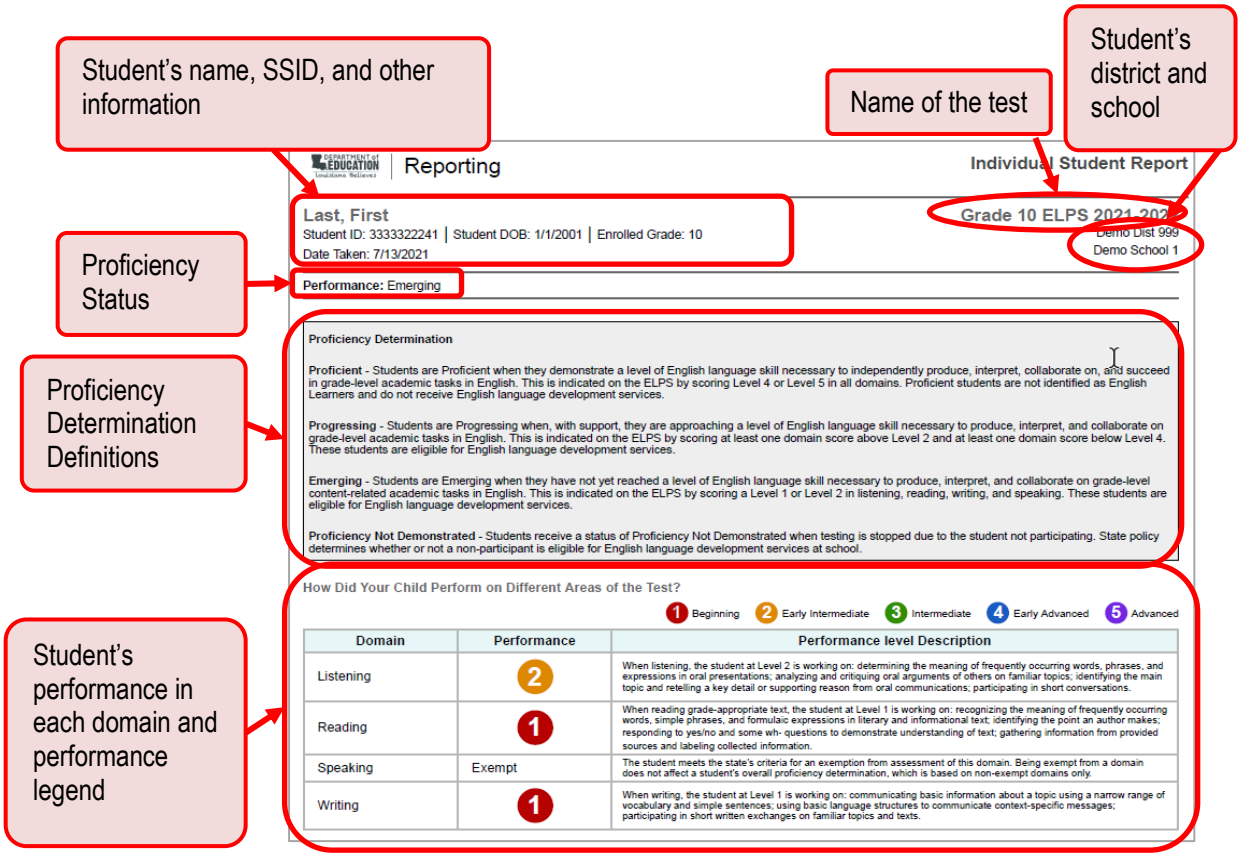
This section discusses Individual Student Reports (ISRs), each of which provides easy-to-read performance data on a particular test opportunity (an instance of a student taking a test). ISRs are useful for sharing performance information with students and their parents, and may be generated in any language your state has made available.

What does an Individual Student Report (ISR) look like and how can I read it?

An ISR is a PDF that displays data on a test opportunity. It consists of a single page. ISR layouts vary according to the type of test. A sample ELPS ISR is shown below (Figure 28).

- At the top of each ISR are the student's name and SSID, the name of the test, district, school, and any other relevant information.
- Below that is a summary of the student's performance.
- Each ISR includes a comparison table showing the average performance of the state, district, and/or school.
- ISRs include a table detailing the student's performance in each domain.

Figure 28. Sample Individual Student Report (ISR): ELPS



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

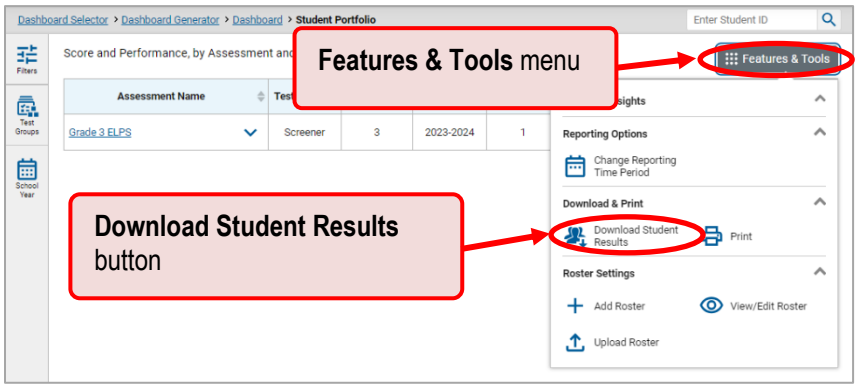
To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the **Student Results Generator**. Each ISR shows a student's overall performance on their test plus a breakdown of performance by domain. You can select any combination of test 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.

ISRs can be generated from almost any Reporting page.

1. Click the **Download Student Results** button in the **Features & Tools** menu (Figure 29).

Figure 29. Features & Tools Menu – Download Student Results Button

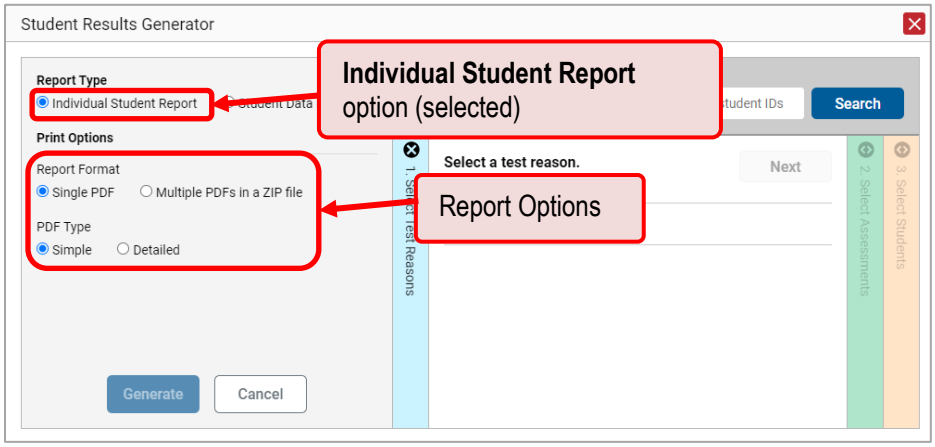


The ***Student Results Generator*** window opens (see Figure 30).

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.

2. 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 30. Student Results Generator as Opened from Dashboard with Default Selections



3. 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.

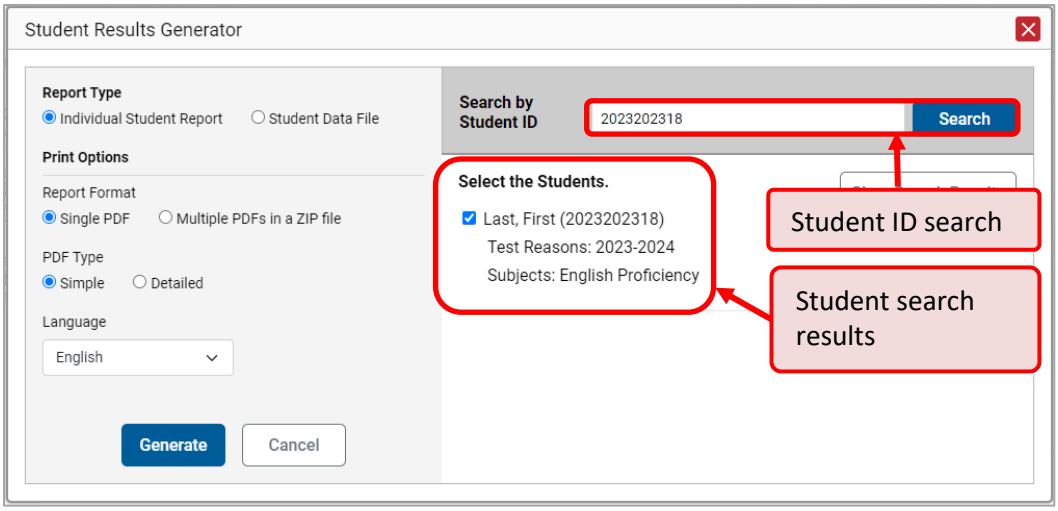
4. Under PDF Type, select either a simple or detailed PDF.

5. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

   a. 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 31.

   b. To deselect and clear results, click **Clear Search Results**.

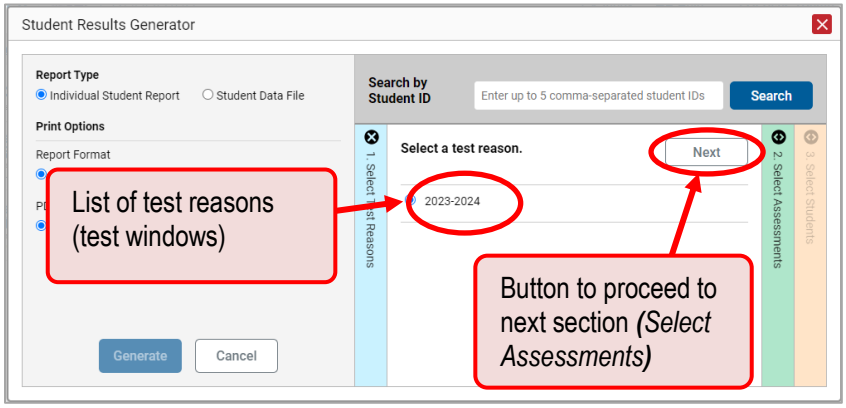
Figure 31. District-Level User View: Student Results Generator Window: Student Search Results



c. 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**.

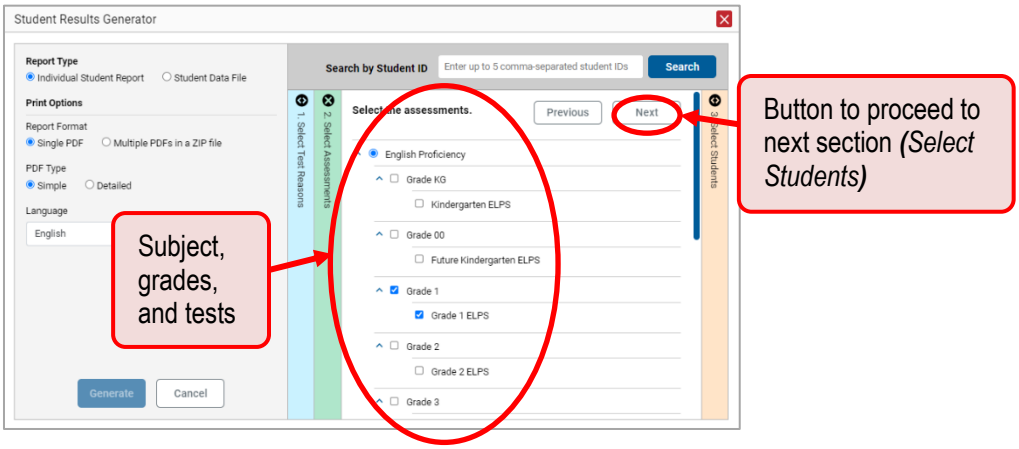
i. In the **Select Test Reason** accordion section (Figure 32), choose the test reason. Test reasons represent test windows.

Figure 32. Student Results Generator Window: Select Test Reason Section



ii. In the **Select Assessments** section (Figure 33), select English Proficiency and mark the checkboxes beside the grades and tests you want to include in the report.

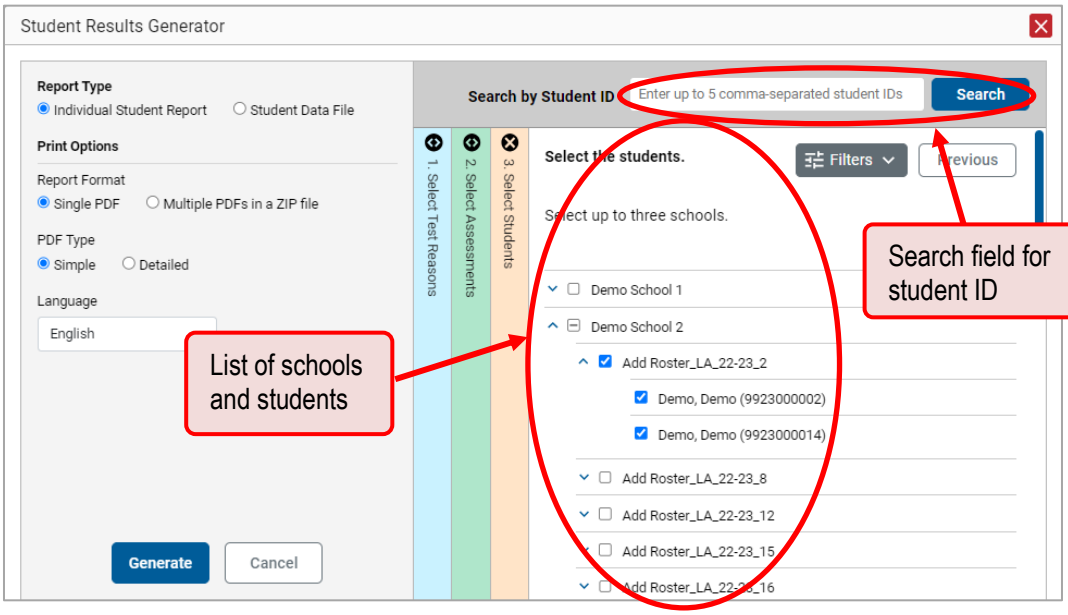
Figure 33. Student Results Generator Window: Select Assessments Section



iii. In the **Select Students** section (Figure 34), 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 34. Student Results Generator Window: Select Students Section



d. *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 35.

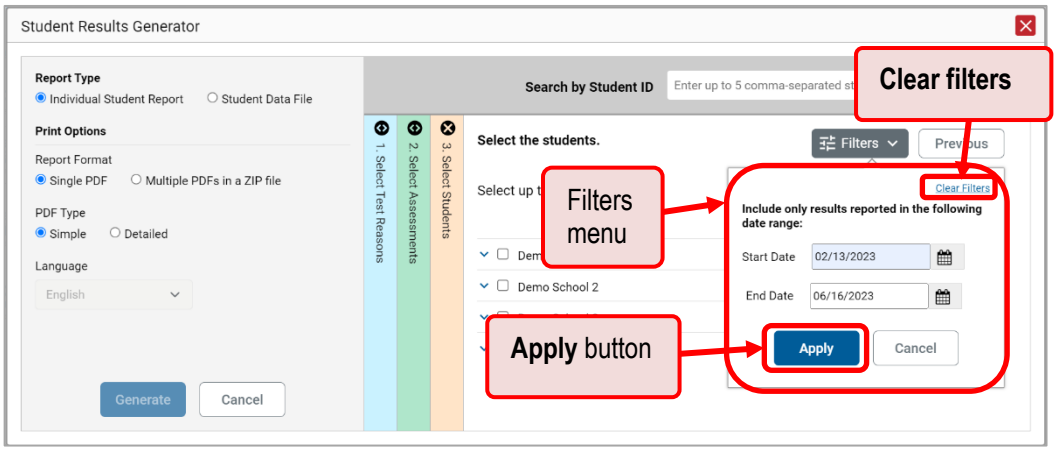
b. Use the calendar tools to select dates or enter them in the format `mm/dd/yyyy`.

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 35. Student Results Generator Window: Select Students Section with Filter Menu Open



e. From the Language drop-down list, select a language for the ISR.

f. Click **Generate**. Once ISR generation is finished, the Secure File Center contains the new ISR(s) available for download.

Generate and Export Student Data Files

This section discusses student data files, which are useful for analysis.

How can I generate and export student data files?

To generate and export a student data file for a student, use the ***Student Results Generator***. You can select any combination of a test reason, assessments, and students in order to generate and export the files.

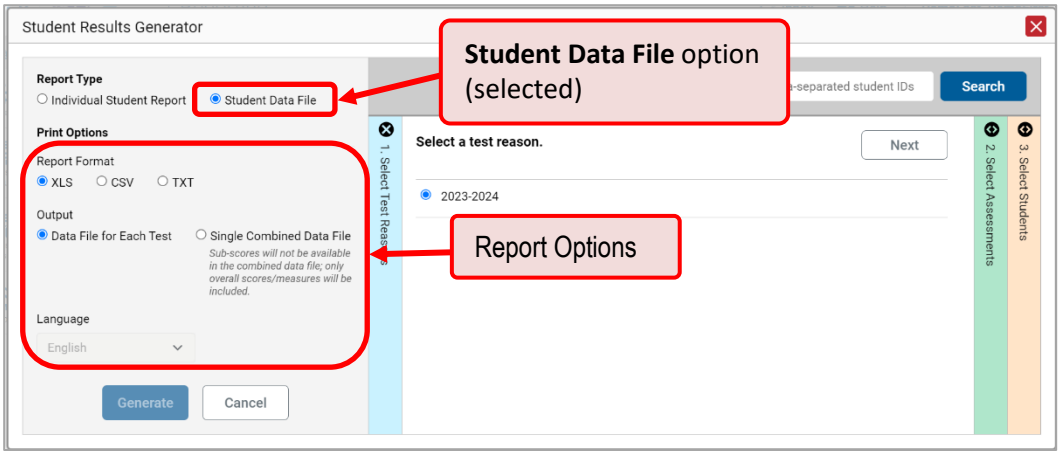
You can generate student data files from almost any report page.

1. Click the **Download Student Results** button in the **Features & Tools** menu (see Figure 29). The ***Student Results Generator*** window opens.

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections.

2. In the panel on the left, select **Student Data File**, as in Figure 36. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

3. Figure 36. Student Results Generator Window



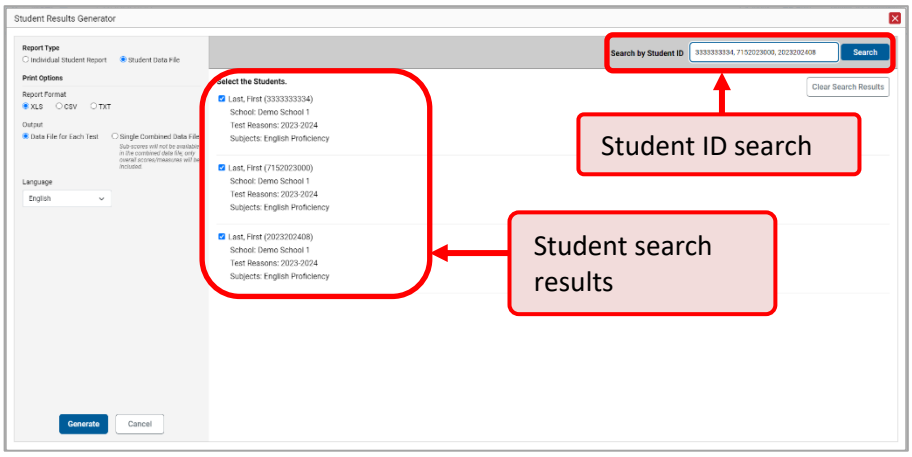
4. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).

5. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.

6. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

a. 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've taken will replace any previous selections, as in Figure 37. To deselect and clear results, click **Clear Search Results**.

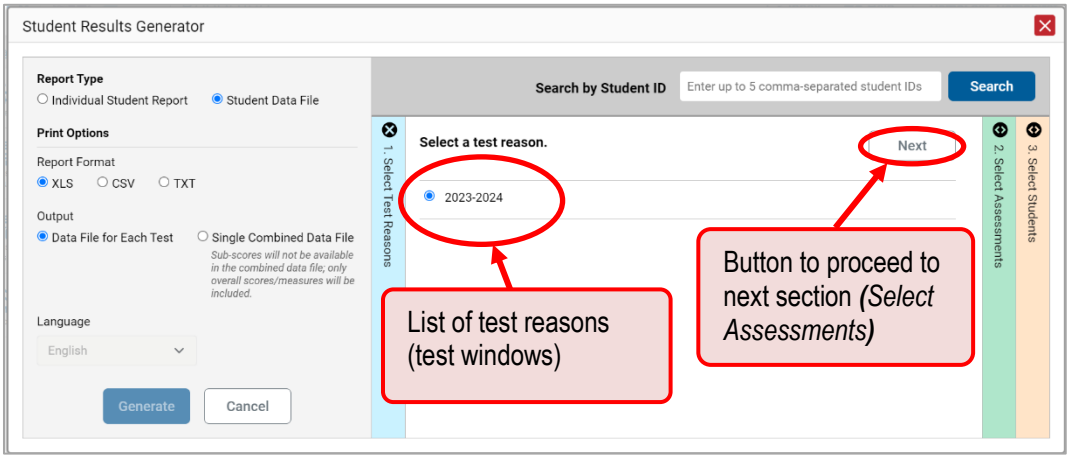
Figure 37. Student Results Generator Window: Student Search Results



b. Use the three accordion sections. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first **test reason**, then **assessments**, then **students**.

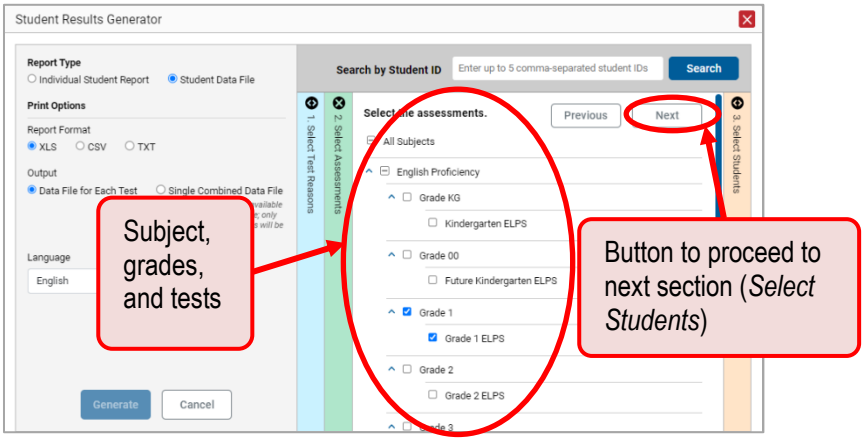
i. In the **Select Test Reason** section, choose the test reason (see Figure 38). Test reasons represent test windows.

Figure 38. Student Results Generator Window: Select Test Reason Section



ii. In the **Select Assessments** section (Figure 39), mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects**.

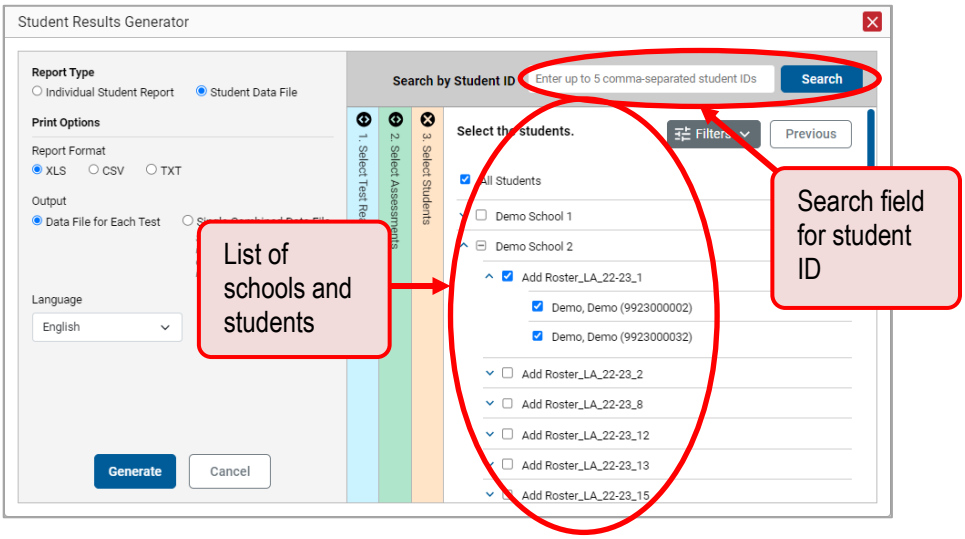
Figure 39. Student Results Generator Window: Select Assessments Section



iii. In the Select Students section (Figure 40), 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.

- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- 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 40. Student Results Generator Window: Select Students Section



7. *Optional*: To set a date range for which to generate results, use the filter menu as follows:

   i. Click the Filters menu button . The filter menu opens, displaying two date fields (Figure 41).

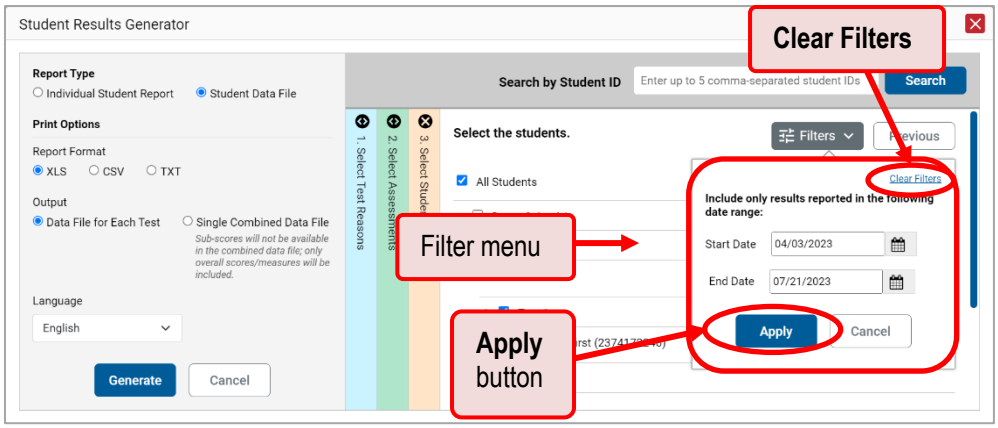
   ii. Use the calendar tools to select dates or enter them in the format `mm/dd/yyyy`.

   iii. Click **Apply**.

   iv. *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 41. Student Results Generator Window: Select Students Section with Filter Menu Open



8. From the Language drop-down list, select a language for the student data file.

9. Click **Generate**. Once data file generation is finished, the Secure File Center contains the new student data file(s) available for download.

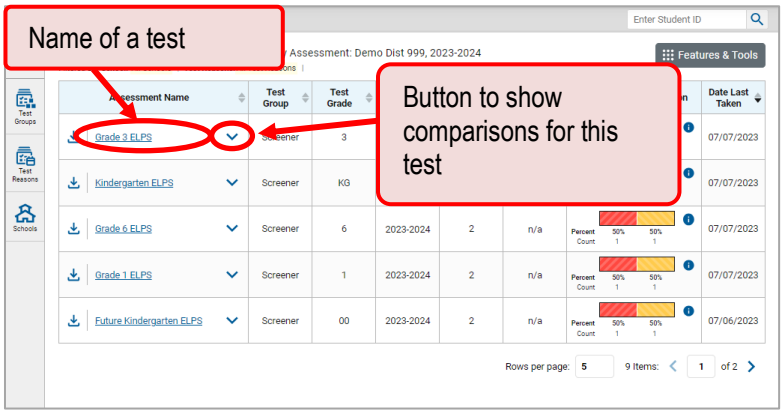
Compare Students' Data with Data for Your State, District, School, and/or Total Students

On the Performance on Tests page and in the **Student Portfolio Report**, you can access performance data for your state, district, school, and/or total students.

How can I compare my students' performance on any tests with that of my state, district, and/or school?

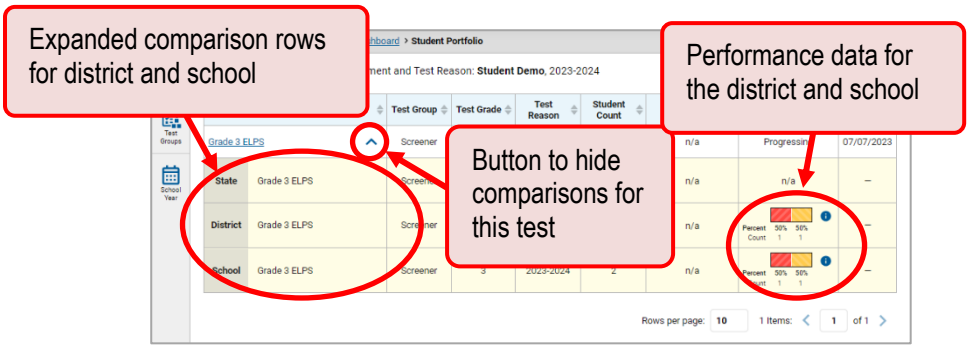
In the Performance on Tests report, click ^ to the right of a test name.

Figure 42. Performance on Tests Report



Rows containing data for the state, district, and/or school appear below.

Figure 43. Expanded Comparison Rows



To hide the comparison rows, click ^ to the right of the test name.

Set Up Reports to Suit Your Needs

You can set up your reports so it's easier to access the data that are most important to you. For example, if you're a teacher, you may want to hide certain tests in subjects you don't teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: showing only the tests you're interested in; showing only the classes (rosters) you're interested in; and viewing data from a previous point in time.

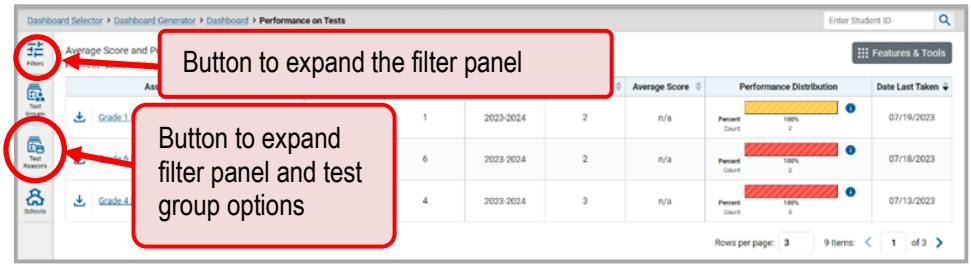
Filter Tests to Display

How can I filter reports by test?

You can temporarily filter which tests you want to see in your reports. Filtering tests to display begins on the Dashboard Generator page. This is where you can select the test groups you want to view on the dashboard and, as an option, set those selections as defaults. You can also temporarily filter the tests that appear in the reports you are currently viewing, as described below.

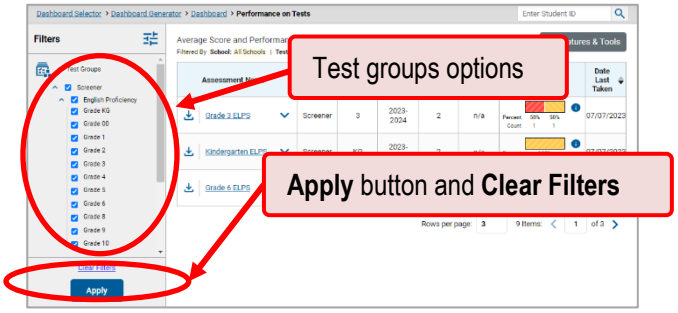
1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel button or the **Test Groups** button (see Figure 44). The **Filters** panel expands.

Figure 44. Performance on Tests Report



2. Mark as many selections as you like in the *Test Groups* section of the filter panel. Tests are organized by test type, subject, and grade.

Figure 45. Performance on Tests Report with Filter Panel Expanded



3. Click **Apply**. The page updates to show only data for those tests.

4. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: you can select a school year for which to view tests, and you can enter a date for which to view students.

When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.

When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view students who have left your rosters, school, or district (or even state).

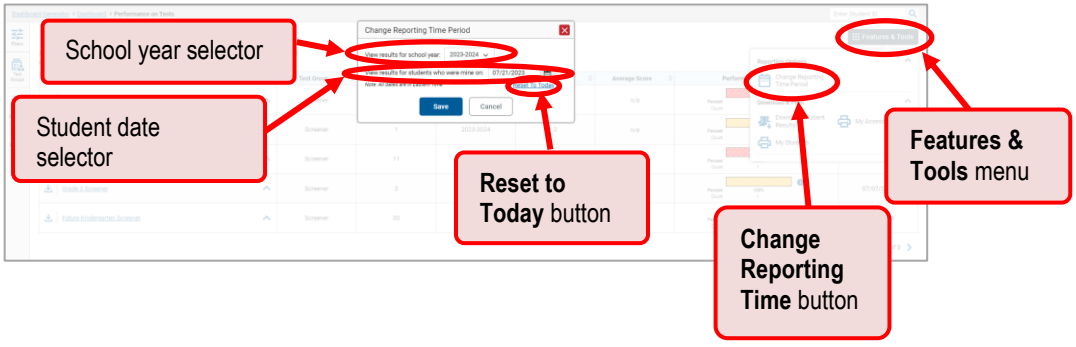
If you don't change the reporting time period, or if you reset it to the default, all the reports show test opportunities only for the current school year (except Student Portfolio Reports, which always retain the ability to look back to previous years), with current student data.

You may find that switching between past data and more recent data is useful for comparing performance over time. For example, you may want to compare a previous school year with the current one. Or you may want to compare students' performance in their current classes with their performance in previous ones.

How can I view data from a previous point in time?

1. From the **Features & Tools** menu, select **Change Reporting Time Period**. (If you're viewing the Dashboard Generator page, click **Change the reporting time period.** The dashboard also offers this link when no assessments are available to display.) The ***Change Reporting Time Period*** window appears (see Figure 46).

Figure 46. Change Reporting Time Period Window



2. From the school year drop-down list, select a school year. This is the year for which you will view test results.

3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format `mm/dd/yyyy`. You will be viewing all the students who were associated with you on that date, and only those students.

    - To view your current students' past performance, keep the date set to today.
    - To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.

5. *Optional*: To go back to viewing the latest data, open the ***Change Reporting Time Period*** window again, click **Reset to Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out, but persists when you switch roles.

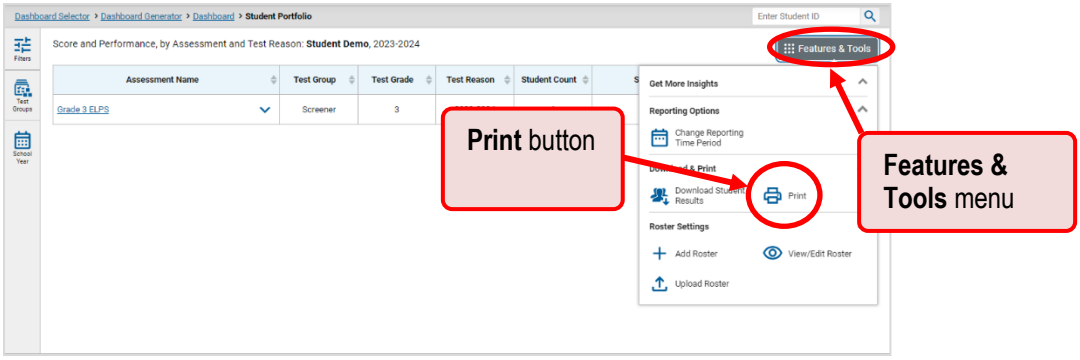
Export and Print Data

You can export or print any report you see in the Reporting System. Some can be exported directly from the dashboard. You may want to export or print the data to save a snapshot to consult later, or share. Different options will be available depending on the report you are viewing.

How can I export or print a report I'm viewing?

1. Select the print button from the **Features & Tools menu**, from the upper-right corner of the report (Figure 47). If there are multiple report tables on the page, multiple print buttons appear.

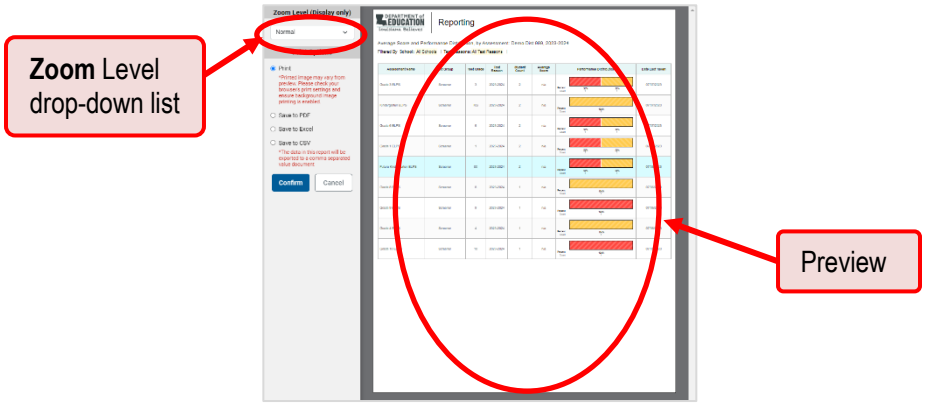
Figure 47. Print Button



A print preview page opens (see Figure 48).

- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 48. Print Preview Page



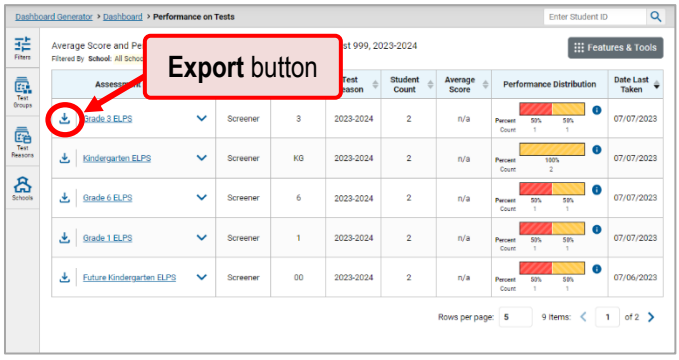
2. Do one of the following under the *Print Options* section:
   - To print the report, select the **Print** radio button.
   - To download a PDF version of the report, select **Save to PDF**. Then select an option from the **Page Layout** drop-down list that appears.
   - To download a comma-separated value (CSV) version of the report, select **Save to CSV**.
3. Click **Confirm**.

If you saved the report as a PDF or CSV, the ***Secure File Center*** window appears, displaying the generated report.

How can I export an assessment report directly from the dashboard?

1. Click the export button to the left of the assessment whose report you wish to export.

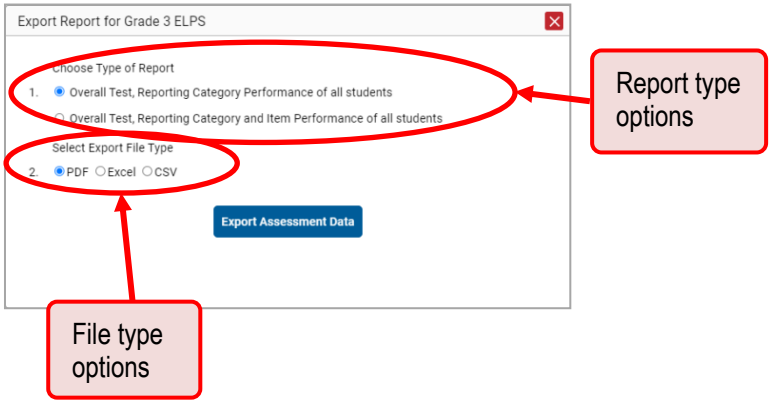
Figure 49. Export Button



The ***Export Report*** window opens. The options in this window vary according to your user role.

2. **School-level users**: The exported report will contain data for all your students who took the test.

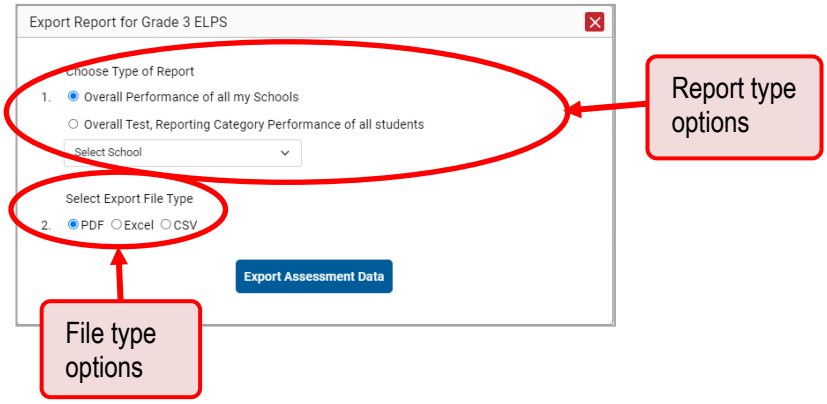
Figure 50. School-Level User View: Export Report Window



District-level users: Select which report to export for the assessment.

- To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button.
- To export school test results, mark the **Overall Test Reporting Category Performance of all Students for [School Name]** radio button, then select a school from the drop-down list.

Figure 51. District-Level User View: Export Report Window



3. Do one of the following:
   - To export the report in PDF format, mark the **PDF** radio button.
   - To export the report in .xlsx format, mark the **Excel** radio button.
   - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the ***Export Report*** window. When you've exported a file, the ***Secure File Center*** window appears with the generated file available for download. The file lists results by student, unless you selected **Overall Performance of all my Schools**, in which case it lists results by school.

Appendix

C

Class (Roster) Management

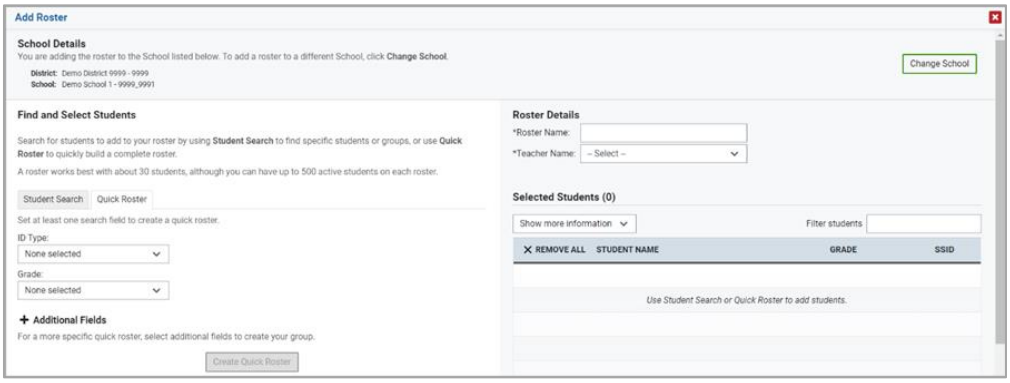
School-level users and district-level users can add, edit, and delete classes (rosters). Rosters are a great way to organize students and allow users to compare the performance of different classes.

How can I add a class (roster)?

You can create new classes (rosters) from students associated with your school or district.

1. From the **Features & Tools menu** , select **Add Roster** + . The ***Roster Manager*** window appears, showing the Add Roster form.

Figure 52. Roster Manager Window: Add Roster Form



2. If necessary, select the district and school for the roster from the drop-down lists.

3. Add a roster name and select a teacher.

4. Decide how you want to add students:

   - **Quick Roster** tab (search adds students automatically, manually remove students to edit)

     – Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting × next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.

- **Student Search** tab (search finds students that you add and remove manually)
  - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select + to add individuals or select **Add All** from the top of the grid.

Tip: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

5. *Optional*: After results appear under *Selected Students*, change the information that displays about students.

   - **Show more information** drop-down: Select or clear additional columns under Available/Selected Students grids.

     Note: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your class.

   - Use the *Filter* field to limit students to those who match the text you enter.

     This keyword search only finds text in the grid. Be aware if you enter 11 to find students in 11th grade, any content with the text "11" will display. This could potentially pull in results you did not intend to find.

   - After you save, rosters may be changed from the Edit Rosters screen.

How can I modify a class (roster)?

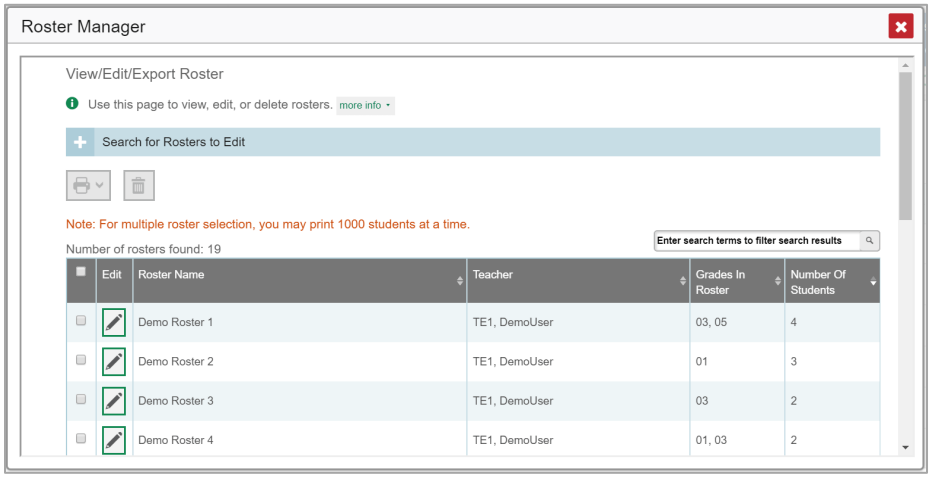
You can modify a class (roster) by changing its name, changing its associated teacher, adding students, or removing students.

1. From the **Features & Tools menu**, select **View/Edit Roster**. The ***Roster Manager*** window appears, showing the View/Edit/Export Roster form.

2. Select the school year, district, school, and roster type as needed for the roster you wish to edit. Optionally, select a teacher.

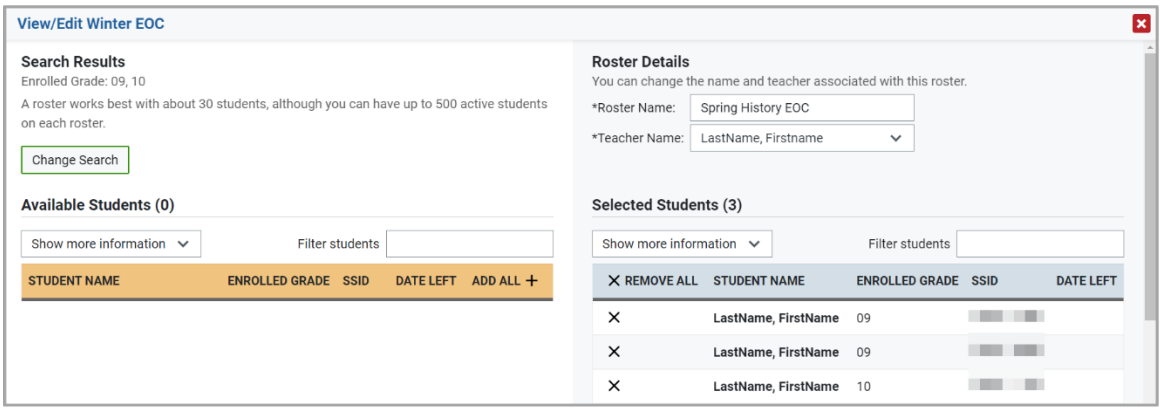
3. Click **Search**. Click **View Results** to view the results in your browser.

Figure 53. Roster Manager Window: View/Edit/Export Roster Form



4. In the list of retrieved rosters, click for the roster whose details you want to view. The ***View/Edit*** window opens.

Figure 54. Roster Manager Window: View/Edit Roster Form



5. To add students, select **Find Students**. Select the **Student Search** tab to add individual students manually, or select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster. After you return results, select + to add individuals or select **Add All** from the top of the grid.

   Note: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

6. To remove students, click × next to an individual student or select **Remove All** from the top of the grid.

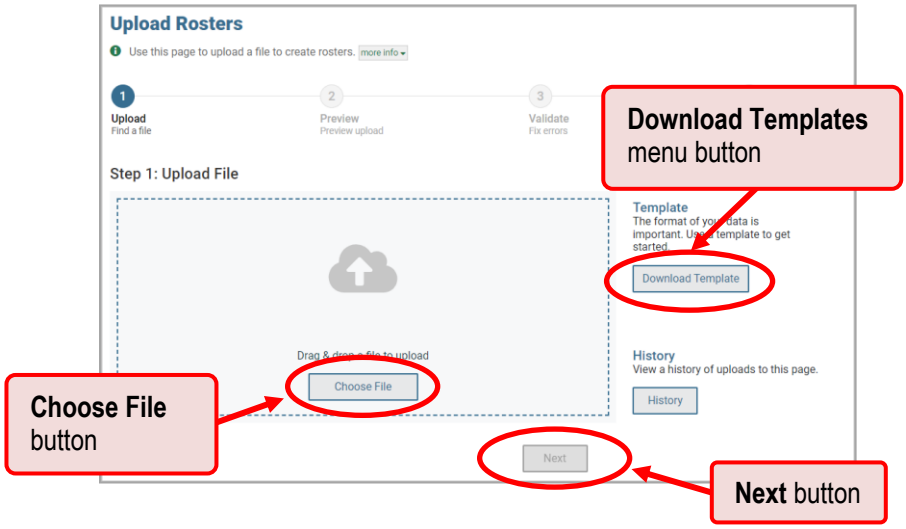
7. Select Save, and in the affirmation dialog box select Continue.

How can I upload classes (rosters)?

If you have many classes (rosters) to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Features & Tools menu**, select **Upload Rosters** . The ***Roster Manager*** window appears, showing the Upload Rosters: Upload page.

Figure 55. Roster Manager Window: Upload Rosters: Upload Page



2. Click **Download Templates** on the right and select the appropriate file type (either **Excel** or **CSV**).

3. Open the template file in a spreadsheet application, fill it out, and save it.

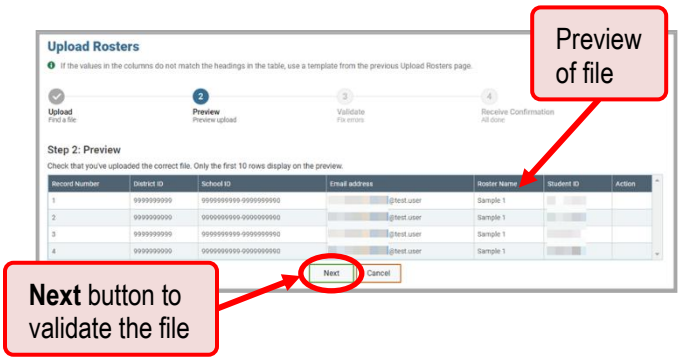
Figure 56. Filled-Out Roster Upload Template

	A	B	C	D	E	F
1	**District ID**	**School ID**	**User Email ID**	**Roster Name**	**SSID**	**Action**
2	DemoDistrictID1	DemoSchoolID1	demoteacher@state.edu	Roster A	2837465746	Add
3	DemoDistrictID2	DemoSchoolID2	demoteacher@state.edu	Roster B	3294837283	Add
4	DemoDistrictID3	DemoSchoolID3	demoteacher@state.edu	Roster C	0049384736	Add
5						
6						
7						

4. On the Upload Rosters: Upload page, click **Choose File** and select the file you created in the previous step.

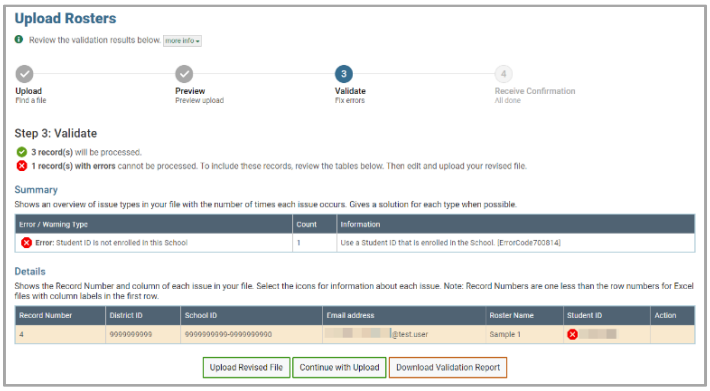
5. Click **Next**. The ***Upload Rosters: Preview*** page appears (see Figure 57). Use the file preview on this page to verify you uploaded the correct file.

Figure 57. Roster Manager Window: Upload Rosters: Preview Page



6. Click **Next** to validate the file. Any errors or warnings are displayed on the *Upload Rosters: Validate* page. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 58. Roster Manager Window: Upload Rosters: Validate Page



- To revise the file before uploading, select **Upload Revised File**.
- To view a list of issues with the file, select **Download Validation Report**.
- To continue with the upload regardless of errors or warnings, select **Continue with Upload**. The confirmation screen appears.

Figure 59. Upload Rosters Confirmation Page

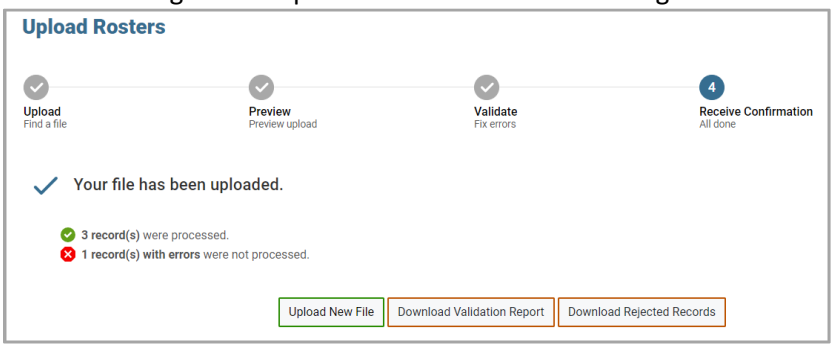


Table 1 provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 1. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 3 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 6 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Complete email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 255 characters.
SSID*	Student's unique identifier within the district.	10 digits.
ACTION	Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.	Add or Delete.

*Required field.

Please note that character limits vary from state-to-state.

H

Help

The Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner, click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the ***Overview of the Dashboard Generator*** page.

L

Login Process

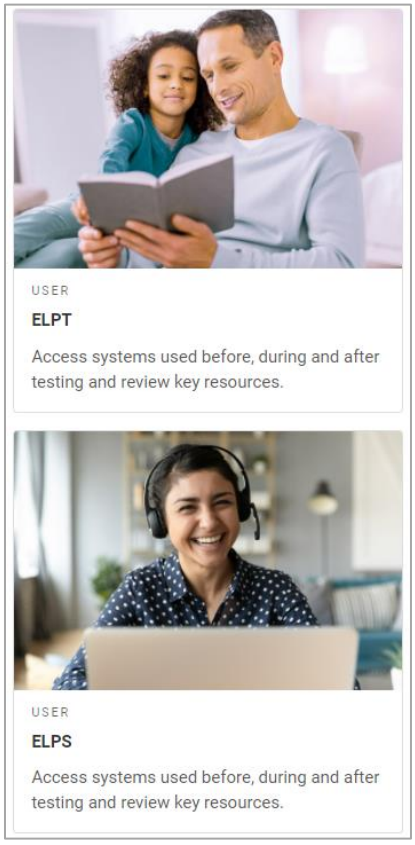
This section describes how to log in to the Reporting System.

Do not share your login information with anyone. All Louisiana ELPS and ELPT systems provide access to student information, which must be protected in accordance with federal privacy laws.

1. Navigate to the Louisiana ELPS and ELPT Portal (http://la.portal.cambiumast.com).

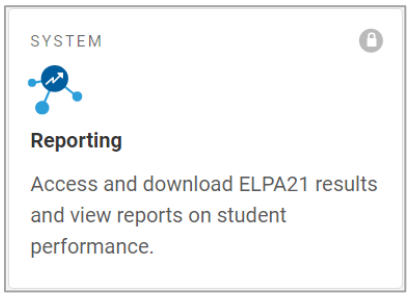
2. Select your user role.

Figure 60. User Cards on Portal



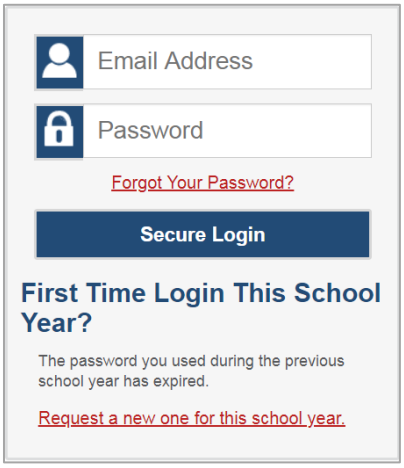
3. Select **Reporting** (see Figure 61). The ***Login*** page appears.

Figure 61. Reporting Card



4. On the login page (see Figure 62), enter the email address and password you use to access all Louisiana ELPS and ELPT systems.

Figure 62. Login Page

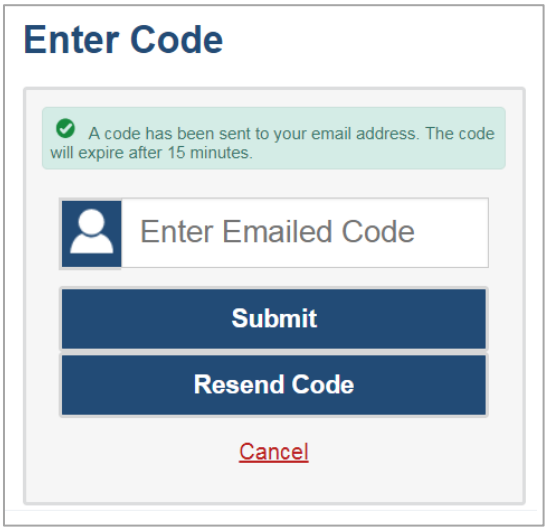


a. Click **Secure Login**.

b. If the Enter Code page appears (see Figure 63), 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 63. Enter Code Page



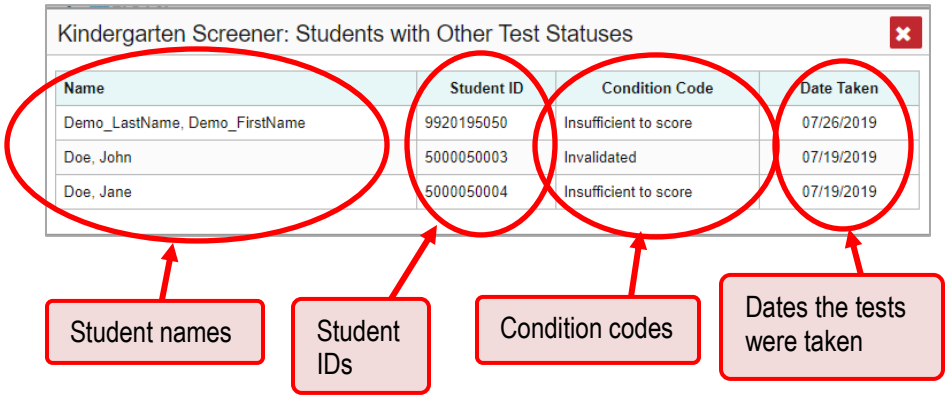
N

Non-Scorable Test Opportunities

The reports in Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated", or when it includes blank or empty domains (domains without items). If a test opportunity is non-scorable, a notification appears below the report for that assessment.

You can click **More Info** on the notification to view the ***Students with Other Test Statuses*** window. This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 64. Students with Other Test Statuses Window



P

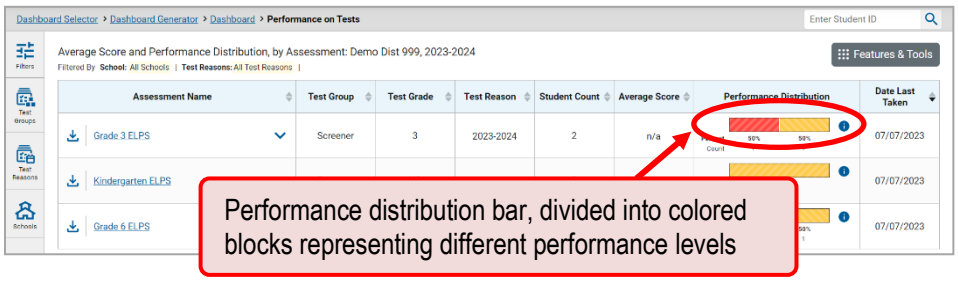
Performance Data

What kinds of performance data are displayed in the Reporting System?

Depending on the test, a report may display different kinds of performance data:

- Score data:
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.
- Performance level data, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars showing the percentage of students who achieved each performance level.

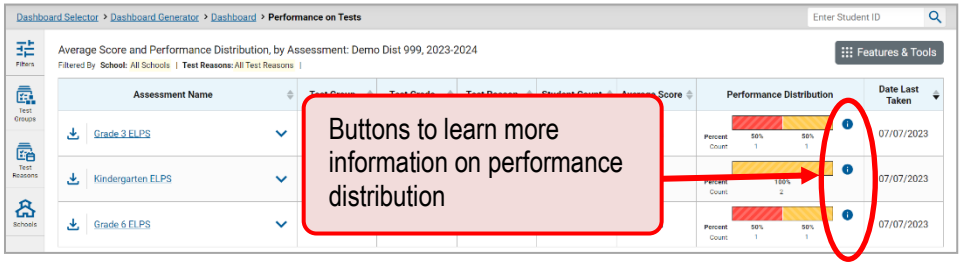
Figure 65. Performance Distribution



How can I learn more about what scores and performance levels are?

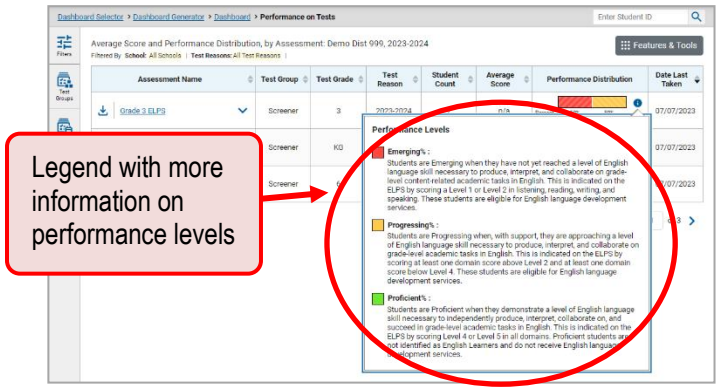
In a report, click the more information button in the score or Performance Distribution columns.

Figure 66. Information Buttons



A legend appears, explaining what the scores or performance levels indicate.

Figure 67. Expanded Performance Distribution Legend



You will find similar buttons in reports throughout the Reporting System.

R

Report Tables

How to sort a table

1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker when the column is sorted in descending order.

2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker when the column is sorted in ascending order.

How to specify the number of rows displayed

In the *Rows per page* field

below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.

You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

How to view additional table rows

To move to the next and previous pages in a table, click the arrow buttons located at the lower-right corner of the table.

To jump to a specific table page, enter the page number in the field

located at the lower-right corner of the table.

How can I view additional table columns?

To scroll the table to the right or left, click the arrow buttons located on the right and left sides of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or and to expand and collapse them.

How can I expand all accordion sections in a table?

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the "Load Accessible Table" message appears, press the **Enter** key. All the accordion sections expand.

2. *Optional*: To collapse the sections again, tab through the page to navigate back to the table. When the "Hide Accessible Table" message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

S

Secure File Center

The Reporting System allows you to access a Secure File Center that is integrated with other online assessment systems, such as TIDE, and accessible from your portal.

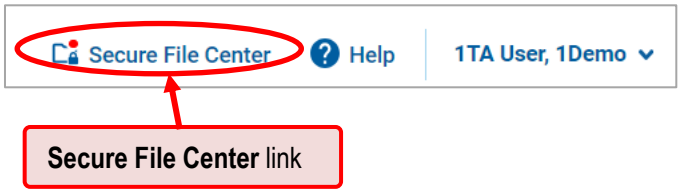
Each user's Secure File Center is personal to them and not shared among other users. Users can easily manage the files in their Secure File Centers. The files are categorized into different tabs to allow users

to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. Users can archive or delete files as needed.

Access and Manage Files in the Secure File Center

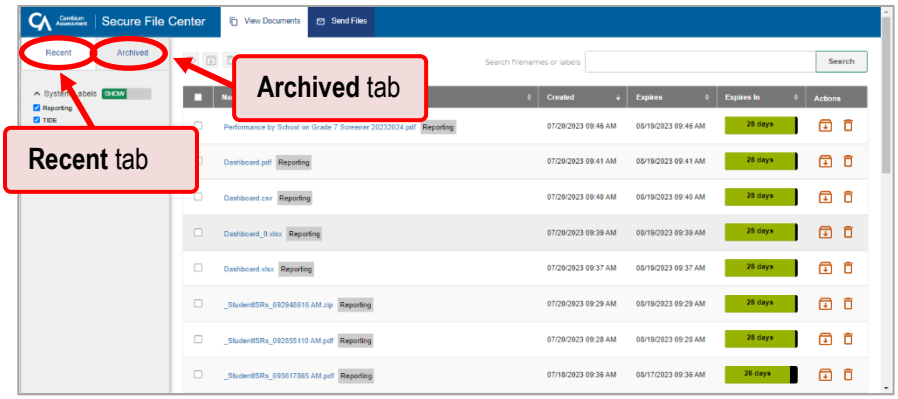
You can access the Secure File Center from any page in Reporting to either download the file or archive the file. You can also delete the files you have exported, but not files added by admin users.

Figure 68. Dashboard: Secure File Center



1. In the banner, click **Secure File Center**. The ***Secure File Center*** window appears, listing the available files (see Figure 69). By default, the Secure File Center displays the **View Documents** tab.

Figure 69. Secure File Center Window: View Documents Tab



2. Choose either of the available tabs:
   - **Recent**: Displays all files except those that have been archived.
   - **Archived**: Displays files that have been archived.
3. *Optional*: To filter the files displayed, enter a search term in the text box in the upper-right corner.
4. *Optional*: To hide or display system labels, click the **System Labels** toggle.
5. *Optional*: To hide files with a particular system label, clear the checkbox for that label.
6. *Optional*: To hide or display custom labels, click the **Custom Labels** toggle.
7. *Optional*: To hide files with a particular custom label, clear the checkbox for that label.

8. *Optional*: Do one of the following:

   - To download a file, click the name of the file.
   - To add a new custom label or apply an existing custom label, select .
     - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
     - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
   - To archive a file, select . To unarchive a file from the **Archived** tab, select .
   - To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

U

User Support

For additional information and assistance in using the Reporting System, contact the Louisiana ELPT Help Desk.

The Louisiana ELPT Help Desk is open Monday through Friday, 7:00AM to 7:00PM Central Time (except holidays or as otherwise indicated on the portal).

Louisiana ELPT Help Desk

Toll-Free Phone Support: 1.866.758.0231

Email Support: laelpthelpdesk@cambiumassessment.com

Chat: https://la.portal.cambiumast.com/contact.html

Please provide the Help Desk with a detailed description of your problem, as well as the following:

If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.

If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.

Any error messages and codes that appeared, if applicable.

Operating system and browser information, including version numbers (e.g., Windows 8.1 and Firefox 60 or macOS 11 and Safari 11).

Change Log

Location	Change	Date
Throughout	Updated the Figures to reflect 15.0 system enhancements.	8/4/22
6	Added “How to Use the Dashboard Generator Page”.	8/4/22
Throughout	Updated instructions to include the new Dashboard Generator page, where applicable.	8/4/22
Throughout	Updated instructions to reflect the new Features & Tools menu, where applicable.	8/4/22
6-8	Updated “How to Understand the Reporting Dashboard”.	8/4/22
9	Updated instructions for how to see results for all of your students.	8/4/22
40	Removed the following sections, due to the fact that there is no longer a My Settings option: - For Teachers: How to Set Preferences for Tests to Display - For School- and District-Level Users: How to Set Preferences for Classes (Rosters) to Display In order to create persistent preferences, refer to “How to Use the Dashboard Generator Page” (pp. 6-7) and “How can I filter reports by test?” (p. 40).	8/4/22
46	Added Excel to the list of file type options in the Export Report Window.	8/4/22
Throughout	Updated icons and labeled buttons to reflect changes to the user interface for v. 16.0, as well as any screenshots capturing these changes.	7/27/23
Throughout	Updated section headings and sub-headings with more concise language (i.e., removed “How to…” and “For…”) to match the generic version of the Reporting System User Guide.	7/27/23
Throughout	Changed all references to the “Secure Inbox” to “Secure File Center”.	7/27/23
Appendix	Changed any outdated references to the “My Settings” menu to the “Features & Tools” menu.	7/27/23
Class (Roster) Management	Updated instructions to reflect the v. 16.0 redesign of the Roster Management tool.	7/27/23
Throughout	Removed sections and references applicable to teachers, since they do not have access to the Reporting System.	7/27/23
Cross-Sectional Report	Added section “View a cross-sectional report “.	4/15/24