

Help Guide

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2. Roster Report

2.1 Getting Started

The Roster Report provides a list of data for every student by year and grade. The data includes individual scores and information limited to each student for a particular year/grade selection. To get started:

- Select "Roster Report" under "Report."
- Select a year under "Administration Years."
- Select a grade under "Grades."
- Select a district or a school.
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

Report

Roster Report: <ul style="list-style-type: none"><input checked="" type="radio"/> Roster Report<input type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
---	---	---

Student Search:

Administration Years

<input type="radio"/> 2007	<input type="radio"/> 2008	<input type="radio"/> 2009	<input type="radio"/> 2010
<input type="radio"/> 2011	<input checked="" type="radio"/> 2012		

Grades

<input checked="" type="radio"/> Grade 10	<input type="radio"/> Grade 11	<input type="radio"/> Grade 12
---	--------------------------------	--------------------------------

Groups [?](#)

Choose:

2.2 Sample Report

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

Years Grades Scores Fields Filter Search Other									
Back Save Report Download Report									
Roster Report Cybertown, Grade 10, 2012									
Last Name	First Name	Mathematics		Science		Reading Across the Disciplines		Writing Across the Disciplines	
		Scale Score	Level	Scale Score	Level	Scale Score	Level	Scale Score	Level
Doe003	John	209	2	249	3	231	3	243	3
Doe004	John	228	3	198	2	202	2	224	3
Doe011	John	LB	LB	186	1	176	2	184	2
Doe015	John	SC	SC	SC	SC	SC	SC	SC	SC
Doe018	John	213	2	213	2	221	3	251	4
Doe023	John	MAS	MAS	150	1	MAS	MAS	159	1
Doe024	John	249	3	LB	LB	221	3	243	3
Doe025	John	192	2	227	3	165	1	214	3
Doe025	John	209	2	189	1	192	2	205	2
Doe029	John	192	2	204	2	212	3	238	3
Doe031	John	209	2	167	1	182	2	235	3

2.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows for selection of the year. For example, to see scores for the year 2012, click on "2012."

Years Grades Scores Fields Filter Search Other						
<input type="radio"/> 2007	<input type="radio"/> 2008	<input type="radio"/> 2009	<input type="radio"/> 2010			
<input type="radio"/> 2011	<input checked="" type="radio"/> 2012					
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>					

- **Grade**

This feature allows for selection of the grade. For example, to see scores for grade 10, click on "Grade 10."

Years | Grades | Scores | Fields | Filter | Search | Other

Grade 10 Grade 11 Grade 12

Cancel Submit

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

Years | Grades | Scores | Fields | Filter | Search | Other

Mathematics (Select All | Reset)
 Content Strands Scale Score Performance Level

Science (Select All | Reset)
 Content Strands Dimensions Scale Score Performance Level

Reading Across the Disciplines (Select All | Reset)
 Response to Literature Reading for Information Scale Score Performance Level

Writing Across the Disciplines (Select All | Reset)
 Interdisciplinary Writing I Interdisciplinary Writing II Editing & Revising Scale Score Performance Level

Cancel Submit

- **Fields**

This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and then click "Submit."

- **Filter**

Use this feature to include or exclude based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.

- **Search**

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with math scale scores greater than or equal to 300, select "Math Scale Score" from the first drop-down list, select "At least(>=)" from the second drop-down list, type "300" in the input box, click "Apply", and then click "Submit."

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

For instance, to view students who have math scale scores of at least 200 and response to literature scores of at least 5, first select "Math Scale Score" from the drop-down list. Select "At least(>=)" from the second-drop down list, type "200" in the input box, and click "Apply." Next, select "Response to Literature Score", "At least(>=)" from the second drop-down list, type "5", and click "Apply." Ensure the relationship operator reads "and," then click "Submit."

The screenshot shows a search interface with a navigation bar at the top containing tabs for "Years", "Grades", "Scores", "Fields", "Filter", "Search", and "Other". The "Search" tab is active. Below the navigation bar, the interface displays the following information:

- Relationship:** and
- Search for students who meet the following criteria:
- 1. Math Scale Score >= 200
- "Search by" can be repeated to apply multiple criteria.

At the bottom, there is a "Search By:" section with a dropdown menu set to "Response to Literature", a second dropdown menu set to "At least(>=)", and an input field containing the number "5". To the right of the input field is an "Apply" button. Below the "Search By:" section are two buttons: "Cancel" and "Submit".

2.4 Advanced Features

Once you view your report, you can also:

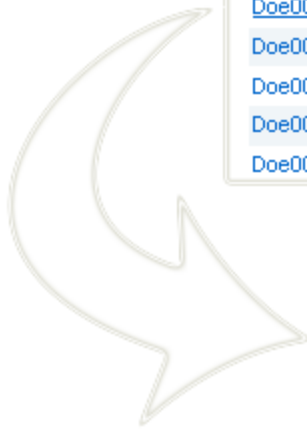
- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file which opens directly in Microsoft Excel.

- Sort the report by clicking the column of interest, then on "Sort." For example, to see the students with the lowest scale scores first:

Scale	Sort	Descending	Scale
	Sort	Descending	
	Summarize	Ascending	
1	Summarize By		196
1	Distribute		222
1	Plot against		176
189	2		212
150	1		209
221	3		245
265	4		309

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

Last Name	First Name	Scale Score
Doe001	John	192
Doe003	John	146
Doe004	John	192
Doe005	John	221
Doe007	John	200



Connecticut Academic Performance Test

Third Generation

John Doe001

Grade: 10
Birthdate: 10/1/900
SAID: 1072001025
Test Date: 04/20/09

School: Overfield HS
School Code: 63
District: Cybertown
District Code: 999

Overall Results

John scored at the basic level on the Mathematics test, scored at the below basic level on the Science test, and scored at the below basic level on the Writing Across the Disciplines test.

Advanced (Level 5)				
Goal (Level 4)				
Proficient (Level 3)				
Basic (Level 2)	✓			✓
Below Basic (Level 1)		✓		
	MATHEMATICS	SCIENCE	READING ACROSS THE DISCIPLINES	WRITING ACROSS THE DISCIPLINES

MATHEMATICS RESULTS

John's Score: 192
School Average: 207.8
District Average: 213.9
Level Range?

1	2	3	4	5

Goal Range

- Instantly see summary statistics, such as mean and standard deviation, by clicking on its column heading and choosing "Summarize." For example, to see a summary of the scale scores:

TotalN	ValidN	Mean	S.D.	Minimum	Maximum
1144	1048	213.9	44.5	110	348

This report does not include ELL-exempt students.

- Also, see summary statistics divided into demographic subgroups, such as gender and ethnicity, by clicking on "Summarize By."

Gender	TotalN	ValidN	Mean	S.D.	Minimum	Maximum
Female	48	42	29.4	5.7	8	38
Male	61	51	29.3	6.0	14	40

This report does not include ELL-exempt students.

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

Score	Frequency	Cum. Frequency	Percent	Cum. Percent
110	55	55	5.2	5.2
146	70	125	6.7	11.9
168	67	192	6.4	18.3
182	65	257	6.2	24.5
192	59	316	5.6	30.2
200	56	372	5.3	35.5
206	59	431	5.6	41.1
212	50	481	4.8	45.9
217	51	532	5.0	51.7

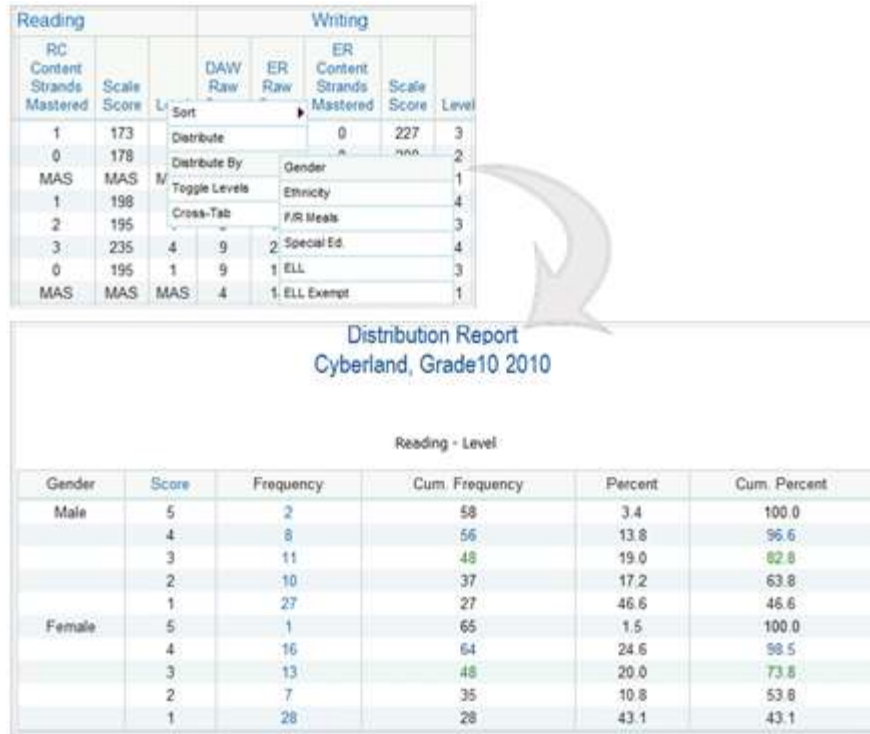
- Generate a frequency distribution for a score by clicking a score column, then "Distribute By".

Distribution Report
Cyberland, Grade10 2010

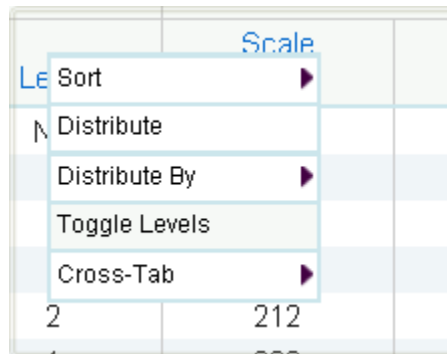
Reading - Level

Gender	Score	Frequency	Cum. Frequency	Percent	Cum. Percent
Male	5	2	58	3.4	100.0
	4	8	56	13.8	96.6
	3	11	48	19.0	82.8
Female	2	10	37	17.2	63.8
	1	27	27	46.6	46.6
	4	16	64	24.6	98.5
	3	13	48	20.0	73.8
	2	7	35	10.8	53.8
	1	28	28	43.1	43.1

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



- Switch between the numerical and lexical versions of performance levels by clicking on a performance level and choosing "Toggle Levels."



- Create a cross-tab report by clicking on a performance level, choosing "Cross-Tab Report," and clicking on another performance level or demographic variable.

Writing		DAW		ER		ER Content Strands Mastered		Scale Score	Level
4	227	Distribute				2		228	3
3	259	Distribute By				1		251	4
2	215	Toggle Levels				1		231	3
2	193	Cross-Tab							
AS	MAS	MAS	6	Performance Levels		Mathematics			
SC	SC	SC	SC	Demographic Variables		Reading			
2	217	3	7	26	2	2	2		
2	227	3	10	21	1	265	4		
2	227	3	6	12	0	184	1		



Reading Performance Level by Mathematics Performance Level, Number Tested
Cyberland, Grade11 2012

Mathematics	Reading					Total
	Below Basic	Basic	Proficient	Goal	Advanced	
Below Basic	8	2	1	1	0	12
Basic	9	1	3	1	0	14
Proficient	7	7	8	6	0	28
Goal	3	1	4	14	3	25
Advanced	0	0	0	8	5	13
Total	27	11	16	30	8	92

Note: This report does not include ELL-Exempt students or students that have invalid scores.
Click the cell to drill down to the individual students' scores.

2.5 Scatter Plot

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

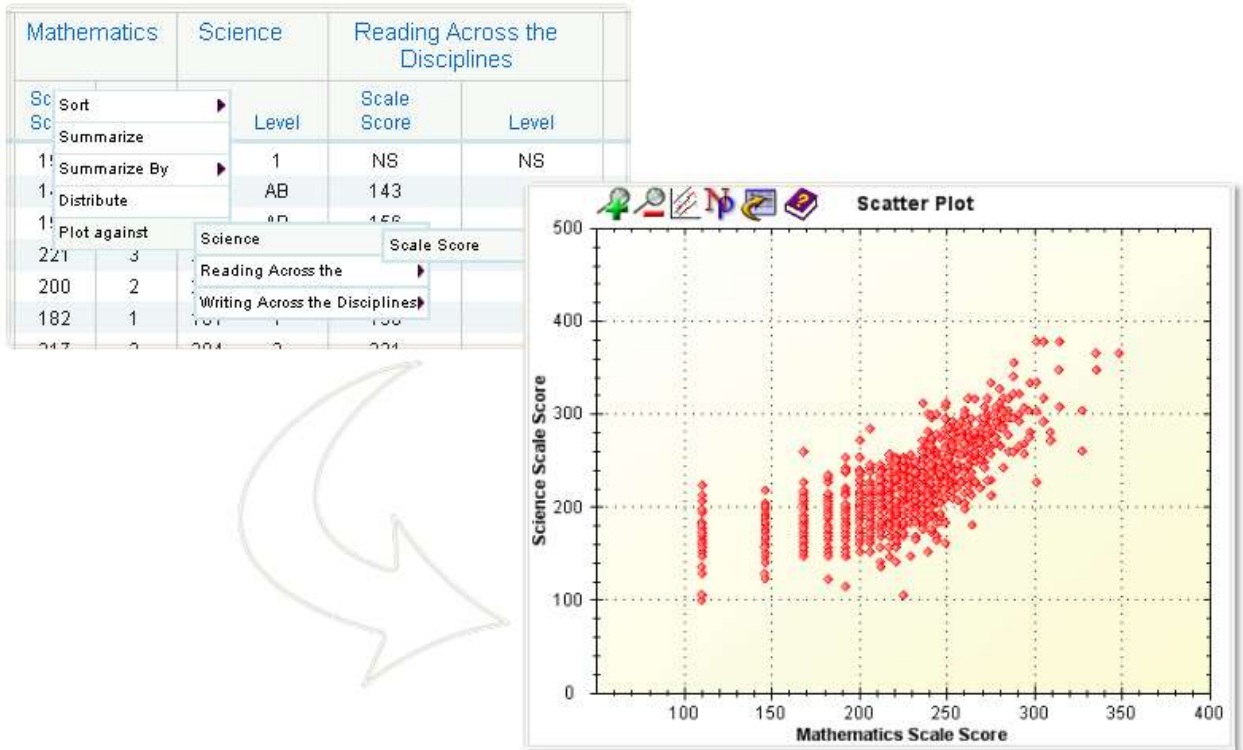
- First, select the scores you are interested in under the “Scores” tab. Apply a demographic or search filter to narrow the group of students down, if needed.

The screenshot shows a web interface with a top navigation bar containing tabs: Years, Grades, Scores, Fields, Filter, Search, and Other. The 'Scores' tab is active. Below the tabs, there are four sections, each with a title and a link for 'Select All | Reset':

- Mathematics**: Content Strands, Scale Score, Performance Level
- Science**: Content Strands, Dimensions, Scale Score, Performance Level
- Reading Across the Disciplines**: Response to Literature, Reading for Information, Scale Score, Performance Level
- Writing Across the Disciplines**: Interdisciplinary Writing I, Interdisciplinary Writing II, Editing & Revising, Scale Score, Performance Level



At the bottom of the interface are two buttons: 'Cancel' and 'Submit'.

- Click the Score column you would like on the X-axis, click "Plot Against" and select the other score. The scatter plot will open in a new window.




2.6 Scatter Plot Advanced Features

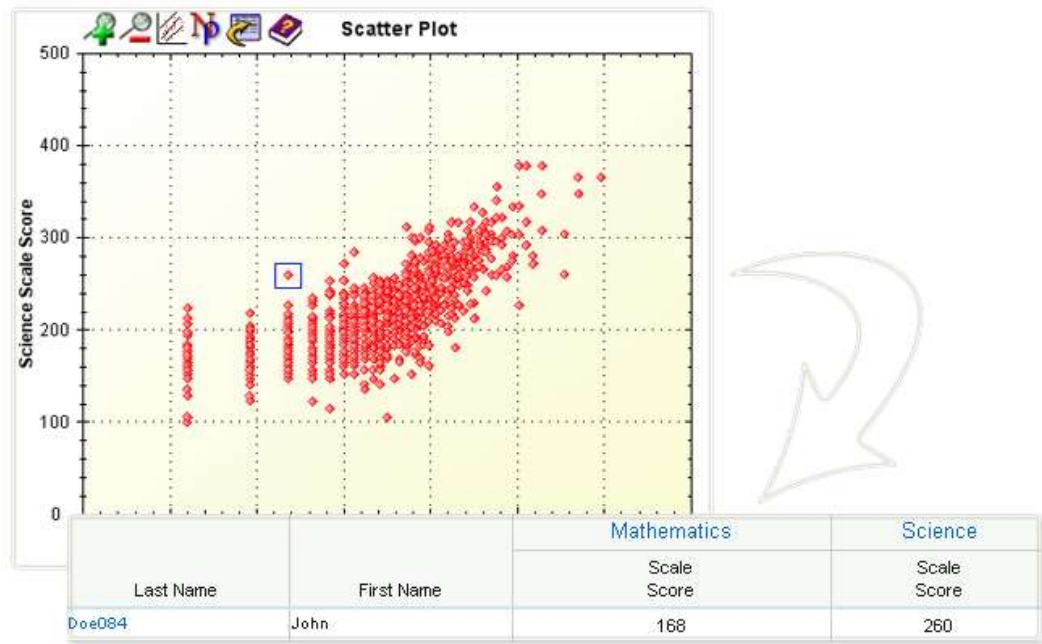
Once the scatter plot is generated, it can be printed directly from the browser by choosing **File -> Print**, or by pressing **Ctrl+P**. You can also:


- Click the  button to display a regression line with prediction bands.
- Click the  button to display the N-count and correlation coefficient for the scatter plot.
- Zoom in on a particular rectangular portion of the graph. First, select a region by:
 - Clicking ONCE on the starting point of your region.
 - Clicking ONCE on the finishing point of your region

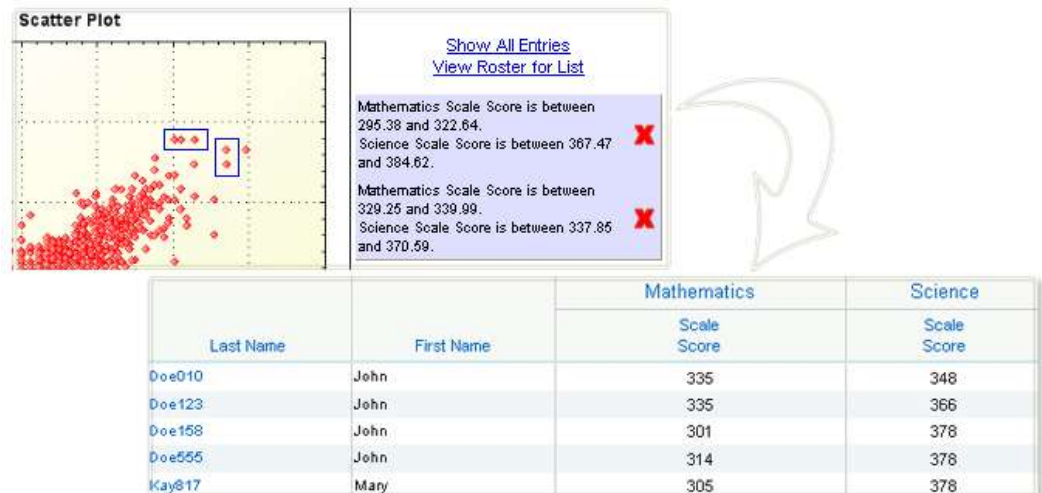
Then, click the  button to zoom in. Clicking the  button will zoom back out.

- View a Roster Report for a particular region of students by:
 - Selecting a region of students (see above).

- Clicking the  button.



- View a Roster Report for multiple regions of students by:
 - Selecting the first region of students (see above).
 - Clicking on "Create List."
 - Selecting a subsequent region of students and clicking on "Add Entry."
 - Repeating until you have selected your desired regions. To see what you have selected, click on "Show All Entries." To undo or remove a region, click on the  button.
 - Clicking on "View Roster for List."



3. Feeder Report

3.1 Getting Started

The Feeder Report allows users to access the student results from a prior year test administration based on the roster in the new school year. The feeder report is populated using a file provided by the CSDE. To get started:

- Select "Feeder Report" under "Report."
- Select a year under "Current Years."
- Select a grade under "Current Grades."
- Select a district or a school under "Current Groups."
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input checked="" type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
---	---	---

Student Search:

Current Years

2011 2012

Current Grades

Grade 11 Grade 12

Groups ?

Choose:

3.2 Sample Report

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

Years
Grades
Scores
Fields
Filter
Search

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

Feeder Report

Cybertown, Grade 12, 2011

Filter by district:

Last Name	First Name	Previous Grade	Year	Mathematics		Science		Reading Across the Disciplines		Writing Across the Disciplines	
				Scale Score	Performance Level	Scale Score	Performance Level	Scale Score	Performance Level	Scale Score	Performance Level
Luna	Joe	12	2011	198	2	210	2	159	1	LB	LB
Murphy	Desiree	12	2011	174	1	LB	LB	165	1	190	2
Nunn	Dan	10	2010	166	1	192	2	157	1	LB	LB
Nunn	Dan	12	2011	184	1	LB	LB	159	1	174	1

Page: 1 of 1 Jump to page:

3.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows for selection of the year. For example, to see scores for the year 2011, click on "2011."



The screenshot shows a web interface with a horizontal menu of blue tabs: "Years", "Grades", "Scores", "Fields", "Filter", "Search", and "Other". The "Years" tab is active. Below the tabs, there are radio buttons for the years 2007, 2008, 2009, 2010, and 2011. The radio button for 2011 is selected. There is also a radio button for 2012. At the bottom of the form are "Cancel" and "Submit" buttons.

- **Grades**

This feature allows for selection of the grade. For example, to see scores for grade 12, click on "Grade 12."



The screenshot shows a web interface with a horizontal menu of blue tabs: "Years", "Grades", "Scores", "Fields", "Filter", and "Search". The "Grades" tab is active. Below the tabs, there are radio buttons for "Grade 11" and "Grade 12". The radio button for "Grade 12" is selected. At the bottom of the form are "Cancel" and "Submit" buttons.

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

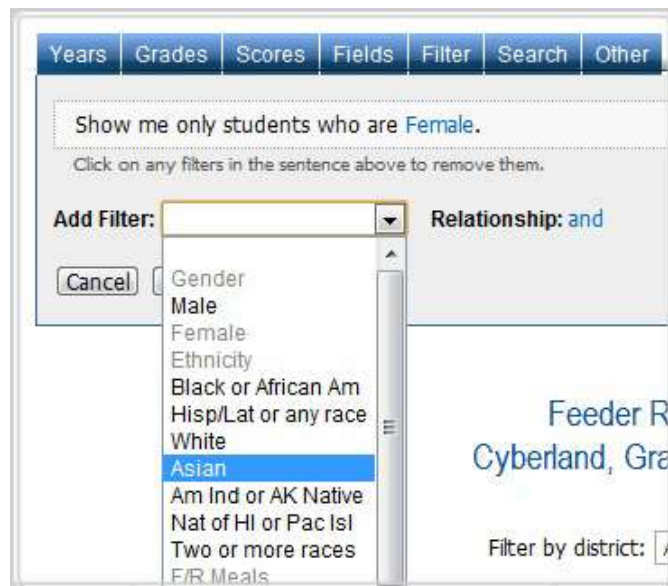
- **Fields**

This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and then click "Submit."

- **Filter**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.



- **Search**

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with math scale scores greater than or equal to 300, select "Math Scale Score" from the first drop-down list, select "At least(>=)" from the second drop-down list, type "300" in the input box, click "Apply," and then click "Submit."

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

For instance, to view students who have math scale scores of at least 200 and reading scale scores of at least 100, first select 'Math Scale Score' from the drop-down list. Select "At least(>=)" from the second drop-down list, type "200" in the input box, and click "Apply." Next, select "Reading Scale Score," "At least(>=)" from the second drop-down list, type "100," and click "Apply." Ensure the relationship operator reads "and," then click "Submit."

Years Grades Scores Fields Filter Search Other

Relationship: and

Search for students who meet the following criteria:

1. Math Scale Score >= 200
 "Search by" can be repeated to apply multiple criteria.

Search By: Reading Scale Score At least(>=) 100

Apply

Cancel Submit

- **Other**

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

Years Grades Scores Fields Filter Search Other

Students Per Page: 20

Cancel Submit

3.4 Advanced Features

Once you view your report, you can further:


- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file which opens directly in Microsoft Excel.

- Sort the report by clicking the column of interest, then on "Sort." For example, to see the students with the lowest scale scores first:

Scale	Sort	Descending	Scale
	Summarize	Ascending	
1	Summarize By		196
1	Distribute		222
1	Plot against		176
189	2		212
150	1		209
221	3		245
265	4		309

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

Last Name	First Name	Scale
Doe001	John	192
Doe003	John	146
Doe004	John	192
Doe005	John	221
Doe007	John	200



Connecticut Mastery Test Student Report
Fourth Generation
John Doe001

Grade: 3 District: CYBERLAND ELEM
DOB: 01/01/1996 School Code: 37
CASID: 130060002 District: CYBERLAND
Test Date: 03/2006 District Code: 999

OVERALL RESULTS

John scored at the Basic level on the Mathematics test, scored at the Below Basic level on the Reading test and scored at the Proficient level on the Writing test.

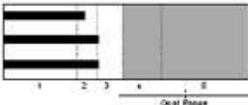
Mathematics	Reading	Writing
Basic	Below Basic	Proficient
(Level 2)	(Level 1)	(Level 3)

Level Range: Good Range

MATHEMATICS RESULTS

John scored at the Basic level on the grade 3 Mathematics test. Generally, this grade student's score on this level demonstrates partially developed knowledge of grade-level content. These students demonstrate partially developed conceptual...

John's Score: 192
School Range: 214
District Range: 214
Level Range: 1



Level Range: 1 Good Range

- Instantly see summary statistics, such as mean and standard deviation, by clicking on its column heading and choosing "Summarize." For example, to see a summary of the scale scores:

Sort	Male	Level				
Summarize						
Summarize By	7	1				
Distribute	3	AB				
Plot against	3	AB				

TotalN	ValidN	Mean	S.D.	Minimum	Maximum
1144	1048	213.9	44.5	110	348

This report does not include ELL-exempt students.

- Also, see summary statistics divided into demographic subgroups, such as gender and ethnicity, by clicking on "Summarize By."

Mathematics			Reading		
Total Raw Score	Content Sort	DRP™ Unit Score	RC Raw Score	RC Content Strands Mastered	RC Content Strands Mastered
80	Summarize By	Gender			4
103	Distribute	Ethnicity			3
89	16	241	F/R Meals		2
93	16	256	Special Ed.		2
MAS	MAS	MAS	ELL		MAS
SC	SC	SC	ELL Exempt		SC
91	16	248	Enrolled in school after Oct.		2
92	16	252	Enrolled in district after Oct.		2
87	15	235			2

Summary Report Cyberland, Grade 4, 2011									
Mathematics - Content Strands Mastered									
Previous Grade	Year	Gender	TotalN	ValidN	Mean	S.D.	Minimum	Maximum	
3	2011	Female	48	42	14.0	2.9	4	18	
3	2011	Male	61	51	14.5	3.2	4	18	

This report does not include ELL-exempt students.

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

Score	Frequency	Cum. Frequency	Percent	Cum. Percent
110	55	55	5.2	5.2
146	70	125	6.7	11.9
168	67	192	6.4	18.3
182	65	257	6.2	24.5
192	59	316	5.6	30.2
200	56	372	5.3	35.5
206	59	431	5.6	41.1
212	50	481	4.8	45.9
217	51	532	5.0	51.7

- Generate a frequency distribution for a score by gender or another variable by clicking a score column, then "Distribute By".

Distribution Report
Cyberland, Grade 4, 2011

Mathematics - Level
Previous Grade 3 - Year 2011

Gender	Score Range	Frequency	Cum. Frequency	Percent	Cum. Percent
Female	1	5	5	11.9	11.9
	2	6	11	14.3	26.2
	3	19	30	45.2	71.4
	4	8	38	19.0	90.5
	5	4	42	9.5	100.0
Male	1	7	7	13.7	13.7
	2	8	15	15.7	29.4
	3	10	25	19.6	49.0
	4	17	42	33.3	82.4
	5	9	51	17.6	100.0

This report does not include ELL-exempt students.

- Create a cross-tab report by clicking on a performance level, choosing "Cross-Tab Report," and clicking on another performance level or demographic variable.

Mathematics				Reading			
Content Strands Mastered	Scale Score	DRP™ Unit	RC Score	RC Content Strands Mastered	Scale Score	Level	DAW Raw Score
13	215			4	227	3	7
18	329			3	259	4	9
16	241			2	215	2	8
16	256						
MAS	MAS	MAS	MAS				
SC	SC	SC	SC				
16	248	4	49	24	2	217	3
16	252	4	49	28	2	227	3



Feeder Report
Mathematics Performance Level by Gender, Number Tested
Cyberland, Grade 4, 2011

Gender	Mathematics					Total
	Below Basic	Basic	Proficient	Goal	Advanced	
Male	7	8	10	17	9	51
Female	5	6	19	8	4	42
Total	12	14	29	25	13	93

Note: This report does not include ELL-Exempt students or students that have invalid scores.
Click the cell to drill down to the individual students' scores.

- Switch between the numerical and lexical versions of performance levels by clicking on a performance level and choosing "Toggle Levels."

Scale	
Le	Sort
N	Distribute
	Distribute By
	Toggle Levels
	Cross-Tab
2	212
4	222

3.5 Scatter Plot

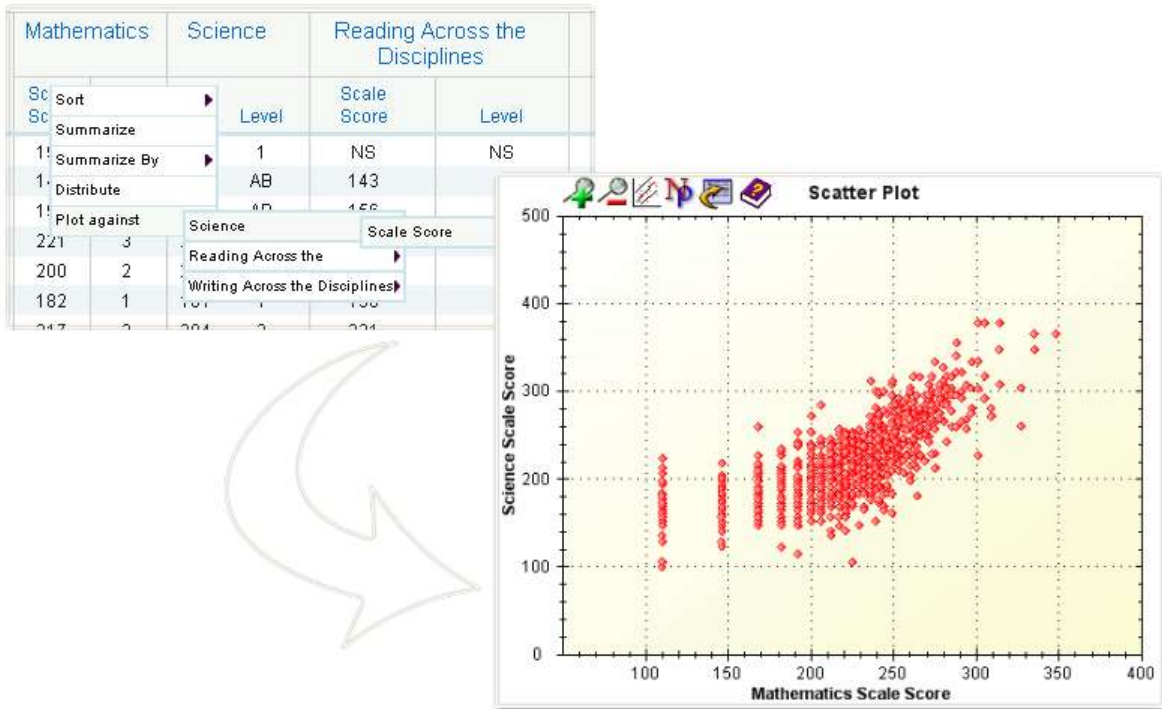
Generate a scatter plot by plotting one set of scores against another.

- First, select the scores you are interested in under the “Scores” tab. Apply a demographic or search filter to narrow the group of students down, if needed.

The screenshot shows a software interface with a top navigation bar containing tabs: Years, Grades, Scores, Fields, Filter, Search, and Other. The 'Scores' tab is active. Below the tabs, there are three sections for subject scores: Mathematics, Reading, and Writing. Each section has a title with links for 'Select All' and 'Reset'. Under each section, there are several checkboxes for different score types. At the bottom of the interface, there are 'Cancel' and 'Submit' buttons.



Subject	Score Type	Selected
Mathematics	Total Raw Score	Yes
	Scale Score	Yes
	Content Strand Raw Score	No
	Vertical Scale Score	No
Reading	DRP™ Unit Score	Yes
	RC Content Strands Mastered	Yes
	Level	Yes
Writing	DAW Raw Score	Yes
	ER Content Strands Mastered	Yes
	ER Raw Score	Yes
	Scale Score	Yes

- Click the Score column you would like on the X-axis, click "Plot Against" and select the other score. The scatter plot will open in a new window.




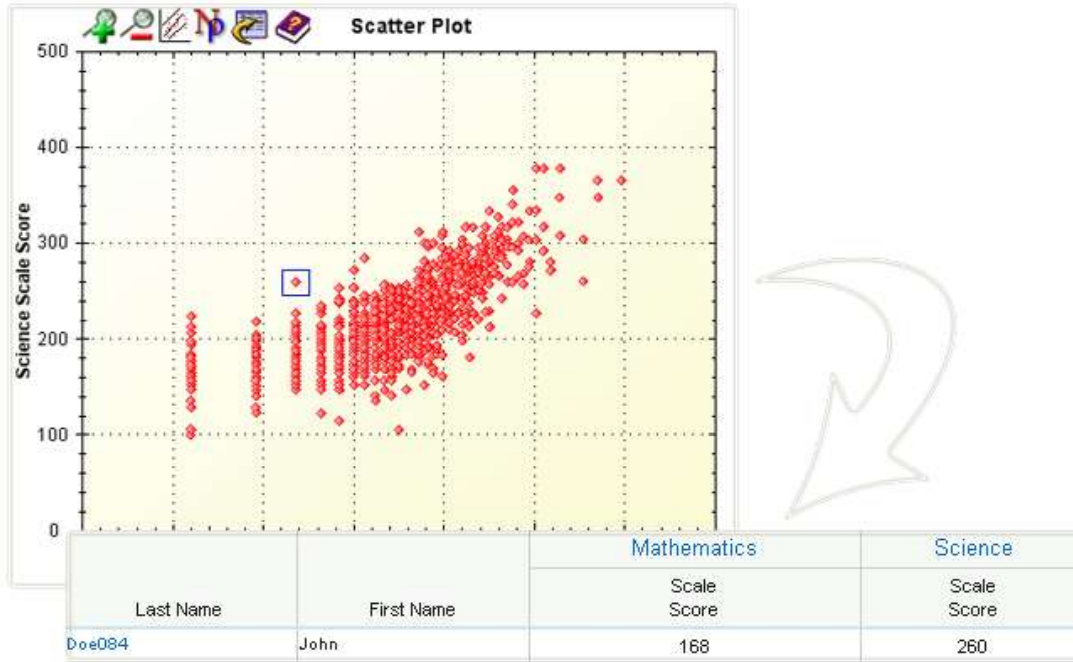
3.6 Scatter Plot Advanced Features

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

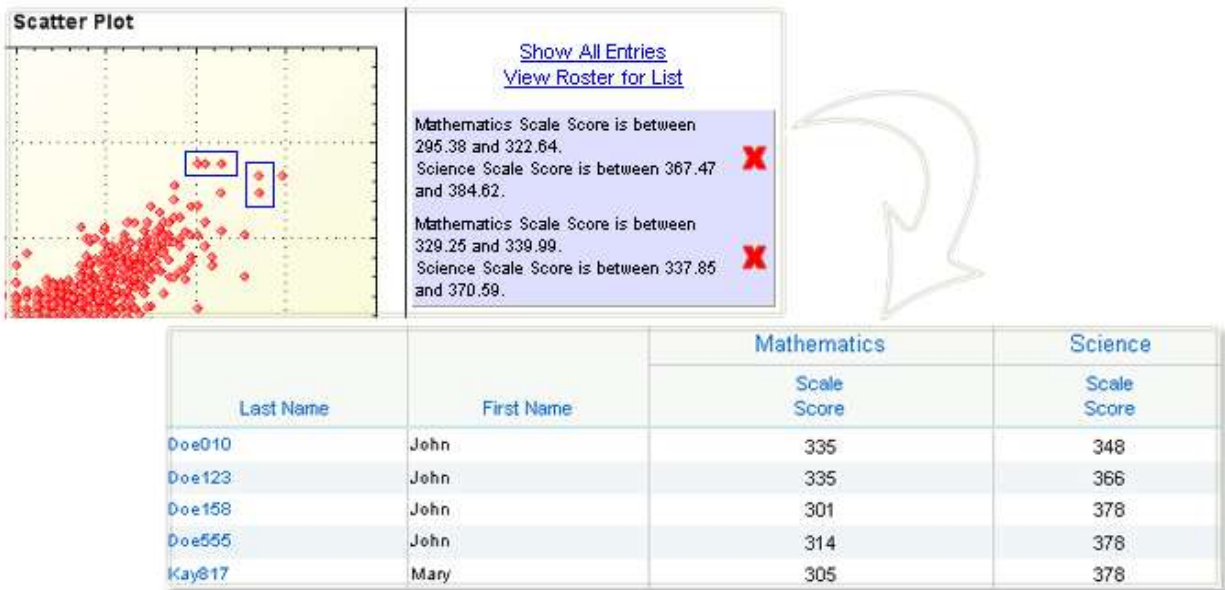
- Click the  button to display a regression line with prediction bands.
- Click the  button to display the N-count and correlation coefficient for the scatter plot.
- Zoom in on a particular rectangular portion of the graph. First, select a region by:
 1. Clicking *once* on the starting point of your region.
 2. Clicking *once* on the finishing point of your region

Then, click the  button to zoom in. Clicking the  button will zoom back out.

- View a Roster Report for a particular region of students by:
 - Selecting a region of students (see above).
 - Clicking the  button.



- View a Roster Report for multiple regions of students by:
 1. Selecting the first region of students (see above).
 2. Clicking on "Create List."
 3. Selecting a subsequent region of students and clicking on "Add Entry."
 4. Repeating until you have selected your desired regions. To see what you have selected, click on "Show All Entries." To undo or remove a region, click on the **X** button.
 5. Clicking on "View Roster for List."



4. Individual Student Report

4.1 Getting Started

The Individual Student Report gives the user a detailed report of the academic performance of each student as per the set of selections requested. To get started:

- Select "Individual Student Report" under "Report."
- Select a year under "Administration Years."
- Select a grade under "Grades."
- Select a district or a school.
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input checked="" type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
---	---	---

Student Search:

Administration Years

<input type="radio"/> 2007	<input type="radio"/> 2008	<input type="radio"/> 2009	<input type="radio"/> 2010
<input type="radio"/> 2011	<input checked="" type="radio"/> 2012		

Grades

<input checked="" type="radio"/> Grade 10	<input type="radio"/> Grade 11	<input type="radio"/> Grade 12
---	--------------------------------	--------------------------------

Groups ?

Choose:

4.2 Sample Report

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

Years
Grades
Student
Filter
Search

Back

students per page: 10

Displaying Page 1 of 133.
Sort: Last Name
« Prev | Next » Page: 1

Skills Checklist Student Reports on this Page: 10
 Modified Assessment System Reports on this Page: 0
 Standard CAPT Student Reports on this Page: 0

Connecticut Academic Performance Test

Third Generation

CAPT SKILLS CHECKLIST PROFILE FOR

John Doe015

Grade:	10	School:	OUTPLACEMENT CENTER
Date of Birth:	1/1/1900	School Code:	89
SASID:	1463015124	District:	CYBERTOV/N
Test Date:	03/2012	District Code:	999

Overall Results

John scored at the Basic level on the Reading scale, scored at the Basic level on the Communication scale, scored at the Basic level on the Mathematics scale, scored at the Basic level on the Science scale, and scored at the Awareness level on the Access scale.

READING

+		
Basic 61 or Below	Proficient 62 - 84	Independent 85 or Above

COMMUNICATION

+		
Basic 20 or Below	Proficient 21 - 38	Independent 39 or Above

4.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows for selection of the year. For example, to see scores for the year 2012, click on "2012."

The screenshot shows a customization interface with five blue tabs at the top: "Years", "Grades", "Student", "Filter", and "Search". The "Years" tab is active. Below the tabs, there are radio buttons for the years 2006, 2007, 2008, 2009, and 2010. The 2012 radio button is selected. At the bottom left, there are "Cancel" and "Submit" buttons.

- **Grades**

This feature allows for selection of grade(s). For example, to see scores for grade 10, click on "Grade 10" and then click "Submit."

The screenshot shows a customization interface with five blue tabs at the top: "Years", "Grades", "Student", "Filter", and "Search". The "Grades" tab is active. Below the tabs, there are radio buttons for "Grade 10", "Grade 11", and "Grade 12". The "Grade 10" radio button is selected. At the bottom left, there are "Cancel" and "Submit" buttons.

- **Student**

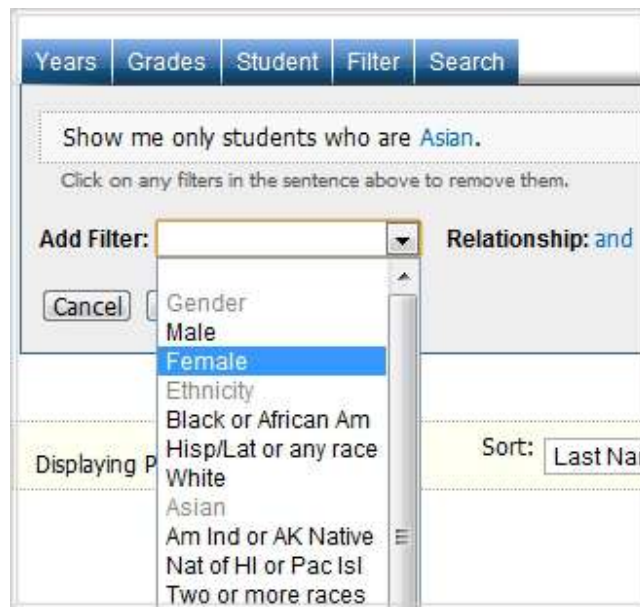
Use this feature to search for individual students by their first or last name.

The screenshot shows a customization interface with five blue tabs at the top: "Years", "Grades", "Student", "Filter", and "Search". The "Student" tab is active. Below the tabs, there is a "Select Student:" label. Underneath, there are three input fields: "SASID:", "Last Name:", and "First Name:". At the bottom left, there are "Cancel" and "Submit" buttons.

- **Filter**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian." Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.



- **Search**

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with math scale scores greater than or equal to 300, select "Math Scale Score" from the first drop-down list, select "At least(>=)" from the second drop-down list, type "300" in the input box, click "Apply," and then click "Submit."

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

For instance, to view students who have math scale scores of at least 200 and reading scale scores of at least 100, first select 'Math Scale Score' from the drop-down list. Select "At least(>=)" from the second drop-down list, type "200" in the input box, and click "Apply." Next, select "Reading Scale Score," "At least(>=)" from the second drop-down list, type "100," and click "Apply." Ensure the relationship operator reads "and," then click "Submit."

Years Grades Student Filter Search

Relationship: and
Show me all students

"Search by" can be repeated to apply multiple criteria.

Search By: Math Scale Score At least(>=) 300 Apply

Cancel Submit

4.4 Advanced Features

Once you view your report, you can:

- Print it directly from your browser.
- Sort the students by first or last name by using the drop-down list at the top of the page.

Filter Search

Sort: Last Name ↑

Last Name
First Name

- Change the number of students shown per page and jump between pages by using the drop-down list at the top of the page.

Students per page: 10

<< Prev | Next >> Page: 1

1
2
3
4
5

ard CMT Student Reports on this
Checklist Student Reports on thi 10 : 0

5. Full Roster Report

5.1 Getting Started

The Full Roster Report provides a list of data for every student across all grades by year. The data includes individual scores and information limited to each student for a particular year selection. To get started:

- Select "Full Roster Report" under "Report."
- Select a year under "Administration Years."
- Select a school.
- Click "Get Excel CSV."

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input checked="" type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
--	--	---

Student Search:

Administration Years

<input type="radio"/> 2007	<input type="radio"/> 2008	<input type="radio"/> 2009	<input type="radio"/> 2010
<input type="radio"/> 2011	<input checked="" type="radio"/> 2012		

Groups ?

Choose:

5.1 Sample Report

An Excel CSV file will be generated with a list of all students, all scores, and all fields available for that school similar to the following sample:

	A	B	C	D	E	F
1	CAPT Full Roster Report					
2	Cybertown, 2010					
3						
4	Last Name	First Name	Grade	Gender	Ethnicity	F/R Meals
5	Doe000	John	10	Male	White	Eligible
6	Doe004	John	10	Male	Black	Eligible
7	Doe005	John	10	Male	Black	Not Eligible
8	Doe006	John	10	Male	Black	Eligible
9	Doe008	John	10	Male	White	Not Eligible
10	Doe008	John	10	Male	Hispanic	Eligible
11	Doe009	John	11	Male	White	Eligible
12	Doe009	John	11	Male	Black	Eligible

6. Skills Checklist Roster Report

6.1 Getting Started

This report provides the Skills Checklist results for individual students. To get started:

- Select "Skills Checklist Roster Report" under "Report."
- Select a year under "Administration Years."
- Select a grade under "Grades."
- Select a district or a school.
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input checked="" type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
---	---	---

Student Search:

Administration Years

<input type="radio"/> 2007	<input type="radio"/> 2008	<input type="radio"/> 2009	<input type="radio"/> 2010
<input type="radio"/> 2011	<input checked="" type="radio"/> 2012		

Grades

<input checked="" type="radio"/> Grade 10	<input type="radio"/> Grade 11	<input type="radio"/> Grade 12
---	--------------------------------	--------------------------------

Groups ?

Choose:

6.2 Sample Report

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

Years	Grades	Scores	Fields	Filter	Search	Other					
						Back Save Report Download Report					
<h3>Skills Checklist Roster Report</h3> <h4>Cybertown, Grade 10, 2012</h4>											
Last Name	First Name	Access Skills		Reading		Communication		Mathematics		Science	
		Total Score	Level	Total Score	Level	Total Score	Level	Total Score	Level	Total Score	Level
Doe015	John	35	Awareness	5	Basic	4	Basic	0	Basic	1	Basic
Doe175	John	98	Application	27	Basic	18	Basic	43	Proficient	26	Proficient
Doe200	John	86	Application	3	Basic	2	Basic	17	Basic	9	Basic
Doe388	John	91	Application	45	Basic	25	Proficient	28	Basic	26	Proficient
Doe477	John	61	Practice	5	Basic	4	Basic	7	Basic	5	Basic
Doe487	John	45	Awareness	7	Basic	6	Basic	5	Basic	7	Basic
Doe557	John	100	Application	66	Proficient	31	Proficient	37	Basic	19	Proficient
Doe582	John	100	Application	65	Proficient	31	Proficient	45	Proficient	29	Proficient

6.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

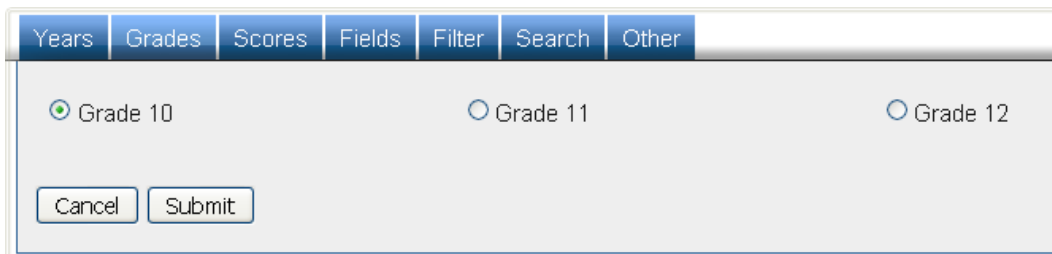
This feature allows for selection of the year. For example, to see scores for the year 2012, click on "2012."



The screenshot shows a customization interface with a top navigation bar containing tabs: Years, Grades, Scores, Fields, Filter, Search, and Other. The 'Years' tab is active. Below the tabs, there are radio button options for the years 2007, 2008, 2009, 2010, 2011, and 2012. The 2012 option is selected. At the bottom of the panel are 'Cancel' and 'Submit' buttons.

- **Grade**

This feature allows for selection of the grade. For example, to see scores for grade 10, click on "Grade 10."



The screenshot shows a customization interface with a top navigation bar containing tabs: Years, Grades, Scores, Fields, Filter, Search, and Other. The 'Grades' tab is active. Below the tabs, there are radio button options for Grade 10, Grade 11, and Grade 12. The Grade 10 option is selected. At the bottom of the panel are 'Cancel' and 'Submit' buttons.

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

- **Fields**

This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and then click "Submit."

- **Search**

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with math scale scores greater than or equal to 300, select "Math Scale Score" from the first drop-down list, select "At least(>=)" from the second drop-down list,

type "300" in the input box, click "Apply", and then click "Submit."

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

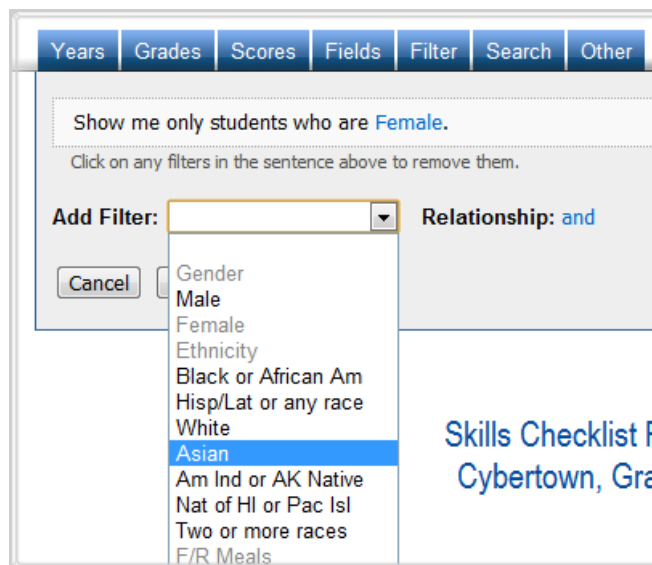
For instance, to view students who have math scale scores of at least 200 and response to literature scores of at least 5, first select "Math Scale Score" from the drop-down list. Select "At least(>=)" from the second drop down list, type "200" in the input box, and click "Apply." Next, select "Response to Literature Score", "At least(>=)" from the second drop-down list, type "5", and click "Apply." Ensure the relationship operator reads "and," then click "Submit."

The screenshot shows a search filter interface with a navigation bar at the top containing tabs for "Years", "Grades", "Scores", "Fields", "Filter", "Search", and "Other". The "Filter" tab is active. Below the navigation bar, the text "Relationship: and" is displayed. Underneath, it says "Search for students who meet the following criteria:" followed by a list item "1. Math Scale Score >= 200". A note below the list states: "Search by" can be repeated to apply multiple criteria. At the bottom, there is a "Search By:" section with a dropdown menu set to "Response to Literature", another dropdown menu set to "At least(>=)", an input box containing the number "5", and an "Apply" link. Below the "Search By:" section are two buttons: "Cancel" and "Submit".

- **Filters**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.



6.4 Advanced Features


Once you view your report, you can further:

- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file which opens directly in Microsoft Excel.
- Sort the report by clicking the column of interest, then on "Sort." For example, to see the students with the lowest scale scores first:

Sort	Descending	Ascending	
Summarize			
Summarize By			
Distribute	0	Basic	
00	Application	2	Basic
92	Application	41	Basic
90	Application	23	Basic
06	Application	0	Basic

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

Last Name	First Name	Scale Score
Doe001	John	192
Doe003	John	146
Doe004	John	192
Doe005	John	221
Doe007	John	200



Connecticut Academic Performance Test

Third Generation

John Doe001

Grade: 10 School: Overfield Hs.
 Birthdate: 1/1/1999 School Code: 03
 SAID: 1972001625 District: Cybertown
 Test Date: 04/20/09 District Code: 999


Overall Results

John scored at the basic level on the Mathematics test, scored at the below basic level on the Science test, and scored at the below basic level on the Writing Across the Disciplines test.

Goal Range	Advanced (Level 5)	Goal (Level 4)	Proficient (Level 3)	Basic (Level 2)	Below Basic (Level 1)
MATHEMATICS				✓	
SCIENCE					✓
READING ACROSS THE DISCIPLINES					✓
WRITING ACROSS THE DISCIPLINES					✓

MATHEMATICS RESULTS

John's score: 192
 School Average: 207.8
 District Average: 213.9
 Level Range: 1-5



- Instantly see summary statistics, such as mean and standard deviation, by clicking on its column heading and choosing "Summarize." For example, to see a summary of the scale scores:

Sort	Scale Score	Level
Summarize	7	1
Summarize By	3	AB
Distribute	3	AB
Plot against	221	204

TotalN	ValidN	Mean	S.D.	Minimum	Maximum
1144	1048	213.9	44.5	110	348

This report does not include ELL-exempt students.

- Also, see summary statistics divided into demographic subgroups, such as gender or ethnicity, by clicking on "Summarize By."

Mathematics | **Reading**

Content Strands Mastered	DRP™ Raw Score	RC Content Strands Mastered	Scale Score
10	MAS	MAS	MAS
16	MAS	MAS	241
16	MAS	MAS	237
5	176	1	MAS
14	214	2	180
21	304	5	264
MAS	MAS	MAS	MAS
13	220	3	233
15	233	3	210
MAS	MAS	MAS	MAS

Summary Report
Cyberland Elem, Grade10 2010

Mathematics - Scale Score

Grade	Year	Gender	TotalN	ValidN	Mean	S.D.	Minimum	Maximum
4	2010	Female	61	57	219.2	35.5	157	336
4	2010	Male	69	64	218.0	36.7	137	348

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

Sort | Summarize | Summarize By | **Distribute**

Score	Frequency	Cum. Frequency	Percent	Cum. Percent
23	1	1	5.0	5.0
42	1	2	5.0	10.0
65	1	3	5.0	15.0
67	1	4	5.0	20.0
69	1	5	5.0	25.0
75	1	6	5.0	30.0
79	2	8	10.0	40.0
80	2	10	10.0	50.0

7. Skills Checklist Feeder Report

7.1 Getting Started

The Skills Checklist Feeder Report allows users to access the Skills Checklist student results from a prior year test administration based on the roster in the new school year. The feeder report is populated using a file provided by the CSDE. To get started:

- Select "Skills Checklist Feeder Report" under "Report."
- Select a year under "Current Years."
- Select a grade under "Current Grades."
- Select a district or a school under "Current Groups."
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report (Updated 4/9/2013)<input type="radio"/> Modified Assessment Roster<input type="radio"/> Modified Assessment Feeder<input type="radio"/> Skills Checklist Roster<input checked="" type="radio"/> Skills Checklist Feeder<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
---	---	---

Student Search:

Administration Years

2012

Grades

Grade 11 Grade 12

Groups ?

Choose:

7.2 Sample Report

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

Years Grades Scores Fields Filter Search Other													
													Back Save Report Download Report
<h3>Skills Checklist Feeder Report</h3> <h4>Cybertown, Grade 11, 2012</h4>													
Filter by district: <input type="text" value="All"/>													
Last Name	First Name	Previous Grade	Year	Access Skills		Reading		Communication		Mathematics		Science	
				Total Score	Level	Total Score	Level	Total Score	Level	Total Score	Level	Total Score	Level
Doe1	John	10	2012	99	3	107	3	40	3	59	2	39	3
Doe2	Jane	10	2012	96	3	22	1	16	1	17	1	8	1
Doe3	John	10	2012	100	3	27	1	19	1	38	1	32	2
Doe4	John	10	2012	74	2	1	1	3	1	7	1	0	1
Doe5	John	10	2012	99	3	40	1	36	2	26	1	16	2

7.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows for selection of the year. For example, to see scores for the year 2011, click on "2011."



The screenshot shows a web interface with a row of blue tabs: "Years", "Grades", "Scores", "Fields", "Filter", "Search", and "Other". The "Years" tab is active. Below the tabs, there are radio buttons for the years 2007, 2008, 2009, 2010, and 2011. The radio button for 2011 is selected. There is also a radio button for 2012. At the bottom of the form are "Cancel" and "Submit" buttons.

- **Grades**

This feature allows for selection of the grade. For example, to see scores for grade 12, click on "Grade 12."



The screenshot shows a web interface with a row of blue tabs: "Years", "Grades", "Scores", "Fields", "Filter", and "Search". The "Grades" tab is active. Below the tabs, there are radio buttons for "Grade 11" and "Grade 12". The radio button for "Grade 12" is selected. At the bottom of the form are "Cancel" and "Submit" buttons.

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the content strand raw scores, select "Content Strands" and click "Submit."

The screenshot shows a web interface with a navigation bar containing tabs: Years, Grades, Scores, Fields, Filter, Search, and Other. The 'Scores' tab is selected. Below the tabs, there are five sections, each with a title and a '(Select All | Reset)' link:

- Access Skills**: Total Score, Content Strands, Level, Content Strand Subscore
- Reading**: Total Score, Content Strands, Level, Content Strand Subscore
- Communication**: Total Score, Content Strands, Level, Content Strand Subscore
- Mathematics**: Total Score, Content Strands, Level, Content Strand Subscore
- Science**: Total Score, Content Strands, Level, Content Strand Subscore

At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

- **Fields**

This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and then click "Submit."

The screenshot shows a web interface with a navigation bar containing tabs: Years, Grades, Scores, Fields, Filter, Search, and Other. The 'Fields' tab is selected. Below the tabs, there are seven checkboxes arranged in two rows:

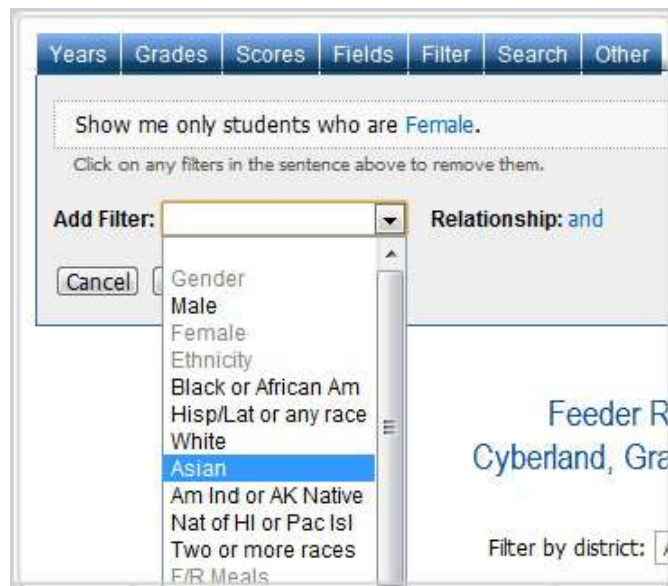
- Row 1: Grade, Gender, Ethnicity, F/R Meals, ELL
- Row 2: Date of Birth, SASID, District ID, School ID

At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

- **Filter**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.



- **Search**

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with a math performance level of proficient, select "Performance Level in Math" from the first drop-down list, click the checkbox next to "Proficient," click "Apply," and then click "Submit."

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

For instance, to view students who scored proficient in both math and reading, first select "Performance Level in Math" from the drop-down list. Click the checkbox next to "Proficient" and click "Apply." Next, select "Performance Level in Reading," click the checkbox next to "Proficient," and click "Apply." Ensure the relationship operator reads "and," then click "Submit."

The screenshot shows a dialog box with a tabbed interface. The 'Filter' tab is active. The 'Relationship' is set to 'and'. Below this, it says 'Search for students who meet the following criteria:'. There are two criteria listed: '1. Performance Level in Math = 2 and' and '2. Performance Level in Reading = 2'. A mouse cursor is pointing at the second criterion. Below the criteria, it says '"Search by" can be repeated to apply multiple criteria.'. At the bottom, there is a 'Search By:' dropdown menu set to 'None', and two buttons: 'Cancel' and 'Submit'.

- **Other**

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

The screenshot shows a dialog box with a tabbed interface. The 'Other' tab is active. It contains a 'Students Per Page:' label followed by a text input field containing the number '20'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

7.4 Advanced Features

Once you view your report, you can further:


- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file which opens directly in Microsoft Excel.

- Sort the report by clicking the column of interest, then on "Sort." For example, to see the students with the lowest total scores first:

Scale	Sort	Descending	Scale
	Sort	Descending	
	Summarize	Ascending	
1	Summarize By		196
1	Distribute		222
1	Plot against		176
			189
			2
			212
			150
			1
			209
			221
			3
			245
			265
			4
			309

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

Last Name	First Name	Scale
Doe001	John	192
Doe003	John	146
Doe004	John	192
Doe005	John	221
Doe007	John	200



Connecticut Mastery Test Student Report
Fourth Generation
John Doe001

Grade: 3 School: CYBERLAND ELEM
DOB: 01/01/1996 School Code: 37
CASC: 130000002 District: CYBERLAND
Test Date: 03/02/06 District Code: 999

OVERALL RESULTS

John scored at the Basic level on the Mathematics test, scored at the Below Basic level on the Reading test and scored at the Proficient level on the Writing test.

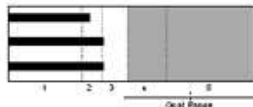
Mathematics	Reading	Writing
Basic	Below Basic	Proficient
(Level 2)	(Level 0)	(Level 3)

Level Range: Good (Level 4) to Excellent (Level 5)

MATHEMATICS RESULTS

John scored at the Basic level on the grade 3 Mathematics test. Generally, this grade student's score on this level demonstrates partially developed knowledge of grade-level content. These students demonstrate partially developed conceptual...

John's Score: 192
School Range: 214
District Range: 214
Level Range: 1 to 5



- Instantly see summary statistics, such as mean and standard deviation, by clicking on its column heading and choosing "Summarize." For example, to see a summary of the total scores:

Sort	Male	Level				
Summarize						
Summarize By	7	1				
Distribute	3	AB				
Plot against	3	AB				
	204	2				

TotalN	ValidN	Mean	S.D.	Minimum	Maximum
1144	1048	213.9	44.5	110	348

This report does not include ELL-exempt students.

- Also, see summary statistics divided into demographic subgroups, such as gender and ethnicity, by clicking on "Summarize By."

Total Raw Score	Content Sort	DRP™ Unit Score	RC Raw Score	RC Content Strands Mastered
80	Summarize By	Gender		4
103	Distribute	Ethnicity		3
89	16	241 F/R Meals		2
93	16	256 Special Ed.		2
MAS	MAS	MAS ELL		MAS
9C	9C	9C ELL Exempt		9C
91	16	248 Enrolled in school after Oct.		2
92	16	252 Enrolled in district after Oct.		2
87	15	235		2

Summary Report Cyberland, Grade 4, 2011

Mathematics - Content Strands Mastered

Previous Grade	Year	Gender	TotalN	ValidN	Mean	S.D.	Minimum	Maximum
3	2011	Female	48	42	14.0	2.9	4	18
3	2011	Male	61	51	14.5	3.2	4	18

This report does not include ELL-exempt students.

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

Score	Frequency	Cum. Frequency	Percent	Cum. Percent
110	55	55	5.2	5.2
146	70	125	6.7	11.9
168	67	192	6.4	18.3
182	65	257	6.2	24.5
192	59	316	5.6	30.2
200	56	372	5.3	35.5
206	59	431	5.6	41.1
212	50	481	4.8	45.9
217	51	532	5.0	51.7

- Generate a frequency distribution for a score by gender or another variable by clicking a score column, then "Distribute By".

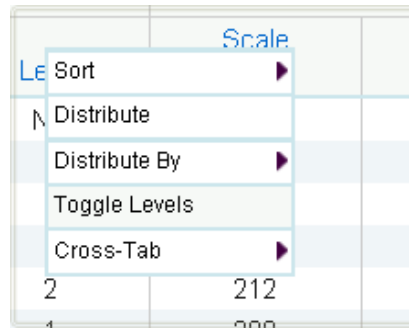
Distribution Report
Cyberland, Grade 4, 2011

Mathematics - Level
Previous Grade 3 - Year 2011

Gender	Score Range	Frequency	Cum. Frequency	Percent	Cum. Percent
Female	1	5	5	11.9	11.9
	2	6	11	14.3	26.2
	3	19	30	45.2	71.4
	4	8	38	19.0	90.5
	5	4	42	9.5	100.0
Male	1	7	7	13.7	13.7
	2	8	15	15.7	29.4
	3	10	25	19.6	49.0
	4	17	42	33.3	82.4
	5	9	51	17.6	100.0

This report does not include ELL-exempt students.

- Switch between the numerical and lexical versions of performance levels by clicking on a performance level and choosing "Toggle Levels."



8. Modified Assessment Roster Report

8.1 Getting Started

The Modified Assessment Roster Report provides a list of data for every student who took the Modified Assessment exam by year and grade. The data includes individual scores and information limited to each student for a particular year/grade selection. To get started:

- Select "Modified Assessment Roster Report" under "Report."
- Select a year under "Administration Years."
- Select a grade under "Grades."
- Select a district or a school.
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report<input checked="" type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
---	---	---

Student Search:

Administration Years

2010 2011 2012

Grades

Grade 10 Grade 11 Grade 12

Groups ?

Choose:

8.2 Sample Report

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

Back Save Report Download Report					
Modified Assessment Roster Report Cybertown, Grade 10, 2012					
Last Name	First Name	Mathematics		Reading Across the Disciplines	
		Scale Score	Level	Scale Score	Level
Doe023	John	178	1	166	1
Doe050	John	244	1	289	3
Doe066	John	178	1	314	3
Doe069	John	224	1	188	1
Doe075	John	178	1	213	1
Doe102	John	224	1	264	2
Doe139	John	316	3	289	3
Doe148	John	224	1	224	1
Doe150	John	231	1	252	2
Doe157	John	208	1	289	3
Doe163	John	280	2	282	3

8.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows for selection of the year. For example, to see scores for the year 2012, click on "2012."

Years	Grades	Scores	Fields	Filter	Search	Other
<input type="radio"/> 2010						
						<input type="radio"/> 2011
						<input checked="" type="radio"/> 2012
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>				

- **Grades**

This feature allows for selection of the grade. For example, to see scores for grade 10, click on "Grade 10."

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

- **Fields**

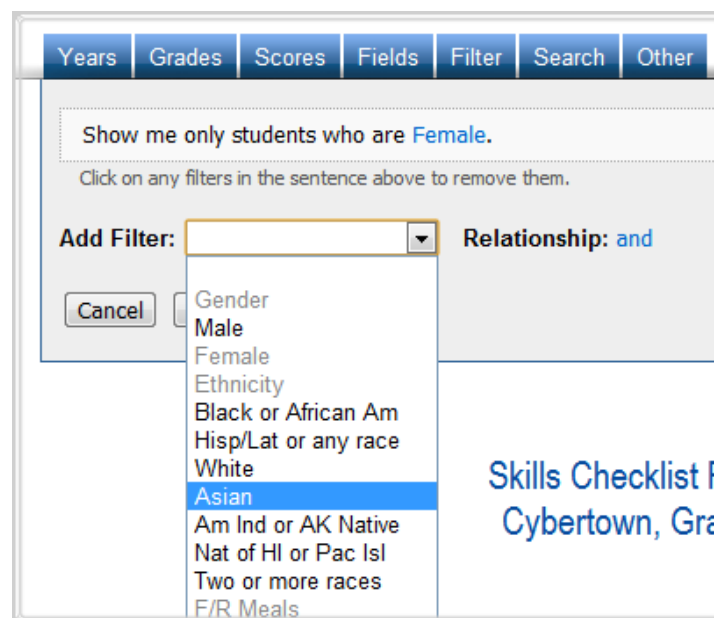
This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and then click "Submit."

- **Filters**

Use this feature to include or exclude based on demographic characteristics. To include a

subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.



- **Search**

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with math scale scores greater than or equal to 300, select "Math Scale Score" from the first drop-down list, select "At least(>=)" from the second drop-down list, type "300" in the input box, click "Apply", and then click "Submit."

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

For instance, to view students who have math scale scores of at least 200 and response to literature scores of at least 5, first select "Math Scale Score" from the drop-down list. Select "At

least(\geq)" from the second-drop down list, type "200" in the input box, and click "Apply." Next, select "Response to Literature Score", "At least(\geq)" from the second drop-down list, type "5", and click "Apply." Ensure the relationship operator reads "and," then click "Submit."

Relationship: and

Search for students who meet the following criteria:

1. Math Scale Score \geq 200

"Search by" can be repeated to apply multiple criteria.

Search By: Response to Literature [v] At least(\geq) [v] 5 [Apply]

[Cancel] [Submit]

8.4 Advanced Features


Once you view your report, you can also:

- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file which opens directly in Microsoft Excel.
- Sort the report by clicking the column of interest, then on "Sort." For example, to see the students with the lowest scale scores first:

Scale		Scale
	Sort	Descending
	Summarize	Ascending
	Summarize By	
1	Distribute	196
1	Plot against	222
1		176
189	2	212
150	1	209
221	3	245
265	4	309

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

Last Name	First Name	Scale Score
Doe001	John	192
Doe003	John	148
Doe004	John	192
Doe005	John	221
Doe007	John	200



Connecticut
Academic Performance Test
Third Generation

JOHN DOE008
SCIENCE HS, CYBERTON
GRADE: 10
Date of Birth: 1/1/1900
SASID: 1349008053

This CAPT Student Report provides results from the Connecticut Academic Performance Test (CAPT) administered in 2010. With this information, the student's results can be compared to state standards as well as to a student's school and district.

Background Information

Since 1994, the CAPT has been used to measure the academic achievement of students in Connecticut. CAPT focuses on student performance in four areas: Mathematics, Reading Across the Disciplines, and Science. The content of the test is based on the state curriculum frameworks.

Connecticut state law mandates that all public school students in Grade 10 take the CAPT. The test cannot be used as the sole criterion for graduation or promotion, but that it will be the basis for awarding Mastery for those students who achieve the Goal level or above in any of the four areas tested. A student r

- Instantly see summary statistics, such as mean and standard deviation, by clicking on its column heading and choosing "Summarize." For example, to see a summary of the scale scores:

Scale Score	Level
221	1
204	AB
204	AB
204	2

TotalN	ValidN	Mean	S.D.	Minimum	Maximum
1144	1048	213.9	44.5	110	348

This report does not include ELL-exempt students.

- Also, see summary statistics divided into demographic subgroups, such as gender and ethnicity, by clicking on "Summarize By."

Mathematics		Reading		Scale Score
Content Strands Mastered	Score	DRP™ Level	RC Raw Score	RC Content Strands Mastered
10	Summarize		MAS	MAS
16	Summarize By	Gender		241
16	Distribute	Ethnicity		237
5	176	1	Full Meals	MAS
14	214	2	Special Ed	180
21	304	5	ELL	264
MAS	MAS	MAS	ELL Exempt	MAS
13	220	3	Enrolled in school after Oct. 1	233
15	233	3	Enrolled in district after Oct. 1	210
MAS	MAS	MAS		MAS

Summary Report Cyberland Elem, Grade10 2010								
Mathematics - Scale Score								
Grade	Year	Gender	TotalN	ValidN	Mean	S.D.	Minimum	Maximum
4	2010	Female	61	57	219.2	35.5	157	336
4	2010	Male	69	64	218.0	36.7	137	348

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

Score	Frequency	Cum. Frequency	Percent	Cum. Percent
110	55	55	5.2	5.2
146	70	125	6.7	11.9
168	67	192	6.4	18.3
182	65	257	6.2	24.5
192	59	316	5.6	30.2
200	56	372	5.3	35.5
206	59	431	5.6	41.1
212	50	481	4.8	45.9
217	61	542	5.8	51.7

- Switch between the numerical and lexical versions of performance levels by clicking on a performance level and choosing "Toggle Levels."

		Scale	
Le	Sort	▶	
N	Distribute		
	Distribute By	▶	
	Toggle Levels		
	Cross-Tab	▶	
2		212	
4		222	

- Create a cross-tab report by clicking on a performance level, choosing "Cross-Tab Report," and clicking on another performance level or demographic variable.

Reading		Writing			
SC	Content	DAW	ER	ER	Scale
ands	Score	Score	Score	Strands	Score
tered	Sort			Mastered	Level
4	227	Distribute		2	228 3
3	259	Distribute By		1	251 4
2	215	Toggle Levels		1	231 3
2	193	Cross-Tab			
AS	MAS	MAS	6	Performance Levels	
SC	SC	SC	SC	Demographic Variables	
2	217	3	7	26	2
2	227	3	10	21	1
2	227	3	6	12	0



**Reading Performance Level by Mathematics Performance Level, Number Tested
Cyberland, Grade11 2012**

Mathematics	Reading					Total
	Below Basic	Basic	Proficient	Goal	Advanced	
Below Basic	8	2	1	1	0	12
Basic	9	1	3	1	0	14
Proficient	7	7	8	6	0	28
Goal	3	1	4	14	3	25
Advanced	0	0	0	8	5	13
Total	27	11	16	30	8	92

Note: This report does not include ELL-Exempt students or students that have invalid scores.
Click the cell to drill down to the individual students' scores.

8.5 Scatter Plot

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

- First, select the scores you are interested in under the “Scores” tab. Apply a demographic or search filter to narrow the group of students down, if needed.

Years Grades Scores Fields Filter Search Other

Mathematics (Select All | Reset)

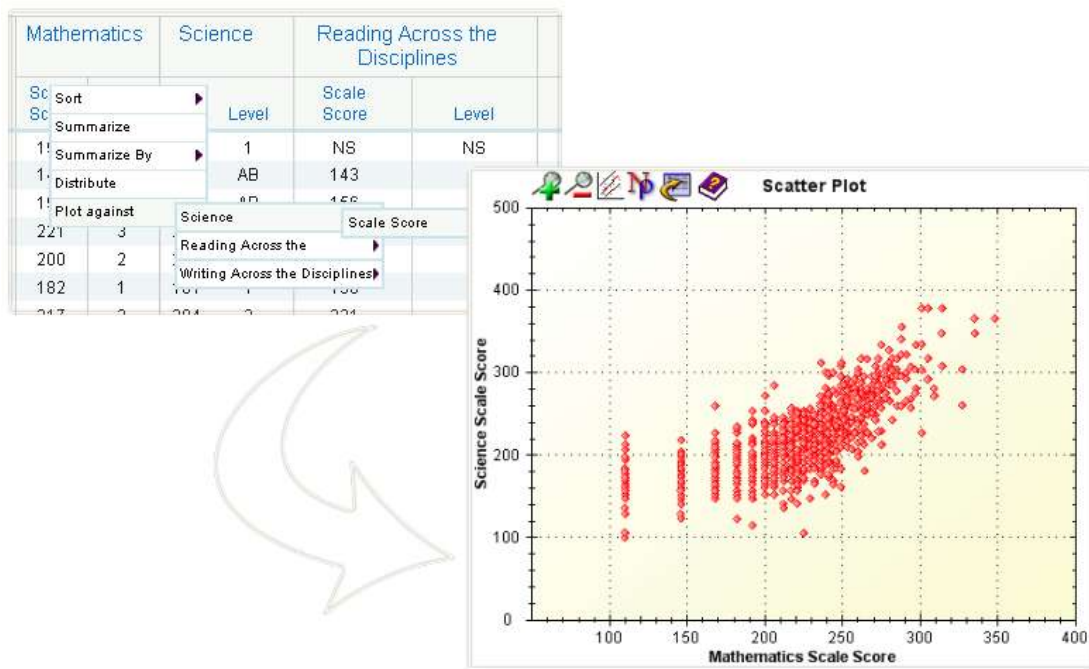
Content Strands Scale Score Performance Level

Reading Across the Disciplines (Select All | Reset)

Response to Literature Reading for Information Scale Score Performance Level



Cancel Submit

- Click the Score column you would like on the X-axis, click “Plot Against” and select the other score. The scatter plot will open in a new window.




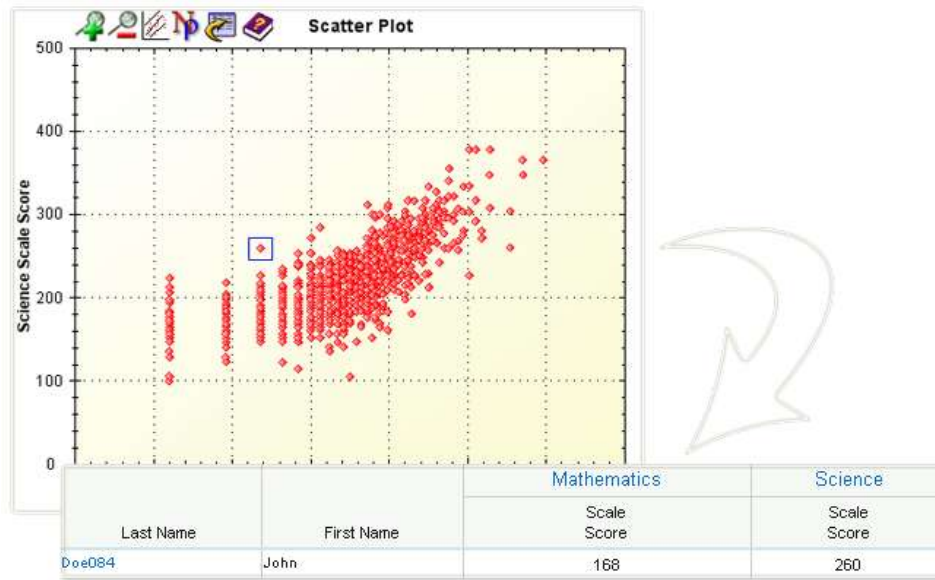
8.6 Scatter Plot Advanced Features

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

- Click the  button to display a regression line with prediction bands.
- Click the  button to display the N-count and correlation coefficient for the scatter plot.
- Zoom in on a particular rectangular portion of the graph. First, select a region by:
 1. Clicking *once* on the starting point of your region.
 2. Clicking *once* on the finishing point of your region

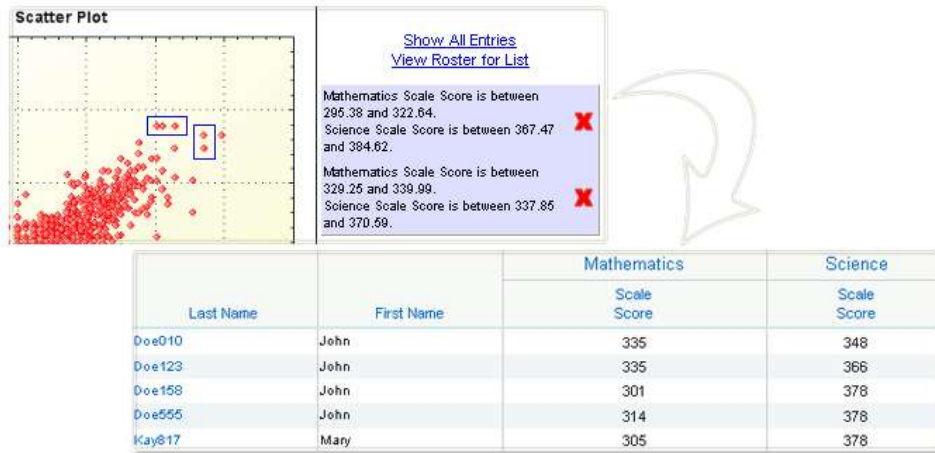
Then, click the  button to zoom in. Clicking the  button will zoom back out.

- View a Roster Report for a particular region of students by:
 1. Selecting a region of students (see above).
 2. Clicking the  button.



- View a Roster Report for multiple regions of students by:
 1. Selecting the first region of students (see above).
 2. Clicking on "Create List."
 3. Selecting a subsequent region of students and clicking on "Add Entry."

- Repeating until you have selected your desired regions. To see what you have selected, click on "Show All Entries." To undo or remove a region, click on the **X** button.
- Clicking on "View Roster for List."



9. Modified Assessment Feeder Report

9.1 Getting Started

The Modified Assessment Feeder Report allows users to access the Modified Assessment student results from a prior year test administration based on the roster in the new school year. The feeder report is populated using a file provided by the CSDE. To get started:

- Select "Modified Assessment Feeder Report" under "Report."
- Select a year under "Current Years."
- Select a grade under "Current Grades."
- Select a district or a school under "Current Groups."
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report (Updated 4/9/2013)<input type="radio"/> Modified Assessment Roster<input checked="" type="radio"/> Modified Assessment Feeder<input type="radio"/> Skills Checklist Roster<input type="radio"/> Skills Checklist Feeder<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
---	---	---

Student Search:

Administration Years

2012

Grades

Grade 11 Grade 12

Groups ?

Choose:

9.2 Sample Report

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

Years	Grades	Scores	Fields	Filter	Search	Other		
							Back Save Report Download Report	
<h3>MAS Feeder Report</h3> <h3>Bridgeport, Grade 11, 2012</h3>								
Filter by district: <input type="text" value="All"/>								
Last Name	First Name	Previous Grade	Year	Mathematics		Reading Across the Disciplines		
				Scale Score	Performance Level	Scale Score	Performance Level	
Doe5	John	10	2012	178	1	236	1	
Doe2	Jane	10	2012	164	1	242	2	
Doe4	John	10	2012	208	1	152	1	
Doe1	Jane	10	2012	244	1	247	2	
Doe6	John	10	2012	224	1	187	1	

9.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows for selection of the year. For example, to see scores for the year 2011, click on "2011."



The screenshot shows a customization interface with a horizontal row of blue tabs: "Years", "Grades", "Scores", "Fields", "Filter", "Search", and "Other". The "Years" tab is active. Below the tabs, there are radio buttons for the years 2007, 2008, 2009, 2010, and 2011. The radio button for 2011 is selected. There is also a radio button for 2012. At the bottom left, there are two buttons: "Cancel" and "Submit".

- **Grades**

This feature allows for selection of the grade. For example, to see scores for grade 12, click on "Grade 12."



The screenshot shows a customization interface with a horizontal row of blue tabs: "Years", "Grades", "Scores", "Fields", "Filter", and "Search". The "Grades" tab is active. Below the tabs, there are radio buttons for "Grade 11" and "Grade 12". The radio button for "Grade 12" is selected. At the bottom left, there are two buttons: "Cancel" and "Submit".

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

Years Grades Scores Fields Filter Search Other

Mathematics (Select All | Reset)

Content Strands Scale Score Performance Level

Reading Across the Disciplines (Select All | Reset)

Response to Literature Reading for Information Scale Score Performance Level

Cancel Submit

- **Fields**

This feature displays additional characteristics about each student. For example, to view the students' ethnicities, select "Ethnicity" and then click "Submit."

Years Grades Scores Fields Filter Search Other

Grade Gender Ethnicity F/R Meals ELL

Special Ed. Date of Birth SASID District ID School ID

District Name School Name ASSSO ASDSO ELL Exempt

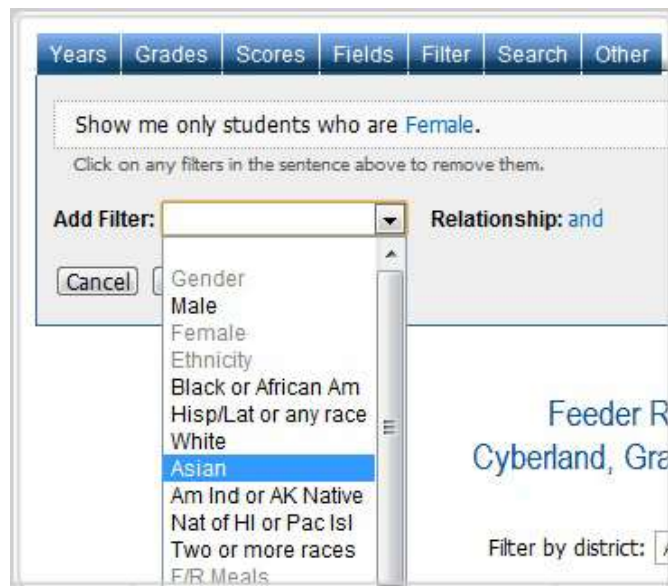
Pre-ID Outplacement

Cancel Submit

- **Filter**

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.



- **Search**

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with math scale scores greater than or equal to 300, select "Math Scale Score" from the first drop-down list, select "At least(>=)" from the second drop-down list, type "300" in the input box, click "Apply," and then click "Submit."

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

For instance, to view students who have math scale scores of at least 200 and reading scale scores of at least 100, first select 'Math Scale Score' from the drop-down list. Select "At least(>=)" from the second drop down list, type "200" in the input box, and click "Apply." Next, select "Reading Scale Score," "At least(>=)" from the second drop-down list, type "100," and click "Apply." Ensure the relationship operator reads "and," then click "Submit."

Years Grades Scores Fields Filter Search Other

Relationship: and

Search for students who meet the following criteria:

1. Math Scale Score >= 200
"Search by" can be repeated to apply multiple criteria.

Search By: Reading Scale Score At least(>=) 100

Apply

Cancel Submit

- **Other**

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

Years Grades Scores Fields Filter Search Other

Students Per Page: 20

Cancel Submit

9.4 Advanced Features

Once you view your report, you can further:


- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file which opens directly in Microsoft Excel.

- Sort the report by clicking the column of interest, then on "Sort." For example, to see the students with the lowest scale scores first:

Scale	Sort	Descending	Scale
1	Summarize	Ascending	196
1	Summarize By		222
1	Distribute		176
1	Plot against		189
			2
			212
			1
			209
			3
			245
			4
			309

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

Last Name	First Name	Scale
Doe001	John	192
Doe003	John	146
Doe004	John	192
Doe005	John	221
Doe007	John	200



Connecticut Mastery Test Student Report
Fourth Generation
John Doe001

Grade: 3 School: CYBERLAND ELEM
DOB: 01/01/1996 School Code: 37
CASC: 130000002 District: CYBERLAND
Test Date: 03/2006 District Code: 999

OVERALL RESULTS

John scored at the Basic level on the Mathematics test, scored at the Below Basic level on the Reading test and scored at the Proficient level on the Writing test.

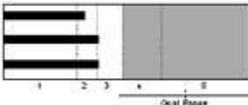
Mathematics	Reading	Writing
Basic	Below Basic	Proficient
(Level 2)	(Level 1)	(Level 3)

Level Range: Good (Level 3) - Advanced (Level 4) - Good Range

MATHEMATICS RESULTS

John scored at the Basic level on the grade 3 Mathematics test. Generally, this grade student's score on this level demonstrates partially developed knowledge of grade-level content. These students demonstrate partially developed conceptual...

John's Score: 192
School Range: 214
District Range: 214
Level Range: 1 - 5
Goal Range: 1 - 5



- Instantly see summary statistics, such as mean and standard deviation, by clicking on its column heading and choosing "Summarize." For example, to see a summary of the scale scores:

Sort	Male	Level				
Summarize	7	1				
Summarize By	3	AB				
Distribute	3	AB				
Plot against	3	2				

TotalN	ValidN	Mean	S.D.	Minimum	Maximum
1144	1048	213.9	44.5	110	348

This report does not include ELL-exempt students.

- Also, see summary statistics divided into demographic subgroups, such as gender and ethnicity, by clicking on "Summarize By."

Mathematics			Reading		
Total Raw Score	Content Sort	DRP™ Unit Score	RC Raw Score	RC Content Strands Mastered	RC Content Strands Mastered
80	Summarize By	Gender			4
103	Distribute	Ethnicity			3
89	16	241	F/R Meals		2
93	16	256	Special Ed.		2
MAS	MAS	MAS	ELL		MAS
SC	SC	SC	ELL Exempt		SC
91	16	248	Enrolled in school after Oct.		2
92	16	252	Enrolled in district after Oct.		2
87	15	235			2

Summary Report Cyberland, Grade 4, 2011									
Mathematics - Content Strands Mastered									
Previous Grade	Year	Gender	TotalN	ValidN	Mean	S.D.	Minimum	Maximum	
3	2011	Female	48	42	14.0	2.9	4	18	
3	2011	Male	61	51	14.5	3.2	4	18	

This report does not include ELL-exempt students.

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

Score	Frequency	Cum. Frequency	Percent	Cum. Percent
110	55	55	5.2	5.2
146	70	125	6.7	11.9
168	67	192	6.4	18.3
182	65	257	6.2	24.5
192	59	316	5.6	30.2
200	56	372	5.3	35.5
206	59	431	5.6	41.1
212	50	481	4.8	45.9
217	51	532	5.0	51.7

- Generate a frequency distribution for a score by gender or another variable by clicking a score column, then "Distribute By".

Distribution Report
Cyberland, Grade 4, 2011

Mathematics - Level
Previous Grade 3 - Year 2011

Gender	Score Range	Frequency	Cum. Frequency	Percent	Cum. Percent
Female	1	5	5	11.9	11.9
	2	6	11	14.3	26.2
	3	19	30	45.2	71.4
	4	8	38	19.0	90.5
	5	4	42	9.5	100.0
Male	1	7	7	13.7	13.7
	2	8	15	15.7	29.4
	3	10	25	19.6	49.0
	4	17	42	33.3	82.4
	5	9	51	17.6	100.0

This report does not include ELL-exempt students.

- Create a cross-tab report by clicking on a performance level, choosing "Cross-Tab Report," and clicking on another performance level or demographic variable.

Mathematics				Reading			
Content Strands Mastered	Scale Score	DRP™ Unit	RC Score	RC Content Strands Mastered	Scale Score	Level	DAW Raw Score
13	215			4	227	3	7
18	329			3	259	4	9
16	241			2	215	2	8
16	256						
MAS	MAS	MAS	MAS				
SC	SC	SC	SC				
16	248	4	49	24	2	217	3
16	252	4	49	28	2	227	3



Feeder Report
Mathematics Performance Level by Gender, Number Tested
Cyberland, Grade 4, 2011

Gender	Mathematics					Total
	Below Basic	Basic	Proficient	Goal	Advanced	
Male	7	8	10	17	9	51
Female	5	6	19	8	4	42
Total	12	14	29	25	13	93

Note: This report does not include ELL-Exempt students or students that have invalid scores.
Click the cell to drill down to the individual students' scores.

- Switch between the numerical and lexical versions of performance levels by clicking on a performance level and choosing "Toggle Levels."

Scale	
Sort	▶
Distribute	
Distribute By	▶
Toggle Levels	
Cross-Tab	▶
2	212
4	222

9.5 Scatter Plot

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

- First, select the scores you are interested in under the “Scores” tab. Apply a demographic or search filter to narrow the group of students down, if needed.

Years Grades Scores Fields Filter Search Other

Mathematics (Select All | Reset)

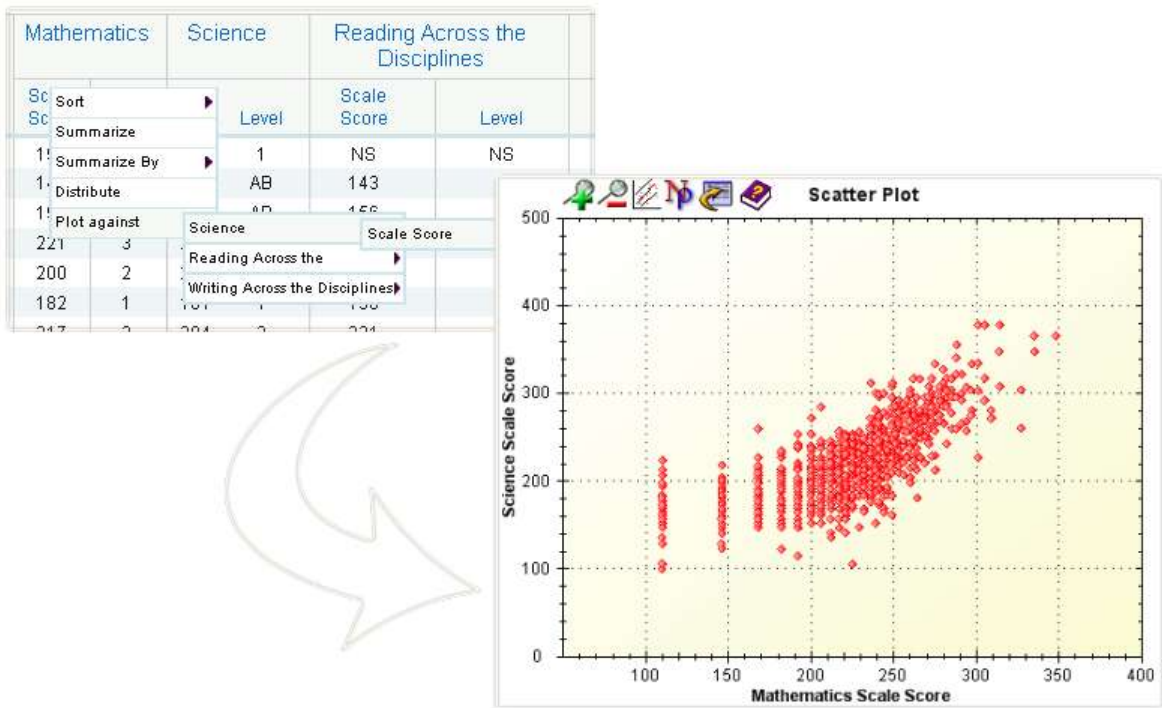
Content Strands Scale Score Performance Level

Reading Across the Disciplines (Select All | Reset)

Response to Literature Reading for Information Scale Score Performance Level



Cancel Submit


- Click the Score column you would like on the X-axis, click “Plot Against” and select the other score. The scatter plot will open in a new window.




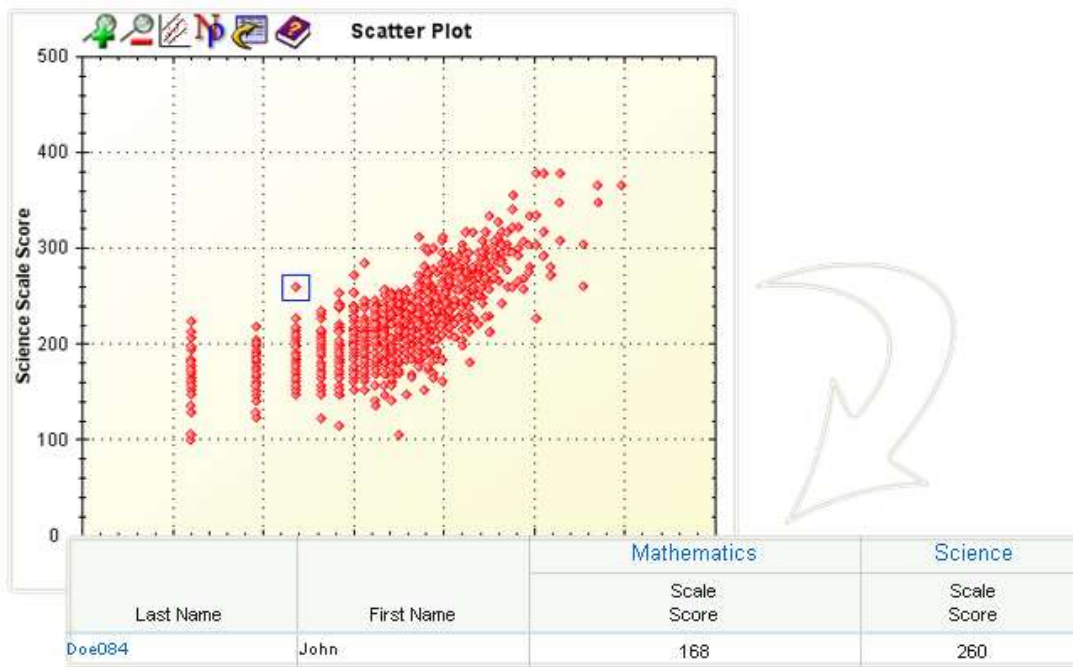
9.6 Scatter Plot Advanced Features

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

- Click the  button to display a regression line with prediction bands.
- Click the  button to display the N-count and correlation coefficient for the scatter plot.
- Zoom in on a particular rectangular portion of the graph. First, select a region by:
 1. Clicking *once* on the starting point of your region.
 2. Clicking *once* on the finishing point of your region

Then, click the  button to zoom in. Clicking the  button will zoom back out.

- View a Roster Report for a particular region of students by:
 1. Selecting a region of students (see above).
 2. Clicking the  button.



- View a Roster Report for multiple regions of students by:
 6. Selecting the first region of students (see above).
 7. Clicking on "Create List."
 8. Selecting a subsequent region of students and clicking on "Add Entry."
 9. Repeating until you have selected your desired regions. To see what you have selected, click on "Show All Entries." To undo or remove a region, click on the **X** button.
 10. Clicking on "View Roster for List."

The screenshot shows a software interface with three main components:

- Scatter Plot:** A grid with red data points. Two blue boxes highlight specific regions of points.
- Selection Panel:** A box containing two entries, each with a red 'X' button for removal.
 - Entry 1: [Show All Entries](#), [View Roster for List](#). Mathematics Scale Score is between 295.38 and 322.64. Science Scale Score is between 367.47 and 384.62.
 - Entry 2: Mathematics Scale Score is between 329.25 and 339.99. Science Scale Score is between 337.85 and 370.59.
- Data Table:** A table with columns for Last Name, First Name, Mathematics Scale Score, and Science Scale Score.

Last Name	First Name	Mathematics	Science
		Scale Score	Scale Score
Doe010	John	335	348
Doe123	John	335	366
Doe158	John	301	378
Doe555	John	314	378
Kay817	Mary	305	378

10. Full Feeder Report

10.1 Getting Started

The Feeder Report provides access to the previous year's assessment results for the current year's students. The Full Feeder Report provides an export of feeder data for every student across all grades by year. The data includes individual scores and information limited to each student for a particular year selection. To get started:

- Select "Full Feeder Report" under "Report."
- Select a year under "Administration Years."
- Select State, district(s) or school(s) under "Groups."
- Click "Get Excel CSV" to generate a report with default selections.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input checked="" type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
--	--	---

Student Search:

Administration Years

2011 2012

Groups [?](#)

Choose:

10.2 Sample Report

Clicking "Get Excel CSV" will generate a report similar to the following sample.

CAPT Full Feeder Report				
Cybertown, 2012				
Last Name	First Name	Previous Year	Year	Gender
Doe01	John	8	2012	M
Doe02	John	8	2012	F
Doe03	John	8	2012	M
Doe04	John	8	2012	F

11. Full MAS Roster Report

11.1 Getting Started

The Full MAS Roster Report provides summary level data at the district, school, and state level for the year/grade selections requested. To get started:

- Select "Full MAS Roster Report" under "Report."
- Select a year under "Administration Years."
- Select State, district(s) or school(s) under "Groups."
- Click "Get Excel CSV" to generate a report with default selections.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input checked="" type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
--	--	---

Student Search:

Administration Years

2010 2011 2012

Groups ?

Choose: ▼

11.2 Sample Report

Clicking "Get Excel CSV" will generate a report similar to the following sample.

CAPT Modified Assessment Roster Report							
Cybertown, 2012							
Last Name	First Name	Grade	Gender	Ethnicity	F/R Meals	ELL	Special Ed
Doe023	John	10	Male	Hisp/Lat o	Eligible	No	Yes
Doe050	John	10	Male	Hisp/Lat o	Eligible	No	Yes
Doe066	John	10	Male	Hisp/Lat o	Eligible	Yes	Yes
Doe069	John	10	Male	Black or A	Eligible	No	Yes
Doe075	John	10	Male	Black or A	Eligible	No	Yes
Doe102	John	10	Male	Hisp/Lat o	Eligible	Yes	Yes

12. Full Skills Checklist Roster

12.1 Getting Started

The Full Skills Roster Report provides summary level data at the district, school, and state level for the year/grade selections requested. To get started:

- Select "Full Skills Roster Report" under "Report."
- Select a year under "Administration Years."
- Select State, district(s) or school(s) under "Groups."
- Click "Get Excel CSV" to generate a report with default selections.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input checked="" type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input type="radio"/> Skills Checklist Summary
--	--	---

Student Search:

Administration Years

<input type="radio"/> 2007	<input type="radio"/> 2008	<input type="radio"/> 2009	<input type="radio"/> 2010
<input type="radio"/> 2011	<input checked="" type="radio"/> 2012		

Groups ?

Choose:

12.2 Sample Report

An Excel CSV file will be generated with a list of all students, all scores, and all fields available for that school similar to the following sample:

CAPT Full Skills Checklist Roster Report							
Cybertown, 2012							
Last Name	First Name	Grade	Gender	Ethnicity	F/R Meals	ELL	Date of Birth
Doe015	John	10	Male	Asian	Eligible	No	1/1/1900
Doe175	John	10	Male	Black or A	Eligible	No	1/1/1900
Doe200	John	10	Male	Hisp/Lat o	Eligible	Yes	1/1/1900
Doe388	John	10	Male	Hisp/Lat o	Eligible	No	1/1/1900
Doe477	John	10	Male	Hisp/Lat o	Eligible	No	1/1/1900
Doe487	John	10	Male	Black or A	Eligible	No	1/1/1900
Doe557	John	10	Male	Hisp/Lat o	Eligible	No	1/1/1900
Doe582	John	10	Male	Hisp/Lat o	Eligible	No	1/1/1900
Doe712	John	10	Male	White	Not Eligib	No	1/1/1900

13. State by District/School Report

13.1 Getting Started

The State by District/School Report provides summary level data for grade 10 only at the district, school, and state level for all subjects (subject to the access permissions of the user) who are at or above proficiency/goal for the year/grade selections requested. To get started:

- Select "State by District/School Report" under "Report."
- Select year(s) under "Administration Years."
- Select a grade under "Grades."
- Select State, district(s) or school(s).
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

Report

Roster Report:
 Roster Report
 Feeder Report
 Modified Assessment Roster
 Skills Checklist Roster
 Individual Student Report

Downloadable Reports:
 Full Roster
 Full Feeder
 Full Modified Assessment Roster
 Full Skills Checklist Roster

Summary Reports:
 State by District/School
 Performance Level Summary
 Modified Assessment Summary
 Skills Checklist Summary

Student Search:

Administration Years

2007 2008 2009 2010
 2011 2012

Grades

Grade 10

Groups

Available: Search:

State
Cybertown Hs
Deerfield Hs
Outplacement Center
Science Hs
Scobee Hs

Selected: (Reset)

Cybertown

13.2 Sample Report

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

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

State by District/School Report
Grade 10, 2012

Group	Year	Mathematics				Science				Reading Across the Disciplines				Writing
		Total Mathematics				Total Science				Total Reading				
		Number Tested	Average Scale Score	% At/Above Goal	% At/Above Proficiency	Number Tested	Average Scale Score	% At/Above Goal	% At/Above Proficiency	Number Tested	Average Scale Score	% At/Above Goal	% At/Above Proficiency	
Cybertown	2012	1009	213.0	11.4	44.5	1106	217.3	11.6	48.6	1030	211.8	13.6	56.7	1111

<<< Page: 1 of 1 >>> Jump to page:

Note: This report does not include ELL-exempt students.
By federal law, race/ethnicity categories were changed in 2011.
[Click here](#) to view the Score Range.

13.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows the user to select year(s). For example, to see scores for the year 2012, click on "2012" and then click "Submit."

Years	Scores	Disaggregate	Filter	Other
<input type="checkbox"/> 2007		<input type="checkbox"/> 2008		<input type="checkbox"/> 2009
<input type="checkbox"/> 2011		<input checked="" type="checkbox"/> 2012		<input type="checkbox"/> 2010
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>		

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

The screenshot shows the 'Scores' tab with the following options:

- Mathematics (Select All | Reset)**
 - Content Strands: Mean Content Strand Raw Score
 - Total Mathematics:
 - Number Tested
 - Average Scale Score
 - % by Level
 - % At / Above Goal
 - % At / Above Proficiency
- Science (Select All | Reset)**
 - Content Strands: Mean Content Strand Raw Score
 - Dimensions: Mean Dimension Raw score
 - Total Science:
 - Number Tested
 - Average Scale Score
 - % by Level
 - % At / Above Goal
 - % At / Above Proficiency
- Reading Across the Disciplines (Select All | Reset)**
 - Response to Literature: Number Tested, Average Raw Score
 - Reading for Information: Number Tested, Average Raw Score
 - Total Reading: Number Tested, Average Scale Score, % by Level

- **Disaggregate**

Use this feature to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Submit."

The screenshot shows the 'Disaggregate' tab with the following options:

- Gender
- Ethnicity
- F/R Meals
- Special Ed.
- ELL

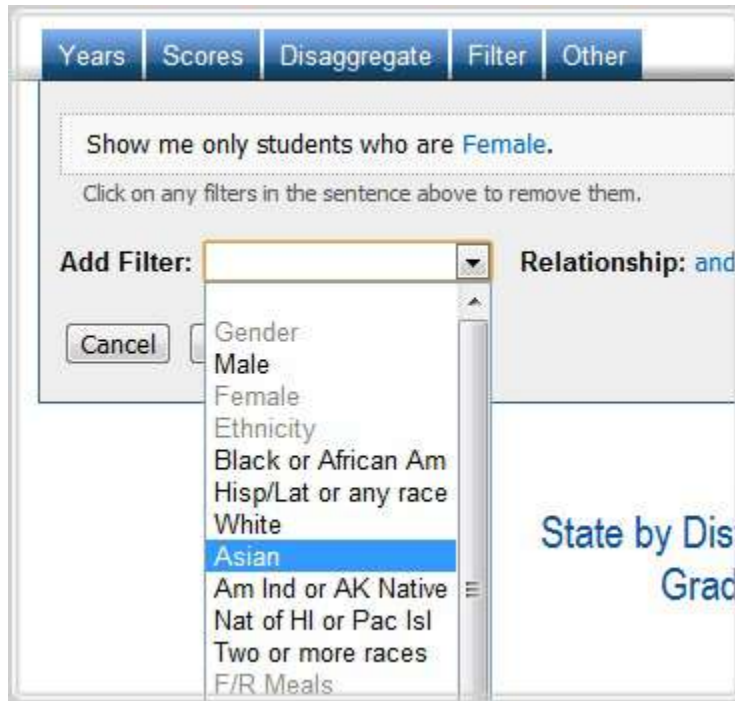
Buttons:

- **Filters**

Use this feature to include or exclude based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

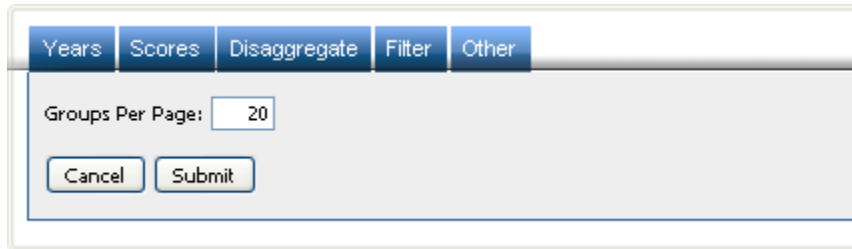
For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then,

click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.



- **Other**

Use this tab to change the number of groups shown per page.



13.4 Advanced Features

Once you view your report, you can:

- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file that opens directly in Microsoft Excel.
- Sort the report by clicking the column of interest, then on "Sort." For example, to see the group with the highest average scale scores first:

Average	%		
Sort		Descending	Number Tested
Score	Goal	Ascending	
213.9	14.5		384
207.9	10.4	42.1	295

- **Show N-Counts for Percentages:** To see how many students scored in each performance level under a particular subject, first ensure that "% by Level" is shown on the report (found under the "Scores" tab). Click the "Percent by Level" or any performance level column. Then click "Show N Counts."

Below Basic	Sort	Goal	Adv
24.5	Show N Counts	11.5	
7.7	20.5	41.0	22.2
29.4	28.5	31.7	8.7
26.3	31.4	32.8	7.7
21.3	23.5	36.5	14.8
50.0	36.8	13.2	0.0

Percent by Level									
Below Basic	Basic		Proficient		Goal		Advanced		
N	%	N	%	N	%	N	%	N	%
257	24.5	285	27.2	354	33.8	120	11.5	32	3.1
9	7.7	24	20.5	48	41.0	26	22.2	10	8.5
91	29.4	88	28.5	98	31.7	27	8.7	5	1.6

- **Drill Down Disaggregation:** You can disaggregate a visible group by a number of demographic variables. For instance, if you have generated a report that is disaggregated by ethnicities and would like to further analyze this group by the Hispanic students' gender, click on "Hispanic," then "Disaggregate By," then "Gender."

Group	Year	Number Tested	Average Score
Cybertown	2009	1048	206.5
Black	2009	323	207.9
Hispanic	2009	427	205.1
White	2009	217	207.9
Asian American	2009	210	205.1
Am. Indian	2009	210	205.1
Scobee Hs	2009	210	205.1

Students Selected: Hispanic					
Mathematics					
Total Mathematics					
Group	Year	Number Tested	Average Scale Score	% At/Above Goal	% At/Above Proficiency
Cybertown	2009	427	206.5	9.1	42.6
Male	2009	217	207.9	9.7	44.7
Female	2009	210	205.1	8.6	40.5

- Drill Down to Roster: Click on any group in the chart and select "Drill to Roster" to view the roster of students that comprise the data for that group.

Group		Year	Tested
Cyt	Disaggregate By	9	1048
Sci	Drill to Roster	9	117
Cybertown Hs		2009	309
Deerfield Hs		2009	274
Science Hs		2009	310
Outplacement Center		2009	38

14. Performance Level Summary Report

14.1 Getting Started

The Performance Level Summary Report provides summary graphs, including bar charts, pie charts, histograms, and line graphs. The statistics to be graphed include percent at each performance level, percent at/above proficiency, and percent below proficiency. Users can select content, statistics, demographical variables, and multiple grades/years for year to year or cohort comparison. Users can also drill down to individual student results. To get started:

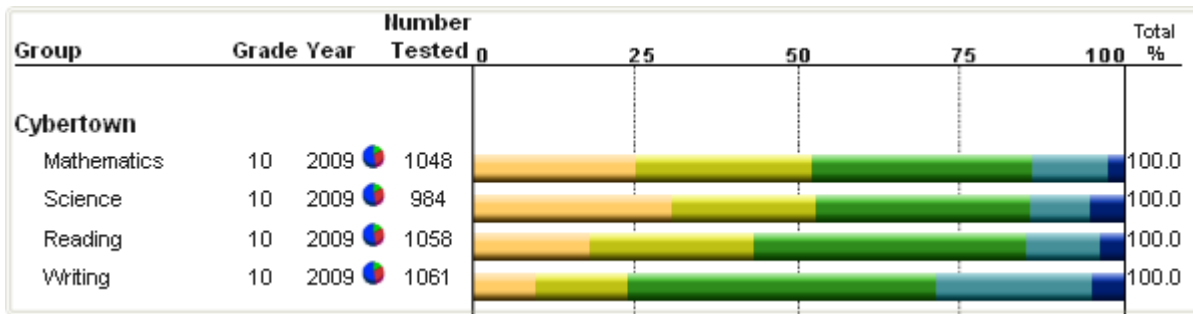
- Select "Performance Level Summary Report" under "Report."
- Select year(s) under "Administration Years."
- Select a grade under "Grades."
- Select State, district(s), and/or school(s).
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself).

The screenshot shows a web-based configuration interface for generating a report. It is organized into several sections:

- Report:** Contains three columns of radio button options:
 - Roster Report:** Roster Report, Feeder Report, Modified Assessment Roster, Skills Checklist Roster, Individual Student Report.
 - Downloadable Reports:** Full Roster, Full Feeder, Full Modified Assessment Roster, Full Skills Checklist Roster.
 - Summary Reports:** State by District/School, Performance Level Summary (selected), Modified Assessment Summary, Skills Checklist Summary.
- Student Search:** A text input field with the placeholder "SASID or Name" and a "Find" button.
- Administration Years:** A row of checkboxes for the years 2007, 2008, 2009, 2010, and 2011. The checkbox for 2012 is checked.
- Grades:** A checkbox for "Grade 10" which is checked.
- Groups:** A section with two list boxes and two arrow buttons between them:
 - Available:** A list box containing "State", "Cybertown Hs", "Deerfield Hs", "Outplacement Center", "Science Hs", and "Scobee Hs".
 - Selected: (Reset):** A list box containing "Cybertown".
 - Two arrow buttons: a right-pointing arrow (→) and a left-pointing arrow (←).
- Get Report:** A button located at the bottom right of the interface.

14.2 Sample Report

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



You may also choose to generate a bar graph, line graph, or report table (see below).

14.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Report Type**

This feature allows for selection of a different report type.

Report Type | Subjects | Levels | Disaggregate | Filter

Composite Bar Chart Bar Graph Line Graph Report Table

Cancel Submit

- **Subjects**

Use this feature to choose which subjects are shown in the report.

Report Type | Subjects | Levels | Disaggregate | Filter

Mathematics Science Reading Writing

Cancel Submit

- **Levels**

Use this feature to select different performance levels.

The screenshot shows a software interface with a top navigation bar containing five tabs: "Report Type", "Subjects", "Levels", "Disaggregate", and "Filter". The "Levels" tab is currently selected. Below the tabs, there are five checkboxes, each with a green checkmark: "Below Basic", "Basic", "Proficient", "Goal", and "Advanced". At the bottom left of the interface, there are two buttons: "Cancel" and "Submit".

- **Disaggregate**

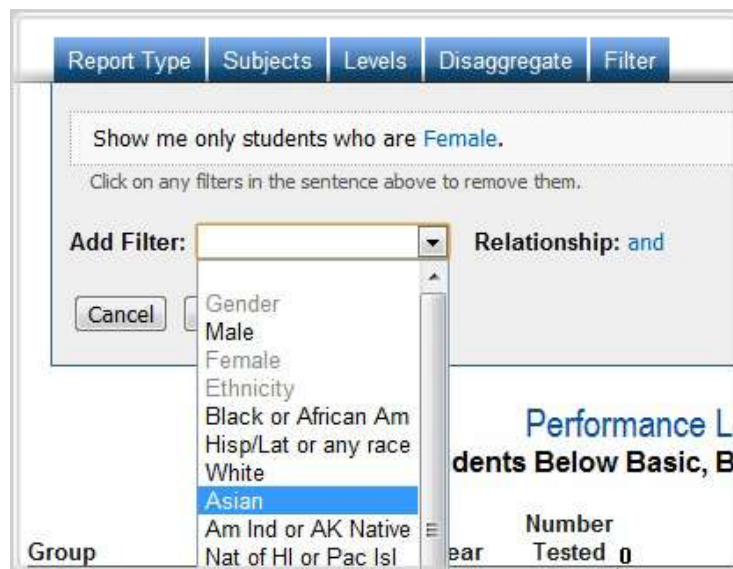
Use this feature to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Submit."

The screenshot shows a software interface with a top navigation bar containing five tabs: "Report Type", "Subjects", "Levels", "Disaggregate", and "Filter". The "Disaggregate" tab is currently selected. Below the tabs, there are five checkboxes: "Gender" (unchecked), "Ethnicity" (checked with a green checkmark), "F/R Meals" (unchecked), "Special Ed." (unchecked), and "ELL" (unchecked). At the bottom left of the interface, there are two buttons: "Cancel" and "Submit".

- **Filters**

Use this feature to include or exclude based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.

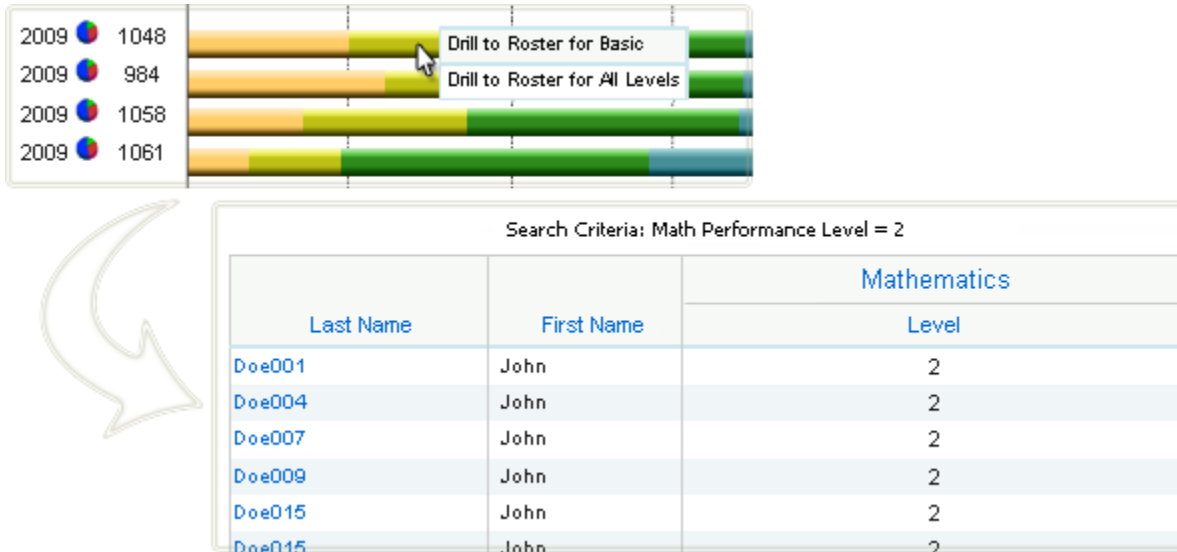


14.4 Advanced Features

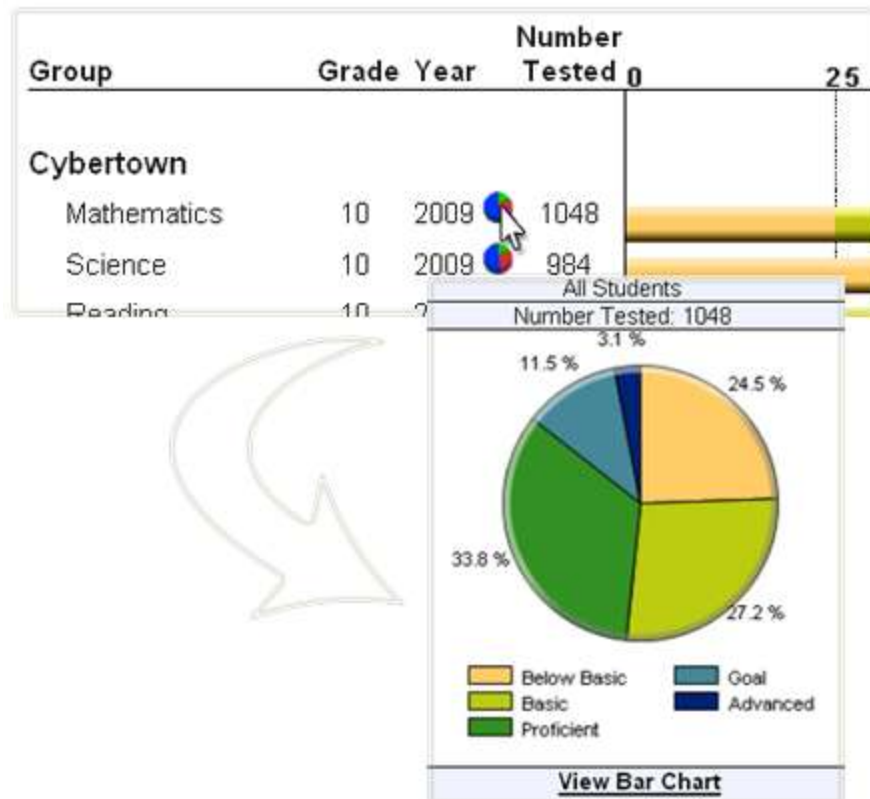
Once you view your report, you can:

- Print it directly from your browser, save it online for later viewing, or download it as a PDF file.

- Drill Down to Roster: Click on any segment in the bar chart to view a roster report of the students in the respective performance level or for all levels.



- Pie Graph: You can view the pie graph by clicking on the pie graph icon on the bar chart.



15. Modified Assessment Summary Report

15.1 Getting Started

The modified Assessment Summary Report provides summary level data for grade 10 only at the district, school, and state level for all Modified Assessment subjects for the year/grade selection requested. To get started:

- Select "Modified Assessment Summary Report" under "Report."
- Select year(s) under "Administration Years."
- Select a grade under "Grades."
- Select State, district(s) or school(s).
- Click "Get Report" to generate a report with default selections (you can later customize your report on the report page itself), or click "More Selections" to customize your report now.

The screenshot shows a web-based configuration interface for the Modified Assessment Summary Report. It is organized into several sections:

- Report:** Contains three columns of radio button options:
 - Roster Report:** Roster Report, Feeder Report, Modified Assessment Roster (selected), Skills Checklist Roster, Individual Student Report.
 - Downloadable Reports:** Full Roster, Full Feeder, Full Modified Assessment Roster (selected), Full Skills Checklist Roster.
 - Summary Reports:** State by District/School, Performance Level Summary, Modified Assessment Summary (selected), Skills Checklist Summary.
- Student Search:** A text input field with the placeholder "SASID or Name" and a "Find" button.
- Administration Years:** Checkboxes for 2010, 2011, and 2012 (checked).
- Grades:** A radio button for Grade 10 (selected).
- Groups:** A section with a search box and two list boxes:
 - Available:** A list box containing "State".
 - Selected: (Reset):** A list box containing "Cybertown".
 - Between the list boxes are two arrow buttons: a right-pointing arrow and a left-pointing arrow.
- Buttons:** "More Selections" and "Get Report" buttons are located at the bottom right of the interface.

15.2 Sample Report

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

Modified Assessment Summary Report Grade 10, 2010									
		Mathematics				Reading			
		Total Mathematics				Total Reading			
Group	Year	Number Tested	Average Scale Score	% At Goal	% At/Above Proficiency	Number Tested	Average Scale Score	% At Goal	% At/Above Proficiency
Cybertown	2010	59	230.8	8.5	25.4	61	238.1	21.3	49.2

15.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows the user to select year(s). For example, to see scores for the year 2010, click on "2010" and then click "Submit."

Years	Scores	Disaggregate	Filter	Other
<input type="checkbox"/> 2010			<input type="checkbox"/> 2011	<input checked="" type="checkbox"/> 2012
<input type="button" value="Cancel"/>			<input type="button" value="Submit"/>	

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

The screenshot shows a web interface with a top navigation bar containing tabs: 'Years', 'Scores', 'Disaggregate', 'Filter', and 'Other'. The 'Scores' tab is active. Below the navigation bar, there are two main sections: 'Mathematics' and 'Reading'. Each section has a '(Select All | Reset)' link. Under 'Mathematics', there are four rows of options: 'Total Mathematics' with checkboxes for 'Number Tested' (checked), '% Absent', '% Invalid', and 'Average Scale Score' (checked). Under 'Reading', there are three rows: 'Response to Literature' with 'Number Tested' (unchecked); 'Reading for Information' with 'Number Tested' (unchecked); and 'Total Reading' with 'Number Tested' (checked), '% Absent', '% Invalid', 'Average Scale Score' (checked), '% At Goal', and '% At / Above Proficiency'. At the bottom left, there are 'Cancel' and 'Submit' buttons.

- **Disaggregate**

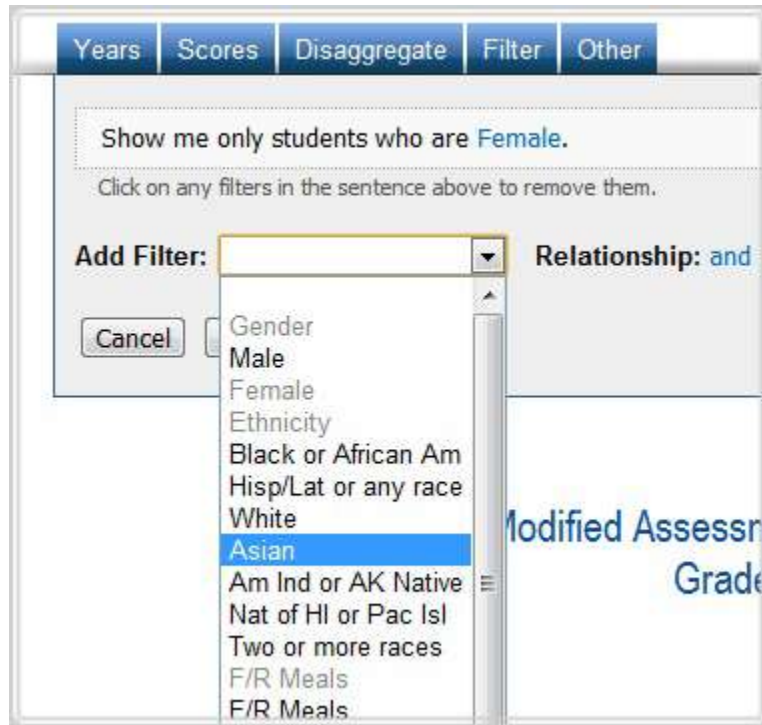
Use this feature to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Submit."

The screenshot shows a web interface with a top navigation bar containing tabs: 'Years', 'Scores', 'Disaggregate', 'Filter', and 'Other'. The 'Disaggregate' tab is active. Below the navigation bar, there are five checkboxes: 'Gender' (unchecked), 'Ethnicity' (checked), 'F/R Meals' (unchecked), 'Special Ed.' (unchecked), and 'ELL' (unchecked). At the bottom left, there are 'Cancel' and 'Submit' buttons.

- **Filters**

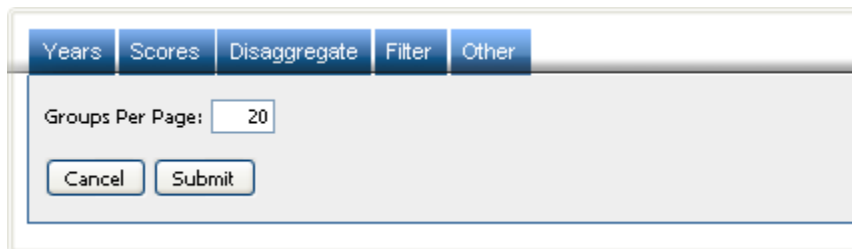
Use this feature to include or exclude based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under any *one or more* of the characteristics.

For instance, to view students who are either Asian *or* female, select "Female" and "Asian". Then, click the "and" link, which is automatically selected, to change to "or" and click submit. These selections are shown in the image below.



- **Other**

Use this tab to change the number of groups shown per page.



15.4 Advanced Features

Once you view your report, you can:

- Print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text-file that opens directly in Microsoft Excel.

- Show N-Counts for Percentages: To see how many students were absent for the Modified Assessment exam, click the "% Absent". Then click "Show N Counts."

		Mathematics					
		Total Mathematics					
Group	Year	Number Tested	% Absent		Average Scale Score	% At Goal	% At/Above Proficiency
			N	%			
Cybertown	2010	59	2	3.3	230.8	8.5	25.4



		Mathematics					
		Total Mathematics					
Group	Year	Number Tested	Absent		Average Scale Score	% At Goal	% At/Above Proficiency
			N	%			
Cybertown	2010	59	2	3.3	230.8	8.5	25.4

- Drill Down Disaggregation: You can disaggregate a visible group by a number of demographic variables. For instance, if you have generated a report that is disaggregated by ethnicities and would like to further analyze this group by the Hispanic students' gender, click on "Hispanic," then "Disaggregate By," then "Gender."

		Mathematics					
		Total Mathematics					
Group	Year	Number Tested	Absent		Average Scale Score	% At Goal	% At/Above Proficiency
			N	%			
Cybertown	2010	59	2	3.3	230.8	8.5	25.4
Black	2010	20	0	0.0	229.0	5.0	25.0
Hispanic	2010	29	1	3.3	227.6	13.8	20.7
White	2010	20	0	0.0	228.8	0.0	44.4
Am. Indian	2010	0	0	0.0	139.0	0.0	0.0

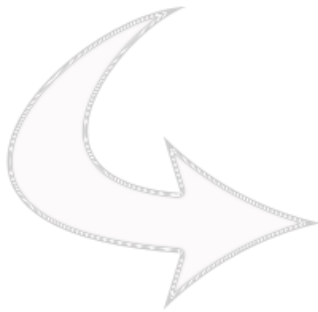


		Mathematics					
		Total Mathematics					
Group	Year	Number Tested	Absent		Average Scale Score	% At Goal	% At/Above Proficiency
			N	%			
Cybertown	2010	29	1	3.3	227.6	13.8	20.7
Male	2010	18	1	5.3	222.1	11.1	16.7
Female	2010	11	0	0.0	236.5	18.2	27.3

- Drill Down to Roster: Click on any group in the chart and select "Drill to Roster" to view the roster of students that comprise the data for that group.

		Mathematics			
		Total Mathematics			
Group	Year	Number Tested	Average Scale Score	% At Goal	% At/Above Proficiency
Cyber	Disaggregate By		230.8	8.5	25.4
		Drill to Roster			

<<< Page: 1 of 1 >>> Jump to



		Mathematics	
Last Name	First Name	Scale Score	Level
Doe008	John	AB	AB
Doe037	John	208	1
Doe040	John	263	2
Doe087	John	208	1
Doe111	John	310	3
Doe118	John	208	1
Doe126	John	224	1

16. Skills Checklist Summary Report

16.1 Getting Started

This Skills Checklist Summary Report provides summary statistics of the Skills Checklist Scores at the district level only. School level Skills Checklist Summary Reports are not provided. To get started:

- Select "Skills Checklist Summary" under "Report."
- Select a year under "Administration Years."
- Select a grade under "Grades."
- Select State, district(s), and/or school(s).
- Click "Get Report" to create a report with default selections (you can later customize the report on the report page), or click "More Selections" to customize your report now.

Report

Roster Report: <ul style="list-style-type: none"><input type="radio"/> Roster Report<input type="radio"/> Feeder Report<input type="radio"/> Modified Assessment Roster<input type="radio"/> Skills Checklist Roster<input type="radio"/> Individual Student Report	Downloadable Reports: <ul style="list-style-type: none"><input type="radio"/> Full Roster<input type="radio"/> Full Feeder<input type="radio"/> Full Modified Assessment Roster<input type="radio"/> Full Skills Checklist Roster	Summary Reports: <ul style="list-style-type: none"><input type="radio"/> State by District/School<input type="radio"/> Performance Level Summary<input type="radio"/> Modified Assessment Summary<input checked="" type="radio"/> Skills Checklist Summary
--	---	--

Student Search:

Administration Years

<input type="radio"/> 2007	<input type="radio"/> 2008	<input type="radio"/> 2009	<input type="radio"/> 2010
<input type="radio"/> 2011	<input checked="" type="radio"/> 2012		

Grades

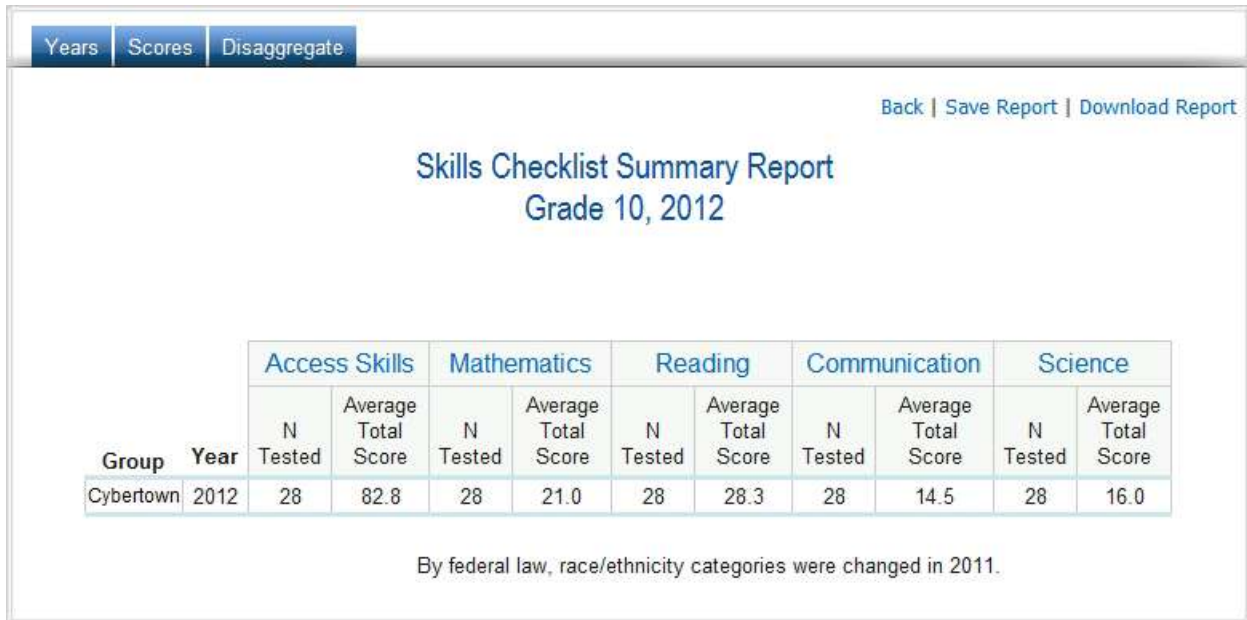
Grade 10

Groups ?

Available:	Search: <input type="text"/>	Selected: (Reset)
<div style="border: 1px solid gray; padding: 5px;">State</div>		<div style="border: 1px solid gray; padding: 5px;">Cybertown</div>
	<input type="button" value="-->"/> <input type="button" value="<--"/>	

16.2 Sample Report

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



Years Scores Disaggregate

Back | Save Report | Download Report

Skills Checklist Summary Report Grade 10, 2012

Group	Year	Access Skills		Mathematics		Reading		Communication		Science	
		N Tested	Average Total Score	N Tested	Average Total Score	N Tested	Average Total Score	N Tested	Average Total Score	N Tested	Average Total Score
Cybertown	2012	28	82.8	28	21.0	28	28.3	28	14.5	28	16.0

By federal law, race/ethnicity categories were changed in 2011.

16.3 Using the Customization Tabs

The blue tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Submit."

- **Years**

This feature allows the user to select year(s). For example, to see scores for the year 2010, click on "2010" and then click "Submit."



Years Scores Disaggregate

2007 2008 2009 2010
 2011 2012

Cancel Submit

- **Scores**

This feature allows for selection of which scores are shown in the report. For example, to see the scale scores, select "Scale Score" and click "Submit."

Years | Scores | Disaggregate

Access Skills ([Select All](#) | [Reset](#))

Average Total Score Percent Within Level

Mathematics ([Select All](#) | [Reset](#))

Average Content Strand Score Average Total Score Percent Within Level

Reading ([Select All](#) | [Reset](#))

Average Content Strand Score Average Total Score Percent Within Level

Communication ([Select All](#) | [Reset](#))

Average Content Strand Score Average Total Score Percent Within Level

Science ([Select All](#) | [Reset](#))

Average Content Strand Score Average Total Score Percent Within Level

- **Disaggregate**

Use this feature to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Submit."

Years | Scores | Disaggregate

None Gender Ethnicity F/R Meals

16.4 Advanced Features

Once you view your report, you can print it directly from your browser. You can also save the report for later online access, or download it as an Excel CSV or PDF file. An Excel CSV is simply a text file that opens directly in Microsoft Excel.

17. Teacher Level Analysis

17.1 Getting Started

Teacher Level Analysis is a component of the Roster Report. It allows an administrative school-level user to upload a Microsoft Excel file or a comma-delimited file with a pre-defined set of data columns. Once the teacher level data is uploaded, users can then (1) create teacher level access accounts and (2) create summary or roster reports by teacher or class. This component is only accessible if the state has uploaded the feeder data for that school.

17.2 Preparing Data

The data file to be uploaded can be an Excel file or a comma delimited file (all data columns must be separated by commas). If you are using an Excel file, the file name extension must be .xls or .xlsx (for Excel 2007). If you are creating a comma delimited file, the file name extension must be .csv.

The data file must include the following data columns based on the new school year:

- SASID: Identifies the student by his/her State Assigned Student Identifier
- Subject: Identifies the test subject (i.e. Math, Reading)
- Course: Identifies the course in the subject (i.e. Algebra 1, American Literature)
- Section: Identifies the subject (i.e. regular, honors)
- Teacher: Identifies the teacher who teaches the subject by his/her last name.

Sample data file:

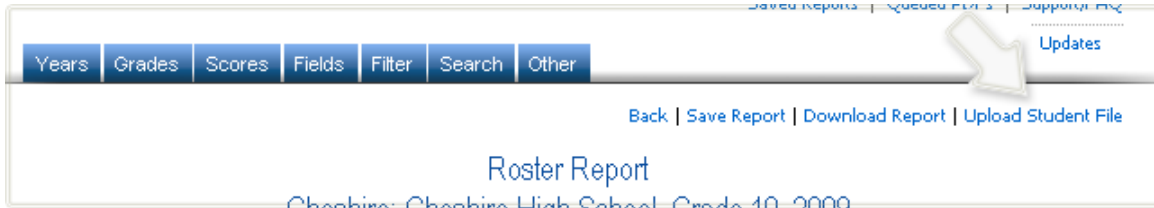
	A	B	C	D	E
1	SASID	Teacher	Subject	Course	Section
2	7207386794	Euler	Mathematics	Geometry	1
3	8934331693	Euler	Mathematics	Geometry	1
4	4105674983	Euler	Mathematics	Geometry	1
5	3320828130	Keynes	History	Economics	2
6	8062579597	Keynes	History	Economics	2
7	8856489251	Keynes	History	Economics	2
8	7458963215	Woolf	English	English II	3
9	8523694852	Woolf	English	English II	3
10	2145598874	Woolf	English	English II	3
11	2378995484	Crick	Science	Biology	4
12	1189665487	Crick	Science	Biology	4
13	7946581964	Crick	Science	Biology	4
14	8546748596	Pollock	Fine Arts	Art III	5

17.3 Uploading Data

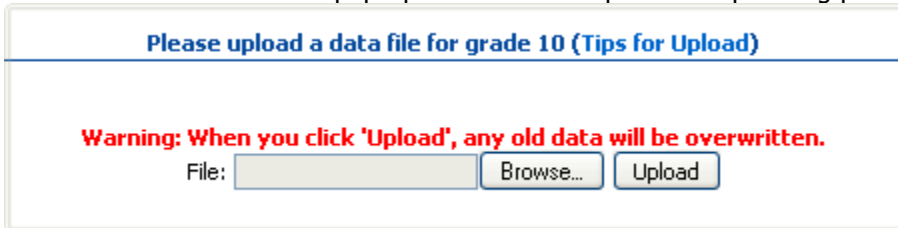
To upload data, use the following steps:

1. Select "Feeder Report" on the main page.
2. Select the year, grade, and school you want to upload data for.

3. Select "Get Report."
4. On the Feeder Report page, click "Upload Student File" in the top right corner



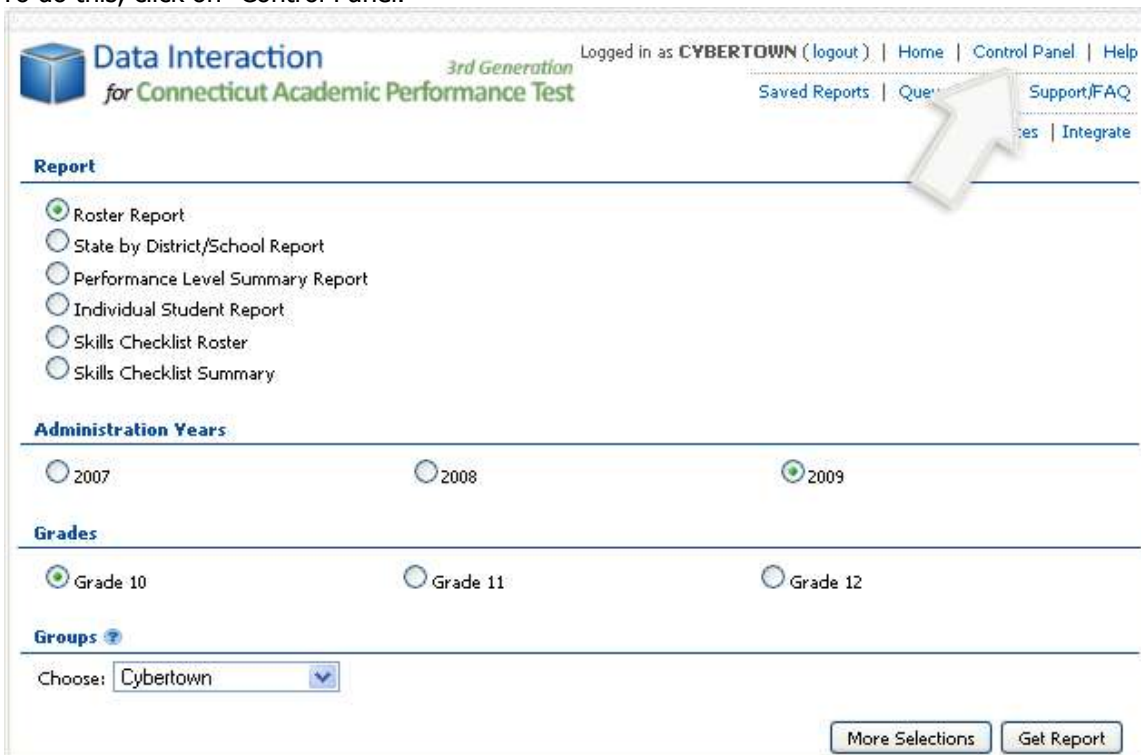
5. Follow the directions on the pop-up window to complete the uploading process.



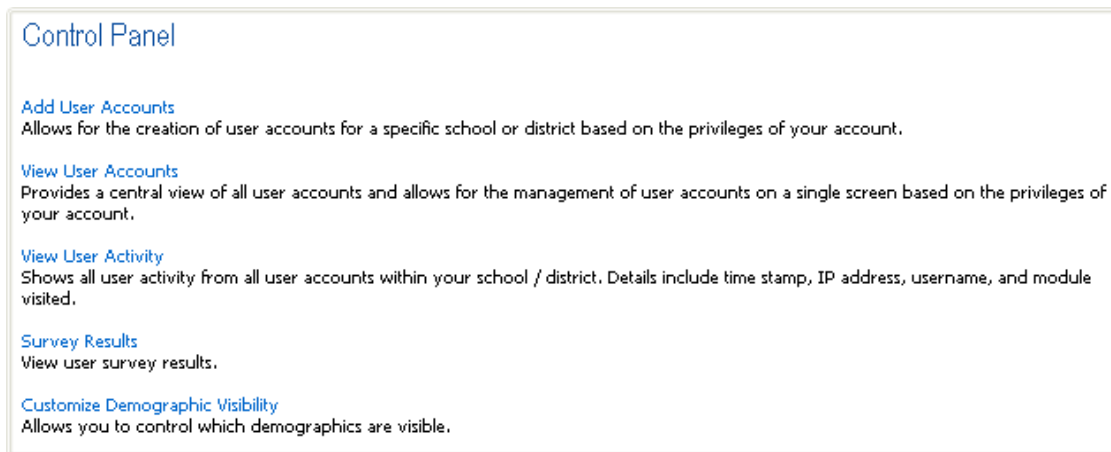
17.4 Creating Teacher Level Accounts

Once the student file has been uploaded, the school administrative user may go to the control panel to create teacher level user accounts.

1. To do this, click on "Control Panel."



2. Select "Add User Account"



3. Select "Teacher" under type of account; then, select the teacher name from the drop down list and enter a new username and password for the specified teacher. Click "Add User."

The screenshot shows the 'Add User Account' form with the following fields and options:

- Add User Account** (Title)
- [Return to Control Panel](#) (Link)
- Type of Account:** School Content Teacher
- Select Teacher:** Smith (dropdown menu)
- Username:** newUsername (text input)
- Password:** [masked with dots] (password input)
- Continue** (button)

Once the teacher level account has been created, the teacher will be able to log into the Data Interaction system. Teacher level users have access to the Summary Reports for the school and district and the Roster Reports for their own classes.

17.5 Creating Teacher Level Reports

After the user uploads the data successfully, he/she will automatically be redirected to the Roster Report page with the new fields uploaded. Users can disable teacher information by using the selections on the "Class Tab."

Years	Grades	Scores	Fields	Class	Filter	Search	Other
Select Class Information:							
<input checked="" type="checkbox"/> Teacher Name <input checked="" type="checkbox"/> Course Name <input checked="" type="checkbox"/> Section Number							
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>					

Below is a sample of a teacher report:

Roster Report Cybertown, Grade 10, 2009									
		Mathematics		Science		Reading Across the Disciplines		Writing Across the Disciplines	
Last Name	First Name	Scale Score	Level	Scale Score	Level	Scale Score	Level	Scale Score	Level
Doe001	John	192	2	157	1	NS	NS	164	1
Doe003	John	146	1	AB	AB	143	1	196	2
Doe004	John	192	2	AB	AB	156	1	222	3
Doe005	John	221	3	204	2	178	2	176	1
Doe007	John	200	2	224	3	189	2	212	3
Doe009	John	182	1	181	1	150	1	209	2
Doe009	John	217	2	204	2	221	3	245	3
Doe010	John	335	5	348	5	265	4	309	5
Doe013	John	LB	LB	AB	AB	129	1	142	1
Doe014	John	241	3	296	5	242	3	279	4
Doe015	John	217	2	251	3	237	3	222	3
Doe015	John	217	2	213	2	172	1	154	1
Doe015	John	182	1	181	1	143	1	183	2
Doe021	John	206	2	221	3	205	3	183	2

See the Roster Report section of the help menu for additional information about this report.

18. Integrate

18.1 Getting Started

Integrate allows district level administrative users to upload external data into eMetric's Data Interaction system to view and analyze along with the statewide assessment data. Integrate may be accessed by selecting the "Data Integration" link located at the top right of the screen.

Data Interaction *3rd Generation*
for Connecticut Academic Performance Test

Logged in as **CYBERTOWN** (logout) | Home | Control Panel | Help
[Saved Reports](#) | [Support/FAQ](#) | [Integrate](#)

Report

Roster Report Skills Checklist Roster **New Components**
 State by District/School Report Skills Checklist Summary Modified Assessment Roster Report
 Performance Level Summary Report Full Roster Report
 Individual Student Report

Student Search:

Administration Years

2007 2008 2009 2010

Grades

Grade 10 Grade 11 Grade 12

Groups ?

Choose: ▼

18.2 Preparing Data

The data file to be uploaded can be an Excel file or a comma delimited file (all data columns must be separated by commas). If you are using an excel file, the file name extension must be .xls or .xlsx (for Excel 2007). If you are creating a comma delimited file, the file name extension must be .csv.

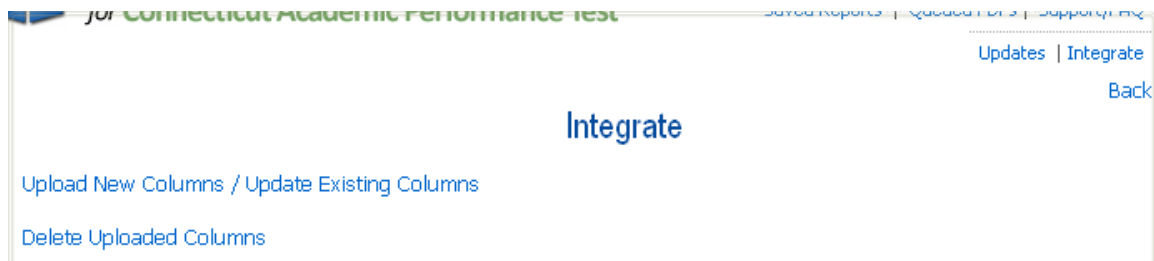
The data file must include a column listing the state ID's (SASID). This is the column that is used to match the uploaded data to the assessment data.

	A	B	C	D	E	F	G
1	SASID	Absences	Tardies	Math S1	Math S2	Reading S1	Reading S2
2	2733900275	8	5	91	89	62	57
3	1330600702	4	4	10	67	62	38
4	2994501645	2	9	51	94	94	28
5	1186802271	3	7	32	17	90	2
6	5495504190	5	0	29	44	67	1
7	5483905242	2	7	54	30	4	91
8	6758905329	2	6	67	95	2	83
9	2695607849	9	2	94	55	27	39
10	1839213432	0	5	8	60	4	40
11	6265413882	1	6	64	57	9	48
12	1398416805	3	10	53	2	51	15
13	1145720219	9	9	43	78	97	83
14	2598121818	7	4	69	57	15	72
15	6764623017	4	9	64	11	78	89
16	1773324006	9	6	36	67	73	46
17	1600526558	4	0	6	14	100	64

18.3 Uploading Data

To upload data, use the following steps:

1. Select "Integrate" on the main page.
2. Select "Upload New Columns / Update Existing Columns."



3. Select the report, year, and grade to integrate the data using the radio buttons.
4. Enter the column name for SASID that is the file to be uploaded.
5. Click "Browse..." to locate and select the file on the computer.

6. Click "Upload."

The screenshot shows a web form titled "Upload Data". It is divided into several sections:

- Report:** A radio button labeled "Roster Report" is selected.
- Administration Years:** Three radio buttons are shown for the years 2007, 2008, and 2009. The 2009 option is selected.
- Grades:** Four radio buttons are shown for "Grade 10", "Grade 11", "Grade 12", and "Multiple". The "Grade 10" option is selected.
- Upload File:** This section includes a "Use Existing File" heading and a text input field labeled "Enter the column name for the SASID:". Below this is another text input field labeled "Upload the data:" with a "Browse..." button to its right. There is also a "Notes:" label with a help icon and a large empty text area for notes.
- Upload:** A button labeled "Upload" is located in the bottom right corner of the form.

18.4 Defining Data

Once the data has been uploaded, the data must be defined as either a score variable or a field variable. The way a variable is defined in this step determines the analyses that can be performed on that variable later on. A score variable is a numerical value that can be summarized (mean, standard deviation, minimum score, maximum score). A field variable is one that describes a characteristic about a student. These columns will be used as categorical variables: they can be sorted and used as a "summarize by" feature for score variables.

To define the uploaded data, simply select "Field" or "Score" from the drop down menu next to each new variable. When this task has been completed, select "Continue."

If there is a column that should not be uploaded, simply select "Discard this column" and it will not be uploaded into the application.

Your data has the following columns:

IEPDATE - **NEW COLUMN**

Add this column to our data as a Field Discard this column

SPED - **NEW COLUMN**

Add this column to our data as a Field Discard this column

S504 - **NEW COLUMN**

Add this column to our data as a Field Discard this column

LEP - **NEW COLUMN**

Add this column to our data as a Field Discard this column

ACC_ID - **NEW COLUMN**

Add this column to our data as a Field Discard this column

CONTENT_ID - **NEW COLUMN**

Add this column to our data as a Field Discard this column

19. Student Search

19.1 Getting Started

Student Search allows users to search for a student by SASID or name and be shown a Roster Report for that student. To get started:

- Enter the student's SASID or name in the text box.
- Click "Find."

Data Interaction 3rd Generation
for Connecticut Academic Performance Test

Logged in as **CYBERTOWN** (logout) | Home | Control Panel | Help
[Saved Reports](#) | [Support/FAQ](#) | [Integrate](#)

Report

Roster Report Skills Checklist Roster **New Components**
 State by District/School Report Skills Checklist Summary Modified Assessment Roster Report
 Performance Level Summary Report Full Roster Report
 Individual Student Report

Student Search:

Administration Years

2007 2008 2009 2010

Grades

Grade 10 Grade 11 Grade 12

Groups ?

Choose: ▼

19.2 Sample Report

Selecting "Find" will generate a roster report similar to the following sample:

Roster Report Cybertown, Grade 10, 2010									
Search Criteria: SASID = 1605004556									
Last Name	First Name	Mathematics		Science		Reading Across the Disciplines		Writing Across the Disciplines	
		Scale Score	Level	Scale Score	Level	Scale Score	Level	Scale Score	Level
Doe004	John	260	4	283	4	274	4	255	4

19.3 Multiple Students Found

If more than one student with the SASID or name entered is found, a list of students found will be displayed:

Student Search		
Return to Home		
You are currently searching <input type="text" value="2010"/>		
Your search for "Doe11" resulted in 6 matches.		
SASID	Last Name	First Name
2130511058	Doe110	John
2799311241	Doe112	John
8761711233	Doe112	John
1645611623	Doe116	John
2370211828	Doe118	John
5929211883	Doe118	John

Click on the SASID of the desired student to view the roster report for that student.

19.4 No Students Found

If your search generated no matches, the following will be displayed:

Student Search
[Return to Home](#)

You are currently searching ▼

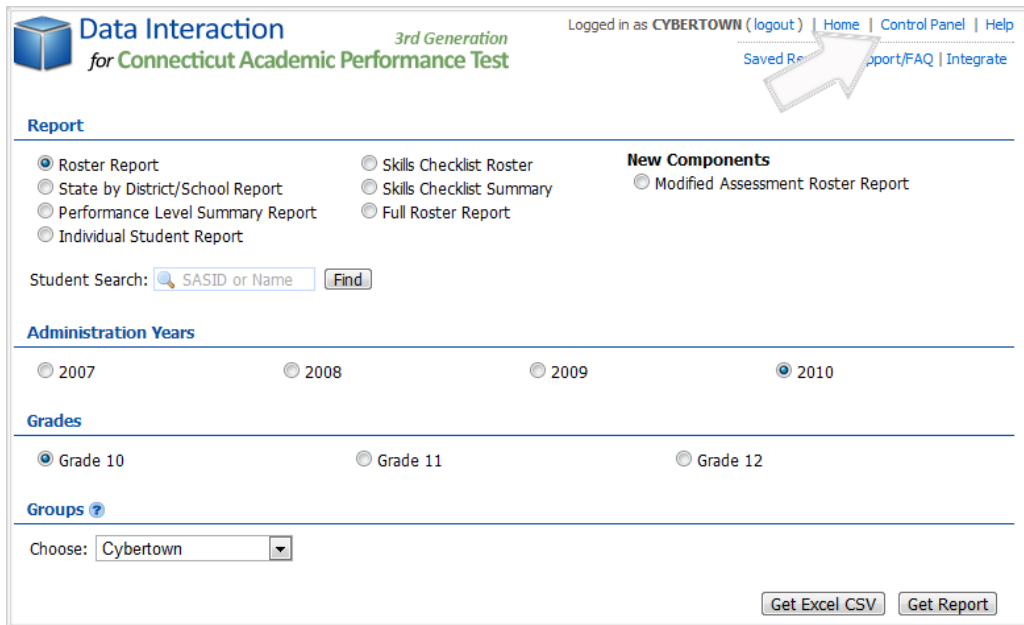
Your search for "randy" resulted in 0 matches.

To search within a different school year, click on the drop down box containing the year and select a new year. Please note that the year shown represents the spring of the year the students took the exam. Selecting "2010" will search for students who took the exam in the spring of the 2009-2010 school year.

20. Control Panel

20.1 Getting Started

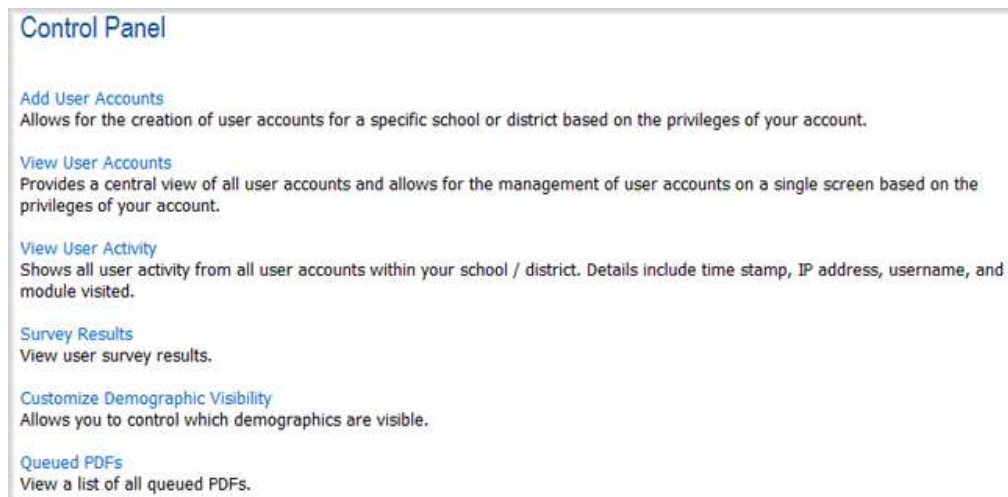
The control panel inside the Data Interaction system allows administrative users to create users accounts with different privileges at the district, school, and content levels. The control panel can be accessed by clicking on "Control Panel" located at the top right of the screen.



The screenshot shows the Data Interaction Control Panel interface. At the top, it displays the logo for "Data Interaction 3rd Generation for Connecticut Academic Performance Test" and the user is logged in as "CYBERTOWN". Navigation links include "Home", "Control Panel", "Help", "Support/FAQ", and "Integrate". A "Control Panel" link is highlighted with a red arrow. The main content area is divided into sections: "Report" with radio buttons for "Roster Report", "State by District/School Report", "Performance Level Summary Report", "Individual Student Report", "Skills Checklist Roster", "Skills Checklist Summary", and "Full Roster Report"; "New Components" with a radio button for "Modified Assessment Roster Report"; "Administration Years" with radio buttons for "2007", "2008", "2009", and "2010"; "Grades" with radio buttons for "Grade 10", "Grade 11", and "Grade 12"; and "Groups" with a dropdown menu set to "Cybertown". At the bottom right, there are buttons for "Get Excel CSV" and "Get Report".

20.2 Making a Selection

Choose an option: "Add User Accounts," "View User Accounts," "View User Activity," "Survey Results," "Customize Demographic Visibility," or "Queued PDFs."



The screenshot shows the "Control Panel" menu with the following options and descriptions:

- Add User Accounts**: Allows for the creation of user accounts for a specific school or district based on the privileges of your account.
- View User Accounts**: Provides a central view of all user accounts and allows for the management of user accounts on a single screen based on the privileges of your account.
- View User Activity**: Shows all user activity from all user accounts within your school / district. Details include time stamp, IP address, username, and module visited.
- Survey Results**: View user survey results.
- Customize Demographic Visibility**: Allows you to control which demographics are visible.
- Queued PDFs**: View a list of all queued PDFs.

20.3 Add User Accounts

"Add User Accounts" allows for the creation of user accounts for a specific district or school. To add a new user account, click on this option.

The screenshot shows a web form titled "Add User Account" with a link "Return to Control Panel" below the title. The form includes the following fields and options:

- Type of Account:** Three radio button options: "District" (selected), "School", and "Content".
- User's First Name:** A text input field.
- User's Last Name:** A text input field.
- User's Email:** A text input field.
- Confirm User's Email:** A text input field.
- Username:** A text input field.
- Password:** A text input field.

A "Continue" button is located at the bottom of the form.

Select the type of account (see below) and any other additional information that the system asks for. Enter the new username and password and click "Continue."

20.4 Types of Accounts

There are five levels of access to the CAPT Data Interaction Application: State, District, School, Content, and Teacher.

- **State-level** users can view all student information at both state and district levels, including students' scores, demographic information, and details like names, birthdate, and student ID.
- **District Administrator** users have access to all the data for their specified districts as well as all schools within the districts. The district administrator is able to:
 1. Upload data for integration.
 2. Access the control panel to create, deactivate, modify, and view user accounts.
- **District Normal** users have access to all of the data for their specified schools.
- **School Administrator** users have access to all the data for their specified schools. The school administrator is able to:
 1. Access the control panel to create, deactivate, modify, and view user accounts.
- **School Normal** users have access to all of the data for their specified schools.

- **Content Specific** users have access to all the data for their specified contents within their schools.
- **Teacher-level** users can view summary and individual information for their particular class. Teacher-level access is only available under the Teacher Level Analysis functionality. For more information, see the "Other Features" tab.

20.5 View User Accounts

"View User Accounts" provides a list of all user accounts and allows for the management of user accounts on a single screen.

View User Accounts

[Return to Control Panel](#)

Show All Users

Username

Search

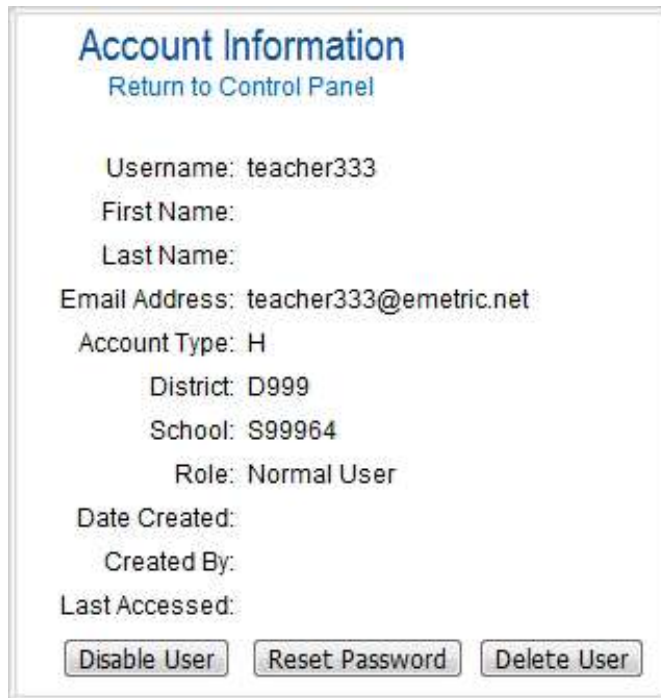
Reset

<input type="checkbox"/>	Account Info	Reset Password	Deactivate	Username	First Name	Last Name	Email Address	District #	School #	Type	Role	Enabled
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	Anonymous				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	Bridgeport				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	Annex				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	D600				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	NorwEnd				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	Newest				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	Regional1				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	school14				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	school15				D999		D	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	jwilliams1				D999	S99960	H	A	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher222				D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher333			teacher333@emetric.net	D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher234			teacher234@emetric.net	D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher237	teacher	teacher	teacher222@emetric.net	D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher555				D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher238				D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher240	teacher	240	teacher222@emetric.net	D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher123	t1	t1	t1@emetric.net	D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher241	teacher	teacher	t1@emetric.net	D999	S99964	H	N	Y
<input type="checkbox"/>	Account Info	Reset Password	Deactivate	teacher257				D999	S99964	H	N	Y

<<< Page: 1 of 2 >>> Jump to Page: Go

From the View Users Accounts page, users can view the account information by username, change the role of any account (i.e. administrative or normal), reset passwords, and activate or deactivate user accounts. The list of user accounts can be filtered by using the drop-down box or the search box at the top of the list.

To view **account information** for a particular user, click on the corresponding "Account Info" link. Here you can view the user information and deactivate/activate or delete user accounts.



The screenshot shows a window titled "Account Information" with a "Return to Control Panel" link. The user details are as follows:

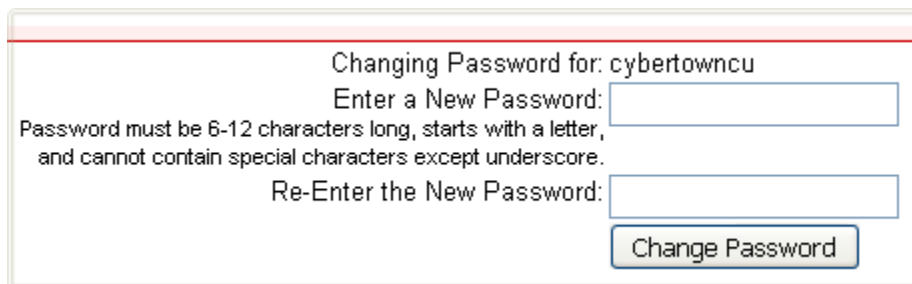
- Username: teacher333
- First Name:
- Last Name:
- Email Address: teacher333@emetric.net
- Account Type: H
- District: D999
- School: S99964
- Role: Normal User
- Date Created:
- Created By:
- Last Accessed:

At the bottom, there are three buttons: "Disable User", "Reset Password", and "Delete User".

Deactivate User will deactivate the user account. If the account is deactivated by mistake, it can be activated again.

Delete User will remove the username from the list of users. The username cannot be used again once it is deleted.

Reset Password allows the administrative user to reset passwords for other user accounts.



The dialog box is titled "Changing Password for: cybertowncu". It contains two text input fields:

- "Enter a New Password:"
- "Re-Enter the New Password:"

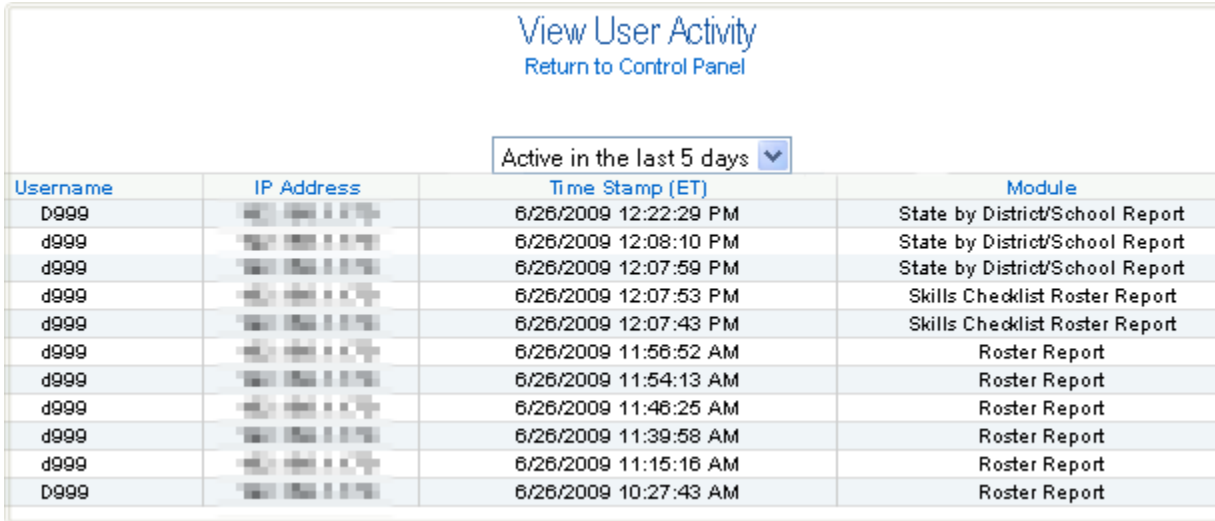
Below the fields is a "Change Password" button. A note states: "Password must be 6-12 characters long, starts with a letter, and cannot contain special characters except underscore."

To reset a password, simply type in the same **new** password in each text box and click "Change Password."

Activate/Deactivate allows the status of the account to be toggled between active and inactive. When an account is inactive, the username and password will not provide access into Data Interaction.

20.6 View User Activity

"View User Activity" displays all user activity within the district or school. Detailed information, such as time stamp, IP address, username, and module visited, is provided.



Username	IP Address	Time Stamp (ET)	Module
D999	192.168.1.100	6/26/2009 12:22:29 PM	State by District/School Report
d999	192.168.1.100	6/26/2009 12:08:10 PM	State by District/School Report
d999	192.168.1.100	6/26/2009 12:07:59 PM	State by District/School Report
d999	192.168.1.100	6/26/2009 12:07:53 PM	Skills Checklist Roster Report
d999	192.168.1.100	6/26/2009 12:07:43 PM	Skills Checklist Roster Report
d999	192.168.1.100	6/26/2009 11:56:52 AM	Roster Report
d999	192.168.1.100	6/26/2009 11:54:13 AM	Roster Report
d999	192.168.1.100	6/26/2009 11:46:25 AM	Roster Report
d999	192.168.1.100	6/26/2009 11:39:58 AM	Roster Report
d999	192.168.1.100	6/26/2009 11:15:16 AM	Roster Report
D999	192.168.1.100	6/26/2009 10:27:43 AM	Roster Report

The drop-down box above the table allows for filtering by different time periods. This list can be sorted.

20.7 Customize Demographic Visibility

"Customize Demographic Visibility" allows administrative users to control which demographics are visible based on user types and roles.

Customize the Application






Field	Visible
Gender	<input checked="" type="checkbox"/>
Ethnicity	<input checked="" type="checkbox"/>
F/R Meals	<input checked="" type="checkbox"/>
ELL	<input checked="" type="checkbox"/>
Special Ed.	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>
SASID	<input checked="" type="checkbox"/>
District ID	<input checked="" type="checkbox"/>
School ID	<input checked="" type="checkbox"/>
Resident Town Code	<input checked="" type="checkbox"/>
ASSSO	<input type="checkbox"/>
ASDSO	<input type="checkbox"/>
ELL Exempt	<input checked="" type="checkbox"/>
Pre-ID	<input checked="" type="checkbox"/>
Outplacement	<input checked="" type="checkbox"/>
Retest	<input checked="" type="checkbox"/>

Unchecking a checkbox will hide that demographic characteristic from the users with the corresponding user type and role. Changes made by State-level users will affect all users.

20.8 Queued PDFs

"Queued PDFs" allows users to view a list of any PDF reports that have been queued by that user or users at the same level. For example, if a school-level user queues a PDF, all school-level users assigned to the same school will be able to view that queued PDF.

View PDF Status

	Report Name	Status	Time Stamp (ET)	File Size	Pages
	state/district report	Ready	7/6/2010 4:52:15 PM	8.6MB	62
	queuepdf1234	Ready	7/2/2010 7:15:20 PM	1.5MB	34
	avon	Ready	7/2/2010 7:13:25 PM	0.1MB	5
	testing003	Ready	7/2/2010 7:11:44 PM	0.1MB	5
	testingueupdf	Failed	7/2/2010 1:25:24 PM		