Oklahoma Assessments Reporting User Guide

DATA INTERACTION™
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**Version Control**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>5/18/2021</td>
<td>eMetric</td>
<td>Created support documentation per 2021 requirements discussion with Cognia and OK SDE.</td>
</tr>
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Understanding Test Results

The Oklahoma State Testing Program assesses our new Oklahoma Academic Standards. These standards are different than those assessed through the former OCCT and EOI testing administrations. Although data from the OCCTs and EOIs is still available within the system, it should not be used for comparative purposes as it assessed our old PASS standards.

Multiple types of test results are available in these reports:

- **OPI Score**: The Oklahoma Performance Index (OPI) is a testing scale that is common to all test forms to compare student performance across testing administrations. The OPI score is used to determine students’ performance levels and will be used under the new accountability system to measure student growth from year to year. OPI scores range from 200-399, wherein 300 or above is proficient.

- **Performance Level**: Each performance level (Advanced, Proficient, Basic, and Below Basic) represents a goal of student attainment in which expectations of student performance are mapped to the knowledge, skills, and ability assessed by the test items as communicated by the Performance Level Descriptors. Performance levels are not determined by the percent of correct answers.

- **Reporting Categories**: Each reporting category is aligned to the Oklahoma Academic Standards as communicated in the OSTP Blueprints. Categories are reported as performance levels (Above Standard, At/Near Standard, and Below Standard). Performance Levels represent how a student’s score compares to the 300 OPI proficient cut point.

- **Lexile Score**: Students in grades 3-8 will receive a Lexile reader measure as a score from a reading test; the Lexile measure describes the student’s reading ability. A Lexile reader measure can range from below 200L for early readers to above 1600L for advanced readers.

- **Quantile Score**: Students in grades 3-8 will also receive a Quantile Score. A Quantile measure indicates a child’s mathematical achievement level. Quantile measures range from Emerging Mathematician (below 0Q) to above 1600Q and span the skills and concepts taught in kindergarten through Algebra II, Geometry, Trigonometry, and Precalculus.

Getting Started

Accessing Reporting

1. The Oklahoma Assessments reporting component can be accessed from the OSTP Portal homepage:
2. The reporting home page displays the report types for the subject areas and test administrations available to you.

High Level Navigation Options

1. The Oklahoma State Department of Education icon serves as a Home link. This link will redirect you to the reporting home page.
2. The Back to Oklahoma Portal link will redirect you back to the OSTP portal home page.
3. Download Center: This button will open the Download Center, containing any queued PDFs requested.
4. Help: This button will open a new window containing the Oklahoma Assessments Reporting User Guide.
5. Saved Reports: This button will open the Saved Reports menu.
6. User Dropdown Menu: This button will provide access to the logout link.
Generating a Report

To generate a report:

1. Select the program: OSTP, CCRA, OCCT for Grades 3-8, EOI (End of Instruction), or OMAAP (Oklahoma Modified Alternative Assessments Program). The list of available report types is determined by the program selection.
   
   **Note:** Summary reports are not available for OMAAP.

2. Select an available report type:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Summary: Performance Levels</td>
<td>Provides summary performance data by building, district, and state, in a table format.</td>
</tr>
</tbody>
</table>
   | Group Summary PL: All Grades     | Generate a summary report of all scores and disaggregate variables for one or more administrations.  
   |                                | **Note:** This report is available for OSTP, OCCT 3-8 and EOI results only.           |
   | Summary Counts of Total Tested   | Generate a summary report of test results for one or more buildings. The disaggregate variable “Mode” now displays on this report by default. |
   | Group Summary PL: All Selections | Generate a summary report of all scores and disaggregate variables for one or more administrations for multiple grades.  
   |                                | **Note:** This report is available for OSTP, OCCT 3-8 and EOI results only.           |
### Roster
Provides individual scores, demographic information, and other data for individual students.

### Roster: All Selections
Generate a roster report of all scores for selected administration and district or building.

### District All Grades Roster
Generate a roster report of all grades for a selected district. **Note:** This report is only available for state level and district level users.

### Longitudinal Roster
Provides data for individual students across multiple administrations.

### Data Tools
Provides ability to create summary statistics, frequency distributions, cross-tabular reports, and scatter plots.

3. In the Admin section, select an administration for which test data is available.
4. Select a Subject area (EOI or OMAAP) or a Grade (Grades 3-10).
5. In the Reporting Window section, select an available time frame for the report: Preliminary or Final.
6. Use the Organization menu to choose State, Districts, or Schools. Use the **button to expand the menu options below state and districts.
   - Once you have selected State, District, and/or Schools, a count of the selected organizations will display above the selection menu. Click on the blue “selected” link to view a list of the organizations you have chosen.
   - Select the ** button to select all districts or schools in a group.
7. Click Get Report to generate a report with the default selections.

The Report page displays the report data. The selected parameters appear at the top of the page.

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**Note:** The text highlighted in blue is clickable: where available, click to open a link, sort a column, or display a menu.

8. To rearrange the report, sort columns by clicking a column heading highlighted in blue.
9. To navigate within a report:
   - Type a page number in the “Jump to page” box.
   - Click ** to display the next page.
   - Click ** to display the previous page.

**Tip:** To change the number of records shown on each page of the report, from the customization tabs at the top of the report, click **. Select a number from the menu next to Groups Per Page and click Update.
Student Search

The Student Search feature provides access to individual student results for all students who have testing results in your district or school for the selected program.

From the reporting home page:

1. Select the desired program from the drop-down menu.
2. Begin to enter the search criteria (Last Name, First Name, or State Student ID), a list of potential matches will appear.
3. Selecting a student from the list of potential matches will take you to a cumulative list of that student’s test results.
4. Click on a test event in the cumulative search report (e.g., 2019, Grade 04, Final, Mathematics) to view a detailed individual student report:

<table>
<thead>
<tr>
<th>Test Event</th>
<th>District Name</th>
<th>School Name</th>
<th>Performance Level</th>
<th>OPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021, Grade 04, Preliminary, English Language Arts</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Basic</td>
<td>279</td>
</tr>
<tr>
<td>2021, Grade 04, Preliminary, Mathematics</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Basic</td>
<td>288</td>
</tr>
<tr>
<td>2019, Grade 04, Final, English Language Arts</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Basic</td>
<td>282</td>
</tr>
<tr>
<td>2019, Grade 04, Final, Mathematics</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Basic</td>
<td>288</td>
</tr>
<tr>
<td>2019, Grade 04, Preliminary, English Language Arts</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Basic</td>
<td>282</td>
</tr>
<tr>
<td>2019, Grade 04, Preliminary, Mathematics</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Basic</td>
<td>288</td>
</tr>
<tr>
<td>2018, Grade 03, Final, English Language Arts</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Basic</td>
<td>299</td>
</tr>
<tr>
<td>2018, Grade 03, Final, Mathematics</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Proficient</td>
<td>304</td>
</tr>
<tr>
<td>2018, Grade 03, Preliminary, English Language Arts</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Basic</td>
<td>299</td>
</tr>
<tr>
<td>2018, Grade 03, Preliminary, Mathematics</td>
<td>Cyber District</td>
<td>Cyber Elem A</td>
<td>Proficient</td>
<td>304</td>
</tr>
</tbody>
</table>
Click at the top-right of the individual student report to navigate to a roster view and continue or analysis and/or select another student.

**Recent Reports**

Click on the button in the upper right corner of the portal to view a list of recently viewed reports. You can select a recent report to jump to the view as described. The program, report title, and list of the column’s last view will display.

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**Note:** Recent reports are temporarily saved based on the program and report type. For example, if you select a Group Summary report for Grade 3 and then later select a Group Summary report for grade 4, when you click on Recent Reports you will see only 1 option for the Grade 4 Summary Report.
Saved Reports

You can easily save your report by clicking on in the upper right-hand corner of the report. To save a report, first select a folder or add a new folder, name the report, and click “Save.”

This action can be canceled by clicking again or clicking outside the box.

Once the report has been saved, it can be retrieved from any device as long as you are logged in to the portal with the same credentials.

To retrieve a saved report, click on in the upper right-hand section of the window. You will see a list of saved report names, click on the report name and the desired report will open.

Note: You are also able to delete reports from the same window by clicking on the .

Download Reports

To download a report, click on at the top of the report. A pop-up box will appear allowing you to select between three formats (PDF, CSV, or Excel), type your Report Name, select your Layout, and choose which pages to appear. Once your selections are made, click the Download button.
Download Center

Queued PDF is a feature that is used to download several PDFs at a single time. When the download report icon is selected, the Download Report button will appear.

If the number of records is greater than 200 for a roster report or greater than 100 for Student ISRs, the request will be sent to the Download Center and will be available within 24 hours.

Navigate to the Download Center to view the request table. Click the PDF icon on a completed request in order to view the generated PDFs.
Print Reports

To print a report, click on at the top of the report. The print dialog screen will appear based on your browser.

Report information will be printed as displayed in the print preview. If a large number of columns are selected, the printed report may be difficult to read. If so, please reduce the number of columns in the report.
Working with Summary Reports

There are four types of summary reports available in the reporting component for Preliminary and Final reporting windows.

1. **Group Summary: Performance Levels** provides school, district, and state group performance data in a table or graphical format and allows customization using various summary statistic. (e.g., number of students tested, mean OPI, etc.)

2. **Group Summary PL: All Grades** provides the same data as the Group Summary: Performance Levels report but shows multiple grades and administrations if selected.

3. **Summary Counts of Total Tested** provides a summary report of test results for one or more buildings.

4. **Group Summary PL: All Selections** provides the same data as the Group: Summary Performance Levels report but shows all scores and disaggregate variables by default.

Generate a Group Summary Report

From the reporting homepage:

1. Select the desired program from the Program drop-down menu.
2. Select **Group Summary: Performance Levels** from the report drop-down menu.
3. Select the administration from the Admin section.
4. Select a Grade.
5. Select an available time frame for the report from the Release section, Preliminary or Final.
6. Use the Organization menu to choose the State, District, or School. Use ▼ to expand the menu options below state and districts.
   • Once you have selected State, District, and/or Schools, a count of the selected organizations will display above the selection menu. Click on the blue “selected” link to view a list of the organizations you have chosen, click on “clear” to reset your selected organizations.
   • Select ▼ to choose all districts or schools in a group.

7. Click Get Report to generate a report with the default selections. Reports can be customized on the next page.

The Report page displays the report data. The selected parameters appear at the top of the page.

### Viewing Options
Select one of the available buttons to change a chart or transpose view of your selected data options. (*Note:* Report table is the default view shown above).

### Chart View
Select the Report Chart button to view a graphical representation of the selected data:
Transpose View

General Functionality
- Clicking on a group’s name will allow you to disaggregate the group or drill to a roster report.
  - Disaggregate By: This functionality allows you to disaggregate a specific group by the different demographic variables.
From the Chart view, clicking on the bar(s) will reveal the option to Disaggregate By:

- Ethnicity
- Gender
- Economically Disadvantaged
- ELL
- IEP
- Migrant
- ELL Proficient
- Mode
- Full Academic Year
Drill to Roster View: Clicking on a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster Report or set of Individual Reports for that group/test/content area combination.

From the chart view, you can determine if the Roster Report contains students that fall in the selected Performance Level or for all Performance Levels.

Download: Clicking on the Download button allows you to download the Summary Report as a PDF, CSV, or Excel file.
• **Print**: Clicking on the button at the top of the report to print. Information will be printed as displayed in the print preview.

• **Sort**: Columns can be sorted into ascending or descending order by clicking on the column header and selecting Sort.

• **Footnotes**: Clicking the button will display footnotes regarding the Group Summary data. Click again to hide the footnotes.
Customize your Summary Report

Click Options in the top-right corner for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Organization

The Organization tab allows you to update the report with data from different organizations that are available to you. Select the desired organization and click Update to refresh the report.

Stats

This tab can be used to select stats or scores to view on the report. Select a button to choose a specific stat or score. To view all stats, click the Select All link, to clear click Reset. Click Update to view the selections in the report.
Note: The options on the Stats tab adjust based on the report view. For example, when viewing the Chart View, you will have the options to adjust the stats graphed as well as the chart type.
Filter

Use this tab 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. 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 selected characteristics, whereas “Or” will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select Female and Hispanic. Then, click the “Or” link and click Update.

Selections display as boxes under “Showing students who are.” Click on the trash can icon displayed to remove the selection.
Disaggregate
Use this tab to disaggregate the report by different subgroups.

Data Tool Features
Access data tool options by clicking on any blue text within the column headers.

Show N Count for Percentages
To view how many students scored in each performance level under a particular subject, ensure that % in Each Performance Level is shown on the report. Click the % column header and select Show N Count.
**Graph**

View a graph by clicking on the header of a score column of interest, then on Graph. This will display the chart view, allowing further analysis and customization as desired.

```
<table>
<thead>
<tr>
<th>Below Standard</th>
<th>At/Near Standard</th>
<th>Above Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>%</td>
<td>N</td>
</tr>
<tr>
<td>4,313</td>
<td>6</td>
<td>872</td>
</tr>
</tbody>
</table>
```

**Note:** When viewing the Chart View, you will have the options to adjust the stats graphed as well as the chart type in the Stats tab.
Working with Roster Reports
There are three types of roster reports available in the reporting component for Preliminary and Final reporting window:

1. **Roster report** provides dynamic access to individual student results. Interactive data tools features allow users to dig deeper into the data.
2. **Roster: All Selections** provides the same data as the Roster report but shows all scores by default.
3. **Longitudinal Roster** report provides data for individual students across multiple administrations.
4. **District All Grades Roster** report provides the same data as the roster report but contains all grades selected by default.

Generate a Roster Report
From the reporting homepage.

1. Select the desired program.
2. Select Roster, Roster: All Selections, Longitudinal Roster, or District All Grades Roster from the Report drop-down menu.
3. Select the administration from the Admin section.
4. Select a grade.
5. Select the data release you would like to view from the Release section Final, Preliminary or Early RSA.
6. Use the organization menu to choose a District or School, depending on your level of access. Choose a single organization to view a roster report for that organization.
7. Click Get Report to generate a report with the default selections. Reports can be customized on the next page.
The Report page displays the report data. The selected parameters appear at the top of the page.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>OPI</th>
<th>Performance Level</th>
<th>RSA Status</th>
<th>OPI</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe001</td>
<td>John001</td>
<td>260</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>252</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe002</td>
<td>John002</td>
<td>257</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>274</td>
<td>Basic</td>
</tr>
<tr>
<td>Doe003</td>
<td>John003</td>
<td>257</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>257</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe004</td>
<td>John004</td>
<td>218</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>238</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe005</td>
<td>John005</td>
<td>218</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>287</td>
<td>Basic</td>
</tr>
<tr>
<td>Doe006</td>
<td>John006</td>
<td>282</td>
<td>Basic</td>
<td>Meets Criteria</td>
<td>287</td>
<td>Basic</td>
</tr>
<tr>
<td>Doe007</td>
<td>John007</td>
<td>282</td>
<td>Basic</td>
<td>Meets Criteria</td>
<td>238</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe008</td>
<td>John008</td>
<td>257</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>271</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe009</td>
<td>John009</td>
<td>245</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>274</td>
<td>Basic</td>
</tr>
<tr>
<td>Doe010</td>
<td>John010</td>
<td>245</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>257</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe011</td>
<td>John011</td>
<td>245</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>271</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe012</td>
<td>John012</td>
<td>280</td>
<td>Basic</td>
<td>Does Not Meet Criteria</td>
<td>274</td>
<td>Basic</td>
</tr>
<tr>
<td>Doe013</td>
<td>John013</td>
<td>280</td>
<td>Basic</td>
<td>Does Not Meet Criteria</td>
<td>257</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe014</td>
<td>John014</td>
<td>280</td>
<td>Basic</td>
<td>Does Not Meet Criteria</td>
<td>271</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe015</td>
<td>John015</td>
<td>250</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>271</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe016</td>
<td>John016</td>
<td>314</td>
<td>Proficient</td>
<td>Meets Criteria</td>
<td>329</td>
<td>Advanced</td>
</tr>
<tr>
<td>Doe017</td>
<td>John017</td>
<td>245</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>257</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe018</td>
<td>John018</td>
<td>241</td>
<td>Below Basic</td>
<td>Does Not Meet Criteria</td>
<td>278</td>
<td>Basic</td>
</tr>
<tr>
<td>Doe019</td>
<td>John019</td>
<td>324</td>
<td>Proficient</td>
<td>Meets Criteria</td>
<td>267</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe020</td>
<td>John020</td>
<td>324</td>
<td>Proficient</td>
<td>Meets Criteria</td>
<td>319</td>
<td>Proficient</td>
</tr>
</tbody>
</table>

To see a list of scoring and exclusion codes, click 📊 in the bottom-left corner of the page.

**Viewing Options**

Select one of the available buttons to change the view to a set of individual reports or view a roster list for all students in the selected group. (Note: Roster Report table view is the default view.)

**Individual Report View**

Select the Student button to view a detailed student report for each student in the Roster Report.
Individual Report Navigation:

- From the Individual Report View, use the navigation arrows at the bottom of the report to page through the reports. You may also jump to a specific page/report.
- Search: Utilize the Search and Filter tables to refine the group of individual reports being viewed based on score and/or demographic criteria. (See the “Customize your Roster Report” section of this guide for further details.
- Download: Download one or more individual reports as PDF files. Select the button at the top of the page and enter the download criteria as desired:

- Print: Clicking on the at the top of the report to print. Information will be printed as displayed in the print preview.
General Functionality

- Drill to Individual Report: In addition to selecting the Individual Report View button to see a set of individual reports for all students in the group, you can click on a student name in the roster report in order to view an individual report for only that student.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>OPI</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe001</td>
<td>John001</td>
<td>247</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe002</td>
<td>John002</td>
<td>317</td>
<td>Proficient</td>
</tr>
<tr>
<td>Doe002</td>
<td>John002</td>
<td>226</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe002</td>
<td>John002</td>
<td>203</td>
<td>Below Basic</td>
</tr>
<tr>
<td>Doe002</td>
<td>John002</td>
<td>239</td>
<td>Below Basic</td>
</tr>
</tbody>
</table>

- Download: Click on Download to download the Roster Report as a PDF, CSV, or Excel file.
• **Print:** Clicking on the **Print** button at the top of the report to print. Information will be printed as displayed in the print preview.

• **Sort:** Columns can be sorted into ascending or descending order by clicking on the column header and selecting Sort.
Customize your Roster Report

Click in the top-right corner for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Organization

The Organization tab allows you to update the report with data from different organizations that are available to you and provides the ability for you to view only data for a selected class. Select the desired organization and click Update to refresh the report.
Fields

The Fields tab allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click update to add these fields as columns to the report.
**Scores**

The Scores tab can be used to select scores to view on the report. Select checkboxes for OPI, Performance Level, RSA Status, Lexile Score, Quantile Score, and/or Reporting Categories. To view all scores and reporting categories, click the Select All link. Click Update to view the selections in the report.

**Search**

The Search features allows you to search for students by name, Student ID, scores, or other research options. For example, to find students in the district or school Roster Report with 504 accommodations, select (1) the 504 Accommodations for each subject from the drop-down menu. Then, (2) select 504 with accommodations, (3) click Add and finally, (4) choose the relationship and click Update. The report will refresh showing only the students matching the search criteria.
Filter

The Filter feature allows you to include or exclude students based on demographic statistics. 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 “And” or “Or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all selected characteristics, whereas “Or” will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select Female and Hispanic/Latino. Then, click the “Or” link and click Update.

Selections display as boxed under “Showing students who are.” Click on the trash can icon displayed to remove the selection.
Data Tools and Features
Click on column headers in the Roster Report to reveal data tool options or choose to view the Data Tools report from the main selections page. Both options will provide a special view intended to streamline data analysis. The Data Tools report view displays the roster of students within a selected organization/group and allows you to view frequency distributions, summary statistics, and cross-tab reports across available score and field data points all within a single report view.

**Data Tools Report View**
Navigate to the Data Tools view by selecting an analysis option from the Roster View, such as Distribute.

Alternatively, you can navigate directly to the Data Tools report from the main selections page. Selection options are the same as the Roster View selections. (See Generate Roster Report for further details).
Data Tools Report View Options

From the Data Tools report view, select from four analysis options indicated by the buttons below:

1. Summarize:
   Instantly see summary statistics, such as mean and standard deviation, by clicking on the Summarize button or by selecting Summarize or Summarize By from the Roster Report view.
You can also view summary statistics by demographic subgroups, such as gender and ethnicity by clicking [Options], selecting the Disaggregate tab and then clicking on a demographic group and choosing Update,

or from the Roster Report View by clicking on a demographic under Summarize By.
2. Distribute:
Generate a frequency distribution for a score or performance level by clicking on the Distribute button on the Data Tools report view, or by clicking on a column header in the Roster Report view and selecting Distribute or Distribute By.

View a frequency distribution by demographic subgroups by clicking on a demographic group in the Disaggregate tab, or from the Roster Report view by clicking on a demographic option under Distribute By.
3. **Cross-Tab:**

Generate a Cross-Tab report based on subject standards or demographics by selecting the Cross-Tab button from the Data Tools report view or by clicking Cross-Tab and the desired variables from the Roster Report view. Clicking any of the blue number links in the cross-tab will display the corresponding roster of students.

**Note:** If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will pop-up instructing you to add a second variable (score or field) in order to view a cross-tab report.
From the Roster Report view, choose Cross-Tab and the desired score and/or demographic variables for which to view a cross-tab report:
Adjust the variables displayed on the Cross-Tab report by choosing from the drop-down menu.

You can also change cross-tab selections in the Stats and/or Fields tabs listed under Options. Filter the results shown on the Cross-Tab report using the Filter tab.

Note: You can make selections among various tabs before clicking Update to refresh the report with new selections.
4. Scatter Plot:
Generate a Scatter plot report based on the available scores by selecting the Plot button from the Data Tools report view, or by clicking Plot and the desired variables from the Roster Report view. Clicking on any of the blue number links in the cross-tab will display the corresponding roster of students.

**Note:** If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will pop-up instructing you to add a second variable (score or field) in order to view a cross-tab report.

You may zoom in on sections of the scatter plot by clicking and dragging to draw a box around the section of the graph you wish to zoom in on.
You can click Drill to Roster in the top-right corner of the graph to drill to a roster report view for the students shown in the current scatter plot view.

You can also change scatter plot selection in the Stats tab under Options and search the results shown on the scatter plot report using the Search tab.

*Note:* You can make selections among various tabs before clicking Update to refresh the report view with new selections.