

Centralized Reporting System Quick Guide

The Centralized Reporting System allows you to access your Summative and Interim Assessment results.

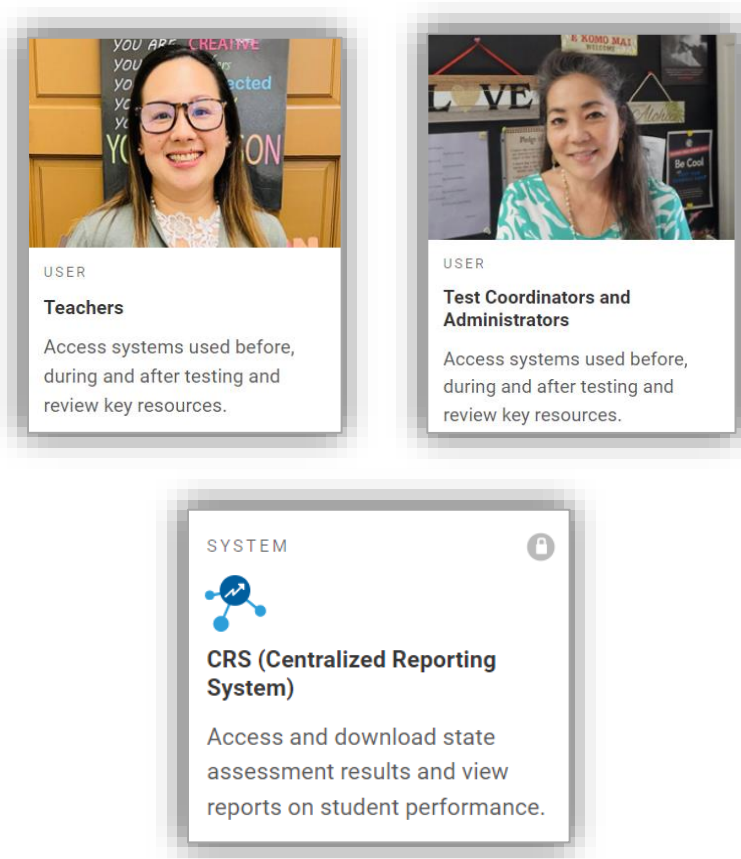
Table of Contents

- Log In 1
- View Data from a Previous Point in Time 3
- Start Viewing Reports 4
- Generate and Export Individual Student Reports (ISR) and Student Data Files 8
- Understand Different User Roles 12
- Change Log 14

Log In

1. Navigate to the HSAP portal at alohahsap.org and select your assessment program.
2. Select your user role from the cards displayed (see [Figure 1](#)).

Figure 1. User Role Centralized Reporting System & Cards



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

4. On the login page (see [Figure 2](#)), enter the email address and password you use to access all HSAP systems.
 - a. Click **Secure Login**.

Figure 2. Login Page

- b. If the Enter Code page appears (see [Figure 3](#)), an authentication code is automatically sent to your email address. You must enter this code in the **Enter Emailed Code** field and click Submit within 15 minutes.
 - If the authentication code has expired, click **Resend Code** to request a new code.

Figure 3. Enter Code Page

- c. If your account is associated with multiple institutions, you are prompted to select a role, as in [Figure 4](#). From the Role drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 4. Select Role Window

Note: For Hawai'i, "district-level users" refer to HIDEOE users who are in the TIDE system with the **Complex user** role. Please see the *TIDE User Guide* on the alohsahsap.org portal page for additional information about user roles.

View Data from a Previous Point in Time

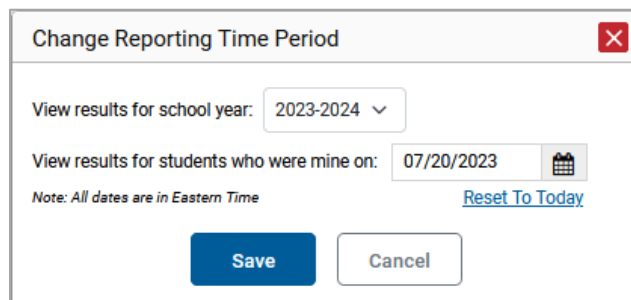
Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: you can select a school year for which to view tests, and you can enter a date for which to view students.

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.
- When you set a date for which to view students, the reports show data only for the students who were associated with you *on the selected date and only for tests taken as of that same date*. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view data for students who have left or recently entered your classes (rosters), school, complex, or complex area. You can even view students who have left your state.

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

1. From the **Features & Tools** menu, select **Change Reporting Time Period**. (If you're viewing the Dashboard Generator page, click **Change the reporting time period**. The dashboard also offers this link when no assessments are available to display.) The **Change Reporting Time Period** window appears (see [Figure 5](#)).

Figure 5. Change Reporting Time Period Window



From the school year drop-down list, select a school year (see [Figure 5](#)). This is the year for which you will view test results.

2. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you and had tested on that date, and only those students.
 - a. To view your current students' past performance, keep the date set to today.
 - b. To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.
3. Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.

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

Start Viewing Reports

Use the Dashboard Generator Page

When you log in to the Centralized Reporting System, the Dashboard Generator page appears ([Figure 6](#)). The controls on the left let you select from the groups of tests that have been processed for the school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects. Dashboard features & tools will vary based on user role.

Figure 6. Dashboard Generator Page

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

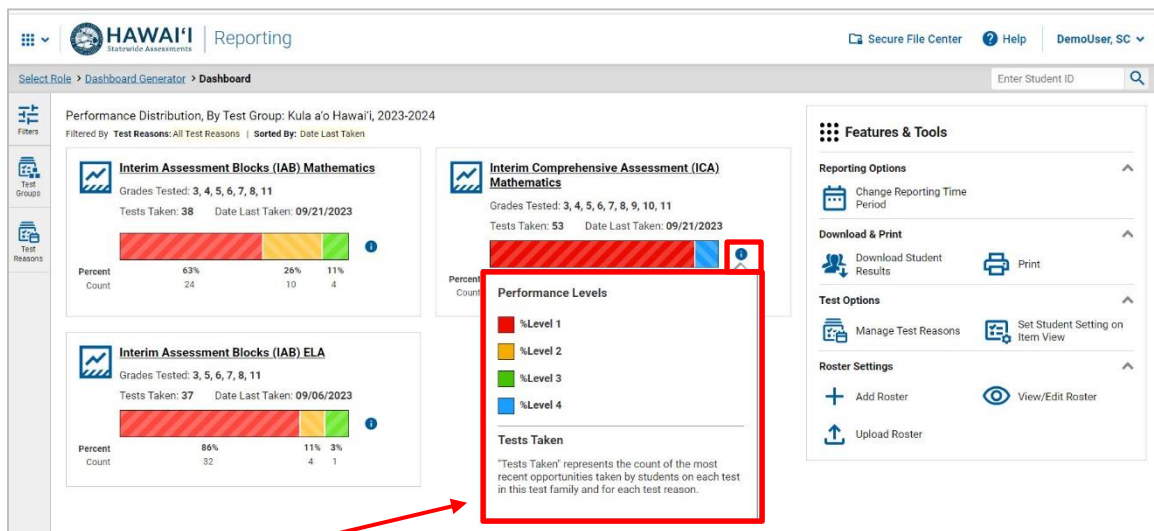
1. *Optional:* To change the test groups listed in the Dashboard Generator, [change the reporting time period](#).
2. Select the tests you want to view, expanding the test groups as needed. For more information on Test Groups refer to the [Centralized Reporting System User Guide](#) on the AlohaHSAP portal.
3. *Optional:* To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.
4. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

Use the Dashboard to View Aggregate Test Results

All users can view the standard dashboard. It displays an aggregation card representing test groups. A typical test group comprises a single test type, a single subject, and all grades (for example, the second card shown in [Figure 7](#) is for Summative Mathematics).

Each aggregation card displays the test group name and information on that test group. You may sometimes see the message “Data cannot be aggregated together for this group of tests” instead of the performance distribution bar for tests that do not report performance distribution, or that use different sets of performance levels. Test group cards are sorted by date last taken.

Figure 7. Dashboard



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

You can change the test groups and test reasons that appear using the **Filters** panel on the left. [Figure 7](#) above shows a dashboard filtered to display all test reasons.

If a message appears saying “There are no assessments to display,” you may not have any students who have taken tests in your selected test groups in the selected time period.

View More Detailed Data on a Particular Test Group

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

In the Performance on Tests report, teachers see two tables, as in [Figure 8](#):

- The **My Assessments** table, listing all the assessments in the filtered test group or groups.
- The **My Students** table, listing all your students who took the assessments.

Figure 8. Teacher View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 3 MATH - Geometry (FIAB)	Interim Assessment Blocks (IAB)	3	Opportunity 1	4	n/a	Percent Count: 1 (25%), 1 (25%), 2 (50%)	09/21/2023


Complex and school-level users see just one table, as in [Figure 9](#). Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 9. Complex & School-Level User View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 3 MATH - Geometry (FIAB)	Interim Assessment Blocks (IAB)	3	Opportunity 1	5	n/a	Percent: 20%, 20%, 60%	09/21/2023
State Grade 3 MATH - Geometry (FIAB)	Interim Assessment Blocks (IAB)	3					-
Complex Area Grade 3 MATH - Geometry (FIAB)	Interim Assessment Blocks (IAB)	3					-
Grade 6 MATH - Performance Task - Feeding the Giraffe (IAB)	Interim Assessment Blocks (IAB)	6					08/24/2023
Grade 8 MATH - Expressions and Equations I (IAB)	Interim Assessment Blocks (IAB)	8	Unassigned	0	n/a	n/a	08/04/2023
Grade 3 MATH - Properties of	Interim Assessment	3	Fall	1	n/a	Percent: 100%	08/04/2023

Performance Levels

- **%Below Standard :**
The student has not met the achievement standard
- **%At/Near Standard :**
The student has nearly met the achievement standard
- **%Above Standard :**
The student has met the achievement standard

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

You can use the filters to view a different set of assessments.

Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab ([Figure 10](#)) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

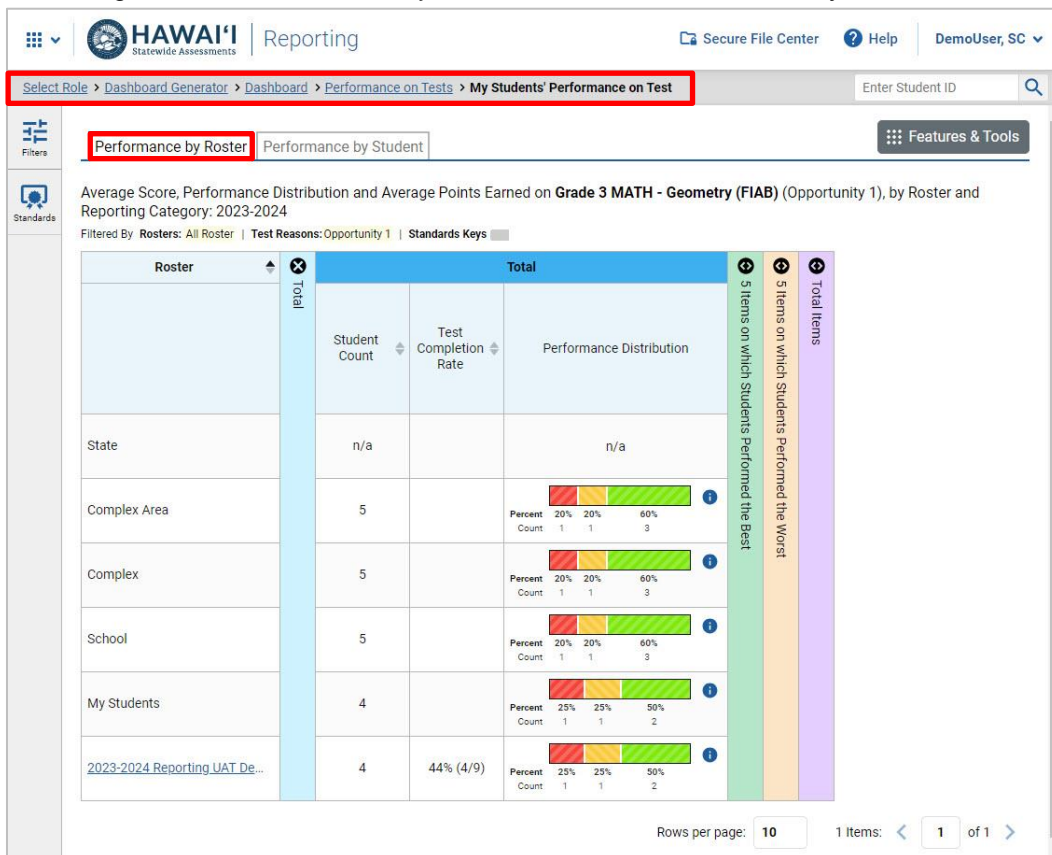
1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. Either the **My Students' Performance on Test** or the **School Performance on Test** report appears, depending on your role. It is open to the **Performance by Roster** tab.

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

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of complex test results appears, listing schools within the complex.
3. Click a school name. The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in [Figure 10](#) displays a list of one teacher’s classes (rosters) and each class’s performance. The first few rows also show aggregate performance data for your state, complex area, complex, school, and total students.

Figure 10. Teacher View: My Students’ Performance on Test by Roster Tab



Access Test Results for an Individual Student on a Particular Test

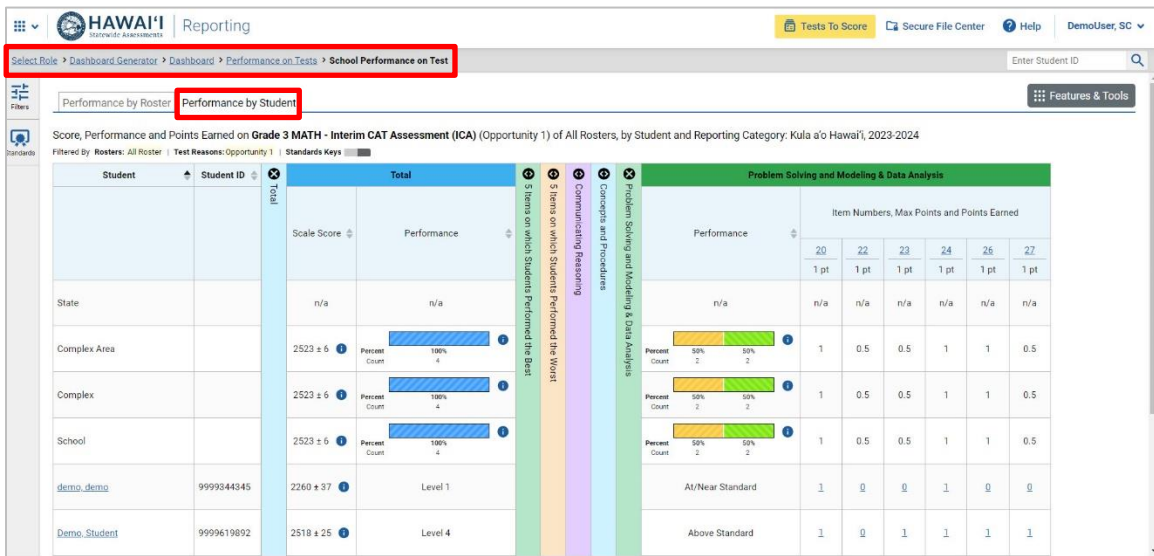
Teachers and school-level users:

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

Complex (District)-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of test results by school appears.
3. Click a school name. The School Performance on Test report appears (see [Figure 11](#)).
4. Perform the same steps as teachers and school-level users, starting at step 3.

Figure 11. Complex-level User: School Performance by Student Tab



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

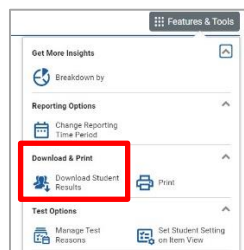
Generate and Export Individual Student Reports (ISR) and Student Data Files

To generate and export an Individual Student Report (ISR) that details a student’s performance on a test opportunity, use the Student Results Generator. You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs and student data files can be generated from almost any Centralized Reporting page. You can select combinations of a test reason, assessments, and students in order to generate either a single file or multiple files at once.

1. Click the **Download Student Results** button in the **Features & Tools** menu ([Figure 12](#)).

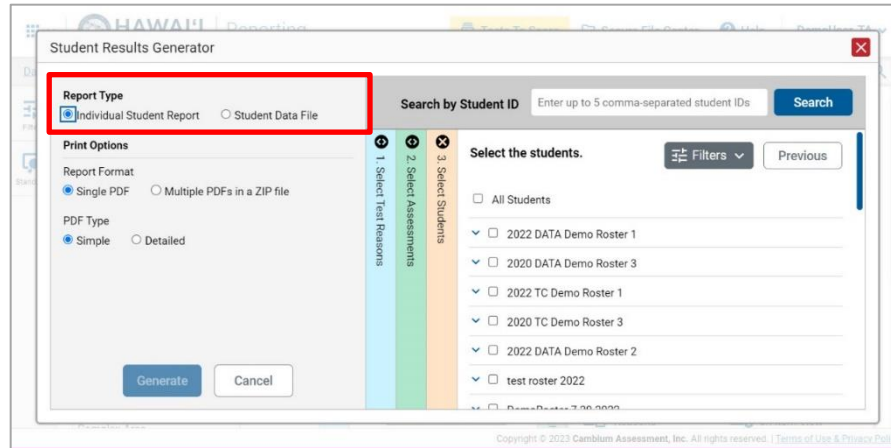
Figure 12. Student Results Generator Window



The **Student Results Generator** window opens ([Figure 13](#)).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. You can change the selections.

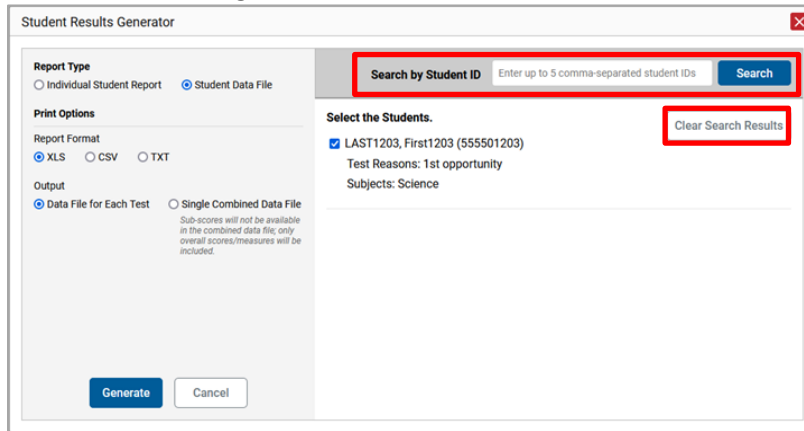
Figure 13. Student Results Generator Window



2. In the panel on the left, select **Student Data File**. *Always do this before making any other selections.* Note: Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.
 - For **Individual Student Report (ISRs)**:
 1. If you're generating multiple ISRs, then under **Report Format**, choose either a **Single PDF** for all the ISRs, or a **ZIP file** containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
 2. Under PDF Type, select either a **Simple** or a **Detailed PDF**.
 - The **Simple** (one-page) ISR includes the student's overall scale score, statewide comparison data, and simplified reporting category information (if available for that assessment).
 - The **Detailed PDF** ISR includes the same information as the simple ISR plus more detailed reporting category information (if available for that assessment) and the student's longitudinal chart (if available for that assessment and that student).
 3. *Optional:* If supplemental materials are available, such as a cover page or addendum, select **Include** under Supplemental Materials.
 - For **Student Data Files**:
 1. Under Report Format, select **XLS** (Excel XLSX), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
 2. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.
 3. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

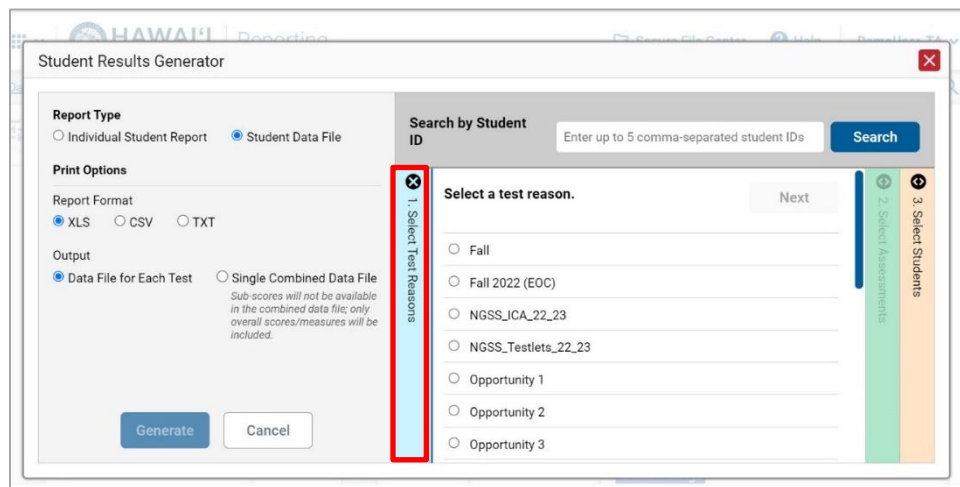
- Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in [Figure 14](#). To deselect and clear results, click **Clear Search Results**.

Figure 14. Student Search Results



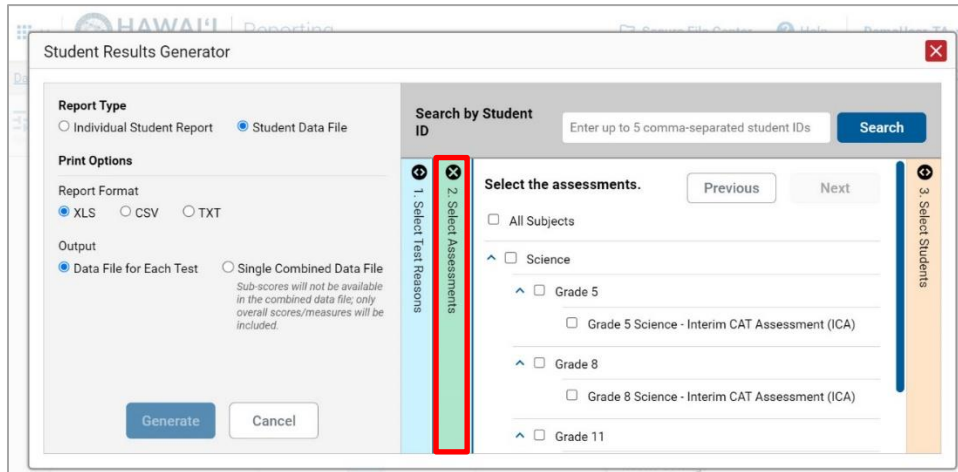
- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:
 - In the **Select Test Reason** section ([Figure 15](#)), choose a test reason. Test reasons are either Test Windows or opportunities for tests.

Figure 15. Select Test Reason Section



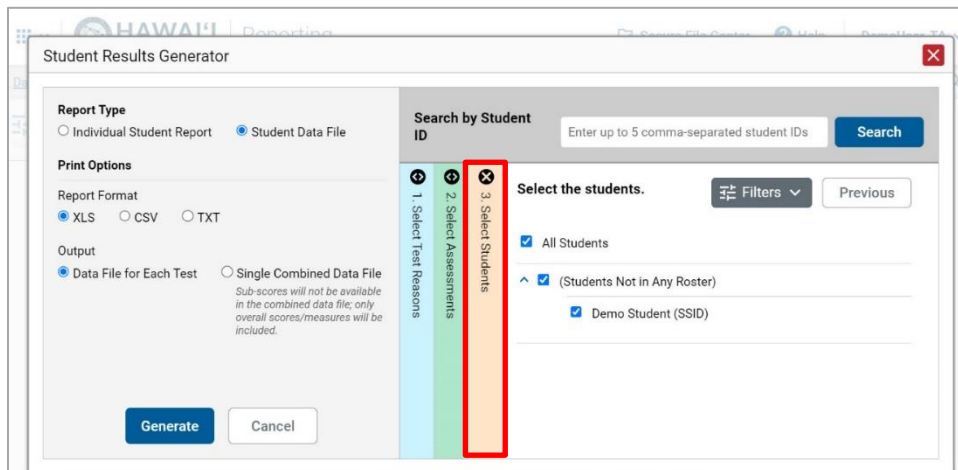
- The **Select Assessments** section ([Figure 16](#)) groups tests by **subject** and **grade**. Mark the checkboxes beside the tests or groups of tests you want to include in the report. When creating student data files, you can select any number of subjects. When creating ISRs, you can select tests within a single subject.

Figure 16. Select Assessments Section



- In the **Select Students** section ([Figure 17](#)), select students from the expandable school and/or class (roster) options. When creating ISRs, complex-level users can select students from up to three schools.
 - Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
 - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 17. Select Students Section

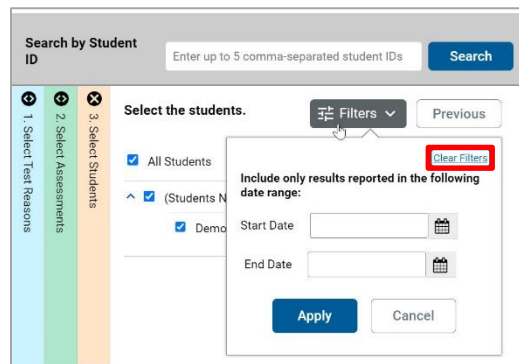


Optional: If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:


- Open the **Filters** menu. The menu displays two date fields, as in [Figure 18](#).
- Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
- Click **Apply**.

Optional: To revert to including results for **all** available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**. *Note that processing date is not always the same as the date a test was taken.*

Figure 18. Select Students Section with Filter Menu Open



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

In ISRs, note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only one test opportunity will be included. You can create an ISR for another test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers  in reports, starting with the earliest.

In student data files, note that if a student took a test multiple times, the files will include each test opportunity.

Understand Different User Roles

Teachers, school-level users, and complex-level users have access to different features and data in the Centralized Reporting System.

Understand Which Students Appear in Your Reports

- Teachers can view data for all students in their classes (rosters) who have completed assessments. They can also view data for students to whom they have administered assessments in the current school year.
- School-level users can view data for all students in their schools who have completed assessments.
- Complex-level users can view data for all students in their complex who have completed assessments.

Understand Which Features You Have Access To

- Teachers:
 - You can view the **My Students' Performance on Test** report, listing results for all your students who took a particular test.
 - You can filter by class (**roster**).
 - You can easily navigate directly from the Performance on Tests report to the **Student Portfolio Report**, which lists the various tests a particular student has taken.

- When generating a **Longitudinal Report** to track the performance of multiple students over time, you can select the test opportunities to include in the report.
- When generating **Individual Student Reports (ISR)** or student **Data Files**, you will see the available students grouped by class (roster).
- You can compare any students' performance with the performance of your total associated students, school, complex area, complex, and state.
- School-level users:
 - You can view the **School Performance on Test** report, listing results for all your school's students who took a particular test.
 - You can filter by class (**roster**) after first selecting the teacher the class belongs to.
 - When generating **Individual Student Reports (ISR)** or student **Data Files**, you will see the available students grouped by class (roster).
 - You can compare any students' performance with the performance of your whole school, complex area, complex, and state.
- Complex-level users:
 - You can view the **District Performance on Test** report, listing results for all your complex area's schools whose students took a particular test.
 - You can filter by **school**.
 - You can view the **School Performance on Test** report just like a school-level user.
 - When generating **Individual Student Reports (ISR)** or student data files, you will see available students grouped by school.
 - You can compare any students' performance with the performance of your whole complex area, complex, and state.
 - With **Cross-Sectional Reports**, you can view school or complex performance for a test family across test reasons.
 - Users with scoring permissions for Smarter Balanced Interim Assessments:
 - You can **score unscored items** and **modify scores** for certain items.

Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Location	Change	Date
View Data from a Previous Point in Time	Clarification on how the date setting works.	02/27/2024