

DATA MANAGER™ 

CogAT®

Reporting User Guide

Version 10

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Overview

DataManager™ Reporting is a dynamic online reporting tool that allows you to perform the following tasks:

- [Create customized reports](#) using the options available for your account
- [View and edit reports online](#)
- [Save, edit, and re-use report criteria](#)
- [Print](#) reports
- [Export reports](#) to PDF, RTF, or Microsoft Excel® format
- Export the full assessment results for a test event (*Account Holders and Administrator roles only*).

The availability of report options within *DataManager* varies according to your account setup, which includes your assigned role and location within the system. You can create and view reports for your own location level and levels below you. For example:

District Administrator	Building Administrator	Teacher
District	Building 1	Class 1
Building 1	Class 1	Student 1
Class 1	Class 2	Student 2
Class 2	Class 3	Student 3
Class 3		
Building 2		
Class 1		
Class 2		
Class 3		
Building 3		
Class 1		
Class 2		
Class 3		

About Reports

DataManager™ provides reports that have been set up specifically for your account (based on your role, the products you use, and the tests you have administered). These reports contain default report options, which can be modified to address your requirements.

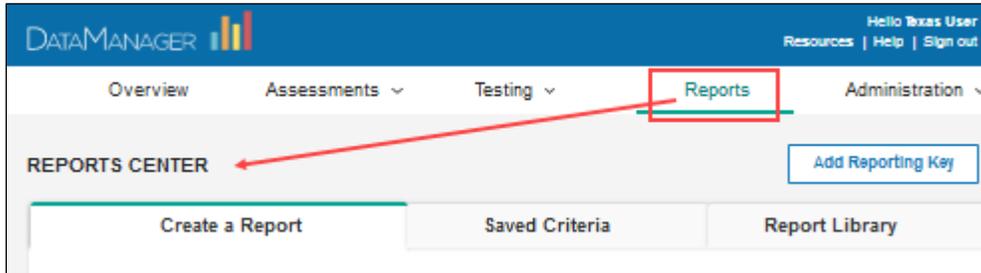
Note: The **Add DataManager Reporting Key** link from the *DataManager* platform is used to enter access codes. These codes, referred to as web "Reporting Keys," allow users to view reports for a specific group of students without giving them access to the entire suite of *DataManager* applications. Web Reporting Keys must be distributed by Account Holders or Administrators. For more information, see [Managing Web Reporting Keys](#).

For more information on available report formats, click one of the options below. For more detailed descriptions, refer to the *Score Interpretation Guide* for your test and level. You can find this on the Digital Resources page, accessed by signing in to your *DataManager* account and clicking the **Open Resources** button on the Overview page.

Reports Center

All activity related to reports takes place in the Reports Center.

To open the Reports Center, click the **Reports** menu in the header of *DataManager*.



The Reports Center opens to the default tab, **Create a Report**.

Chapter 1. Create Reports

Create CogAT Reports

Data Package: Online or DataPlus

Role: Account Holder, Administrator, Teacher, or Digital Resource & Reporting Access

You can specify criteria and run reports on the **Create a Report** page.

Report options and availability vary according to the following:

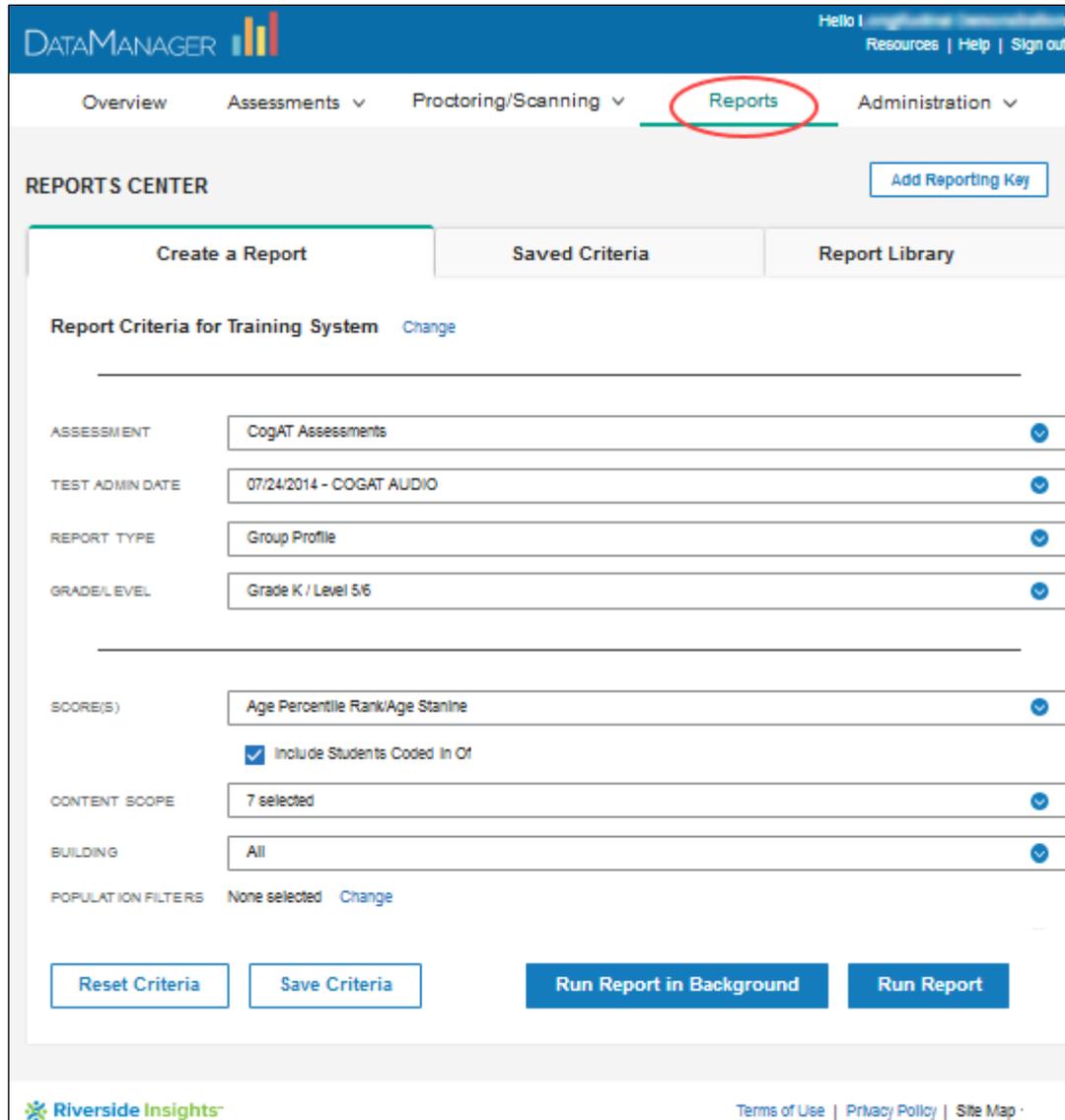
- Your role and location. You can create and view reports only for your own location level and those below you.
- The tests that have been administered to students, entered in the database, and marked as completed.
- The options you select as you move down the list of criteria. As you select options, subsequent fields with dependencies on those options may change. (Common fields that produce these changes include **REPORT TYPE**, **LEVEL OF ANALYSIS**, and **DISPLAY OPTIONS**.) When this happens, the page reloads to display new or adjusted fields.

To create a CogAT® report:

1. Open the **Create a Report** tab in the Reports Center by doing one of the following:
 - For reports-only access users, using a web Reporting Key, [create your account](#) or [sign in to your existing account](#) and enter the Reporting Key.
-

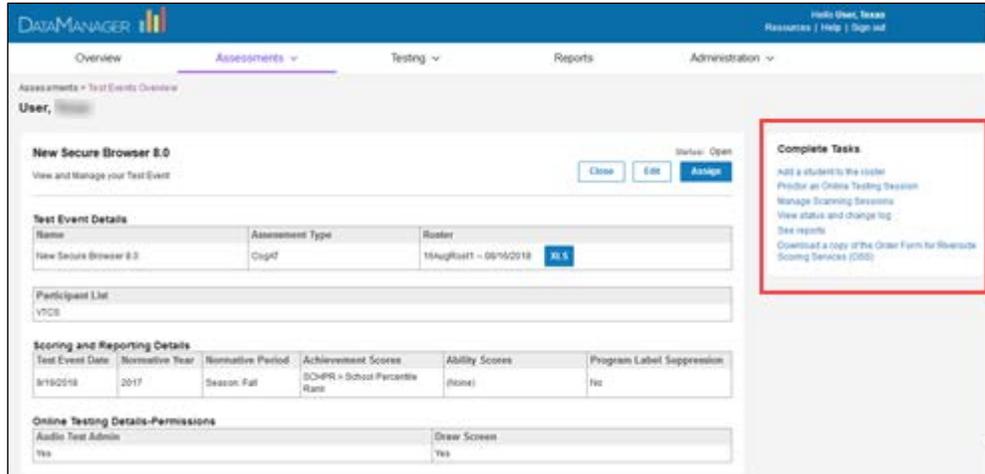
Note: If you have access to multiple locations, enter each new Reporting Key once. Subsequently, you can select the location from a **Select Report Criteria for** drop-down list at the top of the **Create a Report** tab.

- Sign in to your account (Teacher level and above), and click the **Reports** heading at the top of the page.
- Click the **Reports** heading from any page after you have signed in.

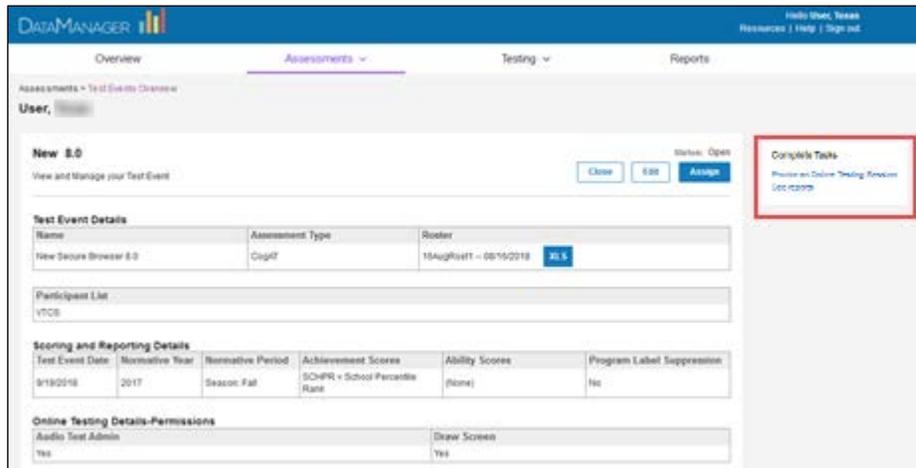


- For individuals with Teacher roles and above, you can also open the **Create a Report** tab from the Test Events Overview page by clicking **See reports** in the **Complete Tasks** box.

Test Events Overview: Admin View



Test Events Overview: Teacher View



2. In the **ASSESSMENT** list, select the test your students took. If there is more than one option, select the one for which you want to run a report.
3. From the **TEST ADMIN DATE** list, select your test event. Test events are indicated by their date and name. They are sorted by date, most recent first.
4. In the **REPORT TYPE** list, select the report you want to produce.

Note: Reports and fields are listed here in the same order as they appear on your *DataManager* platform.

Data Export

Available to users with Account Holder and Administrator roles only. Provides a file in a standard or custom template containing data on test results. More...

Data Export files are available to users with Account Holder or Administrator roles.

These files contain data for a test event and can be exported as .txt files in the following formats:

- ASCII Fixed-Width
- ASCII Tab-Delimited
- ASCII Comma-Delimited
- ASCII Pipe-Delimited.

The data is available to be downloaded after a report has been run. To do this, click the link on the report page as shown below.

The screenshot shows the 'REPORT VIEWER' interface. At the top right, it says 'Hello User, Texas' with links for 'Resources | Help | Sign out'. Below this is a navigation bar with 'First', 'Prev', 'Next', 'Last', 'Goto', 'Page 1 of 1', 'Export to PDF/RTF', and 'Print'. The main content area is titled 'Data Export' and includes 'Iowa Assessments™', 'Test Date: 08/14/2018', 'Norms: 08/01 2011', and system information: 'SYSTEM Vtcs', 'REGION Vtor', 'STATE: TX'. A message states 'Data Export - All is available to download by clicking the link below:' followed by a red-circled link: '[Data Export - All_17-Jun-19_1202810.txt](#)'. Below this, it specifies 'Export Format: ASCII Fixed-Width' and 'Grade: 5'. A table lists 13 fields with their lengths and names.

Field	Length	Field Name
1	30	Order Number
2	8	Test
3	30	State Name
4	30	Region Name
5	15	Region Code
6	30	System Name
7	15	System Code
8	30	District Name
9	15	District Code
10	30	Building Name
11	15	Building Code
12	30	Class Name
13	15	Class Code

When you create a Data Export file, you can choose to export it using a standard or a custom template. Standard templates can be downloaded by clicking **Open Resources** from the right column of the Overview page, then clicking **Riverside DataManager™** from the category drop-down list, then opening the Preparing for Rostering list of resources. The student, staff, and location templates appear under **Data File Templates**.

The standard file template, shown below, details how information is organized in the Data Export file.

	A	B	C	E	F	G	H
1							
2	Iowa Assessments, Form E & F						
3	Data Record Description						
4	Balanced Assessment						
5							
6	Student Data on Disk or CD-ROM						Fixed
7	IOWA E & F			Delimited Positions (slots delimited) = 1425			
8							
9							
10	Fixed Width						
	Delimited Position	Start Position	End Position	Field Length	Description	Comments	Notes
11							
12	1	1	30	30	Order Number		
13	2	31	38	8	Test	IOWA	
14	3	39	68	30	State Name		
15	4	69	98	30	Region Name		
16	5	99	113	15	Region Code		
17	6	114	143	30	System Name		
18	7	144	158	15	System Code		
19	8	159	188	30	District Name		
20	9	189	203	15	District Code		
21	10	204	233	30	Building Name		
22	11	234	248	15	Building Code		
23	12	249	278	30	Class Name		
24	13	279	293	15	Class Code		
25	14	294	295	2	Class Grade	0 (K), 1, 2, . . . 12. Right	
26	15	296	303	8	Date Tested	MMDDYYYY	
27	16	304	323	20	Student Last	Left-justified	
28	17	324	343	20	Student First	Left-justified	

The custom template, shown below, allows you to select fields to include, specify the order of the fields, and rename the fields.

	A	B	C	D	E
1					
2	Iowa Assessments, Forms E & F				
3	Custom Data Record Description				
4	Balanced Assessment				
5					
6	Group	Field Length	Field Name	Comments	Notes
7	Hierarchy	30	State Name		
8		30	Region Name		
9		15	Region Code		
10		30	System Name		
11		15	System Code		
12		30	District Name		
13		15	District Code		
14		30	Building Name		
15		15	Building Code		
16		30	Class Name		
17		15	Class Code		
18		2	Class Grade	0 (K), 1, 2, . . . 12. Right justified. No	

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

The following table applies to data exports for all assessment products.

Field	Selections	Description
GRADE	<ul style="list-style-type: none"> • Iowa: K - 12 • Logramos: K - 8 • CogAT: 1 - 12 • Interim Assessments: 2 - 11 	<p>Data Export and most SSPS Display Types allow multiple selections. (To remove the default selection (for example, K for Iowa), select at least one other grade, then click the default selection check box to clear it.)</p> <p>Only those grades and levels that were tested are available for selection.</p>
EXPORT TEMPLATE	<ul style="list-style-type: none"> • Standard • Custom Data Fields 	<p>Custom Data Fields produces additional fields below Export Format.</p>
EXPORT FORMAT	<p>1 of 4 ASCII formats:</p> <ul style="list-style-type: none"> - ASCII Fixed-Width - ASCII Tab- 	<p>Determines the delimiter of the data in the output text file.</p> <p>Note: The ASCII Fixed-Width format does not allow headings.</p>

	<p>Delimited</p> <ul style="list-style-type: none"> - ASCII Comma-Delimited - ASCII Pipe-Delimited 	
EXPORT HEADINGS*	<ul style="list-style-type: none"> • Yes • No 	<p>*Appears when Export Template selection is Custom Data Fields.</p> <p>If your Export Format selection is ASCII Fixed-Width, then Export Headings does not provide a Yes option.</p>
CUSTOM DATA FIELDS*	<p>Instructions</p>	<p>*Appears when Export Template selection is Custom Data Fields.</p>
REGION/SYSTEM/ DISTRICT/BUILDING/ CLASS	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>Selecting a specific location from the drop-down options creates a new sublevel field below. This continues for all location options available (down to the level of CLASS).</p>

Student Roster

Provides scores by test and composite or skill domain and cognitive level for each student in the selected group. [More...](#)

- The Student Roster provides scores by test and composite or by skill domain and cognitive level for each student in the selected group. The top of each page of the Student Roster provides the report scope and test information, including some or all of the following: assessment, form, test date, norms, grade, level, location, and the total number of students tested.
- Within the report, the first column of each row contains a student's name, ID number, secondary student ID (if applicable), birth date, age, program, level, form, administration mode, gender, and administrator code (if applicable). The remaining columns in the row provide the student's scores for each test and composite or skill domain and cognitive level.
- You can click a student's name within the report to open the profile for that student.

- **Note:** Student Rosters display a maximum of 25 students per page.

Student Roster										
Iowa Assessments™		Grade: 8		Level: 14		System: Dalen Community				
Form: E		Building: Emerson		State: State1						
Test Date: 09/19/2012		Norms: Fall 2011								
Total No. Tested: 9										
STUDENT NAME	Birth Date	Level	(Gender)		Reading	Written Expression	Conventions of Writing	Vocabulary	ELA TOTAL	Me
ID Number 1	Age	Form								
ID Number 2	Program	Admin Mode								
A B C D E F G H I J	K L M N O P Z									
Addelton, Eva	06/99	14	(F)	SS	289	290	282	256	283	
187488829	13-03	E		NPR	87	79	79	66	89	
		Print		GE	13+	13+	13+	9.4	13+	
				NS	7	7	7	6	8	
				Lexile	1190L -1290L					
Arregardo, Gloria	09/98	14	(F)	SS	306	330	286	283	307	
326781601	14-00	E		NPR	94	94	81	93	98	
		Print		GE	13+	13+	13+	13+	13+	
				NS	8	8	7	8	9	
				Lexile	1260L -1360L					
Maltasan, Chatwin	02/99	14	(M)	SS	277	298	287	292	288	
437402514	13-07	E		NPR	80	83	82	96	92	
		Print		GE	12.2	13+	13+	13+	13+	
				NS	7	7	7	9	8	
				Lexile	1130L -1230L					
Marawitz, Charlene	01/99	14	(F)	SS	255	255	273	258	259	
957591783	13-08	E		NPR	61	59	73	69	68	
		Print		GE	9.3	9.3	11.5	9.6	9.9	
				NS	6	5	6	6	6	
				Lexile	1020L -1120L					

- **Note:** Data in this sample are for illustrative purposes only.

(Riverside® Interim Assessments only)

The web-display version of the Student Roster Item Response Record is a multi-page report that identifies the test items used to measure each skill domain and provides student responses for each of these test items. Each selected skill domain is provided on a separate page of the report. The top of each page of the report provides the report scope and test information, including some or all of the following: assessment, form, test date, grade, level, class, building, district (if applicable), system, region (if applicable), state, and the total number of students tested.

The blue bar at the top of the report table provides the skill domain for which responses are being identified. The first column lists the names of the students in the selected group. The remaining columns provide the test items used to measure the skill domain and each student’s response to those test items. The column header provides the test item number as well as the cognitive level that is measured using this test item. If a student answered a test item correctly, the cell appears blank; if a student answered incorrectly, the student’s test response is provided. No response is identified as a zero (0), and a multiple response is displayed as an asterisk (*).

Note: Student Rosters display a maximum of 25 students per page.

Student Roster Item Response Record													
Riverside Interim Assessments			Grade: 5		Level: 5		SYSTEM: Dairien Community						
Form: A							REGION: Region 1						
Test Date: 10/01/2013			DISTRICT: District 1				STATE: State 1						
ENGLISH LANGUAGE ARTS: Language and Writing													
Total Abs: Student: 36													
STUDENT NAME	Item 1: CL 1 Essential Competencies	Item 3: CL 2 Conceptual Understanding	Item 12: CL 2 Conceptual Understanding	Item 15: CL 2 Conceptual Understanding	Item 28: CL 1 Essential Competencies	Item 29: CL 2 Conceptual Understanding	Item 30: CL 1 Essential Competencies	Item 31: CL 1 Essential Competencies	Item 32: CL 2 Conceptual Understanding	Item 33: CL 2 Conceptual Understanding	Item 34: CL 1 Essential Competencies	Item 35: CL 1 Essential Competencies	
ALEMAN, BEATRISA					A								
BAXTER, JOHNNY	A				B		C						
COLE, BEATRIZ		D			A				D				
FORD, ERNEST						C			D				
HARRIS, BELEN									D				
MAVIN, JOSE									D				
NEWMAN, LESA			A						D	A			
ROSE, ANASTASIO	D								B	A			
SMITH, BELICIA									B	B			
VERA, ANDREO							B				B		
WALTERS, BELITA											A	B	

Note: This report is also available as an Excel[®] export file. To download as an Excel file, select the **Export to Excel** option when creating the report.

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE/LEVEL	Grades 1 - 12 and corresponding levels	Any listed combination of grade, test level, and, if available, subject or battery. Only those grades and levels that were tested are available for selection.
SCORE(S)	1 - 5 of the following: <ul style="list-style-type: none"> - Age Percentile Rank - Age Stanine - Grade Percentile Rank - Grade Stanine - Universal Scale Score - Standard Age Score - Raw Score - Local Percentile Rank (if ordered) - Local Stanine (if ordered) 	For more information on scores, see Score Descriptions for CogAT . See SCORE FILTERS below for instructions on how to restrict results to students who scored at or within range of a certain number or percentile.

	<ul style="list-style-type: none"> - No. Att/No. of Items - Ability Profile Score 	
	<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <p>Include Students Coded in Office Use</p> <p>Refers to the "Office Use Only" section of a student answer document. Identifies students whose test scores should be included or excluded from group averages.</p> <ul style="list-style-type: none"> ● Include Math Computation in Math Total ● Include Extended ELA Scores in Core and Complete Composite Calculation 	
<p>CONTENT SCOPE</p>	<p>1 or more of the following:</p> <ul style="list-style-type: none"> - Verbal - Quantitative - Nonverbal - Composite (VQ) - Composite (VN) - Composite (QN) - Composite (VQN) 	<p>Select one or more to view targeted skills on the report.</p> <p>Assessment determines available items.</p>
<p>SORT TYPE</p>	<ul style="list-style-type: none"> ● Age Scores ● Grade Scores 	<p>Sorts results by age or grade scores.</p>
<p>REGION/SYSTEM/DISTRICT/ BUILDING/CLASS</p>	<ul style="list-style-type: none"> ● All (default) ● <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This</p>

		continues for all available locations (down to the level of CLASS).
POPULATION FILTERS	<p>4 categories, 1 selection allowed for each.</p> <ul style="list-style-type: none"> - Gender - Federal Race Ethnicity - Programs - Administrator Codes 	Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or administrative code.
SCORE FILTERS	Instructions	Narrows results based on score and content area.
SCORE WARNING / INDICATOR FILTERS	Instructions	Narrows results by a particular score warning message or indicator.

Multimeasure Student Roster

Allows you to create up to ten columns across multiple test administrations, test types, grades, and levels for each student in a selected group. This report also provides a **PERFORMANCE BANDS** option, which allows you to specify performance indicator labels and values that color code the test results for each student. [More...](#)

The Multimeasure Student Roster allows you to create a multiple-column report (up to ten columns) that provides scores by test and composite or skill domain and cognitive level for multiple test administrations, test types, grades, and levels for each student in the selected group. This report also provides a **PERFORMANCE BANDS** option, which allows you to specify performance indicator labels and values that color code the test results for each student. For example, you could assign green to represent "proficient," yellow to represent "approaching proficiency," and red to represent "needs improvement." A footnote is provided at the bottom of the report identifying the labels and value ranges assigned for each column.

This report shows a five-column report for Interim Assessments.

Multimeasure Student Roster

Class: Mrs Thomas
Building: Emerson

System: Dalen Community
State: State 1

	1	2	3	4	5
	Language and Writing	Written Expression	RL Literature	Reading	English Language Arts
	Interim Assessments Form: A,B, or C Grade: 5 Level: 5 Score: %C Test Date: 11/10/2011	Iowa Assessments Form: E Grade: 5 Level: 11 Score: %C Test Date: 03/09/2012	Interim Assessments Form: A,B, or C Grade: 5 Level: 5 Score: %C Test Date: 11/10/2011	Iowa Assessments Form: E Grade: 5 Level: 11 Score: %C Test Date: 03/09/2012	Interim Assessments Form: A,B, or C Grade: 5 Level: 5 Score: %C Test Date: 11/10/2011
	26	55	18	65	26
		73		88	
	33	38	27	42	34
	56	75	73	67	71
	75	83	64	77	69
	56	73	82	67	69
	83	90	82	81	80
	33	40	55	35	49
	80	55	45	58	40
	33	88	82	84	46
	17	80	73	81	40
	56	80	82	86	69
	75	95	82	79	77
		88		81	
	83		73		74
	82		64		74
		78		81	
	75	95	82	84	74

Column 1: Green Category from 90 to 100, Blue Category from 80 to 89, Yellow Category from 70 to 79, Orange Category from 60 to 69, Red Category from 0 to 59
 Column 2: Green Category from 90 to 100, Blue Category from 80 to 89, Yellow Category from 70 to 79, Orange Category from 60 to 69, Red Category from 0 to 59
 Column 3: Green Category from 90 to 100, Blue Category from 80 to 89, Yellow Category from 70 to 79, Orange Category from 60 to 69, Red Category from 0 to 59
 Column 4: Green Category from 90 to 100, Blue Category from 80 to 89, Yellow Category from 70 to 79, Orange Category from 60 to 69, Red Category from 0 to 59
 Column 5: Green Category from 90 to 100, Blue Category from 80 to 89, Yellow Category from 70 to 79, Orange Category from 60 to 69, Red Category from 0 to 59

The image below shows a three-column report for GMRT.

Multimeasure Student Roster

System: _____
Region: Region-
State: _____

	1	2	3
	Word Decoding	Word Decoding	Word Decoding
	Gates-MacGinitie Reading Form: S,T Grade: 2 Level:2 Score: NPR Test Date: 03/05/2018	Gates-MacGinitie Reading Form: S,T Grade: 2 Level:2 Score: LPR Test Date: 03/05/2018	Gates-MacGinitie Reading Form: S,T Grade: 2 Level:2 Score: GE Test Date: 03/05/2018
	83	78	3.9+
	15	9	1.8
	94	97	3.9+
	10	7	1.8
	94	97	3.9+
	7	5	1.5
	66	51	3.3
	83	78	3.9+
	26	17	2.1

Column 1: Green Category from 90 to 100, Blue Category from 80 to 89, Yellow Category from 40 to 59, Orange Category from 0 to 39
 Column 2: Green Category from 90 to 100, Blue Category from 80 to 89, Yellow Category from 40 to 59, Orange Category from 0 to 39
 Column 3: Green Category from 90 to 100, Blue Category from 80 to 89, Yellow Category from 40 to 59, Orange Category from 0 to 39

Note: Data in this sample are for illustrative purposes only.

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE/LEVEL	Grades 1 - 12 and corresponding levels	<p>Any listed combination of grade, test level, and, if available, subject or battery.</p> <p>Only those grades and levels that were tested are available for selection.</p>
SCORE(S)	<p>Select one:</p> <p>Age Percentile Rank</p> <p>Age Stanine</p> <p>Grade Percentile Rank</p> <p>Grade Stanine</p> <p>Universal Scale Score</p> <p>Standard Age Score</p> <p>Raw Score</p> <p>No. Att/No. of Items</p> <p>Local Percentile Rank (if ordered)</p> <p>Local Stanine (if ordered)</p>	<p>To view more than one on the report, add a column and select a different measure. (See final row of this table for instructions.)</p> <p>For more information on scores, see score descriptions for CogAT.</p> <p>See SCORE FILTERS below for instructions on how to narrow results to students who scored at or within range of a certain number or percentile.</p>
CONTENT SCOPE	<p>Select from the following:</p> <p>Verbal</p> <p>Quantitative</p> <p>Nonverbal</p>	<p>Select one. To view more than one on the report, add a column and select a different measure. (See final row of this table for instructions.)</p>

	<p>Composite (VQ)</p> <p>Composite (VN)</p> <p>Composite (QN)</p> <p>Composite (VQN)</p>	
PERFORMANCE BANDS	Instructions	Allows you to display score ranges for students in a color-coded table.
REGION/SYSTEM/DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
SCORE FILTERS	Instructions	Narrows results based on item or percentile scores.
Add Column (button)	Instructions	Displays up to 10 columns with 10 variations of student roster reports. Fields that cannot be changed, such as the location field (for example, CLASS or BUILDING), are inactive as you create other columns with varying parameters.

List of Student Scores (Scoring Service Print Style)

Provides a list of each student's test and composite scores for the selected content areas.
More...

The List of Student Scores report provides the test and composite scores for each student in the selected group(s). The top portion of the report provides the report scope and test information, such as assessment, test date, norms, grade, class, building, district (if applicable), system, region (if applicable), and state. The first column of the report lists each student by name and includes some or all of the following: student ID, birth date, age at

testing, form, level, and gender. The remaining columns provide the student's test and composite scores.

STUDENT NAME ID Number P-1 P-2 P-3 Code A B C D E F G H I J K L M N O P Z		Birth Date Age Form J K L M N O P Z		Level (Gender)		English Language Arts				Mathematics			CORE COM- POSITE	2009 GRADE	Science	COM- PLETE COM- POSITE	PREDICTED COLLEGE READINESS		
						Reading	Written Expression	Vocabulary	ELA TOTAL	Math- ematics	Compu- tation	MATH TOTAL					ACT COMP.	SAT C. READING	SAT MATH
Barry, Colin 9470112414	07-01	16	(M)	SS	202	200	227	205	195	211	200	202	198	199	201	8-12	200-310	200-300	
	10-01	E	NPR	11	9	16	7	3	11	3	4	9	9	3	4				
		GE	5.0	4.8	5.8	5.1	4.4	5.6	4.8	4.8	4.6	4.6	4.7	4.8	4.8				
		NS	2	2	3	2	1	2	2	1	2	2	2	1	1				
Brewster, Zachary 9470112413	01-01	16	(M)	SS	202	215	191	207	189	183	187	197	218	207	202	7-12	200-300	200-300	
	10-07	E	NPR	11	17	3	8	2	1	1	2	18	13	4	13				
		GE	5.0	5.8	4.2	5.3	4.0	3.7	3.9	4.5	6.0	5.3	4.9	4.9	4.9				
		NS	2	3	1	2	1	1	1	1	3	3	3	1	1				
Chong-cuy, Daniel 9470112412	08-01	16	(M)	SS	188	215	218	206	195	242	211	208	216	207	210	8-12	200-300	200-300	
	10-00	E	NPR	8	17	11	8	3	32	8	7	18	13	8	13				
		GE	3.8	5.8	6.1	5.2	4.4	8.1	5.6	5.3	6.0	5.3	5.5	5.5	5.5				
		NS	2	3	2	2	1	4	2	2	3	2	3	2	2				
Daley, Sean 9470112411	08-01	16	(M)	SS	180	229	234	214	202	190	198	208	198	217	207	9-13	200-300	200-300	
	10-00	E	NPR	4	25	21	12	6	3	2	6	9	17	7	7				
		GE	3.4	7.0	7.4	5.8	4.9	4.2	4.6	5.2	4.6	6.0	5.3	5.3	5.3				
		NS	1	4	3	3	2	1	1	2	2	3	2	2	2				
Duca, Donald 9470112410	02-01	16	(M)	SS	202	210	218	209	182	193	182	199	228	227	208	7-11	200-300	200-300	
	10-06	E	NPR	11	14	11	9	1	1	1	2	24	22	6	6				
		GE	5.0	5.5	6.1	5.4	3.5	3.7	3.6	4.4	6.7	6.8	5.2	5.2	5.2				
		NS	2	3	2	2	1	1	1	1	4	3	2	2	2				
Fung, Steven 9470112414	12-01	16	(M)	SS	202	200	234	206	216	211	214	210	183	191	202	9-13	210-320	220-340	
	09-08	E	NPR	11	9	21	8	13	11	10	8	3	8	4	8				
		GE	5.0	4.8	7.4	5.2	6.0	5.6	5.6	5.4	3.7	4.2	4.9	4.9	4.9				
		NS	2	2	3	2	3	2	2	2	1	2	1	1	1				
Fusaro, Sophia 9470112411	11-00	16	(F)	SS	219	186	201	204	189	250	209	206	190	172	188	7-11	200-300	200-300	
	10-09	E	NPR	19	7	5	7	2	39	7	6	6	1	2	2				
		GE	6.2	4.6	4.9	5.0	4.0	8.8	5.4	5.2	4.1	3.0	4.6	4.6	4.6				
		NS	3	2	2	2	1	4	2	2	2	2	1	1	1				
Gromko, Andrew 9470112413	07-01	16	(M)	SS	188	215	218	206	209	190	203	204	167	191	198	9-13	200-300	200-320	
	10-01	E	NPR	8	17	11	8	9	3	4	5	1	6	1	6				
		GE	3.8	5.8	6.1	5.2	5.4	4.2	5.0	5.0	2.7	4.2	4.5	4.5	4.5				
		NS	2	3	2	2	2	1	1	2	1	2	1	1	1				
Hall, Luke 9470112412	02-01	16	(M)	SS	219	190	210	203	173	190	179	191	183	191	190	6-10	200-300	200-300	
	10-06	E	NPR	19	5	8	6	1	3	1	1	3	6	1	1				
		GE	6.2	4.1	5.5	5.0	3.0	4.2	3.5	4.1	3.7	4.2	4.0	4.0	4.0				
		NS	3	2	2	2	1	1	1	1	1	1	2	1	1				

SS = Developmental Standard Score NPR = National Percentile Rank GE = Grade Equivalent NS = National Norm

Note: Data in this sample are for illustrative purposes only.

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE	1 - 12	Data Export and most SSPS Display Types allow multiple selections. (To remove the K default selection, select at least one other grade, then click the K check box to clear it.) Only those grades and levels that were tested are available for selection.

<p>DISPLAY OPTIONS</p>	<ul style="list-style-type: none"> • Single Data Points • Confidence Bands 	<p>On the Age Percentile Rank (APR) graph for each student, show only the score marker or show the score marker with a confidence band for that score.</p>
<p>SCORE(S)</p>	<p>Select 1 - 8:</p> <p>Age Percentile Rank</p> <p>Age Stanine</p> <p>Grade Percentile Rank</p> <p>Grade Stanine</p> <p>Universal Scale Score</p> <p>Standard Age Score</p> <p>Local Percentile Rank (if ordered)</p> <p>Local Stanine (if ordered)</p>	<p>Click any of the underlined scores in the Selections column of this table for a brief definition.</p> <p>For more information on scores, see Score Descriptions for CogAT.</p>
<p>COMPOSITE TYPE</p>	<p>Select 1 - 4:</p> <p>Composite (VQ)</p> <p>Composite (VN)</p> <p>Composite (QN)</p> <p>Composite (VQN)/Total Score</p>	<p>Determines which skill areas will appear combined on the report (for example, Verbal, Quantitative, and Nonverbal as VQN).</p>
<p>Sort Direction</p>	<ul style="list-style-type: none"> • A-Z by Student last name • Ascending by Test/Composite • Descending by Test/Composite 	<p>Determines the order by which students are listed on the report.</p>
<p>Sort By Subtest</p>	<p>Select a test or composite by which to further sort the report.</p>	<p>Option is available if your Sort Direction selection is Ascending or Descending by Test/Composite</p>

SORT TYPE	<ul style="list-style-type: none"> • Age Scores • Grade Scores 	Sorts results by age or grade scores.
REGION/SYSTEM/DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
POPULATION FILTERS	<p>4 categories, 1 selection allowed for each.</p> <ul style="list-style-type: none"> - Gender - Federal Race Ethnicity - Programs - Administrator Codes 	Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or administrative code.

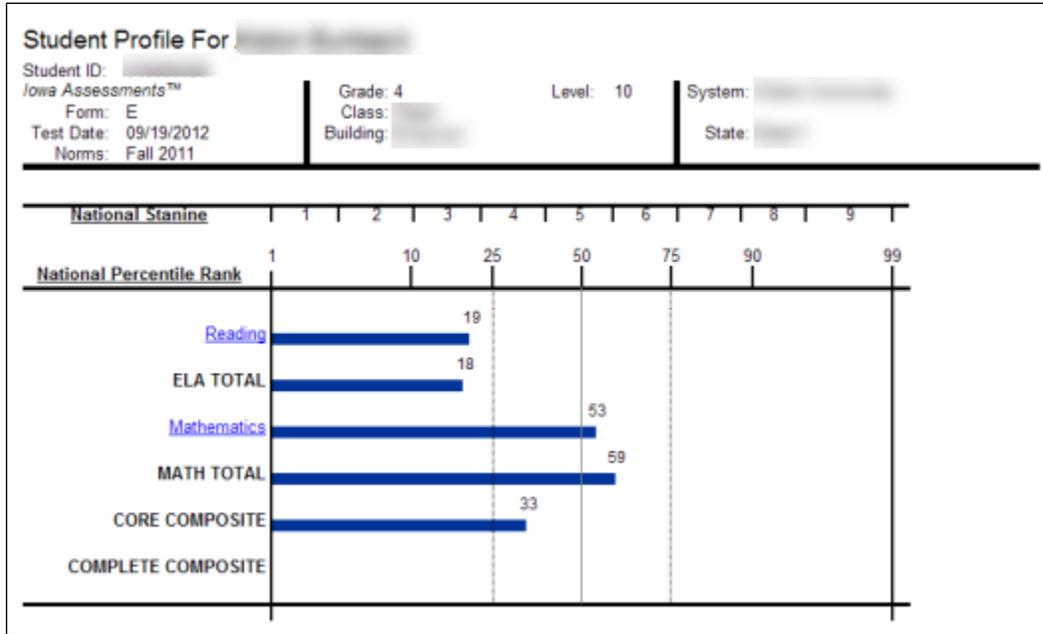
Student Profile

Displays a bar graph (with or without Confidence Interval) of test and composite scores for each student in a selected group. [More...](#)

The following student profile displays are available for the assessments specified in parentheses:

Bar Graph

The Student Profile—Bar Graph displays a bar graph of students' scores by test and composite or by skill domain and cognitive level, for each student in the selected group(s). The top of each page of the report provides the report scope and test information, including some or all of the following: the student's name, student ID, assessment, form, test date, norms, grade, level, class, building, district (if applicable), system, region (if applicable), and state.

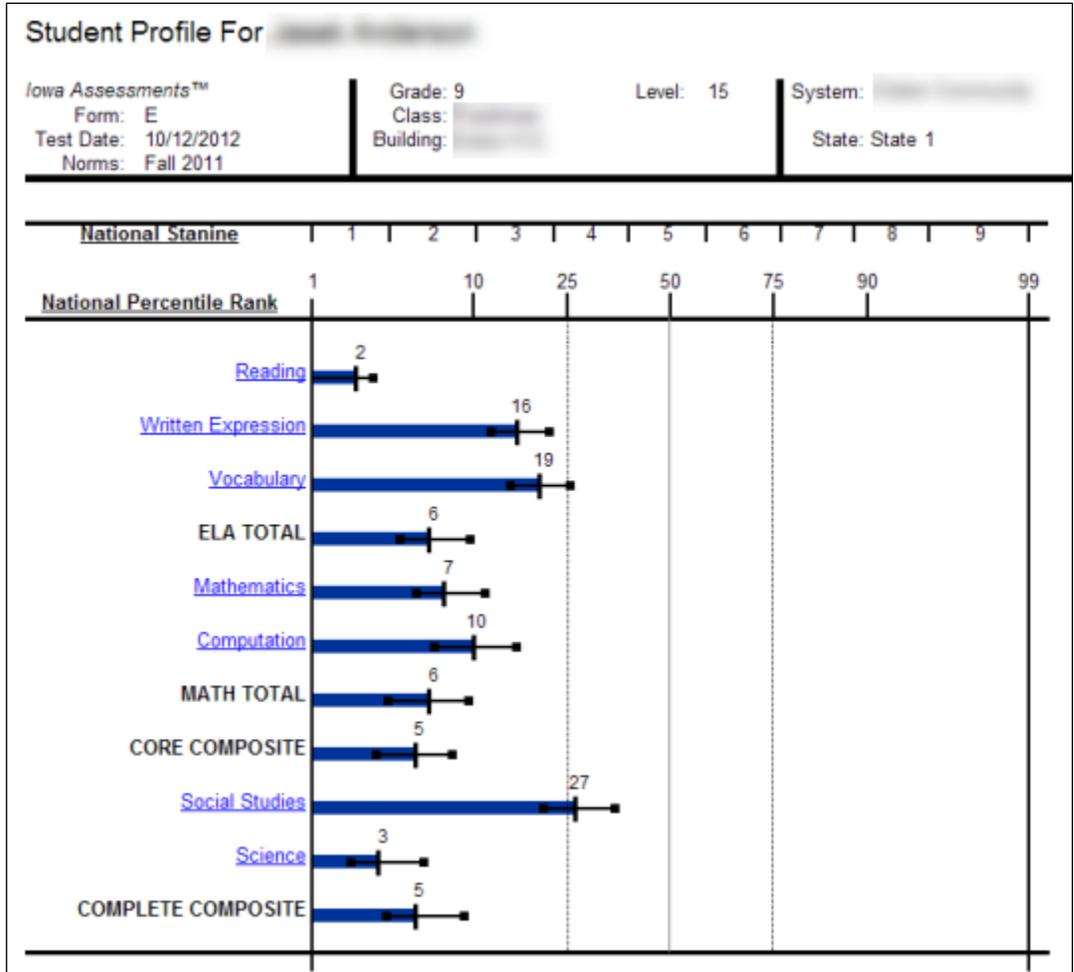


Note: Data in this sample are for illustrative purposes only.

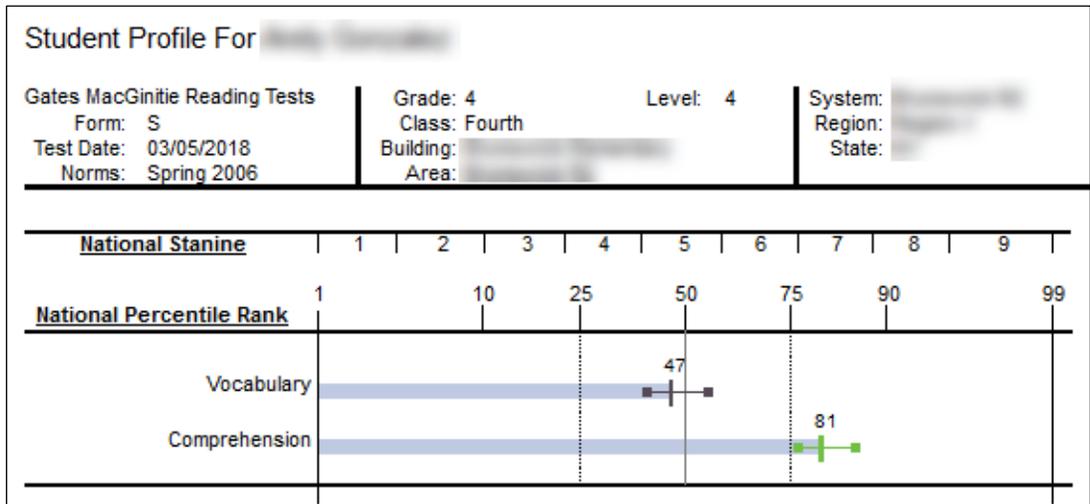
Bar Graph with Confidence Interval (*CogAT, GMRT, Iowa, and Logramos*)

The Student Profile - Bar Graph with Confidence Interval displays a bar graph of students' scores by test and composite or by skill domain and cognitive level, for each student in the selected group(s). The top of each page of the report provides the report scope and test information, including some or all of the following: the student's name, student ID, assessment, form, test date, norms, grade, level, and location with the addition of a confidence interval for each score, which provides a visual representation of the margin of error that may apply to each test score.

This image shows a report for an Iowa Assessments test.



The image below shows a report for GMRT.

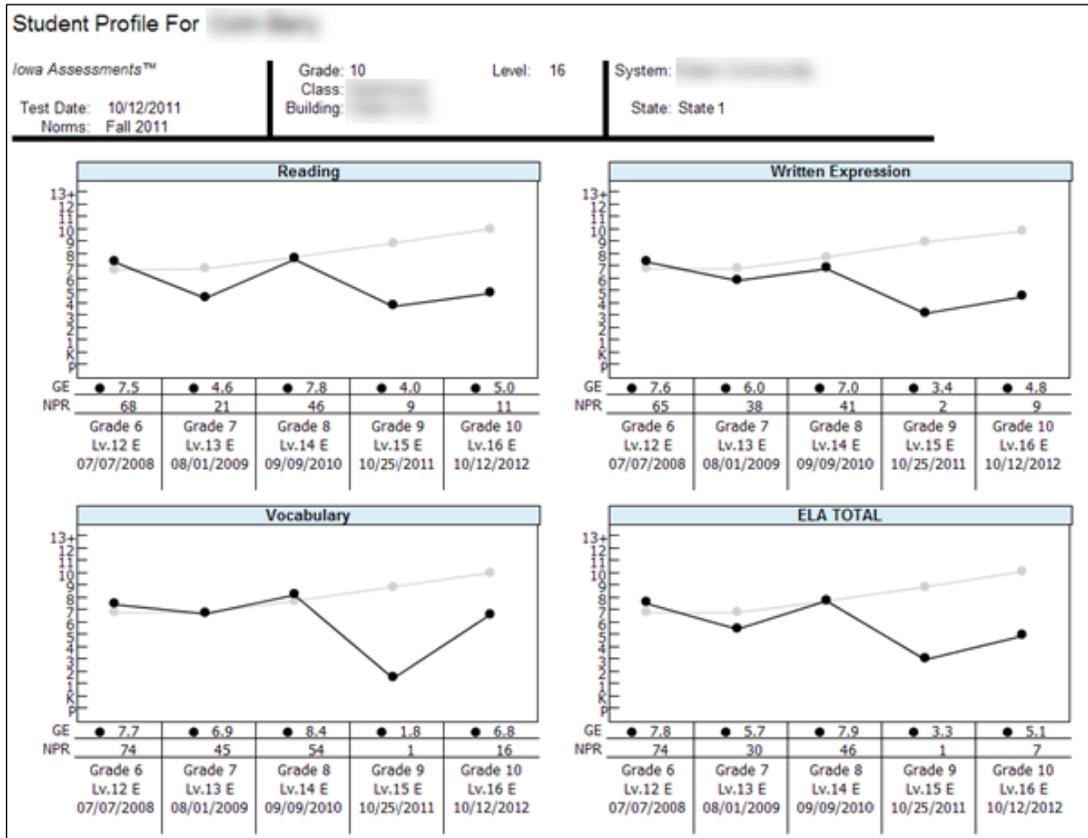


Note: Data in this sample are for illustrative purposes only.

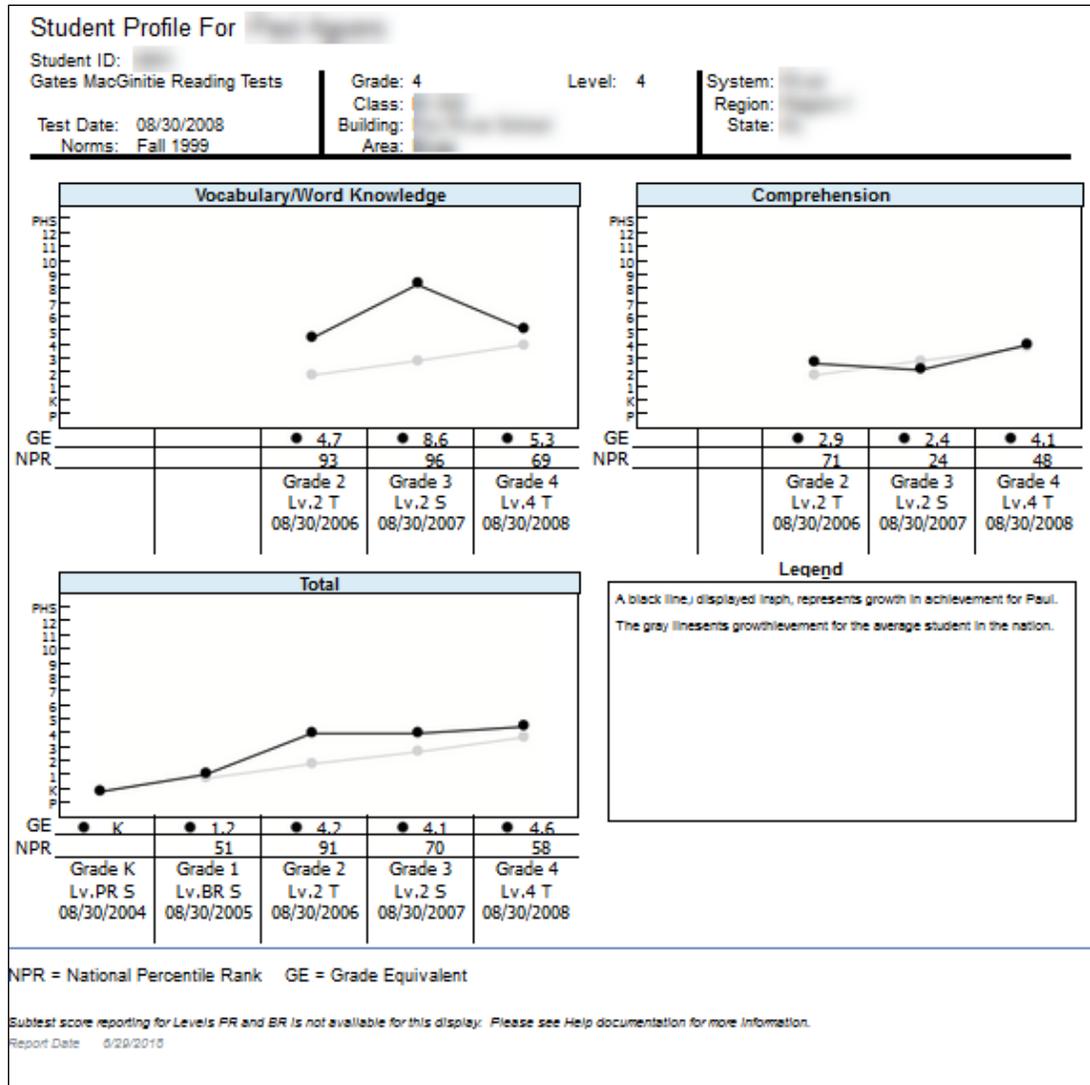
Longitudinal Line Graph (GMRT, Interim Assessments, Iowa, and Logramos)

The Student Profile — Longitudinal Line Graph displays a series of line graphs showing a student's test and composite scores over time for up to five test administrations. For comparison purposes, the *Iowa Assessments* and *Logramos* graphs also display the growth in achievement for the average student in the nation over the same period of time.

This image shows a report for the Iowa Assessments.



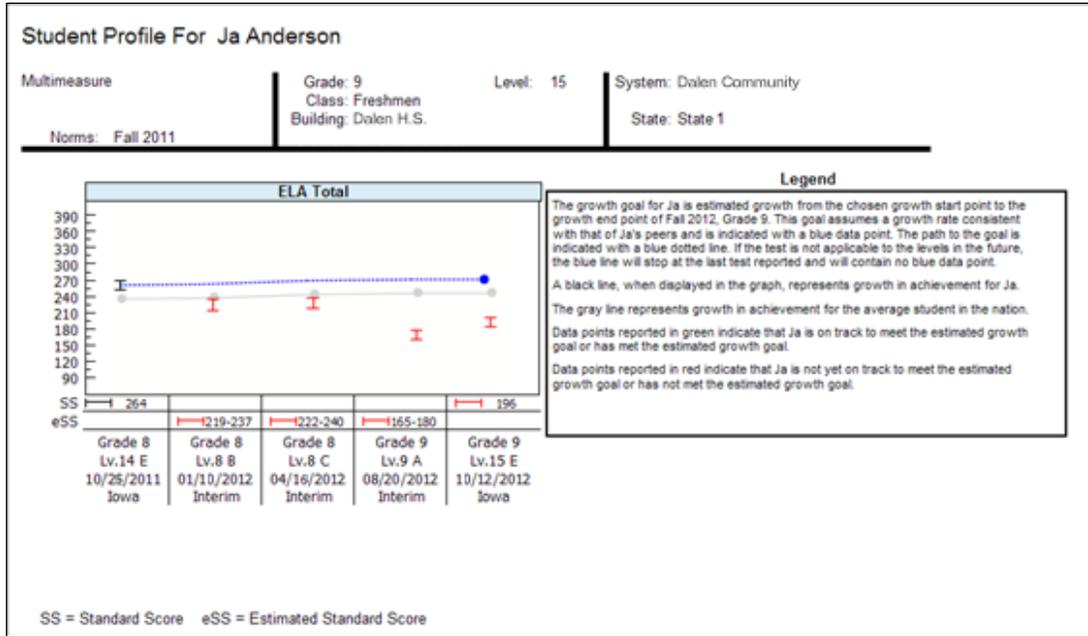
The image below shows a longitudinal report for GMRT.



Note: Data in this sample are for illustrative purposes only.

Balanced Assessment Line Graph (*Interim and Iowa Assessments*)

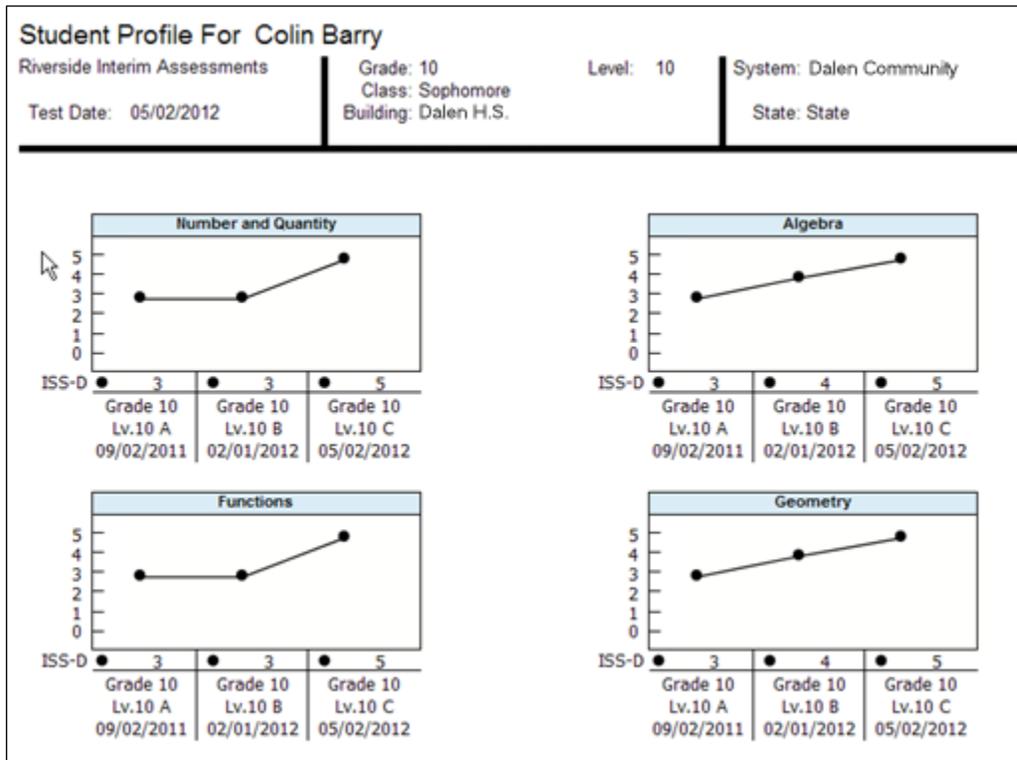
The Student Profile — Balanced Assessment Line Graph presents results from *Iowa Assessments* and *Riverside Interim Assessments* and allows you to set growth goals for a student and track the student's progress over time. The ELA Total or Mathematics Total scores from up to five test administrations are displayed. For each *Riverside Interim Assessments* test administration, the score is presented as an Estimated Iowa Assessments Standard Score (eSS), which is an estimated score range for the *Iowa Assessments* derived from the *Riverside Interim Assessments* results. A blue line indicates the growth goal that you set for the student. The scores for each test administration appear as red or green, indicating that the student is above or below the growth goal, respectively. For comparison purposes, the graphs also display a gray line representing the growth in achievement for the average student in the nation over the same period of time.



Note: Data in this sample are for illustrative purposes only.

Progress Monitoring Line Graph (*Interim Assessments* only)

The Student Profile — Progress Monitoring Line Graph allows you to track the progress of a student by skill domain for up to three test administrations taken within the year.



Note: Data in this sample are for illustrative purposes only.

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE/LEVEL	Grades 1 - 12 and corresponding levels	Any listed combination of grade, test level, and, if available, subject or battery. Only those grades and levels that were tested are available for selection.
DISPLAY OPTIONS	<ul style="list-style-type: none"> • Bar Graph • Bar Graph with Confidence Interval 	On the Age Percentile Rank (APR) bar graph for each student, show only the bar graph to indicate the student's score or show the bar graph with a confidence interval marker for a visual representation of the margin of error that may apply to each test score.
SCORE(S)	Available Scores per DISPLAY OPTIONS	<p>Selection for DISPLAY OPTIONS determines available SCORE(S) for report.</p> <p>Click your display option (left) to view score(s) you can display in the output.</p> <p>For more information on scores, see Score Descriptions for CogAT.</p>
	<p>Bar Graph</p> <ul style="list-style-type: none"> - Age Percentile Rank/ Age Stanine - Age Percentile Rank/ Age Stanine/ Ability Profile - Standard Age Score/ Age Percentile Rank/ Age Stanine - Grade Percentile Rank / Grade Stanine - Local Percentile Rank/ 	

	<p>Local Stanine (if ordered)</p> <p>Bar Graph with Confidence Interval</p> <ul style="list-style-type: none"> - Age Percentile Rank/ Age Stanine - Age Percentile Rank/ Age Stanine/ Ability Profile - Standard Age Score/ Age Percentile Rank/ Age Stanine 	
<p>CONTENT SCOPE</p>	<p>1 or more of the following:</p> <ul style="list-style-type: none"> - Verbal - Quantitative - Nonverbal - Composite (VQ) - Composite (VN) - Composite (QN) - Composite (VQN) 	<p>Select one or more to view targeted skills on the report. (Scroll to the bottom of the list to see the available number of selections.)</p>
<p>REGION/SYSTEM/DISTRICT/ BUILDING/CLASS</p>	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all</p>

		available locations (down to the level of CLASS).
STUDENT	<ul style="list-style-type: none"> • All • <i>Specific student</i> 	All runs the report for all students at the location(s) specified above.

Student Profile Narrative (Scoring Service Print Style)

Provides test and composite scores for an individual student as well as descriptions to aid in interpreting and using the scores. [More...](#)

The Student Profile Narrative report provides a table of each individual student's scores, a graph of the student's NPR (for *Iowa Assessments*) or APR (for *CogAT*), and a narrative overview of how to interpret and use the scores to assist in the student's educational development. The top portion of the report provides the student name, class name, report scope, and test information, such as assessment, test date, norms, grade, building, district (if applicable), system, region (if applicable), and state.



PROFILE NARRATIVE FOR MARISSA BARONE
Iowa Assessments™

Class: Mrs. Lynch
Building: Emerson

System: Green Community
State: Iowa 1

Student: Barone, Marissa
Student ID: 5470119303
Form-Level: 8-10
Test Date: 09/15/2012
Norms: Fall 2011
Grade: 4

Iowa Assessments	Test Scores				NPR Graph						
	SS	GE	NS	NPR	1	10	25	50	75	90	99
Reading	197	4.5	5	57							
Written Expression	210	5.5	6	72							
Conventions of Writing	223	6.4	7	87							
Vocabulary	223	6.5	8	93							
ELA TOTAL	210	5.4	7	78							
Mathematics	172	3.0	3	20							
Computation	180	3.6	4	31							
MATH TOTAL	175	3.2	3	22							
CORE COMPOSITE	192	4.2	5	50							
Social Studies	206	5.2	6	72							
Science	205	5.1	6	69							
COMPLETE COMPOSITE	197	4.5	6	60							

Legend

GE = Grade Equivalent
 NPR = National Percentile Rank
 NS = National Stanine
 SS = Developmental Standard Score

Marissa was recently given the Iowa Assessments. This report is designed to give you information about Marissa's achievement level in core subject areas. Along with the results of this assessment, classroom work, grades, and other test results should also be reviewed for a more complete picture of academic progress.

Marissa's Achievement Today
 The graph to the left provides the National Percentile Rank (NPR) for each test and test composite in the assessment. The NPR indicates the percent of students in the same grade who obtained a lower score than Marissa.

Scores from 75-99 are in the above average range. Students with ELA Total and/or Mathematics Total scores in this range may be ready for more advanced work including extending ideas when reading, developing an advanced reading vocabulary, or writing with logic and clarity, as well as expanding on higher level problem solving and data analysis skills in mathematics.

Scores from 25-74 are in the low average to high average range. Students with ELA Total and/or Mathematics Total scores in this range may continue to improve by developing such skills as drawing conclusions when reading, expanding reading vocabulary, or writing with attention to sentence structure and purpose, as well as solving number sentences and reading basic charts and graphs.

Scores from 1-24 are in the below average range. Students with ELA Total and/or Mathematics Total scores in this range may require reinforcement in such areas as understanding stated information when reading, developing a basic reading vocabulary, or writing with standard usage and grammar, as well as understanding number properties or solving simple number sentences.

Marissa's Achievement Yesterday and Today
 The Iowa Assessments measure student achievement and growth. The Standard Score (SS) describes a student's location on an achievement continuum from elementary through high school. The Grade Equivalent (GE) describes student performance in terms of grade level and month. Both SS and GE make it possible to follow Marissa's educational growth from year to year by comparing this year's scores to those from earlier years.

Please contact your child's teacher if you need assistance with score interpretation.

Note: Data in this sample are for illustrative purposes only.

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE	Grades 1 - 12	<p>Data Export and most SPSS Display Types allow multiple selections. (To remove the Grade 1 default selection, select at least one other grade, then click the Grade 1 check box to clear it.)</p> <p>Only those grades and levels that were tested are available for selection.</p>
DISPLAY OPTIONS	<ul style="list-style-type: none"> ● Bar Graph ● Bar Graph with 	<p>Display a bar graph of each student's scores with or without a visual</p>

	Confidence Interval	representation of the margin of error.
SCORE(S)	<p>No more than 5 of the available</p> <ul style="list-style-type: none"> - Age Percentile Rank - Age Stanine - Grade Percentile Rank - Grade Stanine - Standard Age Score - Local Percentile Rank (if ordered) - Local Stanine (if ordered) 	<p>Click any of the underlined scores in the Selections column of this table for a brief definition. For more information on scores, see score descriptions for CogAT.</p>
ABILITY PROFILE	<ul style="list-style-type: none"> • Yes • No 	<p>Show or do not show the level and pattern of a student’s scores on the three <i>CogAT</i> batteries.</p>
HOME REPORTING	<p>All English, All Spanish, or As Coded (1 - English, 2 - Spanish)</p>	<p>Select the language (English or Spanish) for the report charts and report narrative.</p>
REGION/SYSTEM/DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations</p>

		(down to the level of CLASS).
REPORT GROUPING	<p>One from any of those available to you.</p> <ul style="list-style-type: none"> - System - District - Building - Class 	<p>Specifies the location level by which students are grouped on the report. Within the group, student records appear in alphabetical order.</p>

Group Roster

Provides test and composite scores or skill domain and cognitive level scores for each selected group—class, building, district, system, region, or state. [More...](#)

- The Group Roster provides scores by test and composite or by skill domain and cognitive level for each selected group—class, building, district, system, or region. The top of each page of the Group Roster provides the report scope and test information, including some or all of the following: assessment, form, test date, norms, grade, level, class, building, district (if applicable), system, region (if applicable), and state.
- Groups are displayed by row. The name of each group is shown in the first column; the remaining columns provide the group's score(s) for each test and composite. Under each **Group Name**, the number of students tested in that group is provided. The **Group Total**, displayed on the bottom row, provides the selected groups' average scores for each test and composite or skill domain and cognitive level.
- You can click a group's name to open the Group Profile for that group or click **Group Total** at the bottom of the report to open a Group Profile that combines all the selected groups.
- **Note:** Group Rosters display a maximum of 25 groups per page.

Group Roster							
Iowa Assessments™ Form: E Test Date: 09/19/2012 Norms: Fall 2011		Grade: 3	Level: 9	System: [REDACTED]	State: [REDACTED]		
		Building: [REDACTED]					
GROUP NAME	Number Tested	Reading	Written Expression	Spelling	Capitalization	Punctuation	Convention Writing
Ciciarelli	NPR of Avg. SS Number Tested = 13	79	81	75	64	76	70
Lawrence	NPR of Avg. SS Number Tested = 13	52	69	51	42	35	40
Group Total	NPR of Avg. SS	67	75	64	53	57	56

NPR = National Percentile Rank

(Riverside Interim Assessments only)

The web-display version of the Group Roster Item Response Summary identifies the test items used to measure each skill domain for each selected group—class, building, district, system, or region, and it provides the group results for each of these test items. Each selected skill domain is provided on a separate page of the report. The top of each page provides the report scope and test information, including some or all of the following: assessment, form, test date, grade, level, class, building, district (if applicable), system, region (if applicable), and state.

The blue bar at the top of the report table provides the skill domain for which results are being reported. Each test item that is used to measure this skill domain is provided as a separate column. The column header provides the test item number as well as the cognitive level that is measured using this test item. Groups are displayed by row. The name of each group is shown in the upper left corner of the first cell in each row. Directly below the group name is the number of students tested in this group followed by the number of students whose scores are included in the group scores. Possible responses are listed on the left side of the first cell, and the percentage of the group that selected each response is provided in the remaining columns. The percentage representing the correct response for a given test item is displayed in bold and underlined text.

The **Group Total**, displayed on the bottom row, provides the selected groups' average scores.

You can click a group's name within the report to open the Student Roster Item Response Record for that group.

Group Roster Item Response Record										
Riverside Interim Assessments			Grade: 7		Level: 7		System: Dalen Community			
Form: A							Region: Region 1		State: State 1	
Test Date: 10/01/2013			District: District 1							
ENGLISH LANGUAGE ARTS: RL Literature										
GROUP NAME	No. Included	Item 2: CL 2 Conceptual Understanding	Item 3: CL 2 Conceptual Understanding	Item 5: CL 2 Conceptual Understanding	Item 6: CL 2 Conceptual Understanding	Item 7: CL 3 Extended Reasoning	Item 8: CL 2 Conceptual Understanding	Item 9: CL 2 Conceptual Understanding	Item 10: CL 2 Conceptual Understanding	Item 11: CL 3 Extended Reasoning
District 1										
Number Tested = 46 No. Included = 46										
Percent Response: A		7	7	0	<u>87</u>	<u>85</u>	0	16	5	12
Percent Response: B		3	0	3	13	15	0	9	2	6
Percent Response: C		<u>86</u>	0	<u>86</u>	0	0	<u>83</u>	8	<u>77</u>	6
Percent Response: D		4	<u>83</u>	11	0	0	17	<u>87</u>	15	<u>76</u>
Percent Response: No Response		0	0	0	0	0	0	0	1	0
Percent Response: Multiple		0	0	0	0	0	0	0	0	0
Group Total										
Number Tested = 46 No. Included = 46										
Percent Response: A		7	7	0	<u>87</u>	<u>85</u>	0	16	5	12
Percent Response: B		3	0	3	13	15	0	9	2	6
Percent Response: C		<u>86</u>	0	<u>86</u>	0	0	<u>83</u>	8	<u>77</u>	6
Percent Response: D		4	<u>83</u>	11	0	0	17	<u>87</u>	15	<u>76</u>
Percent Response: No Response		0	0	0	0	0	0	0	1	0
Percent Response: Multiple		0	0	0	0	0	0	0	0	0

Note: This report is also available as an Excel export file. To download as an Excel file, select the **Export to Excel** option when creating the report.

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE/LEVEL	Grades 1 - 12 and corresponding levels	Any listed combination of grade, test level, and, if available, subject or battery. Only those grades and levels that were tested are available for selection
SCORE(S)	1 - 5 of the available scores - Avg. Age Percentile Rank - Avg. Age Stanine - Avg. Grade Percentile Rank - Avg. Grade Stanine - Avg. Universal Scale Score - Avg. Standard Age Score - Number Included	Click any of the underlined scores in the Selections column of this table for a brief definition. For more information on scores, see score descriptions for CogAT.

	<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <p>Include Students Coded in Office Use</p> <p>Refers to the "Office Use Only" section of a student answer document. Identifies students whose test scores should be included or excluded from group averages.</p> <ul style="list-style-type: none"> • Include Math Computation in Math Total • Include Extended ELA Scores in Core and Complete Composite Calculation 	
<p>CONTENT SCOPE</p>	<p>1 or more targeted skills</p> <ul style="list-style-type: none"> - Reading Words - Reading Comprehension - Reading - Written Expression - Spelling - Capitalization - Punctuation - Conventions of Writing - Language - Vocabulary - READING TOTAL - LANGUAGE TOTAL - ELA TOTAL - Word Analysis - Listening - EXTENDED ELA TOTAL - Mathematics - Computation - MATH TOTAL - CORE 	<p>Select one or more to view targeted skills on the report. (You may not see all of the selections listed here, depending on your previous selections for Assessment, LEVEL OF ANALYSIS, and GRADE/LEVEL.)</p>

	<p>COMPOSITE</p> <ul style="list-style-type: none"> - Social Studies - Science - Information Literacy - COMPLETE COMPOSITE 	
SORT TYPE	<ul style="list-style-type: none"> ● Age Scores ● Grade Scores 	Determines whether to sort students by age score or grade score.
REGION/SYSTEM/DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> ● All (default) ● <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
POPULATION FILTERS	<p>4 categories, 1 selection allowed for each.</p> <ul style="list-style-type: none"> - Gender - Federal Race Ethnicity - Programs - Administrator Codes 	Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or administrative code.
SCORE FILTERS	Instructions	Narrows results based on item or percentile scores.

Subgroup Roster

Provides test or composite scores for all subgroups or a selected subgroup—gender, federal race/ethnicity, programs, and/or administrator codes. More...

(CogAT, GMRT, Iowa, and Interim Assessments)

The Subgroup Roster provides scores for all subgroups or a selected subgroup—gender, federal race/ethnicity, programs, and/or administrator codes. For *Iowa Assessments* and *CogAT*, the scores are provided by test or composite. For *GMRT*, the scores are provided by test or skill domain. For *Riverside Interim Assessments*, the scores are provided by test, skill domain, or cognitive level. The top of each page of the Subgroup Roster provides the report scope and test information, including some or all of the following: assessment, form, test date, norms, grade, level, class, building, district, system, region, and state.

Subgroups are displayed by row. The name of each subgroup is shown in the first column; the next column provides the subgroup's selected score(s) for the test, composite, skill domain, or cognitive level. Under each **Subgroup Name**, the number of students tested in that subgroup is provided.

You can click a subgroup name to open the Group Profile for that subgroup.

Subgroup Roster		
Iowa Assessments™ Form: E Test Date: 09/19/2012 Norms: Fall 2011		Grade: 5 Level: 11 System: Dalen Community State: State 1

Subgroup Name	Reading
Number Tested	
Programs: IEP Number Tested = 1 Avg. SS 219.0 NPR of Avg. SS 66	
Programs: Section 504 Number Tested = 2 Avg. SS 225.0 NPR of Avg. SS 73	
Programs: Free/Reduced Lunch Number Tested = 1 Avg. SS 219.0 NPR of Avg. SS 66	
Programs: Gifted/Talented Number Tested = 2 Avg. SS 227.5 NPR of Avg. SS 75	
Programs: Eng. Lang. Learner Number Tested = 1 Avg. SS 219.0 NPR of Avg. SS 66	
Programs: Migrant Student Number Tested = 2 Avg. SS 210.5 NPR of Avg. SS 57	
Programs: Title I Language Number Tested = 1 Avg. SS 219.0 NPR of Avg. SS 66	
Programs: Title I Math Number Tested = 2 Avg. SS 244.5 NPR of Avg. SS 87	
Programs: Other 1 Number Tested = 1 Avg. SS 219.0 NPR of Avg. SS 66	
Programs: Other 2 Number Tested = 2 Avg. SS 225.0 NPR of Avg. SS 73	
Programs: No Program Coded Number Tested = 14 Avg. SS 211.6 NPR of Avg. SS 58	

SS = Developmental Standard Score NPR = National Percentile Rank

Note: Data in this sample are for illustrative purposes only.

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE/LEVEL	Grades 1 - 12 and corresponding	Any listed combination of grade, test level, and, if

	levels	available, subject or battery. Only those grades and levels that were tested are available for selection.
SCORE(S)	<p>Select 1 - 5 of the available scores.</p> <ul style="list-style-type: none"> - Avg. Age Percentile Rank - Avg. Age Stanine - Avg. Grade Percentile Rank - Avg. Grade Stanine - Avg. Universal Scale Score - Avg. Standard Age Score - Number Included 	<p>Click any of the underlined scores in the Selections column of this table for a brief definition. For more information on scores, see score descriptions for CogAT.</p>
	<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <p>Include Students Coded in Office Use</p> <p>Refers to the "Office Use Only" section of a student answer document. Identifies students whose test scores should be included or excluded from group averages.</p> <ul style="list-style-type: none"> ● Include Math Computation in Math Total ● Include Extended ELA Scores in Core and Complete Composite Calculation 	
CONTENT SCOPE	<p>1 of the following:</p> <ul style="list-style-type: none"> - Verbal - Quantitative - Nonverbal - Composite (VQ) - Composite 	<p>Select one target area or composite of areas to view on the report.</p>

	(VN) - Composite (QN) - Composite (VQN)	
SORT TYPE	<ul style="list-style-type: none"> • Age Scores • Grade Scores 	Determines whether to sort students by age or grade score.
REGION/SYSTEM/DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator). If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).
POPULATION FILTERS	4 categories, 1 selection allowed for each. <ul style="list-style-type: none"> - Gender - Federal Race Ethnicity - Programs - Administrator Codes 	Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or administrative code.
SCORE FILTERS	Instructions	Narrows results based on number or percentile scores.

Group Profile

Displays the average test and composite scores or skill domain and cognitive level scores for the selected group(s)—all classes within a building, for example—in a bar graph. [More...](#)

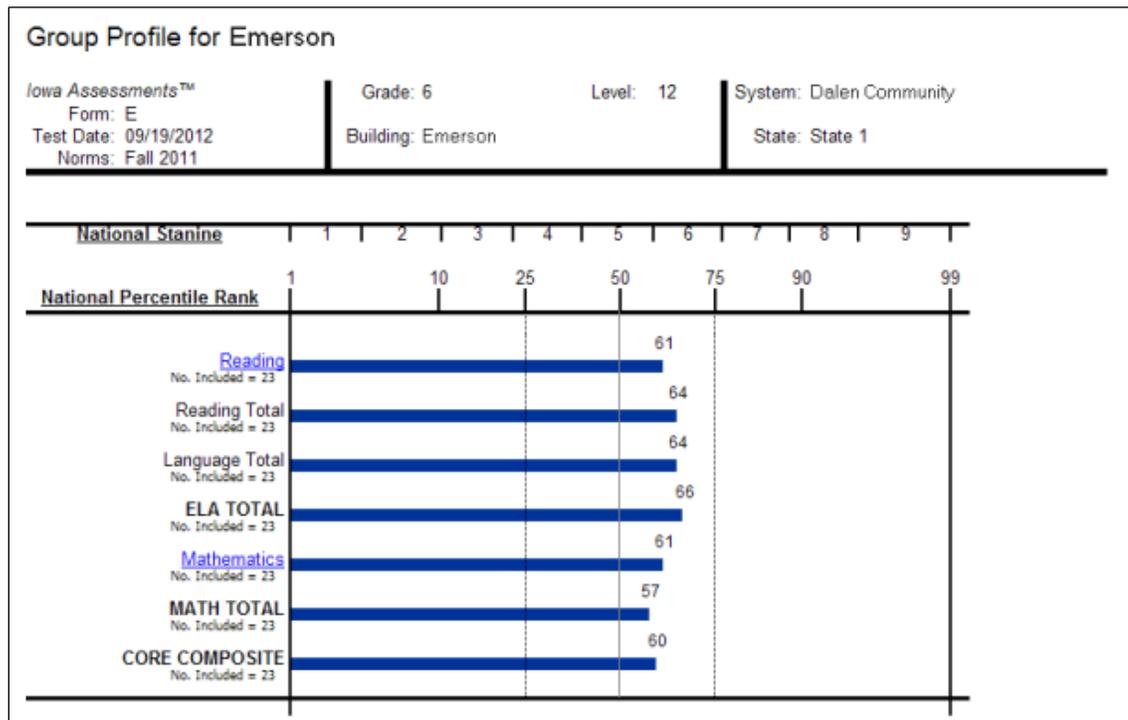
The Group Profile —Bar Graph provides a bar graph displaying the average scores by test and composite or by skill domain and cognitive level for the selected group(s)—class, building,

district, system, region, or state. For each Group Profile, the results are the combined average of the highest group level selected when you create the report. For example, if you select the Building level, the average score will be the combined average for the selected classes in the Building.

The top of each page of the report provides the report scope and test information, including some or all of the following: group, assessment, Form, test date, norms, grade, level, class, building, district (if applicable), system, region (if applicable), and state.

Under each test name, the number of students whose scores were used to calculate the average score is shown. number may vary from the total number of students tested because occasionally a student’s score for any or all tests is excluded from the group averages. For further details about this, refer to “Exclude Scores from Group Averages” in the *Supplemental Coding Guide* available through *DataManager*.

Note: For *Iowa Assessments™* and *Logramos®* reports, you can click a subtest name to open the Group Profile for that subtest.



Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE/LEVEL	<i>Iowa</i> : grades K - 12 and corresponding	Any listed combination of grade, test level, and, if available,

	<p>levels</p> <p><i>Logramos</i>: grades K - 8 and corresponding levels</p>	<p>subject or battery.</p> <p>Only those grades and levels that were tested are available for selection</p>
LEVEL OF ANALYSIS	<ul style="list-style-type: none"> • Test and Composite Analysis (TC) • Skill Domain Analysis (SD) 	<p>TC analyzes scores by test and composite; selecting this creates the Composite Calculation Options field.</p> <p>SD analyzes scores by skill domains and cognitive levels; selecting this creates the SKILL DOMAIN CLASSIFICATION field.</p>
SKILL DOMAIN CLASSIFICATION (Skill Domain Analysis only)	<p>For Iowa:</p> <ul style="list-style-type: none"> - Common Core State Standard Domains - <i>Iowa Assessment Domains</i> - Texas Essential Knowledge and Skills (<i>Texas only</i>) <p>For <i>Logramos</i>:</p> <ul style="list-style-type: none"> - <i>Logramos Domains</i> 	<p>Determines which classification domain (for example, Common Core State Standard Domains) is used to define and group skills.</p> <p>Impacts SUB CONTENT SCOPE options below.</p>
DISPLAY OPTIONS	<p>Select 1:</p> <ul style="list-style-type: none"> - Bar Graph - Longitudinal Line Graph * - Estimated Growth Summary 	<p>Bar Graph is the only option if you selected Skill Domain Analysis for LEVEL OF ANALYSIS</p> <p>* Creates Test Administrations field below</p>
SCORE(S)	Select 1:	DISPLAY OPTIONS determine available scores. None are

<p><i>(Test and Composite Analysis only)</i></p>	<p>For Bar Graph</p> <ul style="list-style-type: none"> - National Percentile Rank/ National Stanine - Grade Equivalent/ Standard Score - Normal Curve Equivalent/ National Percentile Rank <p>For Longitudinal Line Graph</p> <ul style="list-style-type: none"> - Grade Equivalent/ National Percentile Rank - Standard Score / National Percentile Rank - Normal Curve Equivalent/ National Percentile Rank 	<p>available when Display Option is Estimated Growth Summary.</p> <p>For additional information about a score, see Score Descriptions for Iowa or Logramos.</p>
	<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <p>Include Students Coded in Office Use</p> <p>Refers to the "Office Use Only" section of a student answer document. Identifies students whose test scores should be included or excluded from group averages.</p> <ul style="list-style-type: none"> ● Include Math Computation in Math Total ● Include Extended ELA Scores in Core and Complete Composite Calculation 	

<p>CONTENT SCOPE</p>	<p>1 or more available skill areas:</p> <ul style="list-style-type: none"> - Reading Words - Reading Comprehension - Reading - Written Expression - Spelling - Capitalization - Punctuation - Conventions of Writing - Language - Vocabulary - READING TOTAL - LANGUAGE TOTAL - ELA TOTAL - Word Analysis - Listening - EXTENDED ELA TOTAL - Mathematics - Computation - MATH TOTAL - CORE COMPOSITE - Social Studies - Science - Information Literacy - COMPLETE COMPOSITE 	<p>Select one or more to view targeted skills on the report. (You may not see all of the selections listed here, depending on your previous selections for Assessment, LEVEL OF ANALYSIS, and GRADE/LEVEL.)</p>
<p>SUB CONTENT SCOPE (Skill Domain Analysis only)</p>	<p>A list of narrower target areas derived from the previous CONTENT SCOPE</p>	<p>Options differ depending on GRADE/LEVEL and SKILL DOMAIN CLASSIFICATION selections.</p>

	selections.	
REGION/SYSTEM/DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
LONGITUDINAL TYPES	<ul style="list-style-type: none"> • Same Grade, All Students • Consecutive Grades, All Students 	<p>The option to view longitudinal scores for one grade or several consecutive grades is available if your DISPLAY OPTIONS selection is Longitudinal Line Graph.</p>
TEST ADMINISTRATIONS	Up to five test administration(s)	<p>The default selections are the two most recent test administrations, including the previously selected Test Administration Date (step 3), which is set as the growth end point for the report.</p>
POPULATION FILTERS	<p>4 categories, 1 selection allowed for each.</p> <ul style="list-style-type: none"> - Gender - Federal Race Ethnicity - Programs - Administrator Codes 	<p>Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or administrative code.</p>

Group Summary (Scoring Service Print Style)

Provides the average test and composite scores for the selected group. More...

The Group Summary report presents the average scores for a selected group. The top portion of the report provides the group or class name, report scope, and test information, such as assessment, test date, norms, grade, building, district (if applicable), system, region (if

applicable), and state. The first column of the report lists the number of students in the group and the scores selected to appear on this report. The remaining columns list the average test and composite scores for the group.

		English Language Arts							Mathematics	CORE COMPOSITE
		Reading	Language	Vocabulary	ELA TOTAL	Word Analysis	Listening	EXTENDED ELA TOTAL		
Winder Level: 5/6										
Number of Students Tested = 21		5	19	18	5	18	20	5	19	5
Number of Students Included		124.8	115.1	109.6	114.4	106.9	125.2	112.8	118.8	113.4
Average Standard Score (SS)		123.4	125.7	115.4	121.4	111.9	126.4	119.0	118.9	117.2
Average Standard Score based on 2005		K.4	P.9	P.8	P.9	P.6	K.3	P.8	K.0	K.0
Grade Equivalent of Average SS		K.2	K.4	P.9	K.1	P.8	K.4	K.0	K.0	K.1
Grade Equivalent based on 2005 norms										

Note: Data in this sample are for illustrative purposes only.

Instructions: Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE	1 - 12	Data Export and most SSPS Display Types allow multiple selections. (To remove the 1 default selection, select at least one other grade, then click the 1 check box to clear it.) Only those grades and levels that were tested are available for selection.
SCORE(S)	1 - all from the following list: - Avg. Age Percentile Rank - Avg. Age Stanine - Avg. Grade Percentile Rank - Avg. Grade Stanine - Avg. Universal Scale Score - Avg. Standard	Click any underlined score in the Selections column to view a brief definition. For additional information about scores, see score descriptions for CogAT .

	Age Score	
	<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <p>Include Students Coded in Office Use</p> <p>Refers to the "Office Use Only" section of a student answer document. Identifies students whose test scores should be included or excluded from group averages.</p> <ul style="list-style-type: none"> • Include Math Computation in Math Total • Include Extended ELA Scores in Core and Complete Composite Calculation 	
Composite Type	<p>1 - 4 of the following:</p> <ul style="list-style-type: none"> - Composite (VQ) - Composite (VN) - Composite (QN) - Composite (VQN)/Total Score 	<p>Determines which skill areas will appear combined on the report (for example, Verbal, Quantitative, and Nonverbal as VQN).</p>
REGION/SYSTEM/DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
POPULATION FILTERS	<p>4 categories, 1 selection allowed for each</p>	<p>Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or</p>

	<ul style="list-style-type: none"> - Gender - Federal Race Ethnicity - Programs - Administrator Codes 	administrative code.
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5. (Optional) Save the current selection criteria for future use.
 - a. Click the **Save Criteria** button in the lower left corner of the page . A **Save Criteria** box opens. The report name defaults to the Report Type you selected.

Save Criteria

CRITERIA NAME

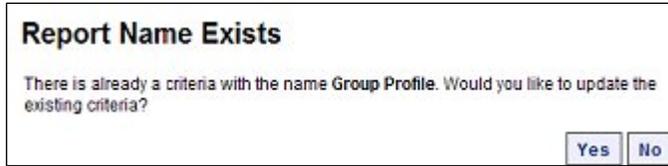
SUMMARY (optional)

Cancel
Save

- b. Type in the **CRITERIA NAME** box to change or add to the name of the saved criteria. To add a description, use the **SUMMARY** box

Note: The **CRITERIA NAME** can be a maximum of 80 characters. The **SUMMARY** can be a maximum of 255 characters.

- c. Click **Save**.
 1. ○ If the report name does not already exist, a confirmation message appears at the top of the page. Continue to step d.
 2. ○ If the report name does already exist, a **Report Name Exists** box appears.



Do one of the following:

3.
 - o To change the selection criteria that were saved under this report name with the updated selected criteria, click **Yes**. A confirmation dialog box appears. Continue to step d.
 - o To retain the selection criteria that were saved under this report name and save the updated selection criteria under a new report name, click **No**. A **Save Report Criteria** dialog box opens with an empty **Report Name** box. Return to step b.
- d. Click **OK**. The saved selection criteria is available on the **Load/Manage Criteria** page. For more information, see [Loading and Managing Saved Criteria](#).

6. Run the report using one of the following options.

To do the following...	Follow these instructions...
Run the report immediately as you wait.	<ol style="list-style-type: none"> a. Click Run Report. A progress bar appears. When the report has finished running, it appears on a report page. b. See View Reports for information about the report page. <hr/> <p>Note: The Run Report option is not available for Data Export or Scoring Service Print Style reports. These report types must be submitted to run in the background.</p> <hr/>
Submit the report to run in the background.	<ol style="list-style-type: none"> a. Click Run in Background. A Specify a Report Name dialog box opens. The report name defaults to the Report Type. <div data-bbox="574 1386 1247 1621" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Specify a Report Name</p> <p>Report Name <input type="text" value="Group Profile"/></p> <p><small>This name will be used in Report Center to identify your report.</small></p> <p style="text-align: right;">OK Cancel</p> </div> <ol style="list-style-type: none"> b. (Optional) Change or add to the Report Name. <hr/> <p>Note: Do not use the following characters in the Report Name: semicolon (;), colon (:), asterisk (*), question mark (?), slash (/),</p>

	<p>backslash (\), pipe (), angle brackets (< >), or quotation marks (“).</p> <hr/> <p>c. Click OK. A confirmation box informs you that the job has been submitted successfully.</p> <p>d. Click OK. The report is submitted. When it is finished running, you can open it in the Report Center .</p> <p>e. See Using the Report Center for information about retrieving reports.</p> <hr/> <p>Note: Completed jobs are available in Report Center for five days after they have finished running.</p> <hr/>
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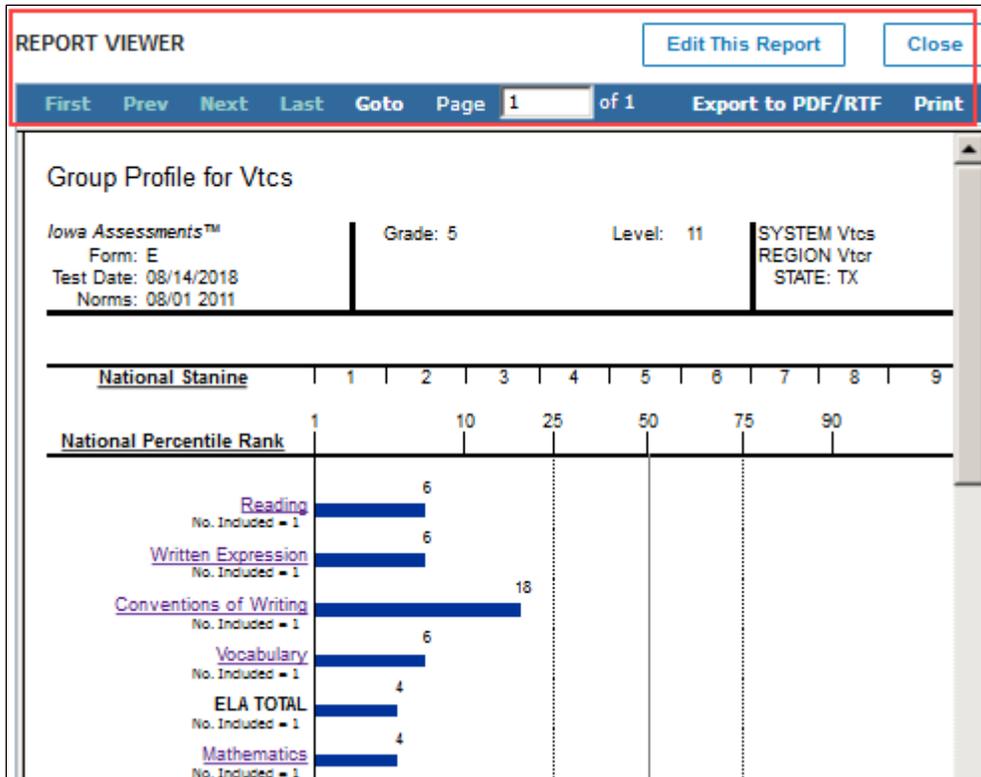
Chapter 2. View, Edit, and Refine Report Outputs

View and Edit Reports

Data Package: Online Testing or DataPlus

Role: Account Holder, Administrator, Teacher, or Digital Resource & Reporting Access

After creating and running a report, you can view, navigate, print, or export some or all of the reports using commands at the top of the REPORT VIEWER.



The **Edit This Report** button at the top of the page opens the report in the **Saved Criteria** tab with your previously selected filters.

The **Close** button closes the report as well as the REPORT VIEWER and returns you to the **Create a Report** tab with your previous report and filters.

Use the following links for instructions on how to manage report outputs from the REPORT VIEWER.

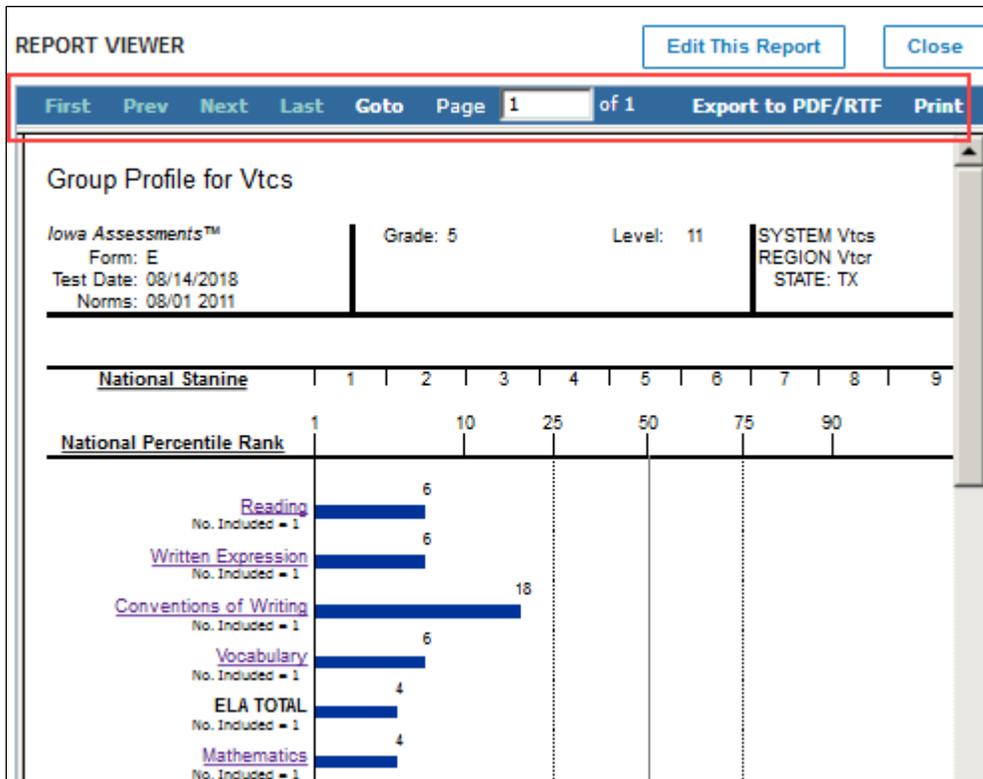
- Use the report command bar to [navigate, export, or print a report](#)
- [Sort a Report by Score](#)
- [Search a Report by Name](#)
- [View Test and Score Descriptions](#)
- [Link to a Related Report](#)

- [Export a Report](#)
- [Print a Report](#)

For specific information about report formats, see [About Reports](#).

Use the Report Page Command Bar

Reports share a set of basic options and controls, which can be found in the blue header bar of the REPORT VIEWER.



To use basic navigation, export, and print features:

1. Open a report by running it from the **Create a Report** tab or opening it from the **Report Library**.
2. Use the top menu bar options as indicated in the table below.

Click this menu option...	To do the following...
First	View the first page of the report.
Prev	View the page that precedes the current page.
Next	View the page that follows the current page.

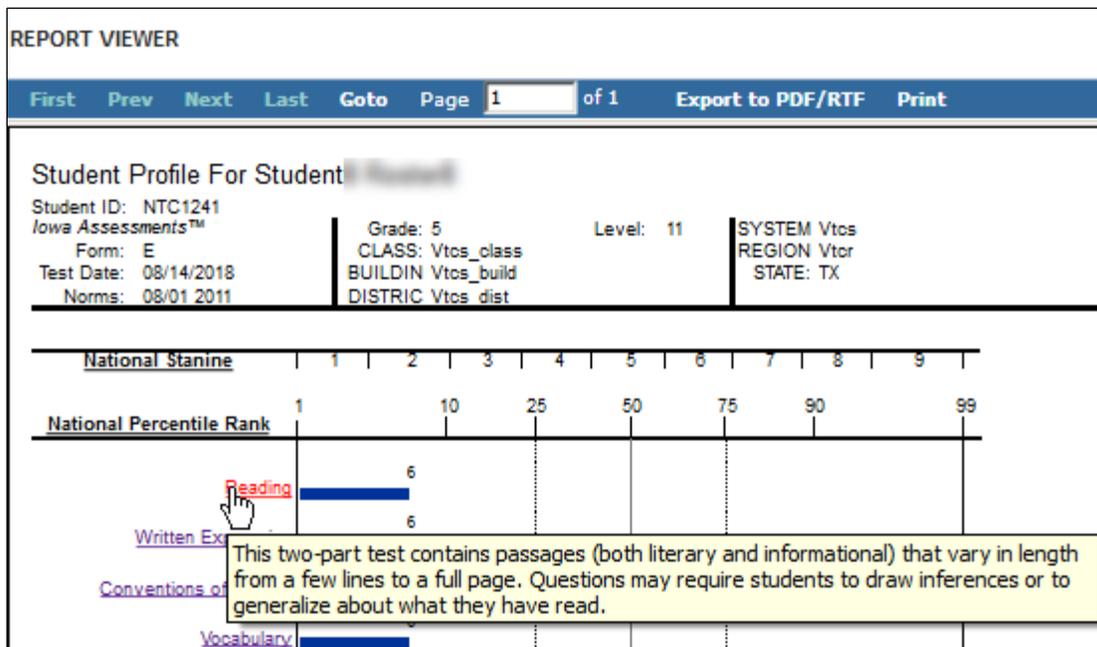
Last	View the final page of the report.
Goto	View a specific page; type the page number in the Page box and click Goto .
Export to PDF/RTF	Export the report as a PDF or RTF file. For more information, see Exporting Reports to PDF or RTF .
Print	Print the browser view of the report. For other options, see Print a Report .

View Report Descriptions

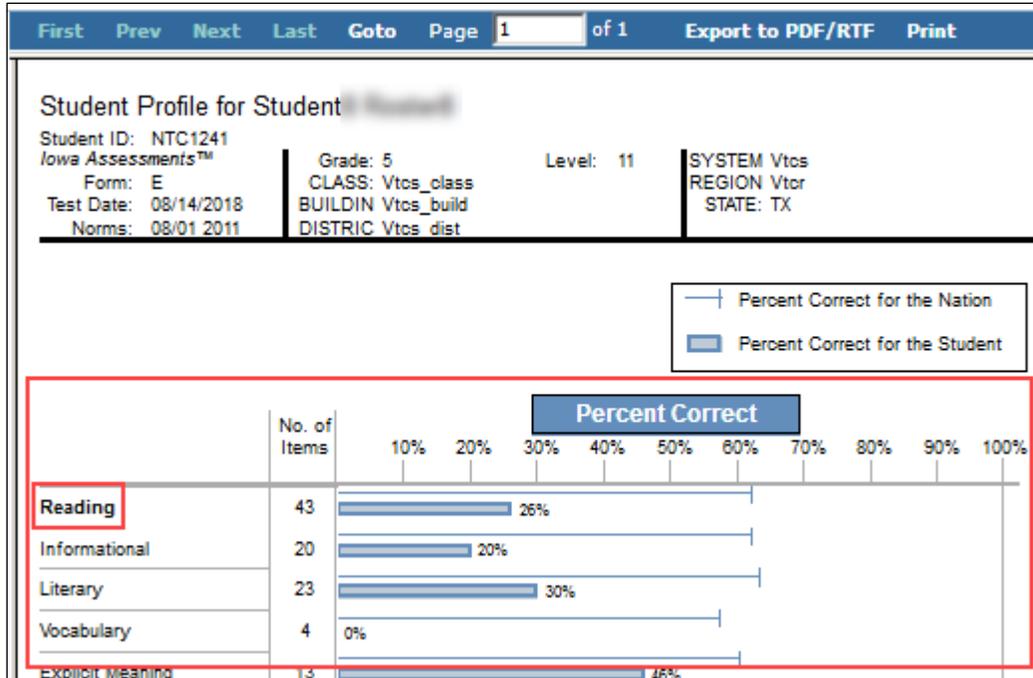
Within a Student Profile or Group Profile report, the report page provides links to view the test, score, and composite descriptions.

To view test, score, and composite descriptions in Student Profile and Group Profile reports:

- From the report page, hover over any blue text to see a short description.



- For further details about the test component and specific scores, click the text link. A detailed view of the test component opens in the report modal window.



→ For a complete listing of the full descriptions, see one of the following topics:

Test Descriptions	Score Descriptions
<ul style="list-style-type: none"> • Iowa Assessment Test Descriptions • CogAT Test Descriptions • Interim Assessments Test Descriptions • Logramos Test Descriptions 	<ul style="list-style-type: none"> • Iowa Assessment Score Descriptions • CogAT Score Descriptions • Interim Assessments Score Descriptions • Logramos Score Descriptions

Link to a Related Report

Depending on the report type, you may be able to link to a related report.

To link to a related report:

→ Click a link within the report to open a related report. For example, each student's name within a Student Roster report links to the Student Profile report for that student. For more information, see [About Reports](#).

REPORT VIEWER EXPORT:

First Prev Next Last Goto Page 2 of 3 Export to PDF

Student Roster

Iowa Assessments™ Grade: 3 Level: 9 SYSTEM Aws S
 Form: G REGION Aws-0
 Test Date: 11/21/2018 STATE: LW
 Norms: Fall 2017

Total No. Tested: 54

STUDENT NAME I.D. Number I.D. Number: A B C D E F G H I J K L M N O P Z	Birth Date Age Program	Level (Gender) Form		Reading	Written Expression
[Redacted]	01/08 10-10	9 (M) G	NPR	54	82
[Redacted]	01/08 10-10	9 (F) G	NPR	58	86
[Redacted]	01/08 10-10	9 (M) G	NPR	62	90

REPORT VIEWER

First Prev Next Last Goto Page 1 of 1 Export

Student Profile For [Redacted]

Student ID: [Redacted]
Iowa Assessments™ Grade: 3 Level: 9 SYST
 Form: G CLASS: Classg9 REGI
 Test Date: 11/21/2018 BULDIN Staarp G Comp1 STA
 Norms: Fall 2017 DISTRIC Staarp Districtg

National Stanine	1	2	3	4	5	6	7
National Percentile Rank	1	10	25	50	75		
Reading					58		
Written Expression							
Conventions of Writing		8					

Sort and Search Reports

Data Package: Online Testing or DataPlus

Role: Account Holder, Administrator, Teacher, or Digital Resource & Reporting Access

The REPORT VIEWER allows you to sort and search some report outputs using special options provided for the following report types.

Report Type	Task
<ul style="list-style-type: none"> • Student Roster • Group Roster • Multimeasure Student Roster 	Sort a Report
<ul style="list-style-type: none"> • Student Roster • Multimeasure Student Roster 	Search a Report by Last Name

Note: The **Student Roster Item Response Record** and the **Group Roster Item Response Summary** reports cannot be sorted.

Sort a Report

In Student Rosters, Multimeasure Student Rosters, or Group Rosters, the REPORT VIEWER allows you to sort the report by score.

To sort a report by score:

1. Locate the column containing the test, composite, or total score by which you want to sort the report.

2. Use the arrows () beside the column title as follows:

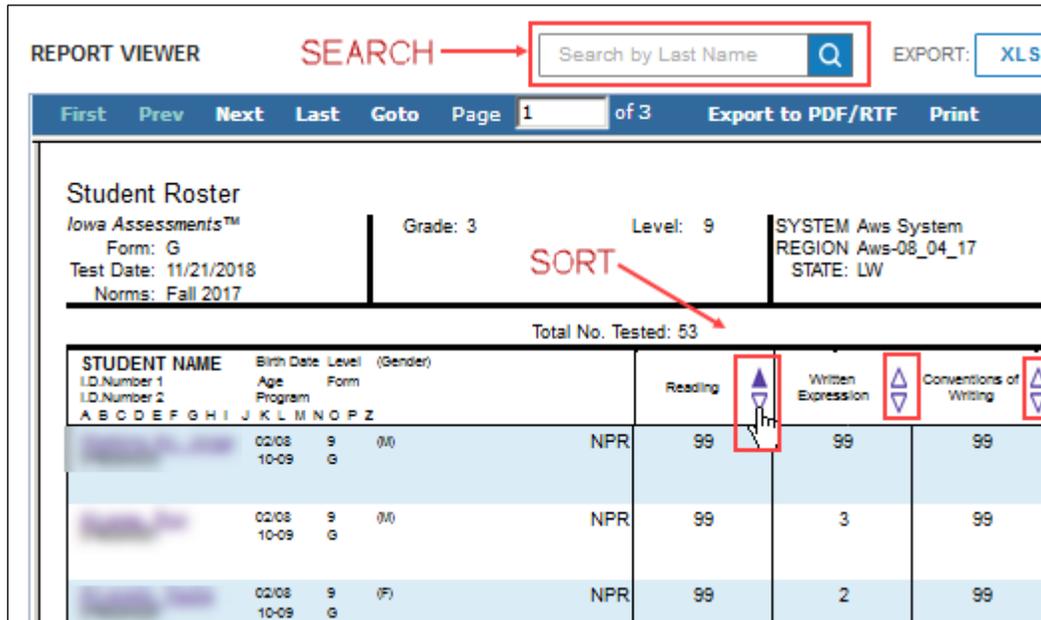
- Click once to sort in descending order. (Top arrow is shaded and bottom arrow is outlined)



to indicate the report is sorted in descending order.)

- Click twice to sort in ascending order. (Top arrow is outlined and bottom arrow is shaded  to indicate the report is sorted in ascending order by the score displayed in this column.)

- Click three times to reset the column to the default setting  , which is alphabetical by students' last names.



The screenshot shows the 'REPORT VIEWER' interface. At the top right, there is a search box labeled 'Search by Last Name' with a magnifying glass icon. Below the search box, there are navigation buttons: 'First', 'Prev', 'Next', 'Last', 'Goto', 'Page 1 of 3', 'Export to PDF/RTF', and 'Print'. The main content area is titled 'Student Roster' and includes details for 'Iowa Assessments™', 'Grade: 3', 'Level: 9', 'Form: G', 'Test Date: 11/21/2018', 'Norms: Fall 2017', 'SYSTEM Aws System', 'REGION Aws-08_04_17', and 'STATE: LW'. Below this, it says 'Total No. Tested: 53'. A table follows with columns for 'STUDENT NAME', 'Birth Date', 'Level', '(Gender)', 'Age', 'Form', 'Program', 'Reading', 'Written Expression', and 'Conventions of Writing'. The table has three rows of student data. Red boxes and arrows highlight the search box, the 'SORT' label, and the sort icons for the 'Reading', 'Written Expression', and 'Conventions of Writing' columns.

Search a Report by Last Name

In Student Rosters and Multimeasure Student Rosters, the report page allows you to search for a student by last name.

To search a report by last name:

- Type the first letter(s) or the entire last name of the student in the field at the top right of the Reports page, then click **Search by Last Name**.

REPORT VIEWER **SEARCH** → EXPORT:

First Prev **Next** Last Goto Page of 3 Export to PDF/RTF Print

Student Roster
 Iowa Assessments™ Grade: 3 Level: 9 SYSTEM Aws System
 Form: G Test Date: 11/21/2018 REGION Aws-08_04_17
 Norms: Fall 2017 STATE: LW

Total No. Tested: 53

STUDENT NAME	Birth Date	Level	(Gender)		Reading	Written Expression	Conventions of Writing
I.D.Number 1	Age	Form					
I.D.Number 2	Program						
A B C D E F G H I	J K L M N O P Z						
[REDACTED]	02/08 10-09	9 G	(M)	NPR	99	99	99
[REDACTED]	02/08 10-09	9 G	(M)	NPR	99	3	99
[REDACTED]	02/08 10-09	9 G	(F)	NPR	99	2	99

Only students whose last name matches the letter(s) you entered are listed in the table.

Export and Print Reports

Data Package: Online Testing or DataPlus

Role: Account Holder, Administrator, Teacher, or Digital Resource & Reporting Access

The REPORT VIEWER allows you to perform the following tasks for the report types indicated.

Applies to	Report Type
<ul style="list-style-type: none"> ● Student Roster* ● Group Roster* ● Subgroup Roster ● Multimeasure Student Roster 	Export a Report to Excel®
<ul style="list-style-type: none"> ● Student Roster ● Multimeasure Student Roster ● Group Roster ● Subgroup Roster ● Student Profile ● Group Profile 	Export a Report to PDF® or RTF
<p style="text-align: center;">Data Export</p>	Export a Data File
<ul style="list-style-type: none"> ● Student Roster ● Student Profile ● Group Roster ● Subgroup Roster ● Group Profile ● Multimeasure Student Roster 	Print a Report

The RIA **Student Roster Item Response Record and the RIA **Group Roster Item Response Summary** reports can only be exported to Excel® if the **Export to Excel** option is selected when creating the report.*

Export a Report to Excel

Note: When you export a *DataManager* report to Excel, the sort settings will not be retained in the exported report. Additionally, a Multimeasure Student Roster report will not retain color-coded performance band settings when exported to Excel.

To export a report to Excel:

1. Click the **XLS** button beside the **EXPORT** label at the top of the report viewer.

Subgroup Name	Number Tested	NPR of Avg. SS	Reading
Gender: Female	27		29
Gender: Male	27		40
Gender: Unknown	0		
Race/Ethnicity: American Indian or Alaska Native	1		1
Race/Ethnicity: Asian	1		1

Your browser prompts you to save or open the **default.xls** file.

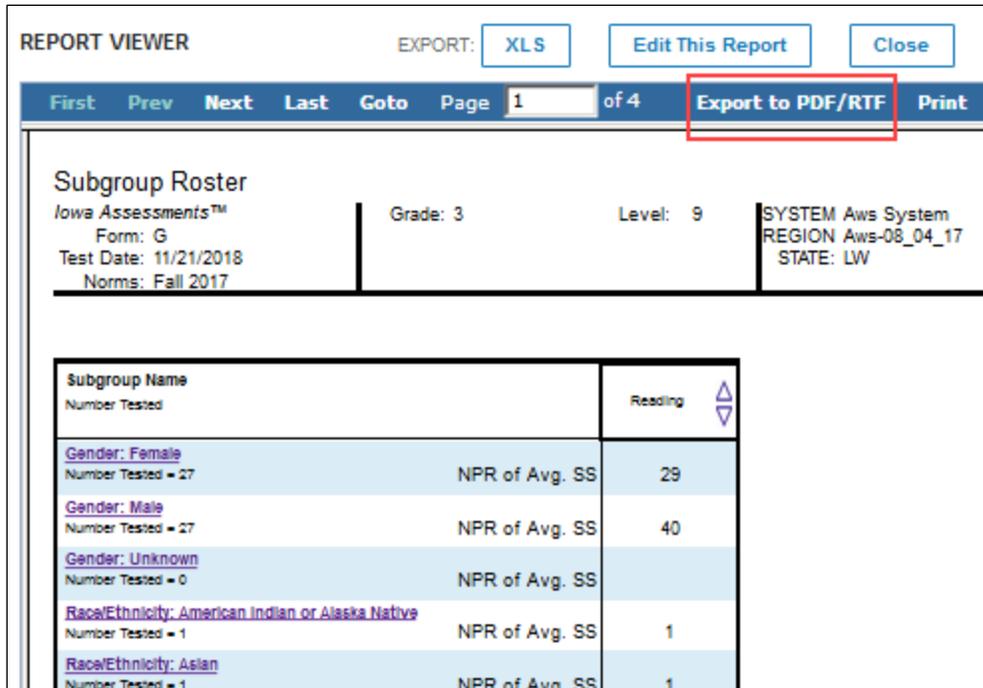
2. Follow your browser's prompts to save or open the report in Excel. All of the information provided on the report page is provided in separate columns on the Excel spreadsheet.

Export a Report to PDF or RTF

Note: To export reports to PDF, you need Adobe® Reader®. You can [download](#) a free copy from the Adobe website.

To export a report to PDF or RTF:

1. On the top menu bar, click **Export to PDF/RTF**. The export dialog box opens.



2. In the **Export Report To** area, do one of the following:

- Export the report as a PDF:
 - a. Select **PDF**.
 - b. In the **PDF Quality** list, select the dots per inch (dpi) of the export.
 - c. In the **Split Large Pages** list, do one of the following:
 - To allow the exported report to display on multiple pages, select **Yes**. In the **Page Width** and **Page Height** boxes, type the preferred page size of the exported report.
 - To scale the report so it displays on one page, select **No**.

Note: All print settings can be adjusted after the report has been exported. See [Print a Report](#) below.

- Export the report in a format compatible with word-processing software such as Microsoft Word®:
 - a. Select **Fully Editable RTF**.
 - b. In the **Page Range** area, specify the pages to be exported: **All**, **Current page**, or **Pages**. If you select **Pages**, type the page range to export.

3. (Optional) Do one of the following:

- To view the report in the format you selected, click **View Report**.
- To save the report in the format you selected, click **Save Report**. Follow your browser's prompts to save the file.

Export a Data File

Note: Only Account Holders and Administrators can export data files.

To create a data file:

1. Run a data export from the REPORTS CENTER **Create a Report** tab.
2. Click the **Report Library** tab. When your report is finished running, it appears in the list of reports on the **Completed** tab.

Note: If your report does not appear immediately in the list of **Completed** reports, you can click the **Pending** and **Running** tabs of the **Report Library** to check on its status.

3. On the **Completed** tab, click the name of your report. The export format and field definitions open in the REPORT VIEWER.
4. Click the linked file name on the page.

REPORT VIEWER
[Edit This Report](#)
[Close](#)

First Prev Next Last Goto Page of 1
[Export to PDF/RTF](#)
[Print](#)

Data Export
Iowa Assessments™

Test Date: 11/21/2018
Norms: Fall 2017

SYSTEM Aws System
REGION Aws-08_04_17
STATE: LW

Data Export is available to download by clicking the link below:

[Data Export_02-Jul-19_t143647.txt](#)

Export Format: **ASCII Fixed-Width**

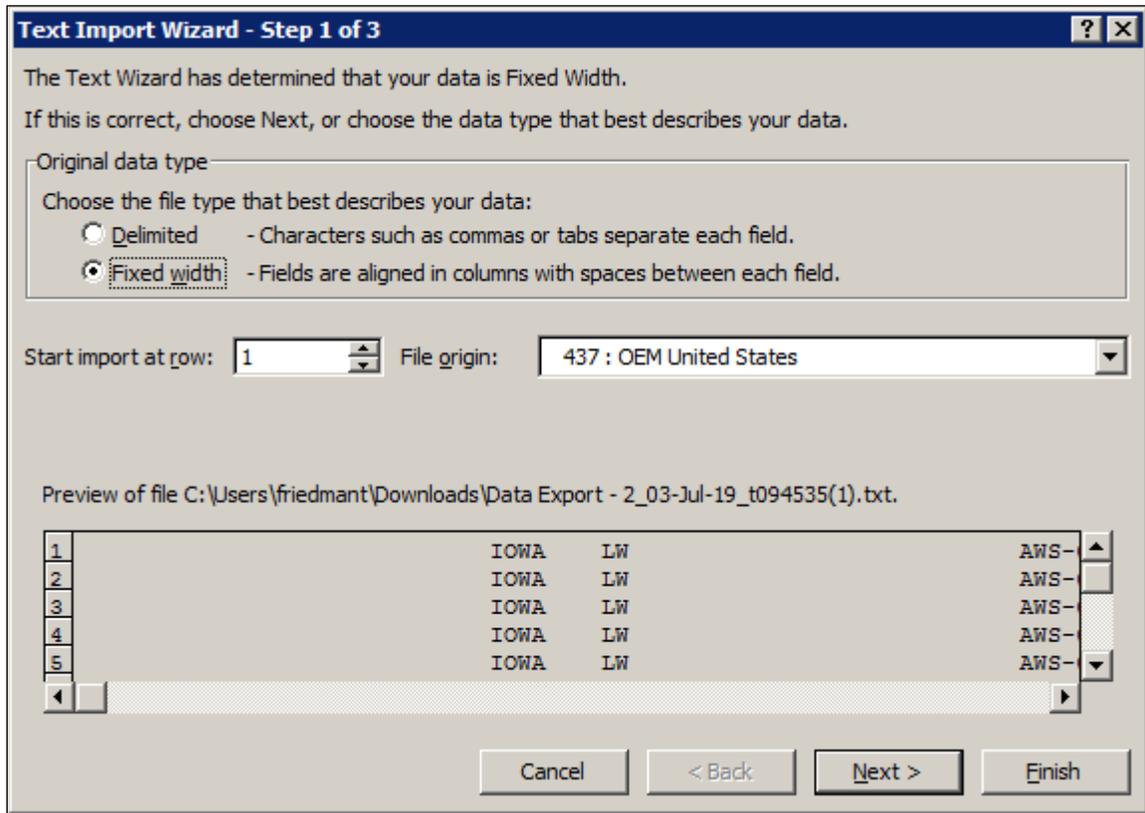
Grade: **3**

Field	Length	Field Name
1	30	Order Number
2	8	Test
3	30	State Name
4	30	Region Name
5	15	Region Code
6	30	System Name
7	15	System Code
8	30	District Name
9	15	District Code
10	30	Building Name

To export the data file:

1. Click the name of the data export file in the top center of the report page. Your browser prompts you to open or save the report.
2. Save the report to a location you can easily browse to.
3. Open your Excel application.
4. From the Excel **File** menu, click **Open**, browse to the data export file, and select it.

The Excel Text Import Wizard opens.



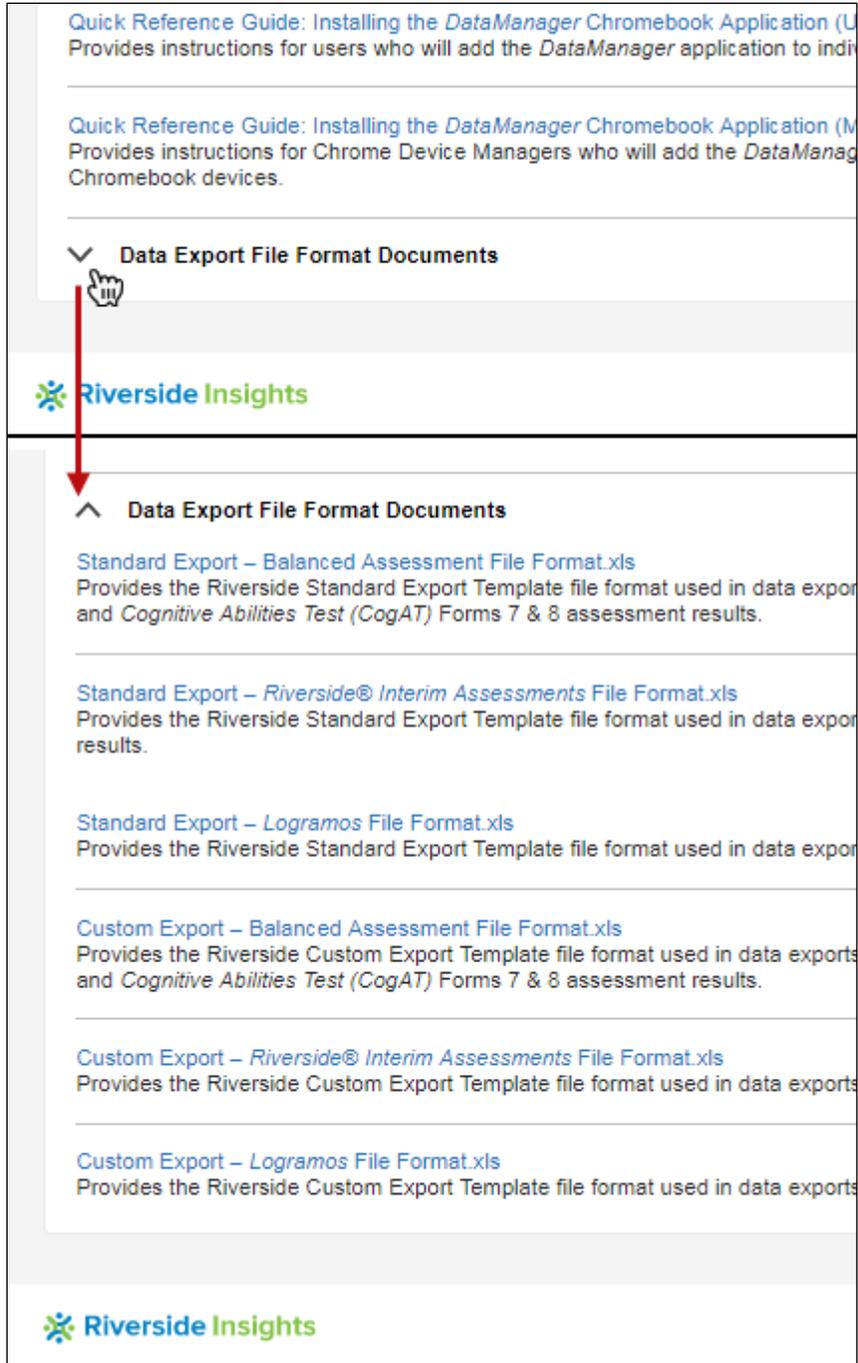
5. Follow the prompts for converting the text to an Excel spreadsheet: data type, column width, and data format. Use the **Next** and **Back** buttons to advance through the wizard or return to a previous step.
6. Click **Finish**.

Your data export appears as designed in an Excel worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
2	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
3	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
4	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
5	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
6	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
7	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
8	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
9	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
10	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
11	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
12	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
13	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
14	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
15	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
16	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	
17	IOWA	LW	AWS-08_0 AWS	SYSTEM	STAARP	DISTRICT	STAARP	G	COMP1	CLASSG9	31121201	

To view the standard or custom file formats used for data exports:

1. Access the *DataManager Overview* tab by clicking its header.
2. On the **Digital Resources** card (in the upper right corner of the **Overview** tab), click the **Open Resources** button. The RESOURCES page opens.
3. Select **DataManager** from the drop-down filter.
4. Scroll down to the bottom of the page and click **Data Export File Format Documents**.



5. Select the format you want to view.

Print a Report

You can print the portion of a report that appears in the browser on your screen, or you can export the report to a PDF or RTF file and print all or some of the report pages.

To print the browser view of a report:

→ Click the **Print** option at the top of the report page.

To print a PDF report:

1. [Export the report to PDF.](#)

2. Click the **Print** icon () on the Adobe Reader toolbar or click **File** on the top menu bar and select **Print**. The **Print** dialog box opens.

3. Refer to the following table to adjust the settings in the **Print** dialog box.

Note: Depending on the size of your report, your printer's capabilities, your version of Adobe Reader, and your preferred report display, the printing options and settings may vary.

For Display Types:	Using the paper size:	Adjust the settings as follows:
<ul style="list-style-type: none"> ● Student Profiles ● Group Profiles ● Group Rosters ● Subgroup Rosters 	8.5" x 11"	→ In Orientation , click Landscape .
<ul style="list-style-type: none"> ● Student Rosters ● Multimeasure Student Rosters 	11" x 17" (tabloid- or legal-size, optimal)	<ol style="list-style-type: none"> 1 In Size Options, click Fit. 2. Clear the Choose paper source by PDF page size checkbox. 3. In Orientation, click Landscape. 4. Click Page Setup..., select the paper size, and click OK.
	8.5" x 11" (letter-size)	<ol style="list-style-type: none"> 1. In Size Options, click Fit. 2. Click the Choose paper source by PDF page size checkbox. 3. In Orientation, click Landscape.

4. Click **Print**.

To print an RTF report:

5. 1. [Export the report to RTF.](#)

6. 2. Open and print the RTF using your word-processing application.

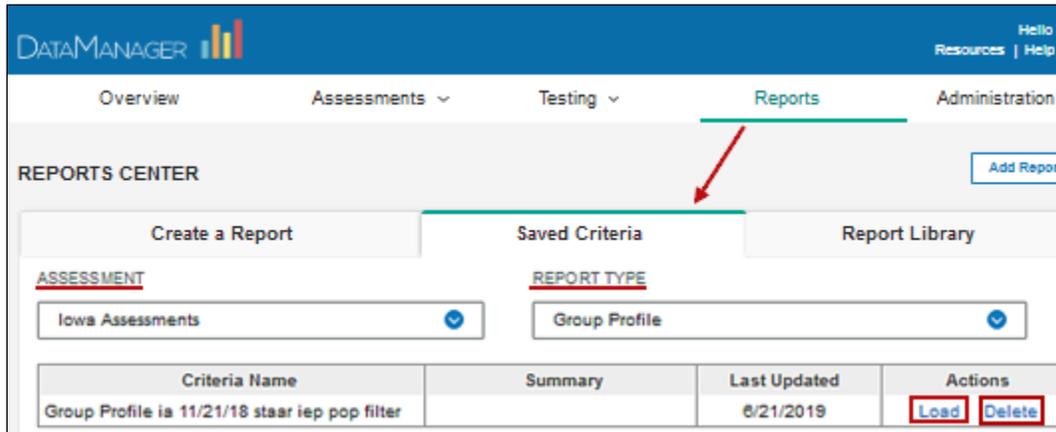
Work with Saved Criteria

Data Package: Online Testing or **Role:** Account Holder, Administrator, Teacher, or Digital Resource & DataPlus Reporting Access

When you save report criteria from the **Create a Report** tab, the saved selection criteria becomes available on the **Saved Criteria** tab. Use this page to load, edit, or delete any of your saved criteria.

To load, manage, or delete saved criteria:

1. Select the **Reports** header to open the **REPORTS CENTER**, then click the **Saved Criteria** tab.



Each set of criteria that you have saved appears in the table below the **ASSESSMENT** and **REPORT TYPE** sort options. (Multimeasure Student Roster reports are sorted by the assessment type used in the first column of the report.)

2. (Optional): Use the **ASSESSMENT** and **REPORT TYPE** fields to sort your list of saved criteria.

Note: If you have tested and saved criteria using more than one assessment, sort by **ASSESSMENT** first, then **REPORT TYPE**.

3. To delete a set of saved criteria, click **Delete** link in the **Actions** column, and then click **Yes** on the confirmation box.

To edit or apply the saved criteria, click **Load** under the **Actions** column of the table. The corresponding row of saved criteria opens with a notification that you are in edit mode.

4. Use the table below to determine your next steps.

To...	Do this...
Change saved criteria for a report	<ul style="list-style-type: none"> a. Make edits to any of the active fields b. Click the Save Changes button at the bottom of the page
Build a new set of saved criteria from an existing set	<ul style="list-style-type: none"> a. Make edits to any of the active fields b. Click the Save as Copy button at the bottom of the page c. In the Save Criteria box, enter a new name in the CRITERIA NAME box, a SUMMARY (optional), and click the Save button.
Run the report	Click the Run Report button at the bottom of the page or, to run the report while you continue working, click the Run Report in Background button and provide a name for the report.

<p>View the report without making changes</p>	<p>Click the Exit Edit Mode button.</p>
---	--

Report Library

Data Package: Online Testing or DataPlus **Role:** Account Holder, Administrator, Teacher, or Digital Resource & Reporting Access

DataManager[™] Reporting allows you to run reports in the background so you can continue working while large reports are being prepared and completed. Reports you have submitted to run in the background are available to you on the **Report Library** tab of the Report Center.

Note: Completed reports are available in the Report Library for five days after they have finished running.

To view and manage reports submitted to run in the background:

1. Click the **Reports** menu in the header of *DataManager*, then the **Report Library** tab.

Reports that have been set to run in the background appear on one of three tabs:

- **Pending** - jobs waiting to begin running
 - **Running** - reports in the process of running
 - **Completed** - reports successfully completed and available for viewing
-

Note: To ensure that completed reports are available to you as soon as possible, the **Report Library** automatically refreshes every 60 seconds.

REPORTS CENTER

Add Reporting Key

Create a Report
Saved Criteria
Report Library

Completed reports are available for 5 days. Print or download important reports before they are deleted.

Filter: [On](#) | [Off](#)

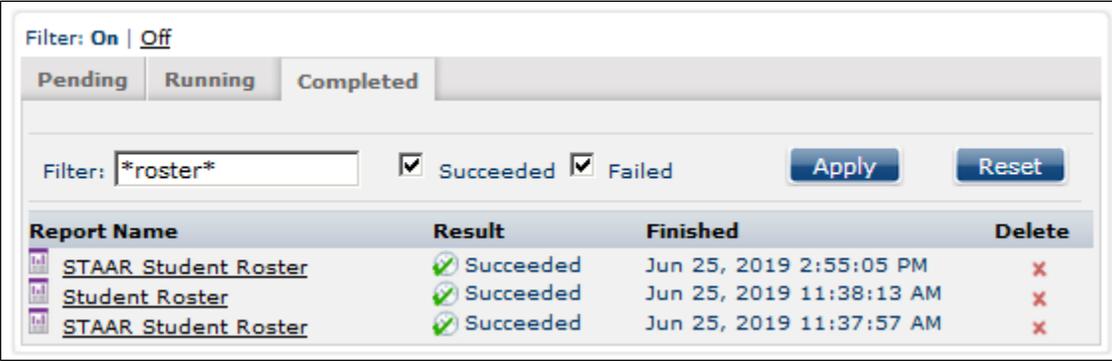
Pending
Running
Completed

Report Name	Result	Finished	Delete
Data Export - 2	✔ Succeeded	Jul 3, 2019 9:46:30 AM	✘
Data Export	✔ Succeeded	Jul 2, 2019 2:37:53 PM	✘
Student Roster	✔ Succeeded	Jun 25, 2019 12:32:05 PM	✘
Student Roster	✔ Succeeded	Jun 25, 2019 12:26:52 PM	✘
Student Roster	✔ Succeeded	Jun 25, 2019 11:53:09 AM	✘
Group Profile	✔ Succeeded	Jun 25, 2019 11:16:37 AM	✘
Group Profile11	✔ Succeeded	Jun 24, 2019 11:05:29 AM	✘
Student Profile154	✔ Succeeded	Jun 20, 2019 10:27:24 AM	✘
Student Profile	✔ Succeeded	Jun 19, 2019 4:03:38 PM	✘
Group Profile12	✔ Succeeded	Jun 19, 2019 4:03:18 PM	✘
Group Profile1	✔ Succeeded	Jun 19, 2019 3:56:15 PM	✘
Group Profile	✔ Succeeded	Jun 19, 2019 3:55:49 PM	✘

2. Open a report by clicking the report name on the **Completed** tab.
 - Scoring Service Print Style reports open as PDF files. See [Print a PDF Report](#) for more information.
 - *Interim Assessment* Student Roster Item Analysis and Group Roster Item Summary reports offer the option to save the file or open in Excel®.
 - All other reports open in the *DataManager* report page. See [View Reports](#) for more information.

3. (Optional) Refer to the following table to filter, sort, or delete reports on the **Completed** tab.

To do the following...	Follow these instructions...
Filter the list	a. Click On in the Filter option at the top of the Completed tab. A Filter box opens.. b. In the Filter box, enter the text by which to filter the Report Name list. <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <div style="background-color: #e6f2ff; padding: 5px; margin: 5px 0;"> Tip: Use asterisks on either side of your search term(s). </div> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> c. Click Apply . The reports that match the filter criteria are listed.

	 <p>The screenshot shows a web interface for reporting. At the top, there is a filter control with 'Filter: On Off' and tabs for 'Pending', 'Running', and 'Completed'. Below the tabs, there is a search filter box containing '*roster*', and checkboxes for 'Succeeded' and 'Failed', both of which are checked. There are 'Apply' and 'Reset' buttons. Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Report Name</th> <th>Result</th> <th>Finished</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> STAAR Student Roster</td> <td> Succeeded</td> <td>Jun 25, 2019 2:55:05 PM</td> <td></td> </tr> <tr> <td> Student Roster</td> <td> Succeeded</td> <td>Jun 25, 2019 11:38:13 AM</td> <td></td> </tr> <tr> <td> STAAR Student Roster</td> <td> Succeeded</td> <td>Jun 25, 2019 11:37:57 AM</td> <td></td> </tr> </tbody> </table> <p>d. To remove the filter and display all completed reports, click Reset.</p>	Report Name	Result	Finished	Delete	STAAR Student Roster	Succeeded	Jun 25, 2019 2:55:05 PM		Student Roster	Succeeded	Jun 25, 2019 11:38:13 AM		STAAR Student Roster	Succeeded	Jun 25, 2019 11:37:57 AM	
Report Name	Result	Finished	Delete														
STAAR Student Roster	Succeeded	Jun 25, 2019 2:55:05 PM															
Student Roster	Succeeded	Jun 25, 2019 11:38:13 AM															
STAAR Student Roster	Succeeded	Jun 25, 2019 11:37:57 AM															
Sort the list	<p>→ Click one of the column headers (Report Name, Result, or Finished). The list of reports sorts alphanumerically by that column.</p>																
Delete a report	<p>a. Click the red in the Delete column. A confirmation box appears.</p> <p>b. Click OK. The selected report is deleted from the list.</p>																

Chapter 3. Score Descriptions

About Score Descriptions

This section provides brief definitions of scores for *CogAT*.

For detailed descriptions of scores, see the section on your product on the Resources page.

Note: You can find the link to the Resources page in the upper right corner of the banner (Resources) or in the Site Map, when expanded, at the bottom of every page.

CogAT–Score Descriptions

Score descriptions for CogAT® are provided below.

Score Type	Description
Ability Profile	Captures the level and pattern of a student’s scores on the three CogAT batteries
Percentile Rank (PR)	A score from 1 to 99 that indicates the percentage of students in the same age or grade group who obtained lower scores on a test than a particular student did
Raw Score (RS)	The number of questions a student answers correctly on a test
Standard Age Score (SAS)	A normalized standard score with a mean of 100 and standard deviation of 16
Stanine (S)	Normalized standard scores that range from 1 to 9 and have an average value of 5
Universal Scale Score (USS)	A scale score based on a continuous growth scale from K–12; used to convert to other score types
Age Norms	Allow you to compare a student’s performance on the test with that of a national sample of students in the same age group
Grade Norms	Allow you to compare a particular student’s performance on the test with that of a national sample of other students in the same grade group
Local Norms	Allow you to compare a particular student’s performance on the test with that of other students in the same grade group in the same school or school district (available as a special scoring service)

CogAT[®]
