Florida Standards Assessments

FSA Reporting System User Guide

2017

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Prepared by the American Institutes for Research®

Table of Contents

Table of Figures

Introduction to the User Guide

This user guide is intended for district and school personnel and describes how authorized users may access reports in the FSA Reporting System.

This introduction provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

Organization of this User Guide

This user guide provides information about all of the FSA Reporting System's features and includes instructions for viewing reports.

This user guide is organized as follows:

- Overview of the FSA Reporting System, provides a brief overview of the system and the necessary user roles for accessing available reports.

- Accessing the FSA Reporting System, includes instructions on how to log in and log out of the system and switch between different FSA systems.

- Viewing Reports and Files, includes instructions on how to access reports in the FSA Reporting System.

- User Support, provides the FSA Help Desk information.

Document Conventions

Table 1 describes the key symbols and elements used in this guide.

Table 1. Key Symbols and Elements

Element	Description
	Note: This symbol accompanies helpful information or reminders.
Bold	Bold text indicates a link, button, drop-down list value, or keyboard control that is clickable.
Italics	Text in italics indicates field names.

Overview of the FSA Reporting System

The FSA Reporting System provides score data for each FSA test, which includes Grades 3–10 English Language Arts (ELA), Grade 10 ELA Retake, Grades 3–8 Mathematics, and Algebra 1, Algebra 1 Retake (reported in Spring only), Geometry, and Algebra 2 End-of-Course assessments. Scores for initial and late reporting releases are available to users in the FSA Reporting System.

System Requirements

The FSA Reporting System can only be accessed using supported operating systems and web browsers. Information about the supported operating systems and browsers is outlined in the *System Requirements for Online Testing* document, available on the FSA Portal at www.FSAssessments.org.

Data files, such as the State Aggregation Results (SAR) File and District Aggregation Results (DAR) File, are encrypted and password protected. After downloading the files, state and district-level users must use a password to open the files. Using the built-in functionality in Windows to extract the ZIP files may not work as the default program does not support password-protected files. To extract and view the data files, users must have additional software that supports encryption installed on a local computer, such as WinZip Enterprise or 7-zip (or similar Zip utility). Once files are unzipped with a password and saved to the computer, a password will no longer be necessary to access the files.

Understanding User Roles and Permissions

Access to the reports provided in the FSA Reporting System depends on each user's role and its school and district associations. These roles are assigned in the Test Information Distribution Engine (TIDE) website. For example, district users can view data for all schools in their respective districts; school users can view data only for their school(s).

Table 2 on the next page describes the user roles in the FSA Reporting System and the reports that are accessible to each applicable user role.

Table 2. User Roles and Access in the FSA Reporting System

Access Level and Roles	District Assessment Coordinator	District Administrator	School Administrator
State Summary Report	✓	✓	✓
State Report of Districts	✓	✓	✓
State Aggregation Results File (SAR)	✓	✓	
District Summary Report	✓	✓	✓
District Report of Schools	✓	✓	✓
District Aggregation Results File (DAR)	✓	✓	
District Student Results File (DSR)	✓	✓	
School Report of Students for District	✓	✓	
School Report of Students	✓	✓	✓

Accessing the FSA Reporting System

This section explains how to log in and log out of the FSA Reporting System and how to switch between the different FSA systems.

Logging in to the FSA Reporting System

To log in to the FSA Reporting System, you must have an authorized username and password. You will use the same username and password to access all FSA systems (e.g., TIDE, TA Interface, or FSA Reporting System). If you already have a username and password for TIDE, you will use the same information to log in to the FSA Reporting System.

If you have not yet received your login information for an FSA system, contact your school or district assessment coordinator. He or she can create an account for you to access the FSA Reporting System.

Note: Do not share your login information with anyone. All FSA systems provide access to student information, which must be protected in accordance with federal privacy laws.

To log in to the FSA Reporting System:

1. On the FSA Portal (www.FSAssessments.org), click the **FSA Reporting System** card. The *Login* page appears.

    You can also access the FSA Reporting System directly at the following URL: https://FSAReports.airast.org.

Figure 1. Portal: FSA Reporting System Card

2. Enter your email address and password in the respective text boxes, and then click **Secure Login**. The *Home Page* (see Figure 4) appears.

Figure 2. Login Page

About Usernames and Passwords

Your username is the email address associated with your account in the FSA Reporting System.

Note: Important Information Regarding Your Password

If you are a user who has recently been added to the FSA Reporting System, you should have received an email from AIRAST-DoNotReply@airast.org that contains a link to the FSA TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the email.

Did your first activation link expire?

If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the **Request a new one for this school year** link in the *First Time Login This School Year?* section of the *Login* page. Enter your email address in the *Email Address* field and click **Next**. You will receive another email containing a new activation link, which also expires in 15 minutes.

Did you forget your password?

If you forgot your password, you can reset it. On the *Login* page, click **Forgot Your Password?** and then enter your email address. Click **Next**. Enter the answer for your selected security question and click **OK**. You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

Did you not receive an account activation or password reset email?

Emails from AIR come from AIRAST-DoNotReply@airast.org. Check your spam folder to make sure your email provider did not categorize it as "junk" mail. If you still do not have an email, contact your school or district assessment coordinator to make sure you were added to the FSA Reporting System. Only users who have been added to the FSA Reporting System will receive an email with an activation or password reset link.

Additional Help

If you are unable to log in, contact the FSA Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section.

Switching Between FSA Systems

After you have logged in to an FSA system, you can navigate between the following systems:

- FSA Reporting System

- TIDE

- Test Delivery System (TDS) – TA Interface (Operational)

- Test Delivery System (TDS) – TA Practice Test

Note: Access to these systems and their features is dependent on your user role. Additionally, while users will be able to navigate into TDS, the navigation menu will not appear in TDS. This is by design so that test sessions are not closed inadvertently.

To switch between FSA systems:

1. Navigate to the drop-down menu at the top left corner of your browser window.

Figure 3. FSA Systems Drop-Down Menu

2. Select the system you want to use from this menu. You will be directed to the selected application and will not have to log in again.

Logging out of the FSA Reporting System

The FSA Reporting System contains students' personally identifiable information. Be sure to log out of the system to ensure that unauthorized users do not have access to this information. You will be logged out of the system automatically after 30 minutes of inactivity.

To log out of the FSA Reporting System:

- Click **Logout** at the top right-hand corner of the page (see Figure 3).

Viewing Reports and Files

This section provides instructions on how to access the state, district, and school reports available in the FSA Reporting System.

Accessing Score Reports

You can access all reports from the *Home Page*.

Figure 4. Home Page

To access a report:

1. From the **Year** drop-down, select a testing year (e.g., 2016-2017).

Figure 5. Year Drop-Down

2. From the **Administration** drop-down, select a test administration (e.g., Spring FSA ELA/Mathematics).

Figure 6. Administration Drop-Down

3. From the **Subject** drop-down, select the subject you wish to view (e.g., Mathematics, ELA, or Geometry). The subjects available in the menu depend on the selected administration.

Figure 7. Subject Drop-Down

4. From the **Type** drop-down, select the type of report you want to generate (PDF/Excel Reports or Data Files). Data files are only available for district users.

Figure 8. Type Drop-Down

5. To generate PDF/Excel Reports, follow the additional steps in the Generating PDF/Excel Reports section. To generate Data Files, follow the additional steps in the Generating Data Files section.

Generating PDF/Excel Reports

If **PDF/Excel Reports** is selected in the **Type** drop-down (see Figure 8), follow the steps below to generate the desired report.

1. From the **Report** drop-down, select the report you want to generate (e.g., State Summary, School Report of Students). The options listed in the **Report** drop-down list depend on your user role. For example, if you are a School Administrator, the School Report of Students for District will not be listed.

Figure 9. Report Drop-Down

2. Based on the administration (see Figure 6), subject (see Figure 7), and report (see Figure 9) selected, additional fields may be displayed:

Figure 10. Grade Drop-Down

   a. **District**: If this drop-down is displayed, select the district whose students you want to include in the report. The drop-down list will only display the districts with which you are associated.

b. **School**: If this drop-down is displayed, select the school whose students you want to include in the report. The drop-down list will only display the schools with which you are associated.

c. **Wave**: If this drop-down is displayed, select the wave of results you wish to view (e.g., Initial, Late Reporting Release 1). Depending on the administration, as many as three Late Reporting Releases may be listed. This field will only be displayed for these reports: School Report of Students for District and School Report of Students. The **Wave** drop-down will only appear when there are Initial and Late Reporting Release results to display.

d. **Grade**: If this drop-down is displayed, select the grade or grade band you wish to view to include in the report.

3. Complete one of the following options:

o   To generate a PDF of the report, click **PDF Report**. See for a sample School Report of Students PDF report.

o   To generate the report in Excel format, click **Excel Spreadsheet**. See for a sample School Report of Students Excel report.

Figure 11. Sample PDF of School Report of Students

Figure 12. Sample Excel Spreadsheet of School Report of Students

Generating Data Files

If **Data Files** is selected in the **Type** drop-down (see Figure 8), follow the steps below to generate the desired report.

Passwords are required to open the data files. The password provides an additional layer of security for your district's student results data. The PDF and Excel reports are generated from data stored in an encrypted database in real time when the button to generate a report is clicked, so they are not at risk of being compromised. The encryption and password requirements provide additional protection to ensure your data remain secure.

> **Note: Important Information Regarding Data Files**
> - The data files are provided in a Zip file and are encrypted and password-protected. To extract and view the data files, you need to have additional software that supports password encryption installed on your computer, such as WinZip Enterprise or 7-zip.
> - The data files are bundled and include the State Aggregation Results File (SAR), District Aggregation Results File (DAR), and District Summary Results File (DSR).

1. From the **District** drop-down list, select the district whose data files you wish to download. The drop-down list will only display the districts with which you are associated.
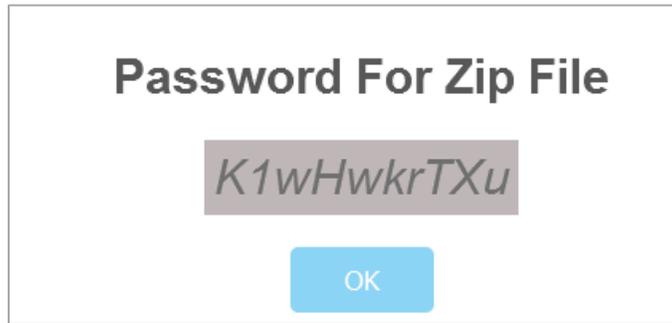
Figure 13. Selection Field for Downloading Data Files

2. Click **Download**. The Zip file will be downloaded to your computer.

3. Click **Reveal Password** to view the password that you will enter when you extract the downloaded data file.
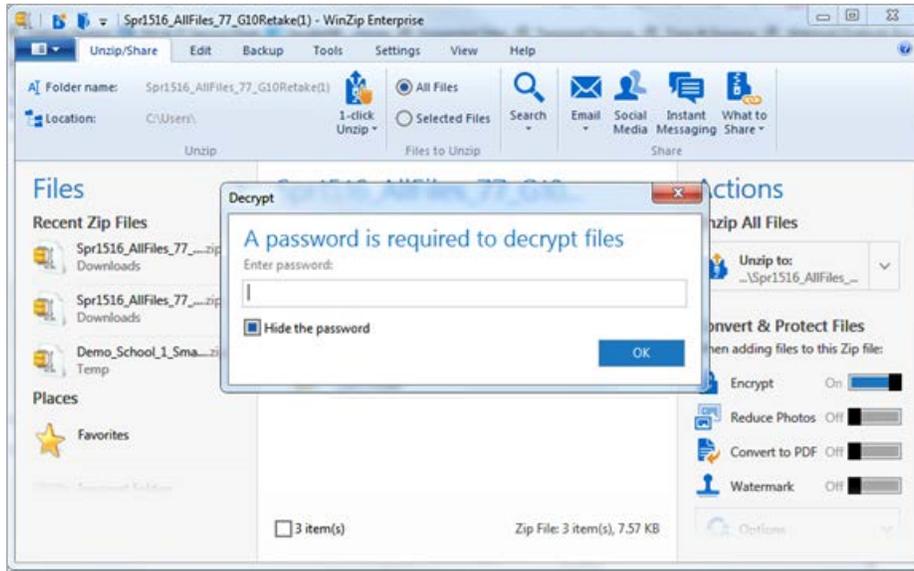
Figure 14. Sample Password for Zip File

4. Make a note of or copy the password and click **OK** to close the password pop-up window.

5. Locate the downloaded Zip file on your computer and open it.

Figure 15. Sample Zip Screen
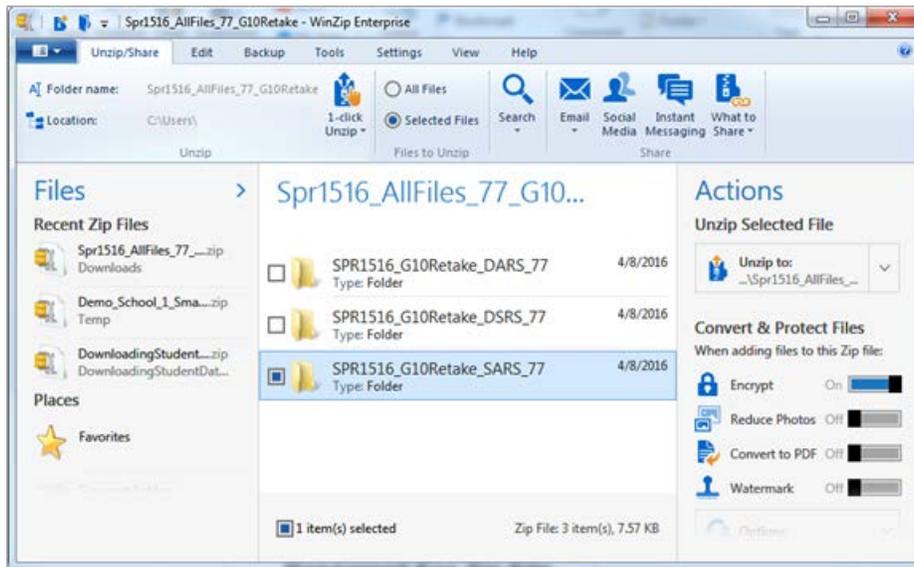
6. Enter the password in the password prompt that appears when you unzip or extract the files and click **OK**.

Figure 16. Sample Password Screen

7. Open the extracted file to view the data.

Figure 17. Sample DAR File FSA Spring ELA Retake

Note:

- Once the files have been unzipped and saved locally, a password will no longer be required to open the files.

- If you save the Zip file to your computer without unzipping the file, and you do not retain the password required to open the Zip file, you can return to the FSA Reporting System and obtain the password for that report as indicated in .

Appendix A. User Support

If this user guide does not answer your questions, please contact the FSA Help Desk.

The FSA Help Desk is open Monday–Friday from 7:00 a.m. to 8:30 p.m. Eastern Time (except holidays or as otherwise indicated on the FSA Portal).

FSA Help Desk

Toll-Free Phone Support: 866-815-7246

Email Support: fsahelpdesk@air.org

Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

To help agents effectively assist you with your issue or question, please be ready to provide the FSA Help Desk with detailed information that may include the following:

- Any error messages that appeared.

- The device, operating system, and browser information that you are using.

- Information about your network configuration.

- The steps that you took before the issue occurred.

Appendix B. Change Log

Location	Change	Date
Understanding User Roles and Permissions	Updated to include District Administrator (DA) user role	10/20/17
About Usernames and Passwords	Updated information on account activation	10/20/17