

# Florida Reporting System User Guide

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*Prepared by Cambium Assessment, Inc.*



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## Introduction to the User Guide

This user guide gives instructions on how to use the Florida Reporting System (FRS) to access the Florida Assessment of Student Thinking (FAST), Benchmark for Excellent Student Thinking (B.E.S.T.), and Florida Civic Literacy Examination (FCLE) results.

- FAST Progress Monitoring grades 3–10 English Language Arts (ELA) Reading
- FAST Progress Monitoring grades 3–8 Mathematics
- FAST ELA Reading Retake (new for the 2023-2024 school year)
- B.E.S.T. EOC Mathematics Algebra 1 and Geometry
- FCLE for K–12
- FCLE for Postsecondary

It includes the following sections:

- [How to Navigate Reports](#)
- [How to Set Up Reports to Suit Your Needs](#)
- [How to Export and Print Data](#)
- [How to Access Item-Level Data](#)

You may also refer to the [Understanding FAST and B.E.S.T. Reports for Teachers and Administrators](#) guide for more information on how to interpret these measures.

## New for the 2023-2024 School Year

These are the enhancements that we have provided for the current school year.

- **Box and whisker plots in the Simple and Detailed Individual Student Reports (ISR)** – For each reporting category, a box and whisker plot is included as a visual representation of student performance relative to the standard.
- **Enhanced achievement level descriptions in the Detailed ISR** – For each reporting category, an enhanced achievement level description is included based on whether the student performed below, at/near, or above the standard. These include an explanation of the student’s strengths and weaknesses as well as next steps parents can take to help the student make progress in their learning. The resources below provide the full descriptions for each grade and subject.
  - [FAST ELA Reporting Category Statements](#)
  - [FAST Math and B.E.S.T. EOC Reporting Category Statements](#)
- **Percent Level 3 or above column in the Florida Reporting System (FRS)** – This indicates the total percentage of students in a given aggregate who achieved a Level 3 or above for a particular assessment.
- **Cross-Sectional Report** – This report allows school- and district-level users to compare different groups of students on the same test over different administrations (for example, PM2 2023-24 vs PM1 2023-24 vs PM3 2022-23). The tests must be on the same scale to be compared (for example, the B.E.S.T. scale).

- The default reporting time period in FRS is now 2023-2024. To view data for tests taken in the previous school year, the reporting time period must be changed to 2022-2023. This will default to display the user's students as of the current date.
  - To view 2022-2023 data for all the user's students from last year, the reporting time period must be changed to 2022-2023 *and* a date closer to the end of last school year must be selected in the **View results for students who were mine on:** drop down.
  - Rosters from last year have been end-dated. Teachers will need to create new rosters for their students for the current school year.

# How to Navigate Reports

This section explains how to navigate your reports.

## How to Understand Which Students Appear in Your Reports

- Teachers can view data for all students in their rosters who have completed assessments.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.

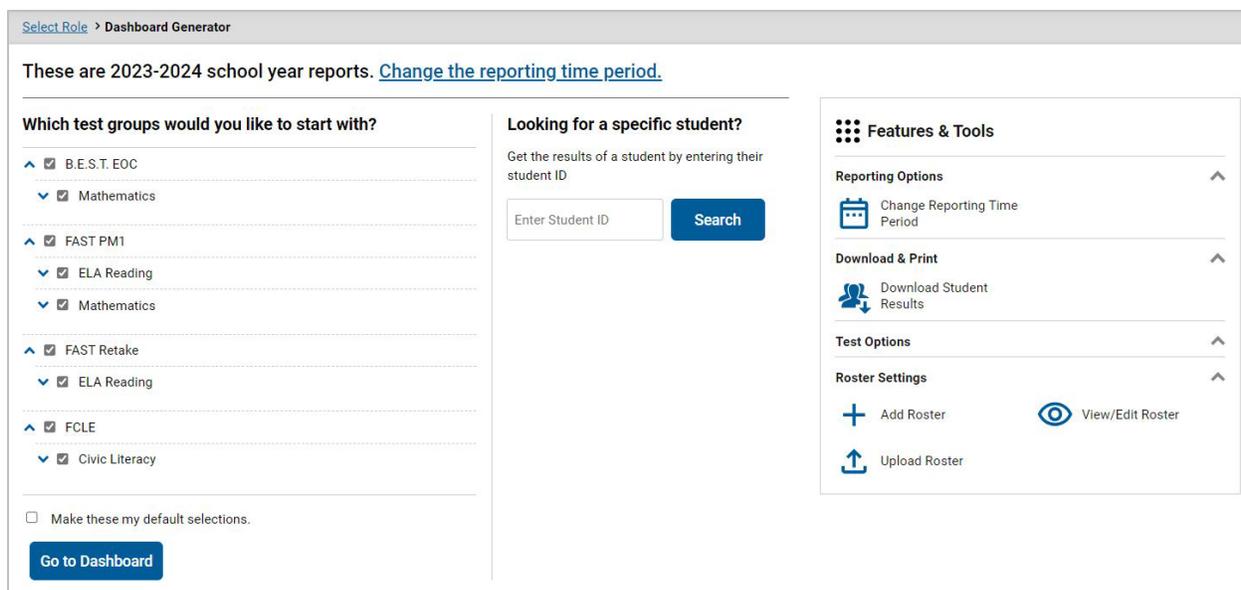
## How to Start Viewing Reports

### How to Use the Dashboard Generator Page

When you log in to the Florida Reporting System (FRS), the first thing you see is the Dashboard Generator page (see [Figure 1](#)). The controls on the left let you select from the groups of tests that have been processed for the current school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects.

1. Select the tests you want to view, expanding the test groups as needed.
2. *Optional:* To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.
3. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

Figure 1. Dashboard Generator Page



To the right of the dashboard generation controls are some other useful features. The *Looking for a specific student?* section allows you to use a student’s FLEID to [view all test results for that student](#). The **Features & Tools** menu appears on the right side of this page and in reports and offers multiple features that are described elsewhere in this guide.

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

- *Optional:* To change the test groups or choose a different school year listed in the Dashboard Generator, click on [change the reporting time period](#).

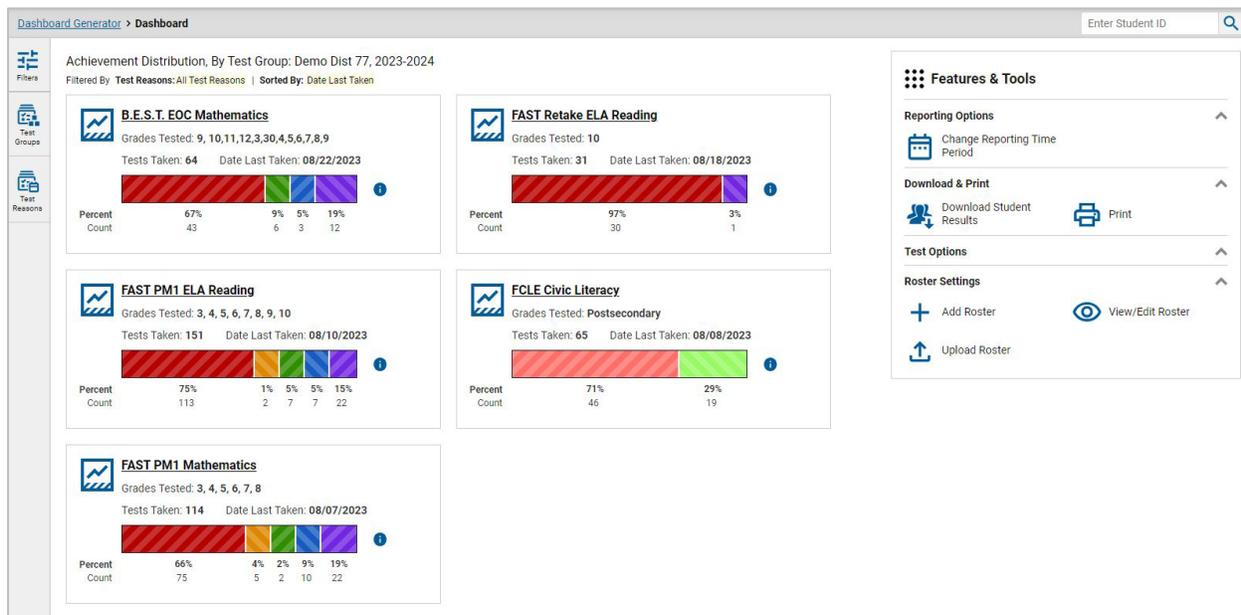
## How to Use the Dashboard to View Aggregate Test Results

All users except state-level users can view the standard dashboard ([Figure 2](#)). It displays aggregation cards for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, one of the cards shown is for a FAST ELA Reading test).

Each aggregation card displays the test group name, a list of grades, the number of students who took tests in the group, the date of the last test taken, and an achievement distribution bar displaying both percentages and student counts below it. You may sometimes see the message “Data cannot be aggregated together for this group of tests” instead of the achievement distribution bar for tests that do not report achievement distribution, or that use different sets of achievement levels. Test group cards are sorted by date last taken.

Clicking the  button beside the achievement distribution bar displays a legend with more information about achievement levels.

Figure 2. Dashboard



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If a message appears saying “There are no assessments to display,” there may be no assessments completed in your current reporting time period, or you may have filtered out all data. [Changing the reporting time period may solve the problem](#). If you are a teacher, you may also be able to view more students’ data by [Roster Management](#).

To change the test groups and test reasons that appear, use the **Filters** panel on the left. For more information on filtering, see [How to Set Up Reports to Suit Your Needs](#). You can also backtrack to the Dashboard Generator using the link in the path at the upper-left corner and change your test group selections there.

### How to View More Detailed Data on a Particular Test Group

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

In the Achievement on Tests report, teachers see two tables, as in [Figure 3](#):

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

Figure 3. Teacher View: Achievement on Tests Report

Dashboard Generator > Dashboard > Achievement on Tests

Enter Student ID

**My Assessments** Features & Tools

Average Score and Achievement Distribution, by Assessment: All Rosters, 2023-2024  
 Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
<a href="#">Grade 3 FAST Mathematics</a>	FAST PM1	3	PM1 2023-24	2	268	Percent Count: 50% (1), 50% (1)	07/31/2023
<a href="#">Grade 4 FAST Mathematics</a>	FAST PM1	4	PM1 2023-24	2	268	Percent Count: 50% (1), 50% (1)	07/31/2023

Rows per page: 10 | 1 Items: < 1 of 1 >

**My Students**

Most Recent Assessment of All Rosters: 2023-2024  
 Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
<a href="#">Demo Student 1</a>	DM307793445593	Grade 3 FAST Mathematics	07/31/2023
<a href="#">Demo Student 2</a>	DM307793445684	Grade 3 FAST Mathematics	07/20/2023
<a href="#">Demo Student 3</a>	DM307793445623	Grade 4 FAST Mathematics	07/14/2023

Rows per page: 10 | 3 Items: < 1 of 1 >

District- and school-level users see just one table, as in [Figure 4](#). Like the first table on the teacher Achievement on Tests report, this table lists all the completed assessments in the test group.

Figure 4. School-Level User View: Achievement on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
Grade 7 FAST Mathematics	FAST PM1	7	PM1 2023-24	21	304	Percent Count: 67% (14), 5% (1), 10% (2), 19% (4)	08/07/2023
Grade 5 FAST Mathematics	FAST PM1	5	PM1 2023-24	20	295	Percent Count: 70% (14), 10% (2), 20% (4)	08/02/2023
Grade 4 FAST Mathematics	FAST PM1	4	PM1 2023-24	20	288	Percent Count: 60% (12), 10% (2), 5% (1), 20% (4)	08/02/2023
Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	20	308	Percent Count: 65% (13), 5% (1), 5% (1), 20% (4)	08/02/2023
Grade 6 FAST Mathematics	FAST PM1	6	PM1 2023-24	17	297	Percent Count: 71% (12), 12% (2), 18% (3)	08/01/2023
Grade 3 FAST Mathematics	FAST PM1	3	PM1 2023-24	16	275	Percent Count: 63% (10), 6% (1), 13% (2), 19% (3)	07/31/2023

For each test, the My Assessments table shows the test group, grade, test reason (a category assigned to an assessment), number of students who took the test, average score, achievement distribution, and date the test was last taken.

You can use the filters to view a different set of assessments. For more information on filtering, see [How to Set Up Reports to Suit Your Needs](#).

If a message appears saying “There are no assessments to display” or “There are no students to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

## For Teachers and School-Level Users: How to View Student-Level Data for All Your Students

The **Achievement by Student** tab displays test results for each of your students across rosters. In order to see the results for all your students, follow the instructions below.

1. Starting from the dashboard that appears when you log in, click a test group name.
2. Click a test name in the assessments table at the top of the page.
3. In the report that appears, select the **Achievement by Student** tab, as in [Figure 5](#). You will see results listing all your students. The first few rows also show aggregate achievement data for your state, district, school, and/or total students.

To see which students performed best, click the score or Achievement columns to sort them. You can view your students’ achievement in each area of the test by clicking the reporting category section bars to expand them, as shown in [Figure 6](#).

Figure 5. School Achievement on Test Report: Achievement by Student Tab

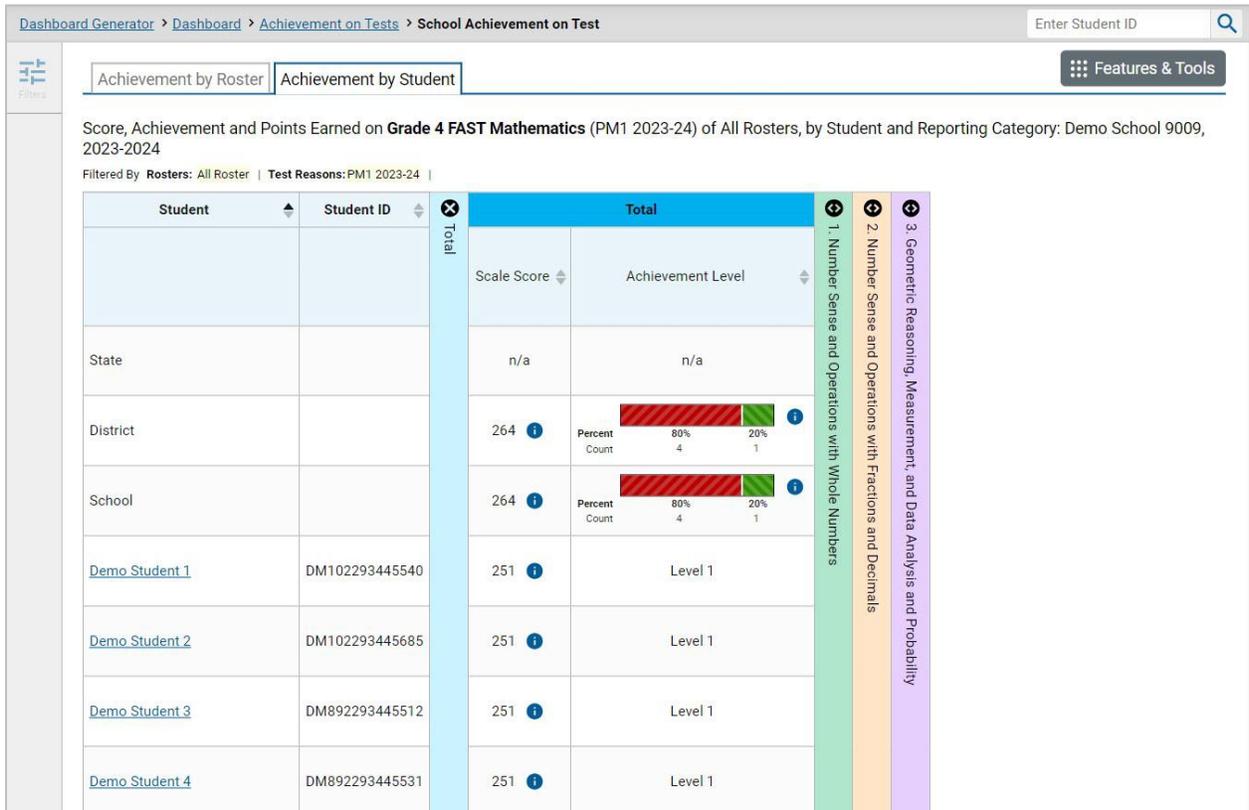
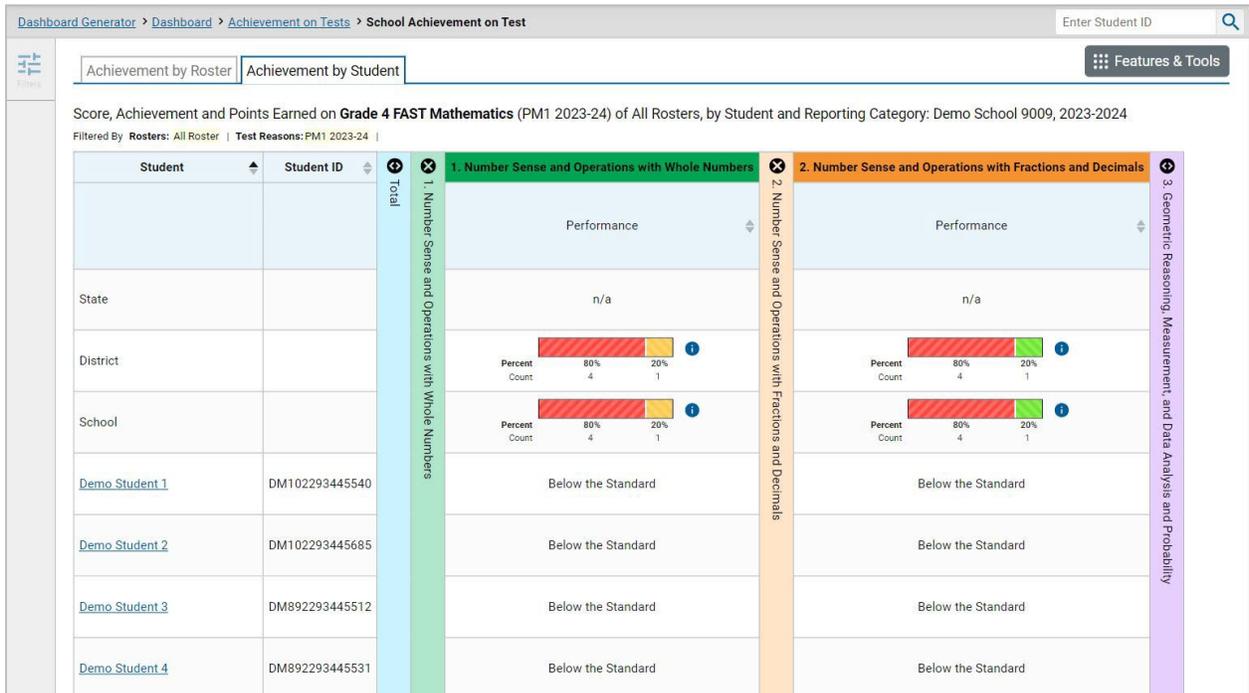


Figure 6. School Achievement on Test Report: Achievement by Student Tab with Expanded Reporting Category Section



## How to View Test Results for Rosters on a Particular Test

You can view a list of rosters that took a particular test, and you can also view the test results for a particular roster.

## How to Access Test Results for All Your Rosters

The **Achievement by Roster** tab ([Figure 7](#)) displays test results for each roster. To view this tab, follow the instructions for your user role below.

### Teachers and school-level users:

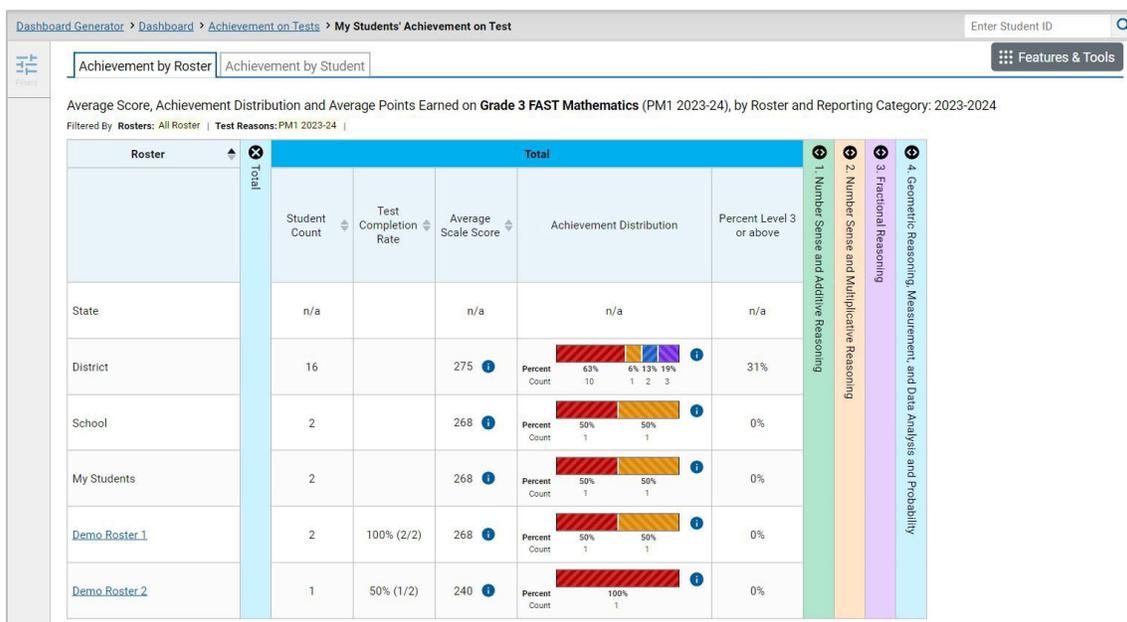
1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. Either the My Students' Achievement on Test or the School Achievement on Test report appears, depending on your role. It is open to the **Achievement by Roster** tab.

**District-level users** can view all rosters in a school. To do so, follow these instructions:

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

The report shown in [Figure 7](#) displays a list of your rosters and each roster's achievement. The first few rows also show aggregate achievement data for your state, district, school, and/or total students.

Figure 7. My Students' Achievement on Test Report: Achievement by Roster Tab



## How to See Which Rosters Performed Well on This Assessment

To see which rosters performed best on the test, do either of these things:

- Click the score column header to sort by score and look for rosters with high average scores.
- Look at the bars in the Achievement Distribution column to see where the percentage of students at or above proficient is high.

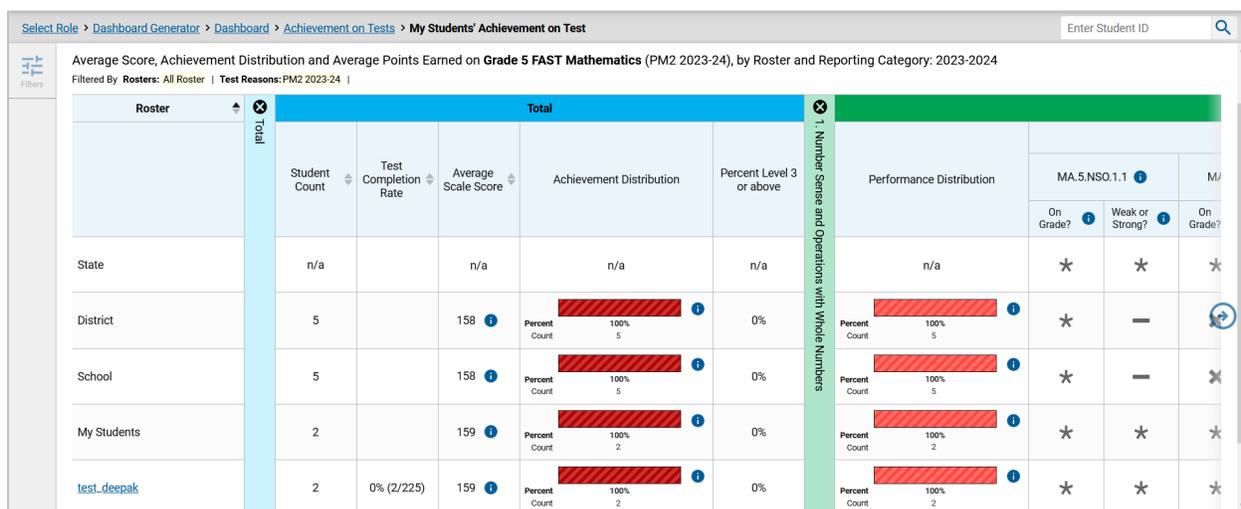
## How to See Which Rosters Had the Highest Test Completion Rates

To see which rosters had the highest test completion rate, click the Test Completion Rate column header to sort the column. Test completion rate data is only available for rosters and is not available at any other aggregation level. The test completion rate is based on the number of students in each roster who have completed the test.

## How to See How Well Rosters Performed in Each Area on the Test

For tests with reporting category sections, you can compare the achievement of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 8), you can view average score and an achievement distribution bar for each roster under the reporting category Number Sense and Additive Reasoning.

Figure 8. My Students' Achievement on Test Report: Achievement by Roster Tab with Expanded Reporting Category Section



## How to View and Interpret Standard Measures Within Reporting Category Sections

Aggregate test results for adaptive tests may include detailed achievement measures within benchmarks within reporting categories.

An educational standard, sometimes called an assessment target, describes the skill the item measures.

To learn more about each standard, click the more information button  to the right of the standard name (shown in Figure 9).

Figure 9. School Achievement on Test Report: Achievement by Roster Tab with Expanded Reporting Category Section

Roster	1. Number Sense and Operations with Whole Numbers									
	MA.5.NSO.1.2		MA.5.NSO.1.3		MA.5.NSO.1.4		MA.5.NSO.1.5		MA.5.NSO.2.1	
	On Grade?	Weak or Strong?	On Grade?	Weak or Strong?	On Grade?	Weak or Strong?	On Grade?	Weak or Strong?	On Grade?	Weak or Strong?
State	*	*	*	*	*	*	*	*	*	*
District	x	-	x	-	x	-	x	-	x	-
School	x	-	x	-	x	-	x	-	x	-
My Students	*	*	*	*	*	*	x	-	x	-

Table 1. School Achievement on Test Report: Achievement by Roster Tab: Reporting Category Section Elements

#	Element
1	Reporting category
2	Benchmark

Each standard consists of sub-columns displaying achievement measures:

- On Grade?:** This column displays icons indicating whether students have on average attained the On Grade standard. When the observed performance within a standard is greater than the Level 3 cut, the reporting unit shows relative strength in that standard compared to the Level 3 cut. Conversely, when observed performance within a standard is below the Level 3 cut, the roster or school shows relative weakness in that standard. The three levels of proficiency are: Above the On Grade Standard, At/Near the On Grade Standard, Below the On Grade Standard.
- Weak or Strong?:** You may want to identify strengths and weaknesses in different benchmarks within the reporting category so you can focus instruction on very specific areas where improvement is needed. This column displays icons indicating how students’ average achievement on the standard compares with their average achievement on the overall test. Note that these icons indicate only relative achievement and not proficiency. The three levels of weakness/strength are: Area of Strengths, Performance is similar to performance on the test as a whole, and Area of Weakness.



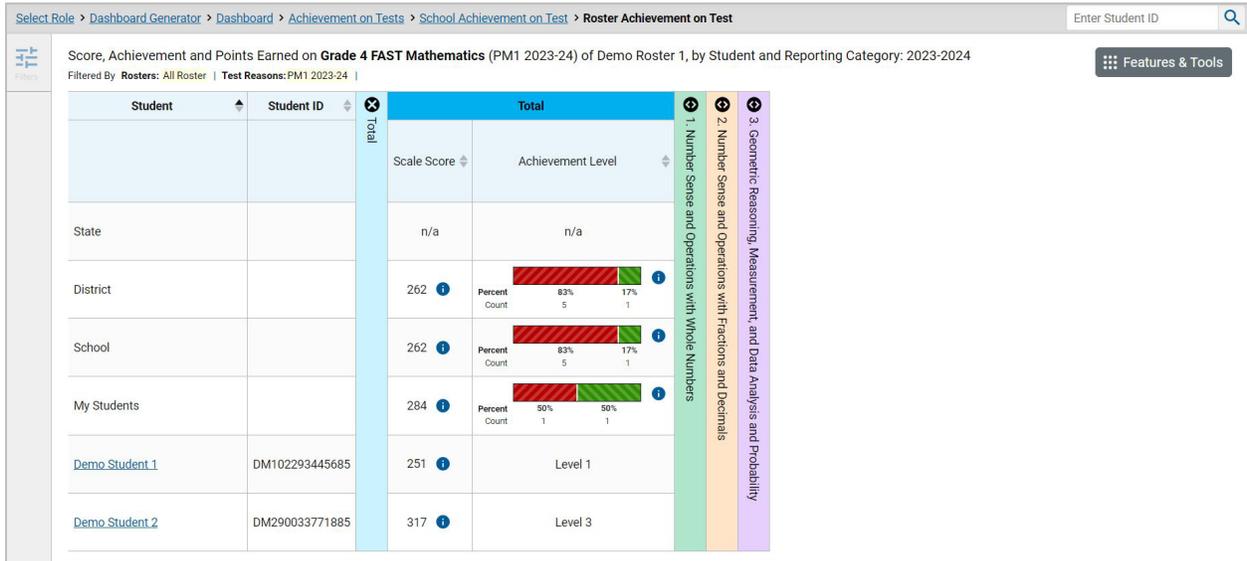
**Note:** Insufficient data can present itself as an asterisk at the roster level. Because rosters can be created with one student, this column will populate even with a roster of 1, though it is more likely to display insufficient information due to the small number.

To learn more about these measures and the symbols they use, click the more information button  to the right of each measure.

## How to Access Test Results for an Individual Roster

Prior sections explained how to access test results for all your rosters. To view results for one specific roster, click the name of a roster that appears in the first column of the report. The roster results, listed by student last name, appear (see [Figure 10](#)).

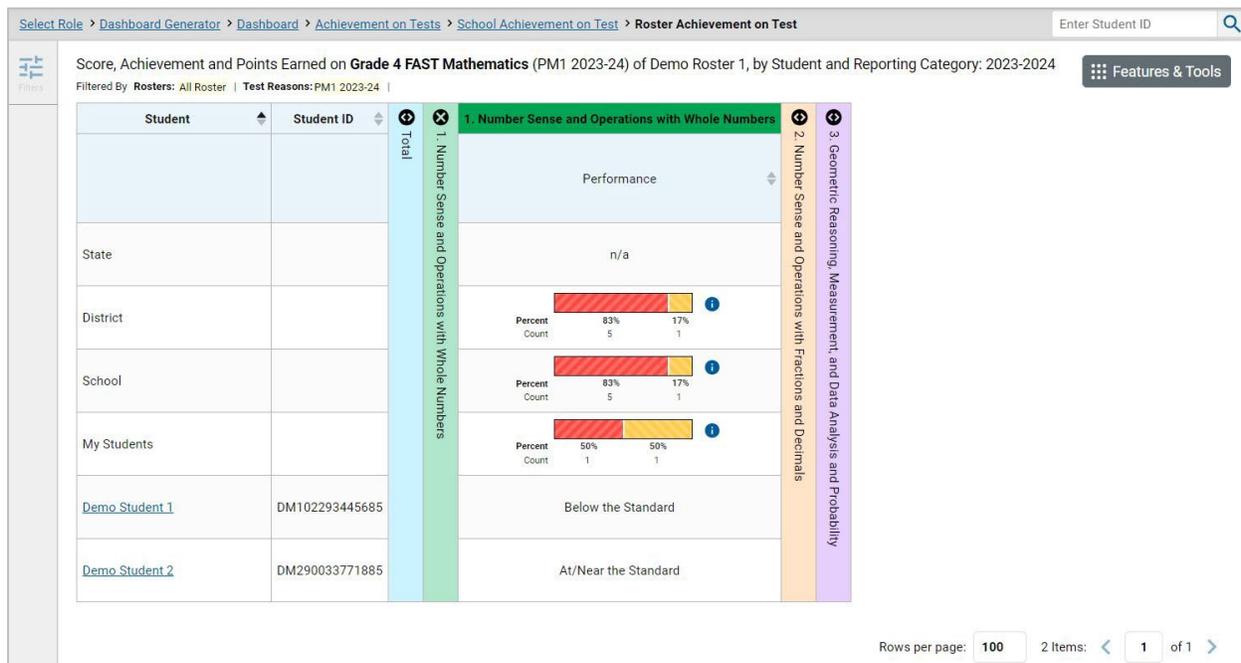
Figure 10. School-Level User View: Roster Achievement on Test Report



## How to See How Well Students in Your Roster Performed in Each Area of the Test

You can compare the achievement of your students in each area of the test using the reporting category sections, as shown in [Figure 11](#). Click the vertical section bar to expand each section.

Figure 11. School-Level User View: Roster Achievement on Test Report with Expanded Reporting Category Section



## For School- and District-Level Users: How to View Test Results for a School on a Particular Test

You can view test results for all the students in a school on a particular test. This gives you a high-level look at how the school is performing.

### How to Access Test Results for a School

#### School-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. The School Achievement on Test report appears.

#### District-level users:

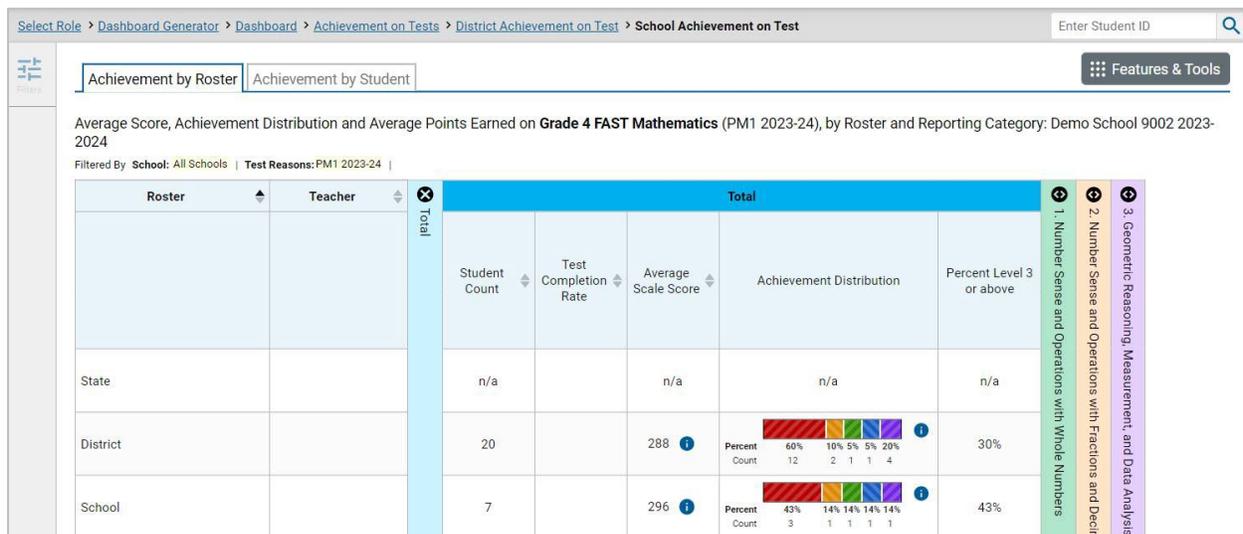
1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A table listing test results by school appears.
3. Click the name of the school for which you would like to see results. The test results for the school appear.



**Note:** District-level users can also access the test results from a school directly from the Achievement on Tests report, by first filtering by school.

The **Achievement by Roster** tab is open by default, as in [Figure 12](#).

Figure 12. School Achievement on Test Report: Achievement by Roster Tab



## How to See Which Rosters Performed Well on This Assessment

In the **Achievement by Roster** tab, click the header of the score column to sort by score then look at the Achievement Distribution column. Rosters with a high average scale score, and with a high percentage of students performing at or above on grade level in the achievement distribution bar, performed well on the assessment. If certain rosters performed consistently well, you could use them as a model for the rosters with lower achievement.

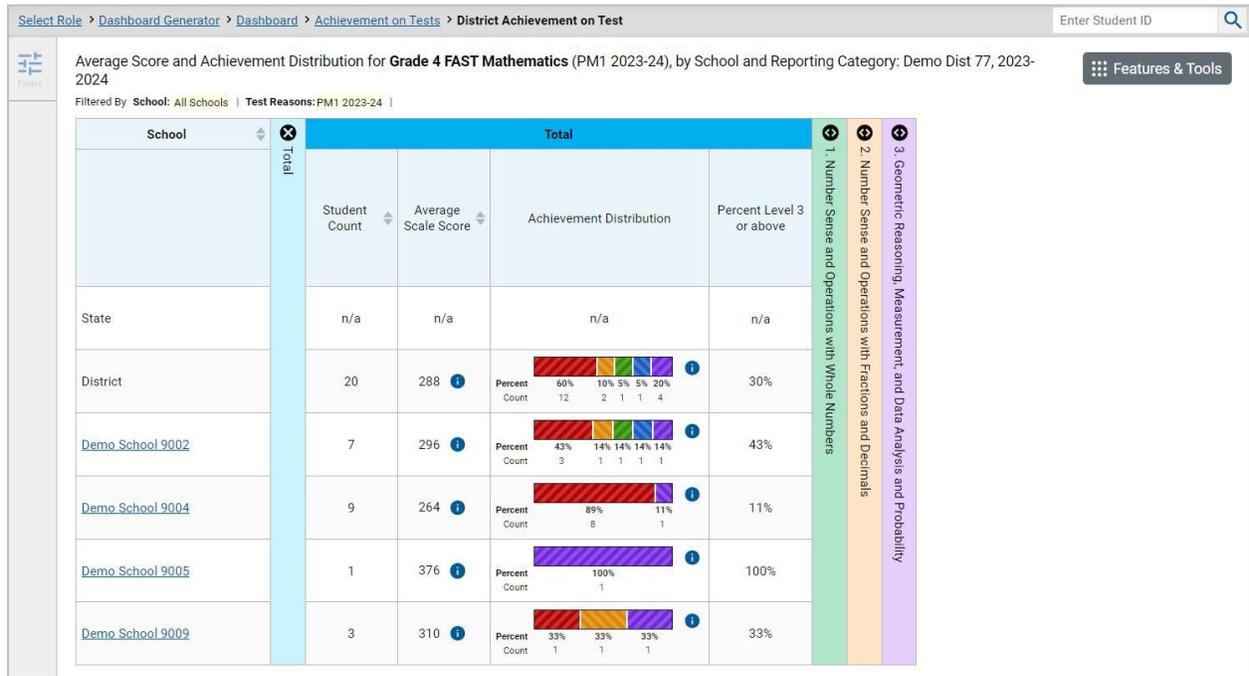
## For District-Level Users: How to View Test Results for a District on a Particular Test

You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

### How to Access Test Results for a District

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. The District Achievement on Test report appears, listing schools in the district (see [Figure 13](#)).

Figure 13. District Achievement on Test Report



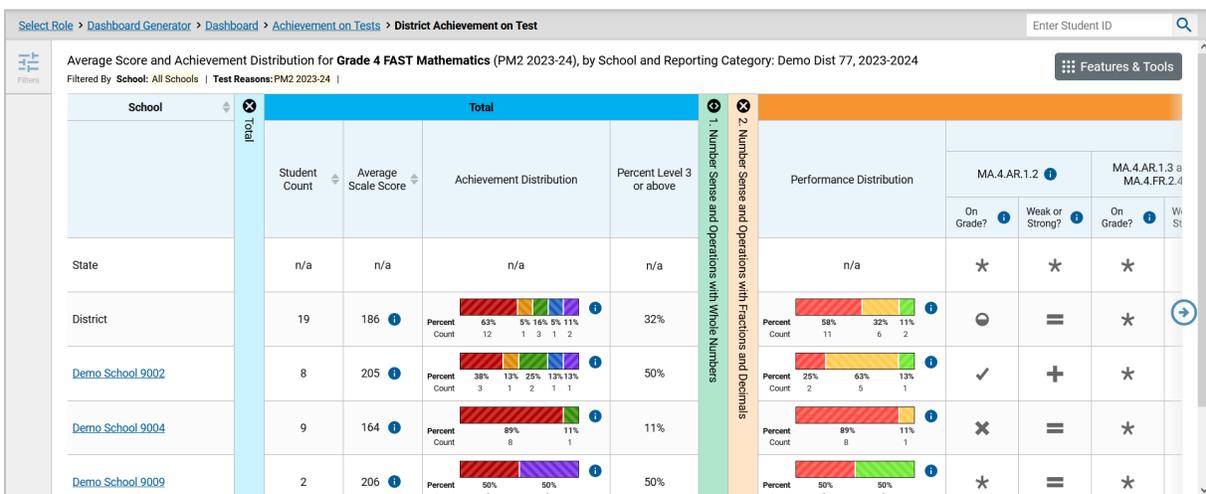
### How to See Which Schools in the District Performed Well on This Assessment

Click the Average Scale Score column to sort it, either highest to lowest or vice versa, or look at the Achievement Distribution column.

### How to See How Well Schools in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (as in [Figure 14](#)).

Figure 14. District Achievement on Test Report with Expanded Reporting Category Section



## How to Track Student Achievement Over Time

You can view your students' achievement over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' achievement has improved or declined.

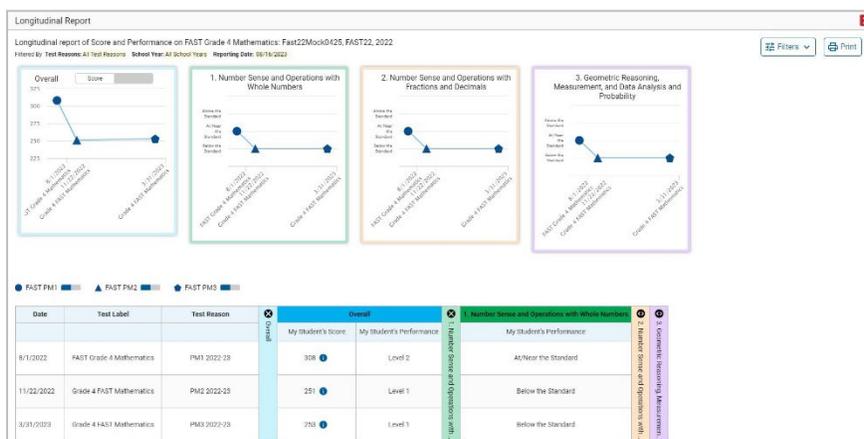


**Note:** This option is only available if there are multiple test opportunities to track.

Each Longitudinal Report displays achievement data for one of the following:

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.
- An individual student (see [Figure 15](#)).

Figure 15. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories



## How to Access a Longitudinal Report Comparing Related Assessments

If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Report** button allows you to access a Longitudinal Report for any of those assessments. If they haven't done so, then the **Build Longitudinal Report** button is not available.

Click the **Build Longitudinal Report** button in the **Features & Tools** menu.

The **Longitudinal Report** window appears. Depending on your role, the test types, and the number of students in the report, it may display a report options page rather than the Longitudinal Report itself. The contents of this page depend on your role and the number of students.

- **Teachers only:** If the test results you're looking at are for multiple students, a table appears with a column for each test (see [Figure 16](#)). This table does not appear if you're looking at an individual student.

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- A sub-column appears for each test reason (a category of test, or, for an assessment, a test window).
- The cells in the columns display checkmarks  to indicate which students completed which test/test reason combinations.

Figure 16. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Longitudinal Report ✕

**Generate Report**

Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below).

**Students Selected:** 2

Test	FAST Grade 4 Mathematics	Grade 4 FAST Mathematics	Grade 4 FAST Mathematics
<input checked="" type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> PM1 2022-23	<input checked="" type="checkbox"/> PM2 2022-23	<input checked="" type="checkbox"/> PM3 2022-23
Demo Student 1, FAST22 <small>(EI.000020220425)</small>	✓	✓	✓
Demo Student 2, FAST22 <small>(EI.000020220426)</small>	✓	✓	✓

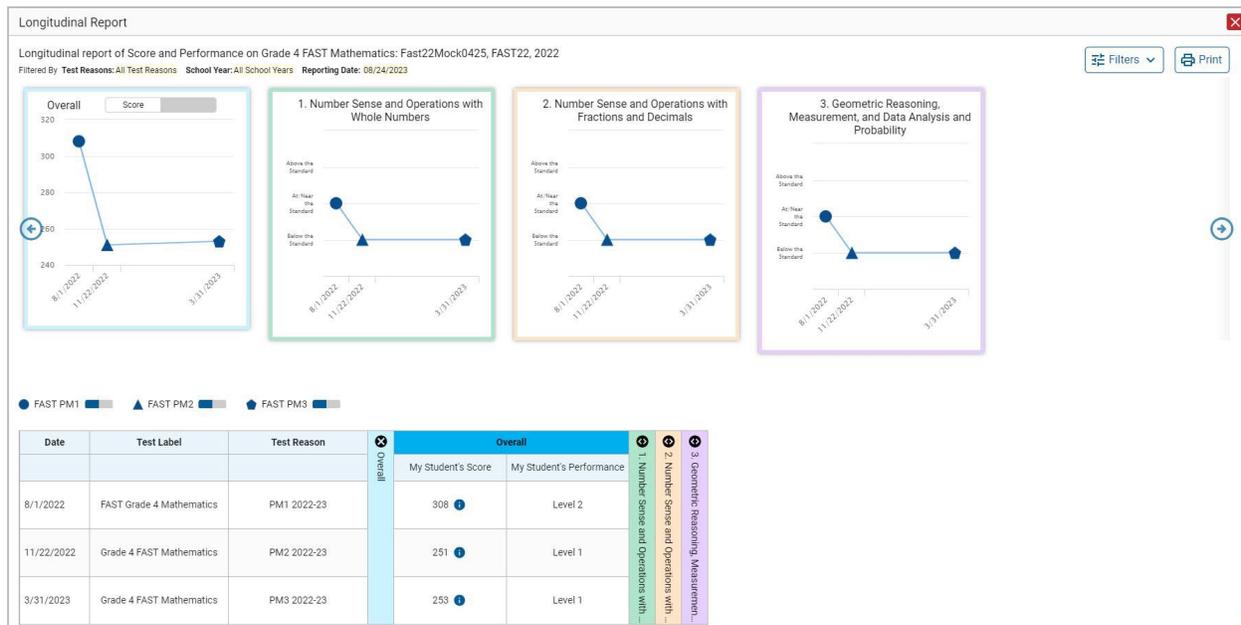
- Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all or clear it to remove all. The test opportunities that will be included are highlighted in yellow.
- If you're viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button .)

## How to View Students' Overall Achievement on These Assessments Over Time

Look at the graph in the upper-left corner of the Longitudinal Report (see [Figure 17](#)). It shows the scores or achievement levels of the student(s) each time they took the test(s).

Score data are plotted along a line.

Figure 17. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories



Achievement level data are shown the same way for a single student or, for multiple students, in achievement distribution bars.

Mouse over the data points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, look at the **Overall** section.

## How to Switch Between Score Data and Achievement Level Data

When a graph offers both score and achievement level data, a toggle bar appears at the top of it. Click the toggle to switch. You may want to do this if you find achievement level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.

## How to See Students' Achievement in Different Areas Over Time

Look at the reporting category graphs to the right of the overall achievement graph, or look at the expandable reporting category sections in the table at the bottom. Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

## How to Distinguish Different Types of Tests in the Graphs

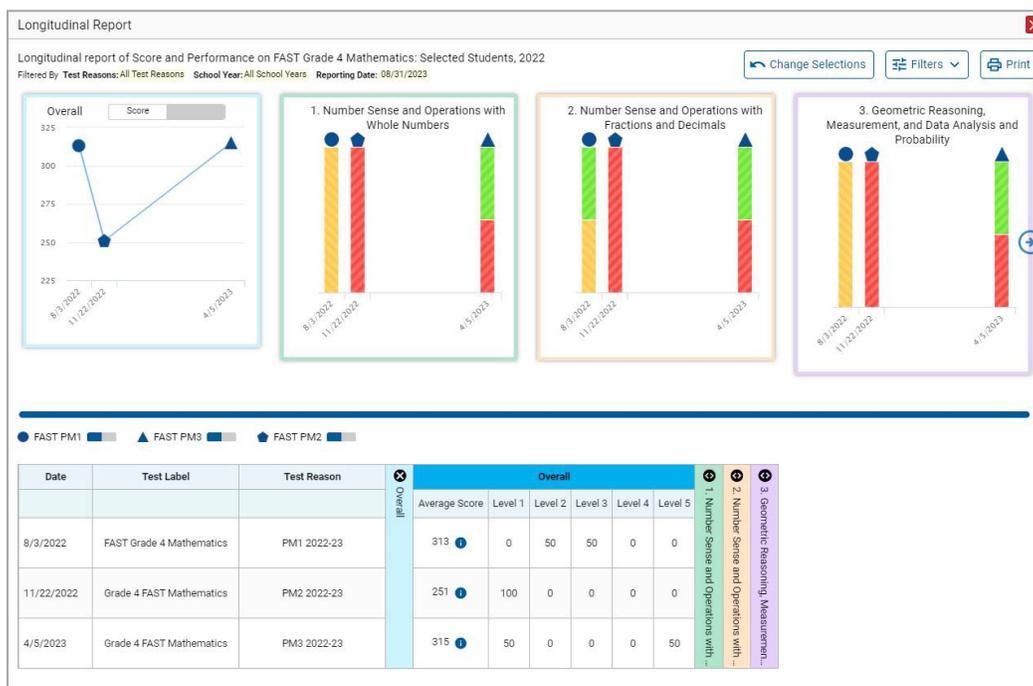
A symbol appears on each data point (see [Figure 18](#)).

## How to Modify the Test Groupings You've Selected

If you are a teacher and generated the report from the report options page, click the **Change Selections** button  (see [Figure 18](#)) in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test type(s) and, if you are a teacher viewing multiple students, your selection of tests and test reasons as well. Click **Generate Report** again.

Alternatively, if your report contains multiple test types, click the test type toggles  in the legend immediately below the graphs (see [Figure 18](#)) to hide and show data for each one. Note that these toggles do not affect report printouts or exports.

Figure 18. Longitudinal Report Window: Report for Single Student with Multiple Reporting Categories



## How to Filter Test Opportunities to Show Some and Not Others

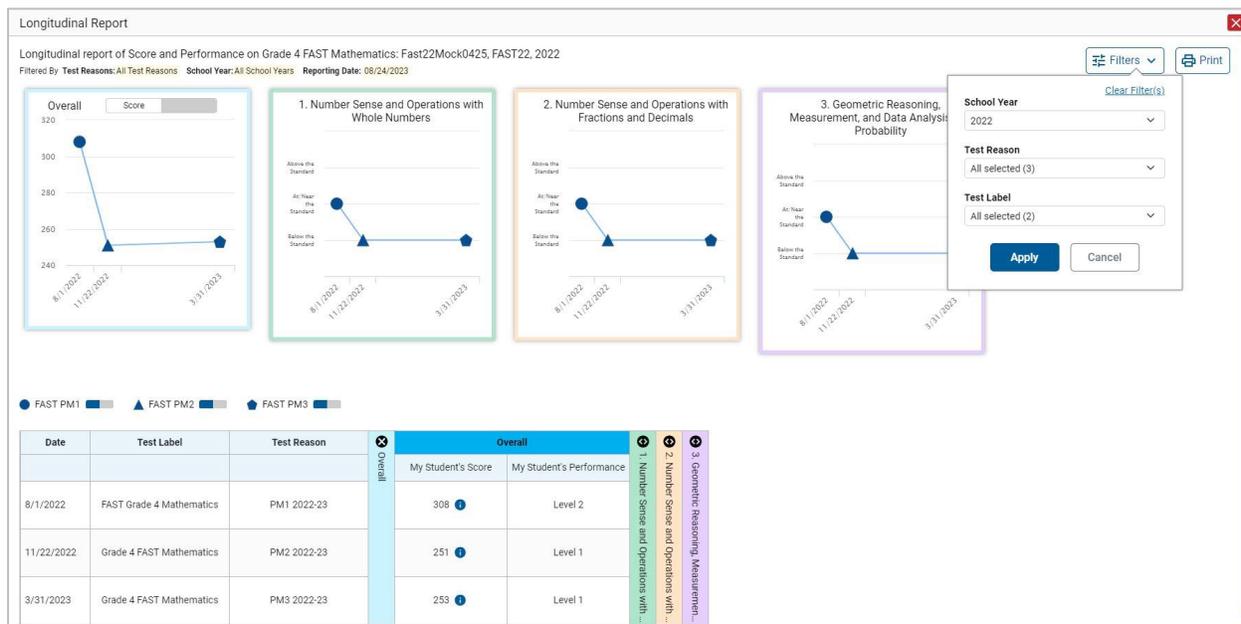
You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others.



**Note:** Filtering tests may affect the set of students whose data are included in the report.

1. Open the  **Filters** menu at the upper-right corner and select the filter options you prefer from the drop-down lists (see [Figure 19](#)).

Figure 19. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories and with Expanded Filter Menu



- You may want to filter by a particular school year or years. Note that years are not calendar years. “2022” refers to the 2022–2023 school year. By default, Longitudinal Reports show data for all years.
- Longitudinal Reports can show student achievement from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students’ achievement on last year’s sixth-grade tests.
- You may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring. Test reasons are the same as test windows.
- Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don’t want to see.

2. Click **Apply**.

3. *Optional:* To revert all filters to their defaults, open the  **Filters** menu again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, showing the test reasons and school years included in the report.

## How to View Test Results Broken Down by Demographic Sub-Groups

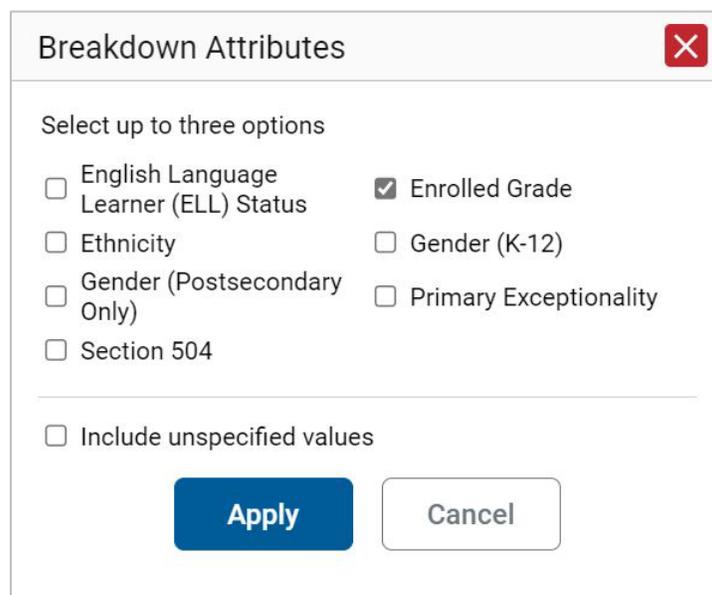
You can use the **Breakdown By** button  in the **Features & Tools** menu to compare achievement between different demographic sub-groups. This button is available for most aggregate test results.

### How to View Test Results Broken Down by Demographic Sub-Groups

To view test results broken down by demographic sub-groups, do the following:

1. Click  **Breakdown By** in the **Features & Tools** menu. The **Breakdown Attributes** window opens (see [Figure 20](#)).

Figure 20. My Students' Achievement on Test Report: Achievement by Student Tab: Breakdown Attributes Window



2. Select up to three student demographic categories.

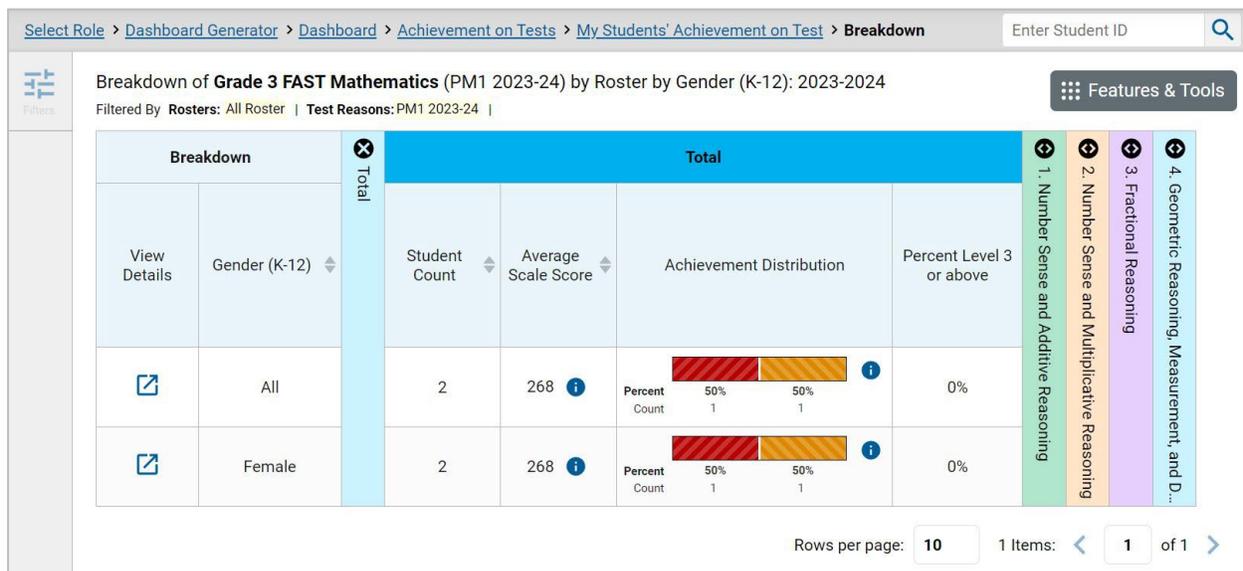
There is also an **Include unspecified values** checkbox, explained below:

- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
- To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 21](#)).

Figure 21. Demographic Breakdown of a My Students' Achievement on Test Report

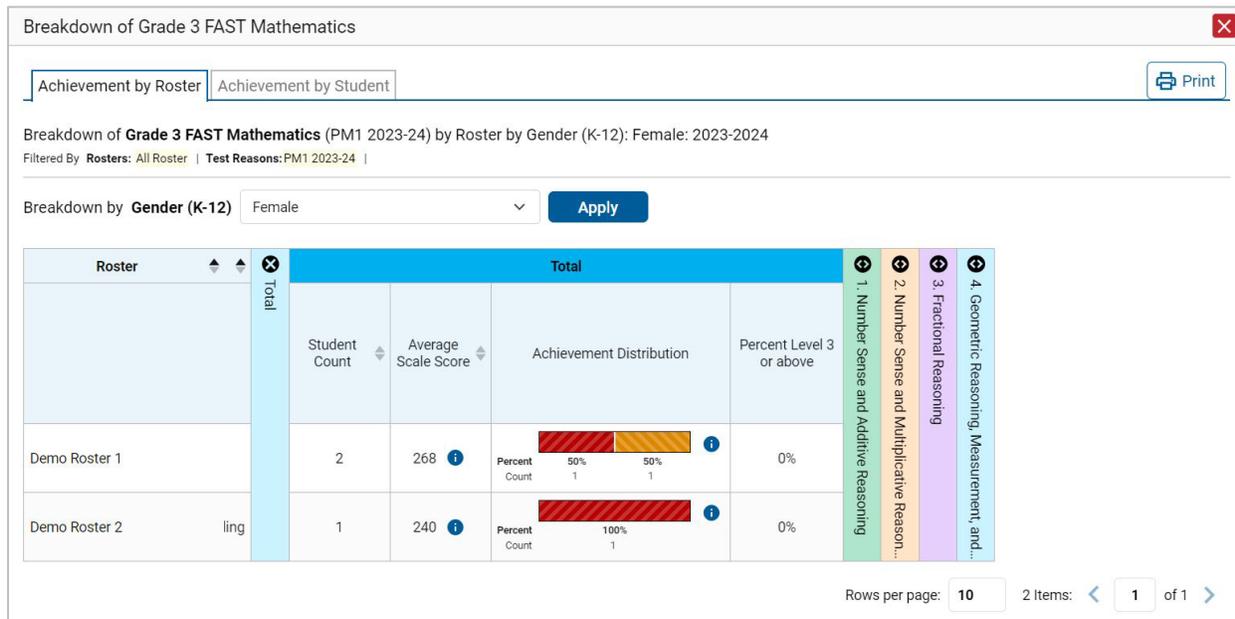


### How to View Test Results for a Particular Demographic Sub-Group or Combination

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see [Figure 21](#)).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups (see [Figure 22](#)).

Figure 22. Demographic Combination Breakdown Window (from School Achievement on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.

You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which rosters have the highest-performing girls in the first grade.

## For School- and District-Level Users: How to View a Cross-Sectional Report

When the Cross-Sectional Report is available, school- and district-level users can view a school or district’s performance, irrespective of enrolled students, for a test family across multiple test reasons. The tests must be on the same scale to be compared (for example, the B.E.S.T. scale). This report helps you understand how your school and district performance has improved or changed across student populations.

Unlike the Longitudinal Report, the Cross-Sectional Report does not track a particular set of students. The set of students may vary across test reasons, depending on which ones were enrolled and took the tests at the time.

A school-level user can view a report for their school. A district-level user can view a report for their district or any school within it.

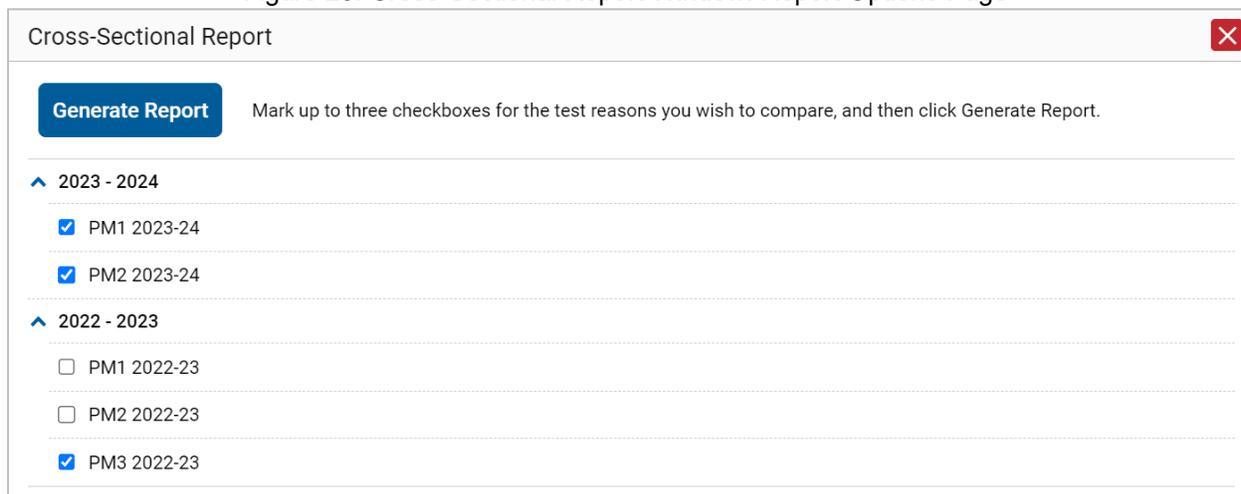
### How to Access a Cross-Sectional Report for an Institution and Test Family

When viewing either a [School Performance on Test Report](#) or a [District Performance on Test Report](#) for a test that has a Cross-Sectional Report available, you can access the report using the **Build Cross-**

**Sectional Report** button  in the  **Features & Tools** menu.

1. Click **Build Cross-Sectional Report** in the **Features & Tools** menu. The **Cross-Sectional Report** window opens, displaying report options (see [Figure 23](#)).

Figure 23. Cross-Sectional Report Window: Report Options Page



2. From the list of school years and test reasons, select up to three test reasons you wish to compare.
3. Click **Generate Report**. The report appears ([Figure 24](#)), displaying data for the test family to which the test belongs.

## How to View Overall Performance on This Test Family Over Time

Look at the graph in the upper-left corner of the Cross-Sectional Report (see [Figure 24](#)). It shows the scores or performance levels of the institution for each test reason.

Figure 24. Cross-Sectional Report Window (Scrolled to Top)



Score data are plotted along a line. Performance level data are shown in performance distribution bars.

Hover over the data points in a line graph or the sections in a bar to get more information.

Alternatively, in the first table at the bottom of the report (see [Figure 25](#)), look at the **Overall** section.

Figure 25. Cross-Sectional Report Window (Scrolled Down)

The screenshot shows the "Overall and Reporting Category Level Performance" section of the report.

Performance Levels	School Year & Test Reason		
	2022 - 2023	2023 - 2024	
	PM3 2022-23	PM1 2023-24	PM2 2023-24
<input checked="" type="checkbox"/> Overall			
Average Score	284	277	167
Level 1	59%	59%	71%
Level 2	5%	6%	6%
Level 3	5%	0%	6%
Level 4	9%	18%	12%
Level 5	23%	18%	6%
<input checked="" type="checkbox"/> 1. Number Sense and Additive Reasoning			
Average Score	n/a	n/a	n/a
Below the Standard	50%	53%	65%
At/Near the Standard	14%	12%	24%
Above the Standard	36%	35%	12%
<input checked="" type="checkbox"/> 2. Number Sense and Multiplicative Reasoning			
Average Score	n/a	n/a	n/a
Below the Standard	59%	59%	65%
At/Near the Standard	14%	24%	24%
Above the Standard	27%	18%	12%

## How to Switch Between Score Data and Performance Level Data

When a graph offers both score data and performance level data, a toggle bar appears at the top of it. Click the toggle to switch between data. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes tests include only one type of data.

## How to View Performance in Different Areas Over Time

You can view the institution’s performance by reporting category or by standard.

- View the reporting category graphs to the right of the overall performance graph (see [Figure 24](#)), or view the expandable reporting category sections in the first table below the graphs (see [Figure 25](#)). Here, you can understand at a glance how the district or school is improving or declining in each area, and you can compare its trajectory in different areas.
- Look at the second table below the graphs (see [Figure 26](#)), which breaks down performance by standard. Again, this helps you understand at a glance how the district or school is improving or declining in each area.

Figure 26. Cross-Sectional Report Window (Scrolled Down)

Cross-Sectional Report							
Target Level Performance							
Targets	School Year & Test Reason						
	2022 - 2023			2023 - 2024			
	PM3 2022-23			PM1 2023-24		PM2 2023-24	
	On Grade?	Weak or Strong?	On Grade?	Weak or Strong?	On Grade?	Weak or Strong?	
1. Number Sense and Additive Reasoning							
2. Number Sense and Multiplicative Reasoning							
Number Sense and Multiplicative Reasoning							
MA.3.AR.1.1	✓	+	*	=	⊖	+	
MA.3.AR.2.2	⊖	=	✓	+	⊖	+	
MA.3.AR.2.3 and MA.3.AR.2.1	*	=	*	=	✓	+	
MA.3.AR.3.2	✓	+	⊖	+	*	=	
MA.3.GR.2.1	✗	-	✗	-	✗	-	
MA.3.GR.2.2	⊖	=	✗	-	⊖	=	
MA.3.NSO.2.3	⊖	=	⊖	=	*	=	
MA.3.NSO.2.4 and MA.3.NSO.2.2	⊖	=	*	=	*	*	

## Modify the Test Reasons You’ve Selected

Click the **Change Selections** button  (see [Figure 24](#)) in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test reasons. Click **Generate Report** again.

## How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken.

### How to Access Test Results for an Individual Student on a Particular Test

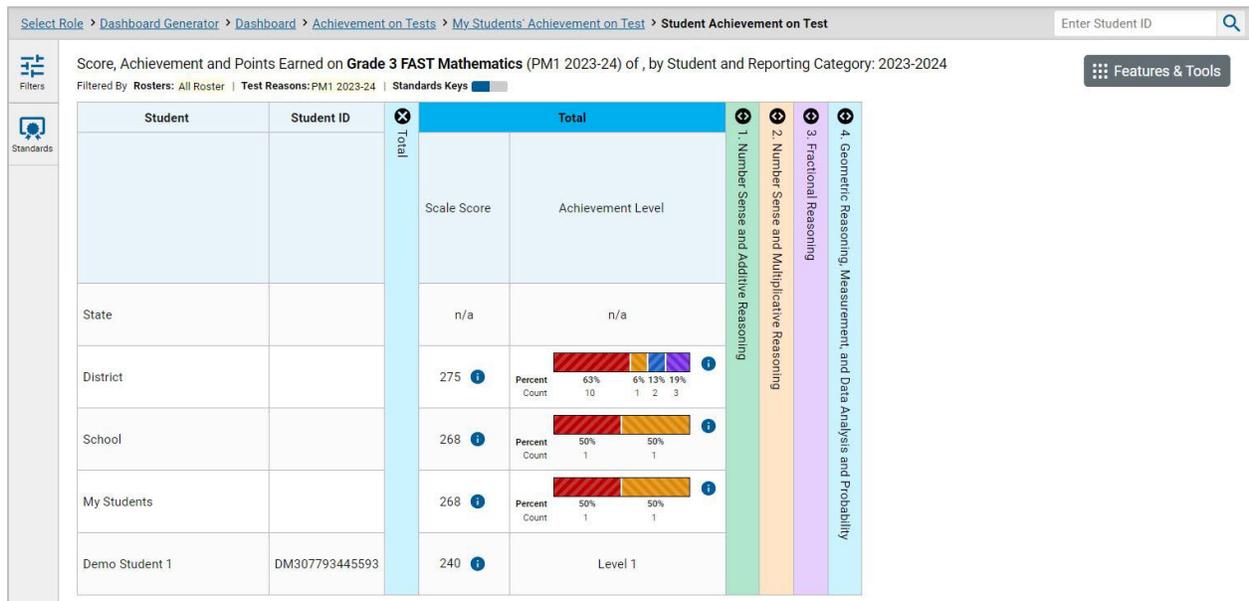
Teachers and school-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of test results appears.
3. Select the **Achievement by Student** tab.
4. Click the name of an individual student in the report. The Student Achievement on Test report appears (see [Figure 27](#)).

District-level users:

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

Figure 27. Teacher View: Student Achievement on Test Report



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

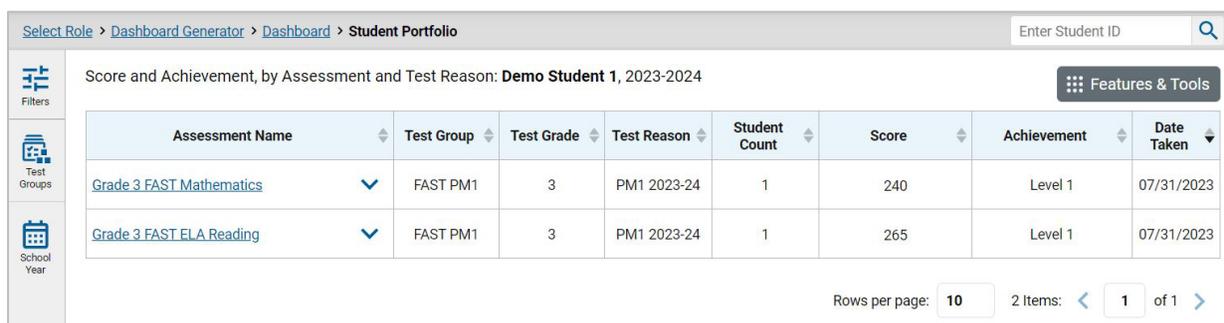
## How to View a Report for All the Assessments a Student Has Completed Over Time

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing achievement on tests that have multiple opportunities, and for tests that were administered multiple times throughout the year.

To access this report, enter the student's FLEID in the search field in the upper-right corner and click . (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) The Student Portfolio Report appears (see [Figure 28](#)).

Teachers can also access this report from the Achievement on Tests report by going to the My Students table below the main assessments table and clicking a student's name.

Figure 28. Student Portfolio Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Achievement	Date Taken
<a href="#">Grade 3 FAST Mathematics</a>	FAST PM1	3	PM1 2023-24	1	240	Level 1	07/31/2023
<a href="#">Grade 3 FAST ELA Reading</a>	FAST PM1	3	PM1 2023-24	1	265	Level 1	07/31/2023

To view individual test results for this student, click a test name.

## How to Use the Student Portfolio Report to View Only the Tests You're Interested In

You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don't want to see a student's Math or Civic Literacy scores. By default, the data for those Math or Civic Literacy assessments appear in the report, but you can exclude them.

1. In the **Filters** panel on the left side of the Student Portfolio Report, click the **Filters** panel expand

button  or the **Test Group** button . The **Filters** panel expands (see [Figure 29](#)).

Figure 29. Student Portfolio Report with Expanded Filters Panel

The screenshot shows the 'Student Portfolio' report for 'Demo Student 1, 2023-2024'. The interface includes a breadcrumb trail, a search bar for 'Enter Student ID', and a 'Features & Tools' button. The 'Filters' panel is expanded, showing 'Test Groups' with options for B.E.S.T. EOC, FAST PM1 (checked), FAST Retake, and FCLE, and 'School Year' set to 2023-2024. A 'Clear Filters' link and an 'Apply' button are at the bottom of the filters panel. The main table displays the following data:

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Achievement	Date Taken
<a href="#">Grade 3 FAST Mathematics</a>	FAST PM1	3	PM1 2023-24	1	240	Level 1	07/31/2023
<a href="#">Grade 3 FAST ELA Reading</a>	FAST PM1	3	PM1 2023-24	1	265	Level 1	07/31/2023

Below the table, it shows 'Rows per page: 10' and '2 Items: 1 of 1'.

2. Mark as many selections as you like in the **Test Group** section of the **Filters** panel. Tests are organized by test type, subject, and grade.
3. Click **Apply**. The Student Portfolio Report updates to show only data for those tests.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

## How to View a Student’s Achievement on Tests Taken in a Previous School Year or Years

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student’s progress. Student Portfolio Reports can show student achievement from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student’s achievement on last year’s sixth-grade tests.

1. On the left side of the page, click either the **Filters** panel expand button  or the school year button . The **Filters** panel expands.

- Under **School Year**, select a year or years (see [Figure 30](#)).

Figure 30. Student Portfolio Report with Expanded Filters Panel

The screenshot shows the 'Student Portfolio' report for 'Demo Student 1, 2023-2024'. The interface includes a breadcrumb trail, a search bar for the student ID, and a 'Filters' panel on the left. The filters are expanded to show 'Test Groups' (with 'FAST PM1' selected) and 'School Year' (with '2023-2024' selected). The main content area displays a table titled 'Score and Achievement, by Assessment and Test Reason' with the following data:

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Achievement	Date Taken
Grade 5 FAST Mathematics	FAST PM1	5	PM1 2023-24	1	256	Level 1	08/02/2023
Grade 5 FAST ELA Reading	FAST PM1	5	PM1 2023-24	1	285	Level 1	07/28/2023

Below the table, there is a pagination control showing 'Rows per page: 10' and '2 Items: 1 of 1'.

- Click **Apply**.

To switch back to the current year:

- Open the **Filters** panel again.
- Click **Clear Filters**.
- Click **Apply**.

## How to Use Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read achievement data on a particular test. If a student took tests multiple times, an ISR will be available for each test opportunity the student completed. ISRs are useful for sharing performance information with students and their parents or guardians.

### What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that displays results for a test opportunity that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. There are two types of ISR's: simple and detailed. A simple ISR will include only the first page of the sample provided on the next page ([Figure 31](#)). A detailed ISR shows how the student performed across test windows and on each assessed benchmark. Teachers may use this information to identify potential strengths and/or weaknesses that can help focus instruction. Details of sample ISRs are shown below in [Figure 32](#), [Figure 33](#), [Figure 34](#), and [Figure 35](#).

- At the top of each ISR is the student name, FLEID, date of birth, enrolled grade, the name of the test, district, school name, and the date the test was taken.
- Below that is a summary of the student's achievement. An ISR for a FAST or B.E.S.T. assessment displays the student's achievement on a vertical scale that includes all the cut scores and achievement levels.
- Each ISR includes a comparison table showing the average achievement of the district and/or school.
- ISRs include a table detailing the student's achievement in each reporting category.
- Detailed ISRs include a longitudinal graph for FAST assessments only.
- Detailed ISRs include how the student performed on the benchmarks tested.

You may also refer to the [Understanding FAST and B.E.S.T. Reports for Teachers and Administrators](#) guide for more information on how to interpret the data in the ISRs.

Figure 31. Simple Individual Student Report (ISR): FAST Mathematics



## Reporting

## Individual Student Report

---

### Student, Demo

Student ID: DM000000000001 | Student DOB: 7/2/2009 | Enrolled Grade: 5  
Date Taken: 12/12/2023 | Test Reason: PM2 2023-24

### Grade 5 FAST Mathematics 2023-2024

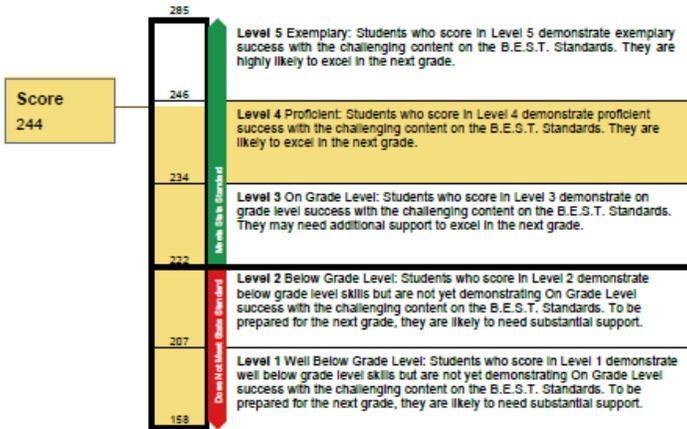
Demo District  
Demo School

---

**Scale Score: 244**      **Achievement Level: Level 4**      **Percentile Rank: 85**

---

#### How Did Your Student Do on the Test?



**Level 5 Exemplary:** Students who score in Level 5 demonstrate exemplary success with the challenging content on the B.E.S.T. Standards. They are highly likely to excel in the next grade.

**Level 4 Proficient:** Students who score in Level 4 demonstrate proficient success with the challenging content on the B.E.S.T. Standards. They are likely to excel in the next grade.

**Level 3 On Grade Level:** Students who score in Level 3 demonstrate on grade level success with the challenging content on the B.E.S.T. Standards. They may need additional support to excel in the next grade.

**Level 2 Below Grade Level:** Students who score in Level 2 demonstrate below grade level skills but are not yet demonstrating On Grade Level success with the challenging content on the B.E.S.T. Standards. To be prepared for the next grade, they are likely to need substantial support.

**Level 1 Well Below Grade Level:** Students who score in Level 1 demonstrate well below grade level skills but are not yet demonstrating On Grade Level success with the challenging content on the B.E.S.T. Standards. To be prepared for the next grade, they are likely to need substantial support.

#### How Does Your Student's Score Compare?

Name	Average Scale Score
Florida	225
Demo District	230
Demo School	239

---

Please note, scores are reported on the new B.E.S.T. score scale approved by the State Board of Education in October 2023.

Percentile rank will be reported after the PM window closes. This rank will indicate where your student's performance falls compared to all other students who took the same test in this window.

Please visit the FAST Portal at [www.ffast.org](http://www.ffast.org) to access additional information and resources, including a [Parent Guide](#) that explains each element of this report and what it means for your student.

Students in grades 3-5 who scored a Level 1 or Level 2 may be eligible for a \$500 scholarship to be used for instructional materials, tutoring, and summer or after school educational programs. Visit <http://Stepupforstudents.org/newworlds/> for more information.

Please note, the information in the comparison table is based on the averages at the time this report was generated.

Each progress monitoring assessment covers the full-year content expectations for a particular grade level and subject. Therefore, at the beginning of the school year (PM1) and at the middle of the school year (PM2), students may not yet be at grade level; however, this does not necessarily indicate that a student is not on track to succeed by the end of the school year (PM3). The results from PM1 and PM2 are for informational purposes only, providing teachers and families information to help guide instruction and support throughout the school year based on a student's strengths and weaknesses.

#### How Did Your Student Perform on Different Areas of the Test?

The table and the graph below indicate student performance on individual reporting categories. The black dot indicates the student's performance in each reporting category. The lines to the left and right of the dot show the range of likely scores your student would receive if he or she took the test multiple times within this testing window.

Category	Performance	Achievement Level	Achievement Level Description
1. Number Sense and Operations with Whole Numbers		Above the Standard	The student performance is above the standard.
2. Number Sense and Operations with Fractions and Decimals		Above the Standard	The student performance is above the standard.
3. Algebraic Reasoning		Above the Standard	The student performance is above the standard.
4. Geometric Reasoning, Measurement, and Data Analysis and Probability		Above the Standard	The student performance is above the standard.

---

Generated on 9/19/2023
Page 1 of 1
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Figure 32. Detailed Individual Student Report (ISR): FAST Mathematics



## Reporting

## Individual Student Report

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**Student, Demo**

Student ID: DM9999999999991 | Student DOB: 7/2/2009 | Enrolled Grade: 5  
 Date Taken: 12/12/2023 | Test Reason: PM2 2023-24

**Grade 5 FAST Mathematics 2023-2024**

Demo District  
Demo School

---

Scale Score: 244

Achievement Level: Level 4

Percentile Rank: 85

---

### How Did Your Student Do on the Test?

**Score**

244

285

---

246

---

234

---

222

---

207

---

158

Meets State Standard

Does Not Meet State Standard

**Level 5 Exemplary:** Students who score in Level 5 demonstrate exemplary success with the challenging content on the B.E.S.T. Standards. They are highly likely to excel in the next grade.

**Level 4 Proficient:** Students who score in Level 4 demonstrate proficient success with the challenging content on the B.E.S.T. Standards. They are likely to excel in the next grade.

**Level 3 On Grade Level:** Students who score in Level 3 demonstrate on grade level success with the challenging content on the B.E.S.T. Standards. They may need additional support to excel in the next grade.

**Level 2 Below Grade Level:** Students who score in Level 2 demonstrate below grade level skills but are not yet demonstrating On Grade Level success with the challenging content on the B.E.S.T. Standards. To be prepared for the next grade, they are likely to need substantial support.

**Level 1 Well Below Grade Level:** Students who score in Level 1 demonstrate well below grade level skills but are not yet demonstrating On Grade Level success with the challenging content on the B.E.S.T. Standards. To be prepared for the next grade, they are likely to need substantial support.

---

### How Does Your Student's Score Compare?

Name	Average Scale Score
Demo Dist 77	234
Demo School 9004	213

**Please note, scores are reported on the new B.E.S.T. score scale approved by the State Board of Education in October 2023.**

Percentile rank will be reported after the PM window closes. This rank will indicate where your student's performance falls compared to all other students who took the same test in this window.

Please visit the FAST Portal at [www.ffast.org](http://www.ffast.org) to access additional information and resources, including a [Parent Guide](#) that explains each element of this report and what it means for your student.

Students in grades 3-5 who scored a Level 1 or Level 2 may be eligible for a \$500 scholarship to be used for instructional materials, tutoring, and summer or after school educational programs. Visit <http://Stepupforstudents.org/newworlds/> for more information.

Please note, the information in the comparison table is based on the averages at the time this report was generated.

Each progress monitoring assessment covers the full-year content expectations for a particular grade level and subject. Therefore, at the beginning of the school year (PM1) and at the middle of the school year (PM2), students may not yet be at grade level; however, this does not necessarily indicate that a student is not on track to succeed by the end of the school year (PM3). The results from PM1 and PM2 are for informational purposes only, providing teachers and families information to help guide instruction and support throughout the school year based on a student's strengths and weaknesses.

Figure 33. Detailed Individual Student Report (ISR): FAST Mathematics with Reporting Categories

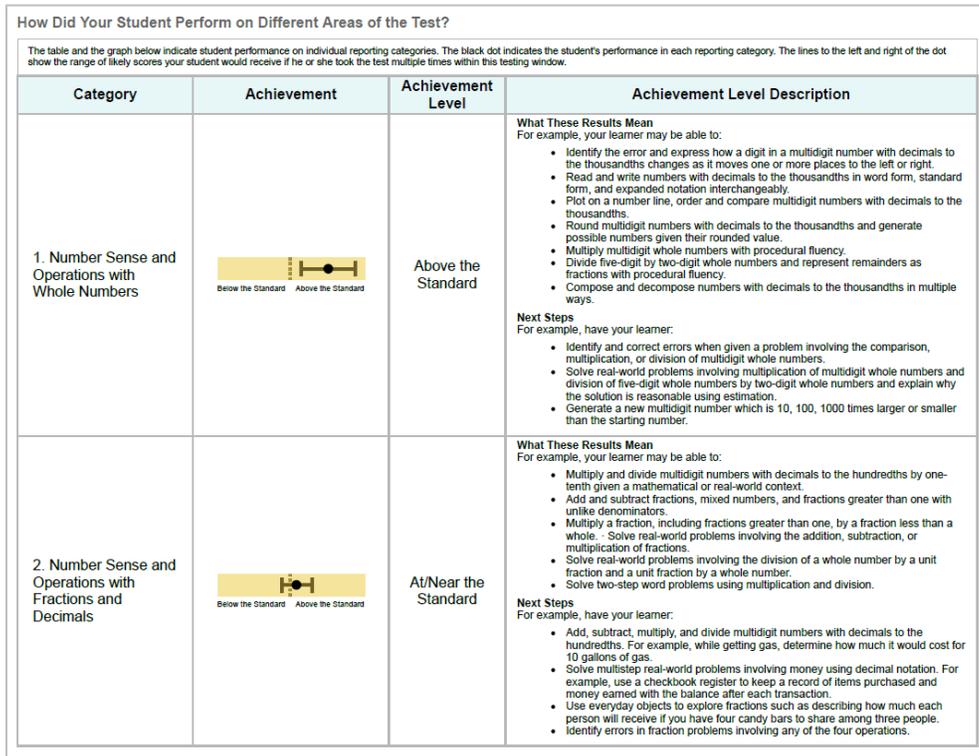


Figure 34. Detailed Individual Student Report (ISR): FAST Mathematics with Longitudinal Graph

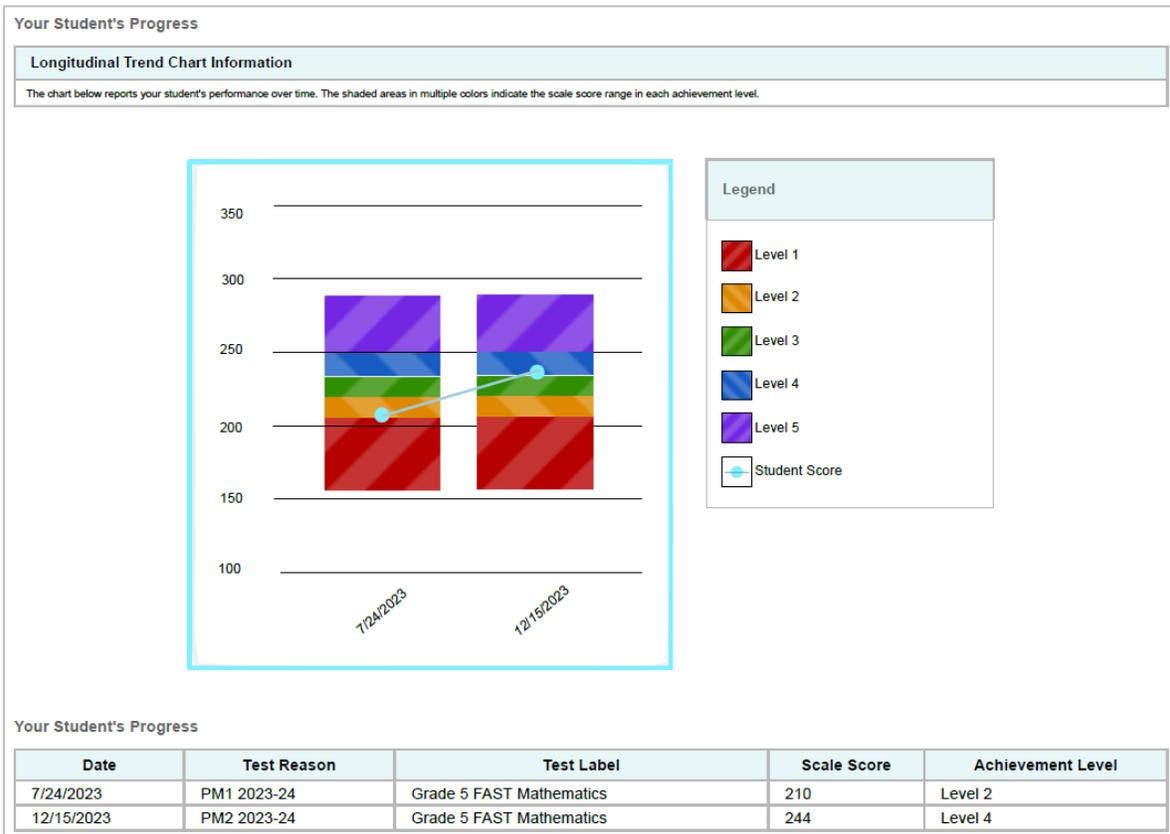


Figure 35. Detailed Individual Student Report (ISR): FAST Mathematics with Student Performance

How Did Your Student Perform on Each Test Question?

1. Number Sense and Operations with Whole Numbers			
Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
11	NSOW MA.5.NSO.2 MA.5.NSO.2.2	Divide multi-digit whole numbers, up to five digits by two digits, including using a standard algorithm with procedural fluency. Represent remainders as fractions.	1/1
12	NSOW MA.5.NSO.2 MA.5.NSO.2.1	Multiply multi-digit whole numbers including using a standard algorithm with procedural fluency.	2/2
14	NSOW MA.5.NSO.1 MA.5.NSO.1.2	Read and write multi-digit numbers with decimals to the thousandths using standard form, word form and expanded form.	1/1
15	NSOW MA.5.NSO.1 MA.5.NSO.1.5	Round multi-digit numbers with decimals to the thousandths to the nearest hundredth, tenth or whole number.	1/1
16	NSOW MA.5.NSO.1 MA.5.NSO.1.4	Plot, order and compare multi-digit numbers with decimals up to the thousandths.	1/1
17	NSOW MA.5.NSO.2 MA.5.NSO.2.1	Multiply multi-digit whole numbers including using a standard algorithm with procedural fluency.	1/1
25	NSOW MA.5.NSO.1 MA.5.NSO.1.1	Express how the value of a digit in a multi-digit number with decimals to the thousandths changes if the digit moves one or more places to the left or right.	1/1

2. Number Sense and Operations with Fractions and Decimals			
Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
1	NSOFD MA.5.FR.1 MA.5.FR.1.1	Given a mathematical or real-world problem, represent the division of two whole numbers as a fraction.	1/1
3	NSOFD MA.5.NSO.2 MA.5.NSO.2.3	Add and subtract multi-digit numbers with decimals to the thousandths, including using a standard algorithm with procedural fluency.	1/1
6	NSOFD MA.5.AR.1 MA.5.AR.1.3	Solve real-world problems involving division of a unit fraction by a whole number and a whole number by a unit fraction.	1/1
13	NSOFD MA.5.FR.2 MA.5.FR.2.4	Extend previous understanding of division to explore the division of a unit fraction by a whole number and a whole number by a unit fraction.	1/1
20	NSOFD MA.5.NSO.2 MA.5.NSO.2.5 and MA.5.NSO.2.4 MA.5.NSO.2.5	Multiply and divide a multi-digit number with decimals to the tenths by one-tenth and one-hundredth with procedural reliability.	1/1
22	NSOFD MA.5.FR.2 MA.5.FR.2.3	When multiplying a given number by a fraction less than 1 or a fraction greater than 1, predict and explain the relative size of the product to the given number without calculating.	1/1

3. Algebraic Reasoning			
Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
5	AR MA.5.AR.1 MA.5.AR.1.1	Solve multi-step real-world problems involving any combination of the four operations with whole numbers, including problems in which remainders must be interpreted within the context.	1/1
9	AR MA.5.AR.2 MA.5.AR.2.2	Evaluate multi-step numerical expressions using order of operations.	1/1
18	AR MA.5.AR.3 MA.5.AR.3.2	Given a rule for a numerical pattern, use a two-column table to record the inputs and outputs.	1/1
19	AR MA.5.AR.2 MA.5.AR.2.4	Given a mathematical or real-world context, write an equation involving any of the four operations to determine the unknown whole number with the unknown in any position.	2/2
23	AR MA.5.AR.3 MA.5.AR.3.2	Given a rule for a numerical pattern, use a two-column table to record the inputs and outputs.	1/1
24	AR MA.5.AR.1 MA.5.AR.1.1	Solve multi-step real-world problems involving any combination of the four operations with whole numbers, including problems in which remainders must be interpreted within the context.	1/1

## How to Generate and Export Individual Student Reports (ISR)

To generate and export an Individual Student Report (ISR) that details a student’s achievement on a test opportunity, use the Student Results Generator. Each ISR shows a student’s overall achievement on their test plus a breakdown of achievement by reporting category. You can select any combination of test reason, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

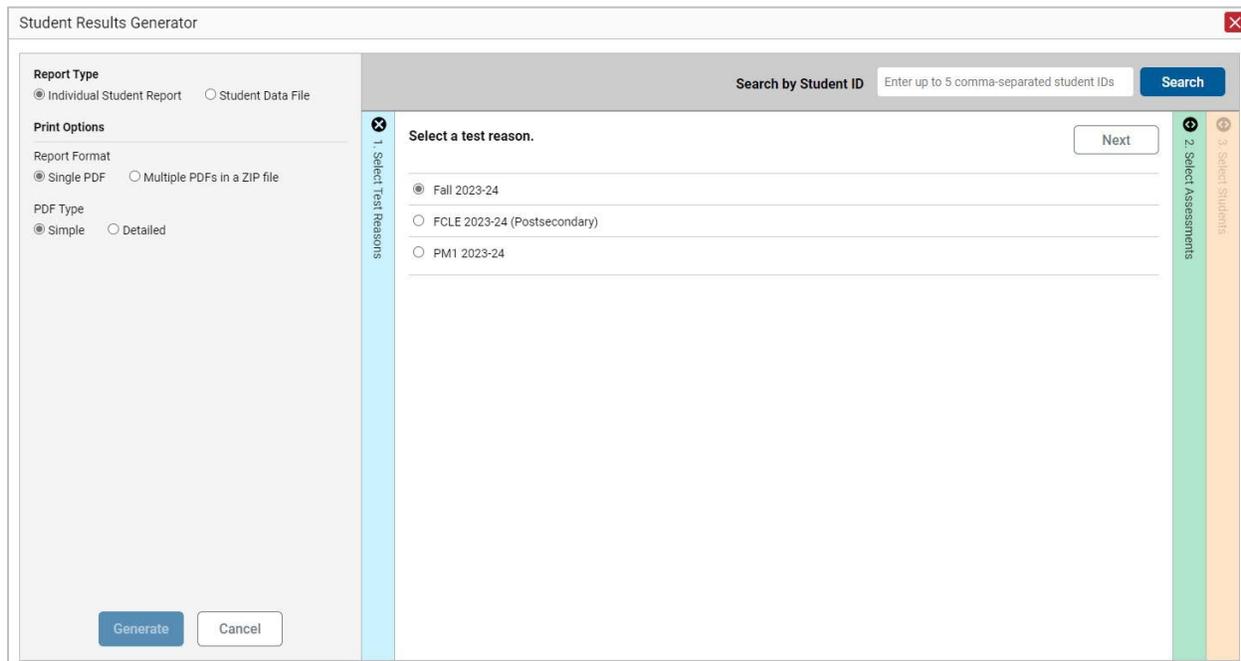
You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any Florida Reporting System page.

1. Click the **Download Student Results** button  in the  **Features & Tools** menu. The **Student Results Generator** window opens ([Figure 36](#)).

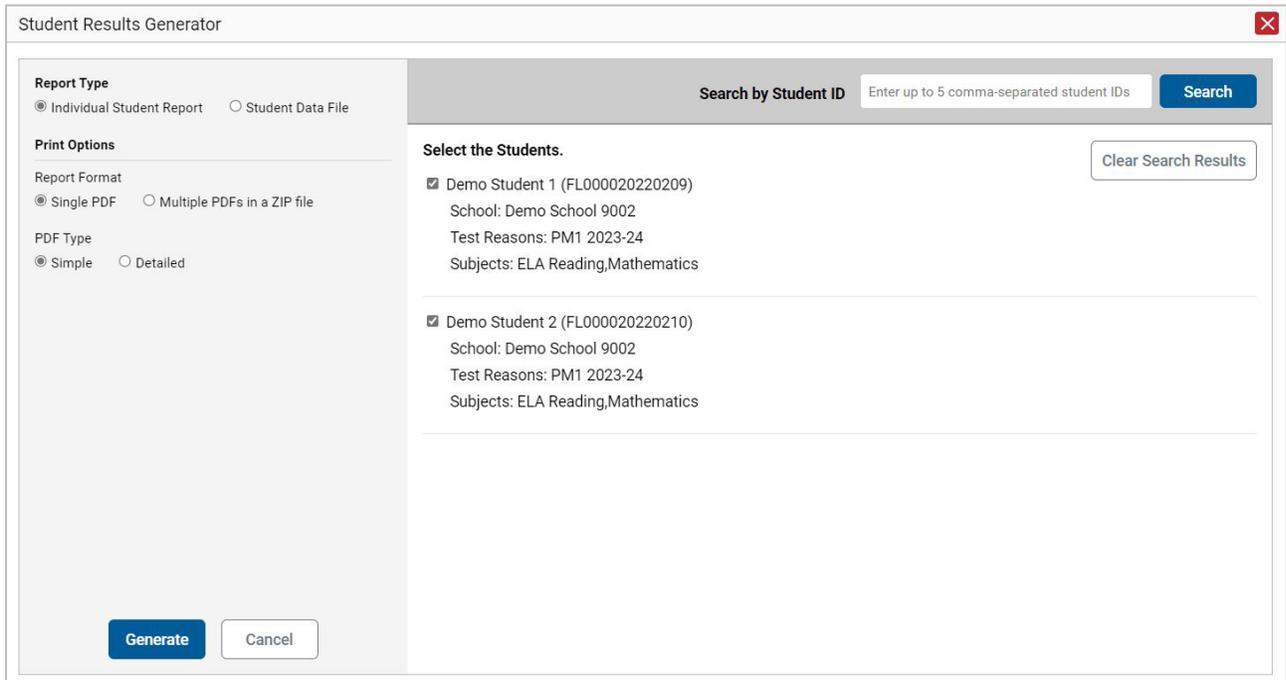
Depending what page you open the Student Results Generator from, the options available to you may be prepopulated. (The filters applied to the page have no effect, however.) You can change the prepopulated selections.

Figure 36. Student Results Generator Window as Opened from Achievement on Tests Report



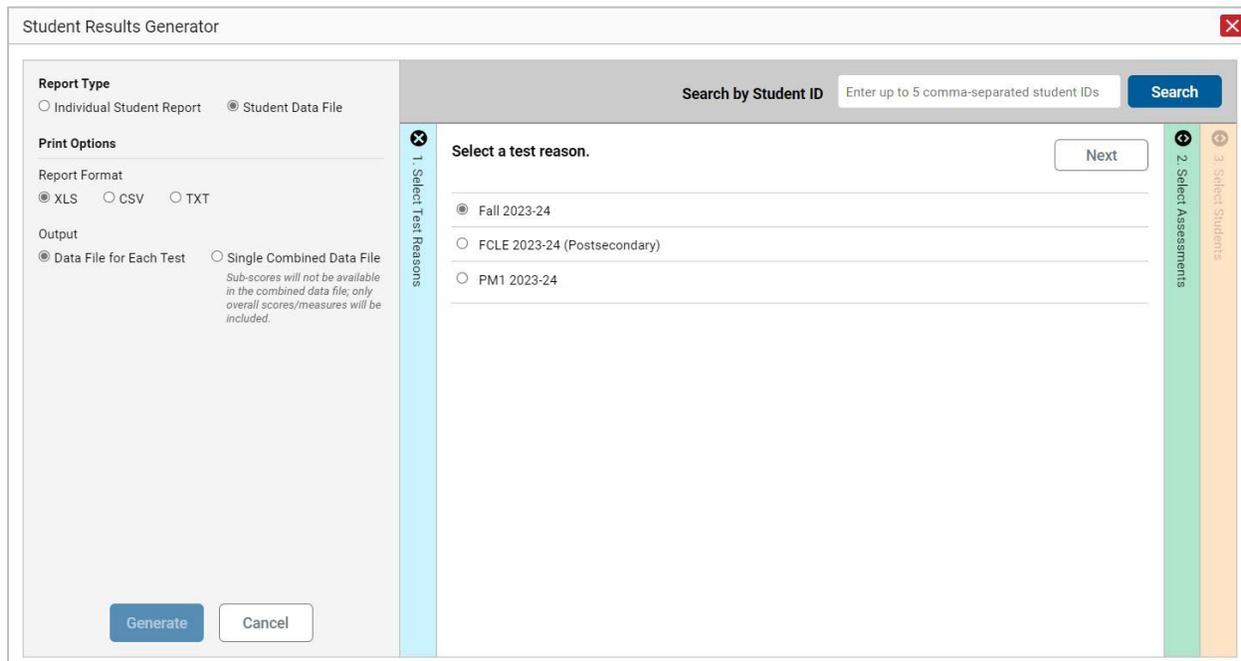
2. In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.
3. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
4. Under PDF Type, select either a simple or detailed PDF.
5. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:
  - Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated FLEIDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in [Figure 37](#). To deselect and clear results, click **Clear Search Results**.

Figure 37. Student Results Generator Window: Student Search Results



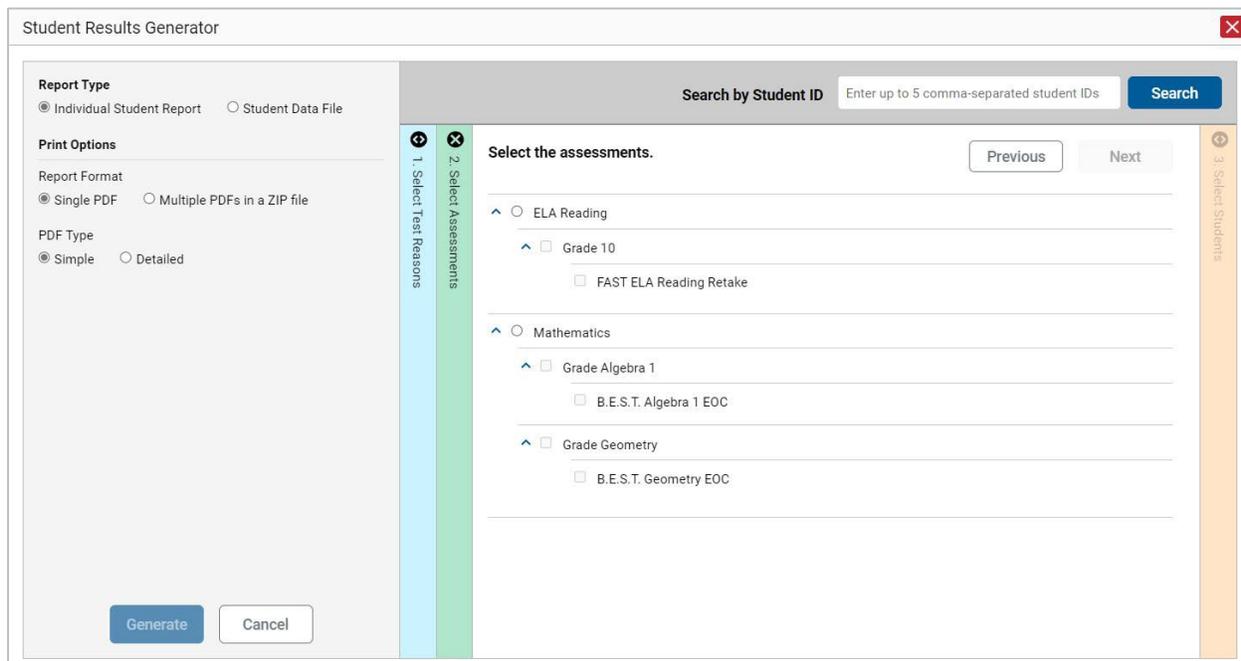
- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes.
  - In the **Select Test Reason** section ([Figure 38](#)), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 38. Student Results Generator Window: Select Test Reason Section



- In the **Select Assessments** section ([Figure 39](#)), choose any number of tests or grade levels within a single subject.

Figure 39. Student Results Generator Window: Select Assessments Section



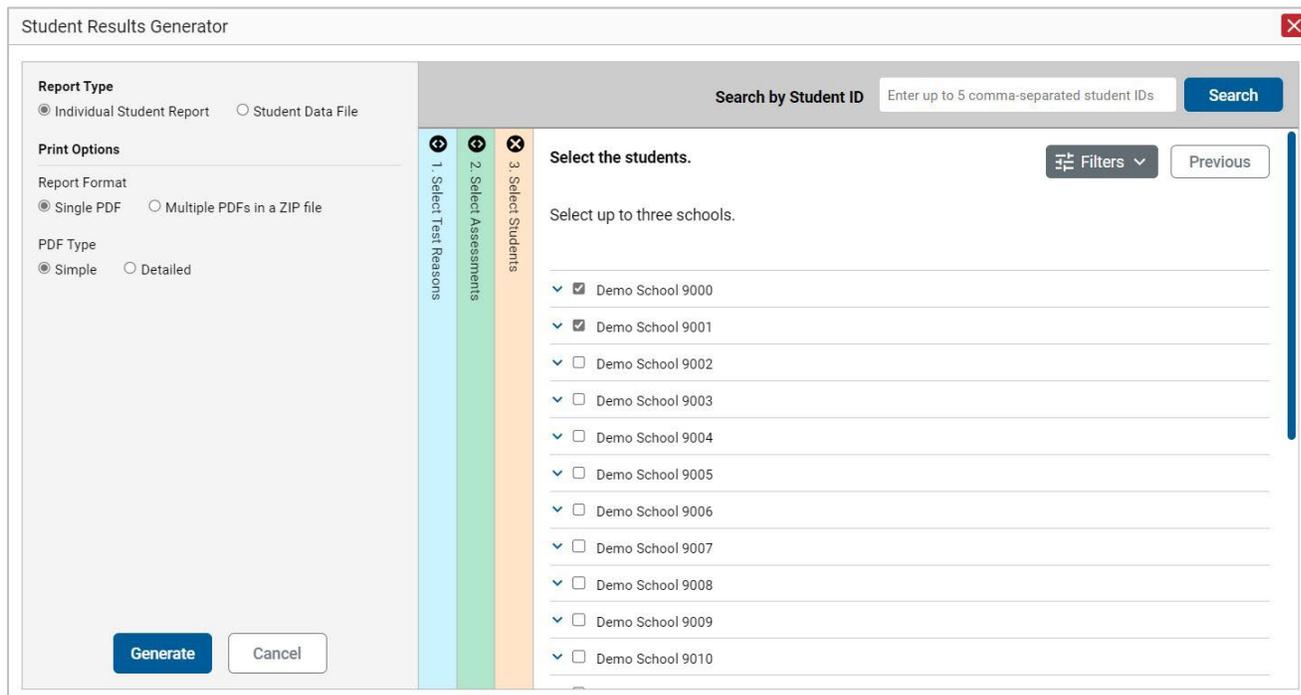
- In the **Select Students** section ([Figure 40](#)), choose students from the expandable school and/or roster options. If you're a district-level user, you may choose students in up to three schools at a time.

- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.



**Note:** Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 40. Teacher View: Student Results Generator Window: Select Students Section



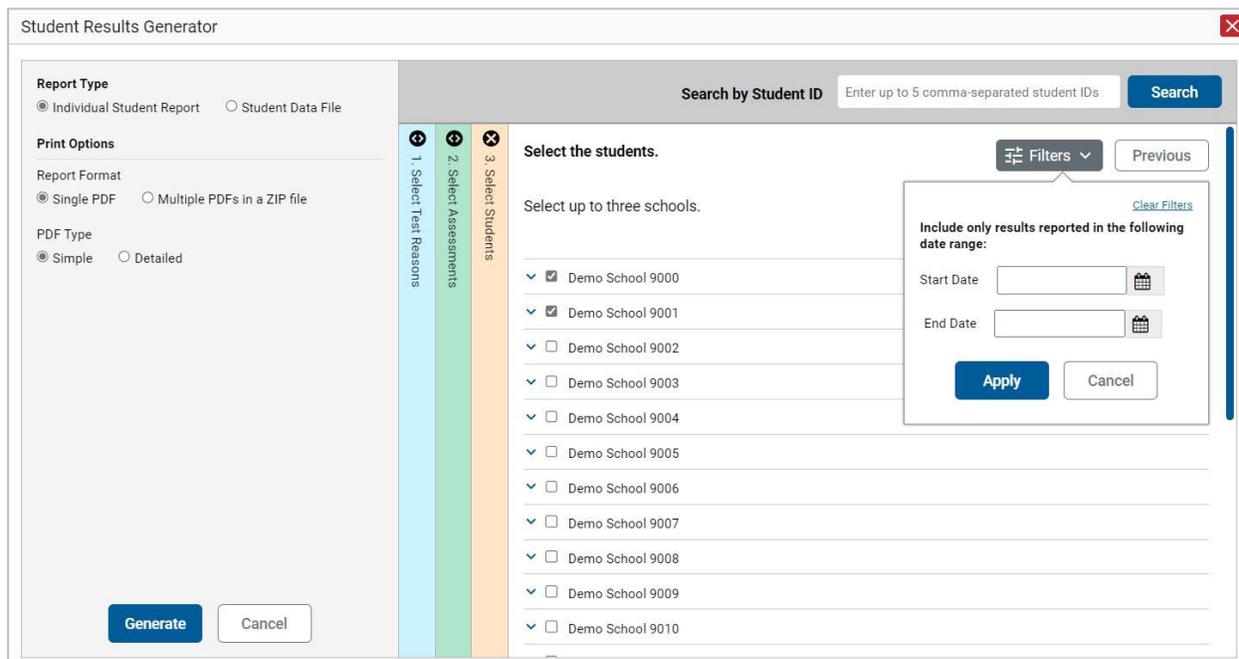
6. *Optional:* If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

- Open the  **Filters** menu. The menu displays two date fields, as in [Figure 41](#).
- Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
- Click **Apply**.
- *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.



**Note:** Processing date is not always the same as the date a test was taken.

Figure 41. Teacher View: Student Results Generator Window: Select Students Section with Filters Menu Open



7. Click **Generate**. Once ISR generation is finished, the Inbox will contain the new ISR(s) available for download.



**Note:** If a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only one test opportunity will be included. You can create an ISR for another test opportunity by navigating directly to the report for that opportunity. Past test opportunities are marked with numbers ① in reports, starting with the earliest.

## How to Generate and Export Student Data Files

This section discusses student data files, which are useful for analysis.

To generate and export student data files for a student, use the Student Results Generator. You can select any combination of test reason, assessments, and students in order to generate and export the files.

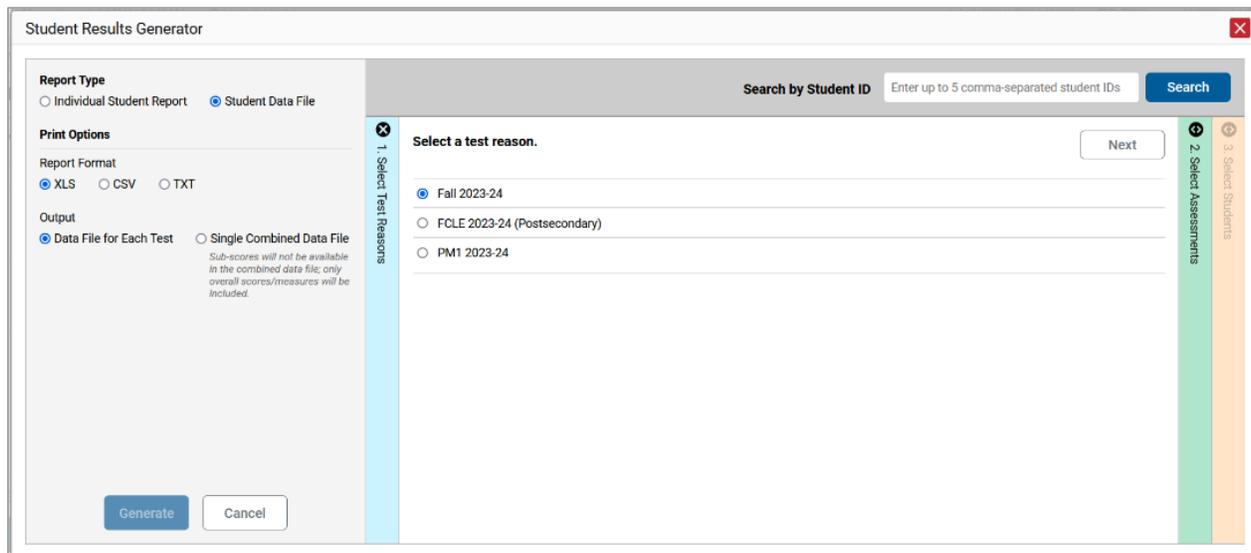
You can generate student data files from almost any report page.

1. Click the **Download Student Results** button  in the  **Features & Tools** menu. The **Student Results Generator** window opens.

Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated. The filters applied to the page have no effect, however. You can change the prepopulated selections.

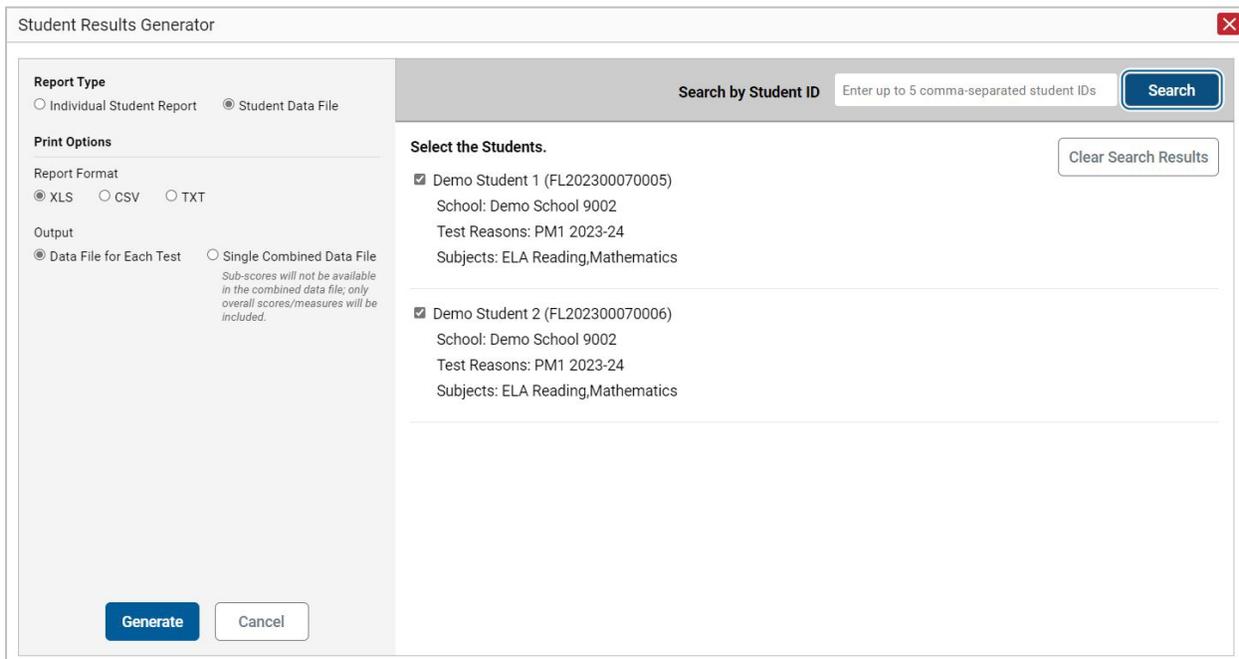
- In the panel on the left, select **Student Data File**, as in [Figure 42](#). Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 42. Student Results Generator Window



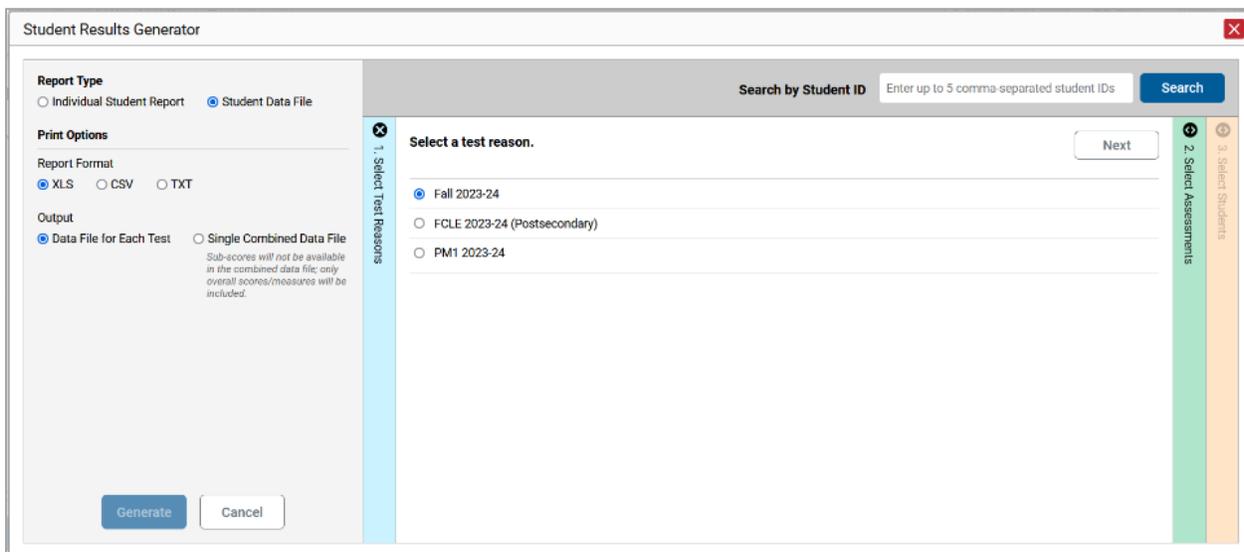
- Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
- Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.
- If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:
  - Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated FLEIDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in [Figure 43](#). To deselect and clear results, click **Clear Search Results**.

Figure 43. Student Results Generator Window: Student Search Results



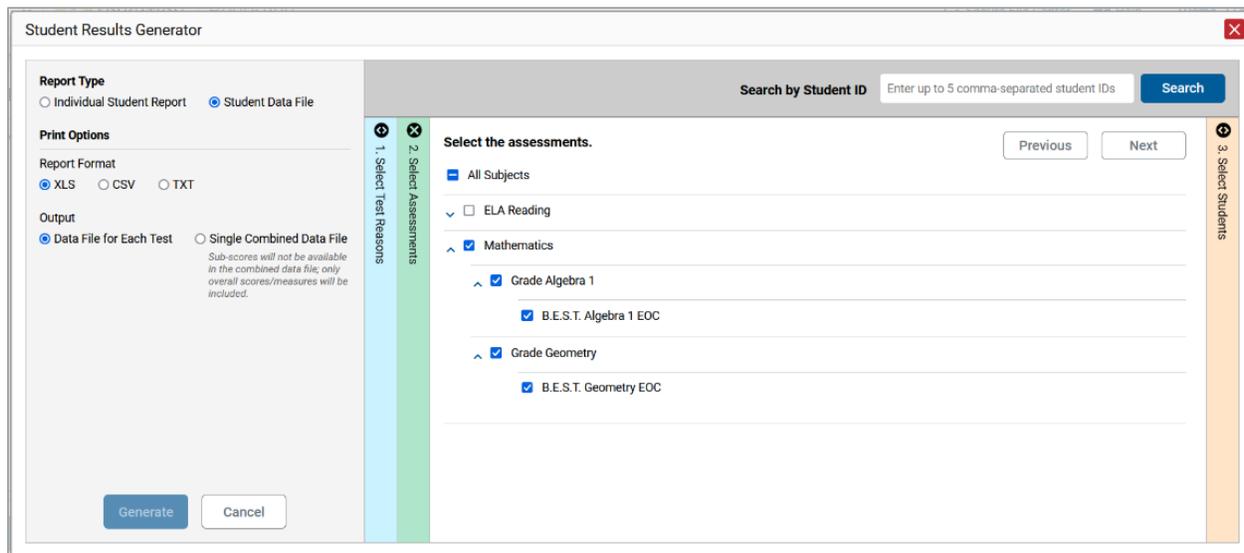
- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes.
  - In the **Select Test Reason** section (Figure 44), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 44. Student Results Generator Window: Select Test Reason Section



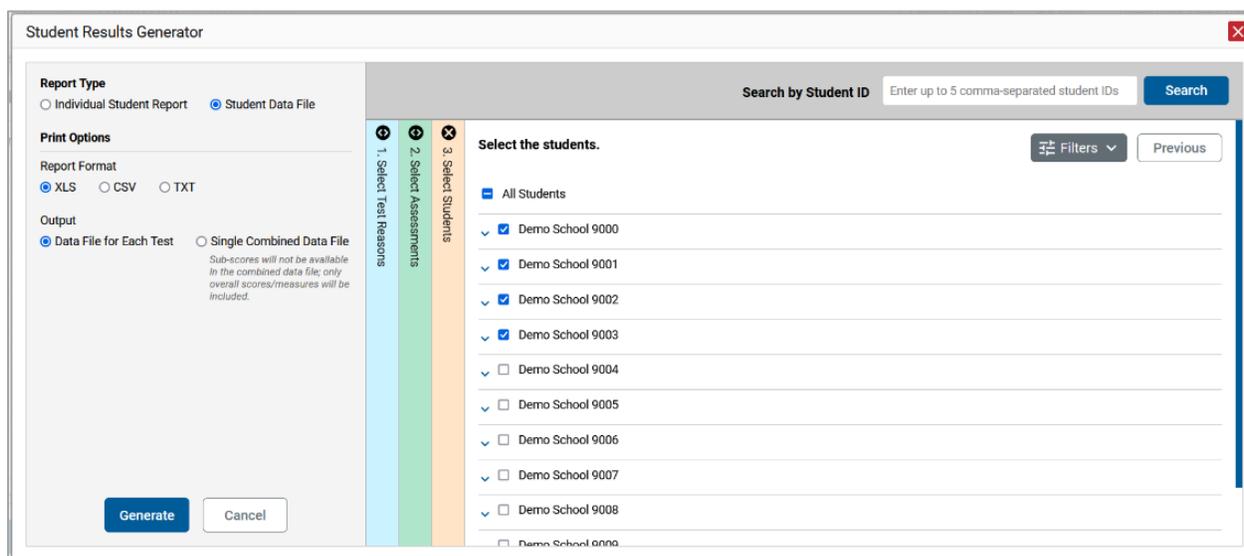
- The **Select Assessments** section (Figure 45) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects**.

Figure 45. Student Results Generator Window: Select Assessments Section



- In the **Select Students** section (Figure 46), select any number of students from the expandable school and/or roster options.
- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 46. District-Level User View: Student Results Generator Window: Select Students Section



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

- Open the  **Filters** menu (see [Figure 47](#)). The menu displays two date fields.
- Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
- Click **Apply**.
- *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.



**Note:** Processing date is not always the same as the date a test was taken.

Figure 47. District-Level User View: Student Results Generator Window: Select Students Section with Filters Menu Open

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



**Note:** If a student took a test multiple times, the files will include each test opportunity.

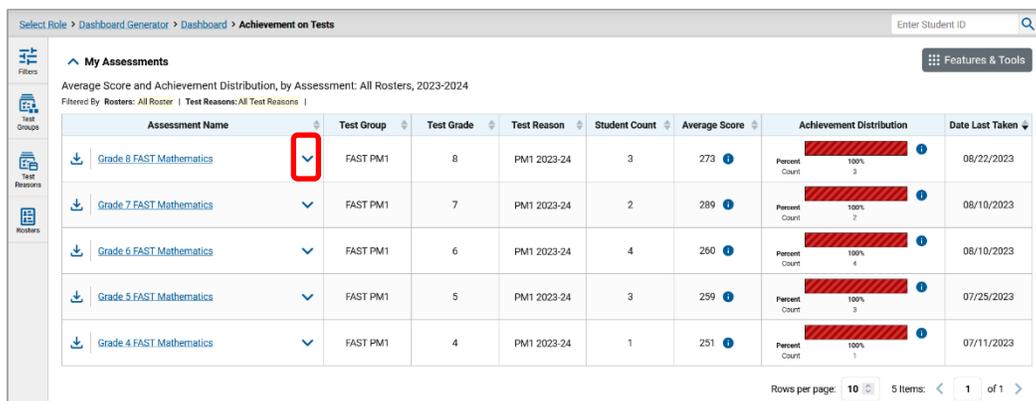
## How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

In the Achievement on Tests report and the Student Portfolio Report, you can access achievement data for your state, district, school, and/or total students.

## How to Compare All Your Students' Achievement on Any Test with Larger Groups'

In the Achievement on Tests report (see [Figure 48](#)), click  to the right of a test name.

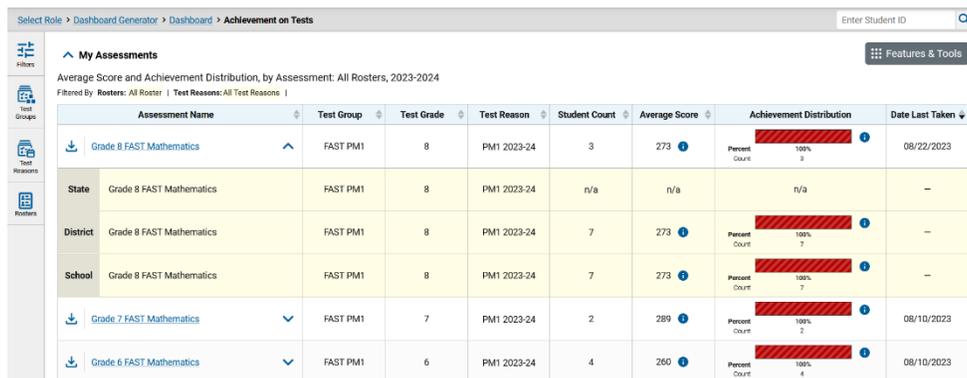
Figure 48. Teacher View: Achievement on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	3	273	Percent Count: 100% 3	08/22/2023
Grade 7 FAST Mathematics	FAST PM1	7	PM1 2023-24	2	289	Percent Count: 100% 2	08/10/2023
Grade 6 FAST Mathematics	FAST PM1	6	PM1 2023-24	4	260	Percent Count: 100% 4	08/10/2023
Grade 5 FAST Mathematics	FAST PM1	5	PM1 2023-24	3	259	Percent Count: 100% 3	07/25/2023
Grade 4 FAST Mathematics	FAST PM1	4	PM1 2023-24	1	251	Percent Count: 100% 1	07/11/2023

Rows containing data for the state, district, and/or school appear below, as in [Figure 49](#).

Figure 49. Teacher View: Achievement on Tests Report with Expanded Comparison Rows



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken	
Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	3	273	Percent Count: 100% 3	08/22/2023	
State	Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	n/a	n/a	n/a	
District	Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	7	273	Percent Count: 100% 7	—
School	Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	7	273	Percent Count: 100% 7	—
Grade 7 FAST Mathematics	FAST PM1	7	PM1 2023-24	2	289	Percent Count: 100% 2	08/10/2023	
Grade 6 FAST Mathematics	FAST PM1	6	PM1 2023-24	4	260	Percent Count: 100% 4	08/10/2023	

To hide the comparison rows, click  to the right of the test name.

## How to Compare a Student's Achievement on Any of Their Tests with Larger Groups'

In the Student Portfolio Report, you can compare a student's achievement on any test with that of your state, district, school, and/or total students.

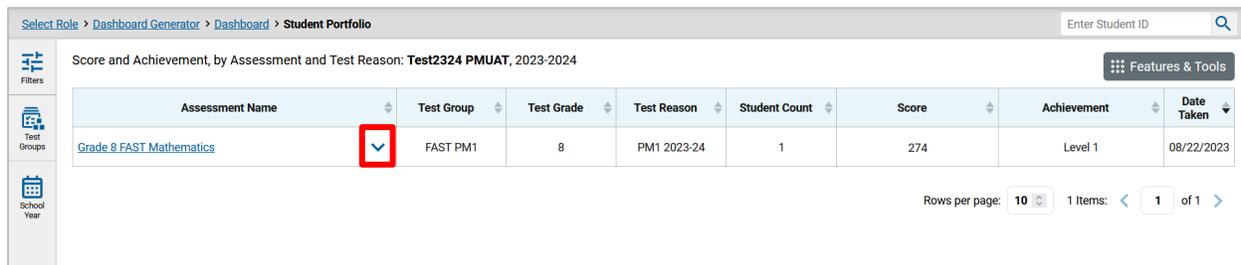
## Florida Reporting System User Guide

1. Enter the student's FLEID in the search field in the upper-right corner and click . (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) The Student Portfolio Report appears.

Teachers can also access this report from the Achievement on Tests report by going to the My Students table at the bottom of the page and clicking a student's name.

2. Click  to the right of a test name (see [Figure 50](#)).

Figure 50. Student Portfolio Report



Select Role > Dashboard Generator > Dashboard > Student Portfolio Enter Student ID

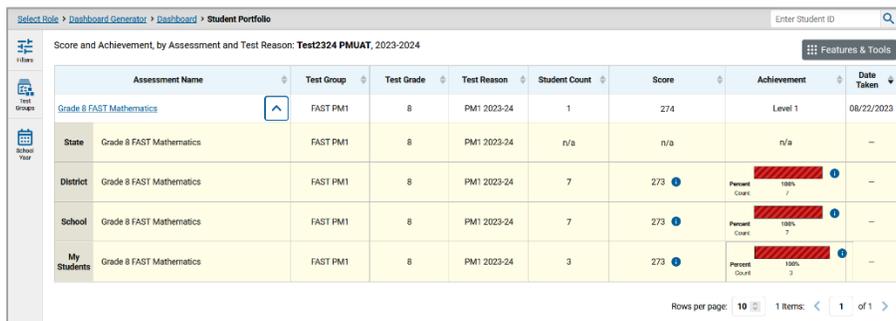
Score and Achievement, by Assessment and Test Reason: **Test2324 PMUAT, 2023-2024** Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Achievement	Date Taken
<a href="#">Grade 8 FAST Mathematics</a> 	FAST PM1	8	PM1 2023-24	1	274	Level 1	08/22/2023

Rows per page: 10 1 Items: 1 of 1

Rows containing data for your state, district, school, and/or total students appear below, as in [Figure 51](#).

Figure 51. Student Portfolio Report with Expanded Comparison Rows



Select Role > Dashboard Generator > Dashboard > Student Portfolio Enter Student ID

Score and Achievement, by Assessment and Test Reason: **Test2324 PMUAT, 2023-2024** Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Achievement	Date Taken
<a href="#">Grade 8 FAST Mathematics</a> 	FAST PM1	8	PM1 2023-24	1	274	Level 1	08/22/2023
State Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	n/a	n/a	n/a	--
District Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	7	273	Percent Count: 100% 7	--
School Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	7	273	Percent Count: 100% 7	--
My Students Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	3	273	Percent Count: 100% 3	--

Rows per page: 10 1 Items: 1 of 1

To hide the comparison rows, click  to the right of the test name.

## How to Set Up Reports to Suit Your Needs

You can set up your reports so it's easier to access the data that are most important to you. For example, if you're a teacher, you may want to hide certain tests in subjects you don't teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: filtering to show only the tests you're interested in; filtering to show only the rosters you're interested in; and showing only the schools you're interested in.

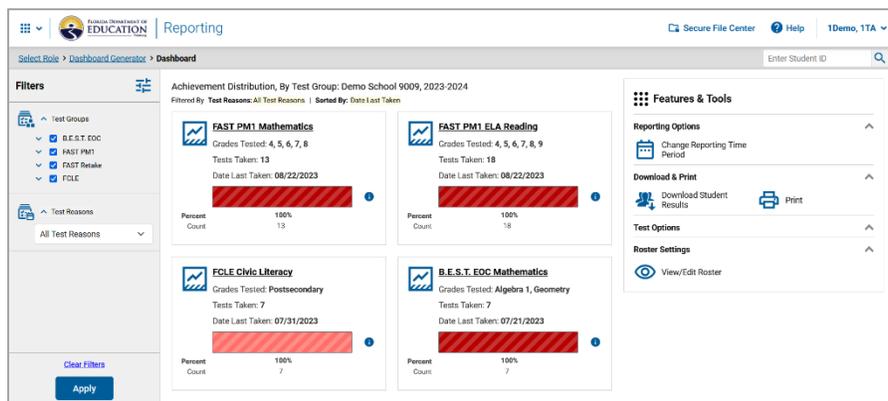
### How to Filter Tests to Display

You can filter the tests you want to view in reports. You may want to do this, for example, if you are an ELA teacher and you do not want to see your students' Math or Civic Literacy scores. By default, the data for those Math or Civic Literacy assessments appear in your reports.

Filtering tests to display begins on the Dashboard Generator page. This is where you can select the test groups you want to view on the dashboard and, as an option, set those selections as defaults. You can also temporarily filter the tests that appear in the reports you are currently viewing, as described below.

1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button  or the **Test Groups** button . The **Filters** panel expands (see [Figure 52](#)).
2. Mark as many selections as you like in the **Test Groups** section of the filters panel. Tests are organized by test type, subject, and grade.

Figure 52. Teacher View: Dashboard with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for those tests.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

## For Teachers and School-Level Users: How to Set Preferences for Rosters to Display

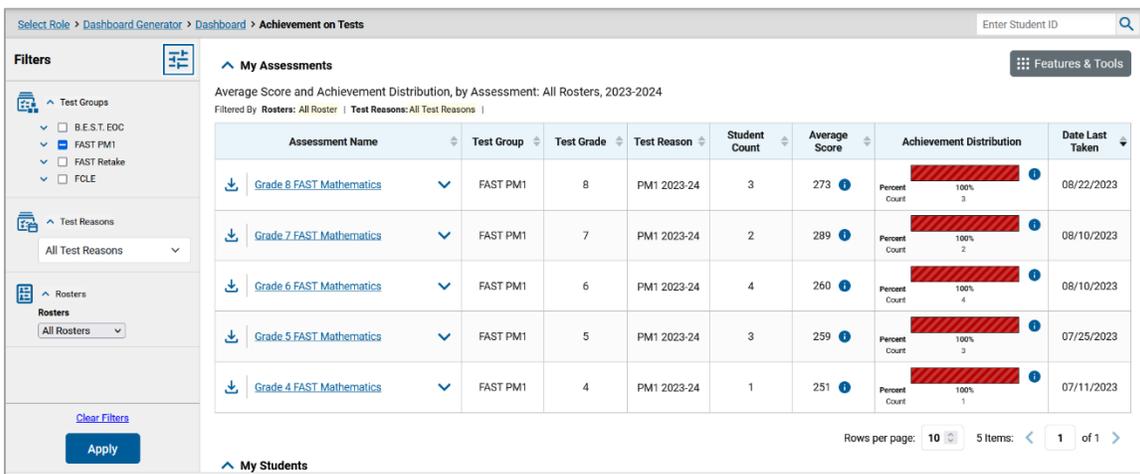
Each roster is associated with a teacher. To learn how to create and modify rosters in the Florida Reporting System, see [Roster Management](#).

In the Achievement on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected roster from the data you’re viewing.

Filtering by roster makes it easy to focus on a particular roster’s achievement. And by switching filters, you can easily compare one roster with another. If you don’t filter by roster, the reports default to showing data for all rosters. You may find data for a single roster easier to understand.

1. On the left side of the Achievement on Tests report, click either the **Filters** panel expand button  or the **Rosters** button . The **Filters** panel expands (see [Figure 53](#)).
2. Make a selection from the drop-down list in the **Rosters** section.
  - If you’re a school-level user, you must first select a teacher from the drop-down list, and then select a particular roster from the second drop-down list that appears. By default the first roster listed is selected.

Figure 53. Teacher View: Achievement on Tests Report with Expanded Filters Panel



The screenshot shows the 'Achievement on Tests' report interface. On the left, the 'Filters' panel is expanded, showing 'Test Groups', 'Test Reasons', and 'Rosters'. The 'Rosters' section is selected, and the 'All Rosters' dropdown is visible. The main table displays assessment data for various grades and test reasons, filtered by the selected roster. The table has columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Achievement Distribution, and Date Last Taken. The data is filtered by 'Rosters: All Roster' and 'Test Reasons: All Test Reasons'.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	3	273	Percent Count: 100% 3	08/22/2023
Grade 7 FAST Mathematics	FAST PM1	7	PM1 2023-24	2	289	Percent Count: 100% 2	08/10/2023
Grade 6 FAST Mathematics	FAST PM1	6	PM1 2023-24	4	260	Percent Count: 100% 4	08/10/2023
Grade 5 FAST Mathematics	FAST PM1	5	PM1 2023-24	3	259	Percent Count: 100% 3	07/25/2023
Grade 4 FAST Mathematics	FAST PM1	4	PM1 2023-24	1	251	Percent Count: 100% 1	07/11/2023

3. Click **Apply**. The report updates to show only data for that roster.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

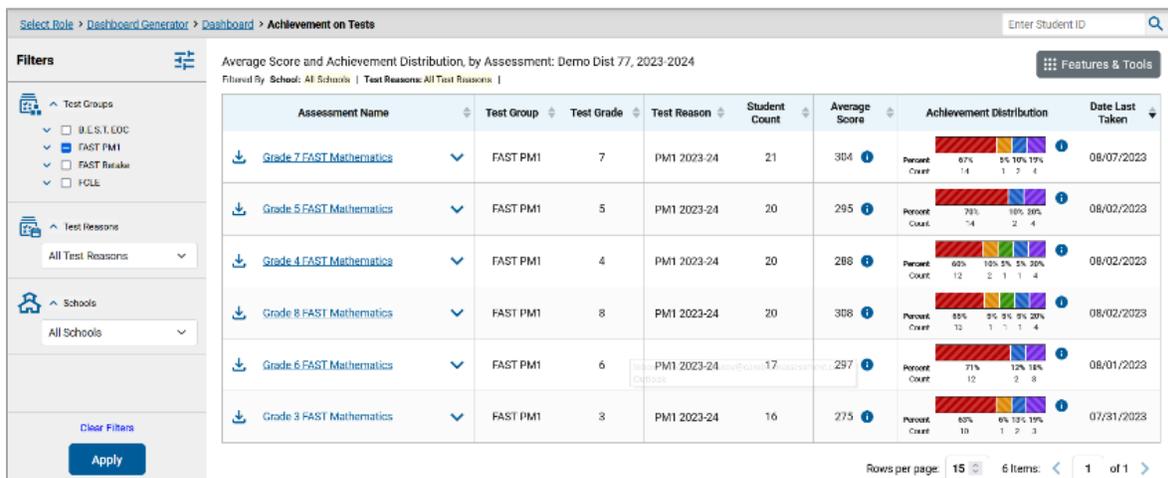
The row of filter details below each table header shows the rosters you’re viewing.

## For District-Level Users: How to Filter Schools on Reports

Filtering the Achievement on Tests report by school makes it easy to focus on a particular school's achievement. And by switching filters, you can easily compare it with another school. If you don't filter by school, the Achievement on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

1. On the left side of the Achievement on Tests report, click either the **Filters** panel expand button  or the **Schools** button . The **Filters** panel expands (see [Figure 54](#)).
2. Make a selection from the drop-down list in the **Schools** section.

Figure 54. District-Level User View: Achievement on Tests Report with Expanded Filters Panel



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
<a href="#">Grade 7 FAST Mathematics</a>	FAST PM1	7	PM1 2023-24	21	304	Percent Count: 67% 14, 5% 1, 10% 2, 19% 4	08/07/2023
<a href="#">Grade 5 FAST Mathematics</a>	FAST PM1	5	PM1 2023-24	20	295	Percent Count: 75% 14, 10% 2, 30% 4	08/02/2023
<a href="#">Grade 4 FAST Mathematics</a>	FAST PM1	4	PM1 2023-24	20	288	Percent Count: 60% 12, 10% 2, 5% 1, 30% 4	08/02/2023
<a href="#">Grade 8 FAST Mathematics</a>	FAST PM1	8	PM1 2023-24	20	308	Percent Count: 85% 13, 5% 1, 5% 1, 20% 4	08/02/2023
<a href="#">Grade 6 FAST Mathematics</a>	FAST PM1	6	PM1 2023-24	17	297	Percent Count: 71% 12, 12% 2, 18% 3	08/01/2023
<a href="#">Grade 3 FAST Mathematics</a>	FAST PM1	3	PM1 2023-24	16	275	Percent Count: 80% 13, 6% 1, 13% 2, 19% 3	07/31/2023

3. Click **Apply**. The report updates to show only data for that school.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

If you click the name of a test when you've filtered by a single school, the link will take you to the School Achievement on Test report and not to the District Achievement on Test report.

The row of filter details below the table header shows the schools you're viewing.

## How to View Data from a Previous Point in Time

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

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.
- When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic

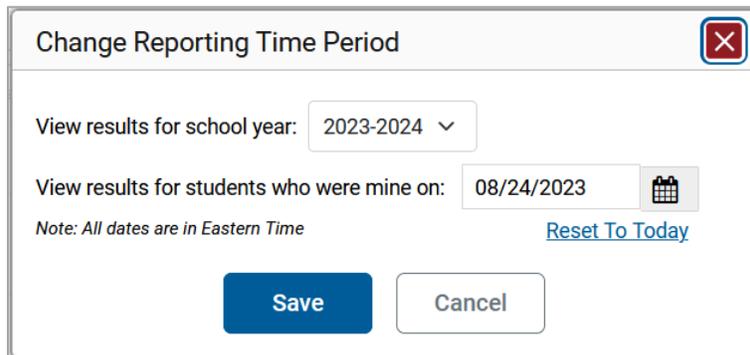
information is all given as of the selected date as well. You can use this setting to view data for students who have left or recently entered your rosters, school, or district. You can even view students who have left your state.

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

Some examples of how you can use this feature:

- You may want to view the past achievement of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.
  - You may want to view the achievement of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students were in your roster and had started testing, and set the school year to the same time. Then switch back to the present school year to compare.
1. From the  **Features & Tools** menu, select  **Change Reporting Time Period**. (If you're viewing the Dashboard Generator page, you can also click **Change the reporting time period** at the top of the page. The dashboard also offers this link when no assessments are available to display.) The **Change Reporting Time Period** window appears (see [Figure 55](#)).

Figure 55. Change Reporting Time Period Window



2. From the school year drop-down list, select a school year (see [Figure 55](#)). This is the year for which you will view test results.
3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.
  - To view your current students' past achievement, keep the date set to today.
  - To view the achievement of your former students, set the date to a day when those students were associated with you and had started testing.
4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. The selected date displays in the filter details below the report headings. All other filters are cleared.

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

## How to Filter by Test Reason (Category)

Test reasons (shown in [Figure 56](#)) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they can be a good way to focus on specific groups of tests.

Figure 56. Teacher View: Achievement on Tests Report

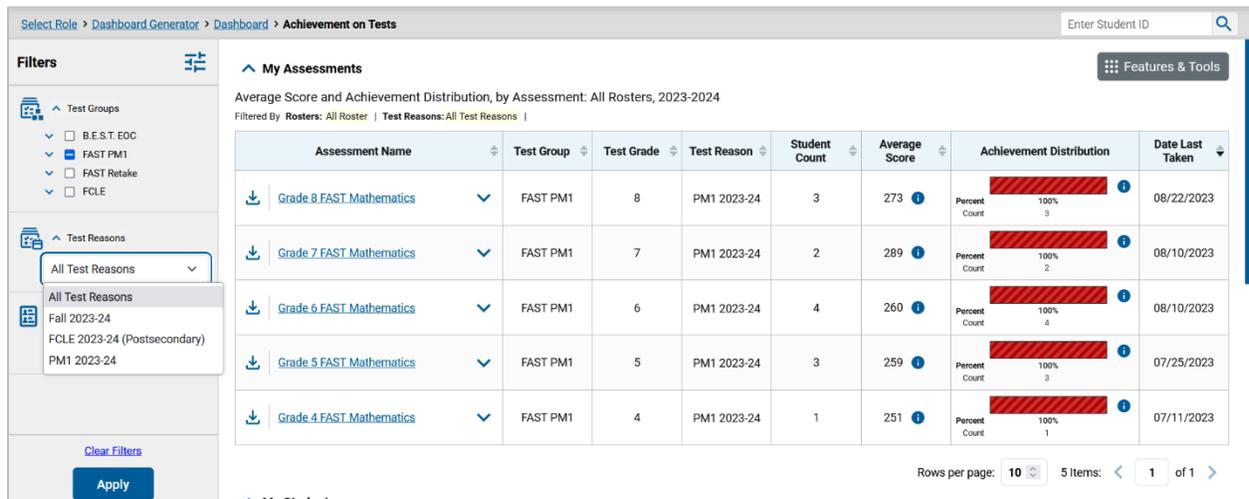
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
Grade 8 FAST Mathematics	FAST PM1	8	PM1 2023-24	3	273	Percent Chart	06/22/2023
Grade 7 FAST Mathematics	FAST PM1	7	PM1 2023-24	2	288	Percent Chart	06/19/2023
Grade 6 FAST Mathematics	FAST PM1	6	PM1 2023-24	4	200	Percent Chart	06/19/2023
Grade 5 FAST Mathematics	FAST PM1	5	PM1 2023-24	3	258	Percent Chart	03/29/2023
Grade 4 FAST Mathematics	FAST PM1	4	PM1 2023-24	1	251	Percent Chart	03/11/2023

When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by PM1 2023-24 and look at ELA achievement, then filter by PM3 2023-24 and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards and Achievement on Tests reports for teachers as well as for school- and district-level users.

1. On the left side of the dashboard or Achievement on Tests report, click either the **Filters** panel expand button or the **Test Reasons** button . The **Filters** panel expands (see [Figure 57](#)).
2. Make a selection from the drop-down list in the **Test Reasons** section.

Figure 57. Teacher View: Achievement on Tests Report with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for that test reason.
4. *Optional:* To revert all filters to their defaults, open the **Filters** panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header shows the test reason selected, if any.

## How to Filter Item-Level Data by Benchmarks and Clusters of Benchmarks

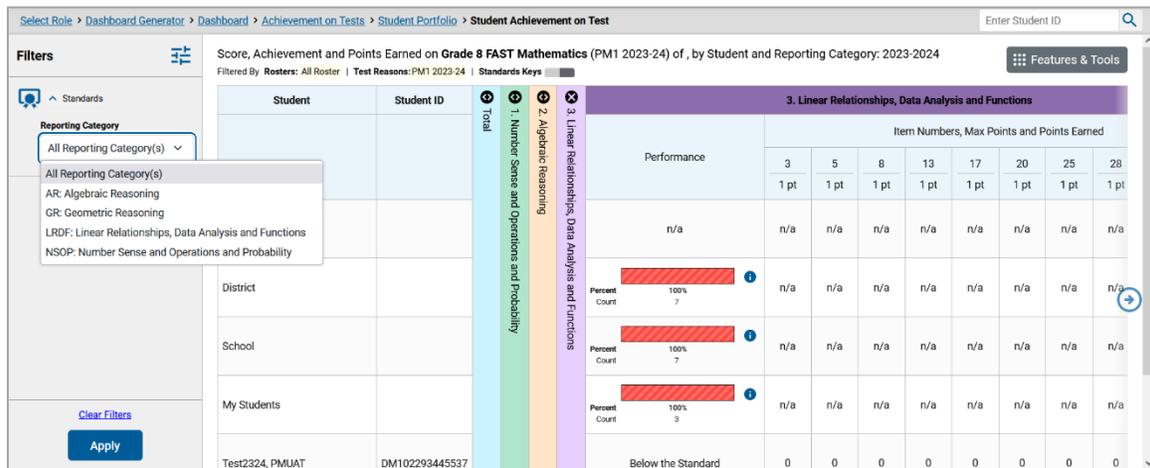
An educational standard describes the skill the item measures. An example of a math standard is “Know and apply the properties of integer exponents to generate equivalent numerical expressions.”

You may want to see how your students performed on a particular standard or cluster of benchmarks. In certain reports, you can filter by the standard to which items are aligned. That way you can view your students’ achievement in just one area of skill. Then you can switch filters to compare it with their achievement in another skill. If you don’t filter by standard, the reports will show results for all benchmarks by default. You may find that switching between different sets of standard data and comparing them helps you understand students’ abilities better.

Standard filters are available in any report showing item-level data. The available benchmarks vary by assessment.

1. On the left side of the page, click either the **Filters** panel expand button or the **Standards** button . The **Filters** panel expands (see [Figure 58](#)).
2. Use the drop-down list in the **Standards** section to select a cluster. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 58. My Students' Achievement on Test Report with Expanded Filters Panel



4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard.
5. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header specifies the benchmarks selected, if any.

## How to Export and Print Data

You can export or print any data you see in the Florida Reporting System. Some reports on individual tests can be exported directly from the Achievement on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing. Some reports can be exported with item-level data.

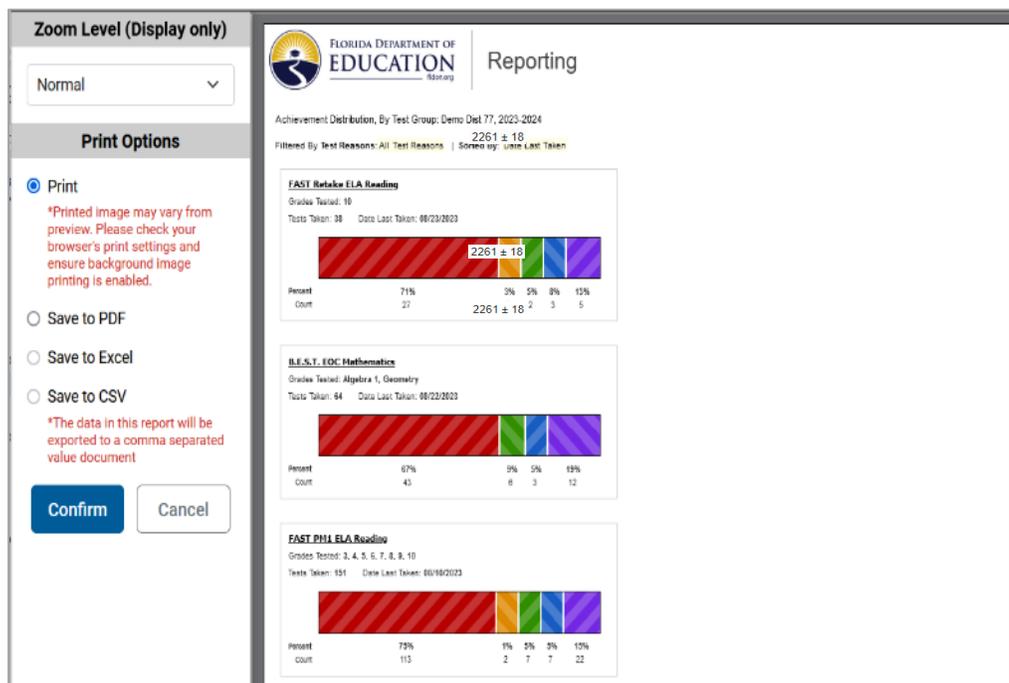
### How to Export or Print a Report You're Viewing

1. Select the print button  from the  **Features & Tools** menu or, in a Longitudinal Report window, from the upper-right corner. If there are multiple report tables on the page, multiple print buttons appear.

A print preview page opens (see [Figure 59](#)).

- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 59. Print Preview Page



2. Do one of the following under the *Print Options* section:

- To print the report, select the **Print** radio button.
- To download a PDF version of the report, select **Save to PDF**. Then select an option from the **Page Layout** drop-down list that appears.
- To download a Microsoft Excel (.xlsx) version, select **Save to Excel**.

- To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

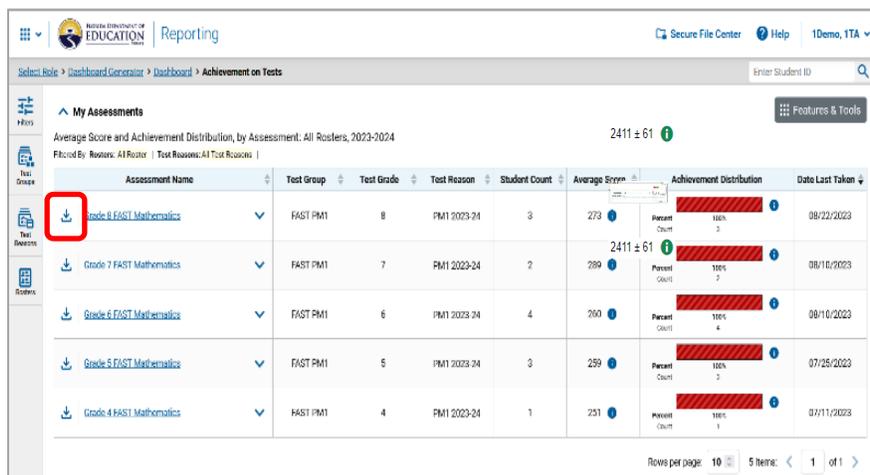
3. Click **Confirm**.

If you saved the report as PDF, Excel, or CSV, the **Secure File Center** window appears, displaying the generated report.

## How to Export an Assessment Report Directly from the Achievement on Tests Report

1. Click the export button  to the left of the name of the assessment whose report you wish to export (see [Figure 60](#)).

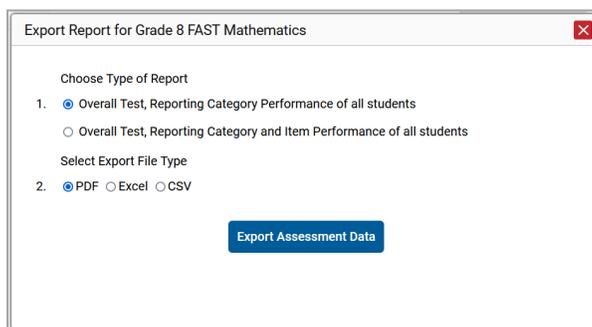
Figure 60. Teacher View: Achievement on Tests Report



The **Export Report** window opens. The options in this window vary according to your user role (see [Figure 61](#) and [Figure 62](#)).

2. If necessary, select which report to export for the assessment.
  - **Teachers and school-level users:** The exported report will contain test results for all your associated students (see [Figure 61](#)).

Figure 61. Teacher View: Export Report Window



- **District-level users:** Select which report to export for the assessment (see [Figure 62](#)).

To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button.

To export school test results, mark the **Overall Test, Reporting Category Performance of all students** radio button, then select a school from the drop-down list.

Figure 62. District-Level User View: Export Report Window

3. Do one of the following:
  - To export the report in PDF format, mark the **PDF** radio button.
  - To export the report in .xlsx format, mark the **Excel** radio button.
  - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Secure File Center** window appears with the generated file available for download.

## How to Access Item-Level Data

Reports for individual tests include the following:

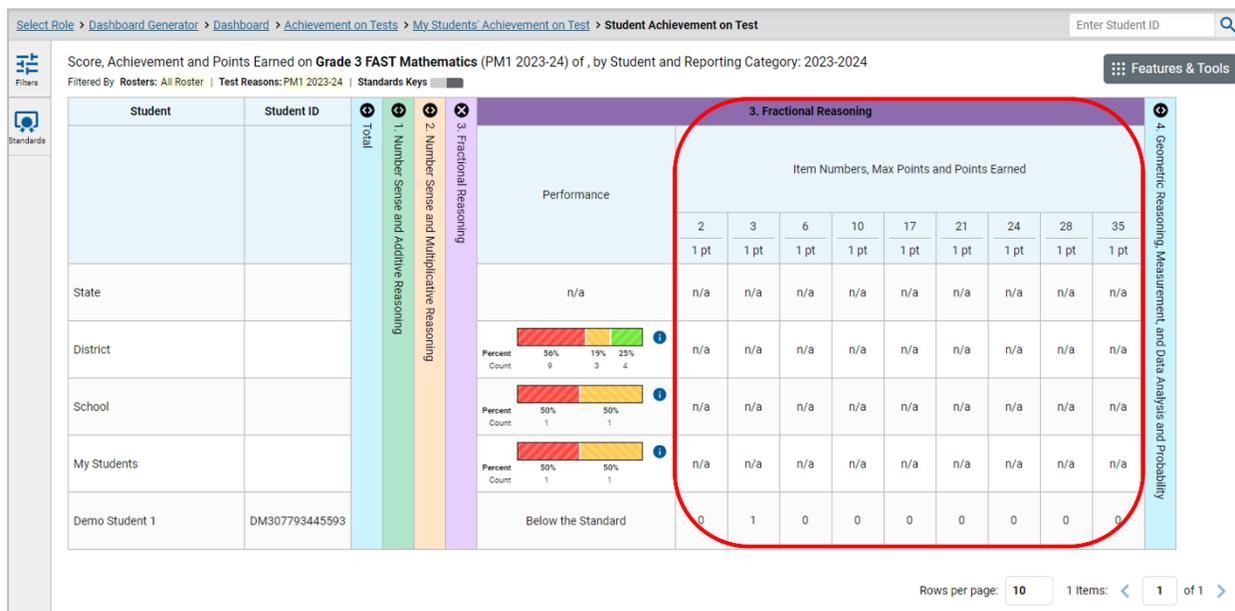
- Item-level data.

Test results for adaptive assessments include item-level data only on the individual student level.

## How to View Item Scores

To expand sections containing item data, click the vertical section bars as in [Figure 63](#).

Figure 63. Student Achievement on Test Report: Achievement by Student Tab with Expanded Reporting Category Section



## How to View Benchmarks for Each Item

In a report displaying item-level data, you can view the standard or benchmarks to which each item is aligned. This allows you to determine at a glance what the item measures.

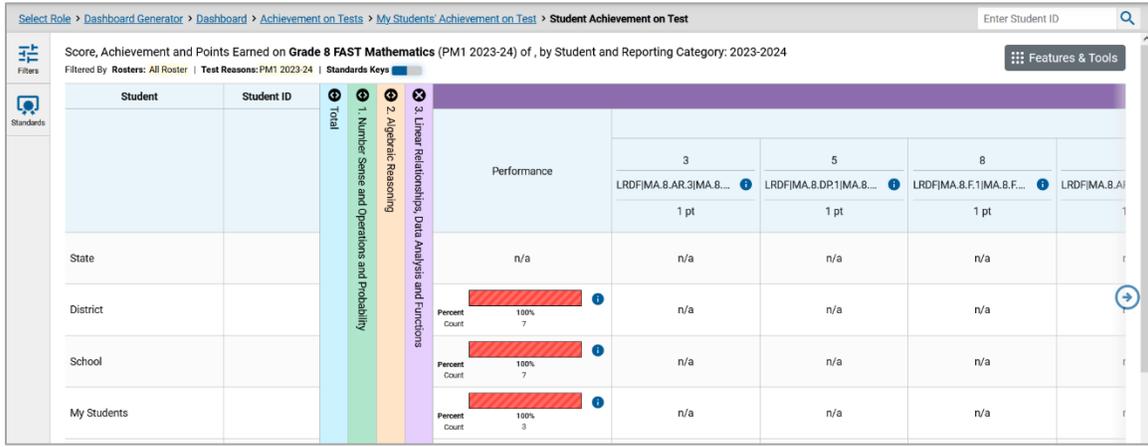
To show and hide item benchmarks, click the **Standards Keys** toggle  in the row of filter details below the report table heading. Under each item number appears a standard key or list of standard keys (see [Figure 64](#)). Note that this toggle does not affect printouts or exports, which always include the standard keys when they include item-level data.

## What It Means When an Item Score Reads “n/a”

You will always see “n/a” instead of a score at the school, district, and state level. Computer adaptive tests cannot be aggregated at the item level.

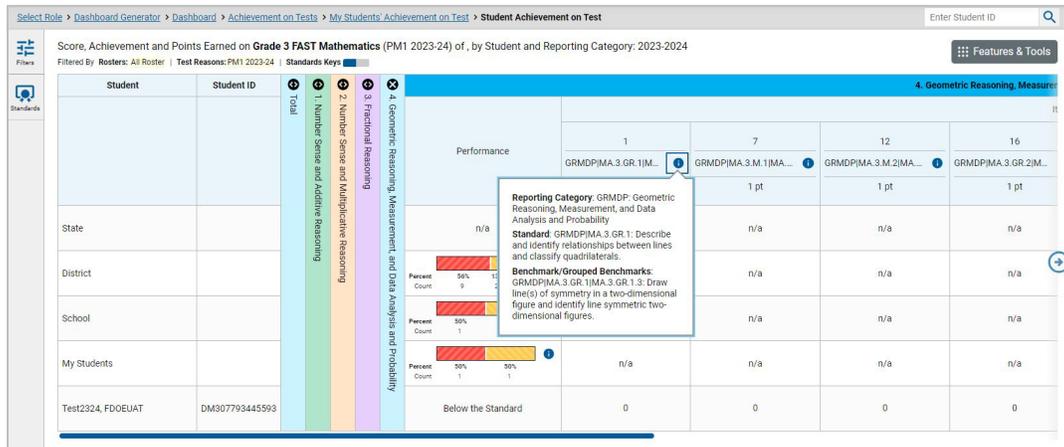
You may sometimes see “n/a” instead of a score for an item at the student level. In some cases, the student did not respond to the item, or the item was not included in that form of the test.

Figure 64. My Students’ Achievement on Test Report with Expanded Items



Click the more information buttons  beside the standard keys to view legends displaying the full text of each cluster (category of benchmarks) and each standard, as in [Figure 65](#). This text is not included in printouts or exports.

Figure 65. My Students’ Achievement on Test Report with Expanded Reporting Category Section and Expanded Legend



# Appendix

Appendix sections are alphabetized for your convenience.

## A

### Achievement Data

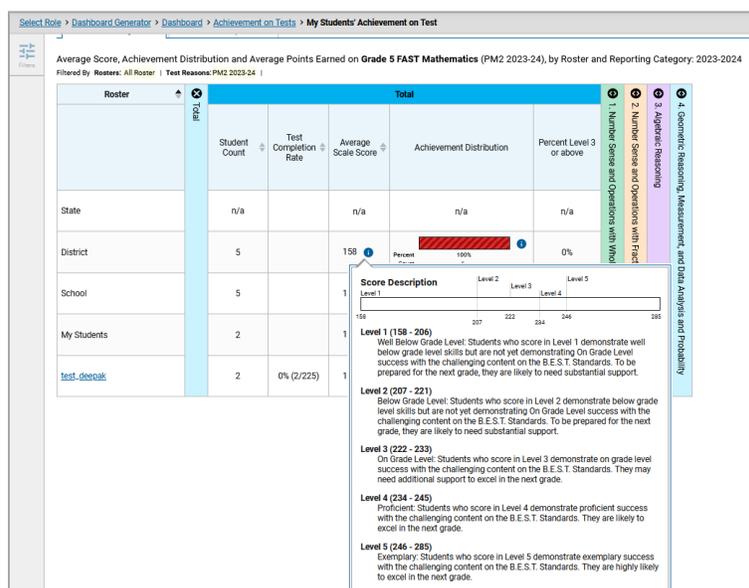
Depending on the test, a report may display different kinds of achievement data:

- Score data:
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.
- Achievement level data, which are used for tests with achievement levels. Achievement levels provide qualitative measurements of students’ proficiency in relation to a particular standard or set of benchmarks. Some aggregate reports include achievement distribution bars, showing the percentage and number of students who attained each achievement level. These bars are color-coded, with two achievement levels being coded red-green and five being coded red-yellow-green-blue-purple.
- Measures in aggregate reports for adaptive tests may also include **Weak or Strong?, On Grade?,** and **% Correct**.

In a report, click the more information button  in the score or Achievement Distribution columns.

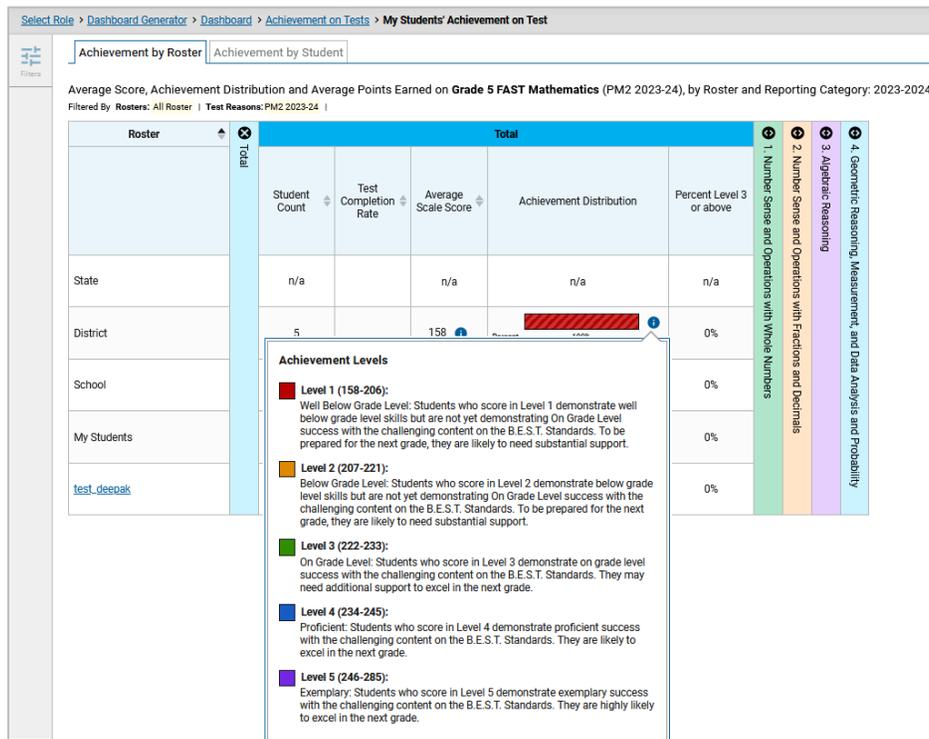
A legend appears (see [Figure 66](#) and [Figure 67](#)), explaining what the scores or achievement levels indicate.

Figure 66. My Students’ Achievement on Test Report with Expanded Scale Score Legend



## Florida Reporting System User Guide

Figure 67. My Students' Achievement on Test Report with Expanded Achievement Distribution Legend



You will find similar buttons  in reports throughout the Florida Reporting System.

## H

### Help

The Florida Reporting System includes an online user guide.

#### How to Access the Online User Guide

In the banner, click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 68. Banner



## L

### Login Process

This section describes how to log in to the Florida Reporting System.

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

#### How to Log In to the Florida Reporting System

1. Navigate to the Florida Assessment of Student Thinking (FAST) [portal](#).
2. Select your user role from the cards displayed (see [Figure 69](#)).

Figure 69. User Role Cards



3. Click the **Florida Reporting System** card (see [Figure 70](#)). The login page appears.

Figure 70. Florida Reporting Card



## Florida Reporting System User Guide

4. On the login page (see [Figure 71](#)), enter the email address and password you use to access all CAI systems.

Figure 71. Login Page

**Please Log In**

Enter your username and password to log into CAI online systems. Once you log in, you will automatically be directed to your selected system.

**Need More Help?**

If you **forgot your password** or **need a new password**, please use the [Forgot Your Password](#) link to reset it.

For assistance, contact the Florida Help Desk at 1-866-815-7246 | [FloridaHelpDesk@cambiumassessment.com](mailto:FloridaHelpDesk@cambiumassessment.com)

For FAA assistance, contact the FAA Service Center at 1-877-655-3001 | [FAAServiceCenter@cambiumassessment.com](mailto:FAAServiceCenter@cambiumassessment.com)

**Login**

Email Address

Password

[Forgot Your Password?](#)

**Secure Login**

**First Time Login This School Year?**

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

5. Click **Secure Login**.
  - a. If the Enter Code page appears (see [Figure 72](#)), an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click Submit within 15 minutes.

If the authentication code has expired, click **Resend Code** to request a new code.

Figure 72. Enter Code Page

**Enter Code**

✓ A code has been sent to your email address. The code will expire after 15 minutes.

Enter Emailed Code

**Submit**

**Resend Code**

[Cancel](#)

6. If your account is associated with multiple institutions, you are prompted to select a role, as in [Figure 73](#). From the **Role** drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 73. Select Role Window

The Dashboard Generator for your user role appears.

### How to Set or Reset Your Password

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page (see [Figure 74](#)). To activate your account, you must set your password within 15 minutes.

All users are required to do a one-time password reset at the beginning of every school year, for security purposes.

- If your first temporary link expired:  
In the activation email you received, click the second link provided and request a new temporary link.
- If you forgot your password:  
On the **Login** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

Figure 74. Reset Your Password Page

## Florida Reporting System User Guide

- If you did not receive an email containing a temporary link or authentication code:  
Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.
- Additional help:  
If you are unable to log in, contact our Helpdesk for assistance. You must provide your name and email address.

## M

### Multiple Test Opportunities

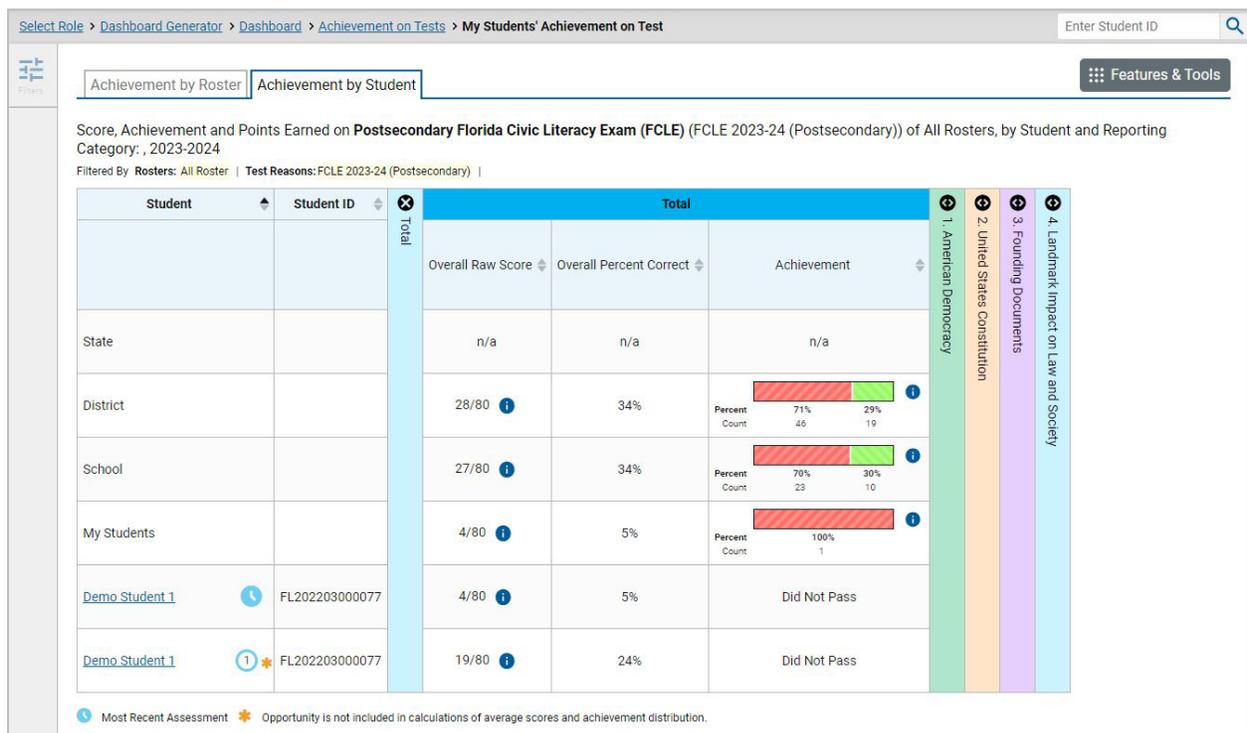
Sometimes test results will include multiple rows for the same student.

When a student completes multiple test opportunities for a single assessment, as in [Figure 75](#), reports display a row of data for each opportunity. A clock icon  appears next to the most recent opportunity. Previous opportunities are marked with numbers, , starting from the earliest test taken. An asterisk icon  indicates that an opportunity is not included in calculations of average scores or achievement distributions.



**Note:** This feature only applies to the Florida Civic Literacy Exam (FCLE).

Figure 75. My Students' Achievement on Test Report: Achievement by Student Tab

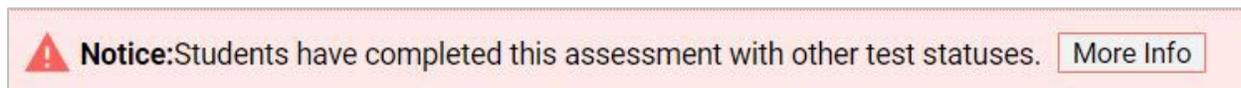


## N

### Non-Scorable Test Opportunities

The reports in the Florida Reporting System do not include data for non-scorable test opportunities. A student’s test opportunity cannot be scored when it has a test status of “Invalidated”, or when it includes blank or empty reporting categories (reporting categories without items). If a test opportunity is non-scorable, a notification  appears below the report for that assessment (see [Figure 76](#)).

Figure 76. Non-scorable Notification



You can click **More Info** on the notification to view the **Students with Other Test Statuses** window (see [Figure 77](#)). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 77. Students with Other Test Statuses Window

Grade 5 FAST ELA Reading: Students with Other Test Statuses <span style="float: right;">✕</span>			
Name	Student ID	Condition Code	Date Taken
Demo Student 1	FL000020220217	Insufficient to score	07/25/2023
Demo Student 2	FL000020220218	Insufficient to score	07/25/2023
Demo Student 3	FL000020220222	Invalidated	07/25/2023

## R

### Report Tables

#### How to Sort a Table

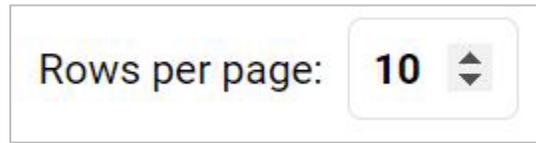
1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.
2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker  when the column is sorted in ascending order.

#### How to Specify the Number of Rows Displayed

In the *Rows per page* field below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.

You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one (see [Figure 78](#)).

Figure 78. Rows Per Page Field



### How to View Additional Table Rows

- To move to the next and previous pages in a table, click the arrow buttons   at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field  at the lower-right corner of the table.

### How to View Additional Table Columns

To scroll the table to the right or left, click the arrow buttons   on the right and left sides of the table. Alternatively, click and drag the green horizontal scrollbar at the bottom of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or  and  to expand and collapse them.

### How to Expand All Accordion Sections in a Table

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.
2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

## Roster Management

Rosters are groups of students. Each user-defined roster is associated with a teacher. Each is also associated with a single administrative year. They typically represent entire classrooms in lower grades, or individual classroom periods in upper grades.

School-level users and district-level users can add, edit, and delete user-defined rosters. Rosters are a great way to organize students, allow teachers to view their students’ achievement, and allow other users to compare the achievement of different rosters. Changes to rosters may take a few minutes to appear in reports.

## Florida Reporting System User Guide

When creating/managing rosters, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25–30 students. If a Roster is too large or too small, it may affect the credibility and usefulness of the data in the Florida Reporting System. Up to 500 active students can be included in one roster.
- If rosters need to be created for other purposes, applicable students can be added to a separate roster that is assigned to the School Assessment Coordinator (SAC) with the appropriate naming convention that includes the Test Administrator (TA). This will help avoid teachers accessing student data for students they may have tested but do not have in their regular class.
- Rosters should be updated weekly to maintain roster accuracy with new enrollments/withdrawals/class movement to ensure teachers are accessing accurate data for their current students.
- If a student moves to another district/school, the student will automatically become inactive in any rosters associated with the former district/school. Users do not need to take action to delete this student.
  - Teachers will have access to scores for tests taken with them for inactive students in their roster by changing the time period in the Florida Reporting System.
- If a student moves to another class within the same school, no automatic action is taken to remove the student from previous rosters. The student will need to be deleted manually from the former teacher's roster if that teacher should not have any access to scores. When the student is manually deleted, the former teacher will no longer have access to any scores for that student in FRS.
- Use roster uploads to add and/or delete students. As students withdraw from a school or transfer from one class to another, students can be deleted via upload from the previous associated rosters.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and/or period as applicable. For example, an elementary school roster may be named 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.

### How to Add a Roster

You can create new rosters from students associated with a school.

1. From the  **Features & Tools** menu, select  **Add Roster**. The *Roster Manager* window appears, showing the Add Roster form (see [Figure 79](#)).

Figure 79. Add Roster – Select School for Roster Page

The screenshot shows a window titled "Roster Manager" with a sub-header "Add Roster". Below the header is an information icon and a message: "Start by selecting a school before adding students in the next step. Select a Test Administration in the next step to ensure that only students eligible for the administration appear on the roster." Below this is a "Select School for Roster" panel with two dropdown menus: "\*District: -- Select --" and "\*School: -- Select --". A "Select" button is located at the bottom right of the panel.

2. In the *Select School for Roster* panel, search for a school by selecting District and School as applicable, then click **Select** and a new **Add Roster** page appears (see [Figure 80](#)).
  - **Note:** If your user account is associated with more than one school under the *School Details* section, you can select **Change School** if the wrong school was selected.

Figure 80. Add Roster Page

The screenshot shows the "Add Roster" page. It has a "School Details" section with "District: Demo District 99 - 99" and "School: Demo School 9009 - 99-9009", and a "Change School" button. The "Find and Select Students" section has "Student Search" and "Quick Roster" tabs, search criteria for "Enrolled Grade" and "Test Administration", and an "Additional Fields" section with a "Create Quick Roster" button. The "Roster Details" section has "Roster Name" and "Teacher Name" fields. Below is a "Selected Students (0)" table with columns for "REMOVE ALL", "STUDENT NAME", "ENROLLED GRADE", "FLEID", and "USERNAME". A "Save" button and a "Cancel" button are at the bottom.

3. Under *Roster Details*, add a roster name and select a teacher.
4. Under *Find and Select Students*, do one of the following:
  - Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting  next to individual students from the top of the grid. Selecting **Save** creates your roster. If you select **Remove All**, you can search for a new group of students.

## Florida Reporting System User Guide

- Use the **Student Search** tab for a more traditional search function, including the option to find specific students by FLEID or name. After you return results, select  to add individuals or select **Add All** from the top of the grid (see [Figure 81](#)).

Figure 81. Roster Available Students - Add All

Available Students (8)				
Show more information 		Filter students <input type="text"/>		
STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME	ADD ALL 
Test, Demo	03	FL123456789016	3WSSR	
Test, Demo	03	FL123456789027	4B9TF	
Test, Demo	03	FL123456789030	4BABJ	
Test, Demo	08	FL123456789025	4B9NL	
Test, Demo	10	FL123456789021	3ZBPS	
Test, Demo	30	FL123456789024	4B9NK	

**Note:** To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to select additional criteria as available.

- Optional:* After results appear under *Selected Students*, you can change the information that displays about students.
  - Show more information** drop-down: Select or clear additional columns.

**Note:** Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school. If former students re-enroll to the school, they will still appear in italics in associated rosters with the date they left. To restore the student into the roster, remove the italicized record and then use the **Student Search** tab to re-add the student.

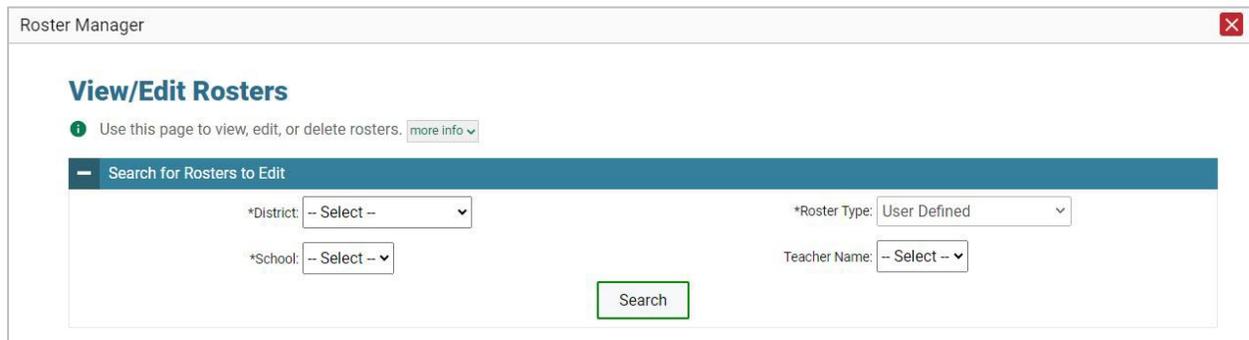
- Use the *Filter* field to limit students to those who match the text you enter. This keyword search only finds text in the grid. Be aware if you enter **11** to find students in 11th grade, any content with the text *11* will display. This could potentially pull in results you did not intend to find.

## How to Modify a Roster

You can modify a user-defined roster by changing its name, changing its associated teacher, adding students, or removing students.

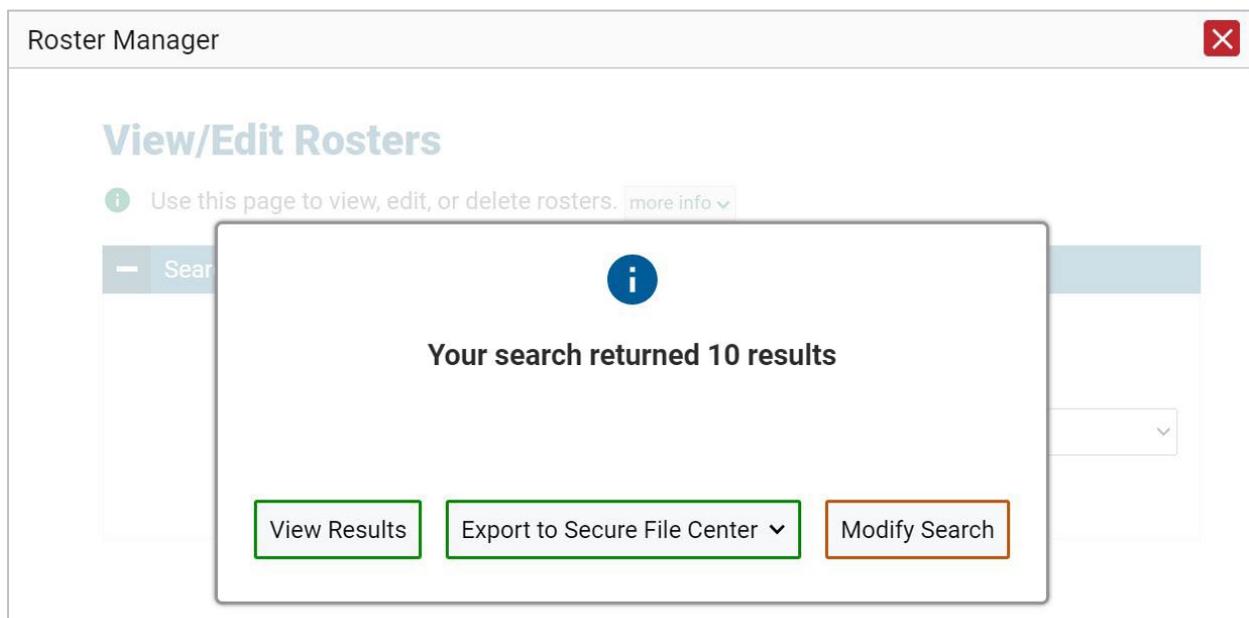
- From the  **Features & Tools** menu, select  **View/Edit Roster**. The *Roster Manager* window appears, showing the View/Edit Roster form (see [Figure 82](#)).

Figure 82. Roster Manager Window: View/Edit Roster Form



2. Select the district, school, and roster type as needed for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears (see [Figure 83](#)). Click **View Results** to view the results in your browser.

Figure 83. Detail of Roster Manager Window: Search Results Pop-Up



4. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit [Roster Name]** window for the roster appears (see [Figure 84](#)).

Figure 84. Roster Manager Window: View/Edit [Roster Name] Form

**Add Students**  
To add students to this roster, click **Find Students**.  
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

**Find Students**

**Roster Details**  
You can change the name and teacher associated with this roster.  
\*Roster Name: Demo Roster 1  
\*Teacher Name: 1Demo, 1TA

**Selected Students (26)**  
Show more information Filter students

X REMOVE ALL	STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME
X	Demo Student 1	08	DM561289631548	4B9YY
X	Demo Student 2	08	FL123456789025	4B9NL
X	Demo Student 3	08	DM102293445507	4B9NW
X	Demo Student 4	08	DM102293445517	4B9O5
X	Demo Student 5	08	DM102293445527	4B9OE
X	Demo Student 6	08	DM102293445537	4B9ON
X	Demo Student 7	08	DM102293445545	4B9OV

**Save** **Cancel**

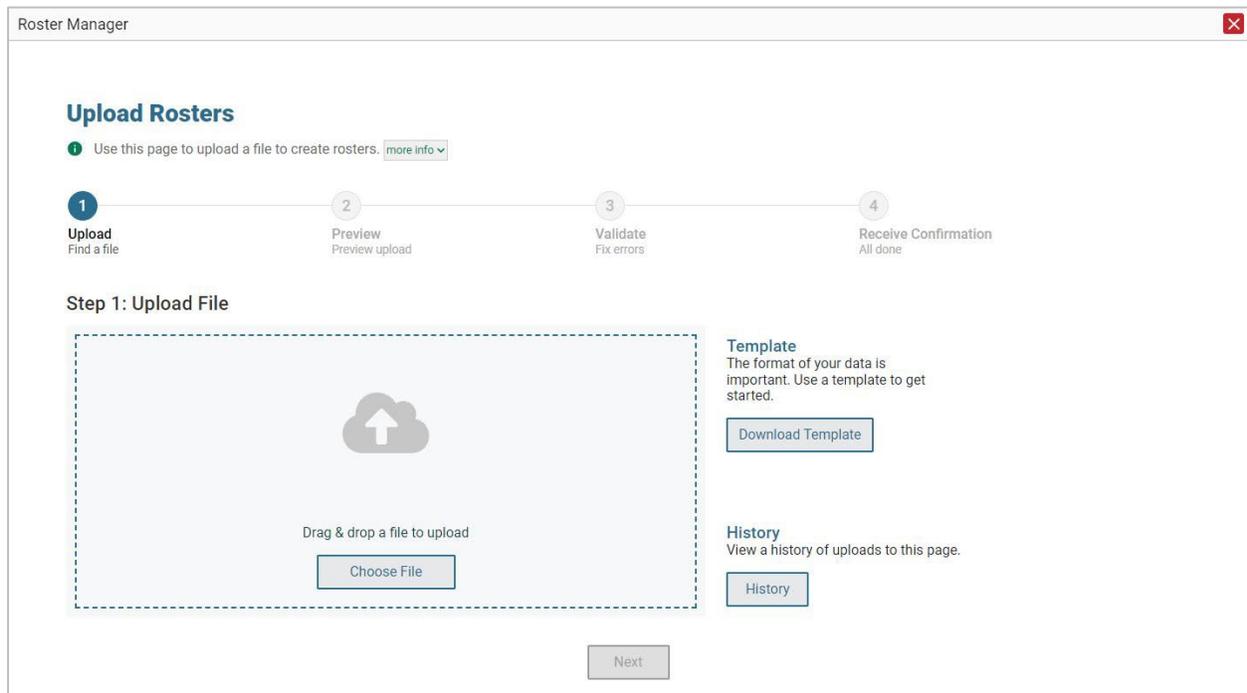
5. To review students who are currently on the roster, scroll down to the *Selected Students* panel. The list displays students who are currently associated with the roster.
6. Select **Find Students** to search for students by filling out the search criteria either for individual students or for groups in step 4 of [How to Add a Roster](#).
  - **Note:** Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.
7. To remove students from the roster, select the  beside individual students or use the **Remove All** option at the top of the table.
8. *Optional:* In **Roster Details**, edit the *Roster Name* and/or *Teacher Name*.
  - **Note:** Editing the Roster Name and/or Teacher Name only modifies the existing roster. This does not create a duplicate roster.
9. Select **Save**, and in the affirmation dialog box select **Continue**.

### How to Upload Rosters

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

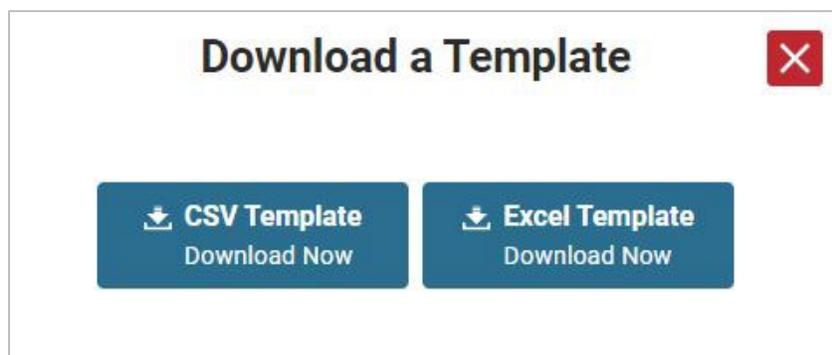
- From the  **Features & Tools** menu, select  **Upload Rosters**. The *Roster Manager* window appears, showing the Upload Rosters: Upload page (see [Figure 85](#)).

Figure 85. Roster Manager Window: Upload Rosters: Upload Page



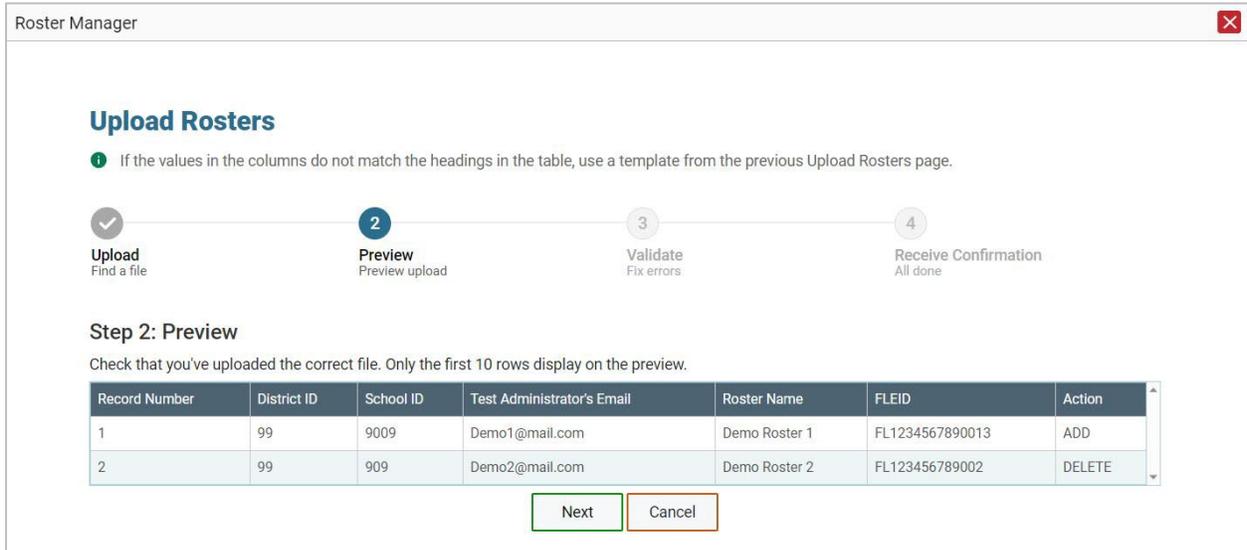
- Click **Download Template** to the right and select the appropriate file type (either **Excel** or **CSV**).

Figure 86. Download a Template



- Open the template file in a spreadsheet application, fill it out, and save it.
- On the Upload Rosters: Upload page, click **Choose File** and select the file you created in the previous step.
- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 87](#)). Use the file preview on this page to verify you uploaded the correct file.

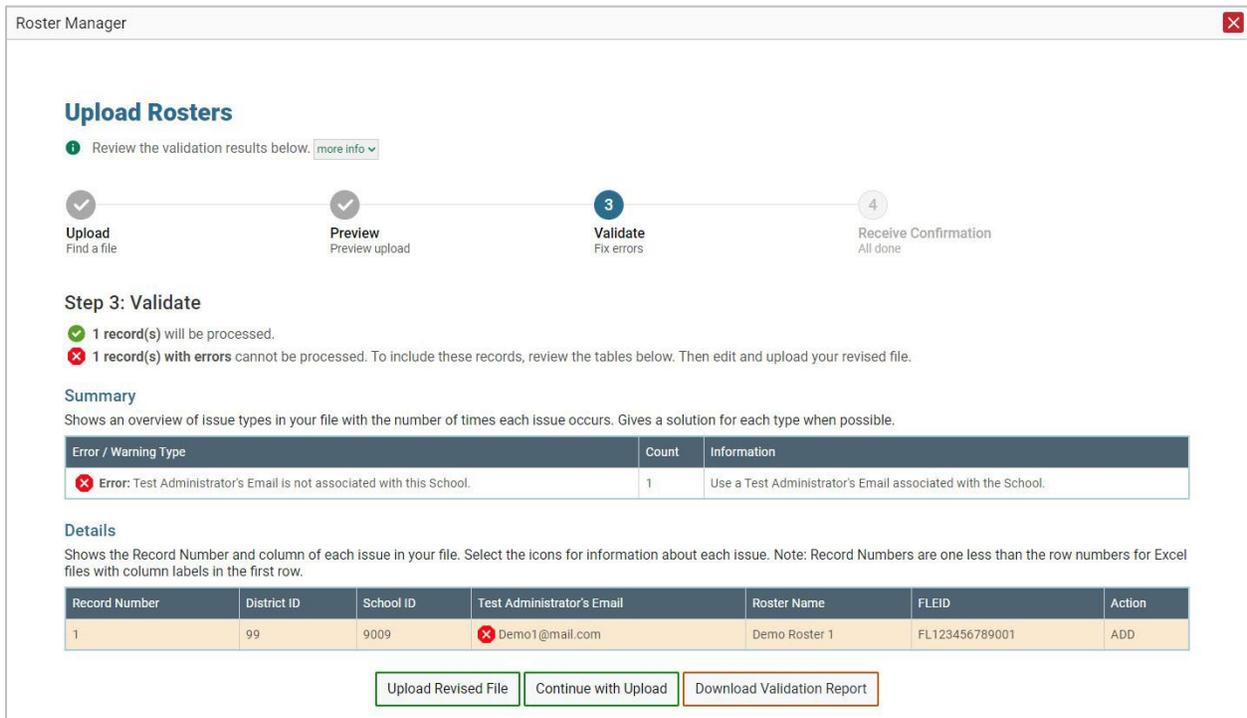
Figure 87. Roster Manager Window: Upload Rosters: Preview Page



6. Click **Next** to validate the file.

Any errors (❌) or warnings (⚠️) are displayed on the Upload Rosters: Validate page (see [Figure 88](#)). If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

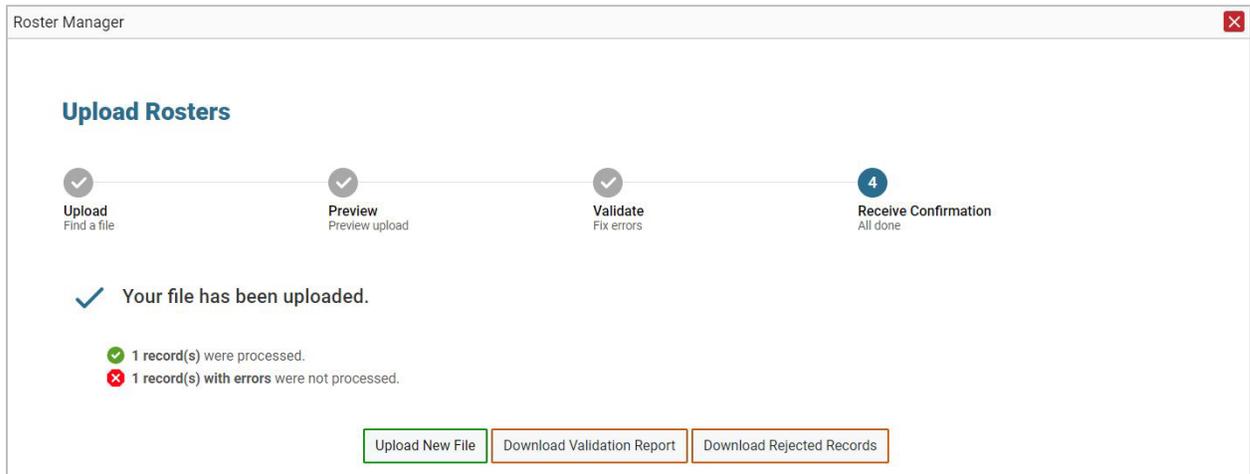
Figure 88. Roster Manager Window: Upload Rosters: Validate Page



- To revise the file before uploading, select **Upload Revised File**.

- To view a list of issues with the file, select **Download Validation Report**.
- To continue with the upload regardless of errors or warnings, select **Continue with Upload**. The confirmation screen appears (see [Figure 89](#)).

Figure 89. Upload Rosters: Confirmation Page



If your file contains a large number of records, the Florida Reporting System processes it offline and sends you a confirmation email when it's complete. While the Florida Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

[Table 2](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 2. Columns in the Rosters Upload File

Element	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 4 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher/test administrator associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
FLEID*	Student's unique identifier within the district.	FL followed by 12 digits.
ACTION	Action to be taken on the student, either adding them to or deleting them from the roster.	One of the following:  Add—Add new user or modify an existing user record.  Delete—Remove existing user record.  Note: If the field is left blank, the user record will be added/modified as applicable similar to an Add action.

\*Required field.

## S

### Secure File Center

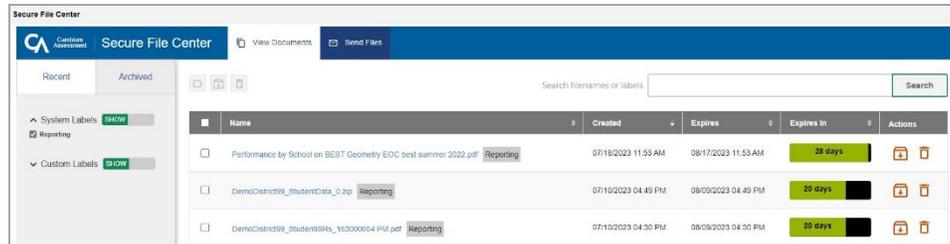
The Florida Reporting System allows you to access a Secure File Center feature that is integrated with other online assessment systems, such as TIDE, and accessible from your test portal. The Secure File Center serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

Each user's Secure File Center is personal to them and not shared among other users. Users can easily manage the files in their Secure File Center. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users' Secure File Centers.

## How to Access and Manage Files in the Secure File Center

1. In the banner, click **Secure File Center**. The **Secure File Center** window appears (see [Figure 90](#)). By default, the Secure File Center window displays the **View Documents** tab.

Figure 90. Secure File Center Window: View Documents Tab: Inbox Sub-Tab



2. *Optional:* Select the file view from the available tabs:
  - **Recent:** This is the default view and displays all the files except for the ones that you have archived. Includes columns for Creation Date, Expiration Date, and Days Available.
  - **Archived:** Displays files that have been archived. Includes the same columns as the main **Recent** tab.
3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.

4. *Optional:* To hide or display system labels, toggle  HIDE /  SHOW.

5. *Optional:* To hide files with a particular system label, clear the checkbox for that label.

6. *Optional:* To hide or display custom labels, toggle  HIDE /  SHOW.

7. *Optional:* To hide files with a particular custom label, clear the checkbox for that label.

8. *Optional:* Do one of the following:
  - To download a file, select the file name.
  - To add a new custom label or apply an existing custom label, mark the checkbox next to the file name.

To apply a new custom label, mark the checkbox next to the text box, select , enter a new custom label in the text box, and select **Save New Label** (see [Figure 91](#)).

Figure 91. New Custom Label



To apply an existing custom label, mark the checkbox next to the existing custom label, select , and select **Apply Label**.

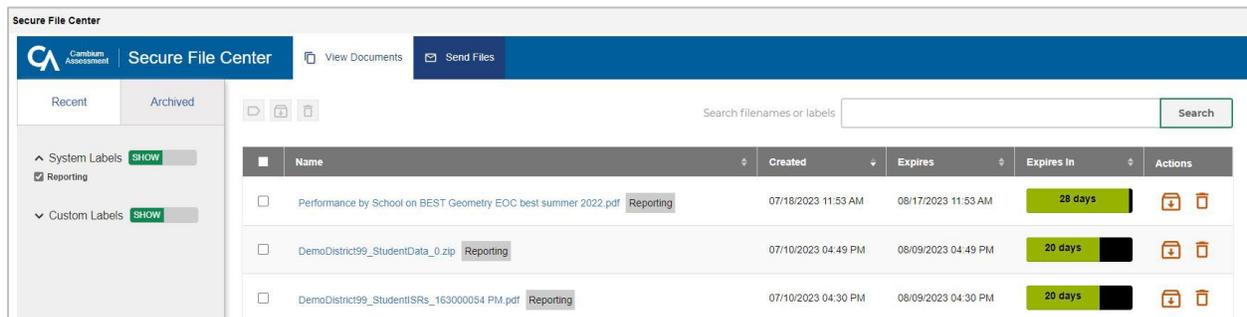
- To archive a file, select  in the *Actions* column of the file name. To return a file to the Secure File Center from the Archived tab, select .
- To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

### How to Use the Secure File Center to Send Files to Other Users' Secure File Centers

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

1. From the banner, select **Secure File Center**. The *Secure File Center* page appears (see [Figure 92](#)). By default, the **View Documents** tab displays.

Figure 92. Secure File Center Window: View Documents Tab: Inbox Sub-Tab



2. Select the **Send Files** tab. The *Send Files* page appears (see [Figure 93](#)).
3. In the *Select Recipients* field, do one of the following:
  - Select **Role** to send a file or files to a group of users by user role.

## Florida Reporting System User Guide

- Select **Email** to send a file or files to a single recipient by email address.

If you select **Email**, skip to step [7](#).

Figure 93. Secure File Center Window: Send Files Tab

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.
7. If you selected **Role** in step [3](#), skip this step. If you selected **Email**, enter the email address of the recipient to whom you wish to send a file or files.
8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files at once.
10. Select **Send**.

Files display in the Secure File Center after you send them.

### State-Level Features

State-level users have a special landing page called the Dashboard Selector. You can use the Dashboard Selector to access the Florida Reporting System at the state level or the district level.

### How to Access Overall Test Results

You can view a state dashboard showing results for the tests taken in your state. This helps you understand how your state is performing overall.

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1. Log in to the Florida Reporting System. The Dashboard Selector page appears (see [Figure 94](#)).
2. From the state and district view options, select **State View**.

Figure 94. State-Level User View: Dashboard Selector Page

### Dashboard Selector

**Tell Us What You Want to Do**

---

**At what level do you want to see the report?**

**State View**
         
  District View

---

View

### 3. Select **View**.

- The Dashboard Generator page appears, allowing you to select test groups just as any other user would. When you have made your selections and clicked **Go to Dashboard**, the state dashboard appears, looking similar to the Achievement on Tests report (see [Figure 95](#)). It displays an assessments table with up to 10 of the tests you selected, sorted by Date Last Taken with the most recent tests first.

Figure 95. State Dashboard

Average Score and Achievement Distribution, by Assessment: Florida, 2023-2024						
Filtered By School: All Schools   Test Reasons: All Test Reasons   Reporting Time Period: 06/30/2024   <span style="float: right;">Features &amp; Tools</span>						
Assessment Name	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken	
Postsecondary Florida Civic Literacy Exam (FCLE)	FCLE 2023-24 (Postsecondary)	22379	55/80	Percent: 17% 83% Count: 3.9K 18.5K	06/30/2024	
Grade 7 FAST Mathematics	PM3 2023-24	151189	326	Percent: 30% 23% 26% 15% 7% Count: 45K 34K 39.1K 22.1K11K	06/28/2024	
Grade 7 FAST ELA Reading	PM3 2023-24	216206	321	Percent: 31% 22% 19% 18% 10% Count: 67.2K 47.5K 40.4K 39.9K21.4K	06/28/2024	
Grade 6 FAST Mathematics	PM3 2023-24	215489	332	Percent: 23% 22% 23% 21% 11% Count: 49.4K 46.7K 47.7K 44.2K22.9K	06/28/2024	
Grade 6 FAST ELA Reading	PM3 2023-24	170623	335	Percent: 32% 21% 20% 16% 11% Count: 56.5K 44.3K 41.6K34.9K23.3K	06/28/2024	
Grade 8 FAST ELA Reading	PM3 2023-24	210943	326	Percent: 34% 20% 21% 15% 11% Count: 72.6K 42.3K 44.6K32.2K3.7K	06/27/2024	
Grade 8 FAST Mathematics	PM3 2023-24	209379	328	Percent: 28% 17% 26% 15% 14% Count: 47.2K 29.5K 44.1K 26.4K23.4K	06/27/2024	

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- Unlike other reports, the state dashboard does not allow you to drill down into the results for any individual test, nor does it allow you to generate Individual Student Reports (ISR).
4. *Optional:* To load 10 more tests at a time, click the link below the table that says **Click here to view more tests in this test group**.

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5. *Optional:* To view a different set of tests, use the **Filters** panel on the left to filter by test group or test reason, much the way you would as a lower-level user.
6. *Optional:* To sort, click the column headers that have sorting arrows . Sorting affects the whole list, not just the tests currently displayed.

If you print or export the table, it will include the entire list, not only the tests currently displayed in the UI.

To return to the Dashboard Selector or the Dashboard Generator, use the path links in the upper-left corner.

### How to Access the Florida Reporting System at the District Level

As a state-level user, you can use the Florida Reporting System exactly as though you were a district-level user.

1. Log in to the Florida Reporting System. The Dashboard Selector page appears.
2. From the state and district options, select **District View** (see [Figure 96](#)).
3. Do either of the following:
  - From the drop-down list that appears, select a district.
  - In the search field that appears, enter a district ID.
4. Select **View**.

Figure 96. State-Level User View: Dashboard Selector Page

**Dashboard Selector**

**Tell Us What You Want to Do**

At what level do you want to see the report?

State View   
  District View

---

Which district do you want to see?

District:  --or--

[View](#)

- The district Dashboard Generator appears. From here, you can use the Florida Reporting System at the district level.

To return to the Dashboard Selector, select **Dashboard Selector** in the upper-left corner.

## U

### User Role Change

If your account is associated with multiple user roles or institutions, you can switch between them.

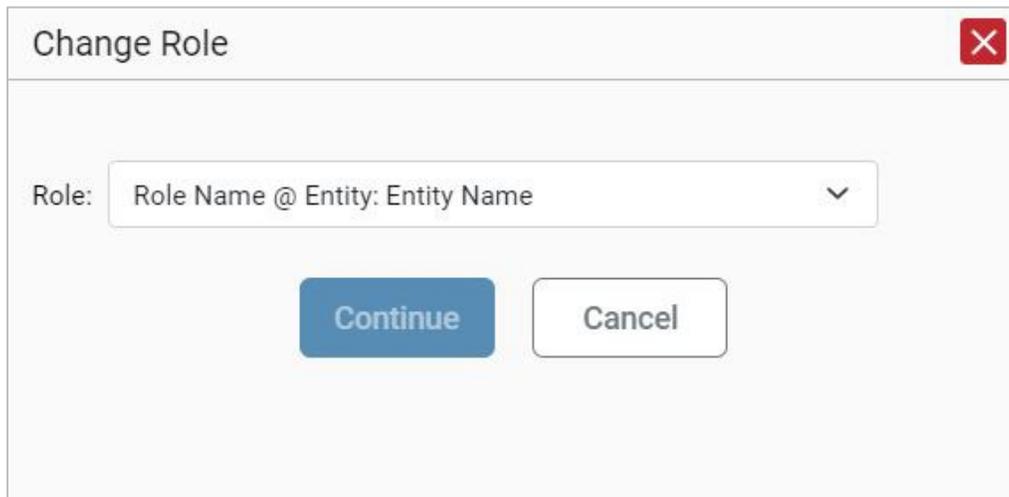
1. From the banner menu, select **Change Role**. Alternatively, click the **Select Role** link in the path at the upper-left corner (see [Figure 97](#)). The **Change Role** window appears (see [Figure 98](#)).

Figure 97. Change Role Options

The screenshot shows the Florida Department of Education Reporting system. The top navigation bar includes 'Secure File Center', 'Help', and 'Demo User, Demo DAC'. The breadcrumb trail is 'Select Role > Dashboard Generator > Dashboard'. The main content area displays 'Achievement Distribution, By Test Group: Demo Dist 77, 2023-2024'. There are two charts: 'FAST PM1 ELA Reading' (Grades Tested: 3, 4, 5, 6, 7, 8, 9, 10; Tests Taken: 151; Date Last Taken: 08/10/2023) and 'FAST PM1 Mathematics' (Grades Tested: 3, 4, 5, 6, 7, 8; Tests Taken: 114; Date Last Taken: 08/07/2023). A dropdown menu is open over the 'Select Role' link, showing 'ACCOUNT' options (Change Role, Sign Out) and 'ROLE' options (User Role, DAC, State, Florida, District, Demo Dist 77).

2. From the **Role** drop-down list, select the desired role and institution (entity name) combination.

Figure 98. Change Role Window



3. Click **Continue**. The window closes and the Dashboard Generator page appears.

## User Support

For additional information and assistance in using the Florida Reporting System, contact the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7 a.m. to 8:30 p.m. ET.

**Florida Help Desk**

**Toll-Free Phone Support: 1-866-815-7246**

**Email Support:**  
[FloridaHelpDesk@cambiumassessment.com](mailto:FloridaHelpDesk@cambiumassessment.com)

Please provide the Helpdesk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's FLEID and associated district or school. Do not provide the student's name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (for example, Windows 11 and Chrome 114 or Mac OS 13.13.3 and Safari 5.1).

