

Standardized Assessments

State and local assessment data can be imported or manually entered into Focus. After the scores are entered, there are a variety of built-in reports to help analyze this information.

Manually Entering Test Scores

Though most statewide standardized assessment scores are imported into Focus, users with profile permission to edit Test History can manually enter any district assessments or other individualized assessments for a student.

1. Go to the **Assessment** menu and select **Test History**.
2. Search for a student by entering a student ID or first or last name. More Search Options can be utilized to locate a specific group of students meeting defined criteria.
3. Select a student from the list to display the student's individual Test History screen.

Existing test administrations will be listed on this screen.

The screenshot shows the 'Test History' screen for student Acevedo, Diem Donna. The interface includes a top navigation bar with the Focus logo, student name, and various filters. Below the navigation bar is a horizontal menu with tabs for Demographic, Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History (selected), Audit Trail, Grad, Files, SSS, Choice, and Billing. A 'Filter by Test Type' dropdown is set to 'State Assessments'. A table on the right lists various assessment dates and requirements. Below this, a section titled '2 Test Administrations' shows a list of test records with columns for Test, Test Type, Administration Date, School Year, Gradelevel, Form, and LEP Info. The records include 'Florida End-of-Course Assessment - Civics - ECS (ECS)' and 'Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2 (FC2)'. At the bottom, there is a form to add a new test record with dropdowns for Test, Administration Date, School Year, Gradelevel, and Form, and a text field for LEP Info.

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP Info
Florida End-of-Course Assessment - Civics - ECS (ECS)	State Assessments	01/05/2019	2018-2019	07	103	-
Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2 (FC2)	State Assessments	01/05/2017	2016-2017	05	13	-
N/A			2022-2023	N/A		N/A

4. To enter a new test record, scroll to the bottom of the screen and select the appropriate **Test** from the corresponding pull-down.
5. Fill in applicable information such as Administration Date, School Year, and Grade Level.

6. Click **Save**. The test will display at the top of the list.

Focus Writers02

Acevedo, Diem Donna

3057 - 09

Test History

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS Choice Billing

Filter by Test Type: All Apply

Preferred Name

Algebra I EOC Pass Date

Biology I EOC Pass Date

US History EOC Pass Date

Geometry EOC Pass Date

Graduation Reading Requirement Pass Date

Met Online Course Req Not Met

Save

27 Test Administrations

Filter

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP I
ACT, PLAN - APL (APL)	College Readiness	09/05/2023	2022-2023	11	112	-
STAR - SAR (SAR)	Progress Monitoring	07/01/2020	2019-2020	08	-	-
Preliminary Scholastic Aptitude Test (PSAT) - PSA (PSA)		17/10/2019	2019-2020	08	FORM E	-
STAR - SAR (SAR)	Progress Monitoring	19/08/2019	2019-2020	08	-	-

Print

Help Logout

7. Click the gray arrow next to the test name to enter additional test information.

8. Enter the score information. The tab key can be used to move from field to field.

Save

27 Test Administrations

Filter

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP Int
ACT, PLAN - APL (APL)	College Readiness	09/05/2023	2022-2023	11	112	-

No Test Parts were found.

Title

Scale Score (Expanded Standard Score) (SS)

National Percentile (NP)

Florida Percentile (FP)

N/A


9. Click **Save**.

Information can be edited by clicking on the underlined field.

! Profiles must be selected in the **Allow profiles to modify** pull-down on the **Standardized Tests** screen in order for the profile users to be able to modify test score information.

To minimize the test score information, click the same gray arrow next to the test name that was used to expand the information.

If a test part or test administration needs to be deleted, click the delete button (black dash) in front of the title.


 Only test administrations with no Test Parts set up will display with a delete button. This is because test administrations can only be deleted if there are no scores entered. Therefore, individual test scores need to be deleted first before the option to delete the entire test is available.

Activity

Enter a non-EOC, non-FSA Test Record (this can only happen if the correct permissions are given).

Test Accommodations for Pre-ID

Test Accommodations for state reporting purposes are known as Pre-ID Flags. The student Category that houses these Test Accommodations for Pre-ID may be defaulted to the ESE category tab and the 504 category tab; however, districts can decide where this data is housed, typically the Graduation tab.

 Districts using the default Focus IEP will not need to manually update these fields as the system will push the applicable accommodations to the logging fields when the IEP is locked.

State Computer Based Test Accommodations

State Computer Based Test Accommodations: If the student is taking an FSA Reading, FSA Math, EOC Algebra 1, EOC Geometry, or EOC U.S. History assessment:

1. Open a student record and select the **Graduation** tab, or the applicable tab.

Focus Writers02 Student Info

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS Choice Save

Filter fields... FS Fed State FC Federal/State Compensatory FS Food Service F Forms GD General Demographics G Gifted **G Graduation** Health Daily Health Screener Health Daily Visit Log Health Immunizations Health Medical Health Medication Administ... H Homeless ICD

18 Credit Permission Form No Files

Graduation Plan 24 Credit Standard HS Options [1]

Post Secondary Educational Plans Not applicable [99]

Early Admission to College Flag ☐ N/A ☐ Y ☒ Z

Diploma Type Not applicable [ZZZ]

Diploma Date

Certificate of Completion Not applicable [ZZZ]

Certificate of Completion Date

English/Language Arts Assessment Met

Performance Based Exit Option Results Not applicable [Z]

Diploma Biliteracy Seal Designation

Graduation Plan Year 20232024

Year Entered Ninth Grade 20202021

Interscholastic Sports/PE Waiver

Print a Form/Letter

Help Logout

2. Select the **Assessment** from the **Test Part Administered** pull-down.

Graduation Print a Form/Letter

State Computer Based Test Accommodations

Export Filter: OFF

	School Year	Test Part Administered	Test Accommodations	Computer Based Masking	Computer Based Text-to-Speech	Computer Based -Paper Reading Passage Booklet	ASL Online
	2021-2...			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Select the appropriate accommodation from the **Test Accommodations** pull-down (custom_200000222) logging field for the selected **Test Part**.

If accommodations are not listed in the (custom_200000222) logging field, then the **Test Accommodations** pull-down (custom_829) will be looked at if the student has a primary exceptionality indicated in Focus.

4. Select the check box(es) for any of the other applicable accommodations on that row.

5. Press the **Enter/Return** key.

6. Click **Save**.

7. Repeat the steps described above for each Assessment that applies to the student.



Click the modal icon to enter information in a pop-up window.

School Year	2021-2022	Test Part Administered	
Test Accommodations		Computer Based Masking	<input type="checkbox"/>
Computer Based Text-to-Speech	<input type="checkbox"/>	Computer Based - Paper Reading Passage Booklet	<input type="checkbox"/>
ASL Online & Paper Accommodation	<input type="checkbox"/>	Closed Captioning - Online Accommodation	<input type="checkbox"/>
Listening Transcripts Indicator - Paper Accommodation	<input type="checkbox"/>		

Close Create

Alternate Assessment

If the student will be taking an alternate assessment and should be excluded from the Pre-ID extract, select the applicable option from the **Alternate Assessment Administered** pull-down (custom_791) on the student's **ESE** tab.

Acevedo, Diem Donna

Student Info

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

SSS

Choice

Billing

Filter fields...

E ELL

E ESE

ERW Edit Rules & Workflow

E Enrollment

F FASTER

FS Fed State

FC Federal/State Compensatory

FS Food Service

F Forms

GD General Demographics

G Gifted

G Graduation

Health Daily Health Screener

Health Daily Visit Log

Health Immunizations

ESE

Testing Accommodations Listed on IEP or 504 Plan ☐

Did Student Elect to defer Diploma?

Date of decision of deferral election

Diploma Deferral Signed Document No Files

Date student accepted prev deferred diploma

Student Accepted Diploma Signed Document No Files

Alternative Assessment Administered

Student will take the FSA/EOC's [Z]

IEP/EP Plan Date

Progress Report No Files

ESE Exceptionalities

Export Filter: OFF

Retain in Program	Exceptionality	Primary	IEP Plan Date	IEP/EP Review Date	Last Evaluation Date	3-Year Evaluation Date	Consent Date	Referral Date
<input type="checkbox"/>		<input type="checkbox"/>						

EOC Biology, Test Accommodations

Assessment Built-in Reports

Focus provides reports for monitoring student test performance. Reports can be viewed for individual students as well as groups of students for comparative purposes.

Test History Report

This report tracks the name, date of administration, school year, grade level and scores earned on every test logged in Focus. The Test History Report allows groups of students to be compared based on test performance data.

1. Go to the **Assessment** menu and select **Test History Report**.
2. Select an assessment from the **Test** pull-down.

The screenshot shows the 'Test History Report' interface in the Focus Writers02 system. At the top, there is a navigation bar with the Focus logo, a 'Select Student/Staff' dropdown, and the title 'Test History Report'. On the right side of the navigation bar, user information is displayed: 'Lizette Garcia', 'Focus High School - 0041', 'Admin', '2022-2023', '4th 9 Weeks', and links for 'SIS' and 'ERP'. Below the navigation bar, there is a search section. A dropdown menu for 'Test' is set to 'ACT, PLAN - APL (APL)'. To its right is a 'Test Not Taken' checkbox, which is currently unchecked. Below these are three tabs: 'Search Screen' (selected), 'Simple List', and 'Customized List'. The main area is titled 'Student Search' and contains a 'Student' text input field, a 'Student Group' dropdown menu, and two checkboxes: 'Search All Schools' and 'Include Inactive Students'. A link for 'More Search Options' is also present. At the bottom of the search section are 'Search' and 'Reset' buttons. The footer of the interface includes a search icon, 'Print' and 'Create Report' buttons, and 'Help' and 'Logout' links.

3. Select the **Test Not Taken** check box to locate a group of students that have not taken the test displayed in the pull-down. By default this will display a list of all students in the school who have not taken the test. More Search Options criteria can be entered along with the Test Not Taken option to further filter the search results.
4. A student search screen will display. Multiple student IDs can be copied from a saved list and pasted into the search bar or **More Search Options** can be selected to locate a specific group of students. Click **Search**.

A list of students and their scores display all administrations.

Select Student/Staff

Test History Report

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Test: Advanced Placement Test - APT (APT)

Options: Show all Administrations

Test Not Taken: ☐

Display Score Types: ☒ Scale Score (Expanded Standard Score)

Search Screen

Simple List

Customized List

188 administrations

Filter

Search

2/27 2%

Photo	Student	Grade	Admin Date	School Year	Admin Gradelevel	School Administered	Test Type	Art History Scale Score (Expanded Standard Score)	Art Studio General Scale Score (Expanded Standard Score)	Biology Scale Score (Expanded Standard Score)	Calculus AB Scale Score (Expanded Standard Score)
	Acosta, Harry P.	10	Mon, 7 May 2018	2017-2018	09	0041	Progress Monitoring				
	Acosta, Harry P.	10	Mon, 6 May 2019	2018-2019	10	0041	Progress Monitoring				
	Agregor, Abe Sebastian	12	Mon, 6 May 2019	2018-2019	10	0041	Progress Monitoring				
	Aguilar, Emily Dickinson	12	Mon, 7 May 2018	2017-2018	09	0041	Progress Monitoring				

Print

Create Report

Help

Logout

5. Use the **Options** pull-down to display Show all Administrations, Show Most Recent Administrations, or selected test scale score.

Select Student/Staff

Test History Report

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Test: Advanced Placement Test - APT (APT)

Options: Show Most Recent Administrations

Test Not Taken: ☐

Display Score Types: ☒ Scale Score (Expanded Standard Score)

Search Screen

Simple List

Customized List

143 administrations

Filter

Search

2/27 2%

Photo	Student	Grade	Admin Date	School Year	Admin Gradelevel	School Administered	Test Type	Art History Scale Score (Expanded Standard Score)	Art Studio General Scale Score (Expanded Standard Score)	Biology Scale Score (Expanded Standard Score)	Calculus AB Scale Score (Expanded Standard Score)
	Acosta, Harry P.	10	Mon, 6 May 2019	2018-2019	10	0041	Progress Monitoring				
	Agregor, Abe Sebastian	12	Mon, 6 May 2019	2018-2019	10	0041	Progress Monitoring				
	Aguilar, Emily Dickinson	12	Mon, 6 May 2019	2018-2019	10	0041	Progress Monitoring			4	


6. Select the check boxes above the student list to select the score types to be displayed.


FOCUS Writers02 Select Student/Staff ▼ Test History Report Lizette Garcia Focus High School - 0041 ▼ SIS
Admin ▼ 2022-2023 ▼ 4th 9 Weeks ▼ ERP

Test: ACT, PLAN - APL (APL) Test Not Taken: ☐
Options: Show all Administrations
Display Score Types: ☒ Scale Score (Expanded Standard Score) ☐ National Percentile ☐ Florida Percentile

Search Screen Simple List Customized List

1 administration Filter Search 2022-2023

Photo	Student	Grade	Admin Date	School Year	Admin Gradelevel	School Administered	Test Type	English Scale Score (Expanded Standard Score)	Geometry Scale Score (Expanded Standard Score)	Math Scale Score (Expanded Standard Score)	Pre-Algebra/Algebra Scale Score (Expanded Standard Score)	Reading Scale Score (Expanded Standard Score)
	Acevedo, Diem Donna	09	Tue, 9 May 2023	2022-2023	11		College Readiness					

 The report automatically refreshes after a check box is deselected. Deselect one box at a time.

Click the **Filter** option to filter information within the columns.

Sort the information in the columns by clicking the column header once to display score information in ascending order or twice to display the score information in descending order.


Click the floppy disk icon to export the test results to an Excel spreadsheet.

FOCUS Writers02 Select Student/Staff ▼ Test History Report Lizette Garcia Focus High School - 0041 ▼ SIS
Admin ▼ 2022-2023 ▼ 4th 9 Weeks ▼ ERP

Test: ACT, PLAN - APL (APL) Test Not Taken: ☐
Options: Show all Administrations
Display Score Types: ☒ Scale Score (Expanded Standard Score) ☐ National Percentile ☐ Florida Percentile

Search Screen Simple List Customized List

1 administration Filter Search 2022-2023

Photo	Student	Grade	Admin Date	School Year	Admin Gradelevel	School Administered	Test Type	English Scale Score (Expanded Standard Score)	Geometry Scale Score (Expanded Standard Score)	Math Scale Score (Expanded Standard Score)	Pre-Algebra/Algebra Scale Score (Expanded Standard Score)	Reading Scale Score (Expanded Standard Score)
	Acevedo, Diem Donna	09	Tue, 9 May 2023	2022-2023	11		College Readiness					

Click **Print** at the bottom of the page to generate a PDF that can be printed.

Select Student/Staff

Test History Report

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Test: ACT, PLAN - APL (APL)

Options: Show all Administrations

Test Not Taken: ☐

Display Score Types: ☒ Scale Score (Expanded Standard Score) ☐ National Percentile ☐ Florida Percentile

Search Screen Simple List Customized List

1 administration

Filter Search

Photo	Student	Grade	Admin Date	School Year	Admin Gradelevel	School Administered	Test Type	English Scale Score (Expanded Standard Score)	Geometry Scale Score (Expanded Standard Score)	Math Scale Score (Expanded Standard Score)	Pre-Algebra/Algebra Scale Score (Expanded Standard Score)	Reading Scale Score (Expanded Standard Score)
	Acevedo, Diem Donna	09	Tue, 9 May 2023	2022-2023	11		College Readiness					

Print

Create Report

Help

Logout

Click **Create Report** to save a report with the filters and parameters that have been set so that the report can be run again at a later time with these settings intact.

- a. A pop-up window displays. Enter a **Title** for the report and click **OK**. The saved report will be available in the Reports menu under My Reports and Reports > Saved Reports.

i If a report is created and saved through the Create Report option, any newly enrolled students who meet the defined Search criteria will automatically display on the report. This same logic applies if new test score information is imported.

Activity

- Select a test from the Test History Report.
- Use More Search Options to set criteria to find a specific group of students to pull into the report results.
- Select Most Recent Administration in the Options pull-down of the report.
- Select the Score types to display in the report.
- Filter the report on one of the column headers.

State Performance Report

The State Performance Report provides district and school personnel with access to three years of longitudinal data for both local and state assessments. This data can be analyzed to identify any patterns or trends in student performance. This report can assist district personnel in making educational decisions for long-term plans for districts and schools.

1. Go to the **Assessment** menu and select **State Performance Report**.
2. At the bottom of the screen, multiple student IDs can be copied from a list and pasted into the search bar or **More Search Options** can be utilized to locate a specific group of students.

Focus Writers02

Select Student/Staff State Performance Report

Lizette Garcia Focus High School - 0041 SIS
Admin 2022-2023 4th 9 Weeks ERP

Test [FC2] Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2 Subject Reading Part 2020-2022 Years 2020-2022

Score Growth Score Types

Additional Info

- ☐ Free/Reduced Meals Program
- ☐ ESE FEFP Code
- ☐ Race: White
- ☐ English Language Learner
- ☐ Race: Asian
- ☐ English Language Learners: Tier Placement
- ☐ Race/Ethnicity Info
- ☐ Growth Needed
- ☒ Met Learning Gains
- ☐ English Language Learners, Adult
- ☐ Ethnicity: Hispanic or Latino
- ☐ Race: Native Hawaiian or Other Pacific Islander
- ☐ Race: American Indian or Alaska Native
- ☐ Race: Black or African American
- ☐ Ethnicity
- ☐ Gradelevel

Select Period

Legend

- Level 1
- Level 2
- Level 3, 4, 5
- Near Cutoff

Student Search

Student Student Group

☐ Search All Schools

☐ Include Inactive Students

More Search Options

Search Reset

Help Logout

3. At the top of the screen, set specific test criteria by using the **Test**, **Subject**, **Part**, and **Years** pull-downs.

💡 It may be necessary to use the scroll bar at the bottom of the screen to scroll to the right to select the three year time frame from the Years pull-down.

4. Select additional test data to display including **Scores**, **Growth**, and **Score Types** for the test displayed in the pull-down.

5. Select any additional student information to display on the report. For each option selected, an additional column containing the information will display on the report. For example, selecting Grade level will display an additional column containing the students' grades.

💡 Additional information can be selected to display on the report; selections will create additional columns.

6. Click **Search**.

Leading Indicator Report

The Leading Indicator Report is used to compare test data typically from a local assessment to an historic assessment. This report can be used to make school-wide decisions regarding preparation for state assessments.

- 1. Go to the **Assessment** menu and select **Leading Indicator Report**.
- 2. On the left side of the screen, multiple student IDs can be copied from a list and pasted into the search bar or More Search Options can be utilized to locate a specific group of students.

Search ScreenSimple List

Student Search

Student

More Search Options

Leading Indicator

Test[LT] Local Test

SubjectReading

PartVocabulary

Score☒ Growth☐

Score Types

[SS] Scale Score (Expanded Standard Score)

Historic Assessment

Test[FSA] FSA ELA - FSAE

SubjectReading

PartFSA ELA Reading Total

Score☐ [RS] Raw Score☒ [SS] Scale Score (Expanded Standard Score)☒ [AL] Achievement Level☐ [PF] Pass/Fail☐ [PP] Points Possible☐ [PR] Percentile Rank

Additional Info

☒ Gradelevel

Student GroupN/A

☐ Search All Schools☐ Include Inactive Students

SearchReset

- 3. Select the **Test**, **Subject**, **Part**, and **Score** for the **Leading Indicator** Assessment and the **Historic Assessment**.

Search Screen Simple List

Student Search

Student

[More Search Options](#)

Leading Indicator

Test: [LT] Local Test

Subject: Reading

Part: Vocabulary

Score: ☒ Growth ☐ [SS] **Score Types**
Scale Score (Expanded Standard Score)

Historic Assessment

Test: [FSA] FSA ELA - FSAE

Subject: Reading

Part: FSA ELA Reading Total

Score: ☐ [RS] Raw Score ☒ [SS] Scale Score (Expanded Standard Score) ☒ [AL] Achievement Level ☐ [PF] Pass/Fail ☐ [PP] Points Possible ☐ [PR] Percentile Rank

Additional Info:
☒ Gradelevel

Student Group: N/A

☐ Search All Schools
☐ Include Inactive Students

4. Click **Search**.

The report displays assessment score information for the current school year. The historic test score will be displayed in the rightmost column. If selected (Growth), the teacher can view learning gains from test administration to test administration.

Show Options...

Search Screen Simple List

2 Students

Student	Student ID	Gradelevel	2019-04-03				2018-04-02				
			SS	SS Growth	AL	AL Growth	SS	AL	SS	AL	DS
Adame, Carl	I00021455	09			5						
Topp, Auristela Bible	I00081739	04	336	+9	2	0	327	2			
Average			336	+9	3.5	0	327	2			

💡 Click **Show Options** to display the color coded legend or to modify the data that displays on the report.

The Achievement Levels on the Leading Indicator Report are color-coded and a legend is provided.

Hover the mouse over **Near Cutoff** to display a pop-up of the score ranges per level.

Change any of the selections in the check boxes or pull-downs to modify the search results for the report.

The school average for each score type displays at the bottom of the report.

College Readiness Report

The College Readiness Report displays SAT, ACT, and PERT data.

- 1. Go to the **Assessment** menu and select the **College Readiness Report**.
- 2. On the left side of the screen multiple student IDs can be copied and pasted into the search bar or More Search Options can be utilized to locate a specific group of students.
- 3. Select the applicable **Readiness Test** by selecting the applicable check box.
- 4. You can also select the **Only Show Students With Tests** check box to display only the students who have taken these tests.
- 5. Click **Search** to generate the report.

Search ScreenSimple ListCustomized List

Student Search

Student

More Search Options

Readiness Tests

☒ SAT☒ ACT☒ PERT

☐ Only Show Students With Tests

☐ Search All Schools

☐ Include Inactive Students

SearchReset

The left section of the College Readiness Report displays student information, including Student ID, Student Name, and Grade.

The right section of the report is divided by the selected Readiness Tests and subdivided into the parts of each test.

Search Screen Simple List									
<div> Readiness Tests <input checked="" type="checkbox"/> SAT <input checked="" type="checkbox"/> ACT <input checked="" type="checkbox"/> PERT <input type="checkbox"/> Only Show Students With Tests <input type="button" value="Run Report"/> </div>									
1489 Students Go to Page 1, 2 Show All Displaying 1 through 1000									
Student Info			SAT		ACT		PERT		
Student ID	Student Name	Grade	Read	Math	Read	Math	Read	Math	Writing
3128	Applefield, [REDACTED]	09							
8891	Hulsman, [REDACTED]	09							
8864	Dunfee, [REDACTED]	12	590	460			115	125	119
6330	Rodriguez, [REDACTED]	10							
546	Hartman, [REDACTED]	12						95	

Student scores are listed for each corresponding part of the Readiness Tests.



Score boxes highlighted in green indicate that the student scored in a range considered 'college ready' for that test part.

This report can be exported to an Excel spreadsheet by selecting the floppy disk icon or printed using the Print option at the bottom of the page.

School Status Report

The School Status Report is used to review student proficiency, learning gains, and changes in achievement levels on the most recent administration of a state assessment. This report can be helpful when schools are preparing School Improvement Plans.



This report pulls the current school year's students with last year's teachers (when the test was administered).

1. Go to the **Assessment** menu and select the **School Status Report**.
2. Select a **Test**, **Subject**, and **Part** from the applicable pull-downs.

Test [FSA] FSA ELA - FSAE **Subject** Reading **Part** FSA ELA Reading Total Go

☐ Teacher Report
☒ Grade Report

☒ % Proficient
☐ % Not Proficient
☐ % Making Gains
☐ % Not Making Gains
☐ % Maintained 3 4 or 5
☐ % Improved Level AND is 3 4 or 5
☐ % Improved Level
☐ % Improved a Level but still 2
☐ % Dropped a Level

November 16 2018
 Effective Date

☐ Three Year Report
☒ Subject Area Teachers ☐ All Teachers

3. Verify whether the report will display by **Teacher Report** or by **Grade Report**.
4. Determine whether to view results by proficiency levels, gains, or improvement levels.
5. Verify the **Effective Date**.
6. Select **Three Year Report** to view three years of test data.
7. Select whether to view **Subject Area Teachers** or **All Teachers**.
8. Click **Go** to generate the report.

Test

[FSA] FSA ELA - FSAE

Subject

Reading

Part

FSA ELA Reading Total

Go

Teacher Report

Grade Report

% Proficient

% Not Proficient

% Making Gains

% Not Making Gains

% Maintained 3 4 or 5

% Improved Level AND is 3 4 or 5

% Improved Level

% Improved a Level but still 2

% Dropped a Level

All Students

Level 1

Level 2

Levels 1 & 2

Level 3

Level 4

Level 5

June

6

2017

Effective Date

Three Year Report

Subject Area Teachers

All Teachers

5 Grades

Search

230 330

		Gender		ELL		FRL		ESE	
Grade	Total	Female	Male	Y	N	Y	N	Y	N
08	38.71% (12/31)	35.29% (6/17)	42.86% (6/14)	14.29% (1/7)	45.83% (11/24)	38.71% (12/31)	40% (2/5)	38.46% (10/26)	
09	54.67% (164/300)	59.15% (84/142)	50.63% (80/158)	9.38% (3/32)	60.07% (161/268)	54.67% (164/300)	25% (13/52)	60.89% (151/248)	
10	49.83% (145/291)	59.42% (82/138)	41.18% (63/153)	13.89% (5/36)	54.9% (140/255)	49.83% (145/291)	25% (9/36)	53.33% (136/255)	
11	15.24% (16/105)	17.39% (8/46)	13.56% (8/59)	3.85% (1/26)	18.99% (15/79)	15.24% (16/105)	6.67% (1/15)	16.67% (15/90)	
12	19.35% (6/31)	0% (0/11)	30% (6/20)	7.69% (1/13)	27.78% (5/18)	19.35% (6/31)	33.33% (1/3)	17.86% (5/28)	

Test History Breakdown Report

The Test History Report provides a visual representation of student performance on a test over a three-year timeframe. School-based leadership teams can use this report to monitor year-to-year student performance on a specific assessment.

1. Go to the **Assessment** menu and select **Test History Breakdown**.
2. On the left side of the screen multiple student IDs can be copied and pasted into the search bar or More Search Options can be utilized to locate a specific group of students.

Search Screen

Simple List

Customized List

Student Search

Student

[FSA] FSA ELA - FSAE

Reading

FSA ELA Reading Total

More Search Options

Student Group

N/A

Search All Schools

Include Inactive Students

Search

Reset

3. Select the **Test, Subject, and Part.**

4. Click **Search.**

Search Screen

Simple List

Customized List

Download

FSA ELA - FSAE: FSA ELA Reading Total

Year	Level 1	Level 2	Level 3	Level 4	Level 5
2015	19.23	25.45	26.02	20.36	8.94
2016	23.74	25.21	23.92	18.58	8.56
2017	23.68	26.04	23.34	19.42	7.52

Search

Year

Level 1

Level 2

Level 3

Level 4

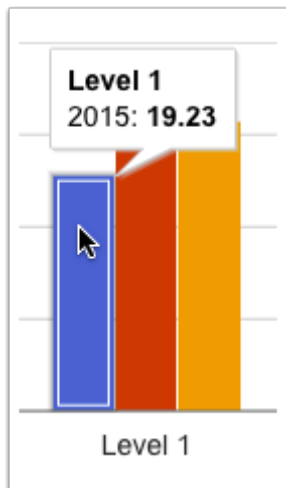
Level 5

2015	19.23	25.45	26.02	20.36	8.94
2016	23.74	25.21	23.92	18.58	8.56
2017	23.68	26.04	23.34	19.42	7.52

Hover over a section in the chart to view the percentage of students scoring at a particular level for a particular school year.

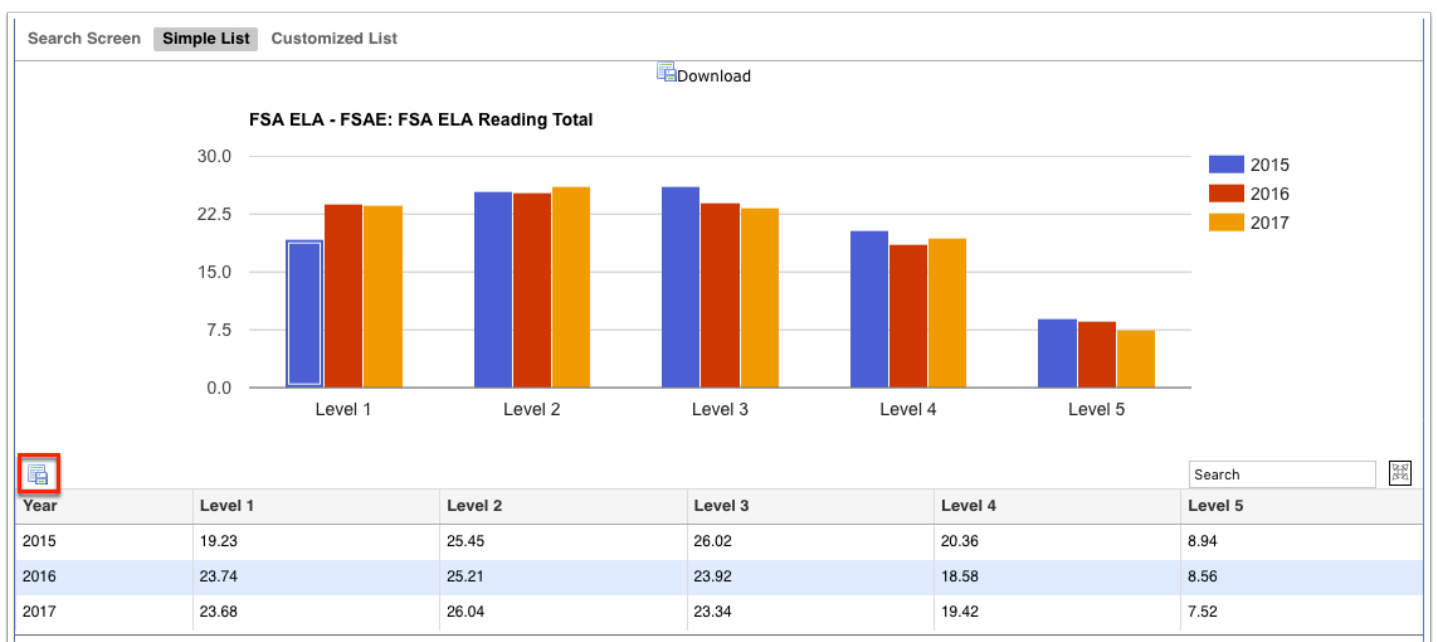
Standardized Assessments

Page 18



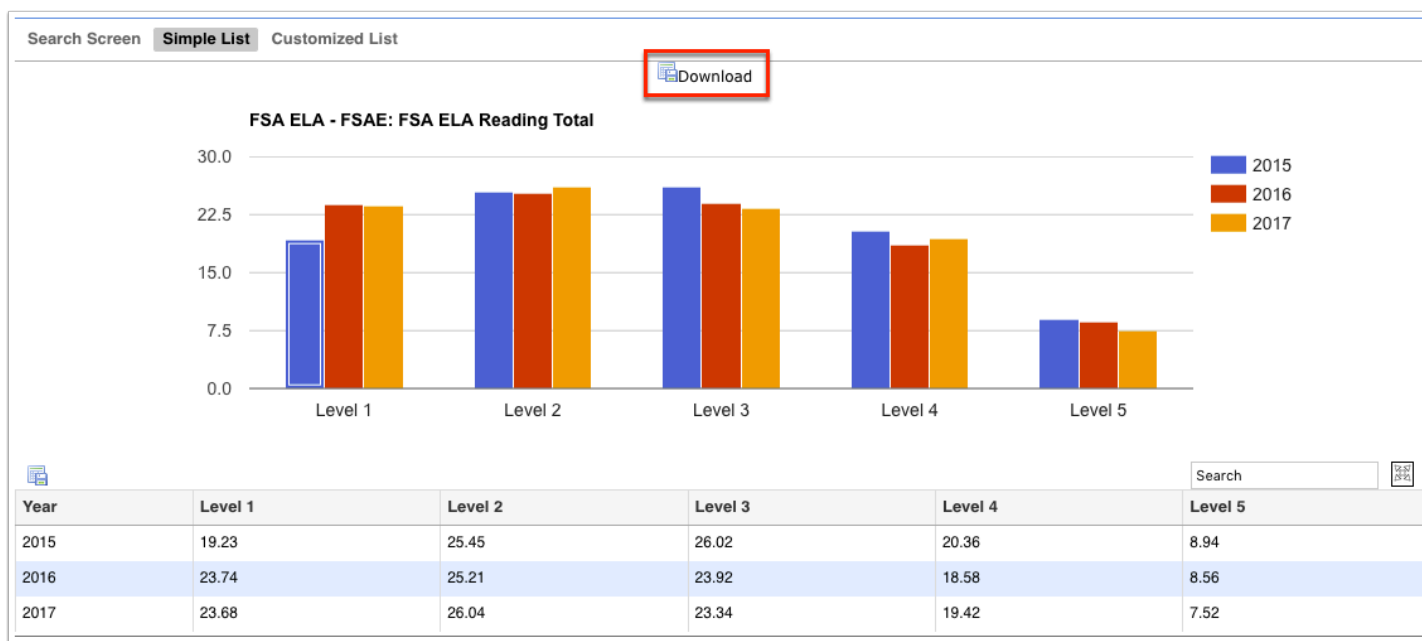
5. Click a bar on the graph to open the Test History Report for those students represented by the bar.

6. To export the report to Excel, click the **Export** icon, and follow your computer's prompts to open or save the file.



7. To generate a PDF of the report for printing, click **Print** at the bottom of the screen.

8. Click **Download** to open an image of the graph in a new tab or window for printing.



L25 Report

The L25 Report provides school personnel with a tool to monitor the progress of students considered to be in the lowest 25% of the student population in terms of achievement on State Assessments. This report can be helpful for school-based leadership teams when writing the School Improvement Plan.



This report will not return accurate results if run before Feb 15 of the current school year. Until then, results are an estimate.

The report is generated by looking at the most recent State Assessment performance scores and identifying the score at the 25th percentile. Any students with scores below this mark, by grade level, will display on the report.

1. Go to the **Assessment** menu and select the **L25 Report**.
2. On the left side of the screen, More Search Options can be utilized to locate a specific group of students, for example, by grade level. Leave the Search bar blank to return a list of all students meeting the L25 criteria.
3. Select the state performance test in question from the provided pull-down.

Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2: Constructs Meaning from Informational Text

Student Group N/A

☐ Search All Schools

☐ Include Inactive Students

4. Click **Search** to generate the report.

The L25 Report displays the Grade level of the listed student, the Student ID, the Student Name, and the Score. The columns displayed are dependent on the Test selected as different tests contain different information.

Search Screen
Simple List
Customized List

Export:
Filters: OFF

Grade ↕	Student ID ↕	Student Name ↕	Score ↕
10	06	Salgad	505
11	73	Harm,	425
11	87	Rodent	455
11	69	William	460
12	36	Dean, I	493
30	79	Plotkin,	495

- Use the **Filter** option to filter information within the columns.
- Sort the information in the columns by clicking the column header once to display the information in ascending order or twice to display in descending order.
- Export the report to Excel or Print as a PDF.

Activity

- Select an assessment and narrow the search results to one grade level.
- Review the data within the report.