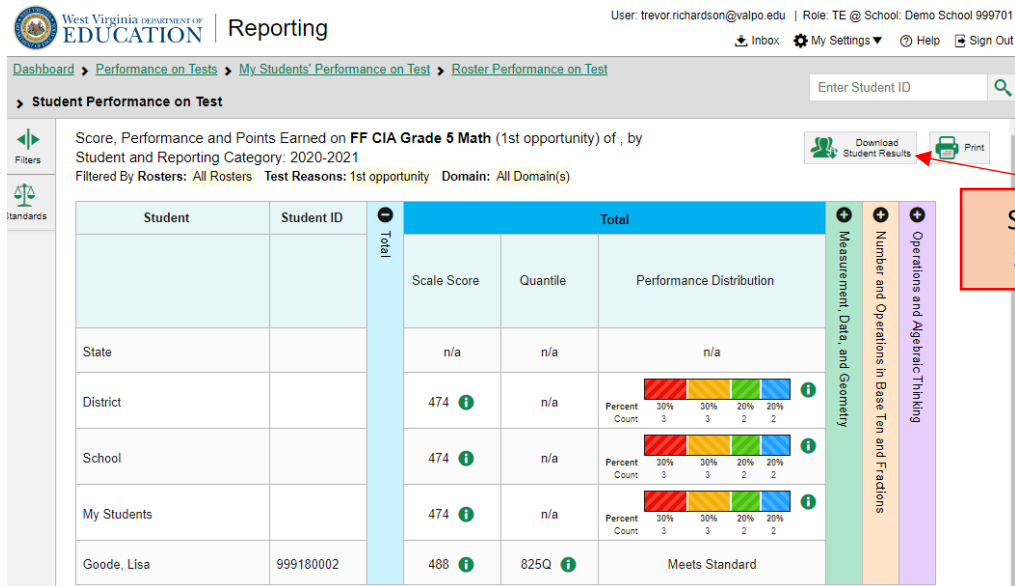


## Quick Guide for Generating Individual Student Reports (ISRs) and Student Data Files

### How to Generate ISRs and Student Data Files:

1. On the **Student Performance on Test** page, navigate to the **Download Student Results** button. The **Student Results Generator** appears.

Note: The following steps are also replicable from the **Roster Performance on Test** page.



West Virginia DEPARTMENT OF EDUCATION | Reporting

User: trevor.richardson@valpo.edu | Role: TE @ School: Demo School 999701

Dashboard > Performance on Tests > My Students' Performance on Test > Roster Performance on Test

Enter Student ID

Student Performance on Test

Score, Performance and Points Earned on **FF CIA Grade 5 Math** (1st opportunity) of , by Student and Reporting Category: 2020-2021

Filtered By Rosters: All Rosters Test Reasons: 1st opportunity Domain: All Domain(s)

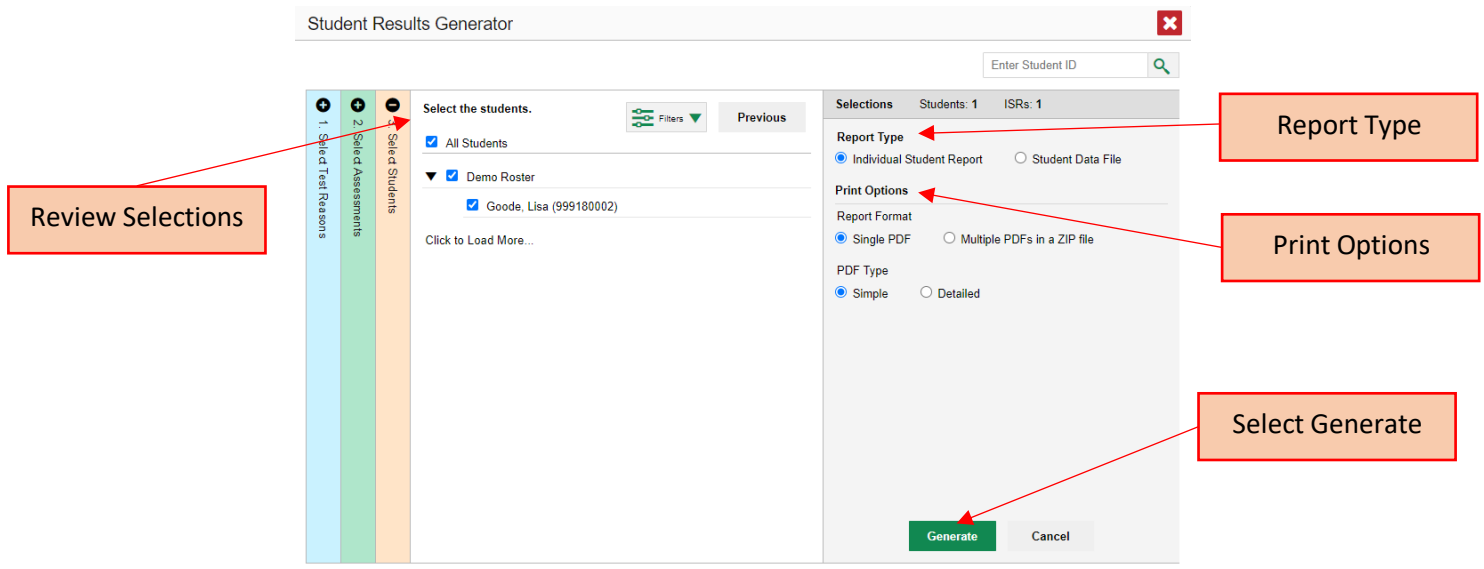
Download Student Results Print

Student	Student ID	Total	Total			Measurement, Data, and Geometry	Number and Operations in Base Ten and Fractions	Operations and Algebraic Thinking
			Scale Score	Quantile	Performance Distribution			
State			n/a	n/a	n/a			
District			474	n/a	Percent Count 30% 3 30% 3 20% 2 20% 2			
School			474	n/a	Percent Count 30% 3 30% 3 20% 2 20% 2			
My Students			474	n/a	Percent Count 30% 3 30% 3 20% 2 20% 2			
Goode, Lisa	999180002		488	825Q	Meets Standard			

Select Download Student Results

2. In the **Student Results Generator**, review your selections, Report Type, and Print Options. Select **Generate** to create either an ISR or a Student Data File. The **Student Performance on Test** page appears.

### ISR:



Student Results Generator

Enter Student ID

Select the students.

All Students

Demo Roster

Goode, Lisa (999180002)

Click to Load More...

1. Select Test Reasons

2. Select Assessments

3. Select Students

Selections Students: 1 ISRs: 1

Report Type

Individual Student Report  Student Data File

Print Options

Report Format

Single PDF  Multiple PDFs in a ZIP file

PDF Type

Simple  Detailed

Generate Cancel

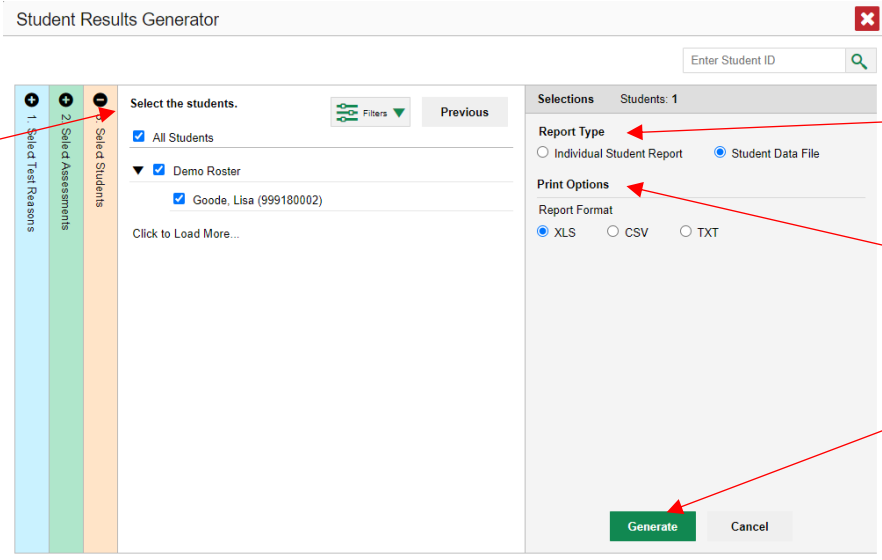
Review Selections

Report Type

Print Options

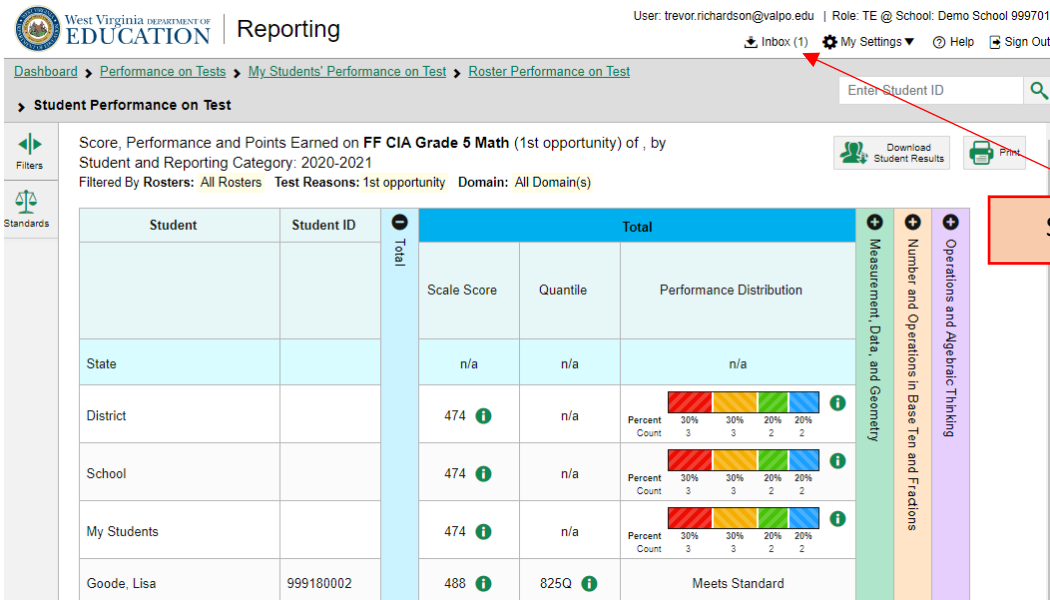
Select Generate

### Student Data File:



The screenshot shows the 'Student Results Generator' window. On the left, a sidebar contains three steps: '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students'. A red box labeled 'Review Selections' points to the '3. Select Students' step. The main area shows selection options: 'All Students' (checked), 'Demo Roster' (checked), and a list of students including 'Goode, Lisa (999180002)'. On the right, the 'Report Type' section has 'Individual Student Report' (radio button) and 'Student Data File' (radio button, selected). Below it, 'Print Options' shows 'Report Format' with 'XLS' (radio button, selected), 'CSV' (radio button), and 'TXT' (radio button). At the bottom right, a green 'Generate' button and a grey 'Cancel' button are visible. A red box labeled 'Select Generate' points to the 'Generate' button. Other red boxes labeled 'Report Type' and 'Print Options' point to their respective sections.

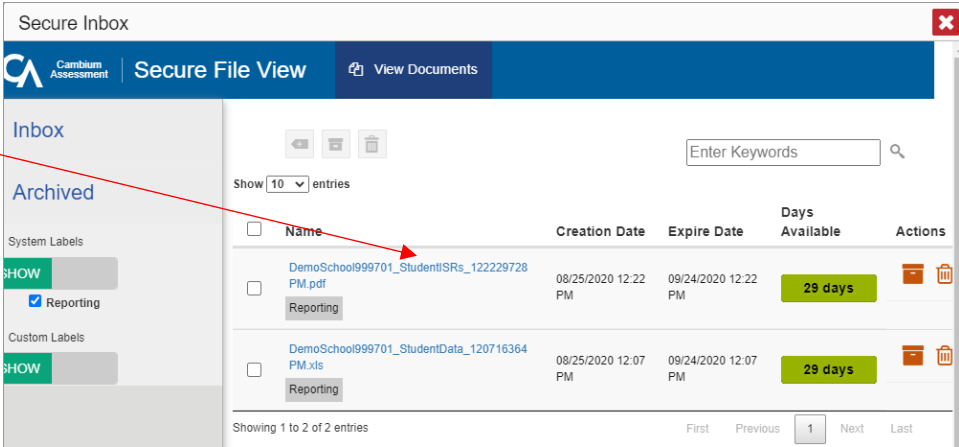
- On the Student Performance on Test page, navigate to the **Inbox** to retrieve your generated ISR or Student Data File. Select **Inbox**, the **Secure Inbox** appears.







The screenshot shows the 'Reporting' page for 'FF CIA Grade 5 Math'. The top right corner shows the user 'trevor.richardson@valpo.edu' and role 'TE @ School: Demo School 999701'. A navigation bar includes 'Inbox (1)', 'My Settings', 'Help', and 'Sign Out'. A red box labeled 'Select Inbox' points to the 'Inbox (1)' link. Below the navigation bar, a breadcrumb trail reads 'Dashboard > Performance on Tests > My Students' Performance on Test > Roster Performance on Test'. The main content area displays a table titled 'Student Performance on Test' with the following data:

Student	Student ID	Total	Performance Distribution		
			Scale Score	Quantile	
State			n/a	n/a	n/a
District		474	n/a	n/a	Percent Count: 30% (3), 30% (3), 20% (2), 20% (2)
School		474	n/a	n/a	Percent Count: 30% (3), 30% (3), 20% (2), 20% (2)
My Students		474	n/a	n/a	Percent Count: 30% (3), 30% (3), 20% (2), 20% (2)
Goode, Lisa	999180002	488	825Q	Meets Standard	

4. In the **Secure Inbox**, select the file you wish to download. Select the X icon to close out of the **Secure Inbox**. The **Student Performance on Test** page appears.



The screenshot shows the 'Secure Inbox' interface. On the left, there are navigation options for 'Inbox' and 'Archived', along with 'System Labels' and 'Custom Labels'. The main area displays a table of files. A red box labeled 'Select file for download' points to the first file entry. Another red box labeled 'Select X icon to close' points to the close button in the top right corner of the window.

<input type="checkbox"/>	Name	Creation Date	Expire Date	Days Available	Actions
<input type="checkbox"/>	DemoSchool999701_StudentISRs_122229728 PM.pdf Reporting	08/25/2020 12:22 PM	09/24/2020 12:22 PM	29 days	 
<input type="checkbox"/>	DemoSchool999701_StudentData_120716364 PM.xls Reporting	08/25/2020 12:07 PM	09/24/2020 12:07 PM	29 days	 

Showing 1 to 2 of 2 entries

First Previous 1 Next Last