

New Mexico Analysis and Reporting System

User Guide

October 2015



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Contents

Introduction	4
User Types	4
Getting Help	4
Technical Requirements	5
Getting Started	6
Logging In	6
Navigating the New Mexico Analysis and Reporting System	10
Working with the Home page	11
Logging Out	12
Working with Reports	13
Accessing Supporting Documents	16

Introduction

The New Mexico Standards Based Assessments (SBA) is designed to provide parents and teachers valid, useful information to help all students succeed.

The New Mexico Analysis and Reporting System is a web-based reporting system that provides tabular and graphic displays of test results and permits authorized users to export test data in a variety of formats.

User Types

Users include state, district and ELO (Education Line Office), and school personnel who are authorized to access student information and ensure to observe FERPA laws.

The New Mexico Analysis and Reporting System is available to authorized users with one of the following accounts.

User Type	Description
State User	The State User has access to state, district/ELO, and school-level reports within the system and to the respective school data.
District/ELO User	The District/ELO User has access to district, ELO, and school-level reports and to all school data within the district/ELO and the respective schools.
School User	The School User has access to school-level reports and data.

Getting Help

If you have questions about the Analysis and Reporting System, contact the Measured Progress Service Desk:

Phone: Call the Service Desk at 1-877-676-6722

eMail: Submit an eMail to nmhelp@measuredprogress.org

Technical Requirements

The following table lists the technical requirements for the Analysis and Reporting System.

	Microsoft Windows®	Macintosh®
Operating System®	<ul style="list-style-type: none"> ■ Windows 7 SP1 ■ Windows XP® SP₃ 	10.7 Lion®
RAM	Windows 7 SP ₁ <ul style="list-style-type: none"> ■ 2 GB or greater Windows XP SP ₃ <ul style="list-style-type: none"> ■ 1 GB or greater 	2 GB or greater
Processor	Core 2 Duo or greater	Core 2 Duo or greater
Hard Drive	100 MB	100 MB
Internet Browser®	<ul style="list-style-type: none"> ■ Internet Explorer® 8.x, ■ Firefox® 24.x ESR¹ 	<ul style="list-style-type: none"> ■ Safari® 6.x ■ Firefox 24.x ESR¹

¹Measured Progress has tested and certified its applications using Firefox 24 ESR (Extended Support Release). Firefox 24 ESR provides a version of the Firefox browser designed for mass deployment and management. For more information on Firefox 24 ESR, see the [Firefox Extended Support FAQ](#).

Important: Technical requirements are subject to change pending release of new browsers or operating systems.

The information contained in the requirements conforms to current quality assurance testing at the time of publication.

For more information, contact the Measured Progress New Mexico Help Desk at nmhelp@measuredprogress.org or 1-877-676-6722.

Getting Started

Access to the New Mexico Analysis and Reporting System is determined by the privileges associated with your user account. Authorized users can do the following:

- [Work with and download reports](#)
- [Access supporting documents](#)

Logging In

The log-in credentials (user name and password) for all user types have been provided to all DTCs and / or STCS by Measured Progress.

Once log-in credentials are acquired, it is each DTC's or STC's responsibility to share a specific school user name and password internally with appropriate staff as identified by the school.

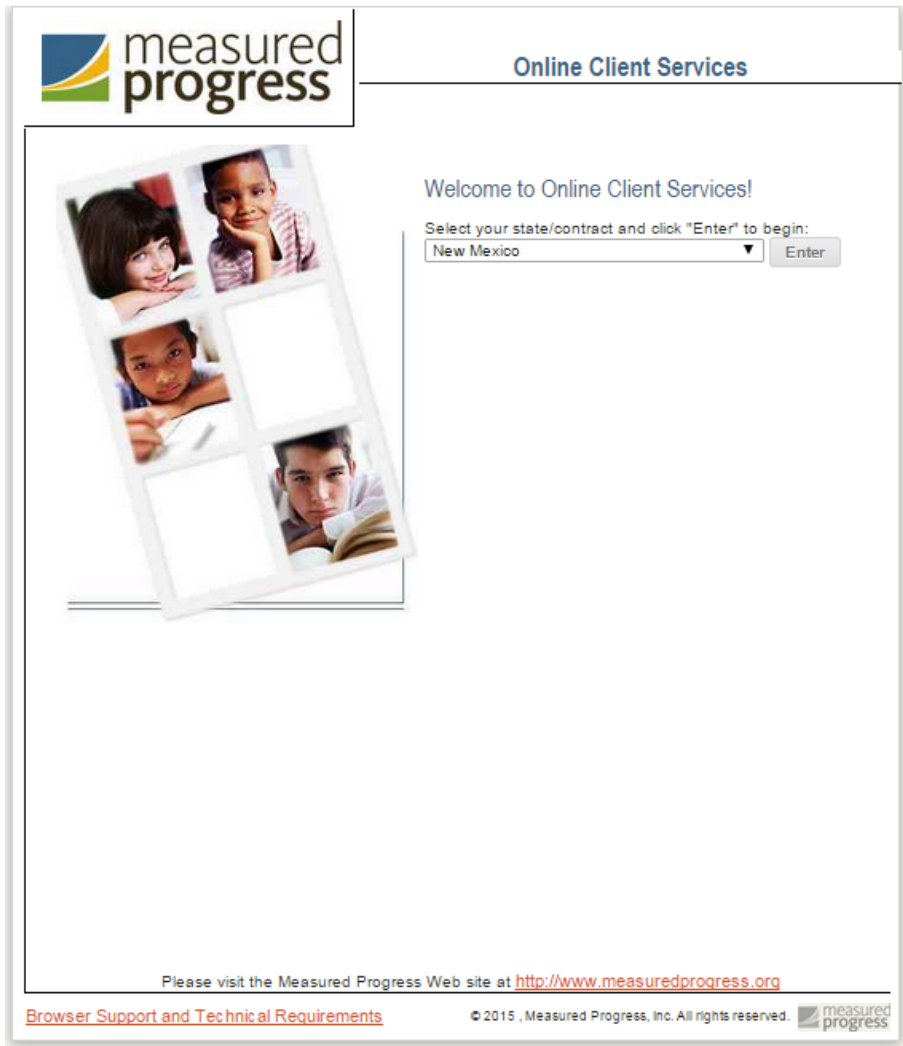
If you do not have log-in credentials, please contact the Measured Progress New Mexico Help Desk at nmhelp@measuredprogress.org or 1-877-676-6722.

Note: User name and password credentials cannot be emailed due to security protocols established by NM PED.

To log in to the New Mexico Analysis and Reporting System:

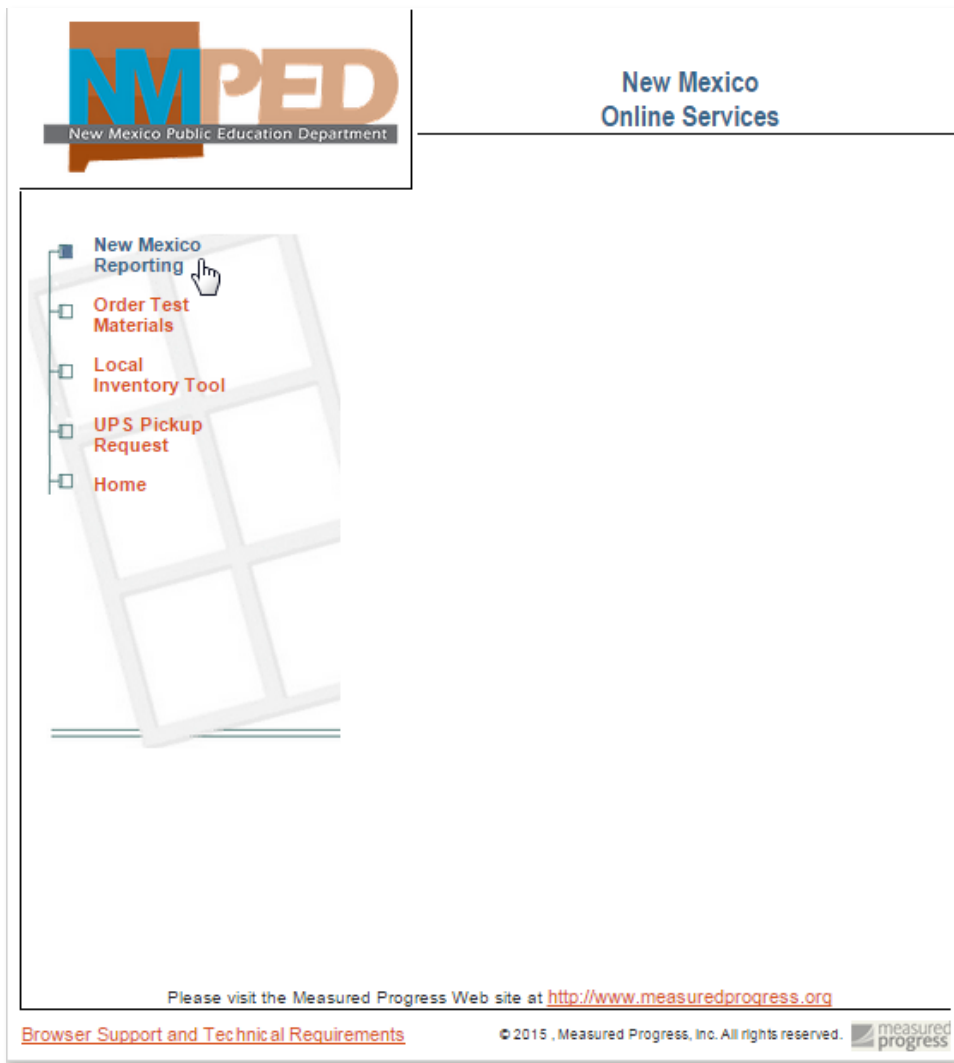
1. Go to the iServices portal: <http://iservices.measuredprogress.org>.

The Online Client Services Welcome page appears.



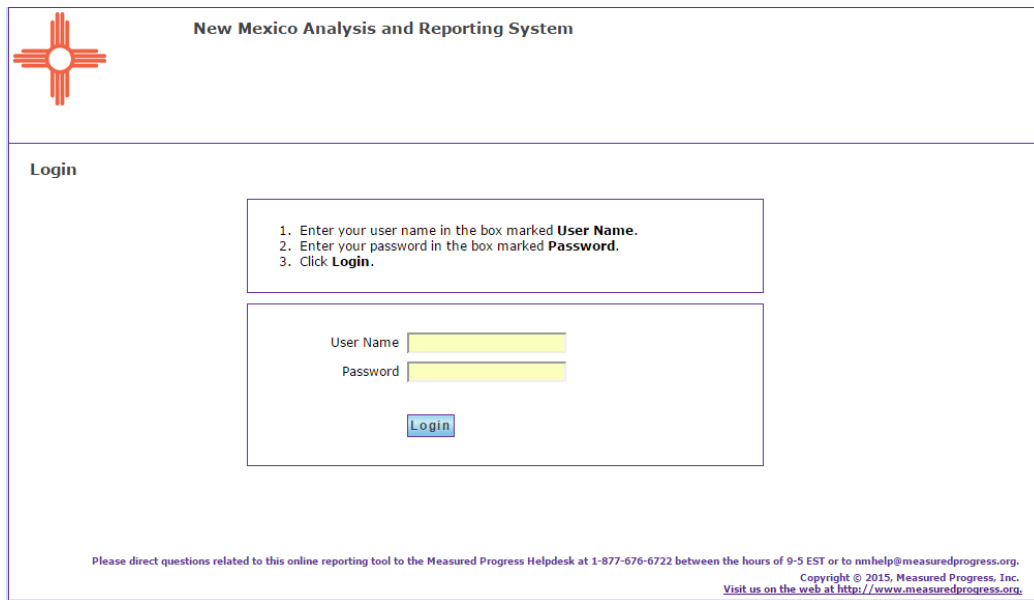
2. Select New Mexico from the state/contract dropdown, and then click Enter.

The New Mexico Online Services page appears.



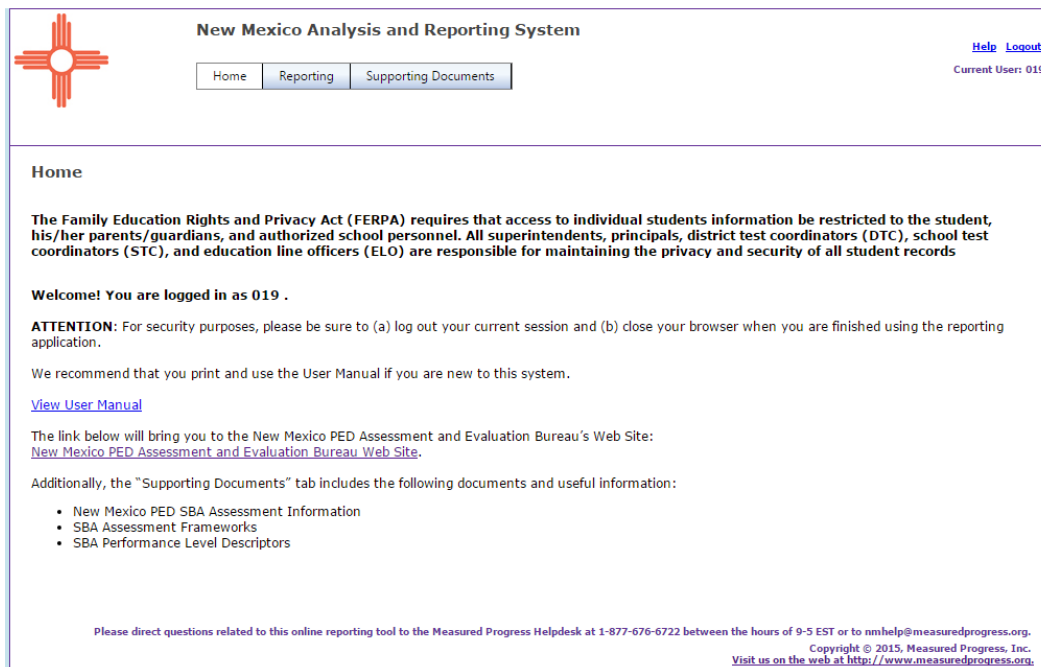
3. From the left panel, click New Mexico Reporting.

The New Mexico Analysis and Reporting System Login page appears.



4. Enter the user name and password provided to you, and then click Login.

The New Mexico Analysis and Reporting System home page appears.



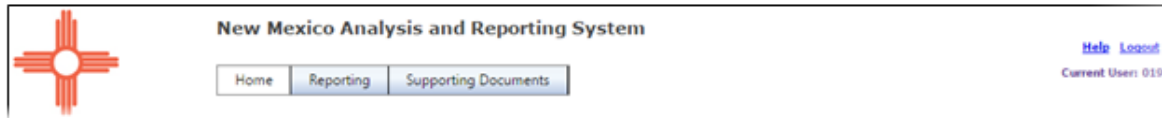
5. Read the Family Education Rights and Privacy Act (FERPA) statement. You must be authorized to access student information in order to use the Analysis and Reporting System.

Important: If you are not authorized to access student information, click Logout in the top-right corner to exit the Analysis and Reporting System.

Navigating the New Mexico Analysis and Reporting System

From the Home page, you can click the tabs and links you need to use reports.

The title bar and main menu provide links to helpful information and are available from anywhere in the application:




The application title appears in the top-left corner of the page. The following links are in the top-right corner:

- **Help:** Open the online Help system.
- **Logout:** Exit the System.
- **Current User:** Displays your user name.


Note: Verify that your user name is correct. If it is not, click Logout to exit the System and then contact the Measured Progress New Mexico Help Desk at nmhelp@measuredprogress.org or 1-877-676-6722.

The following tabs are available from main menu, which is accessible from every page:

Tabs	
	
Home	Return to the Home page from anywhere in the application.
Reporting	Use the filtering options to access and download reports from the most current assessment data available. For more information, see Working with Reports .
Supporting Documents	Download documentation for the current test administration, such as: <ul style="list-style-type: none"> • Interpretive Guide to SBA for Schools and Districts • SBA Assessment Standards and Frameworks • SBA Performance Level Descriptors • New Mexico Analysis and Reporting System User and Training Guide For more information, see Accessing Supporting Documents .

Working with the Home page

The Home page displays a welcome message and other options that are available to you.



New Mexico Analysis and Reporting System

Home Reporting Supporting Documents

[Help](#) [Logout](#)

Current User: 019

Home

The Family Education Rights and Privacy Act (FERPA) requires that access to individual students information be restricted to the student, his/her parents/guardians, and authorized school personnel. All superintendents, principals, district test coordinators (DTC), school test coordinators (STC), and education line officers (ELO) are responsible for maintaining the privacy and security of all student records

Welcome! You are logged in as 019 .

ATTENTION: For security purposes, please be sure to (a) log out your current session and (b) close your browser when you are finished using the reporting application.

We recommend that you print and use the User Manual if you are new to this system.

[View User Manual](#)

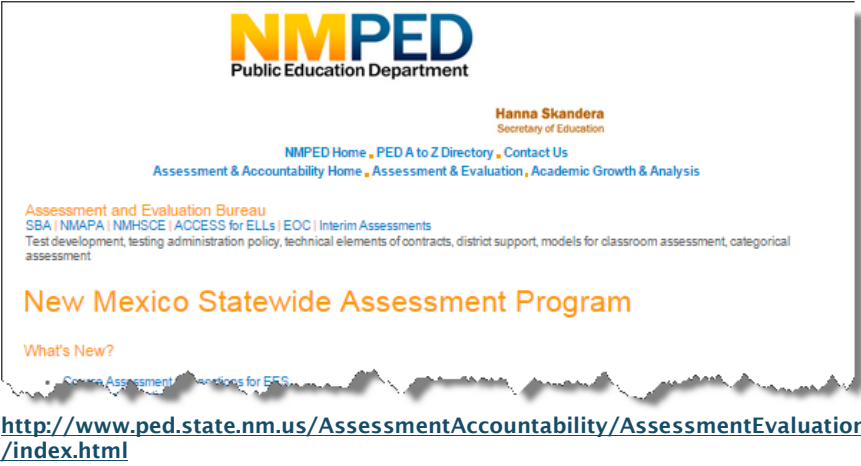
The link below will bring you to the New Mexico PED Assessment and Evaluation Bureau's Web Site:
[New Mexico PED Assessment and Evaluation Bureau Web Site.](#)

Additionally, the "Supporting Documents" tab includes the following documents and useful information:

- New Mexico PED SBA Assessment Information
- SBA Assessment Frameworks
- SBA Performance Level Descriptors

Please direct questions related to this online reporting tool to the Measured Progress Helpdesk at 1-877-676-6722 between the hours of 9-5 EST or to nmhelp@measuredprogress.org.
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Two links on this page offer additional information:

Link	Description
View User Manual	Save a PDF (Portable Document File) of the New Mexico Analysis and Reporting User Guide (this Guide) to a location on your hard drive or network.
New Mexico PED Statewide Assessment Program Web Site	 <p>http://www.ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/index.html</p>

Logging Out

For security purposes, when you are finished working with the System, be sure to log out of the system and exit your browser.

To exit the Analysis and Reporting System:

1. Click Logout in the top-right corner of the page.

Your reporting session ends. You are logged out of the reporting system, but not your browser. The Online Client Services Welcome page appears.

2. Click your browser's Close button  to exit your browser.

Working with Reports

Reports provide secure, accurate, up-to-date current school year data, filtered by level of access:

- State users have access to all data state-wide.
- District/ELO users have access to all district and ELO reports and to all school data within the district/ELO.
- School users have access only to data for their school(s).

Note: If necessary, reports are also available for other previous school years, starting with school year 2009-2010.

To access a report:

1. From the Analysis and Reporting System home page, click Reporting.

The screenshot shows the 'New Mexico Analysis and Reporting System' interface. At the top left is a red logo consisting of a circle with four lines extending outwards. To the right of the logo is the title 'New Mexico Analysis and Reporting System'. Below the title are three buttons: 'Home', 'Reporting', and 'Supporting Documents'. In the top right corner, there are links for 'Help' and 'Logout', and the text 'Current User: 019'. Below the navigation bar is a section titled 'Reports' with four numbered instructions: 1. Use the drop-down menus in the Basic Filtering Options section to select the criteria for your report. 2. Use the checkboxes to select the reports that you would like to download from the Reports section. 3. Many reports downloaded from this site are compressed (zipped) and saved in Portable Document Format (.pdf). You will need a decompression utility and Adobe Acrobat Reader to open reports. 4. When saving files, please be sure to save them to a secure location on your network. Below the instructions is a section titled 'Basic Filtering Options' with a 'Hide' button in the top right corner. This section contains five drop-down menus: 'Year:' (with 'Please Select' selected), 'Administration:', 'District:', 'School:', and 'Grade:'. Below the filtering options is a section titled 'Reports' which is currently empty. At the bottom of the page, there is a footer with contact information: 'Please direct questions related to this online reporting tool to the Measured Progress Helpdesk at 1-877-676-6722 between the hours of 9-5 EST or to nmhelp@measuredprogress.org. Copyright © 2015, Measured Progress, Inc. Visit us on the web at http://www.measuredprogress.org.'

The Reporting page displays the filtering options for accessing reports that use the most current assessment data available.

Tip: To remove the Basic Filtering Options panel from view, click Hide in the top-right corner. To restore the panel, click Show.

Important: You can see only those options that are available to you, based on your level of access.

- From the Basic Filtering Options section, use the drop-down menus to select the filtering options for the report data you need.

Note: Access options change depending on your user type.

- **Year:** Select the year when the assessment(s) were given.
- **Administration:** Select the name of the test administration.
- **District:** Select one or more districts in the state.

If you are a State user, you can access one district at a time. If you are a DTC user, it your district name displays.

- **School:** Select one or more schools in the district(s).

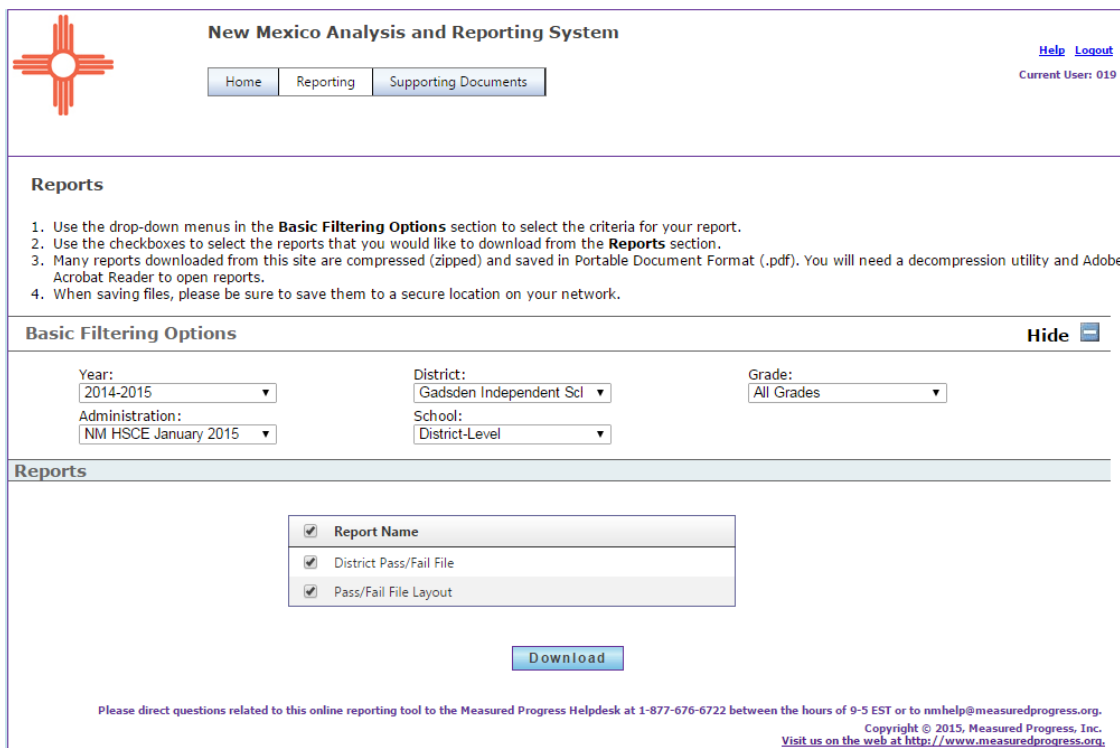
You only have the option to access one school at a time if you are a DTC or ELO user. If you are a school user, your school name displays.

- **Grade:** Select one or more grades in the school(s).

You can access one grade at a time. If you are looking for specific PDF report, you can filter by grade, just one grade at a time.

If you require more complete data, you can select All Grades from the Grade dropdown. This selection provides the option to view/download the Excel files for the student results data and the student results data file layout.

The Reports section displays the list of results automatically.



The screenshot shows the 'New Mexico Analysis and Reporting System' interface. At the top, there is a logo and navigation buttons for 'Home', 'Reporting', and 'Supporting Documents'. A 'Help' and 'Logout' link is visible in the top right corner, along with the text 'Current User: 019'. The main content area is titled 'Reports' and contains a list of instructions for downloading reports. Below this is the 'Basic Filtering Options' section, which includes dropdown menus for 'Year' (2014-2015), 'Administration' (NM HSCE January 2015), 'District' (Gadsden Independent Sch), 'School' (District-Level), and 'Grade' (All Grades). A 'Hide' button is located to the right of the filtering options. The 'Reports' section below shows a table with three rows of reports, each with a checked checkbox: 'Report Name', 'District Pass/Fail File', and 'Pass/Fail File Layout'. A 'Download' button is positioned below the table. At the bottom of the page, there is a footer with contact information and copyright details.

- To download report data, select the check box next to one or more reports in the list, and then click Download.

Tip: To select all reports, select the Report Name check box in the top row.

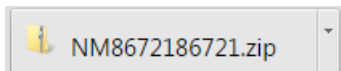
4. Click Download.

The Save As window displays and prompts you to save a Compressed (zipped) Folder.

Folders are saved to your Downloads folder on your hard drive by default, unless you browse to choose a different location.

5. Click Save.

The reports download and a file name with a .zip extension displays in the lower left corner, as shown in the example below:



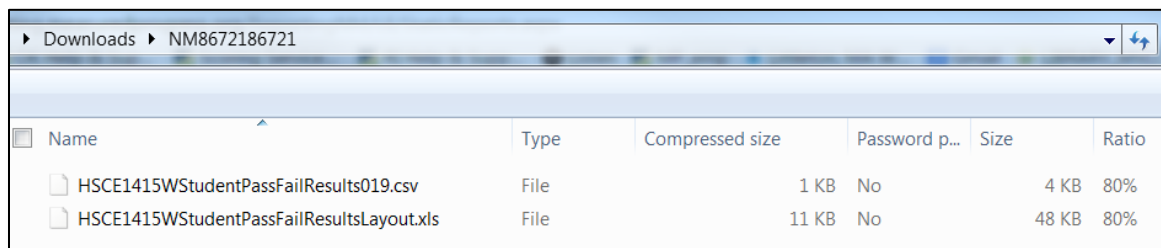
6. Optional: If the report does not download automatically:

- Click Open With and select a program to use, and then click OK.
- Click Save File and specify a directory on your local drive, and then click OK.

7. Click the down arrow and select Open.

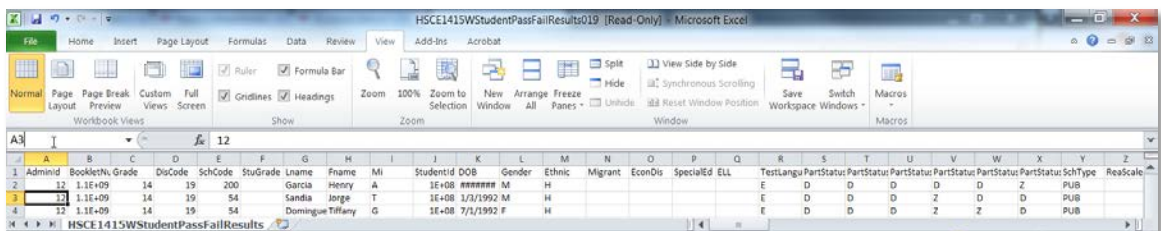
The downloaded reports display by name.

File types can include .csv (comma-separated value) files and .xls (Microsoft Excel) spreadsheet files. Microsoft Excel opens both file types.



8. Double-click a file name to open a report file.

A sample report displays below:



9. Save, modify, and print the report as needed.

Accessing Supporting Documents

Authorized users can access supporting documents (in PDF format) for the current test administration.

Note: To view a PDF file, you must have Adobe® Reader® (free) installed on your computer.

The screenshot shows the 'New Mexico Analysis and Reporting System' interface. At the top left is a logo consisting of a stylized orange cross. To its right is the system name 'New Mexico Analysis and Reporting System'. Further right are links for 'Help' and 'Logout', and the text 'Current User: 019'. Below the system name is a navigation menu with buttons for 'Home', 'Reporting', and 'Supporting Documents'. The 'Supporting Documents' section is active, displaying a table with two columns: 'Guide Name' and 'Download PDF'. The table lists 17 documents, each with a PDF icon in the 'Download PDF' column. At the bottom of the page, there is contact information for the Measured Progress Helpdesk and copyright information for Measured Progress, Inc.

Guide Name	Download PDF
SBA 13-14 Interpretive Guide to SBA for Schools and Districts	
SBA 12-13 Interpretive Guide to SBA for Schools and Districts	
SBA 11-12 Interpretive Guide to SBA for Schools and Districts	
SBA 10-11 Interpretive Guide to SBA for Schools and Districts	
SBA 09-10 Interpretive Guide to SBA for Schools and Districts	
SBA Assessment Standards Mathematics Grades 3-8 & 11	
SBA Mathematics Performance Level Descriptors	
SBA Assessment Standards Reading Grades 3-8 & 11	
SBA Reading Performance Level Descriptors	
SBA Assessment Standards Science Grades 4, 7 & 11	
SBA Science Performance Level Descriptors	
SBA Assessment Standards Social Studies Grade 11	
SBA Assessment Standards Writing Grades 3-8 & 11	
SBA Writing Performance Level Descriptors	
SBA Writing Points Earned Structure	
SBA Grade 11 Performance Level Descriptors	
New Mexico User Guide	

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Supporting documents you can access for SBA include:

- Interpretive Guide to SBA for Schools and Districts
- SBA Assessment Standards and Frameworks
- SBA Performance Level Descriptors
- New Mexico Analysis and Reporting System User and Training Guide

To access supporting documents for the current test administration:

1. From any page in the application, click the Supporting Documents tab.
2. Locate the document in the list.
3. From the Download PDF column, click the PDF icon.

The selected document is copied to your Downloads folder on your local drive.

4. If the manual does not download automatically:
 - Click Open With and select a program to use, and then click OK.
 - Click Save File and specify a directory on your local drive, and then click OK.