

New Mexico Analysis and Reporting System

User Guide

© 2019 Measured Progress, Inc. This document, including any and all attachments, contains the proprietary and confidential information of Measured Progress. It is not to be distributed to any party without the explicit written consent of Measured Progress.

Measured Progress is a registered trademark of Measured Progress, Inc. The Measured Progress logo is a trademark of Measured Progress, Inc. All rights reserved.

Adobe, Acrobat, Adobe PDF, the Adobe PDF logo, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Firefox is a registered trademark of the Mozilla Foundation in the United States and/or other countries.

Macintosh, Mac OS, Apple, and Safari are either registered trademarks or trademarks of Apple Inc. in the United States and/or other countries.

Windows, Windows Vista, Windows XP, Internet Explorer, and Excel are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Contents

- Introduction 3
 - User Types 3
 - Getting Help..... 3
- Technical Requirements 4
- Getting Started 5
 - Logging in..... 5
- Navigating the New Mexico Analysis and Reporting System 9
 - Working with the Home page 11
 - Logging Out 12
 - Working with Reports 13
 - Accessing Supporting Documents 17

Introduction

The New Mexico Standards Based Assessments (SBA) report 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, School District, Charter School, State-Supported Institution, U.S. Bureau of Indian Education (BIE), 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, public districts, state-operated schools, BIE schools, Charter schools, and school-level reports within the system and to the respective school data.
School District / Charter School/ State-Supported Institution /U.S. Bureau of Indian Education	This User has access to District, State-Supported Charters, District Charters, and school level reports, and access to all school data within the district and the respective schools.
School User	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 New Mexico Help Desk:

Phone: 1-877-676-6722

eMail: 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.

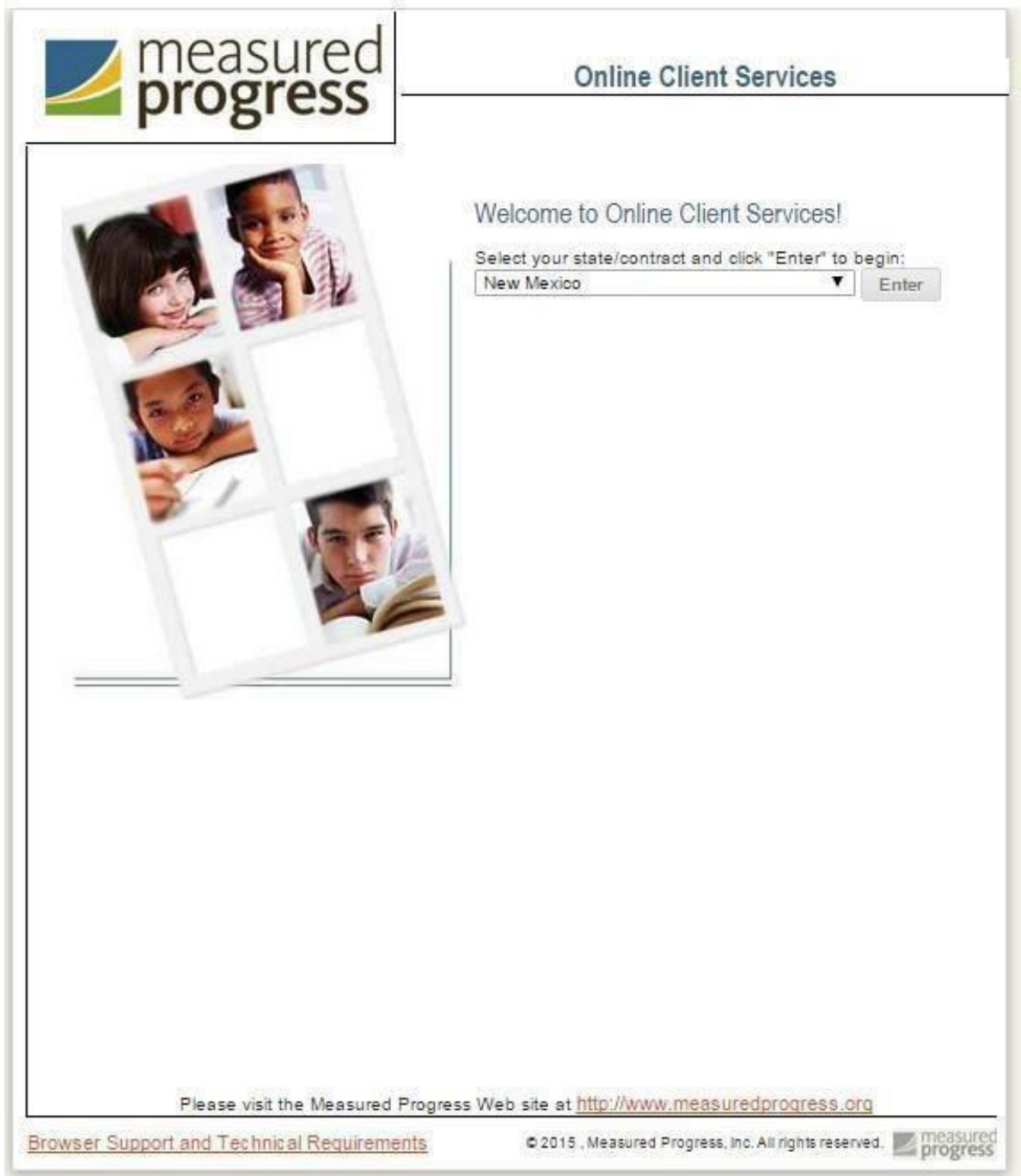
Once log-in credentials are acquired, it is each DTC's or STC's responsibility to share a specific school user name and password internally with appropriate staff as identified by the school.

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

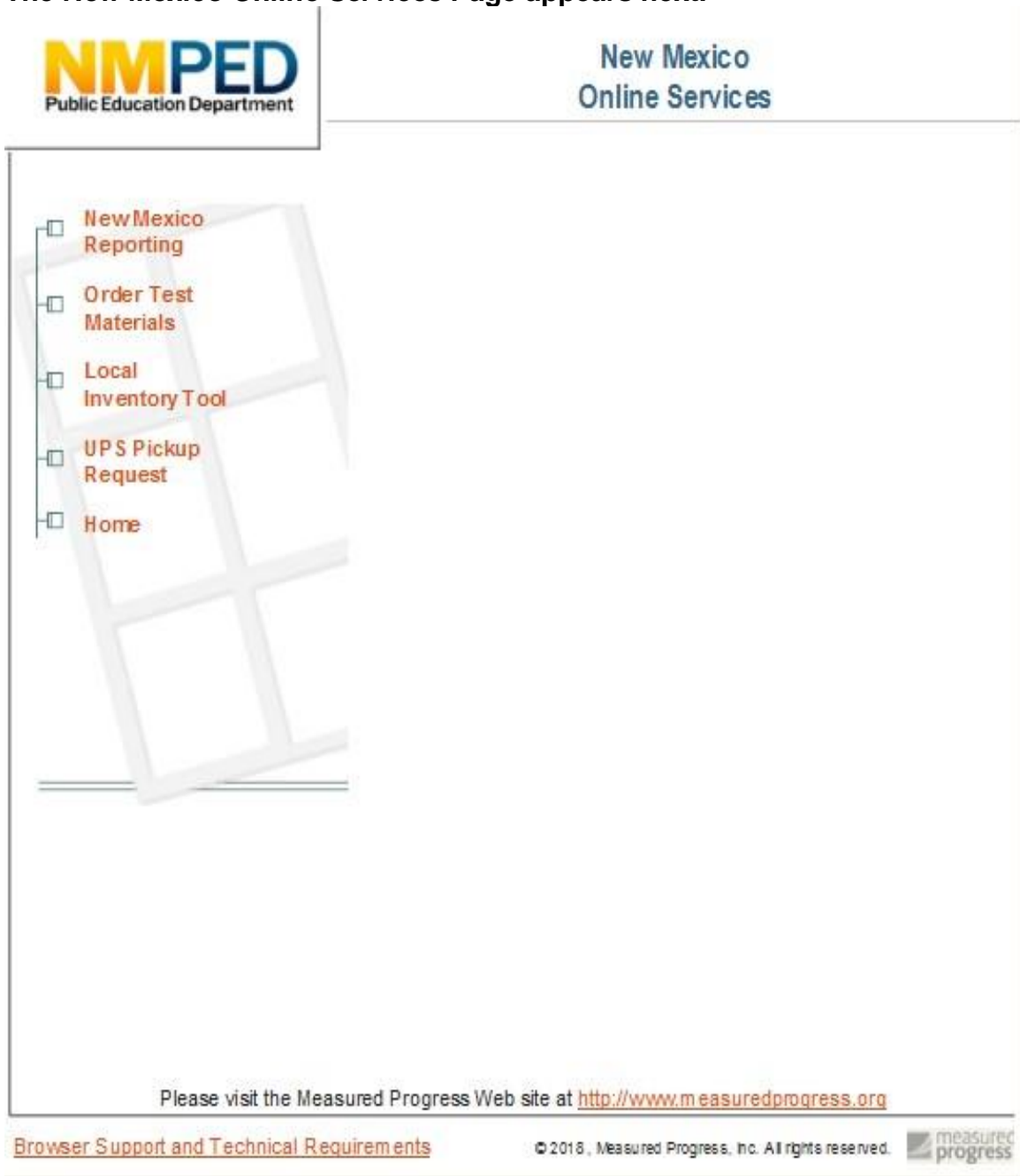
NOTE: User name and password credentials cannot be emailed due to security protocols established by NM PED.

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

1. Go to the iServices site: <http://iservices.measuredprogress.org>
2. The Online Client Services Welcome Page appears.

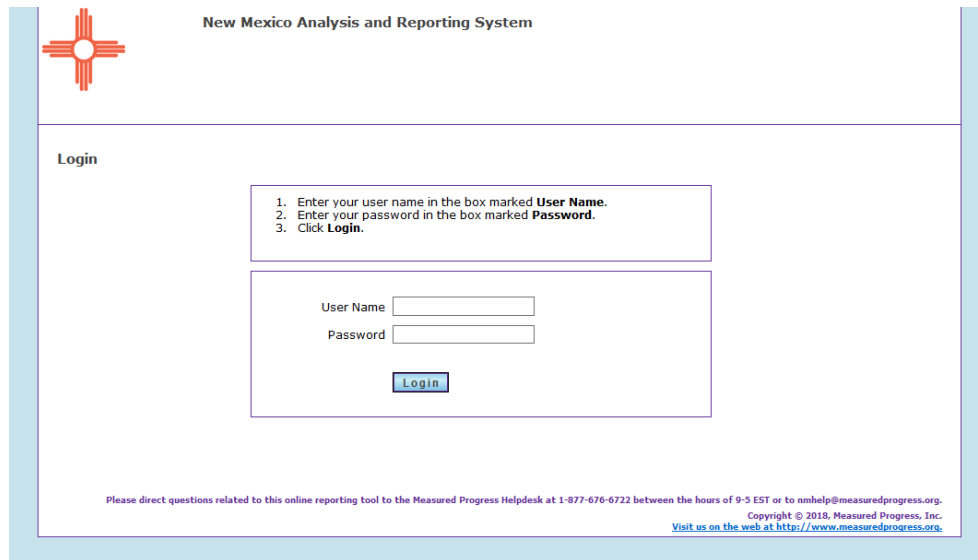


3. Select **New Mexico** from the state/contract dropdown menu, and then click **“Enter.”**
4. The **New Mexico Online Services Page** appears next.



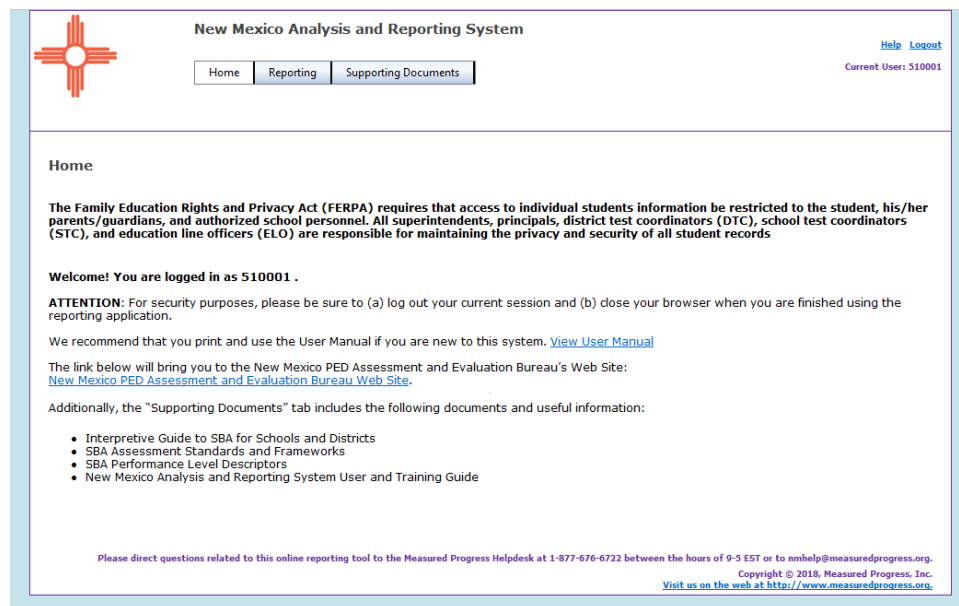
5. From the left panel, click on the **“New Mexico Reporting”** link.

6. The New Mexico Analysis and Reporting System Login page appears.



7. Enter the user name and password provided to you, and then click on the “Login” button.

8. The New Mexico Analysis and Reporting System home page appears.



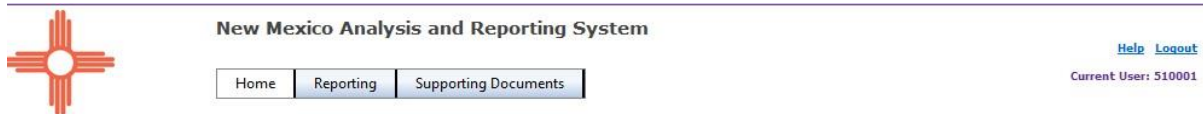
9. Read the Family Education Rights and Privacy Act (FERPA) statement.

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.

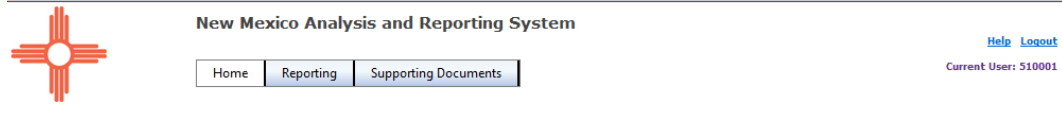
NOTE: Verify that your user name is correct. If it is not, click on the "Logout" link to exit the System and then contact the Measured Progress New Mexico Help Desk at nmhelp@measuredprogress.org or 1-877-676-6722.

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

Tabs	
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Home</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e0e0e0;">Reporting</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #d0d0d0;">Supporting Documents</div> </div>	
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.



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 510001 .

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:

- 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

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 © 2018, Measured Progress, Inc.
 Visit us on the web at <http://www.measuredprogress.org>.


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 Accountability Website	Access SBA Achievement data by year in this website.

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.
 - a. Your reporting session ends.
 - b. You are logged out of the reporting system, but not your browser.
 - c. The Online Client Services Welcome page appears.
2. Click your browser’s “Close” button  to exit your browser.

Working with Reports

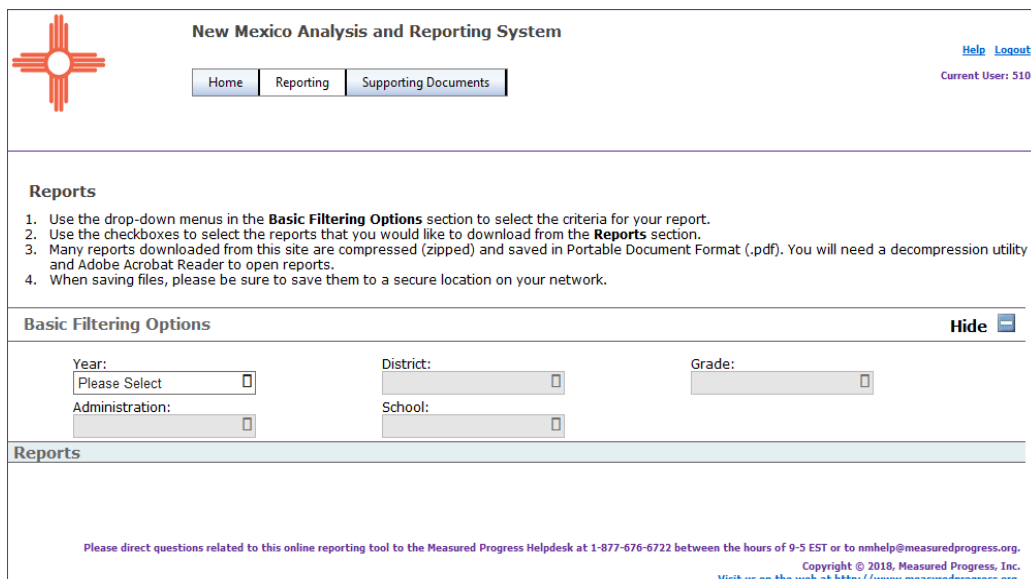
Reports provide secure, accurate, up-to-date current school year data, filtered by level of access:

- State users have access to all data state-wide.
- District/BIE/Charters/State-Supported School users have access to all district, BIE, Charters, State-Supported Schools, and all school data within their respective district.
- School users have **access only to data for their school(s).**

NOTE: Reports are available for the previous five years.

To access a report:

1. From the Analysis and Reporting System Home page, click on the “Reporting” tab.



New Mexico Analysis and Reporting System

Home Reporting Supporting Documents

Help Logout
Current User: 510

Reports

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.

Basic Filtering Options Hide

Year: District: Grade:

Administration: School:

Reports

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 © 2018, 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.

2. 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, 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 State Charter 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 reports, 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 menu. This selection provides the option to view/download the Excel files for the student results data, student results data file layout, and benchmark data file (new as of spring 2018).

The Reports section displays the list of results automatically.

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



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

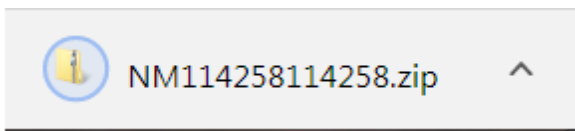
- Click Download.

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.

- 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:



- 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.

Name	Type	Compressed size	Password p...	Size	Ratio
NMSBA1617Admin1SchoolStudent...	Microsoft Excel Worksheet	22 KB	No	29 KB	23%
NMSBA1617Admin1StudentResults...	Microsoft Excel Comma S...	864 KB	No	4,336 KB	81%

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

A sample report displays below:

AdminId	BookletNv	Grade	DisCode	SchCode	StuGrade	Lname	Fname	MI	Studentid	DOB	Gender	Ethnic	Migrant	EconDis	SpecialEd	ELL	TestLangu	PartStatu	PartStatu	PartStatu	PartStatu	PartStatu	PartStatu	SchType	ReasScale
12	1.1E+09	14	19	200	Garcia	Henry	A	1E+08	#####	M	H					E	D	D	D	D	D	Z	PUB		
12	1.1E+09	14	19	54	Sandia	Jorge	T	1E+08	1/3/1992	M	H					E	D	D	D	Z	D	D	PUB		
12	1.1E+09	14	19	54	Domingue	Tiffany	G	1E+08	7/1/1992	F	H					E	D	D	D	Z	Z	D	PUB		

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





















Accessing Supporting Documents

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

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



Supporting Documents

Guide Name	Download PDF
SBA 16-17 Interpretive Guide to SBA for Schools and Districts	
SBA 09-10 Interpretive Guide to SBA for Schools and Districts	
SBA 10-11 Interpretive Guide to SBA for Schools and Districts	
SBA 11-12 Interpretive Guide to SBA for Schools and Districts	
SBA 12-13 Interpretive Guide to SBA for Schools and Districts	
SBA 13-14 Interpretive Guide to SBA for Schools and Districts	
SBA 14-15 Interpretive Guide to SBA for Schools and Districts	
SBA 15-16 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	

The 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.**