New Mexico Analysis and Reporting System

User Guide

measured progress

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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®	▪ Windows 7 SP1 ▪ Windows XP® SP3	10.7 Lion®
RAM	Windows 7 SP1 ▪ 2 GB or greater Windows XP SP3 ▪ 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®	▪ Internet Explorer® 8.*x*, ▪ Firefox® 24.*x* ESR[1]	▪ Safari® 6.*x* ▪ Firefox 24.*x* ESR[1]

[1]Measured 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.

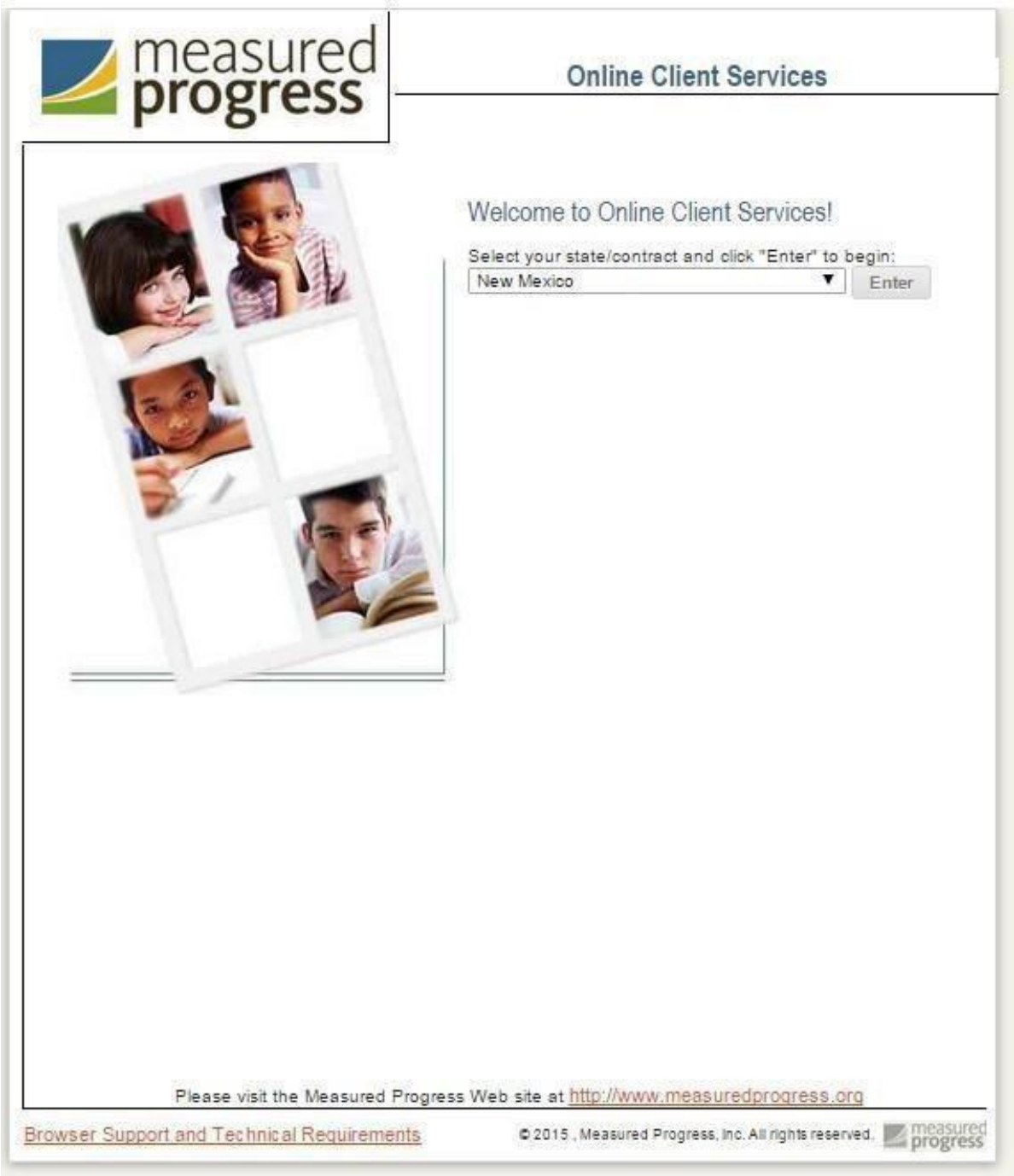
Once log-in credentials are acquired, it is each DTC's or STC's responsibility to share a specific school user name and password internally with appropriate staff as identified by the school.

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.

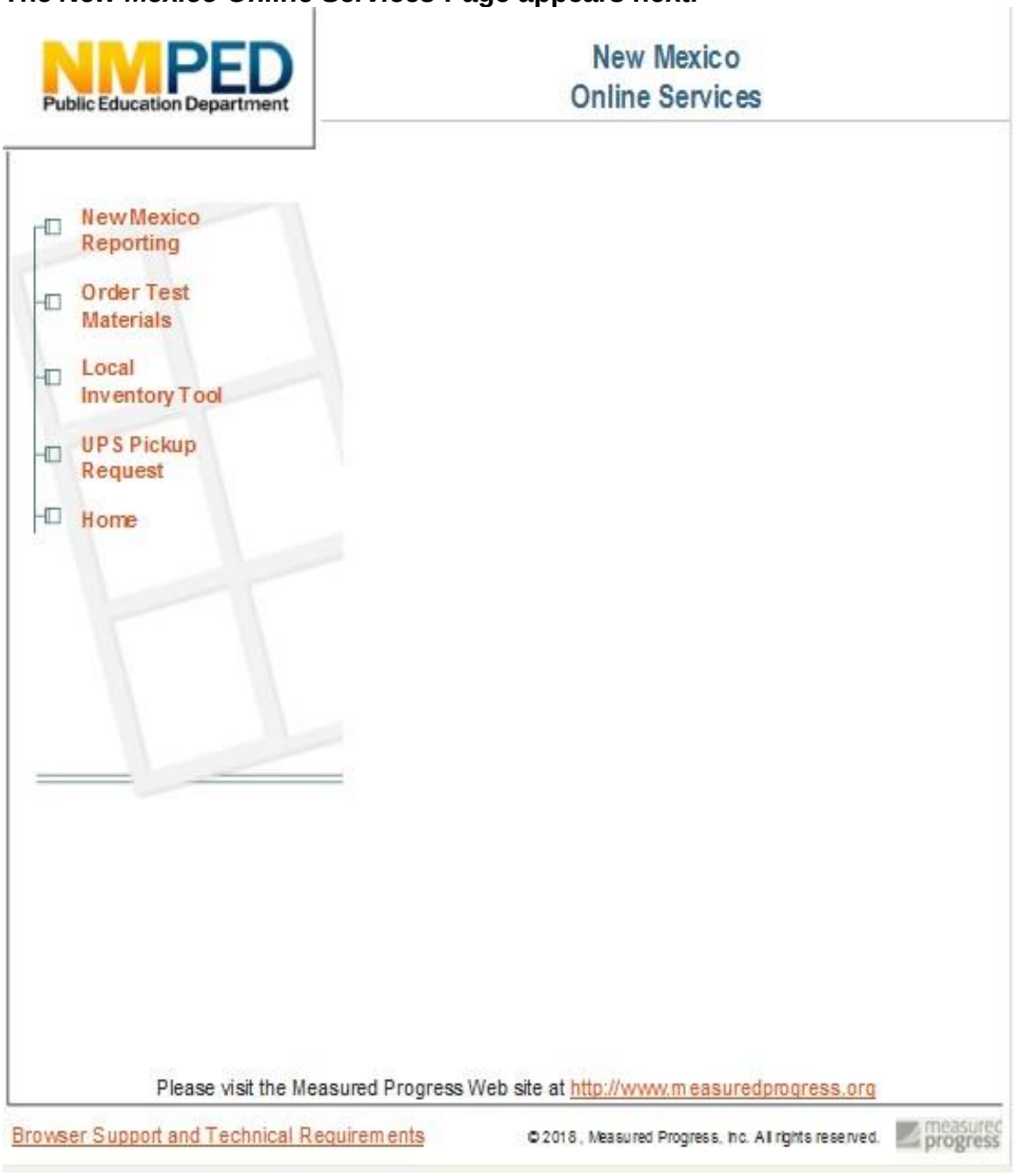
To log in to the New Mexico Analysis and Reporting System:

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



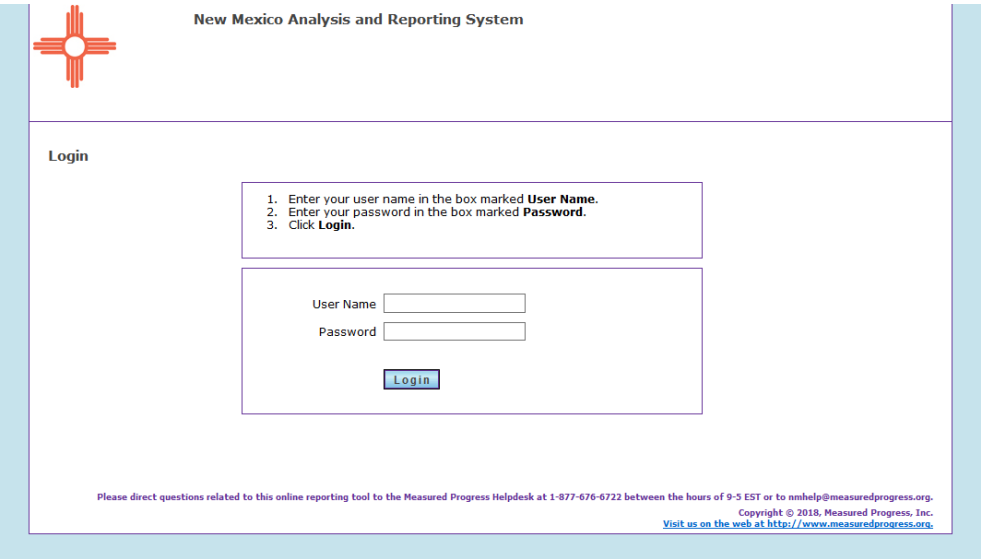
3. **Select *New Mexico* from the state/contract dropdown menu, and then click "*Enter*."**

4. **The *New Mexico Online Services* Page appears next.**



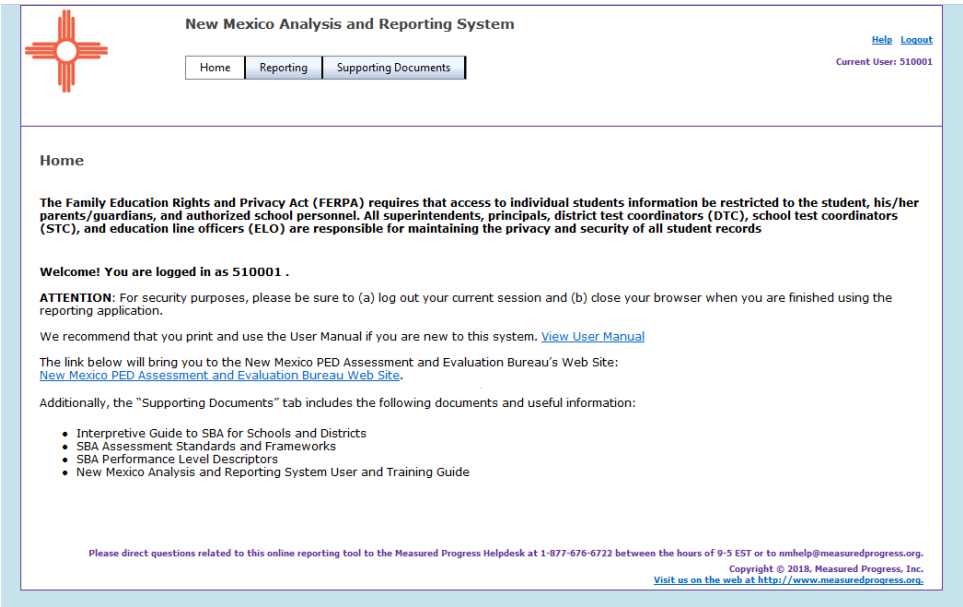
5. **From the left panel, click on the "*New Mexico Reporting*" link.**

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.**

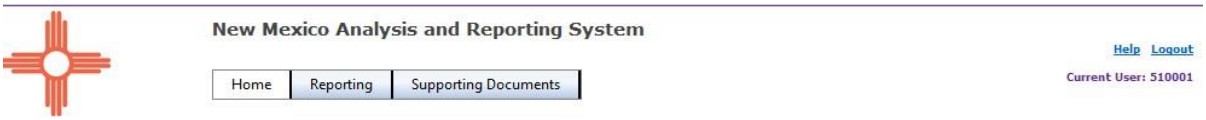


9. **Read the Family Education Rights and Privacy Act (FERPA) statement. You must be authorized to access student information in order to use the Analysis and Reporting System.**

IMPORTANT: If you are <u>not</u> 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:

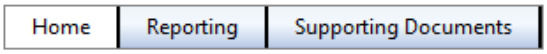


The application title appears in the top-left corner of the page. The following links are in the top-right corner:

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

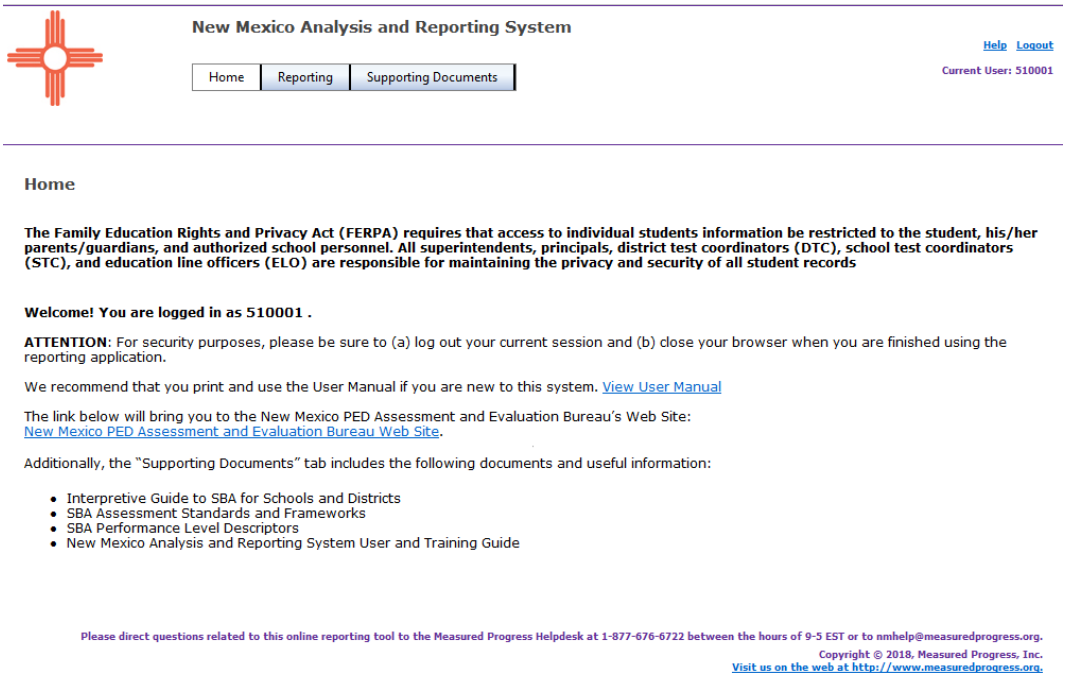
> **NOTE: Verify that your user name is correct. If it is not, click on the "Logout" link to exit the System and then contact the Measured Progress New Mexico Help Desk at nmhelp@measuredprogress.org or 1-877-676-6722.**

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

Tabs	
	
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:** • **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.



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

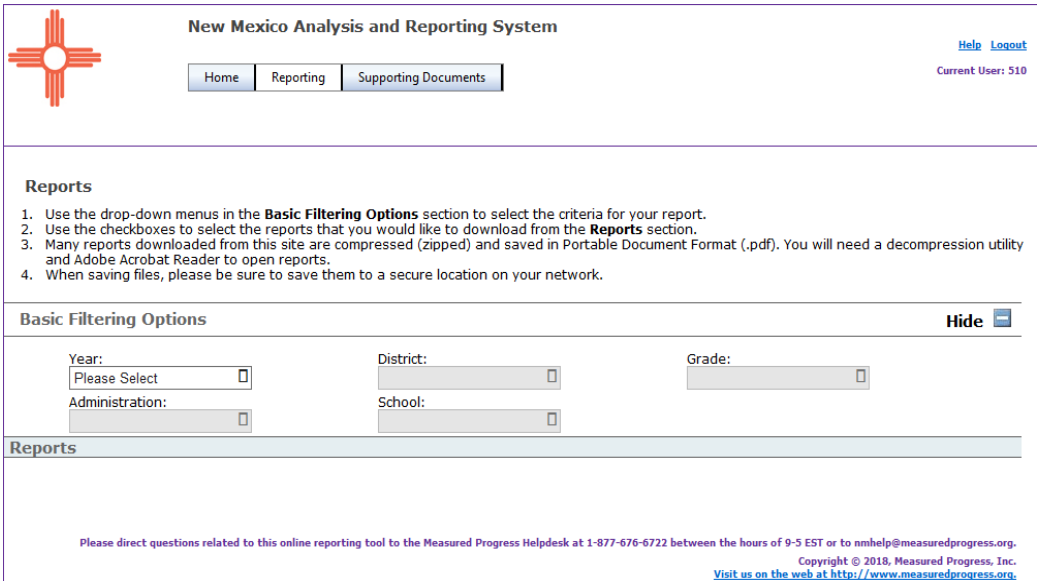
Reports provide secure, accurate, up-to-date current school year data, filtered by level of access:

- **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.**



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

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

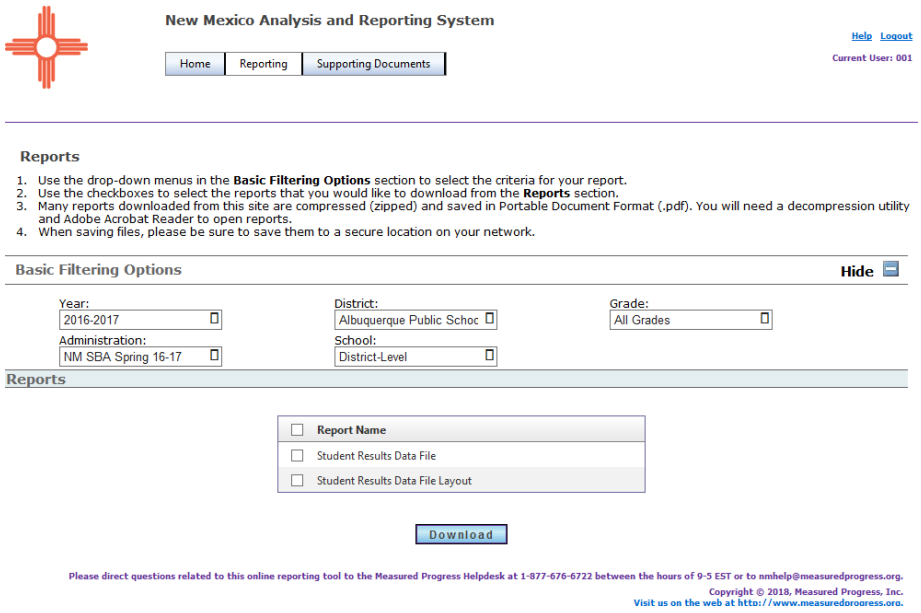
IMPORTANT: You can see only those options that are available to you, based on your level of access.

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.



3. **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.

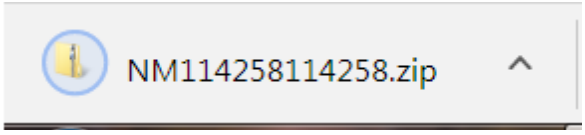
4. **Click Download.**

   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:



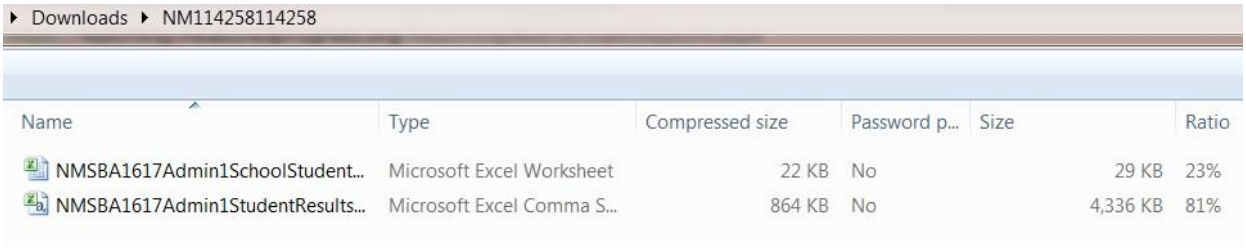
6. **Optional: If the report does not download automatically:**
   - **Click Open With and select a program to use, and then click OK.**
   - **Click Save File and specify a directory on your local drive, and then**

click OK.

7. **Click the down arrow and select Open.**

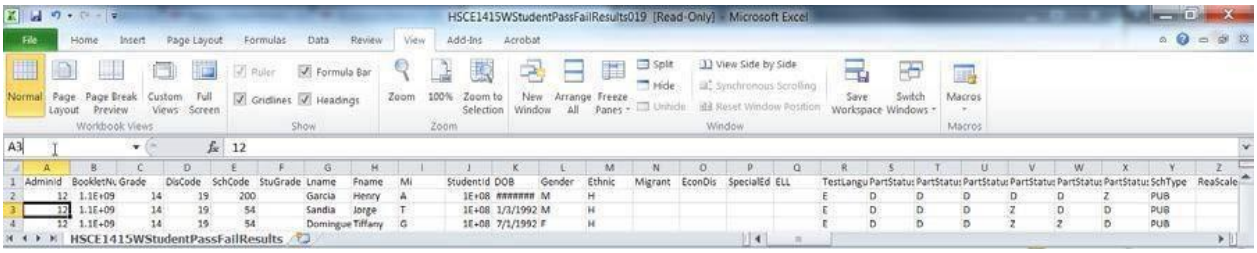
   The downloaded reports display by name.

   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:

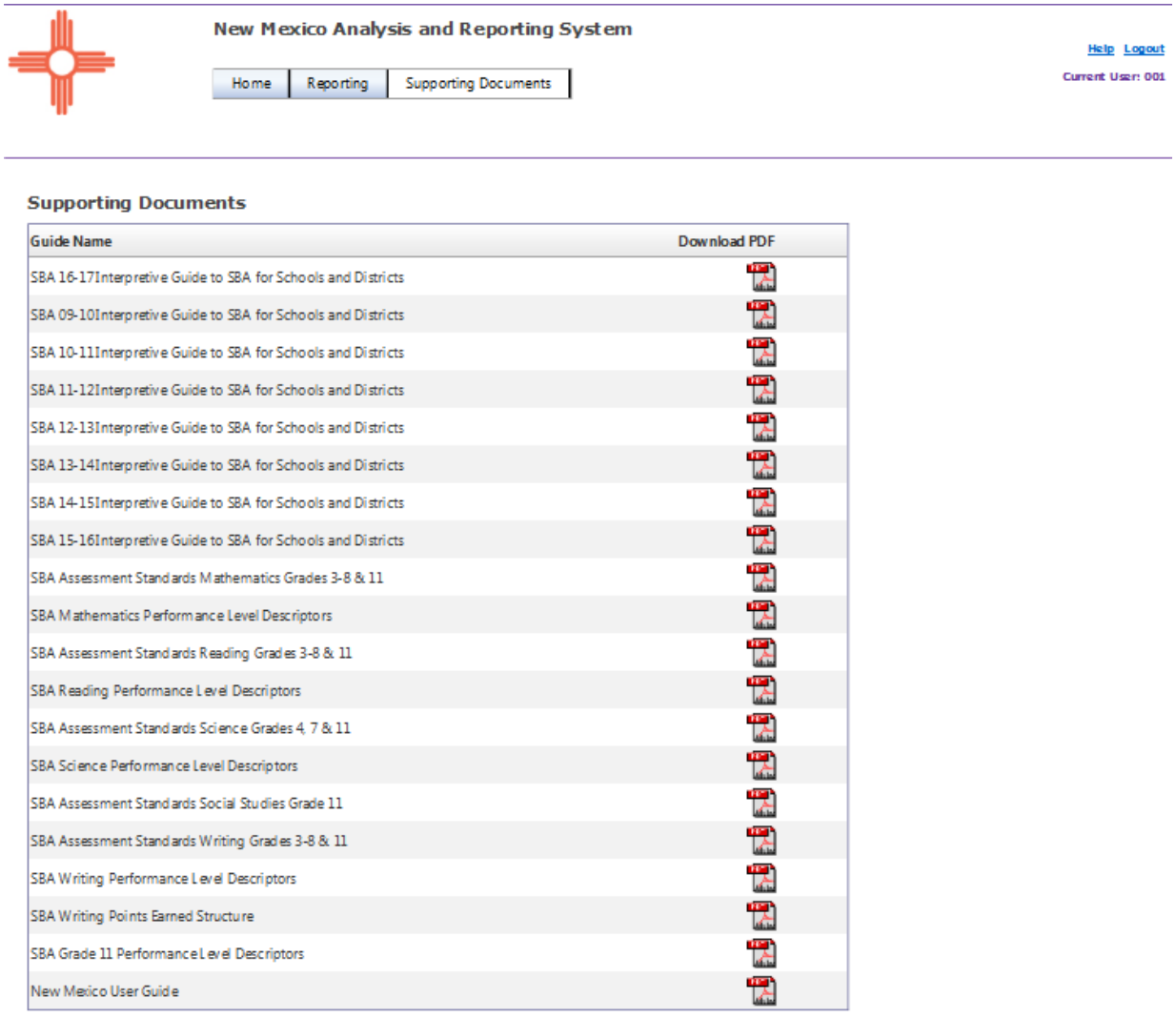


9. **Save, modify, and print the report as needed.**

Accessing Supporting Documents

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

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



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.**