



New Mexico Public Education Department Assessments

DATA INTERACTION REPORTING USER GUIDE



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Version Control

Version	Date	Author	Change Description
1.0	7/27/2022	eMetric	Created support documentation per 2022-2023 requirements discussion with Cognia and NM PED.
1.1	9/6/2022	eMetric	Added section for Control Panel and added MSSA/ASR report functionality including the Achievement Summary and Item Analysis Report.
1.2	9/14/2022	Cognia	Minor edits.
1.3	10/3/2022	eMetric	Added All Grades Student List Report for Summative Assessments.
1.4	11/28/2022	eMetric	Added data display suppression option, added points possible and points earned to MSSA/ASR Roster Report, and added ASR Fall 2022 Roster Report.

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INTRODUCTION

New Mexico Student Assessments reports are provided by the Data Interaction reporting platform. Users have the ability to search for, view, and analyze student records and results for New Mexico Summative, Interim and Formative assessments.

For more information on Formative Assessments, please refer to the New Mexico Public Education Department Assessments Help & Support page:

<https://newmexico.onlinehelp.cognia.org>

Users can use the search feature to find records for an individual student or look at all students within a school or district on a roster report. The data tools provided in Data Interaction allows a user to review common analytics such as summary statistics, distribution frequencies, cross-tabs, and scatterplots.

In addition to the student level results displayed in the roster and individual student reports, summary level information will be provided. In the summary reports, users will have the ability to disaggregate results and view statistics in graphical views.

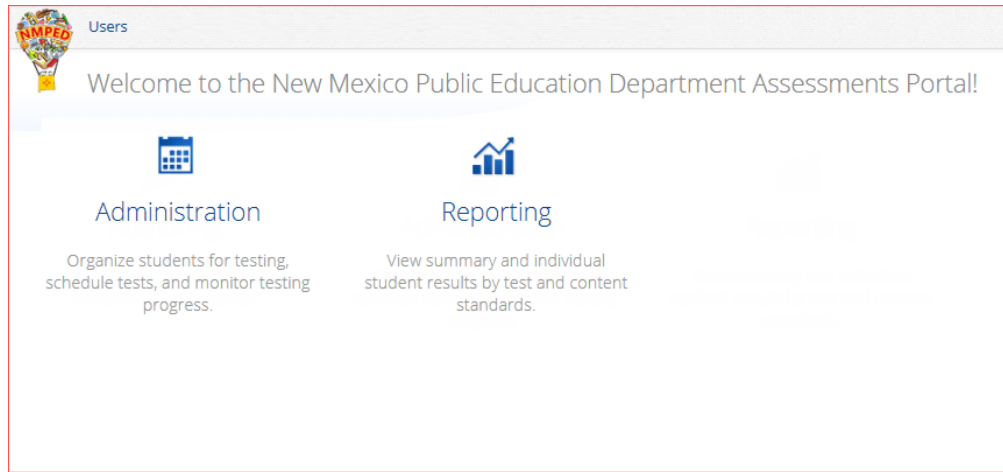
TECHNICAL SUPPORT

If you experience any difficulty, contact Cognia Technical Support at nmtechsupport@cognia.org or (877) 676-6722.

For technical questions about the installation of the kiosk	Cognia Technical Support Toll free: 1 (877) 676-6722 Email: nmtechsupport@cognia.org
For questions about the test administration, reporting or other technical information	Cognia Help Desk Toll free: 1 (877) 676-6722 Email: nmtechsupport@cognia.org
For questions or information regarding New Mexico Public Education Department Assessments policy and testing procedures	New Mexico Public Education Department Phone: (505) 827-5861 Email: ped.assessment@ped.nm.gov Website: https://webnew.ped.state.nm.us

ACCESSING REPORTING

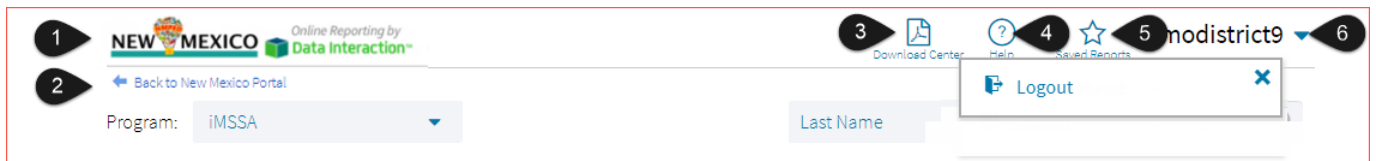
The Reporting component can be accessed in the **New Mexico Public Education Department Assessments Portal**.



Access to Reporting is granted based on your assigned role and organization(s). Refer to the Roles & Responsibilities table in the *Portal User Guide*, which is available on the New Mexico Public Education Department Assessments Help & Support page:


<https://newmexico.onlinehelp.cognia.org>

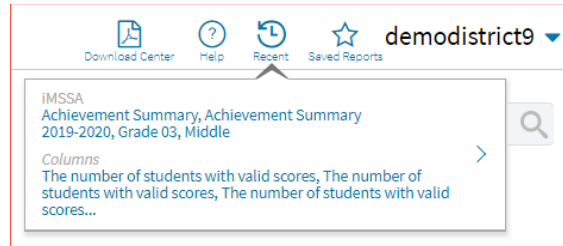
HIGH LEVEL NAVIGATION OPTIONS



1. The New Mexico Public Education Department icon serves as a Home link. This link will redirect you to the reporting home page.
2. The Back to Portal link will redirect you back to the New Mexico Public Education Department Assessments Portal home page.
3. Download Center: This button will open the Download Center, containing any queued PDFs requested.
4. Help: This button will open a new window containing the New Mexico Public Education Department Assessments Reporting User Guide.
5. Saved Reports: This button will open the Saved Reports menu.
6. User Dropdown Menu: This button will provide access to the logout link.


RECENT REPORTS

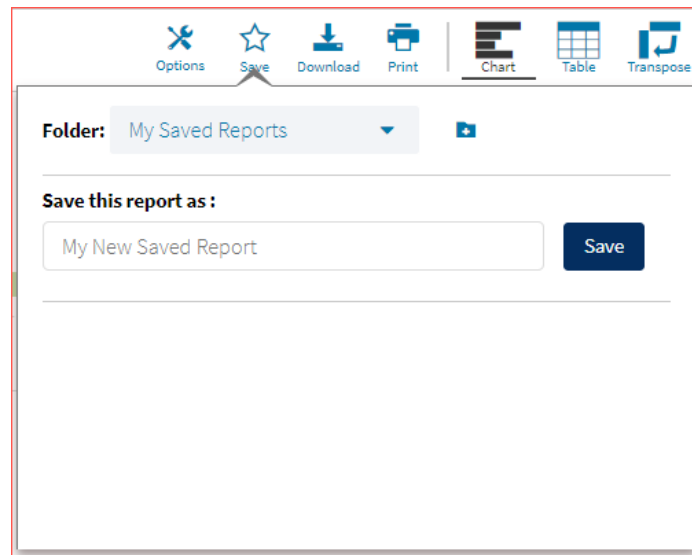
Click on the **Recent** icon  in the top right corner of the Reporting home page to view a list of recently viewed reports. You can select a recent report to jump to the view as described. The program, report title, and list of the columns last viewed will display.




Note: Recent reports are temporarily saved based on the program and report type. For example, if you view a Student List report for Grade 3 and then later view a Student List report for Grade 4, when you click on Recent Reports you will see only the most recent version of the Student List report, in this case the Grade 4 Student List report. When you change the criteria (grade) on a report type, it will overwrite the previous report.

SAVED REPORTS

You can save your Report by clicking on the **Save** icon  in the top right corner of the report. To save a report, first select a folder or add a new folder. Then, name the report and click **Save**. Clicking outside the box or on the save icon will close the window and cancel the save action.



Once the report has been saved, it can be retrieved from any device if you are logged in to the portal with the same credentials. To retrieve a saved report, click on the **Saved Reports** icon button in the top right section of the page. You will see a list of saved report names; click on the report name and the desired report will open.

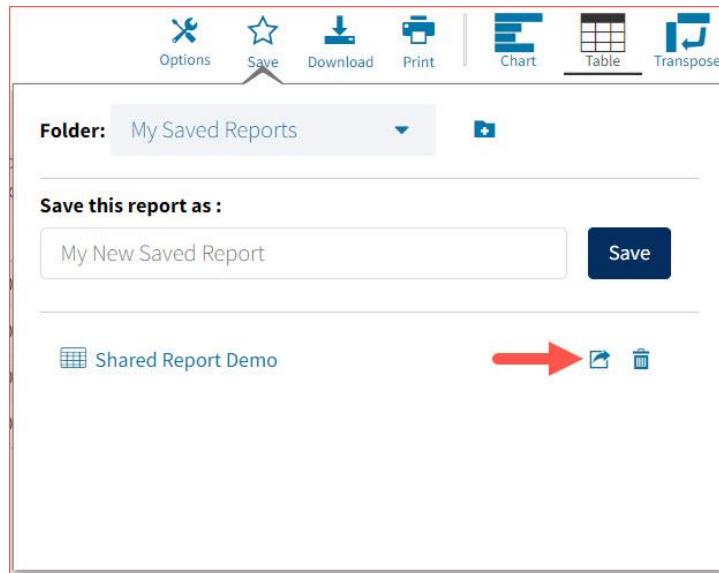
Note: You are also able to delete reports from the same window by clicking on the trash can icon .

SHARED REPORTS

Reports can be shared with users within the organization(s) to which you have access. To share a report, navigate to any report and customize it as desired, for example, you can add scores and/or fields and disaggregate a Summary Report, as shown in the example below:

Group	Admin	Grade	Window	Reading Achievement			Mathematics Achievement				
				Number Tested	Needs Support %	Near Target %	On Target %	Number Tested	Needs Support %	Near Target %	On Target %
Cyber City-999	2021-2022	Grade 03	Beginning	3	100	0	0	8	100	0	0
Female	2021-2022	Grade 03	Beginning	1	100	0	0	6	100	0	0
Male	2021-2022	Grade 03	Beginning	1	100	0	0	2	100	0	0
No Gender Information Provided	2021-2022	Grade 03	Beginning	1	100	0	0	0			

Save the report as described in the section above. From the **Saved Reports** window, click on the **share** icon.



A window will open showing organizations with whom you can share the saved report. Choose any or all **organizations** with whom you want to share the report and click **Share**.


The screenshot shows a 'Share Report' dialog box with a close button (X) in the top right corner. Below the title, it says 'Organization' and '4 selected (clear)'. There is a search input field containing 'Search within Cyber City-999'. Below the search field, there is a list of organizations: 'Cyber City-999' (with a close button X and an up arrow ^), 'Cyber City Sch1-111' (with a checkmark), 'Cyber City Sch1-998' (with a checkmark), 'Cyber City Sch2-997' (with a checkmark), and 'Cyber City Sch3-996' (with a checkmark). At the bottom right, there are two buttons: 'Share' and 'Cancel'.

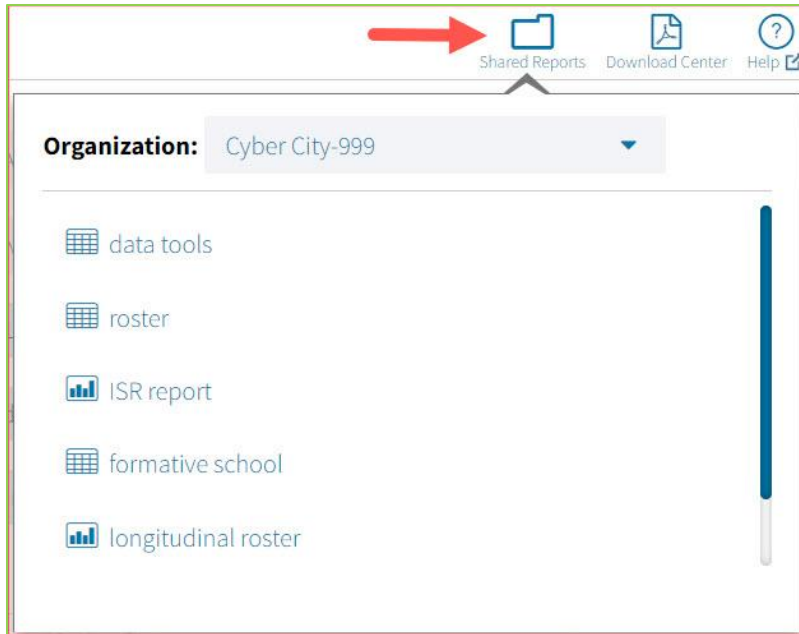
Note: A success message will display once a report has been shared

The screenshot shows the 'Share Report' dialog box after a successful share. It features a green success message: 'You have successfully shared a report!'. Below the message, it says 'Organization' and '0 selected'. There is a search input field containing 'Search'. Below the search field, there is a dropdown menu showing 'Cyber City-999' with a down arrow. At the bottom right, the 'Share' button is now disabled (greyed out), and the 'Cancel' button remains active.


ACCESSING SHARED REPORTS

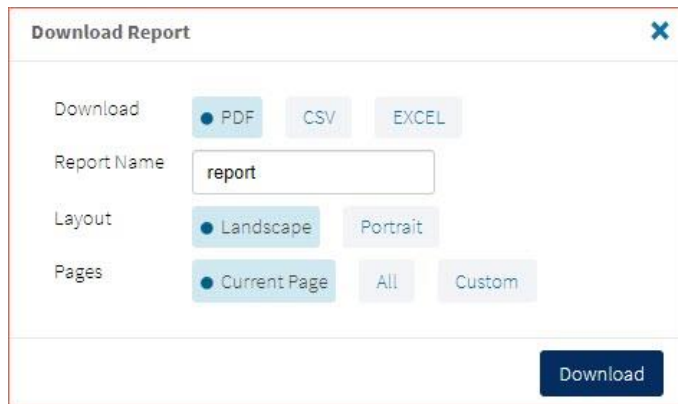
Once the report has been shared, users within the organizations you shared with will be able to access the report.

Once a user logs in, they can access reports shared with their organization(s) by clicking on  Shared Reports in the upper right-hand corner of the header. Upon clicking, a box will open that provides a list of reports that have been shared with the user’s organization(s). The desired report may be retrieved by clicking on the report name.




DOWNLOAD REPORTS

To download a report, click on the **Download** icon  at the top of the report. A pop-up box will appear allowing you to select between three formats (PDF, CSV, or Excel), type your Report Name, select your Layout, and choose which pages to appear. Once your selections are made, click the Download button.



PRINT REPORTS



To print a report, click on the **Print** icon  at the top of the report. The print dialog screen will appear based on your browser.

Achievement Summary: iMSSA, Sequoia District, 2019-2020, Grade 03, Middle

% in each Achievement Level Mathematics

Achievement Level	Percentage
Needs Support	14
Near Target	14
On Target	71

Sequoia District
2019-2020, Grade 03, Middle
Number Tested: 14

Legend: Needs Support (orange), Near Target (yellow), On Target (green)

Print dialog settings: 1 sheet of paper, Destination: Snagit 11, Pages: All, Copies: 1, Layout: Portrait, Color: Color.

Report information will be printed as displayed in the print preview. If many columns are selected, the printed report may be difficult to read. If so, reduce the number of columns in the report.

DOWNLOAD CENTER

Queued PDF is a feature that allows the user to download several PDFs at a single time. When the download report icon is selected after generating a report, the Download Report box will appear.

Download Report ✕

Download: PDF CSV EXCEL

Report Name:

Layout: Landscape Portrait


Pages: Current Page All Custom

Download

When downloaded, if the number of records is greater than 200 for a Roster report, or greater than 100 for Individual Student Reports, you will receive a message like the one below.




CREATED BY ME

To access the report, click on the  [Download Center](#) button in the upper right corner of the portal home page to navigate to the **Download Center**. The **Created By Me** table will appear.

[Back to New Mexico Portal](#)

[Created By Me](#) [Created For Me](#)

	Report Name	Status	Date	Pages
	report	finished	09/08/2022 13:00:23	22

Click the  button to download the generated PDFs to your computer. Open the downloaded file to view your PDFs.

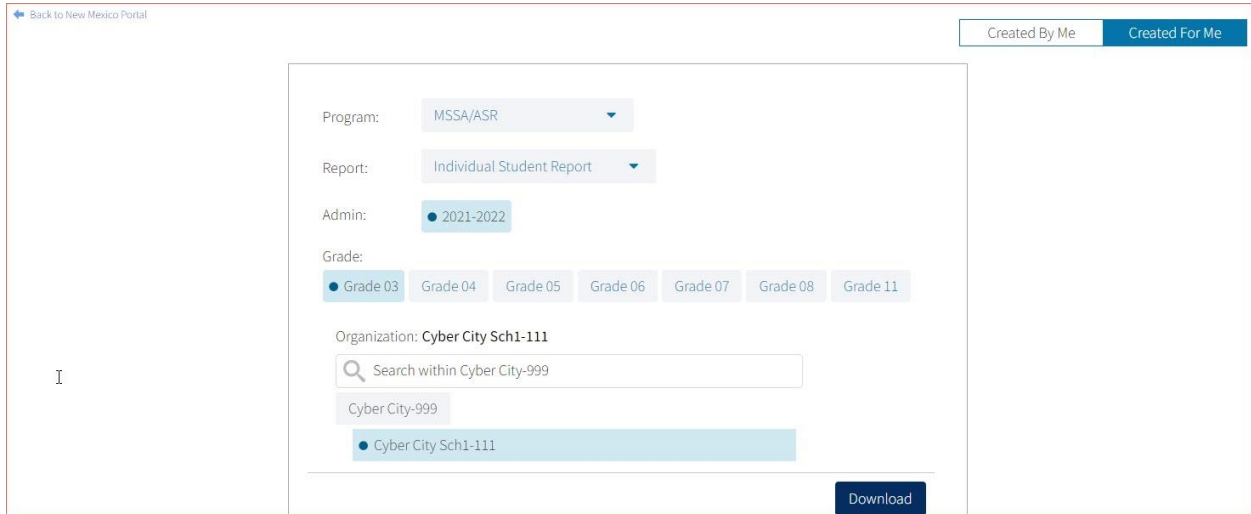
report (1).pdf | 1 / 22 | 85%

Student List: MSSA/ASR, [redacted], 2021-2022, Grade 03

Last Name	First Name	State Student ID	Language Arts		Mathematics	
			Test Language	Achievement Level	Test Language	Achievement Level
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Advanced	English	Proficient			
English	Novice	English	Novice			
English	Nearing Proficiency	English	Novice			
English	Novice	English	Novice			
English	Nearing Proficiency	English	Novice			
English	Nearing Proficiency	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
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English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
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English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			
English	Novice	English	Novice			

CREATED FOR ME

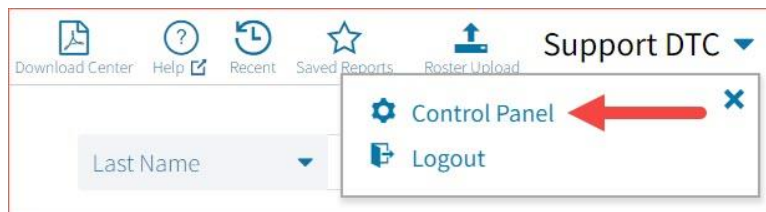
In the **Download Center**, the **Created For Me** tab will provide ISR PDFs available to download at the school level for all students. To access, click the **Created For Me** tab in the **Download Center** and the following report table will appear.



After selecting your report parameters, click on **Download**. A message will appear indicating that the download will begin automatically, and the report will be downloaded to your computer. Open the downloaded file to view the PDFs.

CONTROL PANEL

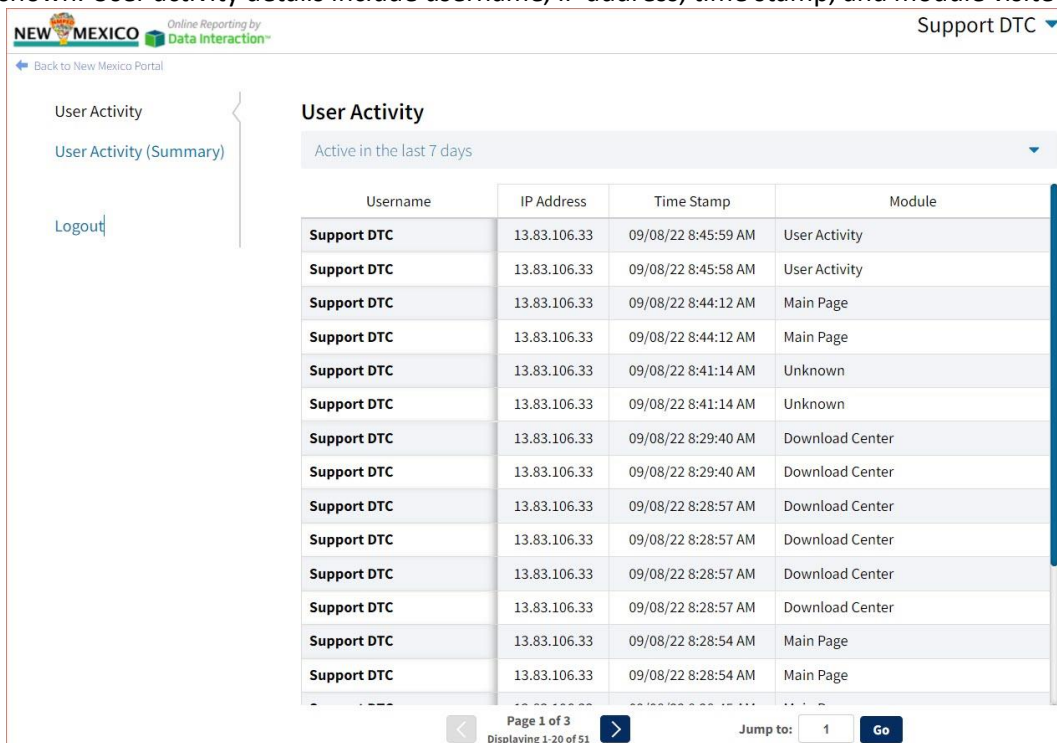
The **Control Panel** provides access to Data Interaction user activity reports. These reports allow users to see who at their organization has been accessing online reporting and the number and types of reports they are viewing for a given time period. To navigate to the **Control Panel**, select the user drop-down in the top right corner of the page and click **Control Panel**.



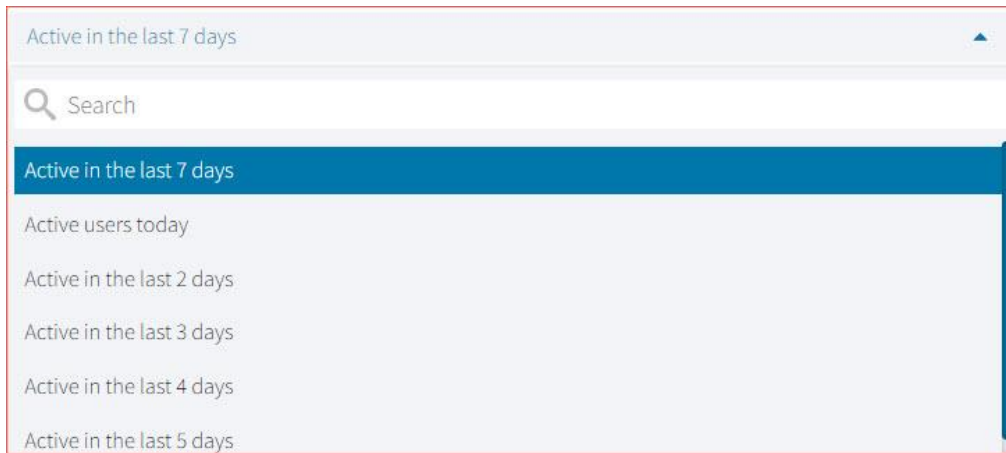


USER ACTIVITY

View user activity by clicking on the **User Activity** link. By default, user activity for the previous 7 days will be shown. User activity details include username, IP address, time stamp, and module visited.



To view user activity details for a different period of time, click on the drop-down menu and make a different time window selection.



USER ACTIVITY (SUMMARY)

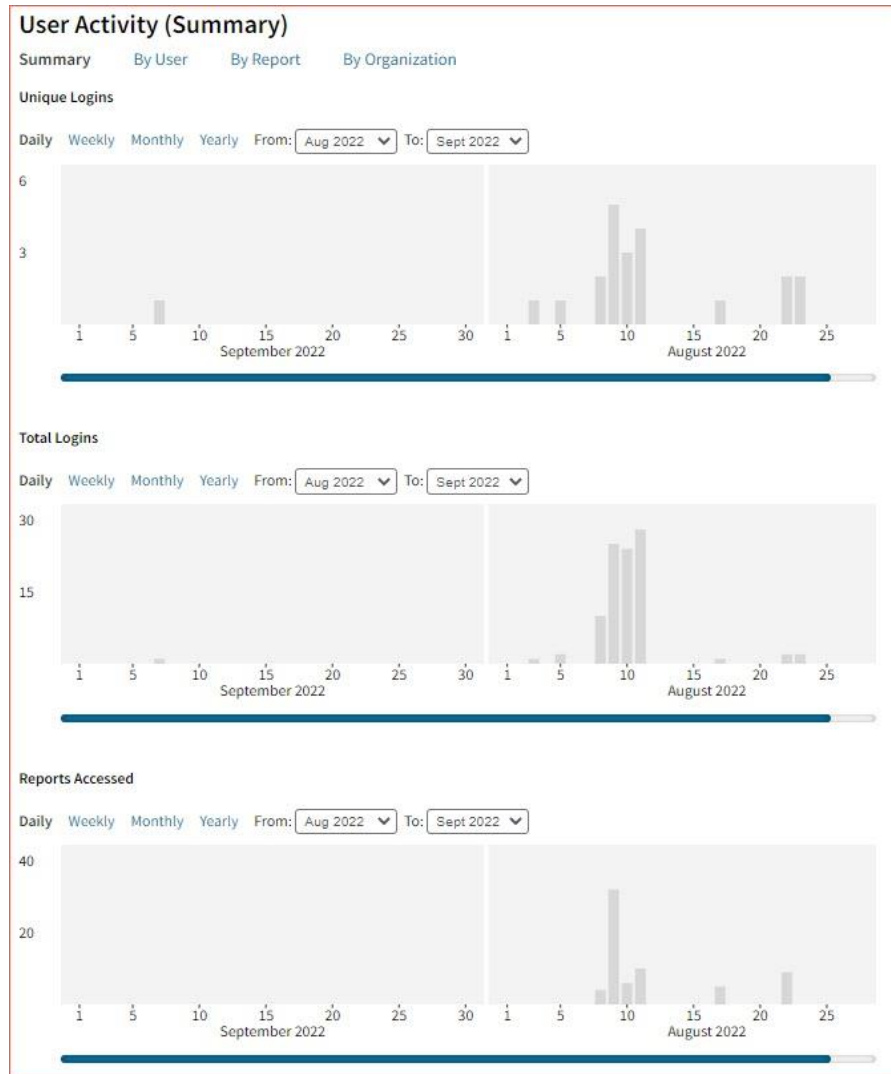
The **User Activity (Summary)** report shows summary-level data for user activity within the reporting component. There are four tabs within the report: Summary, By User, By Report, and By Organization.

Summary

The Summary tab shows three metrics:

- **# of Unique Logins:** The number of unique users that logged in for the given time period. A single user that logs in multiple times in one day will be counted once.
- **# of Total Logins:** The number of total logins for a given time period. A single user that logs in five times in one day will be counted five times.
- **# of Reports Accessed:** The total number of reports that were accessed for a given time period.

Additionally, users are able to select one of four displays for each metric: Daily, Weekly, Monthly, and Yearly. Daily and Weekly metrics will be shown as a bar graph while Monthly and Yearly will be shown in a table. Users can mouse hover on the bars within the Daily and Weekly view to see exact numbers.



By User

The **By User** tab allows users to see summary statistics for site usage by user. The information shown can be filtered by date range or username. The following pieces of information can be seen in this tab:

- User: Username
- Home Orgs: a list of orgs that the user belongs to
- Role: the level of user access
- Login Page: the number of times a user logged in
- Report Page: the number of reports a user generated
- Main Page: the number of times a user navigated to the home page (excluding initial login)
- Other: the number of times a user accessed a page other than the three previously mentioned pages.

User Activity (Summary)

Summary By User **By Report** By Organization

Page Views

Date Range: 08/25/2022 to 09/08/2022 Filter by Username **Filter**

Username	Home Orgs	Role	Login Page	Report Page	Main Page	Other
QA_school	Cyber City Sch1-998	Normal	1	0	1	1
Support DTC	Cyber City-999	Admin	4	4	20	22

Page 1 of 1 Displaying 1-2 of 2 Jump to: 1 Go

By Report

The **By Report** tab gives users insight into which reports are most commonly created at their organization(s). The information in this table can be filtered by program, report, and date range. This view shows four pieces of information:

- Program: the test the report was being generated for
- Report: the generic name of the report being generated
- Report Type: the type of report being generated (e.g., roster, summary, etc.)
- Count: the number of times this report was generated

User Activity (Summary)

Summary By User **By Report** By Organization

Program: Any Report: Any Date Range: 08/24/2022 to 09/08/2022

Disaggregate by Page Views

Program	Report	Report Type	Count
MSSA/ASR	Achievement Summary	summary	4

Page 1 of 1 Displaying 1-1 of 1 Jump to: 1 Go

Users also have the option to select the **Disaggregate by Page Views** checkbox to add the report views that the user was accessing, such as chart view versus table view.

By Organization

The **By Organization** tab allows users to view usage statistics based on the organization that the user belongs to. The data in this table can be filtered by view, date range, and org type. This view shows four pieces of information:

- Organization
- Type: the org-level of the organization (state, district, or school)
- View (Login, Report, Main, Other): the number of times that organization accessed the selected page.
- Bar Visual: a visual representation of the data provided in the View column.

The screenshot shows a web interface for 'User Activity (Summary)'. At the top, there are tabs for 'Summary', 'By User', 'By Report', and 'By Organization'. Below the tabs are filters: 'View: Total Login', 'Date Range: 08/24/2022 to 09/08/2022', and 'Type: All'. The main data is presented in a table with columns for Organization, Type, Login, and a bar visual. Below the table is a pagination control showing 'Page 1 of 1' and 'Jump to: 1 Go'.

Organization	Type	Login	Bar Visual
Cyber City-999	District	2	[Blue bar representing 2 logins]
Cyber City Sch1-998	School	1	[Blue bar representing 1 login]

SUMMATIVE ASSESSMENTS (MSSA/ASR)

There are two Summative Assessments available in the New Mexico Public Education Department Assessments Portal, MSSA and ASR:

The New Mexico Measures of Student Success and Achievement (NM-MSSA) is the summative assessment in mathematics and English Language Arts (ELA) for students in grades 3-8 aligned to the New Mexico Common Core State Standards (NMCCSS) for math and language arts. The assessment measures a student’s grade level proficiency toward college and/or career readiness.

The New Mexico Assessment of Science Readiness (NM-ASR) is the summative assessment in Science for students in grades 5, 8 and 11 aligned to the New Mexico STEM Ready! Science Standards. The assessment is designed to measure whether students are on track to be ready for college or career.

SUMMATIVE ASSESSMENT (MSSA/ASR) REPORTS

There are six types of reports available from the Reporting home page for Summative Assessments: Achievement Summary (Achievement Summary – Spanish also available), Student List Report, Data Tools, Item Analysis Report, All Grades Student List and Student Search.

The **Achievement Summary** report provides school and district group achievement data in a table or graphical format and allows customization using various summary statistics.

The screenshot shows the 'Achievement Summary' report for 'MSSA/ASR, Cyber City-999, 2021-2022, Grade 03'. The interface includes a navigation bar with 'NEW MEXICO Online Reporting by Data Interaction+', a 'Support DTC' dropdown, and a toolbar with icons for Options, Save, Download, Print, Table, Chart, and Transpose. The main data table is as follows:

Group	Admin	Grade	Language Arts					Mathematics				
			Number Tested	Novice %	Nearing Proficiency %	Proficient %	Advanced %	Number Tested	Novice %	Nearing Proficiency %	Proficient %	Advanced %
Cyber City-999	2021-2022	Grade 03	428	56	33	9	2	428	69	21	10	0

The **Student List** report provides dynamic access to assessment results and demographic information for multiple students under your current organization. Interactive tools allow users to further explore the data.

The screenshot shows the 'Student List' report for 'MSSA/ASR, Cyber City-999, 2022-2023, Fall, Grade 11'. The interface includes the same navigation bar and toolbar as the previous screenshot, with a 'Roster' icon highlighted. The main data table is as follows:

Last Name	First Name	State Student ID	Science		
			Test Language	Scale Score	Achievement Level
			English	1151	Nearing Proficiency
			English	1148	Nearing Proficiency
			English	1153	Nearing Proficiency
			English	1159	Nearing Proficiency
			English	1169	Proficient
			English	1159	Nearing Proficiency

Through the **Student List** report, users can access an **Individual Student Report** that provides individual results for each student.

← Back to New Mexico Portal

Individual Report : MSSA/ASR, Cyber City-999, 2022-2023, Fall, Grade 11
 Drill To Selection: Students whose Last Name is Student001, First Name is Demo

Options Save Download Print Roster Student

Student 001, Demo

State Student ID: 123456789 District Name: Cyber City-999 School Name: Cyber City Sch2-997
 Date of Birth: 12/30/2004 Student Grade: Grade 11

Science Detailed Results	Test Language	Scale Score	Achievement Level	Points Earned	Points Possible	Performance Indicator
Science	English	1151	Nearing Proficiency			
Physical Sciences				5	22	Below
Life Sciences				8	24	Below
Earth and Space Sciences				8	22	Below

Data Tools provides the ability to create summary statistics, frequency distributions, cross-tab, and scatter plots. These tools are also available within specific reports by clicking on column headers.



The **Item Analysis Report** provides users with information about all items included in the selected MSSA/ASR assessments. This information will include item grade, content area, form number, reporting category, item type, point value, difficulty order, achievement level, mean scores in school, district and state, standard and item description.

NEW MEXICO Online Reporting by Data Interaction

← Back to New Mexico Portal

Item Analysis Report: MSSA/ASR, Cyber City Sch2-997, 2021-2022, Grade 03

Help Recent Support DTC

Options Save Download Print

Grade	Subject	Form	Reporting Category	Item Type	Point Value	Difficulty Order
Grade 03	Language Arts	1	Writing & Language	MC	1	27
Grade 03	Language Arts	1	Writing & Language	EBSR	2	30
Grade 03	Language Arts	1	Reading; Text Type - Literary Text; Reading Strategy - Analysis and Interpretation	MC	1	4
Grade 03	Language Arts	1	Writing & Language	MS	1	29
Grade 03	Language Arts	1	Reading; Text Type - Literary Text; Reading Strategy - Comprehension	MC	1	23
Grade 03	Language Arts	1	Writing & Language	EBSR	2	33
Grade 03	Language Arts	1	Writing & Language	MC	1	13
Grade 03	Language Arts	1	Writing & Language	MC	1	34
Grade 03	Language Arts	1	Reading; Text Type - Informational Text; Reading Strategy - Analysis and Interpretation	MC	1	32
Grade 03	Language Arts	1	Writing & Language	MC	1	8
Grade 03	Language Arts	1	Reading; Text Type - Literary Text; Reading Strategy - Comprehension	MC	1	7
Grade 03	Language Arts	1	Writing & Language	MC	1	17
Grade 03	Language Arts	1	Writing & Language	MC	1	19

Page 1 of 4
 Displaying 1 - 20 of 79

Jump to: 1 Go

The **All Grades Student List** report provides dynamic access to assessment results and demographic information for students across multiple grades for your district or school(s).

Last Name	First Name	Grade	State Student ID	Language Arts			Mathematics			Science		
				Test Language	Scale Score	Achievement Level	Test Language	Scale Score	Achievement Level	Test Language	Scale Score	Achievement Level
				English	337	Novice	English	340	Novice			
				English	333	Novice	English	312	Novice			
				English	337	Novice	English	333	Novice			
				English	327	Novice	English	319	Novice			
				English	344	Novice	English	344	Novice			
				English	372	Advanced	English	372	Proficient			
				English	344	Novice	English	339	Novice			
				English	349	Nearing Proficiency	English	337	Novice			

GENERATING A REPORT

The Reporting home page displays the report types for the subject areas and test administrations available to you.

NEW MEXICO Online Reporting by Data Interaction

Back to New Mexico Portal

Program: MSSA/ASR

Report: Student List

Admin: 2021-2022

Grade: Grade 03 | Grade 04 | Grade 05 | Grade 06 | Grade 07 | Grade 08 | Grade 11

Organization: Cyber City-999

Search within Cyber City-999

Cyber City-999

Cyber City Sch2-997

Get Report

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data are available.
4. Select a grade.
5. Use the **Organization** menu to select a District or School(s) to which you have access.

- When you have finished specifying the parameters, click **Get Report** to generate the report you selected. The selected report is generated with the specified parameters.

To customize the report, see the [Customization Options](#) section.

NAVIGATING A REPORT

The screenshot shows the 'NEW MEXICO Online Reporting by Data Interaction' interface. At the top, it displays 'Student List: MSSA/ASR, Cyber City-999, 2021-2022, Grade 03'. A search filter overlay is open, showing 'Organization: Cyber City-999' and a search box with 'Cyber City-999' entered. Below the search box, a dropdown menu lists 'Cyber City-999' and 'Cyber City Sch2-997'. The 'Groups Per Page' is set to 20. The main report table has columns for Last Name, First Name, State Student ID, Test Language, and scores. The bottom of the page shows navigation controls: 'Page 1 of 22', 'Displaying 1-20 of 428', 'Jump to: 1', and a 'Go' button.

- Upon generating a report, the selected parameters appear at the top of the page and the content of the report displays below.
- To rearrange the report, sort columns by clicking a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically.
- To change the number of records shown on each page of the report, click on the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and click **Update**.
- Use the navigation buttons at the bottom of the report to page back and forth through the reports or type a page number in the **Jump to** field, and then click **Go**.

VIEWING AN ACHIEVEMENT SUMMARY REPORT

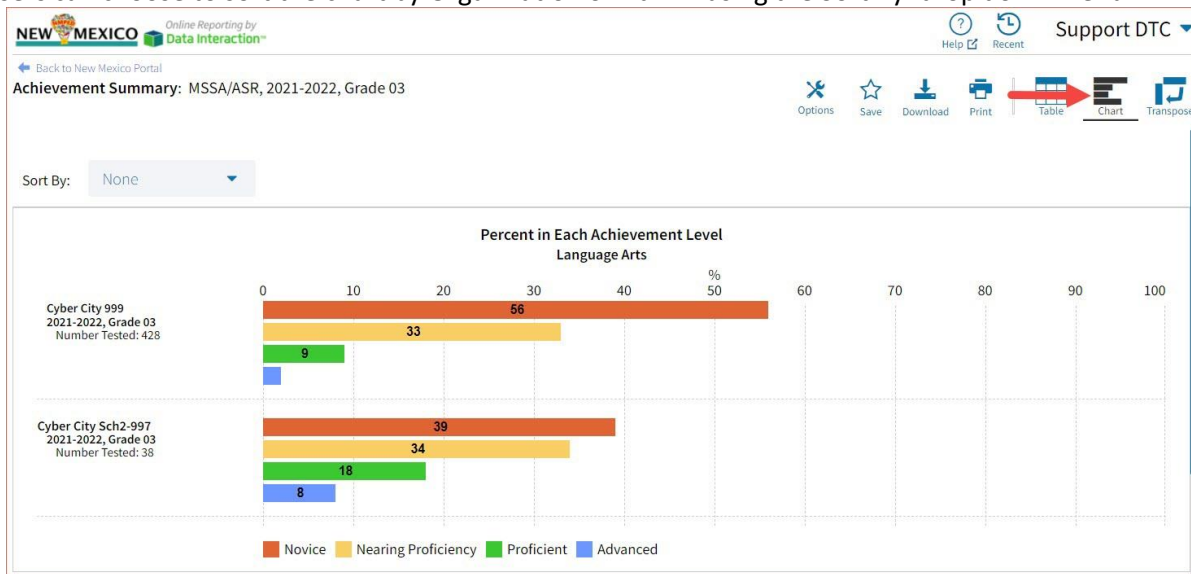
On an **Achievement Summary** report (Achievement Summary – Spanish also available), you can select one of the available buttons, **Chart**, **Table**, or **Transpose**, above the report to change from a table to a chart (graphical representation of the selected data) or a transposed view of your selected data options (columns rearranged to rows). The Table view is the default.

Table

Group	Admin	Grade	Language Arts					Mathematics				
			Number Tested	Novice %	Nearing Proficiency %	Proficient %	Advanced %	Number Tested	Novice %	Nearing Proficiency %	Proficient %	Advanced %
Cyber City-999	2021-2022	Grade 03	428	56	33	9	2	428	69	21	10	0
Cyber City Sch2-997	2021-2022	Grade 03	38	39	34	18	8	38	39	34	24	3

Chart

Users can choose to sort the chart by Organization or Admin using the Sort By: drop down menu



Transpose

Group	Subject	Admin	Grade	Number Tested	% in each Achievement Level			
					Novice %	Nearing Proficiency %	Proficient %	Advanced %
Cyber City-999	Language Arts	2021-2022	Grade 03	428	56	33	9	2
Cyber City-999	Mathematics	2021-2022	Grade 03	428	69	21	10	0
Cyber City Sch2-997	Language Arts	2021-2022	Grade 03	38	39	34	18	8
Cyber City Sch2-997	Mathematics	2021-2022	Grade 03	38	39	34	24	3

ADDITIONAL ACHIEVEMENT SUMMARY DATA VIEWS

- From the Table or Transposed view, clicking on a group’s name will allow you to disaggregate the group. **Disaggregate By** functionality allows you to separate a specific group by different demographic variables.

Group	Admin	Grade	Number Tested
Cyber City-999	2021-2022	Grade 03	428
Cyber City Sch2-997	2021-2022	Grade 03	38

Disaggregate By >

Drill To Student List >

- Gender
- Hispanic
- Race
- EL Status
- Special Education

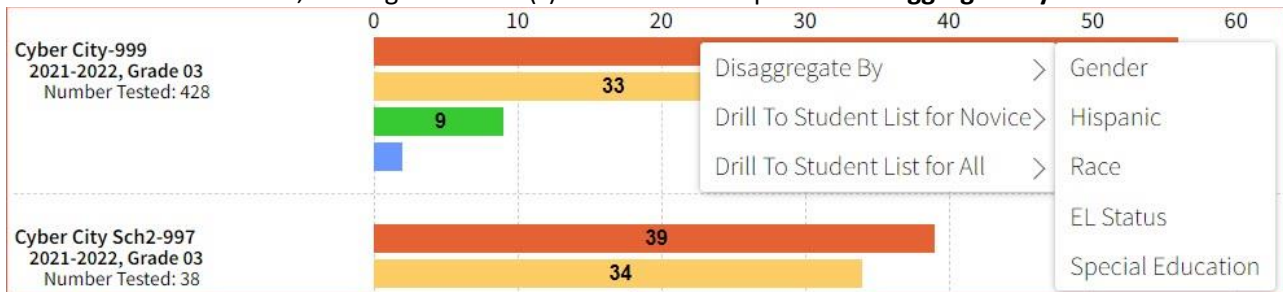
NEW MEXICO Online Reporting by Data Interaction

Support DTC

Achievement Summary: MSSA/ASR, Cyber City Sch2-997, 2021-2022, Grade 03

Group	Admin	Grade	Language Arts					Mathematics				
			Number Tested	Novice %	Nearing Proficiency %	Proficient %	Advanced %	Number Tested	Novice %	Nearing Proficiency %	Proficient %	Advanced %
			Cyber City Sch2-997	2021-2022	Grade 03	38	39	34	18	8	38	39
Not Hispanic	2021-2022	Grade 03	27	37	37	22	4	27	44	30	22	4
Hispanic	2021-2022	Grade 03	11	45	27	9	18	11	27	45	27	0

- From the Chart view, clicking on the bar(s) will reveal the option to **Disaggregate By** as well.





- Click on a group name in the tabular view or a bar in the chart view to display a menu allowing you to drill to a Roster report or set of Individual Student Reports for that group/test/content area combination.

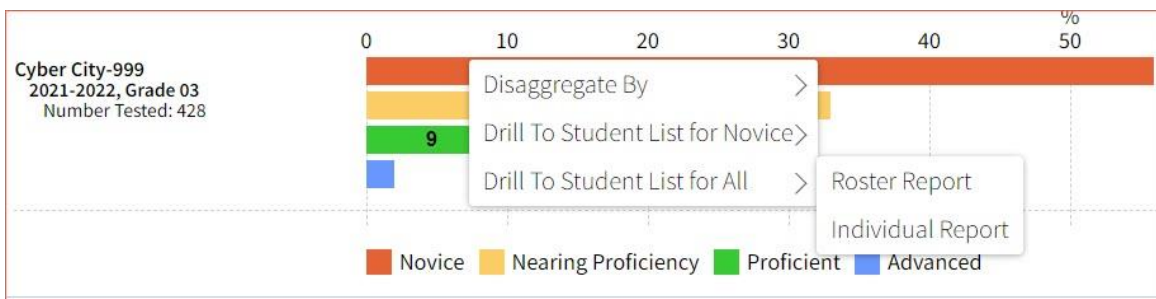
Group	Admin	Grade	Number Tested
Cyber City-999	2021-2022	Grade 03	428

Disaggregate By >

Drill To Student List >

Roster Report

Individual Report



- Click on the % column header and select **Show N Count** to view how many students scored in each achievement level. The valid N value indicates the number of students who match the parameters of the report.

Number Tested	Novice	Nearing Proficiency	Proficient	Advanced
	%	%	%	%
428	56	33	9	2
38	39	3	18	8

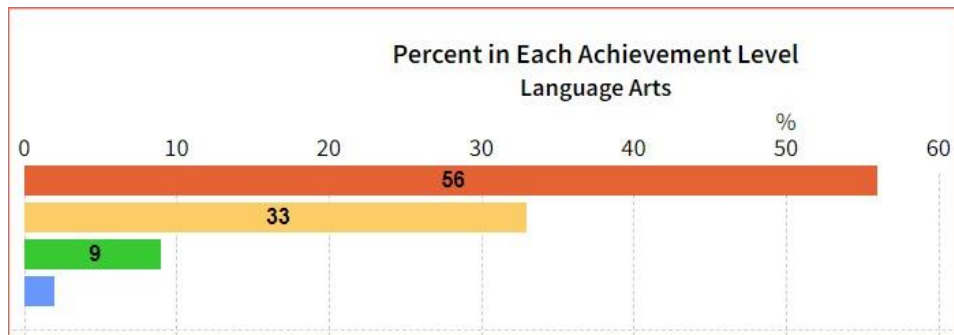
Sort >
 Graph
 Show N Count

Group	Admin	Grade	Language Arts										Mathematics							
			Number Tested	Novice		Nearing Proficiency		Proficient		Advanced		Number Tested	Novice		Nearing Proficiency		Proficient		Advanced	
				N	%	N	%	N	%	N	%		N	%	N	%	N	%		
Cyber City-999	2021-2022	Grade 03	428	238	56	140	33	40	9	10	2	428	295	69	89	21	42	10	2	1
Cyber City Sch2-997	2021-2022	Grade 03	38	15	39	13	34	7	18	3	8	38	15	39	13	34	9	24	1	1

- Click on the header of a score column of interest, then on **Graph** to display the chart view, allowing further analysis and customization as desired.

Number Tested	Novice	Nearing Proficiency	Proficient	Advanced
	%	%	%	%
428	56	33	9	2
38	39	3	18	8

Sort >
 Graph
 Show N Count



VIEWING STUDENT REPORTS

On a **Student List** report, you can select one of the available buttons, **Roster**, or **Student**, above the report to change the view to a roster list for all student in the selected group or a set of detailed individual student reports for each student in the selected group. (The Roster view is set as the default.) Once on an Individual Student Report, you can return to the roster list by clicking again on the Roster button.

Roster

NEW MEXICO Online Reporting by Data Interaction™

Back to New Mexico Portal

Student List: MSSA/ASR, Cyber City-999, 2022-2023, Fall, Grade 11

Options Save Download Print Roster Student

Last Name	First Name	State Student ID	Science		
			Test Language	Scale Score	Achievement Level
			English	1151	Nearing Proficiency
			English	1148	Nearing Proficiency
			English	1153	Nearing Proficiency
			English	1159	Nearing Proficiency
			English	1169	Proficient
			English	1159	Nearing Proficiency

Student (Individual Student Report)

Back to New Mexico Portal

Individual Report : MSSA/ASR, Cyber City-999, 2022-2023, Fall, Grade 11

Drill To Selection: Students whose Last Name is Student001, First Name is Demo

Options Save Download Print Roster Student

Student 001, Demo

State Student ID: 123456789 District Name: Cyber City-999 School Name: Cyber City Sch2-997

Date of Birth: 12/30/2004 Student Grade: Grade 11

Science Detailed Results	Test Language	Scale Score	Achievement Level	Points Earned	Points Possible	Performance Indicator
Science	English	1151	Nearing Proficiency			
Physical Sciences				5	22	Below
Life Sciences				8	24	Below
Earth and Space Sciences				8	22	Below

Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.

In addition to selecting the Student button to see a set of individual student reports for all students in the group, you can click on a student name in the roster view in order to access an individual report for only that student.

Last Name	First Name	State Student ID	Science	
			Test Language	Scale Score
			English	1151
			English	1148
			English	1153
			English	1159
			English	1169

[← Back to New Mexico Portal](#)

Individual Report : MSSA/ASR, Cyber City-999, 2022-2023, Fall, Grade 11

Drill To Selection: Students whose Last Name is Student001, First Name is Demo

Student 001, Demo

State Student ID: 123456789 District Name: Cyber City-999

Date of Birth: 12/30/2004 Student Grade: Grade 11

VIEWING ALL GRADE STUDENT LIST REPORT

An **All Grades Student List** report is available for DTCs and provides dynamic access to assessment results and demographic information for students across multiple grades for your district or school(s). Interactive tools allow users to further explore the data including the ability to download all grades in the district in one report.

All Grades Student List

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[← Back to New Mexico Portal](#) Help Recent Support DTC ▾

All Grades Student List: MSSA/ASR, Cyber City-999, 2022-2023, Fall, Grade 11 Options Save Download Print

Last Name	First Name	Grade	State Student ID	Science		
				Test Language	Scale Score	Achievement Level
		Grade 11		English	1151	Nearing Proficiency
		Grade 11		English	1148	Nearing Proficiency
		Grade 11		English	1153	Nearing Proficiency
		Grade 11		English	1159	Nearing Proficiency
		Grade 11		English	1169	Proficient
		Grade 11		English	1159	Nearing Proficiency
		Grade 11		English	1141	Novice
		Grade 11		English	1160	Proficient
		Grade 11		English	1144	Nearing Proficiency
		Grade 11		English	1162	Proficient

USING STUDENT SEARCH

You can quickly create a report for an individual student by searching for the student. In the **Student Search** field, search for the student by their Last Name, First Name, or State Student D Number. A list of potential matches will appear.


Click on a student in the list of potential matches to generate a list of their testing history. Click the “more results” link to see a detailed list of the potential matches based on the criteria you entered.

Last Name	First Name	State Student ID
EightEleven	Student	
EightTwelve	Student	
Eightyeight	Student	
Eightyfive	Student	
Eightyfour	Student	
Eightyseven	Student	
Eightysix	Student	
Eightythree	Student	
FourEighty	Student	
FourSeventyeight	Student	
OneNinetyone	Student	
Seventyeight	Student	
Seventyfive	Student	
Seventyfour	Student	
Seventynine	Student	
Seventyseven	Student	999990077
Seventythree	Student	999990073
ThreeSeven	Student	999990307
ThreeSeventeen	Student	999990317
ThreeSix	Student	999990306

From the list of matches, use the Search tab under the **Options** icon to further refine your search.

Selecting a student from the list of potential matches will take you to a cumulative list of that student’s test results (testing history). Selecting/clicking a student name from the “more results” view will also take you to the student’s cumulative results.

← Back to New Mexico Portal

Student Search Cumulative Report  Print

MSSA/ASR

Student001, Demo

State Student ID: 123456789







2021-2022, Grade 03	District Name: Cyber City-999 School Name: Cyber City Sch2-997 Student Grade: Grade 03 Language Arts Test Language: English Mathematics Test Language: English	Language Arts Scale Score: 337 Language Arts Performance Level: Novice Mathematics Scale Score: 340 Mathematics Performance Level: Novice
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Clicking on a test event in the cumulative search report (e.g., 2021-2022, Grade 03) will give you a detailed individual student report.

← Back to New Mexico Portal

Individual Report : MSSA/ASR, Cyber City-999, 2021-2022, Grade 03

Drill To Selection: Students whose Last Name is Student001, First Name is Demo

 Options
  Save
  Download
  Print
  Roster
  Student

Student001, Demo

State Student ID: 123456789 District Name: Cyber City-999 School Name: Cyber Sch2-997
 Date of Birth: 01/01/2012 Student Grade: Grade 03

Language Arts Detailed Results	Test Language	Scale Score	Achievement Level	Points Earned	Points Possible	Performance Indicator
Language Arts	English	337	Novice			
Reading		332				
Writing		314				
Text Type - Literary Text				8	15	Below
Text Type - Informational Text				3	8	Below
Reading Strategy - Comprehension				5	12	Below
Reading Strategy - Analysis and Interpretation				6	11	Below

Mathematics Detailed Results	Test Language	Scale Score	Achievement Level	Points Earned	Points Possible	Performance Indicator
Mathematics	English	340	Novice			
Operations and Algebraic Thinking				7	18	Below
Number & Operations in Base Ten/Number & Operations - Fractions				5	13	Below
Measurement & Data/Geometry				6	14	Below
Problem Solving/Reasoning & Argument				7	22	Below
Modeling/Structure & Repeated Reasoning				5	15	Below

Clicking on the **Roster** button above the top right of the Individual Student Report will navigate you to a roster view where you can continue your analysis and/or select other students.

VIEWING DATA TOOLS REPORTS

Data Tools reports can be accessed directly from the main report selections page, providing a summary statistics report intended to streamline data analysis. The Data Tools report allows you to view frequency distributions, summary statistics, cross-tabulation and scatter plot reports across available score and field data points all within a single report.

The data tool functionality (summarize, distribute, cross-tab, plot) can also be accessed as options from the column headers in the Student List report.

From the **Data Tools** report, select from four analysis options indicated by the buttons at the top right of the report. Summary statistics is the default view.



SUMMARIZE

Instantly see summary statistics, such as mean and standard deviation, by clicking on the **Summarize** button. Using the Summarize tool will provide a classroom summary report providing the mean, minimum, and maximum score. As an Admin, the Summarize feature will provide the same report for students in the selected grade level, school, or district organization who have taken the item set.

← Back to New Mexico Portal

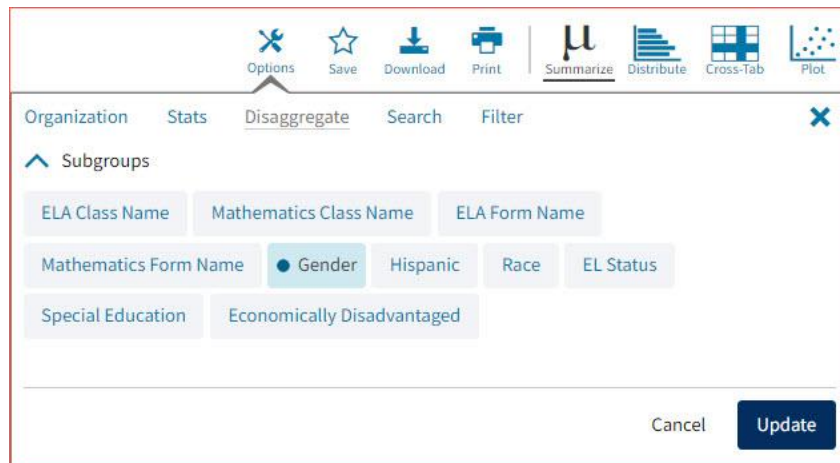
Summary Statistics: MSSA/ASR, Cyber City-999, 2021-2022, Grade 03

Options Save Download Print **Summarize** Distribute Cross-Tab Plot

Language Arts Scale Score

Language Arts Test Language	Population	Valid N	Mean	S.D.	Minimum	Maximum
English	428	428	343.6	14.7	304	389

You can also view summary statistics by demographic subgroups, such as gender by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.



DISTRIBUTE

Generate a frequency distribution for a score by clicking on the **Distribute** button on the Data Tools report.



You can also view frequency distributions by demographic subgroups, such as gender, by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

Organization Stats **Disaggregate** Search Filter

Subgroups

Gender
 Hispanic
 Race

Cancel **Update**

CROSS TABULATION

Generate a cross tabulation based on achievement level, subscore achievement level, demographics, or various test information by clicking on the **Cross-Tab** button from the Data Tools report.

Back to New Mexico Portal
 Cross-Tab: MSSA/ASR, Cyber City-999, 2021-2022, Grade 03

Options Save Download Print Summarize Distribute Cross-Tab Plot

Language Arts Achievement Level by Text Type - Literary Text Performance Indicator

Number Tested

Language Arts Test Language	Text Type - Literary Text Performance Indicator	Language Arts Achievement Level				Total
		Novice	Nearing Proficiency	Proficient	Advanced	
English	Below	233	75	1	0	309
English	At/Near	5	55	19	1	80
English	Above	0	10	20	9	39
English	Total	238	140	40	10	428

If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score or field) to view a cross-tab report.

Options Save Download Print Summarize Distribute Cross-Tab Plot

Organization Stats Fields Search Filter

This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available.

- ✓ Scores
- ✓ Reporting Categories - Language Arts
- ✓ Reporting Categories - Mathematics

Cancel Update

You can also change the cross-tab selection in the **Stats** and/or **Fields** tabs listed under the **Options** button or filter the results shown on the Cross-Tab report using the **Filter** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with new selections.

Adjust the variables displayed on the Cross-Tab report by choosing from the drop-down menu.

Language Arts Achievement Level by Text Type - Literary Text Performance Indicator

Number Tested

- Number Tested
- Percent of Total
- Percent of Text Type - Literary Text Performance Indicator Total
- Percent of Language Arts Achievement Level Total

Back to New Mexico Portal

Cross-Tab: MSSA/ASR, Cyber City-999, 2021-2022, Grade 03

Options Save Download Print Summarize Distribute Cross-Tab Plot

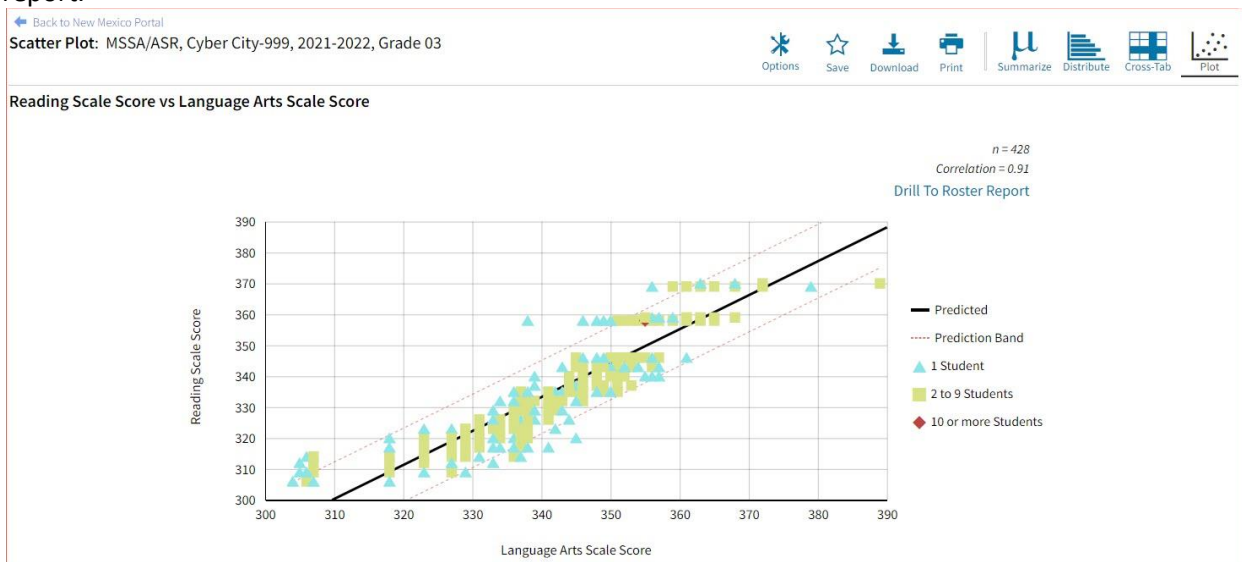
Language Arts Achievement Level by Text Type - Literary Text Performance Indicator

Percent of Total

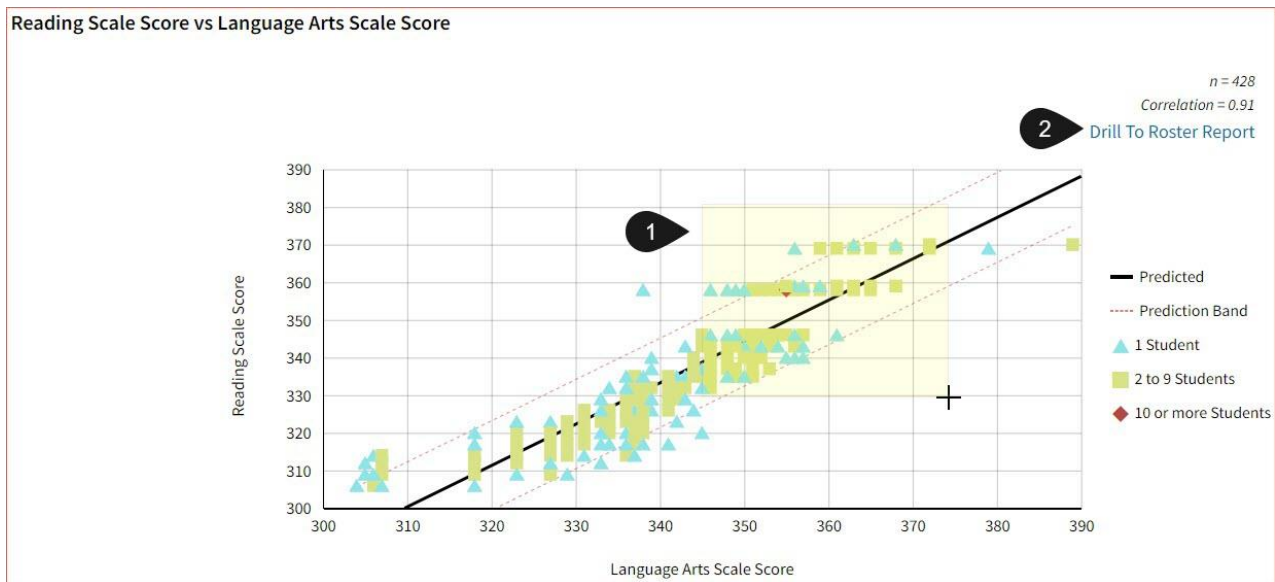
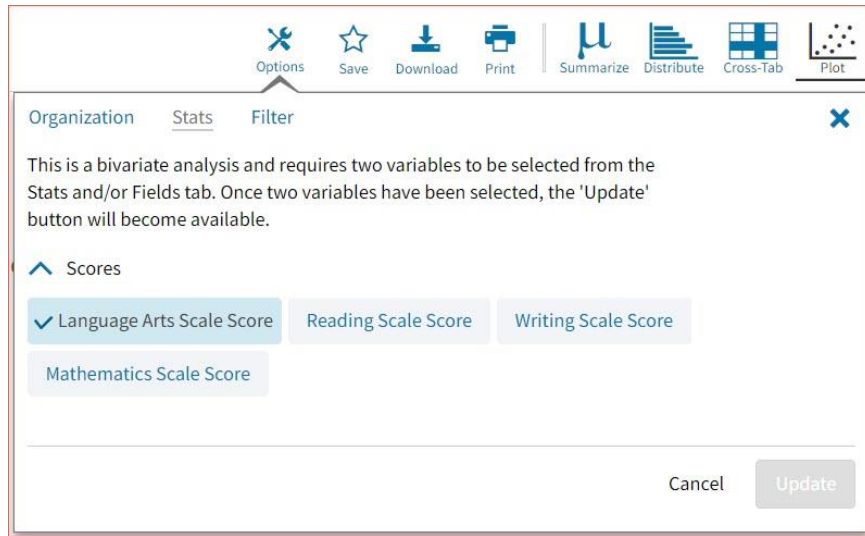
Language Arts Test Language	Text Type - Literary Text Performance Indicator	Language Arts Achievement Level				Total
		Novice	Nearing Proficiency	Proficient	Advanced	
English	Below	54.4	17.5	0.2	0.0	72.2
English	At/Near	1.2	12.9	4.4	0.2	18.7
English	Above	0.0	2.3	4.7	2.1	9.1
English	Total	55.6	32.7	9.3	2.3	100.0

SCATTER PLOT

Generate a scatter plot based on available scores by clicking on the **Plot** button from the **Data Tools** report.



If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score) to view a scatter plot report.



1. You may enlarge sections of the scatter plot by clicking and dragging to draw a box around the section of the graph you wish to enlarge.
2. You can click **Drill to Roster Report** in the top right corner of the graph to drill to a Student List report view for the students shown in the current scatter plot view.

You can also change scatter plot sections in the **Stats** tab under the **Options** button and search the results shown on the scatter plot report using the **Search** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with the new selections.

VIEWING THE ITEM ANALYSIS REPORT

The **Item Analysis Report** provides users with information about all items included in the selected MSSA/ASR assessments. This information will include item grade, content area, form number, reporting category, item type, point value, difficulty order, achievement level, mean scores, and item description.

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Back to New Mexico Portal

Item Analysis Report: MSSA/ASR, Cyber City Sch2-997, 2021-2022, Grade 03

Options Save Download Print

Grade	Subject	Form	Reporting Category	Item Type	Point Value	Difficulty Order
Grade 03	Language Arts	1	Writing & Language	MC	1	27
Grade 03	Language Arts	1	Writing & Language	EBSR	2	30
Grade 03	Language Arts	1	Reading; Text Type - Literary Text; Reading Strategy - Analysis and Interpretation	MC	1	4
Grade 03	Language Arts	1	Writing & Language	MS	1	29
Grade 03	Language Arts	1	Reading; Text Type - Literary Text; Reading Strategy - Comprehension	MC	1	23
Grade 03	Language Arts	1	Writing & Language	EBSR	2	33
Grade 03	Language Arts	1	Writing & Language	MC	1	13
Grade 03	Language Arts	1	Writing & Language	MC	1	34
Grade 03	Language Arts	1	Reading; Text Type - Informational Text; Reading Strategy - Analysis and Interpretation	MC	1	32
Grade 03	Language Arts	1	Writing & Language	MC	1	8
Grade 03	Language Arts	1	Reading; Text Type - Literary Text; Reading Strategy - Comprehension	MC	1	7
Grade 03	Language Arts	1	Writing & Language	MC	1	17
Grade 03	Language Arts	1	Writing & Language	MC	1	19

Page 1 of 4
Displaying 1-20 of 79

Jump to: 1 Go

CUSTOMIZATION OPTIONS

Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

Options Save Download Print Roster Student

Organization Fields Scores Search Filter

Organization: Cyber District

Search within Cyber District

New Mexico State

- Cyber District
- Cyber School A

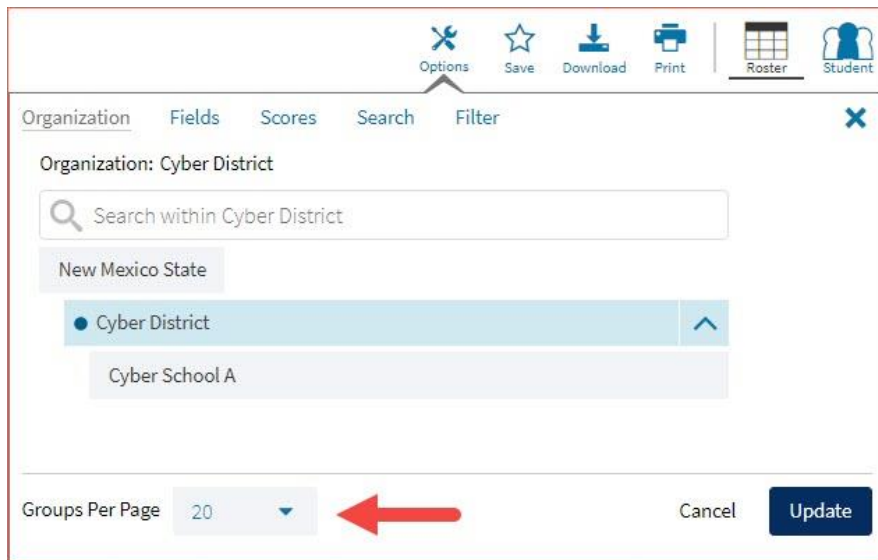
Groups Per Page 20

Cancel Update

- For any report, clicking the **Options** button above the top right of the report will open a pop-out module with a menu of variables that can be changed. Each category of report has its own tab menu described below.
- Clicking **Update** will apply the customizations.
- Clicking **Cancel** will keep the report with existing options.
- Clicking the **x** will close the window.

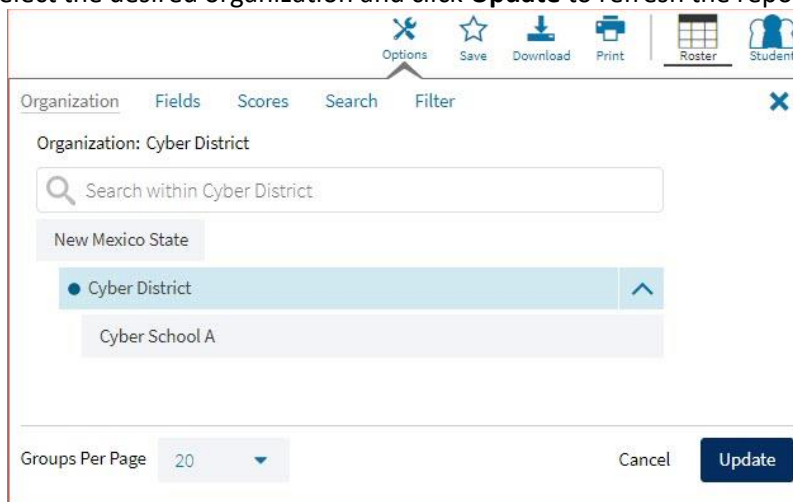
DISPLAY

On any report, specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing the **Groups Per Page** on any tab of the Options menu.



ORGANIZATION

The **Organization** tab allows you to update the report with data from different organizations that are available to you. Select the desired organization and click **Update** to refresh the report.



FIELDS

The **Fields** tab (available in Student List reports only) allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click **Update** to add these fields as columns to the report.

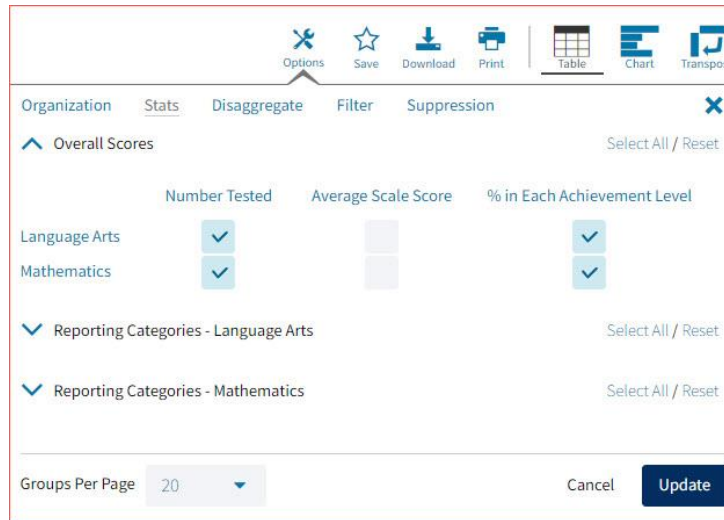
The screenshot shows the 'Fields' configuration interface. At the top, there are navigation icons for Options, Save, Download, Print, Roster, and Student. Below these are tabs for Organization, Fields, Scores, Search, and Filter. The interface is organized into four main sections, each with a 'Select All / Reset' link:

- General Information:** Includes buttons for District Name, District Number, School Name, School Number, Language Arts Class Name, and Mathematics Class Name.
- Student Information:** Includes buttons for Middle Initial, State Student ID (checked), Date of Birth, and Student Grade.
- Demographics:** Includes buttons for Gender, Hispanic, Race, EL Status, and Special Education.
- Test Information:** Includes a table for selecting test fields. The table has columns for Form Name, Test Date, Test Mode, Test Language, and Test Report Code. For Language Arts and Mathematics, the Test Language column has a checkmark.

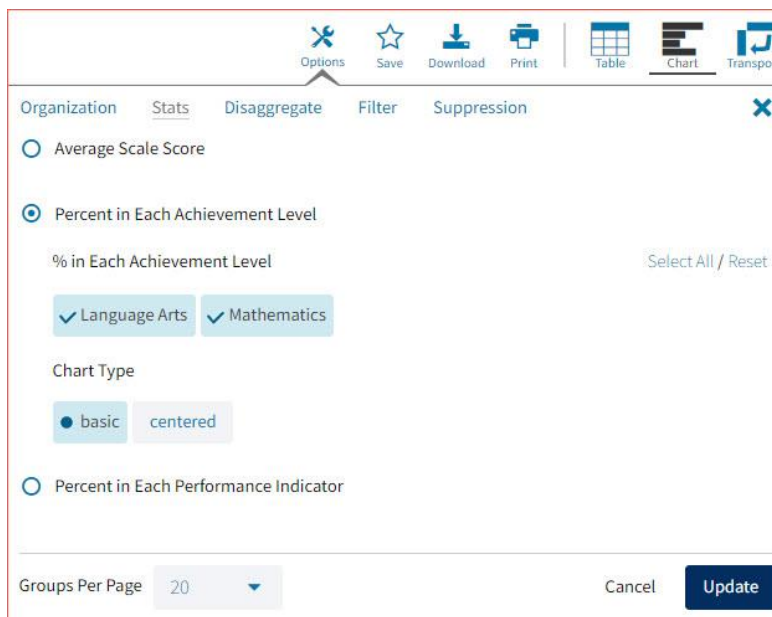
At the bottom of the interface, there is a 'Groups Per Page' dropdown menu set to 20, and 'Cancel' and 'Update' buttons.

STATS

The **Stats** feature (available in Achievement Summary reports) allows you to select stats or scores to view on the report. Select checkboxes to choose a specific state or score. To view all stats, click the **Select All** link. Checkboxes can be deselected to remove specific stats or scores. Click **Update** to view the changed selections in the report. Click **Reset** to restore default selections



The options on the **Stats** tab adjust based on the report view. For example, when viewing the **Chart View**, you have the options to adjust the stats graphed as well as the chart type if available.



SCORES

The **Scores** tab (available in Student List reports only) can be used to select score to view on the report. Select checkboxes for Scores and/or Reporting Categories. To view all scores and reporting categories, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections in the report.

The screenshot displays the 'Scores' configuration interface. At the top, there are utility icons: Options, Save, Download, Print, Roster, and Student. Below these are navigation tabs: Organization, Fields, Scores (selected), Search, and Filter. A close button (X) is in the top right.

The main content area is divided into sections:

- Scores**: A section with a 'Select All / Reset' link. It contains two columns: 'Scale Score' and 'Achievement Level'. Under 'Scale Score', there are checkboxes for Language Arts (checked), Reading (unchecked), Writing (unchecked), and Mathematics (checked). Under 'Achievement Level', there are checkboxes for Language Arts (checked), Reading (unchecked), Writing (unchecked), and Mathematics (checked).
- Reporting Categories - Language Arts**: A section with a 'Select All / Reset' link. It has three columns: 'Points Earned', 'Points Possible', and 'Performance Indicator'. The rows are:

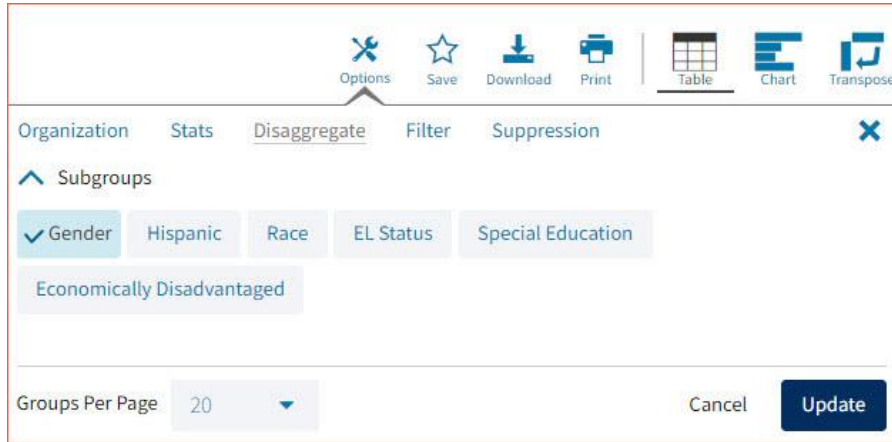
Reporting Category	Points Earned	Points Possible	Performance Indicator
Text type - Literary Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Text type - Informational Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reading Strategy - Comprehension	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reading Strategy - Analysis and Interpretation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Reporting Categories - Mathematics**: A section with a 'Select All / Reset' link. It has three columns: 'Points Earned', 'Points Possible', and 'Performance Indicator'. The rows are:

Reporting Category	Points Earned	Points Possible	Performance Indicator
Operations & Algebraic Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number & Operations in Base Ten/Number & Operations - Fractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measurement & Data/Geometry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving/Reasoning & Argument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modeling/Structure & Repeated Reasoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the interface, there is a 'Groups Per Page' dropdown menu set to '20', a 'Cancel' button, and an 'Update' button.

DISAGGREGATE

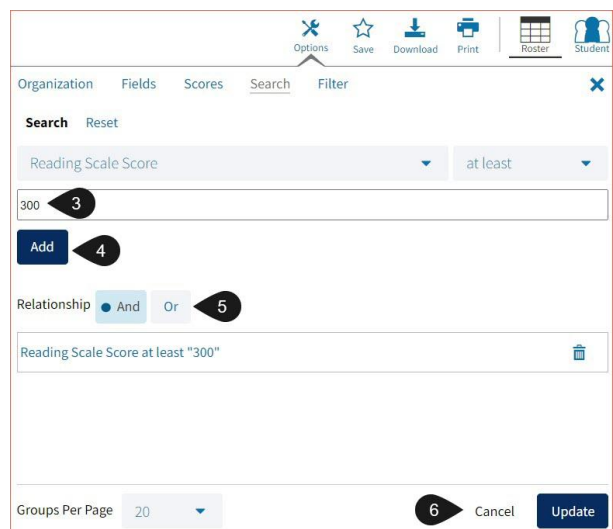
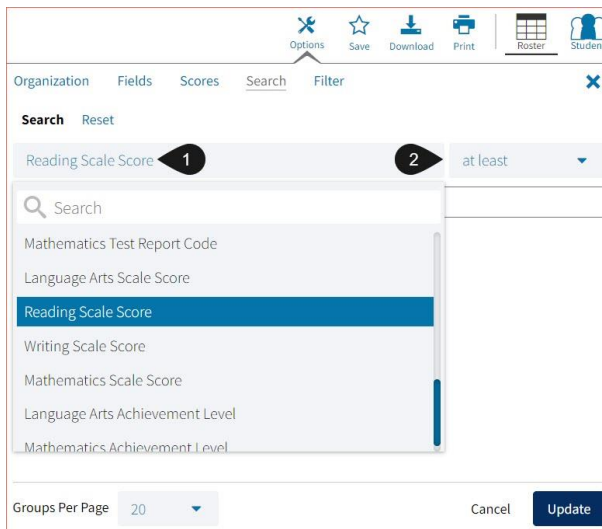
The **Disaggregate** tab (available in Achievement Summary reports only) can be used to separate the report by different subgroups. Select the desired subgroups and click **Update** to add the fields and rows to the report.



SEARCH

The **Search** feature (available in Student List reports only) allows you to search for students by name, Student ID, date of birth, scores, or other options.

For example, to find students in the district or school **Student List** report with a Reading Scale Score of at least a 400:



1. Select the subject area option from the drop-down menu to capture the total score.
2. Select **At Least**, **At Most**, or **Equal to**.
3. Enter the score value (400) in the text box.

4. Click **Add**.
5. Choose the **Relationship**.
And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
6. Click **Update**

The report will refresh showing only students matching the search criteria.

← Back to New Mexico Portal

Student List: MSSA/ASR, Cyber City-999, 2021-2022, Grade 03

Search: Reading Scale Score at least 300

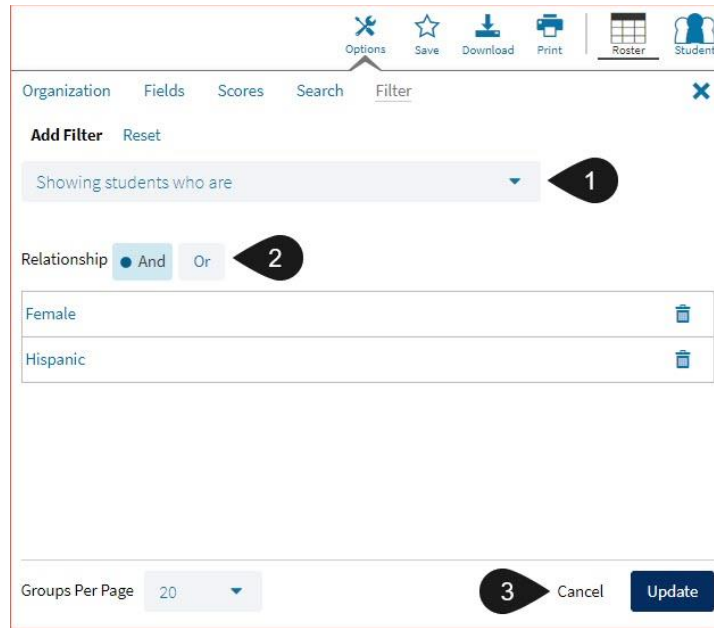
Last Name	First Name	State Student ID	Language Arts			
			Test Language	Scale Score	Achievement Level	Reading Scale Score
Student001	Demo	123456789	English	337	Novice	332
Student002	Demo	234567890	English	333	Novice	312
Student003	Demo	345678901	English	337	Novice	314

FILTER

The **Filter** feature (available in all reports) allows you to include or exclude students based on demographic variables.

1. Click on the desired demographic variable from the drop-down list to select a subgroup. Click on another demographic variable to select more than one subgroup.
2. Choose the **Relationship**, by selecting **And** or **Or** to specify the logical relationship between the subgroups selected.
And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
3. Click **Update**.

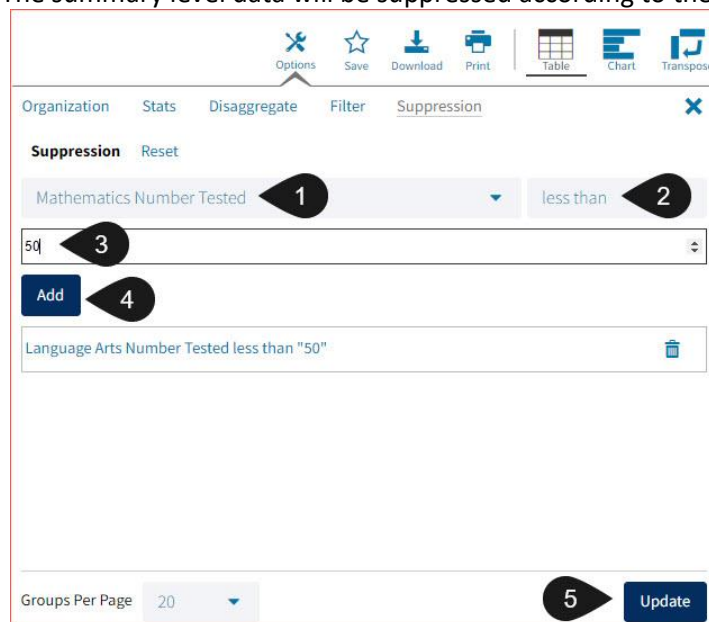
Selections display s boxes under **Relationship**. Click on the trash can icon displayed to remove the selection.



SUPPRESSION

The **Suppression** feature allows you apply dynamic data suppression when viewing data on the Achievement Summary Report.

1. Click on the desired variable from the drop-down list to select a number of students tested.
2. Choose **Less Than**, **Greater Than**, or **Equal To** to specify the logical relationship between the subgroup selected.
3. Enter an N count in the text box provided to suppress data if the group is less than, greater than, or equal to the N count.
4. Click **Add** to add the Suppression rule.
5. Click **Update**. The summary level data will be suppressed according to the rule selected.



STUDENT TEST HISTORY REPORT

The Student Test History Report gives users with the Test Administrator (TA) role (usually teachers) access to their current students' MSSA/ASR assessment results from previous years. To make a Student Test History Report available for TAs within Data Interaction for New Mexico Student Assessments, **District Test Coordinators** or **Student Test Coordinators** create and upload a roster file via the **Roster Upload** interface at the district level or school level. When uploaded, this file gives specific users with the TA role access to specified students' MSSA/ASR assessment results from previous years. TAs can then view this data in the Data Interaction Student Test History Report.

ROSTER UPLOAD

To navigate to the Roster Upload interface, log in to Data Interaction for New Mexico Student Assessments and click on the **Roster Upload** icon in the upper-right corner of the landing page. Only **DTCs** and **STCs** have access to the **Roster Upload** interface.



CREATING A ROSTER FILE

Students who have been administered the MSSA/ASR and have results reported in Data Interaction will be listed in the roster upload file with the TA user who should be able to access their results. If uploading from the district level, the school code would also be included. Students with valid State Student IDs who are unmatched have not taken an assessment for the selected Program.

Note: The roster file may contain any student in the state, not just students within the user's district or school. User's creating a roster file are responsible for ensuring student data privacy is protected in accordance with the Family Educational Rights and Privacy Act.

NEW MEXICO Online Reporting by Data Interaction™

Help Recent Support DTC

Back to New Mexico Portal

Program: MSSA/ASR

Roster Upload

Organization: Cyber City-999

Search

Cyber City-999

Upload a CSV file with your current roster of students. See the [help guide](#) for more information. (Get started with this [CSV template](#))

The CSV file must contain the following columns:

- **SchoolCode** - PED defined three character location code. If location code is less than 3 characters, then add leading zeros. Example: 021. (Required)
- **State Student ID (SSID)** - This is the unique state identification number for the students listed in the Roster Upload file. (Required)
- **New Mexico Assessments Portal Username** - This is the unique username of the teachers' New Mexico Assessments Portal Test Administrator (TA) account. Student records listed with this username in the Roster Upload file will be available for the teacher(s) whose username is listed. (Required)

Choose a CSV file to upload: No file chosen

Warning: When updating existing Student Test History data with a roster upload file, data uploaded in previous roster upload files will be overwritten after clicking "Upload". Please see the Help Guide for further details.

This site provides secure access to individual student test results. Reports available through this site are educational records and are subject to the parental/student rights and privacy requirements established under the Family Educational Rights and Privacy Act (FERPA). Only authorized users may access this site. As an authorized user, I attest that I will not view, share, or otherwise use the data and/or reports available through this site in any way that violates FERPA.

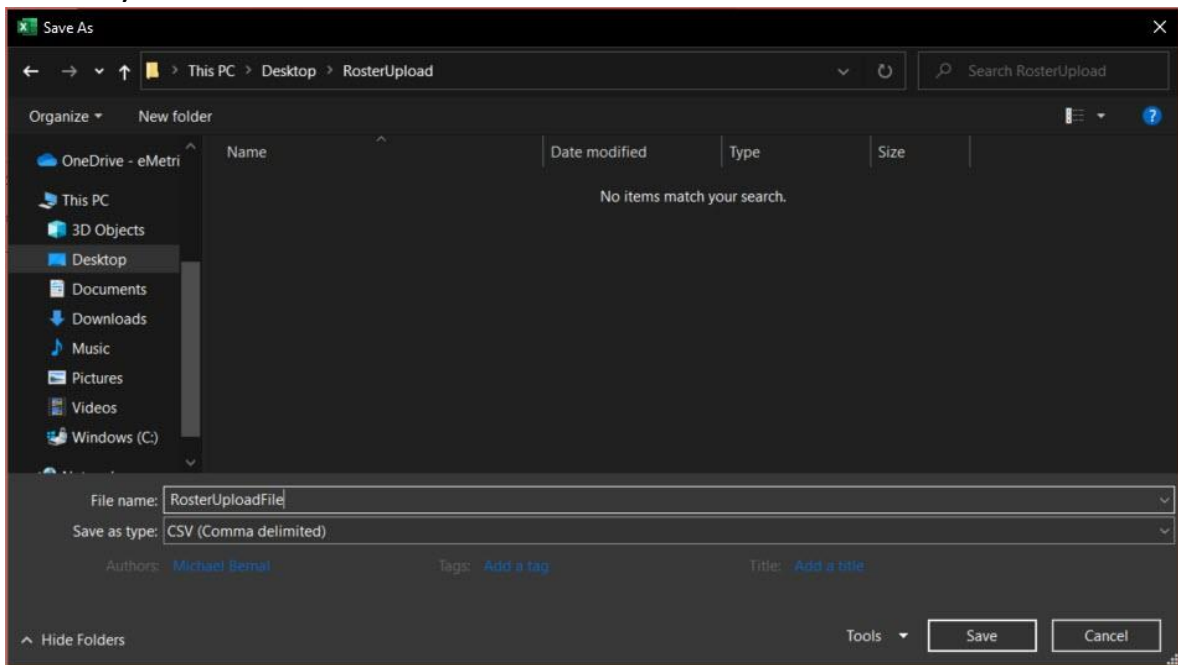
Upload

To create a roster file:

1. Click the **CSV template** link to download the roster file template.
2. Once downloaded, open the template.
3. If uploading for the district, enter the School Code in the column beneath the heading **SchoolCode**, this column is not required at the school level.
4. Enter the State Student IDs in the column beneath the heading **State Student ID (SSID)**. This is the unique state identification number for the students listed in the Roster Upload file.
5. Enter the teachers' username in the column beneath the heading **New Mexico Assessments Portal Username**. This is the unique username of the teachers' New Mexico Assessments Portal Test Administrator (TA) account. Student records listed with this username in the Roster Upload file will be available for the teacher(s) whose username is listed.

	A	B	C
1	SchoolCode	State Student ID (SSID)	New Mexico Assessments Portal Username
2	998	100099001	support-tch
3	998	100000234	support-tch
4	998	100002312	support-tch
5	998	190000076	support-tch
6	998	100099011	support-tch
7	997	156734534	support-tch2
8	997	105467345	support-tch2
9	997	100099002	support-tch2
10	997	100099010	support-tch2
11	997	100099003	support-tch2
12	996	100099004	support-tch3
13	996	100099005	support-tch3
14	996	100099006	support-tch3
15	996	100099007	support-tch3
16	996	100099009	support-tch3
17			
18			

- Click **File**, then **Save As**. Enter the desired file name. Click **Save as type**, select **CSV (comma delimited)** then click **Save**.



Note: Users on Windows devices must select **CSV (comma delimited)** as the file type. Users on Mac devices must select **Comma Separated Values (.csv)**. Selecting **CSV (Macintosh)**, **CSV (MS-DOS)**, or **CSV UTF-8 (Comma delimited)** will result in an ‘unrecognized format error’ when attempting to upload a file.

UPLOADING A ROSTER FILE

Once the roster file has been created, users will upload it via the **Roster Upload** interface within Data Interaction for New Mexico Student Assessments.

NEW MEXICO Online Reporting by Data Interaction™

Help Recent Support DTC

← Back to New Mexico Portal

Program: MSSA/ASR

Roster Upload

Organization: Cyber City-999

Search

Cyber City-999

Upload a CSV file with your current roster of students. See the [help guide](#) for more information. (Get started with this [CSV template](#))

The CSV file must contain the following columns:

- **SchoolCode** - PED defined three character location code. If location code is less than 3 characters, then add leading zeros. Example: 021. (Required)
- **State Student ID (SSID)** - This is the unique state identification number for the students listed in the Roster Upload file. (Required)
- **New Mexico Assessments Portal Username** - This is the unique username of the teachers' New Mexico Assessments Portal Test Administrator (TA) account. Student records listed with this username in the Roster Upload file will be available for the teacher(s) whose username is listed. (Required)

Choose a CSV file to upload: Choose File No file chosen

Warning: When updating existing Student Test History data with a roster upload file, data uploaded in previous roster upload files will be overwritten after clicking "Upload". Please see the Help Guide for further details.

This site provides secure access to individual student test results. Reports available through this site are educational records and are subject to the parental/student rights and privacy requirements established under the Family Educational Rights and Privacy Act (FERPA). Only authorized users may access this site. As an authorized user, I attest that I will not view, share, or otherwise use the data and/or reports available through this site in any way that violates FERPA.

Upload

To upload a roster file:

1. Select the program to upload the roster file to using the **Program** drop-down menu.
2. Click **Choose File** and select the roster file you created.
3. Click **Upload**.

Note: Uploading a new roster file will completely overwrite the previous file.

Choose a CSV file to upload: Choose File RosterUploadFile.csv

Warning: When updating existing Student Test History data with a roster upload file, data uploaded in previous roster upload files will be overwritten after clicking "Upload". Please see the Help Guide for further details.

This site provides secure access to individual student test results. Reports available through this site are educational records and are subject to the parental/student rights and privacy requirements established under the Family Educational Rights and Privacy Act (FERPA). Only authorized users may access this site. As an authorized user, I attest that I will not view, share, or otherwise use the data and/or reports available through this site in any way that violates FERPA.

Upload

After the file has been successfully uploaded, a success message will appear. The Student Test History Report will be available to teachers who were included in the file via the **Report Type** dropdown menu on the Data Interaction for New Mexico Student Assessments home page.

Success: Your Data has been successfully uploaded.

Number of uploaded student records: 11
 Number of matched student records: 11
 Number of unmatched student records: 0
 Number of duplicate student records: 0
(Duplicate student records are ignored.)

Continue [home](#) to access the feeder report.

If errors were present in the file, error messages will be listed for each entry that had an issue. Click **Download as CSV** to download the error file.

Success: Your Data has been successfully uploaded.

Number of uploaded student records: 15
 Number of matched student records: 0
 Number of unmatched student records: 15
 Number of duplicate student records: 0
(Duplicate student records are ignored.)

Error: Unable to retrieve data for the following 15 student(s):

SchoolCode	State Student ID (SSID)	New Mexico Assessments Portal Username	
998	100000015	support-tch	No Matching Organization
998	100000014	support-tch	No Matching Organization
998	100000013	support-tch	No Matching Organization
998	100000012	support-tch	No Matching Organization
998	100000011	support-tch	No Matching Organization
997	100000010	support-tch2	No Matching Organization
997	100000009	support-tch2	No Matching Organization
997	100000008	support-tch2	No Matching Organization
997	100000007	support-tch2	No Matching Organization
997	100000006	support-tch2	No Matching Organization

Page 1 of 2
 Displaying 1-10 of 15

Jump to: [Go](#)

[Download as CSV](#)

Continue [home](#) to access the feeder report.

Potential error messages include:

- **No matching organization:** This teacher (TA) username is not recognized by the application or is blank. Please check the username and try again.
- **SSID is not in a valid format:** The SSID is blank or contains letters/symbols. Only valid numerical entries are accepted. Please check the ID and try again.
- **No matching student:** This student ID does not exist in the application. Please check the SSID and try again. If the student has never taken the assessment, they will not have any data in the application. These entries will receive 'unmatched' error messages. If the student ID is correct, the user can assume the student has not been assessed within the selected Program.

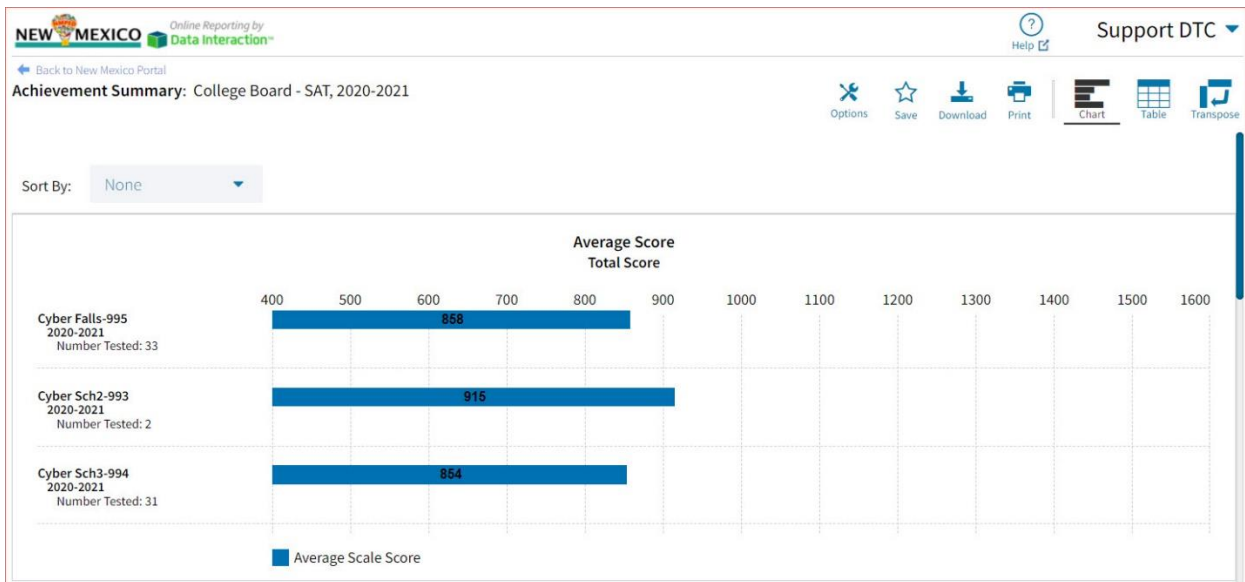
COLLEGE BOARD - SAT

Data Interaction for New Mexico Student Assessment will display College Board - SAT scores for Evidence-Based Reading and Writing, Math, Reading, and Writing and Language.

COLLEGE BOARD - SAT REPORTS

There are four types of reports available from the Reporting home page for College Board - SAT: Achievement Summary Report, Student List Report, Student Search, and Data Tools.

The **Achievement Summary** report provides school and district group achievement data in a table or graphical format and allows customization using various summary statistics.



The **Student List** report provides dynamic access to assessment results and demographic information for multiple students under your current organization. Interactive tools allow users to further explore the data.

Last Name	First Name	Total Score	Section Scores	
			Evidence-Based RW	Math
[Redacted]	Student	910	490	420
[Redacted]	Student	1080	510	570
[Redacted]	Student	Did Not Participate	Did Not Participate	Did Not Participate
[Redacted]	Student	1200	670	530
[Redacted]	Student	830	420	410
[Redacted]	Student	890	470	420
[Redacted]	Student	660	340	320

Through the **Student List** report, users can access an **Individual Student Report** that provides individual results for each student.

← Back to New Mexico Portal

Individual Student Report: College Board - SAT, Cyber Falls-995, 2020-2021
 Drill To Selection: Students whose Last Name is Demo001, First Name is Student

Options Save Download Print Roster Student

Demo001, Student

State Student ID: 100000001	District Name: Cyber Falls-995	School Name: Cyber Sch2-993
Date of Birth: 11/06/2002	Student Grade: 11th grade	

Score Results	Score
Total Score	910
Evidence-Based RW	490
Math	420
Reading	24
Writing and Language	25

Data Tools provides the ability to create summary statistics, frequency distributions, cross-tabular reports, and scatter plots. These tools are also available within specific reports by clicking on column headers.



GENERATING A REPORT

The Reporting home page displays the report types for the subject areas and test administrations available to you.

NEW MEXICO Online Reporting by Data Interaction™ demodistrict

Download Center Help Recent Saved Reports

← Back to New Mexico Portal

1 Program: College Board - SAT Last Name Please enter at least 4 characters

2 Report: Achievement Summary

3 Admin: 2020-2021

Organization 1 selected (clear)

4 Search within Cyber Falls-995

- New Mexico State
- ✓ Cyber Falls-995
- Cyber Sch2-993
- Cyber Sch3-994

5 Get Report

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data are available.
4. Use the **Organization** menu to select a District or School(s) to which you have access.
5. When you have finished specifying the parameters, click **Get Report** to generate the report you selected. The selected report is generated with the specified parameters.

To customize the report, see the [Customization Options](#) section.

NAVIGATING A REPORT

The screenshot displays the Cognia DI Reporting interface. At the top, the header includes the Cognia logo, 'NEW MEXICO Online Reporting by Data Interaction', and user information 'demodistrict'. Below the header, the report title 'Student List: College Board - SAT, Cyber Falls-995, 2020-2021' is shown. The main content area contains a table with columns for 'Last Name', 'First Name', and 'Total'. The table lists several 'Student' entries. A modal window titled 'Organization' is open, showing a search bar and a list of organizations under 'New Mexico State', with 'Cyber Falls-995' selected. At the bottom, navigation buttons for 'Page 1 of 5' and 'Jump to: 1 Go' are visible.

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report displays below.
2. To rearrange the report, sort columns by clicking a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically.
3. To change the number of records shown on each page of the report, click on the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and click **Update**.
4. Use the navigation buttons at the bottom of the report to page back and forth through the reports or type a page number in the **Jump to** field, and then click **Go**.

VIEWING AN ACHIEVEMENT SUMMARY REPORT

On an **Achievement Summary** report, you can select one of the available buttons, **Chart**, **Table**, or **Transpose**, above the report to change from a table to a chart (graphical representation of the selected data) or a transposed view of your selected data options (columns rearranged to rows). The Chart view is the default.

Chart

Users can choose to sort the chart by Organization or Admin using the Sort By: drop down menu



Table

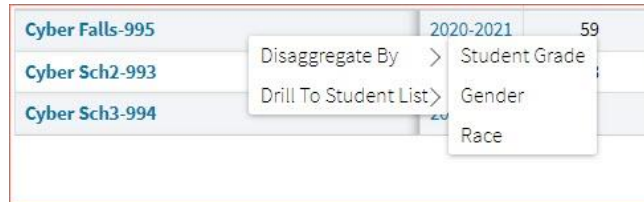
Group	Admin	Number Tested	Average Total Score	Average Evidence Based RW Score	Average Math Score	Average Reading Score	Average Language and Writing Score
Cyber Falls-995	2020-2021	59	838	431	406	22	21
Cyber Sch2-993	2020-2021	68	832	428	404	22	21
Cyber Sch3-994	2020-2021	9	792	403	389	21	19

Transpose

Group	Subject	Admin	Number Tested	Average Score
Cyber Falls-995	Total Score	2020-2021	68	832
Cyber Falls-995	Evidence-Based RW	2020-2021		428
Cyber Falls-995	Math	2020-2021		404
Cyber Falls-995	Reading	2020-2021		22
Cyber Falls-995	Writing and Language	2020-2021		21
Cyber Sch2-993	Total Score	2020-2021	59	838
Cyber Sch2-993	Evidence-Based RW	2020-2021		431
Cyber Sch2-993	Math	2020-2021		406
Cyber Sch2-993	Reading	2020-2021		22
Cyber Sch3-994	Writing and Language	2020-2021		21
Cyber Sch3-994	Total Score	2020-2021	9	792
Cyber Sch3-994	Evidence-Based RW	2020-2021		403
Cyber Sch3-994	Math	2020-2021		389
Cyber Sch3-994	Reading	2020-2021		21
Cyber Sch3-994	Writing and Language	2020-2021		19

ADDITIONAL ACHIEVEMENT SUMMARY DATA VIEWS

- From the Table or Transposed view, clicking on a group's name will allow you to disaggregate the group. **Disaggregate By** functionality allows you to separate a specific group by different demographic variables.



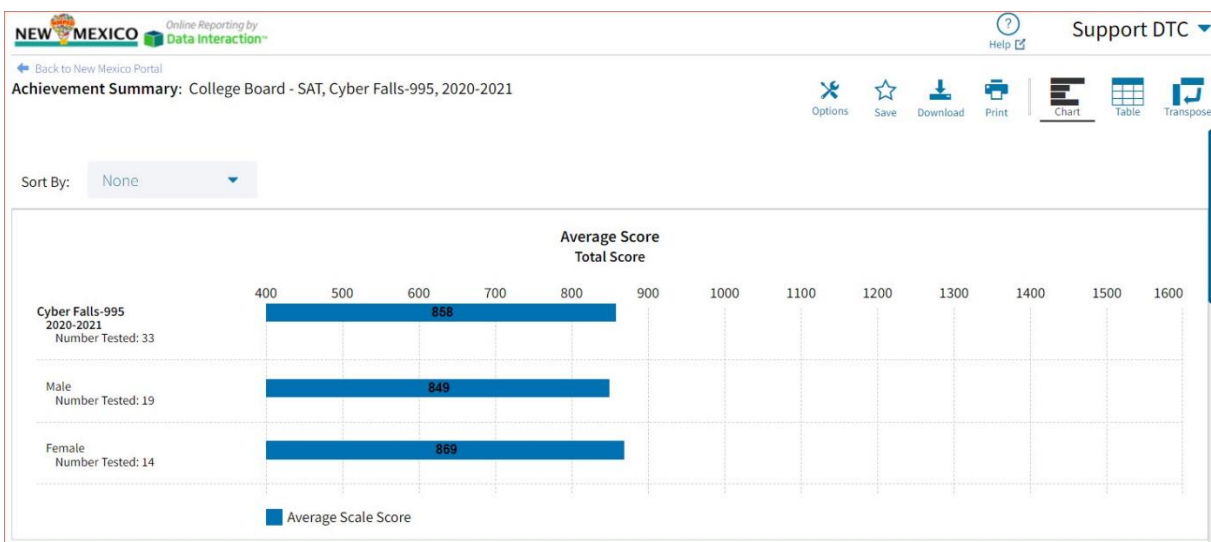
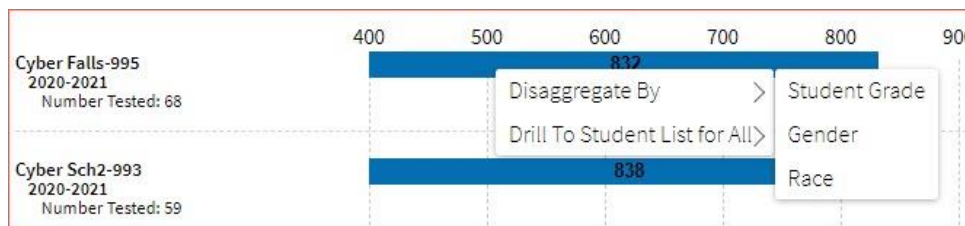
NEW MEXICO Online Reporting by Data Interaction™ demodistrict

Back to New Mexico Portal

Achievement Summary: College Board - SAT, Cyber Sch2-993, 2020-2021

Group	Admin	Number Tested	Average Total Score	Average Evidence Based RW Score	Average Math Score	Average Reading Score	Average Language and Writing Score
Cyber Sch2-993	2020-2021	59	838	431	406	22	21
Male	2020-2021	29	791	400	391	21	19
Female	2020-2021	30	883	462	421	23	23

- From the Chart view, clicking on the bar(s) will reveal the option to **Disaggregate By** as well.

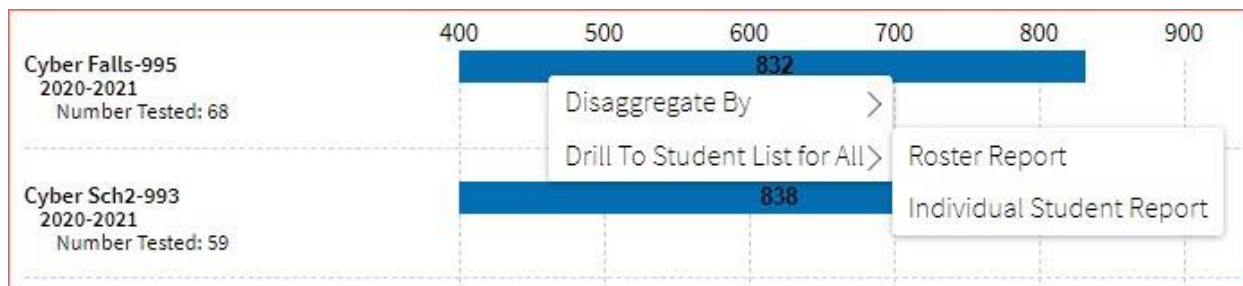


- Click on a group name in the tabular view or a bar in the chart view to display a menu allowing you to drill to a Roster report or set of Individual Student Reports for that group/test/content area combination.

Cyber Falls-995	2020-2021	59
Cyber Sch2-993	2020-2021	68
Cyber Sch3-994	2020-2021	9

Disaggregate By >
 Drill To Student List >

Roster Report
 Individual Student Report



- Click on the header of a score column of interest, then on **Graph** to display the chart view, allowing further analysis and customization as desired.

Average Total Score	Average Evidence Based RW Score
83	431
832	428
792	403

Sort >
 Graph



VIEWING STUDENT REPORTS

On a **Student List** report, you can select one of the available buttons, **Roster**, or **Student**, above the report to change the view to a roster list for all student in the selected group or a set of detailed individual student reports for each student in the selected group. (The Roster view is set as the default.)

Roster

Back to New Mexico Portal
Student List: College Board - SAT, Cyber Falls-995, 2020-2021

Options Save Download Print Roster Student

Last Name	First Name	Total Score	Section Scores	
			Evidence-Based RW	Math
	Student	910	490	420
	Student	1080	510	570
	Student	Did Not Participate	Did Not Participate	Did Not Participate
	Student	1200	670	530
	Student	830	420	410
	Student	890	470	420
	Student	660	340	320

Student (Individual Student Report)

Back to New Mexico Portal
Individual Student Report: College Board - SAT, Cyber Falls-995, 2020-2021

Options Save Download Print Roster Student

Demo001, Student

State Student ID: 100000001 District Name: Cyber Falls-995 School Name: Cyber Sch2-993
 Date of Birth: 11/06/2002 Student Grade: 11th grade

Score Results	Score
Total Score	910
Evidence-Based RW	490
Math	420
Reading	24
Writing and Language	25

Page 1 of 81 Jump to: 1 Go

Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.

In addition to selecting the Student button to see a set of individual student reports for all students in the group, you can click on a student name in the roster view in order to access an individual report for only that student.

Last Name	First Name	Total Score
	Student	910
	Student	1080
	Student	Did Not Participate
	Student	1200
	Student	830
	Student	890

[← Back to New Mexico Portal](#)
Individual Student Report: College Board - SAT, Cyber Falls-995, 2020-2021
 Drill To Selection: Students whose **Last Name is Demo001, First Name is Student**

Demo001, Student	
State Student ID: 100000001	District Name: Cyber Falls-995
Date of Birth: 11/06/2002	Student Grade: 11th grade

USING STUDENT SEARCH

You can quickly create a report for an individual student by searching for the student. In the **Student Search** field, search for the student by their Last Name, First Name, or State Student D Number. A list of potential matches will appear.

The screenshot shows the 'NEW MEXICO Online Reporting by Data Interaction' interface. The user is logged in as 'demodistrict'. The search criteria are: Program: College Board - SAT, Report: Achievement Summary, Admin: 2020-2021. The Organization dropdown is open, showing 'New Mexico State' and 'Cyber City'. A search box is active with the text '9999'. A dropdown menu of potential matches is displayed, listing students with their names and State Student IDs. The list includes: Seventyeight Student 999990078, Seventyfive Student 999990075, Seventyfour Student 999990074, Seventynine Student 999990079, Seventyseven Student 999990077, Seventythree Student 999990073, ThreeSeven Student 999990307, ThreeSeventeen Student 999990317, and ThreeSix Student 999990306. At the bottom of the list, it says 'There are 2439 more results...'.

Click on a student in the list of potential matches to generate a list of their testing history. Click the “more results” link to see a detailed list of the potential matches based on the criteria you entered.

The screenshot shows the 'Student Search' interface. At the top, there is a search bar with the text 'Search: State Student ID starts with '9999''. Below the search bar is a table with columns for 'Last Name' and 'State Student ID'. A search filter dialog box is open, showing a search criteria dropdown set to 'None', an 'Add' button, and a relationship selector set to 'Or'. The search criteria field contains 'State Student ID starts with "9999"'. At the bottom of the dialog, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

From the list of matches, use the Search tab under the **Options** icon to further refine your search.

Selecting a student from the list of potential matches will take you to a cumulative list of that student’s test results (testing history). Selecting/clicking a student name from the “more results” view will also take you to the student’s cumulative results.

The screenshot shows the 'Student Search Cumulative Report' for a student named 'Demo901, Student'. The report includes the following information:

- State Student ID:** 999999901
- 2020-2021** (test event)
- District Name:** Cyber Falls-995
- School Name:** Cyber Sch2-993
- Student Grade:** 11th grade
- Total Score:** 670

Clicking on a test event in the cumulative search report (e.g., 2020-2021) will give you a detailed individual student report.

[Back to New Mexico Portal](#)
Individual Student Report: College Board - SAT, Cyber Sch2-993, 2020-2021
 Drill To Selection: Students whose Last Name is Demo901, First Name is Student

[Options](#) [Save](#) [Download](#) [Print](#) [Roster](#) [Student](#)

Demo901, Student

State Student ID: 999999901 District Name: Cyber Falls-995 School Name: Cyber Sch2-993
 Date of Birth: 01/27/2004 Student Grade: 11th grade

Score Results	Score
Total Score	670
Evidence-Based RW	310
Math	360
Reading	17
Writing and Language	14

Clicking on the **Roster** button above the top right of the Individual Student Report will navigate you to a roster view where you can continue your analysis and/or select other students.

VIEWING DATA TOOLS REPORTS

Data Tools reports can be accessed directly from the main report selections page, providing a summary statistics report intended to streamline data analysis. The Data Tools report allows you to view frequency distributions, summary statistics, and scatter plot reports across available score and field data points all within a single report.

The data tool functionality (summarize, distribute, plot) can also be accessed as options from the column headers in the Student List report.

From the **Data Tools** report, select from four analysis options indicated by the buttons at the top right of the report. Summary statistics is the default view.



SUMMARIZE

Instantly see summary statistics, such as mean and standard deviation, by clicking on the **Summarize** button.

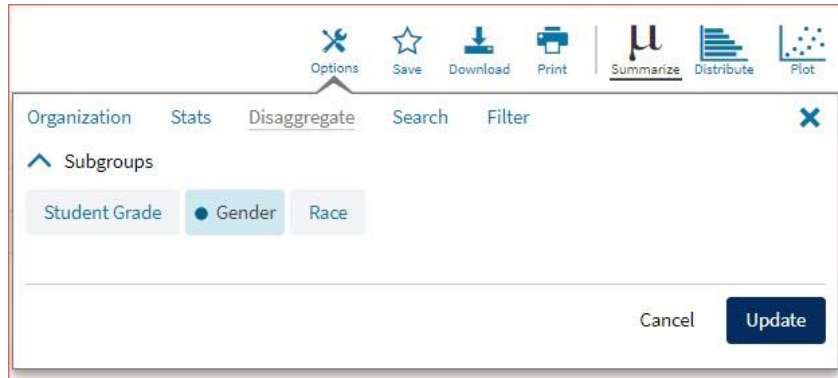
[Back to New Mexico Portal](#)
Summary Statistics: College Board - SAT, Cyber Falls-995, 2020-2021

[Options](#) [Save](#) [Download](#) [Print](#) [Summarize](#) [Distribute](#) [Plot](#)

Total Score

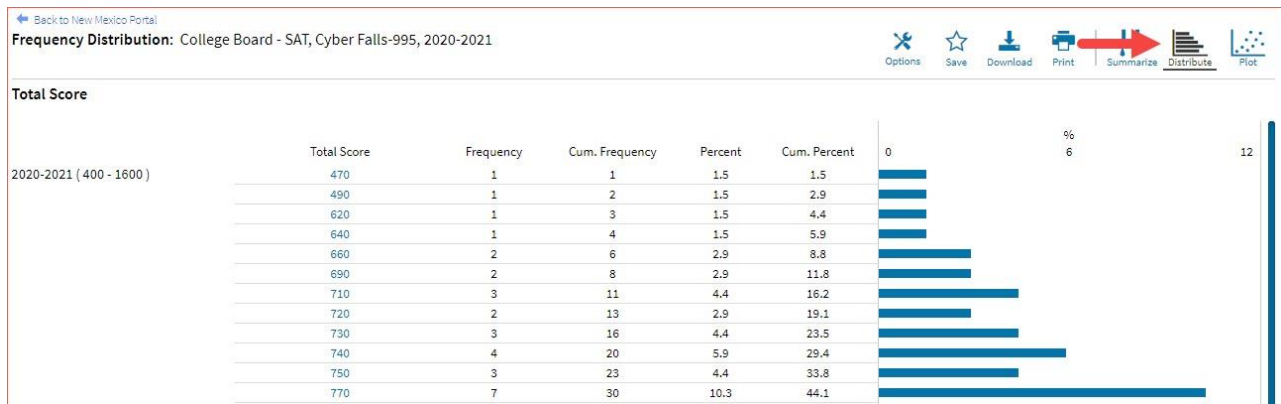
Population	Valid N	Mean	S.D.	Minimum	Maximum
81	68	831.8	150.2	470	1200

You can also view summary statistics by demographic subgroups, such as gender by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

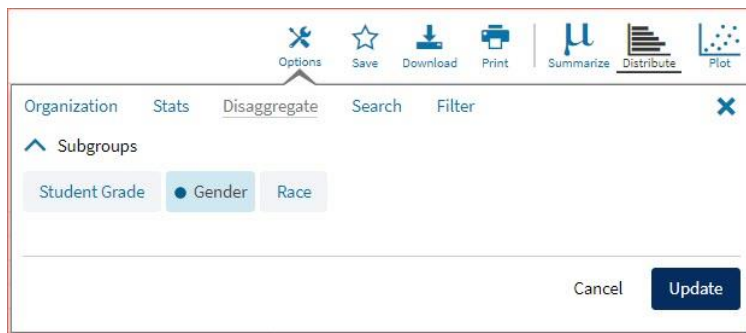


DISTRIBUTE

Generate a frequency distribution for a score or achievement level by clicking on the **Distribute** button on the Data Tools report.

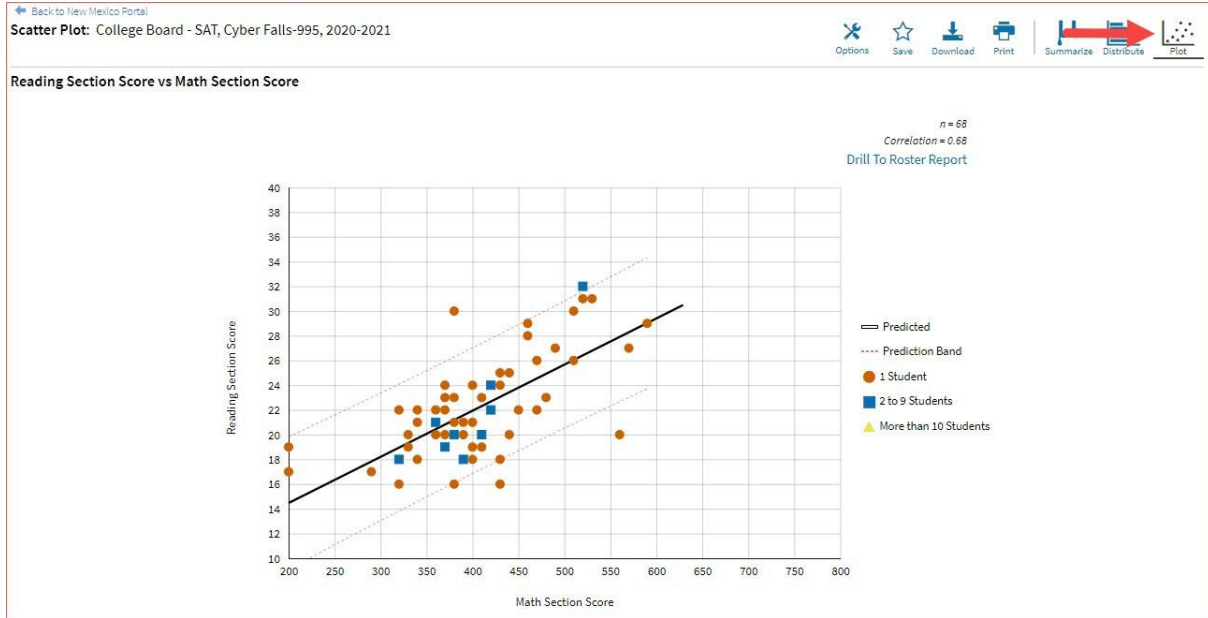


You can also view frequency distributions by demographic subgroups, such as gender, by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.



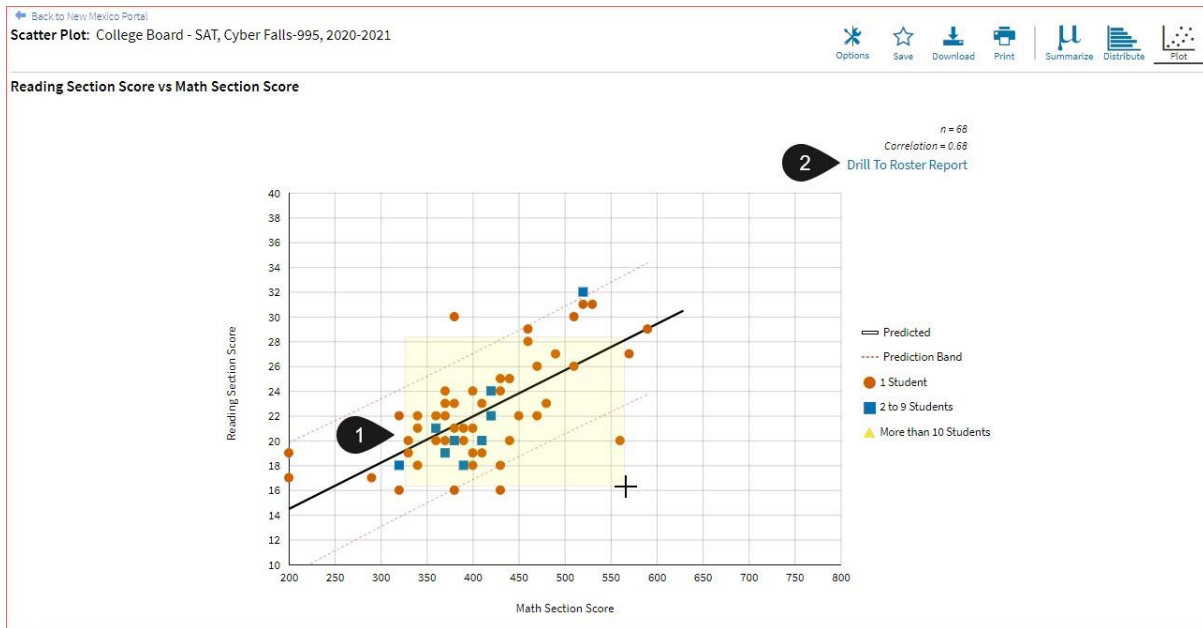
SCATTER PLOT

Generate a scatter plot based on available scores by clicking on the **Plot** button from the **Data Tools** report.



If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score) to view a scatter plot report.

The dialog box contains the following text: "This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available." Below the message, under the "Scores" section, the "Total Score" button is selected. Other buttons include "Evidence-Based RW", "Math", "Reading", and "Writing and Language". At the bottom right, there are "Cancel" and "Update" buttons.

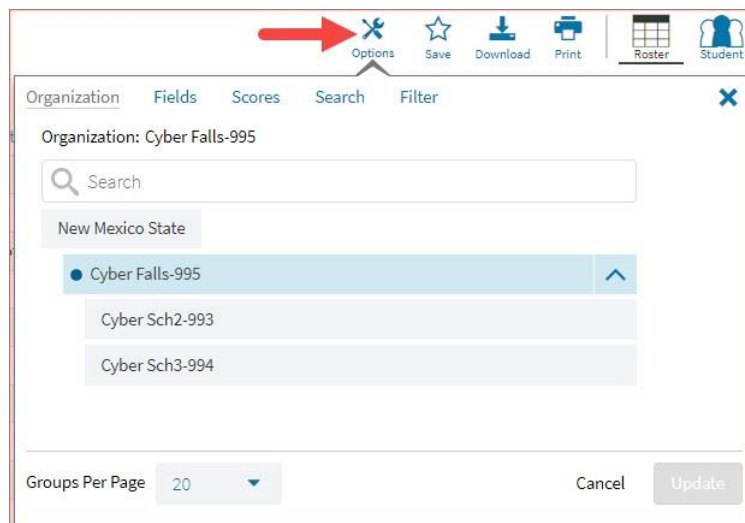


1. You may enlarge sections of the scatter plot by clicking and dragging to draw a box around the section of the graph you wish to enlarge.
2. You can click **Drill to Roster Report** in the top right corner of the graph to drill to a Student List report view for the students shown in the current scatter plot view.

You can also change scatter plot sections in the **Stats** tab under the **Options** button and search the results shown on the scatter plot report using the **Search** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with the new selections.

CUSTOMIZATION OPTIONS

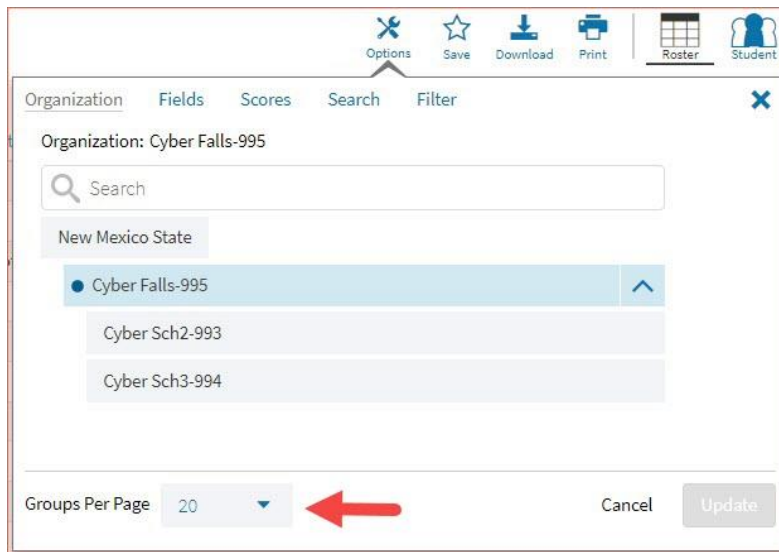
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.



- For any report, clicking the **Options** button above the top right of the report will open a pop-out module with a menu of variables that can be changed. Each category of report has its own tab menu described below.
- Clicking **Update** will apply the customizations.
- Clicking **Cancel** will keep the report with existing options.
- Clicking the **x** will close the window.

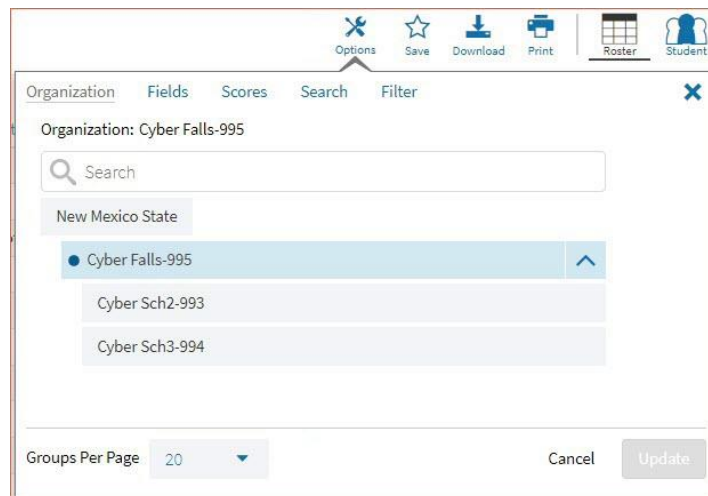
DISPLAY

On any report, specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing the **Groups Per Page** on any tab of the Options menu.



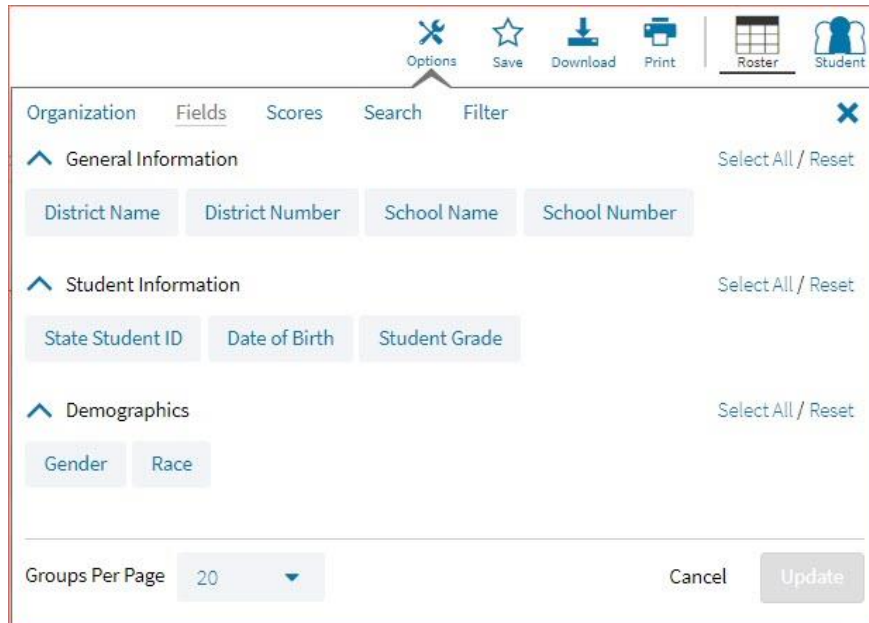
ORGANIZATION

The **Organization** tab (available for all reports) allows you to update the report with data from different organizations that are available to you. Select the desired organization and click **Update** to refresh the report.



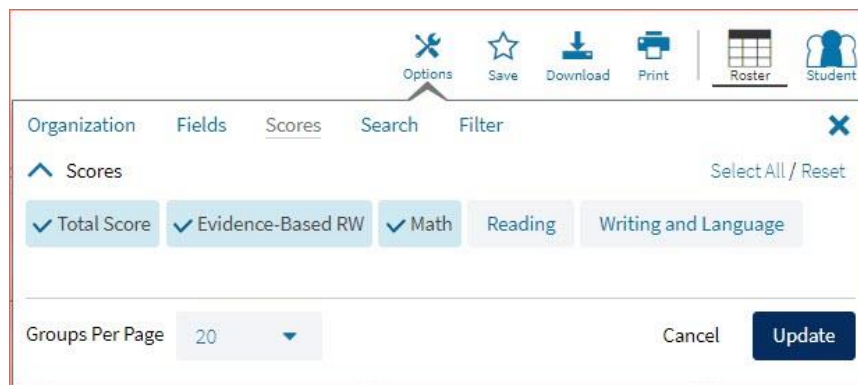
FIELDS

The **Fields** tab (available in Student List reports only) allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click **Update** to add these fields as columns to the report.



SCORES

The **Scores** tab (available in Student List reports only) can be used to select score to view on the report. Select checkboxes for Total Score, Evidence-Based RW, Math, Reading, or Writing and Language.

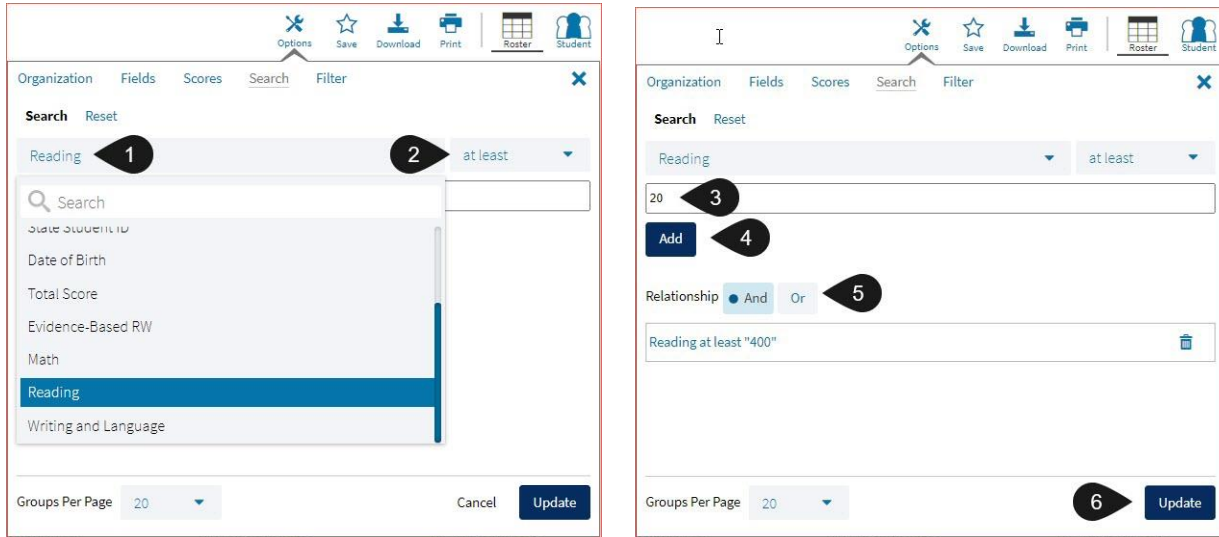


To view all scores and reporting categories, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections of the report.

SEARCH

The **Search** feature (available in Student List reports only) allows you to search for students by name, Student ID, date of birth, scores, or other options.

For example, to find students in the district or school **Student List** report with a reading score of at least 20:



1. Select the **Reading** option from the drop-down menu.
2. Select **At Least**, **At Most**, or **Equal to**.
3. Enter the score value (20) in the text box.
4. Click **Add**.
5. Choose the **Relationship**.
And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
6. Click **Update**

The report will refresh showing only students matching the search criteria.

Back to New Mexico Portal

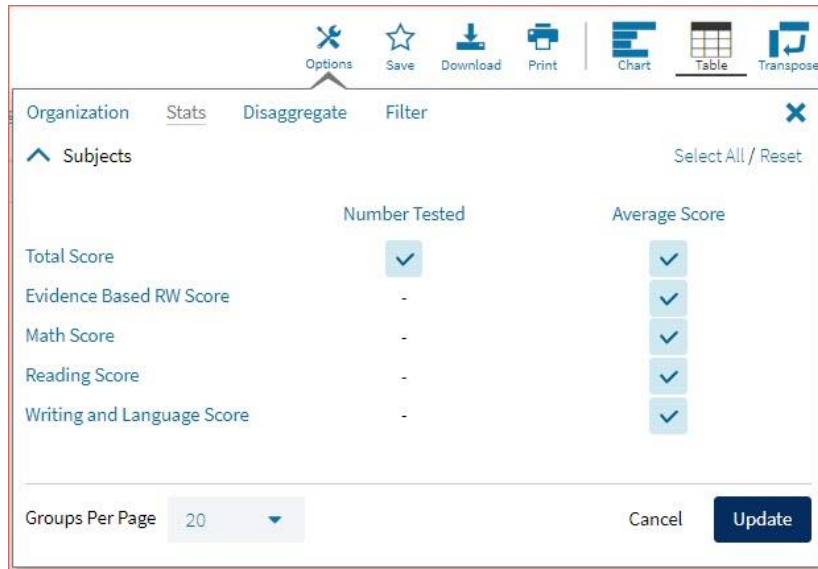
Student List: College Board - SAT, Cyber Falls-995, 2020-2021

Search: Reading Section Score at least 20

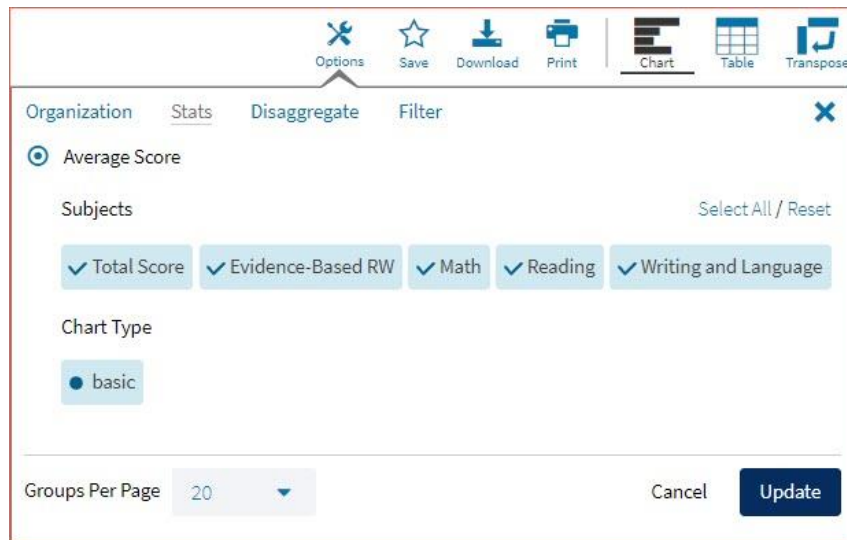
Last Name	First Name	Total Score	Test Scores
			Reading
	Student	910	24
	Student	1080	27
	Student	1200	31
	Student	830	20
	Student	890	22
	Student	960	23

STATS

The **Stats** feature (available in Achievement Summary reports) allows you to select stats or scores to view on the report. Select checkboxes to choose a specific state or score. To view all stats, click the **Select All** link. Checkboxes can be deselected to remove specific stats or scores. Click **Update** to view the changed selections in the report. Click **Reset** to restore default selections

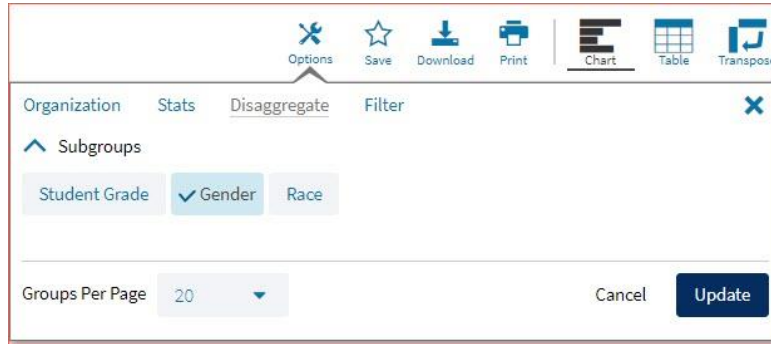


The options on the **Stats** tab adjust based on the report view. For example, when viewing the **Chart View**, you have the options to adjust the stats graphed as well as the chart type if available.



DISAGGREGATE

The **Disaggregate** tab (available in Achievement Summary reports only) can be used to separate the report by different subgroups. Select the desired subgroups and click **Update** to add the fields and rows to the report.

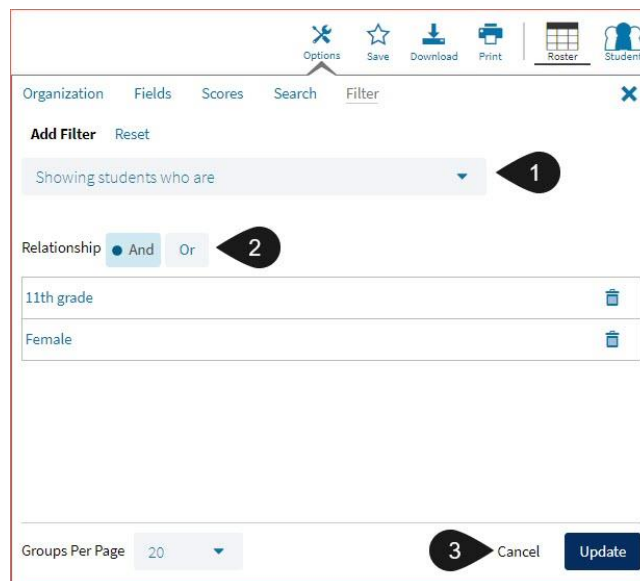


FILTER

The **Filter** feature (available in all reports) allows you to include or exclude students based on demographic statistics.

1. Click on the desired demographic variable from the drop-down list to select a subgroup. Click on another demographic variable to select more than one subgroup.
2. Choose the **Relationship**, by selecting **And** or **Or** to specify the logical relationship between the subgroups selected.
 - And** will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
3. Click **Update**.

Selections display s boxes under **Relationship**. Click on the trash can icon displayed to remove the selection.



SUPPRESSION

The **Suppression** feature allows you apply dynamic data suppression when viewing data on the Achievement Summary Report.

1. Click on the desired variable from the drop-down list to select a number of students tested.
2. Choose **Less Than**, **Greater Than**, or **Equal To** to specify the logical relationship between the subgroup selected.
3. Enter an N count in the text box provided to suppress data if the group is less than, greater than, or equal to the N count.
4. Click **Add** to add the Suppression rule.
5. Click **Update**. The summary level data will be suppressed according to the rule selected.

The screenshot displays the 'Suppression' configuration window. At the top, there are navigation icons for Options, Save, Download, Print, Chart, Table, and Transpose. Below these are tabs for Organization, Stats, Disaggregate, Filter, and Suppression. The 'Suppression' tab is active, showing a 'Reset' button. The configuration includes a dropdown menu for 'Number Tested' (1), a relationship selector set to 'less than' (2), and a text input field containing '50' (3). An 'Add' button (4) is positioned below the input field. A list below shows the added rule: 'Number Tested less than "50"'. At the bottom of the window, there is a 'Groups Per Page' dropdown set to '20' and an 'Update' button (5).

INTERIM MEASURES OF STUDENT SUCCESS AND ACHIEVEMENT ASSESSMENTS (iMSSA)

The Interim Measures of Student Success and Achievement (iMSSA) is a college and career readiness assessment solution for grades 3-8 that are administered to districts and schools. This assessment solution is designed to complement the statewide summative solution already in place.

iMSSA is administered three times per year during the beginning of the year (BOY), middle of the year (MOY), and end of the year (EOY). The assessment measures students in Mathematics, Reading, and Language Usage. In addition to the overall score and reporting category scores, students are also given Lexile and Quantile measures at all grades and eighth grade students are provided an estimated PSAT score for Mathematics and Reading. Reports are provided in Data Interaction within 24 hours of submitting an assessment.

iMSSA REPORTS

There are five types of reports available from the Reporting home page for iMSSA: Achievement Summary Report, Student List Report, Student Search, Data Tools, and Item Analysis Report.

The **Achievement Summary** report provides school and district group achievement data in a table or graphical format and allows customization using various summary statistics.



The **Student List** report provides dynamic access to assessment results and demographic information for multiple students under your current organization. Interactive tools allow users to further explore the data.

Student List: iMSSA, Cyber Valley-991, 2020-2021, Beginning, Grade 04

Last Name	First Name	State Student ID	Reading		Language Usage		Mathematics	
			Scale Score	Achievement Level	Scale Score	Achievement Level	Scale Score	Achievement Level
FourThirtyfour	Student	100000434	540	On Target	540	On Target	375	Needs Support
FourThirtyone	Student	100000431	531	On Target	540	On Target	512	On Target
FourThirtysix	Student	100000436	Other Non-Completion	Other Non-Completion	Other Non-Completion	Other Non-Completion	Other Non-Completion	Other Non-Completion
FourThirtythree	Student	100000433	471	On Target	540	On Target	471	On Target
FourThirtytwo	Student	100000432	360	Needs Support	540	On Target	540	On Target

Through the **Student List** report, users can access an **Individual Student Report** that provides individual results for each student.

Back to New Mexico Portal

Individual Student Report: IMSSA, Cyber Valley-991, 2020-2021, Beginning, Grade 04

Drill To Selection: Students whose FourThirtyfour, Student

Options Save Download Print Roster Student

FourThirtyfour, Student

State Student ID: 100000434 District Name: Cyber Valley-991 School Name: Cyber Valley Sch1-990
 Date of Birth: 12/16/1999 Student Grade: Grade 04

Overall Summary	Student Achievement Statement
Reading	Your child's reading score is in the On-Target Level, on track for college and career readiness.
Language Usage	Your child's language score is in the On-Target Level, on track for college and career readiness.
Mathematics	Your child's mathematics score is in the Needs Support Level, may need significant and long-term targeted instructional support to progress towards college and career readiness.

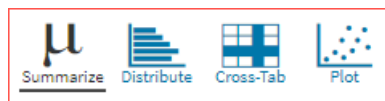
Reading Detailed Results	Score	Achievement Level	Projection Level
Reading	540	On Target	Very Likely
Literary Text		Above	
Informational Text		Above	
Comprehension		Above	
Analysis and Interpretation		Above	
Lexile	1300L		

Language Usage Detailed Results	Score	Achievement Level	Projection Level
Language Usage	540	On Target	Very Likely
Narrative Writing Analysis		Above	
Expository Writing Analysis		Above	
English Language Conventions		Above	

Mathematics Detailed Results	Score	Achievement Level	Projection Level
Mathematics	375	Needs Support	Unlikely
Operations and Algebraic Thinking		Below	
Number & Operations in Base 10		Below	
Number & Operations--Fractions		Below	
Measurement & Data		Below	
Geometry		Below	
Problem Solving		Below	
Reasoning and Argument		Below	
Modeling		Below	
Structure and Repeated Reasoning		Below	
Quantile	EM15Q		

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Data Tools provides the ability to create summary statistics, frequency distributions, cross-tabular reports, and scatter plots. These tools are also available within specific reports by clicking on column headers.



The **Item Analysis Report** provides users with information about all items included in the selected iMSSA assessments. This information will include item grade, content area, item description, difficulty level, Common Core State Standard, Learning Target and dynamically calculated school, district, and state averages for each item. This report can be used to connect the results of the assessment with classroom learning objectives.

Item Identifier	Item Type	Difficulty Order	CCSS	Point Value	Mean Scores			Achievement Level	Item Description
					School	District	State		
481124	MC	1	E.RI.08.05	1	1	1	0.4	On Target	Analyze a section of text to determine how a specific sentence develops the key concept of the text.
481144	MC	2	E.RI.08.08	1	0.3	0.3	0.2	On Target	Analyze a text to determine which claim is not sufficiently supported by the author.
481142	MC	3	E.RI.08.05	1	0.7	0.7	0.3	On Target	Determine how the author uses the introductory paragraph to introduce the topic of the text.
481136	MC	4	E.RI.08.02	2	1.3	1.3	0.7	On Target	Analyze a text to determine which statement provides an accurate summary of the text; choose supporting evidence from the text.
481134	MC	5	E.RI.08.01	1	0.7	0.7	0.4	On Target	Analyze a text to determine which detail supports a key idea of the text.
481118	MC	6	E.RI.08.02	1	0.7	0.7	0.4	On Target	Analyze a text to determine which sentence provides an accurate summary of the text.
481128	MC	7	E.RI.08.08	2	1.7	1.7	0.8	On Target	Analyze a text to determine the sentence that is a claim the author makes; choose supporting evidence from the text.
401717	MC	8	E.RL.08.02	1	0	0	0.5	On Target	Analyze a section of a text to determine how an antagonists trait is developed to advance the plot of the story.
401387	MC	9	E.RL.08.03	1	0	0	0.5	On Target	Determine how a particular incident in a story propels the action of the plot.
481132	MC	10	E.RI.08.01	1	0.7	0.7	0.6	At/Near On Target	Analyze a text to determine which detail supports a concept explicitly stated in the text.
401677	MC	11	E.RL.08.09	1	1	1	0.5	Near Target	Analyze two texts to determine the way in which the retelling of a story is different from the original story.
401673	MC	12	E.RL.08.04	1	0.3	0.3	0.5	Near Target	Analyze the effect of an authors word choice in a text.

GENERATING A REPORT

The Reporting home page displays the report types for the subject areas and test administrations available to you.

The screenshot shows the reporting home page with the following filters and options:

- Program:** iMSSA
- Report:** Achievement Summary
- Admin:** 2019-2020
- Grade:** Grade 03, Grade 04, Grade 05, Grade 06, Grade 07, Grade 08
- Window:** Middle
- Organization:** 1 selected (clear). Search within Sequoia District.
- DemoState:** Sequoia District (selected), Sequoia Elementary School
- Get Report** button

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data are available.
4. Select a grade.
5. Select a testing window.
6. Use the **Organization** menu to select a District or School(s) to which you have access.
7. When you have finished specifying the parameters, click **Get Report** to generate the report you selected. The selected report is generated with the specified parameters.

To customize the report, see the [Customization Options](#) section.

NAVIGATING A REPORT

The screenshot displays the 'NEW MEXICO Online Reporting by Data Interaction' interface. At the top, it shows 'City Cyber' and a 'Help' icon. Below the header, there's a 'Back to New Mexico Portal' link and a 'Student List: iMSSA, City Cyber - Cyber City Sch6, 2020-2021, Beginning, Grade 06' title. A toolbar contains icons for 'Options', 'Save', 'Download', 'Print', 'Roster', and 'Student'. A table with columns 'Last Name', 'First Name', 'State Student ID', and 'Scale Score' is visible. A filter menu is open, showing 'Organization: City Cyber - Cyber City Sch6' and a search box. Below the table, there are status indicators: 'INV = Invalid', 'DNA = Did Not Attempt', 'NLE = No Longer Enrolled', and 'N/A = Not Available'. At the bottom, there are navigation buttons and a 'Jump to: 1 Go' field.

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report displays below.
2. To rearrange the report, sort columns by clicking a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically.
3. To change the number of records shown on each page of the report, click on the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and click **Update**.
4. To see additional notes on information displayed, click the information icon in the bottom left corner of the page. Click again to hide the notes.
5. Use the navigation buttons at the bottom of the report to page back and forth through the reports or type a page number in the **Jump to** field, and then click **Go**.

VIEWING AN ACHIEVEMENT SUMMARY REPORT

On an **Achievement Summary** report, you can select one of the available buttons, **Chart**, **Table**, or **Transpose**, above the report to change from a table to a chart (graphical representation of the selected data) or a transposed view of your selected data options (columns rearranged to rows). The Chart view is the default.

Chart

Users can choose to sort the chart by Organization or Admin using the Sort By: drop down menu



Table

Achievement Summary: iMSSA, 2019-2020, Grade 03, Middle

Group	Admin	Grade	Window	Reading Achievement			Language Usage Achievement			Mathematics Achievement					
				Number Tested	Needs Support %	Near Target %	On Target %	Number Tested	Needs Support %	Near Target %	On Target %	Number Tested	Needs Support %	Near Target %	On Target %
Sequoia District	2019-2020	Grade 03	Middle	0				0				14	14	14	71
Sequoia Elementary School	2019-2020	Grade 03	Middle	0				0				14	14	14	71

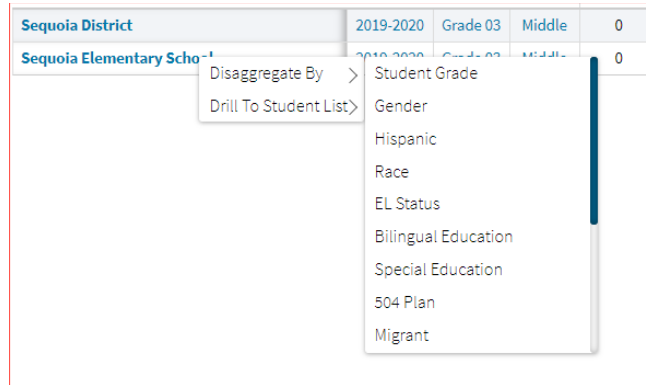
Transpose

Achievement Summary: iMSSA, 2019-2020, Grade 03, Middle

Group	Subject	Admin	Grade	Window	Number Tested	% in each Achievement Level		
						Needs Support %	Near Target %	On Target %
Sequoia District	Mathematics	2019-2020	Grade 03	Middle	14	14	14	71
Sequoia Elementary School	Mathematics	2019-2020	Grade 03	Middle	14	14	14	71

ADDITIONAL ACHIEVEMENT SUMMARY DATA VIEWS

- From the Table or Transposed view, clicking on a group's name will allow you to disaggregate the group. **Disaggregate By** functionality allows you to separate a specific group by different demographic variables.

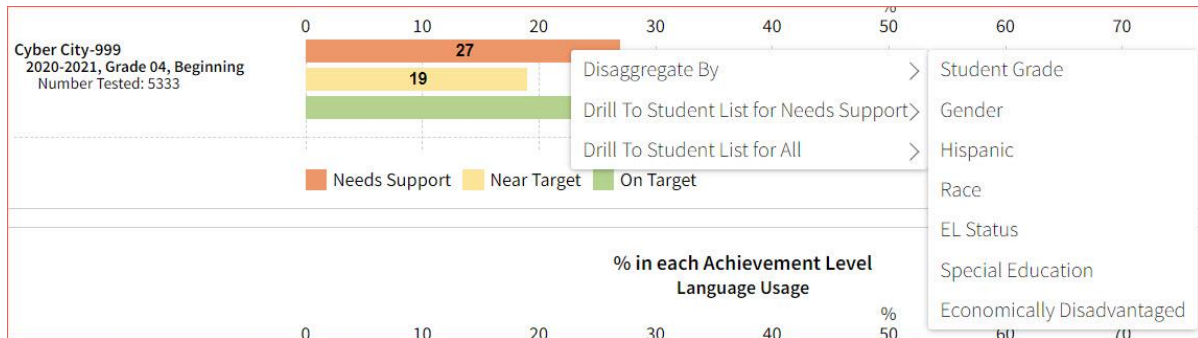


NEW MEXICO Online Reporting by Data Interaction demodistrict9

Achievement Summary: iMSSA, Sequoia District, 2019-2020, Grade 03, Middle

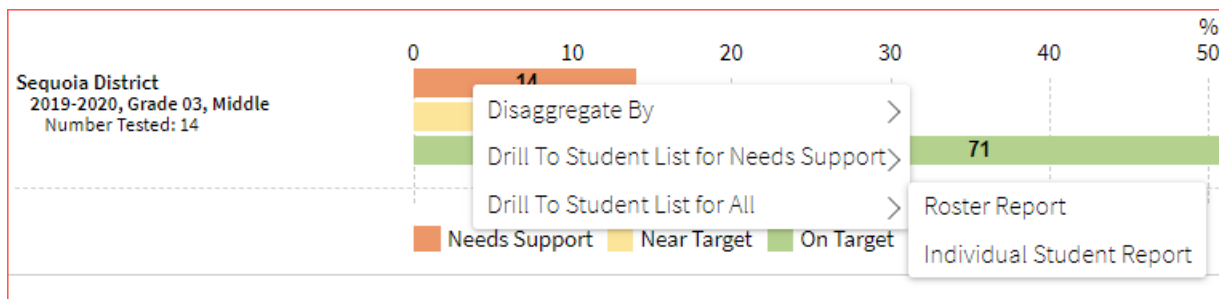
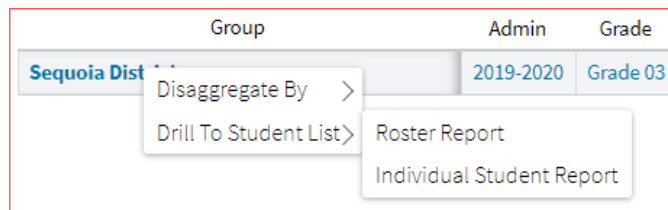
Group	Admin	Grade	Window	Reading Achievement			Language Usage Achievement			Mathematics Achievement					
				Number Tested	Needs Support %	Near Target %	On Target %	Number Tested	Needs Support %	Near Target %	On Target %	Number Tested	Needs Support %	Near Target %	On Target %
Sequoia District	2019-2020	Grade 03	Middle	0				0				14	14	14	71
Not Hispanic	2019-2020	Grade 03	Middle	0				0				6	17	17	67
Hispanic	2019-2020	Grade 03	Middle	0				0				8	13	13	75

- From the Chart view, clicking on the bar(s) will reveal the option to **Disaggregate By** as well.





- Click on a group name in the tabular view or a bar in the chart view to display a menu allowing you to drill to a Roster report or set of Individual Student Reports for that group/test/content area combination.



- Click on the % column header and select **Show N Count** to view how many students scored in each achievement level. The valid N value indicates the number of students who match the parameters of the report.

Number Tested	Needs Support	Near Target	On Target
	%	%	%
14	14		

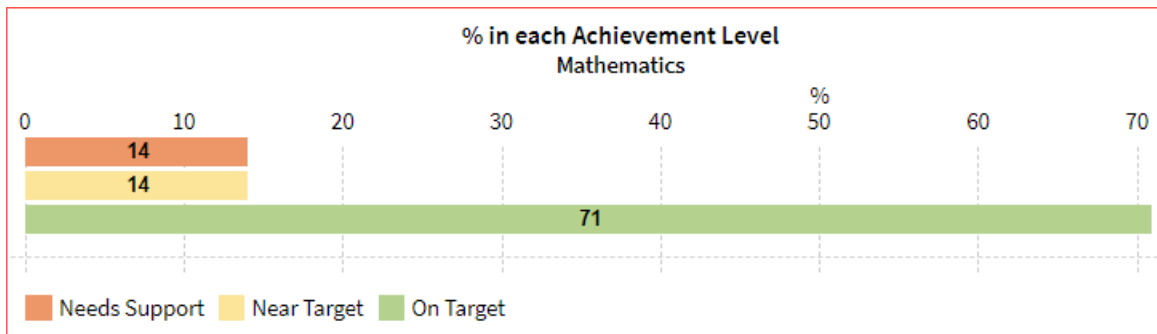
Graph
 Show N Count

Group	Admin	Grade	Window	Reading Achievement						Language Usage Achievement						Mathematics Achievement								
				Number Tested	Needs Support		Near Target		On Target		Number Tested	Needs Support		Near Target		On Target		Number	Needs Support		Near Target		On Target	
					N	%	N	%	N	%		N	%	N	%	N	%		N	%	N	%		
Sequoia District	2019-2020	Grade 03	Middle	0						0							14	2	14	2	14	10	71	

- Click on the header of a score column of interest, then on **Graph** to display the chart view, allowing further analysis and customization as desired.

Number Tested	Needs Support	Near Target	On Target
	%	%	%
14	14		

Graph
 Show N Count



VIEWING STUDENT REPORTS

On a **Student List** report, you can select one of the available buttons, **Roster**, or **Student**, above the report to change the view to a roster list for all student in the selected group or a set of detailed individual student reports for each student in the selected group. (The Roster view is set as the default.)

Roster

Back to New Mexico Portal
 Student List: IMSSA, Cyber Valley-991, 2020-2021, Beginning, Grade 04

Last Name	First Name	State Student ID	Reading		Language Usage		Mathematics	
			Scale Score	Achievement Level	Scale Score	Achievement Level	Scale Score	Achievement Level
FourThirtyfour	Student	100000434	540	On Target	540	On Target	375	Needs Support
FourThirtyone	Student	100000431	531	On Target	540	On Target	512	On Target
FourThirtysix	Student	100000436	Other Non-Completion	Other Non-Completion	Other Non-Completion	Other Non-Completion	Other Non-Completion	Other Non-Completion
FourThirtythree	Student	100000433	471	On Target	540	On Target	471	On Target
FourThirtytwo	Student	100000432	360	Needs Support	540	On Target	540	On Target

Student (Individual Student Report)

Back to New Mexico Portal
 Individual Student Report: IMSSA, Cyber Valley-991, 2020-2021, Beginning, Grade 04

FourThirtyfour, Student

State Student ID: 100000434 District Name: Cyber Valley-991 School Name: Cyber Valley Sch1-990
 Date of Birth: 12/16/1999 Student Grade: Grade 04

Overall Summary	Student Achievement Statement
Reading	Your child's reading score is in the On-Target Level, on track for college and career readiness.
Language Usage	Your child's language score is in the On-Target Level, on track for college and career readiness.
Mathematics	Your child's mathematics score is in the Needs Support Level, may need significant and long-term targeted instructional support to progress towards college and career readiness.

Reading Detailed Results	Score	Achievement Level	Projection Level
Reading	540	On Target	Very Likely
Literary Text		Above	
Informational Text		Above	
Comprehension		Above	
Analysis and Interpretation		Above	
Lexile	1300L		

Language Usage Detailed Results	Score	Achievement Level	Projection Level
Language Usage	540	On Target	Very Likely
Narrative Writing Analysis		Above	
Expository Writing Analysis		Above	
English Language Conventions		Above	

Mathematics Detailed Results	Score	Achievement Level	Projection Level
Mathematics	375	Needs Support	Unlikely
Operations and Algebraic Thinking		Below	
Number & Operations in Base 10		Below	
Number & Operations--Fractions		Below	
Measurement & Data		Below	
Geometry		Below	
Problem Solving		Below	
Reasoning and Argument		Below	
Modeling		Below	
Structure and Repeated Reasoning		Below	
Quantile	EM15Q		

Page 1 of 5 Jump to: 1 Go

Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.

In addition to selecting the Student button to see a set of individual student reports for all students in the group, you can click on a student name in the roster view in order to access an individual report for only that student.

Last Name	First Name	State Student ID
Gradesix	SpStudenteight	919990308
Gradesix	SpStudentseven	929990308
ThreeSeventeen	Student	999990317
ThreeSixteen	Student	999990316

[← Back to New Mexico Portal](#)
Individual Student Report: iMSSA, City Cyber - Cyber City Sch6, 2020-2021, Beginning, Grade 06
 Drill To Selection: Students whose **ThreeSeventeen, Student**

ThreeSeventeen, Student

State Student ID: 999990317 District Name: Cyber City
 Date of Birth: 08/21/1999 Student Grade: Grade 06

USING STUDENT SEARCH

You can quickly create a report for an individual student by searching for the student. In the **Student Search** field, search for the student by their Last Name, First Name, or State Student D Number. A list of potential matches will appear.

The screenshot shows the 'NEW MEXICO Online Reporting by Data Interaction' interface. The search filters are set to: Program: iMSSA, Report: Achievement Summary, Admin: 2020-2021, Grade: Grade 03 (selected), Window: Beginning, Organization: Cyber City. The 'State Student ID' search field contains '9999', and a dropdown menu displays a list of potential matches including 'Seventyeight Student 999990078', 'Seventyfive Student 999990075', 'Seventyfour Student 999990074', 'Seventynine Student 999990079', 'Seventyseven Student 999990077', 'Seventythree Student 999990073', 'ThreeSeven Student 999990307', 'ThreeSeventeen Student 999990317', and 'ThreeSix Student 999990306'. A link at the bottom of the list reads 'There are 7 more results...'.

Click on a student in the list of potential matches to generate a list of their testing history. Click the “more results” link to see a detailed list of the potential matches based on the criteria you entered.

Back to New Mexico Portal
Student Search
 Search: State ID starts with '9999'

Last Name	First Name	State Student ID
EightEleven	Student	999990077
EightTwelve	Student	999990073
EightyEight	Student	999990307
EightyFive	Student	999990317
EightyFour	Student	999990306
EightySeven	Student	
EightySix	Student	
EightyThree	Student	
FourEighty	Student	
FourSeventyEight	Student	
OneNineteen	Student	
SeventyEight	Student	
SeventyFive	Student	
SeventyFour	Student	
Seventynine	Student	
Seventyseven	Student	
Seventythree	Student	
ThreeSeven	Student	
ThreeSeventeen	Student	
ThreeSix	Student	

Search [X]

Search Reset

None

Add

Relationship And Or

State Student ID starts with "9999"

Groups Per Page 20

Cancel Update

From the list of matches, use the Search tab under the **Options** icon to further refine your search.

Selecting a student from the list of potential matches will take you to a cumulative list of that student’s test results (testing history). Selecting/clicking a student name from the “more results” view will also take you to the student’s cumulative results.

Back to New Mexico Portal
Student Search Cumulative Report
 iMSSA

Eightyfive, Student

State Student ID: 999990085

<p>2020-2021, Beginning, Grade 04</p>	<p>District Name: Cyber City School Name: Cyber City Sch3 Student Grade: Grade 04</p>	<p>Reading Scale Score: 515 Reading Performance Level: On Target Language Usage Scale Score: 488 Language Usage Performance Level: On Target Mathematics Scale Score: 377 Mathematics Performance Level: Needs Support</p>
---------------------------------------	--	---

Clicking on a test event in the cumulative search report (e.g., 2020-2021, Beginning, Grade 04) will give you a detailed individual student report.

[Back to New Mexico Portal](#)
Individual Student Report: iMSSA, Cyber City Sch3, 2020-2021, Beginning, Grade 04
 Drill To Selection: Students whose [Eightyfive, Student](#)

Options Save Download Print Roster Student

Eightyfive, Student

State Student ID: 999990085 District Name: Cyber City School Name: Cyber City Sch3
 Date of Birth: 01/01/1999 Student Grade: Grade 04

Overall Summary	Student Achievement Statement
Reading	Your child's reading score is in the On-Target Level, on track for college and career readiness.
Language Usage	Your child's language score is in the On-Target Level, on track for college and career readiness.
Mathematics	Your child's mathematics score is in the Needs Support Level, may need significant and long-term targeted instructional support to progress towards college and career readiness.

Reading Detailed Results	Score	Achievement Level	Projection Level
Reading	515	On Target	Very Likely
Literary Text		Above	
Informational Text		Above	
Comprehension		Above	
Analysis and Interpretation		Above	
Lexile	1245L		

Language Usage Detailed Results	Score	Achievement Level	Projection Level
Language Usage	488	On Target	Likely
Narrative Writing Analysis		Above	
Expository Writing Analysis		Above	
English Language Conventions		Above	

Mathematics Detailed Results	Score	Achievement Level	Projection Level
Mathematics	377	Needs Support	Unlikely
Operations and Algebraic Thinking		Below	
Number & Operations in Base 10		Below	
Number & Operations--Fractions		Below	
Measurement & Data		Below	
Geometry		Below	
Problem Solving		Below	

< Page 1 of 1 > Jump to: Go

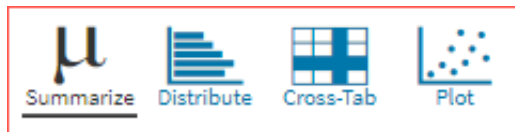
Clicking on the **Roster** button above the top right of the Individual Student Report will navigate you to a roster view where you can continue your analysis and/or select other students.

VIEWING DATA TOOLS REPORTS

Data Tools reports can be accessed directly from the main report selections page, providing a summary statistics report intended to streamline data analysis. The Data Tools report allows you to view frequency distributions, summary statistics, cross-tab, and scatter plot reports across available score and field data points all within a single report.

The data tool functionality (summarize, distribute, cross-tab, plot) can also be accessed as options from the column headers in the Student List report.

From the **Data Tools** report, select from four analysis options indicated by the buttons at the top right of the report. Summary statistics is the default view.



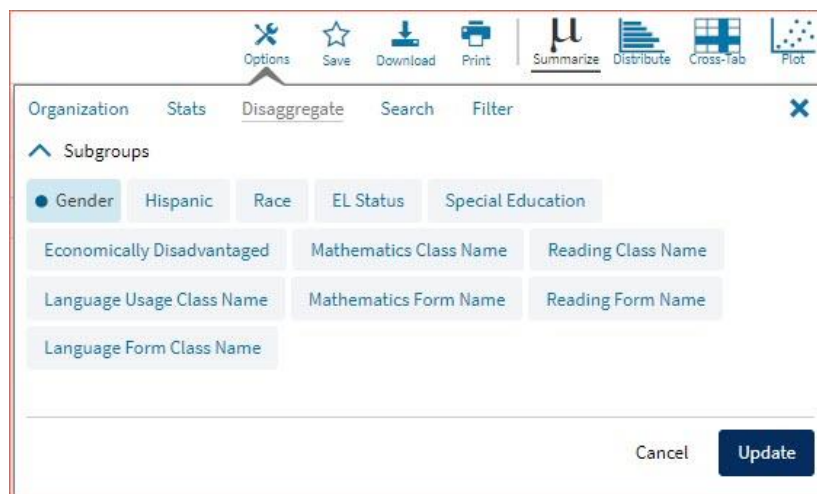
SUMMARIZE

Instantly see summary statistics, such as mean and standard deviation, by clicking on the **Summarize** button.

Summary Statistics: iMSSA, Sequoia District, 2019-2020, Middle, Grade 03

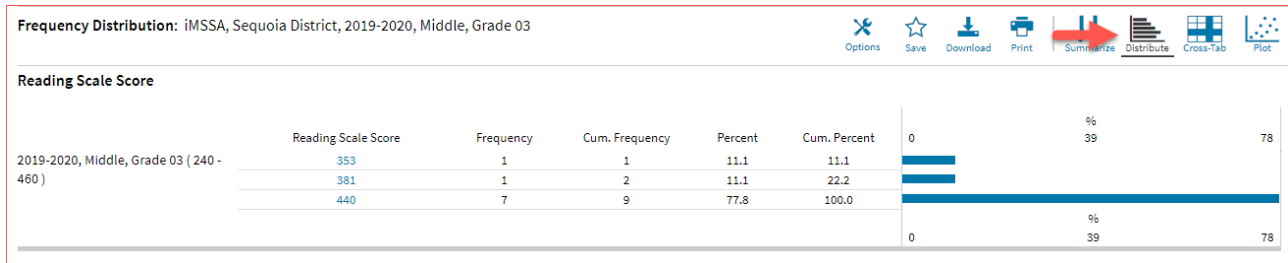
Population	Valid N	Mean	S.D.	Minimum	Maximum
19	9	423.8	32.9	353	440

You can also view summary statistics by demographic subgroups, such as gender by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.



DISTRIBUTE

Generate a frequency distribution for a score or achievement level by clicking on the **Distribute** button on the Data Tools report.



You can also view frequency distributions by demographic subgroups, such as gender, by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

Organization Stats **Disaggregate** Search Filter

Subgroups

- Gender (Selected)
- Hispanic
- Race
- EL Status
- Special Education
- Economically Disadvantaged
- Mathematics Class Name
- Reading Class Name
- Language Usage Class Name
- Mathematics Form Name
- Reading Form Name
- Language Form Class Name

Cancel Update

CROSS TABULATION

Generate a cross tabulation based on achievement level, sub score achievement level, enrolled grade, demographics, or various test information by clicking on the **Cross-Tab** button from the Data Tools report.

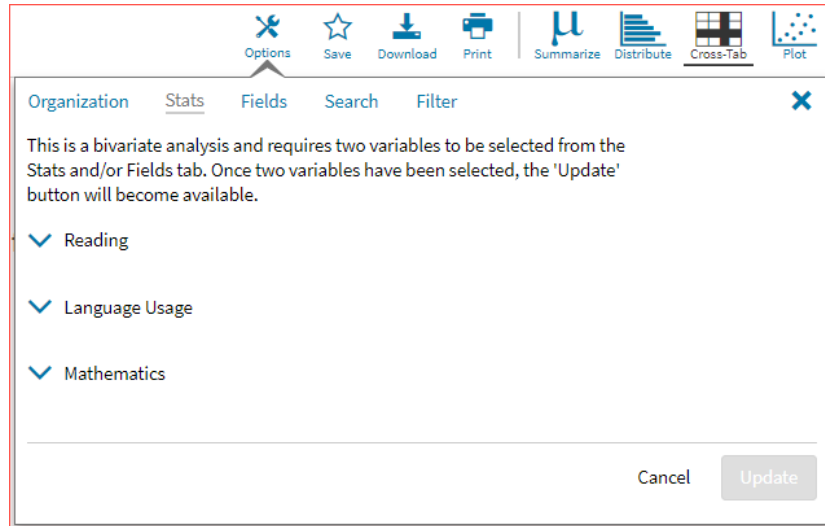
Cross-Tab: iMSSA, Sequoia District, 2019-2020, Middle, Grade 03

Reading Achievement Level by Analysis and Interpretation Achievement Level

Number Tested: [Dropdown]

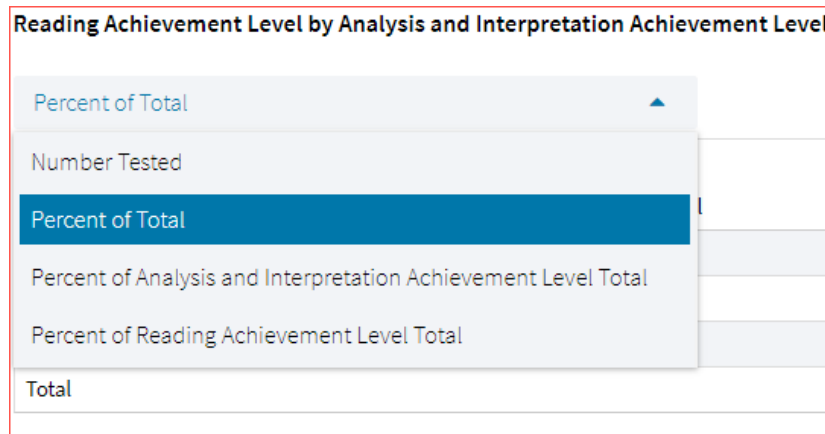
Analysis and Interpretation Achievement Level	Reading Achievement Level			Total
	Needs Support	Near Target	On Target	
Below	0	0	0	0
At/Near	0	1	0	1
Above	0	0	8	8
Total	0	1	8	9

If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score or field) to view a cross-tab report.



You can also change the cross-tab selection in the **Stats** and/or **Fields** tabs listed under the **Options** button or filter the results shown on the Cross-Tab report using the **Filter** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with new selections.

Adjust the variables displayed on the Cross-Tab report by choosing from the drop-down menu.



Cross-Tab: iMSSA, Sequoia District, 2019-2020, Middle, Grade 03

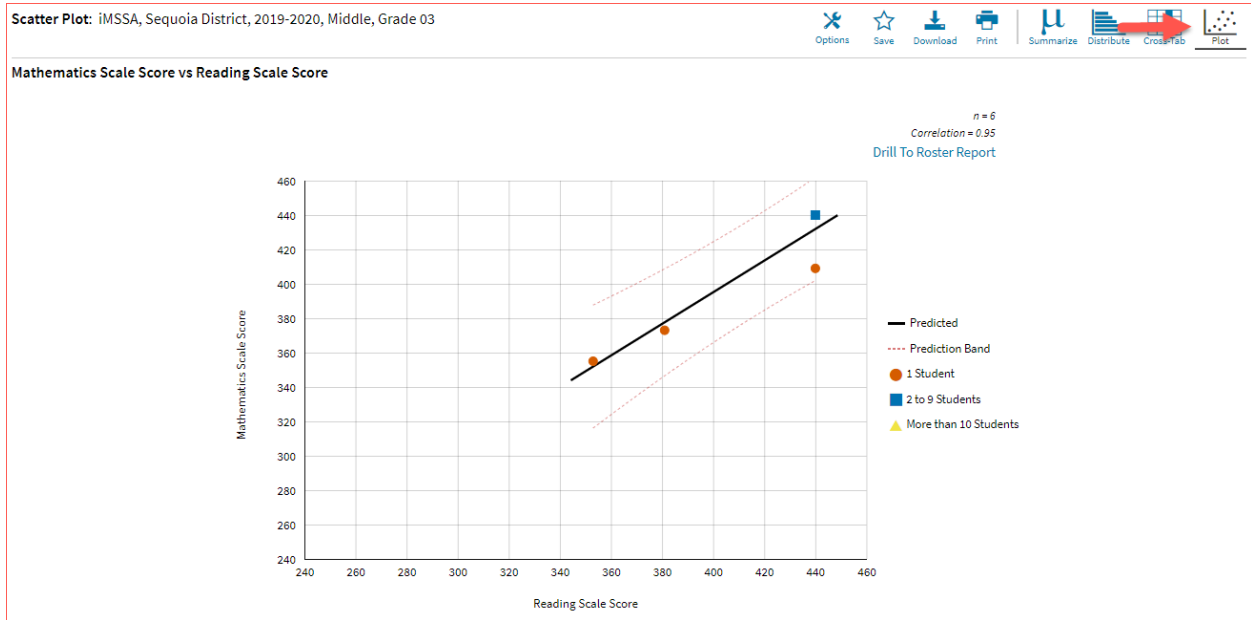
Reading Achievement Level by Analysis and Interpretation Achievement Level

Percent of Total

Analysis and Interpretation Achievement Level	Reading Achievement Level			Total
	Needs Support	Near Target	On Target	
Below	0.0	0.0	0.0	0.0
At/Near	0.0	11.1	0.0	11.1
Above	0.0	0.0	88.9	88.9
Total	0.0	11.1	88.9	100.0

SCATTER PLOT

Generate a scatter plot based on available scores by clicking on the **Plot** button from the **Data Tools** report.



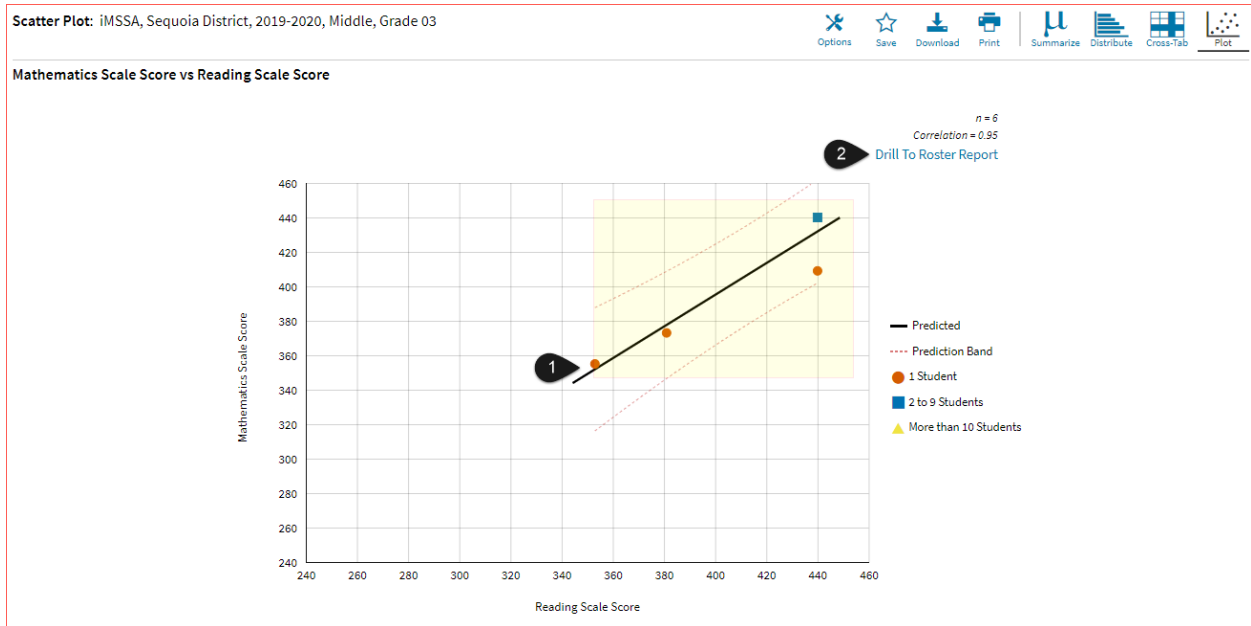
If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score) to view a scatter plot report.

Organization Stats Filter

This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available.

- Reading
 - ✓ Reading Scale Score
- Language Usage
- Mathematics

Cancel Update



1. You may enlarge sections of the scatter plot by clicking and dragging to draw a box around the section of the graph you wish to enlarge.
2. You can click **Drill to Roster** in the top right corner of the graph to drill to a Student List report view for the students shown in the current scatter plot view.

You can also change scatter plot sections in the **Stats** tab under the **Options** button and search the results shown on the scatter plot report using the **Search** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with the new selections.

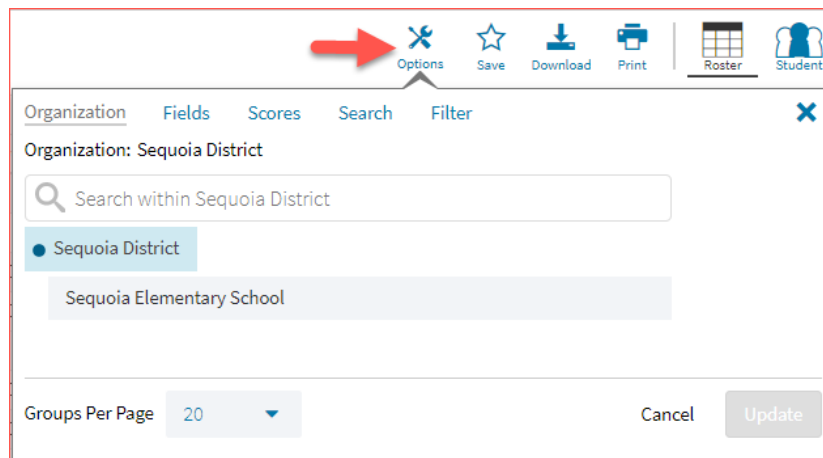
VIEWING THE ITEM ANALYSIS REPORT

The **Item Analysis Report** provides users with information about all items included in the selected iMSSA assessments. This information will include item order, language for the item, reporting category, item type, point value, difficulty order, achievement level, dynamically calculated school, district, and state averages for each item and an item description. This report can be used to connect the results of the assessment with classroom learning objectives.

Item Order	Language	Reporting Category	Item Type	Point Value	Difficulty Order	Achievement Level	Mean Scores			Item Description
							School	District	State	
				1			0.50	0.50	0.50	
11	English	Number & Operations--Fractions, Structure and Repeated Reasoning	MC	1	2	On Target	0.50	0.50	0.50	Identify a true equation in which $c \times a/b$ is equal to $(c \times a)$
29	Spanish		MC	1	18	At/Near On Target	1.00	1.00	1.00	
1	English	Geometry, Modeling	MC	1	29	Needs Support	0.50	0.50	0.50	Identify a right angle.

CUSTOMIZATION OPTIONS

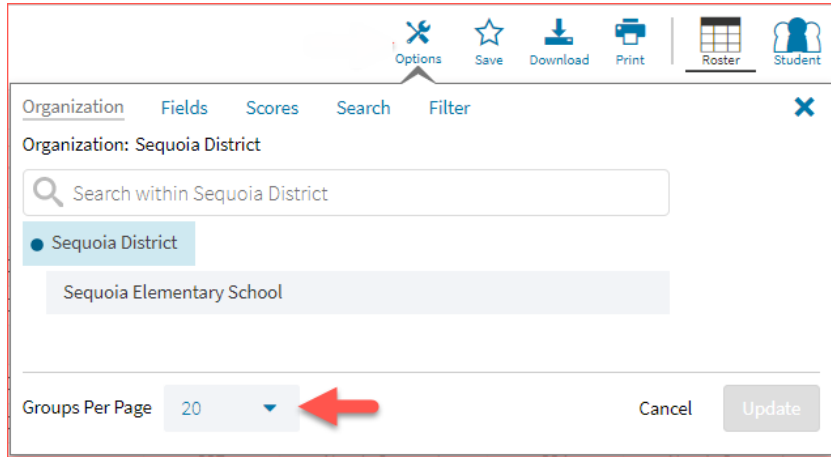
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.



- For any report, clicking the **Options** button above the top right of the report will open a pop-out module with a menu of variables that can be changed. Each category of report has its own tab menu described below.
- Clicking **Update** will apply the customizations.
- Clicking **Cancel** will keep the report with existing options.
- Clicking the **x** will close the window.

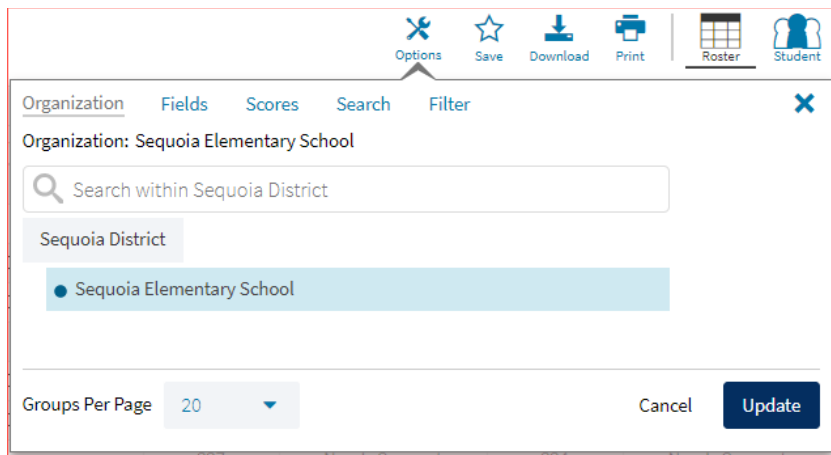
DISPLAY

On any report, specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing the **Groups Per Page** on any tab of the Options menu.



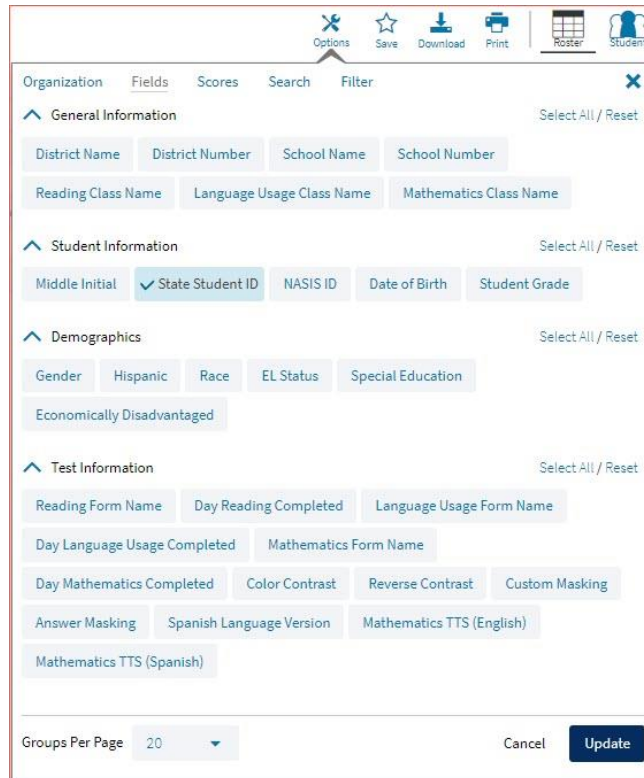
ORGANIZATION

The **Organization** tab (available for all reports) allows you to update the report with data from different organizations that are available to you. Select the desired organization and click **Update** to refresh the report.



FIELDS

The **Fields** tab (available in Student List reports only) allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click **Update** to add these fields as columns to the report.



SCORES

The **Scores** tab (available in Student List reports only) can be used to select score to view on the report. Select checkboxes for Scale Score, Achievement Level, Growth Level, Projection Level, Lexile, Quantile, Estimated PSAT (8th grade only), and/or Achievement Level for individual Reporting Categories.

The screenshot shows the 'Scores' and 'Reporting Categories' sections of the Cognia DI Reporting interface. At the top, there are navigation icons for Options, Save, Download, Print, Roster, and Student. Below these are tabs for Organization, Fields, Scores, Search, and Filter. The 'Scores' section includes a table with columns for Scale Score, Achievement Level, Growth Level, Projection Level, Lexile, Quantile, and Estimated PSAT. The 'Reporting Categories' section is divided into three sub-sections: Reading, Language Usage, and Mathematics, each with a list of categories and an 'Achievement Level' column of checkboxes.

	Scale Score	Achievement Level	Growth Level	Projection Level	Lexile	Quantile	Estimated PSAT
Reading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>
Language Usage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-
Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>

Reporting Categories - Reading

Achievement Level

- Literary Text
- Informational Text
- Comprehension
- Analysis and Interpretation

Reporting Categories - Language Usage

Achievement Level

- Expository Writing Analysis
- English Language Conventions
- Argument Writing Analysis

Reporting Categories - Mathematics

Achievement Level

- Operations and Algebraic Thinking
- Geometry
- Problem Solving
- Reasoning and Argument
- Modeling
- Structure and Repeated Reasoning
- The Number System
- Expressions & Equations
- Statistics & Probability
- Functions

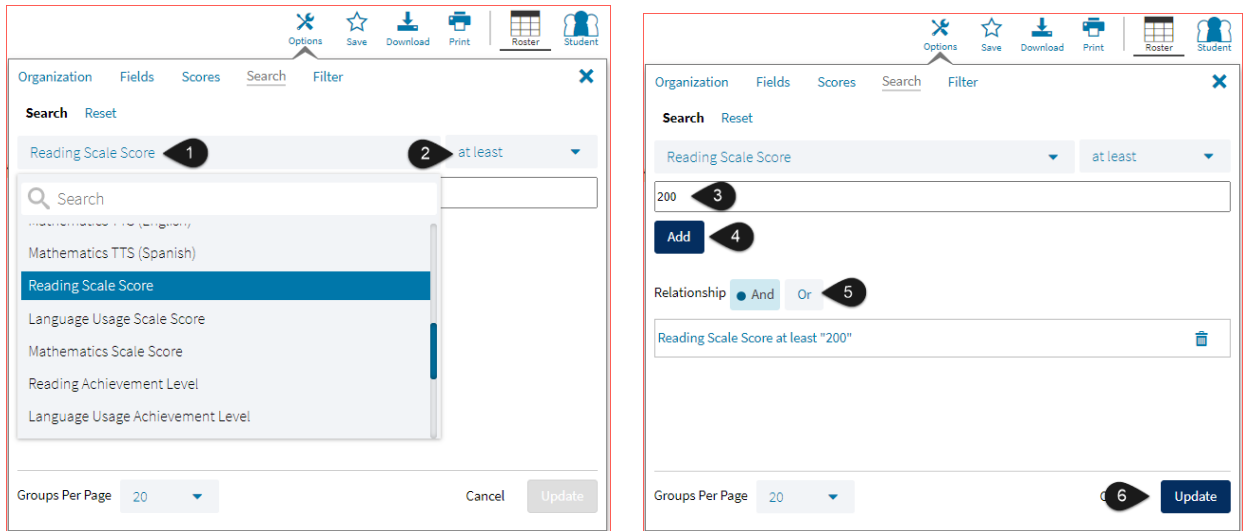
Groups Per Page: 20

To view all scores and reporting categories, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections of the report.

SEARCH

The **Search** feature (available in Student List reports only) allows you to search for students by name, Student ID, date of birth, scores, or other options.

For example, to find students in the district or school **Student List** report with a reading scale score of at least 200:



1. Select the **Reading Scale Score** option from the drop-down menu.
2. Select **At Least**, **At Most**, or **Equal to**.
3. Enter the score value (200) in the text box.
4. Click **Add**.
5. Choose the **Relationship**.
And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
6. Click **Update**

The report will refresh showing only students matching the search criteria.

← Back to New Mexico Portal

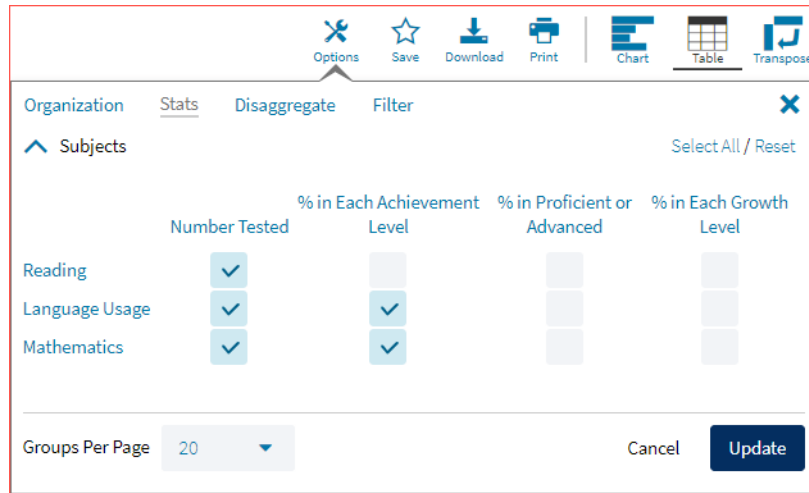
Student List: iMSSA, Cyber City Sch3, 2020-2021, Beginning, Grade 04

Search: Reading Scale Score at least 200

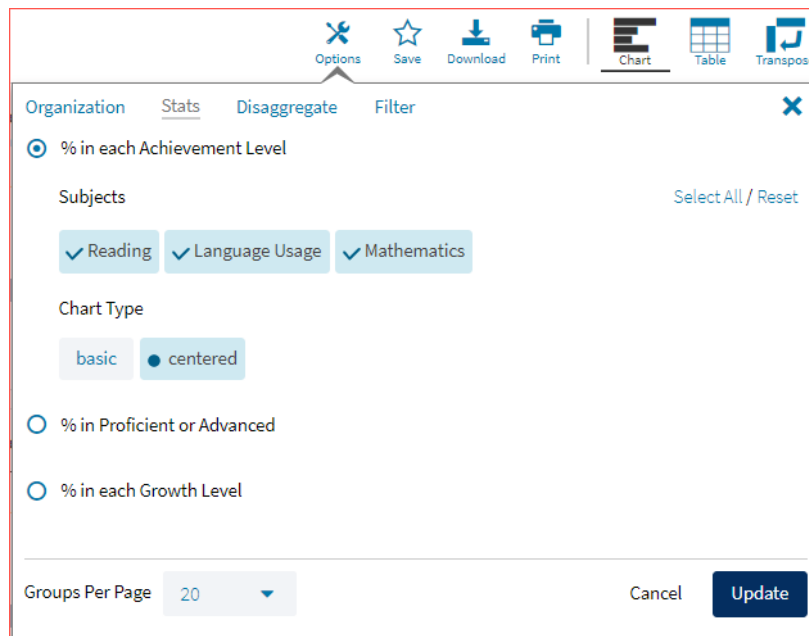
Last Name	First Name	State Student ID	Scale Score
Eightyfive	Student	999990085	515
Eightyfour	Student	999990084	375
Eightysix	Student	999990086	499
Eightythree	Student	999990083	540

STATS

The **Stats** feature (available in Achievement Summary reports) allows you to select stats or scores to view on the report. Select checkboxes to choose a specific state or score. To view all stats, click the **Select All** link. Checkboxes can be deselected to remove specific stats or scores. Click **Update** to view the changed selections in the report. Click **Reset** to restore default selections

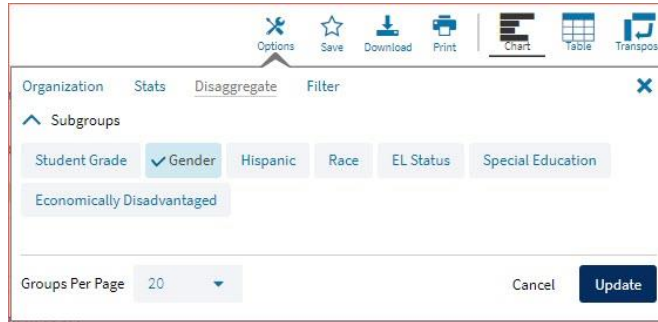


The options on the **Stats** tab adjust based on the report view. For example, when viewing the **Chart View**, you have the options to adjust the stats graphed as well as the chart type.



DISAGGREGATE

The **Disaggregate** tab (available in Achievement Summary reports only) can be used to separate the report by different subgroups. Select the desired subgroups and click **Update** to add the fields and rows to the report.

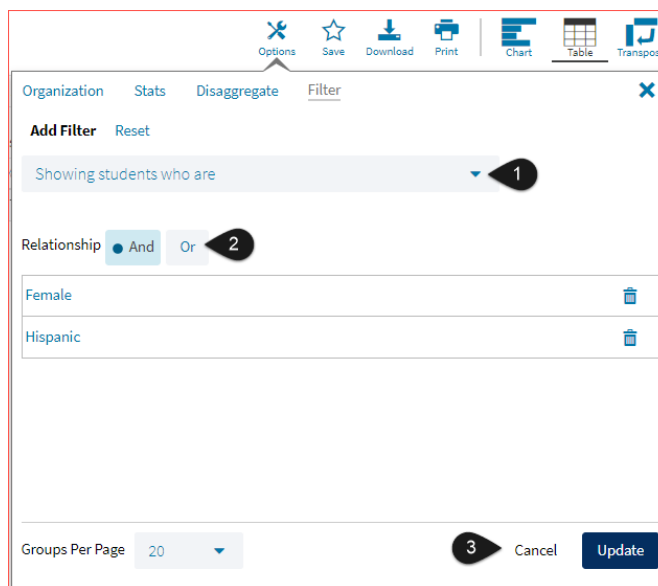


FILTER

The **Filter** feature (available in all reports) allows you to include or exclude students based on demographic statistics.

1. Click on the desired demographic variable from the drop-down list to select a subgroup. Click on another demographic variable to select more than one subgroup.
2. Choose the **Relationship**, by selecting **And** or **Or** to specify the logical relationship between the subgroups selected.
And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
3. Click **Update**.

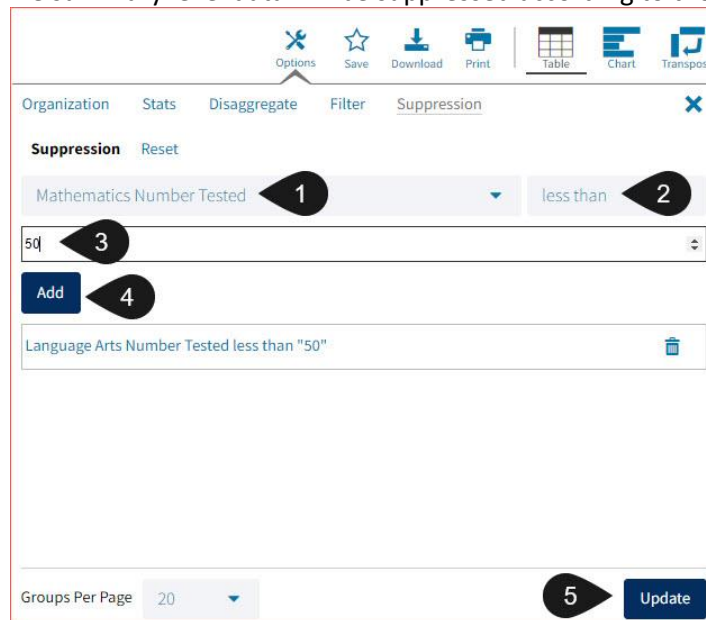
Selections display s boxes under **Relationship**. Click on the trash can icon displayed to remove the selection.



SUPPRESSION

The **Suppression** feature allows you apply dynamic data suppression when viewing data on the Achievement Summary Report.

1. Click on the desired variable from the drop-down list to select a number of students tested.
2. Choose **Less Than**, **Greater Than**, or **Equal To** to specify the logical relationship between the subgroup selected.
3. Enter an N count in the text box provided to suppress data if the group is less than, greater than, or equal to the N count.
4. Click **Add** to add the Suppression rule.
5. Click **Update**. The summary level data will be suppressed according to the rule selected.



FORMATIVE ASSESSMENTS

The Cognia Formative Item Sets are designed to help teachers quickly gauge students’ understanding of key concepts and skills that are emphasized by college and career readiness standards. The item sets support formative assessment practices and provide evidence of students’ understanding. Educators may administer the items as frequently as they like to engage students in learning and quickly generate data that can be used to inform instruction.

Student performance is provided through overall raw scores and scores by standard-level.

Cognia Formative Assessments reports are currently available in a number of formats. For example, users can access lists of students within a group, as well as individual student reports. Additionally, reports may be filtered according to available student and test information, such as demographics or use of testing accommodations.

For more information about the Cognia Formative Assessments, refer to the Formative Resources page on the New Mexico Public Education Department Assessments Help & Support page: newmexico.onlinehelp.cognia.org.

FORMATIVE ASSESSMENT REPORTS

There are two types of reports available from the Reporting home page for Formative Assessment: Student List Report and Data Tools.

The **Student List** report provides dynamic access to assessment results and demographic information for multiple students under your current organization. Interactive tools allow users to further explore the data.

Back to New Mexico Portal

Student List: Formative Assessment, Cyber City Sch1-998, 2020-2021, Mathematics, Learning targets form test (07/28/2021 - 07/29/2021)

Options Save Download Print Roster Student

Last Name	First Name	Total Score			Items			
		Score	Max	%	Item 1	Item 2	Item 3	Item 4
Demo	Dallin	2	4	50	B	A	B	A
Demo	Dallin	0	4	0	B	B	B	C
Demo	Hailie		4					
Demo	Hailie	0	4	0	C	C	C	C
Demo	Iva	0	4	0	B	B	B	B
Demo	Iva	4	4	100	A	A	A	A
Tome	Marissa	1	4	25	A	B	B	C

Through the **Student List** report, users can access an **Individual Student Report** that provides individual results for each student.

← Back to New Mexico Portal

Individual Student Report: Formative Assessment, Cyber City Sch1-998, 2020-2021, Mathematics, Learning targets form test (07/28/2021 - 07/29/2021)

Drill To Selection: Students whose Last Name is Demo, First Name is Dallin

Options Save Download Print Roster Student

Demo, Dallin

State Student ID: 181893799 District Name: Cyber City-999 School Name: Cyber City Sch1-998
 Date of Birth: 05/30/2005 Student Grade: Grade 03

Standards	Score Earned / Possible Points
Common Core State Standards for Mathematics:	2 / 4 50%
Write and evaluate numerical expressions involving whole-number exponents.:	2 / 4 50%
Solve problems involving scale drawings of geometric figures, including computing actual lengths and areas from a scale drawing and reproducing a scale drawing at a different scale.:	1 / 1 100%

Learning Targets	Score Earned / Possible Points
Mathematics:	1 / 3 33%
I can compare the value of a product to the values of the factors, without performing the multiplication.:	1 / 1 100%
I can understand absolute value in a real world context.:	0 / 0 0%
I can add, subtract, multiply and divide multi-digit decimals.:	0 / 0 0%

Data Tools provides the ability to create summary statistics, frequency distributions, and scatter plots. These tools are also available within specific reports by clicking on column headers.



GENERATING A REPORT

The Reporting home page displays the report types for the subject areas and test administrations available to you.

NEW MEXICO Online Reporting by Data Interaction™ demodistrict

Download Center Help Recent Saved Reports

← Back to New Mexico Portal

1 Program: Formative Assessment Last Name: Please enter at least 4 characters

2 Report: Student List

3 Admin: 2020-2021

4 Subject: Mathematics English Language Arts

Organization: Cyber Falls-995

5 Search within New Mexico State: New Mexico State Cyber Falls-995

Tests: OA Multiply Divide Eqn G3 6

7 Get Report

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data are available.
4. Select a subject area.
5. Use the **Organization** menu to select a District or School(s) to which you have access.
6. Select the item set from the **Tests** drop-down.
7. When you have finished specifying the parameters, click **Get Report** to generate the report you selected. The selected report is generated with the specified parameters.

Note: DTCs and STCs will see an **Organization** menu instead of Teacher selection to select a District or School(s) to which you have access.

To customize the report, see the [Customization Options](#) section.

NAVIGATING A REPORT

The screenshot displays the 'NEW MEXICO Online Reporting by Data Interaction' interface. At the top, it shows the user is logged in as 'demodistrict'. Below the header, there is a breadcrumb trail: 'Back to New Mexico Portal' and 'Student List: Formative Assessment, Cyber Falls-995, 2020-2021, Mathematics, OA Multiply Divide Eqn G3'. A table of student scores is shown with columns for 'Last Name', 'First Name', and 'Total Score' (sub-columns: Score, Max, %). The table contains three rows of student data. To the right of the table is a 'Fields' panel with sections for 'General Information', 'Student Information', and 'Demographics', each with a 'Select All / Reset' link. Below the table, there are navigation controls including a page indicator 'Page 1 of 1' and a 'Jump to' field.

Last Name	First Name	Total Score		
		Score	Max	%
TwoEightyeight	Student	6	8	75
TwoEightyfour	Student		8	
TwoEightynine	Student	7	8	88

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report displays below.
2. To rearrange the report, sort columns by clicking a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically.
3. To change the number of records shown on each page of the report, click on the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and click **Update**.
4. To see additional notes on information displayed, click the information icon in the bottom left corner of the page. Click again to hide the notes.
5. Use the navigation buttons at the bottom of the report to page back and forth through the reports or type a page number in the **Jump to** field, and then click **Go**.

VIEWING STUDENT REPORTS

On a **Student List** report, you can select one of the available buttons, **Roster**, or **Student**, above the report to change the view to a roster list for all student in the selected group or a set of detailed individual student reports for each student in the selected group. (The Roster view is set as the default.) Once on an Individual Student Report, you can return to the roster list by clicking again on the Roster button. Both Users (teachers) and Admins are able to generate Student Reports. Users will only see results for students within their classes, while DTCs and STCs will have visibility to their assigned organizations.

Roster

The response under the Item Number heading within Items is the response the student answered for that item. These responses are color coded: a black response is correct, a red response is incorrect, and a purple response is partially correct.

Back to New Mexico Portal

Student List: Formative Assessment, Cyber City Sch1-998, 2020-2021, Mathematics, Learning targets form test (07/28/2021 - 07/29/2021)

Options Save Download Print Roster Student

Last Name	First Name	Total Score			Items			
		Score	Max	%	Item 1	Item 2	Item 3	Item 4
Demo	Dallin	2	4	50	B	A	B	A
Demo	Dallin	0	4	0	B	B	B	C
Demo	Hailie		4					
Demo	Hailie	0	4	0	C	C	C	C
Demo	Iva	0	4	0	B	B	B	B
Demo	Iva	4	4	100	A	A	A	A
Tome	Marissa	1	4	25	A	B	B	C

Item Preview

When viewing the roster list, you can preview any of the items. To preview an item, click the item number, and then click **Item Preview**. A preview of the item will open in a new tab in your browser.

First Name	Total Score			Items			
	Score	Max	%	Item 1	Item 2	Item 3	Item 4
Dallin	2	4	50	B		B	A
Dallin	0	4	0	B		B	C
Hailie		4					
Hailie	0	4	0	C	C	C	C
Iva	0	4	0	B	B	B	B
Iva	4	4	100	A	A	A	A
Marissa	1	4	25	A	B	B	C

Response Preview

When viewing the roster list, you can preview how a student responded to an item. To preview a student’s item response, click the response for the item number, and then click **Response Preview**. A preview of the items will open in a new tab in your browser and shows the response the student selected.

First Name	Total Score			Items			
	Score	Max	%	Item 1	Item 2	Item 3	Item 4
Dallin	2	4	50	B	A	B	A
Dallin	0	4	0	L		B	C
Hailie		4					
Hailie	0	4	0	C	C	C	C
Iva	0	4	0	B	B	B	B
Iva	4	4	100	A	A	A	A
Marissa	1	4	25	A	B	B	C

Response Analysis

When viewing the roster list, you can view a response analysis for a particular item. To view an item’s response analysis, click the item number, and then click **Response Analysis**.

First Name	Total Score			Items				
	Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5
Student	1	8	13	C	C	C	C	
Student	4	8	50	C	D	D	E	
Student	6	8	75	C	D	D	D	C
Student	4	8	50	C	D	D	C	A
Student	7	8	88	C	D	D	D	D
Student	8	8	100	C	D	D	D	D
Student	3	8	38	C	C	C	D	D

A response analysis of the selected item will open.

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Response Analysis: Formative Assessment, City Cyber - Cyber City Sch3-996, 2020-2021, Mathematics, MD Area Unit Sq Decompose G3 (01/04/2021 - 06/30/2021)

Item 4: M.03.MD.03.07.a

Student's Response	Score	Number Tested	Percent	Correlation	Low	Mid	High
					%	%	%
1. D	1	7	70.0	0.50	0.0	66.7	100.0
2. C	0	2	20.0	-0.51	100.0	16.7	0.0
3. A	0	1	10.0	-0.08	0.0	16.7	0.0

The response analysis displays a summary of how students performed on an individual item. The first column displays how the student answered while the second column indicates the score for that response. Number Tested and Percent display the number and percent of students for each response.

The Correlation is a statistic shows the relationship between the item and the total score. Items with positive correlations for the correct response indicate the higher performing students on the test generally answered the item correctly, which is expected. Negative correlations for incorrect responses are expected.

The final three columns of 'Low,' 'Mid,' and 'High' display the percent of students in each of these three categories for the student response displayed in each row.

- Low is defined as the bottom 25% of students based on the total score of the test.
- Mid is defined as the middle 50% of students based on the total score of the test.
- High is defined as the top 25% of students based on the total score of the test.

Student (Individual Student Report)

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Individual Student Report: Formative Assessment, Cyber City Sch1-998, 2020-2021, Mathematics, Learning targets form test (07/28/2021 - 07/29/2021)

Options Save Download Print Roster Student

Demo, Dallin

State Student ID: 181893799 District Name: Cyber City-999 School Name: Cyber City Sch1-998
Date of Birth: 05/30/2005 Student Grade: Grade 03

Standards	Score Earned / Possible Points
Common Core State Standards for Mathematics:	2 / 4 50%
Write and evaluate numerical expressions involving whole-number exponents.:	2 / 4 50%
Solve problems involving scale drawings of geometric figures, including computing actual lengths and areas from a scale drawing and reproducing a scale drawing at a different scale.:	1 / 1 100%

Learning Targets	Score Earned / Possible Points
Mathematics:	1 / 3 33%
I can compare the value of a product to the values of the factors, without performing the multiplication.:	1 / 1 100%
I can understand absolute value in a real world context.:	0 / 0 0%
I can add, subtract, multiply and divide multi-digit decimals.:	0 / 0 0%

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Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.

In addition to selecting the Student button to see a set of individual student reports for all students in the group, you can click on a student name in the roster view in order to access an individual report for only that student.

Last Name	First Name	Total Score		
		Score	Max	%
Demo	Dallin	2	4	50
Demo	Dallin	0	4	0
Demo	Hailie		4	

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Individual Student Report: Formative Assessment, Cyber City-999, 2020-2021, Mathematics, Learning targets form test (07/28/2021 - 07/29/2021)

Drill To Selection: Students whose Last Name is Demo, First Name is Dallin

Demo, Dallin

State Student ID: 181893799	District Name: Cyber City-999
Date of Birth: 05/30/2005	Student Grade: Grade 03

VIEWING DATA TOOLS REPORTS

Data Tools reports can be accessed directly from the main report selections page, providing a summary statistics report intended to streamline data analysis. The Data Tools report allows you to view frequency distributions, summary statistics, and scatter plot reports across available score and field data points all within a single report.

The data tool functionality (summarize, distribute, plot) can also be accessed as options from the column headers in the Student List report.

From the **Data Tools** report, select from four analysis options indicated by the buttons at the top right of the report. Summary statistics is the default view.



SUMMARIZE

Instantly see summary statistics, such as mean and standard deviation, by clicking on the **Summarize** button. Using the Summarize tool will provide a classroom summary report providing the mean, minimum, and maximum score. As an Admin, the Summarize feature will provide the same report for students in the selected grade level, school, or district organization who have taken the item set.

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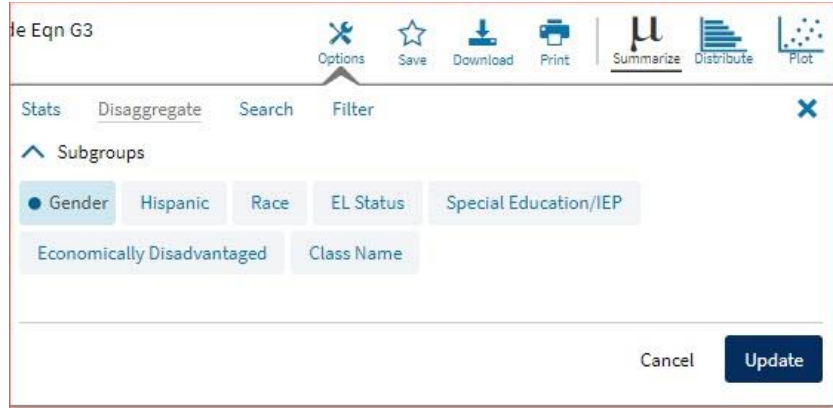
Summary Statistics: Formative Assessment, Cyber Falls-995, 2020-2021, Mathematics, OA Multiply Divide Eqn G3

Options Save Download Print **Summarize** Distribute Plot

Total Score

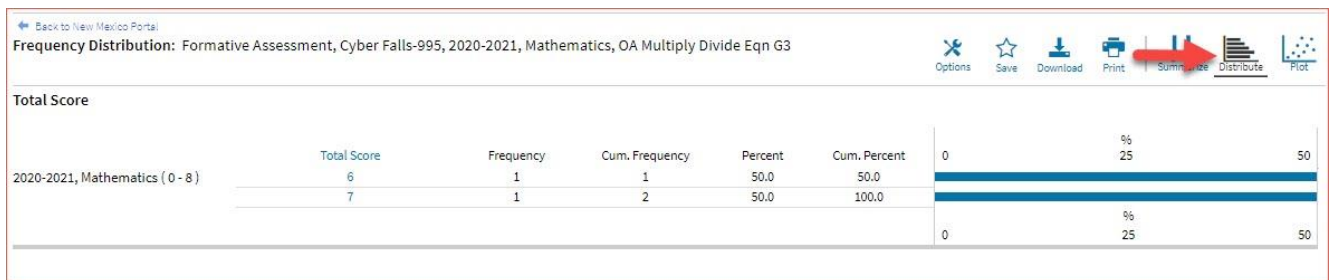
Population	Valid N	Mean	S.D.	Minimum	Maximum
3	2	6.5	0.7	6	7

You can also view summary statistics by demographic subgroups, such as gender by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

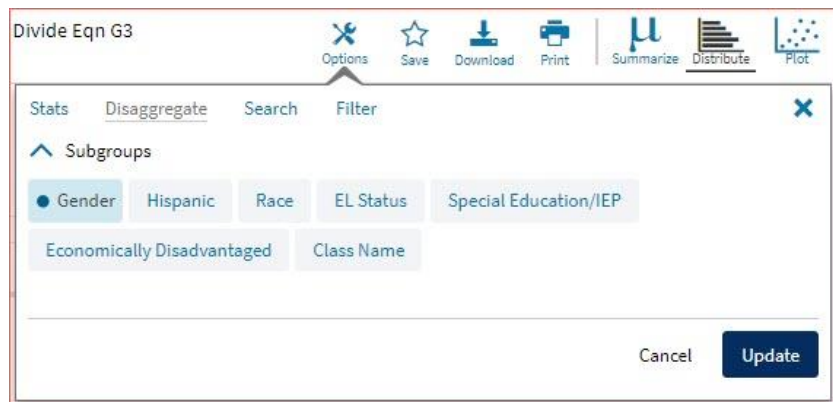


DISTRIBUTE

Generate a frequency distribution for a score by clicking on the **Distribute** button on the Data Tools report.

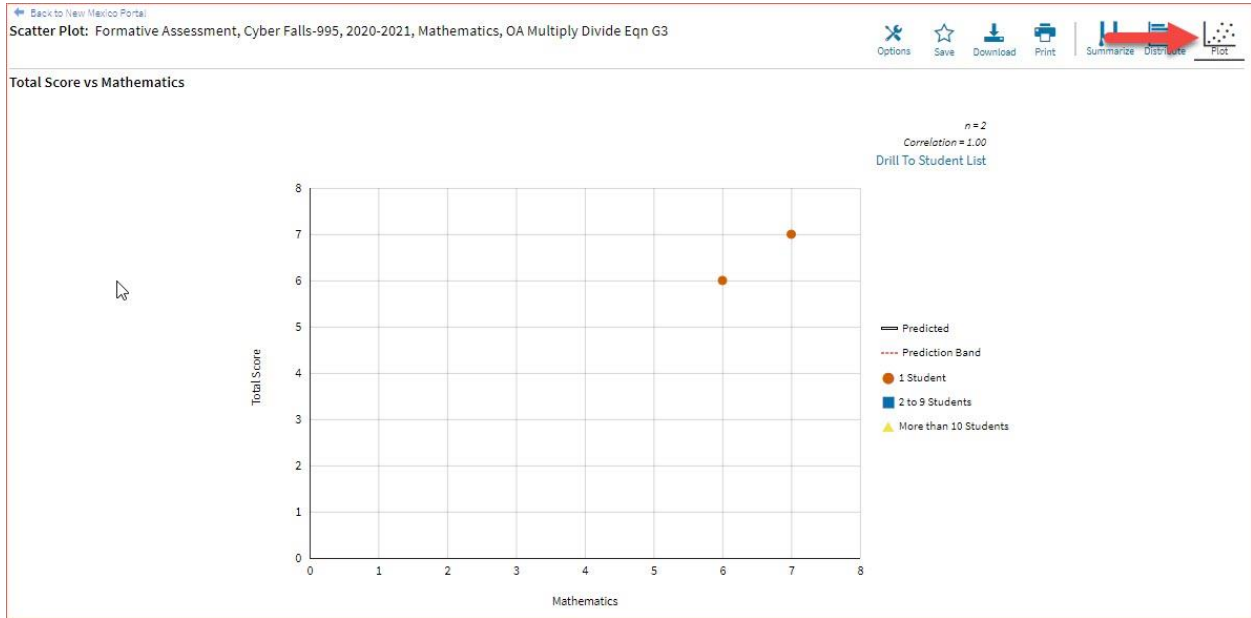


You can also view frequency distributions by demographic subgroups, such as gender, by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.



SCATTER PLOT

Generate a scatter plot based on available scores by clicking on the **Plot** button from the **Data Tools** report.



If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score) to view a scatter plot report.

Options Save Download Print Summarize Distribute Plot

Stats Search Filter

This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available.

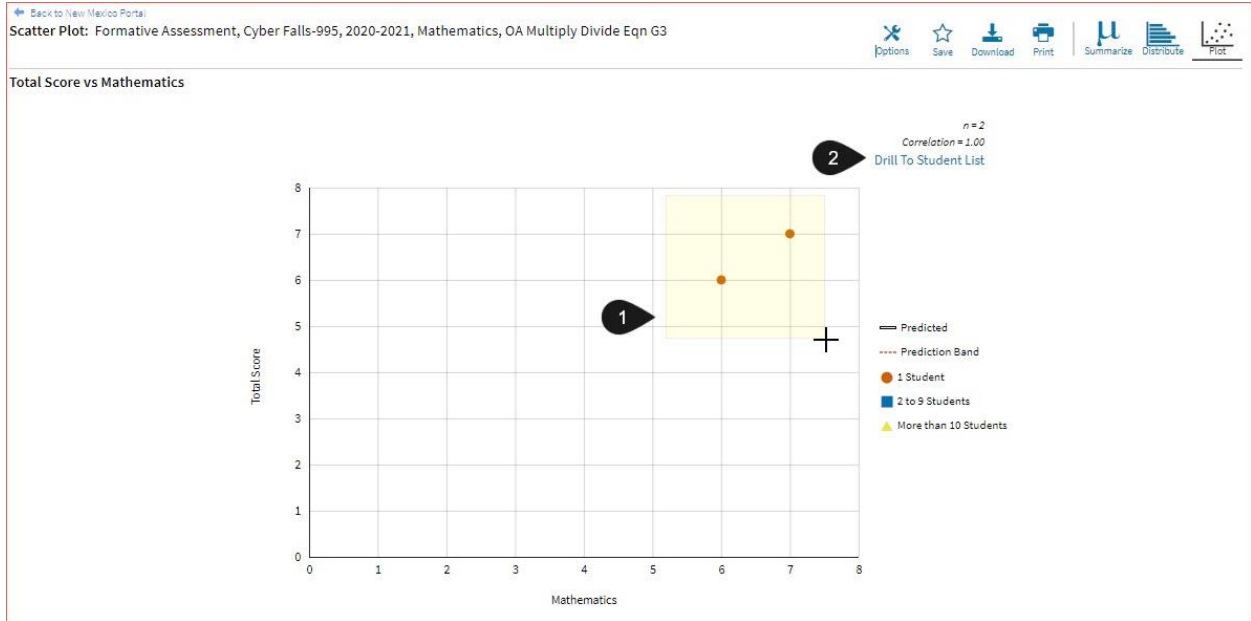
Overall Scores

- Total Score

Standards

- Mathematics
- M.03.OA.02.05
- M.03.OA.02.06

Cancel Update



1. You may enlarge sections of the scatter plot by clicking and dragging to draw a box around the section of the graph you wish to enlarge.
2. You can click **Drill to Student List** in the top right corner of the graph to drill to a Student List report view for the students shown in the current scatter plot view.

You can also change scatter plot sections in the **Stats** tab under the **Options** button and search the results shown on the scatter plot report using the **Search** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with the new selections.

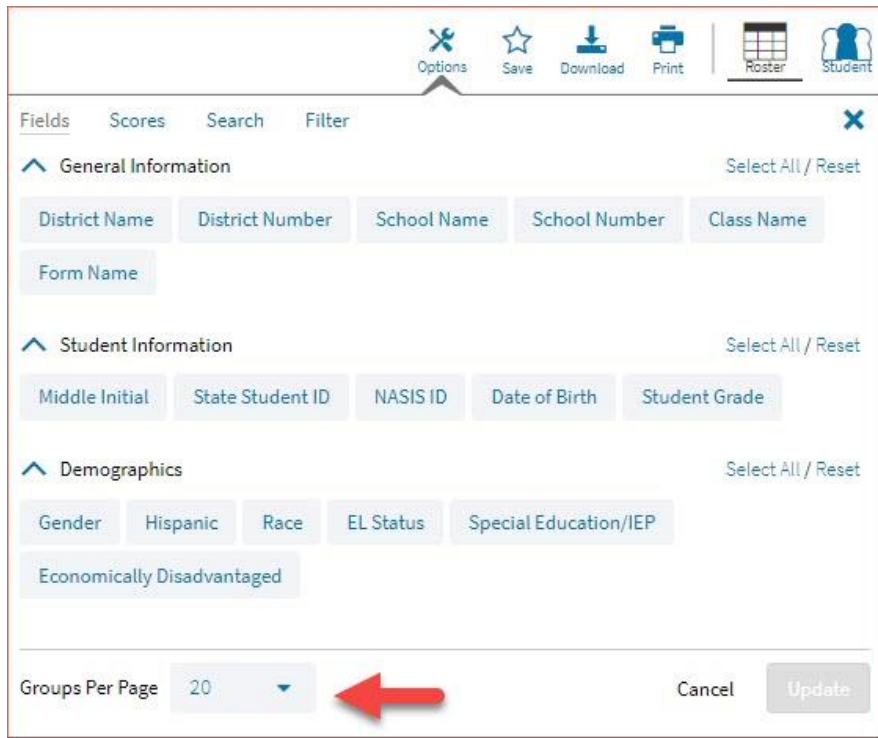
CUSTOMIZATION OPTIONS

Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

- For any report, clicking the **Options** button above the top right of the report will open a pop-out module with a menu of variables that can be changed. Each category of report has its own tab menu described below.
- Clicking **Update** will apply the customizations.
- Clicking **Cancel** will keep the report with existing options.
- Clicking the **x** will close the window.

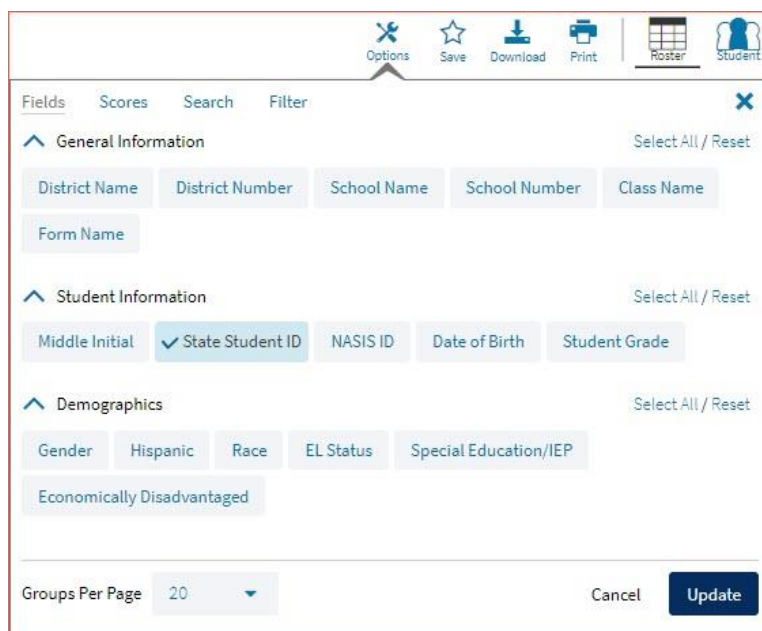
DISPLAY

On any report, specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing the **Groups Per Page** on any tab of the Options menu.



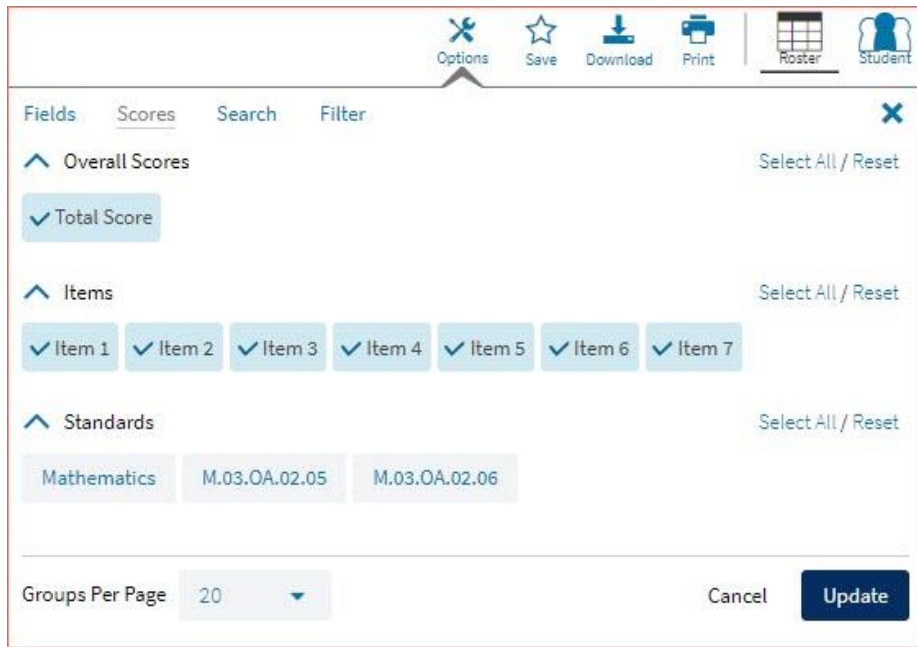
FIELDS

The **Fields** tab (available in Student List reports only) allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click **Update** to add these fields as columns to the report.



SCORES

The **Scores** tab (available in Student List reports only) can be used to select score to view on the report. Select checkboxes for Items and/or Standards. To view all items and standards, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections in the report.

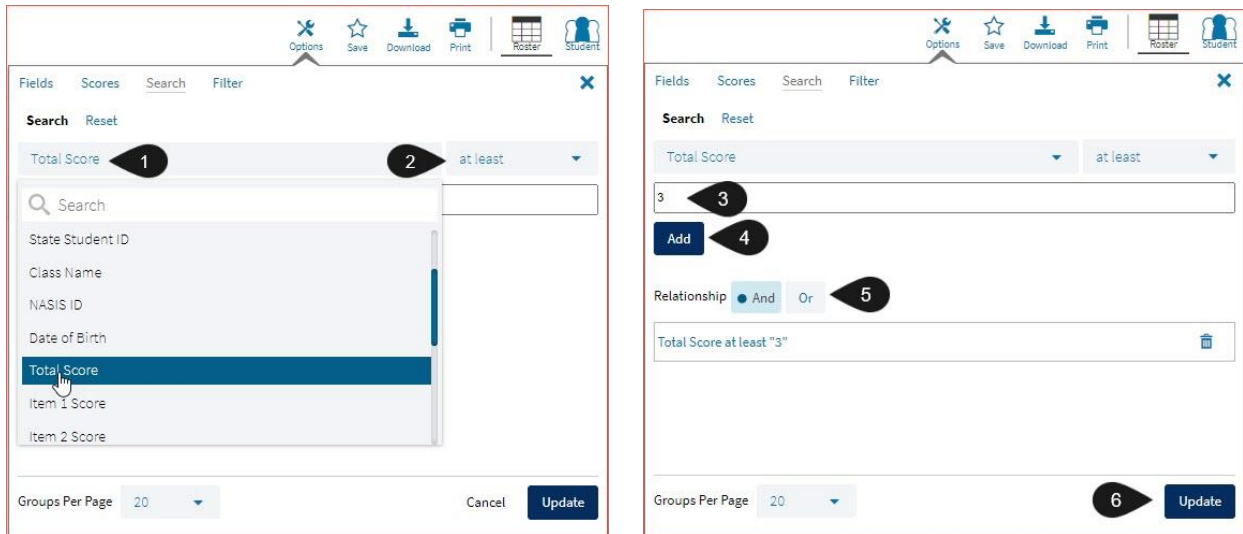


To view all scores and reporting categories, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections of the report.

SEARCH

The **Search** feature (available in Student List reports only) allows you to search for students by name, Student ID, date of birth, scores, or other options.

For example, to find students in the district or school **Student List** report with a total score of at least a 3 on a particular item set:



1. Select the subject area option from the drop-down menu to capture the total score.
2. Select **At Least**, **At Most**, or **Equal to**.
3. Enter the score value (3) in the text box.
4. Click **Add**.
5. Choose the **Relationship**.
And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
6. Click **Update**

The report will refresh showing only students matching the search criteria.

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Student List: Formative Assessment, Cyber Falls-995, 2020-2021, Mathematics, OA Multiply Divide Eqn G3

Search: Total Score at least 3

Last Name	First Name	State Student ID	Total Score		
			Score	Max	%
TwoEightyeight	Student	100000288	6	8	75
TwoEightynine	Student	100000289	7	8	88

FILTER

The **Filter** feature (available in all reports) allows you to include or exclude students based on demographic variables.

1. Click on the desired demographic variable from the drop-down list to select a subgroup. Click on another demographic variable to select more than one subgroup.
2. Choose the **Relationship**, by selecting **And** or **Or** to specify the logical relationship between the subgroups selected.
And will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
3. Click **Update**.

Selections display s boxes under **Relationship**. Click on the trash can icon displayed to remove the selection.

