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Create Iowa Assessments Reports

Data Package: Online Testing or DataPlus

Role: Account Holder, Administrator, Teacher, or Digital Resource & Reporting Access

You can specify criteria and run reports on the **Create a Report** page.

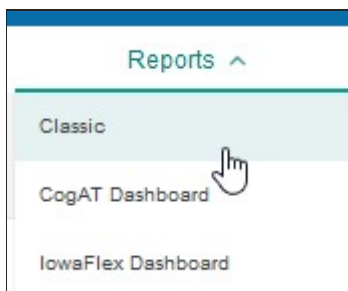
Report options and availability vary according to the following:

- Your role and location. You can create and view reports only for your own location level and those below you.
- The tests that have been administered to students, entered in the database, and marked as completed.
- The options you select as you move down the list of criteria. As you select options, subsequent fields with dependencies on those options may change. (Common fields that produce these changes include **REPORT TYPE**, **LEVEL OF ANALYSIS**, and **DISPLAY OPTIONS**.) When this happens, the page reloads to display new or adjusted fields.

Note: For descriptions of *STAAR* reports and instructions on how to run them, see [Create STAAR Reports](#).

To create an *Iowa Assessments*[™] report:

1. Open the **Create a Report** tab in the Reports Center by doing one of the following:
 - If you are a Teacher, Administrator, or above, click the **Reports** menu at the top of the page at any point after signing in. Select **Classic** if provided a drop-down option.



Note: If your institution has purchased *IowaFlex* or another applicable product, you will also see the option to select the **IowaFlex Dashboard** or **CogAT Dashboard**. For instructions on these options, see the related [dashboard overview sections](#).

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REPORTS CENTER

[Add Reporting Key](#)

Create a Report | Saved Criteria | Report Library

Report Criteria for Riverside [Change](#)

ASSESSMENT: Iowa Assessments

TEST ADMIN DATE: 08/23/2020 - ESC EG Fall 2020

REPORT TYPE: Group Profile

GRADE/LEVEL: Grade 3 / Level 8

LEVEL OF ANALYSIS: Test and Composite Analysis

DISPLAY OPTIONS: Bar Graph

SCORE(S): National Percentile Rank/National Stanline

Include Students Coded in Office Use
 Include Math Computation in Math Total
 Include Extended ELA Total in Core and Complete Composite Calculation

CONTENT SCOPE: 14 selected

DISTRICT: All

POPULATION FILTERS: None selected [Change](#)

[Reset Criteria](#) [Save Criteria](#) [Run Report in Background](#) [Run Report](#)

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- For individuals with Teacher roles and above, you can also open the **Create a Report** tab from the Test Events Overview page by clicking **See reports** in the **> Complete Tasks** box.
- For reports-only access users with a web Reporting Key, [create your account](#) or [sign in to your existing account](#) and enter the Reporting Key provided by your school or district administrator.

Note: If you have access to multiple locations, enter each new Reporting Key once. Subsequently, you can select the location from a **Select Report Criteria for** drop-down list at the top of the **Create a Report** tab.

2. In the **ASSESSMENT** list, select the test your students took. If there is more than one option, select the one for which you want to run a report.
3. From the **TEST ADMIN DATE** list, select your test event if different from the default. Test events are indicated by their date and name. They are sorted by date, most recent first.
4. In the **REPORT TYPE** list, select the report you want to produce. Short descriptions for each report are

provided below, along with links (**More...**) to fuller descriptions with samples. Click the **Instructions** link (on the line below **More...**) to view field-level descriptions and instructions for entering selections in the remaining fields of each report.

Note: Reports and fields are listed here in the same order as they appear on your *DataManager* platform.

Data Export

Available to users with *Account Holder* and *Administrator* roles only. Provides a file in a standard or custom template containing data on test results. > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

NEW Student Roster (Early School Closure)

Measures estimated student growth as impacted by Covid-19 school closures at the beginning of March 2020, quartermonth 25 (QM 25, or March 8 - March 15, 2020). > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

The following table applies to the *Iowa Assessments* NEW Student Roster (Early School Closure) report.

Field	Selections	Description
GRADE/LEVEL	<i>Iowa</i> : grades K - 12 and corresponding levels	Any listed combination of grade, test level, and, if available, subject or battery. Only those grades and levels that were tested are available for selection.
LEVEL OF ANALYSIS	Test and Composite Analysis (TC)	TC analyzes scores by test and composite; this is the only option for this report.
	Click to select or clear any of the following scoring factors available for this report. <hr/> Note: Only factors that relate to this report type appear on your form. <hr/>	
CONTENT SCOPE	<ul style="list-style-type: none"> • > Include Students Coded in Office Use • Include Math Computation in Math Total • Include Extended ELA Scores in Core and Complete Composite Calculation 	
	> 1 or more of the following:	Select one or more to view targeted skills on the report. (You may not see all of the selections listed here, depending on your previous selections for Assessment and GRADE/LEVEL .)

REGION/SYSTEM /DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> All (default) <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
TEST ADMINISTRATIONS	Two test administrations	<p>The most recent test administration date (from step 3, TEST ADMIN DATE) is selected by default and cannot be changed. This is the post-school-closure date, occurring after March 15th, 2020 (QM 25). A second administration date starting from school year 2018/19 and going to March 15th 2020 is also selected by default. If there is more than one option, selecting the most recent test administration prior to the school closure date of March 15th may show more accurate results for students' Estimated Growth School Closure reports.</p>
POPULATION FILTERS	> 4 categories, 1 selection allowed for each.	Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or administrative code.

Student Roster

Provides scores by test and composite or skill domain and cognitive level for each student in the selected group. > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Multimeasure Student Roster

Allows you to create up to ten columns across multiple test administrations, test types, grades, and levels for each student in a selected group. This report also provides a **PERFORMANCE BANDS** option, which allows you to specify performance indicator labels and values that color code the test results for each student. > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

The following table applies to *Iowa* and *Logramos*.

Field	Selections	Description
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<p>+ Add Column (text) / - Delete Column (text)</p>	<p>Instructions</p>	<p>Displays up to 10 columns with 10 variations of student roster reports. Fields that cannot be changed, such as the location field (for example, CLASS or BUILDING), are inactive as you create other columns with varying parameters.</p>
<p>GRADE/LEVEL</p>	<p><i>Iowa</i>: grades K - 12 and corresponding levels <i>Logramos</i>: grades K - 8 and corresponding levels</p>	<p>Any listed combination of grade, test level, and, if available, subject or battery. Only those grades and levels that were tested are available for selection.</p>
<p>LEVEL OF ANALYSIS</p>	<ul style="list-style-type: none"> • Test and Composite Analysis (TC) • Skill Domain Analysis (SD) 	<p>TC analyzes scores by test and composite. Selecting this creates the Composite Calculation Options field. SD analyzes scores by skill domains and cognitive levels. Selecting this creates the SKILL DOMAIN CLASSIFICATION field.</p>
<p>SKILL DOMAIN CLASSIFICATION (<i>SD only</i>)</p>	<p>> For Iowa: > For Logramos:</p>	<p>Determines which classification domain (for example, Common Core State Standard Domains) is used to define and group skills. Impacts SUB CONTENT SCOPE options below.</p>
<p>SCORE(S)</p>	<p>> For Test and Composite Analysis(TC): > For SD:</p>	<p>Differs TC to SD. Click a LEVEL OF ANALYSIS heading in the center column to view your options. <i>Logramos</i> provides a subset of the TC <i>Iowa</i> scores listed here. SD options are the same. For more information on scores, see Score Descriptions for Iowa or Logramos.</p>
	<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <p>> Include Students Coded in Office Use</p> <ul style="list-style-type: none"> • Include Math Computation in Math Total • Include Extended ELA Scores in Core and Complete Composite Calculation 	
<p>CONTENT SCOPE</p>	<p>> 1 or more of the following:</p>	<p>Select one or more to view targeted skills on the report. (You may not see all of the selections listed here, depending</p>

		on your previous selections for Assessment, LEVEL OF ANALYSIS, and GRADE/LEVEL.)
SUB CONTENT SCOPE (<i>SD only</i>)	Varies by previous selections.	A list of target areas to display on the report, derived from the previous SKILL DOMAIN CLASSIFICATION and CONTENT SCOPE selections as well as GRADE/LEVEL .
PERFORMANCE BANDS	Instructions	Allows you to display score ranges for students in a color-coded table.
REGION/SYSTEM /DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> All (default) <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
SCORE FILTERS	Instructions	Narrows results based on item or percentile scores.

List of Student Scores (Scoring Service Print Style)

Provides a list of each student's test and composite scores for the selected content areas. > [More...](#)

> [Instructions](#): Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Student Profile

Provides one of several types of data output for each student's scores in a selected group. > [More...](#)

> [Instructions](#): Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Student Profile Narrative (Scoring Service Print Style)

Provides test and composite scores for an individual student as well as descriptions to aid in interpreting and using the scores. > [More...](#)

> [Instructions](#): Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

The following table applies to both *Iowa* and *Logramos*.

Field	Selections	Description
GRADE	<i>Iowa</i> : K - 12 <i>Logramos</i> : K - 8	Data Export and most SSPS Display Types allow multiple selections. (To remove the K default selection, select at least one other grade, then click the K check box to clear it.)

		Only those grades and levels that were tested are available for selection.
DISPLAY OPTIONS	<ul style="list-style-type: none"> • Bar Graph • Bar Graph with Confidence Interval 	Bar graph with confidence interval provides a visual representation of the margin of error that may apply to each test score.
SCORE(S)	<p>> No more than 4 of the available</p>	Click any underlined score to view a brief definition. For more information on scores, see Score Descriptions for Iowa or Logramos .
	<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <p>> Include Students Coded in Office Use</p> <ul style="list-style-type: none"> • Include Math Computation in Math Total • Include Extended ELA Scores in Core and Complete Composite Calculation 	
SHOW READING TOTAL	<ul style="list-style-type: none"> • Yes • No (default) 	Select whether to show the Reading Total on the report.
HOME REPORTING	All English, All Spanish, or As Coded (1 - English, 2 - Spanish)	Select the language (English or Spanish) for the report charts and report narrative.
REGION/SYSTEM /DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
REPORT GROUPING	> One from any of those available to you.	Specifies the location level by which students are grouped for the report. Within the group, student records appear in alphabetical order.

Individual Performance Profile (Scoring Service Print Style)

Provides a skill-level report with domain and cognitive levels for individual students. > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

The following table applies to both *Iowa* and *Logramos*.

Field	Selections	Definition
GRADE	<i>Iowa</i> : K - 12 <i>Logramos</i> : K - 8	Data Export and most SSPS Display Types allow multiple selections. (To remove the K default selection, select at least one other grade, then click the K check box to clear it.) Only those grades and levels that were tested are available for selection.
DISPLAY OPTIONS	<ul style="list-style-type: none"> Bar Graph Bar Graph with Confidence Interval 	Bar graph with confidence interval provides a visual representation of the margin of error that may apply to each test score.
Graph SCORE(S)	<ul style="list-style-type: none"> National Percentile Rank Local Percentile Rank 	Shows students' performance in comparison to national or local (district/school) percentile rank.
SCORE(S)	> 0 - 5 of these scores.	Click any underlined score to view a brief definition. For additional information about a field, see Score Descriptions for Iowa or Logramos .
	<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <p>> Include Students Coded in Office Use</p> <ul style="list-style-type: none"> Include Math Computation in Math Total Include Extended ELA Scores in Core and Complete Composite Calculation 	
SHOW READING TOTAL	<ul style="list-style-type: none"> Yes No (default) 	Select whether to show the Reading Total on the report.
Show College Readiness (<i>Iowa</i> only, grade 6 and up)	<ul style="list-style-type: none"> Yes No (default) 	Shows predicted readiness for college based on a student's performance on major content areas of the SS. Defaults to No .

<p>REGION/SYSTEM /DISTRICT/ BUILDING/CLASS</p>	<ul style="list-style-type: none"> • All (default) • <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
<p>REPORT GROUPING</p>	<p>> 1 from any of those available to you.</p>	<p>Specifies the sequence of reports. Within each group, student records appear in alphabetical order.</p>

Group Roster

Provides test and composite scores or skill domain and cognitive level scores for each selected group—class, building, district, system, region, or state. > [More...](#)

The Group Roster provides scores by test and composite or by skill domain and cognitive level for each selected group—class, building, district, system, or region. The top of each page of the Group Roster provides the report scope and test information, including some or all of the following: assessment, form, test date, norms, grade, level, class, building, district (if applicable), system, region (if applicable), and state.

Groups are displayed by row. The name of each group is shown in the first column; the remaining columns provide the group's score(s) for each test and composite. Under each **Group Name**, the number of students tested in that group is provided. The **Group Total**, displayed on the bottom row, provides the selected groups' average scores for each test and composite or skill domain and cognitive level.

You can click a group's name to open the Group Profile for that group or click **Group Total** at the bottom of the report to open a Group Profile that combines all the selected groups.

Note: Group Rosters display a maximum of 25 groups per page.

Group Roster							
Iowa Assessments™ Form: E Test Date: 09/19/2012 Norms: Fall 2011		Grade: 3	Level: 9	System: [blurred]	Building: [blurred] State: [blurred]		
GROUP NAME	Number Tested	Reading	Written Expression	Spelling	Capitalization	Punctuation	Convention Writing
Ciciarelli	NPR of Avg. SS Number Tested = 13	79	81	75	64	76	70
Lawrence	NPR of Avg. SS Number Tested = 13	52	69	51	42	35	40
Group Total	NPR of Avg. SS	67	75	64	53	57	56

NPR = National Percentile Rank

> [Group Roster Item Response Summary](#) (*Riverside Interim Assessments* only)

The web-display version of the Group Roster Item Response Summary identifies the test items used to measure each skill domain for each selected group—class, building, district, system, or region, and it provides the group results for each of these test items. Each selected skill domain is provided on a separate page of the report. The top of each page provides the report scope

and test information, including some or all of the following: assessment, form, test date, grade, level, class, building, district (if applicable), system, region (if applicable), and state.

The blue bar at the top of the report table provides the skill domain for which results are being reported. Each test item that is used to measure this skill domain is provided as a separate column. The column header provides the test item number as well as the cognitive level that is measured using this test item. Groups are displayed by row. The name of each group is shown in the upper left corner of the first cell in each row. Directly below the group name is the number of students tested in this group followed by the number of students whose scores are included in the group scores. Possible responses are listed on the left side of the first cell, and the percentage of the group that selected each response is provided in the remaining columns. The percentage representing the correct response for a given test item is displayed in bold and underlined text.

The **Group Total**, displayed on the bottom row, provides the selected groups' average scores.

You can click a group's name within the report to open the Student Roster Item Response Record for that group.

Group Roster Item Response Record										
Riverside Interim Assessments		Grade: 7		Level: 7		System: Dalen Community				
Form: A						Region: Region 1				
Test Date: 10/01/2013		District: District 1				State: State 1				
ENGLISH LANGUAGE ARTS: RI: Literature										
GROUP NAME	Item 2: CL 2	Item 3: CL 2	Item 5: CL 2	Item 6: CL 2	Item 7: CL 3	Item 8: CL 2	Item 9: CL 2	Item 10: CL 2	Item 11: CL 3	
Number Tested	Conceptual Understanding	Conceptual Understanding	Conceptual Understanding	Conceptual Understanding	Extended Reasoning	Conceptual Understanding	Conceptual Understanding	Conceptual Understanding	Extended Reasoning	
No. Included										
District 1										
Number Tested = 46 No. Included = 46										
Percent Response: A	7	7	0	<u>87</u>	<u>85</u>	0	10	5	12	
Percent Response: B	3	0	3	13	15	0	0	2	0	
Percent Response: C	<u>86</u>	0	<u>86</u>	0	0	<u>83</u>	8	<u>77</u>	8	
Percent Response: D	4	<u>83</u>	11	0	0	17	<u>87</u>	15	<u>76</u>	
Percent Response: No Response	0	0	0	0	0	0	0	1	0	
Percent Response: Multiple	0	0	0	0	0	0	0	0	0	
Group Total										
Number Tested = 46 No. Included = 46										
Percent Response: A	7	7	0	<u>87</u>	<u>85</u>	0	10	5	12	
Percent Response: B	3	0	3	13	15	0	0	2	0	
Percent Response: C	<u>86</u>	0	<u>86</u>	0	0	<u>83</u>	8	<u>77</u>	8	
Percent Response: D	4	<u>83</u>	11	0	0	17	<u>87</u>	15	<u>76</u>	
Percent Response: No Response	0	0	0	0	0	0	0	1	0	
Percent Response: Multiple	0	0	0	0	0	0	0	0	0	

Note: This report is also available as an Excel export file. To download as an Excel file, select the **Export to Excel** option when creating the report.

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Subgroup Roster

Provides test or composite scores for all subgroups or a selected subgroup—gender, federal race/ethnicity, programs, and/or administrator codes. > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Group Profile

Provides the average score for a selected group by test, skill domain, content, [cognitive level](#), proficiency level, and/or any population parameters you specify, with some reports offering the option to view longitudinal information where relevant data exists. > [More...](#)

The following group profiles are available for the assessments specified in parentheses:

> [Bar Graph](#) (all)

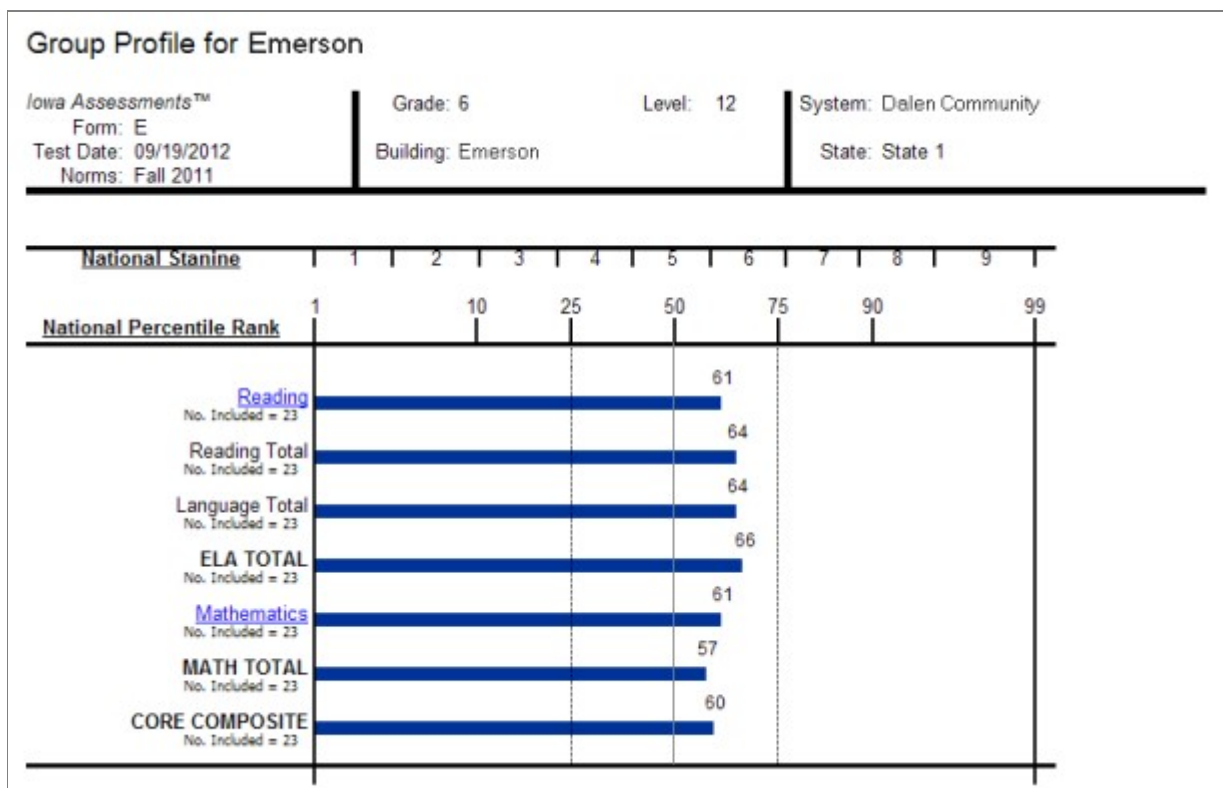
The Group Profile —Bar Graph provides a bar graph displaying the average scores by test and composite or by skill domain for the selected group(s)—class, building, district, system, region, or

state. For each Group Profile, the results are the combined average of the highest group level selected when you create the report. For example, if you select the Building level, the average score will be the combined average for the selected classes in the Building.

The top of each page of the report provides the report scope and test information, including some or all of the following: group, assessment, form, test date, norms, grade, level, class, building, district (if applicable), system, region (if applicable), and state.

Under each test name, the number of students whose scores were used to calculate the average score is shown. (This number may vary from the total number of students tested. For details, refer to "Exclude Scores from Group Averages" in the *Supplemental Coding Guide* available through *DataManager*.)

Note: For *Iowa Assessments*™ and *Logramos*® reports, you can click any of the blue underlined links to open a related skill analysis report.



Note: Data in this sample are for illustrative purposes only.

- > [Longitudinal Line Graph](#) (all)
- > [NEW Estimated Growth Summary, Early School Closure Edition](#) (Iowa Assessments only)
- > [College Readiness Summary](#) (Iowa Assessments only)
- > [Estimated Growth Summary](#) (Iowa Assessments only)
- > [Balanced Assessment Estimated Growth Summary](#) (Interim Assessments only)
- > [Progress Monitoring Line Graph](#) (Interim Assessments only)
- > [Proficiency Profile](#) (Interim Assessments only)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Field	Selections	Description
GRADE/LEVEL	<p><i>Iowa:</i> grades K - 12 and corresponding levels</p> <p><i>Logramos:</i> grades K - 8 and corresponding levels</p>	<p>Any listed combination of grade, test level, and, if available, subject or battery.</p> <p>Only those grades and levels that were tested are available for selection</p>
LEVEL OF ANALYSIS	<ul style="list-style-type: none"> • Test and Composite Analysis (TC) • Skill Domain Analysis (SD) 	<p>TC analyzes scores by test and composite; selecting this creates the Composite Calculation Options field.</p> <p>SD analyzes scores by skill domains and cognitive levels; selecting this creates the SKILL DOMAIN CLASSIFICATION field.</p>
SKILL DOMAIN CLASSIFICATION (Skill Domain Analysis only)	<p>> For Iowa:</p> <p>> For Logramos:</p>	<p>Determines which classification domain (for example, Common Core State Standard Domains) is used to define and group skills.</p> <p>Impacts SUB CONTENT SCOPE options below.</p>
DISPLAY OPTIONS	<p>> Select 1:</p>	<p>Bar Graph is the only option if you selected Skill Domain Analysis for LEVEL OF ANALYSIS</p> <p>* Longitudinal Line Graph and NEW Estimated Growth Summary (Early School Closure Edition) create a required TEST ADMINISTRATIONS field below.</p>
SCORE(S) (<i>Test and Composite Analysis only, not available for Estimated Growth Summary reports</i>)	<p>Select 1:</p> <p>> For Bar Graph</p> <p>> For Longitudinal Line Graph</p>	<p>DISPLAY OPTIONS determine available scores. No scores are available when display is set to Estimated Growth Summary or NEW Estimated Growth Summary (Early School Closure).</p> <p>For additional information about a score, see Score Descriptions for Iowa or Logramos.</p>
<p>Click to select or clear any of the scoring factors that appear for your report.</p> <hr/> <p>Note: Only factors that apply to composite calculation options for this report type are available.</p> <hr/> <ul style="list-style-type: none"> • > Include Students Coded in Office Use • Include Math Computation in Math Total • Include Extended ELA Scores in Core and Complete Composite 		

Calculation		
CONTENT SCOPE	> 1 or more of the following:	Select one or more to view targeted skills on the report. (You may not see all of the selections listed here, depending on your previous selections for Assessment , LEVEL OF ANALYSIS , and GRADE/LEVEL .)
SUB CONTENT SCOPE (Skill Domain Analysis only)	A list of narrower target areas derived from the previous CONTENT SCOPE selections.	Options differ depending on GRADE/LEVEL and SKILL DOMAIN CLASSIFICATION selections.
REGION/SYSTEM /DISTRICT/ BUILDING/CLASS	<ul style="list-style-type: none"> All (default) <i>Specific location</i> 	<p>Determines the population scope of your report. The field name depends on your setup and permissions (for example, BUILDING if you are a Building or School Administrator).</p> <p>If you select a specific location, a new sublevel field opens below. This continues for all available locations (down to the level of CLASS).</p>
LONGITUDINAL TYPES	<ul style="list-style-type: none"> Same Grade, All Students Consecutive Grades, All Students 	Available if your DISPLAY OPTIONS selection is Longitudinal Line Graph . Select the option to view longitudinal scores for one grade or longitudinal scores for several consecutive grades.
TEST ADMINISTRATIONS	For longitudinal reports, up to five test administration(s); for NEW estimated growth summary (ESC), one in addition to the default selection	The default selections are the two most recent test administrations, including the previously selected Test Administration Date (step 3), which is set as the growth end point for the reports.
POPULATION FILTERS	> 4 categories, 1 selection allowed for each.	Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or administrative code.

Group Summary (Scoring Service Print Style)

Provides the average test and composite scores for the selected group. > [More...](#)

> [Instructions](#): Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Group Performance Profile (Scoring Service Print Style)

Provides a score profile with NPR bar graph in addition to domain and cognitive levels for the selected

group. > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Group Item Analysis (Scoring Service Print Style)

Provides a comparison of a group's average percent-correct for each test item to that of the encompassing location(s). > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

Class Item Response Record (Scoring Service Print Style)

Displays each student's response to each item on an assessment. > [More...](#)

> **Instructions:** Click to open a table with definitions for the remaining fields. When you have entered your report parameters, [continue](#) with the next step.

The following table applies to both *Iowa* and *Logramos*.

Field	Selections	Description
GRADE/LEVEL	1 only of grades K - 12 (<i>Iowa</i>) or K - 8 (<i>Logramos</i>) and corresponding levels	<p>Any single listed combination of grade, test level, and, if available, subject or battery.</p> <p>Only those grades and levels that were tested are available for selection.</p> <hr/> <p>Note: Unlike other SPSS reports, only one grade/level can be selected for the Class Item Report Record. See more information in the list of SPSS report descriptions.</p> <hr/>
Students Coded in Office Use	<ul style="list-style-type: none"> • Included • Excluded 	Refers to the "Office Use Only" section of a student answer document. Identifies students whose test scores should be included or excluded from group averages.
REGION/SYSTEM /DISTRICT/ BUILDING/CLASS	1 from each location listed, down to the level of Class	<p>Allows you to select hierarchy levels that narrow the scope of your report to the class identity. One location for each level below your own is presented in a separate field (for example, if you log on as an Area Administrator, System on one row, then District on the next, then BUILDING, then Class).</p> <p>Selections at the upper levels (for example, District B rather than A) may narrow the selections of the lower-level locations. This series of fields ends in the final CLASS selection for which the report will be run.</p>

<p>Comparison Grouping</p>	<p>Select 0 - 1 customer hierarchy levels for comparison.</p>	<p>Allows you to compare the performance of students on test items to one larger group (in addition to national performance, which appears for every report).</p> <p>Note: If your system has customized the names of hierarchy labels (for example, "School" instead of "Building"), these labels revert to the system default labels for this field.</p>
<p>POPULATION FILTERS</p>	<p>> 4 categories, 1 selection allowed for each</p>	<p>Narrows results by gender, ethnicity, program (such as IEP or Gifted), and/or administrative code.</p>

5. (Optional) > [Save the current selection criteria for future use.](#)
6. (Optional) To clear your selections, click the Reset Criteria button.
7. Run the report using one of the following options.

<p>To do the following...</p>	<p>Follow these instructions...</p>
<p>Run the report immediately as you wait.</p>	<ol style="list-style-type: none"> a. Click Run Report. A progress bar appears. When the report has finished running, it appears on a report page. b. See View Reports for information about the report page. <hr/> <p>Note: The Run Report option is not available for Data Export or Scoring Service Print Style reports. These report types must be submitted to run in the background.</p> <hr/>
<p>Submit the report to run in the background.</p>	<ol style="list-style-type: none"> a. Click Run in Background. A Specify a Report Name dialog box opens. The report name defaults to the Report Type. <div data-bbox="578 1388 1252 1625" data-label="Image"> </div> <ol style="list-style-type: none"> b. (Optional) Change or add to the Report Name. <hr/> <p>Note: Do not use the following characters in the Report Name: semicolon (;), colon (:), asterisk (*), question mark (?), slash (/), backslash (\), pipe (), angle brackets (< >), or quotation marks (").</p> <hr/> <ol style="list-style-type: none"> c. Click OK. A confirmation box informs you that the job has been submitted successfully.

- d. Click **OK**. The report is submitted. When it is finished running, you can open it in the **Report Center** .
- e. See [Using the Report Center](#) for information about retrieving reports.

Note: Completed jobs are available in **Report Center** for five days after they have finished running.

See Also:

[View Reports](#)

[Use the Report Center](#)

[Sort and Search Reports](#)

[Export and Print Reports](#)