



# Help Guide

# Help Guide

## DATA INTERACTION FOR KEYSTONE EXAMS

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## 1. INTRODUCTION

### 1.1. DATA INTERACTION OVERVIEW

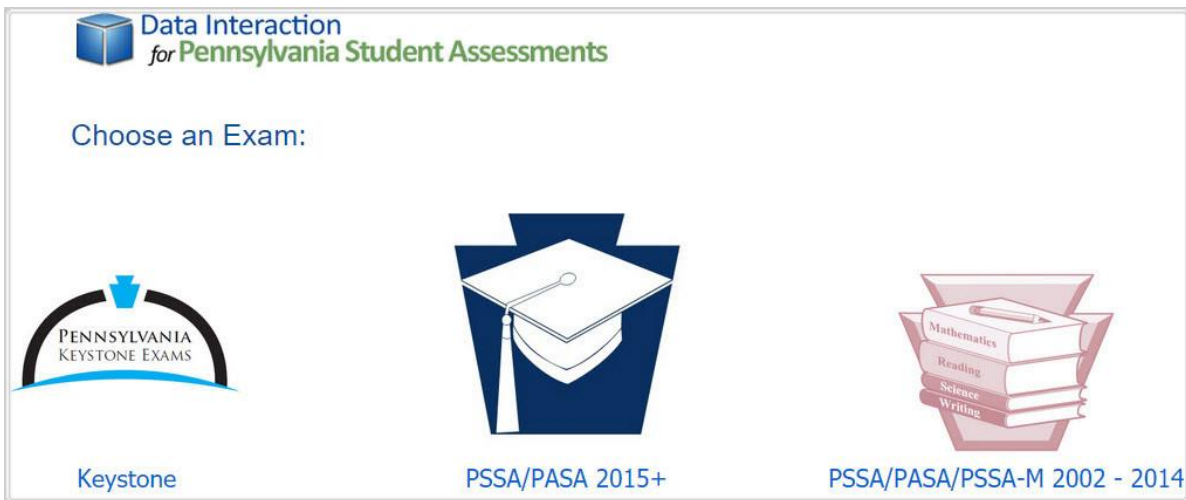
Data Interaction for Pennsylvania Student Assessments houses all student testing data for the Keystone, PSSA and PASA Exams. Data Interaction allows users to view summary and individual student results.

### 1.2. TECHNICAL SUPPORT

If you have any questions, please contact eMetric support at [support@emetric.net](mailto:support@emetric.net) or by calling toll-free (877) 829-7769.

## 2. ACCESS

Users may access the Keystone, PSSA/PASA 2015+, and PSSA/PASA/PSSA-M 2002-2014 results via a single URL and login at PA.emetric.net. Upon logging in, a user will be directed to a landing page where they are able to select the exam they wish to view the results of. PSSA only users will only have access to the PSSA Exams on this page. A user with access to both PSSA and Keystones sites will see a screen similar to the one below.



NOTE: When a user with access to multiple exams would like to switch between them they will click on the link **Other Exams**, located in the upper right corner of the program landing page. This will take the user back to the exam selection page.

### 2.1. SINGLE SIGN-ON ACCOUNTS

All system-generated accounts in PSSA have automatically been granted access to both PSSA and Keystones. System-generated accounts start with a "D" (district) or "B" (school) followed by nine digits.

## 3. GROUP SUMMARY: PERFORMANCE LEVELS

The Group Summary: Performance Levels Report provides summary level data at the state, district, and school level for the subject/administration selections requested.

### 3.1. GETTING STARTED

1. Select the radio button for "Group Summary: Scale Score and Performance Levels" under "Select Report."
2. Select the desired subject under "Subject."
3. Select the desired administration(s) under "Administration."
4. Select state, district(s) or school(s).
5. Click "Get Report" to generate a report with default selections (reports can be customized on the next page).

**Select Report**

**Group Summary: Performance Levels**       Historical Roster Report  
 Group Summary: Assessment Anchors       Feeder Report  
 Graphical Summary: Performance Levels       Longitudinal Roster Report  
 Roster Report: Individual Performance       Quick Reports

Student Search:

---

**Subject**

Algebra I     Biology     Literature

---

**Administration**

Spring 2011     Winter 2012-13     Spring 2013     Summer 2013     Winter 2013-14

---

**Available:**

Cyberland HS  
Cyberland JSHS  
Cyberland MS

**Selected: (Reset)**

State  
Cyberland SD

---

## A. SAMPLE REPORT

Selecting "Get Report" will generate a report similar to the following sample:

**Group Summary: Performance Levels**  
Algebra I, Winter 2013-14

Scores Filter Disaggregate Other Save Report Download Transpose Reset Report

Group	Administration	Number Tested	Mean SS	Best Score			
				% in Each Perf. Level			
				Below Basic	Basic	Proficient	Advanced
State	Winter 2013-14	99603	1479.5	15.1	58.9	20.9	5.2
Cyberland SD	Winter 2013-14	370	1470.0	15.1	70.8	13.8	0.3
Cyberland HS	Winter 2013-14	198	1468.0	17.7	67.7	14.6	0.0
Cyberland JSHS	Winter 2013-14	171	1472.6	11.7	74.9	12.9	0.6
Cyberland MS	Winter 2013-14	1	1418.0	100.0	0.0	0.0	0.0

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## B. USING THE CUSTOMIZATION TABS

The tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Update."

### SCORES

This feature allows for the selection of which scores are shown in the report. For example, to compare the mean scale score of the Best Score and Current Score, select "Mean SS" under the heading "Best Score" and "Current Score" and click "Update."

Scores Filter Disaggregate Other Save Report

Best Score Select All / Reset

Best Score No. Tested     Best Mean Scale Score     Best % in Each Perf. Level

Best % At/Above Proficient     M1 Best No. Tested     M1 Best Mean Scale Score

M1 Best % Pass     M2 Best No. Tested     M2 Best Mean Scale Score

M2 Best % Pass

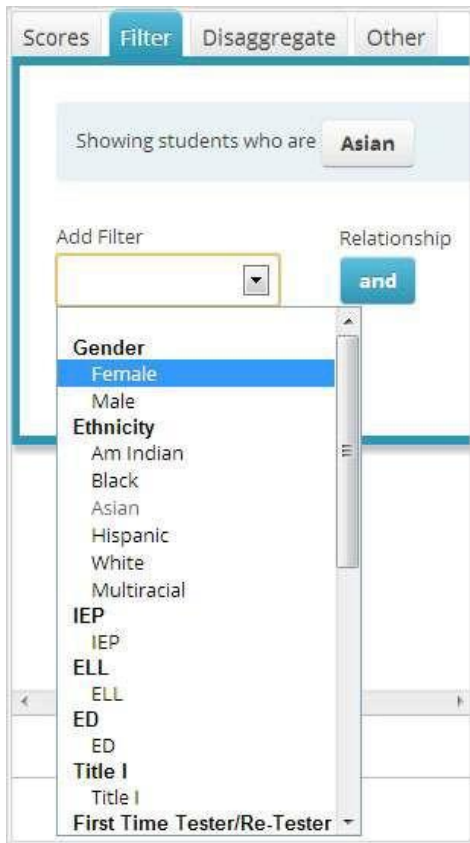
Current Score Select All / Reset

Update

## FILTER

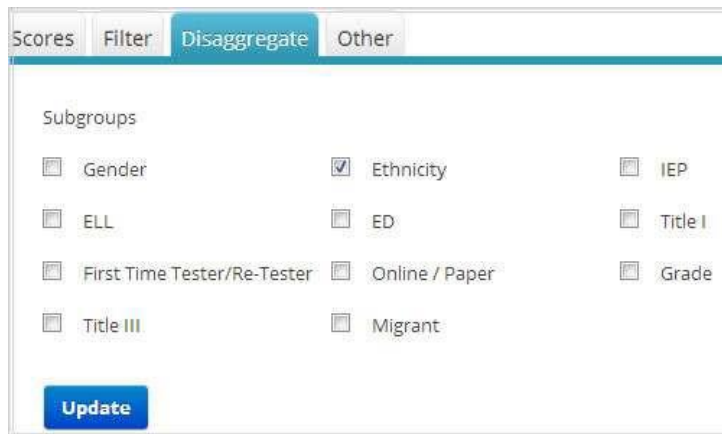
Use this tab to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Click on the word “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all of the characteristics selected, whereas “or” will show students who fall under any one or more of the characteristics.

For instance, to view students who are either Asian or female, select “Female” and “Asian”. Then, click the “and” link, which is automatically selected, to change to “or” and click “Update.” These selections are shown in the image below.



## DISAGGREGATE

Use this tab to disaggregate the report by different subgroups. For example, to see statistics for different ethnicities, first select "Ethnicity" and then click "Update."



## OTHER

Use this tab to specify the number of students shown per page.

Scores Filter Disaggregate Other

Groups Per Page

20

Update

## C. ADVANCED FEATURES

### FUNCTIONALITY

- Clicking on a group's name will allow the user to disaggregate the group or drill to a roster report.
  - Disaggregate By:** You can disaggregate a visible group by a number of demographic variables. For instance, if you have generated a report that is disaggregated by ethnicities and would like to further analyze this group by the Hispanic students' gender, click on "Hispanic," then "Disaggregate By," then "Gender."

Group	Administration	N
State	Winter 2012-13	214190
Ethnicity Unknown	Winter 2012-13	2892
Multiracial	Winter 2012-13	2647
Black	Winter 2012-13	28683
Am Indian	Winter 2012-13	274
Hispanic	Winter 2012-13	15291

Disaggregate By: Gender

Showing students who are Hispanic  
Disaggregate: Gender

Group	Administration	N	Mean SS	%	Below Basic
State	Winter 2012-13	15291	1469.7	30.1	4
Gender Unknown	Winter 2012-13	1	1470.0	0.0	
Female	Winter 2012-13	7659	1470.7	28.6	2
Male	Winter 2012-13	7631	1468.8	31.6	2

- Drill to Roster:** Click on any group in the chart and select "Drill to Roster" to view the roster of students that comprise the data for that group.

Group	Administration	N
State	Winter 2012-13	214190
Cyberland SD	Winter 2012-13	546
Disaggregate By	Winter 2012-13	450
Drill to Roster	Winter 2012-13	92
Cyberland MS	Winter 2012-13	4

- **Save Report:** Clicking on the “Save Report” link allows the user to save the report for later online viewing. Saved reports are available via the “Saved Reports” link at the top of the page.
- **Download:** Clicking on the “Download” link allows the user to download the Report as a PDF or CSV file.
- **Transpose:** Click “Transpose” to change the layout of the report.

**Group Summary: Performance Levels**  
Algebra I, Winter 2012-13

Scores Filter Disaggregate Other Save Report Download Transpose

Group	Administration	N	Mean SS	Best Score			
				% in Each Level			
				Below Basic	Basic	Proficient	Advanced
State	Winter 2012-13	214199	1505.2	12.8	33.2	30.1	23.9
Cyberland SD	Winter 2012-13	546	1498.1	11.2	44.0	27.8	17.0
Cyberland HS	Winter 2012-13	450	1497.2	10.9	44.9	27.8	16.4
Cyberland JSHS	Winter 2012-13	92	1500.4	13.0	41.3	27.2	18.5
Cyberland MS	Winter 2012-13	4	1549.8	0.0	0.0	50.0	50.0



**Group Summary: Performance Levels**  
Algebra I, Winter 2012-13

Scores Filter Disaggregate Other Save Report Download Transpose


Group	Administration	N	Mean Scale Score	% in Each Level			
				Below Basic	Basic	Proficient	Advanced
<b>State</b>							
Best Score	Winter 2012-13	214199	1505.2	12.8	33.2	30.1	23.9
<b>Cyberland SD</b>							
Best Score	Winter 2012-13	546	1498.1	11.2	44.0	27.8	17.0
<b>Cyberland HS</b>							
Best Score	Winter 2012-13	450	1497.2	10.9	44.9	27.8	16.4
<b>Cyberland MS</b>							
Best Score	Winter 2012-13	4	1549.8	0.0	0.0	50.0	50.0
<b>Cyberland JSHS</b>							
Best Score	Winter 2012-13	92	1500.4	13.0	41.3	27.2	18.5

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- **Reset Report:** Click “Reset Report” to return back the original report by removing any customization options
- **Sort:** Columns can be sorted into ascending or descending order by clicking on the column header and selecting “Sort.”

## SHOW N COUNT FOR PERCENTAGES

To see how many students scored in each performance level under a particular subject, ensure that “% in Each Level” is shown on the report (found under the “Scores” tab). Click the “% in Each Level” column heading. Then, click “Show N Count.”

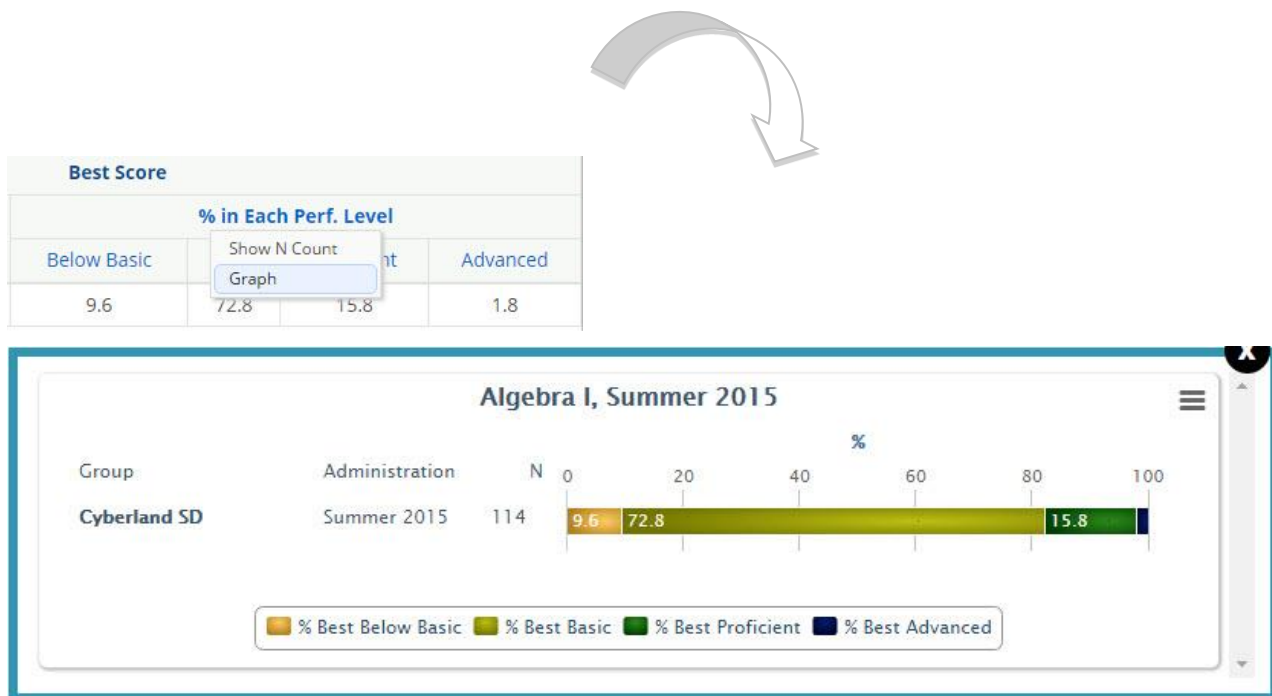


The diagram shows a table titled “% in Each Performance Level” with columns: Below Basic, Basic, Proficient, and Advanced. A dropdown menu is open over the “Basic” column, showing options for “Sort” and “Show N Count”. An arrow points to the resulting table where the “Basic” column is expanded into “N” and “%” columns for each performance level.

% in Each Performance Level							
Below Basic		Basic		Proficient		Advanced	
N	%	N	%	N	%	N	%
1661	32.1	1842	35.6	1399	27.0	278	5.4

### GRAPH

Create a graph by clicking on the column % in Each Perf. Level, then on “Graph.”



The graphs can then be printed or downloaded by clicking on the three bar icon  in the upper right hand corner of the graph.

## 4. GROUP SUMMARY: ASSESSMENT ANCHORS

The Group Summary: Assessment Anchors Report provides summary level data at the state, district, and school level for the subject/administration selections requested.

#### 4.1. GETTING STARTED

1. Select the radio button for "Group Summary: Assessment Anchors" under "Report."
2. Select the desired subject under "Subject."
3. Select the desired administration under "Administration".
4. Select the State, District(s) or School(s) from the list on the left. Click on an organization in the left menu to highlight it, and then click the arrow button to move the organization to the right menu.
5. Click "Get Report" to generate a report.

**Select Report**

Group Summary: Performance Levels       Historical Roster Report  
 **Group Summary: Assessment Anchors**       Feeder Report  
 Graphical Summary: Performance Levels       Longitudinal Roster Report  
 Roster Report: Individual Performance       Quick Reports

Student Search:

---

**Subject**

Algebra I     Biology     Literature

---

**Administration**

Spring 2011     Winter 2012-13     Spring 2013     Summer 2013     Winter 2013-14

---

**Available:**

**Selected: (Reset)**

State

- Cyberland SD
- Cyberland HS
- Cyberland JSHS
- Cyberland MS

---

#### A. SAMPLE REPORT

Selecting "Get Report" will generate a report similar to the following sample:

---

**Group Summary: Assessment Anchors**  
Algebra I, Winter 2013-14

Scores Filter Disaggregate Other Save Report Download Transpose Reset Report

Group	Module 1				Module 2			
	Number Tested	A1.1.1 % Above	A1.1.2% Above	A1.1.3 % Above	Number Tested	A1.2.1 % Above	A1.2.2 % Above	A1.2.3 % Above
State	95378	1.9	39.6	18.8	95378	14.3	12.2	0.0
Cyberland SD	356	0.3	29.8	12.9	356	7.6	3.1	0.0
Cyberland HS	184	0.0	28.3	14.7	184	6.0	2.7	0.0
Cyberland JSHS	171	0.6	31.6	11.1	171	9.4	3.5	0.0
Cyberland MS	1	0.0	0.0	0.0	1	0.0	0.0	0.0

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## B. USING THE CUSTOMIZATION TABS

The tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Update."

### SCORES

This feature allows for the selection of which scores are shown in the report. For example, to display the multiple choice raw score and n-count of the Admin Score, select "MC RS" and "CR RS" under the heading "Admin Score" and click "Update."

Scores Filter Disaggregate Other Save Report

**Module 1** Select All / Reset

M1 No. Tested  A1.1.1 % Above Minimum Points  A1.1.2% Above Minimum Points

A1.1.3 % Above Minimum Points  A1.1.1 Mean Raw Score  A1.1.2 Mean Raw Score

A1.1.3 Mean Raw Score

**Module 2** Select All / Reset

M2 No. Tested  A1.2.1 % Above Minimum Points  A1.2.2 % Above Minimum Points

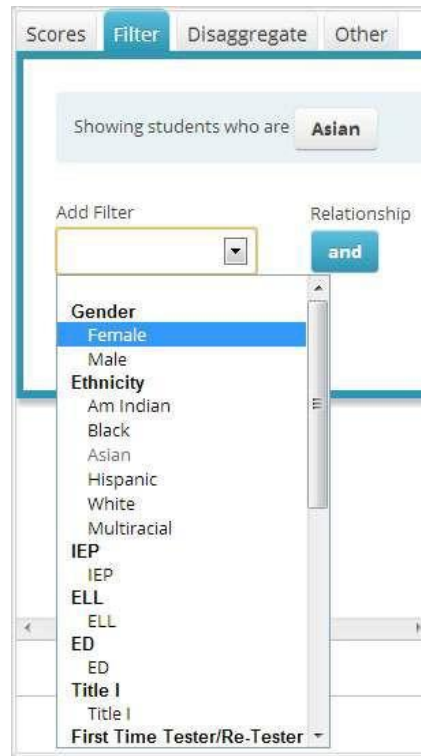
A1.2.3 % Above Minimum Points  A1.2.1 Mean Raw Score  A1.2.2 Mean Raw Score

A1.2.3 Mean Raw Score

**Current Score** Select All / Reset

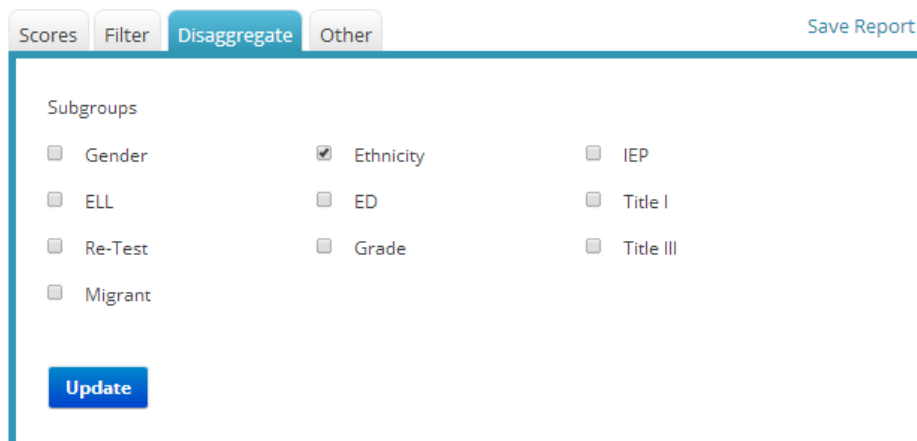
## FILTER

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under *all* of the characteristics selected whereas “or” will show students who fall under *any one or more* of the characteristics.



## DISAGGREGATE

The Disaggregate tab allows the user to disaggregate the report by subgroups.



## OTHER

Use this tab to specify the number of groups shown per page.

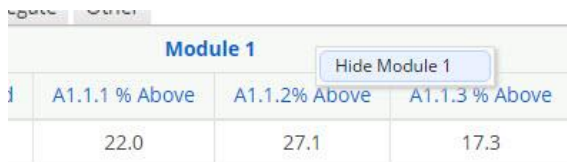


---

## C. ADVANCED FEATURES

### FUNCTIONALITY

- Clicking on a group's name will allow the user to disaggregate the group or drill to a roster report.
  - **Disaggregate By:** This functionality allows the user to disaggregate a specific group by different demographic variables.
  - **Drill to Roster:** Clicking this button will pull up a Roster Report for that group/test/content area combination.
- **Save Report:** Clicking on the "Save Report" link allows the user to save the report for later online viewing. Saved reports are available via the "Saved Reports" link at the top of the page.
- **Download:** Clicking on the "Download" link allows the user to download the Report as a PDF or CSV file.
- **Transpose:** Click "Transpose" to change the layout of the report.
- **Reset Report:** Click "Reset Report" to return back the original report by removing any customization options
- **Hide:** Click on a score type column header (i.e.: Module 1) to hide the score type.



Module 1		
A1.1.1 % Above	A1.1.2 % Above	A1.1.3 % Above
22.0	27.1	17.3

- **Sort:** Columns can be sorted into ascending or descending order by clicking on the column header and selecting "Sort."

---

## 5. GRAPHICAL SUMMARY: PERFORMANCE LEVELS

The Graphical Summary Report: Performance Levels generates graphical or tabular reports which summarize the performance levels of the students in each school, district, or state for a particular set of administration/subject selections.

### 5.1. GETTING STARTED

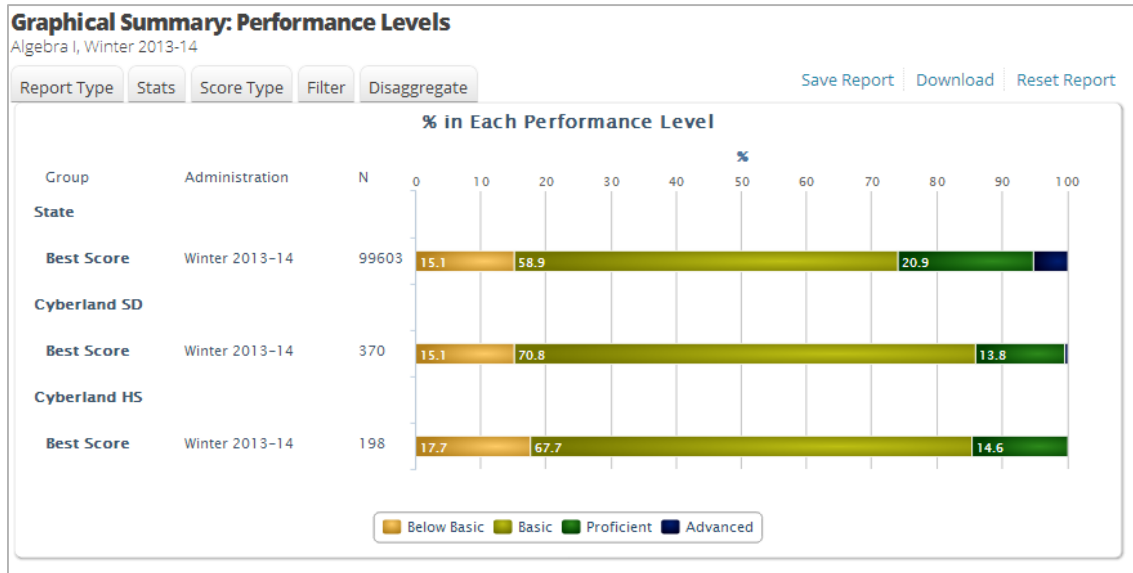
1. Select the radio button for "Graphical Summary: Performance Levels" under "Select Report."
2. Select the desired subject under "Subject."
3. Select the desired Administration(s) under "Administration."
4. Select state, district(s) or school(s).
5. Click "Get Report" to generate a report with default selections (reports can be customized on the next page).

The screenshot shows a web form titled "Select Report" with the following sections:

- Select Report:** A list of radio buttons for report types: "Group Summary: Performance Levels", "Group Summary: Assessment Anchors", "Graphical Summary: Performance Levels" (selected), "Roster Report: Individual Performance", "Historical Roster Report", "Feeder Report", "Longitudinal Roster Report", and "Quick Reports".
- Student Search:** A text input field with "Name or PAsureID" and a blue "Find" button.
- Subject:** Radio buttons for "Algebra I" (selected), "Biology", and "Literature".
- Administration:** Checkboxes for "Spring 2011", "Winter 2012-13", "Spring 2013", "Summer 2013", and "Winter 2013-14" (checked).
- Available:** A search box with "Search..." and an empty list box.
- Selected: (Reset):** A list box containing "State", "Cyberland SD", "Cyberland HS", "Cyberland JSHS", and "Cyberland MS".
- Navigation:** Two blue arrow buttons (right and left) between the Available and Selected list boxes.
- Get Report:** A blue button at the bottom right.

## A. SAMPLE REPORT

Selecting "Get Report" will generate a report similar to the following sample:



## B. USING THE CUSTOMIZATION TABS

The tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Update."

### REPORT TYPE

The Report Type tab allows the user to select to view the report as a Bar Chart, Center-Aligned Bar Chart, or Histogram.

Report Type | Stats | Score Type | Filter | Disaggregate | Sav

Report Type

Bar Chart  Center-Aligned Bar Chart

Histogram

**Update**

### STATS

The Stats tab allows the user to toggle between viewing the "% in each Performance Level" or the "% At/Above Proficiency" on the graph.

Report Type Stats Score Type Filter Disaggregate Save

Scores

% in Each Perf. Level  % At/Above Prof.

M1 % Pass  M2 % Pass

Update

## SCORE TYPE

Use this feature to select different score types.

Report Type Stats Score Type Filter Disaggregate

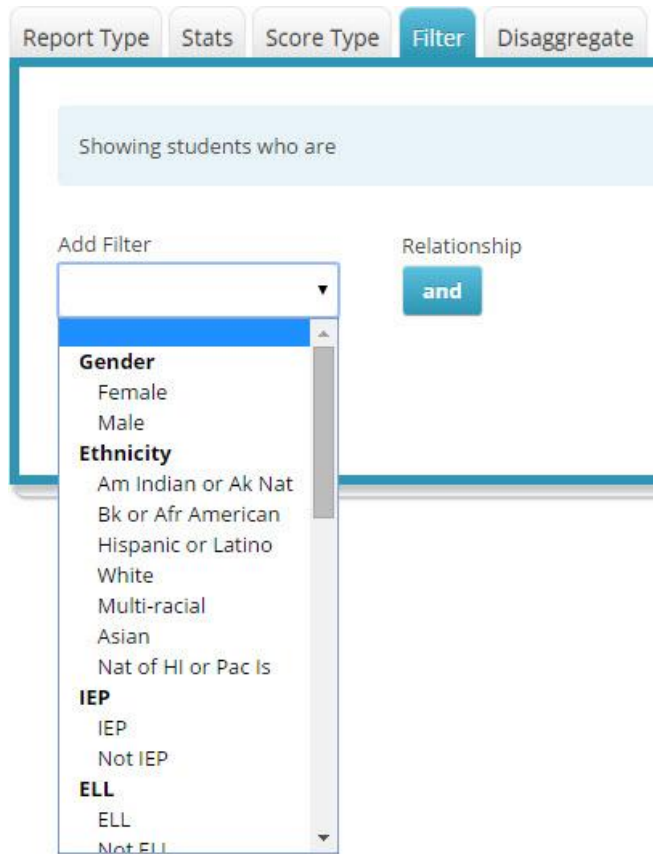
Select All / Reset

Best Score  Current Score

Update

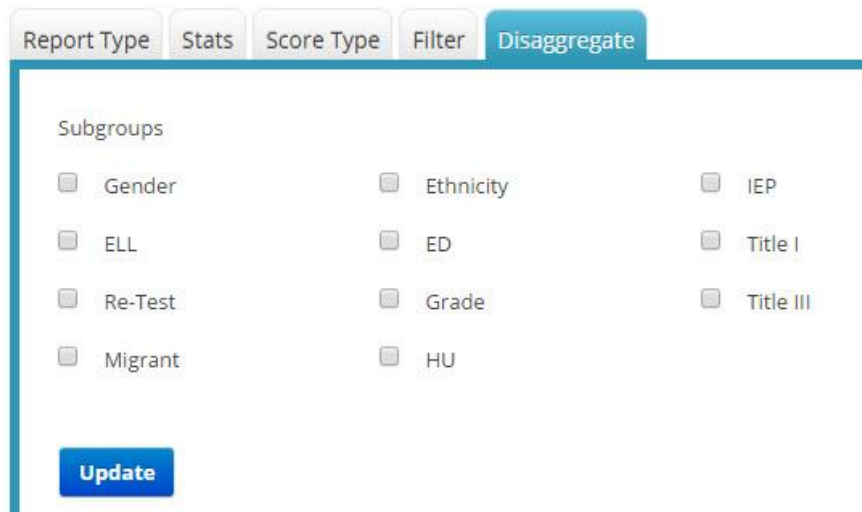
## FILTER

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word "and" or "or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under *all* of the characteristics selected whereas "or" will show students who fall under *any one or more* of the characteristics.



## DISAGGREGATE

The Disaggregate tab allows the user to disaggregate the report by different subgroups.




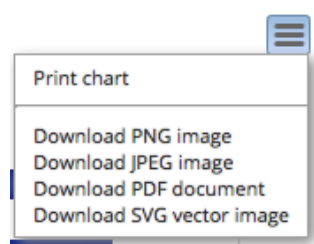
---

## C. ADVANCED FEATURES

The Graphical Summary Report offers several ad hoc analysis features.

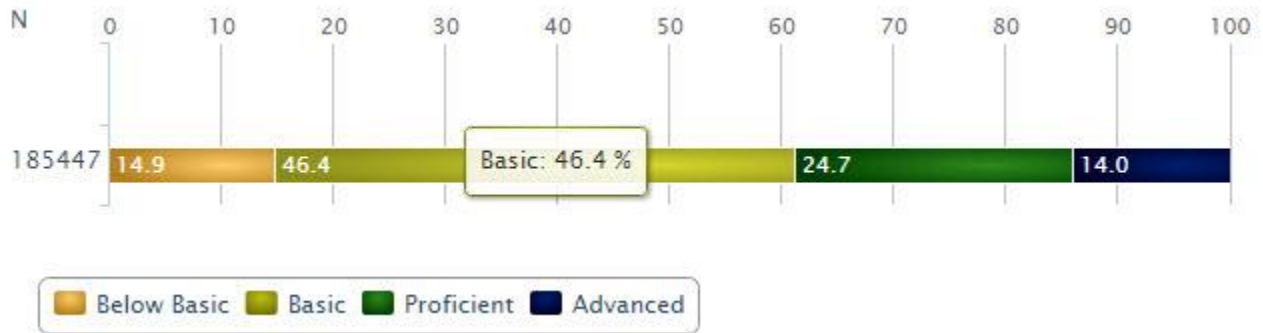
### FUNCTIONALITY

- **Save Report:** Clicking on the “Save Report” link allows the user to save the report for later online viewing. Saved reports are available via the “Saved Reports” link at the top of the page.
- **Download:** Clicking on the “Download” link allows the user to download the Graphical Summary Report.
- Clicking the  button will allow the user to print or save the graph as the following file types:



### MOUSE HOVER

By hovering the mouse over a bar, users will see an overview detailing the “Performance Level” represented by the bar.



### PIE CHART

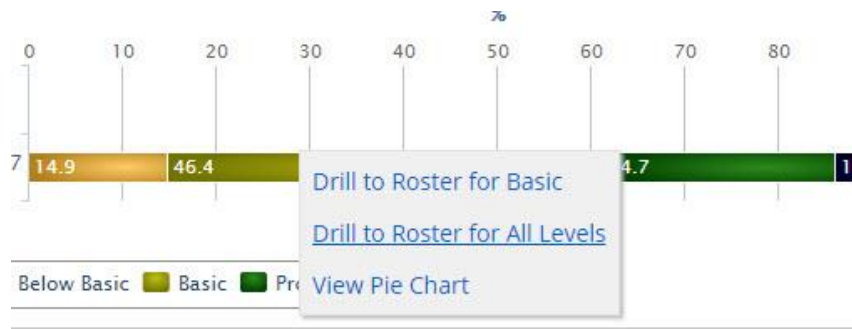
Clicking on any segment of the in the bar chart will allow you to view the data in a pie chart.



### DRILL TO ROSTER

---

Drill to a Roster Report by selecting a by clicking on a performance level and selecting "Drill to Roster." You will be able to drill to the roster for that performance level or for all levels.



## 6. ROSTER REPORT: INDIVIDUAL PERFORMANCE

The Roster Report: Individual Performance Report provides a list of data for every student by administration and subject including individual scores and demographic information.

### 6.1. GETTING STARTED

1. Select the radio button for "Roster Report: Individual Performance" under "Select Report."
2. Select the desired subject under "Subject."
3. Select the desired Administration under "Administration."
4. Select a district, or a school
5. Click "Get Report" to generate a report with default selections (reports can be customized on the next page).

**Select Report**

- Group Summary: Performance Levels
- Group Summary: Assessment Anchors
- Graphical Summary: Performance Levels
- Roster Report: Individual Performance**
- Historical Roster Report
- Feeder Report
- Longitudinal Roster Report
- Quick Reports

Student Search:

---

**Subject**

- Algebra I
- Biology
- Literature

---

**Administration**

- Spring 2011
- Winter 2012-13
- Spring 2013
- Summer 2013
- Winter 2013-14

---

Choose  ▼

## A. SAMPLE REPORT

Selecting "Get Report" will generate a report similar to the following sample:

**Roster Report: Individual Performance**  
Cyberland SD, Algebra I, Winter 2013-14

Fields Scores Search Filter Other Save Report Download Student View Reset Report

Last Name	First Name	Algebra I		Module	
		Best		Best	
		Scale Score	Performance Level	Module 1	Module 2
				Pass	Pass
Doe00415	John	1509	Proficient	Yes	No
Doe00922	John	1513	Proficient	Yes	Yes
Doe01159	John	1496	Basic	No	Yes
Doe02231	John	1484	Basic	No	No
Doe02416	John	1462	Basic	No	No
Doe02986	John	1449	Basic	No	No
Doe04606	John	1482	Basic	No	No
Doe04985	John	1460	Basic	No	No
Doe06218	John	1515	Proficient	No	Yes

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## B. USING THE CUSTOMIZATION TABS

The tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking “Update.”

### FIELDS

The Fields tab allows the user to select student identification information, test information, general information and demographics to view on the report. Select the appropriate information and click “Update.”

The screenshot shows the 'Fields' tab selected in a report customization interface. At the top, there are tabs for 'Fields', 'Scores', 'Search', 'Filter', and 'Other'. To the right of these tabs are 'Save Report' and 'Do' buttons. The main content area is divided into three sections, each with a 'Select All / Reset' link:

- General Information**:
  - District Code
  - District Name
  - School Code
  - School Name
  - Enrolled Currently
  - Re-Test
  - Event1 M1 Exclusion
  - Event1 M2 Exclusion
  - Event2 M1 Exclusion
  - Event2 M2 Exclusion
  - Event3 M1 Exclusion
  - Event3 M2 Exclusion
  - Best Score Exclusion
- Student Identification**:
  - Middle Initial
  - PAsecureID
  - Local Student ID
  - Birthdate (MMDDYY)
- Demographics**:
  - Gender
  - Ethnicity
  - IEP
  - Title I
  - Migrant
  - ELL
  - Title III
  - ED
  - Home School
  - Grade
  - HU

### SCORES

This tab can be used to select scores the user wishes to view on the report. To view all scores and reporting categories, click the “Select All” link. Click “Update” to view the selections in the report.

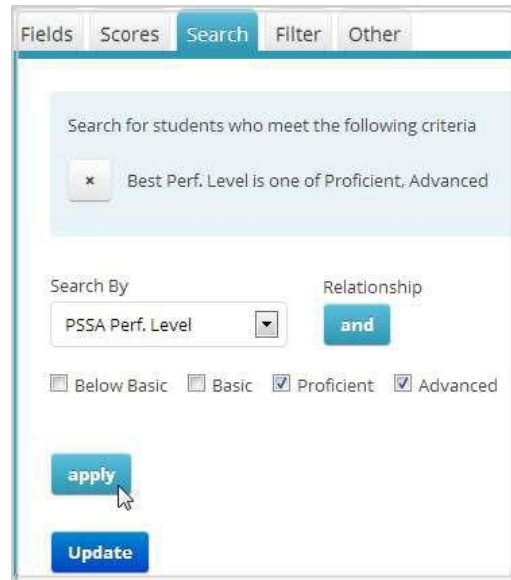
Fields	Scores	Search	Filter	Other																		
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>[-] Algebra I</span> <span>Select All / Reset</span> </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Best</th> <th style="width: 10%; text-align: center;">Current</th> </tr> </thead> <tbody> <tr> <td>Scale Score</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Performance Level</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Total Raw Score</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>MC Total</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>CR Total</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <span>[+] Module</span> <span>Select All / Reset</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <span>[+] Test History</span> <span>Select All / Reset</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> <span>[+] Anchor Raw Score</span> <span>Select All / Reset</span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>[+] PSSA Results</span> <span>Select All / Reset</span> </div> </div> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border: none; cursor: pointer;">Update</div> </div> </div>						Best	Current	Scale Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performance Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total Raw Score		<input type="checkbox"/>	MC Total		<input type="checkbox"/>	CR Total		<input type="checkbox"/>
	Best	Current																				
Scale Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
Performance Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
Total Raw Score		<input type="checkbox"/>																				
MC Total		<input type="checkbox"/>																				
CR Total		<input type="checkbox"/>																				

## SEARCH

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with a Best Performance Level of Proficient or Advanced, select “Best Performance Level” from the drop-down menu, click the check boxes next to “Proficient” and “Advanced,” click “Apply” and then “Update.”

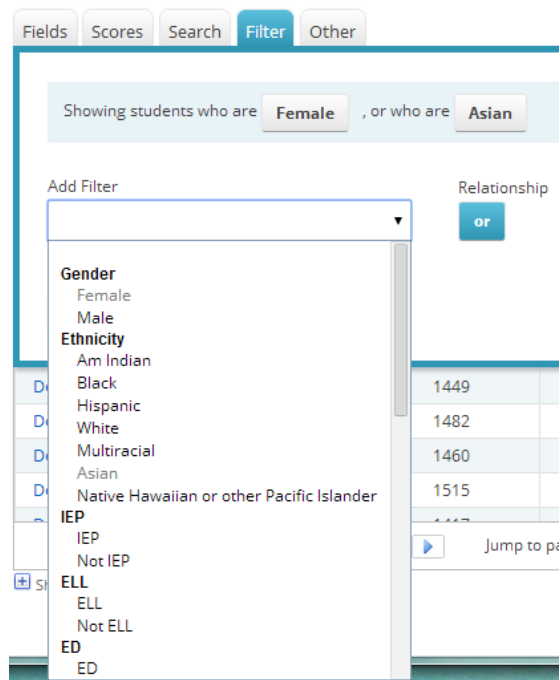
To include one or more criterion, click on the scores of the subjects from the drop-down menu and then click on the relationship “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all of the characteristics selected whereas “or” will show students who fall under any one or more of the characteristics.

For instance, to view students who have a Best performance level of Proficient or Advanced and a PSSA performance level of Proficient or Advanced, first select “Best Performance Level” from the drop-down menu, click the check boxes next to “Proficient” and “Advanced,” and click “Apply.” Next, select “PSSA Performance Level”, click the check boxes next to “Proficient” and “Advanced,” and click “Apply.” Ensure the relationship operator reads “and,” then click “Update.”



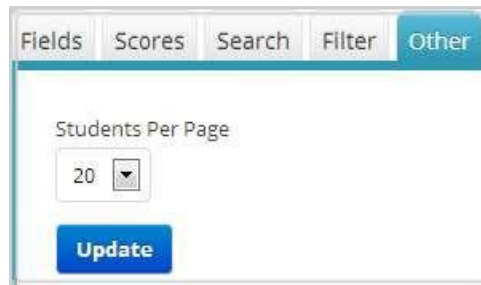
## FILTER

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under *all* of the characteristics selected whereas “or” will show students who fall under *any one or more* of the characteristics.



## OTHER

The Other tab allows the user to change the number of students shown per page.



The screenshot shows a software interface with five tabs: 'Fields', 'Scores', 'Search', 'Filter', and 'Other'. The 'Other' tab is selected and highlighted in blue. Below the tabs, there is a section titled 'Students Per Page' with a dropdown menu showing '20' and a blue 'Update' button.

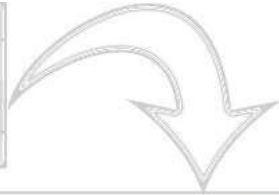
---

## C. ADVANCED FEATURES

### FUNCTIONALITY

- **Drill to Individual Report:** Clicking on the student's last name in blue will allow a user to view a printable individual report of the students testing results.

Last Name	First Name
Doe12022	John
<a href="#">Drill to Individual Report</a>	
Doe12023	John



Doe12022, John		Grade: 11					
		Student ID: 911321704					
District Name: Cyberland SD							
School Name: Cyberland HS							
Winter 2012-13		Raw Score	Maximum Score	% Correct	Mastery	Best Scale Score	Best Result
Algebra I Total						1431	Below Basic
Module 1						1421	Not Pass
A1.1.1	Operations with Real Numbers and Expressions	2.0	9	22.2	N		
A1.1.2	Linear Equations	4.0	10	40.0	N		
A1.1.3	Linear Inequalities	1.0	11	9.1	N		
Module 2						1439	Not Pass
A1.2.1	Functions	2.0	10	20.0	N		
A1.2.2	Coordinate Geometry	3.0	10	30.0	N		
A1.2.3	Data Analysis	4.0	10	40.0	N		
<span>◀</span> Page 1 / 1 <span>▶</span> Jump to page <input type="text"/> <input type="button" value="Go"/>							
<input type="button" value="+ Show Exclusions"/>							

- **Save Report:** Clicking on the “Save Report” link allows the user to save the report for later online viewing. Saved reports are available via the “Saved Reports” link at the top of the page.
- **Download:** Clicking on the “Download” link allows the user to download the Report.
- **Student View:** Clicking on the “Student View” link will pull up Individual Student Reports for the entire roster. Users may page through the report using the buttons at the bottom of the report to view each student.
- **Sort:** Columns can be sorted into ascending or descending order by clicking on the column header and selecting “Sort.”
- **Show Exclusions:** Clicking the  Show Exclusions button will pull up the Exclusion Codes regarding the Roster Report data. Click again to hide the exclusions.

## SUMMARIZE & SUMMARIZE BY

Instantly see summary statistics, such as mean and standard deviation, by clicking on a score column and selecting "Summarize."

Best	
Scale Score	Performance Level
Sort	Below Basic
Distribute	Proficient
Distribute By	Basic
Summarize	Below Basic
Summarize By	Basic
Plot Against	Basic

Summary Statistics					
Cyberland SD, Algebra I, Winter 2012-13					
Population	Valid N	Mean	S.D.	Minimum	Maximum
549	546	1498.1	50.8	1351	1661

Also, see summary statistics divided into demographic subgroups, such as gender and ethnicity, by clicking on a score column and selecting "Summarize By."

Scale Score	Performance Level
Sort	Below Basic
Distribute	Proficient
Distribute By	Basic
Summarize	Below Basic
Summarize By	Gender
Plot Against	Ethnicity
1474	IEP
1538	ELL

Summary Statistics						
Cyberland SD, Algebra I, Winter 2012-13						
Gender	Population	Valid N	Mean	S.D.	Minimum	Maximum
Female	262	260	1504.3	50.1	1395	1661
Male	287	286	1492.5	50.8	1351	1639

## DISTRIBUTE & DISTRIBUTE BY

Generate a frequency distribution for a score or performance level by clicking a corresponding column, then "Distribute."



**Frequency Distribution**  
Cyberland SD, Algebra I, Winter 2012-13

Performance Level	Frequency	Cum. Frequency	Percent	Cum. Percent
Below Basic	61	61	11.2	11.2
Basic	240	301	44.0	55.1
Proficient	152	453	27.8	83.0
Advanced	93	546	17.0	100.0

Also, create a frequency distribution divided into demographic subgroups by clicking on a score column and selecting "Distribute By."



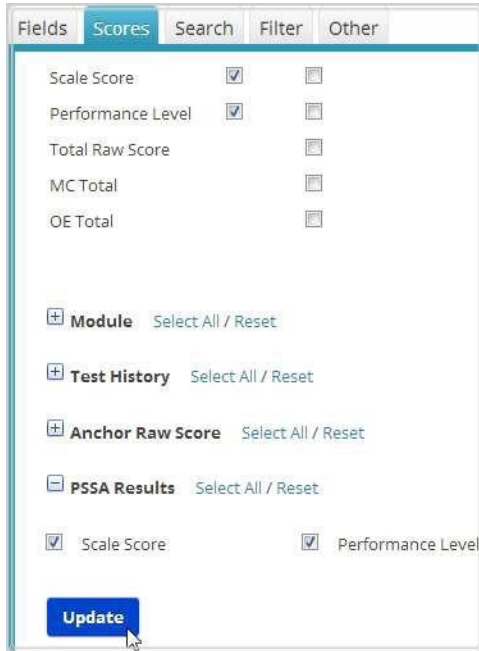
**Frequency Distribution**  
Cyberland SD, Algebra I, Winter 2012-13

Gender	Performance Level	Frequency	Cum. Frequency	Percent	Cum. Percent
Female	Below Basic	19	19	7.3	7.3
Female	Basic	116	135	44.6	51.9
Female	Proficient	72	207	27.7	79.6
Female	Advanced	53	260	20.4	100.0
Male	Below Basic	42	42	14.7	14.7
Male	Basic	124	166	43.4	58.0
Male	Proficient	80	246	28.0	86.0
Male	Advanced	40	286	14.0	100.0

## SCATTER PLOT

Generate a scatter plot by plotting one set of scores against another.

- First, select the scores you are interested in. Apply a demographic or search filter to narrow the group of students down, if needed.



The screenshot shows a software interface with a 'Scores' tab selected. The interface includes a list of score fields with checkboxes for selection. Below the list are several expandable sections: 'Module', 'Test History', 'Anchor Raw Score', and 'PSSA Results', each with a 'Select All / Reset' link. At the bottom, there are two checked checkboxes for 'Scale Score' and 'Performance Level', and a blue 'Update' button.

Field	Selected	Reset
Scale Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Performance Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Raw Score	<input type="checkbox"/>	<input type="checkbox"/>
MC Total	<input type="checkbox"/>	<input type="checkbox"/>
OE Total	<input type="checkbox"/>	<input type="checkbox"/>

Module Select All / Reset

Test History Select All / Reset

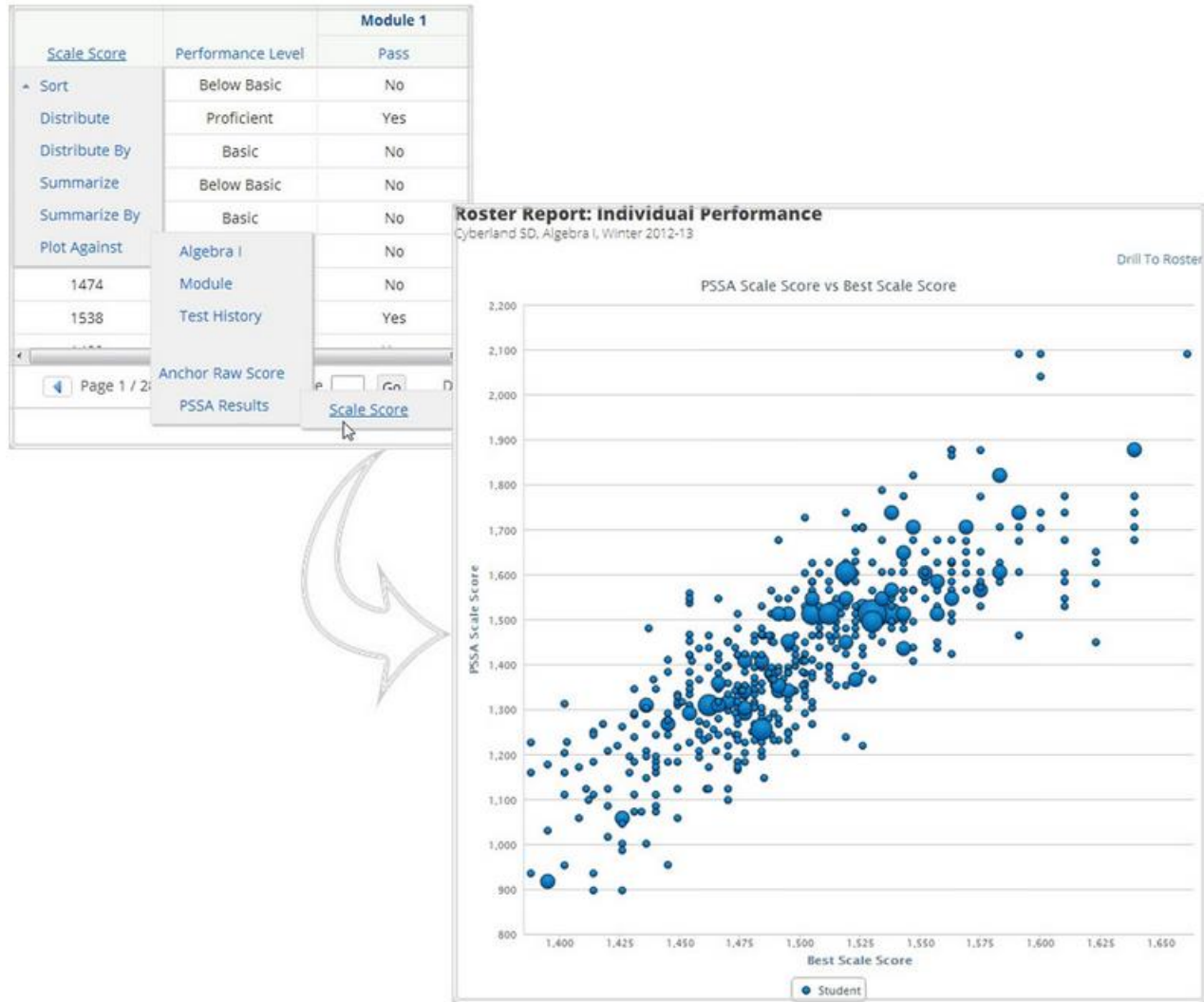
Anchor Raw Score Select All / Reset

PSSA Results Select All / Reset

Scale Score  Performance Level

**Update**


- Click the score column you would like on the X-axis, click "Plot Against" and select another score to be plotted on the Y-axis. The scatter plot will open in a new window.



### SCATTER PLOT ADVANCED FEATURES

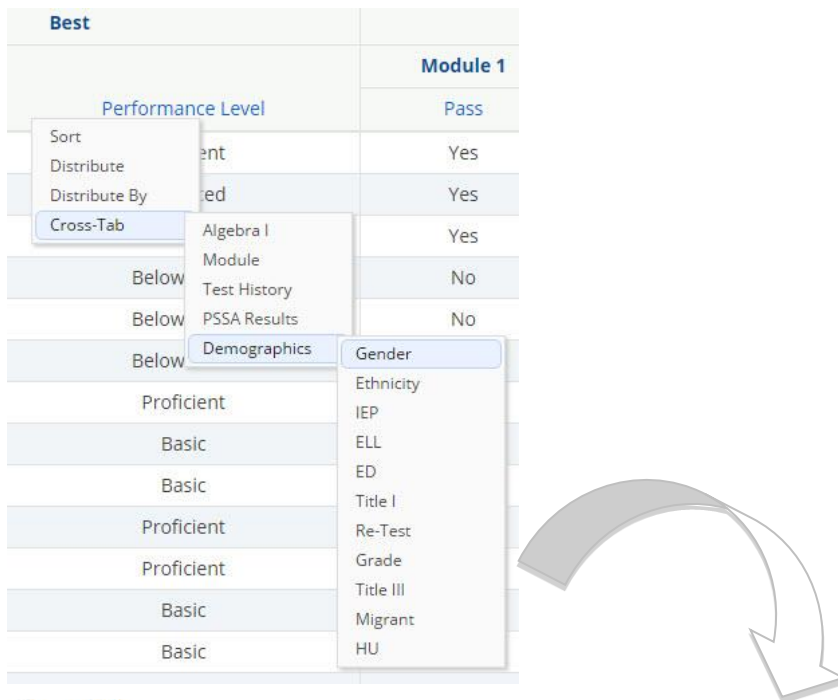
Once the scatter plot is generated, it can be printed directly from the browser by choosing **File → Print**, or by pressing **Ctrl+P**. Additionally:

- The red dotted lines that appear on the scatter plot are regression bands.
- Zoom in on a particular portion of the scatter plot by clicking and dragging the mouse. Once you have zoomed in, click the “Drill to Roster” button to pull up a roster of the students that appear in that particular portion of the scatter plot. Click the “Reset Zoom” button to go back to the original scatter plot.

- The N count and correlation appear in the upper right corner of the scatter plot.
- Hover over a point on the scatter plot to view the student information. Click on the point to pull up an Individual Student Report for that student.
- Clicking the  icon will allow users to export the scatter plot to a PNG or PDF file.

## CROSS TAB

Generate a Performance Level Cross Tab report based on subject standards or demographics. Clicking on any of the blue number links in the cross tab will bring up the corresponding roster of students.



Best		
		Module 1
Performance Level		Pass
Sort	ent	Yes
Distribute	ed	Yes
Distribute By	Algebra I	Yes
Cross-Tab	Module	No
Below	Test History	No
Below	PSSA Results	No
Below	Demographics	
	Gender	
	Ethnicity	
	IEP	
	ELL	
	ED	
	Title I	
	Re-Test	
	Grade	
	Title III	
	Migrant	
	HU	
	Proficient	
	Basic	
	Basic	
	Proficient	
	Proficient	
	Basic	
	Basic	

### Cross-Tab

Cyberland HS, Algebra I, Spring 2015

Best Performance Level by Gender, Number Tested

Best Performance Level

[Save Report](#) | [Download](#)

Number Tested ▼

Gender	Best Performance Level				Total
	Below Basic	Basic	Proficient	Advanced	
Female	37	157	63	20	277
Male	37	167	58	8	270
Total	74	324	121	28	547

## 7. HISTORICAL ROSTER REPORT

The Historical Roster Report provides a list of data (i.e. individual scores and information) for every student by subject across previous administrations. All students who tested in a selected Administration along with their scores and demographics by Subject area across all previous Administrations will be shown. If a student has prior testing data, that student will have multiple rows of data (one row of data for each tested administration). Please note that the Historical Roster Report will display data for students who have tested Keystones and who are on your district's or school's current roster. To determine whether or not a student has tested, please utilize the Feeder Upload and Feeder Report.

### 7.1. GETTING STARTED

1. Select the radio button for "Historical Roster Report" under "Select Report."
2. Select the desired subject under "Subject."
3. Select the desired Administration under "Administration."
4. Select a district, or a school
5. Click "Get Report" to generate a report with default selections (reports can be customized on the next page).

**Select Report**

Group Summary: Performance Levels       **Historical Roster Report**

Group Summary: Assessment Anchors       Feeder Report

Graphical Summary: Performance Levels       Longitudinal Roster Report

Roster Report: Individual Performance       Quick Reports

Student Search:

---

**Subject**

Algebra I     Biology     Literature

---

**Administration**

Spring 2011     Winter 2012-13     Spring 2013     Summer 2013     Winter 2013-14

---

Choose  ▼

### A. SAMPLE REPORT

Selecting "Get Report" will generate a report similar to the following sample:

**Historical Roster Report**  
Cyberland SD, Algebra I, Winter 2013-14

Fields Scores Search Filter Other Save Report Download Student View Reset Report

Last Name	First Name	Tested Admin	Algebra I		Module	
			Best		Best	
			Scale Score	Performance Level	Module 1	Module 2
					Pass	Pass
Doe00415	John	Winter 2013-14	1509	Proficient	Yes	No
Doe00415	John	Spring 2013	1466	Basic	No	No
Doe00922	John	Winter 2013-14	1513	Proficient	Yes	Yes
Doe00922	John	Spring 2013	1481	Basic	No	No
Doe01159	John	Winter 2013-14	1496	Basic	No	Yes
Doe01159	John	Spring 2013	1496	Basic	No	Yes
Doe02231	John	Winter 2013-14	1484	Basic	No	No
Doe02231	John	Spring 2013	1429	Below Basic	No	No
Doe02416	John	Winter 2013-14	1462	Basic	No	No

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Show Exclusions

## B. USING THE CUSTOMIZATION TABS

The tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking “Update.”

### FIELDS

The Fields tab allows the user to select student identification information, test information, general information and demographics to view on the report. Select the appropriate information and click “Update.”

Fields Scores Search Filter Other Save Report Dc

**General Information** [Select All / Reset](#)

Tested District Code     Tested District Name     Tested School Code  
 Tested School Name     Enrolled Currently     Re-Test  
 Event1 M1 Exclusion     Event1 M2 Exclusion     Event2 M1 Exclusion  
 Event2 M2 Exclusion     Event3 M1 Exclusion     Event3 M2 Exclusion  
 Best Score Exclusion

**Student Identification** [Select All / Reset](#)

Middle Initial     PAsecureID     Local Student ID  
 Birthdate (MMDDYY)

**Demographics** [Select All / Reset](#)

Gender     Ethnicity     IEP  
 Title I     Migrant     ELL  
 Title III     ED     Home School  
 Grade     HU

## SCORES

This tab can be used to select scores the user wishes to view on the report. To view all scores and reporting categories, click the "Select All" link. Click "Update" to view the selections in the report.

Fields Scores Search Filter Other

Scale Score      
 Performance Level      
 Total Raw Score      
 MC Total      
 OE Total   

**Module** [Select All / Reset](#)

**Test History** [Select All / Reset](#)

**Anchor Raw Score** [Select All / Reset](#)

**PSSA Results** [Select All / Reset](#)

Scale Score     Performance Level

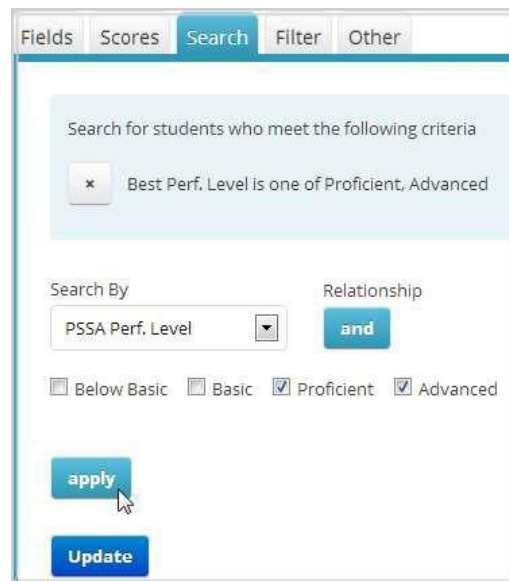
**Update**

## SEARCH

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with a Best Performance Level of Proficient or Advanced, select “Best Performance Level” from the drop-down menu, click the check boxes next to “Proficient” and “Advanced,” click “Apply” and then “Update.”

To include one or more criterion, click on the scores of the subjects from the drop-down menu and then click on the relationship “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all of the characteristics selected whereas “or” will show students who fall under any one or more of the characteristics.

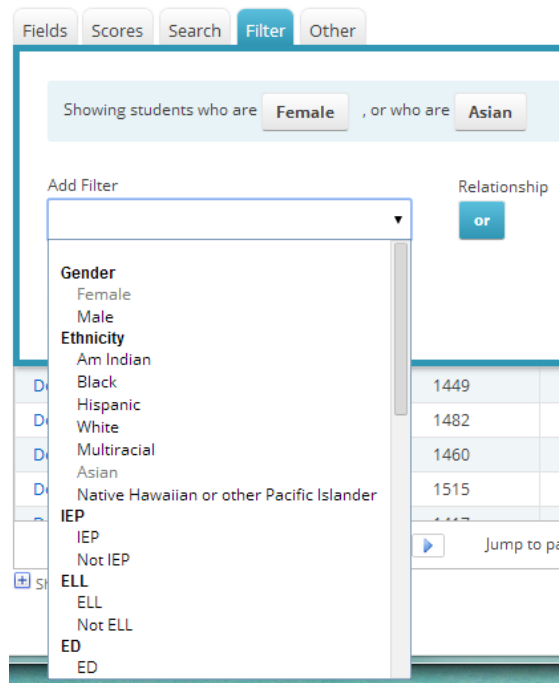
For instance, to view students who have a Best performance level of Proficient or Advanced and a PSSA performance level of Proficient or Advanced, first select “Best Performance Level” from the drop-down menu, click the check boxes next to “Proficient” and “Advanced,” and click “Apply.” Next, select “PSSA Performance Level”, click the check boxes next to “Proficient” and “Advanced,” and click “Apply.” Ensure the relationship operator reads “and,” then click “Update.”



The screenshot shows a software interface with a search function. At the top, there are tabs for 'Fields', 'Scores', 'Search', 'Filter', and 'Other', with 'Search' being the active tab. Below the tabs, a light blue box contains the text 'Search for students who meet the following criteria' and a single criterion: 'Best Perf. Level is one of Proficient, Advanced'. Below this, there are two sections: 'Search By' and 'Relationship'. The 'Search By' section has a dropdown menu currently set to 'PSSA Perf. Level'. The 'Relationship' section has a button labeled 'and'. Below these, there are four checkboxes: 'Below Basic', 'Basic', 'Proficient', and 'Advanced'. The 'Proficient' and 'Advanced' checkboxes are checked. At the bottom of the search area, there are two buttons: 'apply' and 'Update'. A mouse cursor is pointing at the 'apply' button.

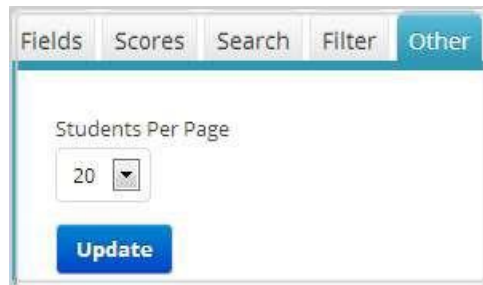
## FILTER

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under *all* of the characteristics selected whereas “or” will show students who fall under *any one or more* of the characteristics.



## OTHER

The Other tab allows the user to change the number of students shown per page.

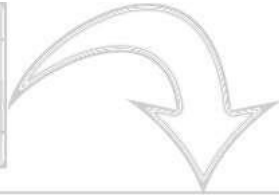


## C. ADVANCED FEATURES

### FUNCTIONALITY

- **Drill to Individual Report:** Clicking on the student's last name in blue will allow a user to view a printable individual report of the students testing results.

Last Name	First Name
Doe12022	John
<a href="#">Drill to Individual Report</a>	
Doe12023	John



Doe12022, John		Grade: 11					
		Student ID: 911321704					
District Name: Cyberland SD							
School Name: Cyberland HS							
Winter 2012-13		Raw Score	Maximum Score	% Correct	Mastery	Best Scale Score	Best Result
Algebra I Total						1431	Below Basic
Module 1						1421	Not Pass
A1.1.1	Operations with Real Numbers and Expressions	2.0	9	22.2	N		
A1.1.2	Linear Equations	4.0	10	40.0	N		
A1.1.3	Linear Inequalities	1.0	11	9.1	N		
Module 2						1439	Not Pass
A1.2.1	Functions	2.0	10	20.0	N		
A1.2.2	Coordinate Geometry	3.0	10	30.0	N		
A1.2.3	Data Analysis	4.0	10	40.0	N		
<span>◀</span> Page 1 / 1 <span>▶</span> Jump to page <input type="text"/> <span>Go</span>							
<input type="checkbox"/> Show Exclusions							

- **Save Report:** Clicking on the “Save Report” link allows the user to save the report for later online viewing. Saved reports are available via the “Saved Reports” link at the top of the page.
- **Download:** Clicking on the “Download” link allows the user to download the Report.
- **Student View:** Clicking on the “Student View” link will pull up Individual Student Reports for the entire roster. Users may page through the report using the buttons at the bottom of the report to view each student.
- **Sort:** Columns can be sorted into ascending or descending order by clicking on the column header and selecting “Sort.”
- **Show Exclusions:** Clicking the  Show Exclusions button will pull up the Exclusion Codes regarding the Roster Report data. Click again to hide the exclusions.

## 8. LONGITUDINAL ROSTER REPORT

The Longitudinal Roster Report provides a list of data (i.e. individual scores and information) for every student by subject across multiple administrations. All students from all selected administrations will be shown, and if the student is matched across administrations, the student will have multiple rows of data (one row of data for each administration). Please note that the Longitudinal Roster Report will display data for students who have tested Keystones and who are on your district's or school's current roster. To determine whether or not a student has tested, please utilize the Feeder Upload and Feeder Report.

### 8.1. GETTING STARTED

1. Select the radio button for "Longitudinal Roster Report" under "Select Report."
2. Select the desired subject under "Subject."
3. Select the desired Administration(s) under "Administration."
4. Select a district, or a school
5. Click "Get Report" to generate a report with default selections (reports can be customized on the next page).

**Select Report**

Group Summary: Performance Levels       Historical Roster Report  
 Group Summary: Assessment Anchors       Feeder Report  
 Graphical Summary: Performance Levels       **Longitudinal Roster Report**  
 Roster Report: Individual Performance       Quick Reports

Student Search:

---

**Subject**

Algebra I     Biology     Literature

---

**Administration**

Spring 2011     Winter 2012-13     Spring 2013     Summer 2013     Winter 2013-14

---

**Choose**  ▼

### A. SAMPLE REPORT

Selecting "Get Report" will generate a report similar to the following sample:

**Longitudinal Roster Report**  
Cyberland SD, Algebra I, Spring 2013, Summer 2013, Winter 2013-14

Fields Scores Search Filter Other Save Report Download Transpose Reset Report

Last Name	First Name	Admin Date	Algebra I		Module	
			Best		Best	
			Scale Score	Performance Level	Module 1	Module 2
					Pass	Pass
Doe00415	John	Spring 2013	1466	Basic	No	No
Doe00415	John	Winter 2013-14	1509	Proficient	Yes	No
Doe00922	John	Spring 2013	1481	Basic	No	No
Doe00922	John	Winter 2013-14	1513	Proficient	Yes	Yes
Doe01159	John	Spring 2013	1496	Basic	No	Yes
Doe01159	John	Winter 2013-14	1496	Basic	No	Yes
Doe02231	John	Spring 2013	1429	Below Basic	No	No
Doe02231	John	Winter 2013-14	1484	Basic	No	No
Doe02416	John	Spring 2013	1462	Basic	No	No

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## B. USING THE CUSTOMIZATION TABS

The tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Update."

\*\*Please see the Help Guide's section on "Historical Roster Report" for details on report customization and advanced features.

## 9. QUICK REPORTS

The "Quick Reports" option provides a set of pre-defined roster reports to allow users to access frequently needed information quickly. \* Please note that Quick Reports will display data for students who have tested keystones and who are on your district's or school's current roster. To determine whether or not a student has tested, please utilize the Feeder Upload and Feeder Report.

### 9.1. GETTING STARTED

- Select "Quick Reports" under "Select Report"
  - Select the desired report from the drop down menu
- Select the desired subject under "Subject."
- Select the desired Administration(s) under "Administration."
- Select State, district(s), or school(s)
- Click "Get Report" to generate a report with default selections (reports can be customized on the next page).

**Select Report**

- Group Summary: Performance Levels
- Historical Roster Report
- Group Summary: Assessment Anchors
- Feeder Report
- Graphical Summary: Performance Levels
- Longitudinal Roster Report
- Roster Report: Individual Performance
- Quick Reports**

Student Search:

Students who need to retest Module 1 only

Students who need to retest Module 2 only

Students who need to retest Module 1 and 2

Students who need to retest Module 1 or 2

**Subject**

- Algebra I
- Biology
- Literature

**Administration**

- Spring 2011
- Winter 2012-13
- Spring 2013
- Summer 2013
- Winter 2013-14

Choose

## A. SAMPLE REPORT

Selecting "Get Report" will generate a report similar to the following sample:

### Roster Report: Individual Performance

Cyberland SD, Algebra I, Winter 2013-14

		Algebra I		Module	
		Best		Best	
Last Name	First Name	Scale Score	Performance Level	Module 1	Module 2
				Pass	Pass
Doe01159	John	1496	Basic	No	Yes
Doe09676	John	1498	Basic	No	Yes
Doe16137	John	1498	Basic	No	Yes
Doe20496	John	1489	Basic	No	Yes
Doe29327	John	1491	Basic	No	Yes
Doe38516	John	1496	Basic	No	Yes
Doe40714	John	1491	Basic	No	Yes
Doe41445	John	1478	Basic	No	Yes
Doe47635	John	1496	Basic	No	Yes

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---

## B. USING THE CUSTOMIZATION TABS

Please see the Help Guide's section on "Roster Report" for details on report customization and advanced features.

### 10. FEEDER REPORT

The Feeder Report provides an historical roster of students' results from all prior administrations based on the roster of the current administration for each subject. Note that this report will only be an option if a district-level administrative user has uploaded a feeder file. For more information about the Feeder Upload, please see Section 11.

#### 10.1. GETTING STARTED

6. Select the radio button for "Feeder Report" under "Select Report."
7. Select the desired subject under "Subject."
8. Select the desired Administration under "Administration."
9. Select a district, or a school
10. Click "Get Report" to generate a report with default selections (reports can be customized on the next page).

**Select Report**

<input type="radio"/> Group Summary: Performance Levels	<input type="radio"/> Historical Roster Report
<input type="radio"/> Group Summary: Assessment Anchors	<input checked="" type="radio"/> <b>Feeder Report</b>
<input type="radio"/> Graphical Summary: Performance Levels	<input type="radio"/> Longitudinal Roster Report
<input type="radio"/> Roster Report: Individual Performance	<input type="radio"/> Quick Reports

Student Search:

---

**Subject**

Algebra I     Biology     Literature

---

Choose  ▼

## A. SAMPLE REPORT

Selecting "Get Report" will generate a report similar to the following sample:

**Feeder Report**  
Cyberland SD, Algebra I

Fields Scores Search Filter Other Save Report Download Student View Reset Report

Last Name	First Name	Tested Admin	Algebra I		Module	
			Best		Best	
			Scale Score	Performance Level	Module 1	Module 2
Doe03230	John	Spring 2013	1496	Basic	No	Yes
Doe07130	John	Spring 2013	1496	Basic	No	Yes
Doe13645	John	Spring 2013	1496	Basic	No	Yes
Doe16642	John	Spring 2013	1466	Basic	No	No
Doe44899	John	Spring 2013	1514	Proficient	Yes	Yes
Doe44899	John	Spring 2011	1472	Basic	No	No
Doe48889	John	Spring 2013	1549	Advanced	Yes	Yes
Doe48889	John	Spring 2011	1526	Proficient	Yes	No
Doe49204	John	Spring 2011	1579	Advanced	Yes	Yes

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Show Exclusions

## B. USING THE CUSTOMIZATION TABS

The tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking "Update."

### FIELDS

The Fields tab allows the user to select student identification information, test information, general information and demographics to view on the report. For example, to view the students' feeder school name, select "Feeder School Name" and then click "Update."

Fields	Scores	Search	Filter	Other
<b>General Information</b> <a href="#">Select All / Reset</a>				
<input type="checkbox"/> Tested District Code	<input type="checkbox"/> Tested District Name	<input type="checkbox"/> Tested School Code		
<input type="checkbox"/> Tested School Name	<input type="checkbox"/> Enrolled Currently	<input type="checkbox"/> Re-Test		
<input type="checkbox"/> Feeder District Code	<input type="checkbox"/> Feeder School Code	<input type="checkbox"/> Feeder District Name		
<input checked="" type="checkbox"/> Feeder School Name	<input type="checkbox"/> Event1 M1 Exclusion	<input type="checkbox"/> Event1 M2 Exclusion		
<input type="checkbox"/> Event2 M1 Exclusion	<input type="checkbox"/> Event2 M2 Exclusion	<input type="checkbox"/> Event3 M1 Exclusion		
<input type="checkbox"/> Event3 M2 Exclusion	<input type="checkbox"/> Best Score Exclusion			
<b>Student Identification</b> <a href="#">Select All / Reset</a>				
<input type="checkbox"/> Middle Initial	<input type="checkbox"/> PAscoreID	<input type="checkbox"/> Local Student ID		
<input type="checkbox"/> Birthdate (MMDDYY)				
<b>Demographics</b> <a href="#">Select All / Reset</a>				
<input type="checkbox"/> Gender	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> IEP		

## SCORES

This tab can be used to select scores the user wishes to view on the report. To view all scores and reporting categories, click the "Select All" link. Click "Update" to view the selections in the report.

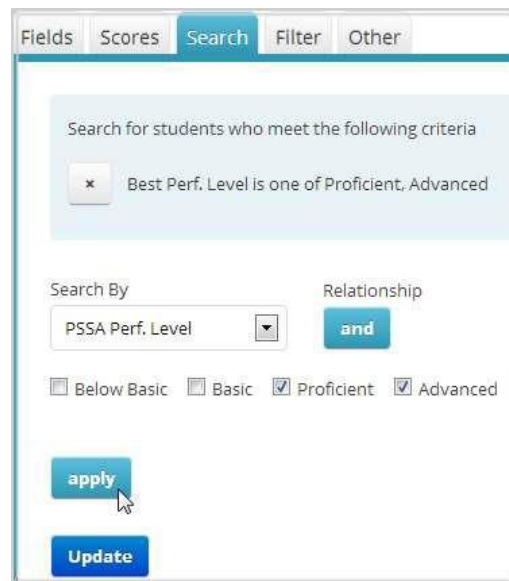
Fields	Scores	Search	Filter	Other
Scale Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Performance Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Total Raw Score	<input type="checkbox"/>	<input type="checkbox"/>		
MC Total	<input type="checkbox"/>	<input type="checkbox"/>		
OE Total	<input type="checkbox"/>	<input type="checkbox"/>		
+ <b>Module</b> <a href="#">Select All / Reset</a>				
+ <b>Test History</b> <a href="#">Select All / Reset</a>				
+ <b>Anchor Raw Score</b> <a href="#">Select All / Reset</a>				
- <b>PSSA Results</b> <a href="#">Select All / Reset</a>				
<input checked="" type="checkbox"/> Scale Score	<input checked="" type="checkbox"/> Performance Level			
<b>Update</b>				

## SEARCH

Use this feature to search students by different scores, performance levels, or research options. For example, to see students with a Best Performance Level of Proficient or Advanced, select “Best Performance Level” from the drop-down menu, click the check boxes next to “Proficient” and “Advanced,” click “Apply” and then “Update.”

To include one or more criterion, click on the scores of the subjects from the drop-down menu and then click on the relationship “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all of the characteristics selected whereas “or” will show students who fall under any one or more of the characteristics.

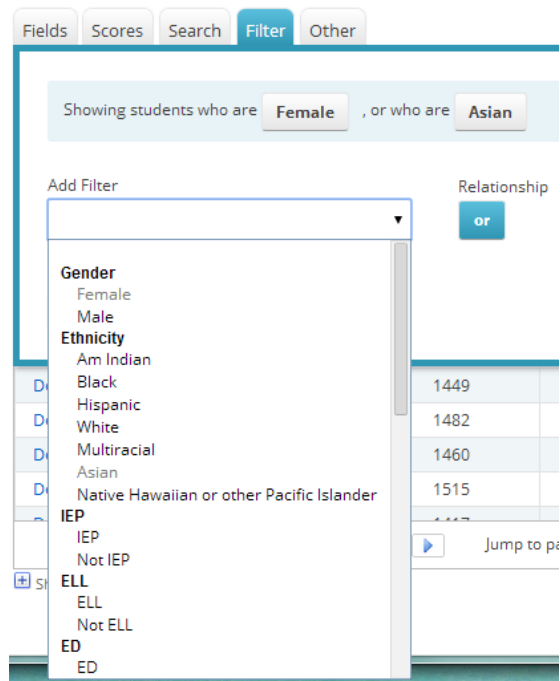
For instance, to view students who have a Best performance level of Proficient or Advanced and a PSSA performance level of Proficient or Advanced, first select “Best Performance Level” from the drop-down menu, click the check boxes next to “Proficient” and “Advanced,” and click “Apply.” Next, select “PSSA Performance Level”, click the check boxes next to “Proficient” and “Advanced,” and click “Apply.” Ensure the relationship operator reads “and,” then click “Update.”



The screenshot shows a software interface with a search panel. At the top, there are tabs for 'Fields', 'Scores', 'Search', 'Filter', and 'Other'. The 'Search' tab is active. Below the tabs, there is a light blue box with the text 'Search for students who meet the following criteria'. Inside this box, there is a criteria card that says 'x Best Perf. Level is one of Proficient, Advanced'. Below this, there are two sections: 'Search By' and 'Relationship'. The 'Search By' section has a dropdown menu currently set to 'PSSA Perf. Level'. The 'Relationship' section has a button labeled 'and'. Below these, there are four checkboxes: 'Below Basic', 'Basic', 'Proficient', and 'Advanced'. The 'Proficient' and 'Advanced' checkboxes are checked. At the bottom of the search panel, there are two buttons: 'apply' and 'Update'. A mouse cursor is pointing at the 'apply' button.

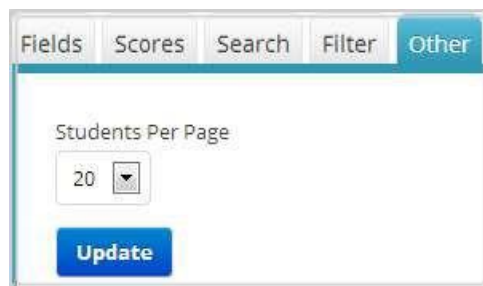
## FILTER

Use this feature to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click on the word “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under *all* of the characteristics selected whereas “or” will show students who fall under *any one or more* of the characteristics.



## OTHER

The Other tab allows the user to change the number of students shown per page.



## C. ADVANCED FEATURES

### FUNCTIONALITY

- **Drill to Individual Report:** Clicking on the student's last name in blue will allow a user to view a printable individual report of the students testing results.

Last Name	First Name
Doe12022	John
<a href="#">Drill to Individual Report</a>	
Doe12023	John



Doe12022, John		Grade: 11					
		Student ID: 911321704					
District Name: Cyberland SD							
School Name: Cyberland HS							
Winter 2012-13		Raw Score	Maximum Score	% Correct	Mastery	Best Scale Score	Best Result
Algebra I Total						1431	Below Basic
Module 1						1421	Not Pass
A1.1.1	Operations with Real Numbers and Expressions	2.0	9	22.2	N		
A1.1.2	Linear Equations	4.0	10	40.0	N		
A1.1.3	Linear Inequalities	1.0	11	9.1	N		
Module 2						1439	Not Pass
A1.2.1	Functions	2.0	10	20.0	N		
A1.2.2	Coordinate Geometry	3.0	10	30.0	N		
A1.2.3	Data Analysis	4.0	10	40.0	N		
<span>◀</span> Page 1 / 1 <span>▶</span> Jump to page <input type="text"/> <input type="button" value="Go"/>							
<input type="checkbox"/> Show Exclusions							

- **Save Report:** Clicking on the “Save Report” link allows the user to save the report for later online viewing. Saved reports are available via the “Saved Reports” link at the top of the page.
- **Download:** Clicking on the “Download” link allows the user to download the Graphical Summary Report.
- **Student View:** Clicking on the “Student View” link will pull up Individual Student Reports for the entire roster. Users may page through the report using the buttons at the bottom of the report to view each student.
- **Sort:** Columns can be sorted into ascending or descending order by clicking on the column header and selecting “Sort.”
- **Show Exclusions:** Clicking the  Show Exclusions button will pull up the Exclusion Codes regarding the Roster Report data. Click again to hide the exclusions.

## 11. FEEDER UPLOAD

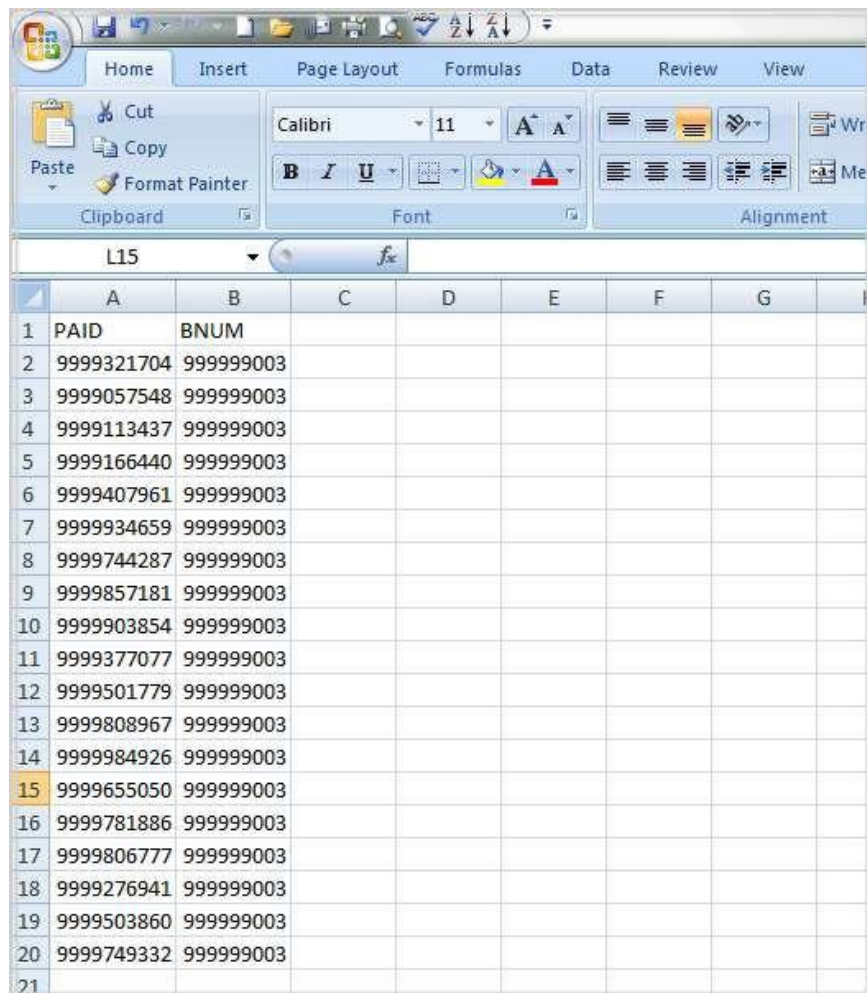
The Feeder Upload inside the Data Interaction system allows district-level administrative users to upload feeder files and create feeder reports. The feeder file may contain students from across the state, not just students within the user's district.

*\*In order to determine whether or not students have tested, a feeder file listing the PAsecureID's of the students in question should be uploaded. Any unmatched students whose PAsecureID's are valid are students who have not taken the Keystone assessment.*

### 11.1. CREATING A FEEDER FILE

The feeder file must be a CSV file. To create a CSV file:

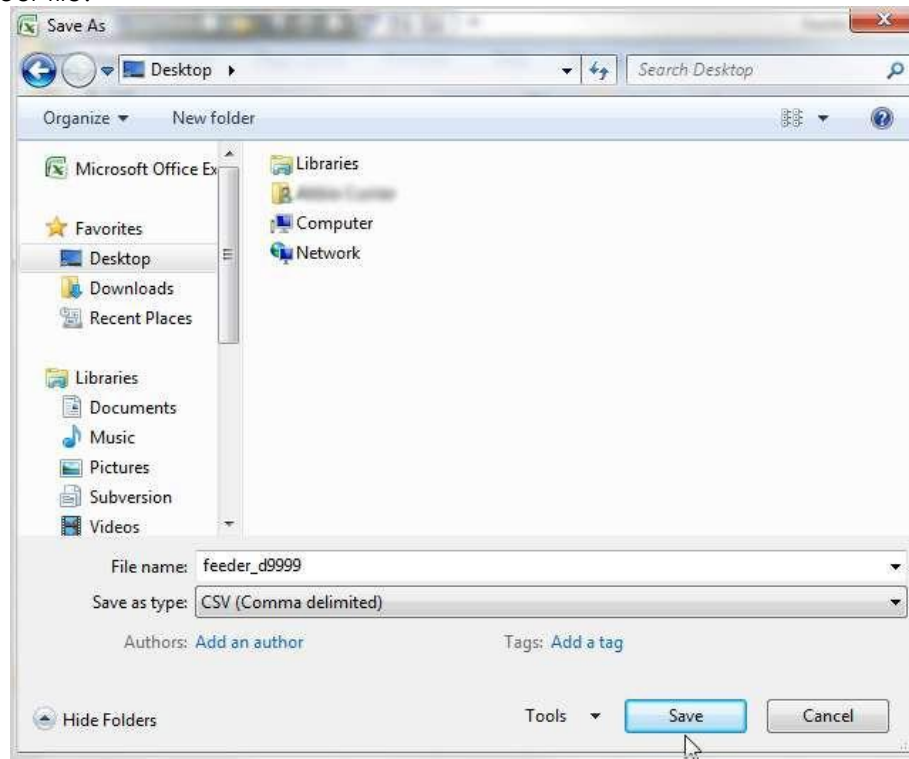
- Open Microsoft Excel on your computer.
- In the first column, type the heading "PAID."
- In the second column, type the heading "BNUM."
- Enter all student PAsecureIDs in the first column beneath the heading "PAID."
- Enter each student's current school code in the second column beneath the heading "BNUM."



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	PAID	BNUM					
2	9999321704	999999003					
3	9999057548	999999003					
4	9999113437	999999003					
5	9999166440	999999003					
6	9999407961	999999003					
7	9999934659	999999003					
8	9999744287	999999003					
9	9999857181	999999003					
10	9999903854	999999003					
11	9999377077	999999003					
12	9999501779	999999003					
13	9999808967	999999003					
14	9999984926	999999003					
15	9999655050	999999003					
16	9999781886	999999003					
17	9999806777	999999003					
18	9999276941	999999003					
19	9999503860	999999003					
20	9999749332	999999003					
21							

- Click “File,” then “Save As,” enter the file name you wish to save this file under, click “File Type” and select “CSV (comma delimited),” and click “Save.” Note: Make sure you remember where you saved your file.




- A CSV template is provided for you on the Feeder Upload page for your convenience.

## 11.2. UPLOADING A FEEDER FILE

The Feeder Upload can be accessed by clicking on “Feeder Upload” located at the top right of the screen.

\*Please note that only District Administrator accounts (those that start with “D” followed by the district AUN) have access to the Feeder Upload. Once a Feeder File is uploaded, the Feeder Report will appear as an option for all applicable sites in the District.

Home | PSSA | Saved Reports | Queued PDFs | **Feeder Upload** | Control Panel | Help | Support/FAQ | Updates (10/29/2013) | Log Out

 **Data Interaction**  
for Pennsylvania Keystone Exams

**Select Report**

- Group Summary: Performance Levels**
- Group Summary: Assessment Anchors
- Graphical Summary: Performance Levels
- Roster Report: Individual Performance
- Historical Roster Report
- Feeder Report
- Longitudinal Roster Report
- Quick Reports

Student Search:

The File Upload page will be displayed:

**Feeder Upload**

No file chosen

**Warning: When you click 'Upload', any old feeder data will be overwritten**

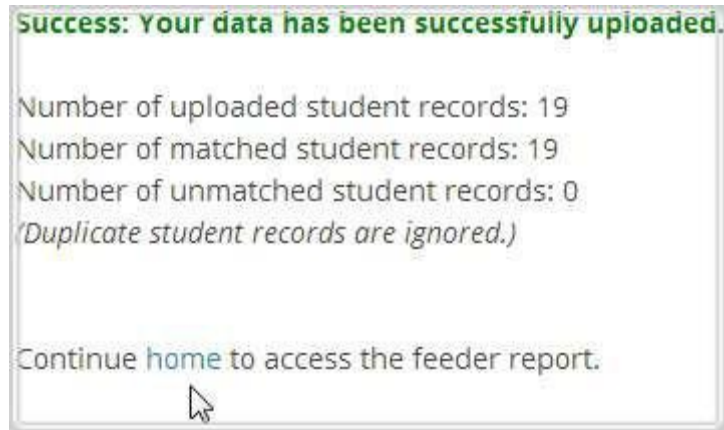
- Click "Choose File" and select the feeder file you created.
- Click "Upload."

**Feeder Upload**

feeder\_d9999.csv

**Warning: When you click 'Upload', any old feeder data will be overwritten**

After the file has been successfully uploaded, a message like the following will appear. Click "home" to access the feeder report.



## A. TROUBLESHOOTING

After uploading the feeder file you may see one or more error messages for students, such as the following:

**Success: Your data has been successfully uploaded.**

Number of uploaded student records: 12  
 Number of matched student records: 10  
 Number of unmatched student records: 2  
*(Duplicate student records are ignored.)*

**Error: Unable to retrieve data for the following 2 student(s):**

PAsecureID	BNUM	
00000000ff	999999001	No matching student data found for this PAID
9999999999	999999001	No matching student data found for this PAID

[Download as CSV](#)

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

\*Users may download the mismatch file by clicking the blue link as shown in the screen shot.

To solve the errors, please see the list below:

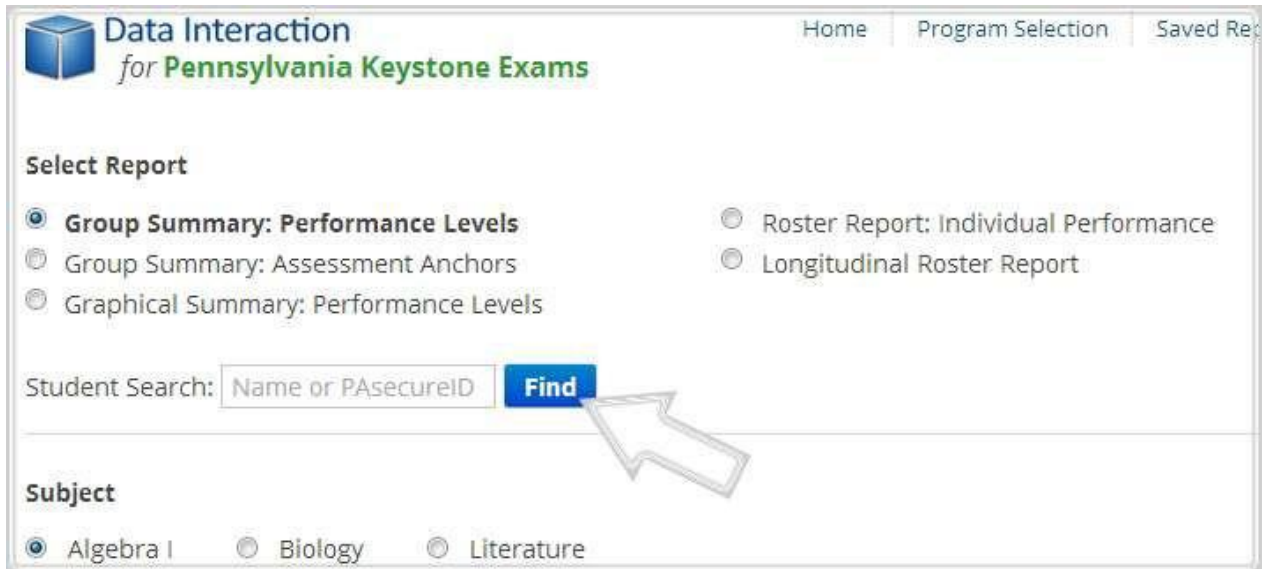
- **BNUM is not a valid school:** This school code is not recognized by the application or is blank. Please check the ID and try again. If you are entering students for a new school, please see PDE.
- **PAID is not in a valid format:** The PAsecureID is blank or contains letters/symbols. Only valid numerical IDs are accepted. Please check the ID and try again.
- **No matching student data found for this PAID:** This student ID does not exist in the application. Please check the ID and try again. If the student has never taken the Keystone exams, they will not have any data in the application and will be kicked out as 'unmatched.' If the student ID is correct, the user can assume the student has never tested for keystones.

## 12. STUDENT SEARCH

The Student Search allows users to search for a student by PAscoreID or name and be shown a Historical Roster Report for that student. Authorized users may search for students across the state. \*Please note that the Student Search will only return records for students who have tested Keystones and who are on your district's or school's current roster. To determine whether or not a student has tested, please utilize the Feeder Upload and Feeder Report.

### 12.1. GETTING STARTED

- Enter the student's PAscoreID or name in the text box next to "Student Search."
- Click "Find."



The screenshot shows the 'Data Interaction for Pennsylvania Keystone Exams' interface. At the top, there are navigation links for 'Home', 'Program Selection', and 'Saved Reports'. Below this is a 'Select Report' section with five radio button options: 'Group Summary: Performance Levels' (selected), 'Group Summary: Assessment Anchors', 'Graphical Summary: Performance Levels', 'Roster Report: Individual Performance', and 'Longitudinal Roster Report'. Below the report selection is a 'Student Search' section with a text input field containing 'Name or PAscoreID' and a blue 'Find' button. A mouse cursor is pointing at the 'Find' button. At the bottom is a 'Subject' section with three radio button options: 'Algebra I' (selected), 'Biology', and 'Literature'.

#### A. SAMPLE REPORT

Selecting "Find" will generate a list of student records found matching the search criteria:

**Student Search**  
You searched for "doe12806"

Last Name	First Name	PAsecureID	Grade	Tested Admin	Subject
<a href="#">Doe12806</a>	John	9995412806	Grade 10	Spring 2013	Biology
<a href="#">Doe12806</a>	John	9995412806	Grade 10	Winter 2012-13	Biology
<a href="#">Doe12806</a>	John	9995412806	Grade 10	Spring 2013	Literature

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- Click on the last name of the desired student record to view the Historical Roster Report for that student by subject and administration.

## 13. SAVED REPORTS

All reports may be saved for later viewing within Data Interaction. This will allow users to customize reports to suit their needs.

### 13.1. GETTING STARTED

- Open any report within Data Interaction.
- Click "Save Report."

**Group Summary: Performance Levels**  
Algebra I, Winter 2012-13

Scores   Filter   Disaggregate   Other    Save Report   Download   Transpose

Group	Administration	N	Mean SS	Best Score			
				% in Each Level			
				Below Basic	Basic	Proficient	Advanced
Cyberland SD	Winter 2012-13	546	1498.1	11.2	44.0	27.8	17.0

- Select "Add New Folder" to create a new folder in which to save the report. Enter the new folder name in the text box and click "Add Folder."

**Save Report**  Save Report  X

Add New Folder:

---

Folder Name:

**Add Folder**

- Select "Save Report" to save the report to an existing folder. Select the folder from the drop down menu, enter the report name in the text box, and click "Save Report."

**Save Report**  Save Report  X

Add New Folder:

---

Folder Name:  ▼

Report Name:

**Save Report**

## 13.2. LOADING SAVED REPORTS

To view a previously saved report:

- Click "Saved Reports" in the navigation pane in the top right corner.

Home | PSSA | **Saved Reports** | Queued PDFs | Feeder Upload | Control Panel | Help | Support/FAQ | Updates (10/29/2013) | Log Out

**Data Interaction**  
for Pennsylvania Keystone Exams

**Select Report**

- Group Summary: Performance Levels**
- Group Summary: Assessment Anchors
- Graphical Summary: Performance Levels
- Roster Report: Individual Performance
- Historical Roster Report
- Feeder Report
- Longitudinal Roster Report
- Quick Reports

Student Search:

- Select the report name and click "Load Report."

**Saved Reports**

My Saved Reports  
**Grp Summary: PL Algebra**

MyReports  
ex1

Report Name: Grp Summary: PL Algebra

**Group Summary: Performance Levels**  
Algebra I, Winter 2012-13

Scores | Filter | Disaggregate | Other

Viewing: **Grp Summary: PL Algebra** | Download | Transpose

Group	Administration	N	Mean SS	Best Score			
				% in Each Level			
				Below Basic	Basic	Proficient	Advanced
Cyberland SD	Winter 2012-13	546	1498.1	11.2	44.0	27.8	17.0

- To delete a saved report, select the report name and click "Delete."

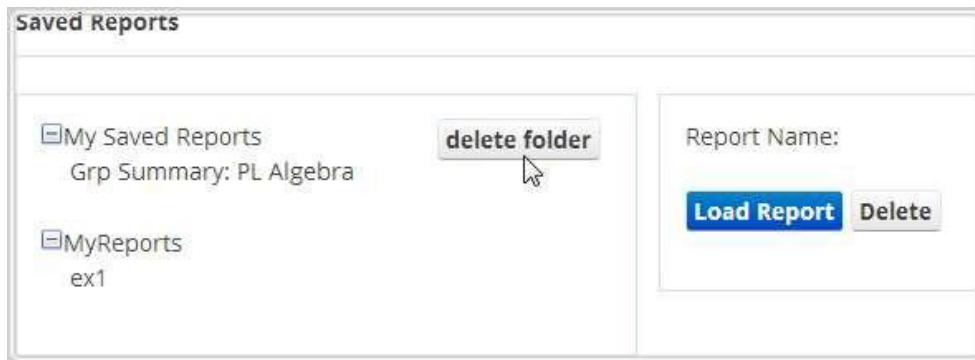
**Saved Reports**

My Saved Reports  
**Grp Summary: PL Algebra**

MyReports  
ex1

Report Name: Grp Summary: PL Algebra

- To delete a folder of saved reports, select the folder and click "Delete."



## 14. CONTROL PANEL

The control panel inside the Data Interaction system allows administrative users to create user accounts with different privileges at the district, school, and content levels.

### 14.1. GETTING STARTED

The control panel can be accessed by clicking on "Control Panel" located at the top right of the screen.



### 14.2. MAKING A SELECTION

Choose an option: "Add User Account," "View User Accounts," "View User Activity," or "Customize Demographic Visibility."

**Data Interaction**  
for **Pennsylvania Student Assessments**

Logged in as **D9999** ( [logout](#) ) | [Home](#) | [Control Panel](#) | [Help](#)  
[Other Exams](#) | [Saved Reports](#) | [Queued PDFs](#) | [Support/FAQ](#)

## Control Panel

**Add User Account**  
Control Panel enables you to add user accounts to a specific school or district based on the privileges of the administrator account.

**View User Accounts**  
You can centrally view and manage all the user accounts in a single screen with this interface depending on the privileges of the administrator account. You can also deactivate/activate a user account.

**View User Activity**  
Control Panel gives you the ability to monitor the user activity of all the user accounts within your school/district. Details include time stamp, IP address, username and module visited.

**Customize PSSA Demographic Visibility**  
Allows you to control which demographics are visible based on user types and roles.

**Customize Keystone Demographic Visibility**  
Allows you to control which demographics are visible based on user types and roles.

### 14.3. ADD USER ACCOUNTS

“Add User Account” allows for the creation of user accounts for a specific district or school. To add a new user account, click on this option.

**Data Interaction**  
for **Pennsylvania Student Assessments**

Logged in as **D9999** ( [logout](#) ) | [Home](#) | [Control Panel](#) | [Help](#)  
[Other Exams](#) | [Saved Reports](#) | [Queued PDFs](#) | [Support/FAQ](#)

## Add User Account

[Return to Control Panel](#)

**Username:**

**Password:**

**Account Type:**  District  School

**Account Role:** Normal

**District:** Cyberland SD (D9999)

**Test Programs:**  PSSA  Keystone

Select the type of account (see below) and any other additional information that the system asks for. Enter the new username and password and click “Submit.”

Note: Check the check boxes for PSSA and/or Keystone to ensure the new user has access to the proper program.

#### 14.4. TYPES OF ACCOUNTS

There are five levels of access to the Data Interaction application: State, District, School, Content, and Grade. \*\*\*Grade level users are not applicable for Keystones (this level is only for PSSA).

- **State-level** users can view all student information at both state and district levels, including students' scores, demographic information, and details like names, birth date, and student ID.
- **District Administrator** users have access to all the data for their specified districts as well as all schools within the districts. The district administrator is able to:
  1. Upload feeder data for Keystones.
  2. Upload data for integration with PSSA data.
  3. Access the control panel to create, deactivate, modify, and view user accounts.
- **District Normal** users have access to all of the data for their specified district and schools.
- **School Administrator** users have access to all the data for their specified school. The school administrator is able to:
  1. Access the control panel to create, deactivate, modify, and view user accounts.
- **School Normal** users have access to all of the data for their specified school.
- **Content Specific** users have access to all the data for their specified content within their school.
- **Grade-level** users can view summary and individual information at their particular school for designated grade(s). (\*Applicable only for PSSA; Keystone Exams are not reported by Grade Level)

#### 14.5. VIEW USER ACCOUNTS

"View User Accounts" provides a list of all user accounts and allows for the management of user accounts on a single screen.

### View User Accounts

[Return to Control Panel](#)

Filter Users: Show All Users ▼

Username ▼

				Username	School	Type	Status	Role	Program
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	BerksIU		D	Active	Normal	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	dgillin	Cyberland Elem	S	Active	Normal	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	breinerb		D	Active	Normal	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99987	Cyberland Elem	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99988	Scobee Elem	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99989	Science Elem	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99990	Newtown Elem	S	Active	Admin	PSSA, Keystone
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99991	Deerfield Elem	S	Active	Admin	PSSA, Keystone
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99992	Cyberland Mid	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99993	Scobee Mid	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99994	Science Mid	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99995	Newtown Mid	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99996	Cyberland High	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99997	Scobee High	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	B99998	Deerfield High	S	Active	Admin	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	D9999		D	Active	Admin	PSSA, Keystone
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	cyberelem	Cyberland Elem	S	Active	Normal	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	sadfr		D	Inactive	Normal	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	saegsaegsag		D	Active	Normal	PSSA
<a href="#">Account Info</a>	<a href="#">Change Role</a>	<a href="#">Change Status</a>	<a href="#">Reset Password</a>	safari		D	Active	Normal	PSSA

1 2 3 4 5 6

From the View Users Accounts page, users can view the account information by username, change the role of any account (i.e. administrative or normal), reset passwords, and activate or deactivate user accounts. The list of user accounts can be filtered by using the drop-down box or the search box at the top of the list.

Note the new column to indicate which program the user belongs to (PSSA or Keystone).

To view **account information** for a particular user, click on the corresponding "Account Info" link. Here you can view the user information and deactivate/activate user accounts and delete user accounts.

### View Account Info

[Return to Control Panel](#)

Username : cyberelem

Account Type : School

District : D9999

School : B99987

Active : Yes

Role : Normal

Program : PSSA

Date Created : 1/24/2005 2:55:03 PM

Created by : D9999

Last Accessed : 9/17/2013 8:14:36 PM

- **Deactivate User Account** will disable the username and password for this account.
- **Edit User Account** will allow certain fields to be edited for the account.
- **Delete User Account** will delete this account. \*This is only available after an account has been deactivated.

To **change the role** of an account, click the corresponding "Change Role" link. The account will toggle between "Admin" and "Normal" as the "Change Role" link is clicked.

Filter Users: Show All Users ▼  
 Username ▼  Search Reset  
 User justinH is now an administrative user.

To **change the status** of an account, click the corresponding "Change Status" link. The account will toggle between "Active" and "Inactive" as the "Change Status" link is clicked.

Filter Users: Show All Users ▼  
 Username ▼  Search Reset  
 User tmcquay account is now disabled.

To **reset a password**, click the corresponding "Reset Password" link. Enter the new password twice and click "Change Password."

**Change Account Password**  
[Return to Control Panel](#)

Changing Password for: **kortet**

Please Enter a New Password:

Please Re-Enter New Password:

Change Password

**14.6. VIEW USER ACTIVITY**

"View User Activity" displays all user activity within the district or school. Detailed information, such as time stamp, IP address, username, and module visited, is provided.

**Users Activities**  
Return to Control Panel

PSSA/PASA/PSSA-M ▾ Active users today ▾

Username	IP ADDRESS	Time Stamp (ET)	Module
d9999	104.1.44.198	9/8/2015 7:53:39 AM	View Users Activity
d9999	104.1.44.198	9/8/2015 7:53:37 AM	Control Panel
d9999	104.1.44.198	9/8/2015 7:49:37 AM	View User Accounts
d9999	104.1.44.198	9/8/2015 7:49:35 AM	Control Panel
d9999	104.1.44.198	9/8/2015 7:47:13 AM	View User Accounts
d9999	104.1.44.198	9/8/2015 7:47:11 AM	Control Panel
d9999	104.1.44.198	9/8/2015 7:45:07 AM	Control Panel
d9999	104.1.44.198	9/8/2015 7:41:35 AM	Control Panel

The drop-down box above the table allows for filtering by different time periods. This list can be sorted by clicking on the column headings.

## 15. DETERMINING WHETHER STUDENTS HAVE TESTED

The keystones application provides data for students who have taken at least 1 module of the keystones assessment. As such, any students who have never tested will not be displayed on the summary, roster, historical roster, quick reports, or student search results. In order to determine whether a student has tested, users need to utilize the Feeder Upload and Feeder Report.

### 15.1. PROCESS FOR VERIFYING WHETHER STUDENTS HAVE NOT TESTED

The Group Summary, Graphical Summary, Roster, Historical Roster, Quick Reports and Student Search (the report options listed at the top of the home page) provide data ONLY for students who have tested keystones and who are on your district's or school's current roster. As such, to determine whether any new students have tested, OR to verify whether existing students who do not appear on your reports (as described above) have tested, please follow the steps below:

- 1) **Prepare a Feeder Upload File** per the instructions on the Feeder Upload section of the help guide. \*In order to ensure you have a complete list, we suggest uploading a file with ALL of your students, including both current and new students. The list should include all students for which you need to verify whether they have taken the keystones assessment.
- 2) **Upload the Feeder File.** Immediately upon completing the upload, an 'error' report listing any issues with the upload file, including any unmatched student IDs will appear. If there are no errors or unmatched records, a success message will display.
- 3) **Download the csv file for any unmatched student records.** \*Any unmatched student records whose PAsecureIDs are valid are students who have NOT TESTED for the keystone assessment. As of Winter 2013-14, these unmatched student records will display on the Feeder Report with blank data as well as the mismatch report, but users will still need to verify the PAsecureIDs are valid before assuming students have not tested.
- 4) **Check the Feeder Report.** In addition to the unmatched students, the Feeder Report should be reviewed to determine whether any of the students who have participated in the keystones assessment did not receive a score. If a student records displays an exclusion code such as "NS" (No Score) rather than a valid score, that student may still need to test that section of the keystone assessment.