

South Dakota Spring 2019

Accessing Reports - Quick Reference Guide

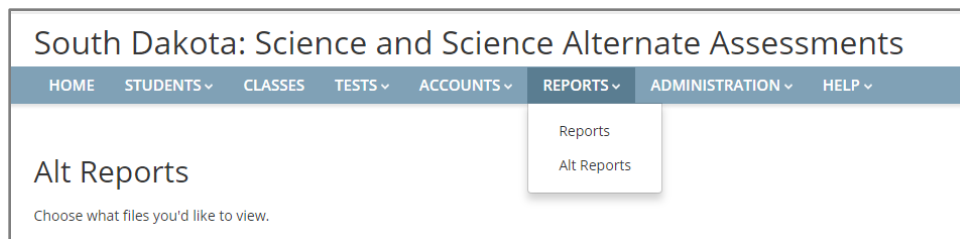
This Quick Reference Guide walks through the process to access reports for the South Dakota Science Assessment (SDSA) and the South Dakota Science Assessment-Alternate (SDSA-Alt). The reports available to you are dependent on the permissions level you have in Nextera Admin. District Administrators have access to District, School, and Classroom (SDSA only) level reports. School Coordinators have access to School and Classroom (SDSA only) level reports.

District-Level Reports	School-Level Reports	Classroom-Level Reports
District Summary Report	School Summary Report	Individual Student Report (ISR)
District Performance Report*	School Performance Report*	
District Data File		

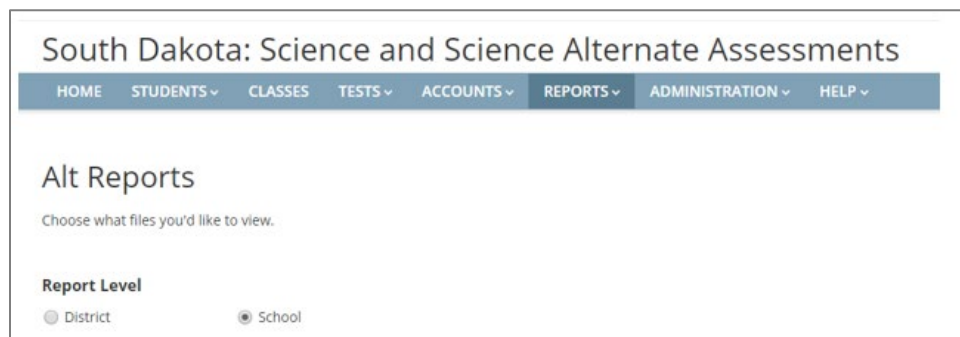
*Indicates reports specific to SDSA only.

SDSA-Alt Reports

1. Log in to Nextera Admin and navigate to the *Reports* tab. Select the *Alt Reports* option from the drop-down menu.

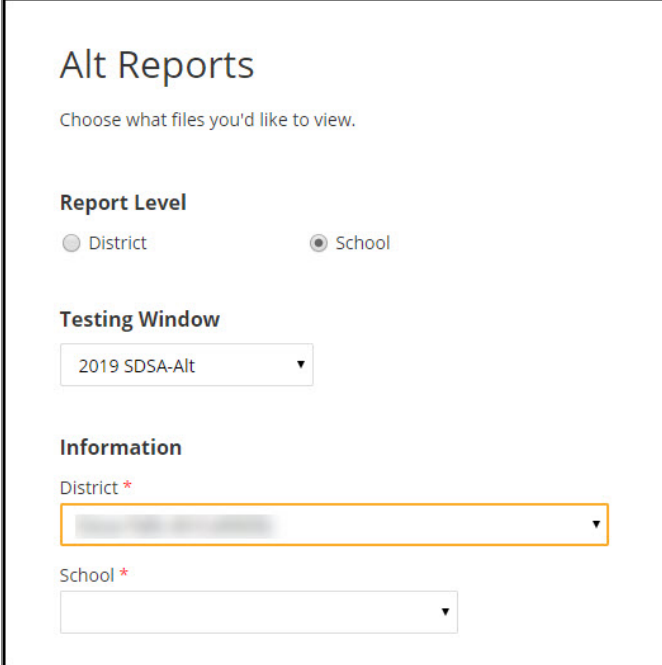


2. The *Alt Reports* page displays. Select the **District** or **School** radio button under *Report Level*. This activates the *Testing Window* and *Information* fields.



3. The *Testing Window* is pre-populated with 2019 SDSA-Alt and the District drop-down is pre-populated with the district. If you are a District Administrator, the School drop-down lists the

schools in the district. Select the applicable school from the drop-down. If you are a School Coordinator, the School will be pre-populated for you.



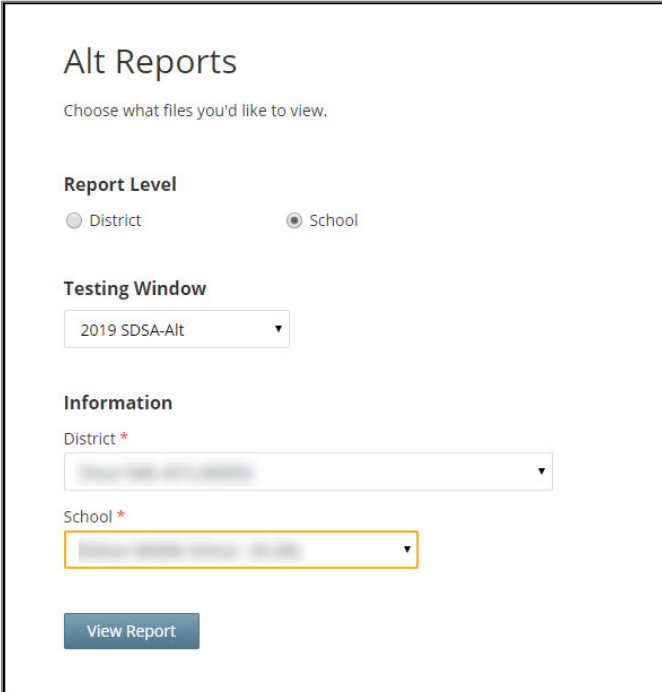
Alt Reports
Choose what files you'd like to view.

Report Level
 District School

Testing Window
2019 SDSA-Alt ▼

Information
District *
[Redacted] ▼
School *
[Redacted] ▼

4. Select **View Report**. A new browser tab opens to the ServicePoint application. A message regarding pop-up blockers may be activated. If this message is received select the applicable option to allow the window to open.



Alt Reports
Choose what files you'd like to view.

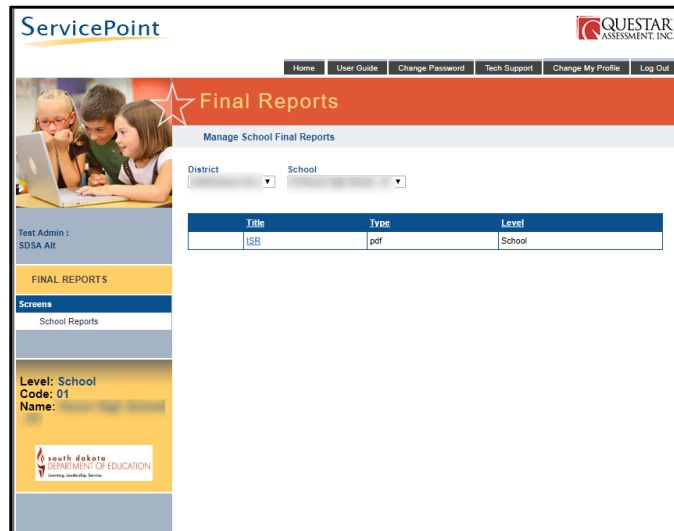
Report Level
 District School

Testing Window
2019 SDSA-Alt ▼

Information
District *
[Redacted] ▼
School *
[Redacted] ▼

View Report

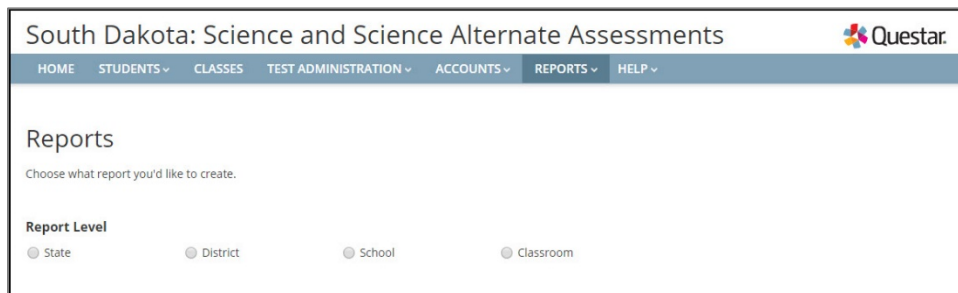
5. Select Final Reports from the menu on the left side of the window. Select School Reports from the sub-menu. All of the reports for the school are available as links to a PDF file for download and printing.



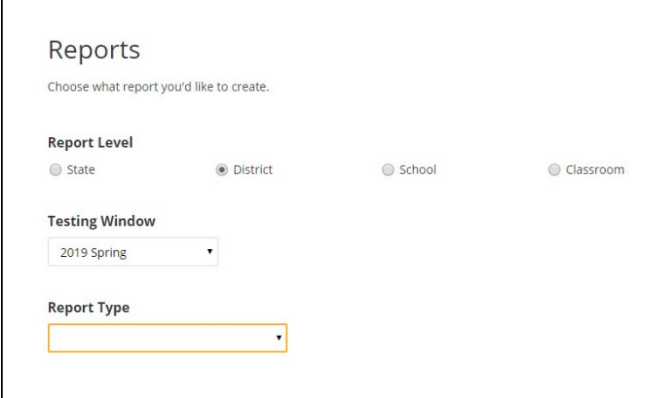
7. Return to Nextera Admin to select another school and repeat steps 4 through 6 to access the reports for that school if you are a District Administrator.

SDSA Reports

1. Log in to Nextera Admin and navigate to the *Reports* tab. Select the *Reports* option from the drop-down menu. The *Reports* page displays.



2. Select the **District**, **School**, or **Classroom** radio button (according to the reports you want to access) under *Report Level*. This activates the *Testing Window* and *Report Type* fields. Select the Report Type.



Reports

Choose what report you'd like to create.

Report Level

State District School Classroom

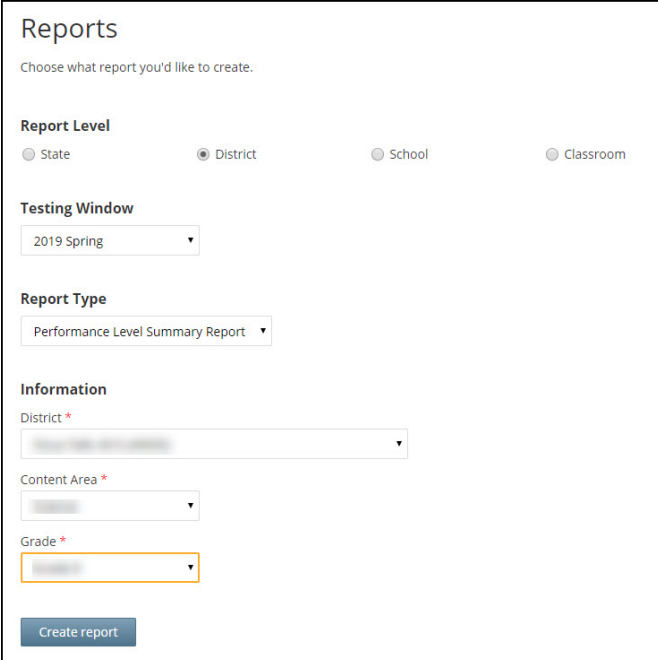
Testing Window

2019 Spring ▼

Report Type

▼

3. The *Information* fields are activated. Enter the appropriate information and select **Create Report**.



Reports

Choose what report you'd like to create.

Report Level

State District School Classroom

Testing Window

2019 Spring ▼

Report Type

Performance Level Summary Report ▼

Information

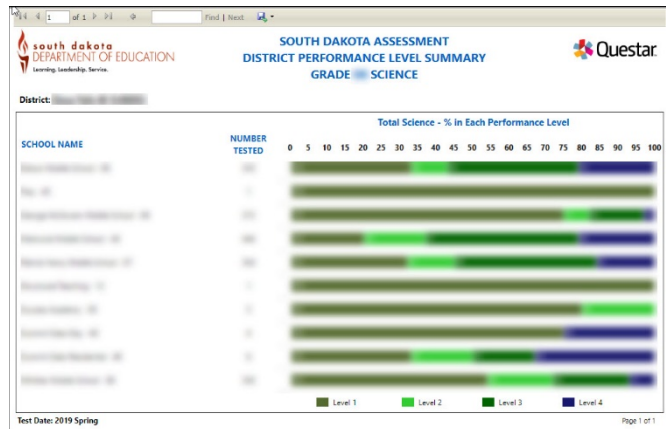
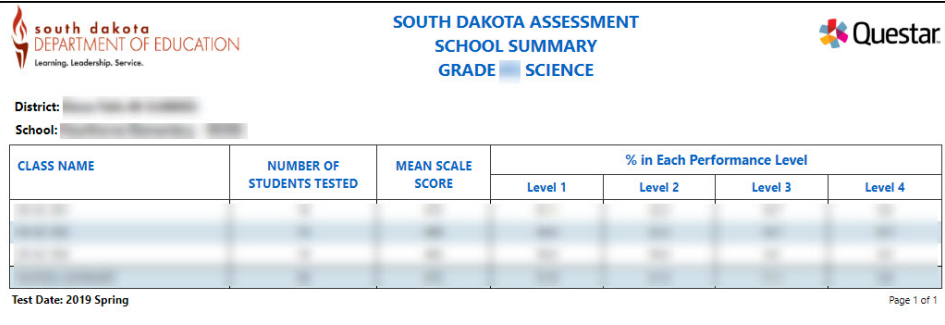
District *
▼

Content Area *
▼

Grade *
▼

Create report

4. A new tab opens with the selected report.

SOUTH DAKOTA ASSESSMENT
SCHOOL SUMMARY
GRADE SCIENCE

District: [Redacted]
School: [Redacted]

CLASS NAME	NUMBER OF STUDENTS TESTED	MEAN SCALE SCORE	% in Each Performance Level			
			Level 1	Level 2	Level 3	Level 4
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Test Date: 2019 Spring Page 1 of 1

Please Note: To access your SDSA GenEd district data file, please follow the same steps as you would to access your SDSA Alt reports.

Customer Support

South Dakota Testing-Related Questions:

Phone: 1.866.644.6648

Chat: Available via Nextera Admin (Help Tab)

Email: SDCustomerSupport@questarAI.com