

Dynamic Score Reporting Site User Guide

A guide for accessing and navigating
score reports for:

- M-STEP
- PSAT 8/9
- SAT with Essay
- MI-Access
- Early Literacy and Mathematics
Benchmark Assessments

August 2021

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Introduction

This document is a guide for navigating Michigan's Dynamic Score Reporting Site. The Dynamic Score Reporting Site will provide Michigan score reports for the M-STEP, PSAT 8/9, SAT with Essay, MI-Access, and Early Literacy and Mathematics Benchmark test administrations.

Student-level data is data from one student's performance. It provides the educator with a snapshot of information about how one student performed, at one point in time, relative to Michigan's content standards.

Aggregate data measures groups of students' performance relative to Michigan's standards at one point in time. This data can be used to look at program effectiveness, to determine how a building's program is serving students in different demographic groups, or to gauge how a program serves students in one grade level over time. Aggregate data can also be used to compare program effectiveness in one school with another in the district, with the district as a whole, or in comparison with statewide results.

Family Educational Rights and Privacy Act (FERPA)

Reports that provide student level data include federally protected student data. Some aggregate reports may contain score data representing small numbers of students. The Office of Educational Assessment and Accountability (OEAA) does not suppress or mask data on aggregate reports therefore data representing small numbers of students is also considered federally protected student data. It is imperative that report users understand the sensitive and confidential nature of the data presented on assessment reports and comply with all [Family Educational Rights and Privacy Act](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) (https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) regulations.

Accessing the Dynamic Score Reporting Site

The Dynamic Score Reporting Site is accessed through the Office of Educational Assessment and Accountability (OEAA) Secure Site using your Michigan Education Information System (MEIS) login. Supported browsers for the Dynamic Score Reporting Site are Chrome, Firefox, Microsoft Edge for PCs, and Safari for Mac OS.

Reports are available through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) under the Reports tab. Secure Site access is only available to district and school employees with authorized user roles and permissions granted by their district. You must have a Michigan Education Information System (MEIS) login in order to access the Secure Site. For instructions on how to obtain a MEIS login, go to the [Secure Site Training web page](http://www.mi.gov/securesitetraining) (www.mi.gov/securesitetraining) and select **How do I get access to the Secure Site?**

STEP 1: Log in to the Secure Site using your MEIS login. Choose the appropriate profile that allows access to the desired school or district assessment data from the required field in the **Choose the profile to be used** dropdown (Fig. 1). Once the profile is selected, select the OK button.

Note: If a user does not have access to multiple profiles, this option will not be provided. These users will go directly to Step 2.

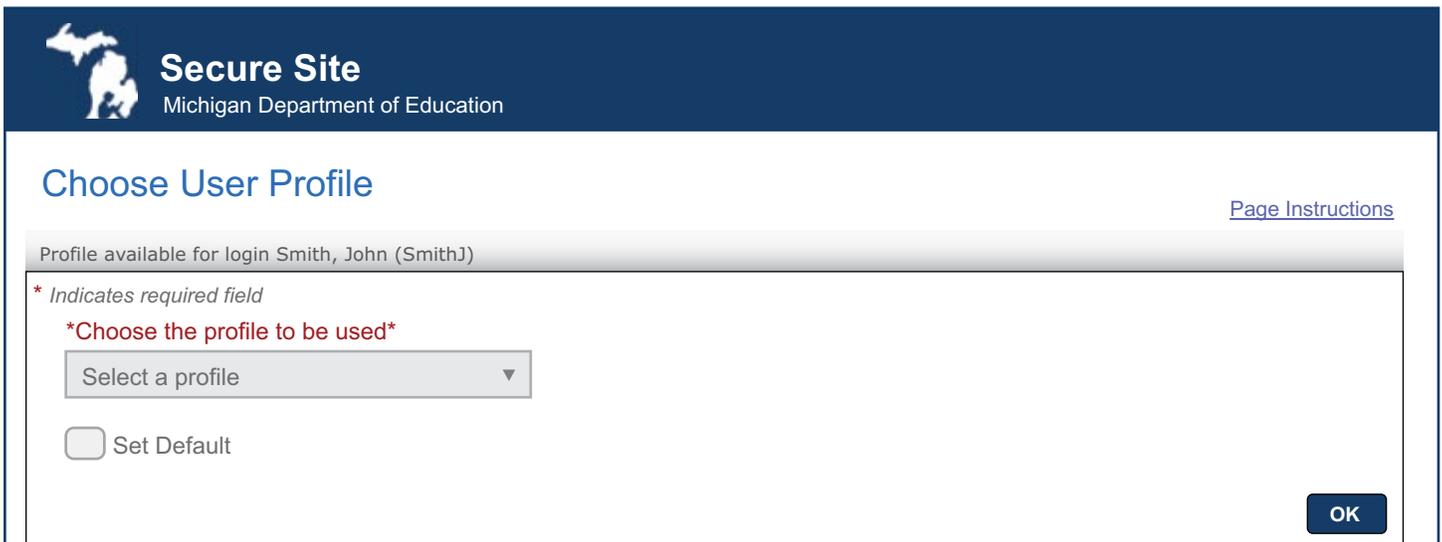


Figure 1: Choose User Profile screen

STEP 2: Choose **Reports** in the menu bar and select **Dynamic Score Reports** (Fig. 2).

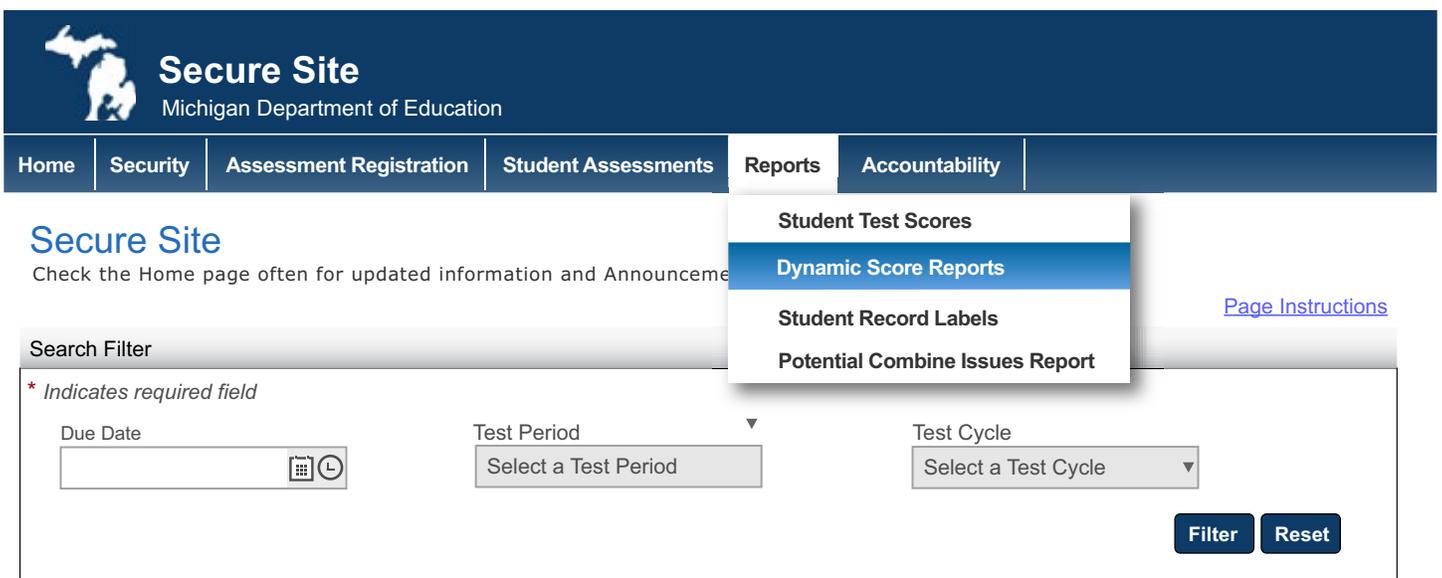


Figure 2: Choose Dynamic Score Reports

STEP 3: On the Search Criteria page section, select the appropriate test cycle (i.e., Spring 20XX M-STEP, Spring 20XX MI-Access, etc.) from the required Test Cycle drop-down menu (Fig. 3).

The screenshot shows the top navigation bar of the Michigan Department of Education Secure Site. The main content area is titled "Dynamic Score Reports" and includes a "Page Instructions" link. Below this is the "Search Criteria" section, which contains a form with four dropdown menus: "*Test Cycle", "*ISD", "District", and "School". The "*Test Cycle" dropdown menu is open, showing options: "Select a Test Cycle", "Fall 20XX Early Literacy", "Winter 20XX Early Literacy", "Spring 20XX Early Literacy", "Spring 20XX SAT", and "Spring 20XX PSAT 8". There are "Search" and "Reset" buttons at the bottom right of the form.

Figure 3: Select Test Cycle

STEP 4: Next, select the appropriate Intermediate School District (ISD) in the required **ISD** drop-down menu (Fig. 4). Select **Search**.

The screenshot shows the same "Search Criteria" form as in Figure 3. In this view, the "*ISD" dropdown menu is open, showing options: "Select an ISD", "Demo ISD (00000)", and "Demo ISD (00000)". The "*Test Cycle" dropdown menu is now closed and shows "Spring 20XX M-STEP" as the selected option. The "Search" and "Reset" buttons remain at the bottom right.

Figure 4: Select an ISD

Selecting the Search Criteria of **District** and **School** is optional (Fig. 5). If you have access to more than one district within the ISD selected and search without selecting a specific district, all districts that you have access to will be returned in the search results. If you only have access to one district within the ISD selected, that district will be pre-populated. Similarly, if you have access to more than one school within the ISD and district selected, all schools that you have access to will be returned in the search results unless a specific school is selected in the search criteria. If you only have access to one school, that school will be pre-populated. When all selections have been made, select **Search**.

Secure Site
Michigan Department of Education

Home | Security | Assessment Registration | Student Assessments | Reports | Accountability

Dynamic Score Reports

If you have trouble viewing the updated data on the Preliminary Reports, try to clear your web browser cache. [Page Instructions](#)

Search Criteria

* Indicates required field

*Test Cycle: Spring 20XX M-STEP

*ISD: Demo ISD (00000)

District: Select A District (dropdown menu showing Demo Public Schools Community District (00000))

School: Select a School (dropdown menu)

Search Reset

Figure 5: Select a District

Secure Site
Michigan Department of Education

My Profile Name: Demo Public Schools District - District, My Email: sampleperson@sample.com, My Phone Number: 000-000-0000

Dynamic Score Reports

Search Criteria

* Indicates required field

Test Cycle: Spring 2021 M-STEP
 District: Demo ISD
 District: Demo School District (00000)
 School: Demo School (00000)

Search Results

SELECT	DATA AVAILABLE	REPORT LEVEL	DISTRICT	SCHOOL	SCORES LAST MODIFIED DATE
<input type="checkbox"/>	Yes	District	Demo Public Schools Community District (00000)	--All Schools--	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00000)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00001)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00002)	07/07/2021 02:30 PM
<input type="checkbox"/>	No	School	Demo Public Schools Community District (00000)	Demo Elementary School (00003)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00004)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00005)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00006)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00007)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00008)	07/07/2021 02:30 PM
<input type="checkbox"/>	Yes	School	Demo Public Schools Community District (00000)	Demo Elementary School (00009)	07/07/2021 02:30 PM

Figure 6: Search Results Grid

After you select the test cycle, ISD, district and/or school, a Search Results grid (Fig. 6) will display all the options available within the searched criteria. If you have district-level access, you will have access to both district- and school-level score data in the Dynamic Score Reporting Site. If you do not have district-level access, only school records will be returned. You will be able to see:

- A** which schools or districts have score data in the **Data Available** column
- B** the report level (school or district) in the **Report Level** column
- C** the district name in the **District** column
- D** the school name (or **All Schools** for district-level records) in the **School** column
- E** the date on which scores were last modified in the Scores Last **Modified Date** column

All columns are filterable and sortable.

STEP 5: To access the report for a specific school or district, select **F** the check box in the far-left column of the record, and then **G**, the **Open Report** button in the bottom right corner of the Search Results grid. Only one record can be selected at a time (Fig. 6).

STEP 6: While the system is retrieving data, a message letting you know that you are connecting to the Dynamic Score Reporting Site will appear. (Fig. 7).

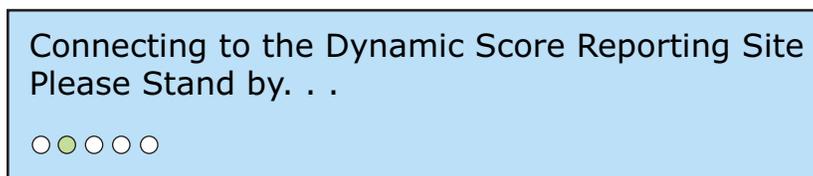


Figure 7: Connecting message

Minimum Browser Requirements and Settings

IMPORTANT: Be sure that your browser’s pop-up blocker is set to allow the Dynamic Score Reports to be viewed. If your browser is configured to block all pop-ups, you will not be able to access the Dynamic Score Reporting Site until your browser’s pop-up blocker is disabled. If you need further assistance with pop-up blockers, contact your district’s network administrator to configure your browser settings to allow access to the Dynamic Score Reporting Site.

Minimum Browser Requirements:

To ensure the best possible experience while accessing and navigating the Dynamic Score Reporting Site (DSRS), MDE recommends using the most recent versions of the following browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Apple Safari

MDE recommends using the most current production release of each browser.

MDE will provide best effort support for browser versions older than two versions prior to the most recent version.

The version of the browser in use can be found by looking in the Help menu and choosing About.

Downloading and Printing from Google Chrome

PDFs generated in the DSRS can now be printed from any browser, including Chrome. However, if the “Download” option (Fig. 8) does not work in Google Chrome, you can use the Save as PDF (Fig. 9) function and save the downloaded reports to a secure location.

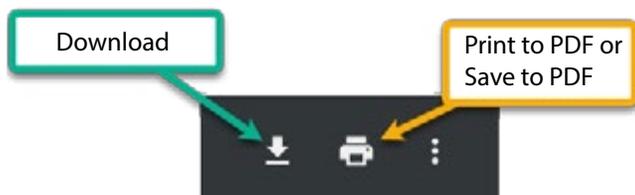


Figure 8: Download and Save to PDF

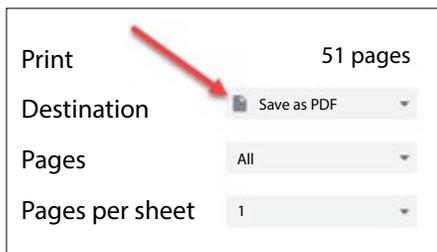


Figure 9: Save to PDF

Once you have accessed the Dynamic Score Reporting Site through the Secure Site, you will first come to the Authorization Page (Fig. 10). Once you have read the text and accept the terms of the disclaimer, select Continue to enter the site.

Notice: Authorized Use Only

Important Family Educational Rights and Privacy Act (FERPA) reminder: Many reports available through the Michigan Dynamic Score Reporting Site contain protected student data. It is imperative that all users understand the sensitive and confidential nature of the data available on these reports and ensure compliance with all Family Educational Rights and Privacy Act (FERPA) regulations: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

I accept the terms of the disclaimer

Close this browser window if you DO NOT agree with the terms.

Figure 10: Authorization Page

You will then see the Welcome page (Fig. 11), which provides detailed directions for accessing the reports available, based on your user role.

Welcome to Michigan’s Dynamic Score Reporting Site

To access your reports, verify the assessment (M-STEP, MI-Access, PSAT, 8/9, SAT, or Early Literacy). The Dynamic Score Reporting Site will default to the assessment based on your test cycle section in the OEAA Secure Site. For MI-Access results you will also need to select the Test Type: (Functional Independence, Supported Independence, Participation).

Once you have verified or selected the assessment, then:

1. Select a **Level**. Options may include State, District, School, or Student. Student level reports are available before Aggregate level reports.
2. **Select a Report.**
3. School may need to be selected.
4. Select the **Next** button.
5. Select the desired filters.
6. Select the **VIEW REPORT** button to generate and open the requested report. (Note: your filter selections will remain in place until you select different filter options.)

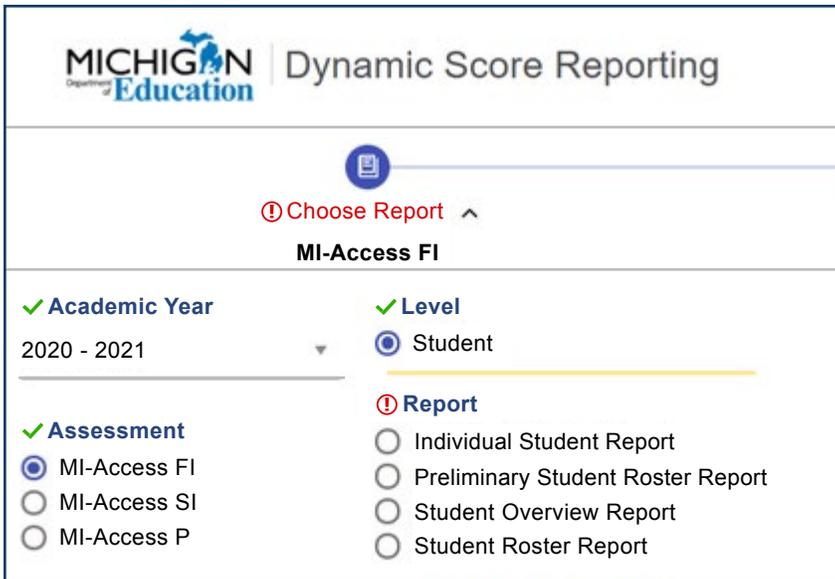
Figure 11: DSRS Welcome Screen

The Report Navigation Menu

The Report Navigation Menu allows you to choose the assessment report and filter it according to several options, which vary based on the report selected.

Choose Report

To access your reports, verify the assessment (M-STEP, MI-Access, PSAT 8/9, SAT, or Early Literacy). The Dynamic Score Reporting Site will default to the assessment based on your test cycle selection in the OEAA Secure Site. For MI-Access results you will also need to select the Test Type: (Functional Independence, Supported Independence, Participation). Then, select the level, which may include State, District, School, or Student, again depending on your user role, and the available reports. Student level reports are available before the aggregate level reports. Next, select a Report. **Note: The Preliminary Student Roster Report option, as shown in Fig. 12, will not be available once final reports are released.** Depending on your user role (District or School user), and your selections in the Secure Site, you may be able to choose a school (Fig. 13) within a district. The District and ISD are carried over from the Secure Site. School users will only see their school name. Select NEXT to continue (Fig. 14).



The screenshot shows the 'Dynamic Score Reporting' interface for the Michigan Department of Education. At the top, there is a logo and the title 'Dynamic Score Reporting'. Below this is a navigation bar with a 'Choose Report' button. The main content area is titled 'MI-Access FI' and contains three sections: 'Academic Year' with a dropdown menu set to '2020 - 2021', 'Level' with a radio button selected for 'Student', and 'Report' with four radio button options: 'Individual Student Report', 'Preliminary Student Roster Report', 'Student Overview Report', and 'Student Roster Report'. The 'Preliminary Student Roster Report' option is highlighted with a yellow bar.

Figure 12: Choose Level and Report

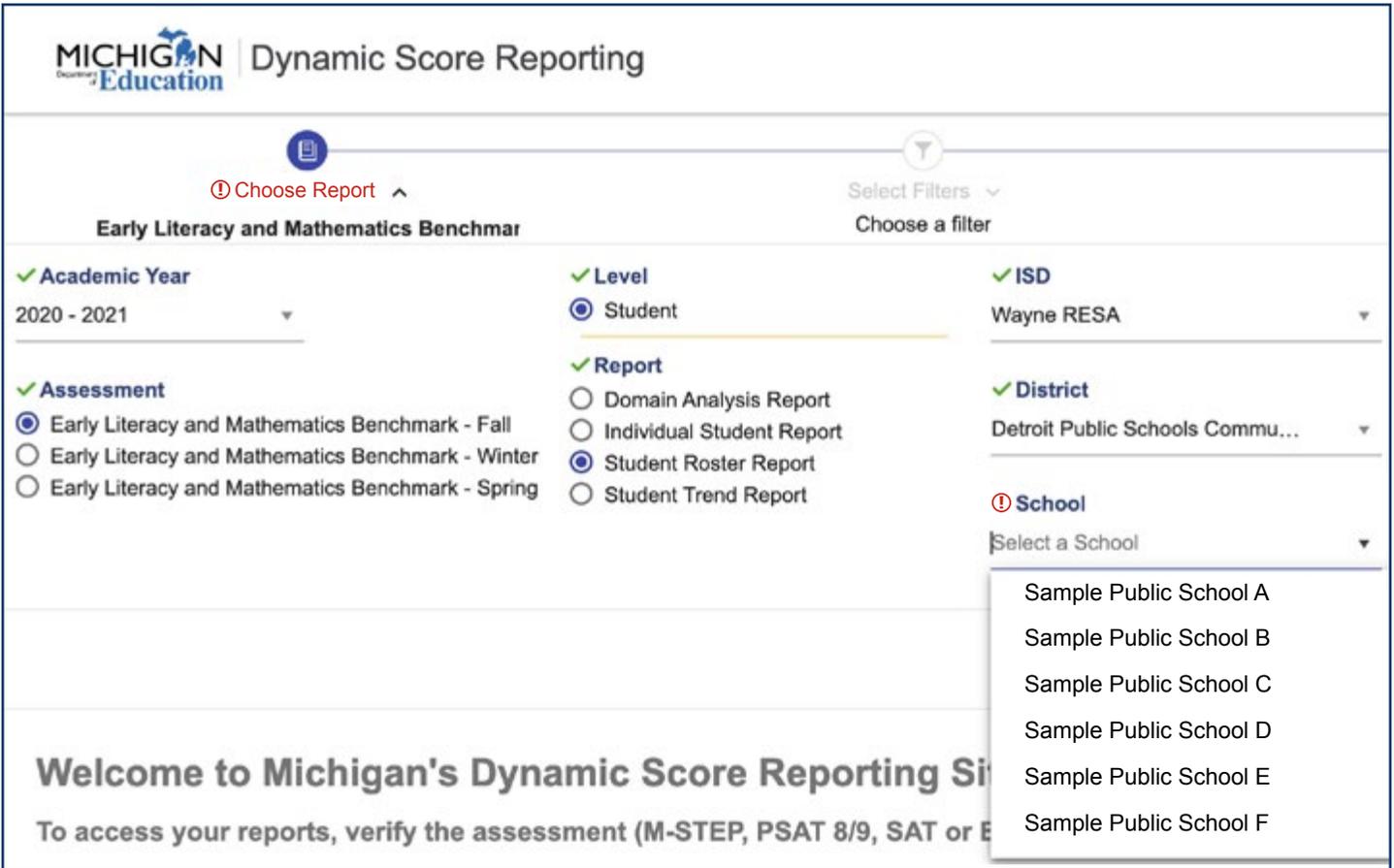


Figure 13: User may need to select school.

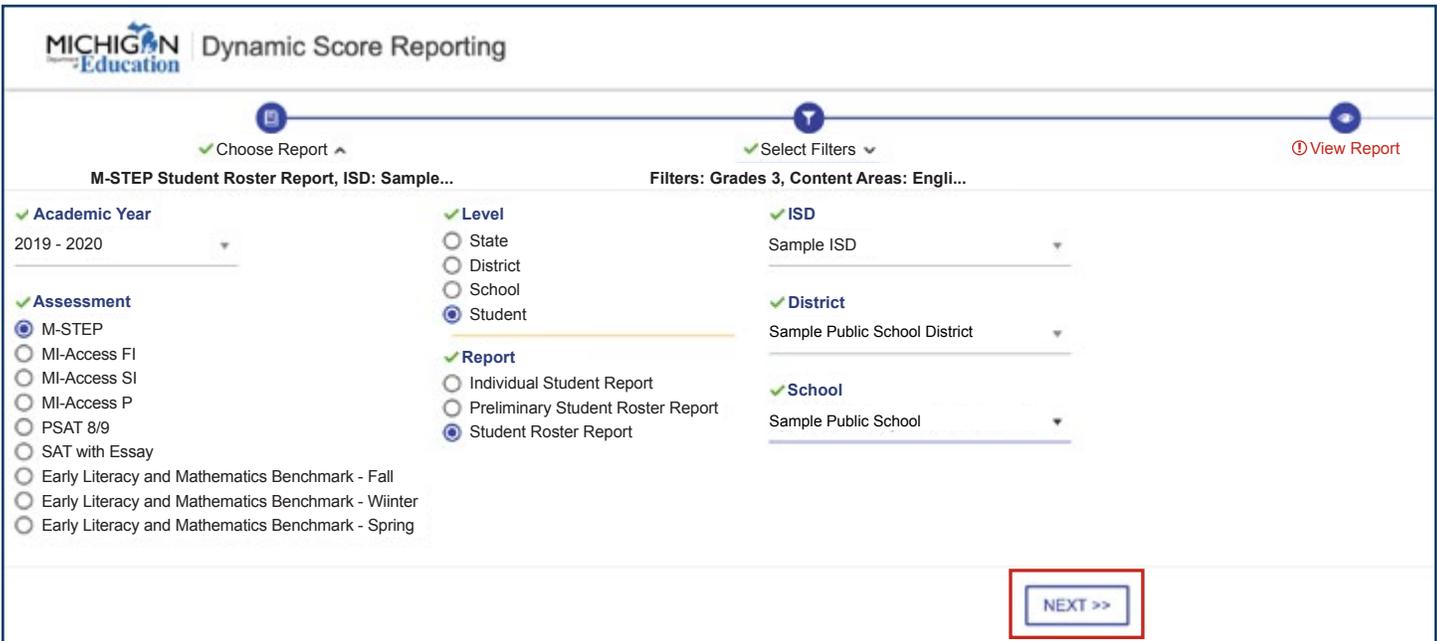


Figure 14: Select NEXT to continue Filter Options

Filter Options

MICHIGAN Education Dynamic Score Reporting

Choose Report ▾

MI-Access Filter Roster Report, ISD: ...

Select Filters ▾

View Report Take Action

A Grades: All, 3, 4, 5, 6, 7, 8

B Content Areas: All, English Language Arts, Mathematics, Science, Social Studies

C Students: Type here to filter

D Reporting Codes: Type here to filter

E Performance Levels: All, Surpassed, Attained, Emerging

F Homeschooled: All, Yes, No

G

Economically Disadvantaged:	English Learner:	Ethnicity:	Former English Learner:	Foster Care:	Gender:	Homeless:	Migrant:	Military Connected:	Students with Disabilities:
All	All	All	All	All	All	All	All	All	All
Yes	Yes	American Indian or Alaska Native	Yes	Yes	Female	Yes	Yes	Yes	Yes
No	No	Asian	No	No	Male	No	No	No	No
		Black or African American							
		Hispanic or Latino							
		Native Hawaiian or Other Pacific Islander							
		Two or More Races							
		White							

H << BACK RESET ALL VIEW REPORT

Figure 15: Filter options

Based on the assessment and report selected, you may choose the available filter options (Fig. 15).

A Grades:

The Grades filter defaults to the lowest grade assessed by the chosen assessment and served in the selected school. Multiple grades can be selected. Select the grade(s) of the report to be generated. You can select all grades on all reports by selecting All.

B Content area:

The Content Area filter defaults to English Language Arts. Select the content area(s) for the report to be generated. To select all content areas, select the box next to All.

C Students:

On some reports, you may select the students whose reports are to be generated. The Students filter (Fig. 16) defaults to listing students alphabetically by last name, regardless of grade based on all other current filter selections. The **All** students selection is checked by default. This filter also contains a predictive search function that will populate the list of students when you begin typing in the search field below **Students**. Try entering letters and some special characters, such as hyphens,

Students: Repo

Type here to filter Type

- All
- SAMPLE, STUDENT A
- SAMPLE, STUDENT B
- SAMPLE, STUDENT C
- SAMPLE, STUDENT D
- SAMPLE, STUDENT E
- SAMPLE, STUDENT F

Figure 16: Reporting Codes

D Reporting Codes:

In some reports, if reporting codes were previously specified by your school, you may generate reports grouped by Reporting Codes (Fig. 17). Like the Student Search field, the codes are displayed in alphanumeric order. This filter also has a predictive search function; you can narrow the results by typing in the search field below Reporting Codes.

E Performance Levels:

You can choose the desired performance level which is dependent on the chosen assessment's reported performance levels. All performance levels are selected by default.

F Homeschooled:

On some individual level reports, you may be able to choose students who are homeschooled. The Homeschooled filter defaults to No.

G Additional filters:

Filter options vary by report and assessment, but, in addition to the filters above, may include the following:

- Designated Supports
- Economically Disadvantaged
- English Learner
- Ethnicity
- Former English Learner
- Foster Care
- Gender
- Homeless
- Migrant
- Military Connected
- Students with Disabilities
- Tested in Enrolled Grade

Back/Reset All/View Report:

After choosing all desired filters, the View Report icon at the top of the page and the associated text will turn red (Fig. 18).

H To view a report, either select this icon or select the View Report button (Fig. 19) at the bottom of the page and the filtered results will be displayed in the Report Body section.

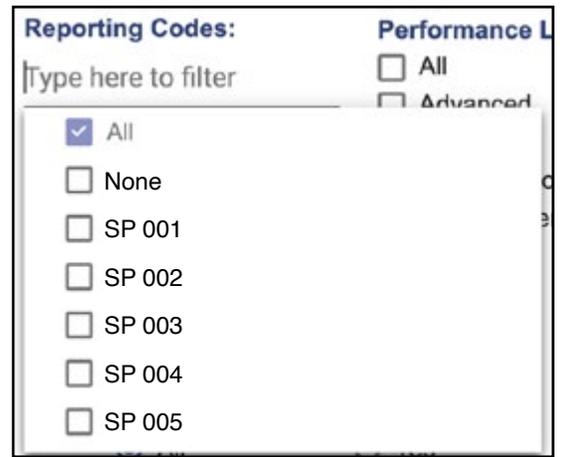


Figure 17: Reporting Codes



Figure 18: View Report icon



Figure 19: View Report button

The **Back/Reset/View Report** options allow you to go back to the previous menu to select a different report, reset all filter options, or refresh the report after filters have been changed.

If any search criteria are changed in the filters, you must select the View Report button to refresh the results. Hovering over the red  icon displays a tool tip (Fig 20).

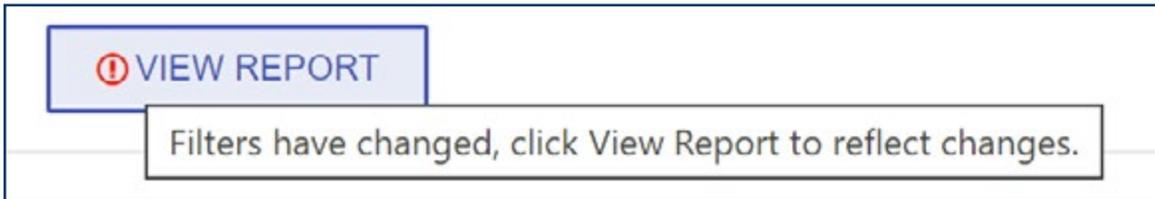


Figure 20: View Report button

Embargo Period

Results from the spring summative assessments are embargoed until MDE publicly releases the results. The public release happens in late summer, typically before Labor Day. Prior to the public release, individual student results may be shared with parents but it is not permissible to share any school-, district-, or state-level results with parents, the community, or other external parties until the embargo has been lifted by the Michigan Department of Education. School board meetings are considered open meetings; therefore the sharing of embargoed assessment results at these meetings is not allowed until the embargo is lifted. A message to this effect will appear on the Dynamic Score Reporting Site landing page.

Before final reports are released, and within 48 hours of student testing, the only reports available in the Dynamic Score Reporting Site for the current administrations are the Preliminary Student Roster Reports. These reports provide a preliminary view of overall student performance on the M-STEP and MI-Access assessments. For more information about the Preliminary Student Roster Report, see the M-STEP and MI-Access Interpretive Guide to Preliminary Reports document, available on the [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) and [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) web pages. Results reported on the Preliminary Student Roster are embargoed.

Also available within 48 hours of testing are the Early Literacy and Mathematics Benchmark Assessment's student-level reports. For more information about the Early Literacy and Mathematics Benchmark Assessment's student-level reports, see the Interpretive Guide to Early Literacy and Mathematics Reports, also available on the [Early Literacy and Mathematics Benchmark Assessment's web page](#).

Report Components and Functionality

Michigan's Dynamic Score Reporting Site presents data for a variety of reports, including individual student reports, student rosters, and aggregate-level reports such as school and district demographic reports. Depending on the report selected, you will encounter the following components in each report type (Fig. 21). Each component in the Dynamic Score Reporting Site has a different purpose and functionality. M-STEP, PSAT 8/9, SAT with Essay, MI-Access, and Early Literacy and Mathematics Benchmark Assessment reports will display unique features associated with each of these assessments.

Note: The actual report may be different than what is shown in Fig. 21.

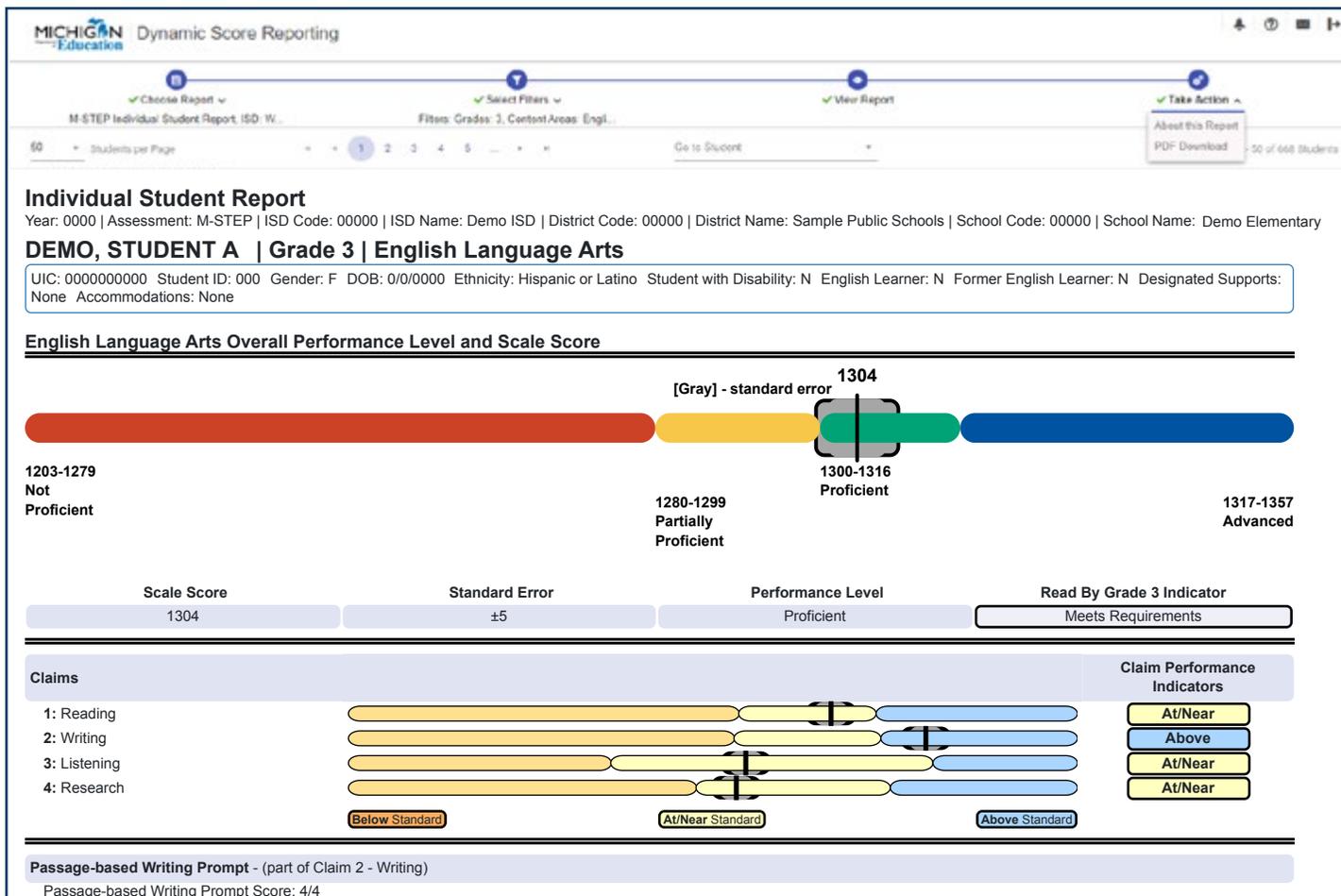


Figure 21: The Individual Student Report

Report Body

This is the main section of the report. The **Report Body** (Fig. 22) contains the result of the user input from all filter tools. Depending on the report, the Report Body will contain different sections. In order to see all sections of the Report Body, you may have to scroll down using the scroll bar on the right side of the screen.

The Report Heading is displayed at the top of the Report Body. This heading is a static bar that provides the same information as the Search Results Heading, shown in Fig. 22. Below the Report Heading is the Student Information Heading, which includes the student's name, grade, content area, Unique Identification Code (UIC), District Student ID, Date of Birth (DOB), and other student information chosen in the Report Navigation Menu filters. This information is specific to each student and may vary.

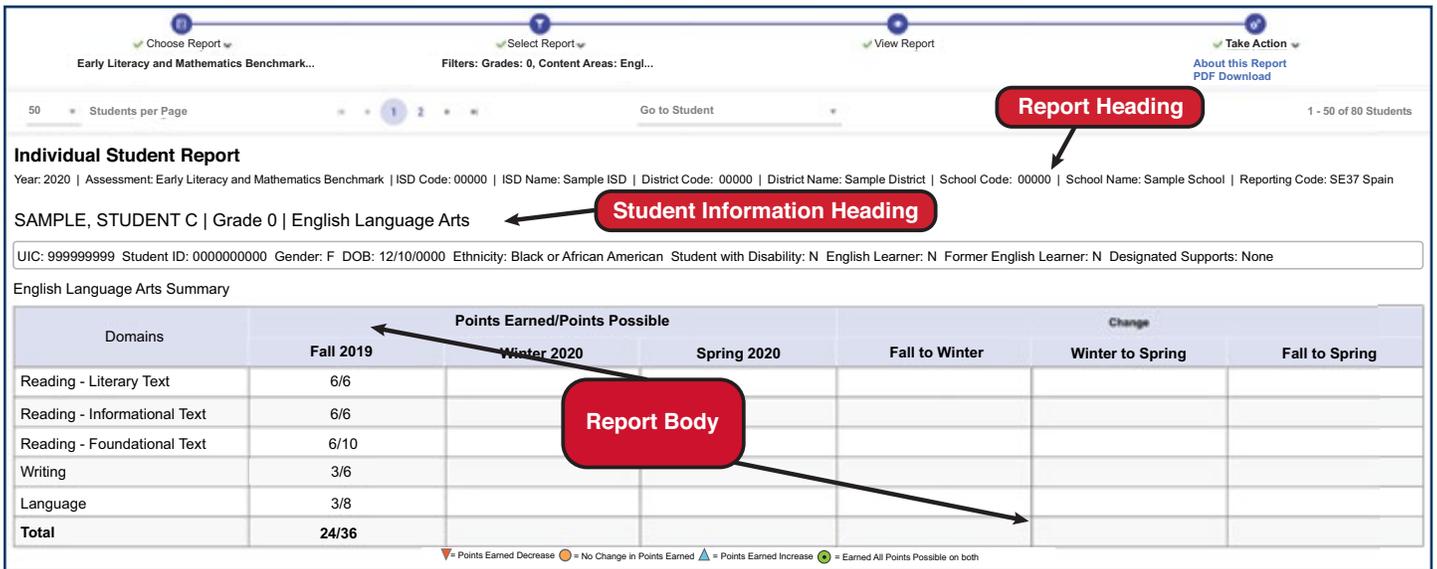


Figure 22: Report Body, Early Literacy and Mathematics Benchmark Assessment Individual Student Report

In some reports, such as the Student Roster report, data may be sorted. The **Sort Function** is available in data columns where the header at the top of the column appears in blue. Hovering over the blue text in the header displays a tool tip, Select to Sort, that indicates that the column can be sorted (Fig. 23).

This function is especially useful when sorting students by scale score, claim, or discipline performance in ascending or descending order.



Figure 23: Select to Sort

In some reports, hovering over the **Student Information** ⓘ symbol next to a student's name displays the student's Unique Identification Code (UIC) and Date of Birth (DOB) (Fig. 24). In the Early Literacy and Mathematics Benchmark Assessment report, you may see an ⓘ next to a student's name. This indicates that the student's test was invalid and the reason why the test was invalid. (Fig. 25)

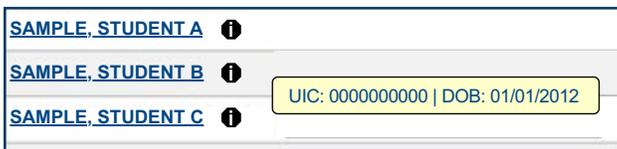


Figure 24: Student Information

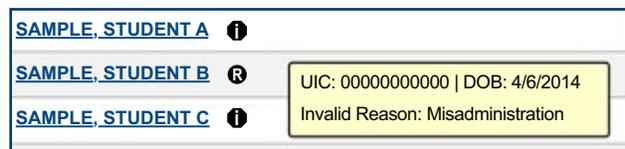


Figure 25: Invalid Reason

Some sections of the Report Body are dynamic, and will allow the view to be customized (Fig. 26). For example, in the **District Demographic Report**, you may expand and/or collapse this table as desired. In some aggregate reports, such as the M-STEP and MI-Access School and District Demographic report and the District Comprehensive report, you can view All Students/All Grades and all students in the selected grade, displayed in the stacked bar graph on the left side of the report. You can also select up to eight rows of comparison data in the table, which is also displayed on the left side of the report in a stacked bar graph with a different patterned graph color for each group.

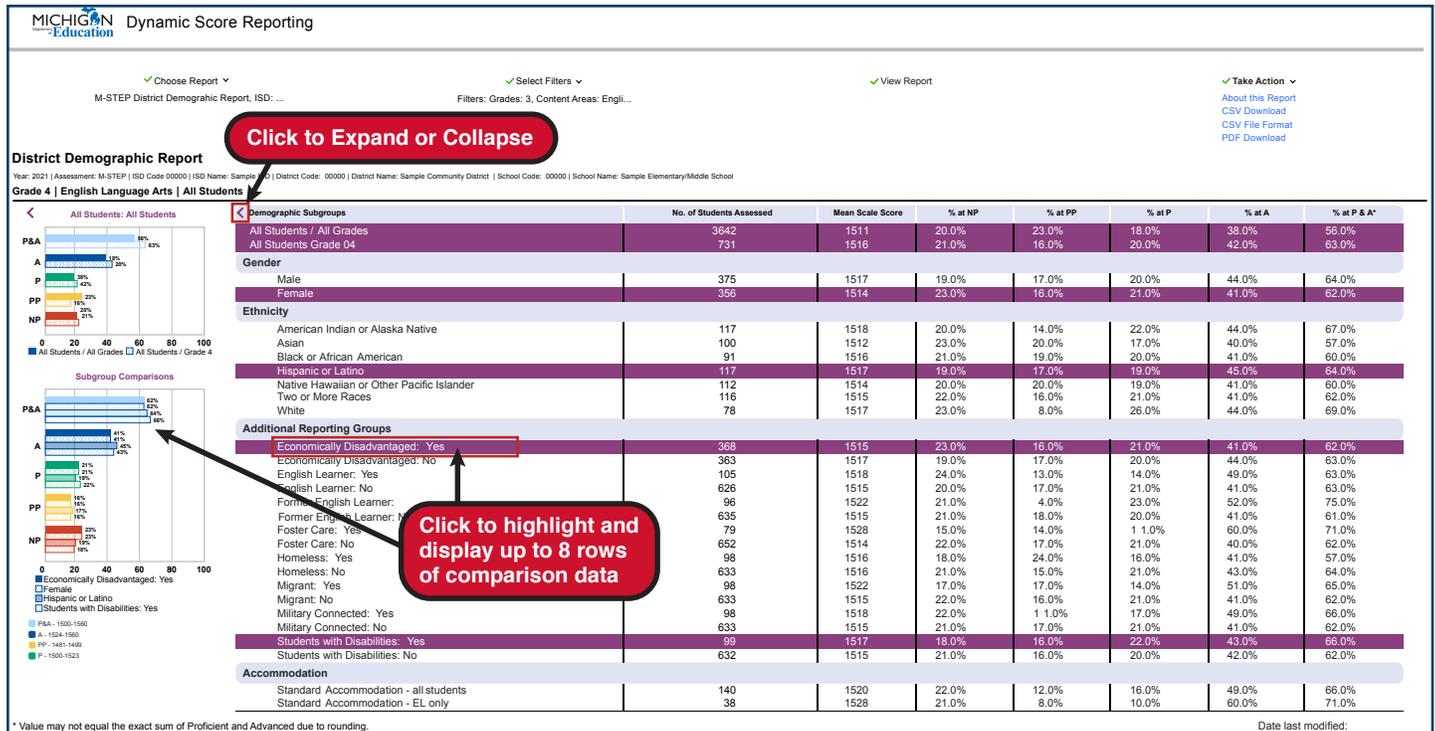


Figure 26: The District Demographic Report

The Preliminary Student Roster Reports

The **M-STEP** and **MI-Access Preliminary Student Roster Reports** are both available within 48 hours of a student completing a content area test in English language arts, mathematics, or social studies. The Preliminary reports and data are embargoed.

Grade 3 M-STEP Preliminary Student Roster Report

The M-STEP English Language Arts Preliminary Student Roster reports is a preliminary view of M-STEP student test scores and can be used for components of the Read By Grade 3 law (for grade 3 only). Please be aware that:

- The M-STEP Preliminary Student Roster Report is for **School and District** use only and may not be shared with the public under the Family Educational Rights and Privacy Act (FERPA)
- Scores presented in this report are preliminary and are subject to change.
- Only students who tested online are included in these reports.

- Preliminary scores are calculated using only machine-scored items available at the time the test is submitted. Hand scored items are not included.
- Data presented on these reports are not a final evaluation of student performance. State summative assessment results reflect a snapshot in time and educators should also consider local data and evidence when using these reports.
- **The Preliminary Student Roster Report, as shown in Fig. 27, will not be available once final reports are released.**

A new column has been added to the Grade 3 M-STEP English Language Arts Preliminary Student Roster Report and the final Grade 3 M-STEP English Language Arts Student Roster Report (Fig. 27). This column displays the Read By Grade 3 Law Indicators, shown here on the right of the Report Body. The column can be sorted by selecting the dark blue column header.



Figure 27: M-STEP English Language Arts Grade 3 Preliminary Student Roster Report

The Read By Grade 3 Law indicators are :

- Eligible for **Retention** (Dark Purple) – Student scale score is 1252 or below
- Needs **Supports** (Medium Purple) – Student scale score is between 1253 and 1271
- **Meets** Requirements (Light Purple) – Student scale score is 1272 or above

Hovering over the black LEGEND rectangle on the far right of the Report Body will display a slide out box (Fig. 28) that contains information pertaining to the Read By Grade Three Law Indicators, as well as the Claim Performance Indicators.

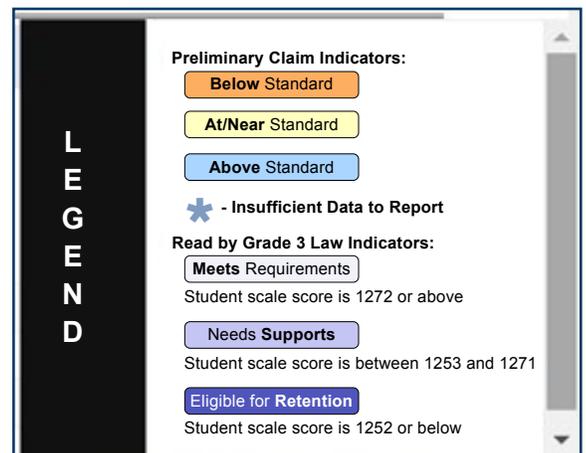


Figure 28: Claim Indicators and Read By Grade 3 Law Indicators Legend

Hovering over the dark blue Read By Grade 3 Law header (Fig. 29) in the Read By Grade 3 Law Indicators Columns displays a pop-out box that contains information on the Read By Grade 3 Law (Fig. 30).

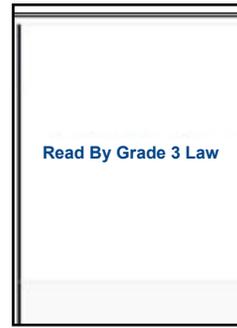


Figure 29: Read By Grade 3 Law Header

Michigan's Read by Grade 3 Law (MCL.2801.280.f) requires M-STEP results be used to flag students who are eligible for retention.

Student tests are flagged as follows:

- Scale score is 1272 or above: student meets the requirements of the Read by Grade 3 law for promotion to the 4th grade
- Scale score between 1253 and 1271: student needs additional reading supports
- Scale score is 1252 or below: student is eligible for 3rd grade retention

For more information, visit the MDE Early Literacy web page at www.michigan.gov/earlyliteracy

Figure 30: Ready By Grade 3 Law Information

All 2021 M-STEP English Language Arts and Mathematics (Grades 3–7), and Social Studies (Grades 5 and 8) Preliminary Student Roster Reports will also contain additional information in the Standard Error column (Fig. 31).

Preliminary Student Roster Report

Year: 2021 | Assessment: M-STEP | ISD Code 00000 | ISD Name: Sample ISD | District Code: 00000 | District: Name: Sample Elementary/Middle School | Reporting Code: All

Grade 3 | English Language Arts | All Students

Students #	Preliminary Scale Score	Preliminary Standard Error	Preliminary Scale Score				Claims				Read By Grade 3 Law	
			1203-1209	1210-1216	1217-1223	1224-1230	Reading	Writing	Listening	Reasoning		
(Total = 467)												
SAMPLE, STUDENT A	1252	±7	Not currently reportable – see About This Report				Below	Below	Below	Below	Retention	
SAMPLE, STUDENT B	1300	±7	Not currently reportable – see About This Report				Above	AtNear	AtNear	AtNear	Meets	
SAMPLE, STUDENT C	1254	±7	Not currently reportable – see About This Report				Below	Below	Below	Below	Retention	
SAMPLE, STUDENT D	1313	±5	Not currently reportable – see About This Report				AtNear	Above	AtNear	AtNear	Meets	
SAMPLE, STUDENT E	1325	±5	Not currently reportable – see About This Report				Above	AtNear	Above	Above	Meets	
SAMPLE, STUDENT F	1299	±7	Not currently reportable – see About This Report				Above	AtNear	AtNear	AtNear	Meets	
SAMPLE, STUDENT G	1316	±5	Not currently reportable – see About This Report				Above	AtNear	Above	Below	Meets	
SAMPLE, STUDENT H	1313	±5	Not currently reportable – see About This Report				Above	AtNear	Above	AtNear	Meets	
SAMPLE, STUDENT I	1315	±5	Not currently reportable – see About This Report				Above	AtNear	Above	AtNear	Meets	
SAMPLE, STUDENT J	1200	±5	Not currently reportable – see About This Report				AtNear	Above	Above	AtNear	Meets	
SAMPLE, STUDENT K	1317	±5	Not currently reportable – see About This Report				Above	Above	AtNear	AtNear	Meets	
SAMPLE, STUDENT L	1265	±6	Not currently reportable – see About This Report				Below	Below	AtNear	Below	Retention	
SAMPLE, STUDENT M	1296	±5	Not currently reportable – see About This Report				AtNear	AtNear	AtNear	AtNear	Meets	
SAMPLE, STUDENT N	1353	±12	Not currently reportable – see About This Report				Above	Above	Above	Above	Meets	
SAMPLE, STUDENT O	1276	±5	Not currently reportable – see About This Report				Below	Below	AtNear	AtNear	Meets	

Figure 31: Preliminary Student Roster Report Standard Error Column

Hovering over the header in the Preliminary Student Roster Standard Error Column will display a pop-out box (Fig. 32) with the definition of the term “Standard Error.”

	Preliminary Scale Score	Preliminary Standard Error
Standard Error: Educational measurements are attempts to capture a student's true score or ability in the academic area being assessed. The standard error around the student's score is an estimate of the range of scores the student would likely achieve if he or she were to take the same test multiple times without additional instruction or learning.		±7
	1300	±7
	1250	±7

Figure 32: Definition of Standard Error

Note: For more detailed information about each report available, and its functionality, go to the selected assessment's Interpretive Guide for Reports which is available on each assessment's web page.

Search Results Header

The **Search Results Header** at the top of the report screen (Fig. 33) displays the selected assessment and entity information, such as **Year, Assessment, ISD, District,** and **School** as well as the selected filters in the Report Navigation Menu. Selecting the caret to the right of the search criteria expands the menu for viewing and selecting again hides the menu. For a complete list of the available reports for the assessment selected, see the assessment-specific Interpretive Guide to Reports available on each assessment's respective web page.



Figure 33: Search Results header

Go to Student Link

When student-level reports such as the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessment Individual Student Report, Student Overview Reports, Parent Report, and Student Growth and Proficiency Report have been generated, you can use the **Go to Student** (Fig. 34) link to go directly to the selected student and view the displayed student results in the **Report Body**. This filter includes a Predictive Search feature, similar to the Student filter and Reporting Codes filter, shown in Fig. 15 and Fig. 16, respectively.

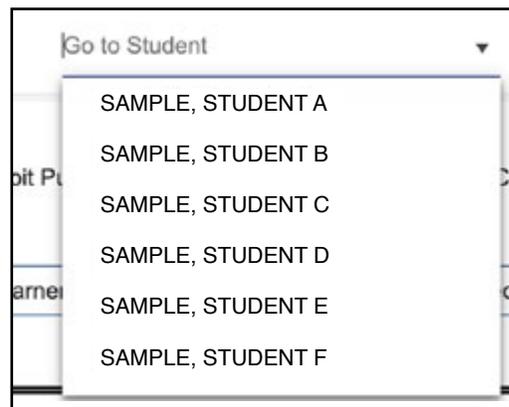


Figure 34: Go to Student

Display Number of Students Per Page

Some student-level reports contain additional functionality that allow you to access and navigate the reports more easily.

In the Individual Student Report and the Student Overview Report, you may choose the number of students per page to display (Fig. 35). To view reports for all students in your school or district, select All. Note: Access to all reports for all students in your school or district is dependent on your user role. Not all users will have access to all students.

Note: As more students are added to the displayed page, system performance may be impacted.

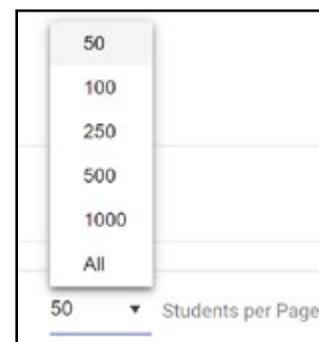


Figure 35: Display Number of Students per Page

Go to Next Page

The **Go to the Next Page**

(Fig. 36) function allows you to navigate to the next page, the previous page, the last page, an individual page, or, when a large number of reports are generated, pages beyond the sequence displayed as indicated by the three dots. Each page displays the number of students per page selected, as shown in Fig. 36.



Figure 36: Go to the Next Page

Take Action Menu

These actions allow you to access additional information about the report, generate PDF files from the reports that may be printed and saved, and in some reports, export Comma Delimited Files (CSV) that may be opened in Microsoft Excel or any other spreadsheet application. Selectable actions will vary by report.

About this Report

This action will open a new browser tab containing a document called **About This Report** (Fig. 37). This explains in detail the purpose and content of the report and offers guidance on how to understand the information and data presented in the report. Each report will have its own **About This Report** document.

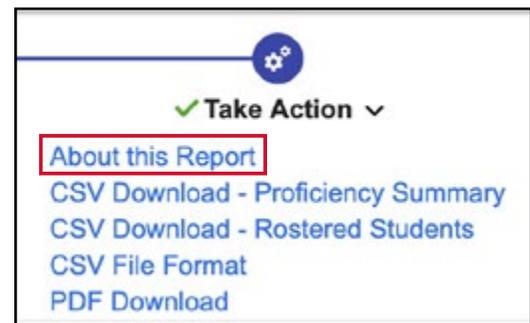


Figure 37: About This Report in the Take Action Menu – Student Roster Report

Print Options

All reports allow the option of downloading, printing, and saving a PDF version of the report. Many of the student level reports now have the Large PDF Download Function (see next section).

- **To view a PDF** of the selected reports, select PDF Download (Fig. 38) in the Take Action drop-down menu. This will open a PDF document of the generated reports, according to what was selected in the Report Navigation Menu. The PDF Download document displays only the reports that are visible on screen. Furthermore, if you have set the Display Number of Students Per Page option at 50 students per page, then only 50 students will be displayed in the PDF, as shown in Fig. 35. Reports can then be printed and/or downloaded and saved to your computer.

Note: It might take a few seconds to generate a PDF using this PDF Download function, depending on the number of pages being produced.



Figure 38: Download in the Take Action Menu – Individual Student Report

New Large PDF Download Functionality

To download large quantities of PDFs (250 reports or more) in the Dynamic Score Reporting Site, follow these instructions.

1. Select the number of reports desired (250 and over) in the **Students per Page** drop down menu. To print all student reports in a school, select **ALL** (Fig. 39).

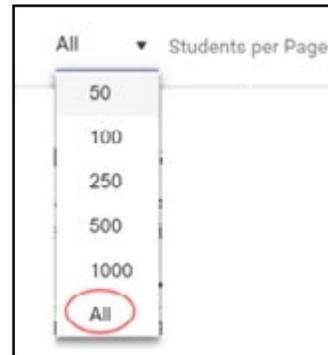


Figure 39: Number of Students Per Page

2. As you normally would, select the **PDF Download** (Fig. 40) option in the **Take Action** menu.

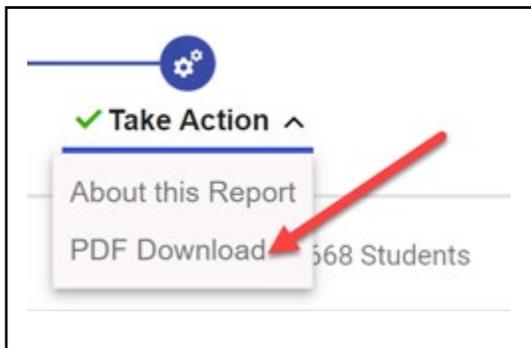


Figure 40: Download in the Take Action Menu – Take Action Menu

3. To begin generating the report, you will see a pop-up window (Fig. 41) requesting your email address.

Large PDF Download Request

PDF requests that generate large reports are submitted to a PDF queue for processing. When your request has been completed, you will receive an email notification to the email address provided below.

To access your reports, login to the OEAA Secure Site, navigate to the Dynamic Score Reporting Site (DSRS) again, and you can download your file(s).

If you are navigating in the DSRS when your reports become available, a pop-up screen will appear letting you know your report is ready.

Files are available for seven days from the time of request via the Alerts icon  at the top right corner of the page. Select the desired file(s) from the table provided.

To receive notification of PDF file generation, provide your school or district email address.

Email:

Confirm Email:

QUEUE REPORT

CLOSE

Figure 41: Queue PDF Download – Requesting Your Email

4. To When the **PDF Download** of the reports is ready, you will see a notification in the **Alerts** (Fig. 42) icon at the top right of the screen. You will also receive an email alert. Click on the blue Alert Indicator to see the Alert.

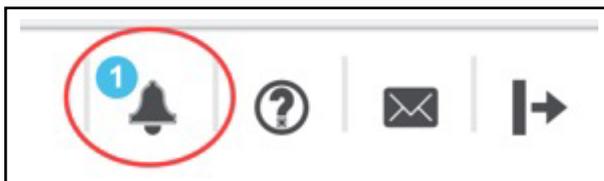


Figure 42: Alert notification – Reports are ready

5. The **Alerts** list (Fig. 43) will show all the available downloads that are available, along with the date requested and date that the downloaded reports will expire, which is **7 days** from the date requested.

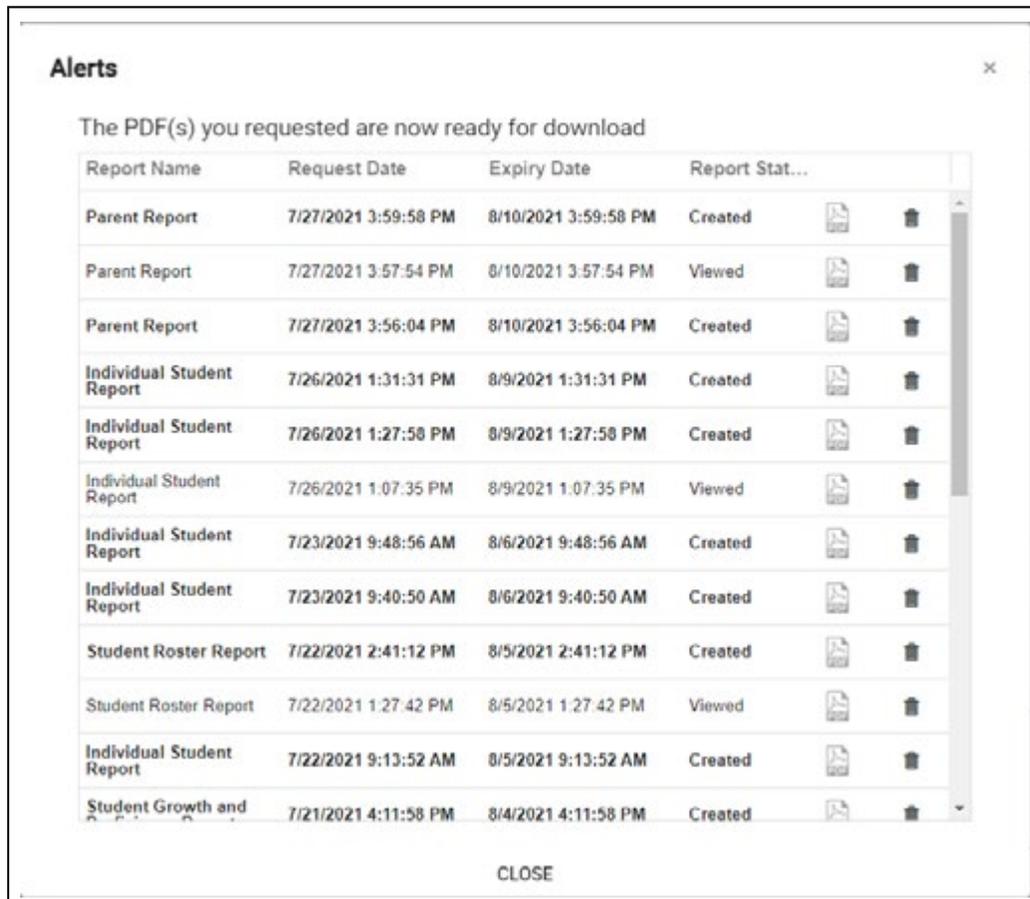


Figure 43: Alert notification – Shows available downloads

To view the reports, select the **PDF** icon. To delete, select the **Trash** icon (Fig. 44).

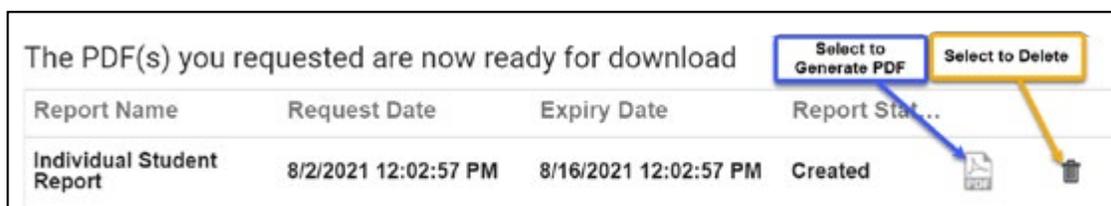


Figure 44: PDF Selections are Ready for download – Select icon to Generate PDF

Chrome Users: If the PDFs of the reports fails to download, see Fig. 8 and Fig. 9 in the **Minimum Browser Requirements and Settings** section of this guide.

CSV Download Options

- **CSV File Format:** to view the fields and their format in the downloadable CSV file containing student data, you may choose the CSV File Format option.
- **CSV Download:** The CSV Download (Fig. 45) allows you to download a Comma Delimited File (CSV) that contains all of the data displayed in the generated report, which can be opened in Microsoft Excel or any other spreadsheet application. The CSV Download options will vary according to the report selected.



Figure 45: Take Action Menu: CSV Download options

Other Functions and Navigation Options

Alert/Help/Contact/Log Out panel

In the top right corner of the Report Navigation Menu, there is a four-function panel of buttons displayed (Fig. 46). When you hover over each button, a tool tip will appear naming the function. Each function is described as follows.



Figure 46: Alert, Help, Contact, and Log Out panel

- **A Alerts:** This button opens a pop-up window (Fig. 47) displaying alerts (see Fig. 42 for functionality).



Figure 47: Alert button

- **B Help:** Selecting this button opens a window (Fig. 48) that provides links to helpful documents that explain in detail how to navigate the reports and interpret the data contained in them.

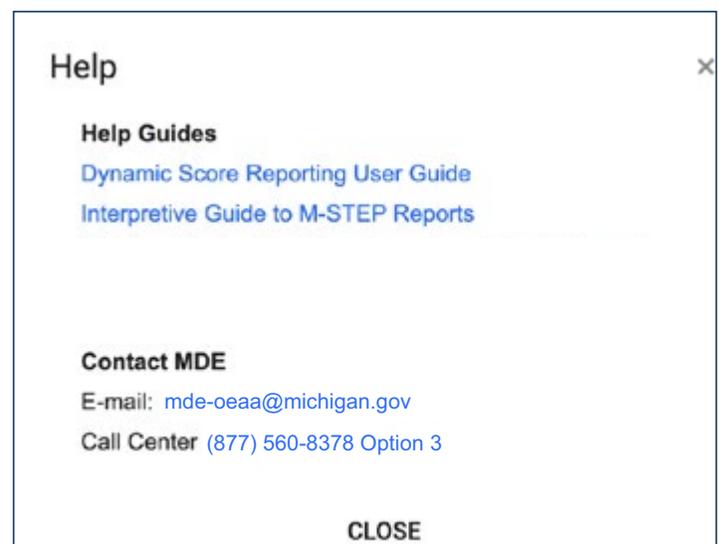


Figure 48: Help Pop-up

It also contains information on how to contact the OEAA Help Desk.

C Contact Us: This function also provides information for contacting the OEAA Help Desk (Fig. 49).

D Log Out: Selecting this button logs the user out of the Dynamic Score Reporting System.



Figure 49: Contact Us

Drill-Down Feature

The Dynamic Score Reporting Site has a drill-down feature for reports. This table show the drill-down path for each assessment and report.

Assessment	Report with Drill-Down Feature	Drill-Down Path
M-STEP	Comprehensive – District	Comprehensive Report > Demographic Report – School > Student Roster Report > Individual Student Report > Student Growth and Proficiency Report
M-STEP	Demographic – School	Demographic Report–School>Student Roster Report > Individual Student Report > Student Growth and Proficiency Report
M-STEP	Student Roster	Student Roster Report > Individual Student Report > Student Growth and Proficiency Report
M-STEP	Individual Student Report	Individual Student Report > Student Growth and Proficiency Report > Student Growth and Performance Report
MI-Access	Demographic – School	Demographic Report – School>Student Roster Report>Individual Student Report
MI-Access	Student Roster	Student Roster Report > Individual Student Report > Student Growth and Performance Report
MI-Access FI	Student Roster	Student Roster Report > Student Writing Responses (ELA)
MI-Access FI	Individual Student Report	Individual Student Report > Student Growth and Performance Report
Early Literacy and Mathematics Benchmark	Demographic –School	Demographic Report – School > Student Roster Report > Individual Student Report
Early Literacy and Mathematics Benchmark	Student Roster	Student Roster Report > Individual Student Report
Early Literacy and Mathematics Benchmark	Domain Analysis – School	Domain Analysis Report–School > Individual Student Report
Early Literacy and Mathematics Benchmark	Change – School	Change Report – School > Student Roster Report > Individual Student Report
PSAT 8/9 for Grade 8	Individual Student Report	Individual Student Report > Student Growth and Proficiency Report
SAT with Essay	Individual Student Report	Individual Student Report > Student Growth and Proficiency Report

For example, in the School Demographic Report (Fig. 50), the drill-down feature allows you to select the blue link in the Number of Students Assessed column to open a Student Roster Report and then an Individual Student Report.

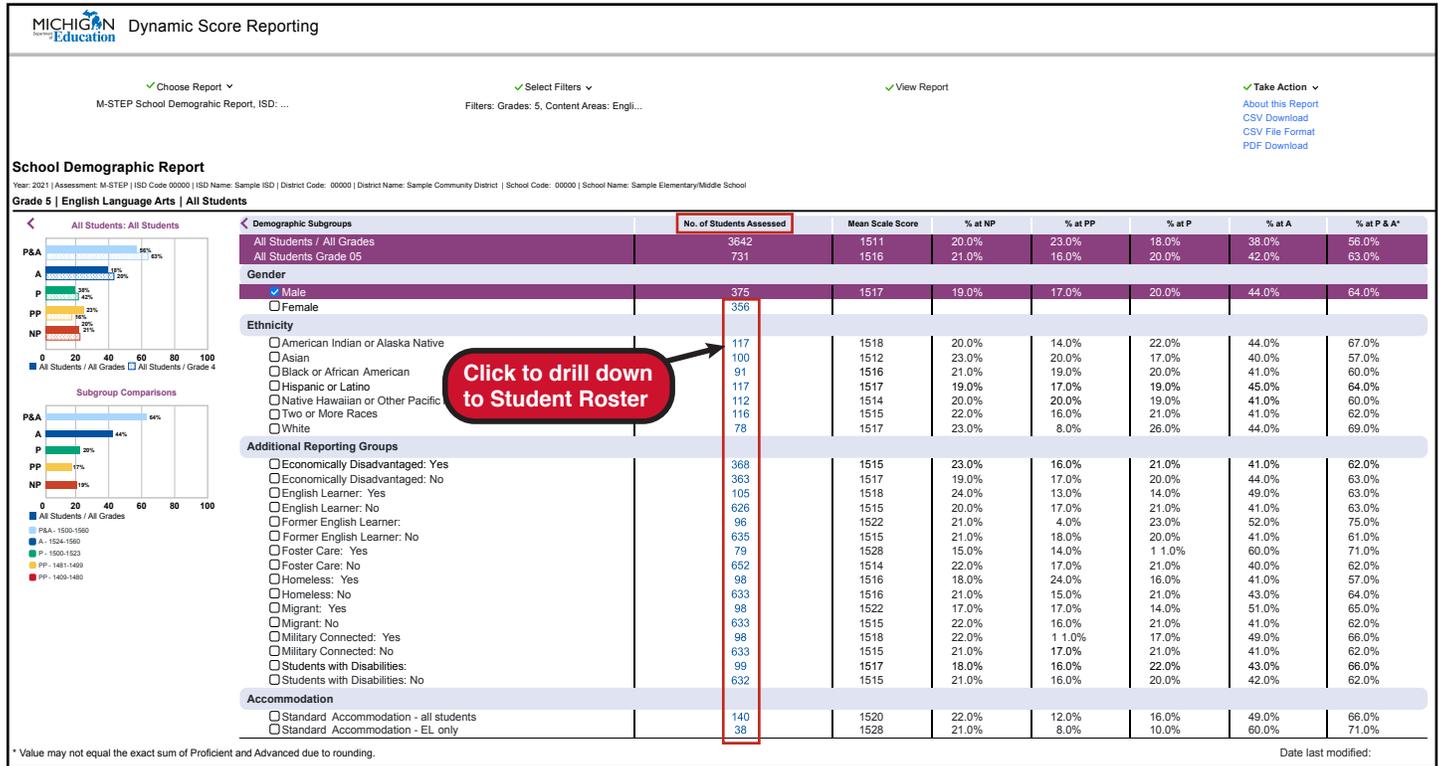


Figure 50: School Demographic Report

On the School Demographic Report, if the number of students assessed in any demographic subgroup is one or more, the number will display as a link. If the number of students assessed is zero, the number displayed is 0 and is not an active link.

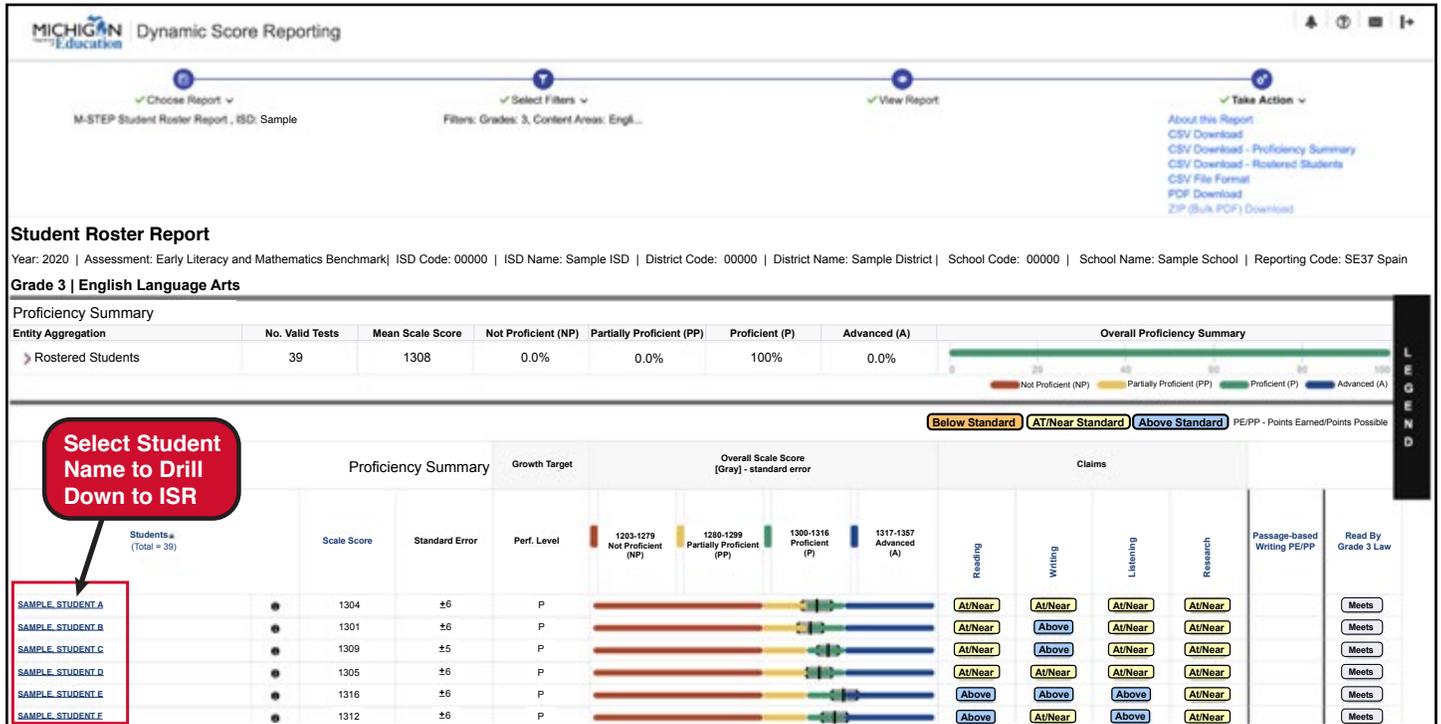


Figure 51: Student Roster Report

The Student Roster Report (Fig. 51) includes a drill-down feature that allows you to select the student name on the Student Roster Report to open an Individual Student Report (Fig. 52).

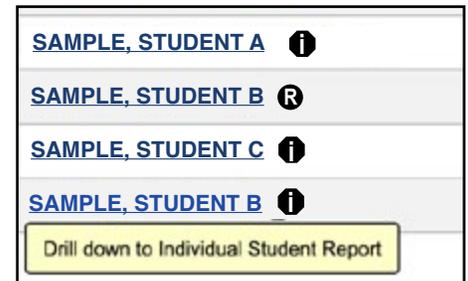


Figure 52: Drill-down to Individual Student Report link

After you have selected a student name to drill-down into the Individual Student Report and the Individual Student Report displays, a breadcrumb area appears above the Individual Student Report title that displays **Student Roster Report > Individual Student Report**. (Fig. 53)

To return to the Student Roster Report, select **Student Roster Report**.



Figure 53: Drill-down breadcrumb

When you drill down into a report, the Select Filters option is not available. You can view the report and use its sorting functionality or drill-down further. However, to select new filter options, you must select the desired report from the Choose Report menu, select NEXT, (Fig. 54) and then choose from the available filter options for that report. The drill-down feature is not available on all reports (see table on page 25).

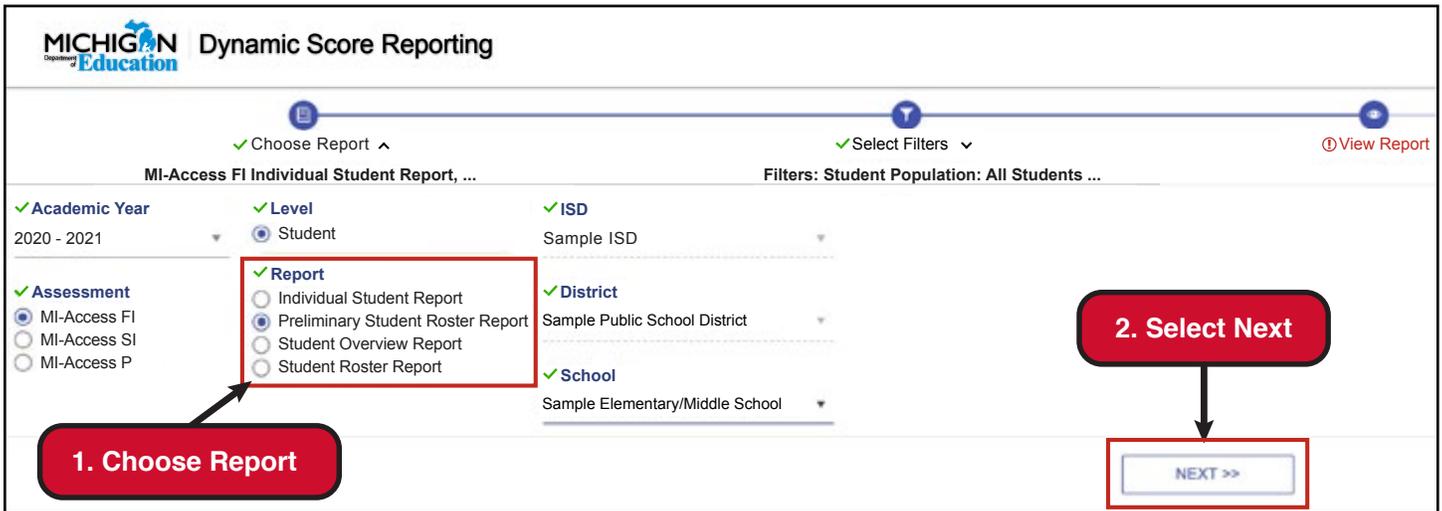


Figure 54: Choose New Report

For more information on how to drill-down on each report that features a drill-down function, please see the About This Report document available for each report, or the M-STEP/MI-Access Interpretive Guide to Reports, which will be available on each of the assessments' web page when final reports are released in the fall.

Exiting the Dynamic Score Reporting Site

To return to the Secure Site, close the browser tab or window, depending on the browser being used.

Be sure to log out of your account when you are finished using the Secure Site.

For additional assistance, call (877) 560-8378, option 3 or contact mde-oeaa@michigan.gov.