

Florida Reporting System (FRS) User Guide

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Prepared by Cambium Assessment, Inc.



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Introduction to the User Guide

This user guide gives instructions on how to use the Florida Reporting System (FRS) to access the Florida Assessment of Student Thinking (FAST), Benchmark for Excellent Student Thinking (B.E.S.T.), Science, Social Studies, and Florida Civic Literacy Examination (FCLE) results. The following assessments are reported:

- FAST Progress Monitoring grades 3–10 English Language Arts (ELA) Reading
- FAST Progress Monitoring grades 3–8 Mathematics
- Grade 3 Summer FAST ELA Reading
- FAST ELA Reading Retake
- B.E.S.T. EOC Mathematics Algebra 1 and Geometry
- B.E.S.T. Writing ELA grades 4–10 (spring only)
- Science grades 5 and 8 (spring only)
- Biology 1, Civics, and U.S. History EOC
- FCLE for K–12
- FCLE for Postsecondary

This user guide includes the following sections:

- [Navigate and Read Reports](#)
- [Access Item-Level Data](#)
- [Set Up Reports to Suit Your Needs](#)
- [Export and Print Data](#)

The alphabetized [Appendix](#) contains additional information on various topics, such as using the Secure File Center and logging in to the system.

You may also refer to the [Understanding FRS Reports](#) guide for more information on how to interpret these measures.

New for the 2025–2026 School Year

The default reporting time period in FRS is 2025–2026. To view data for tests taken for previous school years, the reporting time period must be changed.

Overall changes for improved readability and structure: this guide has been extensively reorganized and revised to make it clearer, more intuitive, and more inclusive.

Summer Grade 3 FAST ELA Reading: Beginning in 2025, the Grade 3 FAST ELA Reading test is administered during the summer. This test—in addition to all the Summer EOC and FAST Reading Retake tests—is reported under the 2025–2026 school year in FRS.

Spanish translated Individual Student Reports (ISRs): Beginning in Winter 2025, Spanish translated ISRs can be generated using the Student Results Generator.

Sticky dashboard selection button: The dashboard generator selection buttons now remain visible at the bottom of the screen as you navigate through all the test groups.

Batch Printing of Responses: Writing assessment responses can be generated for multiple students at once using the Student Results Generator.

Summer 2026 Assessments: Summer 2026 Grade 3 FAST ELA Reading and Summer 2026 EOC and FAST Reading Retake will be reported in the 2025–2026 school year in FRS.

Retirement of PearsonAccess Next (PAN) Reporting: Effective July 1, 2026, users will no longer be able to access FSA results through PearsonAccess Next. Historical FSA reports will not be reported in the Florida Reporting System. FAA results will continue to be reported in PAN. FAST/B.E.S.T. assessment results are reported in the Florida Reporting System. Users are highly encouraged to download their FSA results prior to July.

Navigate and Read Reports

This section explains how to navigate and read reports for your assessments.

Understand Which Students Appear in Your Reports

- Teachers can access data for all students in their rosters who have completed assessments.
- School-level users can access data for all students in their schools who have completed assessments.
- District-level users can access data for all students in their districts who have completed assessments.

Start Navigating Reports

Use the Dashboard Generator Page

When you log in to FRS, the **Dashboard Generator** page appears ([Figure 1](#)). The controls on the left, under *Which test groups would you like to start with?*, let you select from the groups of tests that have been processed for the current school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects.

Figure 1. Dashboard Generator Page

The screenshot shows the 'Dashboard Generator' page. At the top, it says 'These are 2024-2025 school year reports. [Change the reporting time period.](#)' Below this is a section titled 'Which test groups would you like to start with?' with several expandable categories: B.E.S.T. EOC (Mathematics), FAST PM1 (ELA Reading, Mathematics), FAST Retake (ELA Reading), FCLE (Civic Literacy), and Florida (EOC). There is a checkbox for 'Make these my default selections.' and a 'Go to Dashboard' button. To the right is a 'Looking for a specific student?' section with a text input 'Enter Student ID' and a 'Search' button. On the far right is a 'Features & Tools' sidebar with sections: 'Reporting Options' (Change Reporting Time Period), 'Download & Print' (Download Student Results), and 'Roster Settings' (View/Edit Roster).

To the right of the **Dashboard** generation controls are some other useful features. The *Looking for a specific student?* section allows you to use a student's FLEID to [access all of that student's test results in the Student Portfolio Report](#) within the selected school year. The **Features & Tools** menu appears on the right side of this page and in reports and offers multiple features that are described elsewhere in this guide.

If the **Dashboard Generator** shows a message saying there is no data, that means no test opportunities are available for the selected school year.

1. *Optional:* To change the test groups or choose a different school year listed in the **Dashboard Generator**, change the reporting time period as described in [Change Time Period to Access Previous Data](#).

2. Select the tests you want to access, expanding the test groups as needed.
3. *Optional:* To save your selections, select the checkbox **Make these my default selections**. These selections will be set in the **Dashboard Generator** whenever you log in. You can change the defaults at any time.
4. Click **Go to Dashboard**. The **Dashboard** appears, displaying any data available for your selections.

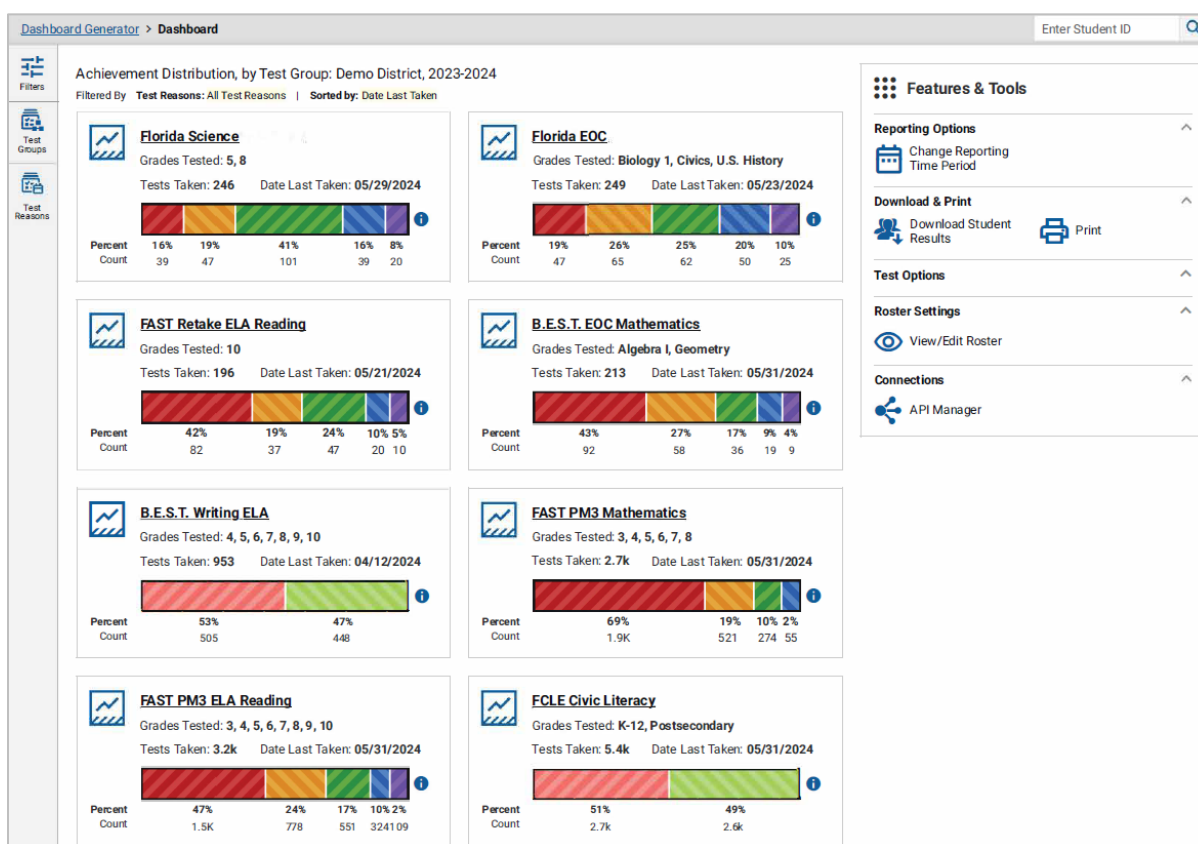
Use the Dashboard to Access Aggregate Test Results

All users except state-level users can access the **Dashboard** (Figure 2). It displays aggregation cards for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, one of the cards shown is for the FAST Retake ELA Reading test).

Each aggregation card displays the test group name, a list of the grade groups that have taken the test, the number of students who took tests in the group, the date of the last test taken, and an achievement distribution bar displaying both percentages and student counts below it. The message “Data cannot be aggregated together for this group of tests” may appear instead of the achievement distribution bar for tests that do not report achievement distribution or that use different sets of achievement levels. Test group cards are sorted by date last taken.

Clicking the  button beside the achievement distribution bar displays a legend with more information about achievement levels.

Figure 2. Dashboard



If a message appears saying “There are no assessments to display,” there may be no assessments completed in your current reporting time period, or you may have filtered out all data. You can change the reporting time period as described in [Change Time Period to Access Previous Data](#). If you are a teacher, you may also be able to access more students’ data by managing your rosters as described in [Roster Management](#).

To change the test groups and test reasons that appear, use the **Filters** panel on the left as explained in [Set Up Reports to Suit Your Needs](#). You can also backtrack to the **Dashboard Generator** using the link in the path in the upper-left corner and change your test group selections there.

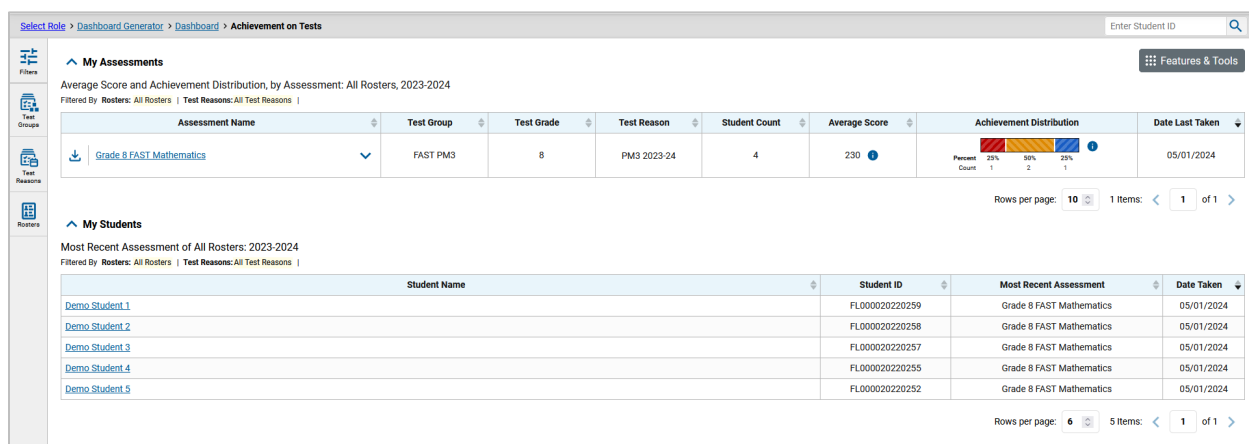
Access More Detailed Data on a Particular Test Group

To access more detailed data for a particular test group, click the name of the group, such as FAST PM3 Mathematics. The Achievement on Tests report appears. It is filtered to display only the test group you selected.

In the Achievement on Tests Report, teachers refer to the following two tables, as in [Figure 3](#):

- The My Assessments table lists all the completed assessments in the filtered test group or groups.
- The My Students table lists all your students who took the assessments.

Figure 3. Teacher View: Achievement on Tests Report



One table appears for District- and school-level users, as in [Figure 4](#). Like the first table on the teacher Achievement on Tests Report, this table lists all the completed assessments in the test group.

Figure 4. District- and School-Level User View: Achievement on Tests Report

Select Role > Dashboard Generator > Dashboard > Achievement on Tests Enter Student ID Features & Tools

Average Score and Achievement Distribution, by Assessment: Demo School 9009, 2023-2024
 Filtered By: **Rosters:** All Rosters | **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
Grade 7 FAST Mathematics	FAST PM3	7	PM3 2023-24	5	183	Percent Count: 100% 5 	05/01/2024
Grade 6 FAST Mathematics	FAST PM3	6	PM3 2023-24	8	169	Percent Count: 100% 8 	05/01/2024
Grade 4 FAST Mathematics	FAST PM3	4	PM3 2023-24	7	164	Percent Count: 85% 6, 14% 1 	05/01/2024
Grade 3 FAST Mathematics	FAST PM3	3	PM3 2023-24	6	144	Percent Count: 100% 6 	05/01/2024
Grade 8 FAST Mathematics	FAST PM3	8	PM3 2023-24	6	185	Percent Count: 100% 6 	05/01/2024
Grade 5 FAST Mathematics	FAST PM3	5	PM3 2023-24	3	164	Percent Count: 100% 3 	05/01/2024

Rows per page: 10 6 Items: 1 of 1

For each test, the My Assessments table shows the test group, grade, test reason (a category assigned to an assessment), number of students who took the test, average score, achievement distribution, and date the test was last taken.

You can use the filters to access a different set of assessments. For more information on filtering, refer to [Set Up Reports to Suit Your Needs](#).

If a message appears saying “There are no assessments to display” or “There are no students to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

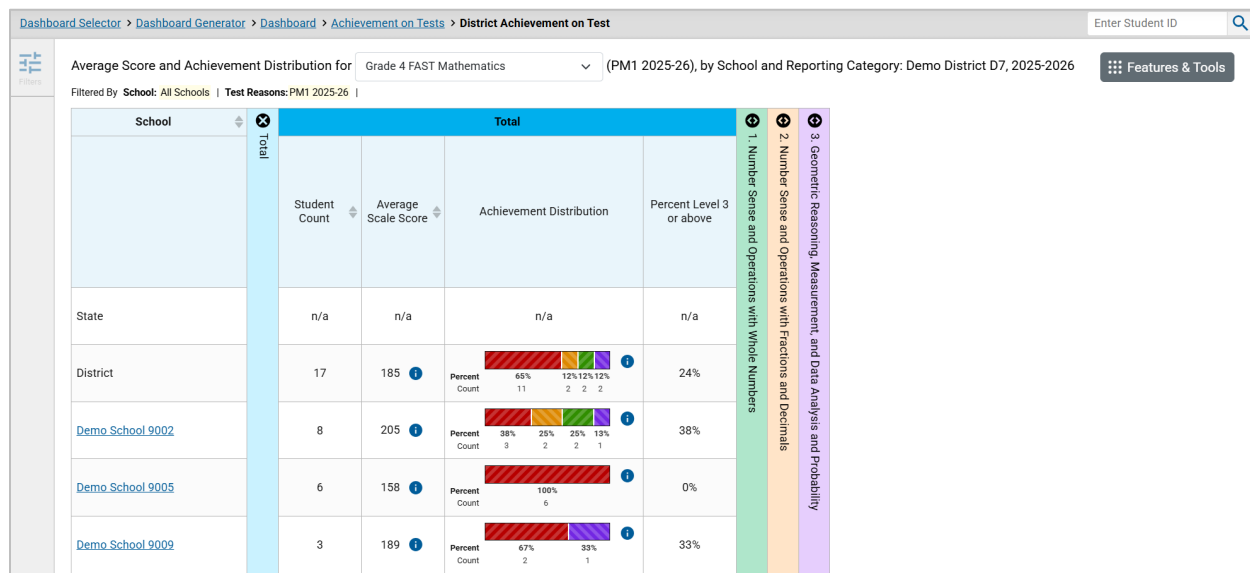
District-Level Users: Access District Achievement on a Test

You can access test results for a district on a particular test, by school.

Access District Achievement on Test Report

In the Achievement on Tests report, select a test name in the table of assessments. The District Achievement on Test report appears, listing schools in the district ([Figure 5](#)). The first few rows also show aggregate achievement data for your state and whole district.

Figure 5. District Achievement on Test Report



Compare Test Performance of Schools in the District

Click the Average Scale Score column to sort it, either highest to lowest or vice versa, or look at the Achievement Distribution column.

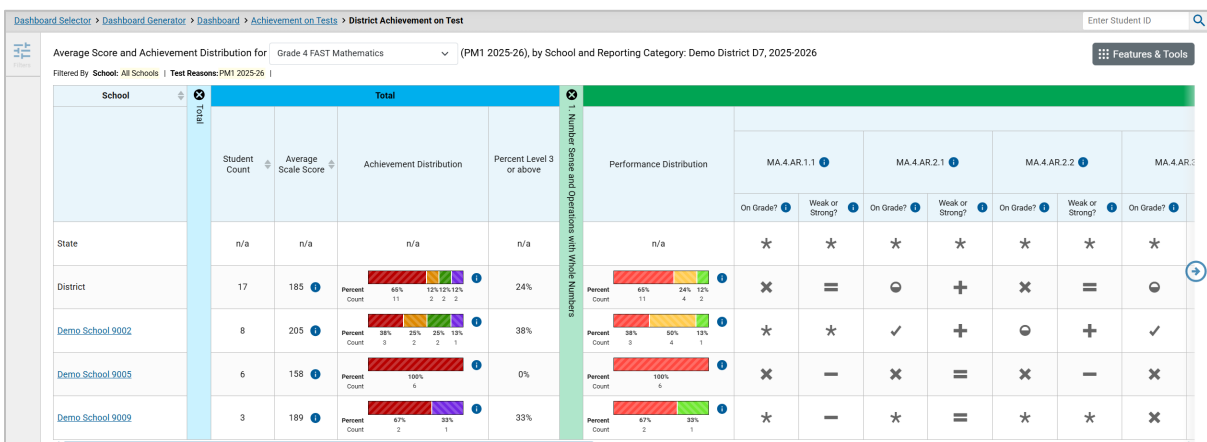
Access District Performance in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (as in [Figure 6](#)).



Note: For information on the On Grade? and/or Weak or Strong? columns of the Reporting Category section, refer to page [21](#). For information on the B.E.S.T. Writing lowest  and highest  point values, refer to page [23](#).

Figure 6. District Achievement on Test Report with Expanded Reporting Category Section

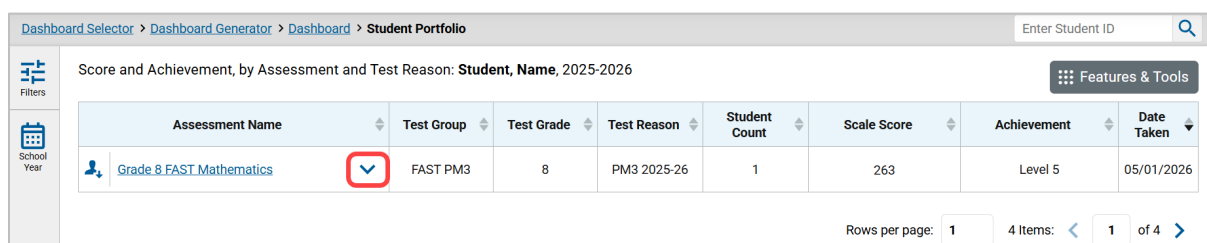


Compare All Your Student's Achievement on Any of Their Tests with Larger Groups'

In the Student Portfolio Report, you can compare a student's achievement on any test with that of your state, district, school, and/or total students. To do this, take the following two steps:

1. Enter the student's FLEID in the search field in the upper-right corner and click the search button . (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the Dashboard generation controls.) The Student Portfolio Report appears.
 - Teachers can also access this report from the Achievement on Tests report by going to the My Students table at the bottom of the page and clicking a student's name.
2. Click to the right of a test name ([Figure 7](#)).

Figure 7. Student Portfolio Report



- Rows containing data for your state, district, school, and/or total students appear below, as in [Figure 8](#).

Figure 8. Student Portfolio Report with Expanded Comparison Rows

Dashboard Selector > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID

Filters

School Year

Score and Achievement, by Assessment and Test Reason: Student, Name, 2025-2026

Features & Tools

Assessment Name		Test Group	Test Grade	Test Reason	Student Count	Scale Score	Achievement	Date Taken
	Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	1	263	Level 5	05/01/2026
State	Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	n/a	n/a	n/a	—
District	Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	30	207	<div><div><div></div><div></div><div></div><div></div><div></div></div><div>73% 3% 10% 7% 7%</div><div>Percent Count 22 1 3 2 2</div></div>	—
School	Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	15	216	<div><div><div></div><div></div><div></div><div></div><div></div></div><div>53% 7% 20% 13% 7%</div><div>Percent Count 8 1 3 2 1</div></div>	—

Rows per page: 14 Items: 1 of 4

- To hide the comparison rows, click ^ again.

School- and District-Level Users: Access School Achievement on a Test

You can access test results for all the students in a school on a particular test, by roster or by student.

Access School Achievement on Test Report

For school-level users:

1. Generate the **Dashboard** and click a test group name.
2. Click a test name in the table of assessments. The School Achievement on Test Report appears.

For district-level users:

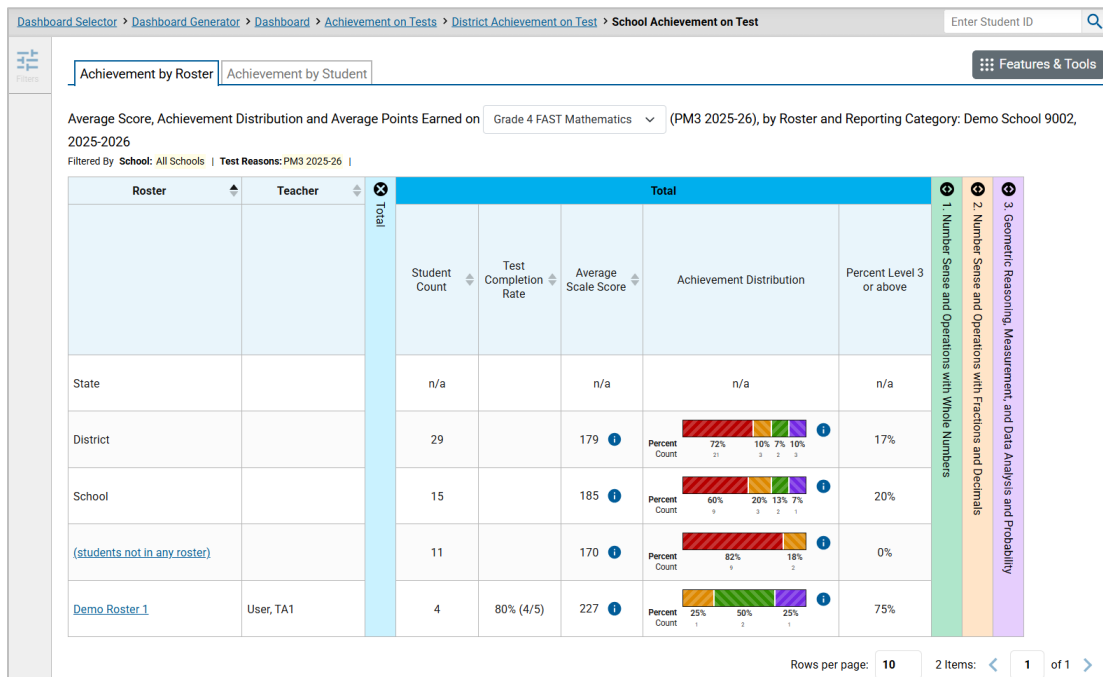
1. Generate the **Dashboard** and click a test group name.
2. Click a test name in the table of assessments. A table listing test results by school appears.
3. Click the name of the school for which you would like to review results. The test results for the school appear.



Note: District-level users can also access the test results from a school directly from the Achievement on Tests Report, by first filtering by school.

The **Achievement by Roster** tab opens by default, as in [Figure 9](#). It lists the rosters in the school. The first rows also show aggregate achievement data for your state, district, and your school.

Figure 9. School Achievement on Test Report: Achievement by Roster Tab



Compare Test Achievement of Rosters in the School

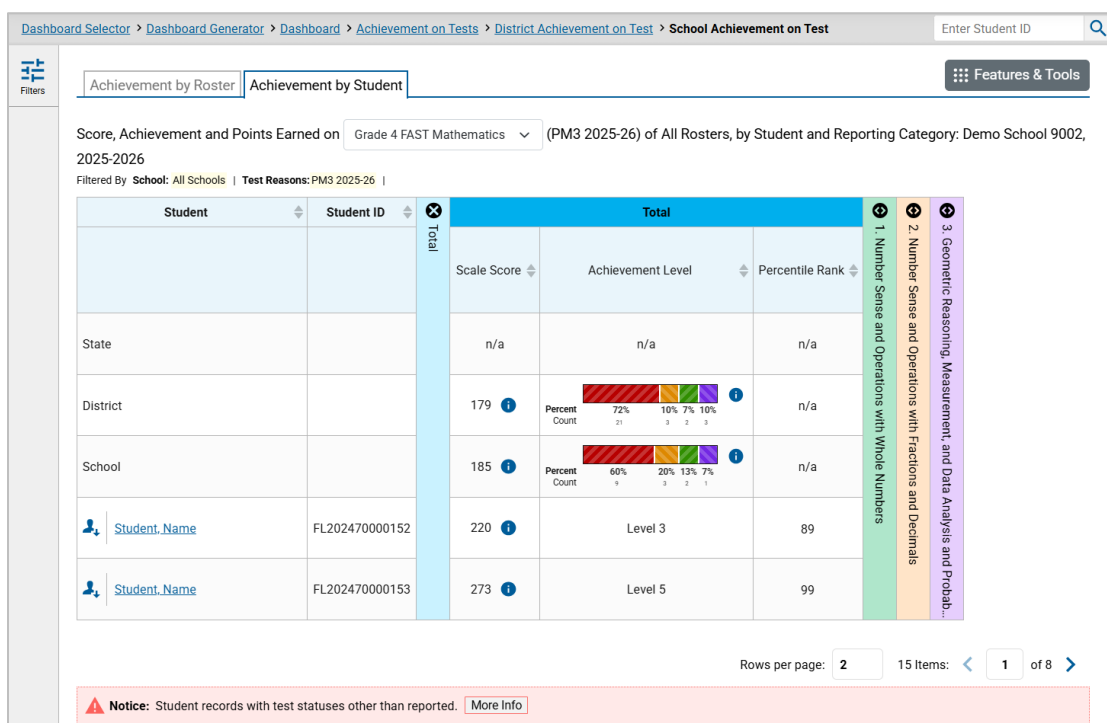
In the **Achievement by Roster** tab ([Figure 11](#)), read the score and *Achievement Distribution* columns and click the score column header to sort by it. Rosters with a high average scale score and/or with a high percentage of students performing at or above on grade level in the achievement distribution bar performed well on the assessment.

If certain rosters performed consistently well, you could use them as a model for the rosters with lower achievement.

Compare Test Achievement of Individual Students in the School

Select the **Achievement by Student** tab of the School Achievement on Test report, as shown in [Figure 10](#). The results that appear list all the school's students. The first few rows also show aggregate achievement data for your state, district, and whole school. Click the header of the score or Achievement Level column to sort.

Figure 10. School Achievement on Test Report: Achievement by Student Tab



Access Achievement of the School in Each Area of the Test

You can access the school's achievement in each area of the test by clicking the reporting category section bars to expand them. You can do this in either the **Achievement by Roster** or the **Achievement by Student** tab.

Teachers: Access All Your Students' Achievement on a Test

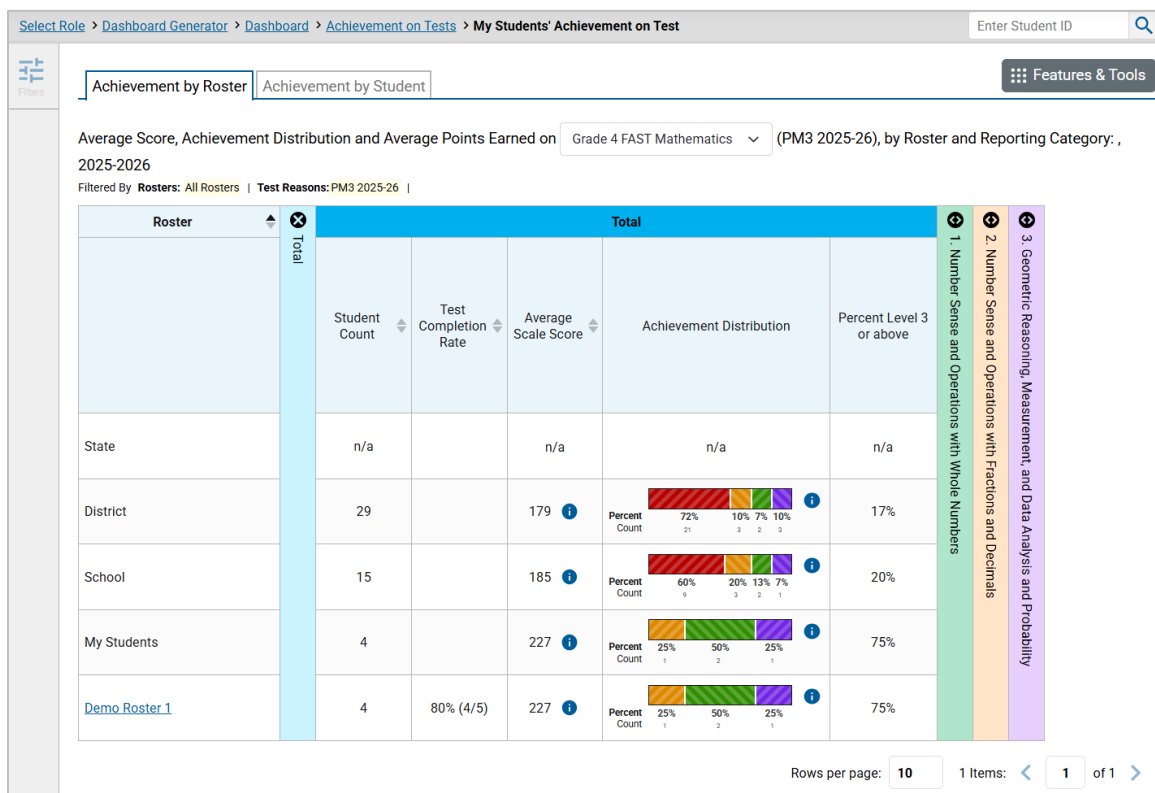
The My Students' Achievement on Test report displays test results for all a teacher's students, by roster and by student.

Access My Students' Achievement on Test Report

In the Achievement on Tests report, select a test name in the table of assessments. The My Students' Achievement on Test report opens to the **Achievement by Roster** tab.

The report shown in [Figure 11](#) displays a list of a teacher's rosters and each roster's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 11. My Students' Achievement on Test Report: Achievement by Roster Tab



Compare Test Achievement of Your Students' Rosters

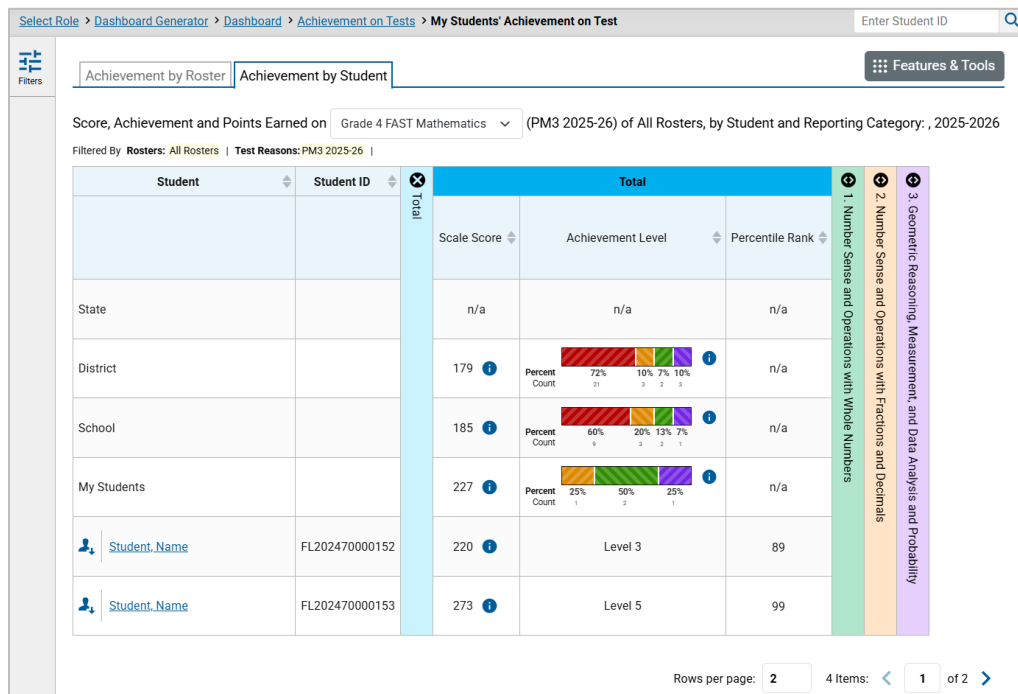
In the **Achievement by Roster** tab ([Figure 11](#)), read the score and *Achievement Distribution* columns and click the header of the score column to sort by score. Rosters with a high average scale score, and with a high percentage of students performing at or above on grade level in the achievement distribution bar, performed well on the assessment.

If certain rosters performed consistently well, you could use them as a model for the rosters with lower achievement.

Compare Test Achievement of Your Individual Students

Select the **Achievement by Student** tab, as shown in [Figure 12](#). The results that appear list all your students. The first few rows also show aggregate achievement data for your state, district, school, and total students.

Figure 12. My Students' Achievement on Test Report: Achievement by Student Tab

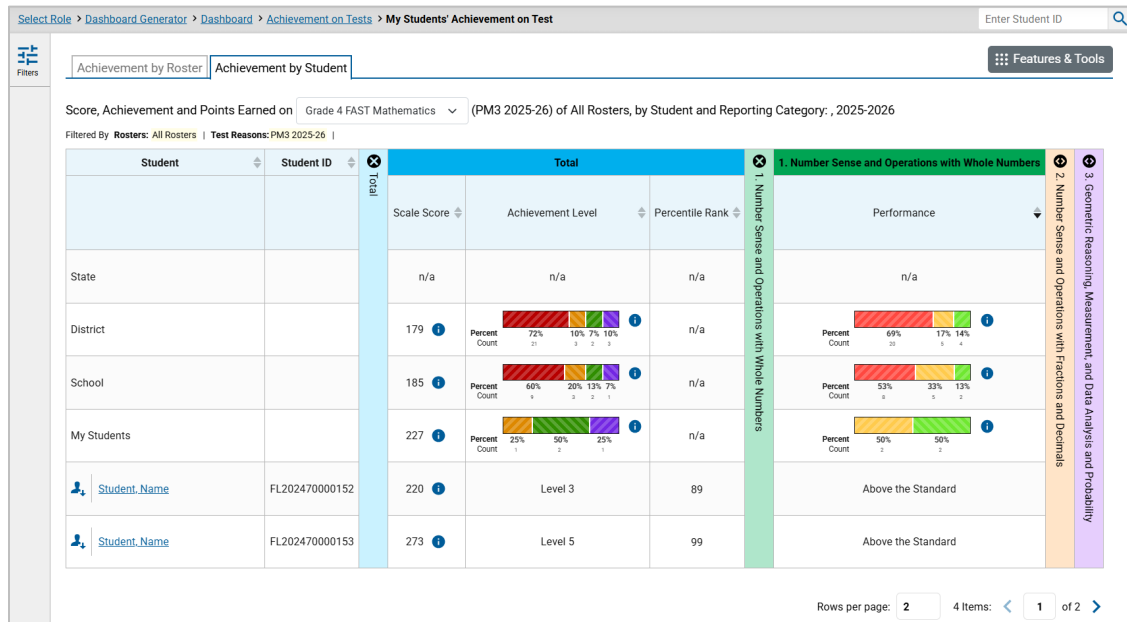


To find out which students performed best, click the headers of the score or Achievement Level columns to sort by them.

Access Achievement of Your Students in Each Area of the Test

You can access your student's achievement in each area of the test by clicking the reporting category section bars to expand them. You can do this in either the **Achievement by Roster** or the **Achievement by Student** tab, with the latter shown in [Figure 13](#).

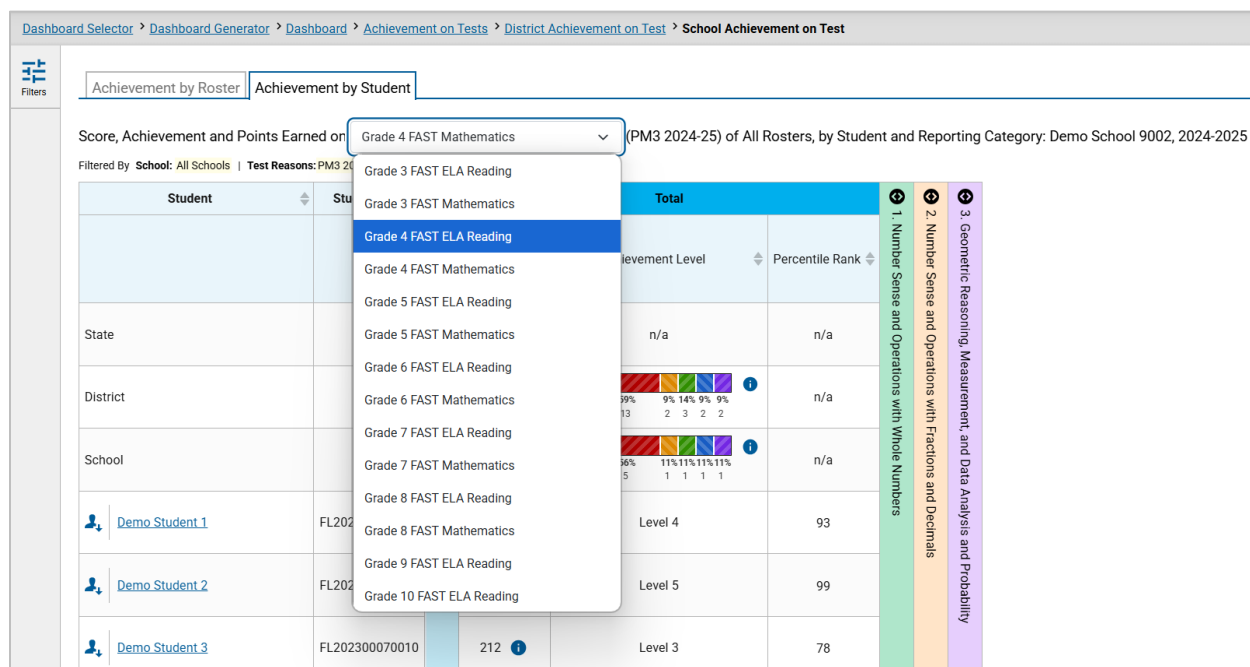
Figure 13. My Students' Achievement on Test Report: Achievement by Student Tab with Expanded Reporting Category Section



Switch to Another Assessment Report via the Quick Navigation Feature

An assessment report for a district, school, or teacher displays a dropdown list in the heading of each report table. This dropdown list, shown in [Figure 14](#), allows you to quickly switch to the report for any other assessment in the same top-level test group that was taken with the same test reason. Examples of top-level test groups are FAST PM3 or B.E.S.T. EOC.

Figure 14. School Achievement on Test Report: Achievement by Student Tab with Quick Navigation Dropdown List Opened



You may find it easier to navigate using the assessment dropdown list than by returning to the Achievement on Tests report to find a different assessment. The dropdown could be useful, for example, in cases such as these:

- A teacher who teaches multiple grades may want to quickly navigate from a grade 9 assessment to a similar grade 10 assessment.

A school-level user may want to quickly navigate from a FAST Mathematics assessment to a FAST ELA Reading assessment taken in the same PM window.

Access Roster Achievement on a Test

The Roster Achievement on Test report lists students in a roster with their achievement.

Access Roster Achievement on Test Report

Click the name of a roster that appears in the first column of the School or My Students' Achievement on Test reports. The Roster Achievement on Test report appears, with class results listed by student (Figure 15). The first few rows also show aggregate performance data for larger groups, such as state, district, school, and all of a teacher's students.

Figure 15. Teacher View: Roster Achievement on Test Report

Select Role > Dashboard Generator > Dashboard > Achievement on Tests > My Students' Achievement on Test > Roster Achievement on Test									
Score, Achievement and Points Earned on Grade 4 FAST Mathematics (PM1 2025-26) of Demo Roster, by Student and Reporting Category: 2025-2026									
Filtered By: Rosters: All Rosters Test Reasons: PM1 2025-26									
Student	Student ID	Total	Total			1. Number Sense and Operations with Whole Numbers	2. Number Sense and Operations with Fractions and Decimals	3. Geometric Reasoning, Measurement, and Data Analysis and Probability	
			Scale Score	Achievement Level	Percentile Rank				
State			n/a	n/a	n/a				
District		185	Percent Count: 65% 11, 12% 2, 12% 2		n/a				
School		205	Percent Count: 38% 3, 25% 2, 25% 2, 13% 1		n/a				
My Students		194	Percent Count: 33% 1, 33% 1, 33% 1		n/a				
Student Name	FL202470000150	206		Level 2	84				
Student Name	FL202470000152	220		Level 3	97				

Compare Test Performance of a Roster's Individual Students

To find out which students performed best, click the headers of the score or Achievement Level columns to sort them.

Access Roster Achievement in Each Area of the Test

You can compare your students' achievement in each area of the test using the reporting category sections, as shown in [Figure 16](#). Click the vertical section bar to expand each section.

Figure 16. Teacher View: Roster Achievement on Test Report with Expanded Reporting Category Section

Select Role > Dashboard Generator > Dashboard > Achievement on Tests > My Students' Achievement on Test > Roster Achievement on Test

Enter Student ID

Features & Tools

Filters

Score, Achievement and Points Earned on **Grade 4 FAST Mathematics** (PM1 2025-26) of Demo Roster, by Student and Reporting Category: 2025-2026

Filtered By **Rosters:** All Rosters | **Test Reasons:** PM1 2025-26 |

Student	Student ID	Total	1. Number Sense and Operations with Whole Numbers	2. Number Sense and Operations with Fractions and Decimals	3. Geometric Reasoning, Measurement, and Data Analysis and Probability
			<div>Performance</div>		
State			n/a		
District			<div><div><div>Percent Count</div><div><div><div>65%</div><div>24%</div><div>12%</div></div><div><div>11</div><div>4</div><div>2</div></div></div></div></div>		
School			<div><div><div>Percent Count</div><div><div><div>38%</div><div>50%</div><div>13%</div></div><div><div>3</div><div>4</div><div>1</div></div></div></div></div>		
My Students			<div><div><div>Percent Count</div><div><div><div>33%</div><div>67%</div></div><div><div>1</div><div>2</div></div></div></div></div>		
 Student Name	FL202470000150		At/Near the Standard		
 Student Name	FL202470000152		At/Near the Standard		

Access an Individual Student's Performance

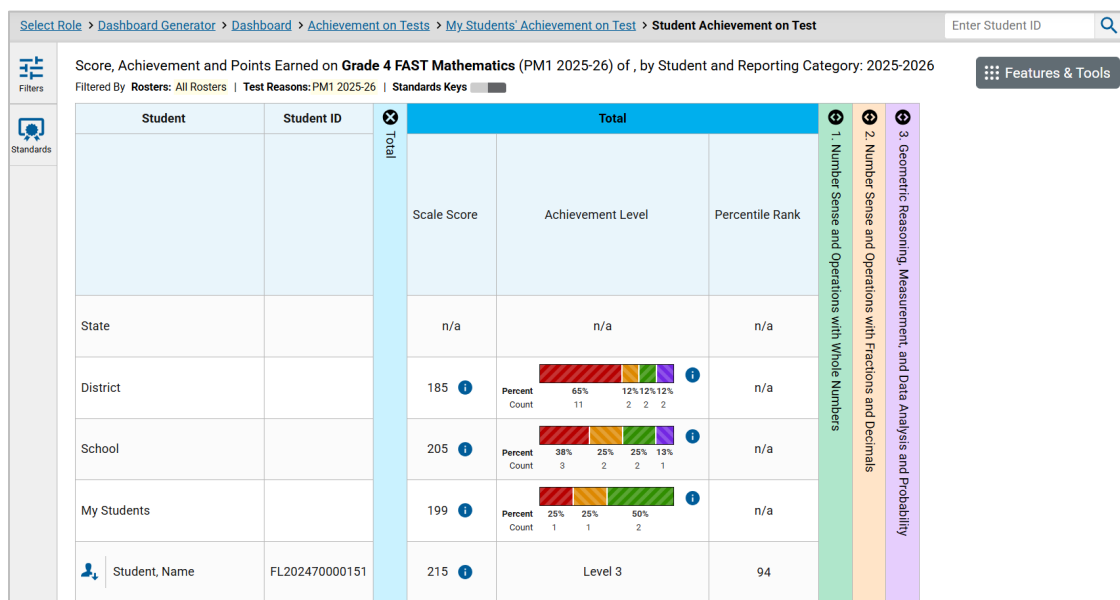
You can find out how well an individual student understands the material covered on a specific completed assessment. You can also access a report for all the assessments a student has taken.

Access Student Achievement on Test Report

You can access the Student Achievement on Test report ([Figure 17](#)) by doing any of the following:

- selecting the name of a student in the Performance by Student tab of a School or My Students' Performance on Test report;
- selecting the name of a student in a Roster Performance on Test report; or
- selecting the name of a test in the Student Portfolio report.

Figure 17. Teacher View: Student Achievement on Test Report



Depending on the test, you can view the student's achievement in each area of the test using the reporting category vertical section bars, which you can click to expand.

Access Student Portfolio Report on All Assessments a Student Has Completed

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time, though it will only display results during the selected school year. This is useful for viewing achievement on tests that have multiple opportunities, and for tests that were administered multiple times throughout the year.

To access this report, enter the student's FLEID in the search field in the upper-right corner and click the search button . (When you are viewing the ***Dashboard Generator*** and data is available, the same

field appears to the right of the *Dashboard* generation controls). The Student Portfolio Report appears (Figure 18).

Teachers can also access this report from the Achievement on Tests report by going to the *My Students* table below the main assessments table and clicking a student's name.

Figure 18. Student Portfolio Report

Dashboard Selector > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID

Filters

School Year

Score and Achievement, by Assessment and Test Reason: Student, Name, 2025-2026

Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Scale Score	Achievement	Date Taken
Grade 4 FAST ELA Reading	FAST PM3	4	PM3 2025-26	1	270	Level 5	05/01/2026
Grade 4 FAST Mathematics	FAST PM3	4	PM3 2025-26	1	273	Level 5	05/01/2026
Grade 4 FAST Mathematics	FAST PM2	4	PM2 2025-26	1	273	Level 5	12/01/2025
Grade 4 FAST ELA Reading	FAST PM2	4	PM2 2025-26	1	270	Level 5	12/01/2025

Rows per page: 104 Items: 1 of 1

To view individual test results for the student, click a test name.

Access Student Portfolio Report for a Previous School Year or Multiple Years

If there are multiple years of data for a student, the Student Portfolio Report can display data for previous years. This gives you a high-level understanding of the student’s progress. Student Portfolio Reports can show student achievement from a time when the student was not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student’s achievement on last year’s sixth-grade tests. To filter through these results, take the following three steps:

1. On the left side of the page, click the **School Year** button . The *Filters* panel expands.
2. Select a year or years (Figure 19).

Figure 19. Student Portfolio Report with Expanded Filters Panel

Dashboard Selector > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID

Filters

School Year

Score and Achievement, by Assessment and Test Reason: Student, Name, 2025-2026

Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Scale Score	Achievement	Date Taken
Grade 4 FAST ELA Reading	FAST PM3	4	PM3 2025-26	1	270	Level 5	05/01/2026
Grade 4 FAST Mathematics	FAST PM3	4	PM3 2025-26	1	273	Level 5	05/01/2026
Grade 4 FAST Mathematics	FAST PM2	4	PM2 2025-26	1	273	Level 5	12/01/2025
Grade 4 FAST ELA Reading	FAST PM2	4	PM2 2025-26	1	270	Level 5	12/01/2025

Rows per page: 104 Items: 1 of 1

2025-2026

☒ 2025-2026

☐ 2024-2025

Reset Filters

Apply

3. Click **Apply**.

To switch back to the current year:

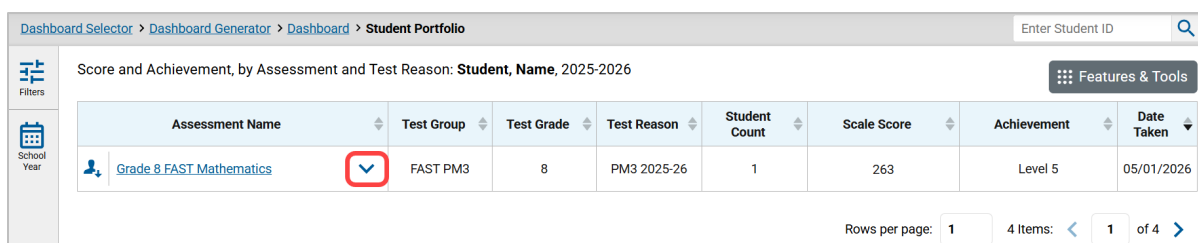
1. Open the *Filters* panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

Compare a Student's Achievement on Any Test with Larger Groups'

In the Student Portfolio Report, you can compare a student's achievement on any test with that of your state, district, school, and/or total students. To do this, take the following two steps:

1. Enter the student's FLEID in the search field in the upper-right corner and click the search button . (When you are on the **Dashboard Generator** and data is available, the same field appears to the right of the **Dashboard** generation controls.) The Student Portfolio Report appears.
 - Teachers can also access this report from the Achievement on Tests report by going to the *My Students* table at the bottom of the page and clicking a student's name.
2. Click  to the right of a test name ([Figure 20](#)).

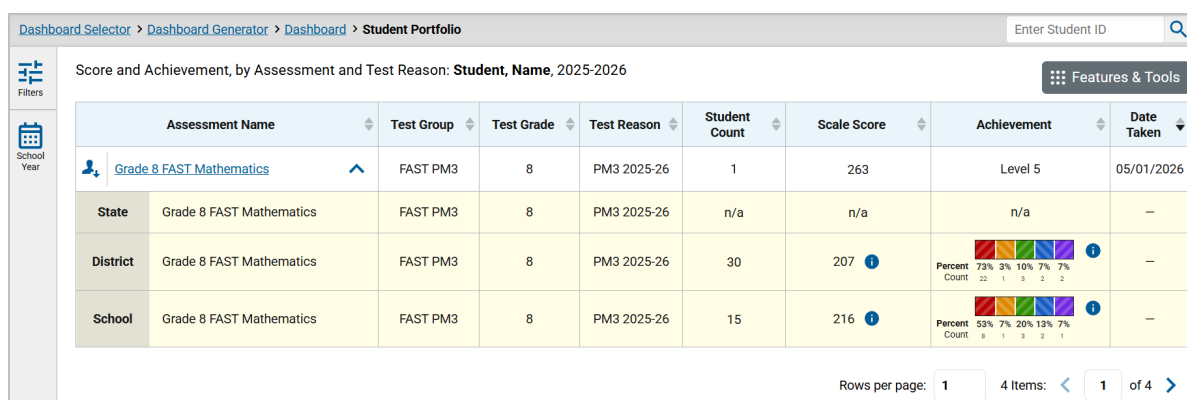
Figure 20. Student Portfolio Report

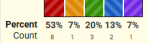


Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Scale Score	Achievement	Date Taken
 Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	1	263	Level 5	05/01/2026

- Rows containing data for your state, district, school, and/or total students appear below, as in [Figure 21](#).

Figure 21. Student Portfolio Report with Expanded Comparison Rows



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Scale Score	Achievement	Date Taken
 Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	1	263	Level 5	05/01/2026
State Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	n/a	n/a	n/a	—
District Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	30	207	 Percent Count: 73% 3% 10% 7% 7% 22 1 3 2 2	—
School Grade 8 FAST Mathematics	FAST PM3	8	PM3 2025-26	15	216	 Percent Count: 53% 7% 20% 13% 7% 8 1 3 3 1	—

- To hide the comparison rows, click  again.

Interpret Achievement Data

Depending on the test, a report may display some of the following different kinds of achievement data:

Common Measures

- Score data, including the following:
 - Scale scores
 - Raw scores, which may appear in the form of percentages or fractions
- Achievement level data, which are used for tests with achievement levels. Achievement levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of benchmarks. Some aggregate reports include achievement distribution bars, showing the percentage and number of students who attained each achievement level. These bars are color-coded, with two achievement levels being coded red-green and five being coded red-yellow-green-blue-purple.
- Percentile rank indicates how a student's performance compares to all students in Florida who took the same test in the same period. Only grades 3–10 FAST ELA Reading and Mathematics include this measure.
- Measures in aggregate reports for adaptive tests may also include **Weak or Strong?, On Grade?, and % Correct**.

In a report, click the more information button  in the score or Achievement Distribution columns. A legend appears ([Figure 22](#) and [Figure 23](#)), explaining what the scores or achievement levels indicate.

Figure 22. My Students' Achievement on Test Report with Expanded Scale Score Legend

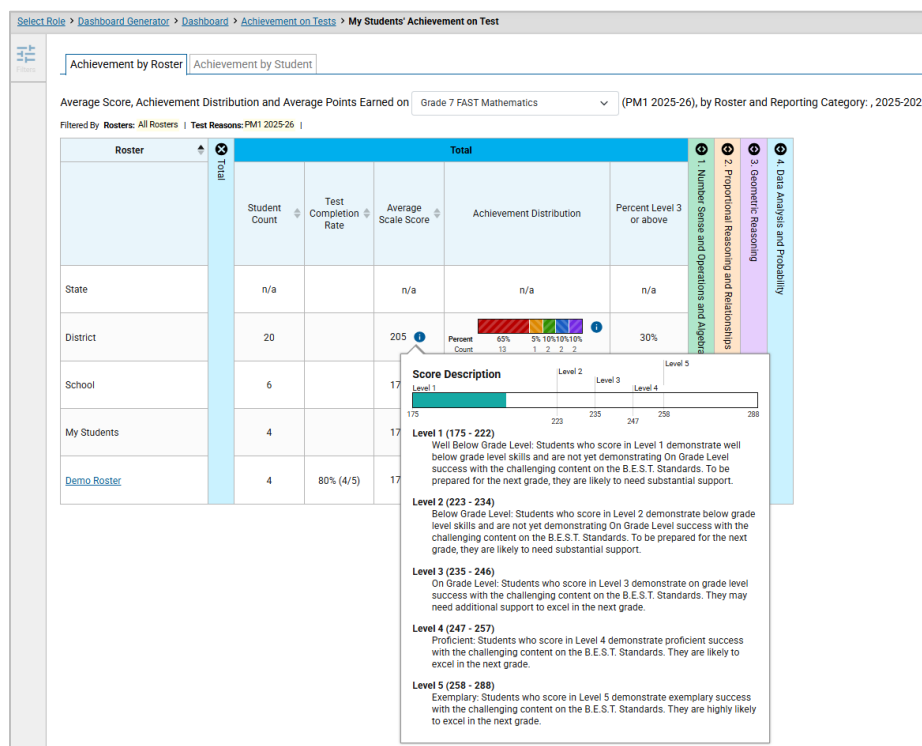
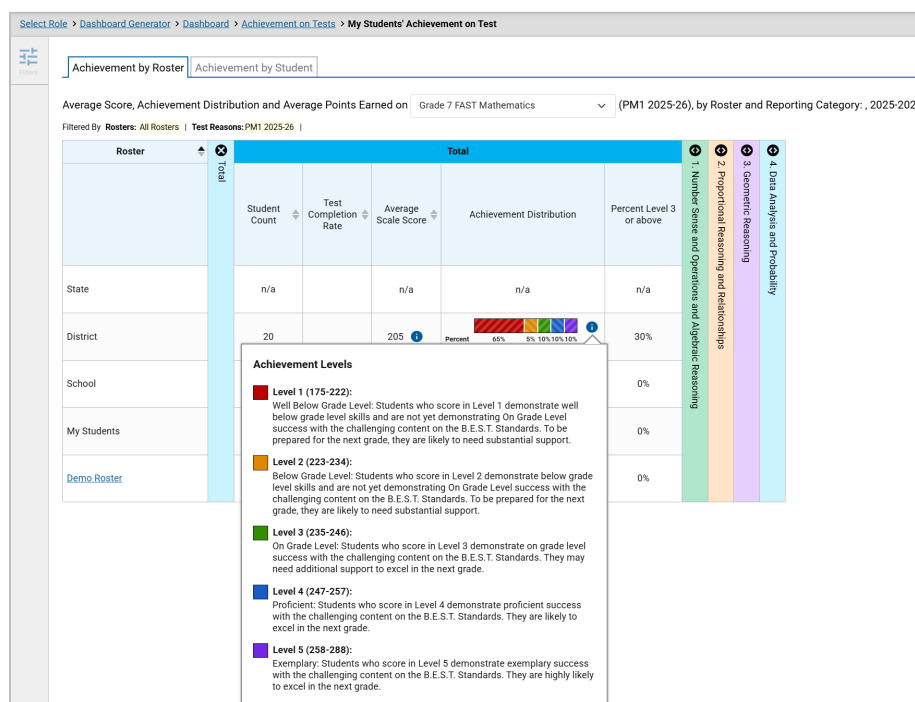


Figure 23. My Students' Achievement on Test Report with Expanded Achievement Distribution Legend



- You will find more info buttons  in reports throughout FRS.

Standard Measures Within Reporting Category Sections

Aggregate test results for adaptive tests may include detailed achievement measures within benchmarks within reporting categories.

An educational standard, sometimes called an *assessment target*, describes the skill that the item measures.

To learn more about a standard, click the more information button  to the right of the standard name (shown in [Figure 24](#)).

Figure 24. School Achievement on Test Report: Achievement by Roster Tab with Expanded Reporting Category Section

Reporting Category	Benchmark	On Grade?	Weak or Strong?
Number Sense and Operations with Whole Numbers	MA.4.NS.1.1	On Grade?	Weak or Strong?
MA.4.NS.1.1	MA.4.NS.1.2	On Grade?	Weak or Strong?
MA.4.NS.1.2	MA.4.NS.1.3	On Grade?	Weak or Strong?
MA.4.NS.1.3	MA.4.NS.1.4	On Grade?	Weak or Strong?
MA.4.NS.1.4	MA.4.NS.1.5	On Grade?	Weak or Strong?
MA.4.NS.1.5		On Grade?	Weak or Strong?

Table 1. School Achievement on Test Report: Achievement by Roster Tab: Reporting Category Section Elements

#	Element
1	Reporting Category
2	Benchmark

Each standard column consists of sub-columns displaying the following achievement measures:

- On Grade?:** This column displays icons indicating whether students have, on average, attained the On Grade standard. When the observed performance within a standard is greater than the Level 3 cut, the reporting unit shows relative strength in that standard compared to the Level 3 cut. Conversely, when observed performance within a standard is below the Level 3 cut, the roster or school shows relative weakness in that standard. The three levels of proficiency are: Above the On Grade Standard, At/Near the On Grade Standard, Below the On Grade Standard.
- Weak or Strong?:** You can identify strengths and weaknesses in different benchmarks within the reporting category so that you can focus instruction on very specific areas where improvement is needed. This column displays icons indicating how students' average achievement on the standard compares with their average achievement on the overall test. Note that these icons indicate only relative achievement and not proficiency. The three levels of weakness/strength are: Area of Strengths, Performance is similar to performance on the test as a whole, Area of Weakness.



Note: Insufficient data can present itself as an asterisk at the roster level. Because rosters can be created with one student, this column will populate even with a roster of 1, though it is more likely to display insufficient information due to the small number.

Note: An aggregate may perform Above the On Grade Standard for a benchmark that also presents itself as an Area of Weakness. This indicates that, although their performance was above that which is expected for the Level 3 cut, their performance was lower than expected relative to their achievement on the test as a whole.

To learn more about these measures and the symbols they use, click the more information button  to the right of each measure.

Writing Dimension Measures

Aggregate test results for B.E.S.T. Writing will also include a **Writing Dimensions** section to the right of the expandable sections in the report table. You can expand it by clicking the vertical bar, just as with the reporting category sections. This section helps you understand how students performed on different aspects of writing.

For guidance on interpreting the B.E.S.T. Writing scores, you can reference [Understanding B.E.S.T. Writing Reports for Teachers](#).

The **Writing Dimensions** section ([Figure 25](#)) contains the following under the *Essay* header:

- **Writing Mode.** Argumentative or Expository
 - Writing dimensions as listed in item rubrics. For example, Purpose/Structure, Development, and Language.
- **Point Value.** A sub-column for each possible item point value for the writing dimensions. Each point value sub-column displays the percentage of students who earned that number of points.
 - For each dimension, the lowest  and highest  point values are sometimes highlighted and marked with arrow icons in the rows with the highest percentages. This allows you to quickly identify groups of students who are performing well and those who may need additional support.
 - Note that highlighting and arrow icons do not appear where they are not useful. A report containing only one row of data does not have them, and neither does a row in which the percentages are “n/a” or are all the same.

Figure 25. District Achievement on Test Report with Expanded Writing Dimensions Section

Dashboard Selector > Dashboard Generator > Dashboard > Achievement on Tests > District Achievement on Test

Enter Student ID

Average Score and Achievement Distribution for Grade 9 B.E.S.T. Writing (Spring 2025-26 B.E.S.T. Writing), by School and Reporting Category: Demo District D7, 2025-2026

Filtered By School: All Schools | Test Reasons: Spring 2025-26 B.E.S.T. Writing | Standards Keys

School	Total		Total Items Item Numbers, Max Points and Points Earned	Writing Dimensions											
	Student Count	Average Raw Score		Essay 1											
				1. Purpose/Structure				2. Development				3. Language			
				1 pt	2 pt	3 pt	4 pt	1 pt	2 pt	3 pt	4 pt	1 pt	2 pt	3 pt	4 pt
State	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District	26	7/12	4.04	19% (5)	38% (10)	35% (9)	8% (2)	27% (7)	31% (8)	31% (8)	12% (3)	19% (5)	31% (8)	38% (10)	12% (3)
Demo School 9004	5	8/12	5.25	20% (1)	40% (2)	0% (0)	40% (2) ▲	40% (2)	0% (0)	20% (1)	40% (2) ▲	0% (0)	20% (1)	40% (2)	40% (2) ▲
Demo School 9005	20	7/12	4.03	15% (3)	40% (8)	45% (9)	0% (0)	20% (4)	40% (8)	35% (7)	5% (1)	20% (4)	35% (7)	40% (8)	5% (1)
Demo School 9009	1	3/12	1	▼ 100% (1)	0% (0)	0% (0)	0% (0)	▼ 100% (1)	0% (0)	0% (0)	0% (0)	▼ 100% (1)	0% (0)	0% (0)	0% (0)

Rows per page: 10 3 Items: 1 of 1

To learn about the highlighting and arrow icons, click the more info button ⓘ in the *Essay* header. A legend expands, as in Figure 26.

Figure 26. District Achievement on Test Report with Expanded Writing Dimensions Section and Expanded Legend

Dashboard Selector > Dashboard Generator > Dashboard > Achievement on Tests > District Achievement on Test

Enter Student ID

Average Score and Achievement Distribution for Grade 9 B.E.S.T. Writing (Spring 2025-26 B.E.S.T. Writing), by School and Reporting Category: Demo District D7, 2025-2026

Filtered By School: All Schools | Test Reasons: Spring 2025-26 B.E.S.T. Writing | Standards Keys

School	Total		Total Items Item Numbers, Max Points and Points Earned	Writing Dimensions											
	Student Count	Average Raw Score		Essay 1											
				1. Purpose/Structure				2. Development				3. Language			
				1 pt	2 pt	3 pt	4 pt	1 pt	2 pt	3 pt	4 pt	1 pt	2 pt	3 pt	4 pt
State	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District	26	7/12	4.04	19% (5)	38% (10)	35% (9)	8% (2)	27% (7)	31% (8)	31% (8)	12% (3)	19% (5)	31% (8)	38% (10)	12% (3)
Demo School 9004	5	8/12	5.25	20% (1)	40% (2)	0% (0)	40% (2) ▲	40% (2)	0% (0)	20% (1)	40% (2) ▲	0% (0)	20% (1)	40% (2)	40% (2) ▲
Demo School 9005	20	7/12	4.03	15% (3)	40% (8)	45% (9)	0% (0)	20% (4)	40% (8)	35% (7)	5% (1)	20% (4)	35% (7)	40% (8)	5% (1)
Demo School 9009	1	3/12	1	▼ 100% (1)	0% (0)	0% (0)	0% (0)	▼ 100% (1)	0% (0)	0% (0)	0% (0)	▼ 100% (1)	0% (0)	0% (0)	0% (0)

Rows per page: 10 3 Items: 1 of 1

Percent of Points Earned

This table indicates the percentage of students who obtained each point value on each writing dimension. All comparisons are based only on the rosters or schools that are currently displayed on this page.

This cell indicates groups in your roster or school that have the **highest percentage of students obtaining the highest point value** for each writing dimension compared to other groups at the same level.

This cell indicates groups in your roster or school that have the **highest percentage of students obtaining the lowest point value** for each writing dimension compared to other groups at the same level.

Break Down Test Results by Demographic Sub-Groups

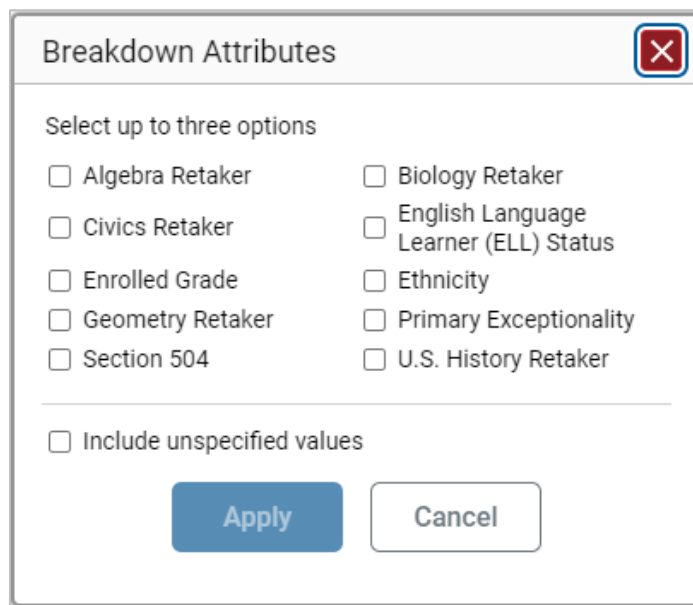
You can use the **Breakdown By** button ⓘ in the **Features & Tools** menu to compare achievement between different demographic sub-groups. This button is available for most aggregate test results.

Access Test Results Broken Down by Demographic Sub-Groups

To access test results broken down by demographic sub-groups, take the following three steps:

1. Click  **Breakdown By** in the  **Features & Tools** menu. The **Breakdown Attributes** window opens ([Figure 27](#)).

Figure 27. Breakdown Attributes Window



Breakdown Attributes

Select up to three options

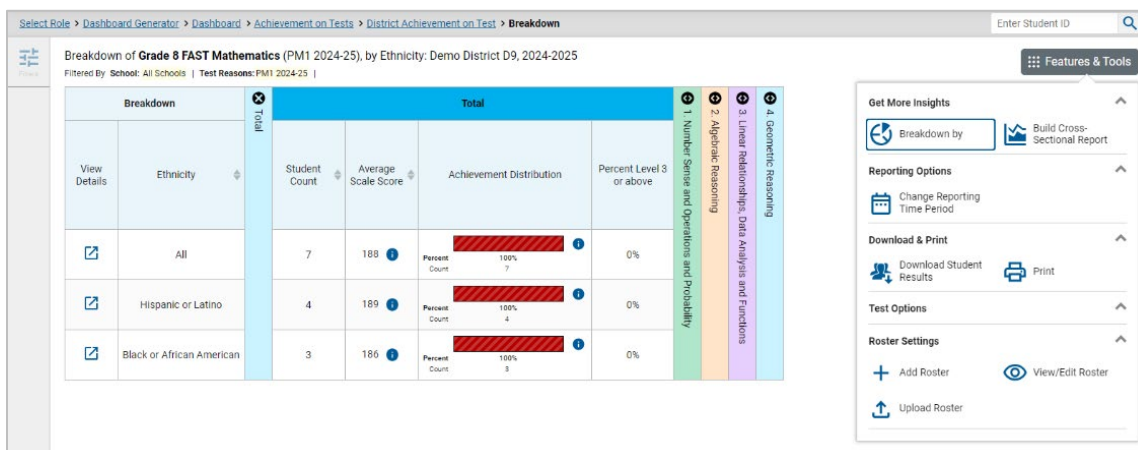
☐ Algebra Retaker	☐ Biology Retaker
☐ Civics Retaker	☐ English Language Learner (ELL) Status
☐ Enrolled Grade	☐ Ethnicity
☐ Geometry Retaker	☐ Primary Exceptionality
☐ Section 504	☐ U.S. History Retaker

☐ Include unspecified values

Apply **Cancel**

2. Select up to three student demographic categories. There is also an **Include unspecified values** checkbox.
 - Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
 - To include data for these students, select the checkbox.
3. Click **Apply**. Data for each sub-group selected are displayed in the report ([Figure 28](#)).

Figure 28. Demographic Breakdown of a District Achievement on Test Report



Access Test Results for a Particular Demographic Sub-Group or Combination

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the *View Details* column on the left (Figure 28).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report before you viewed it broken down by sub-groups. For example, the results are broken down by school when accessed from the District Achievement on Test Report (Figure 29) or broken down by student when accessed from the School Achievement on Test Report (Figure 30).

Figure 29. Demographic Combination Breakdown Window (from District Achievement on Test Report)

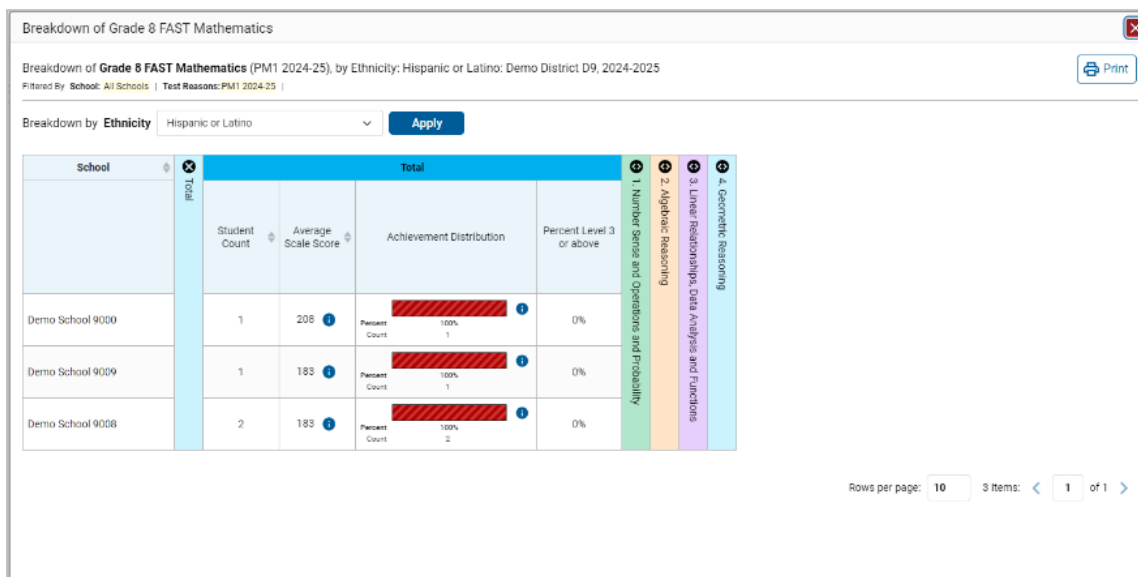


Figure 30. Demographic Combination Breakdown Window (from School Achievement on Test Report: Achievement by Student Tab)

Breakdown of Grade 8 FAST Mathematics

Achievement by Roster | Achievement by Student Print

Breakdown of **Grade 8 FAST Mathematics** (PM1 2025-26) by Student by Ethnicity: Hispanic or Latino: Demo School 9002, 2025-2026

Filtered By **School:** All Schools | **Test Reasons:** PM1 2025-26 |

Breakdown by **Ethnicity** Hispanic or Latino Apply

Student	Student ID	Total	Scale Score	Achievement Level	Percentile Rank	1. Number Sense and Operations an..	2. Algebraic Reasoning	3. Linear Relationships, Data Analy..	4. Geometric Reasoning
Student, Name	FL202300070091	229		Level 2	64				
Student, Name	FL202506000028	183		Level 1	4				

Rows per page: 10 2 Items: 1 of 1

At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to review and click **Apply**. The new combination is displayed.

You can use this window to gain an in-depth understanding of specific groups of students. For example, you may want to understand which rosters have the highest-performing female students in the first grade.

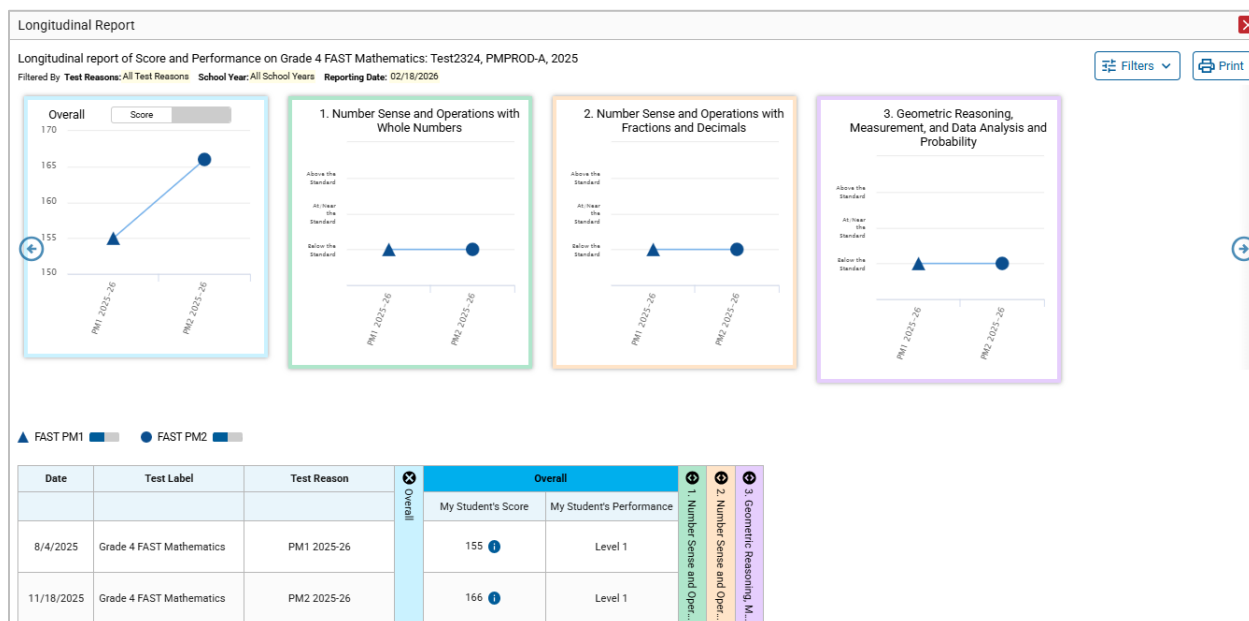
Track Student Performance Using Longitudinal Reports

You can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you understand how students' performance has improved or declined.

Each Longitudinal Report displays performance data for one of the following:

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.
- An individual student ([Figure 31](#)).

Figure 31. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories



Access a Longitudinal Report Comparing Related Assessments

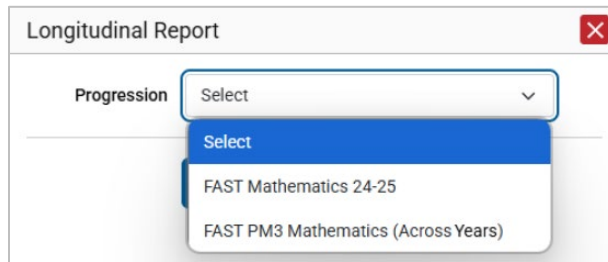
If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Report** button  allows you to access a Longitudinal Report for any of those assessments.

Click the **Build Longitudinal Report** button  in the **Features & Tools** menu.

The **Longitudinal Report** window appears. Depending on your role, the test types, and the number of students in the report, it may display an error message or a report options page rather than the Longitudinal Report itself. The contents of the report options page may vary.

- If an error message appears saying that no trend report is available, that means one of the following:
 - If you are trying to build a report on a group of students, then the assessment report does not include enough students who took related assessments. Try starting from a different assessment report, such as one for an individual student.
 - If you are trying to build a report on a single student, then the student has not taken any related assessments.
- If you are viewing a Longitudinal Report for which FAST PM3 results are available, the **Progression** dropdown list appears ([Figure 32](#)). Use this list to select which progression type to view in the Longitudinal Report (i.e., to view the current school year or PM3 across the school years). This dropdown list does not appear when only one progression type is available.

Figure 32. Longitudinal Report Window: Options in Progression Dropdown List



Teachers Only: If the test results you are accessing are for multiple students, a table appears with a column for each test ([Figure 33](#)). This table does not appear if you are accessing a report for an individual student. The columns will appear as follows:

- A sub-column appears for each test reason (a category of test, or, for an assessment, a test window).
- The cells in the columns display checkmarks  to indicate which students completed which test/test reason combinations.

Figure 33. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Longitudinal Report

Generate Report

Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below).

Students Selected: 4

Test	Grade 4 FAST Mathematics	Grade 4 FAST Mathematics	Grade 4 FAST Mathematics
☒ Test Reason	☒ PM1 2024-25	☒ PM2 2024-25	☒ PM3 2024-25
Student1, Demo (FL-0000000000000000)	✓	✓	✓
Student2, Demo (FL-0000000000000000)	✓	✓	✓
Student3, Demo (FL-0000000000000000)	✓	✓	✓
Student4, Demo (FL-0000000000000000)	✓	✓	✓

- Select the checkbox for each test/test reason combination you wish to include in the report. Select the **Test Reason** checkbox on the left to include all or clear it to remove all. The test opportunities that will be included are highlighted in yellow.

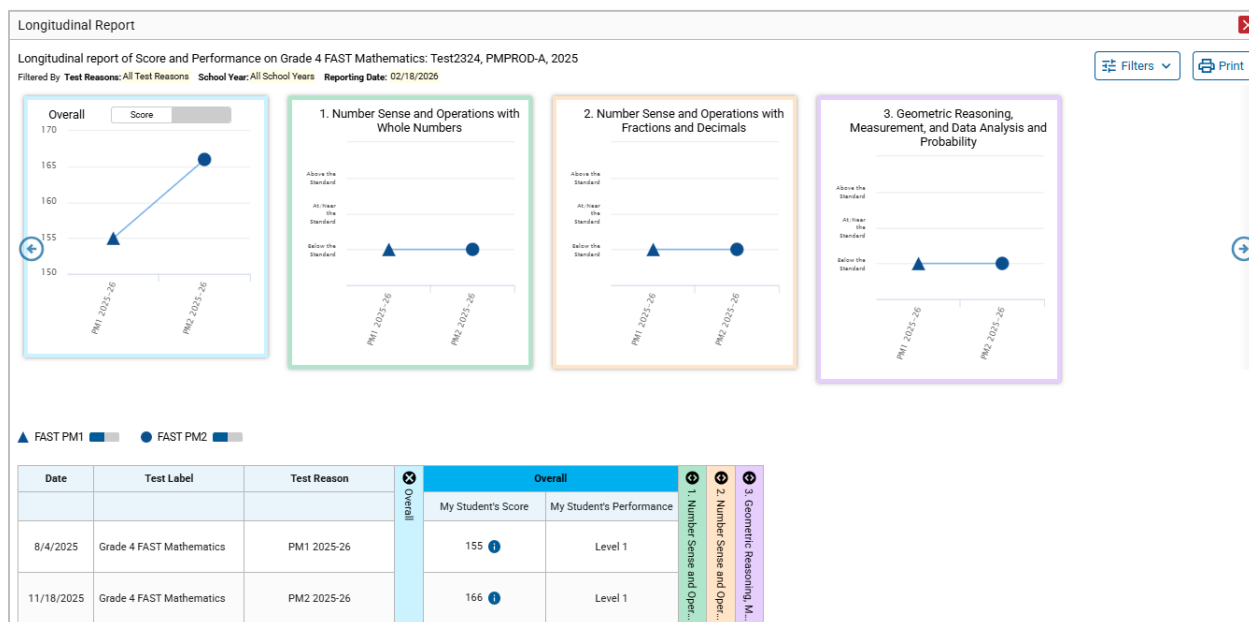
If you are viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button .)

Access Students' Overall Performance on These Assessments Over Time

Look at the graph in the upper-left corner of the Longitudinal Report ([Figure 34](#)). It shows the scores or performance levels of the student(s) each time they took the test(s).

Score data is plotted along a line.

Figure 34. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories



Performance level data is shown either the same way or, for multiple students, in performance distribution bars.

Mouse over the data points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, read the *Overall* section.

Switch Between Score Data and Performance Level Data

When a graph offers both score and performance level data, a switch appears at the top. Click it to change the type of data displayed. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.

Access Students' Performance in Different Areas Over Time

Look at the reporting category graphs to the right of the overall performance graph, or read the expandable reporting category sections in the table at the bottom. Here, you can understand easily how students are improving or declining in each area, and you can compare their trajectories in different areas.

Modify the Test Groupings You've Selected

If you generated the report from the report options page, click the **Change Selections** button in the upper-right corner of the window. The report options page reappears and, if you are a teacher viewing multiple students, your selection of tests and test reasons as well. Click **Generate Report** again.

Filter Test Opportunities to Show Some and Not Others

You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others.

Note that filtering tests may affect the set of students whose data is included in the report.

1. Open the *Filters* menu at the upper-right corner and select the filter options you prefer from the dropdown lists.

- You may want to filter by a particular school year or years. Note that years are not calendar years. "2024" refers to the 2024–2025 school year. By default, Longitudinal Reports show data for all years.

Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students' performance on last year's sixth-grade tests.

- If the report includes interim assessments, you may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring. For summative assessments, test reasons are the same as test windows and are not useful.
- Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don't want to view.

2. Click **Apply**.
3. *Optional:* To revert all filters to their defaults, open the *Filters* menu again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, showing the test reasons and school years included in the report.

Access a Cross-Sectional Report

When the Cross-Sectional Report is available, school- and district-level users can access a school or district's performance, irrespective of enrolled students, for a test family across multiple test reasons. This report helps you understand how your school and district performance has improved or changed across student populations.

Unlike the Longitudinal Report, the Cross-Sectional Report does not track a particular set of students. The set of students may vary across test reasons, depending on which ones were enrolled and took the tests at the time.

A school-level user can access a report for their school. A district-level user can access a report for their district or any school within it.

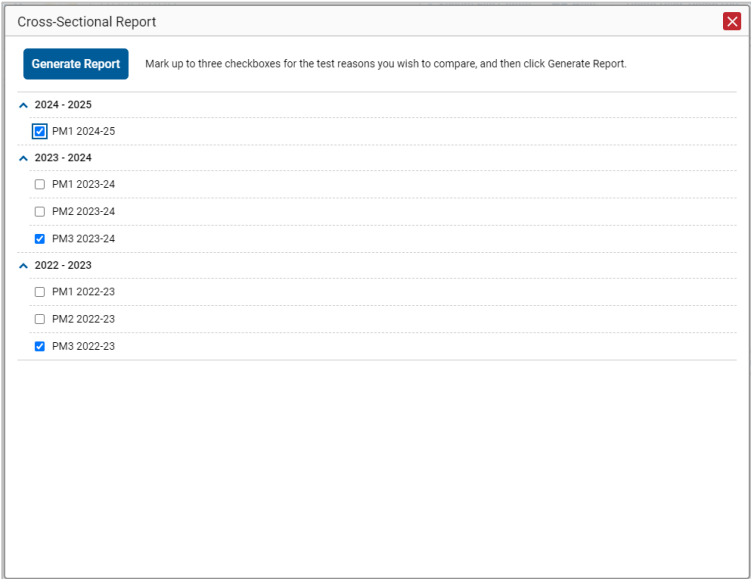
Access a Cross-Sectional Report for an Institution and Test Family

When you're accessing either a School Achievement on Test Report or a District Achievement on Test Report for a test that has a Cross-Sectional Report available, you can access the report using the **Build**

Cross-Sectional Report button  in the  **Features & Tools** menu. To access a Cross-Sectional Report, take the following three steps:

1. Click **Build Cross-Sectional Report** in the  **Features & Tools** menu. The **Cross-Sectional Report** window opens, displaying report options ([Figure 35](#)).

Figure 35. Cross-Sectional Report Window: Report Options Page



The screenshot shows a window titled "Cross-Sectional Report" with a close button in the top right corner. Inside the window, there is a blue button labeled "Generate Report" and a text instruction: "Mark up to three checkboxes for the test reasons you wish to compare, and then click Generate Report." Below this, there are three expandable sections for school years: "2024 - 2025", "2023 - 2024", and "2022 - 2023". Each section contains a list of test reasons with checkboxes. In the "2024 - 2025" section, "PM1 2024-25" is checked. In the "2023 - 2024" section, "PM3 2023-24" is checked. In the "2022 - 2023" section, "PM3 2022-23" is checked.

2. From the list of school years and test reasons, select up to three test reasons you wish to compare.
3. Click **Generate Report**. The report appears ([Figure 36](#)), displaying data for the test family to which the test belongs.

Access Overall Performance on This Test Family Over Time

Look at the graph in the upper-left corner of the Cross-Sectional Report ([Figure 36](#)). It shows the scores or performance levels of the institution for each test reason.

Figure 36. Cross-Sectional Report Window (Scrolled to Top)



Score data are plotted along a line. Performance level data are shown in performance distribution bars.

Hover over the data points in a line graph or the sections in a bar graph to get more information. Alternatively, in the first table at the bottom of the report ([Figure 37](#)), look at the **Overall** section.

Figure 37. Cross-Sectional Report Window (Scrolled Down)

Cross-Sectional Report			
Overall and Reporting Category Level Performance			
Performance Levels	School Year & Test Reason		
	2022 - 2023	2023 - 2024	
	PM3 2022-23	PM1 2023-24	PM2 2023-24
Overall			
Average Score	284	277	167
Level 1	59%	59%	71%
Level 2	5%	6%	6%
Level 3	5%	0%	6%
Level 4	9%	18%	12%
Level 5	23%	18%	6%
1. Number Sense and Additive Reasoning			
Average Score	n/a	n/a	n/a
Below the Standard	50%	53%	65%
At/Near the Standard	14%	12%	24%
Above the Standard	36%	35%	12%
2. Number Sense and Multiplicative Reasoning			
Average Score	n/a	n/a	n/a
Below the Standard	59%	59%	65%
At/Near the Standard	14%	24%	24%
Above the Standard	27%	18%	12%

Switch Between Score Data and Performance Level Data

When a graph offers both score data and performance level data, a toggle bar appears at the top. Click the toggle to switch between data. You may want to do this if you find performance level data easier to read or if you prefer the precision of score data. Sometimes tests include only one type of data.

Access Performance in Different Areas Over Time

You can view the institution's performance by reporting category or by standard by doing the following:

- View the reporting category graphs to the right of the overall performance graph (Figure 36), or view the expandable reporting category sections in the first table below the graphs (Figure 37). Here, you can review how the district or school is improving or declining in each area, and you can compare its trajectory in different areas.
- Look at the second table below the graphs (Figure 38), which breaks down performance by standard. Again, this helps you understand how the district or school is improving or declining in each area.

Figure 38. Cross-Sectional Report Window (Scrolled Down)

Cross-Sectional Report

Target Level Performance

Targets	School Year & Test Reason					
	2022 - 2023		2023 - 2024			
	PM3 2022-23		PM1 2023-24		PM2 2023-24	
	On Grade?	Weak or Strong?	On Grade?	Weak or Strong?	On Grade?	Weak or Strong?
1. Number Sense and Additive Reasoning						
2. Number Sense and Multiplicative Reasoning						
Number Sense and Multiplicative Reasoning						
MA.3.AR.1.1	✓	+	*	=	⊖	+
MA.3.AR.2.2	⊖	=	✓	+	⊖	+
MA.3.AR.2.3 and MA.3.AR.2.1	*	=	*	=	✓	+
MA.3.AR.3.2	✓	+	⊖	+	*	=
MA.3.GR.2.1	✗	−	✗	−	✗	−
MA.3.GR.2.2	⊖	=	✗	−	⊖	=
MA.3.NSO.2.3	⊖	=	⊖	=	*	=
MA.3.NSO.2.4 and MA.3.NSO.2.2	⊖	=	*	=	*	*

Modify the Test Reasons You Have Selected

Click the **Change Selections** button  (Figure 36) in the upper-right corner of the window. The report options page appears, allowing you to change your selection of test reasons. Click **Generate Report** again.

Access Item-Level Data

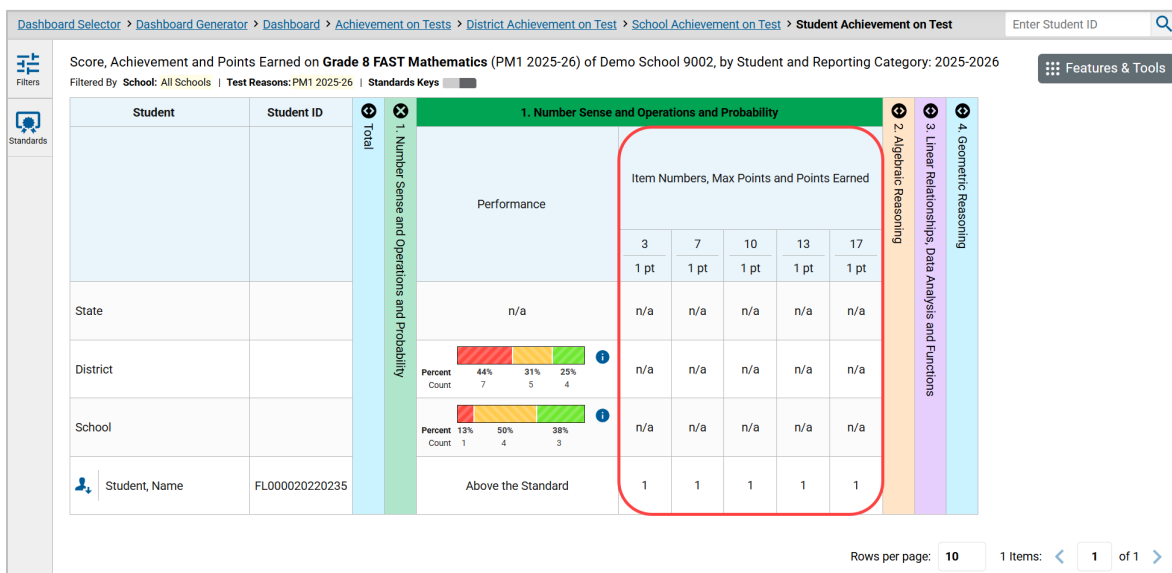
Reports for individual tests include item-level data.

Test results for adaptive assessments include item-level data only on the individual student level.

Access Item Scores

To expand sections containing item data, click the vertical section bars as in [Figure 39](#).

Figure 39. Student Achievement on Test Report: Achievement by Student Tab with Expanded Reporting Category Section



Display Benchmarks for Each Item

In a report displaying item-level data, you can display the standard or benchmarks to which each item is aligned. This allows you to determine what the item measures.

An educational standard describes the skill the item measures. An example of a Mathematics standard is “Know and apply the properties of integer exponents to generate equivalent numerical expressions.”

To show and hide item benchmarks, turn on the **Standards Keys** switch ☒ in the row of filter details below the report table heading. A standard key or list of standard keys appears under each item number ([Figure 41](#)). Note that this switch does not affect printouts or exports, which always include the standards keys when they include item-level data.

Filter Item-Level Data by Benchmarks and Clusters of Benchmarks

You may want to review how your students performed on a particular standard or cluster of benchmarks. In certain reports, you can filter by the standard to which items are aligned. That way, you can access your students’ achievement in just one skill area. Then, you can switch filters to compare it with their achievement in another skill. You may find that switching between different sets of standard

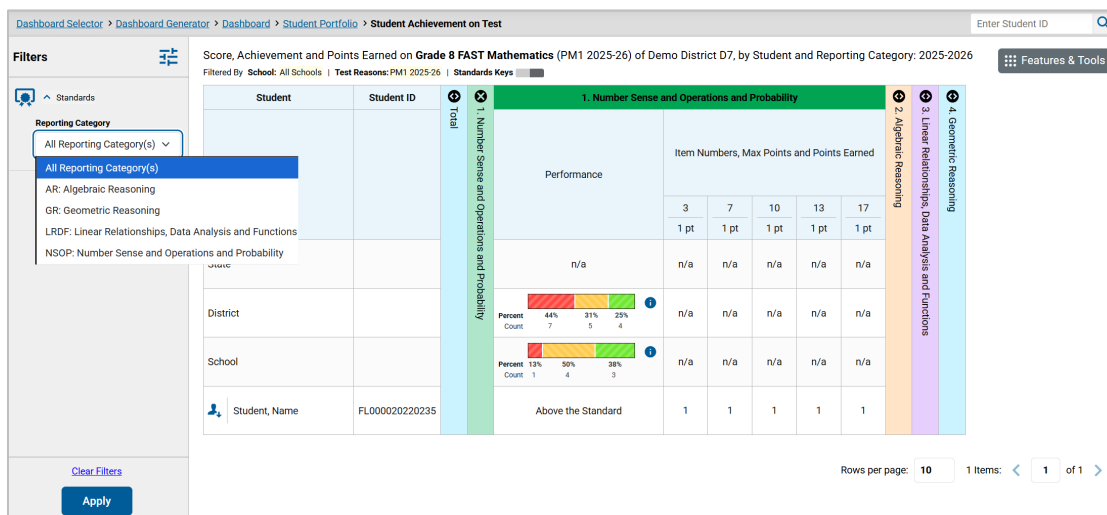
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data and comparing them helps you understand students' abilities better. If you do not filter by standard, the reports will show results for all benchmarks by default.

Standard filters are available in any report showing item-level data. The available benchmarks vary by assessment. In order to filter results, take the following five steps:

1. On the left side of the page, select either the **Filters** panel expand button  or the **Standards** button . The *Filters* panel expands ([Figure 40](#)).
2. Use the dropdown list in the **Standards** section to select a cluster. An additional dropdown list appears.
3. *Optional:* Keep making selections from the dropdown lists as they appear.

Figure 40. My Students' Achievement on Test Report with Expanded Filters Panel



4. Select **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard.
5. *Optional:* To revert all filters to their defaults, open the filters panel again and select **Clear Filters**. Select **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details under the table header specifies any benchmarks selected.

What It Means When an Item Score Reads “n/a”

An item score of “n/a” will appear instead of a number at the school, district, and state level. This occurs because computer adaptive tests (CAT) cannot be aggregated at the item level.

An item score of “n/a” may sometimes appear instead of a number for an item at the student level. In some cases, this is because the student did not respond to the item, or the item was not included in that form of the test.

Figure 41. Student Achievement on Test Report with Expanded Items

The screenshot shows the 'Student Achievement on Test Report' interface. The top navigation bar includes links like 'Dashboard Selector', 'Dashboard Generator', 'Dashboard', 'Achievement on Tests', 'District Achievement on Test', 'School Achievement on Test', and 'Student Achievement on Test'. The main header indicates the report is for 'Grade 8 FAST Mathematics (PM1 2025-26) of Demo School 9002, by Student and Reporting Category: 2025-2026'. The report is filtered by 'School: All Schools' and 'Test Reasons: PM1 2025-26'. The left sidebar shows 'Filters' and 'Standards'. The main table displays student information (Student Name: FL000020220235) and performance data for '1. Number Sense and Operations and Probability'. The table includes columns for 'Performance', 'Item Numbers, Max Points and Points Earned', and 'Standards'. The 'Performance' column shows 'Above the Standard' with a score of 1. The 'Item Numbers' column shows '1 pt'. The 'Standards' column shows 'NSOPIMA.8.DP.2.IA.8.DP.2.3 and MA.8.DP.2.2.IA.8.DP.2.3'. The table also includes a 'Percent Count' column with a bar chart showing 44% (7) for 'Above the Standard', 21% (5) for 'Near the Standard', and 25% (4) for 'At/Near the Standard'.

Select the information buttons beside the standard keys to open legends displaying the full text of each cluster (category of benchmarks) and each standard, as in [Figure 42](#). This text is not included in printouts or exports.

Figure 42. Student Achievement on Test Report with Expanded Reporting Category Section and Expanded Legend

The screenshot shows the 'Student Achievement on Test Report' interface for '4. Geometric Reasoning'. The top navigation bar and header are the same as in Figure 41. The left sidebar shows 'Filters' and 'Standards'. The main table displays student information (Student Name: FL000020220235) and performance data for '4. Geometric Reasoning'. The table includes columns for 'Performance', 'Item Numbers, Max Points and Points Earned', and 'Standards'. The 'Performance' column shows 'At/Near the Standard' with a score of 1. The 'Item Numbers' column shows '1 pt'. The 'Standards' column shows 'GRIMA.8.GR.1.IA.8.GR.1.3'. The table also includes a 'Percent Count' column with a bar chart showing 25% (2) for 'Above the Standard', 50% (5) for 'Near the Standard', and 40% (4) for 'At/Near the Standard'. A tooltip is displayed over the 'Standards' column, showing the 'Reporting Category: GR: Geometric Reasoning' and the 'Standard: GRIMA.8.GR.1. Develop an understanding of the Pythagorean Theorem and angle relationships involving triangles'. The tooltip also includes 'Benchmark/Grouped Benchmarks: GRIMA.8.GR.1.IA.8.GR.1.3: Use the Triangle Inequality Theorem to determine if a triangle can be formed from a given set of sides. Use the converse of the Pythagorean Theorem to determine if a right triangle can be formed from a given set of sides.'

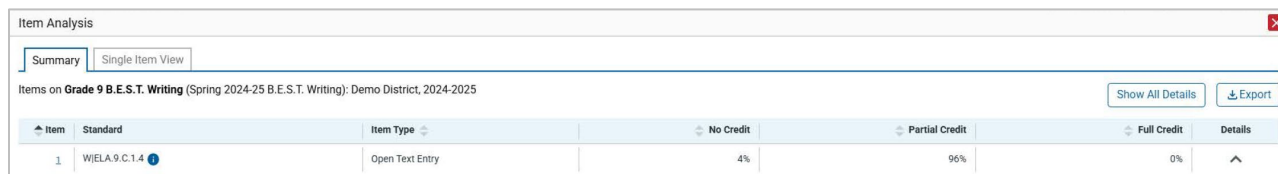
Access Aggregate Item Data in the Item Analysis Report

An Item Analysis Report is available for every fixed-form assessment that reports item data at the district, school, and roster levels. This is only applicable to B.E.S.T. Writing. Highlights of the Item Analysis Report include the following:

- Item reporting categories and standard alignments
- Item types (for example, open text entry)
- The percentage of the group of students who earned full, partial, and no credit on each item; if an item does not allow partial credit, “N/A” displays instead of a percentage

To access the report, navigate to a District, School, or Roster Achievement on Test report. In the  **Features & Tools** menu, select  **Build Item Analysis Report**. The **Item Analysis** window appears and is opened to the **Summary** tab ([Figure 43](#)).

Figure 43. Item Analysis Window: Summary Tab



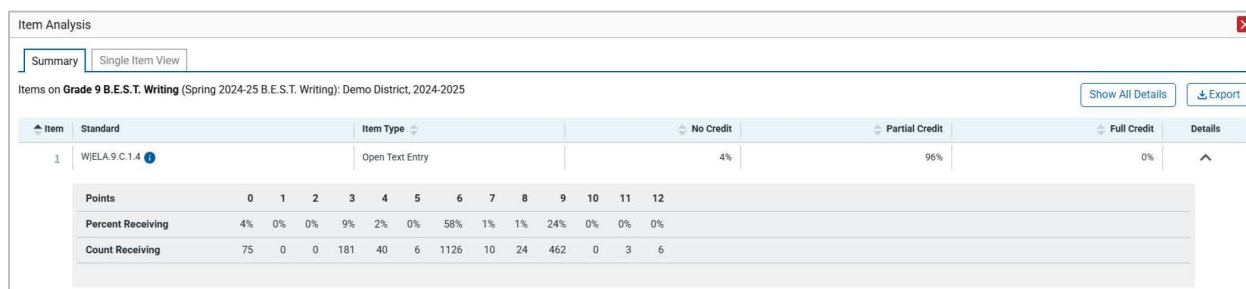
Item	Standard	Item Type	No Credit	Partial Credit	Full Credit	Details
1	WJELA.9.C.1.4 	Open Text Entry	4%	96%	0%	

To learn more about a standard, click  beside the standard key.

To expand a table row and display more detailed data, as in [Figure 44](#), click  on the right. Click **Show All Details** to expand all rows. Click  or **Hide All Details** to collapse rows.

The detailed data include the distribution of points earned.

Figure 44. Item Analysis Window: Summary Tab with Expanded Data Rows



Item	Standard	Item Type	No Credit	Partial Credit	Full Credit	Details
1	WJELA.9.C.1.4 	Open Text Entry	4%	96%	0%	

Points	0	1	2	3	4	5	6	7	8	9	10	11	12
Percent Receiving	4%	0%	0%	9%	2%	0%	58%	1%	1%	24%	0%	0%	0%
Count Receiving	75	0	0	181	40	6	1126	10	24	462	0	3	6

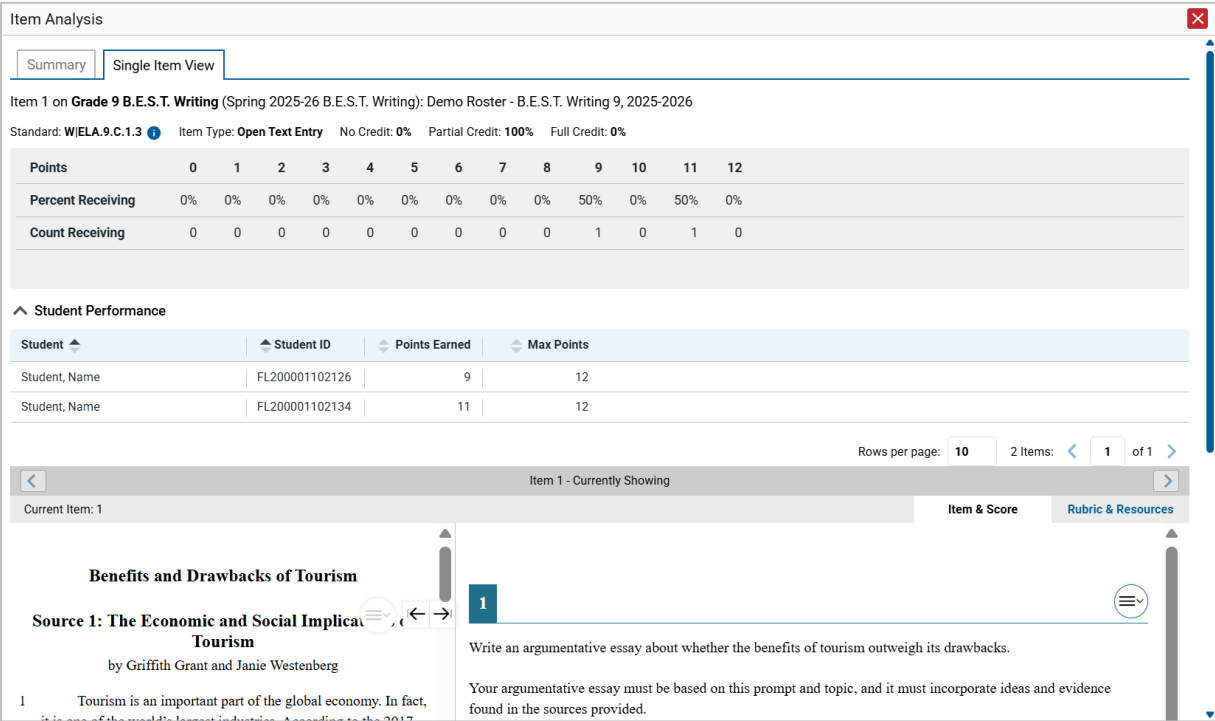
You can export a comma-separated values (CSV) file of the **Summary** tab information using the **Export** menu at the top right. Select **Basic Summary** to include only the default table rows or **Detailed Summary** to include all the details in the expandable rows.

If item access is available for this test, you can navigate to the **Single Item View** tab ([Figure 45](#)) either by selecting the tab or by selecting the number to the left of a listed item.

- At the top of the **Single Item View** tab is information on the item, including the same table shown in the expanded details in the **Summary** tab.
- Roster level only: Below the basic item information is a *Student Performance* table listing the class's students, the points earned by each student on the item, and the maximum points for the item. This table is available only in a report on a roster.
- At the bottom of the **Single Item View** tab is the item itself.
 - The **Item & Score** sub-tab displays the item as it appeared to the students.
 - The **Rubric & Resources** sub-tab contains the same information as the *Rubric & Resources* section in an item window.

You can navigate between items using the item number buttons above the item on the left and right.

Figure 45. Item Analysis Window: Single Item View Tab



Access a Student's Writing Response

In a report displaying item-level data for a writing assessment, you can access the student's exact response by clicking the Points Earned for that student under Total Items, as in [Figure 46](#).

Figure 46. Student Achievement on Test Report for Writing Expanded to Show Total Items

Dashboard Selector > Dashboard Generator > Dashboard > Achievement on Tests > District Achievement on Test > School Achievement on Test

Enter Student ID

Achievement by Roster | **Achievement by Student** | Features & Tools

Score, Achievement and Points Earned on (Spring 2024-25 B.E.S.T. Writing) of All Rosters, by Student and Reporting Category:
Demo School 9003, 2024-2025
Filtered By **School:** All Schools | **Test Reasons:** Spring 2024-25 B.E.S.T. Writing | **Standards Keys** ☐

Student	Student ID	Total	Total Items	Item Numbers, Max Points and Points Earned	Writing Dimensions
				1	
				12 pt	
State				n/a	
District				4.47	
School				3	
Lname, Fname	FL202301101150			12	
Lname, Fname	FL202301101149			9	
Lname, Fname	FL202301101148			6	

Download and Print an Individual Student's Writing Response

Users can print the writing response for an individual student on the Student Achievement on Test page by clicking on Features and Tools > Print > Save to PDF > Include Items and Responses. Refer to [Figure 47](#) and [Figure 48](#).

The generated PDF will appear in the Secure File Center and will include the student's score, prompt, and response.



Note: An individual writing response cannot be printed from the Student Portfolio, only from the Student Achievement on Test page.

Figure 47. Downloading and Printing a Student Writing Response

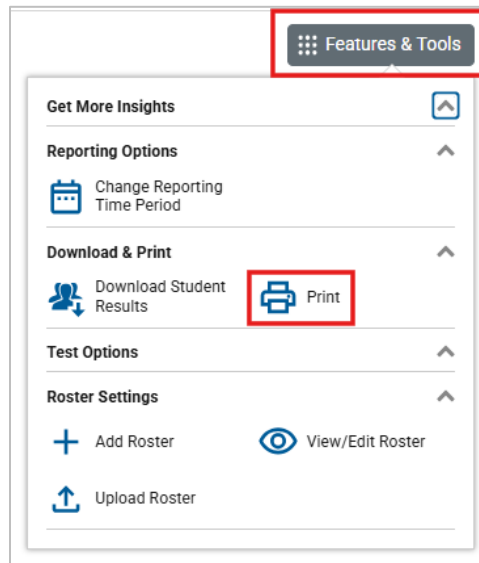
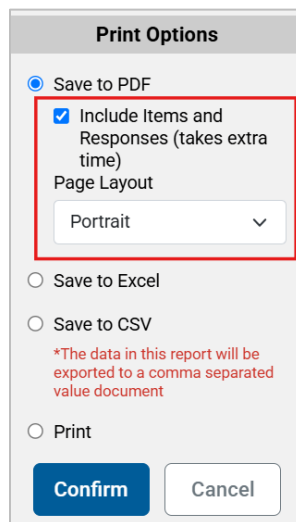


Figure 48. Downloading and Printing a Student Writing Response – Print Options



Access Item-Level Data in Bulk

You can access item-level data for multiple students at once in the student data file by selecting “Data File for Each Test” in the Student Results Generator ([Figure 49](#)). These data include the applicable reporting category, benchmark, and student performance for each item.

Figure 49. Student Results Generator – Data File for Each Test

Student Results Generator

Report Type
☐ Individual Student Report ☒ Student Data File

Report Options
☐ Include only those students who were mine when they tested.

Print Options

Report Format
☒ XLS ☐ CSV ☐ TXT

Output
☒ Data File for Each Test ☐ Single Combined Data File
Sub-scores will not be available in the combined data file; only overall scores/measures will be included.

Set Up Reports to Suit Your Needs

You can customize your reports to make it easier to access the data that is most important to you. For example, if you are a teacher, you may choose to hide certain tests in subjects you do not teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: change reporting time period to access data from a previous point in time; and show only the tests, rosters, and/or schools you are interested in.

Change Time Period to Access Previous Data

Changing the reporting time period allows you to access test results from a previous point in time. There are two time period settings:

- When you set a school year from which to show tests, the reports show data for test opportunities completed *in the selected school year*.
- When you set a date from which to show students, the reports show data only for the students who were associated with you *on* the selected date and only for tests taken *as of* that same date. Students' enrollment information and most demographic data are both given as of the selected date as well. You can use this setting to access data for students who have left or recently entered your rosters, school, or district. You can even access students who have left your state.

Student names and IDs are always up to date, regardless of the reporting time period. For example, if a student's name is changed, the new name is used universally.

If you don't change the reporting time period, or if you reset it to the default, most reports show test opportunities only for the current school year, with current student and test data. The exceptions are Longitudinal reports, Cross-Sectional reports, and Student Portfolio reports, which always retain the ability to display data for previous years.

Some examples of how you can use this feature:

- You may want to access the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.
- You may want to access the past performance of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students were associated with you and had tested, and set the school year to the same time. Then switch back to the present to compare.

1. From the *Features & Tools* menu, select **Change Reporting Time Period**. (If you're on the **Dashboard Generator** page, click **Change the reporting time period**. The **Dashboard** also offers this link when no assessments are available to display.) The **Change Reporting Time Period** window appears ([Figure 50](#)).

Figure 50. Change Reporting Time Period Window

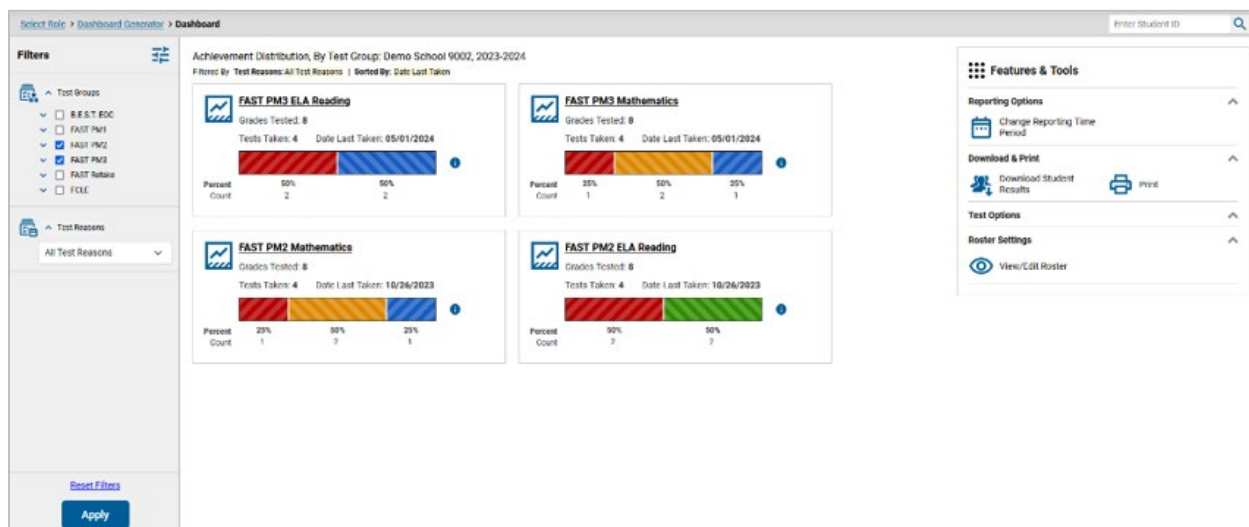
2. From the school year dropdown list, select a school year. This is the year for which you will access test results.
3. In the *View results for students who belonged to me and had tested on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will access data for all the students who were associated with you and had tested on that date, and only those students.
 - To access your current students' past performance, keep the date set to today.
 - To access the past performance of your former students, set the date to a day when those students were associated with you and had tested.
4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. The selected date displays in the filter details below the report headings. All other filters are cleared.
5. *Optional:* To go back to the latest data, open the **Change Reporting Time Period** window again, click **Reset To Today**, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out but persists when you switch roles.

Filter Tests to Display

You can filter the tests displayed in reports to focus on the information most relevant to you. For example, if you are an ELA teacher, you may choose to filter out Mathematics or FCLE tests so that only ELA results appear. Filtering tests to display begins on the **Dashboard Generator** page. This is where you can select the test groups you want to view on the **Dashboard** and, as an option, set those selections as defaults. You can also temporarily filter the tests that appear in the reports you are currently accessing, as described below. To do this, take the following four steps:

1. On the left side of the **Dashboard** or the Achievement on Tests report, click either the **Filters** panel expand button  or the **Test Groups** button . The **Filters** panel expands ([Figure 51](#)).
2. Select as many tests as you like ([Figure 51](#)). Tests are organized by test type, subject, and grade.

Figure 51. Teacher View: Dashboard with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for those tests.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Reset Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

Teachers and School-Level Users: Set Preferences for Rosters to Display

Each roster is associated with a teacher. To learn how to create and modify rosters in FRS, refer to [Roster Management](#).

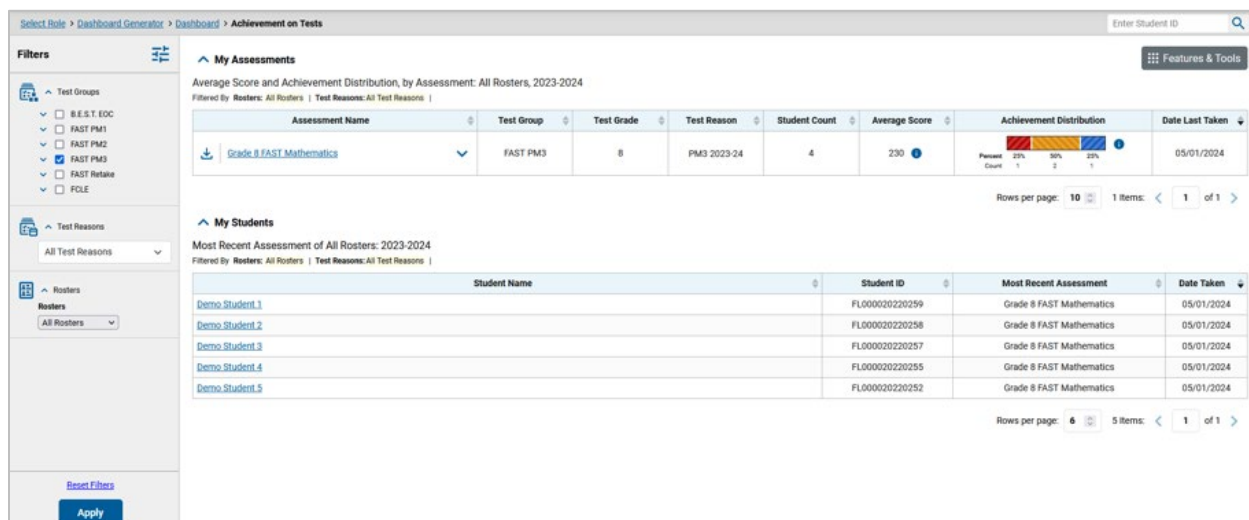
In the Achievement on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected roster from the data you are viewing.

Filtering by roster makes it easy to focus on a particular roster's achievement. By switching filters, you can easily compare one roster with another. If you do not filter by roster, the reports default to showing data for all rosters.

You may find data for a single roster easier to understand. To filter results, take the following four steps:

1. On the left side of the Achievement on Tests report, click either the **Filters** panel expand button  or the **Rosters** button . The *Filters* panel expands ([Figure 52](#)).
2. Make a selection from the *Rosters* dropdown list.
 - If you are a school-level user, you must first select a teacher from the dropdown list and then select a particular roster from the second dropdown list that appears. By default, the first roster listed is selected.

Figure 52. Teacher View: Achievement on Tests Report with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for that roster.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Reset Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below each table header shows the rosters you are viewing.

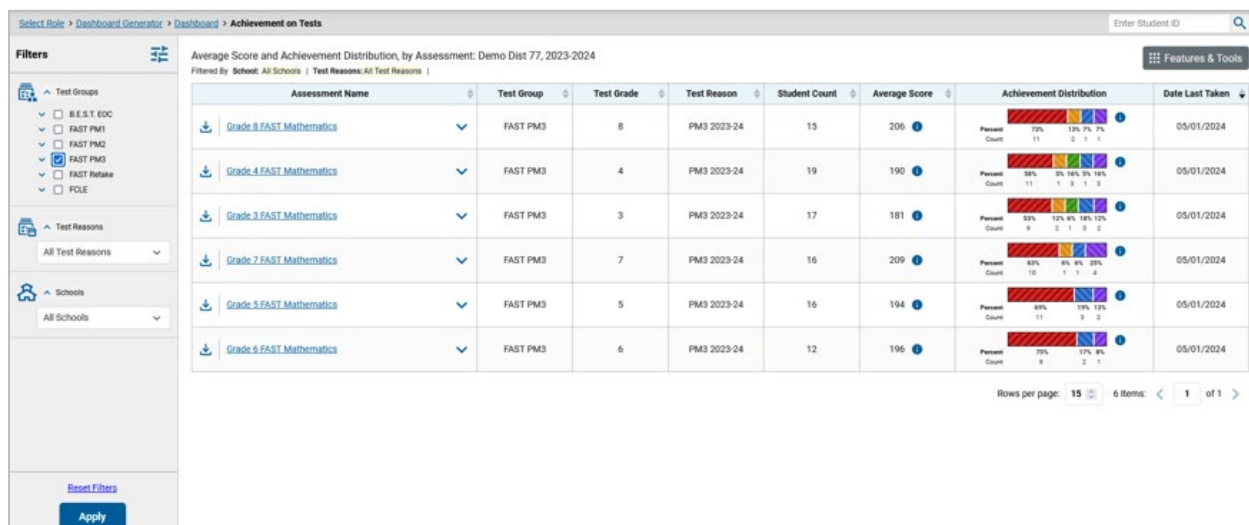
District-Level Users: Filter Schools on Reports

Filtering the Achievement on Tests report by school makes it easy to focus on a particular school's achievement. By switching filters, you can easily compare it with another school. If you do not filter by school, the Achievement on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

To filter results, take the following four steps:

1. On the left side of the Achievement on Tests report, click either the **Filters** panel expand button  or the **Schools** button . The *Filters* panel expands ([Figure 53](#)).
2. Make a selection from the *Schools* dropdown list.

Figure 53. District-Level User View: Achievement on Tests Report with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for that school.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Reset Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

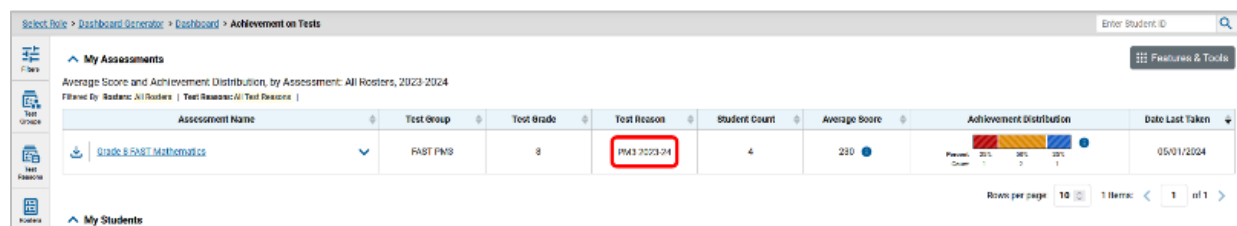
If you click the name of a test when you have filtered by a single school, the link will take you to the School Achievement on Test report and not to the District Achievement on Test report.

The row of filter details below the table header shows the schools you are viewing.

Filter by Test Reason (Category)

Test reasons (shown in [Figure 54](#)) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they can be a good way to focus on specific groups of tests.

Figure 54. Teacher View: Achievement on Tests Report



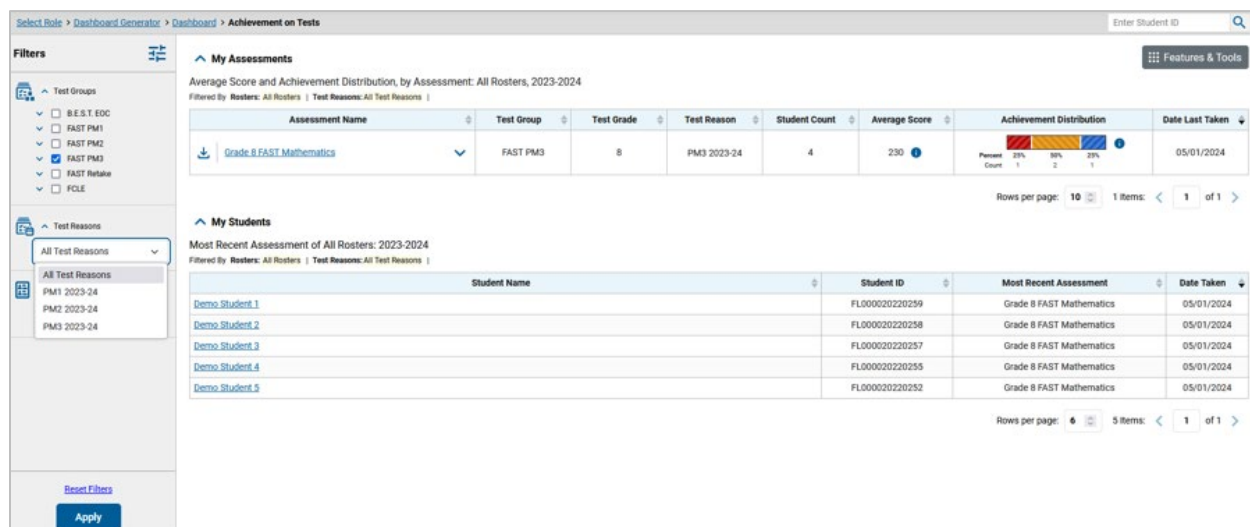
When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by PM1 2025–2026 and access ELA achievement, then filter by PM3 2025–2026 and find out if students have improved on ELA material. If you do not filter, you will access data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you’re filtering by a single test reason.

The **Test Reasons** filter is available on the **Dashboard** and Achievement on Tests report for teachers as well as for school- and district-level users. To filter results, take the following four steps:

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1. On the left side of the **Dashboard** or Achievement on Tests report, click either the **Filters** panel expand button  or the **Test Reasons** button . The **Filters** panel expands ([Figure 55](#)).
2. Make a test reason selection from the dropdown list.

Figure 55. Teacher View: Achievement on Tests Report with Expanded Filters Panel



The screenshot shows the 'Achievement on Tests' report in the Teacher View. The left sidebar has the 'Filters' panel expanded, showing 'Test Groups' and 'Test Reasons'. Under 'Test Reasons', 'PM3 2023-24' is selected. The main content area displays 'My Assessments' and 'My Students'.

My Assessments

Average Score and Achievement Distribution, by Assessment: All Rosters, 2023-2024
 Filtered By: Rosters: All Rosters | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
Grade 8 FAST Mathematics	FAST PM3	8	PM3 2023-24	4	230	Percent Count: 25% (1), 50% (2), 25% (1)	05/01/2024

Rows per page: 10 | 1 items | 1 of 1

My Students

Most Recent Assessment of All Rosters: 2023-2024
 Filtered By: Rosters: All Rosters | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo Student 1	FL000020220259	Grade 8 FAST Mathematics	05/01/2024
Demo Student 2	FL000020220258	Grade 8 FAST Mathematics	05/01/2024
Demo Student 3	FL000020220257	Grade 8 FAST Mathematics	05/01/2024
Demo Student 4	FL000020220255	Grade 8 FAST Mathematics	05/01/2024
Demo Student 5	FL000020220252	Grade 8 FAST Mathematics	05/01/2024

Rows per page: 6 | 5 items | 1 of 1

3. Click **Apply**. The report updates to show only data for that test reason.
4. *Optional:* To revert all filters to their defaults, open the **Filters** panel again and click **Reset Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header shows the test reason selected, if any.

Export and Print Data

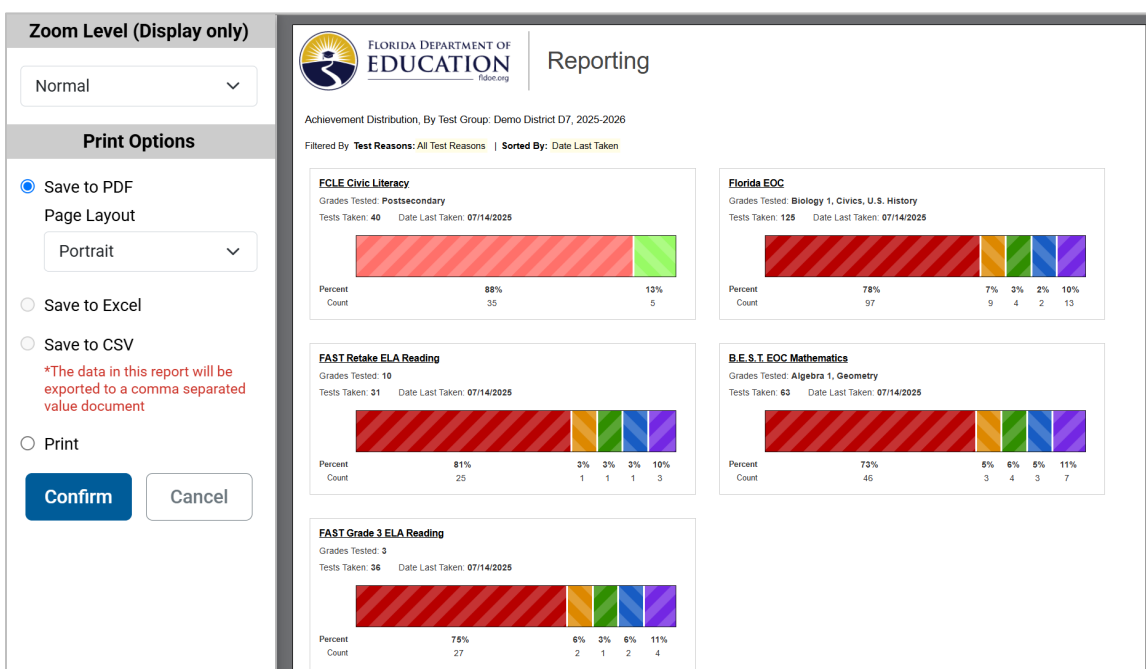
You can export or print most of the data available in FRS. Some data can be exported directly from the Achievement on Tests report. Exporting or printing allows you to save a snapshot of the data for later reference or to share with others. Available options may vary depending on the report. Export or Print a Report from the Report Page

1. Select the print button  from the  **Features & Tools** menu or, in a Longitudinal Report window, from the upper-right corner. If there are multiple report tables on the page, multiple print buttons appear.

A print preview page opens ([Figure 56](#)).

- To zoom in on the print preview, use the dropdown list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 56. Print Preview Page



Zoom Level (Display only)

Normal

Print Options

☒ Save to PDF
Page Layout
Portrait

☐ Save to Excel

☐ Save to CSV
**The data in this report will be exported to a comma separated value document*

☐ Print

Confirm **Cancel**

Reporting

Achievement Distribution, By Test Group: Demo District D7, 2025-2026

Filtered By: Test Reasons: All Test Reasons | Sorted By: Date Last Taken

FCLE Civic Literacy
Grades Tested: Postsecondary
Tests Taken: 40 Date Last Taken: 07/14/2025

Percent	Count
88%	35
13%	5

Florida EOC
Grades Tested: Biology 1, Civics, U.S. History
Tests Taken: 125 Date Last Taken: 07/14/2025

Percent	Count
78%	97
7%	9
3%	4
2%	2
10%	13

FAST Retake ELA Reading
Grades Tested: 10
Tests Taken: 31 Date Last Taken: 07/14/2025

Percent	Count
81%	25
3%	1
3%	1
3%	1
10%	3

B.E.S.T. EOC Mathematics
Grades Tested: Algebra 1, Geometry
Tests Taken: 63 Date Last Taken: 07/14/2025

Percent	Count
73%	46
8%	3
6%	4
5%	3
11%	7

FAST Grade 3 ELA Reading
Grades Tested: 3
Tests Taken: 36 Date Last Taken: 07/14/2025

Percent	Count
75%	27
6%	2
3%	1
6%	2
11%	4

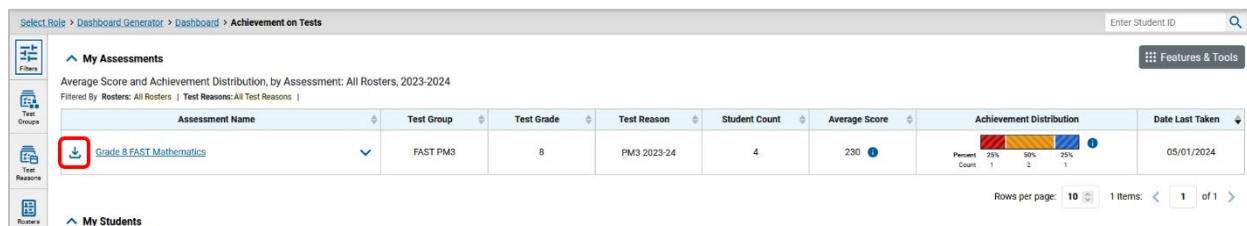
2. Do one of the following under the *Print Options* section:
 - To download a PDF version of the report, select **Save to PDF**. Then, select an option from the **Page Layout** dropdown list that appears.
 - To download an Excel (.xlsx) version, select **Save to Excel**.
 - To download a comma-separated value (CSV) version of the report, select **Save to CSV**.
 - To print the report, select the **Print** radio button.
3. Click **Confirm**.

If you saved the report as PDF, Excel, or CSV, the **Secure File Center** window appears, displaying the generated report.

Export an Assessment Report Directly from the Achievement on Tests Report

1. Click the export button  to the left of the name of the assessment whose report you wish to export ([Figure 57](#)).

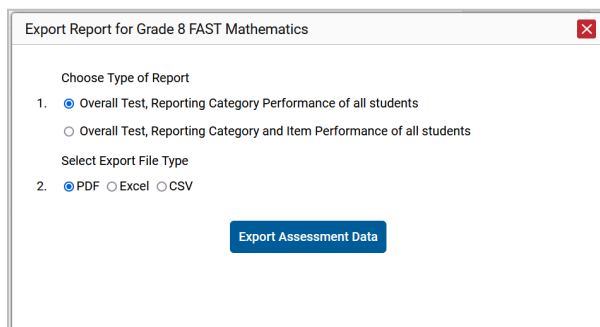
Figure 57. Teacher View: Achievement on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
Grade 8 FAST Mathematics	FAST PM3	8	PM3 2023-24	4	230	Percent Count: 25% (1), 50% (2), 25% (1)	05/01/2024

- The **Export Report** window opens. The options in this window vary according to your user role ([Figure 58](#) and [Figure 59](#)).
2. If necessary, select which report to export for the assessment.
 - **Teachers and school-level users:** The exported report will contain test results for all your associated students ([Figure 58](#)).

Figure 58. Teacher View: Export Report Window



Export Report for Grade 8 FAST Mathematics

Choose Type of Report

1. ☒ Overall Test, Reporting Category Performance of all students
☐ Overall Test, Reporting Category and Item Performance of all students

Select Export File Type

2. ☒ PDF ☐ Excel ☐ CSV

[Export Assessment Data](#)

- **District-level users:** Select which report to export for the assessment ([Figure 59](#)).
 - To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button.
 - To export school test results, mark the **Overall Test, Reporting Category Performance of all students** radio button, then select a school from the drop-down list.

Figure 59. District-Level User View: Export Report Window

3. Choose from the **PDF**, **Excel**, and **CSV** formats.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you have exported a file, the **Secure File Center** window appears with the generated file available for download

Use Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read achievement data on a particular test. If a student took tests multiple times, an ISR will be available for each test opportunity the student completed. ISRs are useful for sharing performance information with students and their parents or guardians. ISRs may be generated in either English or Spanish.

Understand an Individual Student Report (ISR)

An ISR is a PDF that displays results for a test opportunity that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. There are two types of ISRs: simple and detailed. A simple ISR will include only one page; a sample is provided in [Figure 60](#). A detailed ISR shows how the student performed across test windows, for FAST ELA Reading and FAST Mathematics only, and on each assessed benchmark. Teachers may use this information to identify potential strengths and/or weaknesses that can help focus instruction. Examples of detailed ISRs are shown in [Figure 61](#), [Figure 62](#), [Figure 63](#), [Figure 64](#) and [Figure 65](#). ISRs are organized as follows:

- At the top of each ISR is the student name, FLEID, date of birth, enrolled grade, the name of the test, district, school name, and the date the test was taken.
- A summary of the student's achievement is located following the student and test information. Most ISRs display the student's achievement on a vertical scale that includes all the cut scores and achievement levels. This will not appear on FCLE or B.E.S.T. Writing ISRs.
- Each ISR includes a comparison table showing the average achievement of the state, district, and school.
- ISRs include a table detailing the student's achievement in each reporting category.

- Detailed ISRs include a longitudinal graph, for FAST assessments, that displays the student's progress across the PM windows for the current school year. In PM3 only, an additional longitudinal graph displaying the student's progress for PM3 across the school years will be present.
- Detailed ISRs include how the student performed on the tested benchmarks.

You may also refer to the [Understanding FRS Reports](#) guide for more information on how to interpret the data in the ISRs.

Figure 60. Simple Individual Student Report: FAST Mathematics

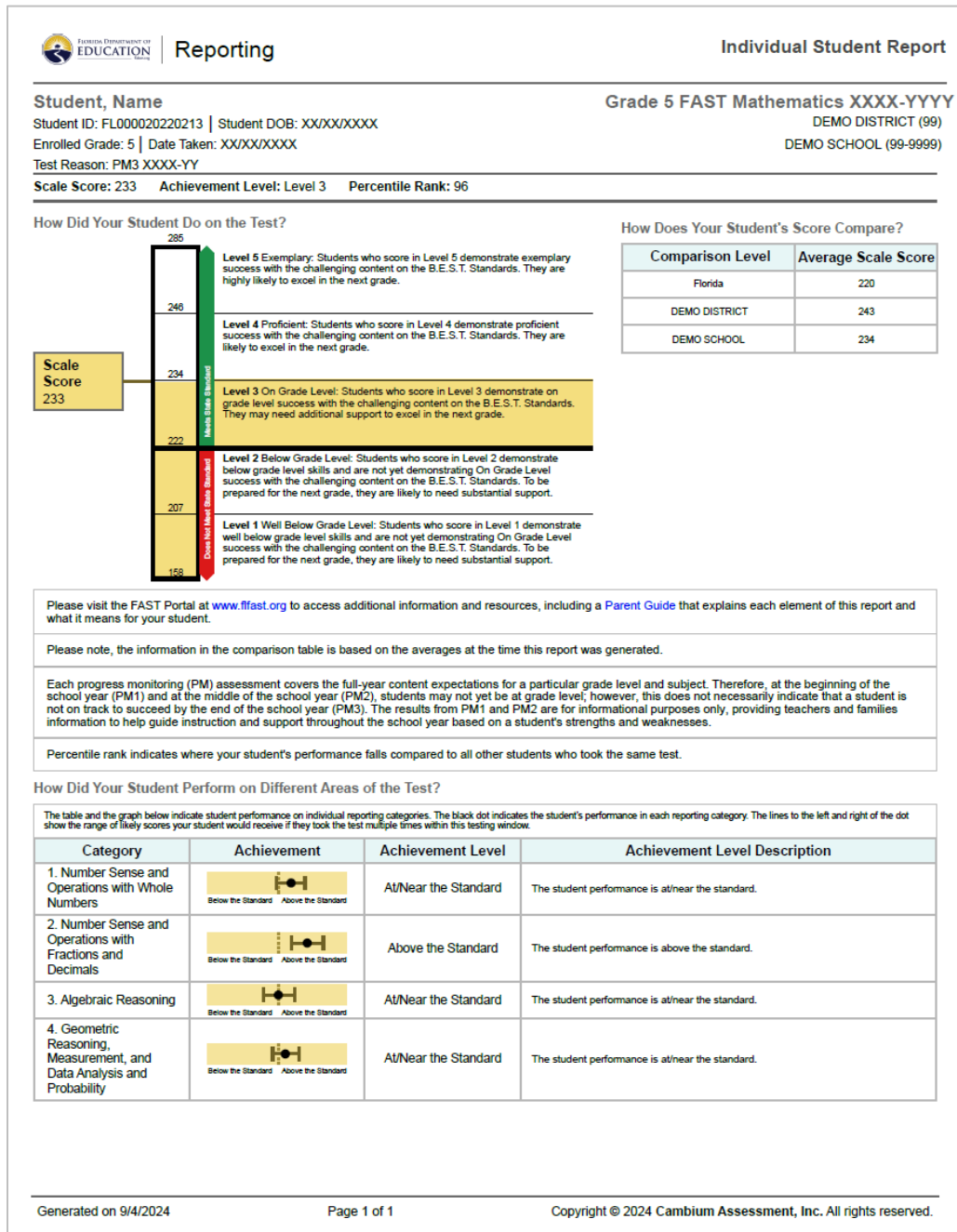


Figure 61. Detailed Individual Student Report: FAST Mathematics



Reporting

Individual Student Report

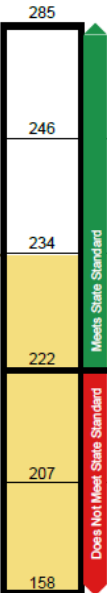
Student Name
 Student ID: FL00009999999 | Student DOB: XX/XX/XXXX
 Enrolled Grade: 5 | Date Taken: XX/XX/XXXX
 Test Reason: PM3 2025-26

Grade 5 FAST Mathematics XXXX-YYYY
 DEMO DISTRICT (99)
 DEMO SCHOOL (99-9999)

Scale Score: 233 Achievement Level: Level 3 Percentile Rank: 96

How Did Your Student Do on the Test?

Scale Score
 233



Level 5 Exemplary: Students who score in Level 5 demonstrate exemplary success with the challenging content on the B.E.S.T. Standards. They are highly likely to excel in the next grade.

Level 4 Proficient: Students who score in Level 4 demonstrate proficient success with the challenging content on the B.E.S.T. Standards. They are likely to excel in the next grade.

Level 3 On Grade Level: Students who score in Level 3 demonstrate on grade level success with the challenging content on the B.E.S.T. Standards. They may need additional support to excel in the next grade.

Level 2 Below Grade Level: Students who score in Level 2 demonstrate below grade level skills and are not yet demonstrating On Grade Level success with the challenging content on the B.E.S.T. Standards. To be prepared for the next grade, they are likely to need substantial support.

Level 1 Well Below Grade Level: Students who score in Level 1 demonstrate well below grade level skills and are not yet demonstrating On Grade Level success with the challenging content on the B.E.S.T. Standards. To be prepared for the next grade, they are likely to need substantial support.

How Does Your Student's Score Compare?

Comparison Level	Average Scale Score
Florida	220
DEMO DISTRICT	243
DEMO SCHOOL	234

Please visit the FAST Portal at www.ffast.org to access additional information and resources, including a [Parent Guide](#) that explains each element of this report and what it means for your student.

Please note, the information in the comparison table is based on the averages at the time this report was generated.

Each progress monitoring (PM) assessment covers the full-year content expectations for a particular grade level and subject. Therefore, at the beginning of the school year (PM1) and at the middle of the school year (PM2), students may not yet be at grade level; however, this does not necessarily indicate that a student is not on track to succeed by the end of the school year (PM3). The results from PM1 and PM2 are for informational purposes only, providing teachers and families information to help guide instruction and support throughout the school year based on a student's strengths and weaknesses.

Percentile rank indicates where your student's performance falls compared to all other students who took the same test.

Generated on 9/4/2024
Page 1 of 7
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Figure 62. Detailed Individual Student Report: FAST Mathematics with Reporting Categories

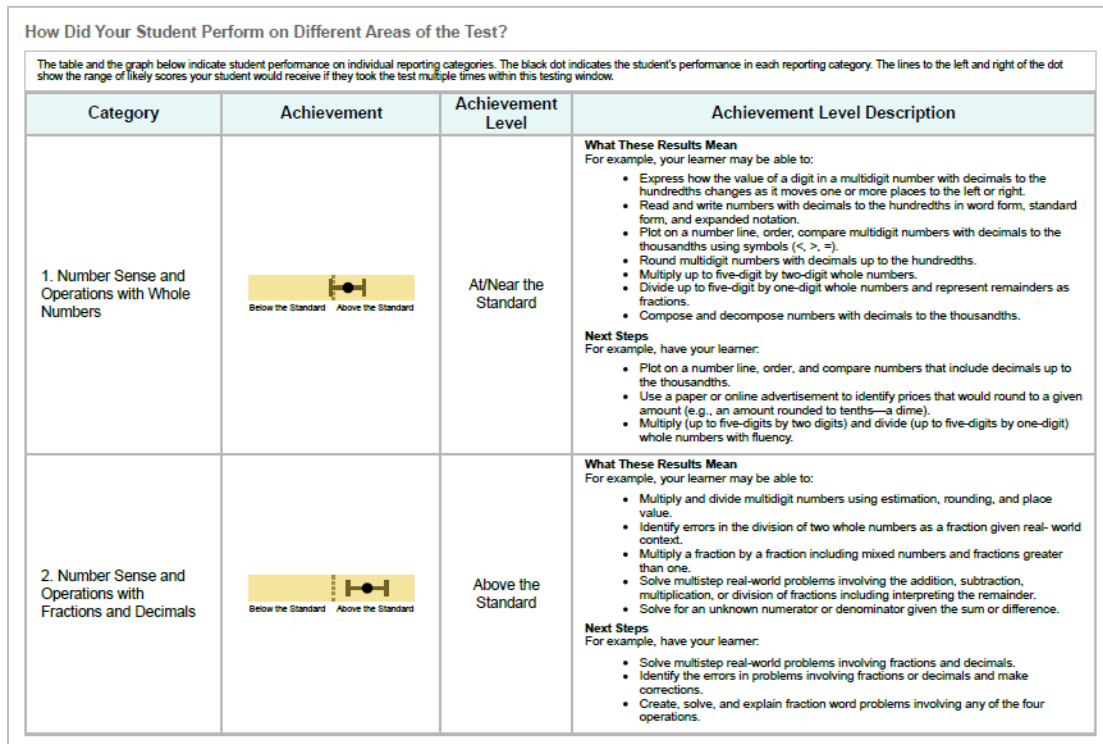


Figure 63. Detailed Individual Student Report: FAST Mathematics with Longitudinal Graph for the Current School Year

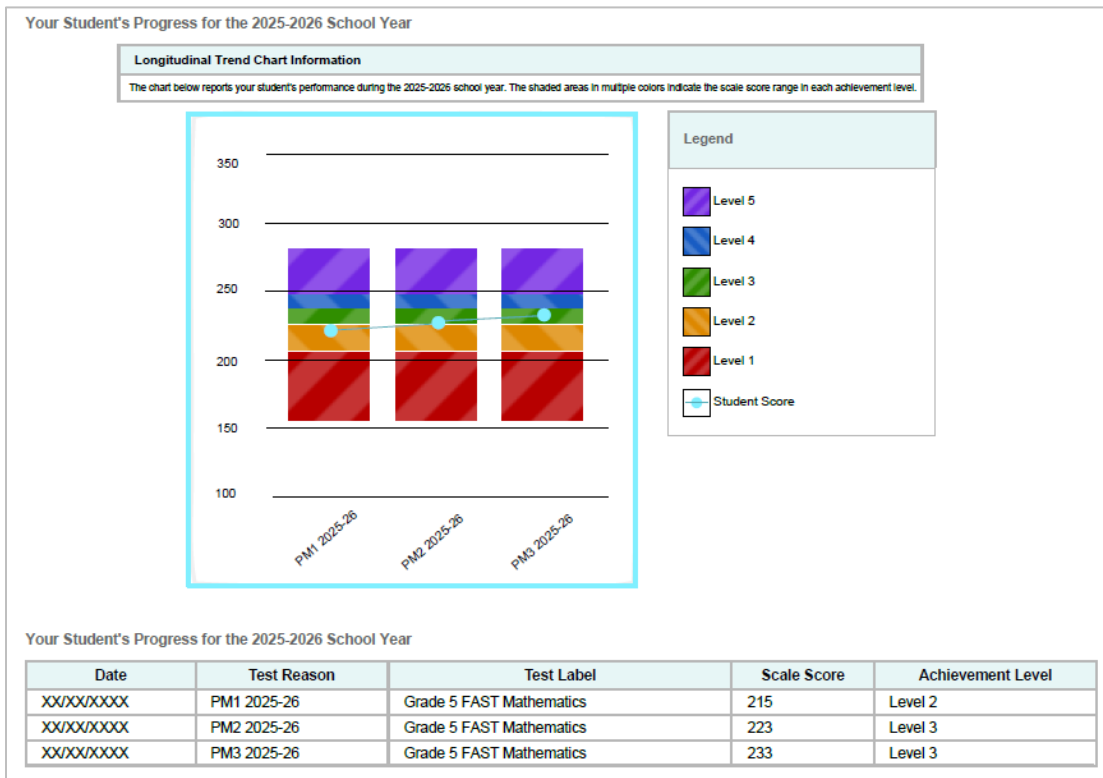


Figure 64. Detailed Individual Student Report: FAST Mathematics with Longitudinal Graph for PM3 Across School Years



Figure 65. Detailed Individual Student Report: FAST Mathematics with Student Performance

How Did Your Student Perform on Each Test Question?			
1. Number Sense and Operations with Whole Numbers			
Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
5	NSOW MA.5.NSO.2 MA.5.NSO.2.1	Multiply multi-digit whole numbers including using a standard algorithm with procedural fluency.	1/1
8	NSOW MA.5.NSO.2 MA.5.NSO.2.2	Divide multi-digit whole numbers, up to five digits by two digits, including using a standard algorithm with procedural fluency. Represent remainders as fractions.	1/1
9	NSOW MA.5.NSO.1 MA.5.NSO.1.5	Round multi-digit numbers with decimals to the thousandths to the nearest hundredth, tenth or whole number.	0/1
14	NSOW MA.5.NSO.1 MA.5.NSO.1.3	Compose and decompose multi-digit numbers with decimals to the thousandths in multiple ways using the values of the digits in each place. Demonstrate the compositions or decompositions using objects, drawings and expressions or equations.	1/1
21	NSOW MA.5.NSO.2 MA.5.NSO.2.2	Divide multi-digit whole numbers, up to five digits by two digits, including using a standard algorithm with procedural fluency. Represent remainders as fractions.	1/1
23	NSOW MA.5.NSO.2 MA.5.NSO.2.1	Multiply multi-digit whole numbers including using a standard algorithm with procedural fluency.	2/2
26	NSOW MA.5.NSO.1 MA.5.NSO.1.4	Plot, order and compare multi-digit numbers with decimals up to the thousandths.	1/1
2. Number Sense and Operations with Fractions and Decimals			
Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
6	NSOFD MA.5.FR.2 MA.5.FR.2.1	Add and subtract fractions with unlike denominators, including mixed numbers and fractions greater than 1, with procedural reliability.	1/1
11	NSOFD MA.5.FR.2 MA.5.FR.2.4	Extend previous understanding of division to explore the division of a unit fraction by a whole number and a whole number by a unit fraction.	1/1
18	NSOFD MA.5.NSO.2 MA.5.NSO.2.5 and MA.5.NSO.2.4 MA.5.NSO.2.5	Multiply and divide a multi-digit number with decimals to the tenths by one-tenth and one-hundredth with procedural reliability.	1/1
19	NSOFD MA.5.FR.1 MA.5.FR.1.1	Given a mathematical or real-world problem, represent the division of two whole numbers as a fraction.	1/1
20	NSOFD MA.5.AR.1 MA.5.AR.1.3	Solve real-world problems involving division of a unit fraction by a whole number and a whole number by a unit fraction.	1/1
24	NSOFD MA.5.M.2 MA.5.M.2.1	Solve multi-step real-world problems involving money using decimal notation.	1/1
27	NSOFD MA.5.FR.2 MA.5.FR.2.3	When multiplying a given number by a fraction less than 1 or a fraction greater than 1, predict and explain the relative size of the product to the given number without calculating.	1/1
31	NSOFD MA.5.AR.1 MA.5.AR.1.2	Solve real-world problems involving the addition, subtraction or multiplication of fractions, including mixed numbers and fractions greater than 1.	1/1
32	NSOFD MA.5.FR.2 MA.5.FR.2.2	Extend previous understanding of multiplication to multiply a fraction by a fraction, including mixed numbers and fractions greater than 1, with procedural reliability.	0/1
34	NSOFD MA.5.NSO.2 MA.5.NSO.2.3	Add and subtract multi-digit numbers with decimals to the thousandths, including using a standard algorithm with procedural fluency.	0/1

Generate and Export Individual Student Reports (ISR)

To generate and export an Individual Student Report (ISR) that details a student's achievement on a test opportunity, use the Student Results Generator. Each ISR shows a student's overall achievement on their test plus a breakdown of achievement by reporting category. You can select any combination of test reason, assessments, and students in order to generate either a single ISR or multiple ISRs at once. You can select to generate either a simple or detailed ISR in English or Spanish.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any FRS page. To generate and export an ISR, take the following nine steps:

1. Click the **Download Student Results** button  in the **Features & Tools** menu. The **Student Results Generator** window opens ([Figure 66](#)).
 - Depending on what page you open the Student Results Generator from, the options available to you may be pre-populated. However, the filters applied to the page have no effect. You can change the pre-populated selections.

Figure 66. Student Results Generator Window as Opened from Achievement on Tests Report

2. In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.
3. *Optional:* Under Report Options, users can select **Include only those students who were mine when they tested**. This setting allows you to include students who were associated with you at the time of testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.

- This option appears only if the reporting school year and time are set to the present in **Change Reporting Time Period**.
4. If you are generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
 5. Under PDF Type, select either a Simple or Detailed PDF.
 6. If the test opportunity options are not pre-selected, or if you want to change them, follow these directions:
 - Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section, you must make selections using the radio buttons and checkboxes.
 - In the **Select Test Reason** section ([Figure 67](#)), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 67. Student Results Generator Window: Select Test Reason Section

The screenshot shows the 'Student Results Generator' window. On the left, there are three sections: 'Report Type' with 'Individual Student Report' selected; 'Report Options' with 'Include only those students who were mine when they tested' unchecked; and 'Print Options' with 'Report Format' set to 'Single PDF' and 'PDF Type' set to 'Simple'. At the bottom left are 'Generate' and 'Cancel' buttons. The main area is titled 'Search by Student ID' with a search bar and a 'Search' button. Below this is the '1. Select Test Reasons' section, which is expanded. It contains a list of test reasons with radio buttons: 'Fall 2024-25 EOC and FAST Reading Retake', 'FAST PM1 K-2 2024-25', 'FAST PM2 K-2 2024-25', 'FAST VPK 2024-25', 'FCLE 2024-25 (Postsecondary)', 'FCLE Winter 2024-25 (K-12)', 'PM1 2024-25', 'PM2 2024-25' (which is selected), and 'Winter 2024-25 EOC and FAST Reading Retake'. To the right of this section are two other sections: '2. Select Assessments' and '3. Select Students', both of which are collapsed. A 'Next' button is located to the right of the '1. Select Test Reasons' section.

- In the **Select Assessments** section ([Figure 68](#)), choose either **Select by Subject** or **Select by Grade**. Then, select any number of tests and grade levels within a single subject.

Figure 68. Student Results Generator Window: Select Assessments Section

The screenshot shows the 'Student Results Generator' window. On the left sidebar, the '2. Select Assessments' section is active. The main content area has a 'Search by Student ID' field with a 'Search' button. Below this is the 'Select the assessments.' section with two radio buttons: 'Select by Subject' (selected) and 'Select by Grade'. A list of subjects is shown: 'ELA Reading' (unselected), 'Mathematics' (selected), and 'Science' (unselected). Under 'Mathematics', 'Grade 3' and 'Grade 4' are selected. Under 'Grade 3', 'Grade 3 FAST Mathematics' is checked. Under 'Grade 4', 'Grade 4 FAST Mathematics' is checked. 'Grade 5', 'Grade 6', 'Grade 7', and 'Grade 8' are unselected. At the bottom left are 'Generate' and 'Cancel' buttons.

- In the **Select Students** section ([Figure 69](#)), choose students from the expandable school and/or roster options. If you are a district-level user, you may choose students from up to three schools at a time.



Note: Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

It is important to ensure that the selected rosters and students have completed the selected test. Incorrect selections may result in the generation of a blank ISR.

Figure 69. Teacher View: Student Results Generator Window: Select Students Section

Student Results Generator

Report Type
☒ Individual Student Report ☐ Student Data File
☐ Writing Responses

Report Options
☐ Include only those students who were mine when they tested.

Print Options
 Report Format:
☒ Single PDF ☐ Multiple PDFs in a ZIP file
 PDF Type:
☒ Simple ☐ Detailed
 Language:
 English

Search by Student ID Enter up to 5 comma-separated student IDs **Search**

Select the students. Filters Previous

Select up to three schools.

- ☒ Demo School 9000
- ☒ Demo School 9001
- ☐ Demo School 9002
- ☐ Demo School 9003
- ☐ Demo School 9004
- ☐ Demo School 9005
- ☐ Demo School 9006
- ☐ Demo School 9007
- ☐ Demo School 9008
- ☐ Demo School 9009

Generate **Cancel**

- Alternatively, you can also search for students. In the search field at the upper-right corner, enter up to five comma-separated FLEIDs and click **Search**. The resulting list of students and all the tests the students have taken will replace any previous selections, as in [Figure 70](#). To deselect and clear results, click **Clear Search Results**.

Figure 70. Student Results Generator Window: Student Search Results

Student Results Generator

Report Type
☒ Individual Student Report ☐ Student Data File
☐ Writing Responses

Report Options
☐ Include only those students who were mine when they tested.

Print Options
 Report Format:
☒ Single PDF ☐ Multiple PDFs in a ZIP file
 PDF Type:
☒ Simple ☐ Detailed
 Language:
 English

Search by Student ID Enter up to 5 comma-separated student IDs **Search**

Select the Students. Clear Search Results

- ☒ Student, Name (FL0000000000001)
 School: Demo School 9005
 Test Reasons: PM1 2025-26, PM2 2025-26
 Subjects: ELA Reading, Mathematics
- ☒ Student, Name (FL0000000000002)
 School: Demo School 9005
 Test Reasons: PM1 2025-26, PM2 2025-26
 Subjects: ELA Reading, Mathematics

Generate **Cancel**

7. *Optional:* If you used the accordion sections to make your selections, then— to set a range of processing dates for which to generate results —use the filter menu as follows:

- Open the  **Filters** menu. The menu displays two date fields, as in [Figure 71](#).
- Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
- Click **Apply**.
- *Optional:* To revert to including results for all available dates, open the filter menu, click **Clear Filters**, then click **Apply**.



Note: The processing date is not always the same as the date a test was taken.

Figure 71. Teacher View: Student Results Generator Window: Select Students Section with Filters Menu and Language Dropdown Open

- From the *Language* dropdown list, select either English or Spanish for the ISR, as in [Figure 73](#).
- Click **Generate**. Once ISR generation is finished, the **Secure File Center** will contain the new ISR(s) available for download.



Note: If a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only one test opportunity will be included. You can create an ISR for another test opportunity by navigating directly to the report for that opportunity. Past test opportunities are marked with numbers **1** in reports, starting with the earliest.

Generate an ISR via the Quick Print Feature

You may also generate a detailed ISR for an individual student via the **Quick Print** feature. This is available on the following pages: Achievement by Student, Student Achievement on Test, and Student Portfolio. To do this, take the following two steps:

1. Click the **Quick Print**  button next to a student's name, as in [Figure 72](#).
2. The ISR is downloaded directly to your device.



Note: The ISR does not appear in the Secure File Center when it is generated via the Quick Print feature, only when it is generated via the Student Results Generator window.

Figure 72. Achievement by Student Page: Generate an ISR via Quick Print

Filters

Achievement by Roster

Achievement by Student

Features & Tools

Score, Achievement and Points Earned on **Grade 4 FAST Mathematics** (PM3 2024-25) of , by Student and Reporting Category: Demo School 9002, 2024-2025

Filtered By **School:** All Schools | **Test Reasons:** PM3 2024-25 |

Student	Student ID	Total	Total		
			Scale Score	Achievement Level	Percentile Rank
State			n/a	n/a	n/a
District		189	<div><div>Percent Count</div><div><div><div>59%</div><div>9%</div><div>14%</div><div>9%</div></div><div>132322</div></div></div>	n/a	n/a
School		194	<div><div>Percent Count</div><div><div><div>56%</div><div>11%</div><div>11%</div><div>11%</div></div><div>51111</div></div></div>	n/a	n/a
<div><div></div><div>Demo Student 1</div></div>	FL202300070012	273	Level 5	99	
<div><div></div><div>Demo Student 2</div></div>	FL202300070009	207	Level 2	68	
<div><div></div><div>Demo Student 3</div></div>	FL202300070010	212	Level 3	78	

1. Number Sense and Operations with Whole Numbers

2. Number Sense and Operations with Fractions and Decimals

3. Geometric Reasoning, Measurement, and Data Analysis and Probability

Generate and Export Student Data Files

This section discusses student data files, which are useful for analysis.

To generate and export student data files for a student, or students, use the Student Results Generator. You can select any combination of test reason, assessments, and students to generate and export the files.

You can generate student data files from almost any report page. To do so, take the following eight steps:

1. Click the **Download Student Results** button  in the **Features & Tools** menu. The **Student Results Generator** window opens.

- Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated. However, the filters applied to the page have no effect. You can change the prepopulated selections.
- In the panel on the left, select **Student Data File**, as shown in [Figure 73](#). Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 73. Student Results Generator Window

- Optional:* Under Report Options, you can select **Include only those students who were mine when they tested**. This setting allows you to include students who were associated with you at the time of testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.
 - This option appears only if the reporting school year and time are set to the present in **Change Reporting Time Period**.
- Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
- Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories or item-level benchmarks. Large files may be split by school.
- If the test opportunity options are not preselected, or if you want to change them, do the following:
 - Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left,

click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes.

- In the **Select Test Reasons** section ([Figure 74](#)), choose a test reason. Test reasons are either test windows or test categories.

Figure 74. Student Results Generator Window: Select Test Reason Section

The screenshot shows the 'Student Results Generator' window. On the left, there are three sections: 'Report Type' with 'Individual Student Report' and 'Student Data File' (selected); 'Report Options' with 'Include only those students who were mine when they tested.'; and 'Print Options' with 'Report Format' (XLS, CSV, TXT) and 'Output' (Data File for Each Test, Single Combined Data File). At the bottom left are 'Generate' and 'Cancel' buttons. The main area is titled 'Select a test reason.' and contains a list of radio buttons: 'Fall 2024-25 EOC and FAST Reading Retake', 'FAST PM1 K-2 2024-25', 'FAST PM2 K-2 2024-25', 'FAST VPK 2024-25', 'FCLE 2024-25 (Postsecondary)', 'FCLE Winter 2024-25 (K-12)', 'PM1 2024-25', 'PM2 2024-25' (selected), and 'Winter 2024-25 EOC and FAST Reading Retake'. A 'Next' button is at the top right of this section. On the far right, there are three vertical section bars labeled '1. Select Test Reasons' (active), '2. Select Assessments', and '3. Select Students'.

- The **Select Assessments** section ([Figure 75](#)) groups tests by subject and grade. Choose either **Select by Subject** or **Select by Grade**. Then, mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects** or **All Grades**.

Figure 75. Student Results Generator Window: Select Assessments Section

Student Results Generator

Report Type
☐ Individual Student Report ☒ Student Data File

Report Options
☐ Include only those students who were mine when they tested.

Print Options
 Report Format
☒ XLS ☐ CSV ☐ TXT
 Output
☒ Data File for Each Test ☐ Single Combined Data File
Sub-scores will not be available in the combined data file; only overall scores/measures will be included.

Search by Student ID Enter up to 5 comma-separated student IDs Search

Select the assessments. Previous Next

☒ Select by Subject ☐ Select by Grade

☒ All Subjects

☐ ELA Reading

☒ Mathematics

☒ Grade 3

☒ Grade 3 FAST Mathematics

☒ Grade 4

☒ Grade 4 FAST Mathematics

☐ Grade 5

☐ Grade 6

☐ Grade 7

☐ Grade 8

Generate Cancel

- In the **Select Students** section (Figure 76), select any number of students from the expandable school and/or roster options.
- Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 76. District-Level User View: Student Results Generator Window: Select Students Section

Student Results Generator

Report Type
☐ Individual Student Report ☒ Student Data File

Report Options
☐ Include only those students who were mine when they tested.

Print Options
 Report Format
☒ XLS ☐ CSV ☐ TXT
 Output
☒ Data File for Each Test ☐ Single Combined Data File
Sub-scores will not be available in the combined data file; only overall scores/measures will be included.

Search by Student ID Enter up to 5 comma-separated student IDs Search

Select the students. Filters Previous

☒ All Students

☒ Demo School 9000

☒ Demo School 9001

☒ Demo School 9002

☒ Demo School 9003

☐ Demo School 9004

☐ Demo School 9005

☐ Demo School 9006

☐ Demo School 9007

☐ Demo School 9008

☐ Demo School 9009

Generate Cancel

- Alternatively, you can search for students. In the search field at the upper-right corner, enter up to five comma-separated FLEIDs and click **Search**. The resulting list of students and all the tests they have taken will replace any previous selections, as in [Figure 77](#). To deselect and clear results, click **Clear Search Results**.

Figure 77. Student Results Generator Window: Student Search Results

The screenshot shows the 'Student Results Generator' window. On the left, there are sections for 'Report Type' (Individual Student Report, Student Data File), 'Report Options' (Include only those students who were mine when they tested), 'Print Options' (Report Format: XLS, CSV, TXT), and 'Output' (Data File for Each Test, Single Combined Data File). At the bottom left are 'Generate' and 'Cancel' buttons. The main area on the right is titled 'Search by Student ID' and contains a search bar with the text 'Enter up to 5 comma-separated student IDs' and a 'Search' button. Below the search bar is a 'Clear Search Results' button. The 'Select the Students.' section lists two students: 'Demo Student 1 (FL00000000000001)' and 'Demo Student 2 (FL00000000000002)'. Each student entry includes their school ('Demo School 9002'), test reasons ('PM1 2024-25, PM2 2024-25'), and subjects ('ELA Reading, Mathematics' for Student 1 and 'Mathematics, ELA Reading' for Student 2). Both students are selected with checkboxes.

- Optional:* If you used the accordion sections to make your selections, then— to set a range of processing dates for which to generate results —use the filter menu as follows:
 - Open the  **Filters** menu ([Figure 78](#)). The menu displays two date fields.
 - Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
 - Click **Apply**.
 - Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.



Note: The processing date is not always the same as the date a test was taken.

Figure 78. District-Level User View: Student Results Generator Window: Select Students Section with Filters Menu Open

The screenshot shows the 'Student Results Generator' window. On the left, there are sections for 'Report Type' (Individual Student Report, Student Data File), 'Report Options' (Include only those students who were mine when they tested), 'Print Options' (Report Format: XLS, CSV, TXT; Output: Data File for Each Test, Single Combined Data File), and 'Generate' and 'Cancel' buttons. The main area is titled 'Select the students.' and includes a 'Search by Student ID' field. A list of schools is shown with checkboxes: Demo School 9000, 9001, 9002, 9003, 9004, 9005, 9006, 9007, 9008, and 9009. A 'Filters' dropdown menu is open, showing options to 'Include only results reported in the following date range:' with 'Start Date' and 'End Date' fields, and 'Apply' and 'Cancel' buttons. A 'Previous' button is also visible.

- Click **Generate**. Once data file generation is finished, the **Secure File Center** will contain the new student data file(s) available for download.



Note: If a student took a test multiple times, the files will include each test opportunity.

Generate and Export Student Writing Responses

You can export PDFs listing students' responses to certain writing items. Each page in these PDFs contains details about a student and item, including the score or condition code, followed by the student's response. Writing response PDFs may help you evaluate students' writing in greater depth.

To generate and export writing response PDFs, use the Student Results Generator. You can select any combination of a test reason, eligible assessments containing writing items (as determined by your assessment program), and students. Writing response PDFs can be exported from almost any report page.

- Click the **Download Student Results** button in the *Features & Tools* menu. The **Student Results Generator** window opens.
 - Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio report prepopulates a single student, and the Student Achievement on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections in a later step.

- In the panel on the left, select **Writing Responses**, as in [Figure 79](#). Always do this before you make other selections. Switching between the options may revert some selections.

Figure 79. Student Results Generator Window

The screenshot shows the 'Student Results Generator' window. On the left, under 'Report Type', 'Writing Responses' is selected. The main area is titled 'Select the test reasons.' and contains a radio button for 'Spring 2025-26 B.E.S.T. Writing'. At the top right, there is a search bar labeled 'Search by Student ID' with a 'Search' button. A vertical sidebar on the right shows three steps: '1. Select Test Reasons' (active), '2. Select Assessments', and '3. Select Students'. At the bottom left are 'Generate' and 'Cancel' buttons.

- If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:
 - Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in [Figure 80](#). To deselect and clear results, click **Clear Search Results**.

Figure 80. Student Results Generator Window: Student Search Results

The screenshot shows the 'Student Results Generator' window with search results. The 'Report Type' remains 'Writing Responses'. The main area is titled 'Select the Students.' and shows a search result for 'Mock0196, ANLQA (FL202411000196)'. Below the student name, it lists 'School: Demo School 9000', 'Test Reasons: Summer 2025-26 EOC and FAST Reading Retake, Spring 2025-26 B.E.S.T. Writing', and 'Subjects: EOC, Mathematics, ELA'. A 'Clear Search Results' button is at the top right. The sidebar on the right now shows '3. Select Students' as the active step. 'Generate' and 'Cancel' buttons are at the bottom left.

- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section, you must make selections using the radio buttons and checkboxes:
- In the **Select Test Reasons** section ([Figure 81](#)), choose a test reason. Test reasons are either test windows or test categories.

Figure 81. Student Results Generator Window: Select Test Reason Section

The screenshot shows the 'Student Results Generator' window. On the left, under 'Report Type', 'Writing Responses' is selected. At the top right, there is a 'Search by Student ID' field with a 'Search' button. The main area is divided into three vertical sections: '1. Select Test Reasons' (active, light blue), '2. Select Assessments' (green), and '3. Select Students' (orange). In the '1. Select Test Reasons' section, the heading is 'Select the test reasons.' and there is a 'Next' button. A single option, 'Spring 2025-26 B.E.S.T. Writing', is selected with a radio button. At the bottom left, there are 'Generate' and 'Cancel' buttons.

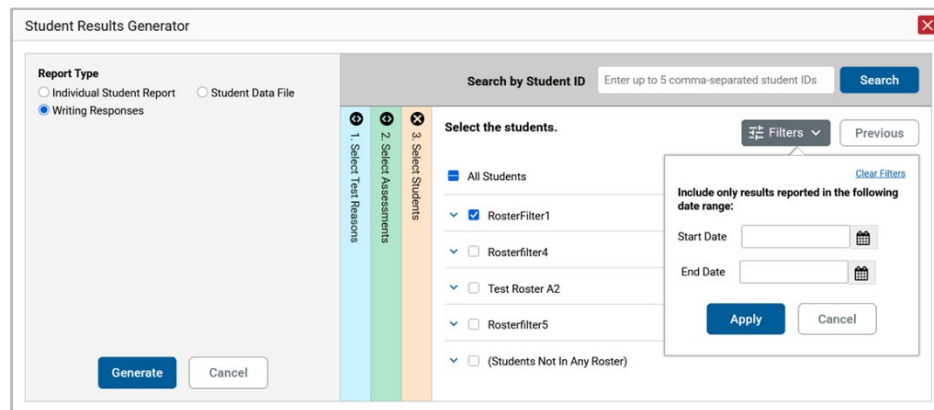
- In the **Select Assessments** section ([Figure 82](#)), choose either **Select by Subject** or **Select by Grade**. Select the checkboxes beside the tests or groups of tests you want to include in the report or select **All Subjects** or **All Grades**.

Figure 82. Student Results Generator Window: Select Assessments Section

- In the **Select Students** section ([Figure 83](#)), select any number of students from the expandable school and/or class (roster) options.
- Before choosing students, you may filter by a date range. Open the *Filters* menu, select start and end dates ([Figure 84](#)), and click **Apply**. Students are filtered by Florida Reporting processing date, which is not always the same as the date a test was taken. Clicking **Clear Filters** and then **Apply** clears the filter.
- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Selecting the checkbox for a student in one class (roster) or school also selects it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 83. Teacher View: Student Results Generator Window: Select Students Section

Figure 84. Teacher View: Student Results Generator Window: Select Students Section with Filters Menu Open



4. Click **Generate**. Once file generation is finished, the Secure File Center contains the writing response PDF(s) available for download.

Appendix

Appendix sections are alphabetized for your convenience.

H

Help

FRS includes an online user guide.

Access the Online User Guide

In the banner, click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you are on. For example, if you click **Help** while on the *Dashboard*, the *Overview of the Dashboard* page appears.

Figure 85. Banner



L

Login Process

This section describes how to log in to FRS.

Do not share your login information with anyone. All Assessment Program systems provide access to student information, which must be protected in accordance with federal privacy laws.

Log In to the Florida Reporting System

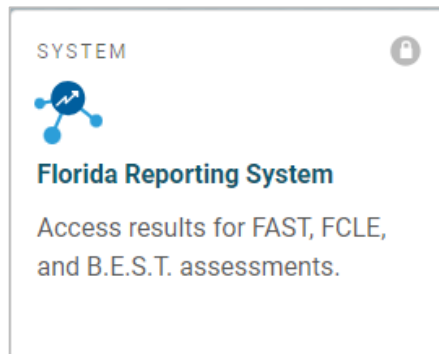
1. Navigate to the [Florida Statewide Assessments Portal](#).
2. Select your user role from the cards displayed ([Figure 86](#)).

Figure 86. User Role Cards



3. Click the **Florida Reporting System** card ([Figure 87](#)). The login page appears.

Figure 87. Florida Reporting System Card



4. On the Secure Login page ([Figure 88](#)), enter the email address and password you use to access all CAI systems.

Figure 88. Login Page



FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Secure Login

Email Address

Password

[Reset Password](#)

Log In

Support

- [Why reset passwords each school year?](#)
- [Didn't receive the reset password email?](#)
- [Link doesn't work?](#)
- [Need an account?](#)
- [Not sure if you're registered?](#)
- [Need more help?](#)

5. Click **Log In**.

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- If the **Confirm Account** page appears ([Figure 89](#)), an authentication code is automatically sent to your email address. You must enter this code in the *Emailed Code* field and click **Submit** within 15 minutes.
 - If the authentication code has expired, click **Resend code** to request a new code.

Figure 89. Confirm Account Page

6. If your account is associated with multiple institutions, you are prompted to select a role, as in [Figure 90](#). From the **Role** dropdown list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 90. Select Role Window

The **Dashboard Generator** for your user role appears.

Set or Reset Your Password

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page ([Figure 91](#)). To activate your account, you must set your password within 15 minutes.

Florida Reporting System User Guide

All users are required to do a one-time password reset at the beginning of every school year, for security purposes. To change your password, do the following:

- Click the link from your activation email.
 - If your first temporary link expired:
 - In the activation email you received, click the second link provided and request a new temporary link.
- If you forgot your password:
 - On the **Secure Login** page, click **Reset Password** and enter your email address in the *E-mail Address* field. Click **Send Link to Email**. You will receive an email with a new temporary link to reset your password.

Figure 91. Reset Your Password Page

Reset Your Password
Enter your email address to receive a reset password link.

Email Address

Send Link to Email

ⓘ The reset password link will expire in 15 minutes.

[Return to Secure Login Page](#)

Support

- [Why reset passwords each school year?](#)
- [Didn't receive the reset password email?](#)
- [Link doesn't work?](#)
- [Need an account?](#)
- [Not sure if you're registered?](#)
- [Need more help?](#)

- If you did not receive an email containing a temporary link or authentication code, do the following:
 - Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not receive an email, contact your School or District Assessment Coordinator to make sure you are listed in TIDE.
- Additional help:
 - If you are unable to log in, contact our Help Desk for assistance. You must provide your name and email address.

M

Multiple Test Opportunities

Sometimes test results include multiple rows for the same student.

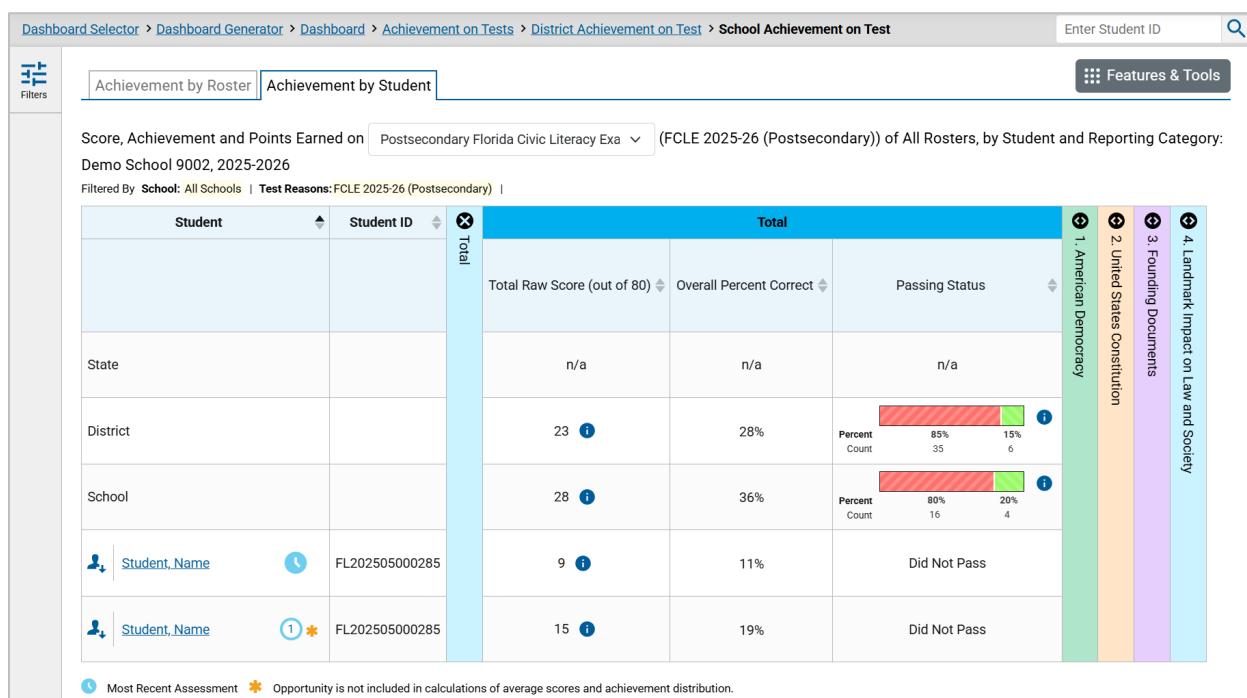
Florida Reporting System User Guide

When a student completes multiple test opportunities for a single assessment, as in [Figure 92](#), reports display a row of data for each opportunity. A clock icon  appears next to the most recent opportunity. Previous opportunities are marked with numbers, , starting from the earliest test taken. An asterisk icon  indicates that an opportunity is not included in calculations of average scores or achievement distributions.



Note: This feature only applies to the Florida Civic Literacy Exam (FCLE).

Figure 92. School Achievement on Test Report: Achievement by Student Tab

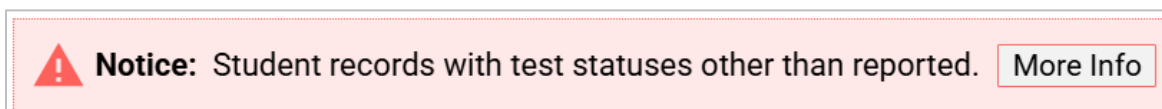


N

Non-Scorable Test Opportunities

The reports in FRS do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Invalidated", or when it includes blank or empty reporting categories (reporting categories without items), or when it is not a fully attempted test. If a test opportunity is non-scorable, a notification  appears below the report for that assessment ([Figure 93](#)).

Figure 93. Non-Scorable Notification



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You can click **More Info** on the notification to view the **Students with Other Test Statuses** window ([Figure 94](#)). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the condition code and completion date for each.

Figure 94. Students with Other Test Statuses Window

Grade 5 FAST ELA Reading: Students with Other Test Statuses ✕			
Name	Student ID	Test Condition	Date Taken
Student1, Name	FL000020220206	Insufficient to Score/No Response	08/11/2025
Student2, Name	FL000020220207	Insufficient to Score/No Response	08/11/2025
Student3, Name	FL000020220208	Invalidated	08/11/2025

R

Report Tables

Sort a Table

1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.
2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker  when the column is sorted in ascending order.

Specify the Number of Rows Displayed

In the *Rows per page* field below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.

You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one ([Figure 95](#)).

Figure 95. Rows Per Page Field

Rows per page:

10
 

Access Additional Table Rows

- To move to the next and previous pages in a table, click the arrow buttons   at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field at the lower-right corner of the table.

Access Additional Table Columns

To scroll the table to the right or left, click the arrow buttons   on the right and left sides of the table. Alternatively, click and drag the blue horizontal scrollbar at the bottom of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or  and  to expand and collapse them.

Expand All Accordion Sections in a Table

If you are navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader. To expand these sections, take the following two steps:

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.
2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

Roster Management

Rosters are groups of students. Each user-defined roster is associated with a teacher and a single administrative year. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades.

School- and district-level users can add, edit, and delete user-defined rosters. Rosters are a great way to organize students, allow teachers to access their students’ achievement, and allow users to compare the achievement of different rosters. Changes to rosters may take a few minutes to appear in reports.

When creating/managing rosters, it is recommended to keep the following guidelines in mind:

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data in FRS. Up to 500 active students can be included in one roster.
- If rosters need to be created for other purposes, applicable students can be added to a separate roster that is assigned to the School Assessment Coordinator (SAC) with the appropriate naming convention that includes the Test Administrator (TA). This will help avoid teachers accessing student data for students they may have tested but do not have in their regular class.
- Rosters should be updated weekly to maintain roster accuracy with new enrollments/withdrawals/class movement to ensure that teachers are accessing accurate data for their current students.
- If a student moves to another district/school, the student will automatically become inactive in any rosters associated with the former district/school. Users do not need to take action to delete this student.
- Teachers will have access to scores for tests taken with them for inactive students in their roster by changing the time period in FRS.

Florida Reporting System User Guide

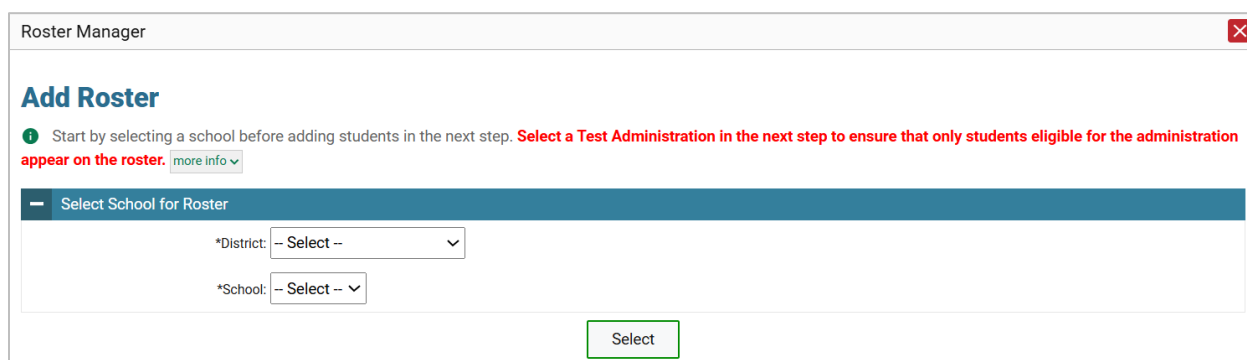
- If a student moves to another class within the same school, no automatic action is taken to remove the student from previous rosters. The student will need to be manually deleted from the former teacher's roster if that teacher should not have any access to scores. When the student is manually deleted, the former teacher will no longer have access to any scores for that student in FRS.
- Use roster uploads to add and/or delete students. As students withdraw from a school or transfer from one class to another, students can be deleted via upload from the previous associated rosters.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and/or period as applicable. For example, an elementary school roster may be named 'Gr3Jones25-26' and a secondary school roster may be named 'AikenPeriod3Eng9A25-26.'

Add a Roster

You can create new rosters from students associated with a school by taking the following five steps:

1. From the  **Features & Tools** menu, select  **Add Roster**. The **Roster Manager** window appears, showing the Add Roster form ([Figure 96](#)).

Figure 96. Add Roster – Select School for Roster Page



2. In the *Select School for Roster* panel, search for a school by selecting District and School as applicable, then click **Select**; a new **Add Roster** page appears ([Figure 97](#)).



Note: If your user account is associated with more than one school under the School Details section, you can select Change School if the wrong school was selected.

Figure 97. Add Roster Page

3. Under *Roster Details*, add a roster name and select a teacher.
4. Under *Find and Select Students*, do one of the following:
 - Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can manually remove students by selecting  next to individual students from the top of the grid. Selecting **Save** creates your roster. If you select **Remove All**, you can search for a new group of students.
 - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by FLEID or name. After you return results, select  to add individuals or select **Add All** from the top of the grid ([Figure 98](#)).

Figure 98. Roster Available Students—Add All

Show more information ▼		Filter students		
STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME	ADD ALL +
Test, Demo	03	FL123456789016	3WSSR	+
Test, Demo	03	FL123456789027	4B9TF	+
Test, Demo	03	FL123456789030	4BABJ	+
Test, Demo	08	FL123456789025	4B9NL	+
Test, Demo	10	FL123456789021	3ZBPS	+
Test, Demo	30	FL123456789024	4B9NK	+



Note: To return fewer students, limit your search by adding more criteria. Expand the Additional Fields section to select additional criteria as available.

Florida Reporting System User Guide

5. *Optional:* After results appear under *Selected Students*, you can change the student information displayed.

- **Show more information** drop-down: Select or clear additional columns.



Note: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school. If former students re-enroll to the school, they will still appear in italics in associated rosters with the date they left. To restore the student into the roster, remove the italicized record and then use the **Student Search** tab to re-add the student.

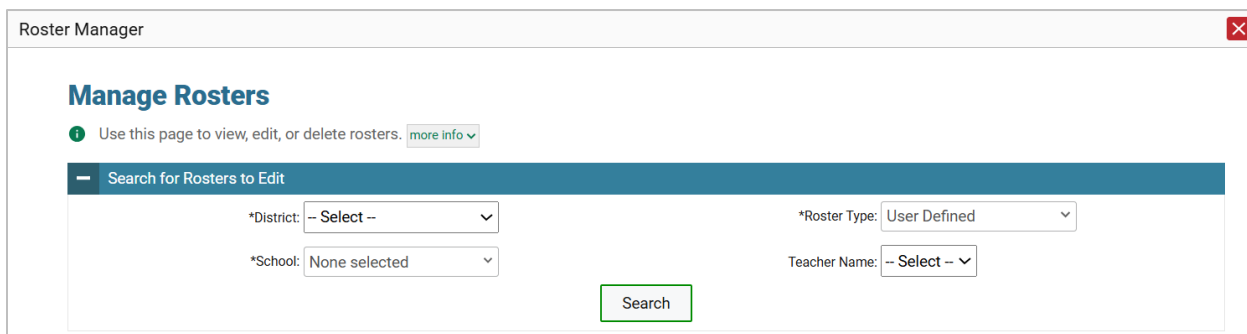
- Use the *Filter* field to limit students to those who match the text you enter. This keyword search only finds text in the grid. Be aware that, for example, if you enter **11** to find students in 11th grade, any content with the text *11* will display. This could potentially pull in results you did not intend to find.

Modify a Roster

You can modify a user-defined roster by changing its name, changing its associated teacher, adding students, or removing students. To do so, take the following nine steps:

1. From the  **Features & Tools** menu, select  **View/Edit Roster**. The **Roster Manager** window appears, showing the Manage Roster form ([Figure 99](#)).

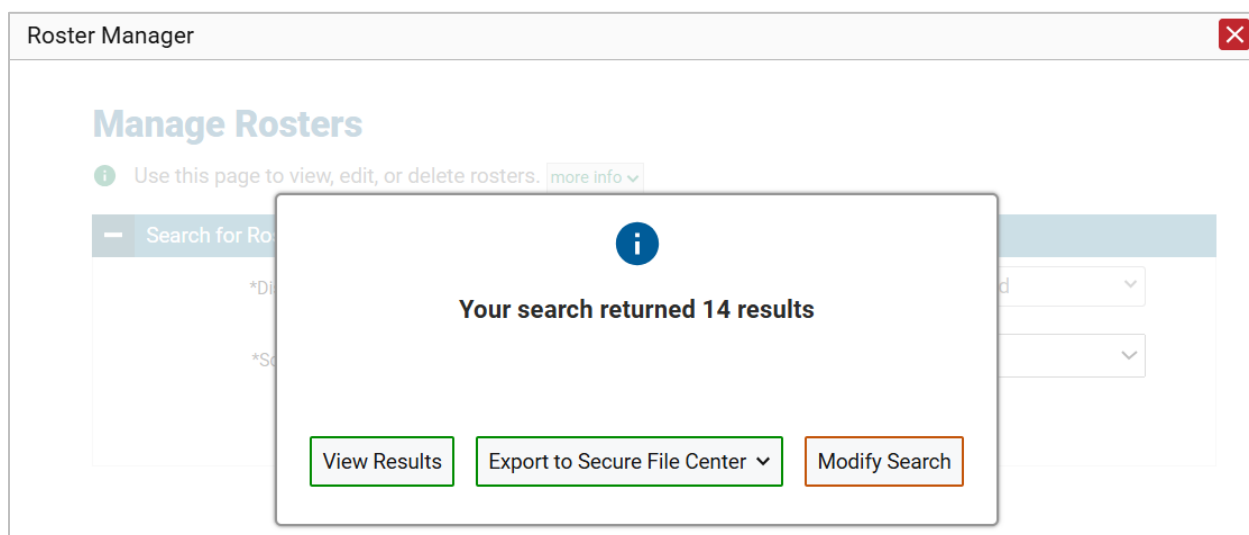
Figure 99. Roster Manager Window: Manage Roster Form



The screenshot shows the 'Roster Manager' window with a title bar and a close button. Inside, the 'Manage Rosters' section has a green information icon and text: 'Use this page to view, edit, or delete rosters. [more info](#)'. Below this is a blue header bar that says 'Search for Rosters to Edit'. Underneath, there are four dropdown menus: '*District: -- Select --', '*School: None selected', '*Roster Type: User Defined', and 'Teacher Name: -- Select --'. A green 'Search' button is located at the bottom center of the form area.

2. Select the district, school, and roster type as needed for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears ([Figure 100](#)). Click **View Results** to view the results in your browser.

Figure 100. Detail of Roster Manager Window: Search Results Pop-Up



4. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit [Roster Name]** window for the roster appears ([Figure 101](#)).

Figure 101. Roster Manager Window: View/Edit [Roster Name] Form

The screenshot shows the 'Roster Manager' window with the 'View/Edit Demo Roster 1' form. The form is divided into three main sections:

- Add Students:** Includes a 'Find Students' button and instructions: 'To add students to this roster, click Find Students.'
- Roster Details:** Includes fields for 'Roster Name' (Demo Roster 1), 'Reporting Roster' (Yes), and 'Teacher Name' (User, TA1). A green question mark icon is next to the 'Reporting Roster' field.
- Selected Students (5):** Includes a 'Show more information' dropdown, a 'Filter students' input field, and a table of selected students.

REMOVE ALL	STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME
X	Student, Name	05	FL202480028164	65BCV
X	Student, Name	05	FL202480028168	65BCZ
X	Student, Name	05	FL202480028170	65BD1
X	Student, Name	05	FL202480028158	65BCP
X	Student, Name	05	FL202480028163	65BCU

At the bottom of the form are 'Save' and 'Cancel' buttons.

Florida Reporting System User Guide

5. To review students who are currently on the roster, scroll down to the *Selected Students* panel. The list displays students who are currently associated with the roster.
6. Select **Find Students** to search for students by filling out the search criteria either for individual students or for groups in step 4 of [Add a Roster](#).



Note: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

7. To remove students from the roster, select the  icon beside individual students or use the **Remove All** option at the top of the table.
8. *Optional:* In **Roster Details**, edit the *Roster Name* and/or *Teacher Name*.



Note: Editing the Roster Name and/or Teacher Name only modifies the existing roster. This does not create a duplicate roster.

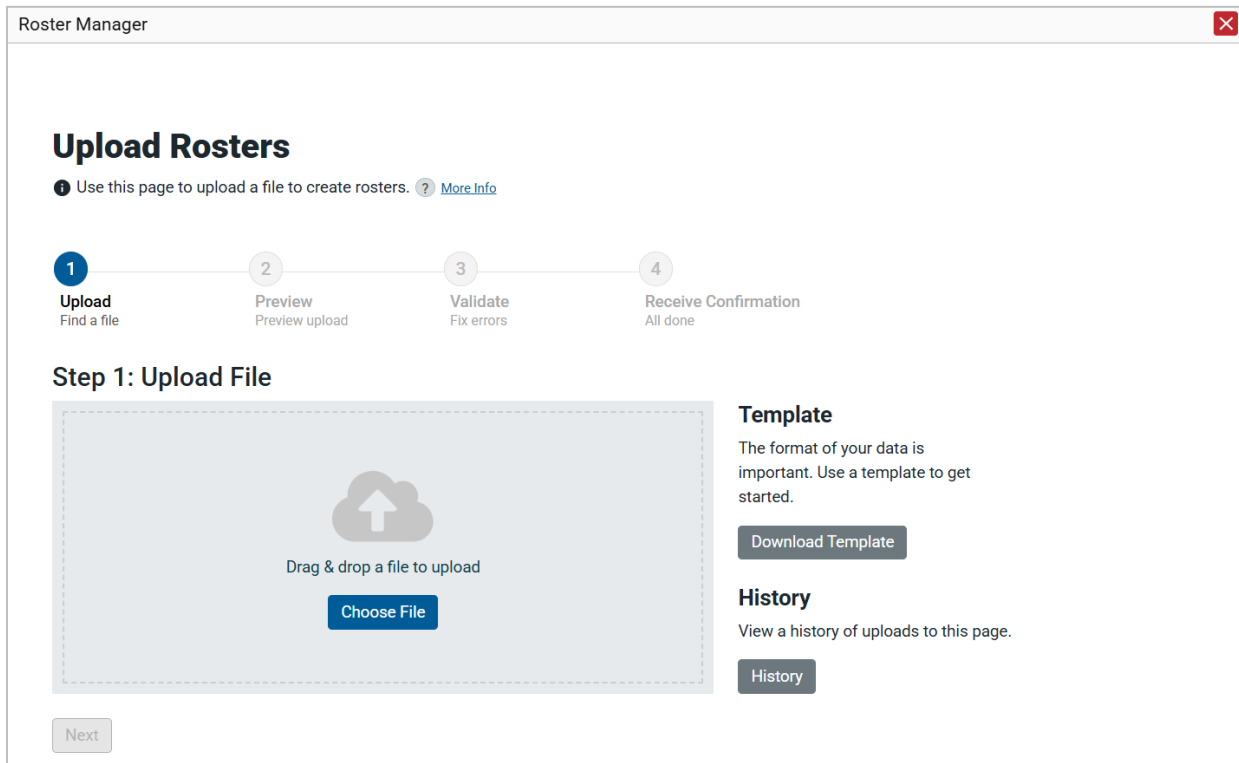
9. Select **Save**, and in the affirmation dialog box select **Continue**.

Upload Rosters

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Excel. To upload multiple rosters, take the following six steps:

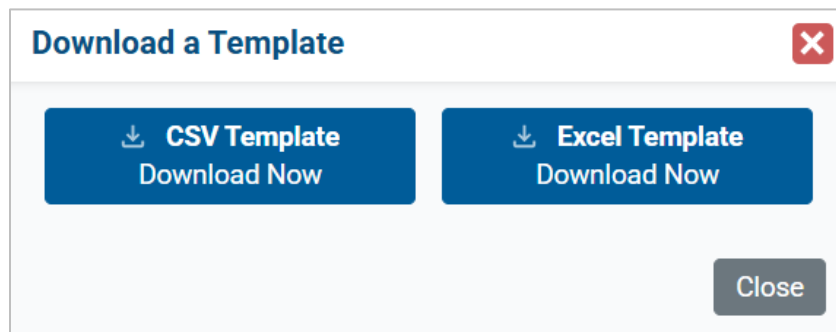
1. From the  **Features & Tools** menu, select  **Upload Rosters**. The *Roster Manager* window appears, showing the Upload Rosters: Upload page ([Figure 102](#)).

Figure 102. Roster Manager Window: Upload Rosters: Upload Page



2. Click **Download Template** to the right and select the appropriate file type (either **CSV** or **Excel**).

Figure 103. Download a Template



3. Open the template file in a spreadsheet application, fill it out, and save it.
4. On the Upload Rosters: Upload page, click **Choose File**, and select the file you created in the previous step.
5. Click **Next**. The Upload Rosters: Preview page appears ([Figure 104](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 104. Roster Manager Window: Upload Rosters: Preview Page

Roster Manager

Upload Rosters

If the values in the columns do not match the headings in the table, use a template from the previous Upload Rosters page.

1 Upload Find a file

2 Preview Preview upload

3 Validate Fix errors

4 Receive Confirmation All done

Step 2: Preview

Check that you've uploaded the correct file. Only the first 10 rows display on the preview.

RECORD NUMBER	DISTRICT ID	SCHOOL ID	TEST ADMINISTRATOR'S EMAIL	ROSTER NAME	FLEID	ACTION
1	D7	9002	Demo1@mail.com	Demo Roster 1	FL202510000118	ADD
2	D5	9001	Demo2@mail.com	Demo Roster 2	FL202510000119	DELETE

Next

Cancel

6. Click **Next** to validate the file.

- Any errors  or warnings  are displayed on the Upload Rosters: Validate page (Figure 105). If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 105. Roster Manager Window: Upload Rosters: Validate Page

Roster Manager

Upload Rosters

Review the validation results below. [More Info](#)

1 Upload Find a file

2 Preview Preview upload

3 Validate Fix errors

4 Receive Confirmation All done

Step 3: Validate

 1 record(s) will be processed.
 1 record(s) with errors cannot be processed. To include these records, review the tables below. Then edit and upload your revised file.

Summary

Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

ERROR / WARNING TYPE	COUNT	INFORMATION
 Error: Test Administrator's Email is not associated with this School.	1	Use a Test Administrator's Email associated with the School.

Details

Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

RECORD NUMBER	DISTRICT ID	SCHOOL ID	TEST ADMINISTRATOR'S EMAIL	ROSTER NAME	FLEID	ACTION
2	D5	9001	 Demo2@mail.com	Demo Roster 2	FL202510000119	DELETE

Upload Revised File

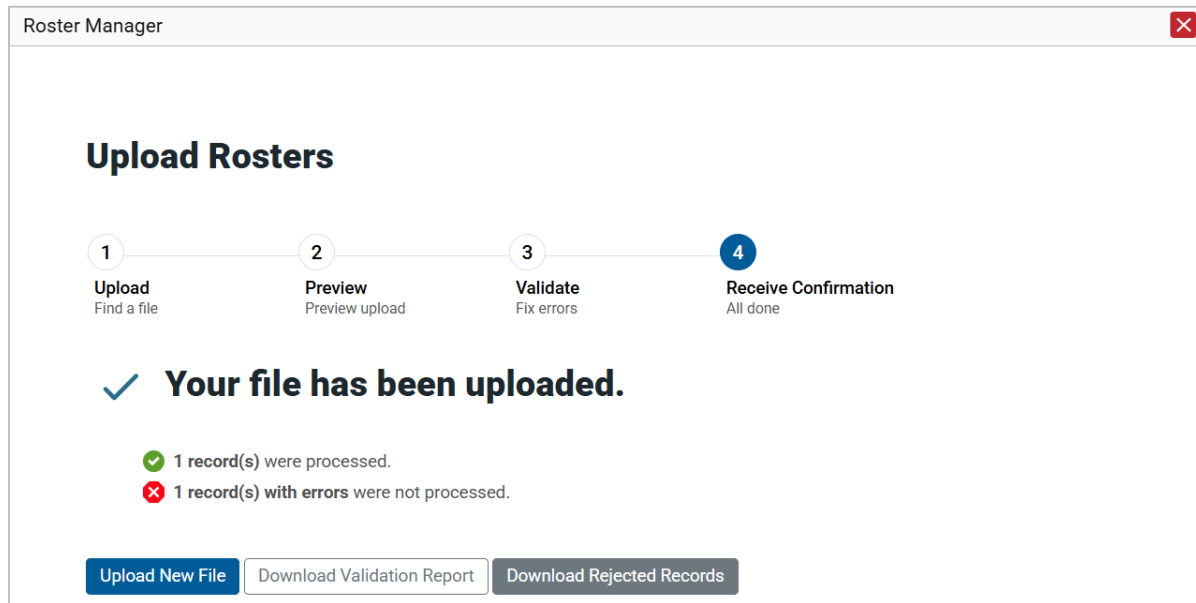
Continue with Upload

Download Validation Report

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- To revise the file before uploading, select **Upload Revised File**.
- To view a list of issues with the file, select **Download Validation Report**.
- To continue with the upload regardless of errors or warnings, select **Continue with Upload**.
The confirmation screen appears ([Figure 106](#)).

Figure 106. Upload Rosters: Confirmation Page



If your file contains a large number of records, FRS processes it offline and sends you a confirmation email when it is complete. While FRS is validating the file, do not press **Cancel**, as some records may have already started processing.

[Table 2](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 2. Columns in the Rosters Upload File

Element	Description	Valid Values
District ID*	District associated with the roster	District ID that exists in TIDE; up to 20 characters
School ID*	School associated with the roster	School ID that exists in TIDE; up to four characters Must be associated with the district ID Can be blank when adding district-level rosters
Test Administrator's Email*	Email address of the teacher/test administrator associated with the roster	Email address of a teacher existing in TIDE
Roster Name*	Name of the roster	Up to 20 characters

Element	Description	Valid Values
FLEID*	Student's unique identifier within the district	FL followed by 12 digits
ACTION	Action to be taken on the student, either adding them to or deleting them from the roster	<p>One of the following:</p> <p>Add—Add new user or modify an existing user record</p> <p>Delete—Remove existing user record</p> <p>Note: If the field is left blank, the user record will be added/modified as applicable, similar to an Add action.</p>

*Required field

S

Secure File Center

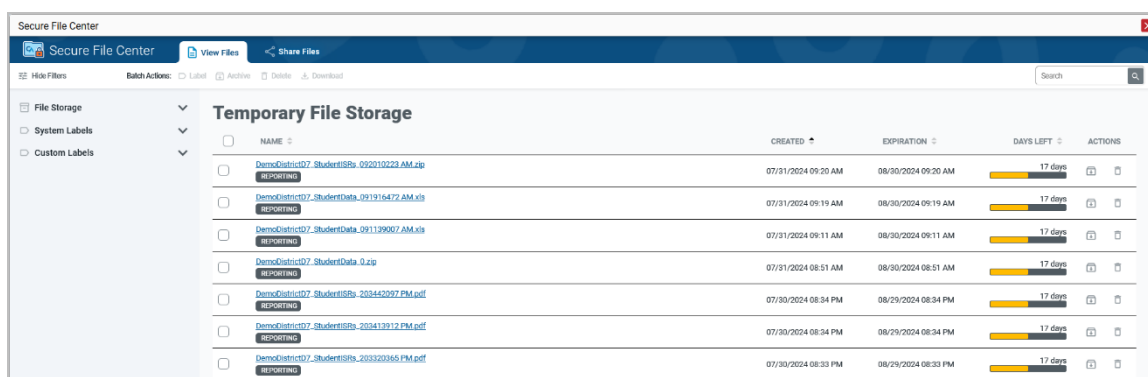
FRS allows you to access a Secure File Center (SFC) that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Secure File Center serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

Access and Manage Files in the Secure File Center

Each user's Secure File Center is personal to them and not shared among other users. The files are categorized into storage folders to allow users to view non-archived and archived files. Users can also search for files by keyword. By default, files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also [Share Files to Other Users' Secure File Centers](#).

1. In the banner, click **Secure File Center**. The **Secure File Center** window appears ([Figure 107](#)). By default, the Secure File Center window displays the **View Files** tab.

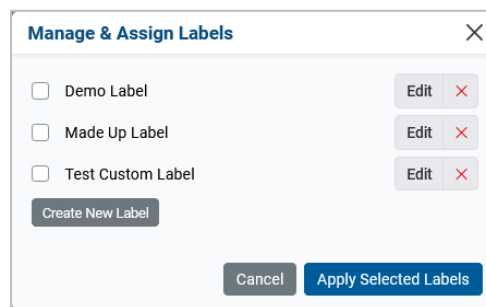
Figure 107. Secure File Center Window: View Files Tab: Temporary



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2. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
3. *Optional:* Click **Show Filters**  at the top left to open the *Filters* panel.
 - Expand the **File Storage** section and choose either of the available folders:
 - **Temporary:** This is the default view and displays all the files except for the ones that you have archived. Includes columns for Creation Date, Expiration Date, and Days Left.
 - **Archived:** Displays files that have been archived. Includes the same columns as the main **Temporary** tab.
 - To hide or display files by system label, expand the **System Labels** section and use the checkbox for each label.
 - To hide or display files by custom label, click the **Custom Labels** switch and use the checkbox for each label.
 - To hide all labels, use the **Show Labels**  switch.
4. *Optional:* Do one of the following:
 - To download a file, select the file name.
 - To add a new custom label or apply an existing custom label, select the checkbox beside the file, then select **Label** . The **Manage & Assign Labels** pop-up appears.
 - To create a new custom label, select **Create New Label**, enter the label name, and click **Add** ([Figure 108](#)).
 - To apply existing custom labels, select the checkboxes beside the labels, then select **Apply Selected Labels** ([Figure 108](#)).

Figure 108. Manage & Assign Labels



- To archive files, select the checkboxes beside them, then select **Archive** . To unarchive a file from the **Archived** folder, select .
5. *Optional:* Delete a file you've exported to the SFC or delete a file that has been shared.

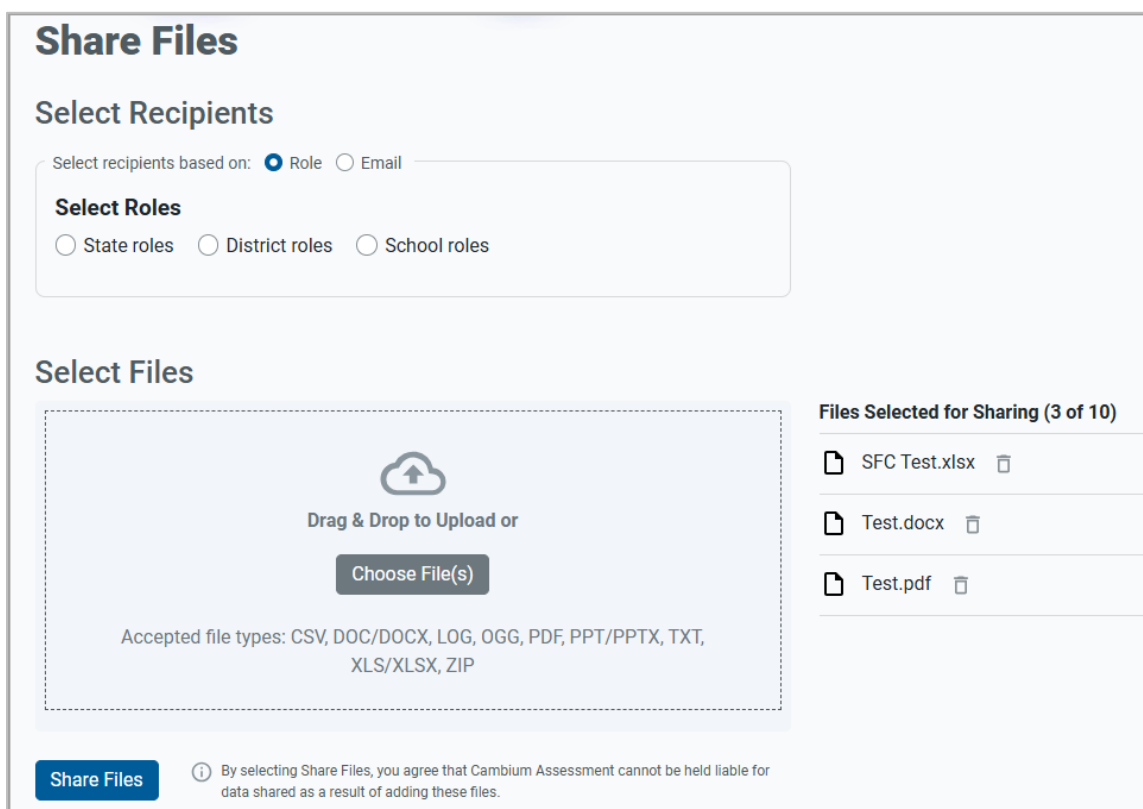
- To delete a file that you've exported or that has been shared with you, select the file, and then select **Delete** from *Batch Actions* or use the button in the *Actions* column for the file. Hover over the button to display the name.
- To delete a file that you've shared with other users, you have two choices:
 - To delete the file for you only, select the checkbox for the file, then select **Delete** from *Batch Actions*. This action keeps the file intact for all users with whom it was shared and only removes it from your SFC. Once you delete the file this way, there is no way for you to remove it from other users, although the other users can delete it from their SFC.
 - To delete the file for you and all users with whom you shared it, use the button in the *Actions* column for the file. Hover over the button to display the name.

Share Files to Other Users' Secure File Centers

You can share up to 10 files at a time from the **Secure File Center** window to individual recipients by email address or to groups of recipients by user role. The files appear in each recipient's **Secure File Center** window. Your ability to share files may be limited by your user role.

1. From the banner, select **Secure File Center**. The **Secure File Center** page appears. By default, the **View Files** tab displays.
2. To share files from your Secure File Center, you must either save them to your computer first or forward them from the **View Files** tab. You can forward files by selecting the checkboxes beside them and then selecting **Forward** at the top of the tab.
3. If necessary, select the **Share Files** tab ([Figure 109](#)). If you chose to forward files in the previous step, this tab opens automatically and the files are listed in the section *Files Selected for Sharing*.
4. In the *Select Recipients* field, do one of the following:
 - Select **Role** to send a file or files to a group of users by user role.
 - Select **Email** to share a file or files with up to 25 users at a time by email address. If you select **Email**, skip to step [7](#).

Figure 109. Secure File Center Window: Share Files Tab: Role



5. In the *Select Roles* field, select the role group to which you want to share a file or files. A dropdown list appears.
6. From the dropdown list, select the role or roles to which you want to share a file or files. The options adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.
7. If you selected **Role** in step 4, skip this step. If you selected **Email**, enter up to 25 email addresses for the recipients with whom you wish to share a file or files.
8. If you chose to forward files in an earlier step and don't need to upload any, skip this step. To select a file to share, select **Choose File(s)** in the *Select Files* box. Select the files you wish to share from your computer. You can also drag and drop the files.
9. Select Share Files.

Files display in the recipients' Secure File Centers after you share them. Files you've shared also show up in the **View Files** tab.

If you've shared the wrong file, you can remove access from all users on the **View Files** tab. Be sure to use the button for delete under the *Actions* column instead of the *Batch Actions*, though.

Secure Notifications in the Florida Reporting System

The Secure Notification Banner displays alerts, warnings, and informational messages from your Program Management Team at Cambium Assessment, Inc. (CAI). The banner displays at the top of every

page in FRS when active notifications are published ([Figure 110](#)). Often, the messages will contain time-sensitive information. These secure notifications can only be accessed after logging in to FRS.

All user roles can view all secure notifications.

Figure 110. Example of One Notification Type on the Secure Notification Banner



Distinguish Notification Types

Notifications are ranked based on importance, differentiated by an icon and the background color.

- Info notifications denote minimum severity. They are selected with  and appear over blue backgrounds.
- Warnings denote medium severity. They are selected with  and appear over yellow backgrounds.
- Alerts denote maximum severity. They are selected with  and appear over red backgrounds.

Interact with Secure Notifications

Active notifications appear each time you log in to FRS and can be dismissed once read. However, depending on how you dismiss the notification, the same notification may display the next time you log in if it is during the notification's scheduled display period. Review information about **Mark as Read** and the  icon to understand the difference.

Mark as Read Removes the notification from the top of the page and closes the notification window if open. These notifications can be viewed again by clearing your browser cache during the scheduled display period for the individual notification or if the same notification is unpublished and republished by CAI.

Details Displays a window with the full contents of the notification.

Close Icon  Removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using  return when you refresh the page or the next time you log in during the scheduled display period for the individual notification.

Arrows   Moves to next or previous notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.

State-Level Features

State-level users have a special landing page called the **Dashboard Selector**. You can use the **Dashboard Selector** to access FRS at the state or district level.

Access Overall Test Results

You can access the State Dashboard, which shows results for the tests taken in your state. This helps you understand how your state is performing overall. To do so, take the following six steps:

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1. Log in to FRS. The **Dashboard Selector** page appears ([Figure 111](#)).
2. From the state and district view options, select **State View**.

Figure 111. State-Level User View: Dashboard Selector Page

Dashboard Selector

Tell Us What You Want to Do

At what level do you want to see the report?

☒ State View
 ☐ District View

[View](#)

3. Select **View**.
 - The **Dashboard Generator** page appears, allowing you to select test groups just as any other user would. When you have made your selections and clicked **Go to Dashboard**, the **State Dashboard** appears. The dashboard looks similar to the Achievement on Tests Report ([Figure 112](#)) and displays an assessments table with up to 10 of the tests you selected, sorted by Date Last Taken, with the most recent tests first.

Figure 112. State Dashboard

Dashboard Selector > Dashboard Generator > State Dashboard						
<div>Filters</div> <div>Test Groups</div> <div>Test Reasons</div>	Average Score and Achievement Distribution, by Assessment: Florida, 2023-2024 Filtered By School: All Schools Test Reasons: All Test Reasons Reporting Time Period: 06/30/2024					
	Assessment Name	Test Reason	Student Count	Average Score	Achievement Distribution	Date Last Taken
	Postsecondary Florida Civic Literacy Exam (FCLE)	FCLE 2023-24 (Postsecondary)	22379	55/80	Percent: 17% 83% Count: 3.9K 18.5K	06/30/2024
	Grade 7 FAST Mathematics	PM3 2023-24	151189	326	Percent: 30% 23% 26% 19% 7% Count: 45K 34K 39.1K 22.1K 11K	06/28/2024
	Grade 7 FAST ELA Reading	PM3 2023-24	216206	321	Percent: 31% 22% 19% 18% 10% Count: 67.2K 47.6K 40.4K 39.9K 21.4K	06/28/2024
	Grade 6 FAST Mathematics	PM3 2023-24	215489	332	Percent: 23% 22% 23% 21% 11% Count: 49.4K 46.7K 47.7K 44.2K 22.9K	06/28/2024
	Grade 6 FAST ELA Reading	PM3 2023-24	170623	335	Percent: 32% 21% 20% 16% 11% Count: 66.8K 44.3K 41.6K 34.3K 22.3K	06/28/2024
	Grade 8 FAST ELA Reading	PM3 2023-24	210943	326	Percent: 34% 20% 21% 15% 11% Count: 72.6K 42.3K 44.6K 32.2K 28.3K	06/27/2024
	Grade 8 FAST Mathematics	PM3 2023-24	209379	328	Percent: 28% 17% 26% 15% 14% Count: 47.2K 29.5K 44.1K 26.4K 23.4K	06/27/2024

- Unlike other reports, the **State Dashboard** does not allow you to drill down into the results for any individual test, nor does it allow you to generate Individual Student Reports (ISRs).
4. *Optional:* To load 10 more tests at a time, click the link below the table that says **Click here to view more tests in this test group**.

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5. *Optional:* To view a different set of tests, use the **Filters** panel on the left to filter by test group or test reason, much the way you would as a lower-level user.
6. *Optional:* To sort, click the column headers that have sorting arrows . Sorting affects the whole list, not just the tests currently displayed.

If you print or export the table, it will include the entire list, not only the tests currently displayed in the User Interface.

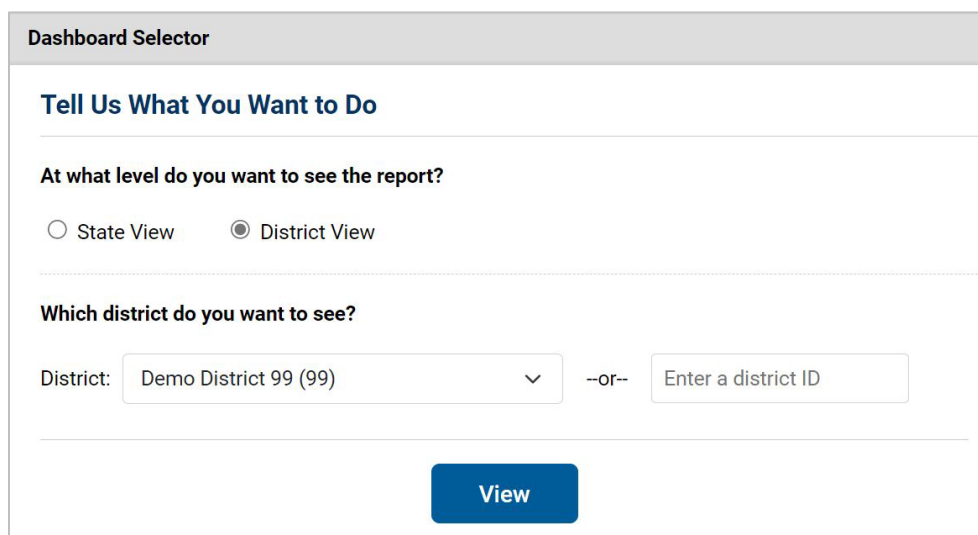
To return to the **Dashboard Selector** or the **Dashboard Generator**, use the path links in the upper-left corner.

Access the Florida Reporting System at the District Level

As a state-level user, you can use FRS as though you were a district-level user. To access FRS at the district level, take the following four steps:

1. Log in to FRS. The **Dashboard Selector** page appears.
2. From the state and district options, select **District View** ([Figure 113](#)).
3. Do either of the following:
 - From the dropdown list that appears, select a district.
 - In the search field that appears, enter a district ID.
4. Select **View**.

Figure 113. State-Level User View: Dashboard Selector Page



Dashboard Selector

Tell Us What You Want to Do

At what level do you want to see the report?

☐ State View ☒ District View

Which district do you want to see?

District: --or--

View

- The district **Dashboard Generator** appears. From here, you can use FRS at the district level.

To return to the **Dashboard Selector**, select **Dashboard Selector** in the upper-left corner.

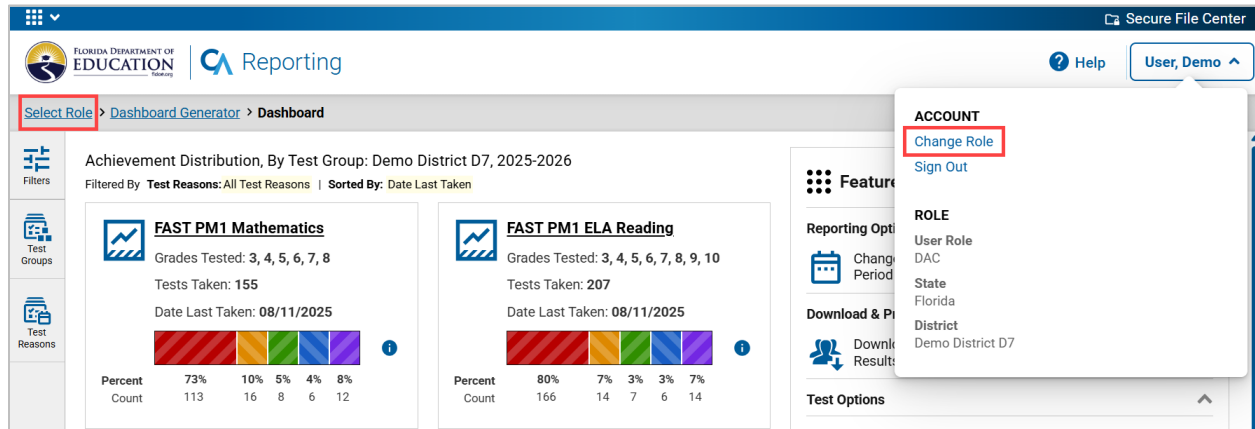
U

User Role Change

If your account is associated with multiple user roles or institutions, you can switch between them by taking the following three steps:

1. From the banner menu, select **Change Role**. Alternatively, click the **Select Role** link in the path at the upper-left corner (Figure 114). The **Change Role** window appears (Figure 115).

Figure 114. Change Role Options



2. From the **Role** dropdown list, select the desired role and institution (entity name) combination.

Figure 115. Change Role Window

3. Click **Continue**. The window closes and the **Dashboard Generator** page appears.

User Support

For additional information and assistance in using the Florida Reporting System, contact the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7 a.m. to 8:30 p.m. ET.

Florida Help Desk

Toll-Free Phone Support: 1-866-815-7246

Email Support:
FloridaHelpDesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following information:

- If the issue pertains to a student, provide the student's FLEID and associated district or school. Do not provide the student's name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Provide any error messages and codes that appeared, if applicable.
- Provide the operating system and browser information, including version numbers (for example, Windows 11 and Chrome 114 or Mac OS 13.13.3 and Safari 5.1).

Change Log

Location	Change	Date
Throughout guide	Updated screenshots and hyperlinks where appropriate.	08/01/25
Access Test Results for a Particular Demographic Sub-Group or Combination	Added information about accessing the breakdown from different reports.	08/01/25
Secure Notifications in the Florida Reporting System	Added new section.	08/01/25
Throughout guide	Updated screenshots where appropriate.	03/25/26
Access a Longitudinal Report Comparing Related Assessments	Added information about a possible error message.	03/25/26
Access Aggregate Item Data in the Item Analysis Report	Added information about the Single Item View tab.	03/25/26
Change Time Period to Access Previous Data	Clarified that the selected time period does not affect student name or ID, which are always up to date.	03/25/26
Generate and Export Student Writing Responses	Added new section.	03/25/26
Share Files to Other Users' Secure File Centers	Updated section to reflect the new feature allowing a user to forward files directly from the Secure File Center.	03/25/26