

FLORIDA DEPARTMENT OF
EDUCATION
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Florida Reporting System (FRS) User Guide

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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. End-of-Course (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 2026–2027 School Year

The default reporting time period in FRS is 2026–2027. To view data for tests taken in previous school years, the reporting time period must be changed.

Accessibility Enhancements for Achievement Distribution: Achievement distributions have been optimized with better color contrast to make them easier to distinguish and more readable.

Accessibility Widget: An accessibility widget has been added to the user interface. This feature can be used to modify visual aspects of the site to make it easier to use. If the accessibility widget button obscures part of the page, it can be dragged and dropped.

Alphabetically Sorted User Role Drop-Down List: For those with multiple roles, the user role drop-down list is now sorted alphabetically.

Consolidation of Information Icons: To simplify navigation, information icons that displayed the same content across multiple rows have been consolidated into the column header.

FLEID Header Update in FRS: The **Student ID** column header has been renamed to **FLEID** in both the Data File for Each Test and the Single Combined Data File. This update has also been applied to the Individual Student Report (ISR), School, Roster, and Student Achievement on Test reports, and all student search fields.

Percent Level 3 or above Sorting: A sorting functionality has been added to the Percent Level 3 or above column.

School ID: The District Achievement on Test report has been updated to include school ID.

Helpful Tips and Reminders

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

EOC Retakers and First-Time Test Takers: EOC retaker information is available after the testing window has closed. You can view the list of students by using Breakdown Attributes under the **Features & Tools** menu. To pull information for students who are not retakers (i.e., first-time test takers), you must also select **Include unspecified values**. Refer to Break Down Test Results by Demographic Sub-Groups.

Spanish Translated Individual Student Reports (ISRs): Spanish translated ISRs can be generated using the Student Results Generator.

Retirement of PearsonAccess Next (PAN) Reporting: As of July 1, 2026, users are no longer able to access Florida Statewide Assessment (FSA) results through PearsonAccess Next. Historical FSA reports will not be reported in FRS. Florida Alternate Assessment (FAA) results will continue to be reported in PearsonAccess Next.

Navigate and Read Reports

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

Understand Which Students Appear in Your Reports

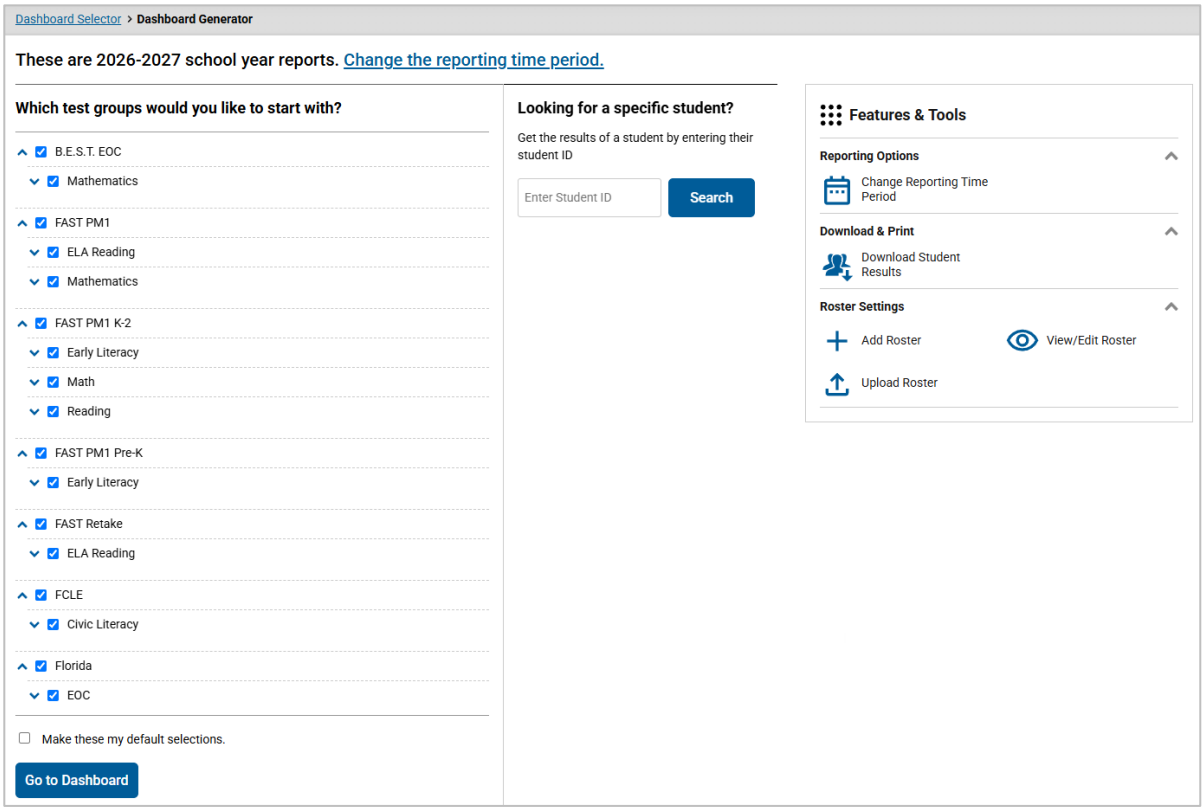
- Teachers can access data for all students in their rosters who have completed assessments.
- School-level users can access data for all students in their schools who have completed assessments.
- District-level users can access data for all students in their districts who have completed assessments.

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



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.

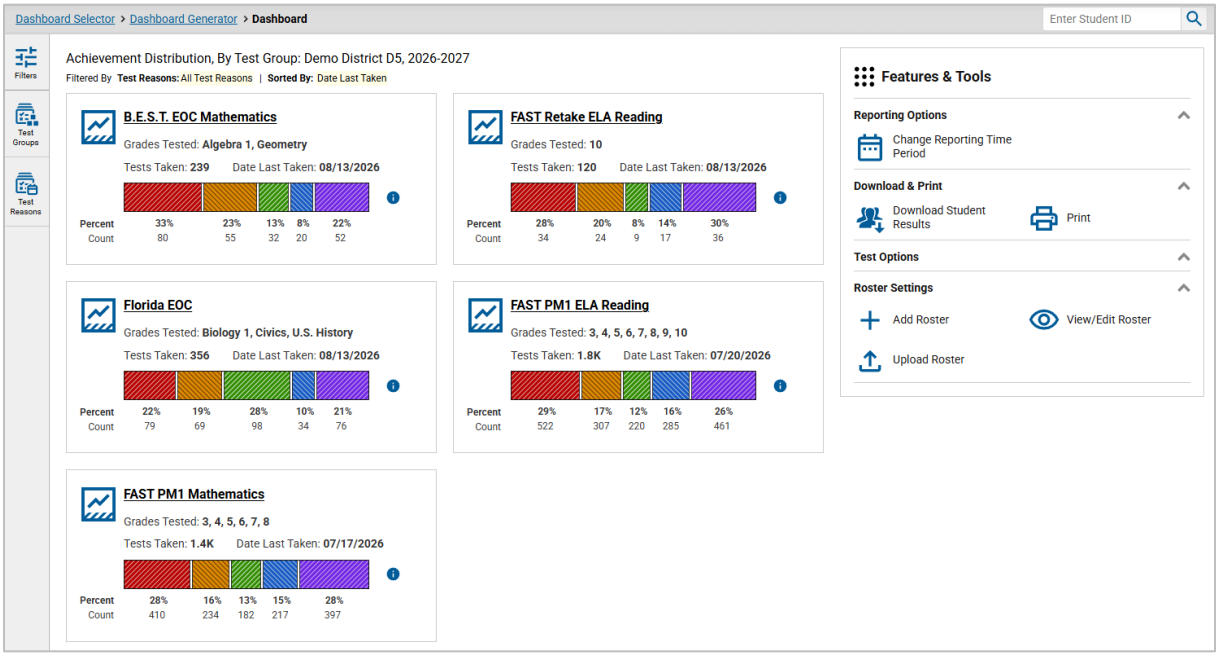
Use the Dashboard to Access Aggregate Test Results

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 Florida Assessment of Student Thinking [FAST] Retake English Language Arts [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 go back to the ***Dashboard Generator*** using the link in the path in the upper left corner and change your test group selections there.

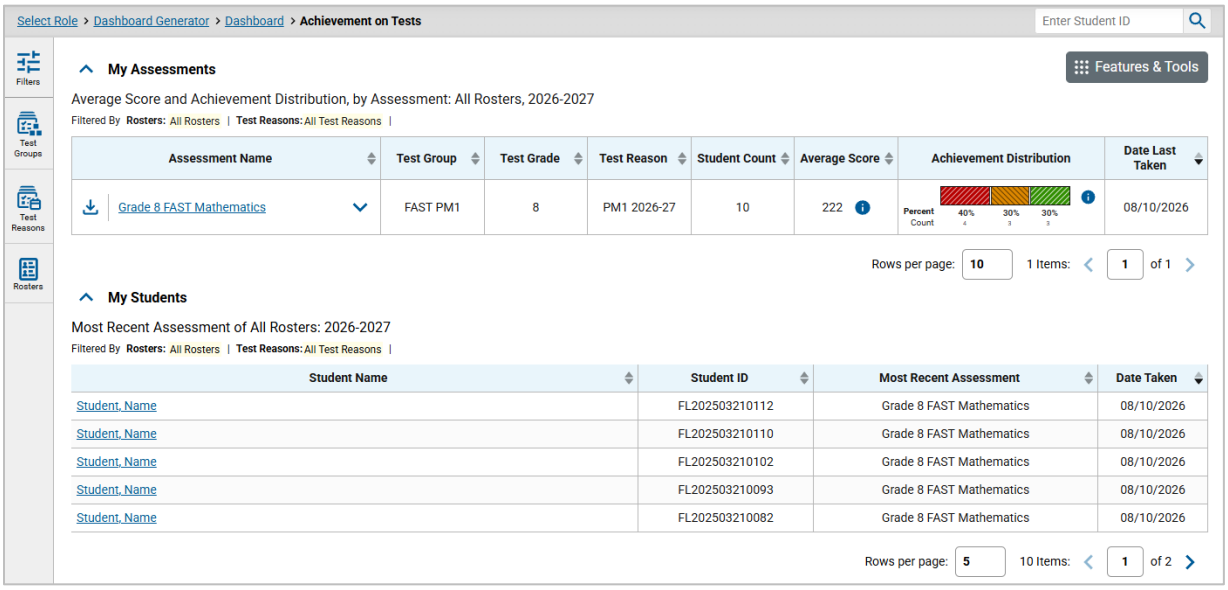
Access More Detailed Data on a Particular Test Group

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:

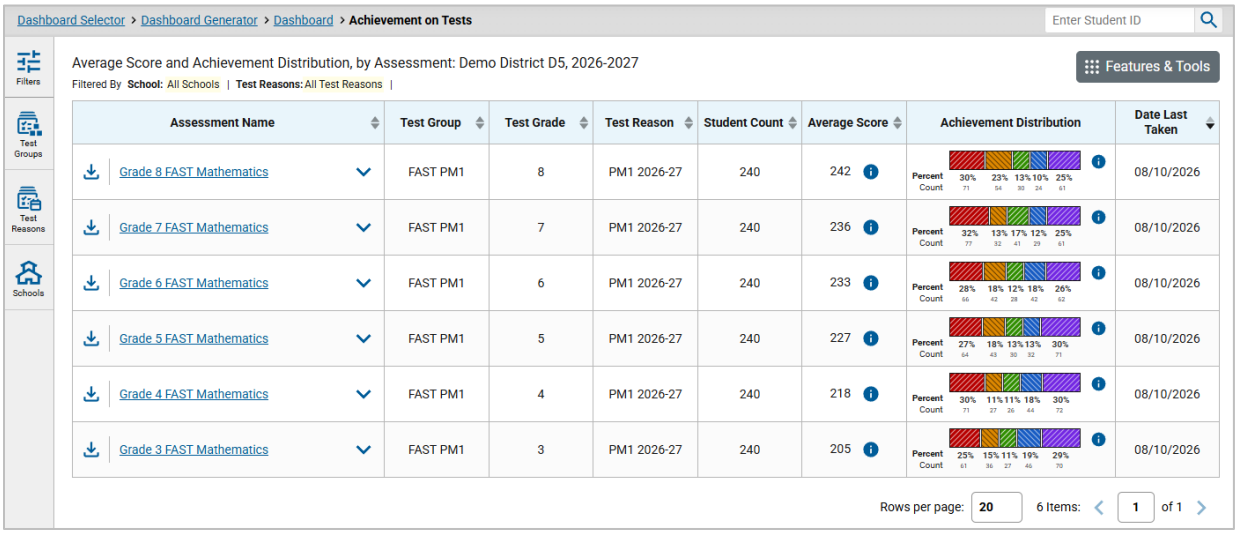
- The My Assessments table lists all the completed assessments in the filtered test group or groups.
- The My Students table lists all your students who took the assessments.

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



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.

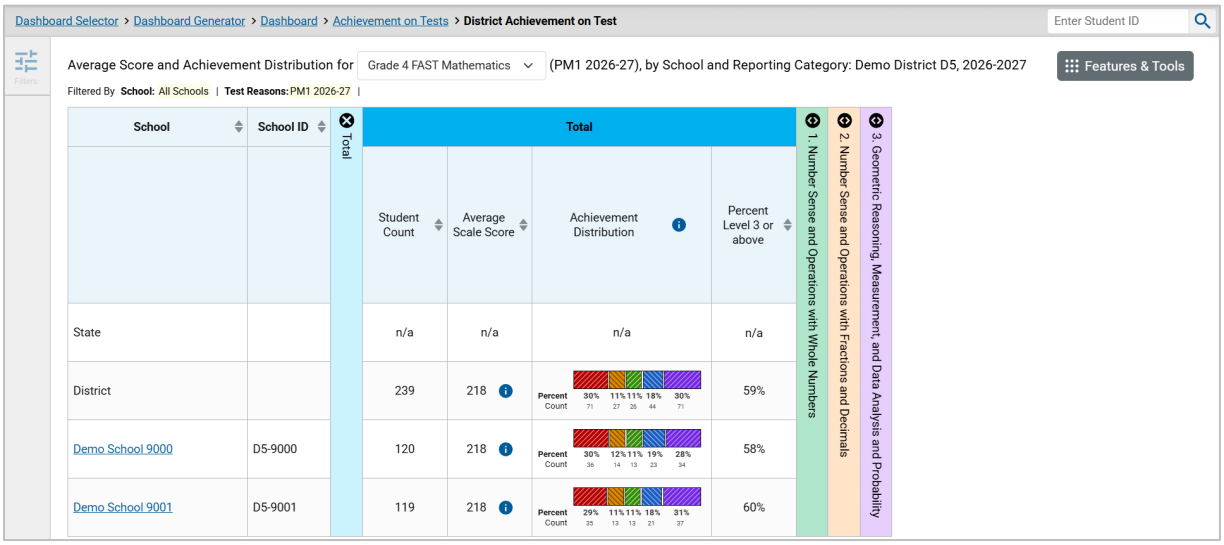
District-Level Users: Access District Achievement on a Test

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

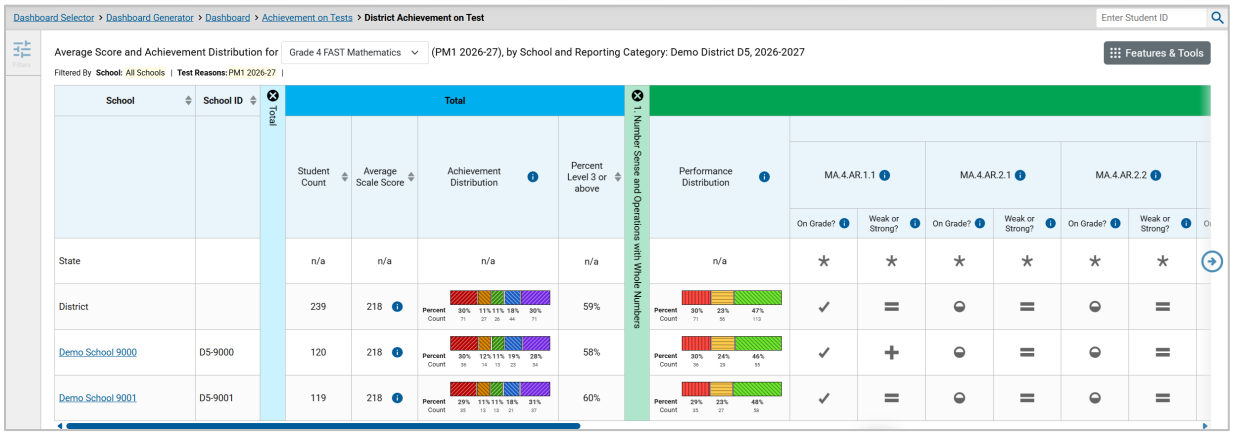
Click the Average Scale Score column to sort it, either highest to lowest or vice versa, or look at the Achievement Distribution column.

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 24. For information on the B.E.S.T. Writing lowest and highest point values, refer to page 26.

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

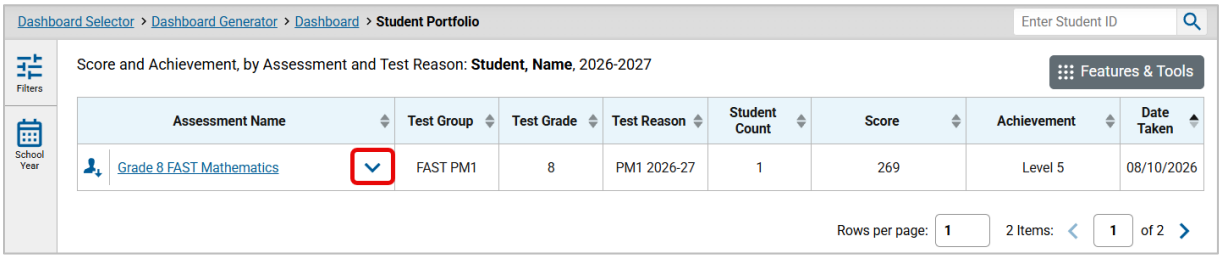


Compare All Your Student's Achievement on Any of Their Tests with Larger Groups'

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:

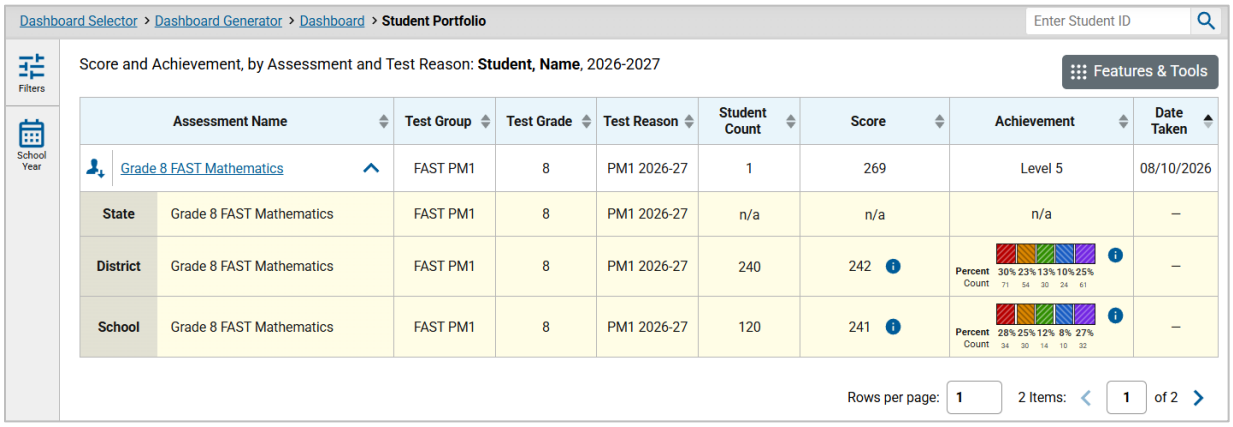
1. Enter the student's FLEID in the search field in the upper right corner and click the Search button . (When you are viewing the ***Dashboard Generator*** and data are available, the same field appears to the right of the ***Dashboard*** generation controls.) The Student Portfolio Report appears.
   - 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



- 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:

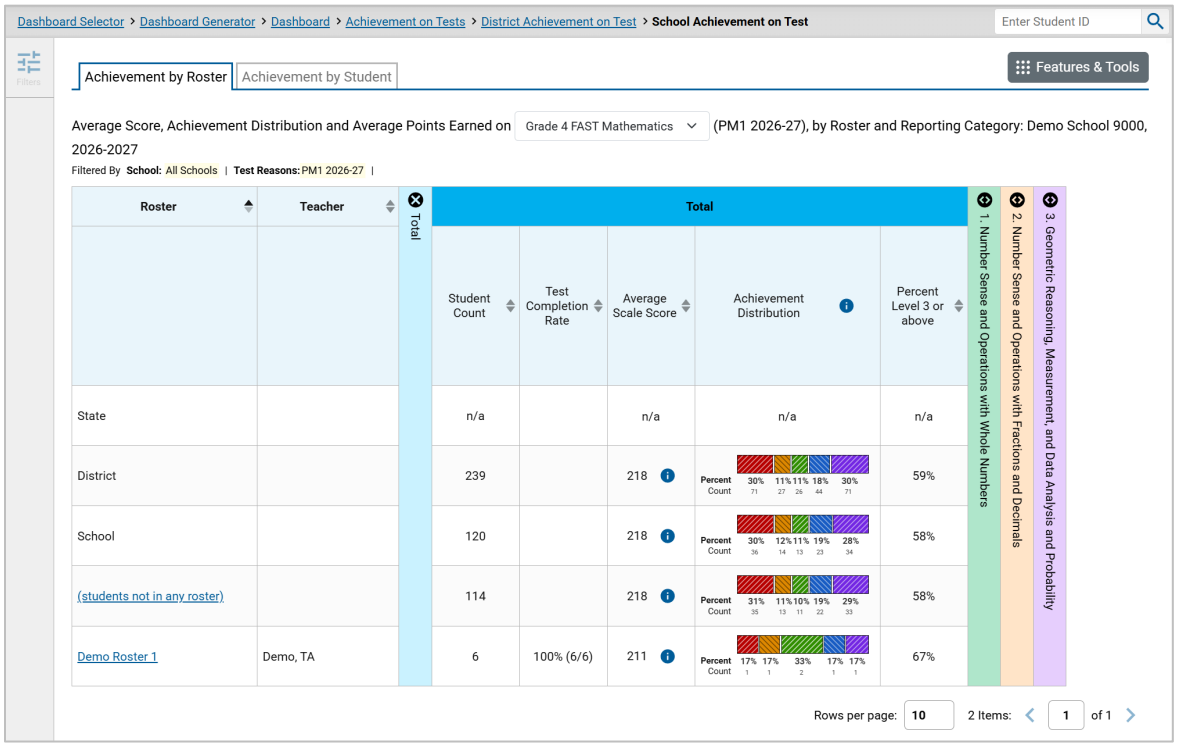
1. Generate the ***Dashboard*** and click a test group name.
2. Click a test name in the table of assessments. A table listing test results by school appears.
3. Click the name of the school for which you would like to review results. The test results for the school appear.



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

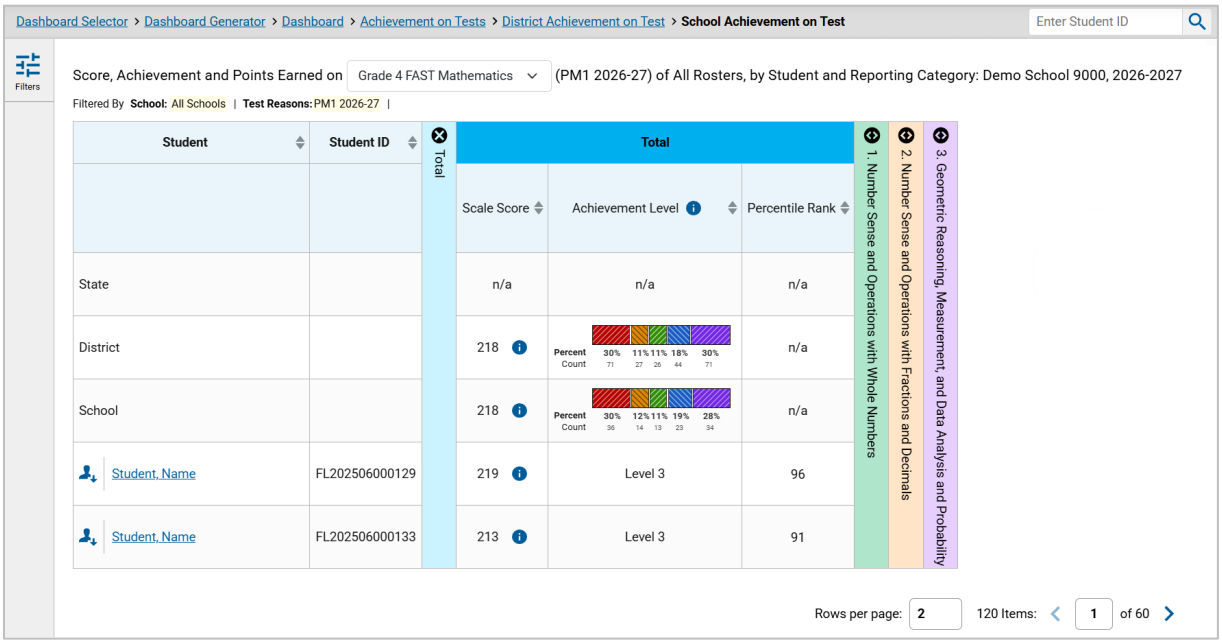
In the **Achievement by Roster** tab (Figure 9), read the score and *Achievement Distribution* columns and click the score column header to sort by it. Rosters with a high average scale score and/or with a high percentage of students performing at or above grade level in the achievement distribution 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

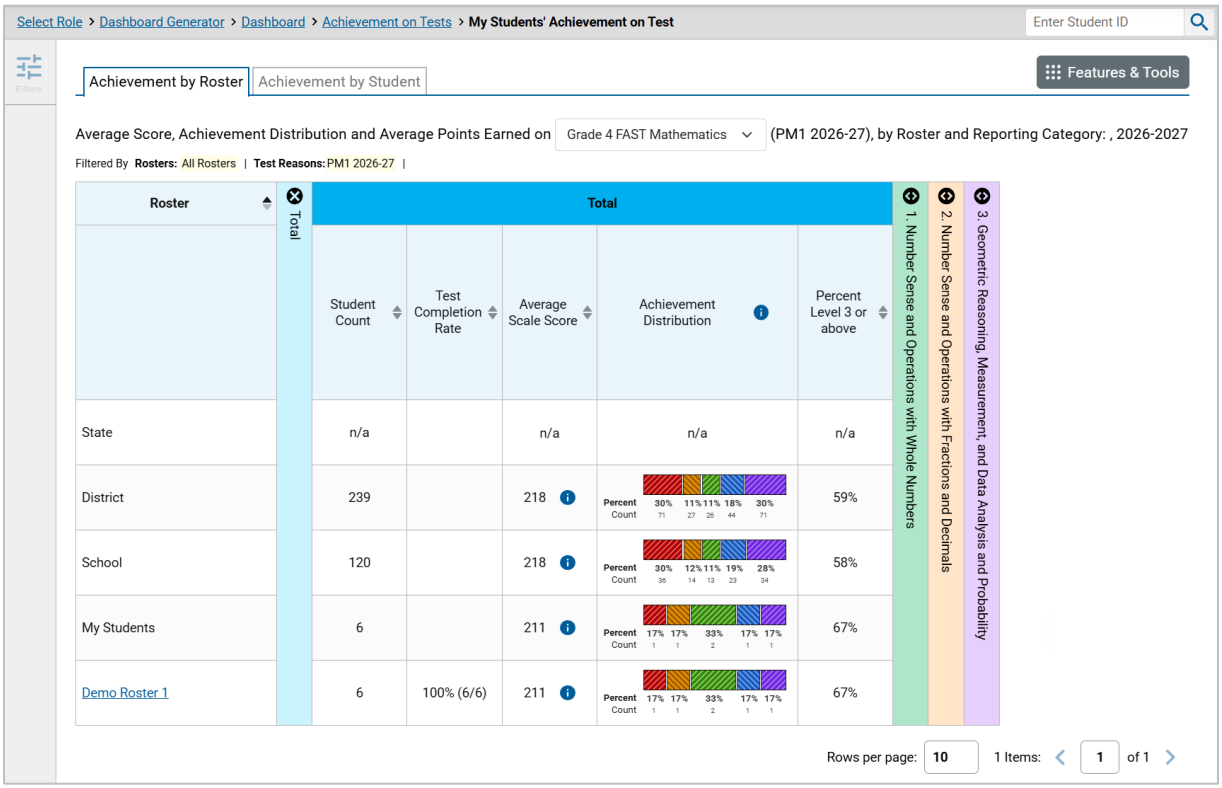
The My Students' Achievement on Test report displays test results for all a teacher's students, by roster and by student.

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

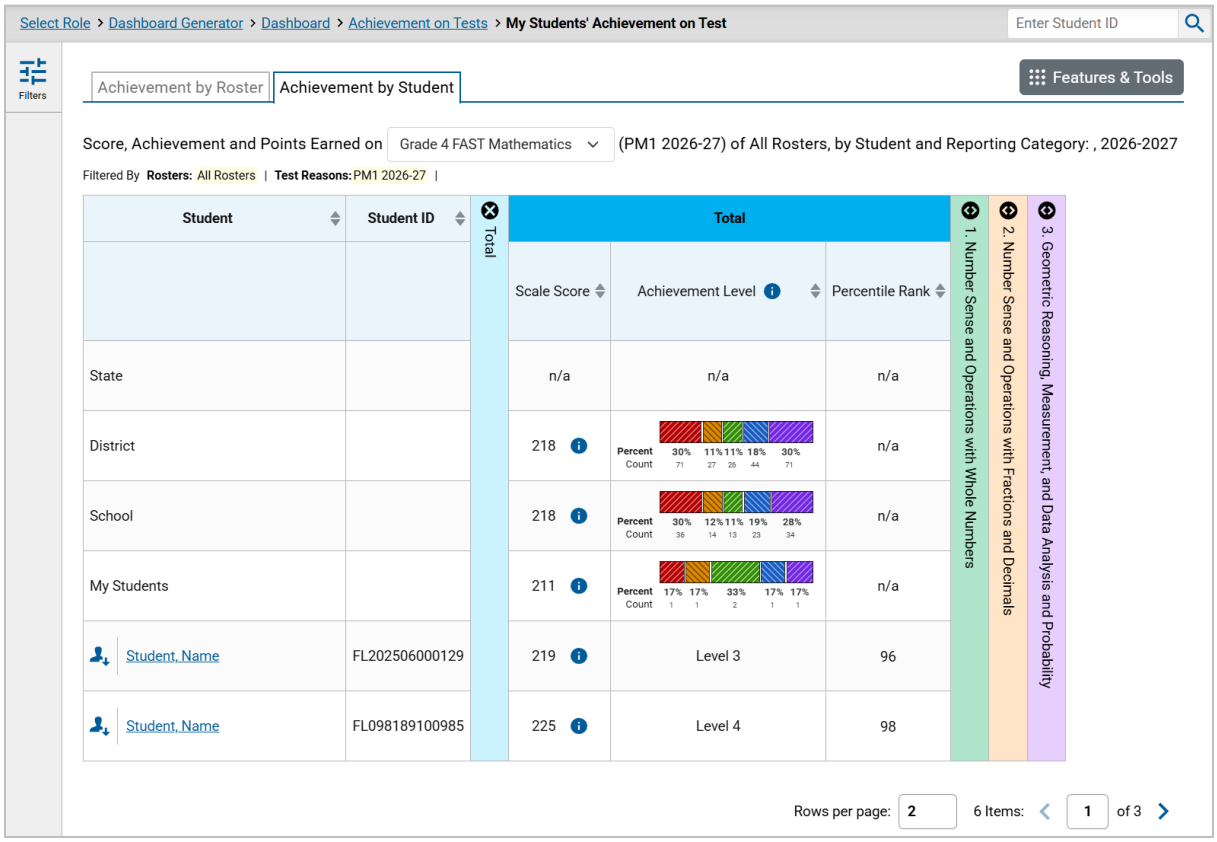
In the **Achievement by Roster** tab (Figure 11), read the score and *Achievement Distribution* columns and click the header of the score column to sort by score. Rosters with a high average scale score and with a high percentage of students performing at or above grade level in the achievement distribution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

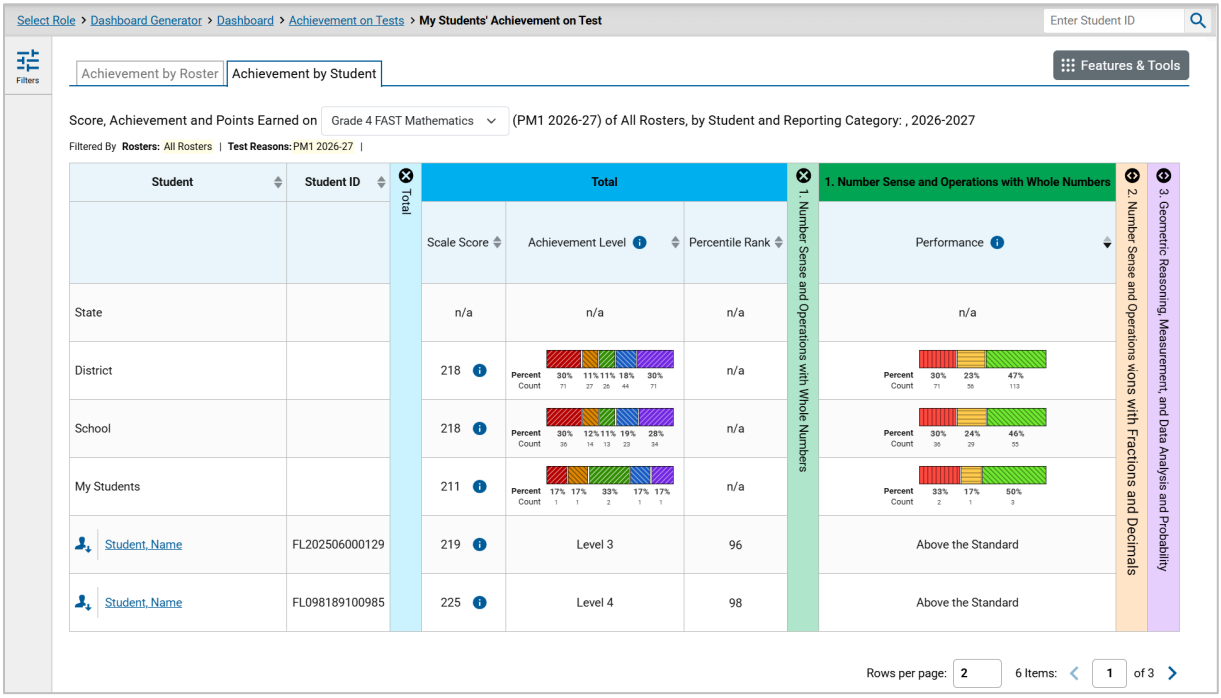


To find out which students performed best, click the headers of the score or Achievement Level columns to sort by them.

Access Achievement of Your Students in Each Area of the Test

You can access your students' 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** tab or the **Achievement by Student** tab, with the latter shown in Figure 13.

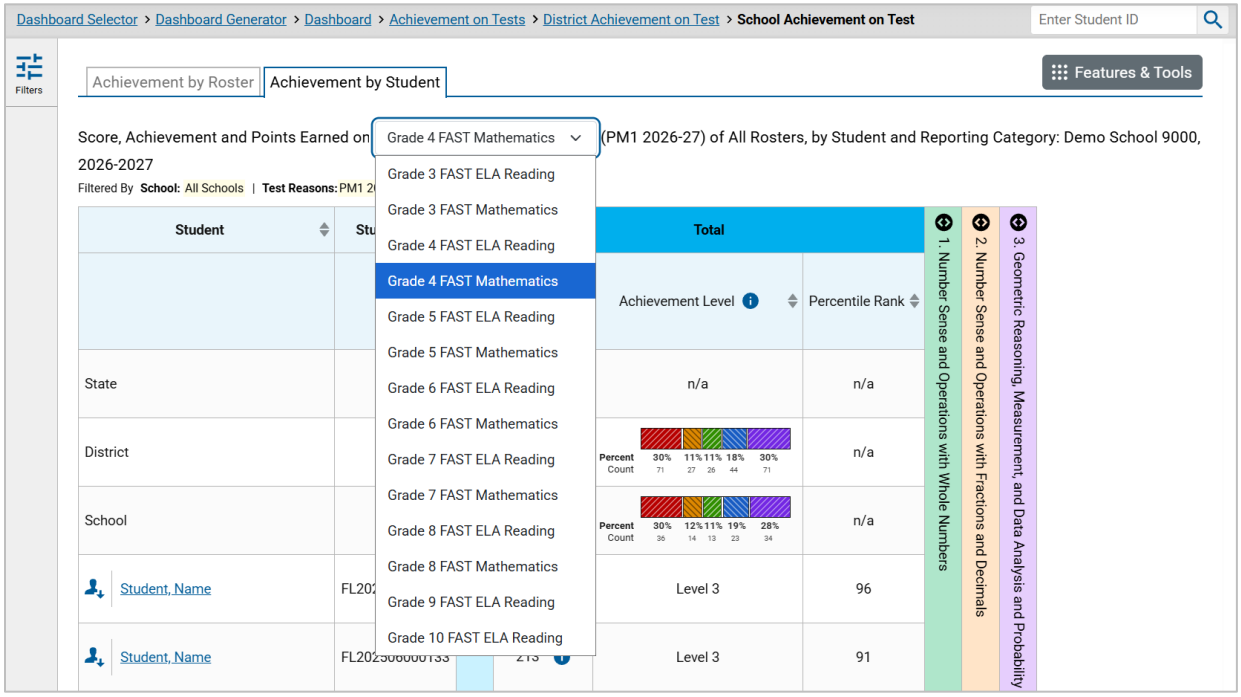
Figure 13. My Students' Achievement on Test Report: Achievement by Student Tab with Expanded Reporting Category Section



Switch to Another Assessment Report via the Quick Navigation Feature

An assessment report for a district, school, or teacher displays a drop-down list in the heading of each report table. This drop-down 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 Drop-down List Opened



You may find it easier to navigate using the assessment drop-down list rather than returning to the Achievement on Tests report to find a different assessment. The drop-down 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.

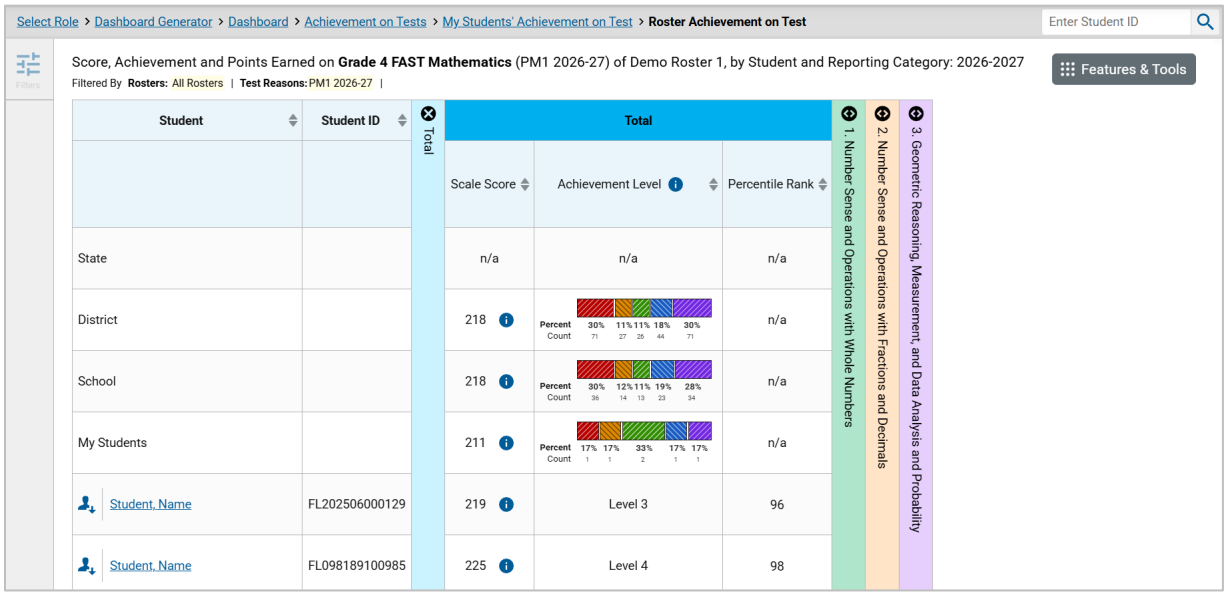
Access Roster Achievement on a Test

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



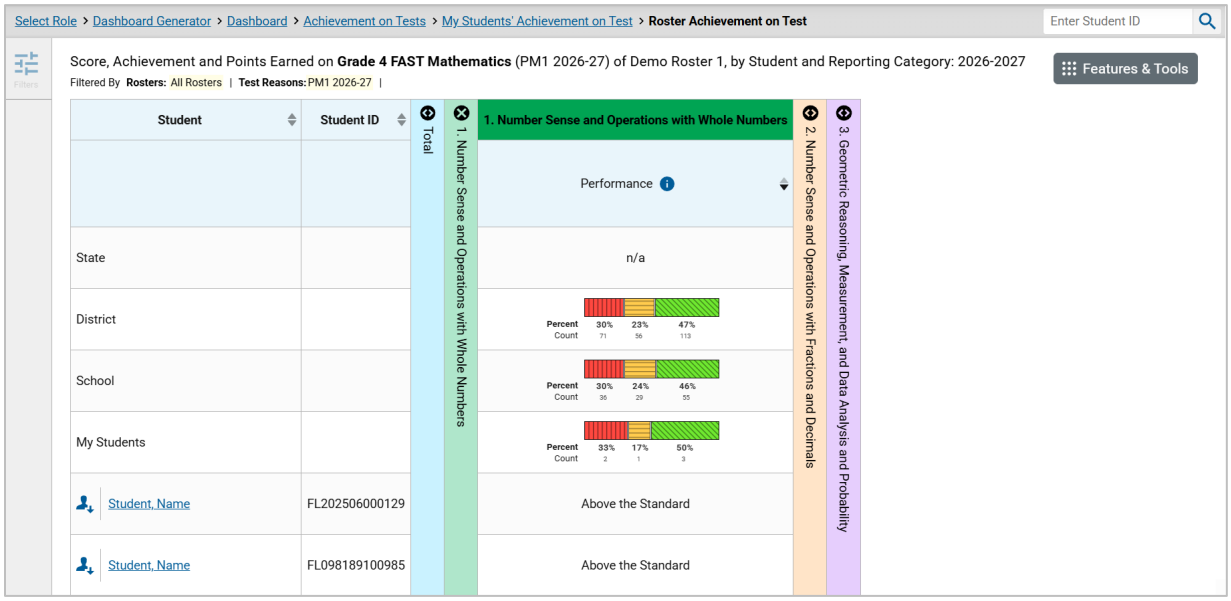
Compare Test Performance of a Roster's Individual Students

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



Access an Individual Student's Performance

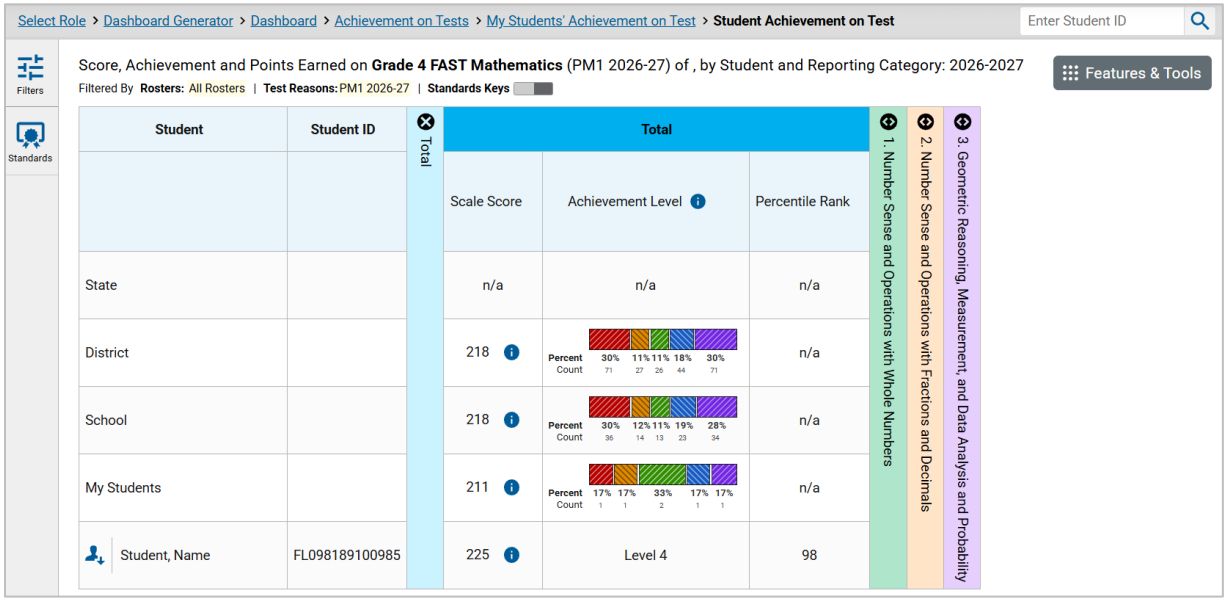
You can find out how well an individual student understands the material covered on a specific completed assessment. You can also access a report for all the assessments a student has taken.

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 **Achievement by Student** tab of a School or My Students' Achievement on Test report;
- selecting the name of a student in a Roster Achievement 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

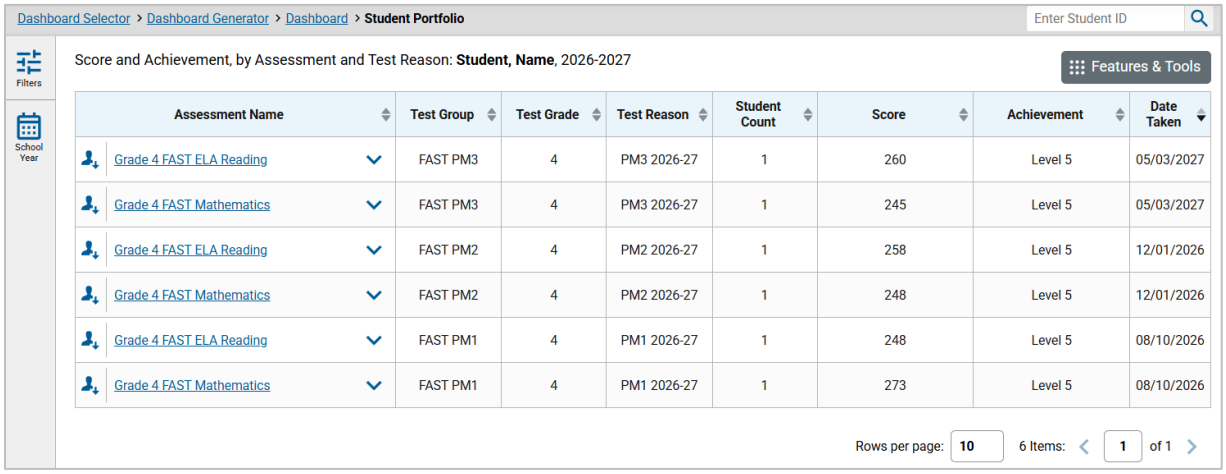
The Student Portfolio report allows you to view all the assessments an individual student has completed over time, though it will only display results during the selected school year. This is useful for viewing achievement on tests that have multiple opportunities and for tests that were administered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



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

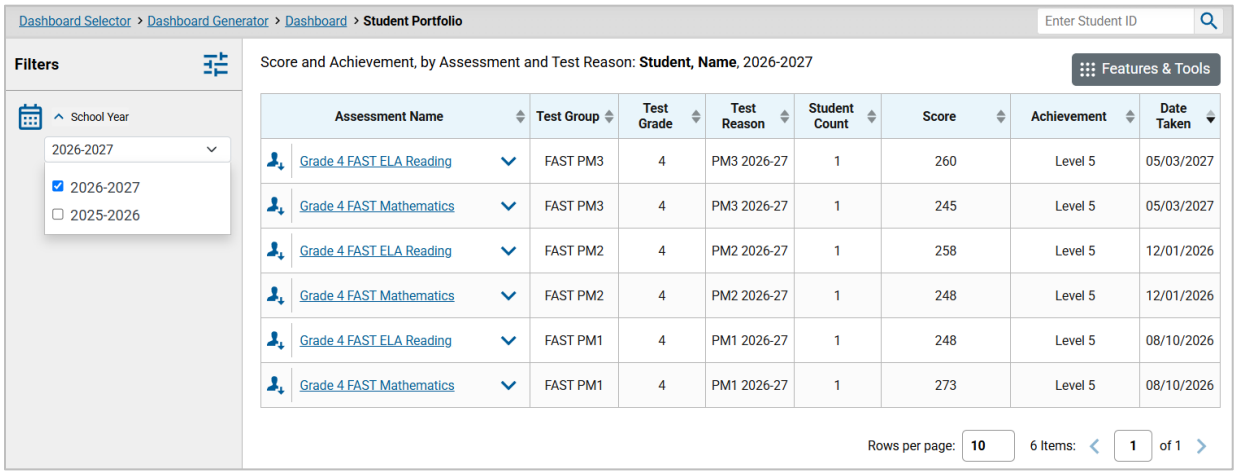
Access Student Portfolio Report for a Previous School Year or Multiple Years

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. The Student Portfolio report 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



3. Click **Apply**.

To switch back to the current year:

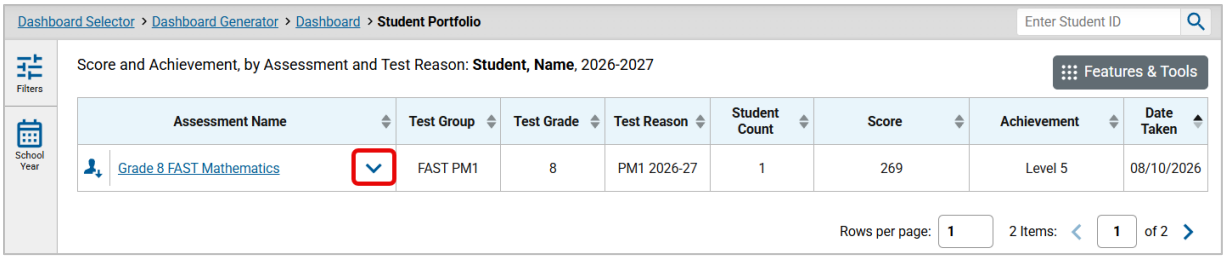
1. Open the *Filters* panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

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:

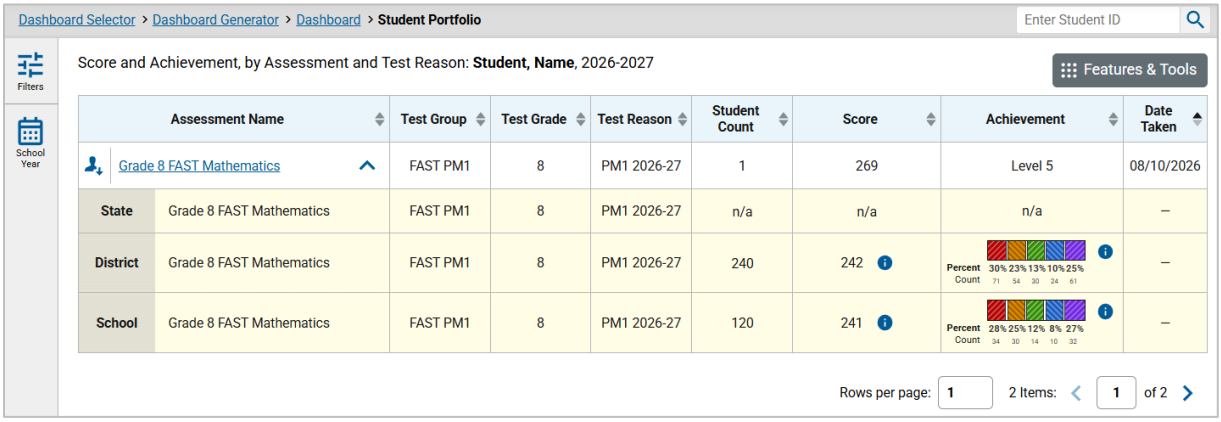
1. Enter the student's FLEID in the search field in the upper-right corner and click the Search button . (When you are on the ***Dashboard Generator*** and data is available, the same field appears to the right of the ***Dashboard*** generation controls.) The Student Portfolio report appears.
   - Teachers 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



- Rows containing data for your state, district, school, and/or total students appear below, as shown in Figure 21.

Figure 21. Student Portfolio Report with Expanded Comparison Rows



- 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-orange-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

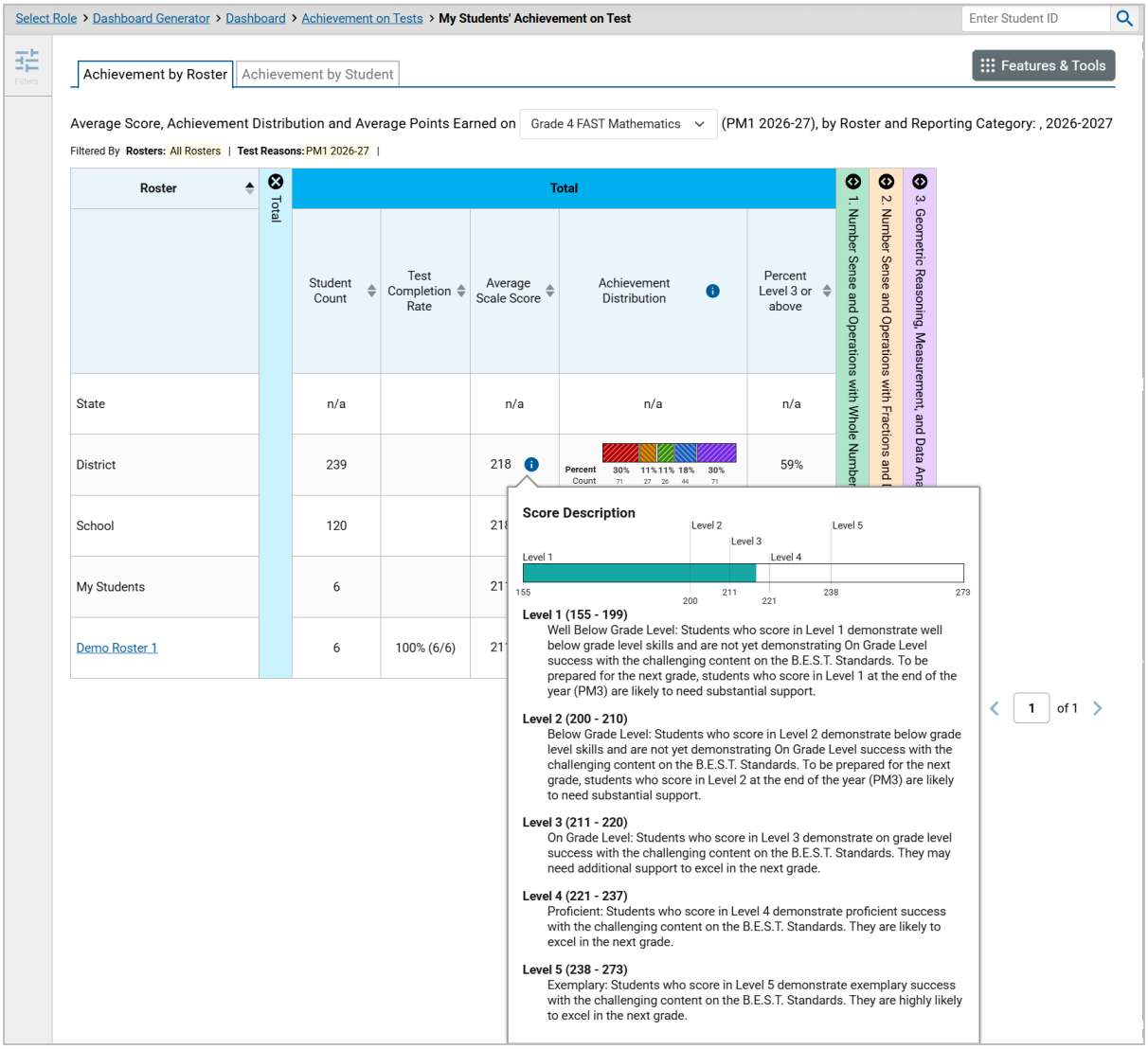
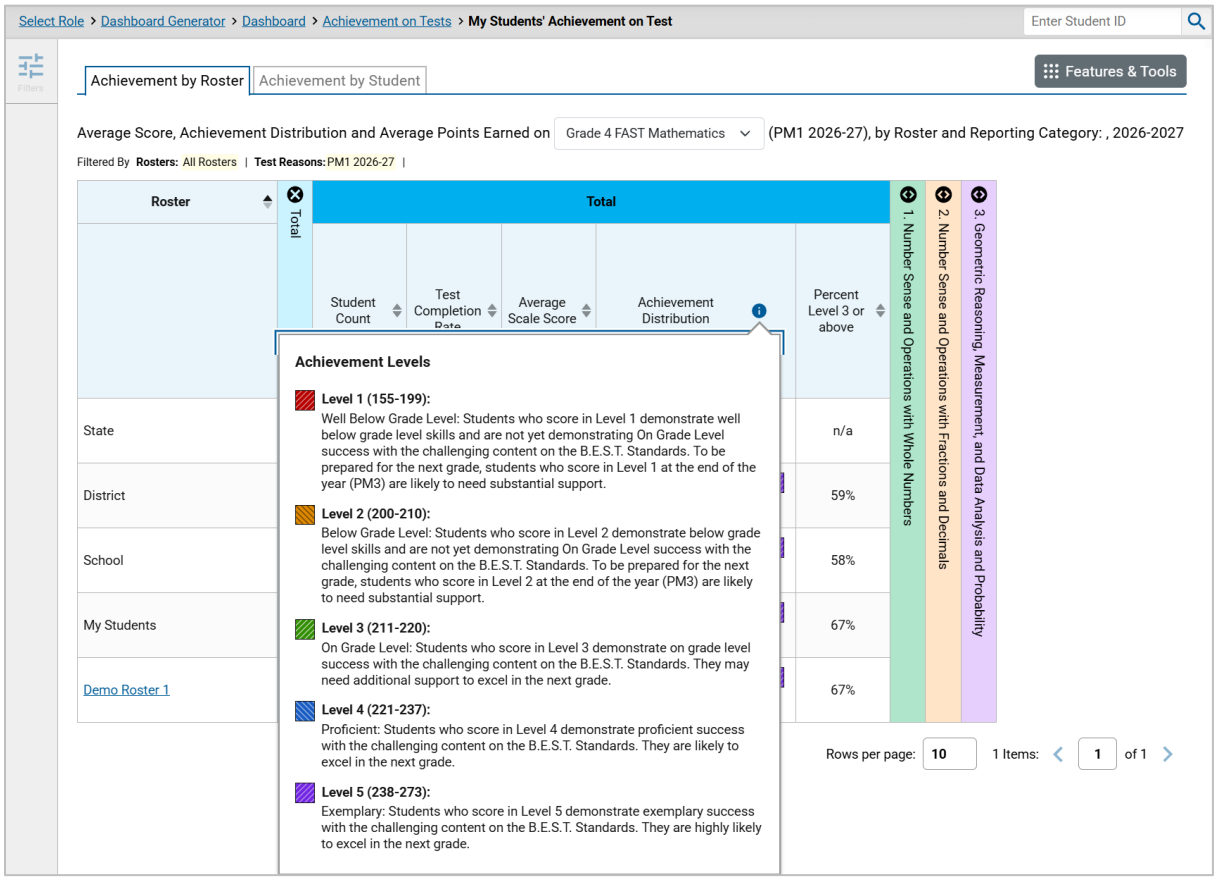


Figure 23. My Students' Achievement on Test Report with Expanded Achievement Distribution Legend



- You will find more information 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. My Students' Achievement on Test Report: Achievement by Roster Tab with Expanded Reporting Category Section

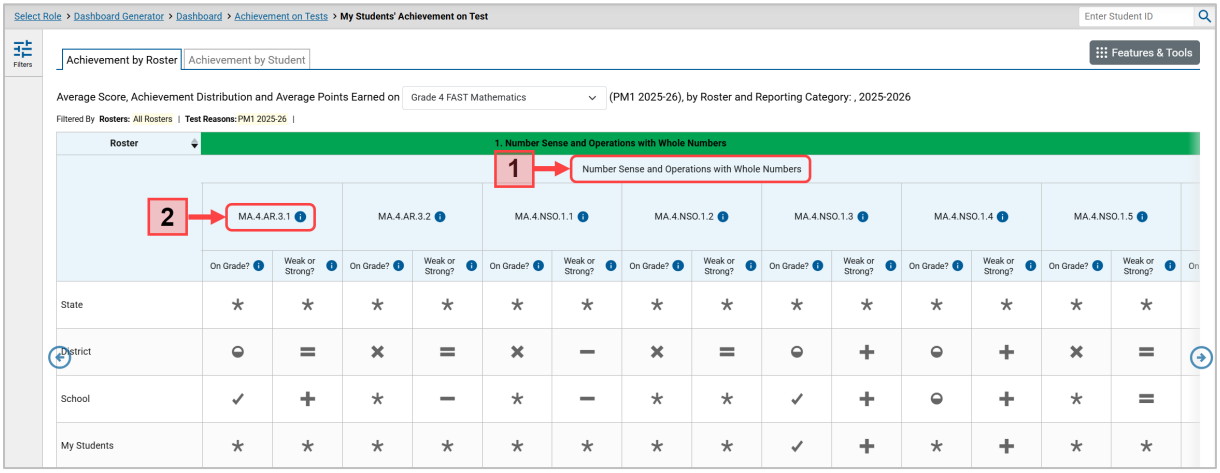


Table 1. School Achievement on Test Report: Achievement by Roster Tab: Reporting Category Section Elements

#	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, and 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, and 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 one, 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

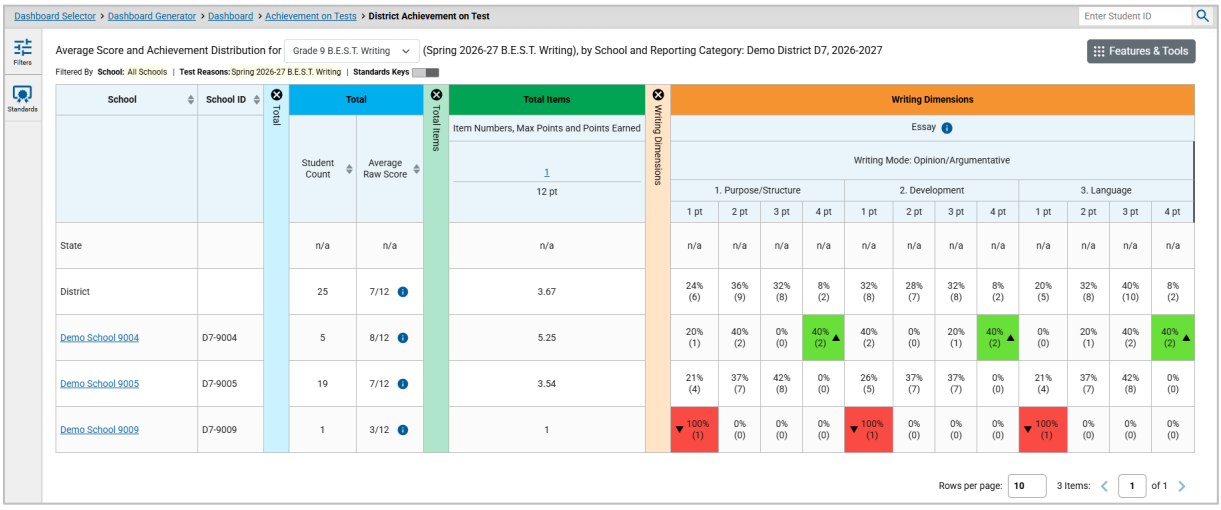
Aggregate test results for B.E.S.T. Writing will also include a **Writing Dimensions** section to the right of the expandable sections in the report table. You can expand it by clicking the vertical bar, just as with the reporting category sections. This section helps you understand how students performed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

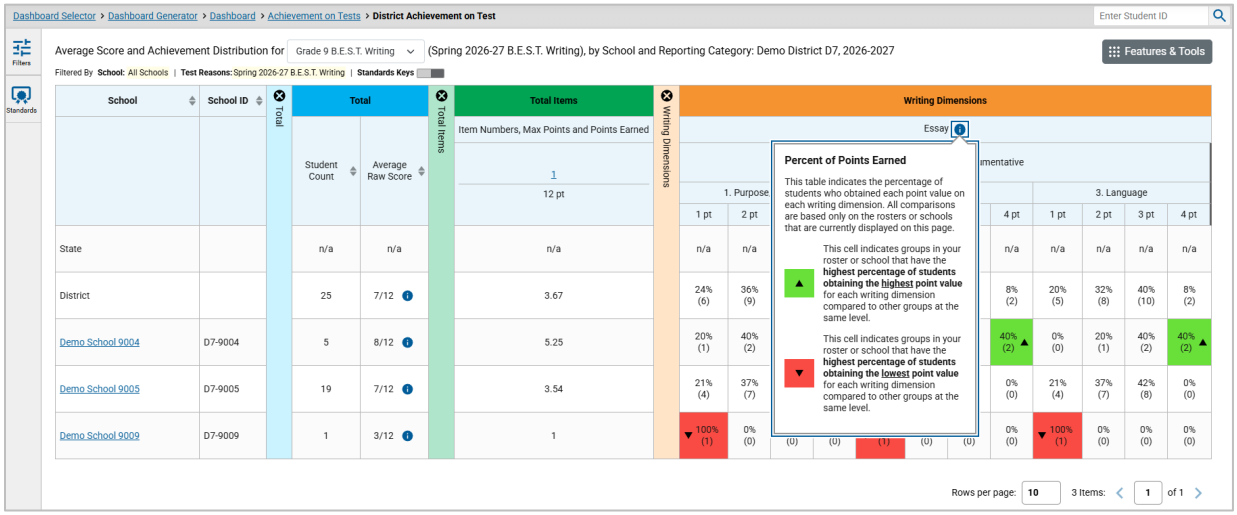
- **Writing Mode**. For example, Opinion/Argumentative or Informative/Explanatory.
    - Writing dimensions as listed in item rubrics. For example, Purpose/Structure, Development, and Language.
- **Point Value.** A sub-column for each possible item point value for the writing dimensions. Each point value sub-column displays the percentage and number 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



To learn about the highlighting and arrow icons, click the more information 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



Break Down Test Results by Demographic Sub-Groups

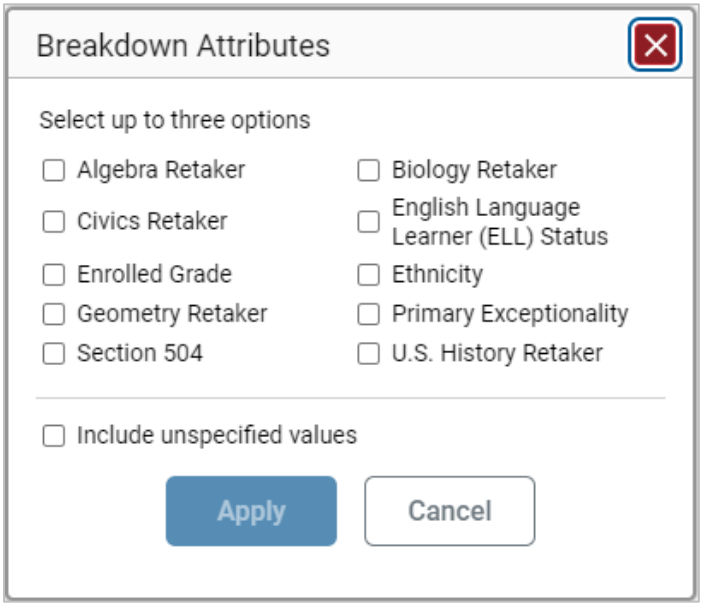
You can use the **Breakdown By** button in the **Features & Tools** menu to compare achievement between different demographic sub-groups. This button is available for most aggregate test results.

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

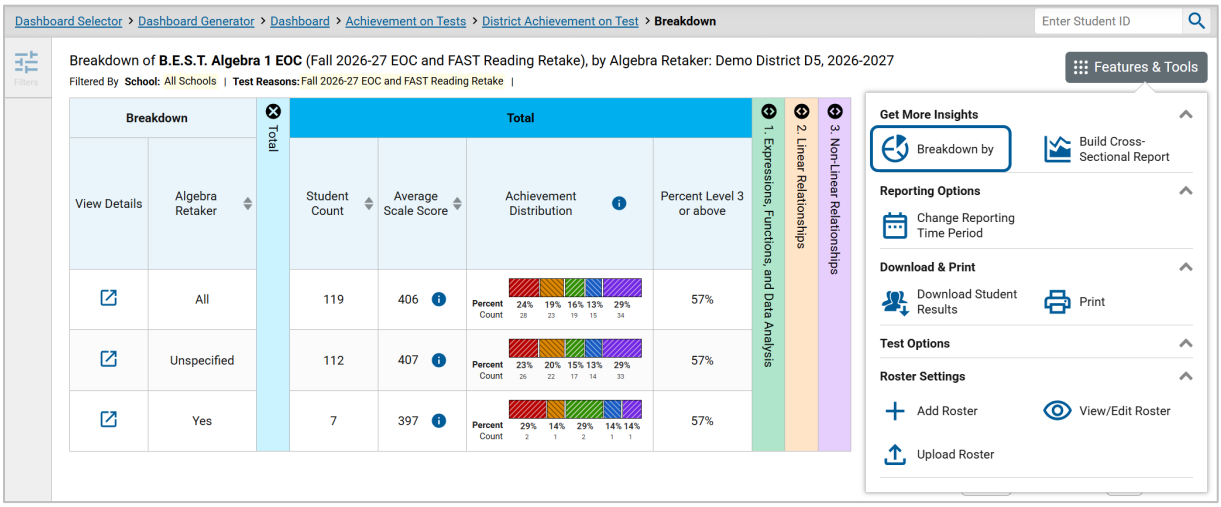


2. Select up to three student demographic categories. There is also an **Include unspecified values** checkbox.
   - Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
   - To include data for these students, select the checkbox.

Note: To include results for students who are not retakers (i.e., first-time test takers), select **Include unspecified values** in addition to the **Retaker** category. The breakdown will then display three groups: all students, retakers (indicated by the value "Yes"), and first-time test takers (indicated by the value "Unspecified").

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)

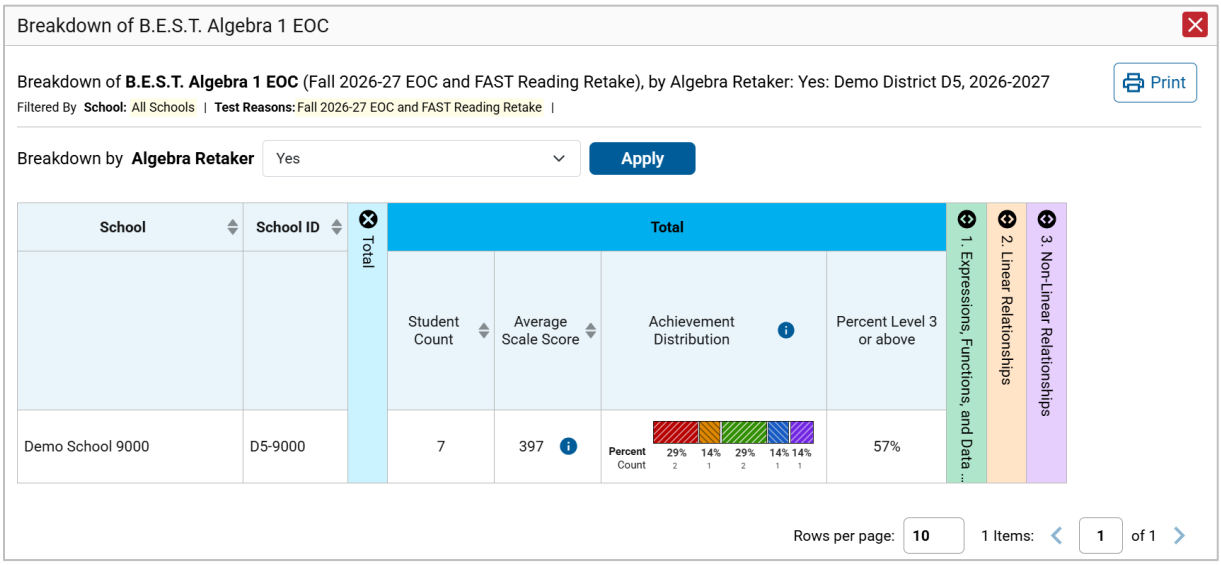
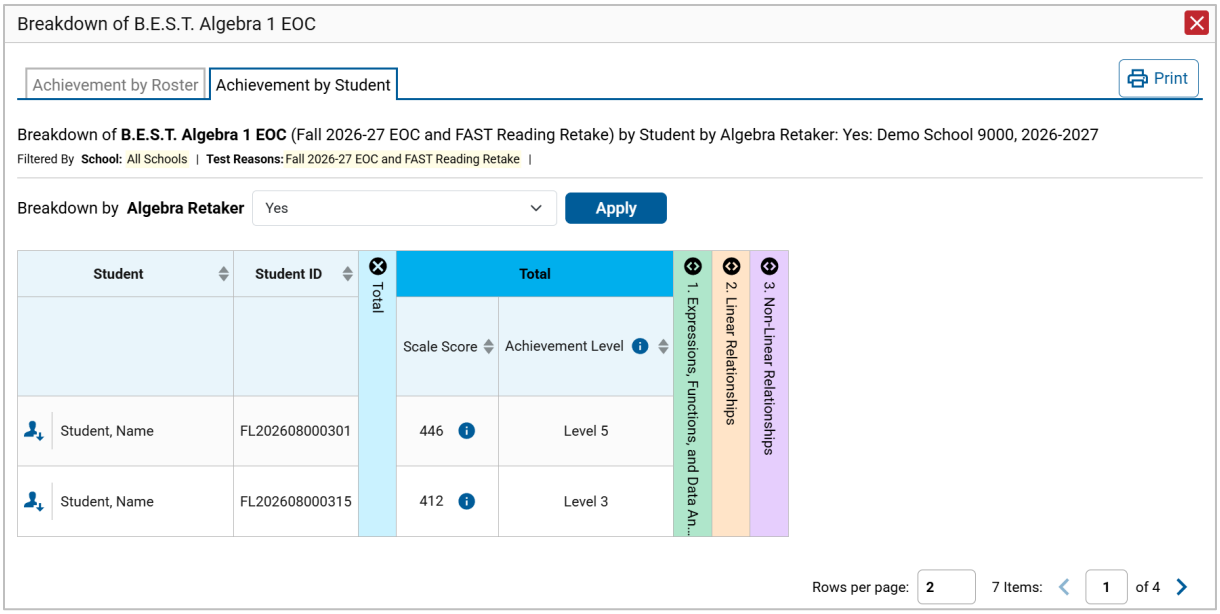


Figure 30. Demographic Combination Breakdown Window (from School Achievement on Test Report: Achievement by Student Tab)



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.

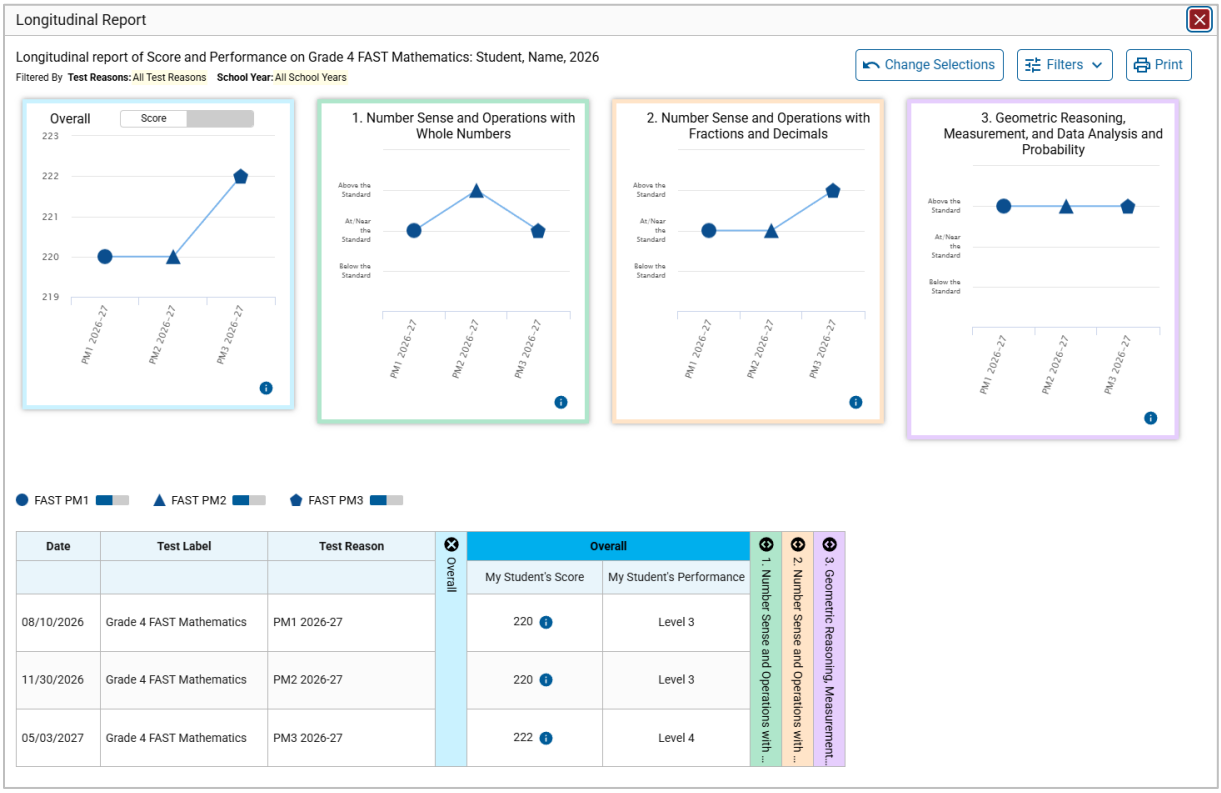
Track Student Performance Using Longitudinal Reports

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



Date	Test Label	Test Reason	Overall		1. Number Sense and Operations with...	2. Number Sense and Operations with...	3. Geometric Reasoning, Measurement...
			My Student's Score	My Student's Performance			
08/10/2026	Grade 4 FAST Mathematics	PM1 2026-27	220	Level 3			
11/30/2026	Grade 4 FAST Mathematics	PM2 2026-27	220	Level 3			
05/03/2027	Grade 4 FAST Mathematics	PM3 2026-27	222	Level 4			

Access a Longitudinal Report Comparing Related Assessments

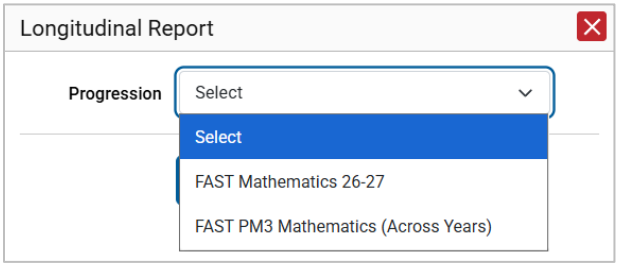
If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Report** button allows you to access a Longitudinal Report for any of those assessments.

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* drop-down 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 school years). This drop-down list does not appear when only one progression type is available.

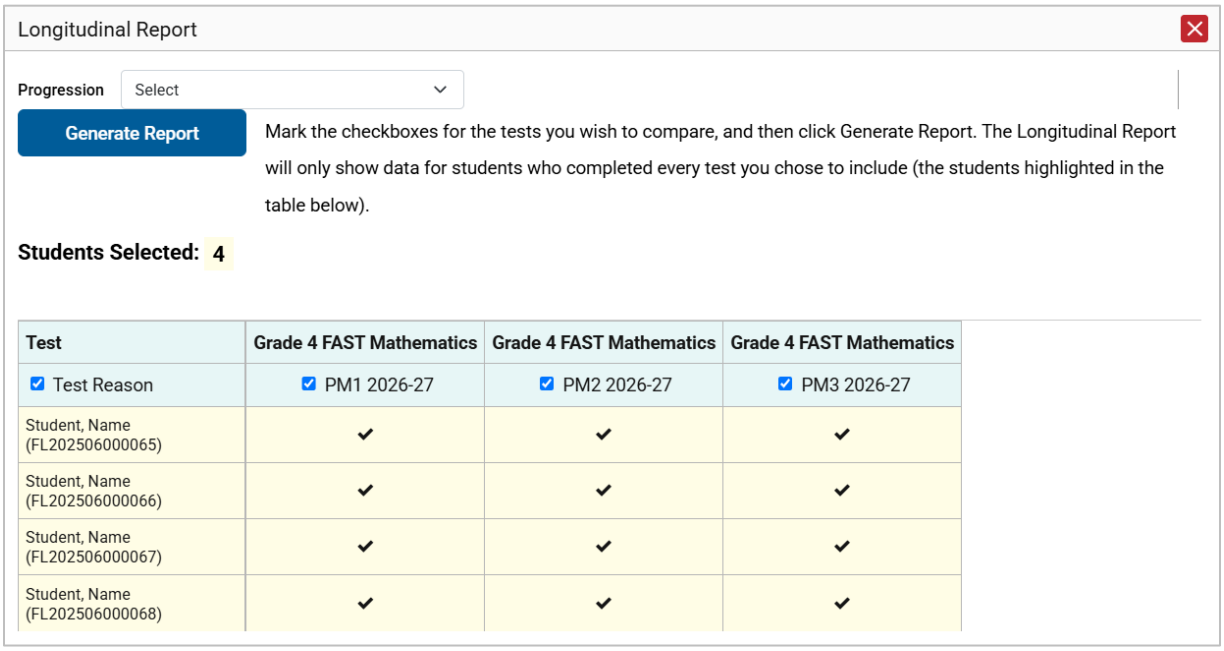
Figure 32. Longitudinal Report Window: Options in Progression Drop-down List



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



- 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.

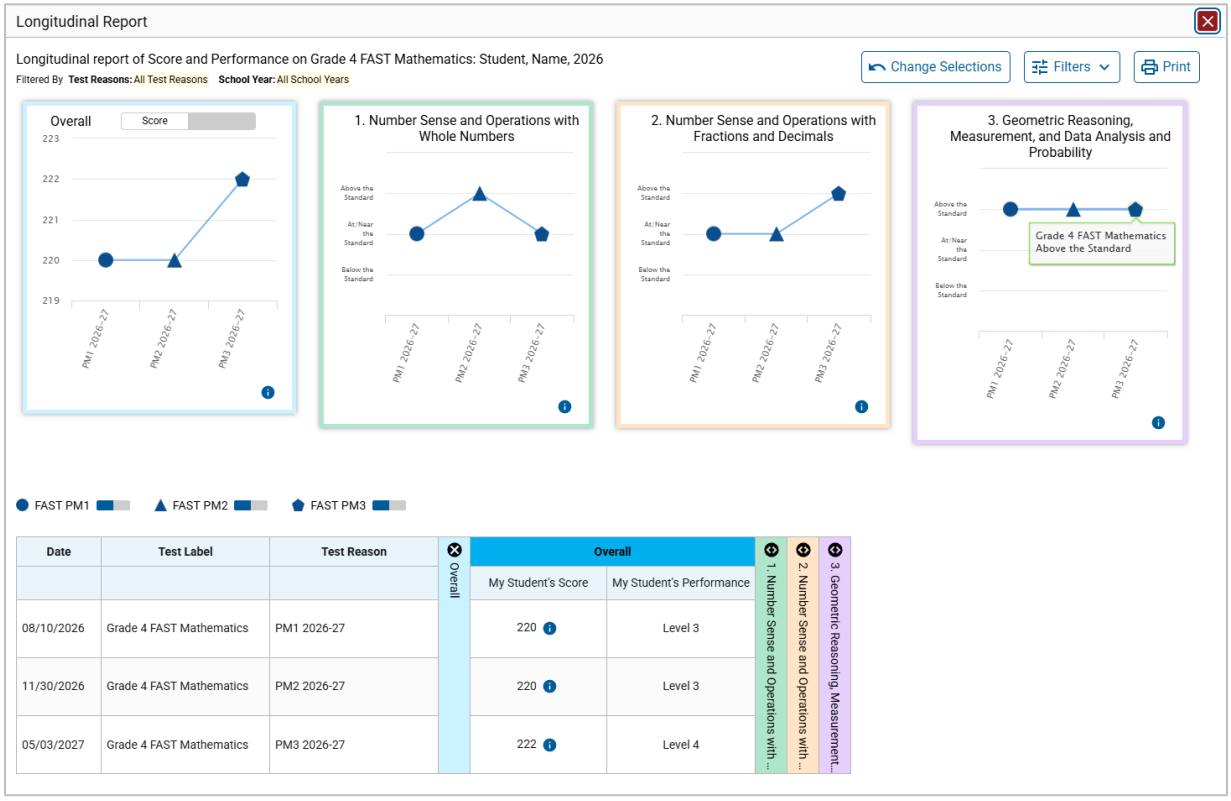
- If you are viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the Change Selections button .)

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 drop-down lists.
   - You may want to filter by a particular school year or years. Note that years are not calendar years. "2026" refers to the 2026–2027 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.

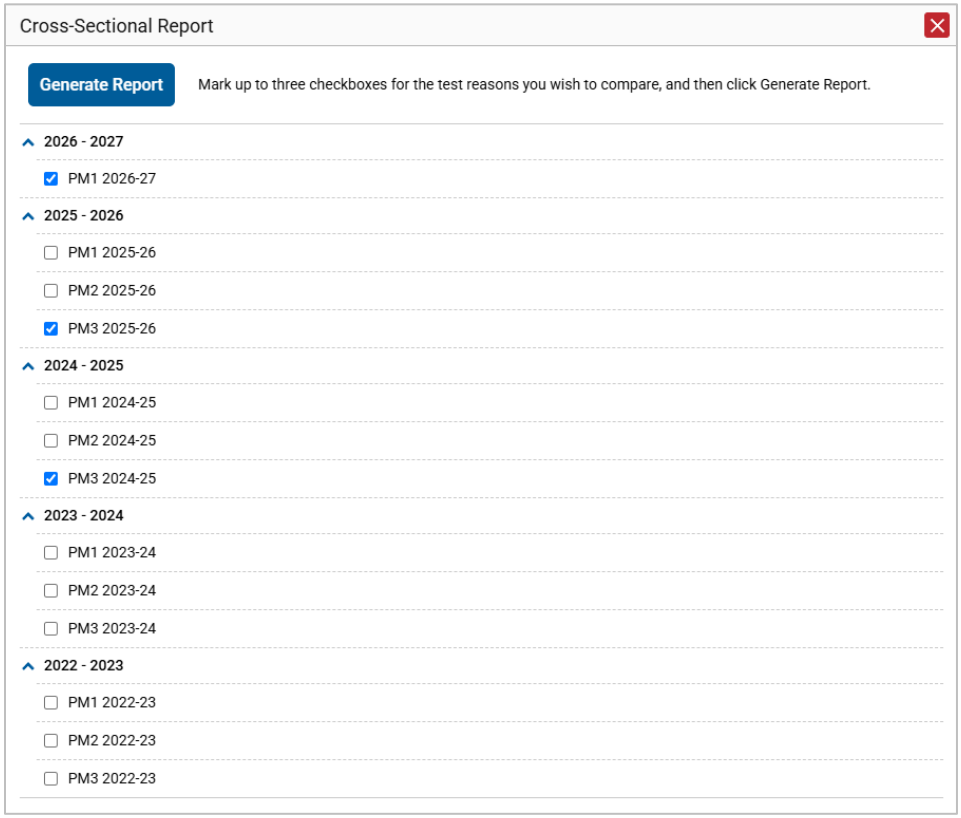
A school-level user can access a report for their school. A district-level user can access a report for their district or any school within it.

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



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		
	2024 - 2025	2025 - 2026	2026 - 2027
	PM3 2024-25	PM3 2025-26	PM1 2026-27
Overall			
Student Count	17	26	39
Average Scale Score	191	182	176
Level 1	59%	77%	77%
Level 2	12%	8%	5%
Level 3	12%	4%	5%
Level 4	0%	4%	10%
Level 5	18%	8%	3%
1. Number Sense and Operations with Whole Numbers			
Below the Standard	53%	85%	77%
At/Near the Standard	24%	8%	15%
Above the Standard	24%	8%	8%
2. Number Sense and Operations with Fractions and Decimals			
Below the Standard	59%	62%	74%
At/Near the Standard	24%	23%	13%
Above the Standard	18%	15%	13%

Switch Between Score Data and Performance Level Data

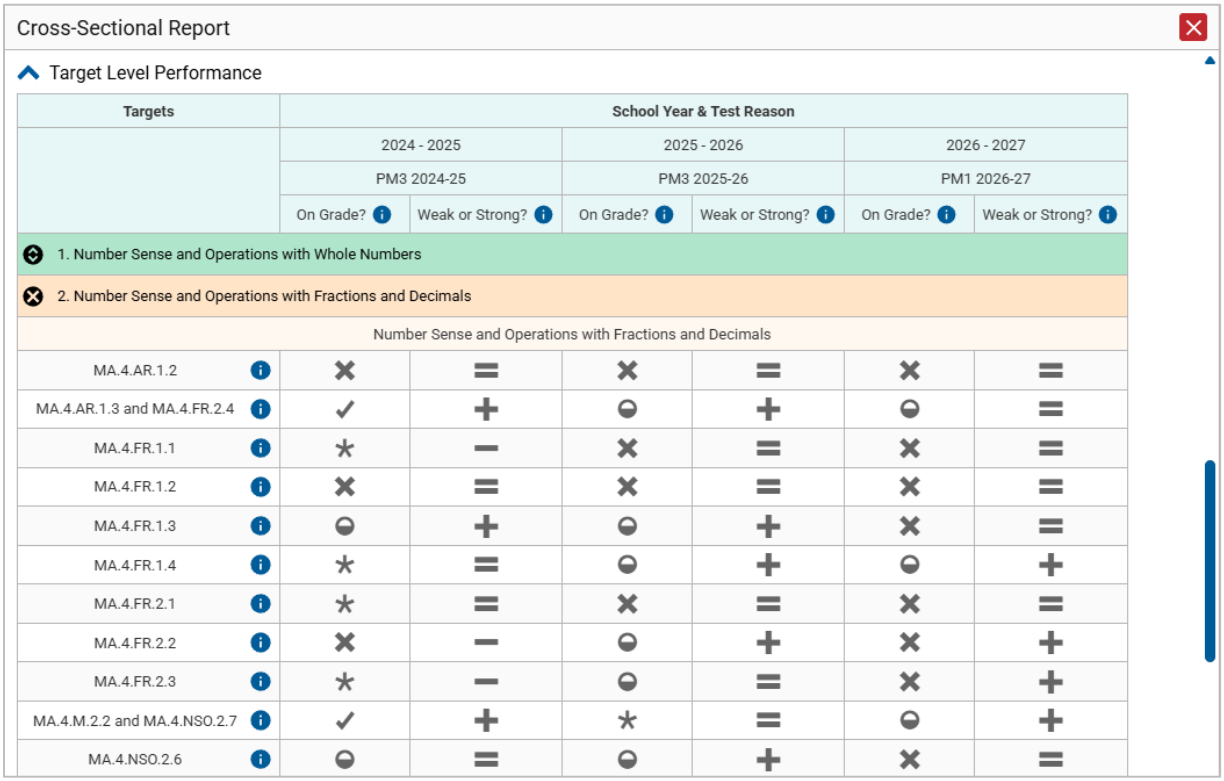
When a graph offers both score data and performance level data, a toggle bar appears at the top. Click the toggle to switch between data. You may want to do this if you find performance-level data easier to read or if you prefer the precision of score data. Sometimes tests include only one type of data.

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)



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

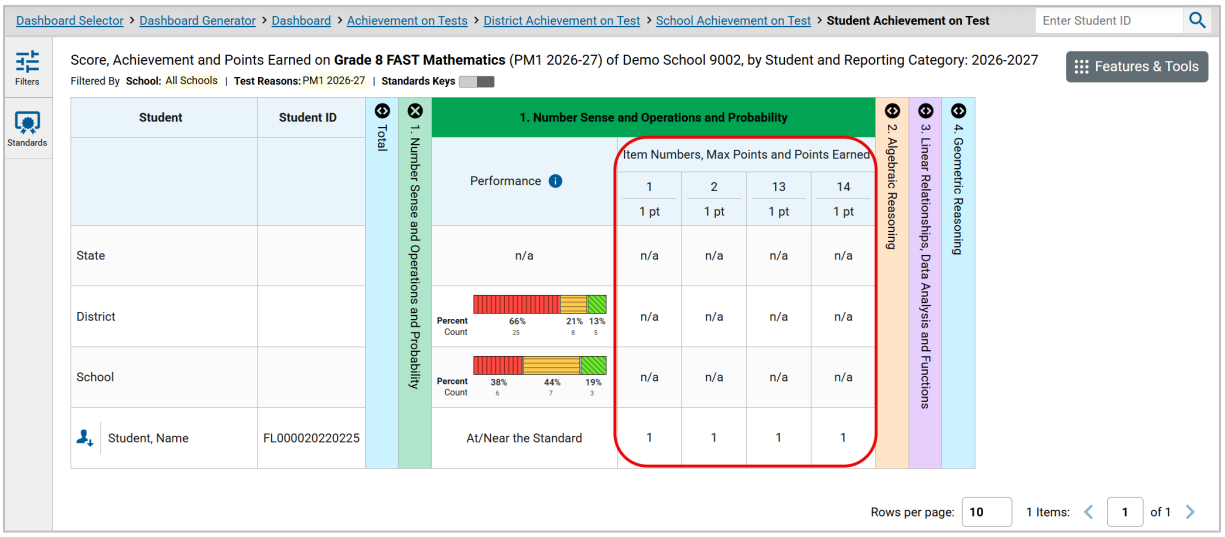
Reports for individual tests include item-level data.

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.

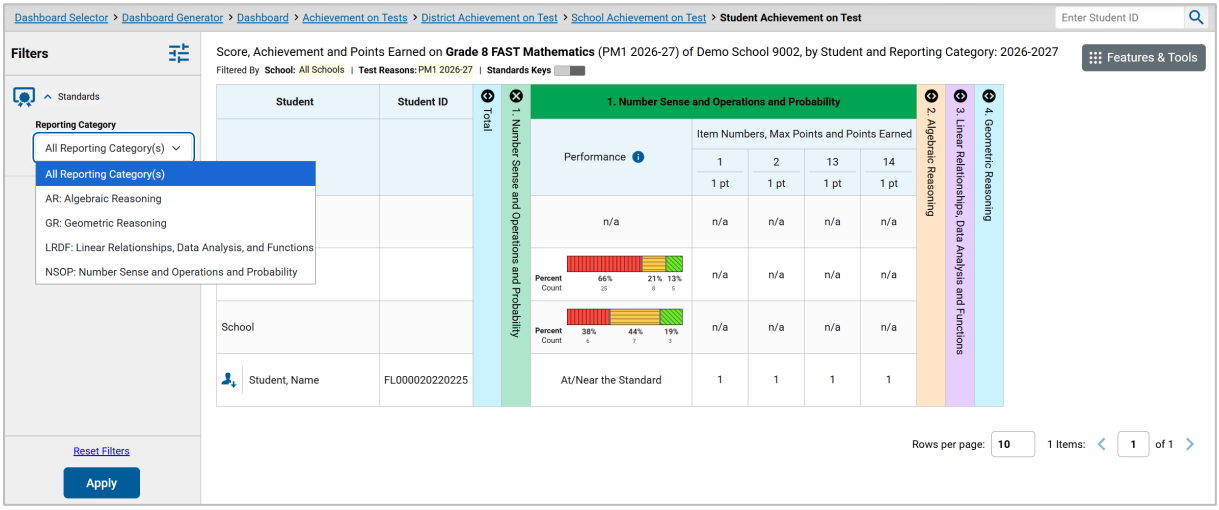
Filter Item-Level Data by Benchmarks and Clusters of Benchmarks

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 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. 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 drop-down list in the **Standards** section to select a cluster. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 40. Student 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.

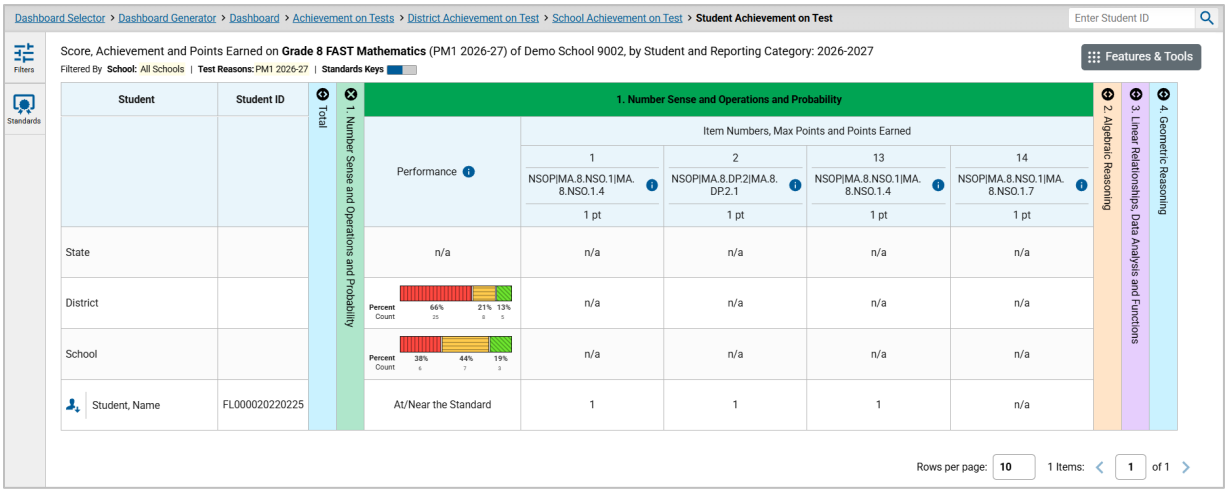
The row of filter details under the table header specifies any benchmarks selected.

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 levels. This occurs because computer-adaptive tests (CAT) cannot be aggregated at the item level.

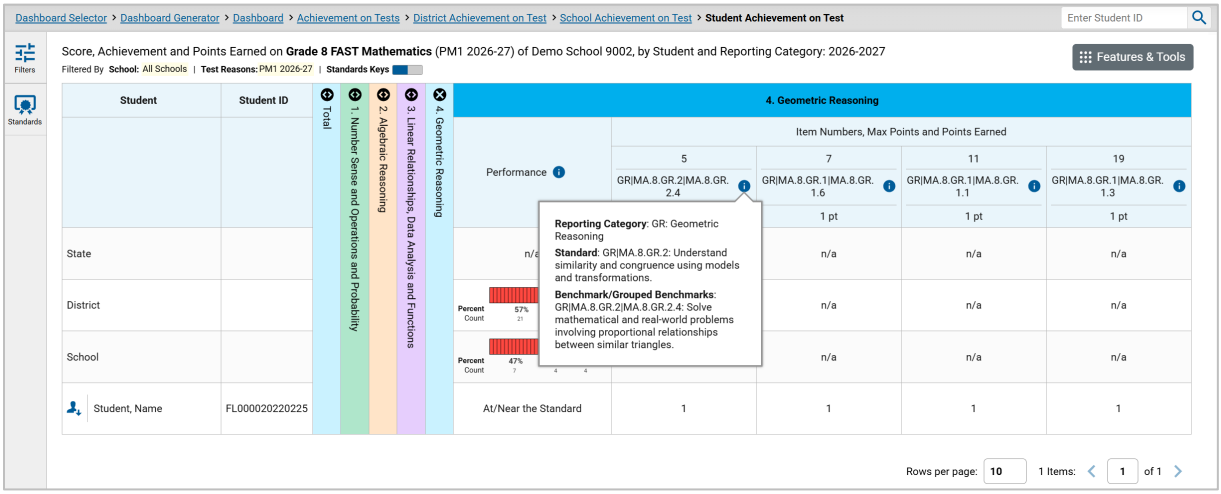
An item score of "n/a" may sometimes appear instead of a number for an item at the student level. In some cases, this is because the student did not respond to the item, or the item was not included in that form of the test.

Figure 41. Student Achievement on Test Report with Expanded Items



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



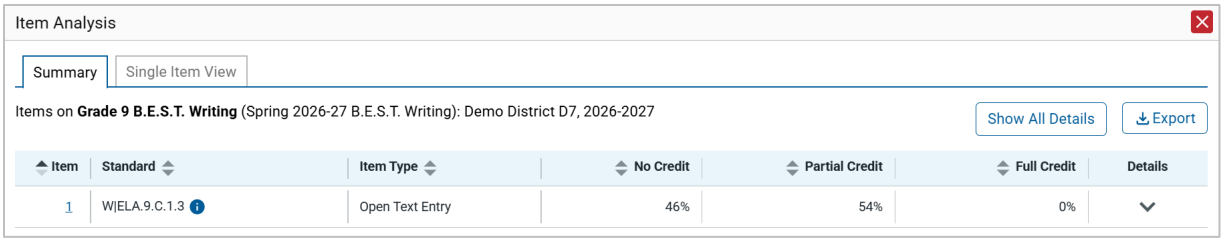
Access Aggregate Item Data in the Item Analysis Report

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

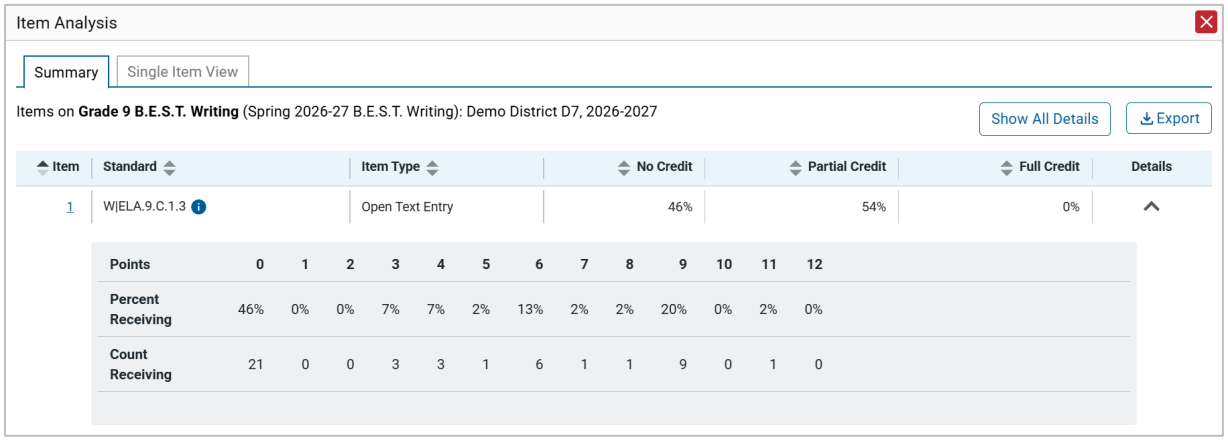


To learn more about a standard, click beside the standard key.

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



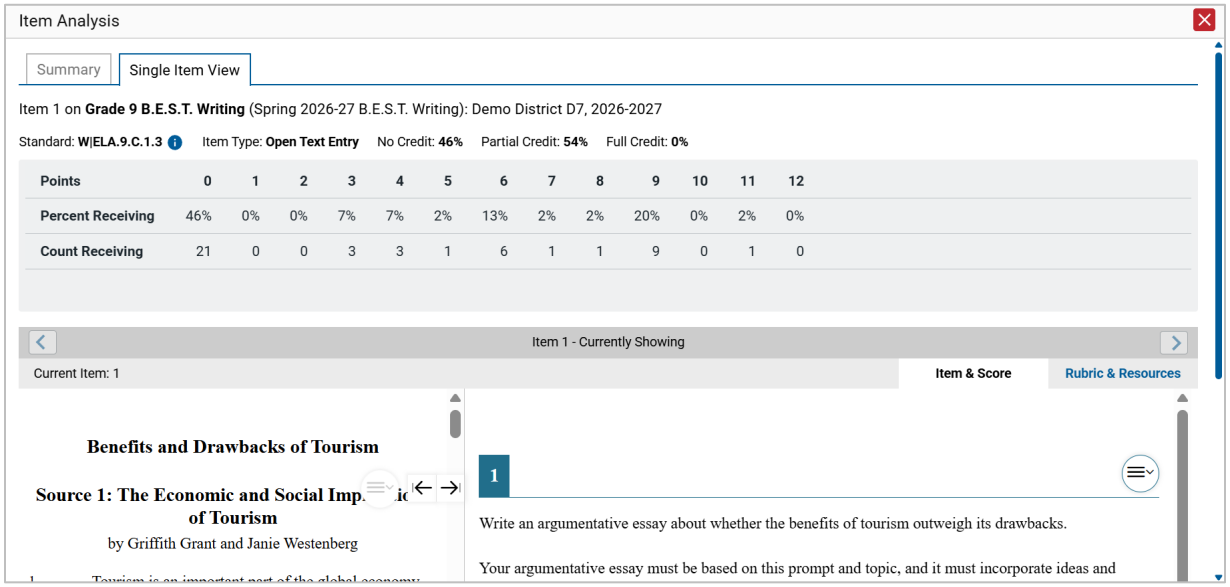
You can export a comma-separated values (CSV) file of the **Summary** tab information using the **Export** menu at the top right. Select **Basic Summary** to include only the default table rows or **Detailed Summary** to include all the details in the expandable rows.

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 roster'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.

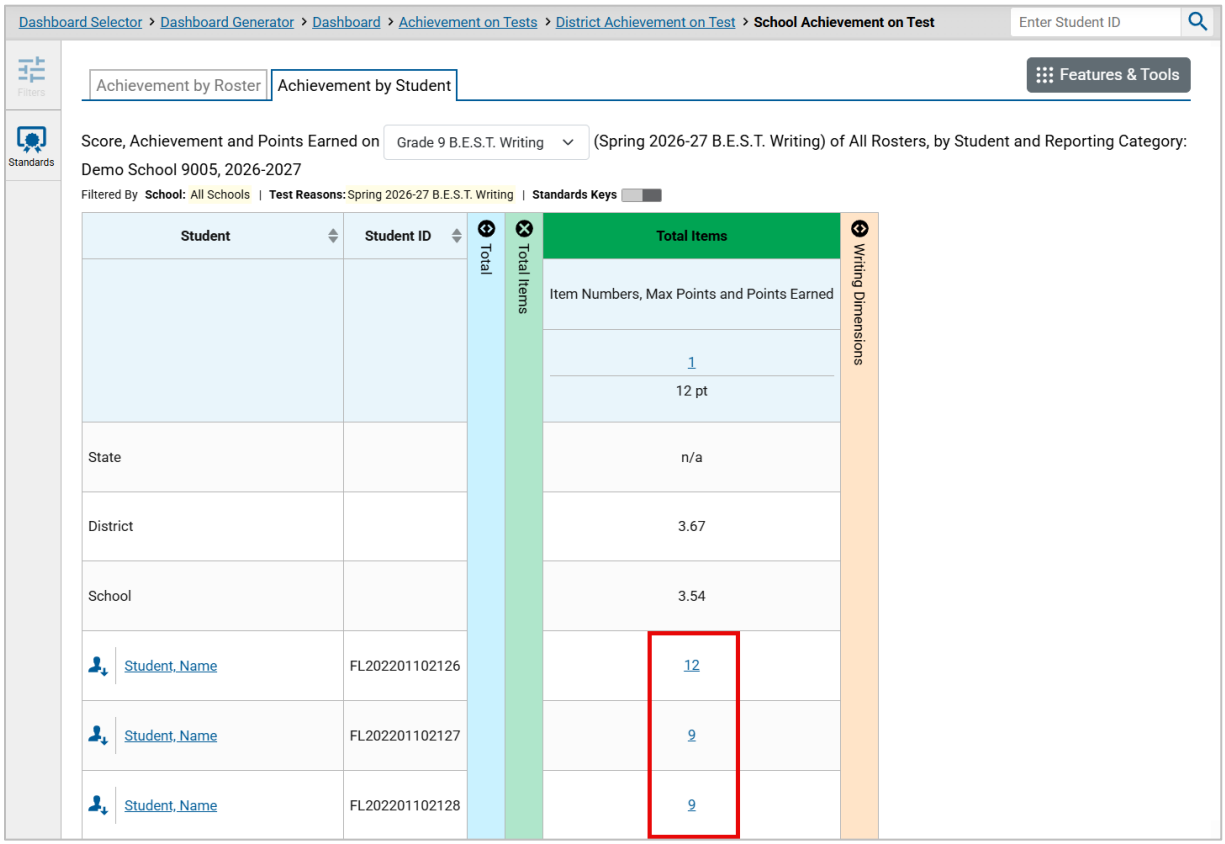
Figure 45. Item Analysis Window: Single Item View Tab



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



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 report by clicking **Features & 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 report.

Figure 47. Downloading and Printing a Student Writing Response

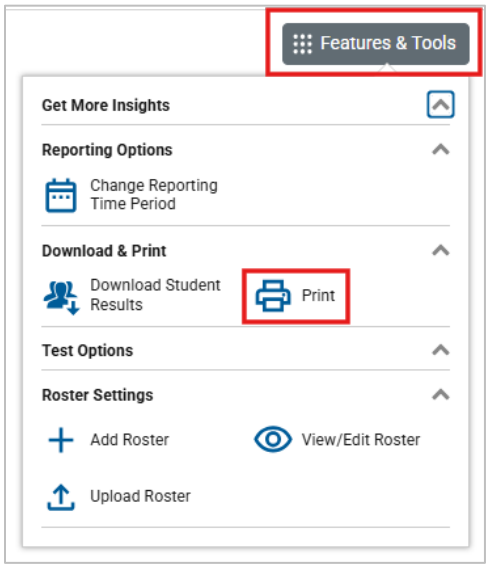
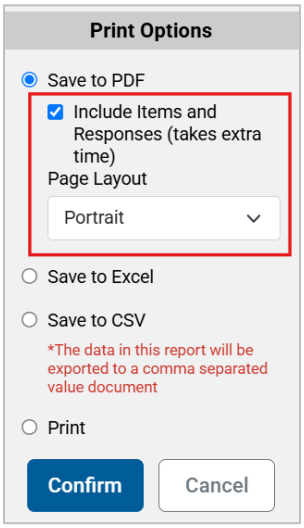


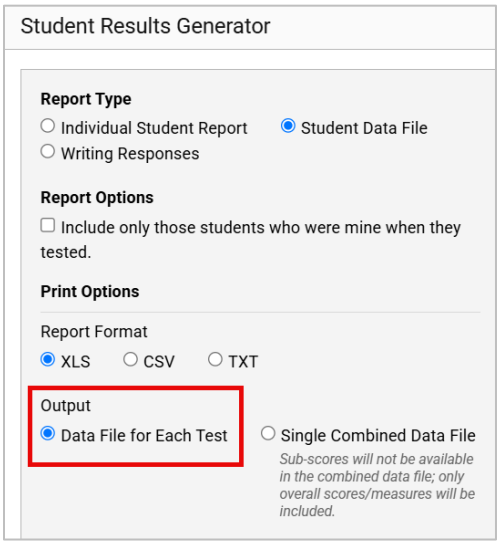
Figure 48. Downloading and Printing a Student Writing Response—Print Options



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



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.

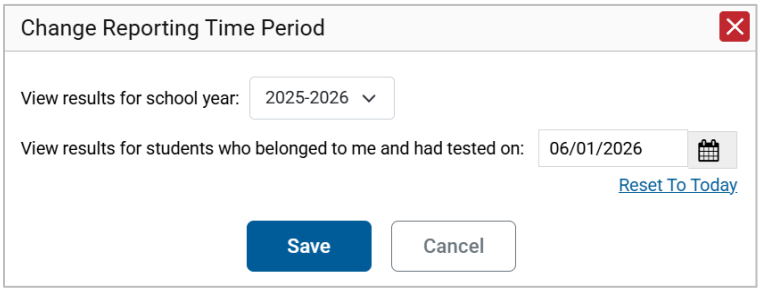
If you don't change the reporting time period, or if you reset it to the default, most reports show test opportunities only for the current school year, with current student and test data. The exceptions are Longitudinal reports, Cross-Sectional reports, and Student Portfolio reports, which always retain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



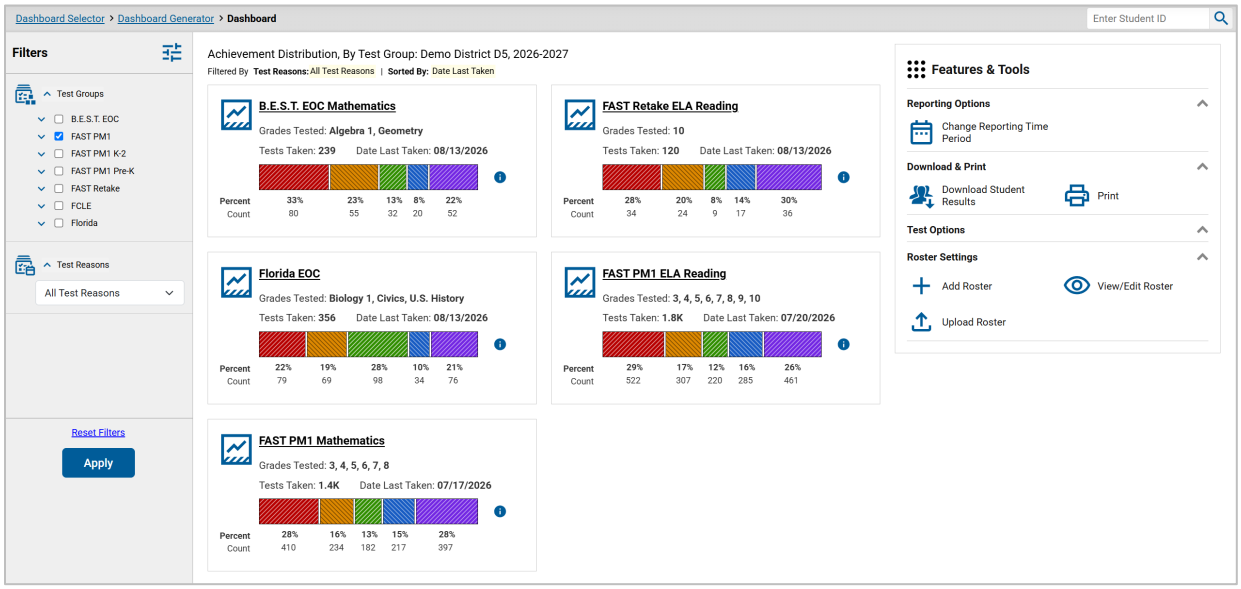
2. From the school year drop-down list, select a school year. This is the year for which you will access test results.
3. In the *View results for students who belonged to me and had tested on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will access data for 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. District-Level User 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.

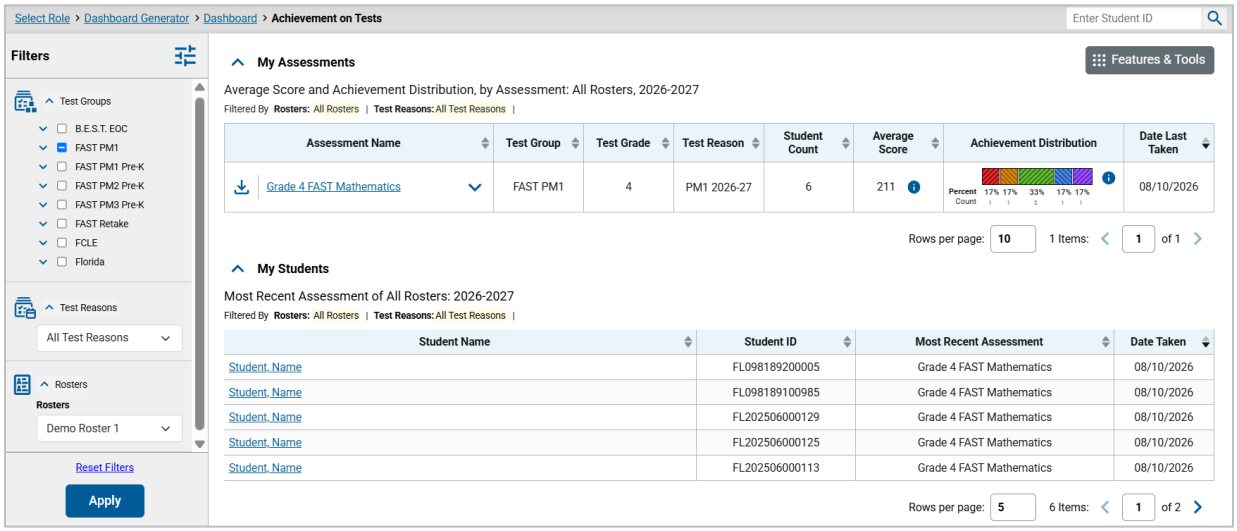
In the Achievement on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected roster from the data displayed.

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* drop-down list.
   - If you are a school-level user, you must first select a teacher from the drop-down list and then select a particular roster from the second drop-down 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.

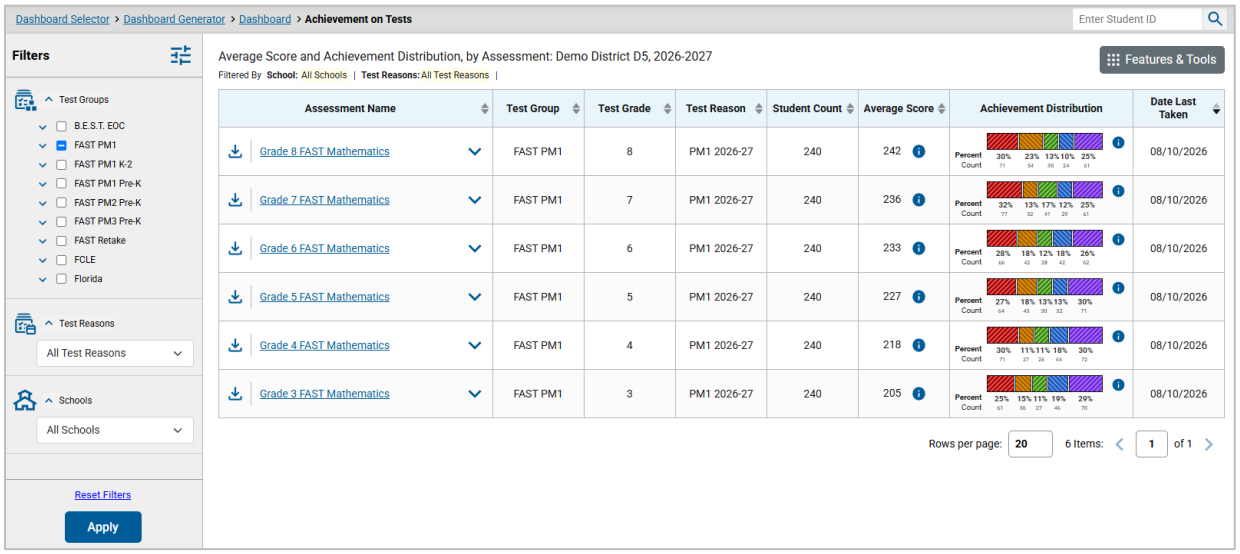
District-Level Users: Filter Schools on Reports

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* drop-down 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.

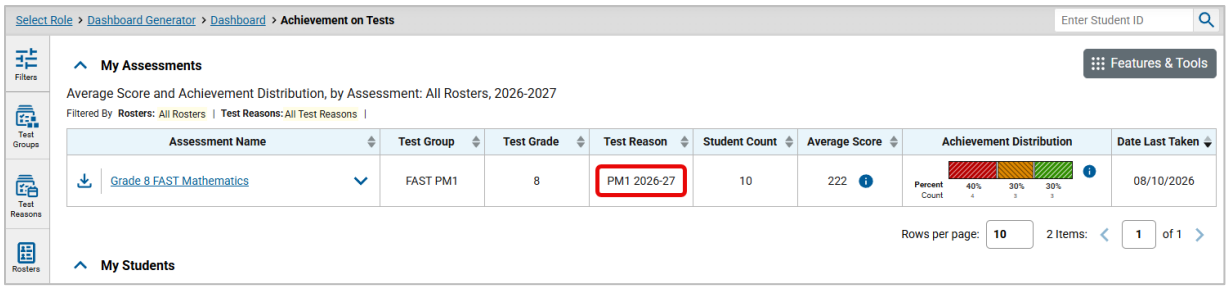
If you click the name of a test when you have filtered by a single school, the link will take you to the School Achievement on Test report and not to the District Achievement on Test report.

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



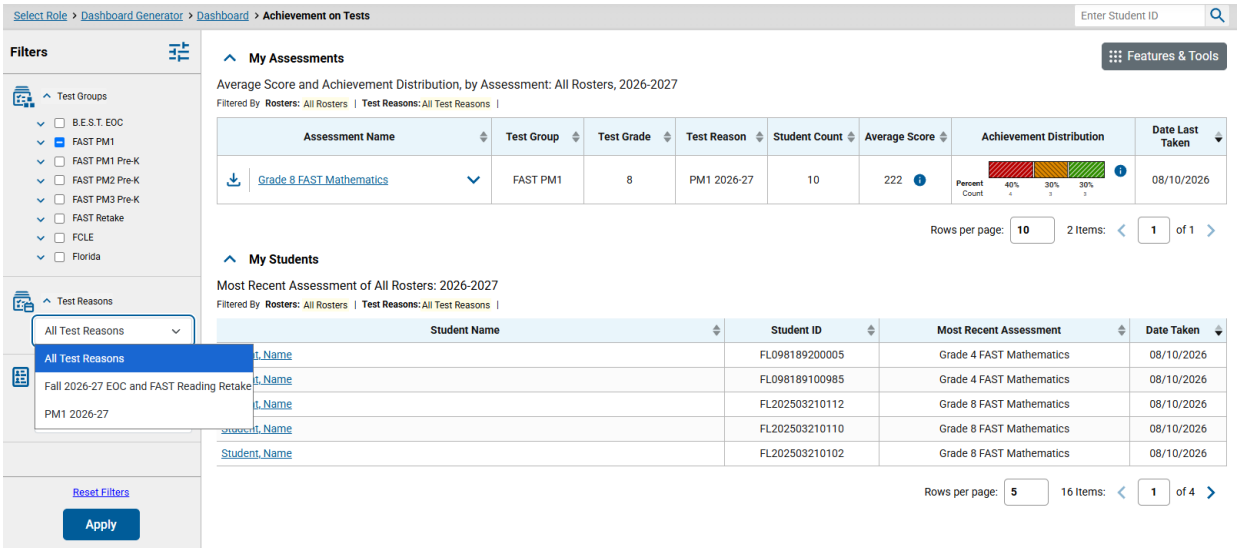
When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by PM1 2026–2027 and access ELA achievement, then filter by PM3 2026–2027 and find out if students have improved on ELA material. If you do not filter, you will access data 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:

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 drop-down list.

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



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.

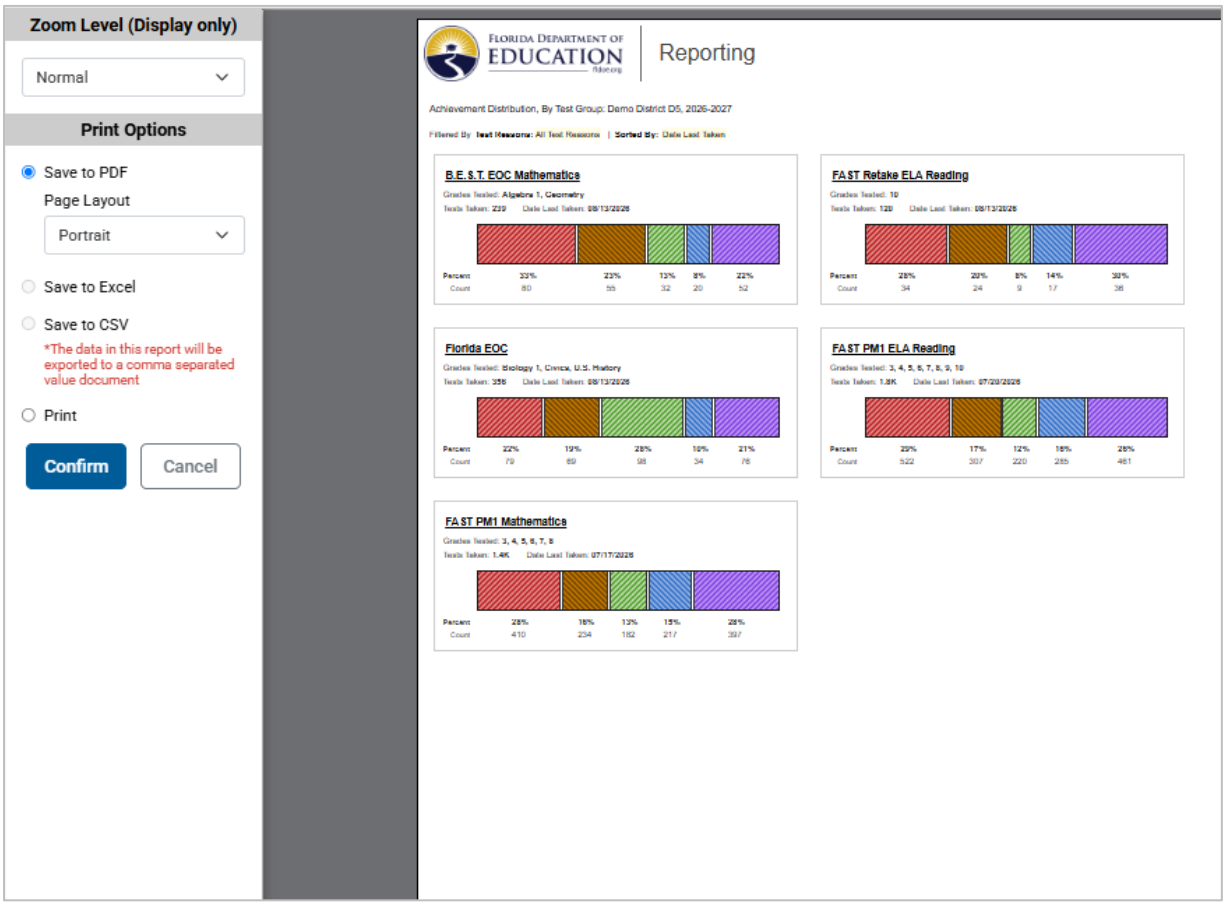
Export or Print a Report from the Report Page

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 drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 56. Print Preview Page



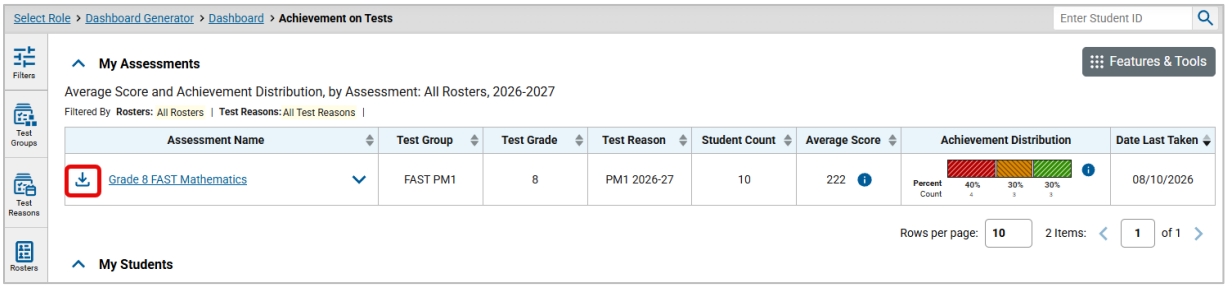
2. Do one of the following under the *Print Options* section:
   - To download a PDF version of the report, select **Save to PDF**. Then, select an option from the *Page Layout* drop-down list that appears.
   - To download an Excel (.xlsx) version, select **Save to Excel**.
   - To download a comma-separated 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

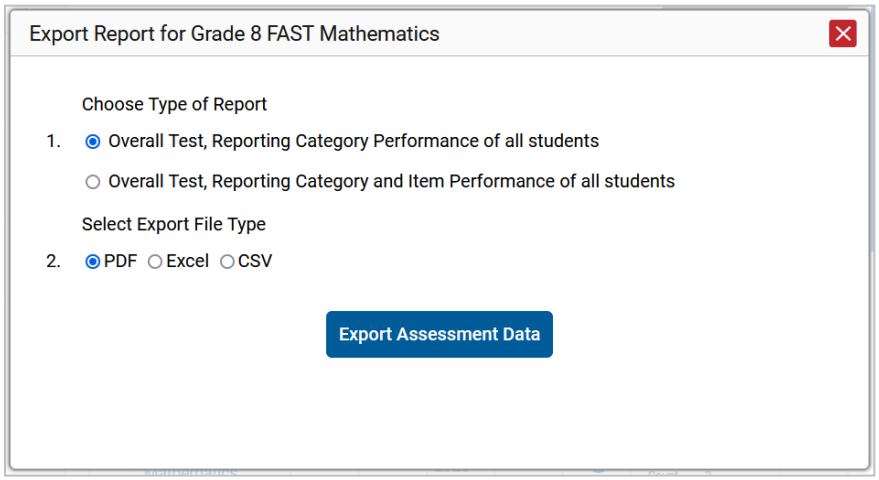
1. Click the Export button to the left of the name of the assessment whose report you wish to export (Figure 57).

Figure 57. Teacher View: Achievement on Tests Report



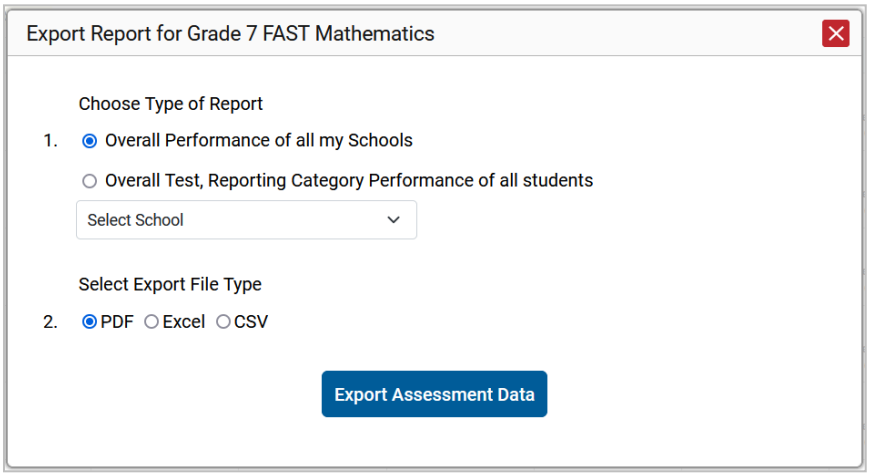
   - The ***Export Report*** window opens. The options in this window vary according to your user role (Figure 58 and Figure 59).
2. If necessary, select which report to export for the assessment.
   - **Teachers and school-level users**: The exported report will contain test results for all your associated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

Figure 58. Teacher View: Export Report Window



- **District-level users**: Select which report to export for the assessment (Figure 59).
  - To export the district test results for the assessment, select **Overall Performance of all my Schools**.
  - To export school test results, select **Overall Test, Reporting Category Performance of all students**, 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)

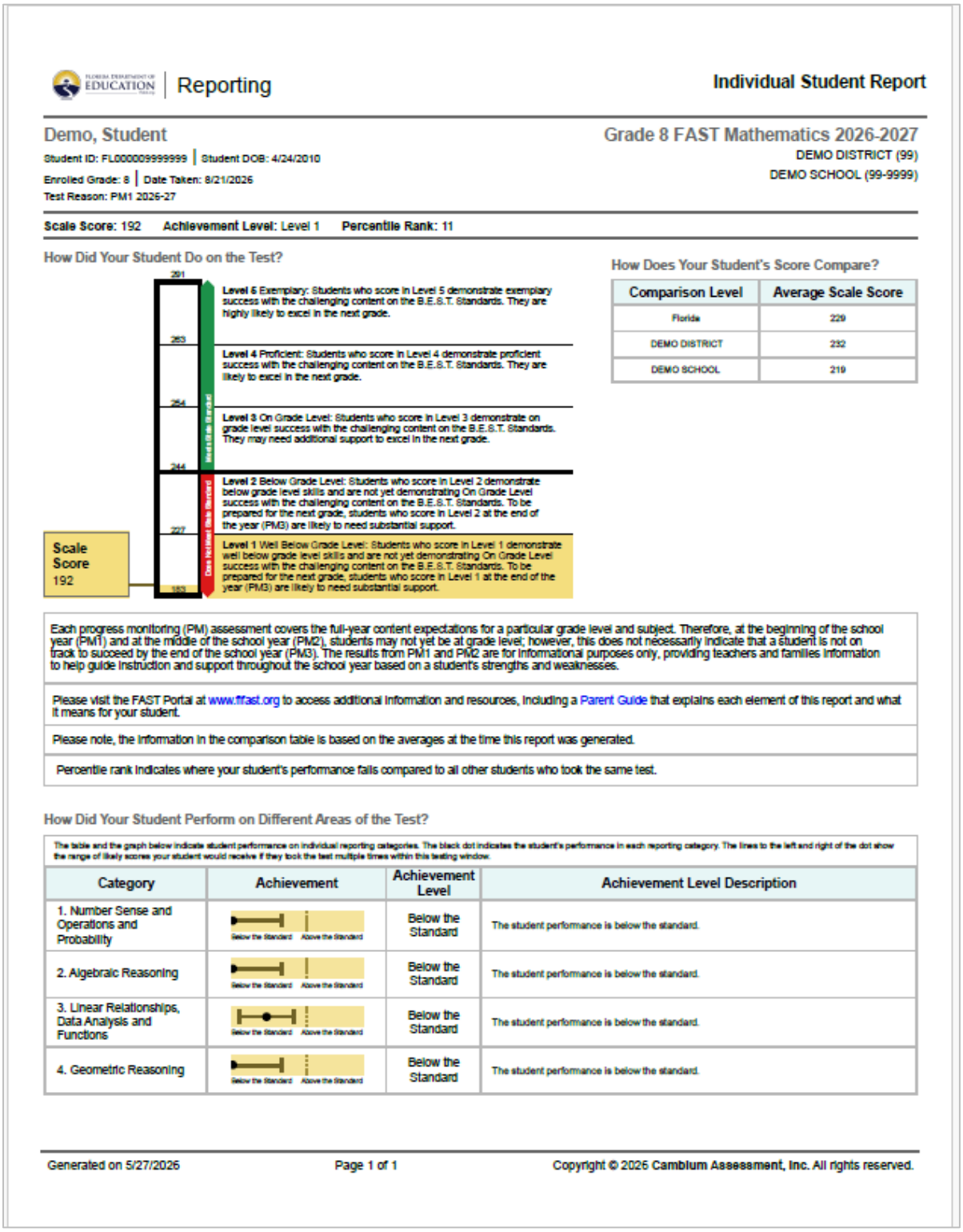
This section discusses Individual Student Reports (ISR), each of which provides easy-to-read achievement data on a particular test. If a student took tests multiple times, an ISR will be available for each test opportunity the student completed. ISRs are useful for sharing performance information with 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 the 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



Reporting

Individual Student Report

Demo, Student

Student ID: FL000009999999 | Student DOB: 4/24/2010

Enrolled Grade: 8 | Date Taken: 8/21/2026

Test Reason: PM1 2026-27

Grade 8 FAST Mathematics 2026-2027

DEMO DISTRICT (99)

DEMO SCHOOL (99-9999)

Scale Score: 192 **Achievement Level:** Level 1 **Percentile Rank:** 11

How Did Your Student Do on the Test?

291

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.

283

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.

254

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.

244

Satisfactory Performance

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, students who score in Level 2 at the end of the year (PM3) are likely to need substantial support.

227

Does Not Meet the Standard

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, students who score in Level 1 at the end of the year (PM3) are likely to need substantial support.

183

Scale Score 192

How Does Your Student's Score Compare?

Comparison Level	Average Scale Score
Florida	229
DEMO DISTRICT	232
DEMO SCHOOL	219

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.

Please visit the FAST Portal at www.fsa.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.

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

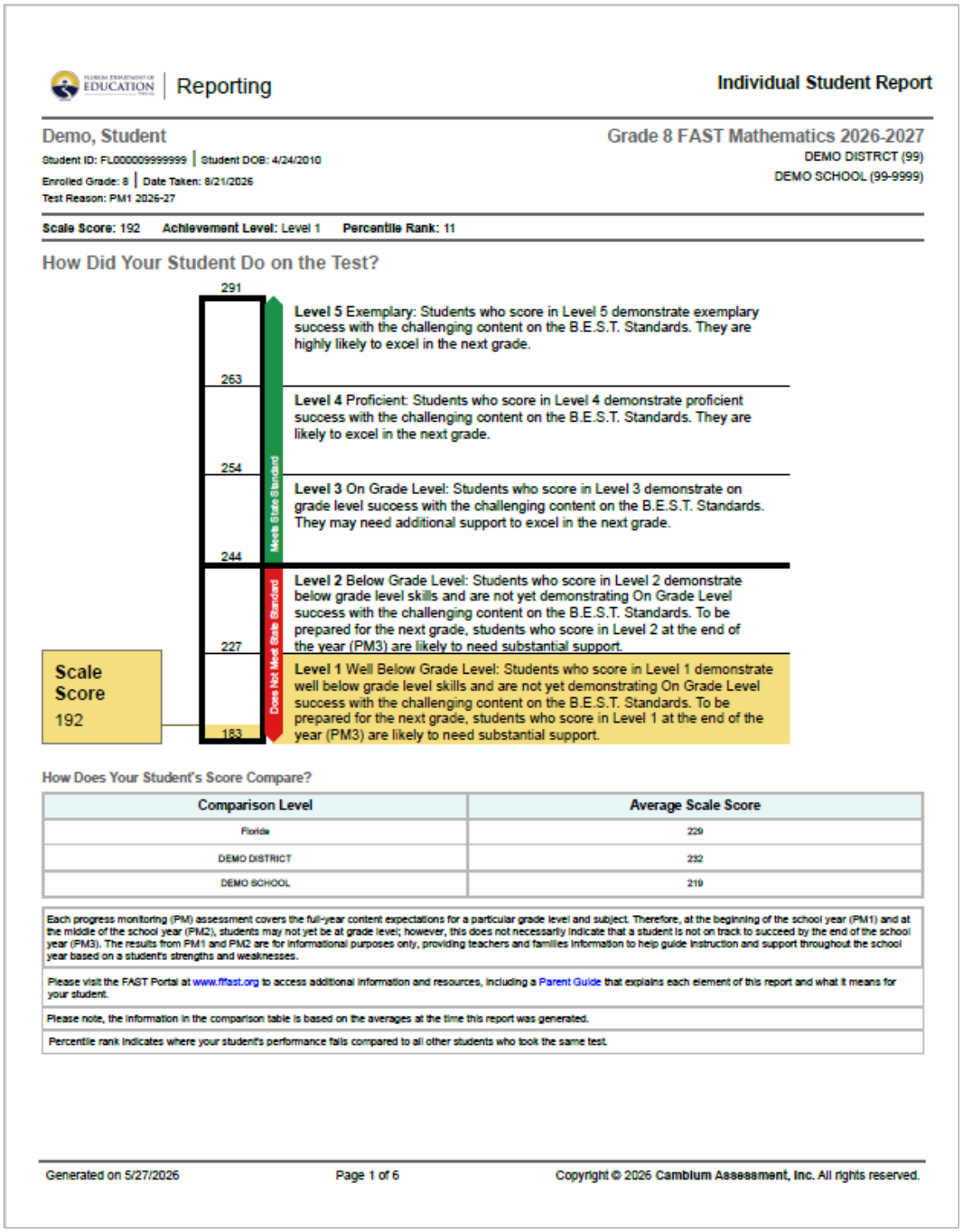
How Did Your Student Perform on Different Areas of the Test?

The table and the graph below indicate student performance on individual reporting categories. The black dot indicates the student's performance in each reporting category. The lines to the left and right of the dot show the range of likely scores your student would receive if they took the test multiple times within this testing window.

Category	Achievement	Achievement Level	Achievement Level Description
1. Number Sense and Operations and Probability	Below the Standard / Above the Standard	Below the Standard	The student performance is below the standard.
2. Algebraic Reasoning	Below the Standard / Above the Standard	Below the Standard	The student performance is below the standard.
3. Linear Relationships, Data Analysis and Functions	Below the Standard / Above the Standard	Below the Standard	The student performance is below the standard.
4. Geometric Reasoning	Below the Standard / Above the Standard	Below the Standard	The student performance is below the standard.

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Figure 61. Detailed Individual Student Report: FAST Mathematics



Reporting

Individual Student Report

Demo, Student

Student ID: FL000009999999 | Student DOB: 4/24/2010
Enrolled Grade: 8 | Date Taken: 8/21/2026
Test Reason: PM1 2026-27

Grade 8 FAST Mathematics 2026-2027
DEMO DISTRCT (99)
DEMO SCHOOL (99-9999)

Scale Score: 192 **Achievement Level:** Level 1 **Percentile Rank:** 11

How Did Your Student Do on the Test?

291
263
254
244
227
183

Meets State Standard
Does Not Meet State Standard

Scale Score 192

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, students who score in Level 2 at the end of the year (PM3) 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, students who score in Level 1 at the end of the year (PM3) are likely to need substantial support.

How Does Your Student's Score Compare?

Comparison Level	Average Scale Score
Florida	229
DEMO DISTRICT	232
DEMO SCHOOL	219

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.

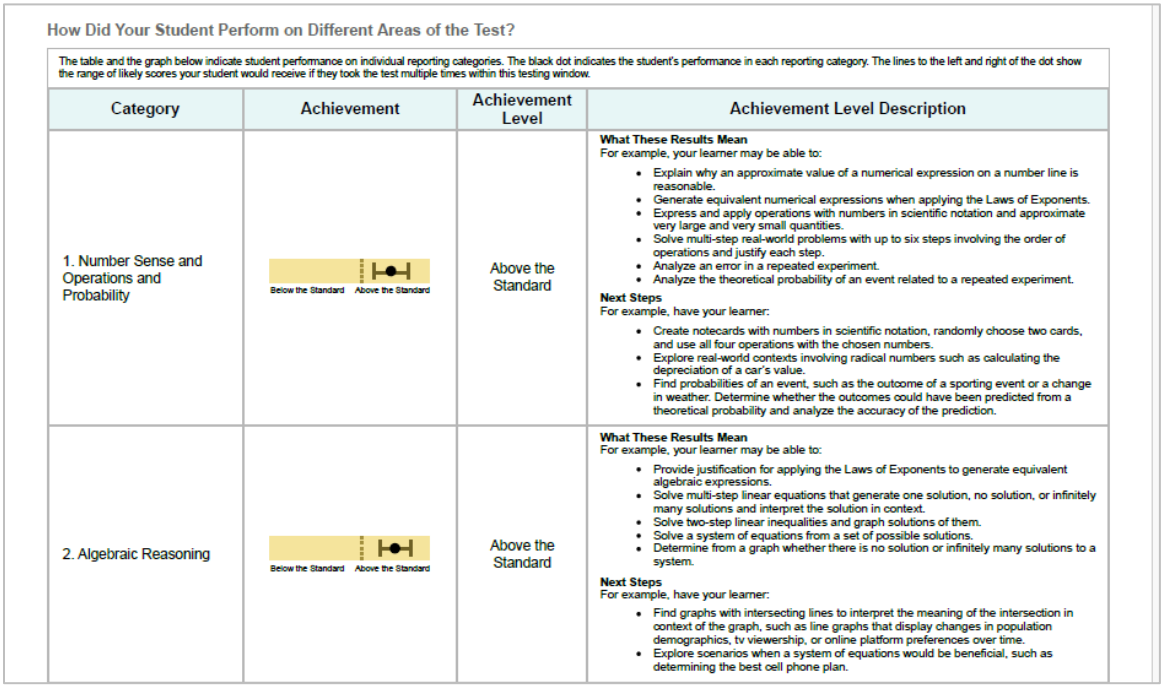
Please visit the FAST Portal at www.fl fast.org to access additional information and resources, including a Parent Guide that explains each element of this report and what it means for your student.

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

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

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Figure 62. Detailed Individual Student Report: FAST Mathematics with Reporting Categories

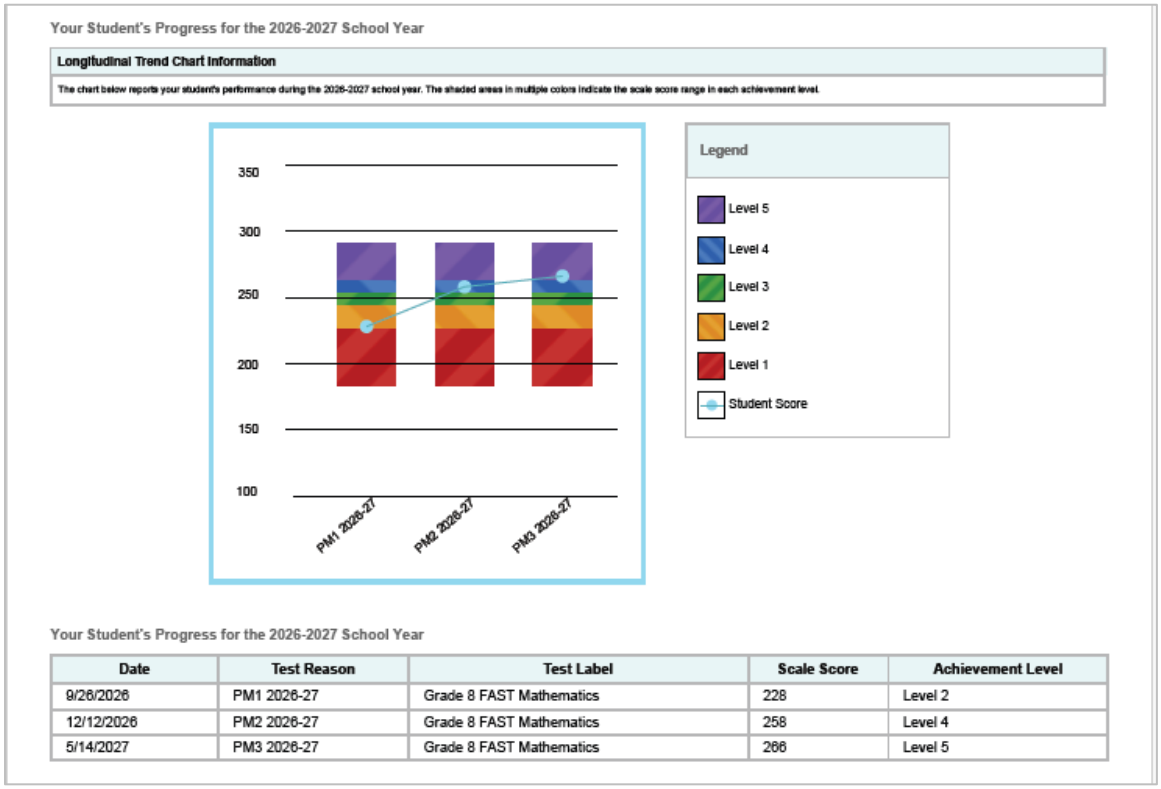


How Did Your Student Perform on Different Areas of the Test?

The table and the graph below indicate student performance on individual reporting categories. The black dot indicates the student's performance in each reporting category. The lines to the left and right of the dot show the range of likely scores your student would receive if they took the test multiple times within this testing window.

Category	Achievement	Achievement Level	Achievement Level Description
1. Number Sense and Operations and Probability	Below the Standard / Above the Standard	Above the Standard	**What These Results Mean** For example, your learner may be able to: • Explain why an approximate value of a numerical expression on a number line is reasonable. • Generate equivalent numerical expressions when applying the Laws of Exponents. • Express and apply operations with numbers in scientific notation and approximate very large and very small quantities. • Solve multi-step real-world problems with up to six steps involving the order of operations and justify each step. • Analyze an error in a repeated experiment. • Analyze the theoretical probability of an event related to a repeated experiment. **Next Steps** For example, have your learner: • Create notecards with numbers in scientific notation, randomly choose two cards, and use all four operations with the chosen numbers. • Explore real-world contexts involving radical numbers such as calculating the depreciation of a car's value. • Find probabilities of an event, such as the outcome of a sporting event or a change in weather. Determine whether the outcomes could have been predicted from a theoretical probability and analyze the accuracy of the prediction.
2. Algebraic Reasoning	Below the Standard / Above the Standard	Above the Standard	**What These Results Mean** For example, your learner may be able to: • Provide justification for applying the Laws of Exponents to generate equivalent algebraic expressions. • Solve multi-step linear equations that generate one solution, no solution, or infinitely many solutions and interpret the solution in context. • Solve two-step linear inequalities and graph solutions of them. • Solve a system of equations from a set of possible solutions. • Determine from a graph whether there is no solution or infinitely many solutions to a system. **Next Steps** For example, have your learner: • Find graphs with intersecting lines to interpret the meaning of the intersection in context of the graph, such as line graphs that display changes in population demographics, tv viewership, or online platform preferences over time. • Explore scenarios when a system of equations would be beneficial, such as determining the best cell phone plan.

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



Your Student's Progress for the 2026-2027 School Year

Longitudinal Trend Chart Information

The chart below reports your student's performance during the 2026-2027 school year. The shaded areas in multiple colors indicate the scale score range in each achievement level.

Your Student's Progress for the 2026-2027 School Year

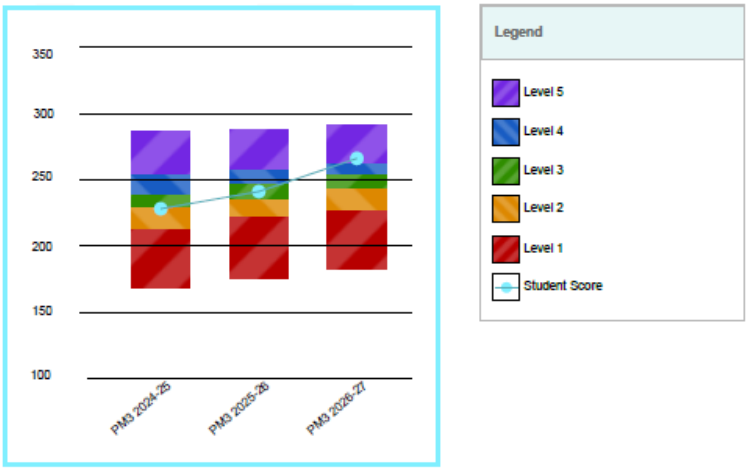
Date	Test Reason	Test Label	Scale Score	Achievement Level
9/26/2026	PM1 2026-27	Grade 8 FAST Mathematics	228	Level 2
12/12/2026	PM2 2026-27	Grade 8 FAST Mathematics	258	Level 4
5/14/2027	PM3 2026-27	Grade 8 FAST Mathematics	266	Level 5

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

Your Student's Progress in PM3 Across School Years

Longitudinal Trend Chart Information

The chart below reports your student's performance in PM3 across school years. The shaded areas in multiple colors indicate the scale score range in each achievement level.



Your Student's Progress in PM3 Across School Years

Date	Test Reason	Test Label	Scale Score	Achievement Level
5/8/2025	PM3 2024-25	Grade 6 FAST Mathematics	228	Level 2
5/8/2026	PM3 2025-26	Grade 7 FAST Mathematics	241	Level 3
5/14/2027	PM3 2026-27	Grade 8 FAST Mathematics	266	Level 5

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 and Probability

Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
1	NSOP|MA.8.NSO.1|MA.8.NSO.1.5	Add, subtract, multiply and divide numbers expressed in scientific notation with procedural fluency.	1/1
10	NSOP|MA.8.DP.2|MA.8.DP.2.1	Determine the sample space for a repeated experiment.	1/1
14	NSOP|MA.8.NSO.1|MA.8.NSO.1.2	Plot, order and compare rational and irrational numbers, represented in various forms.	1/1
20	NSOP|MA.8.NSO.1|MA.8.NSO.1.3	Extend previous understanding of the Laws of Exponents to include integer exponents. Apply the Laws of Exponents to evaluate numerical expressions and generate equivalent numerical expressions, limited to integer exponents and rational number bases, with procedural fluency.	1/1
25	NSOP|MA.8.NSO.1|MA.8.NSO.1.6	Solve real-world problems involving operations with numbers expressed in scientific notation.	0/1
28	NSOP|MA.8.NSO.1|MA.8.NSO.1.4	Express numbers in scientific notation to represent and approximate very large or very small quantities. Determine how many times larger or smaller one number is compared to a second number.	1/1
34	NSOP|MA.8.NSO.1|MA.8.NSO.1.1	Extend previous understanding of rational numbers to define irrational numbers within the real number system. Locate an approximate value of a numerical expression involving irrational numbers on a number line.	0/1
38	NSOP|MA.8.NSO.1|MA.8.NSO.1.7	Solve multi-step mathematical and real-world problems involving the order of operations with rational numbers including exponents and radicals.	0/1
39	NSOP|MA.8.DP.2|MA.8.DP.2.3 and MA.8.DP.2.2|MA.8.DP.2.3	Solve real-world problems involving probabilities related to single or repeated experiments, including making predictions based on theoretical probability.	0/1

2. Algebraic Reasoning

Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
3	AR|MA.8.AR.4|MA.8.AR.4.2	Given a system of two linear equations represented graphically on the same coordinate plane, determine whether there is one solution, no solution or infinitely many solutions.	0/1
9	AR|MA.8.AR.2|MA.8.AR.2.3	Given an equation in the form of x^2=p and x^3=q, where p is a whole number and q is an integer, determine the real solutions.	0/1
13	AR|MA.8.AR.1|MA.8.AR.1.2	Apply properties of operations to multiply two linear expressions with rational coefficients.	0/1
19	AR|MA.8.AR.2|MA.8.AR.2.1	Solve multi-step linear equations in one variable, with rational number coefficients. Include equations with variables on both sides.	1/1
22	AR|MA.8.AR.1|MA.8.AR.1.3	Rewrite the sum of two algebraic expressions having a common monomial factor as a common factor multiplied by the sum of two algebraic expressions.	1/1
26	AR|MA.8.AR.4|MA.8.AR.4.3	Given a mathematical or real-world context, solve systems of two linear equations by graphing.	1/1
31	AR|MA.8.AR.4|MA.8.AR.4.1	Given a system of two linear equations and a specified set of possible solutions, determine which ordered pairs satisfy the system of linear equations.	0/1
35	AR|MA.8.AR.2|MA.8.AR.2.2	Solve two-step linear inequalities in one variable and represent solutions algebraically and graphically.	1/1
41	AR|MA.8.AR.1|MA.8.AR.1.1	Apply the Laws of Exponents to generate equivalent algebraic expressions, limited to integer exponents and monomial bases.	1/1

Generate and Export Individual Student Reports (ISR)

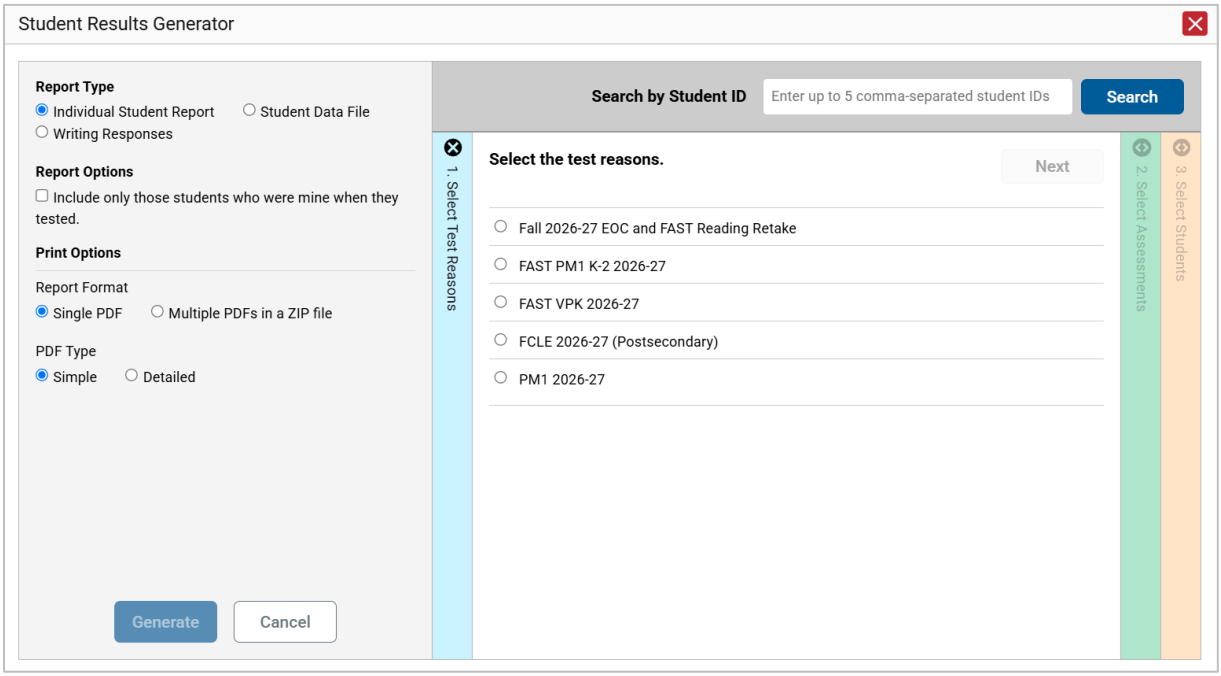
To generate and export an Individual Student Report (ISR) that details a student's achievement on a test opportunity, use the Student Results Generator. Each ISR shows a student's overall achievement on their test plus a breakdown of achievement by reporting category. You can select any combination of 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:

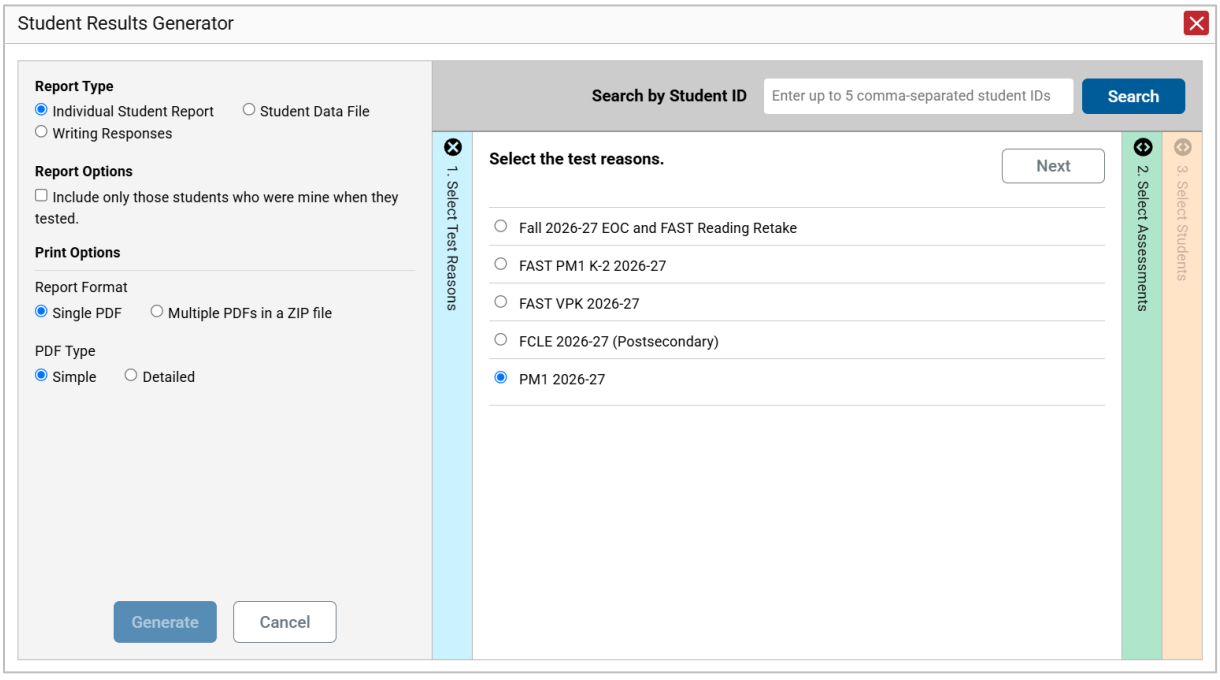
1. Click the **Download Student Results** button  in the  **Features & Tools** menu. The ***Student Results Generator*** window opens (Figure 66).
    - Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the 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.

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



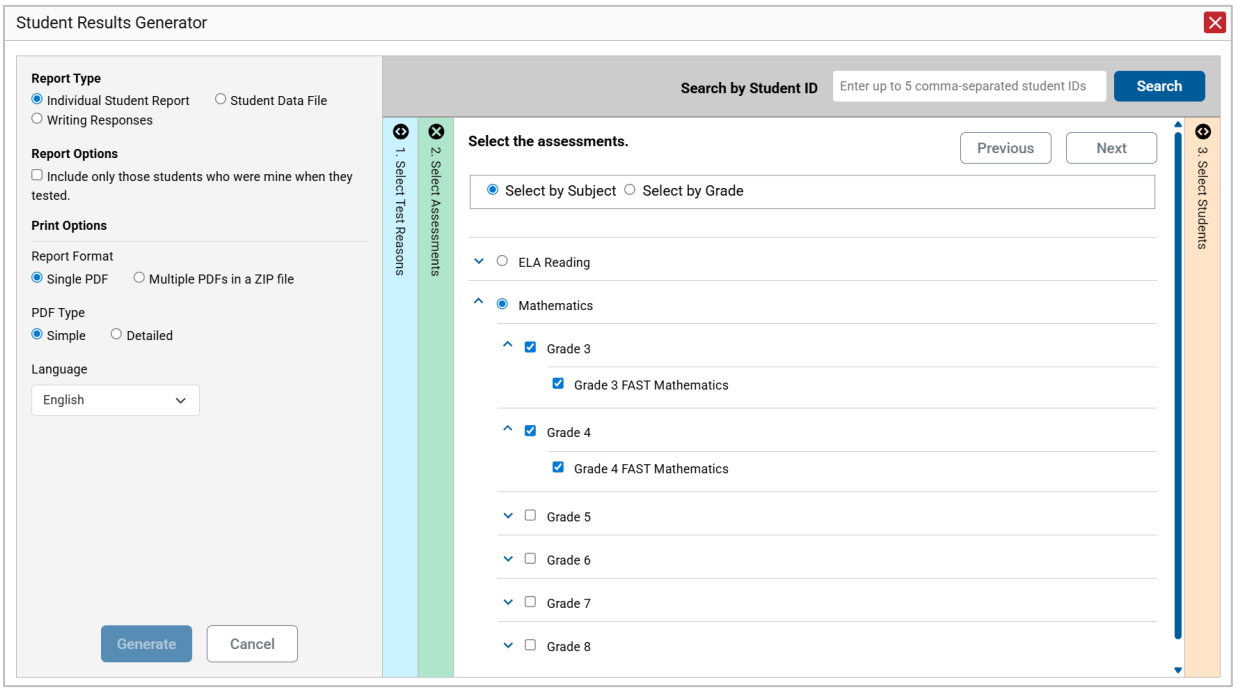
2. In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.
3. *Optional:* Under *Report Options*, users can select **Include only 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 preselected, 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 Reasons* 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 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

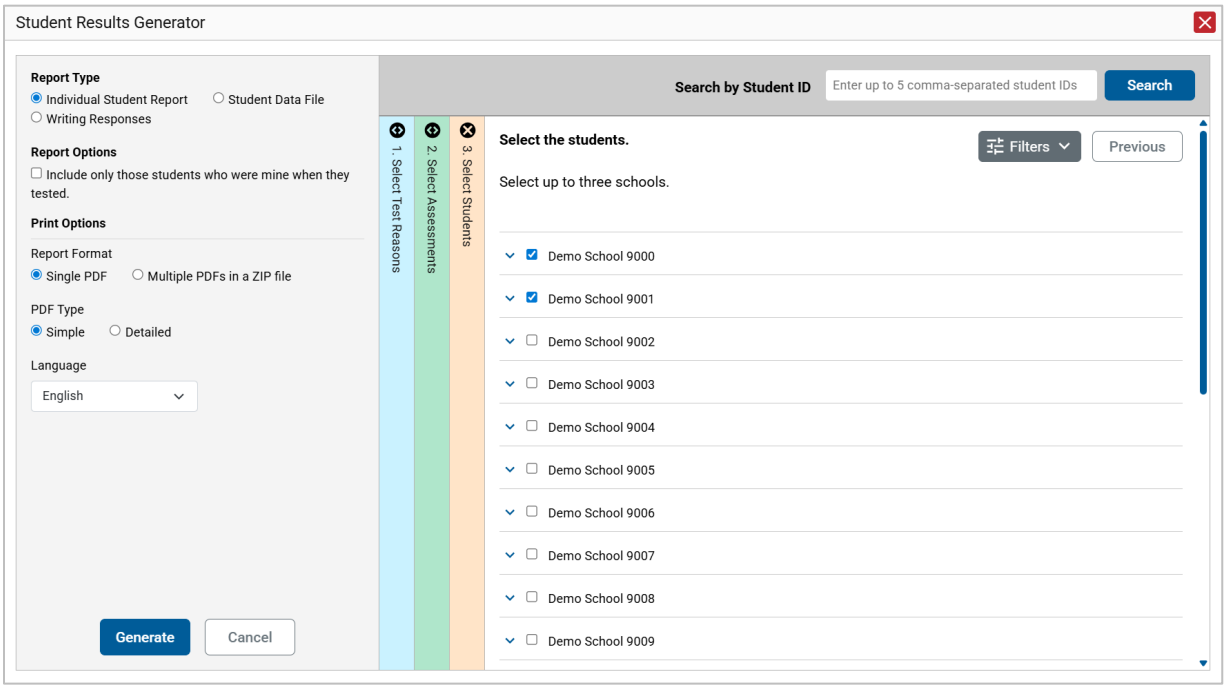


- In the *Select Students* section (Figure 69), choose students from the expandable school and/or roster options. If you are a district-level user, you may choose students from up to three schools at a time.

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.

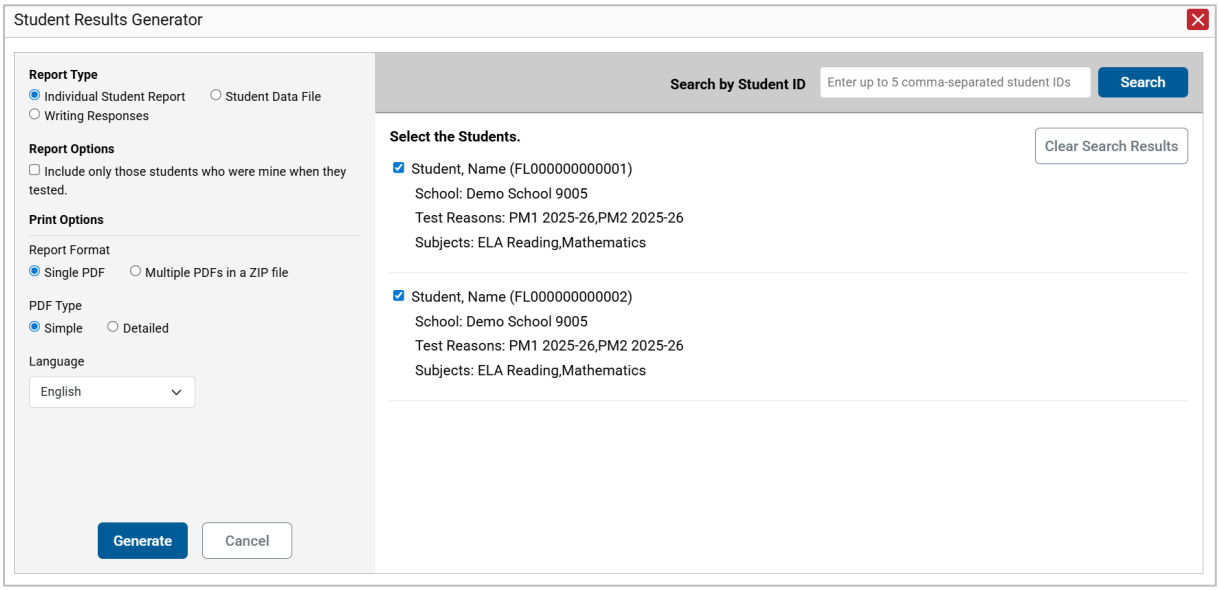
It is important to ensure that the selected rosters and students have completed the selected test. Incorrect selections may result in the generation of a blank ISR.

Figure 69. Student Results Generator Window: Select Students Section



- 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



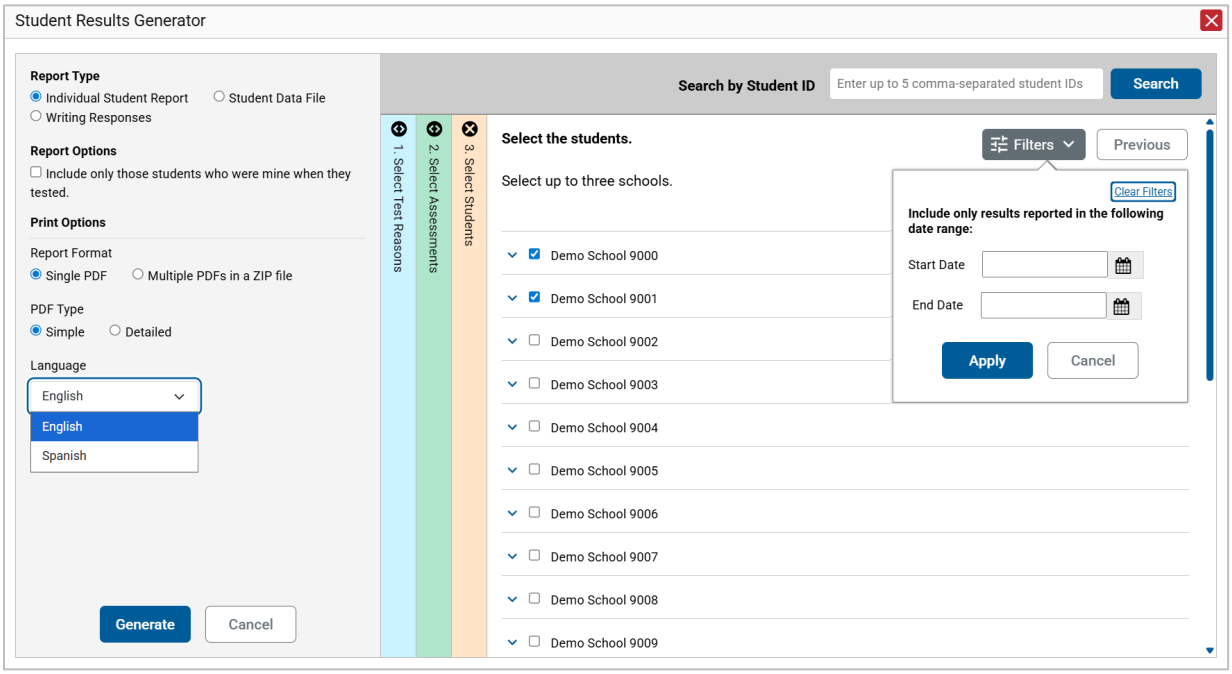
7. *Optional:* If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results use the **Filters** menu as follows:

- 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 **Filters** 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 Drop-down List Open



8. From the *Language* drop-down list, select either **English** or **Spanish** for the ISR, as in Figure 71.
9. 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.

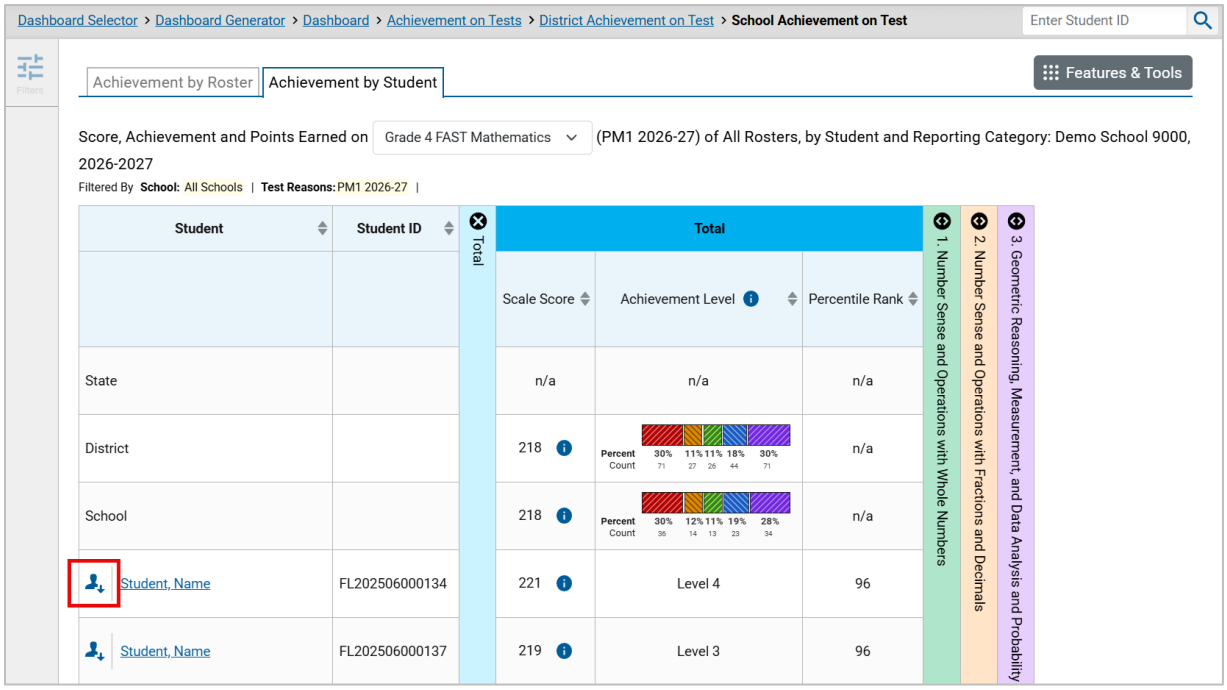
Generate an ISR via the Quick Print Feature

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



Generate and Export Student Data Files

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

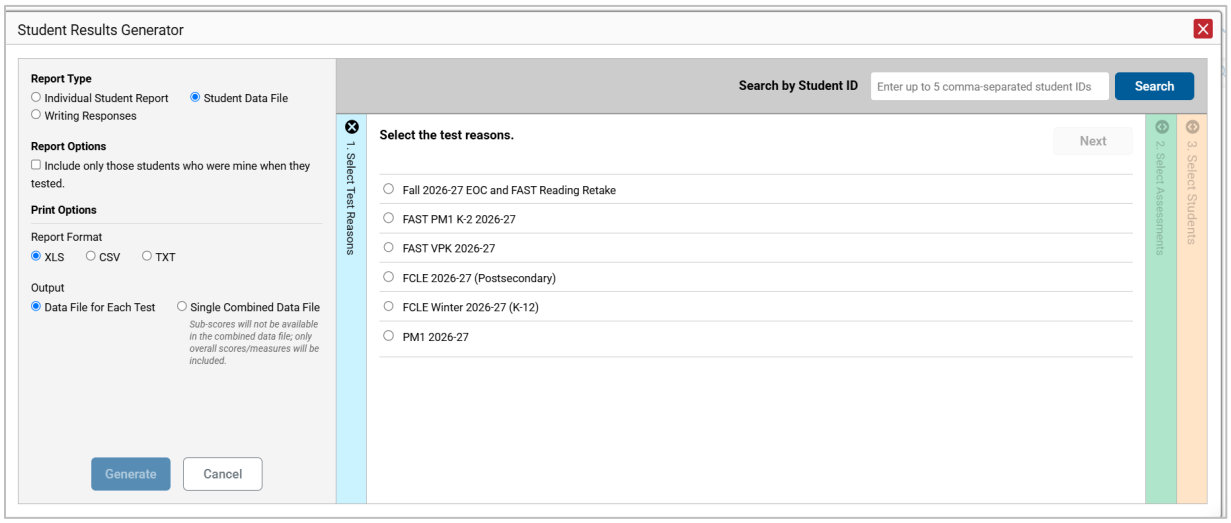
To generate and export student data files for a student, or students, use the Student Results Generator. You can select any combination of test reason, assessments, and students to generate and export the files.

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 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.

2. In the panel on the left, confirm that **Student Data File is selected**, 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



3. *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.

4. Under *Report Format*, select **XLS** (Excel, .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).

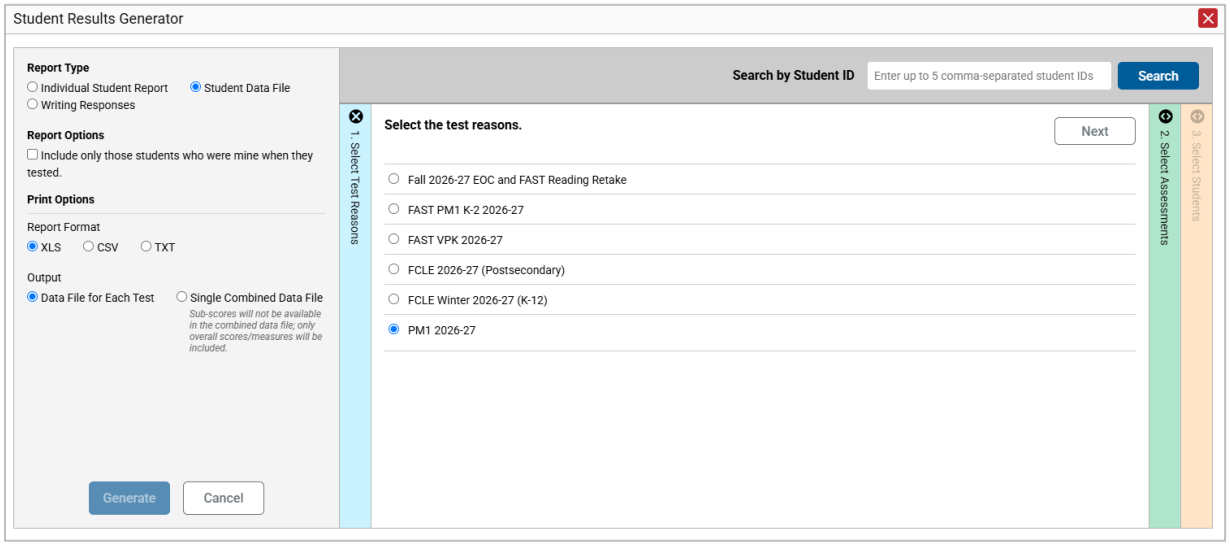
5. Under *Output*, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories or item-level benchmarks. Large files may be split by school.

6. 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.

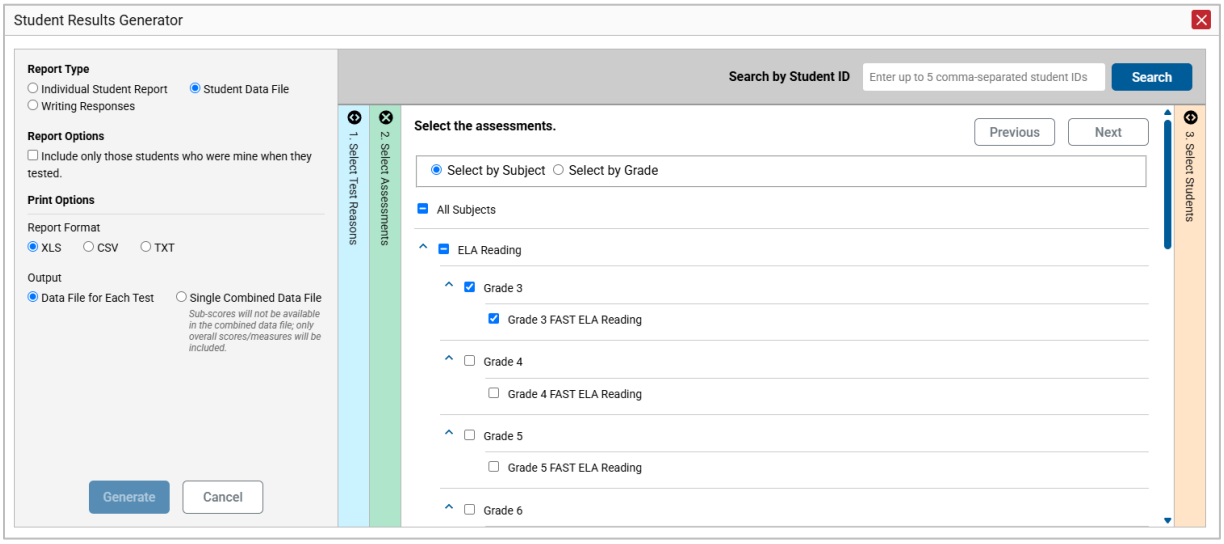
     - In the **Select Test Reasons** section (Figure 74), choose a test reason. Test reasons are either test windows or test categories.

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



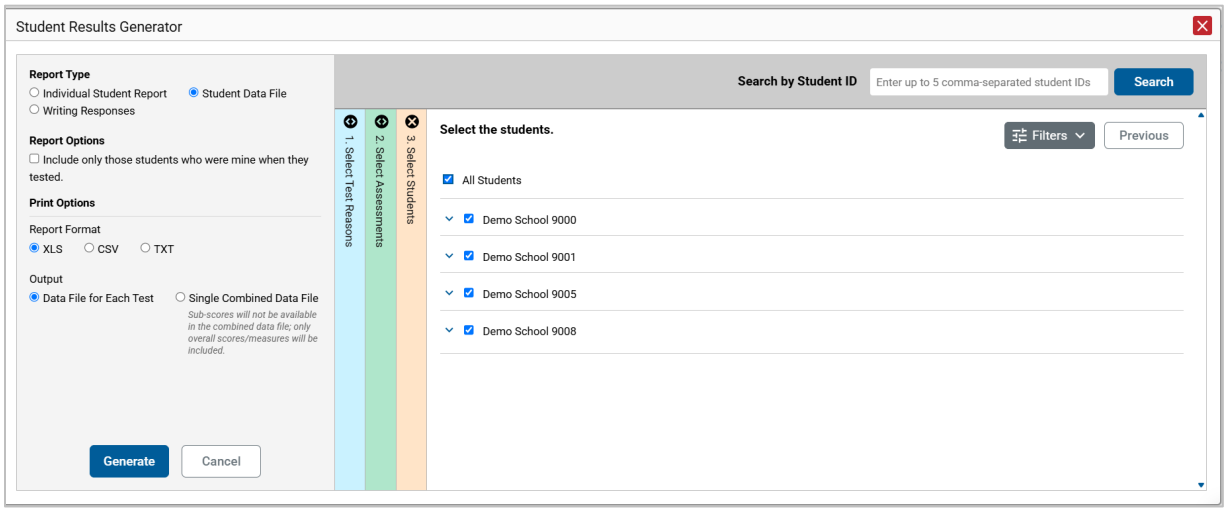
- The **Select Assessments** section (Figure 75) groups tests by subject and grade. Choose either **Select by Subject** or **Select by Grade**. Then, mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects** or **All Grades**.

Figure 75. Student Results Generator Window: Select Assessments Section



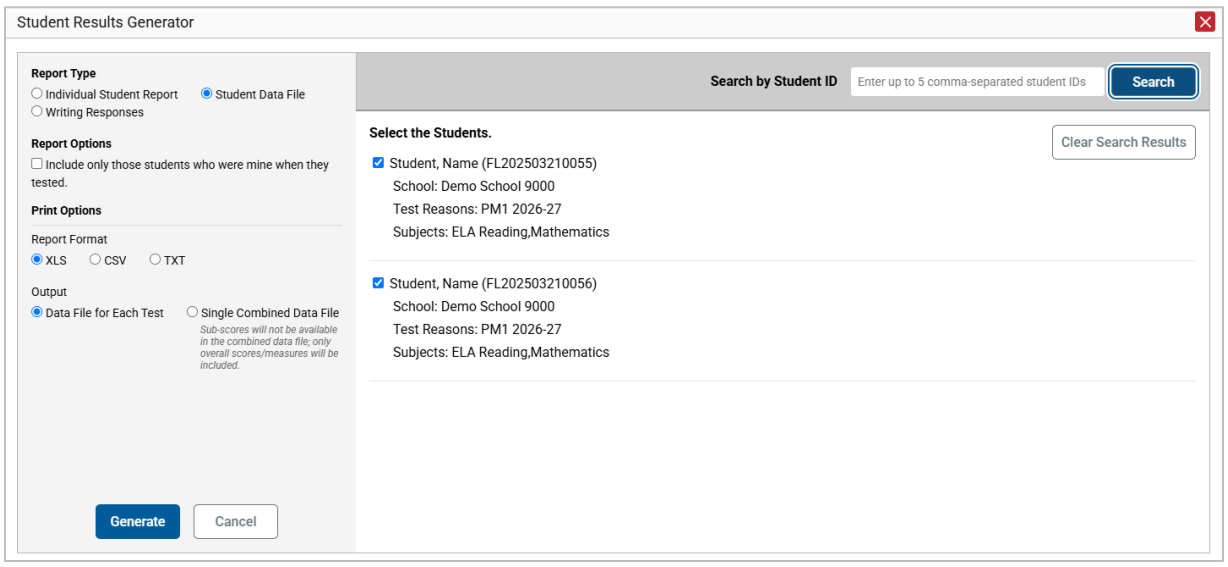
- In the **Select Students** section (Figure 76), select any number of students from the expandable school and/or roster options.
- Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

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



- 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

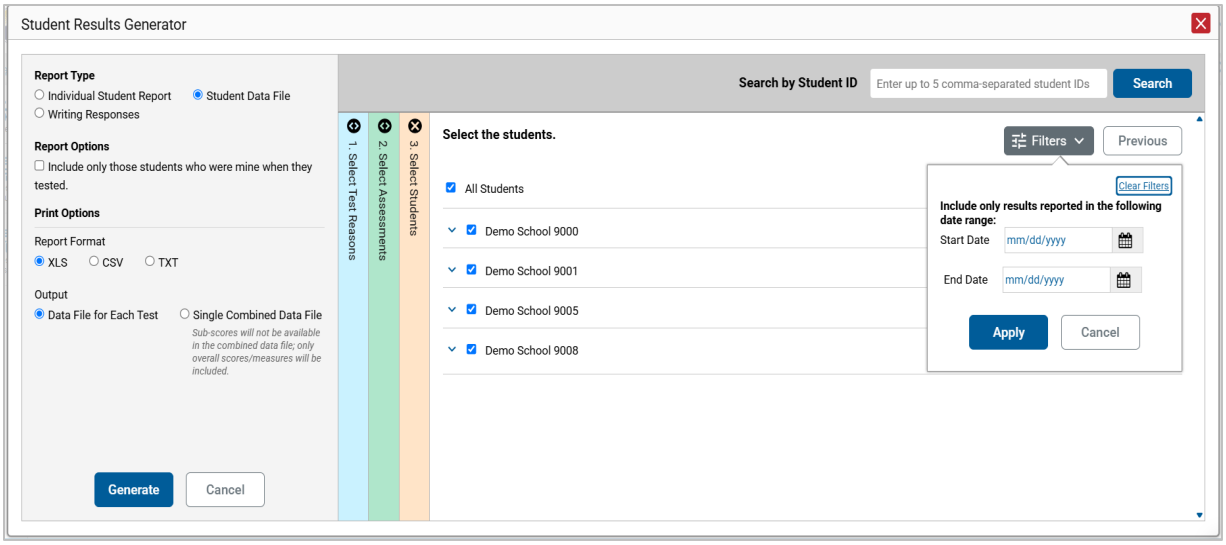


7. *Optional:* If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results use the **Filters** menu as follows:

   - 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 **Filters** 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



8. 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.

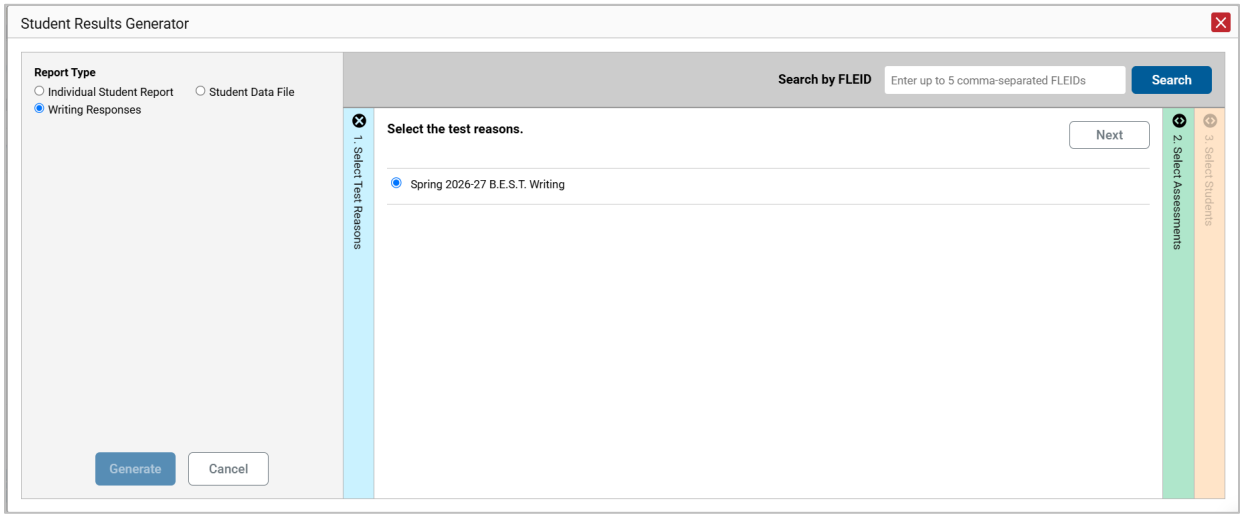
To generate and export writing response PDFs, use the Student Results Generator. You can select the applicable test reason, the eligible assessments containing writing items (as determined by your assessment program), and students. Writing response PDFs can be exported from almost any report page.

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 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.

2. 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.

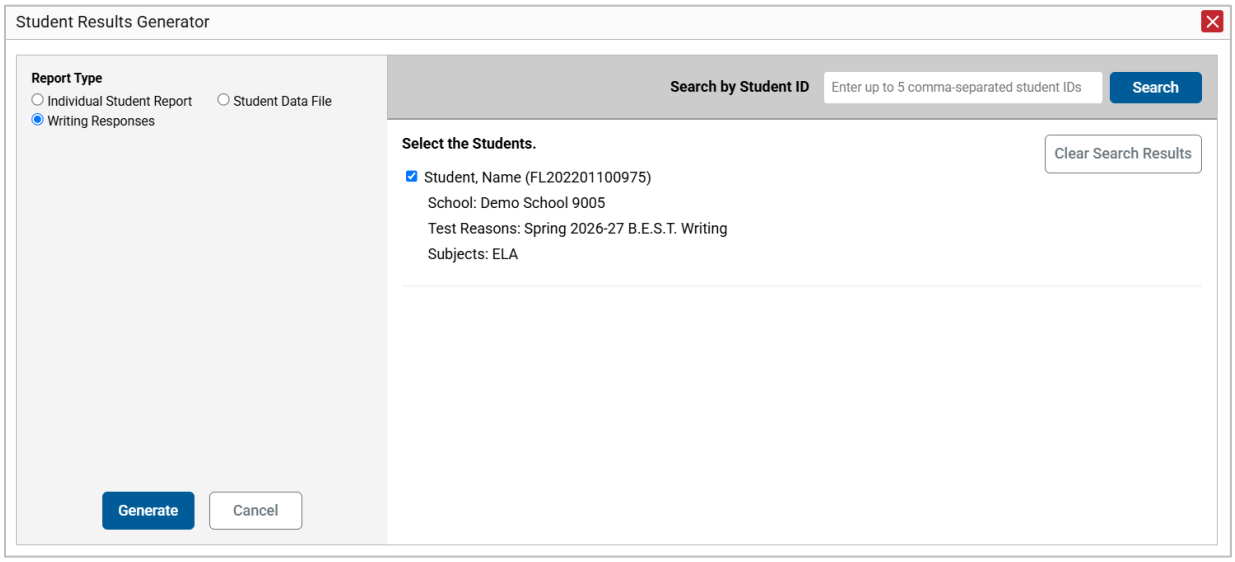
Figure 79. Student Results Generator Window



3. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

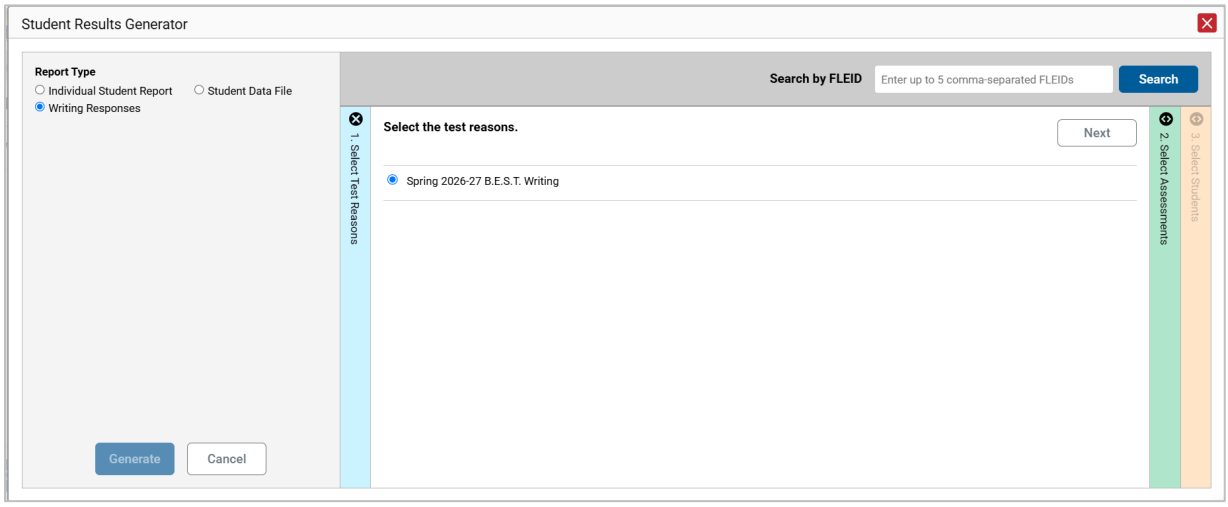
- Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated FLEIDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in Figure 80. To deselect and clear results, click **Clear Search Results**.

Figure 80. Student Results Generator Window: Student Search Results



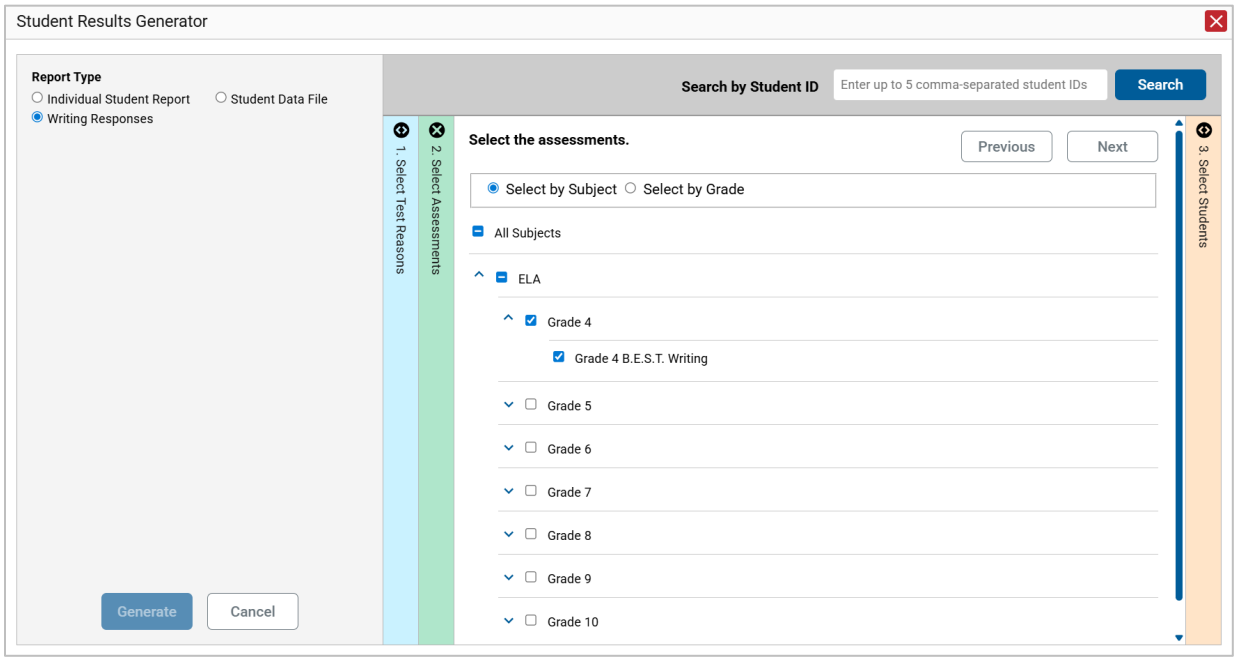
- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section,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

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



  - 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 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 roster or school also selects it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 83. Student Results Generator Window: Select Students Section

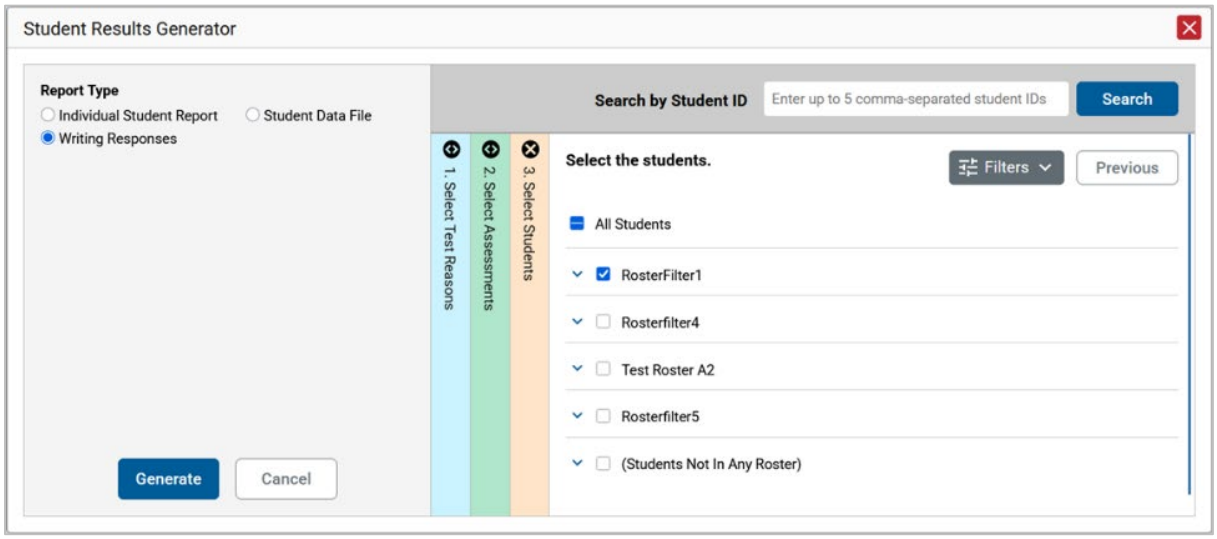
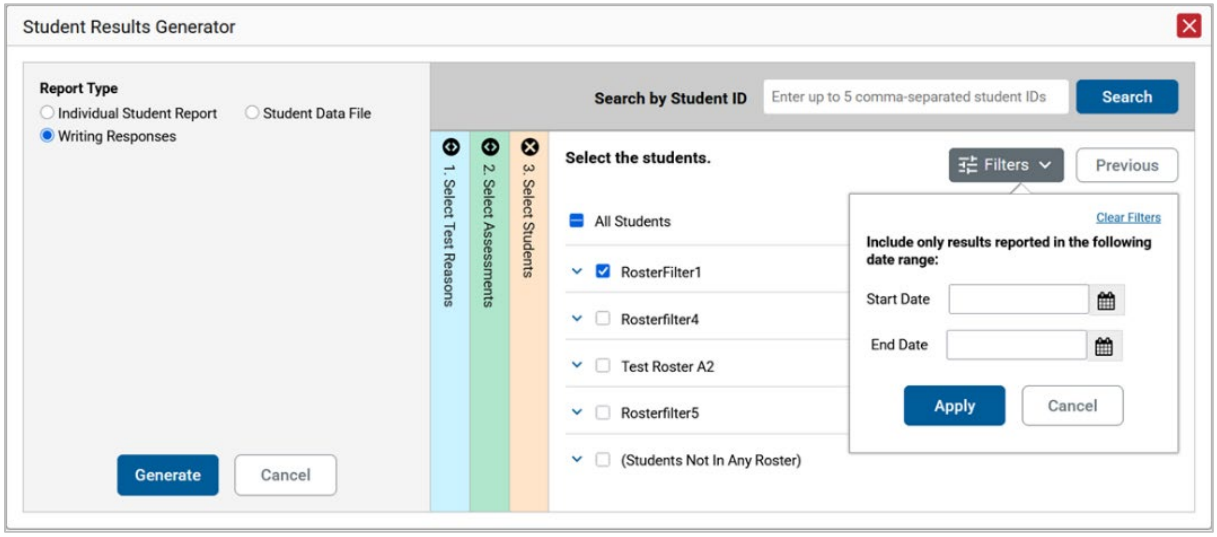


Figure 84. Student Results Generator Window: Select Students Section with Filters Menu Open



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.

A

Accessibility Tools

You can modify visual aspects of FRS to make the site easier to use. These tools are available throughout the system and persist across your login sessions.

If the accessibility widget button obscures part of the page, it can be dragged and dropped.

1. Sign in to FRS.
2. From any page, open the accessibility widget that appears by default in the lower-right corner.
3. Modify the settings as needed. All settings take effect immediately.
   - **Saturation**: Changes the page colors.
   - **Text Spacing**: Changes spacing between the characters on the page.
   - **Cursor**: Changes the size and color of the mouse cursor icon.
   - **Minimize Widget**: Makes the accessibility widget button smaller and places it in the footer.
4. *Optional*: To restore defaults, select **Reset All Accessibility Tools**.
5. Select at the top right to close the widget.

H

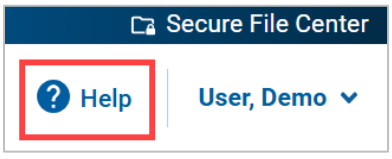
Help

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



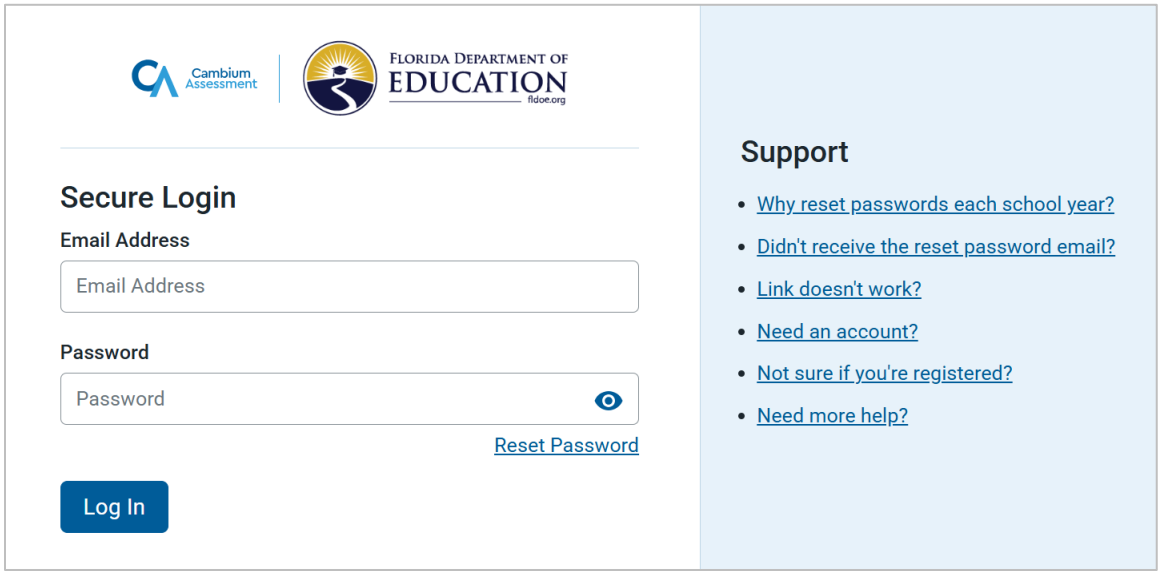
3. Click the **Florida Reporting System** card (Figure 87). The login page appears.

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.

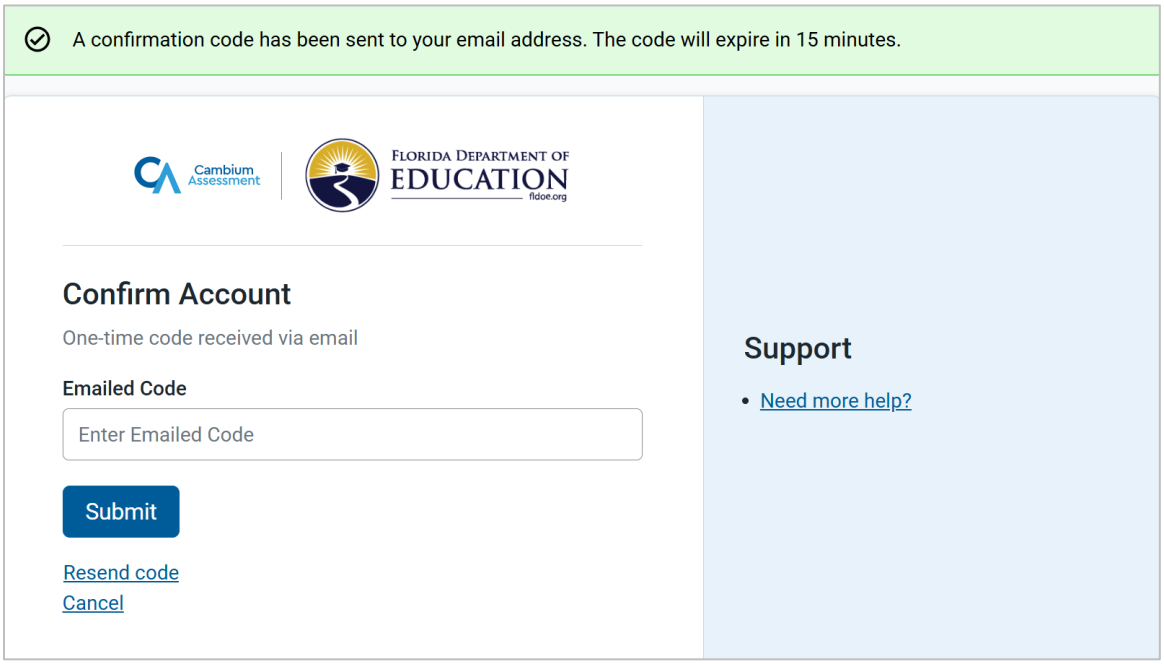
Figure 88. Login Page



5. Click **Log In**.

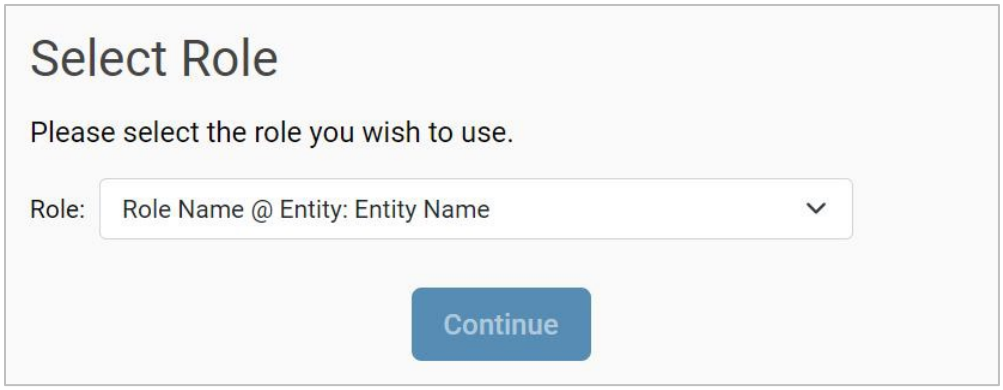
- If the ***Confirm Account*** page appears (Figure 89), an authentication code is automatically sent to your email address. You must enter this code in the *Emailed Code* field and click **Submit** within 15 minutes.
    - If the authentication code has expired, click **Resend code** to request a new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

Figure 89. Confirm Account Page



6. If the ***Terms and Conditions*** page appears, you should review the terms on the page and click **Accept** to proceed.
7. If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 90. From the *Role* drop-down 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.

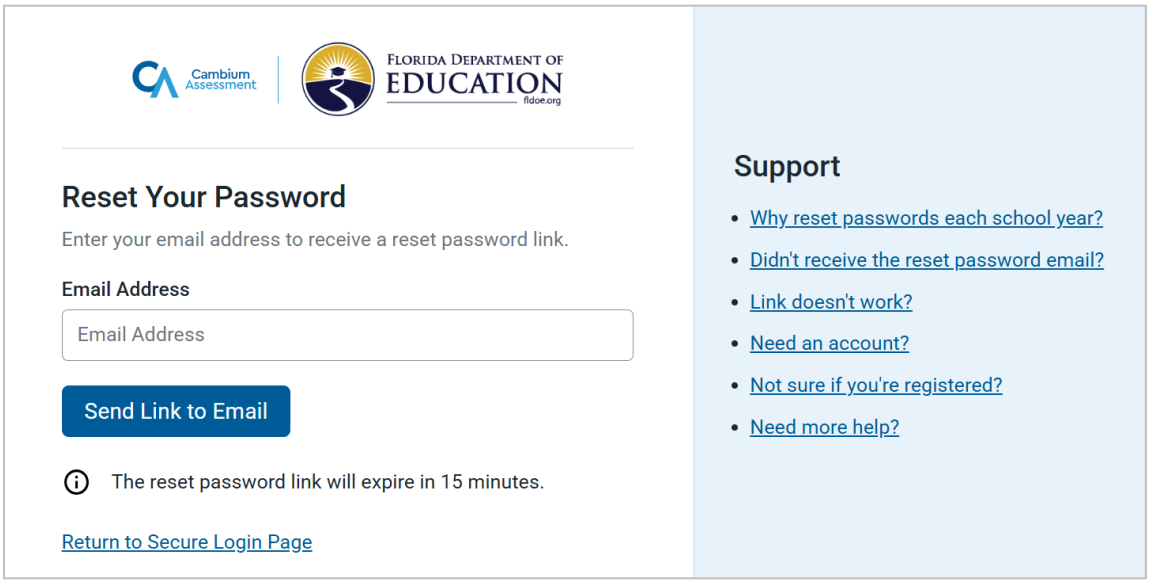
Set or Reset Your Password

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.

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 *Email 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



- If you did not receive an email containing a temporary link or authentication code:
  - 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.

Switch Between Systems

Depending on your role, when you sign in to FRS you can also switch to other systems. Select the menu on the left side of the banner, then select the other system you want to use from the list that appears.

M

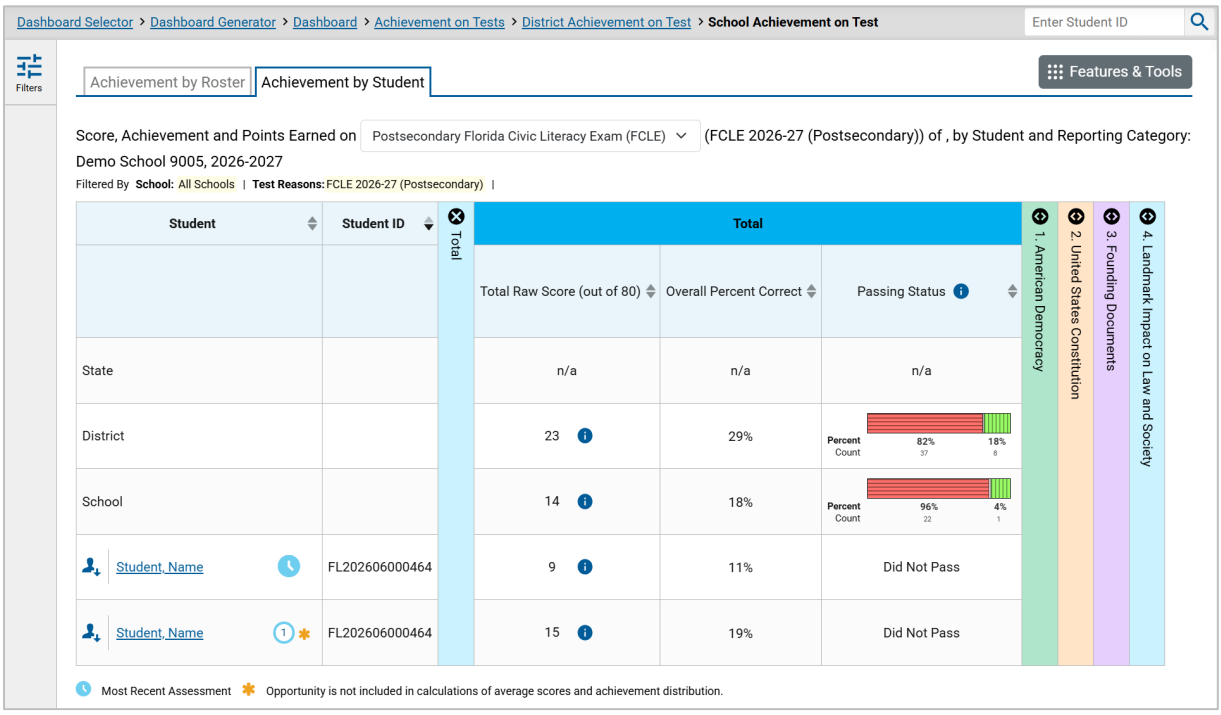
Multiple Test Opportunities

Sometimes test results include multiple rows for the same student.

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, (1), 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

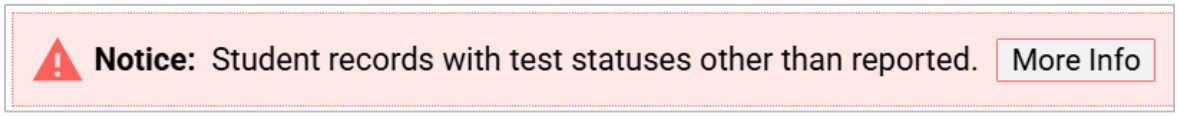


N

Non-Scorable Test Opportunities

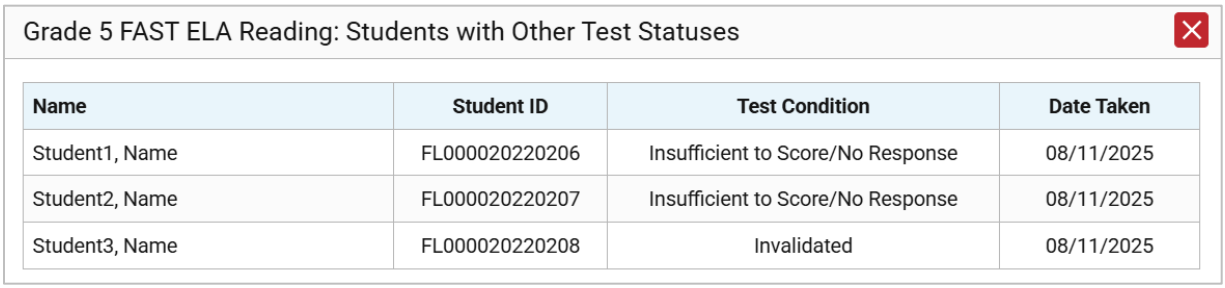
The reports in FRS do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Invalidated", or when it includes blank or empty reporting categories (reporting categories without items), or when it is not a fully attempted test.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

Figure 93. Non-Scorable Notification



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 nonscorable test opportunities for the given assessment, as well as the test condition 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



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 1 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 or teachers 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 and managing rosters, it is recommended to keep the following guidelines in mind:

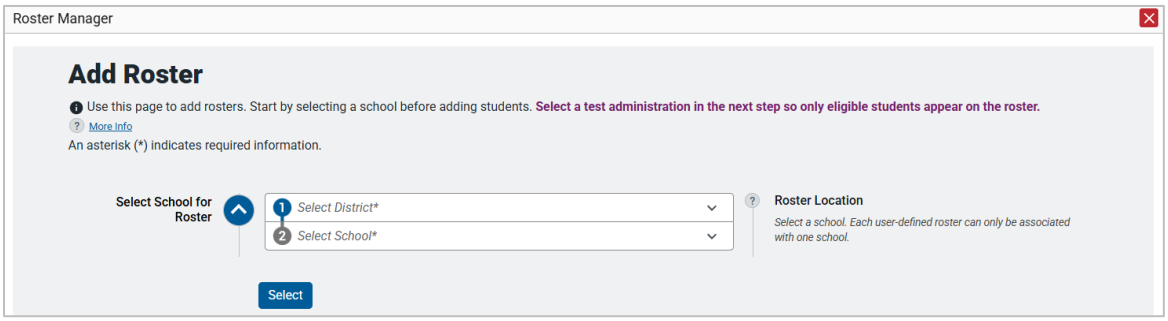
- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data in FRS. Up to 500 active students can be included in one roster.
- If rosters need to be created for other purposes, applicable students can be added 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 or school, the student will automatically become inactive in any rosters associated with the former district or school. Users do not need to take action to delete this student.
- You can associate a roster with one or more teachers.
    - A given user may be associated with a maximum of 75 active rosters.
- Teachers will have access to scores for tests taken with them for inactive students in their roster by changing the time period in FRS.
    - 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 access to scores. When the student is manually deleted, the former teacher will no longer have access to 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 'Gr3Jones26-27', and a secondary school roster may be named 'AikenPeriod3Eng9A26-27.'

Add a Roster

1. From the **Features & Tools** menu, select **Add Roster** +. The ***Roster Manager*** window appears (Figure 96).

Figure 96. Roster Manager Window: Add Roster: Select School for Roster Page



2. Select a school.
3. Use the **Select** button to proceed.
4. On the **Add Roster** form under Roster Details (Figure 97):

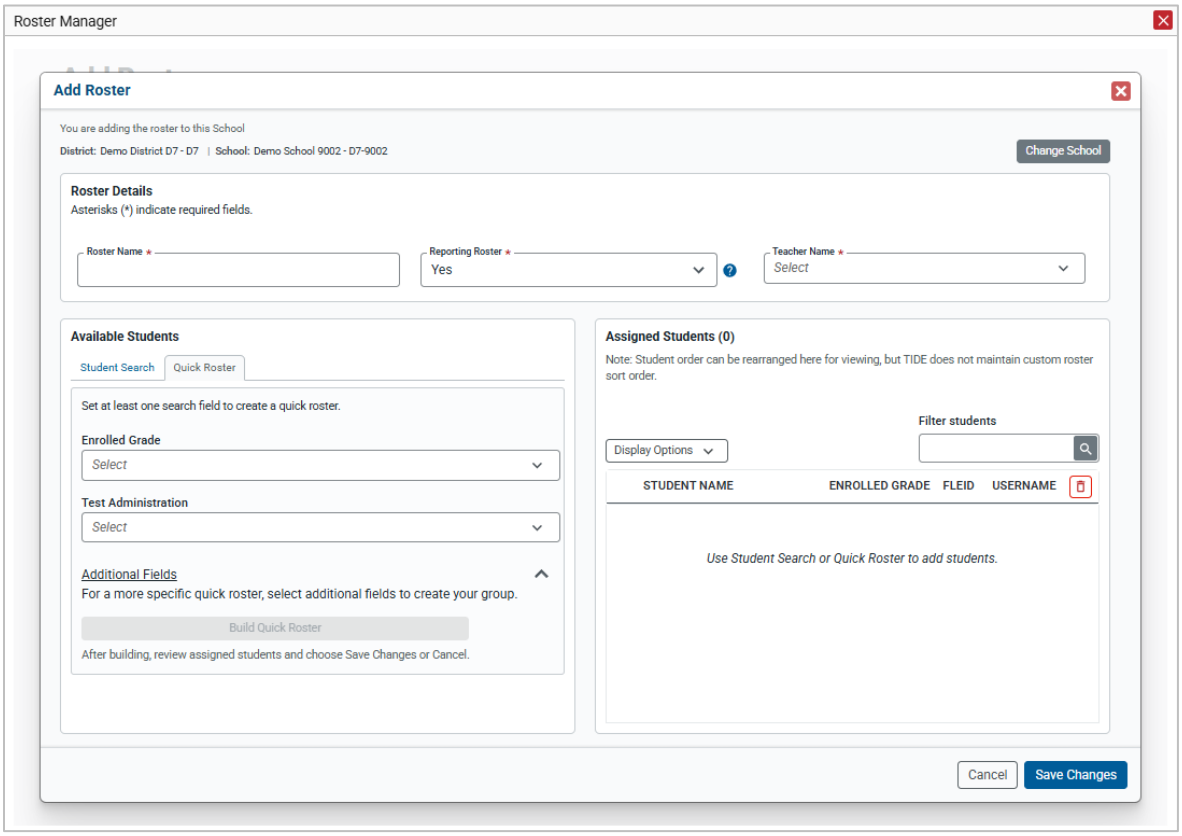
a. Add a roster name.

b. Select **Yes** for Reporting Roster.

c. Select one or more teachers to add to the roster.

Note: After you have made your selections, up to three teacher names display; more than three teachers initially display as a count.

Figure 97. Roster Manager Window: Add Roster Page



5. Decide how you want to add students:

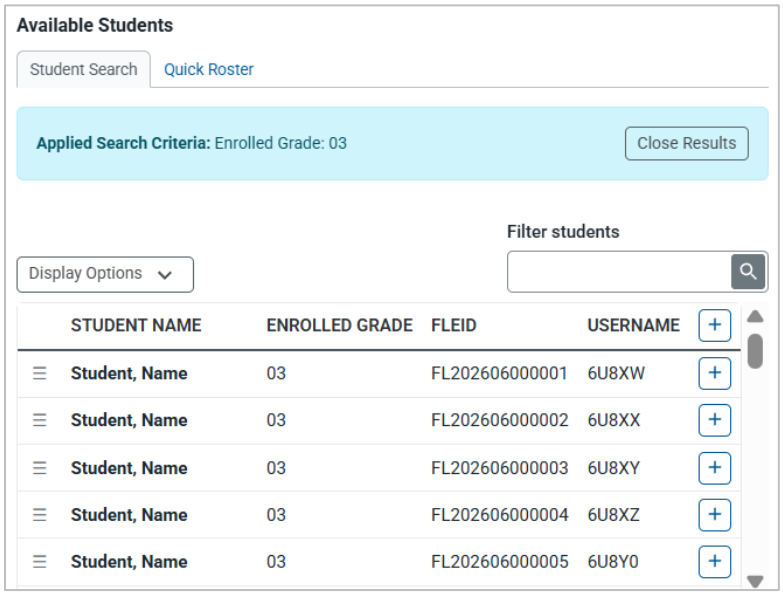
- **Quick Roster** tab (search adds students automatically, manually remove students to edit)

  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 **Build Quick Roster**. You can remove students manually by selecting 🗑 next to individual students or, to remove all, at the top of the grid. Selecting **Save** creates your roster.

- **Student Search** tab (search finds students that you add and remove manually)

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 + next to individual students to add them or, to add all, at the top of the grid (Figure 98).

Figure 98. Roster Available Students



You can also use the handle ☰ on a student row to drag and drop it to your preferred list.

Tip: For fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

Note: If you reorder students within the roster, that order is not saved.

6. *Optional*: After results appear, change the information that displays about students.
   - *Display Options* drop-down: Select or clear columns in the grids.

Note: Selecting **Former Students** shows students in italics who are no longer associated with the school and the date they left. You can still add these students to your roster. 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.

   - 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 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.

After saving, rosters can be modified from the ***Manage Rosters*** page.

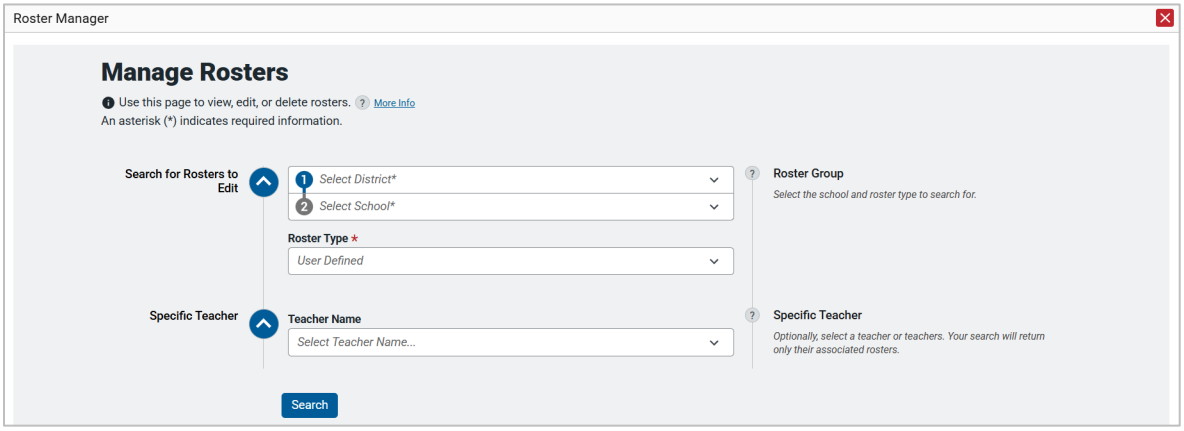
Modify a Roster

You can modify a roster by changing its name or associated teacher, or by adding students or removing students.

To modify a user-defined roster:

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

Figure 99. Roster Manager Window: Manage Rosters Page



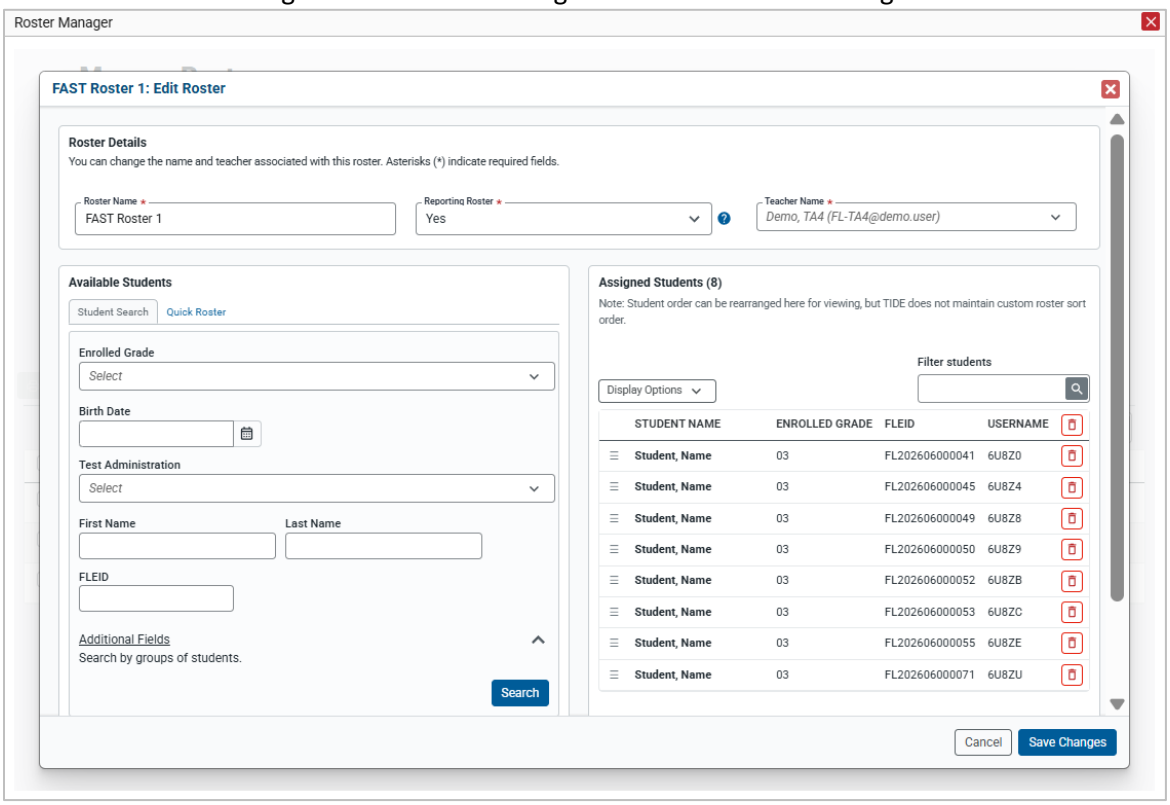
2. Select the school, roster type, and teacher or teachers. Then select **Search**.

   If you use the **Select All** option or select more than one school, the Teacher option will be hidden and your results will only be available for export to the **Secure File Center**.

3. To access a roster, select its name.

   The Assigned Students list displays students who are currently associated with the roster (Figure 100).

Figure 100. Roster Manager Window: Edit Roster Page



4. To add students, use the *Available Students* section.
   - Select the **Student Search** tab to add individual students manually.

     After you return results, select + next to individual students to add them or, to add all, at the top of the grid.

     You can also use the handle ☰ on a student row to drag and drop it to your preferred list.

     Note: If you reorder students within the roster, that order is not saved.

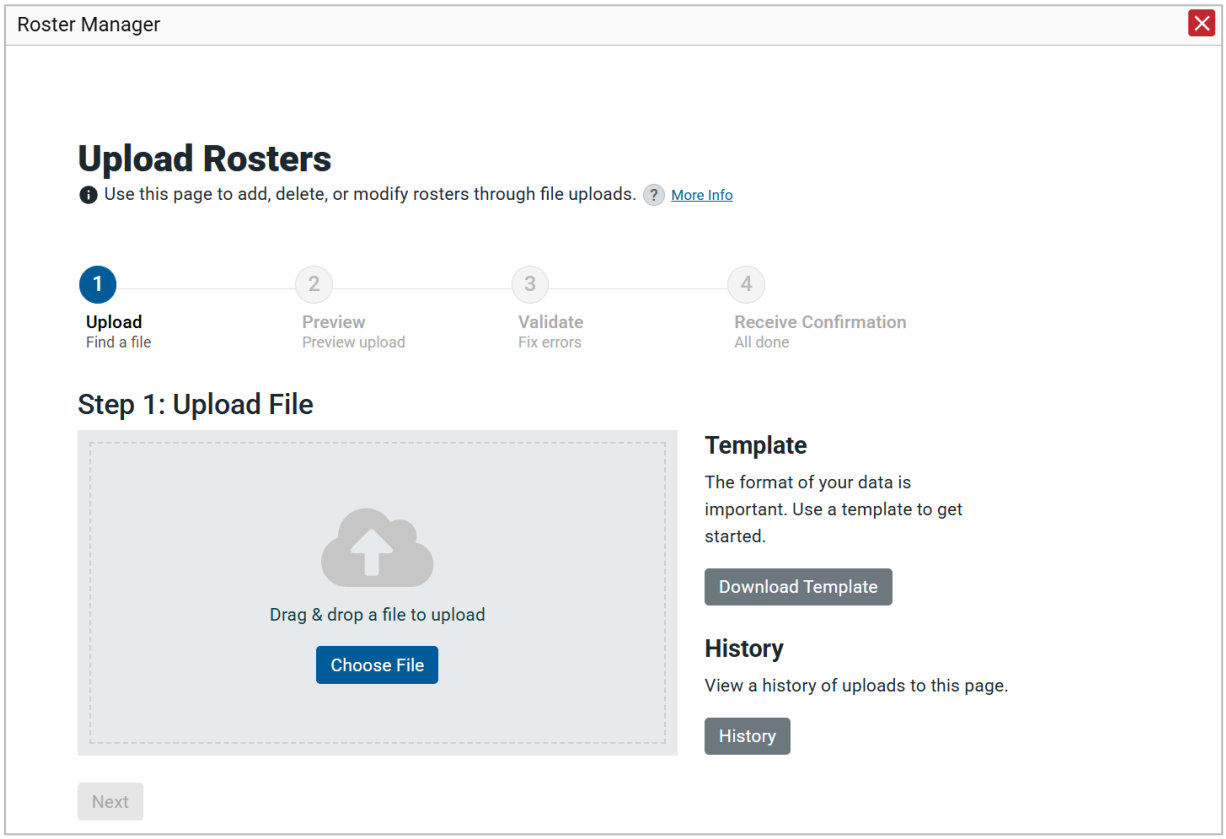
   - Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.
5. To remove students, select 🗑 next to individual students or, to remove all, at the top of the grid. You can also use the handle ☰.
6. Under *Roster Details*, you can also edit the roster name and teacher.
7. Click **Save**.

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:

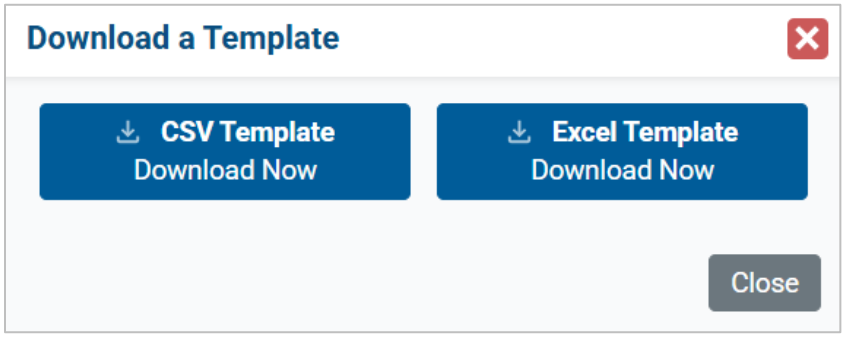
1. From the **Features & Tools** menu, select **Upload Rosters**. The ***Roster Manager*** window appears, showing the ***Upload Rosters: Upload*** page (Figure 101).

Figure 101. Roster Manager Window: Upload Rosters: Upload Page



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

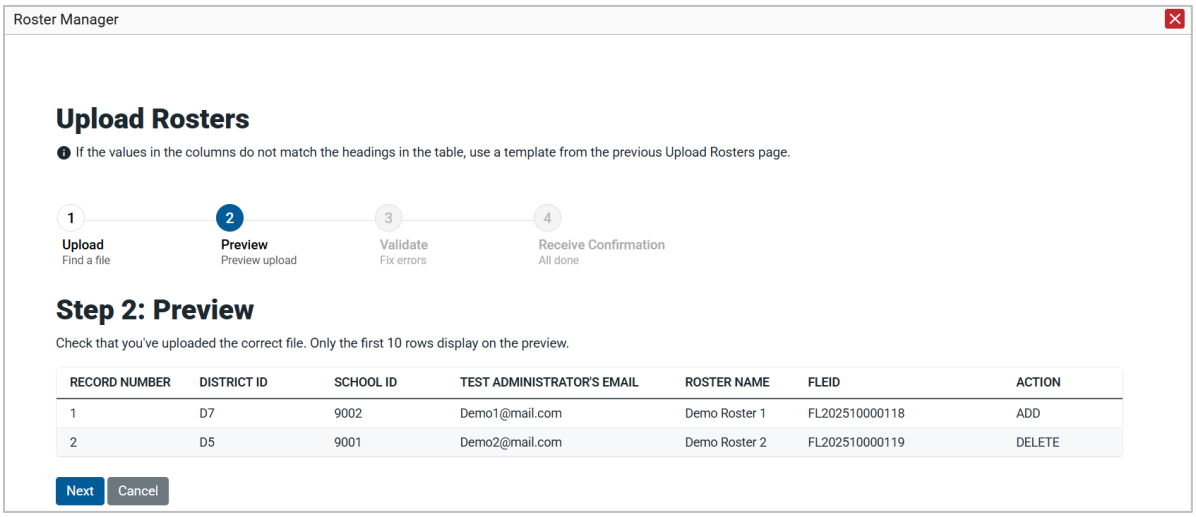
Figure 102. Download a Template



3. Open the template file in a spreadsheet application, fill it out, and save it.

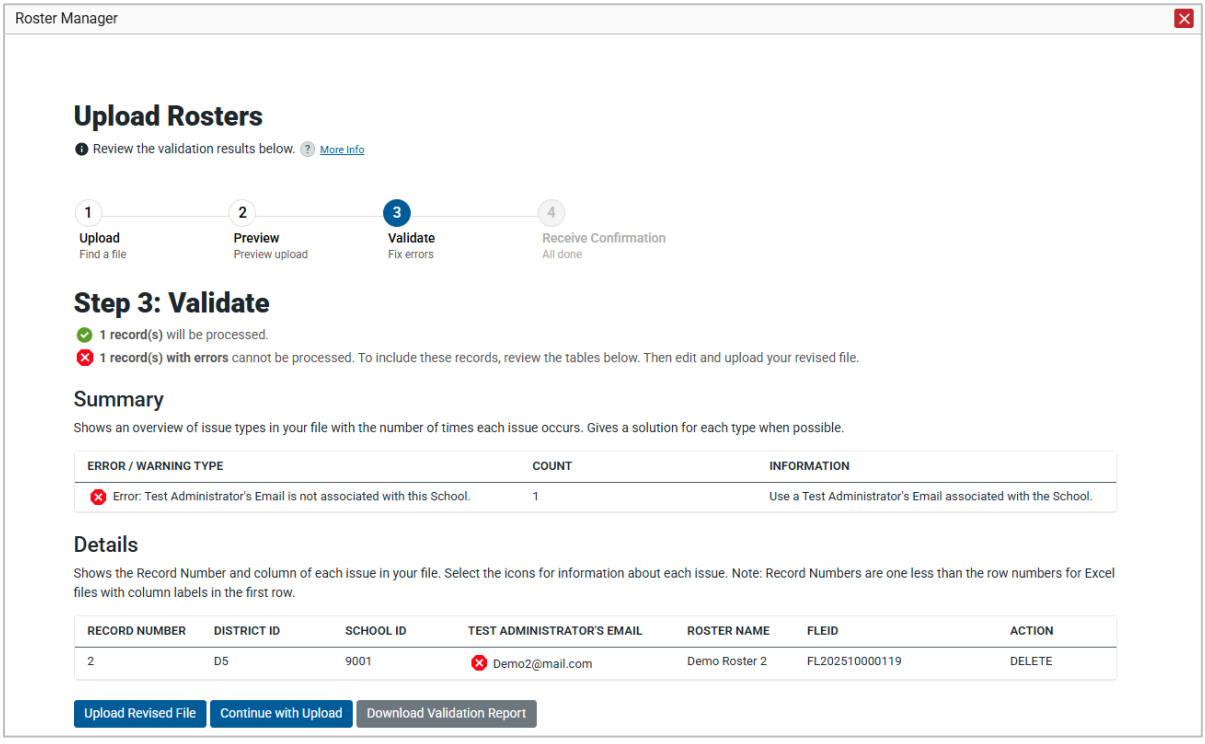
4. On the ***Upload Rosters: Upload*** page, click **Choose File,** and select the file you created in the previous step.
5. Click **Next**. The ***Upload Rosters: Preview*** page appears (Figure 103). Use the file preview on this page to verify you uploaded the correct file.

Figure 103. Roster Manager Window: Upload Rosters: Preview Page



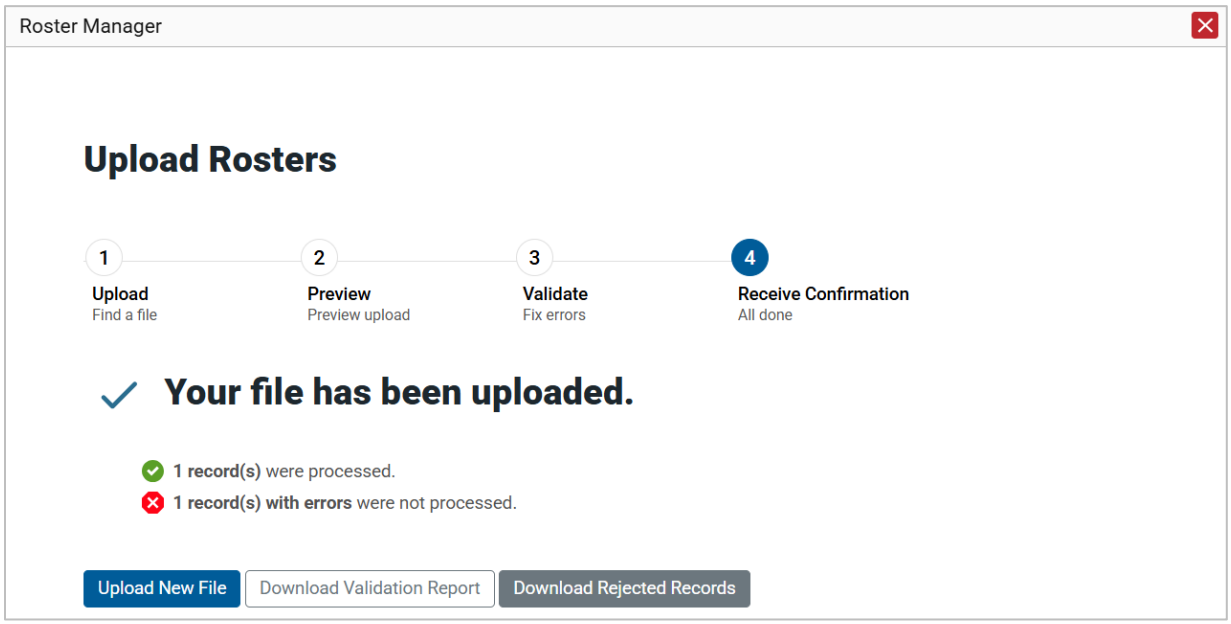
6. Click **Next** to validate the file.
   - Any errors are displayed on the ***Upload Rosters: Validate*** page (Figure 104). If a record contains an error, that record will not be included in the upload.

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



- To revise the file before uploading, select **Upload Revised File** at the bottom of the page.
- To view a list of issues with the file, select **Download Validation Report** at the bottom of the page.
- To continue with the upload regardless of errors, select **Continue with Upload** at the bottom of the page. The confirmation screen appears (Figure 105).

Figure 105. 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

Element	Description	Valid Values
Test Administrator's Email*	Email address of the teacher or test administrator associated with the roster	Email address of a teacher existing in TIDE
Roster Name*	Name of the roster	Up to 20 characters
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	One of the following: Add—Add new user or modify an existing user record Delete—Remove existing user record **Note**: If the field is left blank, the user record will be added or modified as applicable, similar to an Add action.

*Required field

S

Secure File Center

FRS allows you to access a Secure File Center 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 and files exported by users.

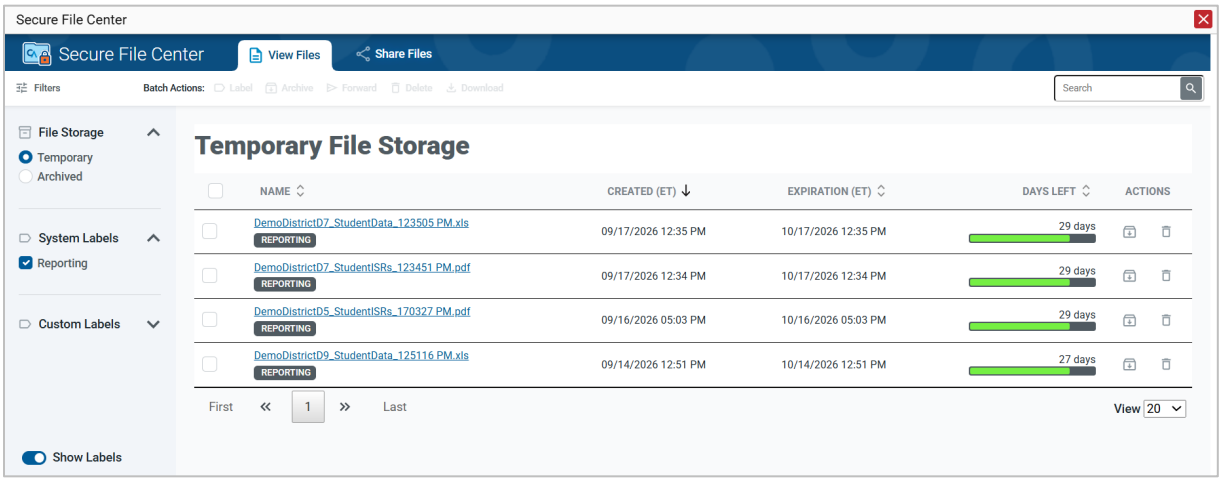
Access and Manage Files in the Secure File Center

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.

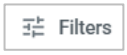
Warning: The **Archived** file storage does not keep your files long term. The same expiration period applies to files in both storage areas.

1. In the banner, click **Secure File Center**. The ***Secure File Center*** window appears (Figure 106). By default, the **Secure File Center** displays the **View Files** tab.

Figure 106. Secure File Center Window: View Files Tab: Temporary



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 file names and labels.

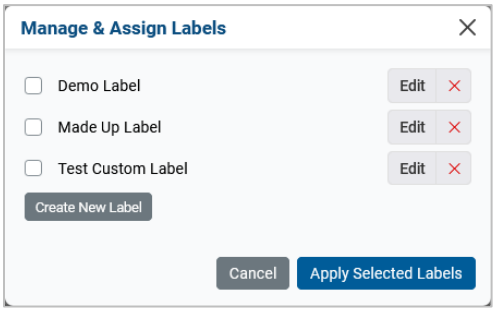
3. *Optional:* Click **Show Filters**  at the top left to open the *Filters* panel.
   - Expand the **File Storage** section and choose either of the available folders:
     - **Temporary:** This is the default view and displays all the files except for the ones that you have archived. Includes columns for Creation Date, Expiration Date, and Days Left.
     - **Archived:** Displays files that have been archived (files have the same expiration as the **Temporary** storage). 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. To identify shared files, refer to the *Created* column.
   - Files you've shared with other users display: *Owned by: your email address*
   - Files that have been shared with you by other users display: *Shared by: owner's email address*
   - Files that have been shared by Cambium Assessment staff display: *Cambium Assessment Support Team*

5. *Optional:* Do one of the following:

- To download files, select the name of a file or select the checkboxes and then select **Download**.
- 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 107).
  - To apply existing custom labels, select the checkboxes beside the labels, then select **Apply Selected Labels** (Figure 107).

Figure 107. Manage & Assign Labels Pop-Up Window



- To archive files, select the checkboxes beside them, then select **Archive** . To unarchive a file from the **Archived** folder, select .

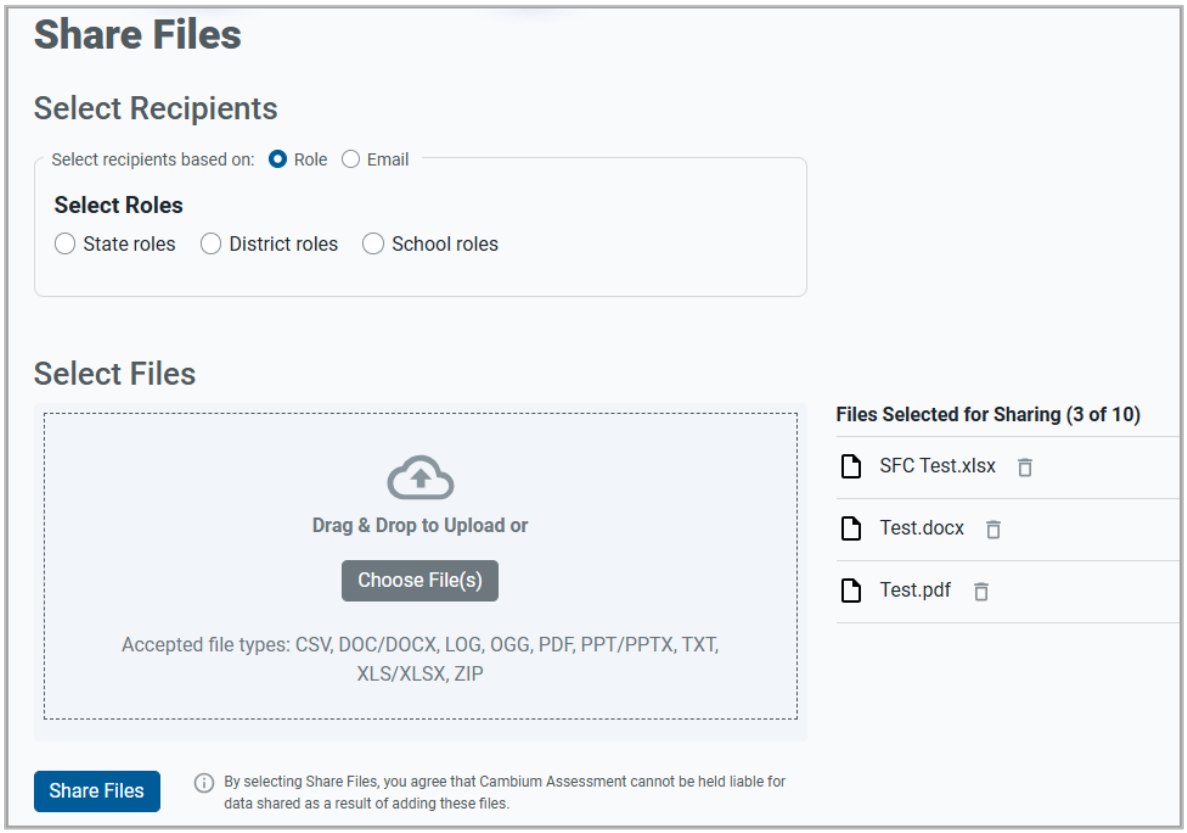
6. *Optional*: Delete a file you've exported to the Secure File Center or delete a file that has been shared.
   - To delete a file that you've exported or that has been shared with you, select the file, and then select **Delete** from *Batch Actions* or use the button in the *Actions* column for the 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 Secure File Center. 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 Secure File Center.
     - 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 108). 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 108. 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 drop-down list appears.
6. From the drop-down 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 Center** 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 109). 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 109. 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

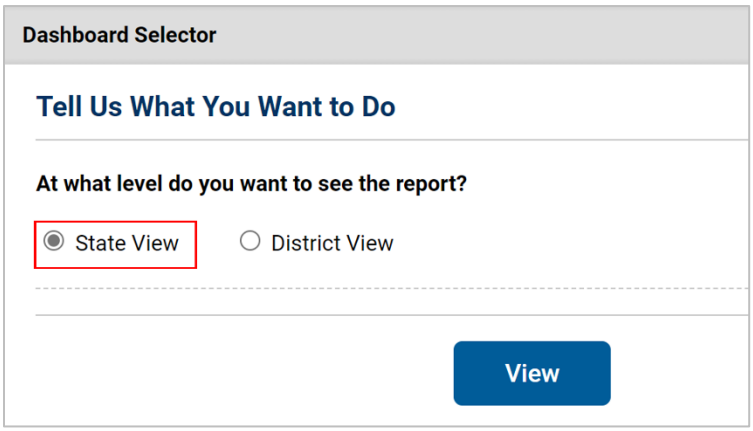
State-level users have a special landing page called the ***Dashboard Selector***. You can use the ***Dashboard Selector*** to access FRS at the state or district level.

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:

1. Log in to FRS. The ***Dashboard Selector*** page appears (Figure 110).
2. From the state and district view options, select **State View**.

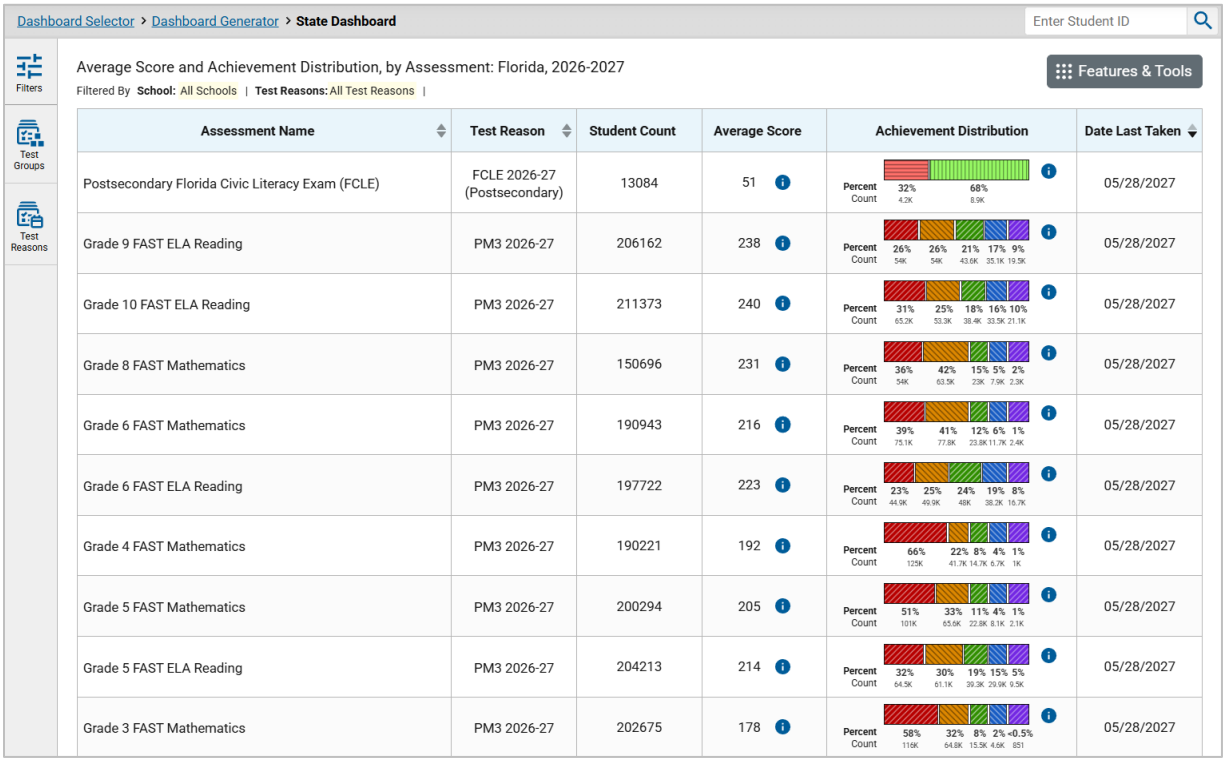
Figure 110. State-Level User View: Dashboard Selector Page



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 111) 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 111. State Dashboard



- 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 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**.
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.

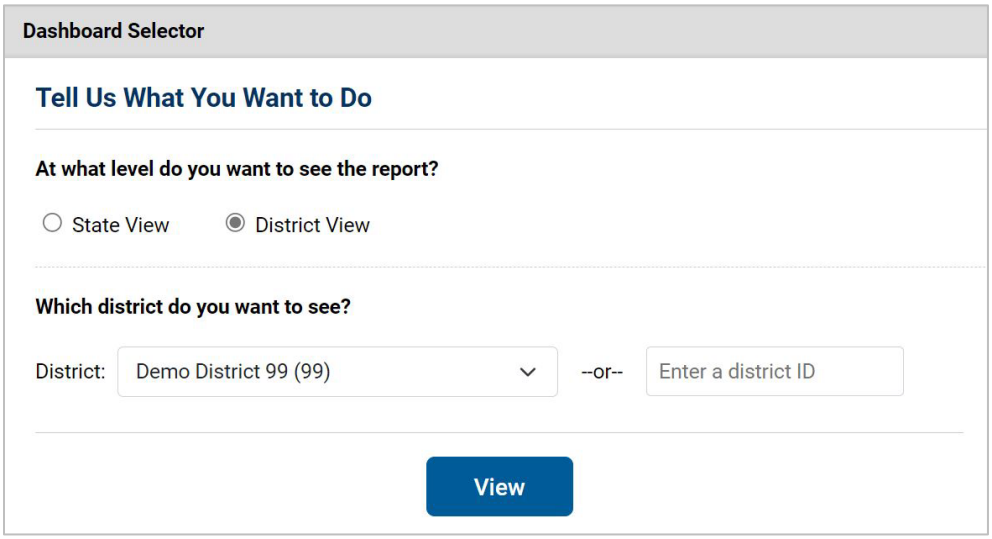
Access the Florida Reporting System at the District Level

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 112).
3. Do either of the following:
   - From the drop-down list that appears, select a district.
   - In the search field that appears, enter a district ID.
4. Select **View**.

Figure 112. State-Level User View: Dashboard Selector Page



   - 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.

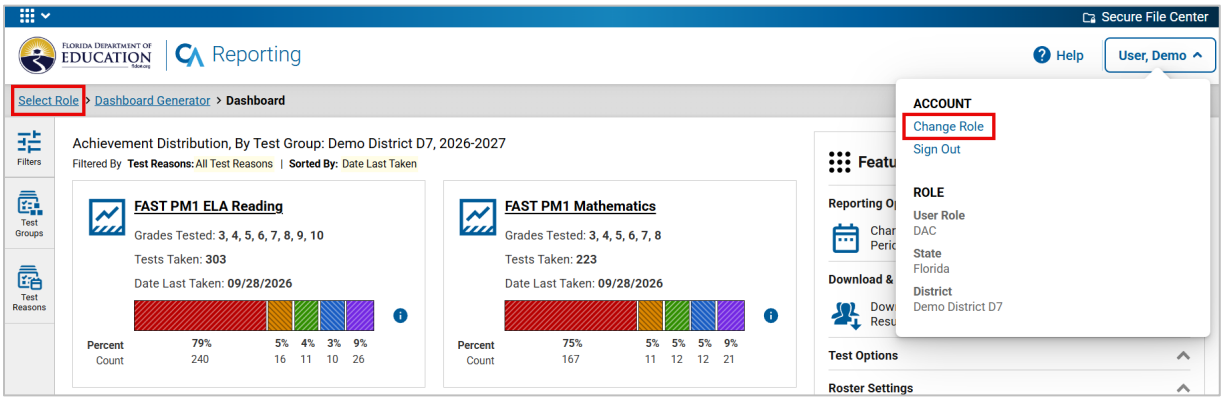
U

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:

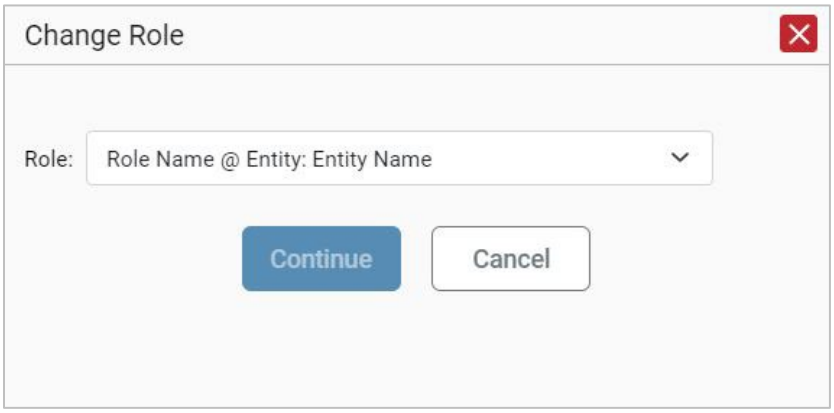
1. From the banner menu, select **Change Role**. Alternatively, click the **Select Role** link in the path at the upper-left corner (Figure 113). The ***Change Role*** window appears (Figure 114).

Figure 113. Change Role Options



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

Figure 114. 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 (FRS), 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 links where appropriate.	10/26/26
New for the 2026–2027 School Year	Updated for the school year.	10/26/26
Helpful Tips and Reminders	Added new section.	10/26/26
Break Down Test Results by Demographic Sub-Groups	Added information about the EOC retaker breakdown.	10/26/26
Accessibility Tools	Added new section.	10/26/26

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