Florida Reporting System (FRS) User Guide

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Prepared by Cambium Assessment, Inc.

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Introduction to the User Guide

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

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

This user guide includes the following sections:

- How to Navigate Reports
- How to Set Up Reports to Suit Your Needs
- How to Export and Print Data
- How to Access Item-Level Data

You may also refer to the Understanding FRS Reports guide for more information on how to interpret these measures.

New for the 2025–2026 School Year

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

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

How to Navigate Reports

This section explains how to navigate your reports.

How to Understand Which Students Appear in Your Reports

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

How to Start Viewing Reports

How to Use the Dashboard Generator Page

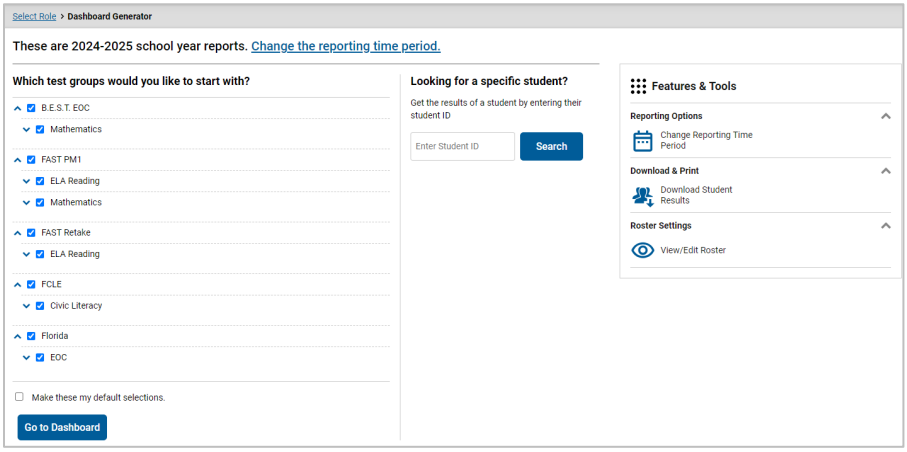
When you log in to FRS, the first thing you see is the Dashboard Generator page (see Figure 1). The controls on the left let you select from the groups of tests that have been processed for the current school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects. To view the dashboard with your selected tests, take the following three steps:

1. Select the tests you want to view, expanding the test groups as needed.

2. *Optional*: To save your selections, mark 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.

3. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

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 view all test results for that student 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 are no data, that means no test opportunities are available for the selected school year.

- *Optional*: To change the test groups or choose a different school year listed in the Dashboard Generator, click on change the reporting time period.

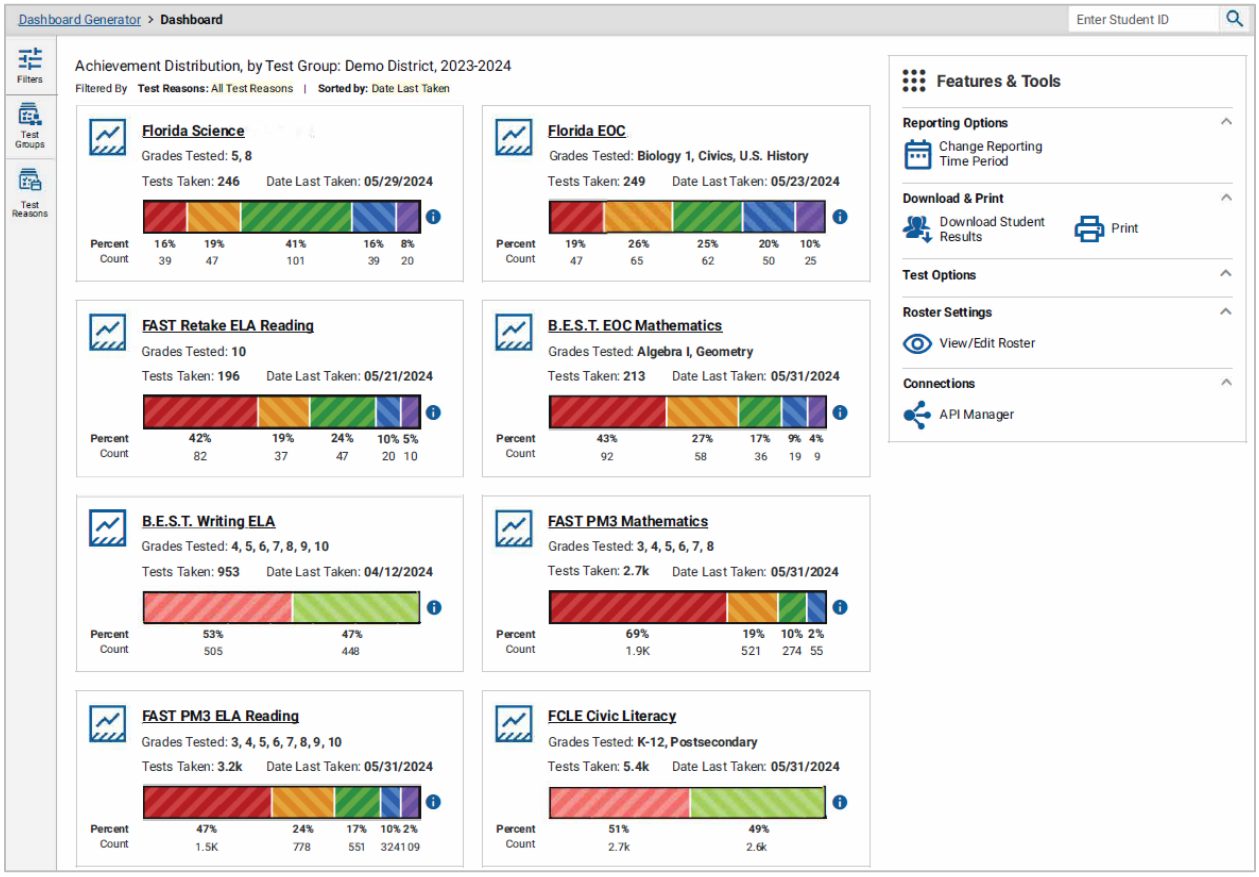
How to Use the Dashboard to View Aggregate Test Results

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

Each aggregation card displays the test group name, a list of the grade groups that have taken the test, the number of students who took tests in the group, the date of the last test taken, and an achievement distribution bar displaying both percentages and student counts below it. You may sometimes see the message "Data cannot be aggregated together for this group of tests" 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. Changing the reporting time period may solve the problem. If you are a teacher, you may also be able to view more students' data by Roster Management.

To change the test groups and test reasons that appear, use the **Filters** panel on the left. For more information on filtering, see How to Set Up Reports to Suit Your Needs. You can also backtrack to the Dashboard Generator using the link in the path in the upper-left corner and change your test group selections there.

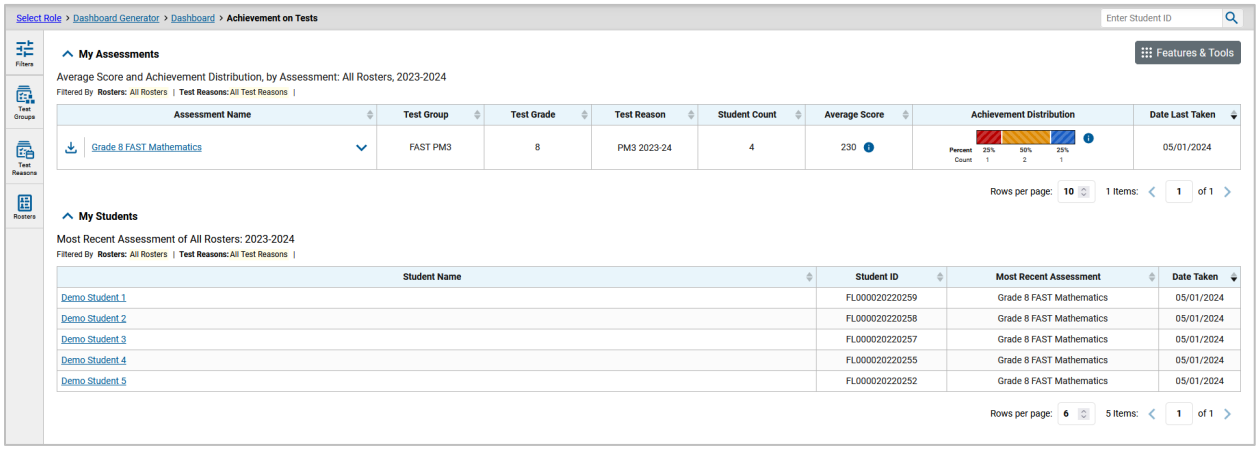
How to View More Detailed Data on a Particular Test Group

To view 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 see the following two tables, as in Figure 3:

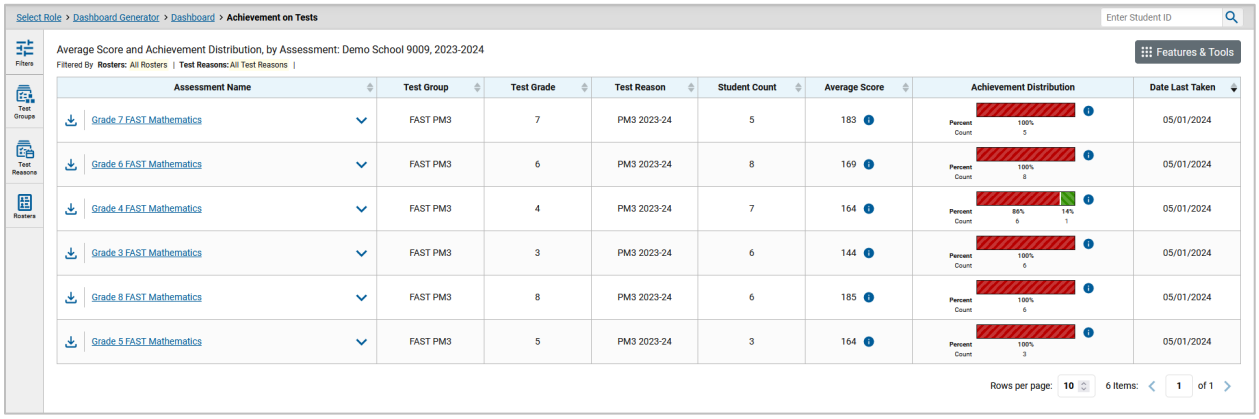
- The My Assessments table lists all the completed assessments in the filtered test group or groups.
- The My Students table lists all your students who took the assessments.

Figure 3. Teacher View: Achievement on Tests Report



District- and school-level users see just one table, 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 view a different set of assessments. For more information on filtering, see How 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.

For Teachers and School-Level Users: How to View Student-Level Data for All Your Students

The **Achievement by Student** tab displays test results for each of your students across rosters. In order to see the results for all your students, take the following three steps:

1. Starting from the dashboard that appears when you log in, click a test group name.

2. Click a test name in the assessments table at the top of the page.

3. In the report that appears, select the **Achievement by Student** tab, as in Figure 5. You will see results listing all your students. The first few rows show aggregate achievement data for your state, district, school, and/or total students.

    - To see which students performed best, click the Scale Score, Achievement Level, or Percentile Rank columns to sort them. You can view your students’ achievement in each area of the test by clicking the reporting category section bars to expand them, as shown in Figure 6.

Figure 5. School Achievement on Test Report: Achievement by Student Tab

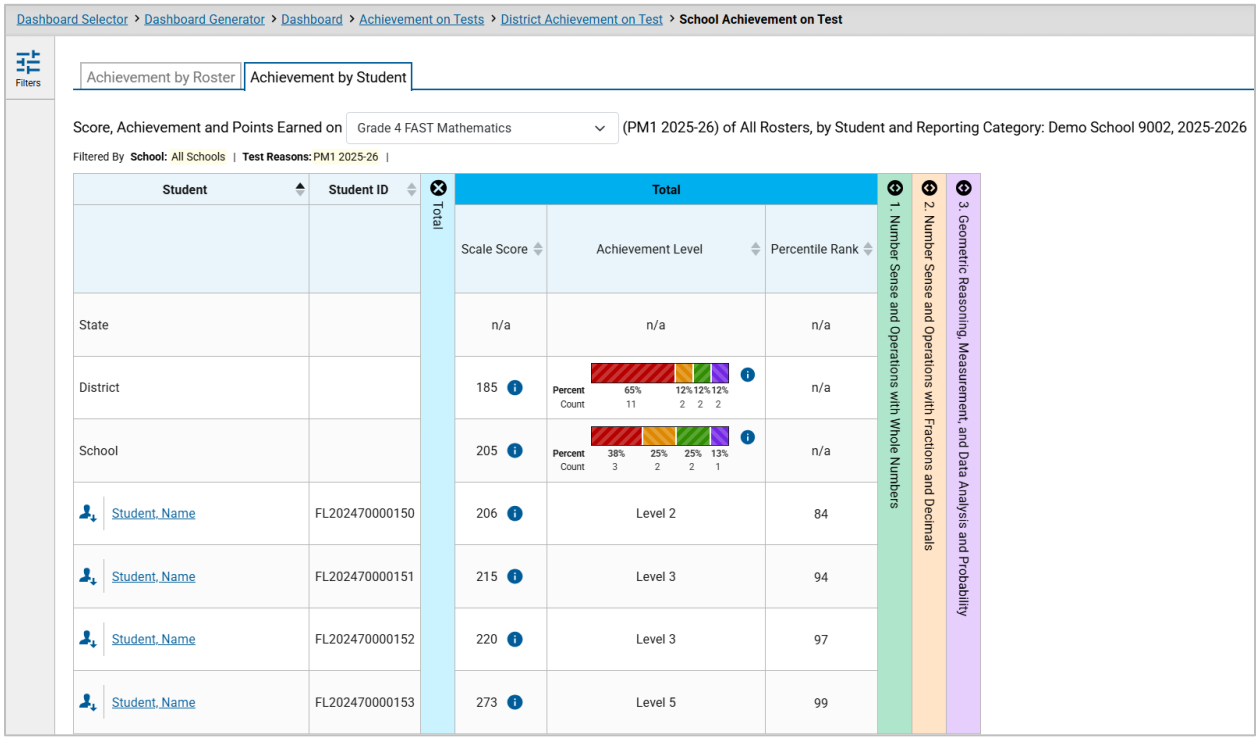
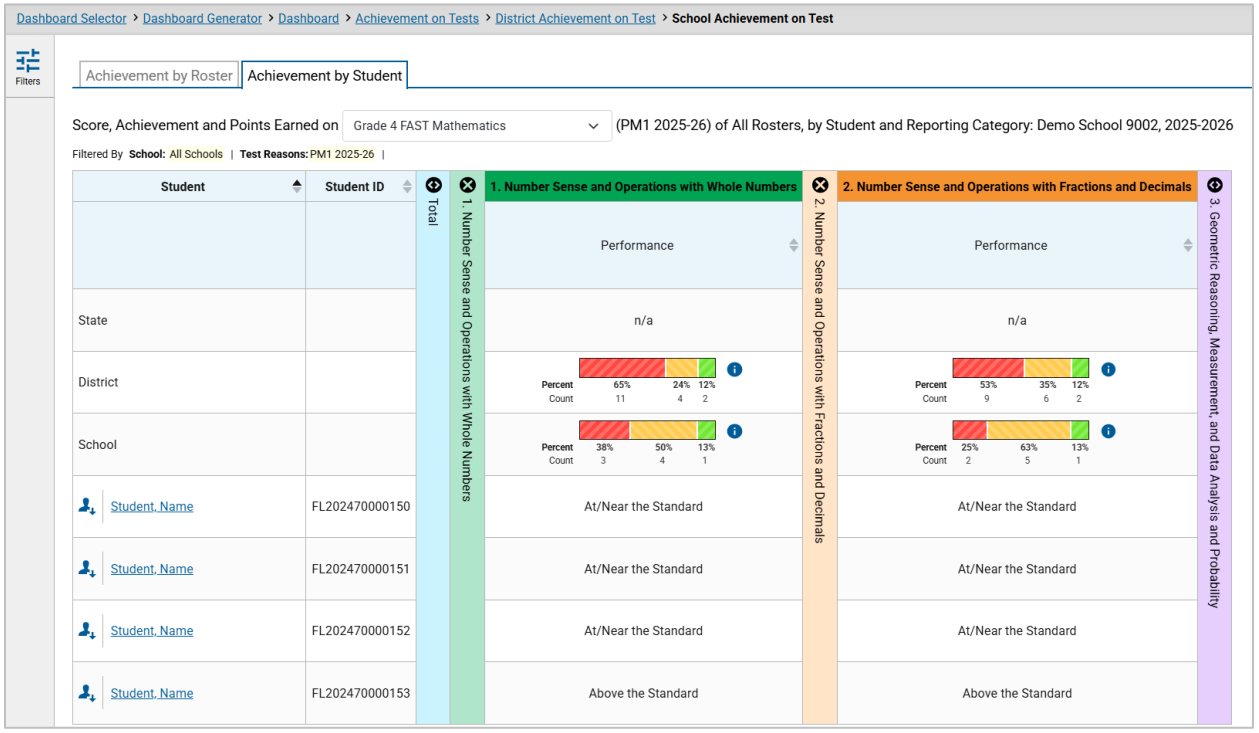


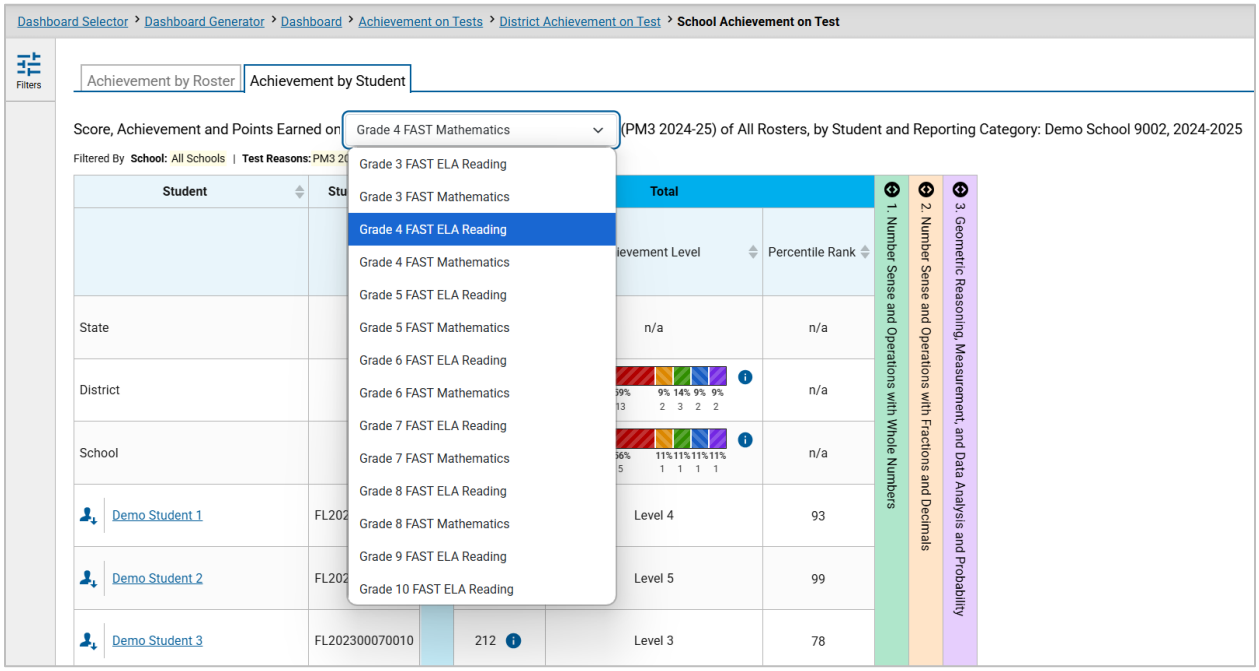
Figure 6. School Achievement on Test Report: Achievement by Student Tab with Expanded Reporting Category Sections



How to Switch to Another Assessment Report via the Quick Navigation Feature

Assessment reports for groups of students may display a drop-down list in the heading of each report table. This drop-down list, as shown in Figure 7, allows you to quickly switch to the report for any other assessment that belongs to 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 7. School Achievement on Test Report: Achievement by Student Tab with Quick Navigation Drop-down List Expanded



You may find it easier to navigate using the assessment drop-down list than to return to the Achievement on Tests page to find a different assessment. For example:

- 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.

How to View Test Results for Rosters on a Particular Test

You can view a list of rosters that took a particular test as well as the test results for a particular roster.

How to Access Test Results for All Your Rosters

The **Achievement by Roster** tab (Figure 8) displays test results for each roster. To view this tab, follow the instructions for your user role listed in this section.

Teachers and school-level users can view their rosters by taking the following two steps:

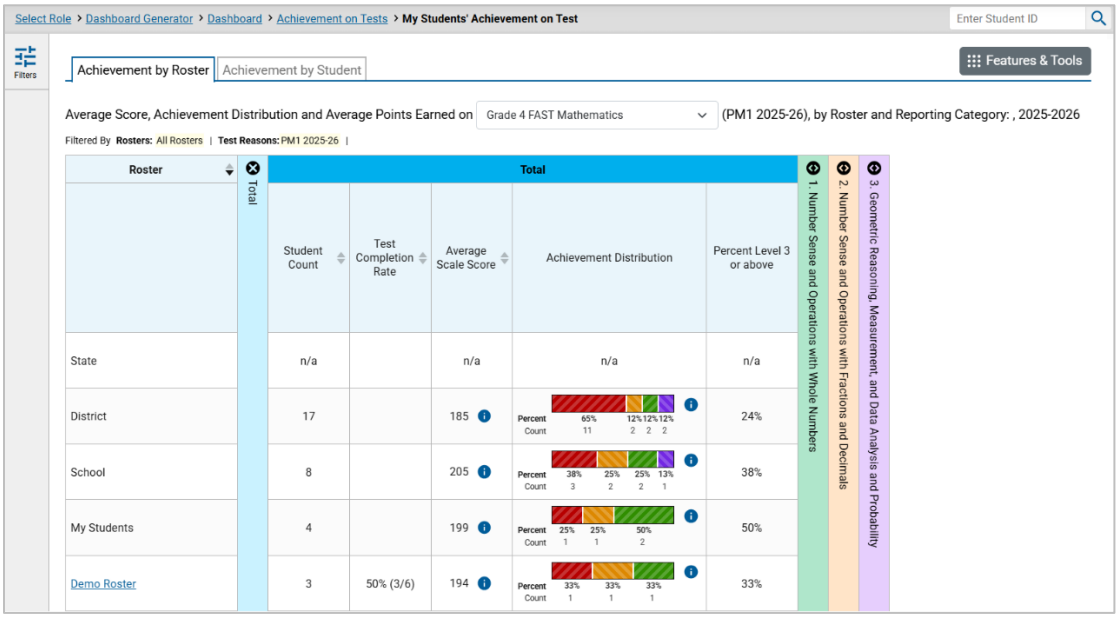
1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. Either the My Students' Achievement on Test or the School Achievement on Test Report appears, depending on your role. It is open to the **Achievement by Roster** tab.

District-level users can view all rosters in a school by following these three steps:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of district test results appears, listing schools within the district.
3. Click a school name. The **School Achievement on Test Report** appears, open to the **Achievement by Roster** tab.

The report shown in Figure 8 displays a list of your rosters and each roster's achievement. The first few rows also show aggregate achievement data for your state, district, school, and/or total students.

Figure 8. My Students' Achievement on Test Report: Achievement by Roster Tab



How to See Which Rosters Performed Well on This Assessment

To see which rosters performed best on the test, do either of the following:

- Click the Average Scale Score column header to sort by score and look for rosters with high average scores.
- Look at the bars in the Achievement Distribution column to see where the percentage of students at or above proficient is high.

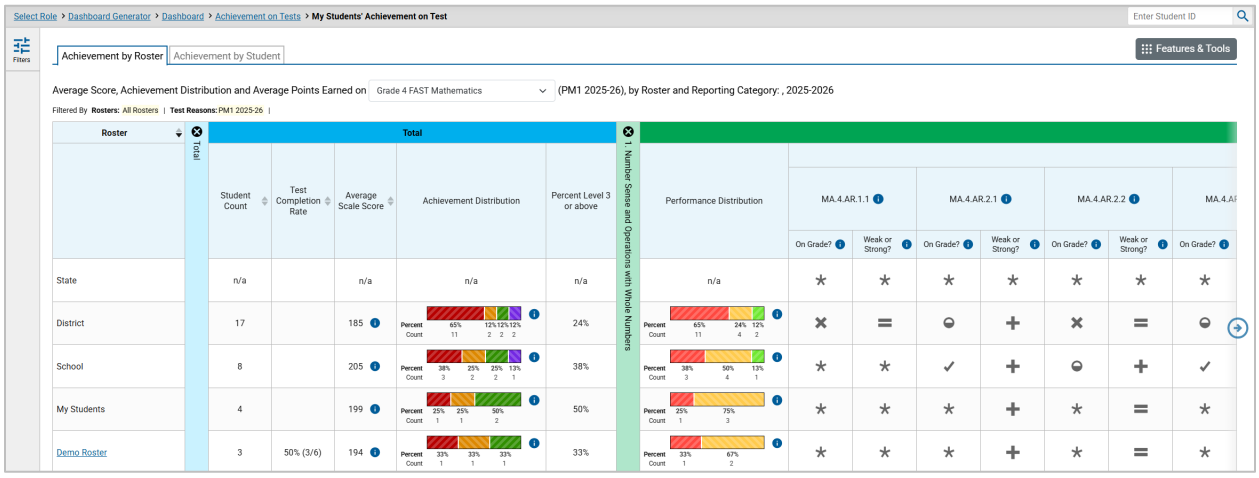
How to See Which Rosters Had the Highest Test Completion Rates

To see which rosters had the highest test completion rate, click the Test Completion Rate column header to sort the column. Test completion rate data are only available for rosters and are not available at any other aggregation level. The test completion rate is based on the number of students in each roster who have completed the test.

How to See How Well Rosters Performed in Each Area on the Test

For tests with reporting category sections, you can compare the achievement of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 9), you can view average score and an achievement distribution bar for each roster under the reporting category Number Sense and Operations and Probability.

Figure 9. My Students' Achievement on Test Report: Achievement by Roster Tab with Expanded Reporting Category Section



How to View and Interpret 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 each standard, click the more information button to the right of the standard name (shown in Figure 10).

Figure 10. School Achievement on Test Report: Achievement by Roster Tab with Expanded Reporting Category Section

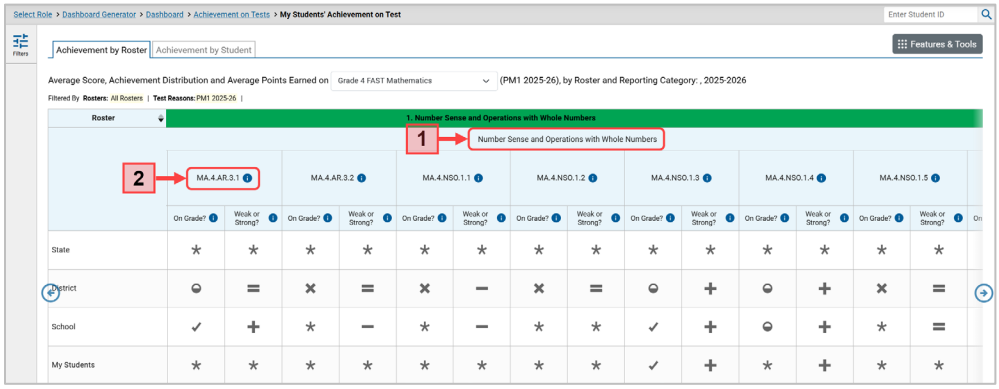


Table 1. School Achievement on Test Report: Achievement by Roster Tab: Reporting Category Section Elements

#	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, Below the On Grade Standard.

- **Weak or Strong?:** You can identify strengths and weaknesses in different benchmarks within the reporting category so that you can focus instruction on very specific areas where improvement is needed. This column displays icons indicating how students' average achievement on the standard compares with their average achievement on the overall test. Note that these icons indicate only relative achievement and not proficiency. The three levels of weakness/strength are: Area of Strengths, Performance is similar to performance on the test as a whole, Area of Weakness.

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

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

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

How to View and Interpret Writing Dimension Measures

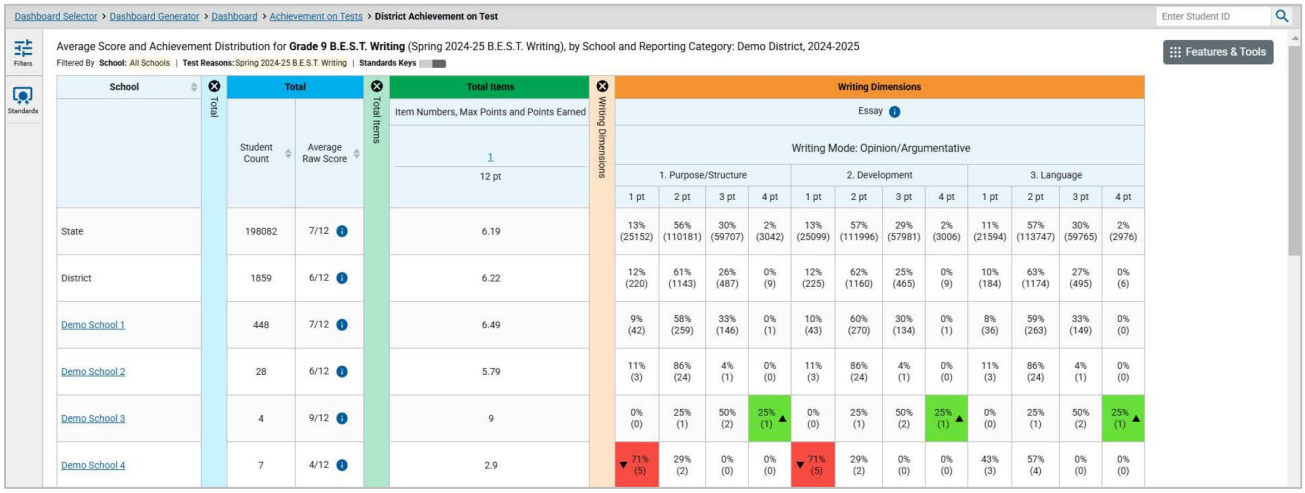
Aggregate test results for B.E.S.T. Writing will also include a **Writing Dimensions** section as part of the expandable sections in the report table. You can expand it by clicking the vertical bar, just as with the reporting category sections. This section helps you understand how students performed 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 11) contains the following under the Essay header:

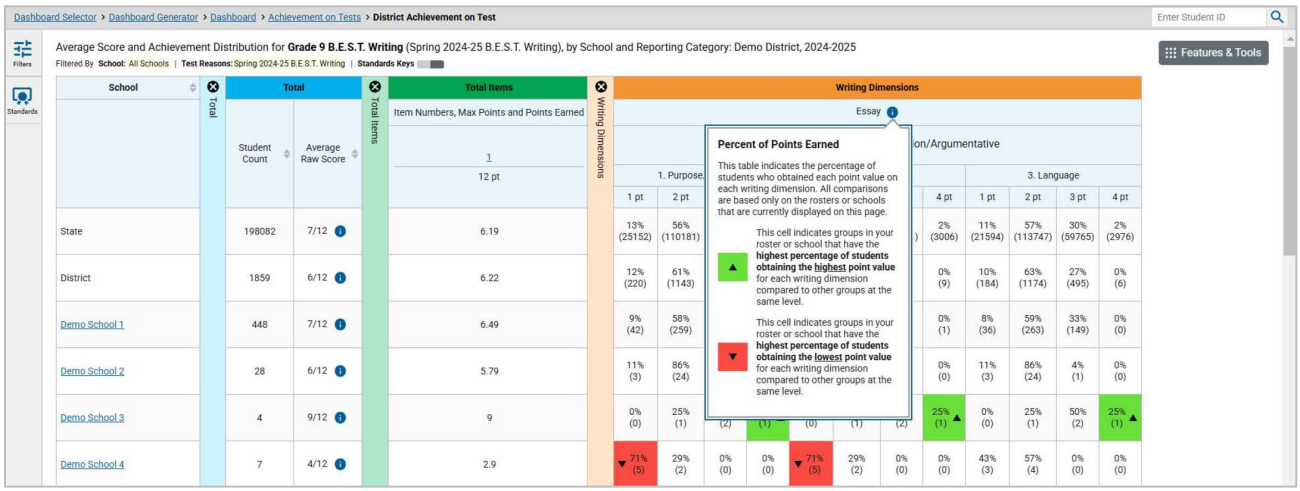
- **Writing Mode**. Argumentative or Expository
    - Writing dimensions as listed in item rubrics
    - Purpose/Structure, Development, and Language
- **Point Value.** A sub-column for each possible item point value for the writing dimensions. Each point value sub-column displays the percentage of students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

Figure 11. District Achievement on Test Report with Expanded Writing Dimensions Section



To learn about the highlighting and arrow icons, click the more info button in the Essay header. Once you click the more info button, a legend expands, as in Figure 12.

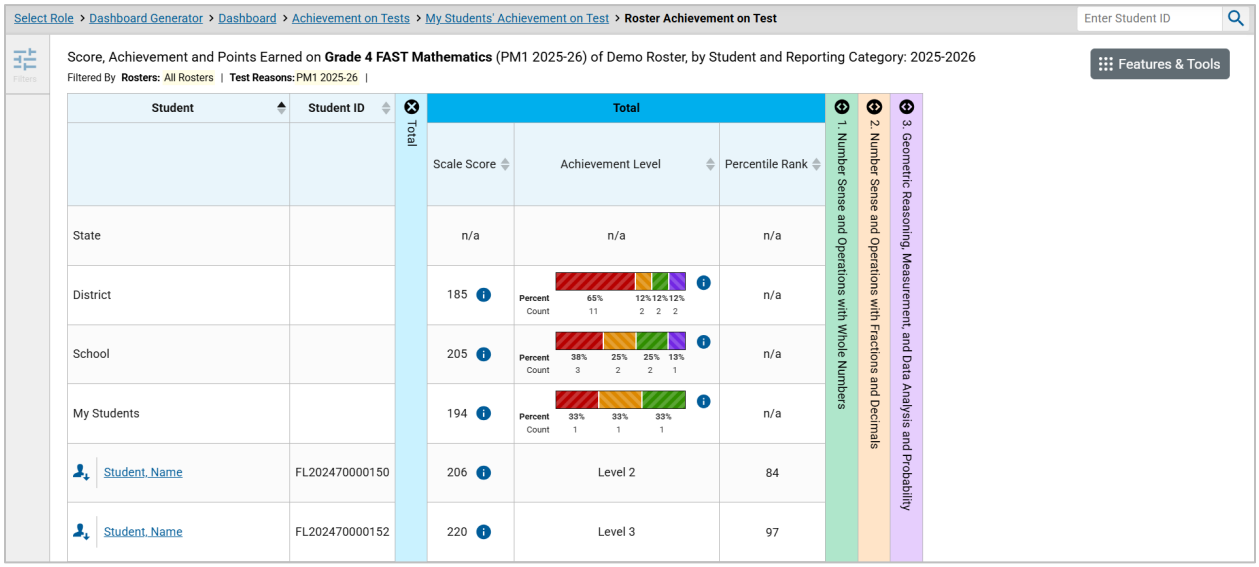
Figure 12. District Achievement on Test Report with Expanded Writing Dimensions Section and Expanded Legend



How to Access Test Results for an Individual Roster

Prior sections explained how to access test results for all your rosters. To view results for one specific roster, click the name of a roster that appears in the first column of the report. The roster results, listed by student last name, appear (see Figure 13).

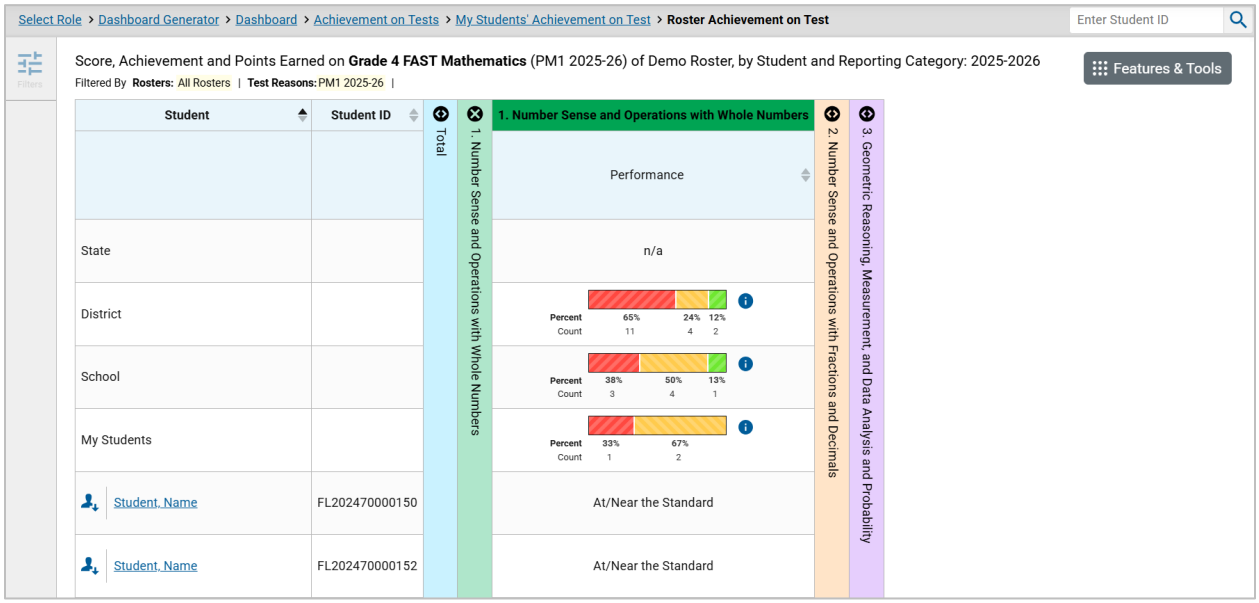
Figure 13. School-Level User View: Roster Achievement on Test Report



How to See How Well Students in Your Roster Performed in Each Area of the Test

You can compare the achievement of your students in each area of the test using the reporting category sections, as shown in Figure 14. Click the vertical section bar to expand each section.

Figure 14. School-Level User View: Roster Achievement on Test Report with Expanded Reporting Category Section



For School- and District-Level Users: How to View Test Results for a School on a Particular Test

You can view test results for all the students in a school on a particular test. This gives you a high-level look at how the school is performing.

How to Access Test Results for a School

School-level users should take the following two steps:

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

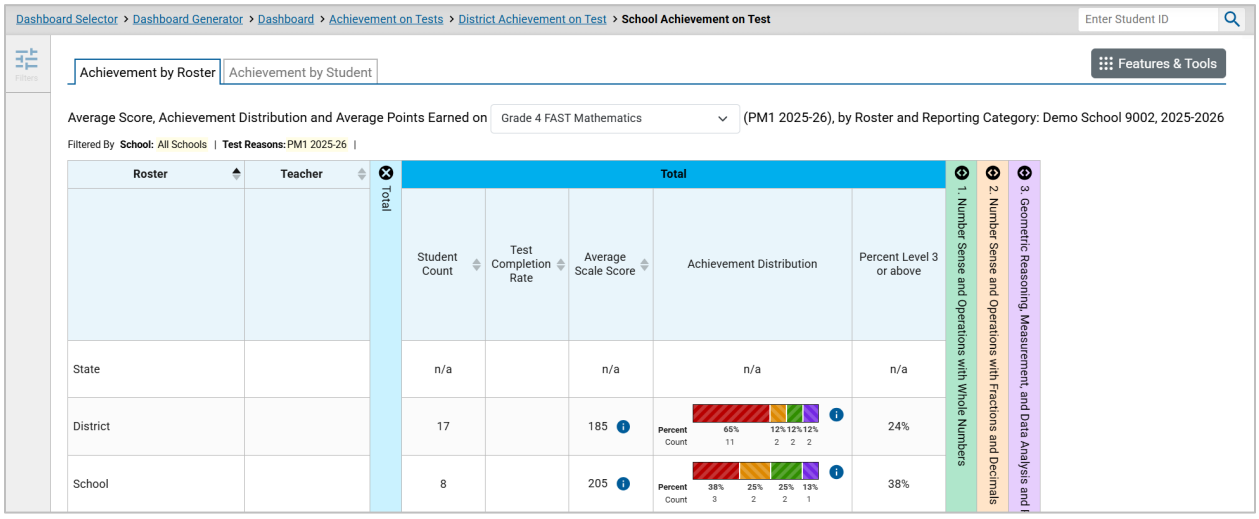
District-level users should take the following three steps:

1. Generate a 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 see 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 is open by default, as in Figure 15.

Figure 15. School Achievement on Test Report: Achievement by Roster Tab



How to See Which Rosters Performed Well on This Assessment

In the **Achievement by Roster** tab, click the header of the score column to sort by score, then look at the Achievement Distribution column. Rosters with a high average scale score and with a high percentage of

students performing at or above on grade level in the achievement distribution bar performed well on the assessment. If certain rosters performed consistently well, you could use them as a model for the rosters with lower achievement.

For District-Level Users: How to View Test Results for a District on a Particular Test

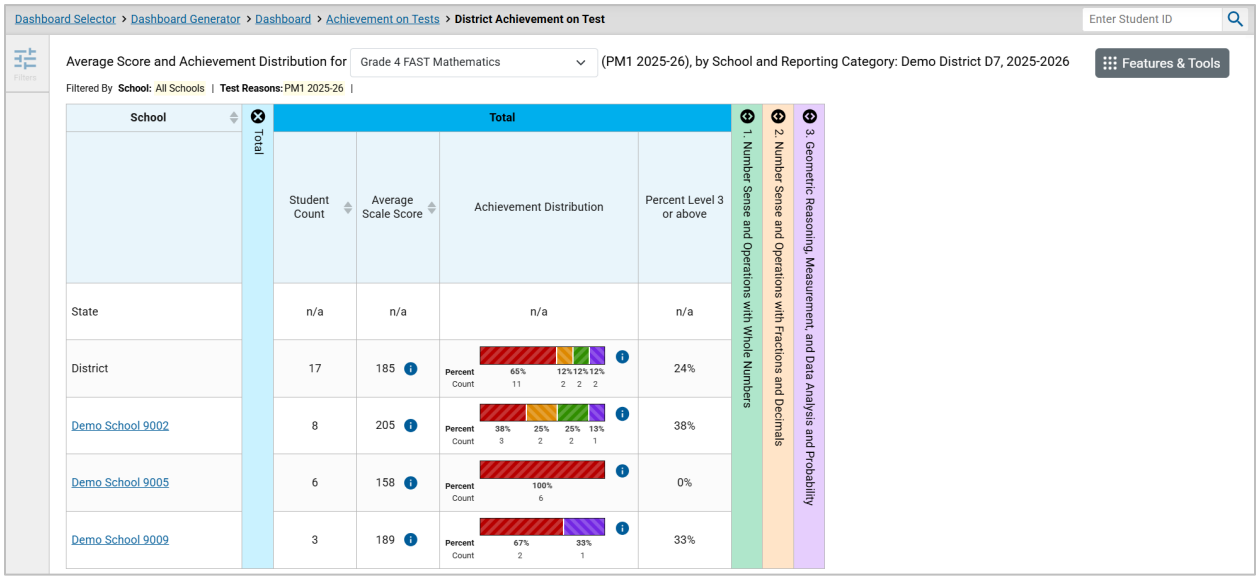
You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

How to Access Test Results for a District

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. The District Achievement on Test Report appears, listing schools in the district (see Figure 16).

Figure 16. District Achievement on Test Report



How to See Which Schools in the District Performed Well on This Assessment

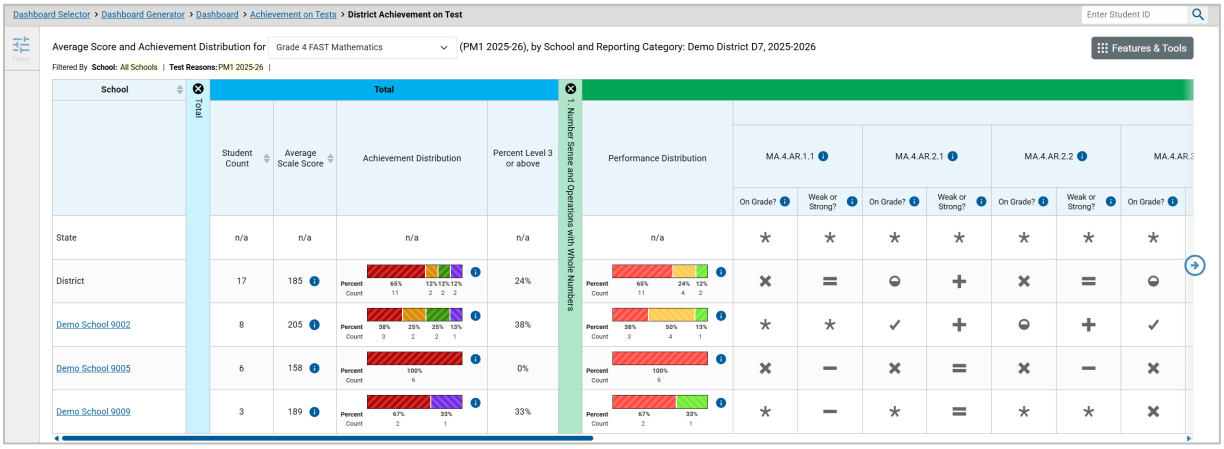
Click the Average Scale Score column to sort it, either highest to lowest or vice versa, or look at the Achievement Distribution column.

How to See How Well Schools in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (as in Figure 17).

Note: For information on the On Grade? and/or Weak or Strong? columns of the Reporting Category section, please see page 11. For information on the B.E.S.T. Writing lowest and highest point values, please see page 12.

Figure 17. District Achievement on Test Report with Expanded Reporting Category Section



How to Track Student Achievement Over Time

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

Note: This option is only available if there are multiple test opportunities to track.

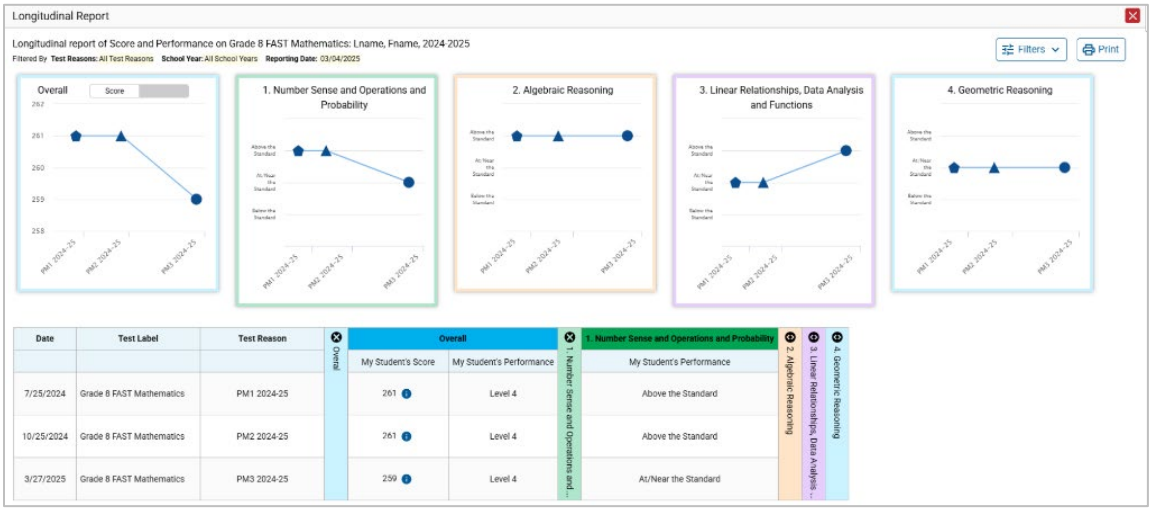
Each Longitudinal Report displays achievement data for one of the following:

- 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 (see Figure 18).

Note: At the roster level, only teachers have the option to generate a Longitudinal Report. This option is only available if 70% of the roster took the same test. For example, if 70% of the roster has taken PM1, PM2, and PM3, then the Longitudinal Report will show all three. If 70% of the roster has taken PM1 and PM3, but not PM2, then only PM1 and PM3 will appear on the Longitudinal Report.

Figure 18. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories



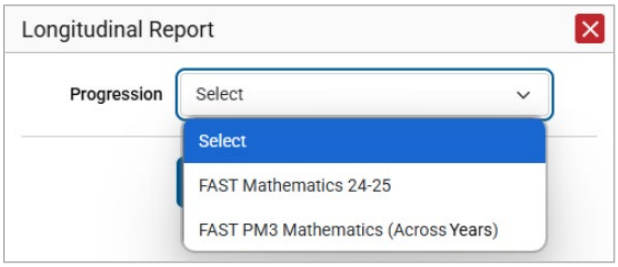
How to Access a Longitudinal Report Comparing Related Assessments

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. If they have not done so, then the **Build Longitudinal Report** button is not available.

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 a report options page rather than the Longitudinal Report itself. The contents of this page depend on your role and the number of students.

- If you are viewing a Longitudinal Report for which FAST PM3 results are available, the **Progression** drop-down list appears (see Figure 19). Use this list to select which progression type to view in the Longitudinal Report (i.e., to view the current school year or PM3 across the school years). This drop-down list does not appear when only one progression type is available.

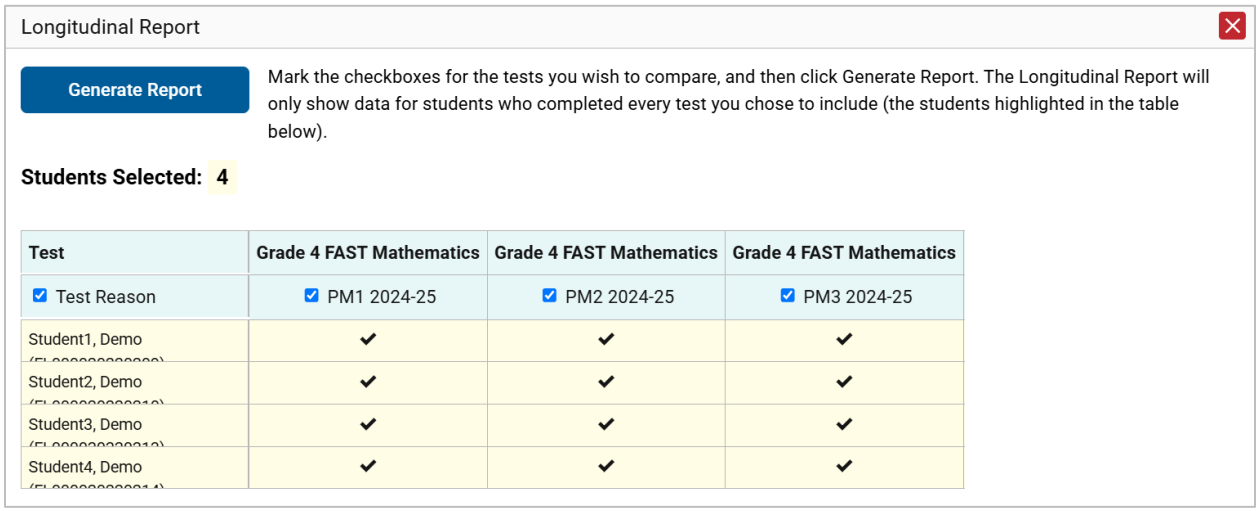
Figure 19. Longitudinal Report Window: Options in Progression Drop-Down List



Teachers Only: If you are looking at the test results for multiple students, a table appears with a column for each test (see Figure 20). This table does not appear if you are looking at 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 20. Teacher View: Longitudinal Report Window: Detailed Report Options Page



- Mark the checkbox for each test/test reason combination you wish to include in the report. Mark 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 .)

How to View Students' Overall Achievement on These Assessments Over Time

Look at the graph in the upper-left corner of the Longitudinal Report (see Figure 21 and Figure 22). It shows the scores or achievement levels of the student(s) each time they took the test(s).

Score data are plotted along a line.

Figure 21. Longitudinal Report Window: Current School Year Report for a Single Student with Multiple Reporting Categories

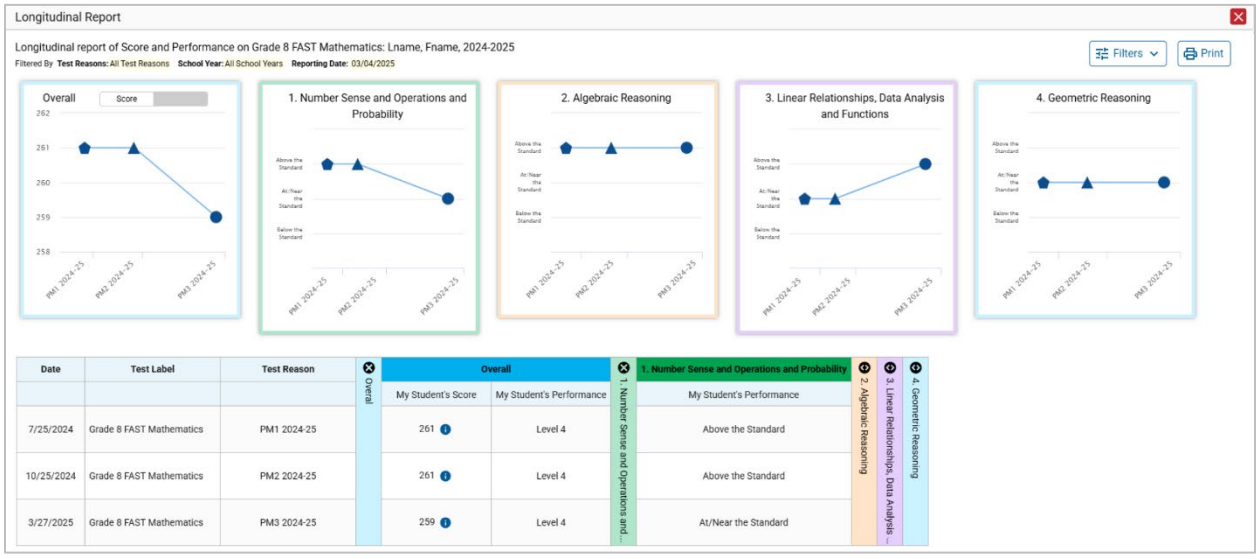
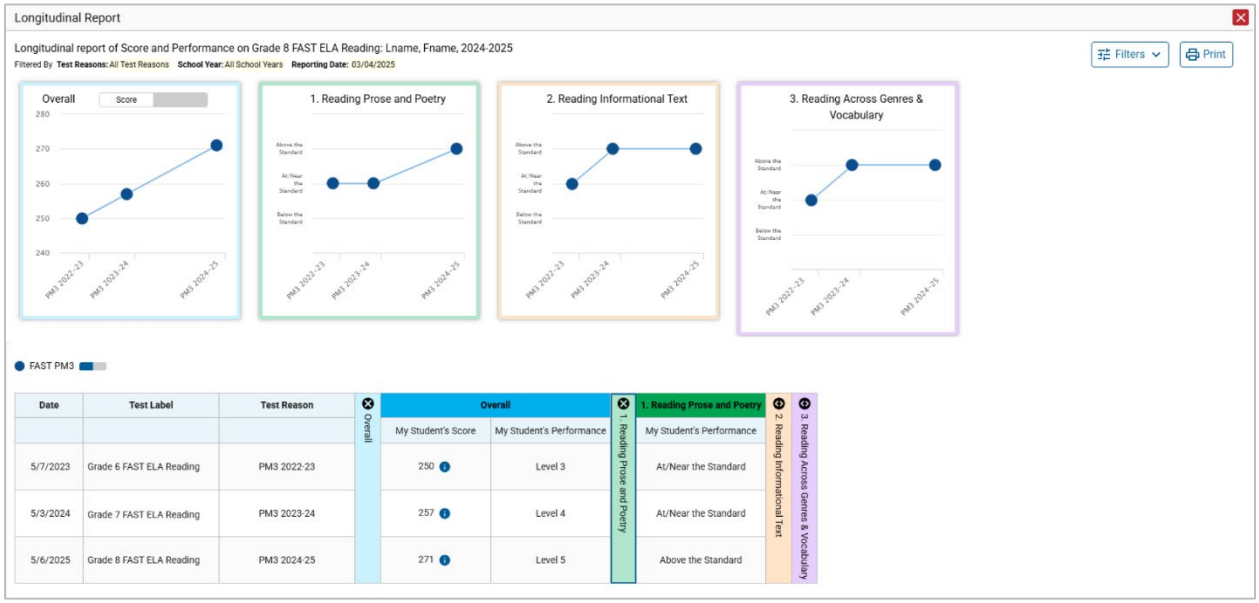


Figure 22. Longitudinal Report Window: PM3 Across the School Years Report for a Single Student with Multiple Reporting Categories



Achievement-level data are shown in achievement distribution bars for a single student and multiple students.

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, look at the **Overall** section.

How to Switch Between Score Data and Achievement Level Data

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

How to See Students' Achievement in Different Areas Over Time

Look at the reporting category graphs to the right of the overall achievement graph or look at the expandable reporting category sections in the table at the bottom. Here, you can see how students are improving or declining in each area; you can compare their trajectories in different areas.

How to Distinguish Different Types of Tests in the Graphs

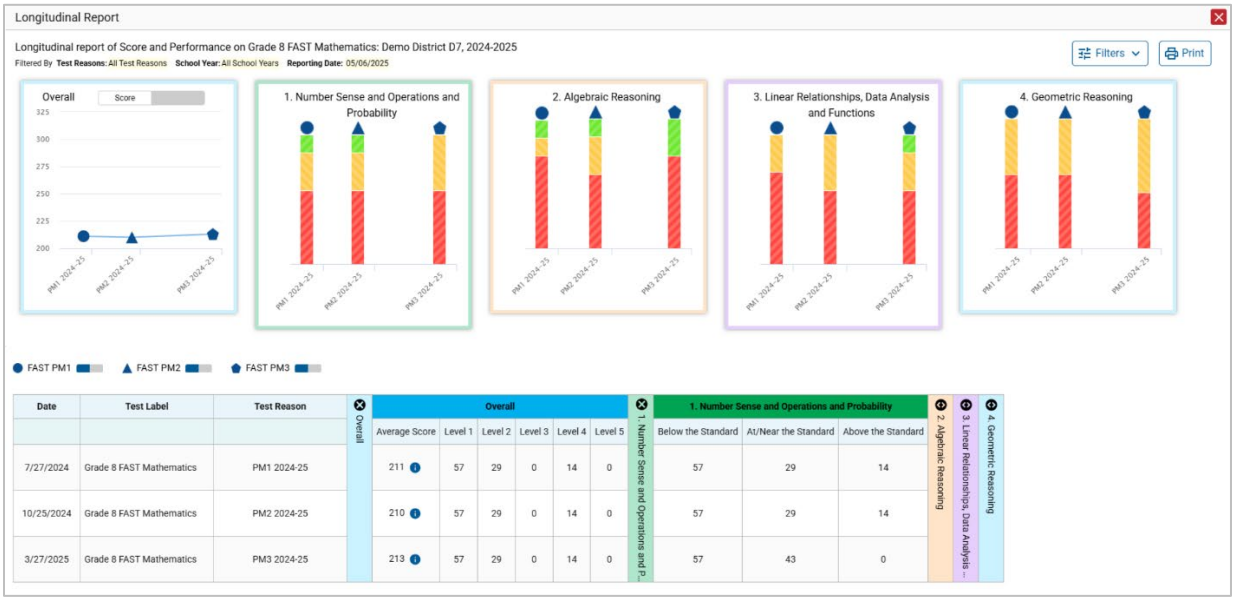
A symbol appears on each data point (see Figure 23). When multiple test types are present, refer to the legend immediately below the graphs to find out which symbols correspond to which types.

How to Modify the Test Groupings You Have Selected

If you are a teacher and generated the report from the report options page, click the **Change Selections** button (see Figure 23) in the upper-right corner of the window. The report options page appears, allowing you to change your selection of test type(s) and, if you are a teacher viewing multiple students, your selection of tests and test reasons. Click **Generate Report** again.

Alternatively, if your report contains multiple test types, click the test type toggles in the legend immediately below the graphs (see Figure 23) to hide and show data for each one. Note that these toggles do not affect report printouts or exports.

Figure 23. Longitudinal Report Window: Report for Multiple Students with Multiple Reporting Categories



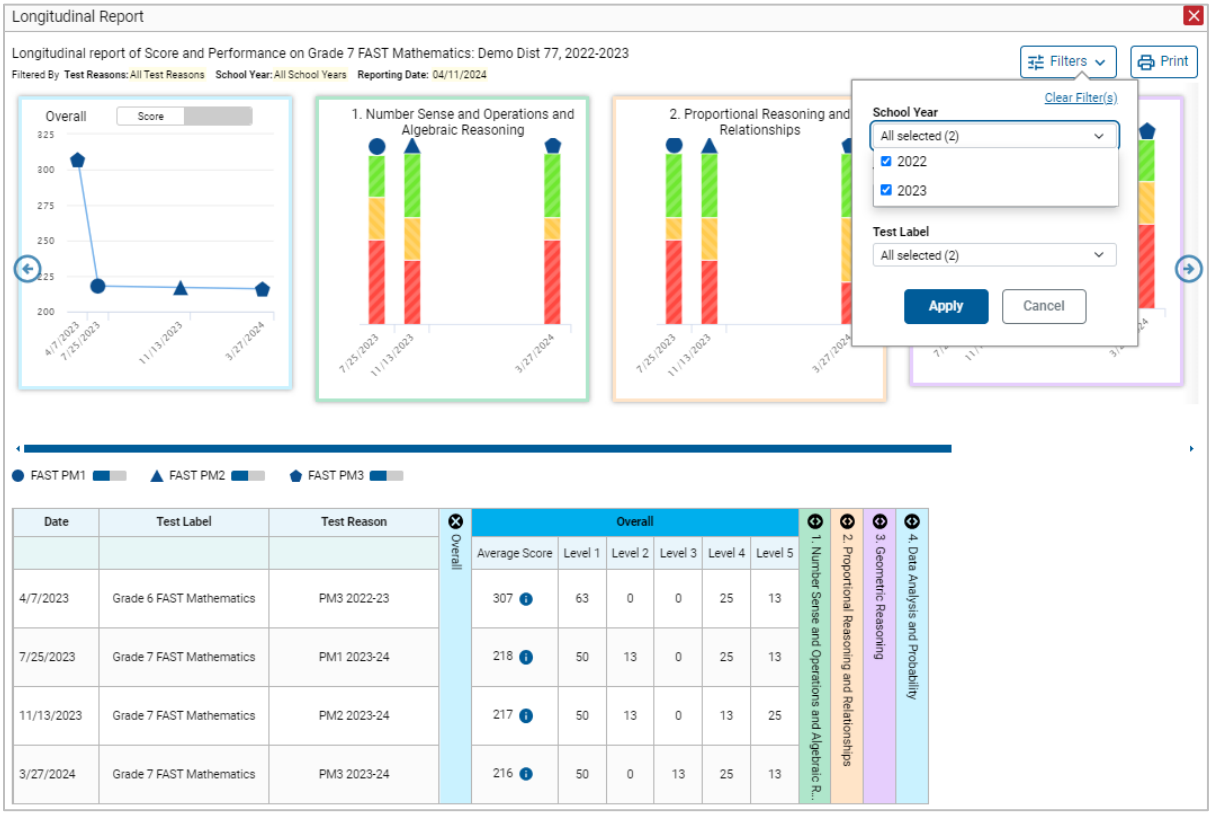
How to Filter Test Opportunities to Show Some and Not Others

You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others. To do this, take the following three steps:

Note: Filtering tests may affect the set of students whose data are 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 (see Figure 24).

Figure 24. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories and with Expanded Filter Menu



- You may want to filter by a particular school year or years. Note that years are not calendar years (for example, "2023" refers to the 2023–2024 school year). By default, Longitudinal Reports show data for all years.
- Longitudinal Reports can show student achievement 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' achievement on last year's sixth-grade tests.
- 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. Test reasons are the same as test windows.
- 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 do not want to see.

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.

For School- and District-Level Users: How to View a Cross-Sectional Report

When the Cross-Sectional Report is available, school- and district-level users can view 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.

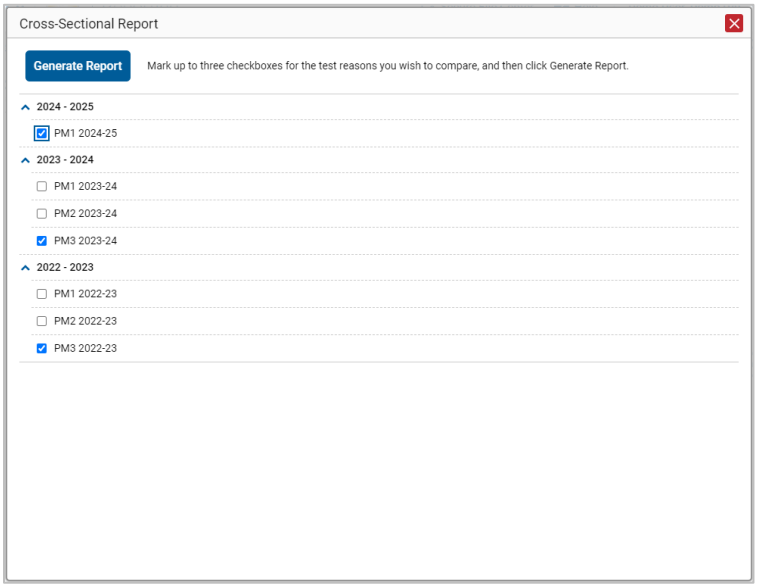
A school-level user can view a report for their school. A district-level user can view a report for their district or any school within it.

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

When viewing either a School Performance on Test Report or a District Performance 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 (see Figure 25).

Figure 25. 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 26), displaying data for the test family to which the test belongs.

How to View Overall Performance on This Test Family Over Time

Look at the graph in the upper-left corner of the Cross-Sectional Report (see Figure 26). It shows the scores or performance levels of the institution for each test reason.

Figure 26. Cross-Sectional Report Window (Scrolled to Top)

Performance Levels	School Year & Test Reason		
	2022 - 2023	2023 - 2024	
	PM3 2022-23	PM1 2023-24	PM2 2023-24
Overall			
Average Score	284	277	167
Level 1	59%	59%	71%
Level 2	5%	6%	6%
Level 3	5%	0%	6%
Level 4	9%	18%	12%
Level 5	23%	18%	6%

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 (see Figure 27), look at the **Overall** section.

Figure 27. Cross-Sectional Report Window (Scrolled Down)

Cross-Sectional Report

Overall and Reporting Category Level Performance

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

How to 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.

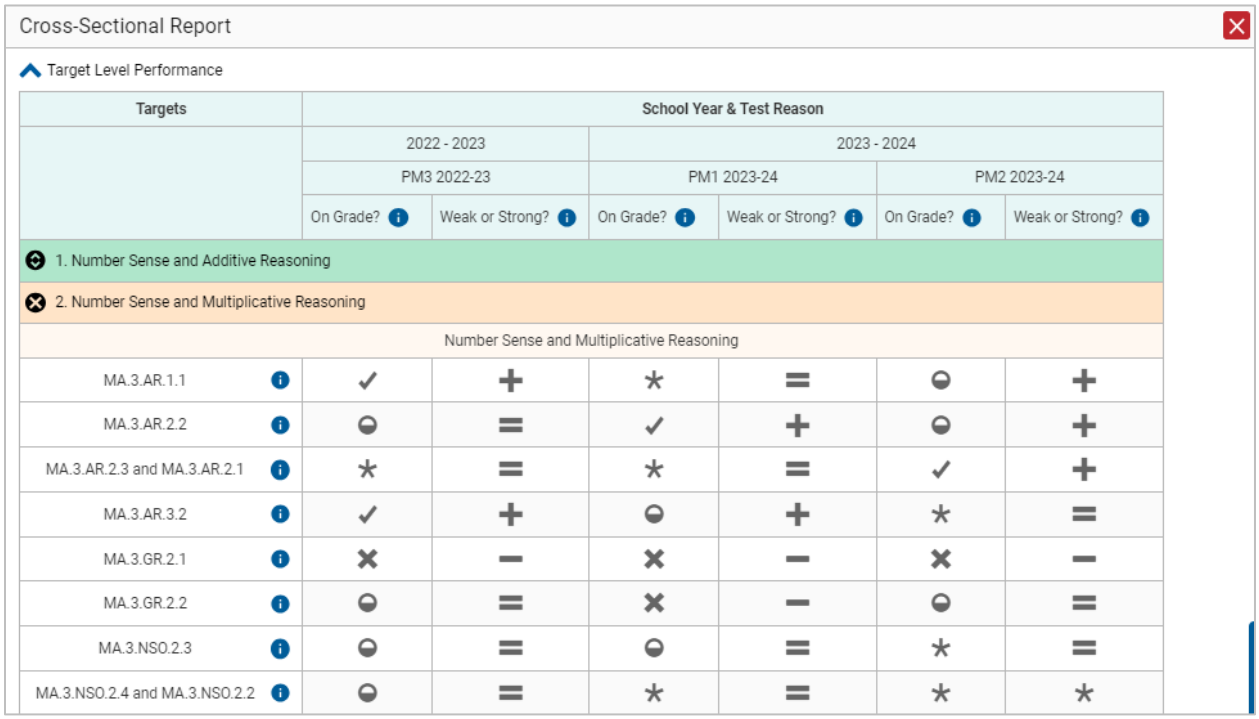
How to View Performance in Different Areas Over Time

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 (see Figure 26), or view the expandable reporting category sections in the first table below the graphs (see Figure 27). Here, you can see 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 (see Figure 28), which breaks down performance by standard. Again, this helps you understand how the district or school is improving or declining in each area.

Figure 28. Cross-Sectional Report Window (Scrolled Down)



Modify the Test Reasons You Have Selected

Click the **Change Selections** button (see Figure 26) 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.

How to View Test Results Broken Down by Demographic Sub-Groups

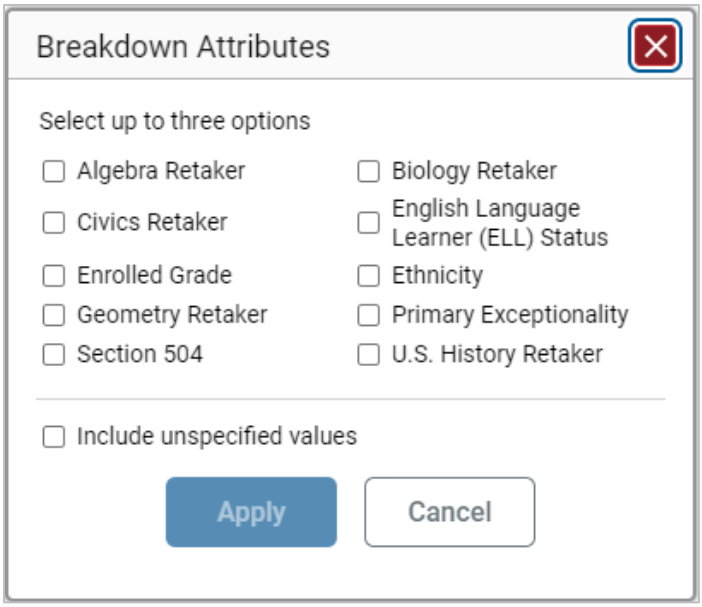
You can use the **Breakdown By** button in the **Features & Tools** menu to compare achievement between different demographic sub-groups. This button is available for most aggregate test results.

How to View Test Results Broken Down by Demographic Sub-Groups

To view 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 (see Figure 29).

Figure 29. Breakdown Attributes Window

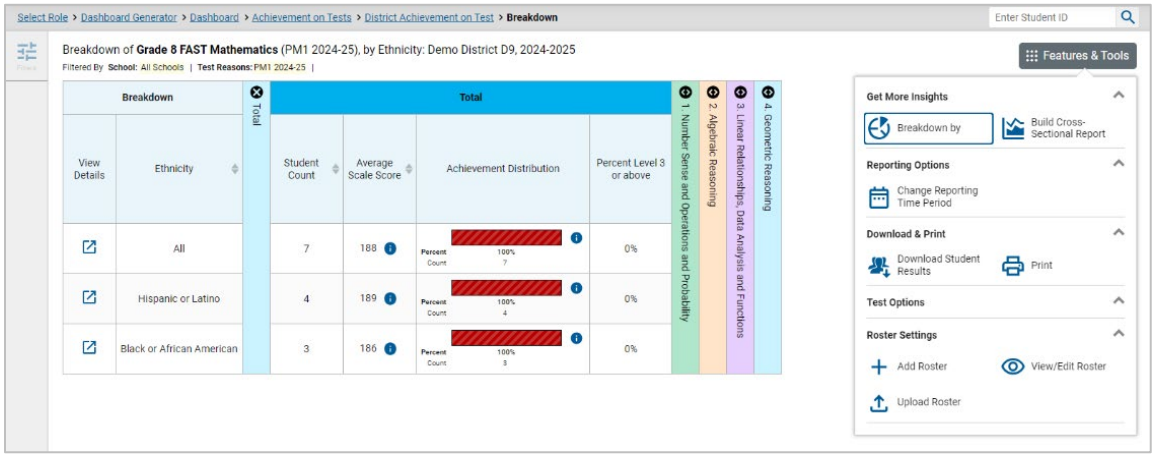


2. Select up to three student demographic categories. There is also an **Include unspecified values** checkbox.

   - 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, mark the checkbox.

3. Click **Apply**. Data for each sub-group selected are displayed in the report (see Figure 30).

Figure 30. Demographic Breakdown of a District Achievement on Test Report



How to View 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 (see Figure 30).

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 (see Figure 31) or broken down by student when accessed from the School Achievement on Test Report (see Figure 32).

Figure 31. Demographic Combination Breakdown Window (from District Achievement on Test Report)

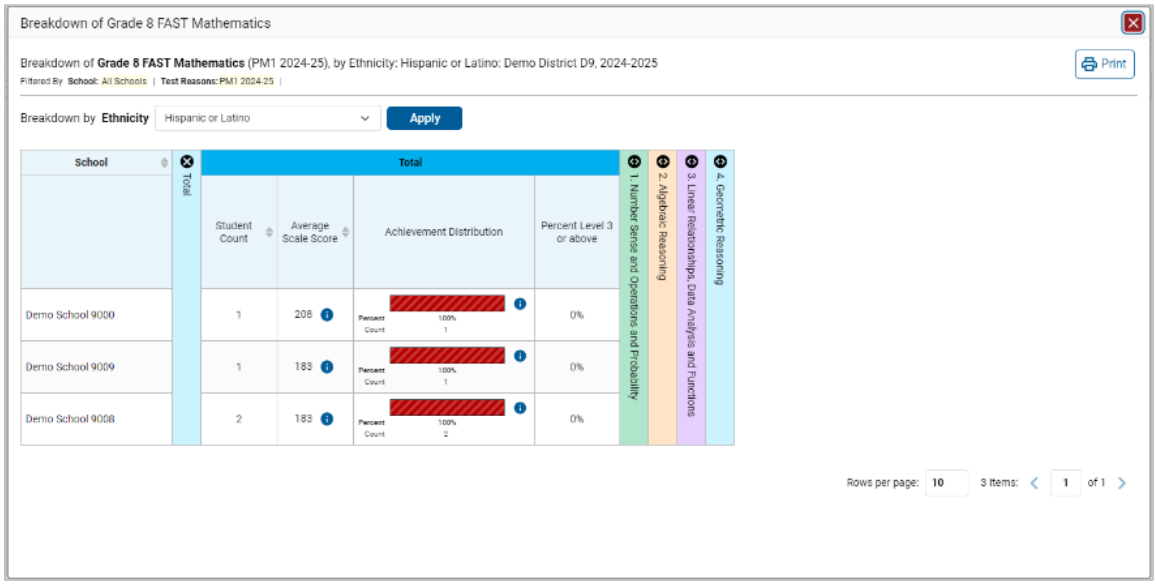
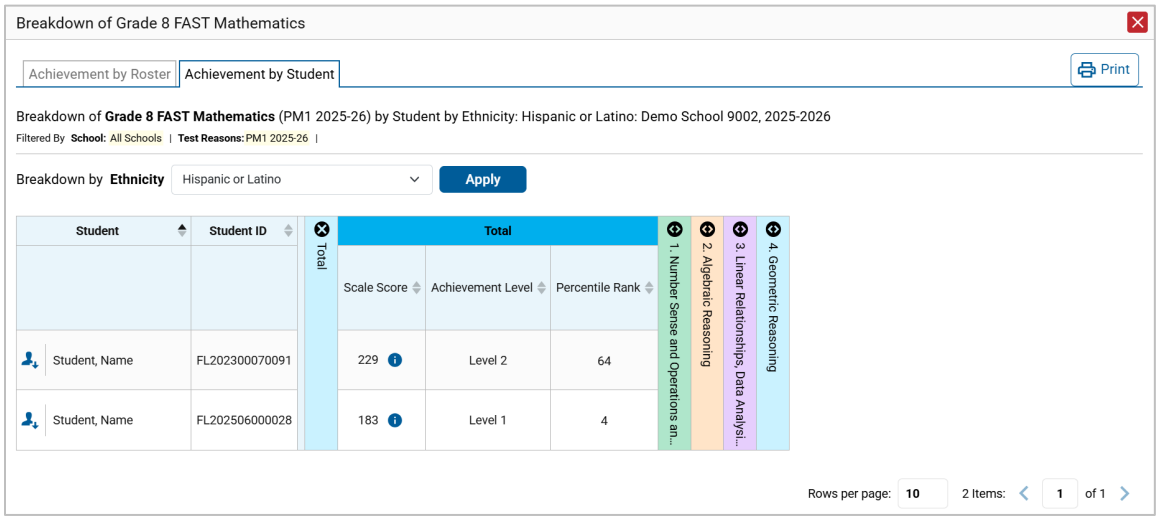


Figure 32. Demographic Combination Breakdown Window (from School Achievement on Test Report: Achievement by Student Tab)



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 see and click **Apply**. The new combination is displayed.

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

How to View Test Results for Individual Students

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

How to Access Test Results for an Individual Student on a Particular Test

Teachers and school-level users should take the following four steps:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of test results appears.
3. Select the **Achievement by Student** tab.
4. Click the name of an individual student in the report. The Student Achievement on Test Report appears (see Figure 33).

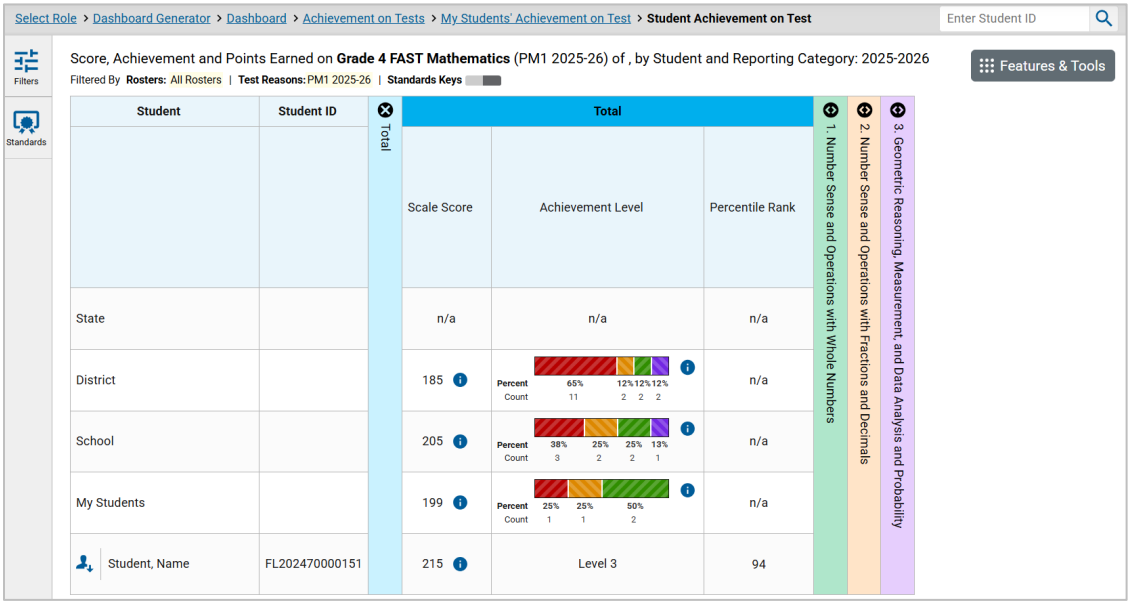
District-level users should take the following four steps:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of test results by school appears.

3. Click a school name. The School Achievement on Test report appears.

4. Perform the same steps as teachers and school-level users, starting at step 3.

Figure 33. Teacher View: Student Achievement on Test Report



You can view the student's achievement in each area of the test using the reporting category sections, which you can click to expand.

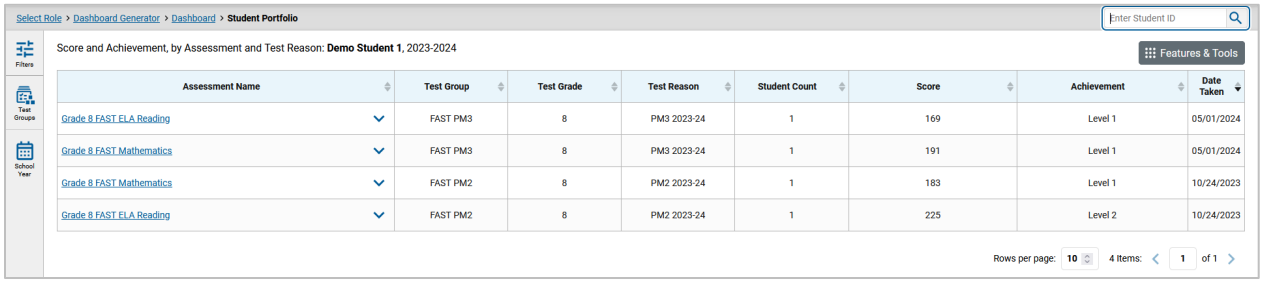
How to View a Report for All the Assessments a Student Has Completed Over Time

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 . (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 (see Figure 34).

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 34. Student Portfolio Report



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

How to Use the Student Portfolio Report to View Only the Tests You Are Interested In

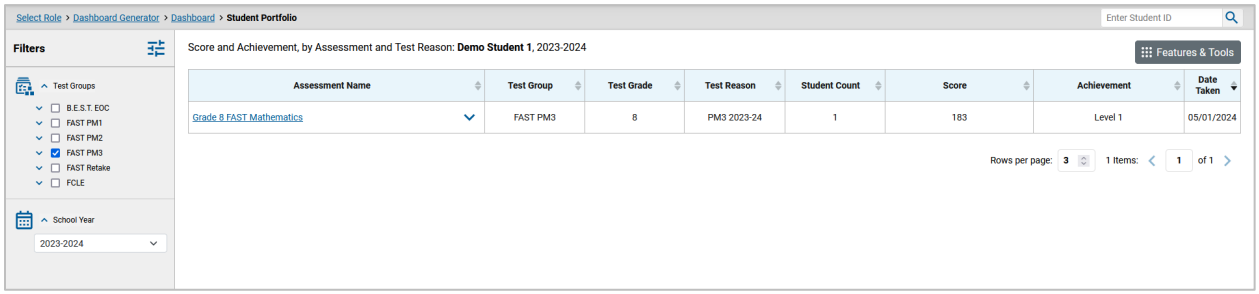
You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you do not want to see a student's Mathematics or FCLE scores. By default, the data for those Mathematics or FCLE assessments appear in the report, but you can exclude them. To filter results, take the following four steps:

1. In the **Filters** panel on the left side of the Student Portfolio Report, click the **Filters** panel expand button

or the **Test Group** button

. The **Filters** panel expands (see Figure 35).

Figure 35. Student Portfolio Report with Expanded Filters Panel



2. Mark as many selections as you like in the **Test Group** section of the **Filters** panel. Tests are organized by test type, subject, and grade.

3. Click **Apply**. The Student Portfolio 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 **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

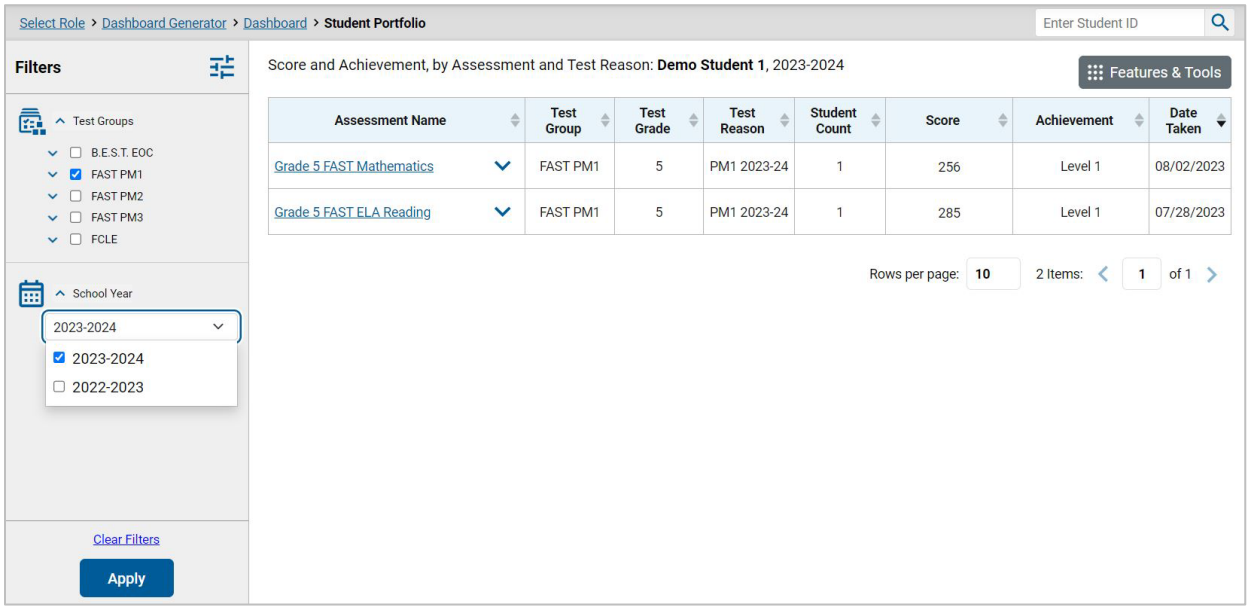
How to View a Student's Achievement on Tests Taken in a Previous School Year or Years

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student's progress. Student Portfolio Reports can show student achievement 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 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 either the **Filters** panel expand button Filters or the school year button School Year. The **Filters** panel expands.

2. Under **School Year**, select a year or years (see Figure 36).

Figure 36. 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**.

How to 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.

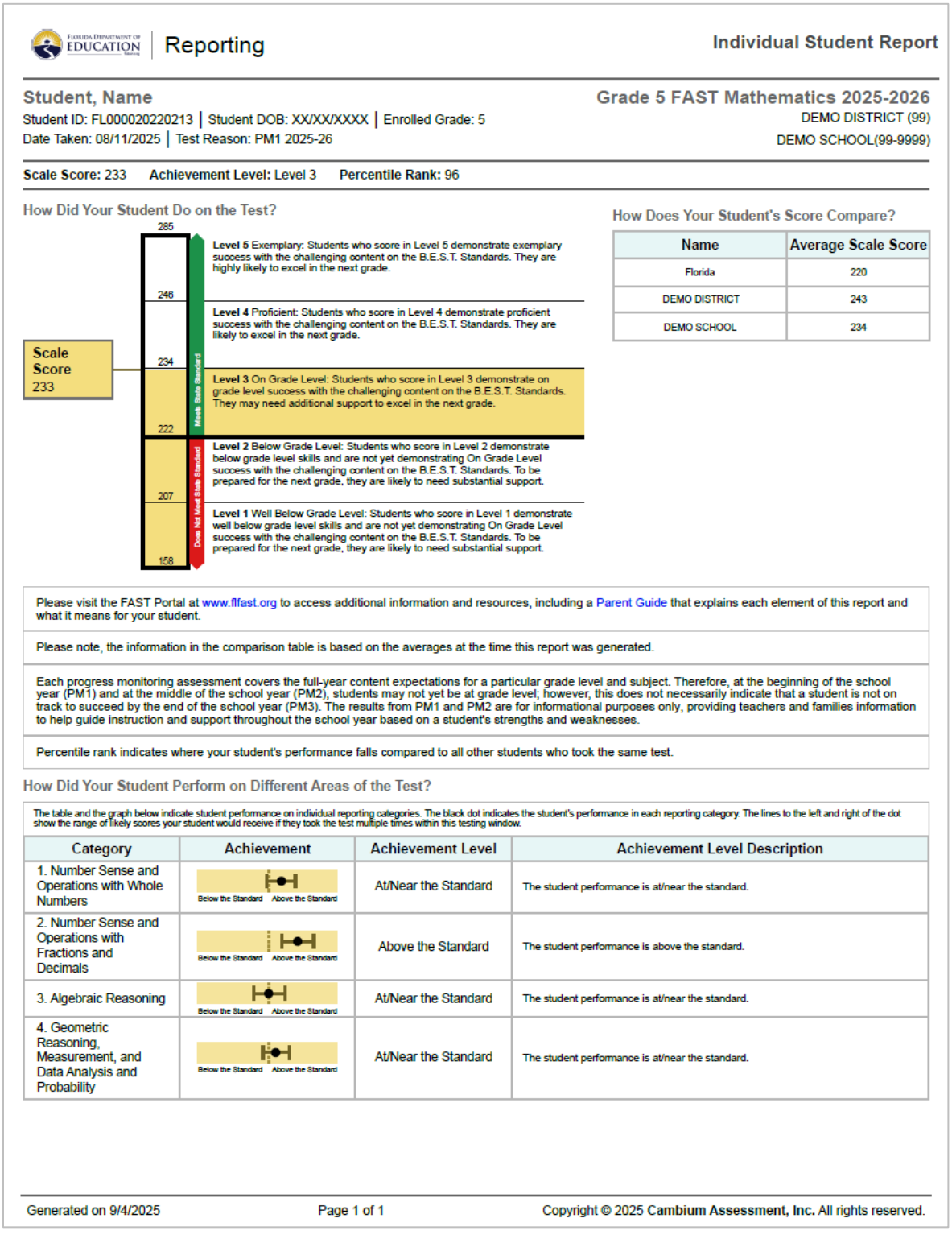
What an Individual Student Report (ISR) Looks Like and How to Read It

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 37. 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 38, Figure 39, Figure 40, Figure 41, and Figure 42. ISRs are organized as follows:

- At the top of each ISR is the student name, FLEID, date of birth, enrolled grade, the name of the test, district, school name, and the date the test was taken.
- A summary of the student's achievement is located following the student and test information. Most ISRs display the student's achievement on a vertical scale that includes all the cut scores and achievement levels. This will not appear on FCLE or B.E.S.T. Writing ISRs.
- Each ISR includes a comparison table showing the average achievement of the state, district, and school.
- ISRs include a table detailing the student's achievement in each reporting category.
- Detailed ISRs include a longitudinal graph, for FAST assessments, that displays the student's progress across the PM windows for the current school year. In PM3 only, an additional longitudinal graph displaying the student's progress for PM3 across the school years will be present.
- Detailed ISRs include how the student performed on the tested benchmarks.

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

Figure 37. Simple Individual Student Report: FAST Mathematics



Reporting

Individual Student Report

Student, Name

Student ID: FL000020220213 | Student DOB: XX/XX/XXXX | Enrolled Grade: 5

Date Taken: 08/11/2025 | Test Reason: PM1 2025-26

Grade 5 FAST Mathematics 2025-2026

DEMO DISTRICT (99)

DEMO SCHOOL(99-9999)

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

How Did Your Student Do on the Test?

285

246

234

222

207

158

Scale Score 233

Meets State Standard

Does Not Meet State Standard

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

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

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

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

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

How Does Your Student's Score Compare?

Name	Average Scale Score
Florida	220
DEMO DISTRICT	243
DEMO SCHOOL	234

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

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

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

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

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 with Whole Numbers	Below the Standard / Above the Standard	At/Near the Standard	The student performance is at/near the standard.
2. Number Sense and Operations with Fractions and Decimals	Below the Standard / Above the Standard	Above the Standard	The student performance is above the standard.
3. Algebraic Reasoning	Below the Standard / Above the Standard	At/Near the Standard	The student performance is at/near the standard.
4. Geometric Reasoning, Measurement, and Data Analysis and Probability	Below the Standard / Above the Standard	At/Near the Standard	The student performance is at/near the standard.

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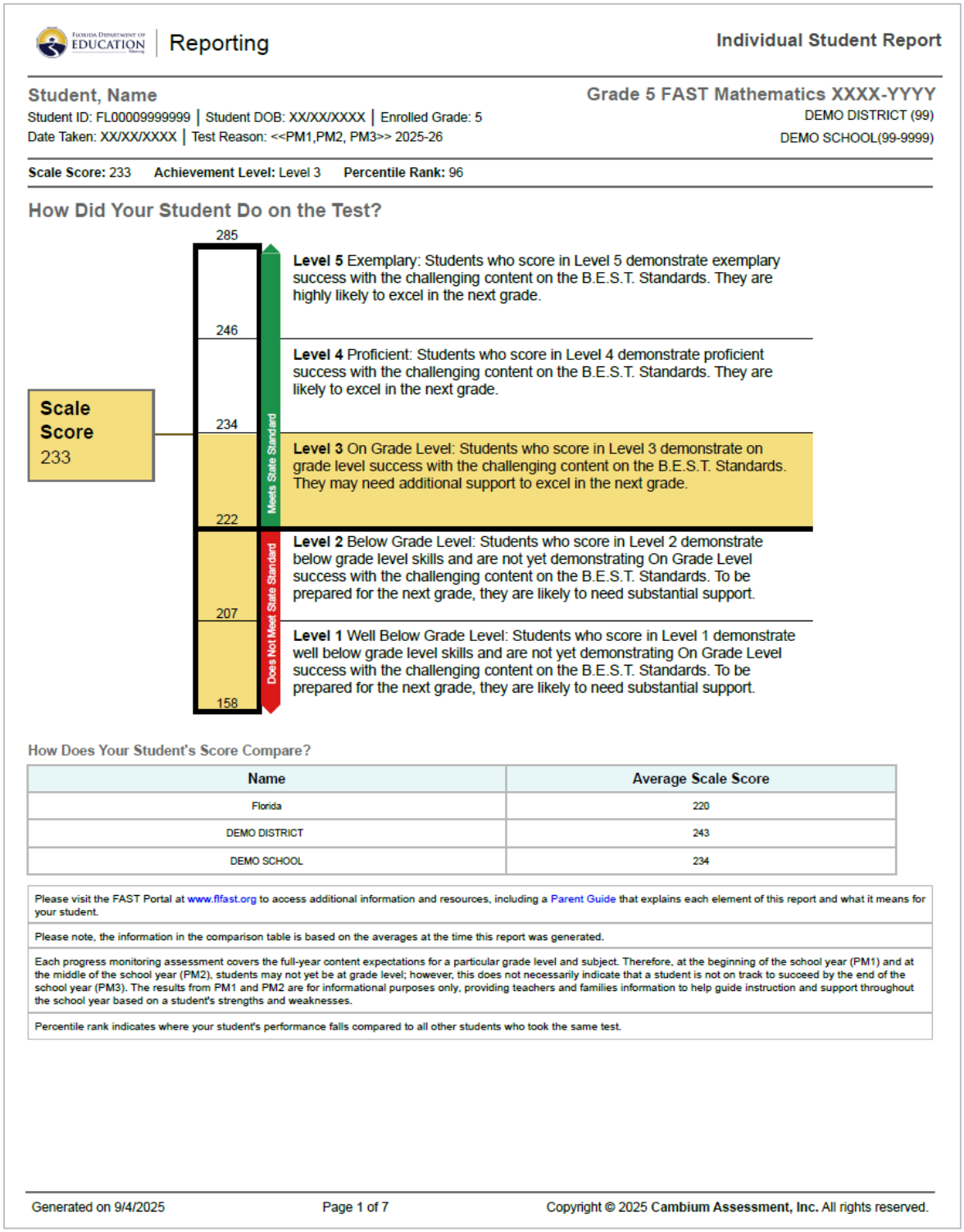
Figure 38. Detailed Individual Student Report: FAST Mathematics



Reporting

Individual Student Report

Student, Name

Student ID: FL00009999999 | Student DOB: XX/XX/XXXX | Enrolled Grade: 5

Date Taken: XX/XX/XXXX | Test Reason: <<PM1,PM2, PM3>> 2025-26

Grade 5 FAST Mathematics XXXX-YYYY

DEMO DISTRICT (99)

DEMO SCHOOL(99-9999)

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

How Did Your Student Do on the Test?

Scale Score 233

285

246

234

222

207

158

Meets State Standard

Does Not Meet State Standard

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

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

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

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

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

How Does Your Student's Score Compare?

Name	Average Scale Score
Florida	220
DEMO DISTRICT	243
DEMO SCHOOL	234

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

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

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

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

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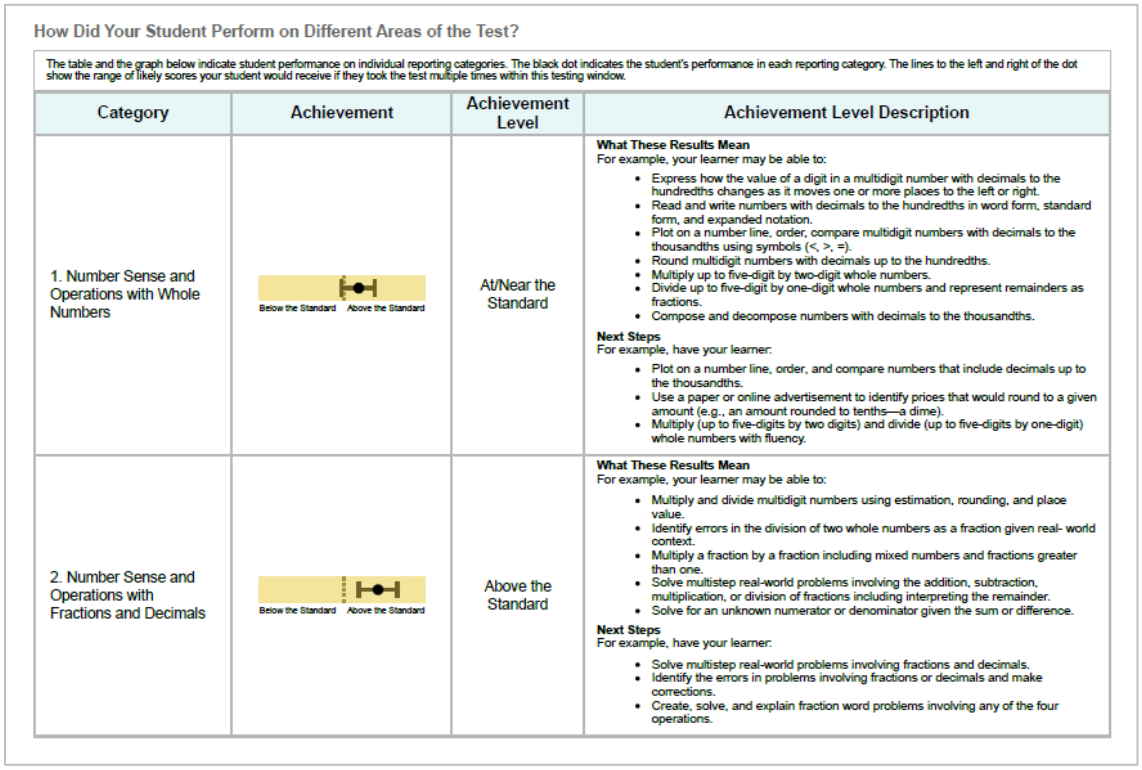
Figure 39. Detailed Individual Student Report: FAST Mathematics with Reporting Categories

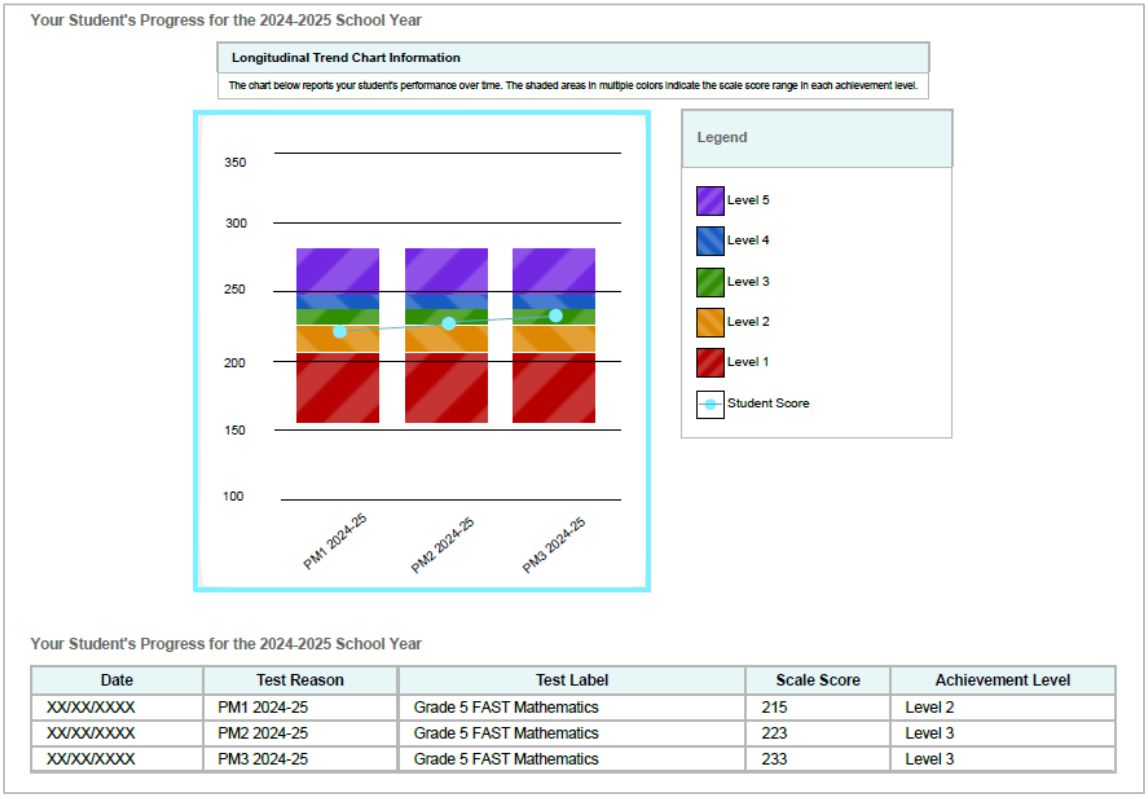


How Did Your Student Perform on Different Areas of the Test?

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 with Whole Numbers	Below the Standard / Above the Standard	At/Near the Standard	**What These Results Mean** For example, your learner may be able to: • Express how the value of a digit in a multidigit number with decimals to the hundredths changes as it moves one or more places to the left or right. • Read and write numbers with decimals to the hundredths in word form, standard form, and expanded notation. • Plot on a number line, order, compare multidigit numbers with decimals to the thousandths using symbols (<, >, =). • Round multidigit numbers with decimals up to the hundredths. • Multiply up to five-digit by two-digit whole numbers. • Divide up to five-digit by one-digit whole numbers and represent remainders as fractions. • Compose and decompose numbers with decimals to the thousandths. **Next Steps** For example, have your learner: • Plot on a number line, order, and compare numbers that include decimals up to the thousandths. • Use a paper or online advertisement to identify prices that would round to a given amount (e.g., an amount rounded to tenths—a dime). • Multiply (up to five-digits by two digits) and divide (up to five-digits by one-digit) whole numbers with fluency.
2. Number Sense and Operations with Fractions and Decimals	Below the Standard / Above the Standard	Above the Standard	**What These Results Mean** For example, your learner may be able to: • Multiply and divide multidigit numbers using estimation, rounding, and place value. • Identify errors in the division of two whole numbers as a fraction given real- world context. • Multiply a fraction by a fraction including mixed numbers and fractions greater than one. • Solve multistep real-world problems involving the addition, subtraction, multiplication, or division of fractions including interpreting the remainder. • Solve for an unknown numerator or denominator given the sum or difference. **Next Steps** For example, have your learner: • Solve multistep real-world problems involving fractions and decimals. • Identify the errors in problems involving fractions or decimals and make corrections. • Create, solve, and explain fraction word problems involving any of the four operations.

Figure 40. Detailed Individual Student Report: FAST Mathematics with Longitudinal Graph for the Current School Year



Your Student's Progress for the 2024-2025 School Year

Longitudinal Trend Chart Information

The chart below reports your student's performance over time. The shaded areas in multiple colors indicate the scale score range in each achievement level.

Your Student's Progress for the 2024-2025 School Year

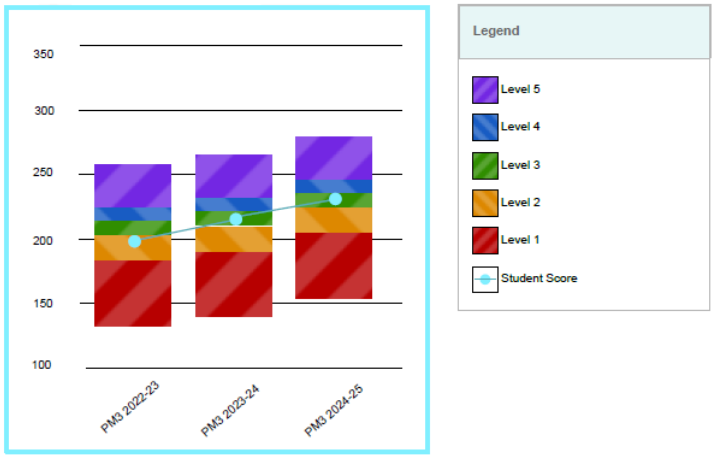
Date	Test Reason	Test Label	Scale Score	Achievement Level
XX/XX/XXXX	PM1 2024-25	Grade 5 FAST Mathematics	215	Level 2
XX/XX/XXXX	PM2 2024-25	Grade 5 FAST Mathematics	223	Level 3
XX/XX/XXXX	PM3 2024-25	Grade 5 FAST Mathematics	233	Level 3

Figure 41. 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 over time. 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
XX/XX/XXXX	PM3 2022-23	Grade 3 FAST Mathematics	201	Level 3
XX/XX/XXXX	PM3 2023-24	Grade 4 FAST Mathematics	216	Level 3
XX/XX/XXXX	PM3 2024-25	Grade 5 FAST Mathematics	233	Level 3

Figure 42. Detailed Individual Student Report: FAST Mathematics with Student Performance

How Did Your Student Perform on Each Test Question?

1. Number Sense and Operations with Whole Numbers			
Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
5	NSOW|MA.5.NSO.2|MA.5.NSO.2.1	Multiply multi-digit whole numbers including using a standard algorithm with procedural fluency.	1/1
8	NSOW|MA.5.NSO.2|MA.5.NSO.2.2	Divide multi-digit whole numbers, up to five digits by two digits, including using a standard algorithm with procedural fluency. Represent remainders as fractions.	1/1
9	NSOW|MA.5.NSO.1|MA.5.NSO.1.5	Round multi-digit numbers with decimals to the thousandths to the nearest hundredth, tenth or whole number.	0/1
14	NSOW|MA.5.NSO.1|MA.5.NSO.1.3	Compose and decompose multi-digit numbers with decimals to the thousandths in multiple ways using the values of the digits in each place. Demonstrate the compositions or decompositions using objects, drawings and expressions or equations.	1/1
21	NSOW|MA.5.NSO.2|MA.5.NSO.2.2	Divide multi-digit whole numbers, up to five digits by two digits, including using a standard algorithm with procedural fluency. Represent remainders as fractions.	1/1
23	NSOW|MA.5.NSO.2|MA.5.NSO.2.1	Multiply multi-digit whole numbers including using a standard algorithm with procedural fluency.	2/2
26	NSOW|MA.5.NSO.1|MA.5.NSO.1.4	Plot, order and compare multi-digit numbers with decimals up to the thousandths.	1/1

2. Number Sense and Operations with Fractions and Decimals			
Question #	Benchmark Key	Benchmark	Points Earned/Points Possible
6	NSOFD|MA.5.FR.2|MA.5.FR.2.1	Add and subtract fractions with unlike denominators, including mixed numbers and fractions greater than 1, with procedural reliability.	1/1
11	NSOFD|MA.5.FR.2|MA.5.FR.2.4	Extend previous understanding of division to explore the division of a unit fraction by a whole number and a whole number by a unit fraction.	1/1
18	NSOFD|MA.5.NSO.2|MA.5.NSO.2.5 and MA.5.NSO.2.4|MA.5.NSO.2.5	Multiply and divide a multi-digit number with decimals to the tenths by one-tenth and one-hundredth with procedural reliability.	1/1
19	NSOFD|MA.5.FR.1|MA.5.FR.1.1	Given a mathematical or real-world problem, represent the division of two whole numbers as a fraction.	1/1
20	NSOFD|MA.5.AR.1|MA.5.AR.1.3	Solve real-world problems involving division of a unit fraction by a whole number and a whole number by a unit fraction.	1/1
24	NSOFD|MA.5.M.2|MA.5.M.2.1	Solve multi-step real-world problems involving money using decimal notation.	1/1
27	NSOFD|MA.5.FR.2|MA.5.FR.2.3	When multiplying a given number by a fraction less than 1 or a fraction greater than 1, predict and explain the relative size of the product to the given number without calculating.	1/1
31	NSOFD|MA.5.AR.1|MA.5.AR.1.2	Solve real-world problems involving the addition, subtraction or multiplication of fractions, including mixed numbers and fractions greater than 1.	1/1
32	NSOFD|MA.5.FR.2|MA.5.FR.2.2	Extend previous understanding of multiplication to multiply a fraction by a fraction, including mixed numbers and fractions greater than 1, with procedural reliability.	0/1
34	NSOFD|MA.5.NSO.2|MA.5.NSO.2.3	Add and subtract multi-digit numbers with decimals to the thousandths, including using a standard algorithm with procedural fluency.	0/1

How to 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.

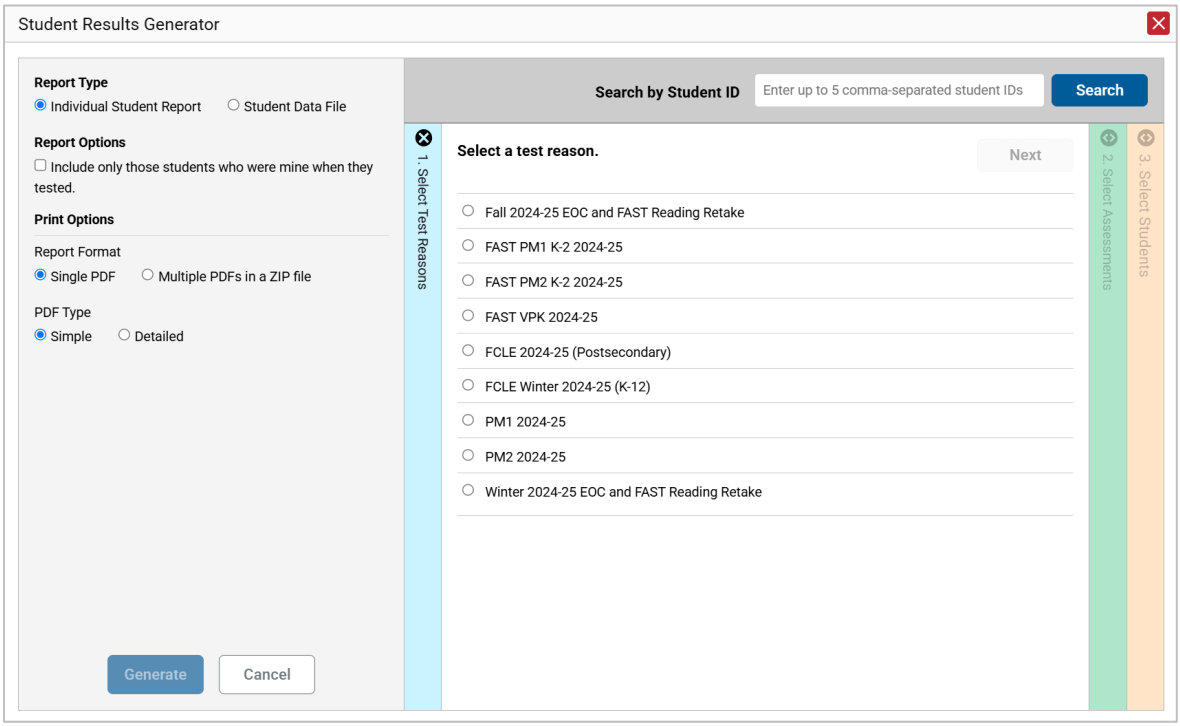
You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

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

1. Click the **Download Student Results** button in the **Features & Tools** menu. The ***Student Results Generator*** window opens (Figure 43).

    - Depending on what page you open the Student Results Generator from, the options available to you may be pre-populated. However, the filters applied to the page have no effect. You can change the pre-populated selections.

Figure 43. Student Results Generator Window as Opened from Achievement on Tests Report



2. In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

3. *Optional:* Under Report Options, users can select **Include only those students who were mine when they tested**. This setting allows you to include students who were associated with you at the time of

testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.

- This option appears only if the reporting school year and time are set to the present in **Change Reporting Time Period**.

4. If you are generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.

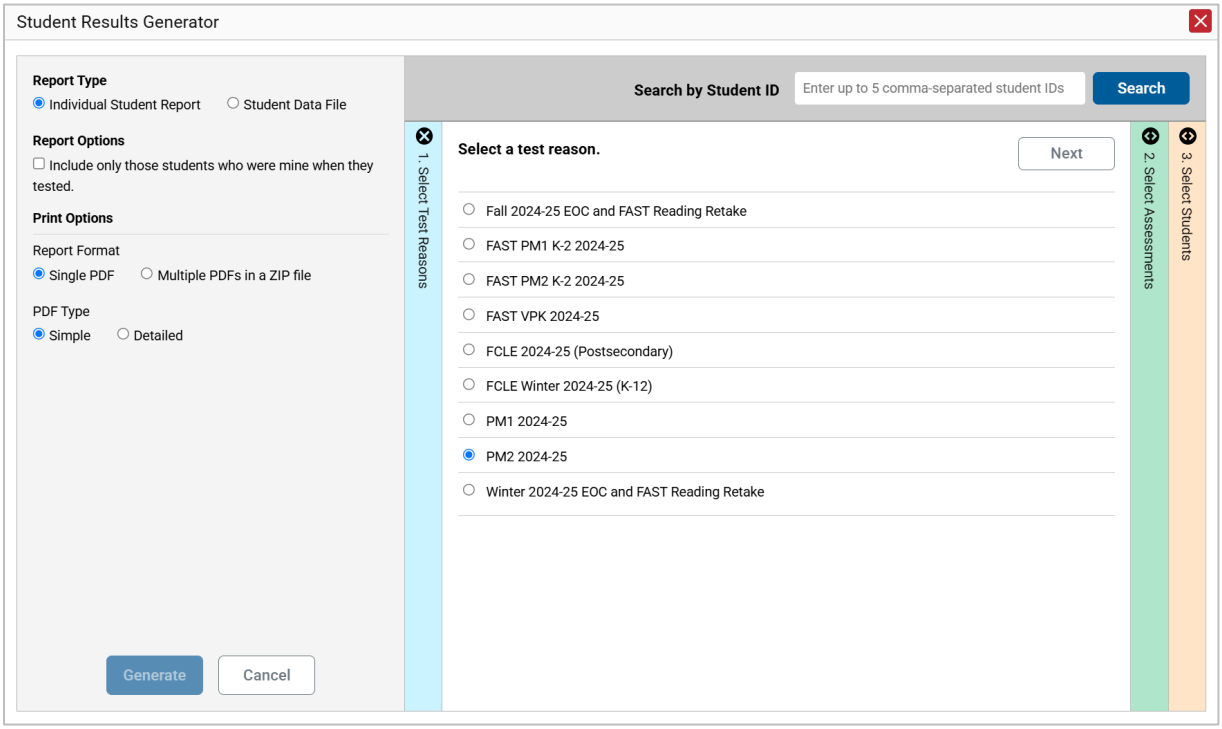
5. Under PDF Type, select either a Simple or Detailed PDF.

6. If the test opportunity options are not pre-selected, or if you want to change them, follow these directions:

   - Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section, you must make selections using the radio buttons and checkboxes.

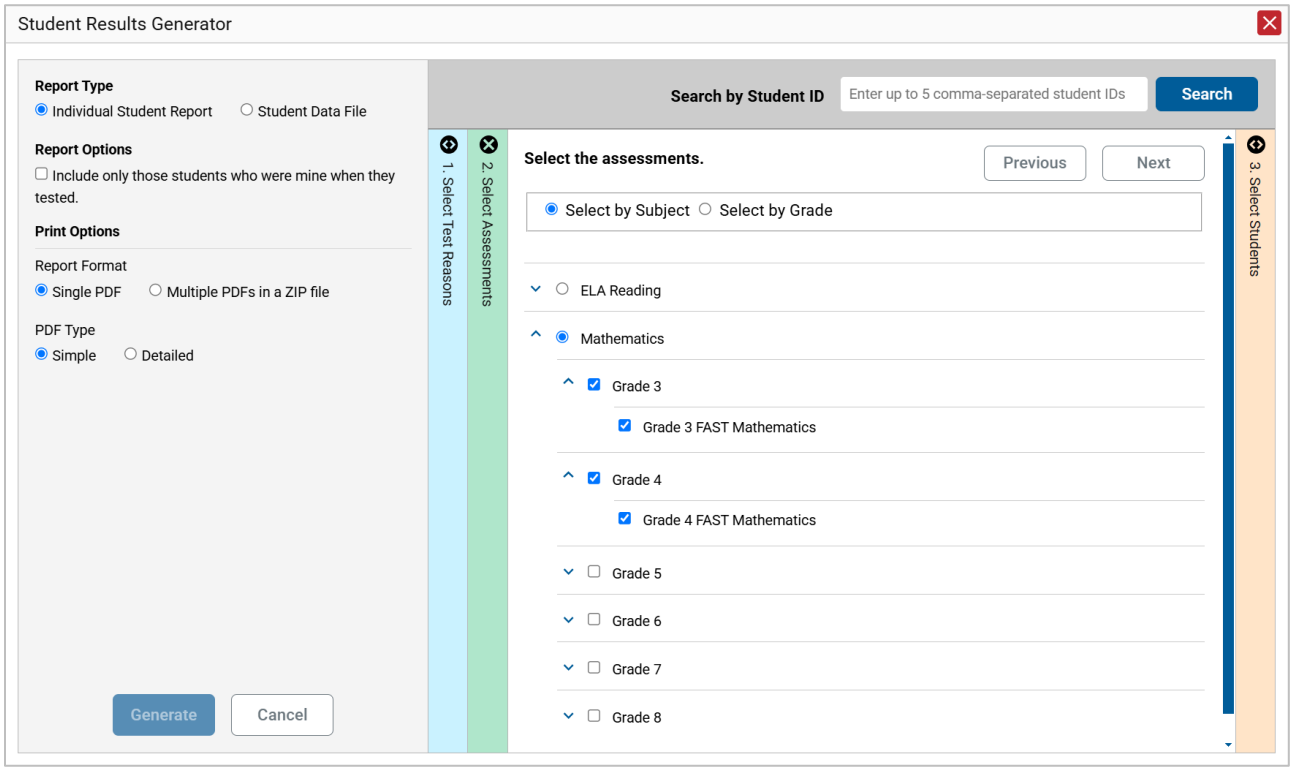
     - In the **Select Test Reason** section (Figure 44), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 44. Student Results Generator Window: Select Test Reason Section



- In the **Select Assessments** section (Figure 45), choose either **Select by Subject** or **Select by Grade**. Then, select any number of tests and grade levels within a single subject.

Figure 45. Student Results Generator Window: Select Assessments Section

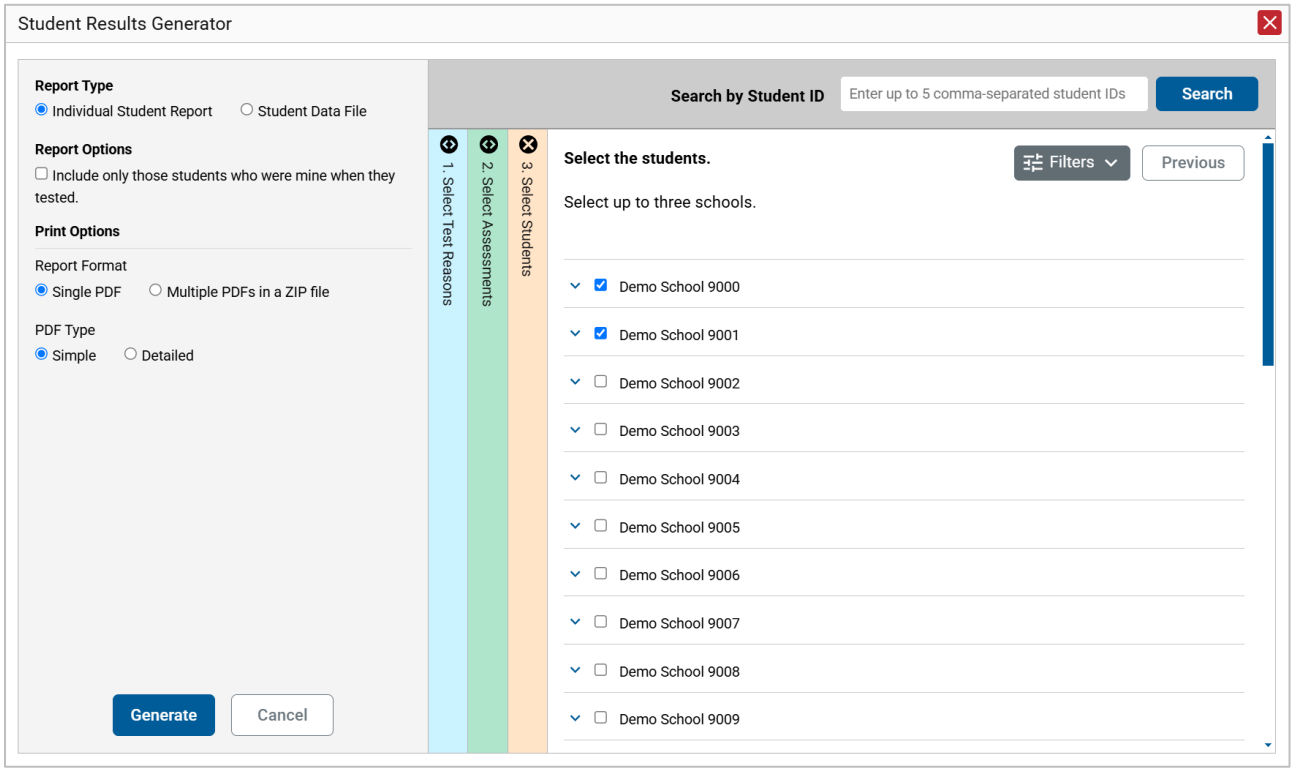


- In the **Select Students** section (Figure 46), choose students from the expandable school and/or roster options. If you are a district-level user, you may choose students in up to three schools at a time.

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.

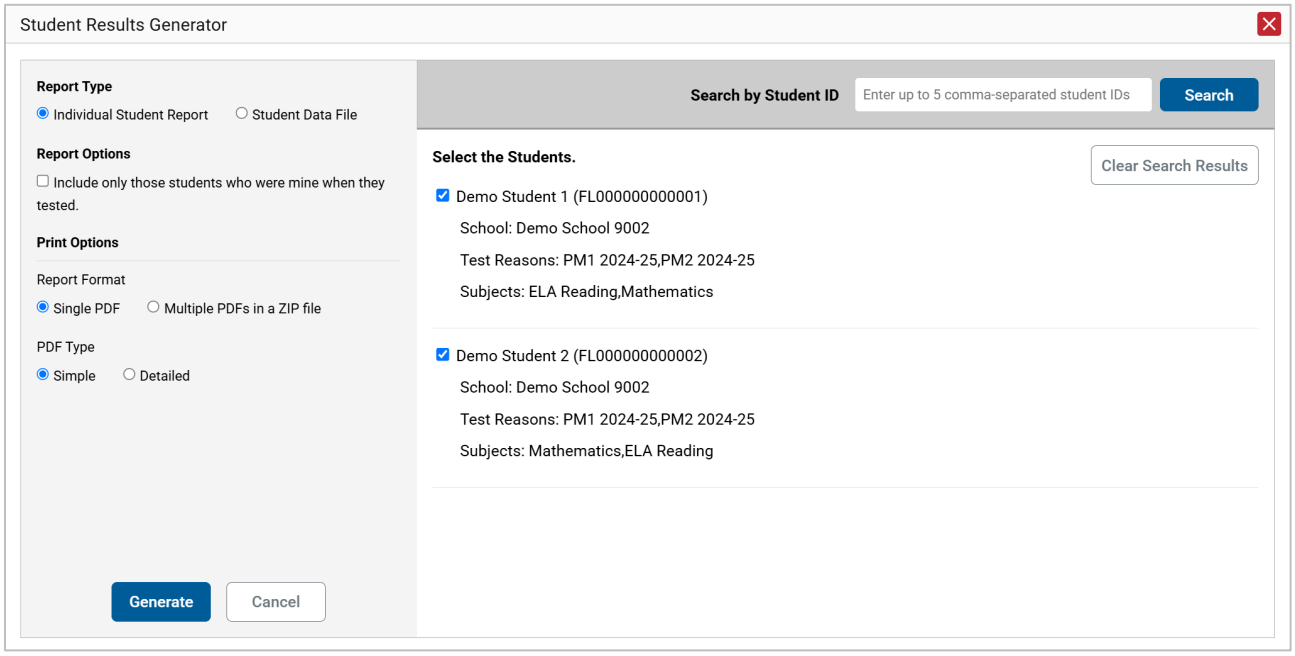
It is important to ensure that the selected rosters and students have completed the selected test. Incorrect selections may result in the generation of a blank ISR.

Figure 46. Teacher View: 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 47. To deselect and clear results, click **Clear Search Results**.

Figure 47. Student Results Generator Window: Student Search Results

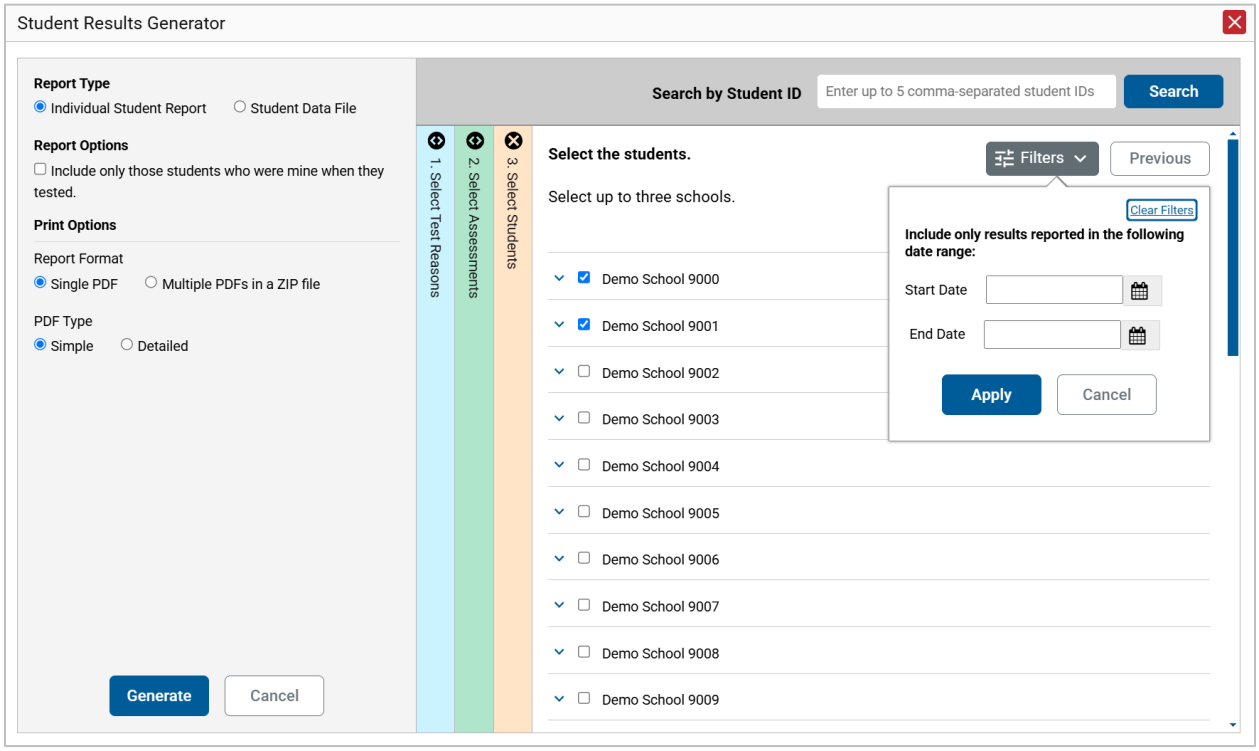


7. *Optional:* If you used the accordion sections to make your selections, then— to set a range of processing dates for which to generate results —use the filter menu as follows:

   - Open the **Filters** menu. The menu displays two date fields, as in Figure 48.
   - Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
   - Click **Apply**.
   - *Optional:* To revert to including results for all available dates, open the filter menu, click **Clear Filters**, then click **Apply**.

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

Figure 48. Teacher View: Student Results Generator Window: Select Students Section with Filters Menu Open



8. 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.

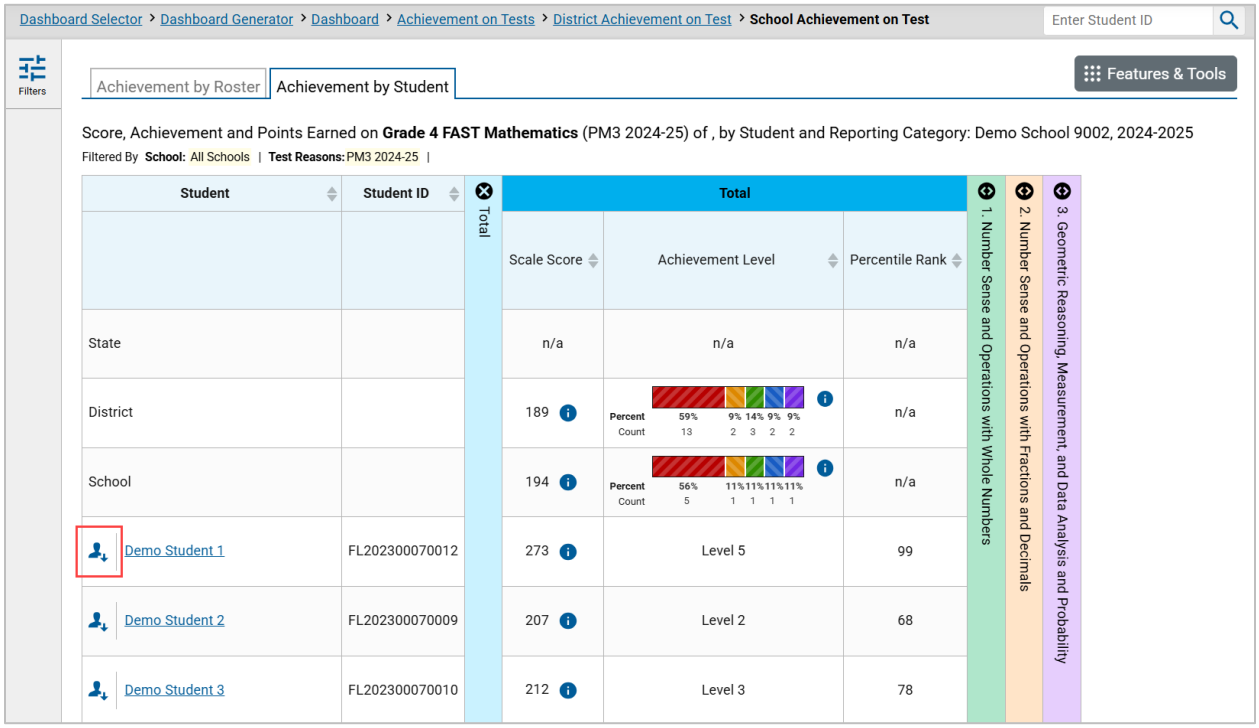
How to Generate an ISR via the Quick Print Feature

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 49.
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 49. Achievement by Student Page: Generate an ISR via Quick Print



How to 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 in order to generate and export the files.

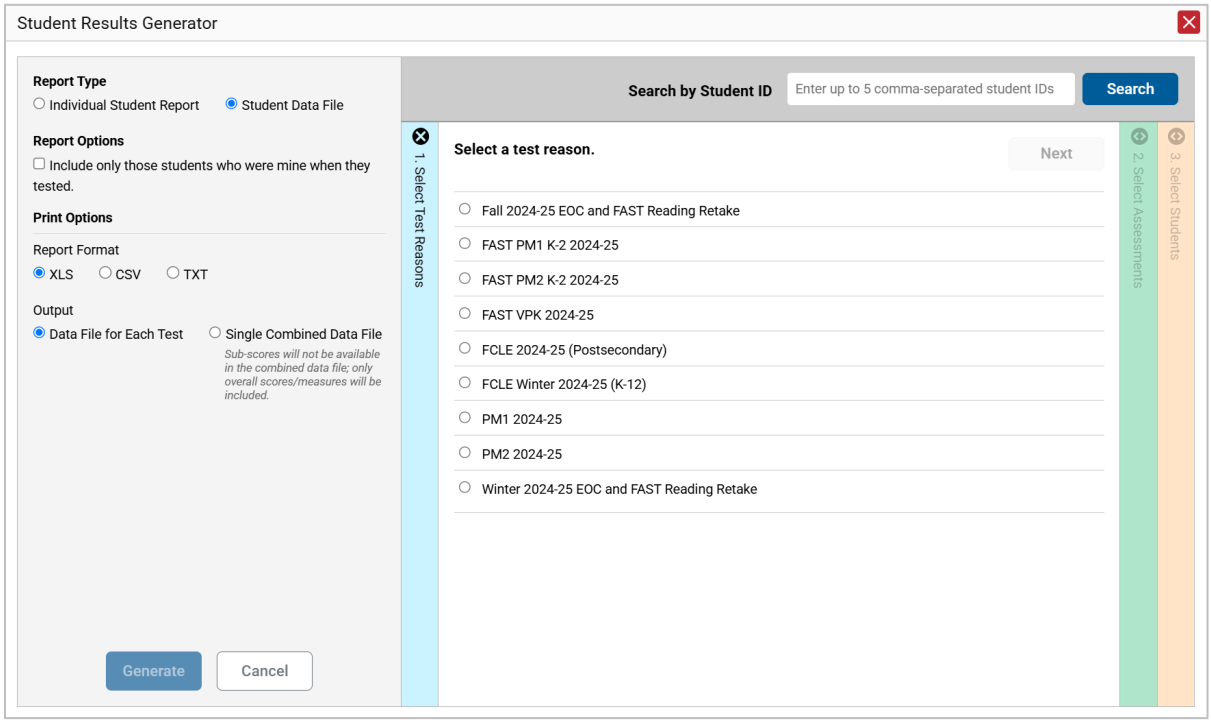
You can generate student data files from almost any report page. To do so, take the following eight steps:

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

    - Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated. However, the filters applied to the page have no effect. You can change the prepopulated selections.

2. In the panel on the left, select **Student Data File**, as in Figure 50. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 50. 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).

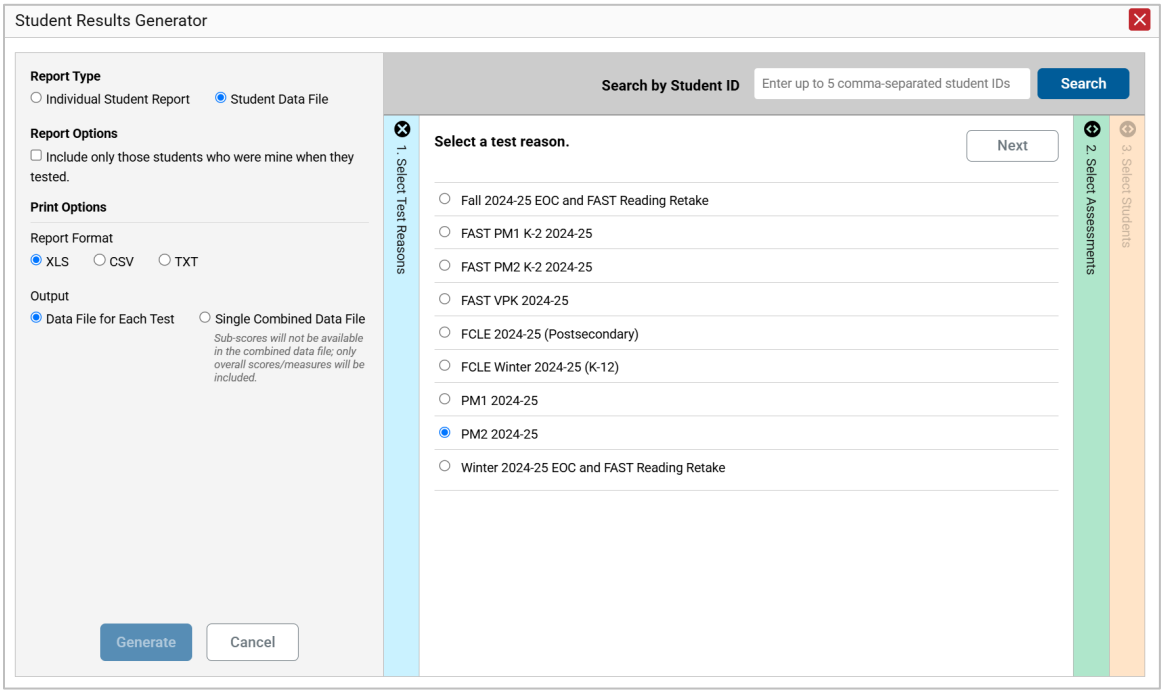
5. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories or item-level benchmarks. Large files may be split by school.

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.

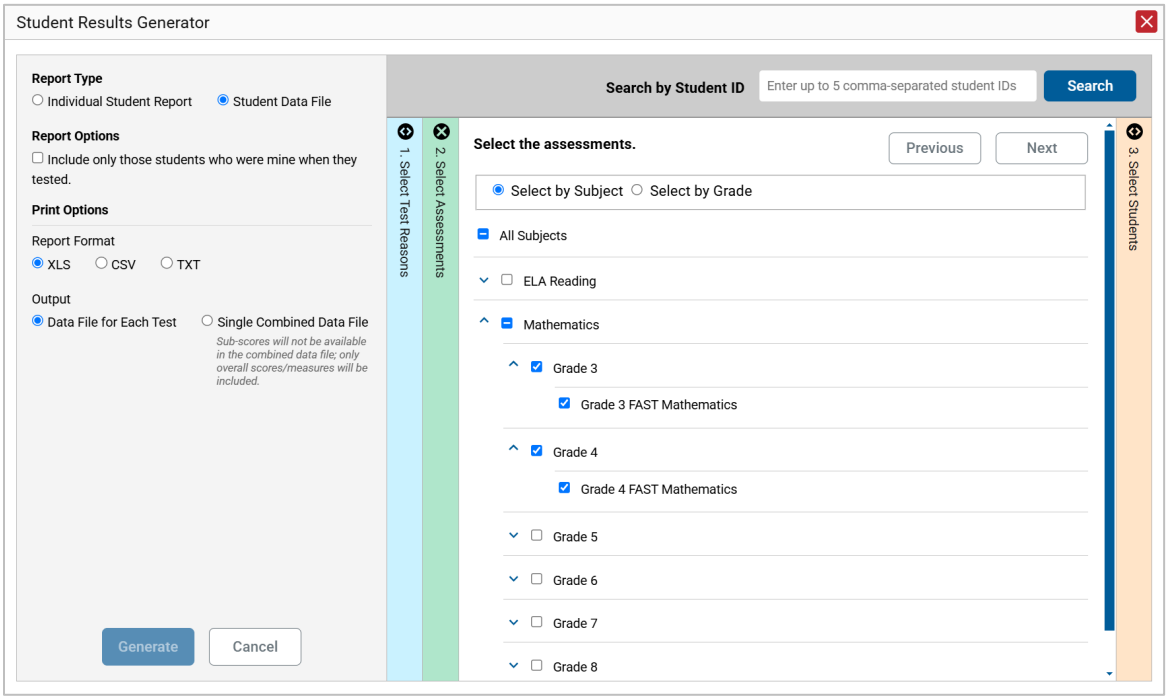
        - In the **Select Test Reason** section (Figure 51), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 51. Student Results Generator Window: Select Test Reason Section



- The **Select Assessments** section (Figure 52) 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**.

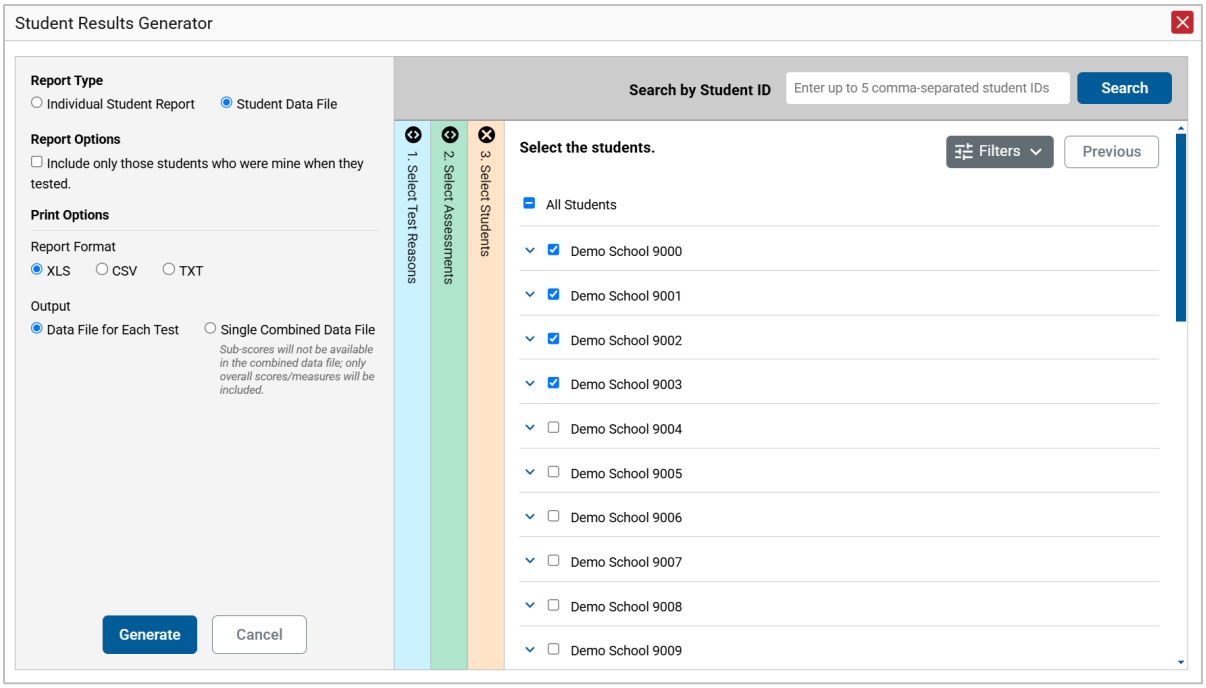
Figure 52. Student Results Generator Window: Select Assessments Section



- In the **Select Students** section (Figure 53), select any number of students from the expandable school and/or roster options.

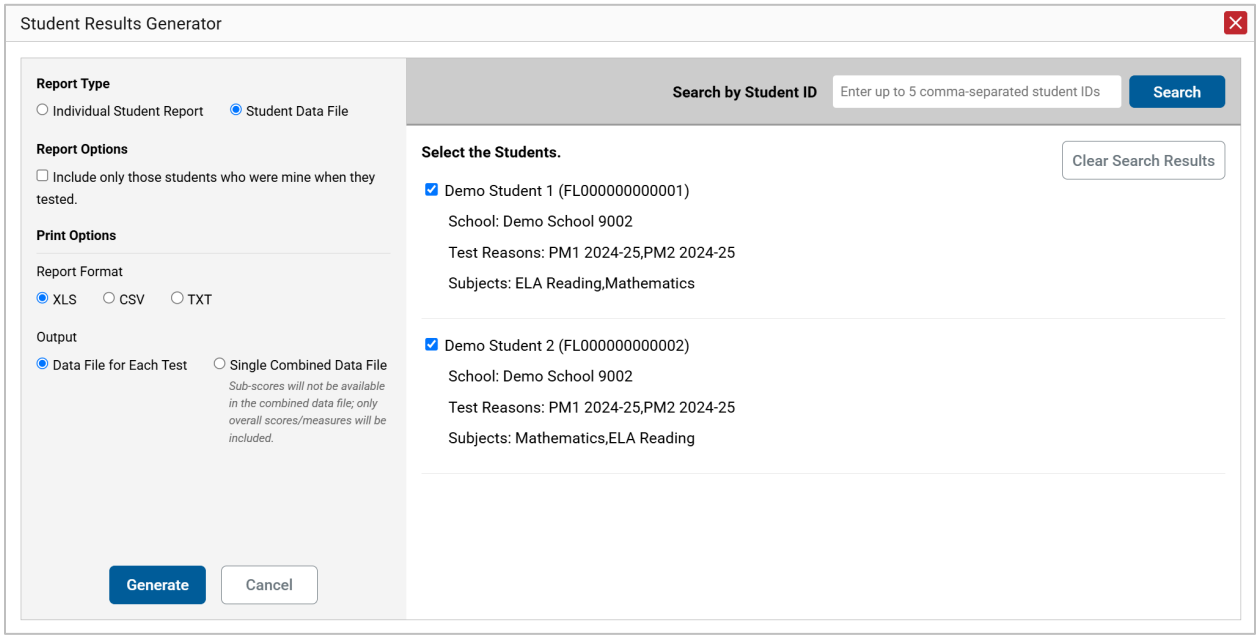
- Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 53. 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 54. To deselect and clear results, click **Clear Search Results**.

Figure 54. Student Results Generator Window: Student Search Results

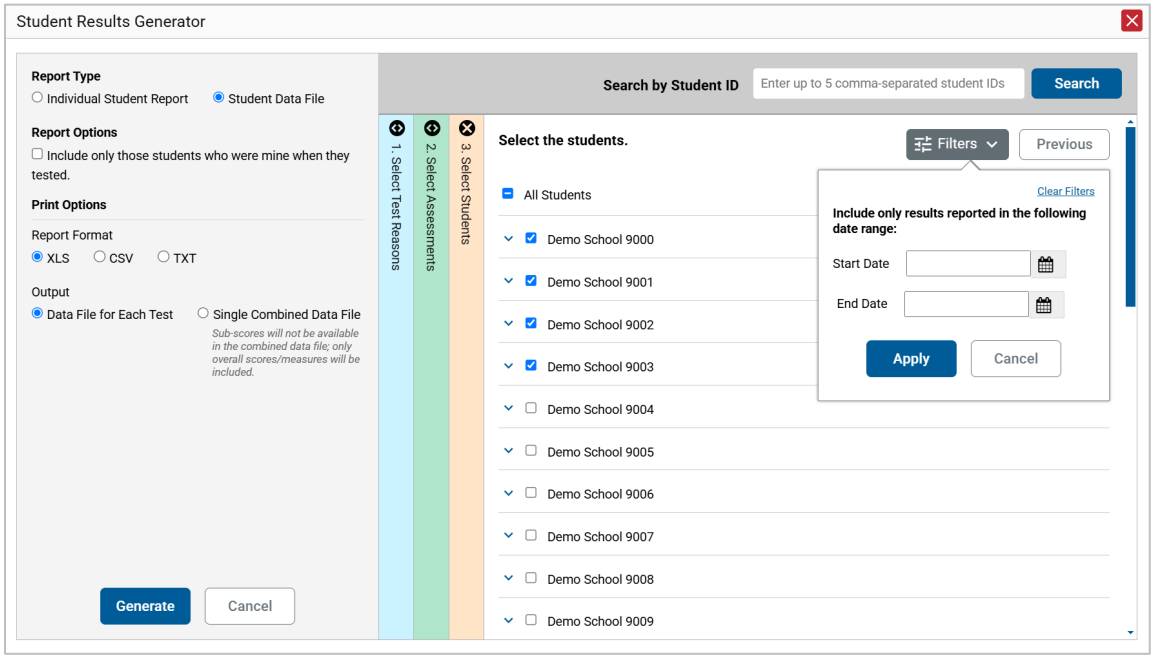


7. *Optional:* If you used the accordion sections to make your selections, then— to set a range of processing dates for which to generate results —use the filter menu as follows:

   - Open the **Filters** menu (see Figure 55). The menu displays two date fields.
   - Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
   - Click **Apply**.
   - *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

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

Figure 55. 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.

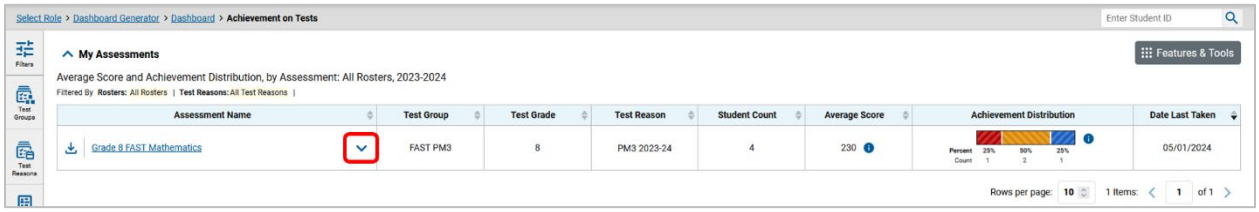
How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

In the Achievement on Tests report and the Student Portfolio Report, you can access achievement data for your state, district, school, and/or total students.

How to Compare All Your Students' Achievement on Any Test with Larger Groups'

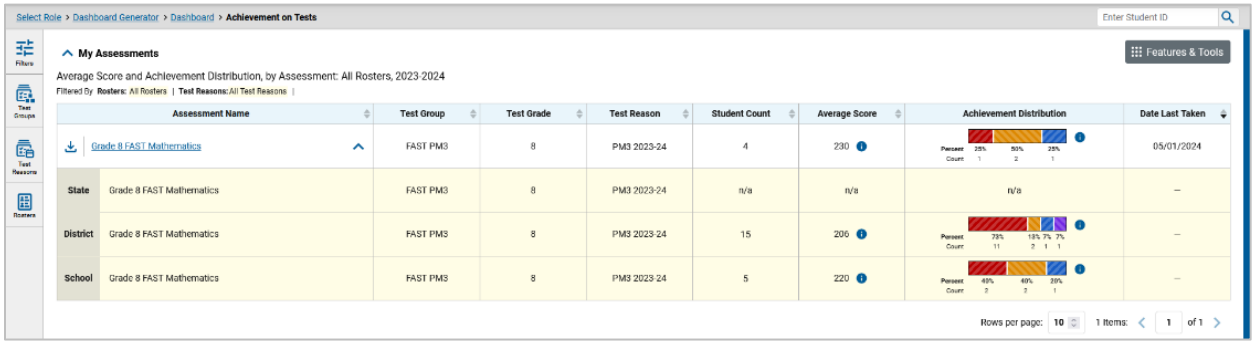
In the Achievement on Tests report (see Figure 56), click ⌄ to the right of a test name.

Figure 56. Teacher View: Achievement on Tests Report



Rows containing data for the state, district, and/or school appear, as in Figure 57.

Figure 57. Teacher View: Achievement on Tests Report with Expanded Comparison Rows



To hide the comparison rows, click ^ to the right of the test name.

How to Compare a Student's Achievement on Any of Their Tests with Larger Groups'

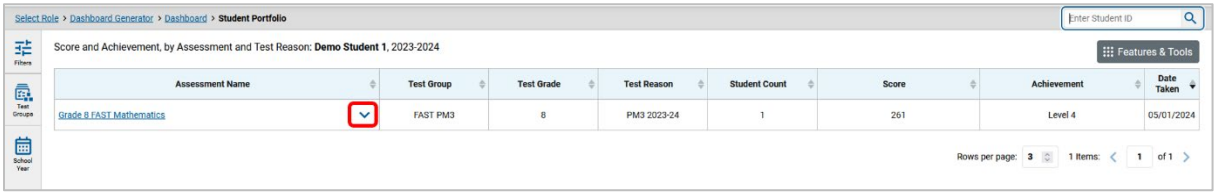
In the Student Portfolio Report, you can compare a student's achievement on any test with that of your state, district, school, and/or total students. To do this, take the following two steps:

1. Enter the student's FLEID in the search field in the upper-right corner and click 🔍. (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.

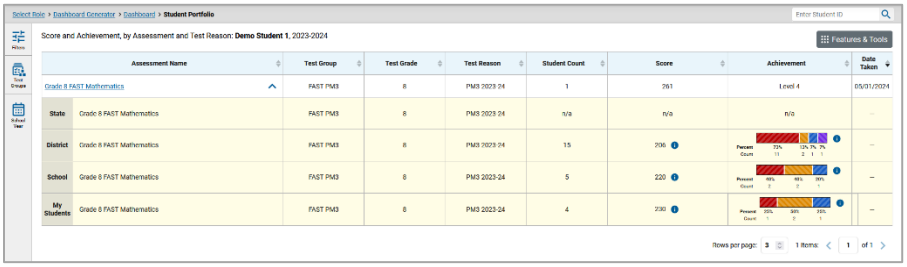
2. Click ⌄ to the right of a test name (see Figure 58).

Figure 58. Student Portfolio Report



- Rows containing data for your state, district, school, and/or total students appear below, as in Figure 59.

Figure 59. Student Portfolio Report with Expanded Comparison Rows



- To hide the comparison rows, click ^ to the right of the test name.

How to Set Up Reports to Suit Your Needs

You can set up your reports so it is easier to access the data that are most important to you. For example, if you are a teacher, you may want 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 (for example, filtering to show only the tests, rosters, and/or schools you are interested in).

How to Filter Tests to Display

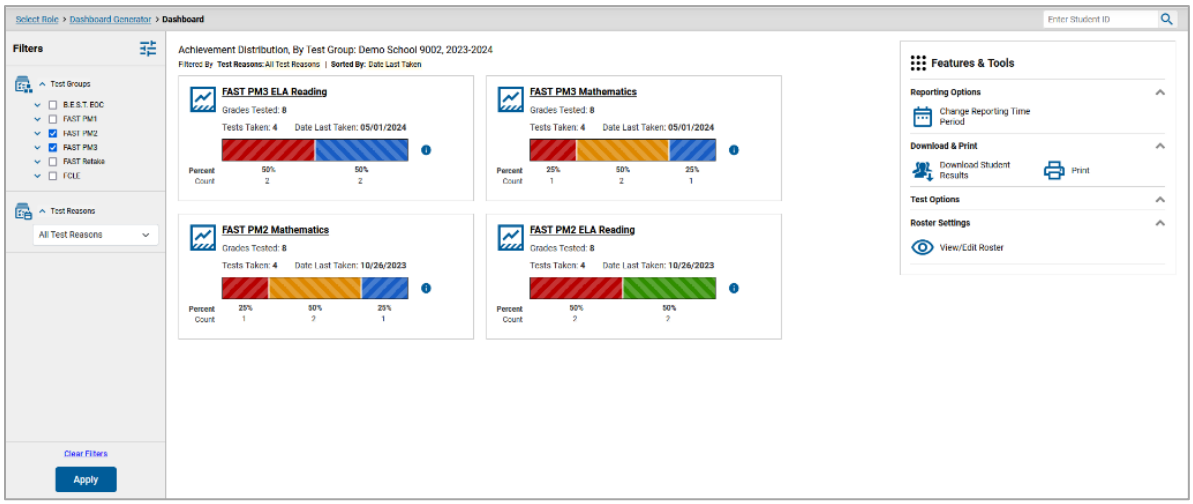
You can filter the tests you want to view in reports. You may want to do this, for example, if you are an ELA teacher and you do not want to see your students' Mathematics or FCLE scores. By default, the data for those assessments appear in your reports.

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 viewing, as described in this section. To do this, take the following four steps:

1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button or the **Test Groups** button. The **Filters** panel expands (see Figure 60).

2. Mark as many selections as you like in the **Test Groups** section of the filters panel. Tests are organized by test type, subject, and grade.

Figure 60. Teacher View: Dashboard with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for those tests.

4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

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

Each roster is associated with a teacher. To learn how to create and modify rosters in FRS, see Roster Management.

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

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

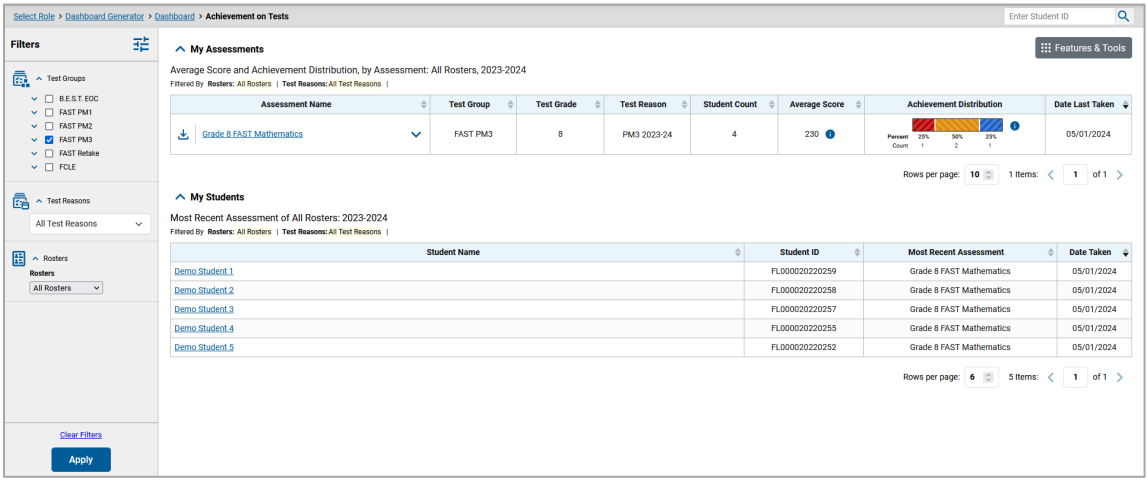
You may find data for a single roster easier to understand. To filter results, take the following four steps:

1. On the left side of the Achievement on Tests report, click either the **Filters** panel expand button or the **Rosters** button. The **Filters** panel expands (see Figure 61).

2. Make a selection from the drop-down list in the **Rosters** section.

    - 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 61. 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 **Clear 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.

For District-Level Users: How to Filter Schools on Reports

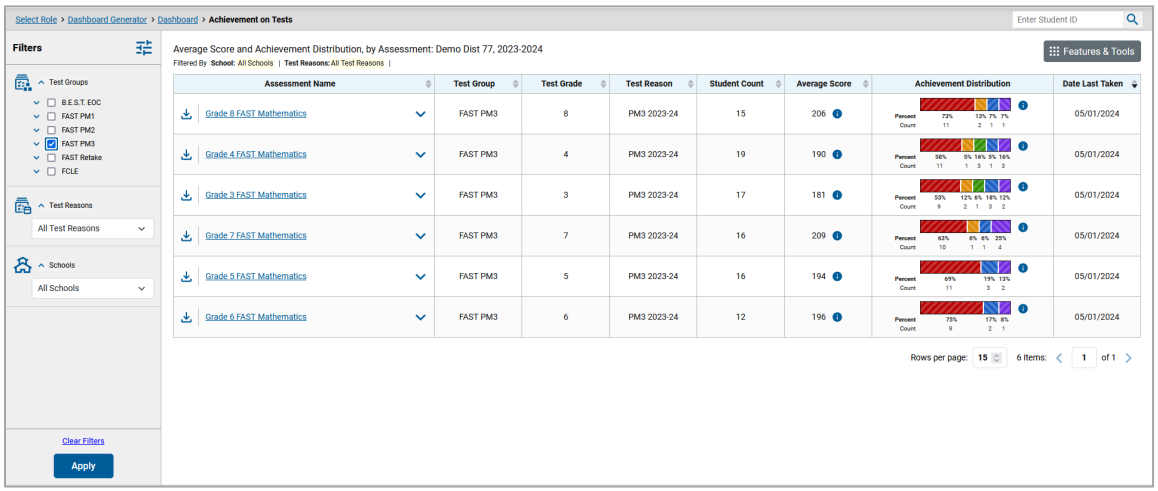
Filtering the Achievement on Tests report by school makes it easy to focus on a particular school's achievement. By switching filters, you can easily compare it with another school. If you do not filter by school, the Achievement on Tests report defaults to showing data for all schools. You may find 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 (see Figure 62).

2. Make a selection from the drop-down list in the **Schools** section.

Figure 62. 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 **Clear 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.

How to View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: (1) a school year for which to view tests and (2) a date for which to view students.

- When you set a school year for which to view tests, the reports show data for test opportunities completed in the selected school year.

- When you set a date for which to view students, the reports show data only for the students who were associated with you as of the selected date. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view data for students who have left or recently entered your rosters, school, or district. You can even view students who have left your state.

If you do not change the reporting time period, or if you reset it to the default, all the reports show test opportunities only for the current school year (except Longitudinal Reports and Student Portfolio Reports, which always retain the ability to look back to previous years), with current student data.

The following are some examples of how you can use this feature:

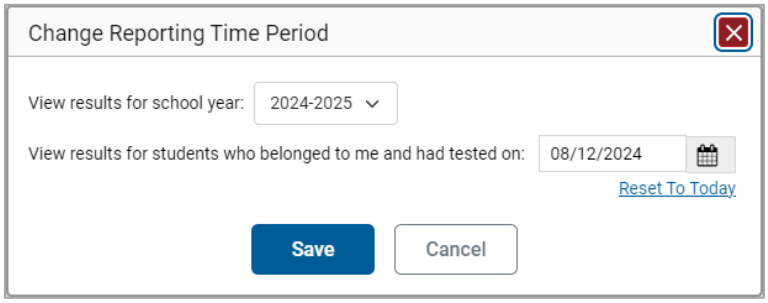
- You may want to view the past achievement of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.

- You may want to view the achievement 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 in your roster and had started testing, and set the school year to the same time. Then, switch back to the present school year to compare.

To change the school year and filter results, take the following five steps:

1. From the **Features & Tools** menu, select **Change Reporting Time Period**. (If you are viewing the Dashboard Generator page, you can also click **Change the reporting time period** at the top of the page. The dashboard also offers this link when no assessments are available to display.) The ***Change Reporting Time Period*** window appears (see Figure 63).

Figure 63. Change Reporting Time Period Window



2. From the school year drop-down list, select a school year (see Figure 63). This is the year for which you will view test results.

3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.

    - To view your current students' past achievement, keep the date set to today.

    - To view the achievement of your former students, set the date to a day when those students were associated with you and had started testing.

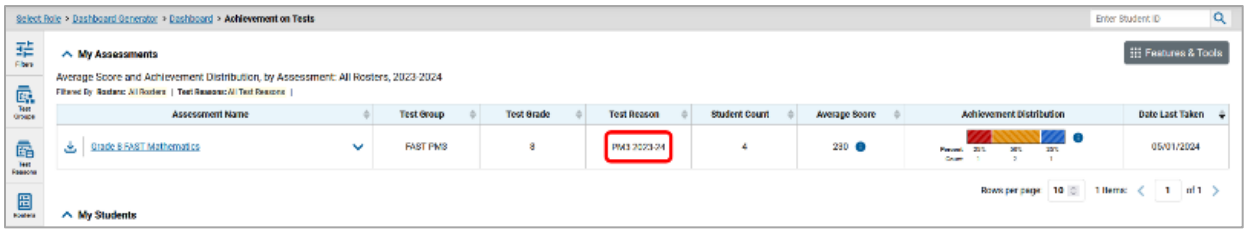
4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. The selected date displays in the filter details below the report headings. All other filters are cleared.

5. *Optional:* To go back to viewing the latest data, open the ***Change Reporting Time Period*** window again, click **Reset To Today** in the lower-right corner, 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.

How to Filter by Test Reason (Category)

Test reasons (shown in Figure 64) 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 64. Teacher View: Achievement on Tests Report



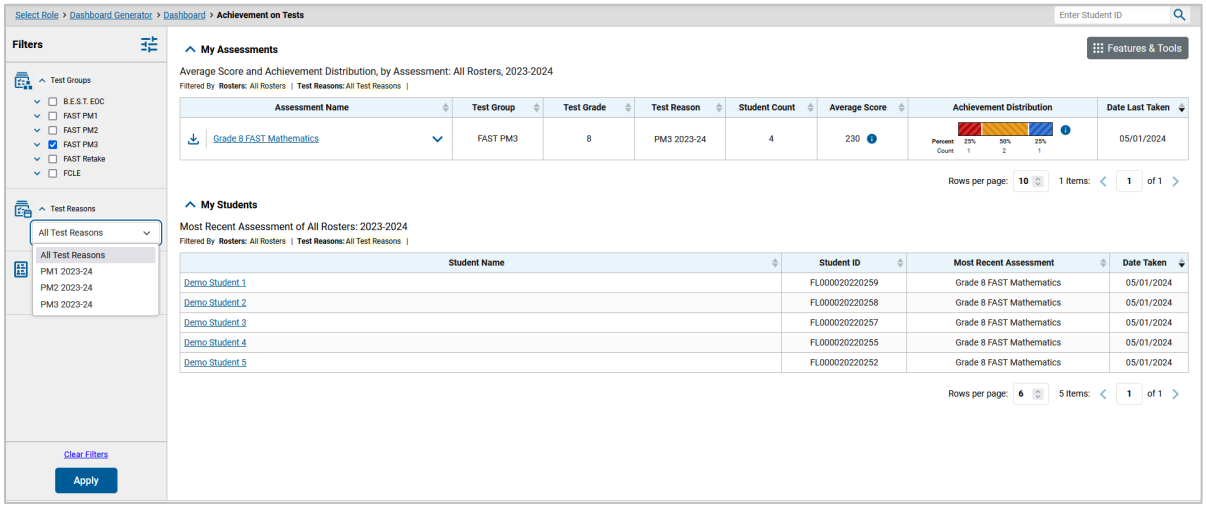
When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by PM1 2025–2026 and look at ELA achievement, then filter by PM3 2025–2026 and see if students have improved on ELA material. If you do not filter, you will see data for 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 viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards and Achievement on Tests reports 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 (see Figure 65).

2. Select from the drop-down list in the **Test Reasons** section.

Figure 65. 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 **Clear 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.

How to Filter Item-Level Data by Benchmarks and Clusters of Benchmarks

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."

You may want to see 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 view your students' achievement in just one area of a skill. 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.

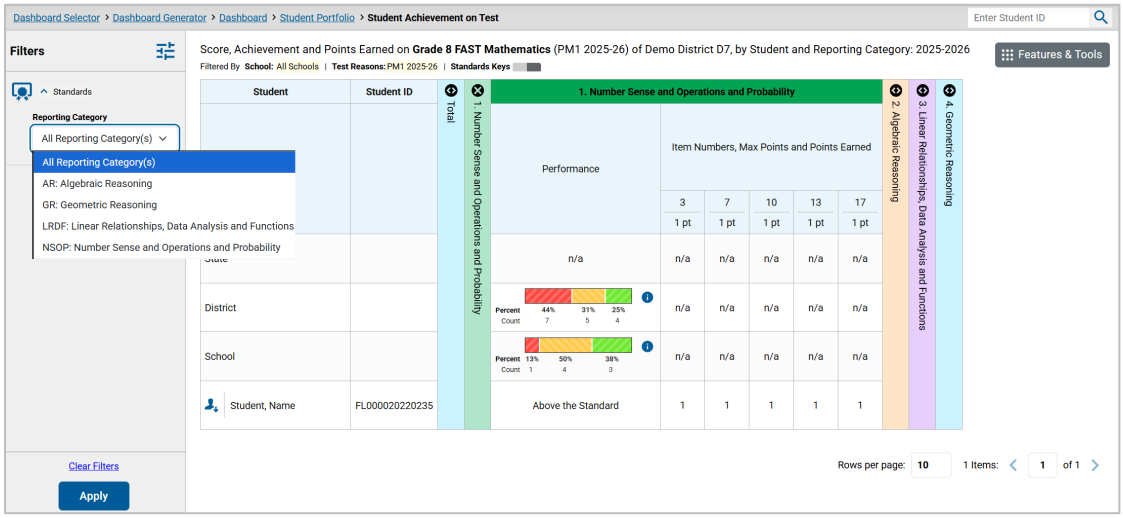
Standard filters are available in any report showing item-level data. The available benchmarks vary by assessment. In order to filter results, take the following five steps:

1. On the left side of the page, click either the **Filters** panel expand button or the **Standards** button . The **Filters** panel expands (see Figure 66).

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



4. Click **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 click **Clear 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 under the table header specifies the benchmarks selected, if any.

How to Export and Print Data

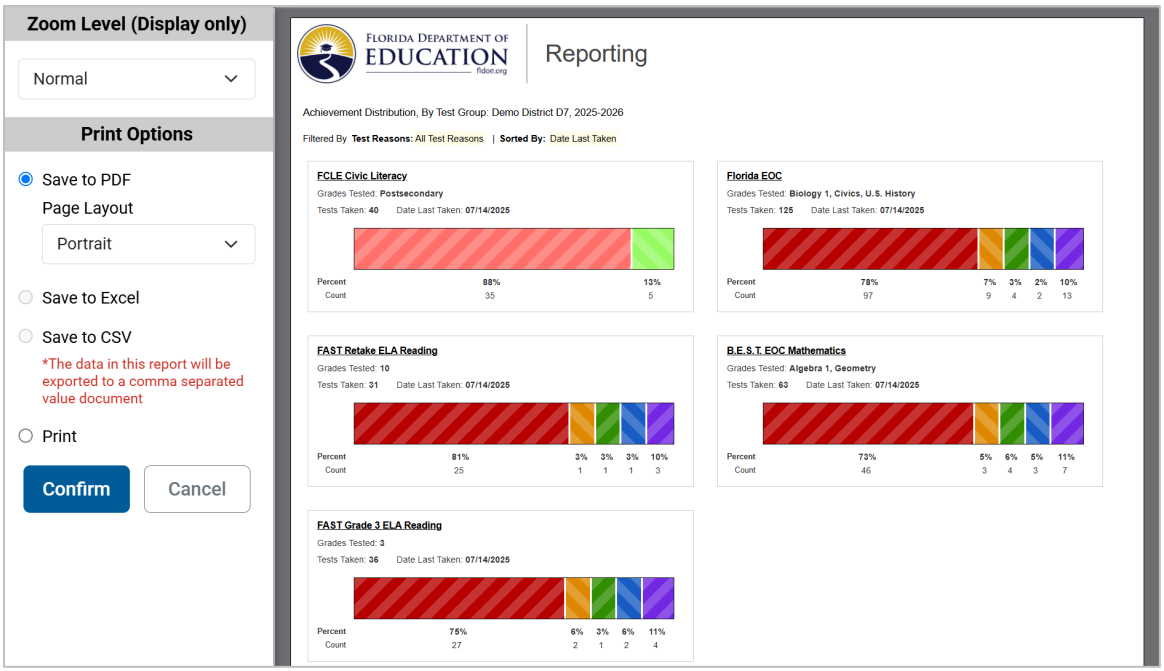
You can export or print any data you see in FRS. Some reports on individual tests can be exported directly from the Achievement on Tests report. You may want to export or print to save a snapshot of data to consult later or to share data. Different options will be available depending on the report you are viewing. Some reports can be exported with item-level data.

How to Export or Print a Report You Are Viewing

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 (see Figure 67).

    - 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 67. 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.

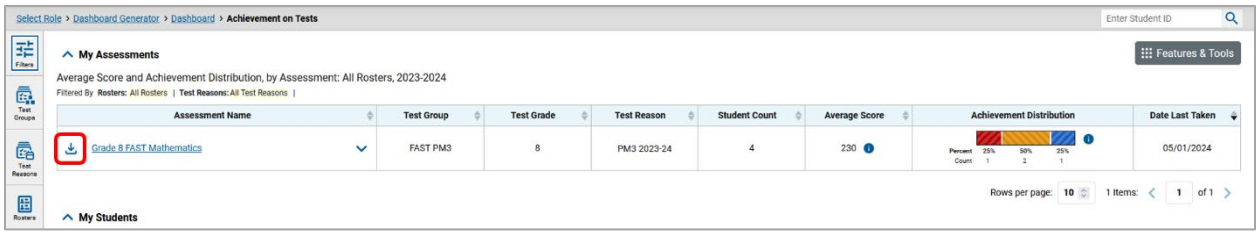
3. Click **Confirm**.

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

How to 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 (see Figure 68).

Figure 68. Teacher View: Achievement on Tests Report

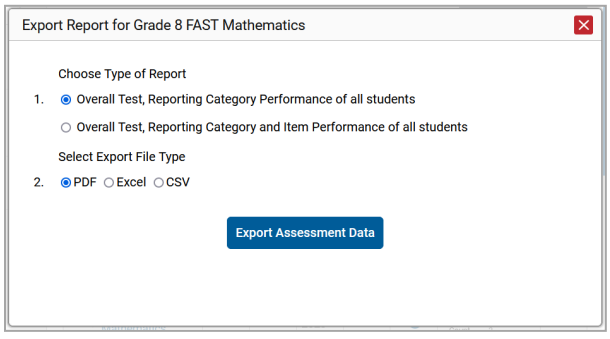


- The ***Export Report*** window opens. The options in this window vary according to your user role (see Figure 69 and Figure 70).

2. If necessary, select which report to export for the assessment.

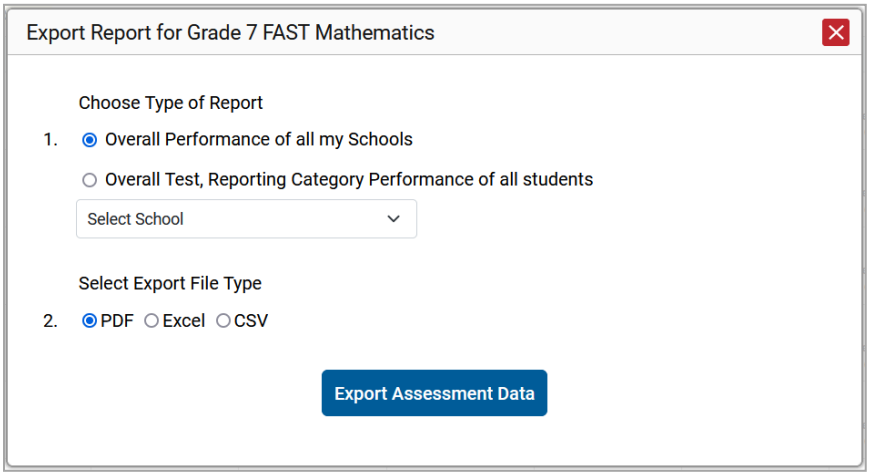
- **Teachers and school-level users:** The exported report will contain test results for all your associated students (see Figure 69).

Figure 69. Teacher View: Export Report Window



- **District-level users:** Select which report to export for the assessment (see Figure 70).
  - To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button.
  - To export school test results, mark the **Overall Test, Reporting Category Performance of all students** radio button, then select a school from the drop-down list.

Figure 70. District-Level User View: Export Report Window



3. Do one of the following:

- To export the report in PDF format, mark the **PDF** radio button.
- To export the report in .xlsx format, mark the **Excel** radio button.
- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

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.

How to Access Item-Level Data

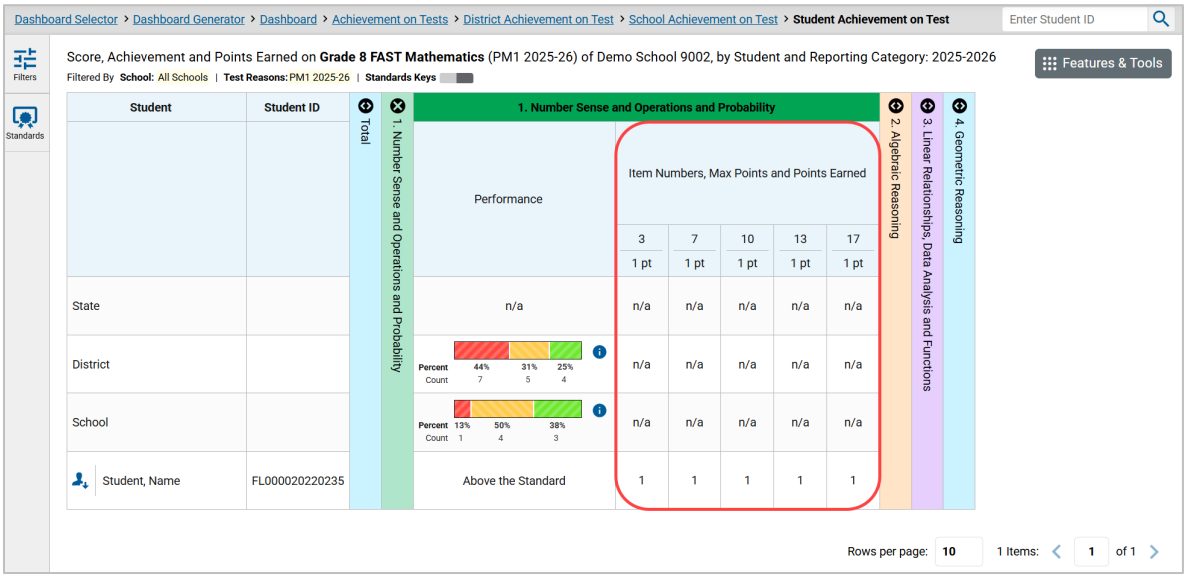
Reports for individual tests include item-level data.

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

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in Figure 71.

Figure 71. Student Achievement on Test Report: Achievement by Student Tab with Expanded Reporting Category Section



How to View Benchmarks for Each Item

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

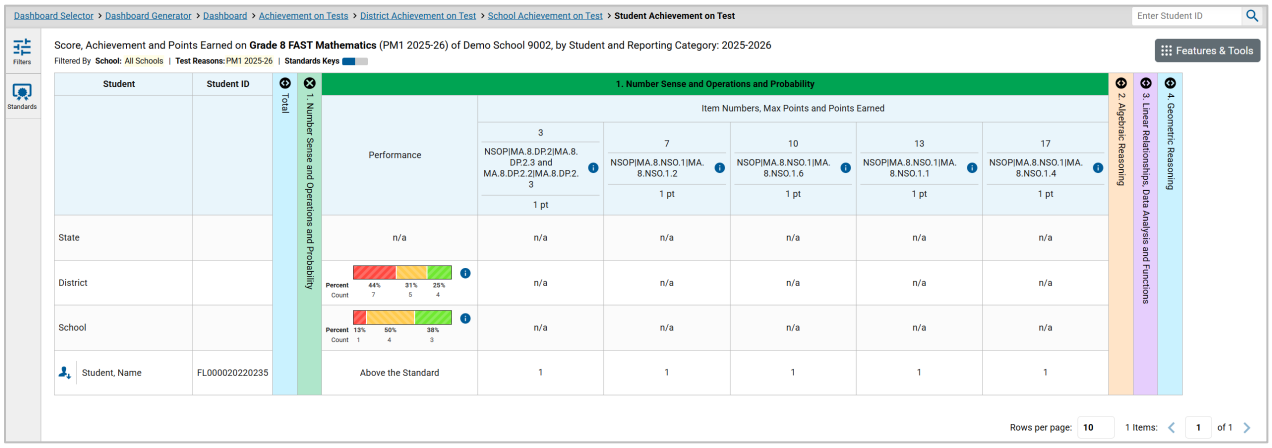
To show and hide item benchmarks, click the **Standards Keys** toggle in the row of filter details below the report table heading. A standard key or list of standard keys appears under each item number (see Figure 72). Note that this toggle does not affect printouts or exports, which always include the standards keys when they include item-level data.

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

You will always see “n/a” instead of a score at the school, district, and state level. Computer adaptive tests (CAT) cannot be aggregated at the item level.

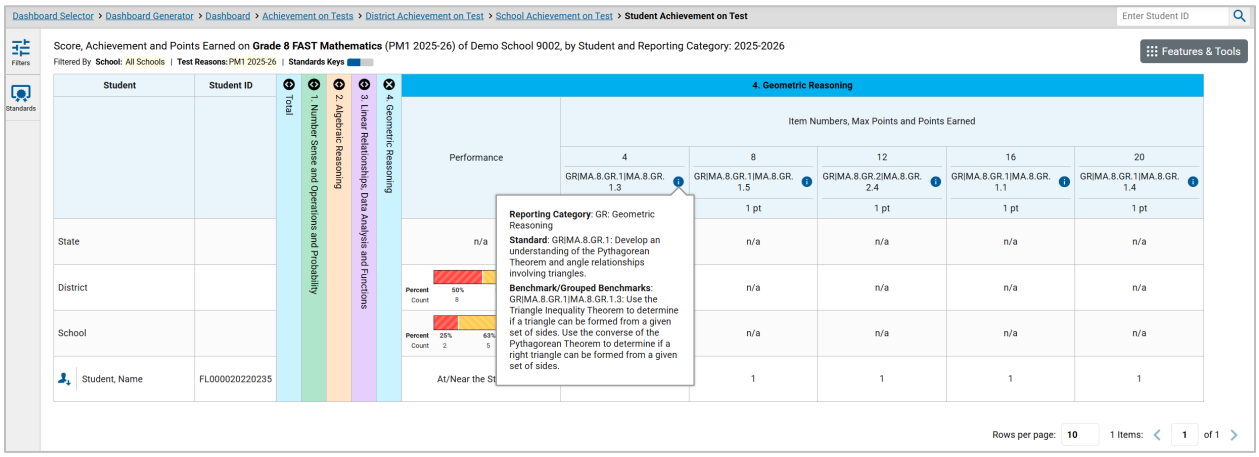
You may sometimes see “n/a” instead of a score for an item at the student level. In some cases, this is because the student did not respond to the item, or the item was not included in that form of the test.

Figure 72. Student Achievement on Test Report with Expanded Items



Click the more information buttons beside the standard keys to view legends displaying the full text of each cluster (category of benchmarks) and each standard, as in Figure 73. This text is not included in printouts or exports.

Figure 73. Student Achievement on Test Report with Expanded Reporting Category Section and Expanded Legend



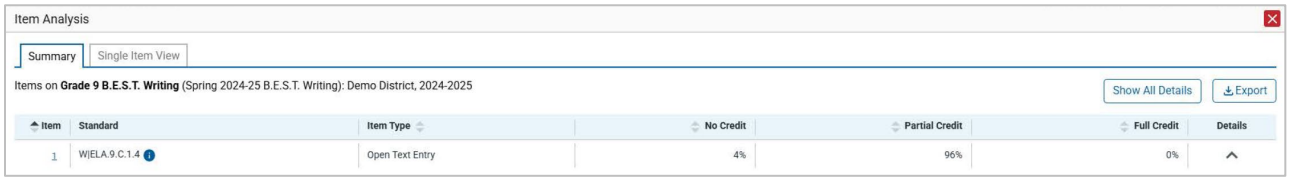
How to View Aggregate Item Data in the Item Analysis Report

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 74).

Figure 74. Item Analysis Window: Summary Tab

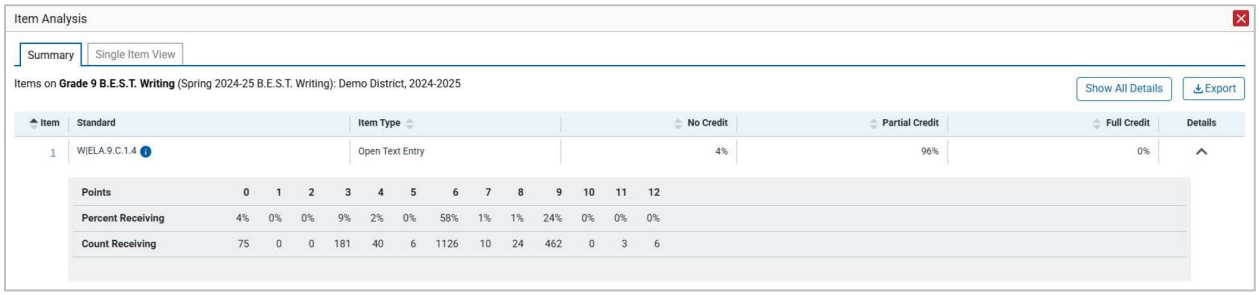


To learn more about a standard, click beside the standard key.

To expand a table row and display more detailed data, as in Figure 75, 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.

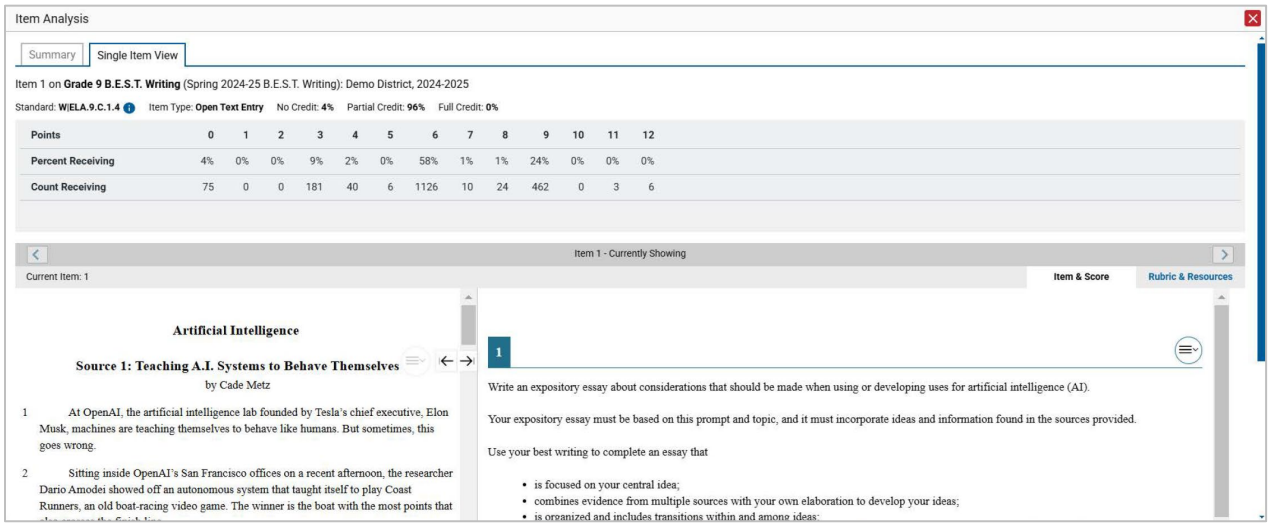
Figure 75. Item Analysis Window: Summary Tab with Expanded Data Rows



You can export the **Summary** tab to a comma-separated values (CSV) file 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 view is available for this test, you can navigate to the **Single Item View** tab (Figure 76) either by clicking it or by clicking the number to the left of a listed item. This tab displays detailed data on an item and, below that, the item itself, including the **Rubric & Resources** tab. You can navigate between items using the item number buttons on the left and right.

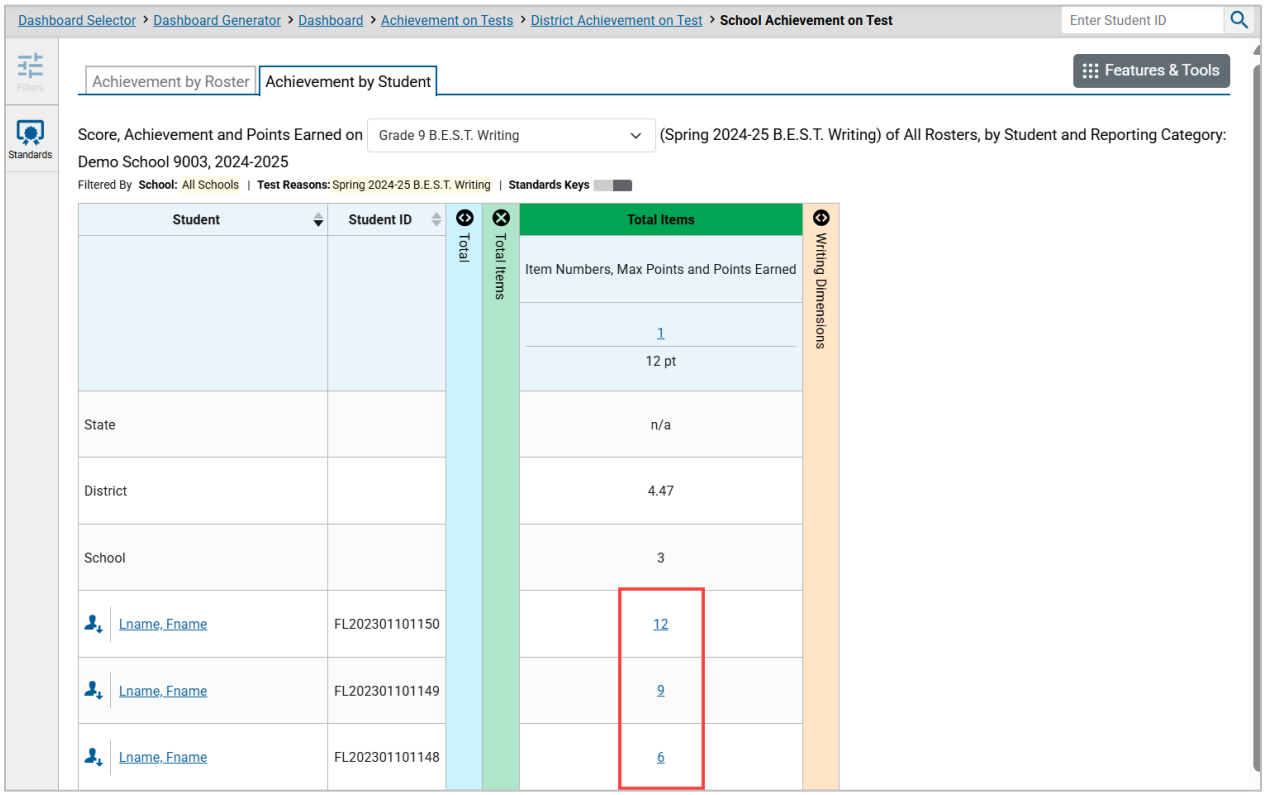
Figure 76. Item Analysis Window: Single Item View Tab



How to View 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 77.

Figure 77. Student Achievement on Test Report for Writing Expanded to Show Total Items



How to Download and Print a Student's Writing Response

Users can print the writing response for an individual student on the Student Achievement on Test page by clicking on Features and Tools > Print > Save to PDF > Include Items and Responses. See Figure 78 and Figure 79.

Note: Batch printing is not available.

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

Figure 78. Downloading and Printing a Student Writing Response

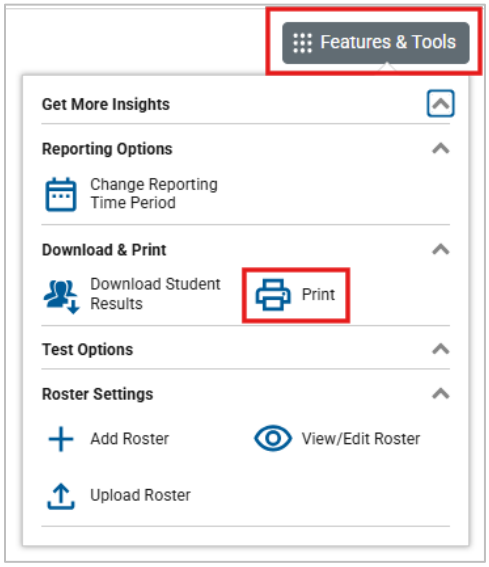
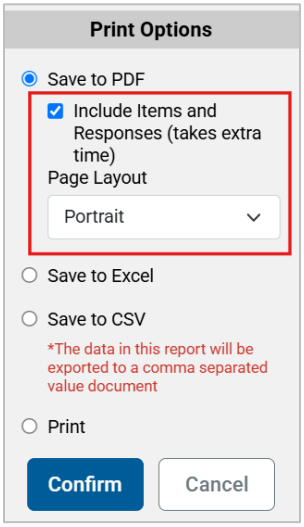


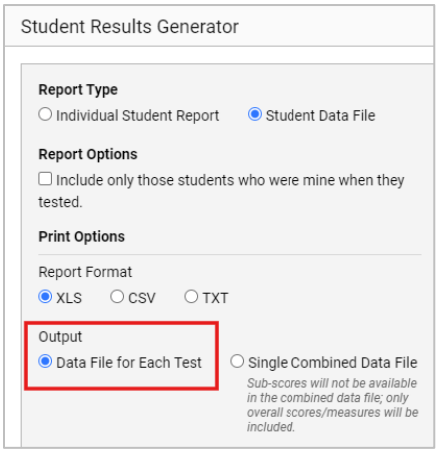
Figure 79. Downloading and Printing a Student Writing Response – Print Options



How to View Item-Level Data in Bulk

You can view 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 80). These data include the applicable reporting category, benchmark, and student performance for each item.

Figure 80. Student Results Generator – Data File for Each Test



Appendix

Appendix sections are alphabetized for your convenience.

A

Achievement Data

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

- Score data, including the following:
    - Scale scores
    - Raw scores, which may be in the form of percentages or fractions
- Achievement level data, which are used for tests with achievement levels. Achievement levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of benchmarks. Some aggregate reports include achievement distribution bars, showing the percentage and number of students who attained each achievement level. These bars are color-coded, with two achievement levels being coded red-green and five being coded red-yellow-green-blue-purple.
- Measures in aggregate reports for adaptive tests may also include **Weak or Strong?**, **On Grade?**, and **% Correct**.
- 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.

In a report, click the more information button in the score or Achievement Distribution columns.

A legend appears (see Figure 81 and Figure 82), explaining what the scores or achievement levels indicate.

Figure 81. My Students' Achievement on Test Report with Expanded Scale Score Legend

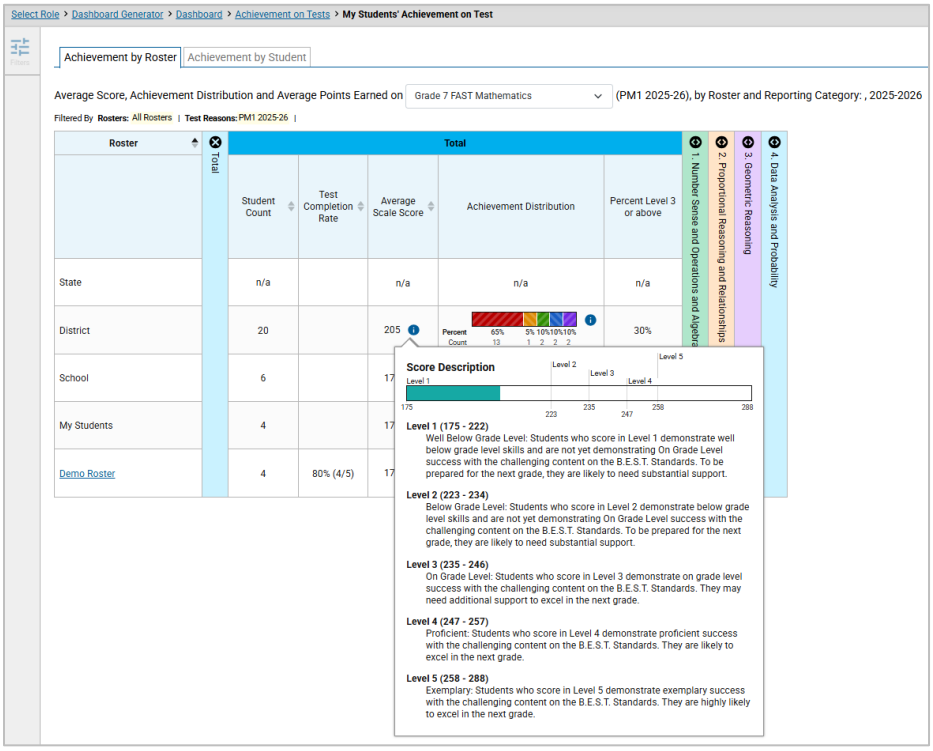
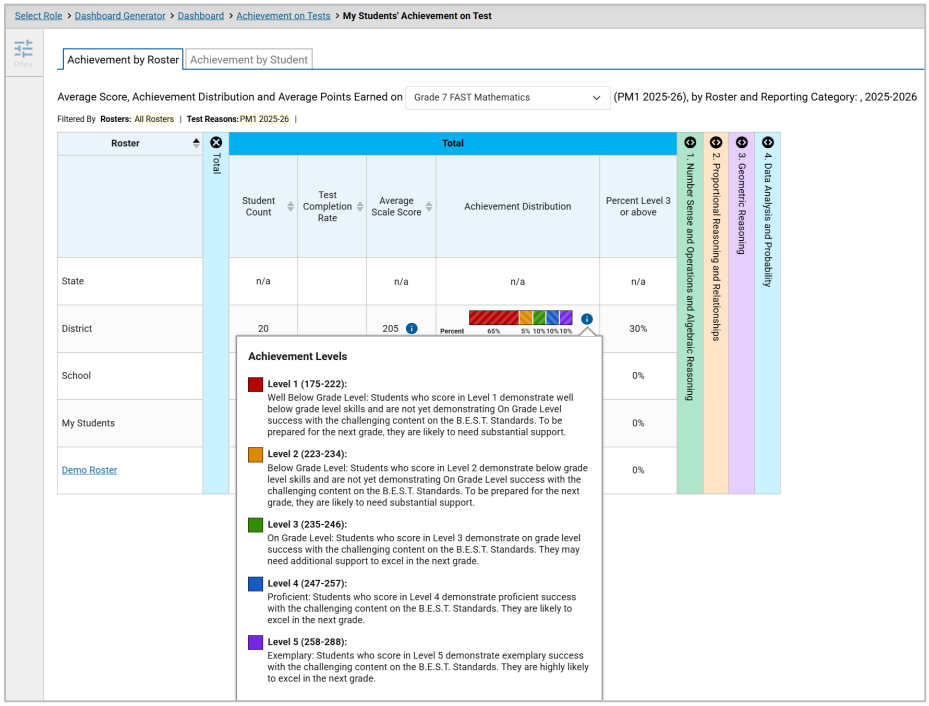


Figure 82. My Students' Achievement on Test Report with Expanded Achievement Distribution Legend



You will find similar buttons in reports throughout FRS.

H

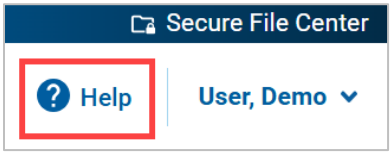
Help

FRS includes an online user guide.

How to 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, you will see the Overview of the Dashboard page.

Figure 83. 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.

How to Log In to the Florida Reporting System

1. Navigate to the Florida Statewide Assessments Portal.
2. Select your user role from the cards displayed (see Figure 84).

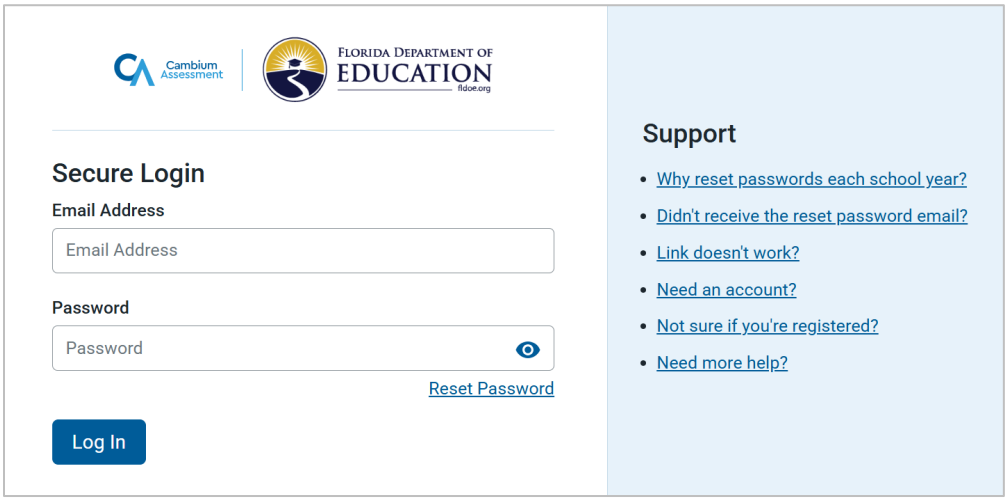
Figure 84. User Role Cards

3. Click the **Florida Reporting System** card (see Figure 85). The login page appears.

Figure 85. Florida Reporting System Card

4. On the Secure Login page (see Figure 86), enter the email address and password you use to access all CAI systems.

Figure 86. Login Page

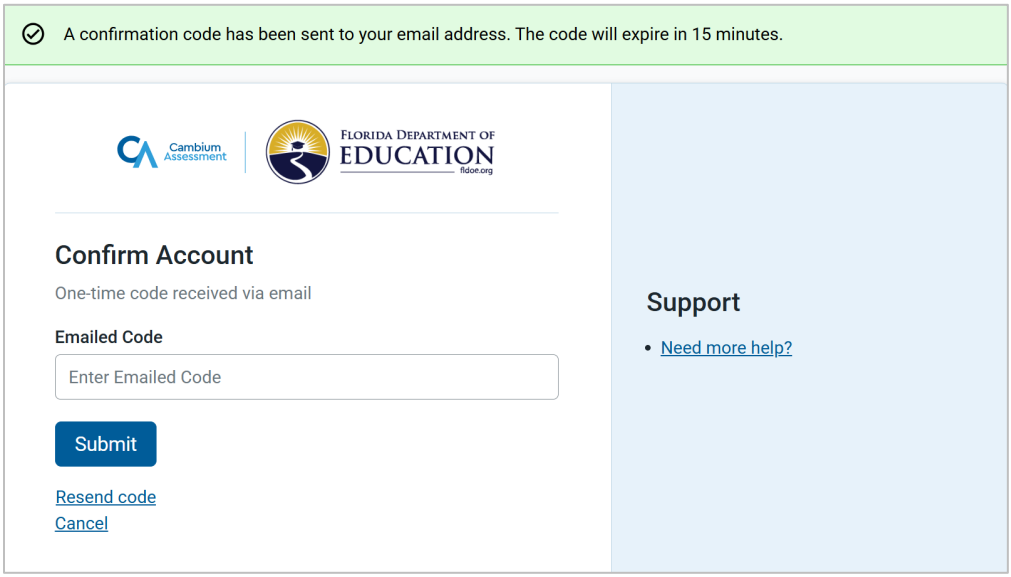


5. Click **Log In**.

   - If the Confirm Account page appears (see Figure 87), 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.

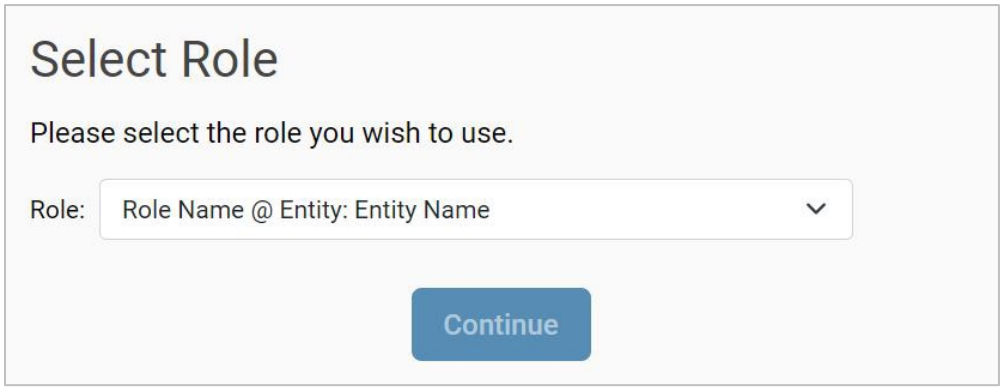
     - If the authentication code has expired, click **Resend code** to request a new code.

Figure 87. Confirm Account Page



6. If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 88. 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 88. Select Role Window



The Dashboard Generator for your user role appears.

How to 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 (see Figure 89). To activate your account, you must set your password within 15 minutes.

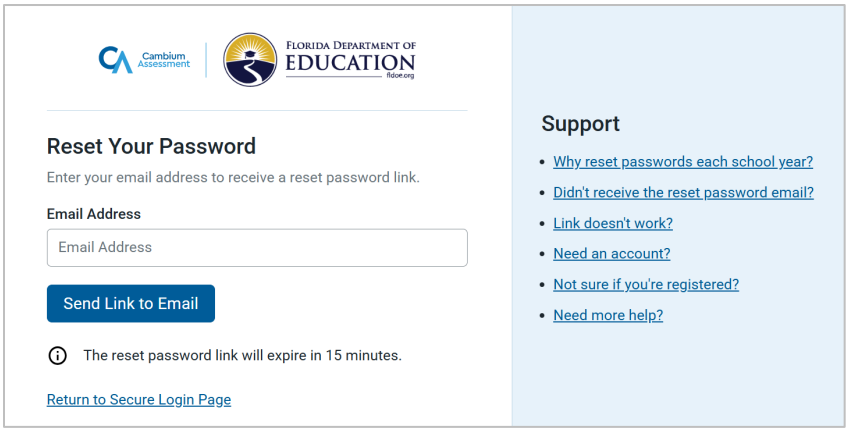
All users are required to do a one-time password reset at the beginning of every school year, for security purposes. To change your password, do the following:

- 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 *E-mail Address* field. Click **Send Link to Email**. You will receive an email with a new temporary link to reset your password.

Figure 89. Reset Your Password Page



- If you did not receive an email containing a temporary link or authentication code, do the following:
    - Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Assessment Coordinator to make sure you are listed in TIDE.

- Additional help:
    - If you are unable to log in, contact our Help Desk for assistance. You must provide your name and email address.

M

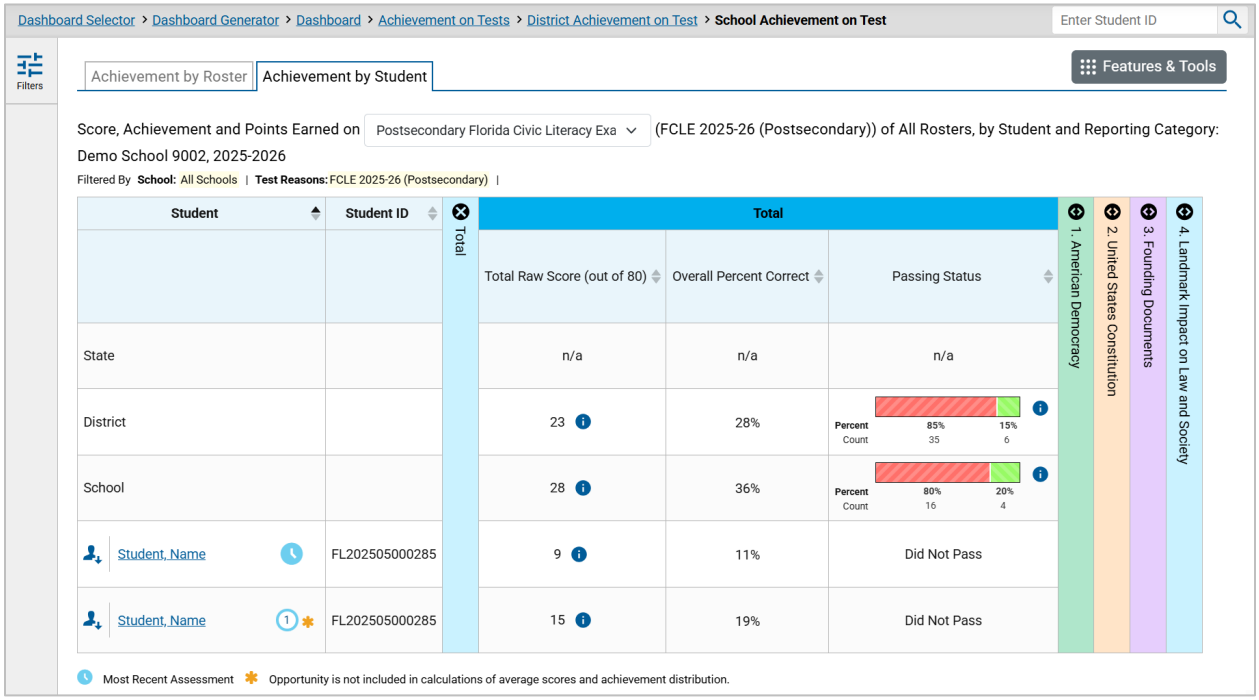
Multiple Test Opportunities

Sometimes test results will include multiple rows for the same student.

When a student completes multiple test opportunities for a single assessment, as in Figure 90, 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 90. School Achievement on Test Report: Achievement by Student Tab

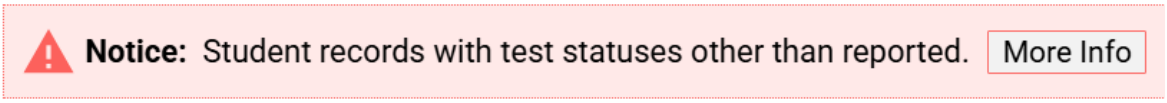


N

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 (see Figure 91).

Figure 91. Non-Scorable Notification



You can click **More Info** on the notification to view the ***Students with Other Test Statuses*** window (see Figure 92). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the condition code and completion date for each.

Figure 92. 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

How to 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.

How to 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 (see Figure 93).

Figure 93. Rows Per Page Field

How to View 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.

How to View 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.

How to Expand All Accordion Sections in a Table

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

1. Navigate to the table by tabbing through the page in your browser. When the "Load Accessible Table" message appears, press the **Enter** key. All the accordion sections expand.

2. *Optional*: To collapse the sections again, navigate back to the table. When the "Hide Accessible Table" message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

Roster Management

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

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

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

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data in FRS. Up to 500 active students can be included in one roster.

- If rosters need to be created for other purposes, applicable students can be added to a separate roster that is assigned to the School Assessment Coordinator (SAC) with the appropriate naming convention that includes the Test Administrator (TA). This will help avoid teachers accessing student data for students they may have tested but do not have in their regular class.

- Rosters should be updated weekly to maintain roster accuracy with new enrollments/withdrawals/class movement to ensure that teachers are accessing accurate data for their current students.

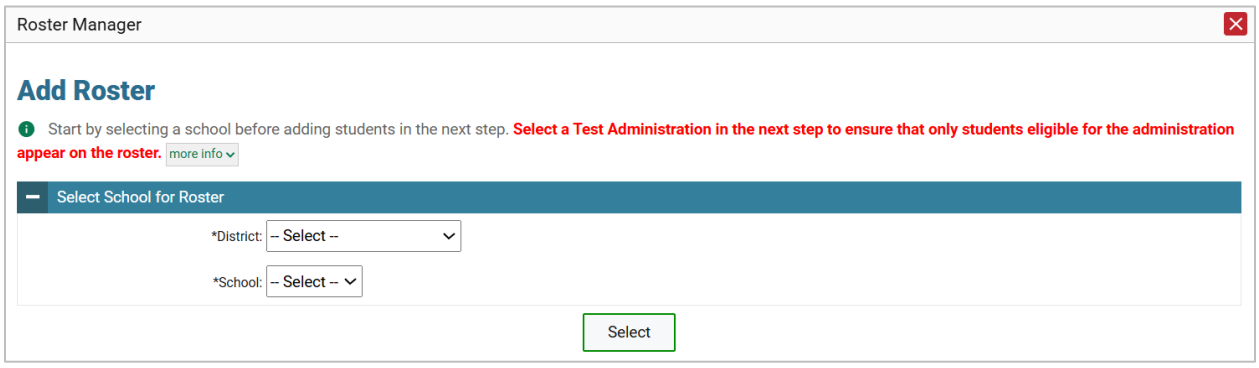
- If a student moves to another district/school, the student will automatically become inactive in any rosters associated with the former district/school. Users do not need to take action to delete this student.
    - Teachers will have access to scores for tests taken with them for inactive students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

How to Add a Roster

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

1. From the **Features & Tools menu**, select **Add Roster**. The ***Roster Manager*** window appears, showing the Add Roster form (see Figure 94).

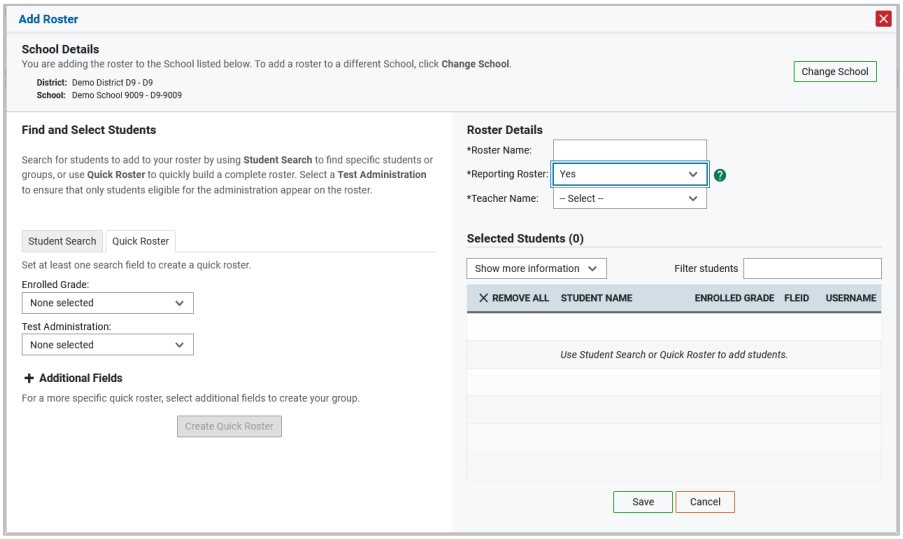
Figure 94. Add Roster – Select School for Roster Page



2. In the *Select School for Roster* panel, search for a school by selecting District and School as applicable, then click **Select**; a new ***Add Roster*** page appears (see Figure 95).

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

Figure 95. Add Roster Page



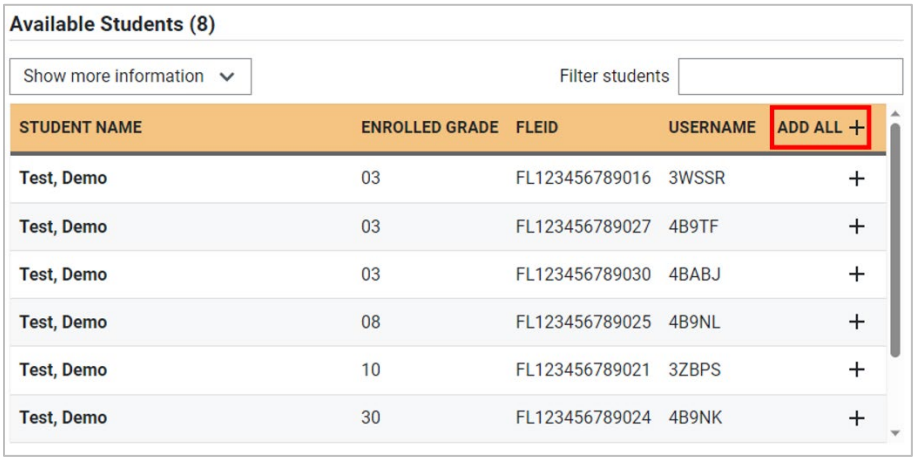
3. Under *Roster Details*, add a roster name and select a teacher.

4. Under *Find and Select Students*, do one of the following:

   - Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can manually remove students by selecting ✕ next to individual students from the top of the grid. Selecting **Save** creates your roster. If you select **Remove All**, you can search for a new group of students.

   - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by FLEID or name. After you return results, select + to add individuals or select **Add All** from the top of the grid (see Figure 96).

Figure 96. Roster Available Students—Add All



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

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

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

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

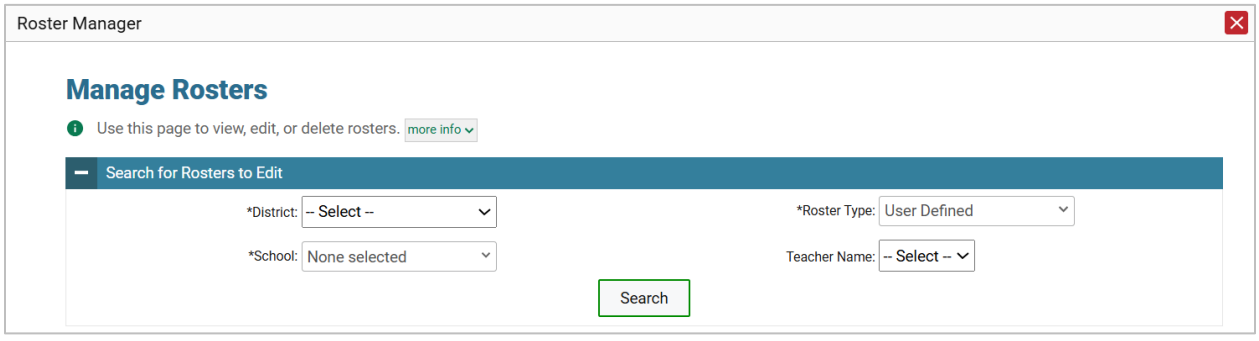
   - Use the *Filter* field to limit students to those who match the text you enter. This keyword search only finds text in the grid. Be aware that, for example, if you enter **11** to find students in 11th grade, any content with the text *11* will display. This could potentially pull in results you did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

How to Modify a Roster

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

1. From the **Features & Tools menu**, select **View/Edit Roster**. The ***Roster Manager*** window appears, showing the Manage Roster form (see Figure 97).

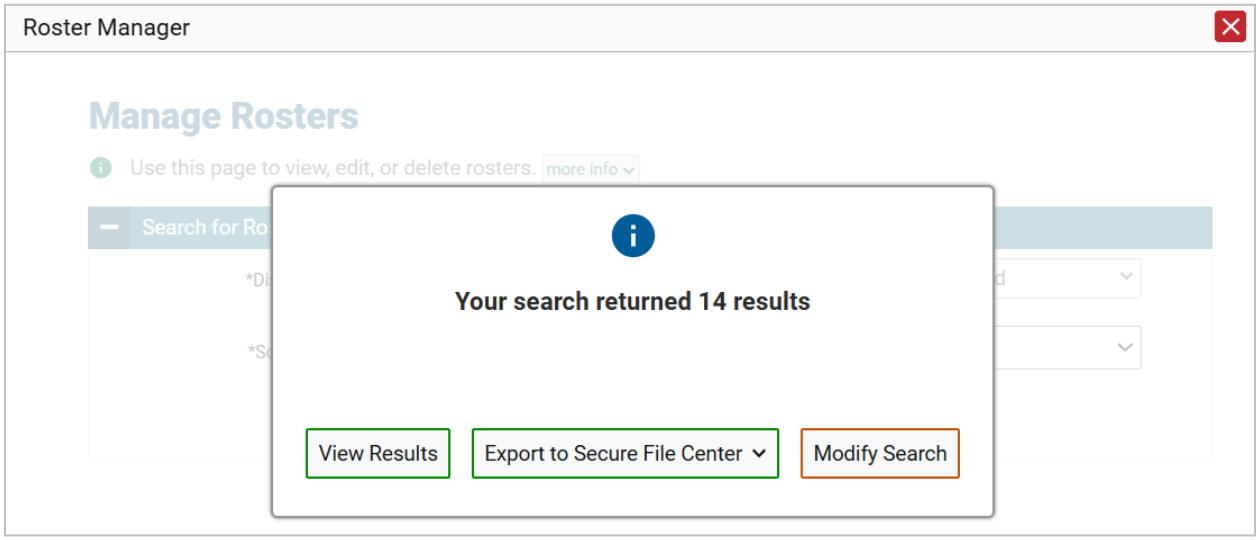
Figure 97. Roster Manager Window: Manage Roster Form



2. Select the district, school, and roster type as needed for the roster you wish to edit. Optionally, select a teacher.

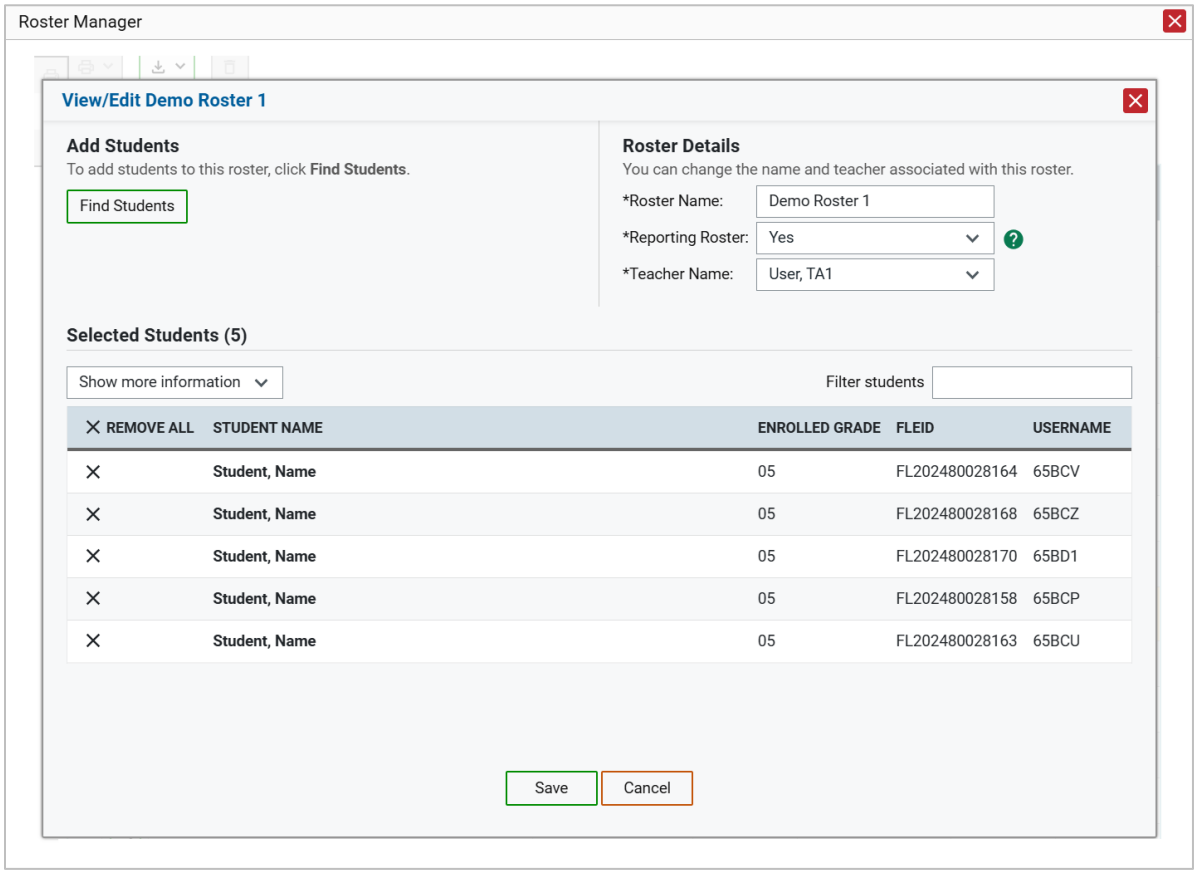
3. Click **Search**. A search results pop-up appears (see Figure 98). Click **View Results** to view the results in your browser.

Figure 98. Detail of Roster Manager Window: Search Results Pop-Up



4. In the list of retrieved rosters, select for the roster whose details you want to view. The ***View/Edit [Roster Name]*** window for the roster appears (see Figure 99).

Figure 99. Roster Manager Window: View/Edit [Roster Name] Form



5. To review students who are currently on the roster, scroll down to the *Selected Students* panel. The list displays students who are currently associated with the roster.

6. Select **Find Students** to search for students by filling out the search criteria either for individual students or for groups in step 4 of How to Add a Roster.

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

7. To remove students from the roster, select the ✕ icon beside individual students or use the **Remove All** option at the top of the table.

8. *Optional:* In **Roster Details**, edit the *Roster Name* and/or *Teacher Name*.

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

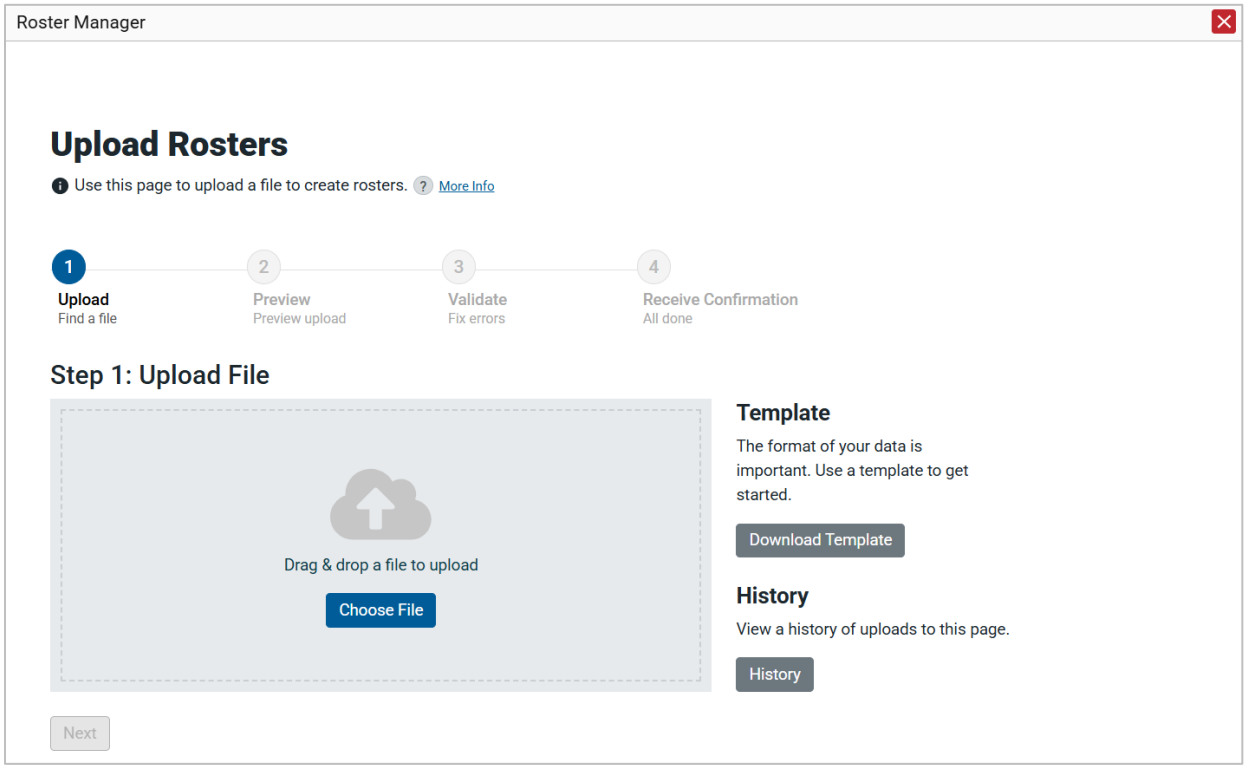
9. Select **Save**, and in the affirmation dialog box select **Continue**.

How to 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:

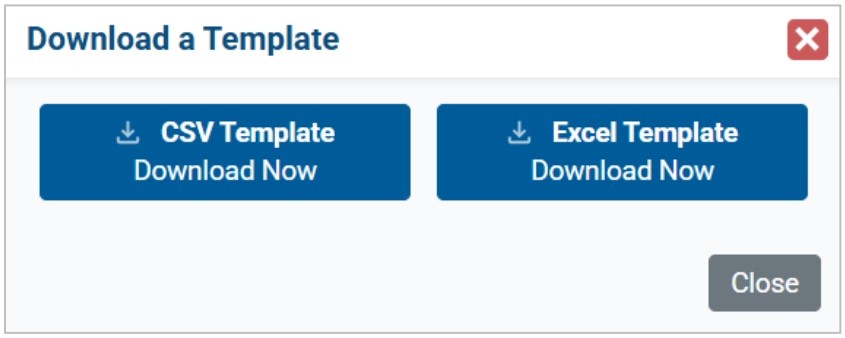
1. From the **Features & Tools menu**, select **Upload Rosters**. The ***Roster Manager*** window appears, showing the Upload Rosters: Upload page (see Figure 100).

Figure 100. 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 101. Download a Template

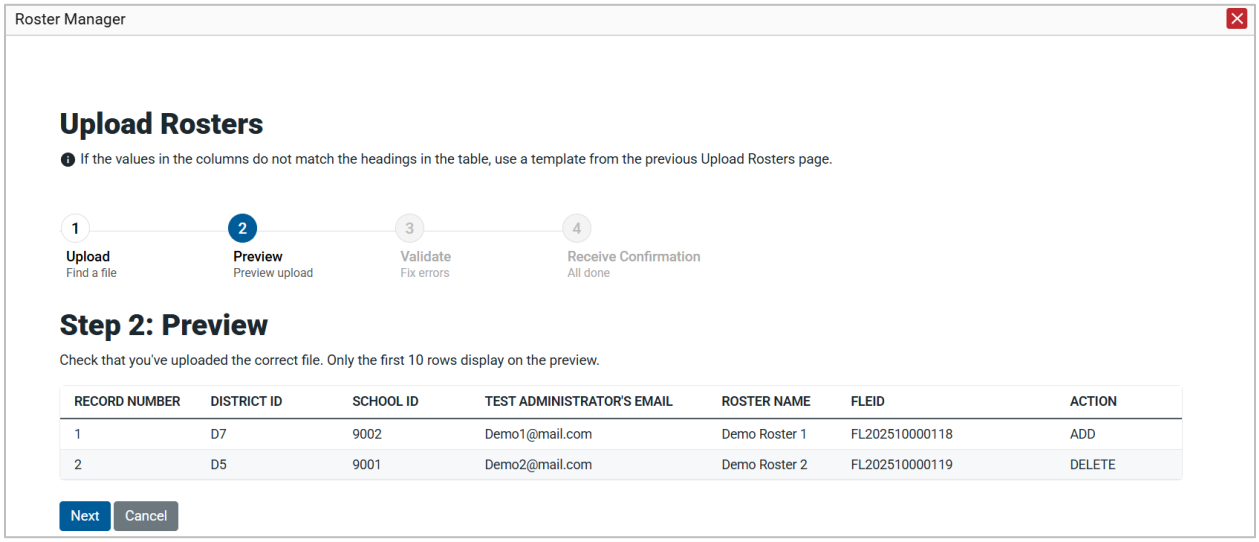


3. Open the template file in a spreadsheet application, fill it out, and save it.

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 (see Figure 102). Use the file preview on this page to verify you uploaded the correct file.

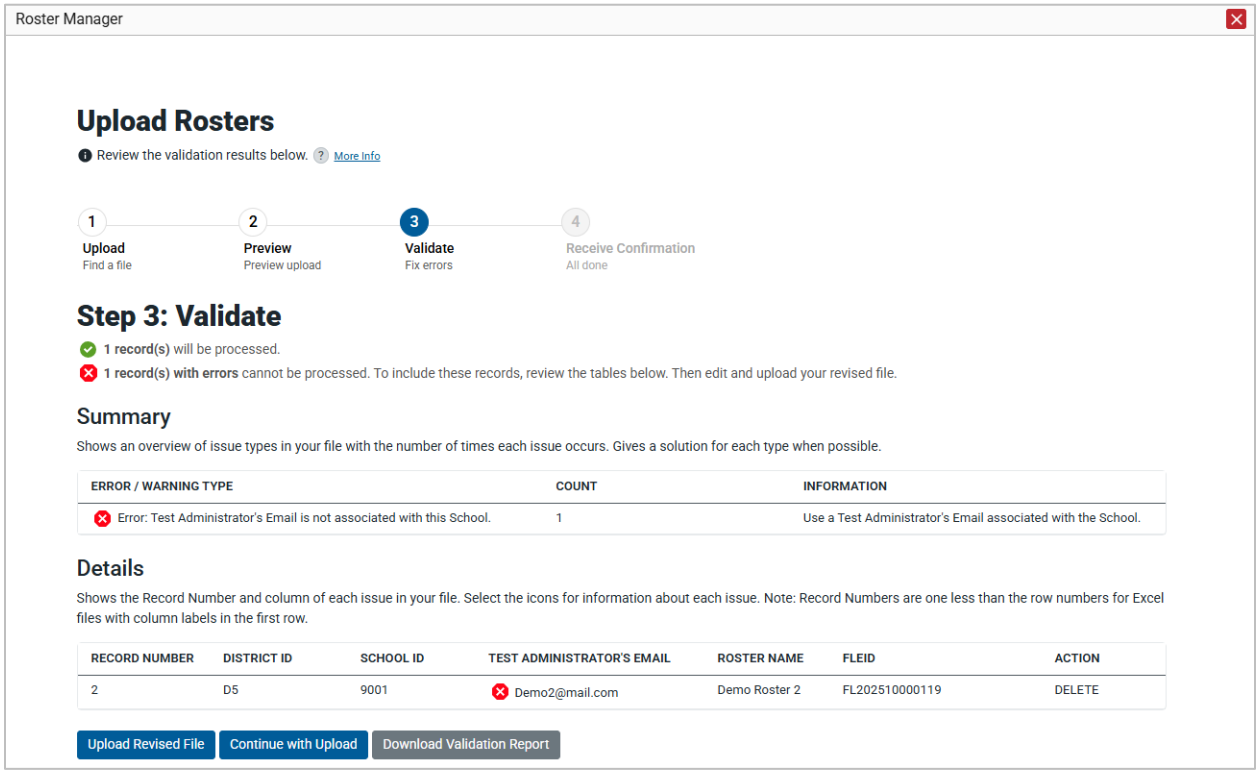
Figure 102. Roster Manager Window: Upload Rosters: Preview Page



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

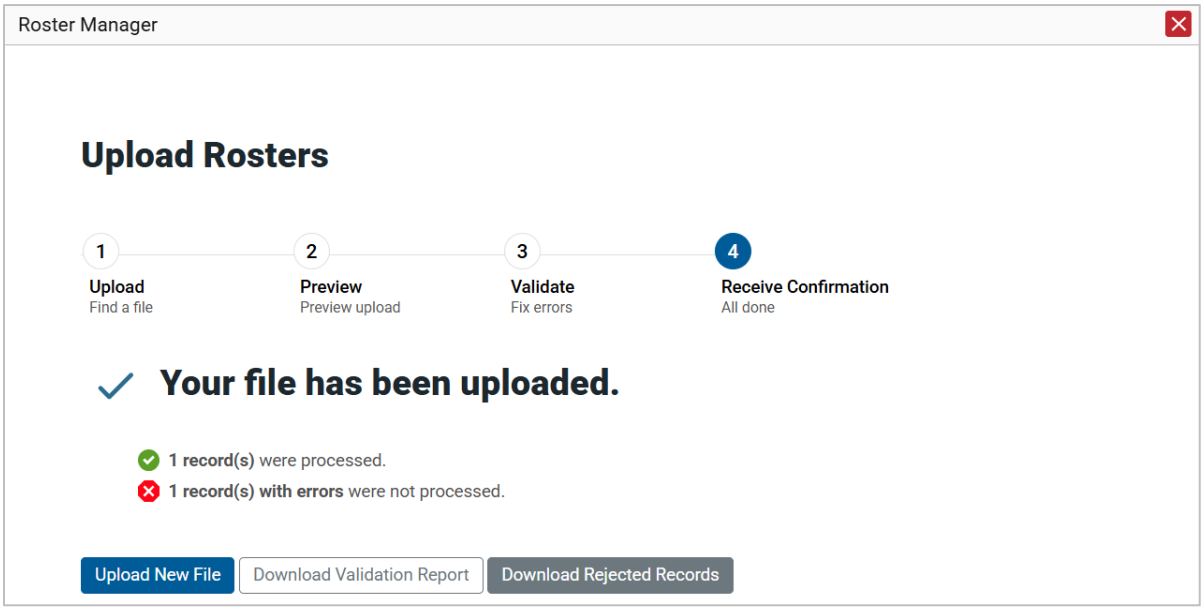
- Any errors or warnings are displayed on the Upload Rosters: Validate page (see Figure 103). If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

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



- To revise the file before uploading, select **Upload Revised File**.
- To view a list of issues with the file, select **Download Validation Report**.
- To continue with the upload regardless of errors or warnings, select **Continue with Upload**. The confirmation screen appears (see Figure 104).

Figure 104. Upload Rosters: Confirmation Page



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

Table 2 provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 2. Columns in the Rosters Upload File

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

Element	Description	Valid Values
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/modified as applicable, similar to an Add action.

*Required field

S

Secure File Center

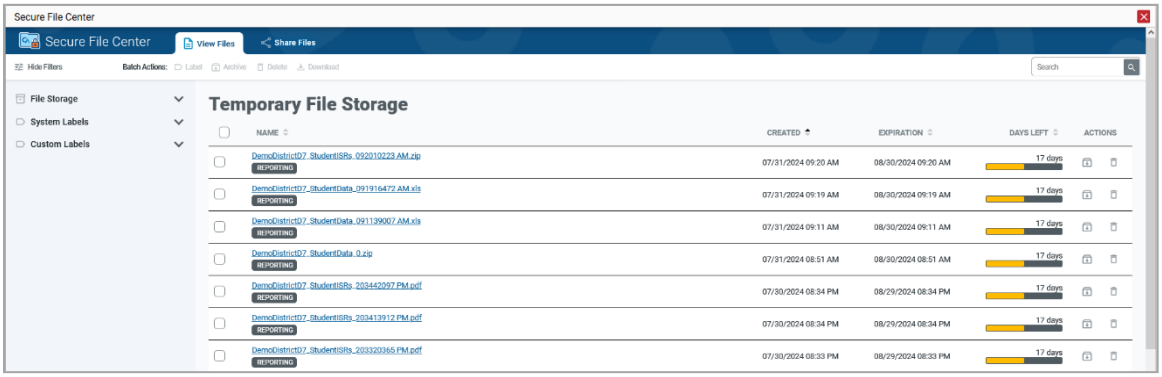
FRS allows you to access a Secure File Center feature that is integrated with other online assessment systems—such as the Test Information Distribution Engine (TIDE)—and is accessible from your test portal. The Secure File Center serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users and files exported by users.

Each user's Secure File Center is personal to them and not shared among other users. Users can easily manage the files in their Secure File Center. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. 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 by sending them to other users' Secure File Centers.

How to Access and Manage Files in the Secure File Center

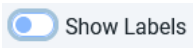
1. In the banner, click **Secure File Center**. The ***Secure File Center*** window appears (see Figure 105). By default, the Secure File Center window displays the **View Files** tab.

Figure 105. 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 filenames and labels.

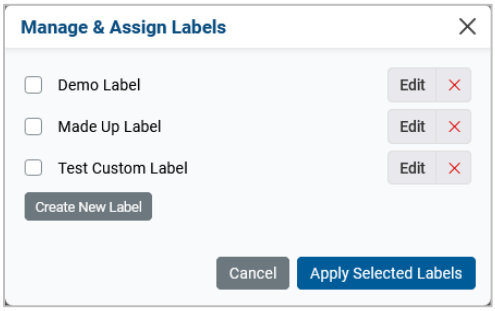
3. *Optional:* Click **Show Filters** at the top left to open the filters panel.

   - Expand the **File Storage** section and choose either of the available folders:
     - **Temporary:** This is the default view and displays all the files except for the ones that you have archived. Includes columns for Creation Date, Expiration Date, and Days Left.
     - **Archived:** Displays files that have been archived. Includes the same columns as the main **Temporary** tab.
   - To hide or display files by system label, expand the **System Labels** section and use the checkbox for each label.
   - To hide or display files by custom label, click the **Custom Labels** toggle and use the checkbox for each label.
   - To hide all labels, use the **Show Labels**  toggle.

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

   - To download a file, select the file name.
   - To add a new custom label or apply an existing custom label, select the checkbox beside the file, then select **Label** . The ***Manage & Assign Labels*** pop-up appears.
     - To create a new custom label, select **Create New Label**, enter the label name, and click **Add** (see Figure 106).
     - To apply existing custom labels, select the checkboxes beside the labels, then select **Apply Selected Labels** (see Figure 106).

Figure 106. Manage & Assign Labels



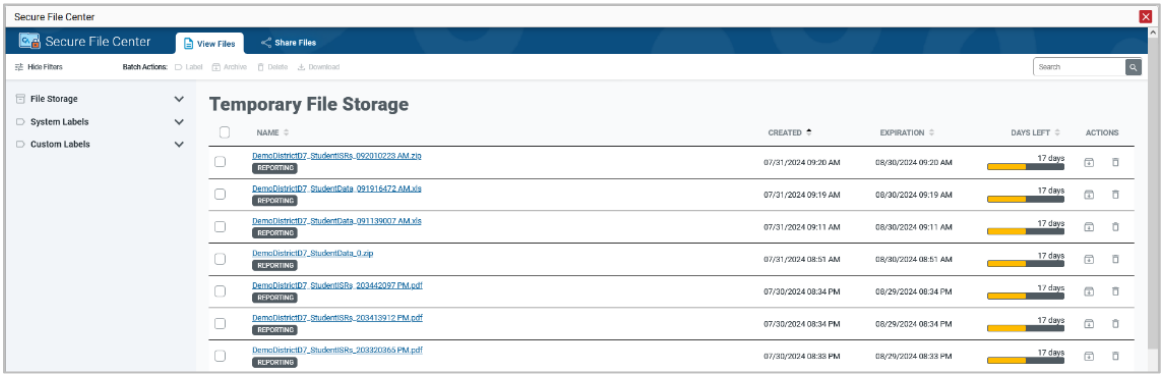
- To archive files, select the checkboxes beside them, then select **Archive** . To unarchive a file from the **Archived** folder, select .
- To delete files, select the checkboxes beside them, then select **Delete** .
- Files that are exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

How to Use the Secure File Center to Send Files to Other Users' Secure File Centers

You can send a file or files to individual recipients by email address or to groups of recipients by user role. To send these files, take the following nine steps:

1. From the banner, select **Secure File Center**. The ***Secure File Center*** page appears (see Figure 107). By default, the ***View Files*** tab displays.

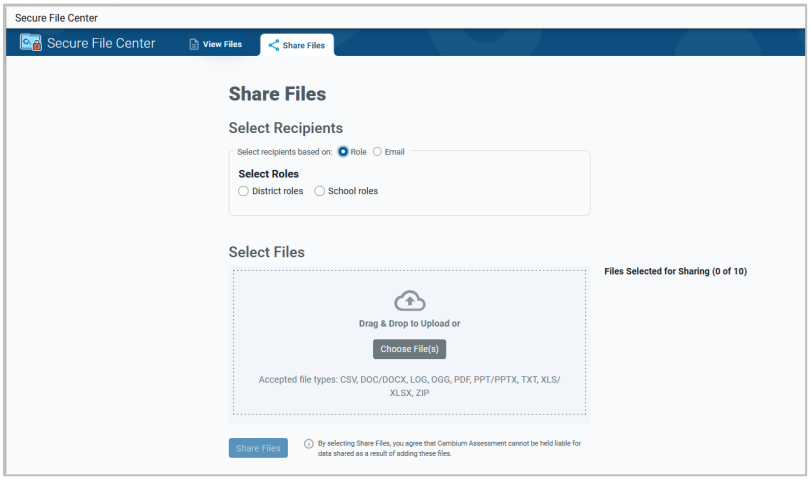
Figure 107. Secure File Center Window: View Files Tab



2. Select the **Share Files** tab. The ***Share Files*** page appears (see Figure 108).
3. 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 6.

Figure 108. Secure File Center Window: Share Files Tab



4. In the *Select Roles* field, select the role group to which you want to send a file or files. A drop-down list appears.

5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

6. If you selected **Role** in step 3, 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.

7. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.

8. Select the file(s) you wish to send. You may send up to 10 files at once.

9. Select **Send**.

Files display in the Secure File Center after you send them.

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

How to 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.

How to 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

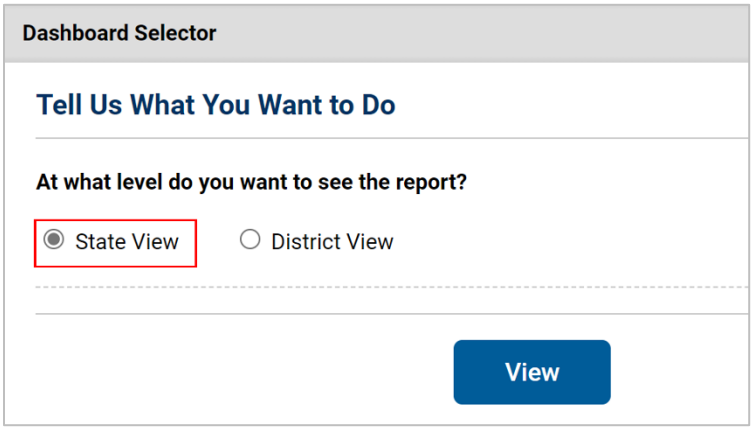
State-level users have a special landing page called the Dashboard Selector. You can use the Dashboard Selector to access FRS at the state or district level.

How to Access Overall Test Results

You can view a state dashboard showing 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 (see Figure 110).
2. From the state and district view options, select **State View**.

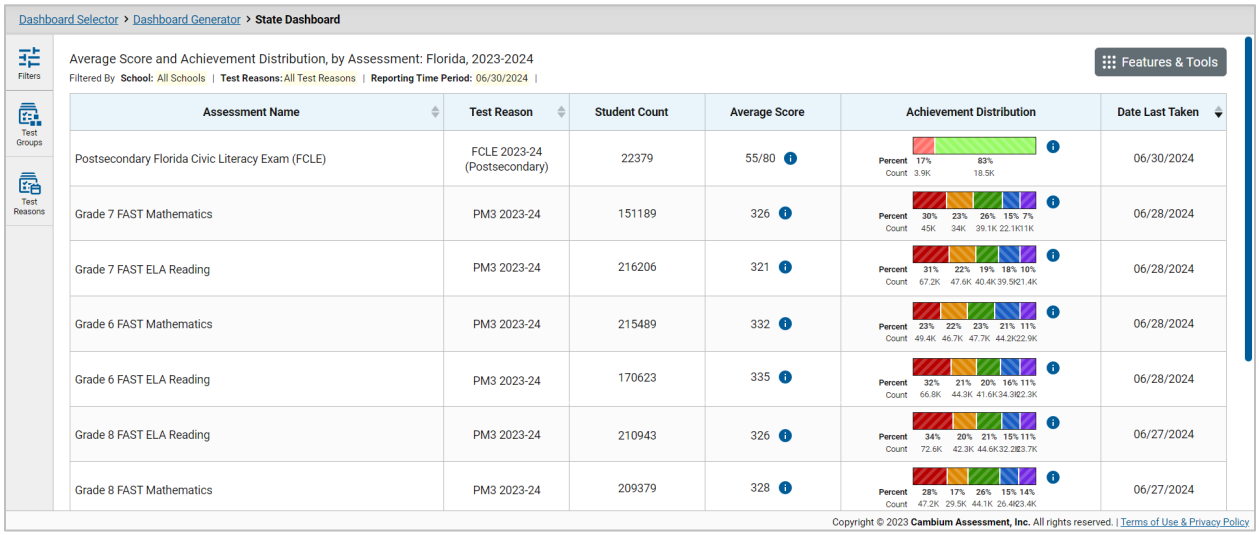
Figure 110. State-Level User View: Dashboard Selector Page



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 (see 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 Individual Student Reports (ISRs).

4. *Optional:* To load 10 more tests at a time, click the link below the table that says **Click here to view more tests in this test group**.

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.

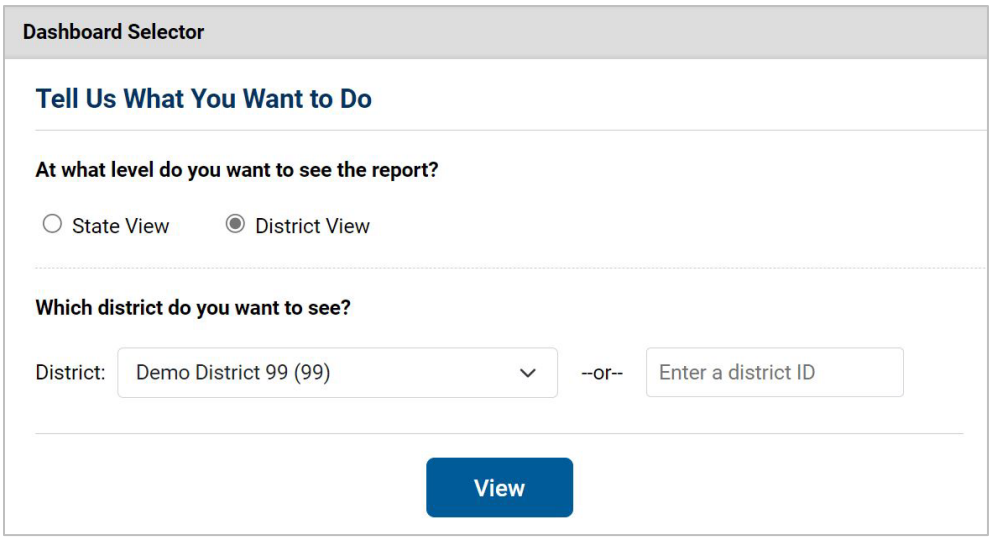
To return to the Dashboard Selector or the Dashboard Generator, use the path links in the upper-left corner.

How to 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** (see 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.

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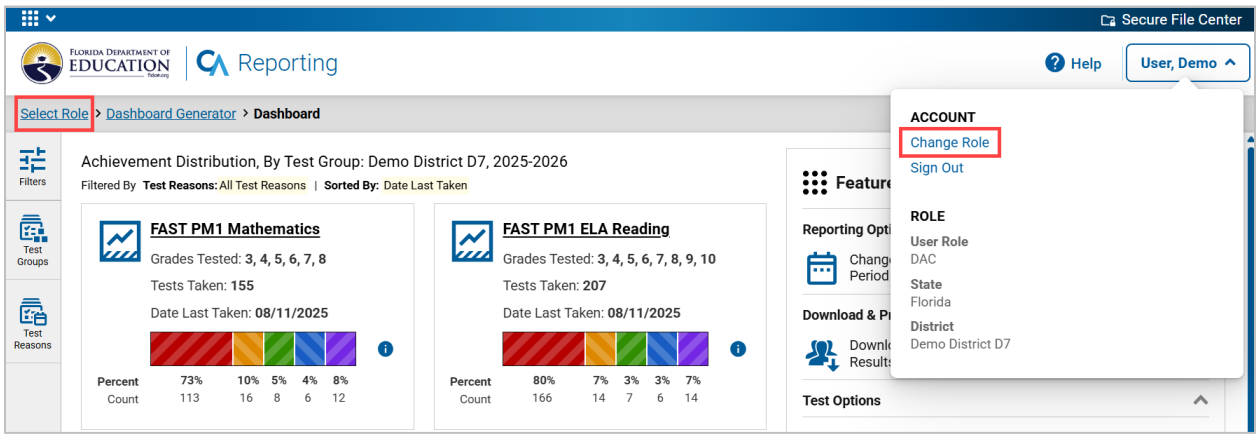
User Role Change

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

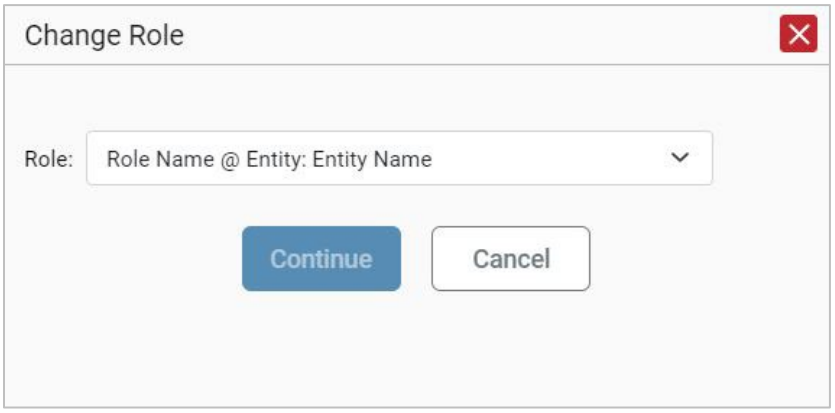
1. From the banner menu, select **Change Role**. Alternatively, click the **Select Role** link in the path at the upper-left corner (see Figure 113). The ***Change Role*** window appears (see Figure 114).

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, contact the Florida Help Desk. The Help Desk will be open Monday–Friday (except holidays) from 7 a.m. to 8:30 p.m. ET.

Florida Help Desk

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

Email Support:
FloridaHelpDesk@cambiumassessment.com

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

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

Change Log

Location	Change	Date
Throughout guide	Updated screenshots and hyperlinks where appropriate.	08/01/25
How to View Test Results for a Particular Demographic Sub-Group or Combination	Added information about accessing the breakdown from different reports.	08/01/25
Secure Notifications in the Florida Reporting System	Added new section.	08/01/25