# Introduction to the California Educator Reporting System (CERS) for Teachers Microlearning—Resource Guide

## Video 1—Welcome

[insert notes here]

## Video 2—CERS Overview

[Insert notes here]

## Video 3—Demonstration: Accessing CERS

[Insert notes here]

### Access the Live CERS Environment

1. Navigate to the [CAASPP & ELPAC website](https://www.caaspp-elpac.org/).
2. Select **CERS—California Educator Reporting System** from the System Links menu in the navigation bar.
3. **Logon** to the system.

## Video 4—The CERS Sandbox

[Insert notes here]

### Access the CERS Sandbox

1. Navigate to the [CAASPP & ELPAC website](https://www.caaspp-elpac.org/).
2. Select the **CERS—California Educator Reporting System** tile.
3. Select the **CERS Sandbox** button.
4. Select one of the **Teacher** roles.
5. Select the **Enter Sandbox** button.

## Video 5—Demonstration: CERS Navigation

[Insert notes here]

## Video 6— Demonstration: Customizing Groups and Searching by Group in CERS

[Insert notes here]

## Video 7—Summative Assessment Results in CERS Overview

[Insert notes here]

## Video 8— Demonstration: Accessing Summative ELPAC Results in CERS

[Insert notes here]

### CERS Sandbox Exploration

#### Access the CERS Sandbox

1. Navigate to the [CAASPP & ELPAC website](https://www.caaspp-elpac.org/).
2. Select the **CERS—California Educator Reporting System** tile.
3. Select the **CERS Sandbox** button.
4. Select one of the **Teacher** roles.
5. Select the **Enter Sandbox** button.

#### Search Results for a Student

From the CERS Sandbox home page for a teacher:

1. Enter a **SSID** into the Search by Student search box.
2. Select the **Search** button.

##### Sample SSIDs in the CERS Sandbox for Sample Teacher Roles

| Student Name | SSID | Grade Level |
| --- | --- | --- |
| Eastman, Jack | 2000011426 | Grade 9 (Sample High) |
| Eckert, Mary | 7000006756 | Grade 10 (Sample High) |
| Boley, Orlando | 5000015245 | Grade 11 (Sample High) |
| Bond, Luke | 5000034581 | Grade 8 (Sample Middle) |
| Hixson, Martin | 6000009063 | Grade 8 (Sample Middle) |
| Reitz, Amelia | 2000010843 | Grade 8 (Sample Middle) |
| Rodriguez, Johnny | 8000033871 | Grade K (Sample Elementary) |
| Mills, Leonard | 8000029214 | Grade 3 (Sample Elementary) |
| Nunez, Royce | 5000029458 | Grade 5 (Sample Elementary) |
| Riggs-Callender, Jasmine | 1000003396 | Grade 5 (Sample Elementary) |

#### Search Results by a Group

From the CERS Sandbox home page for a teacher:

1. Select a **Group Nam**e in the Search by Group section.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.

#### Create a Printable Report

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the Search by Group section.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select the **Printable Reports** button.
4. **Name** the report.
5. Ensure all other information is correct.
6. Select the **Create Report** button.

#### Export a CSV File

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the Search by Group section.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select the **Export CSV** button.
4. **Open and save** the downloaded file as needed.

#### Create a Custom Group

From the CERS Sandbox home page for a teacher:

1. Select the **My Groups** tab of the group section of the page.
2. Select the **Create** button.
3. **Filter** the list of students as needed, by school, name, SSID, or with advanced filters.
4. Add students to the group in one of the following ways:
	1. Select the **Add All Students** link.
	2. Select the **Student’s Name** from the list.
5. **Name the group** in the Group Name section.
6. Edit the **subjects** included as needed.
7. Select the **Save** button.

#### Summative ELPAC: Find the Composite and Domain Results

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the Search by Group section.
	* The ELPAC is administered in all grade levels, kindergarten through grade twelve (K–12), so any grade level group is acceptable to select.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select the **ELPAC Summative**.
4. **Deselect** the default assessment inSelected Assessments by selecting the
**x button** in the default assessment.
5. Select the **Show Results** expansion link in the Resultssection under the Student Score Distribution.
6. Use the **Overall**, **Composite**, and **Domain** buttons (located on right side of the Resultssection) to toggle between data shown.

## Video 9—Demonstration: Accessing ELA, Math and Science Summative Assessment Results in CERS

[Insert notes here]

### CERS Sandbox Exploration

#### Access the CERS Sandbox

1. Navigate to the [CAASPP & ELPAC website](https://www.caaspp-elpac.org/).
2. Select the **CERS—California Educator Reporting System** tile.
3. Select the **CERS Sandbox** button.
4. Select one of the **Teacher** roles.
5. Select the **Enter Sandbox** button.

#### Search Results for a Student

From the CERS Sandbox home page for a teacher:

1. Enter a **SSID** into the Search by Student search box.
2. Select the **Search** button.

##### Sample SSIDs in the CERS Sandbox

| Student Name | SSID | Grade Level |
| --- | --- | --- |
| Corcoran, Jonathan | 4000015759 | Grade 11 (Sample High) |
| James, Richard | 8000017340 | Grade 11 (Sample High) |
| Simon-Fenner, George | 8000016196 | Grade 11 (Sample High) |
| Bond, Luke | 5000034581 | Grade 8 (Sample Middle) |
| Hixson, Martin | 6000009063 | Grade 8 (Sample Middle) |
| Reitz, Amelia | 2000010843 | Grade 8 (Sample Middle) |
| Blackwell-Gilles, Sarah | 3000003149 | Grade 5 (Sample Elementary) |
| Jacobs, Kelli | 4000003764 | Grade 5 (Sample Elementary) |
| Sidney-Collins, Alice | 8000003653 | Grade 5 (Sample Elementary) |

#### Search Results by a Group

From the CERS Sandbox home page for a teacher:

1. Select a **Group Nam**e in the Search by Group section.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.

#### Create a Printable Report

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the Search by Group section.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select the **Printable Reports** button.
4. **Name** the report.
5. Ensure all other information is correct.
6. Select the **Create Report** button.

#### Export a CSV File

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the Search by Group section.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select the **Export CSV** button.
4. **Open and save** the downloaded file as needed.

#### Create a Custom Group

From the CERS Sandbox home page for a teacher:

1. Select the **My Groups** tab of the group section of the page.
2. Select the **Create** button.
3. **Filter** the list of students as needed, by school, name, SSID, or with advanced filters.
4. Add students to the group in one of the following ways:
	1. Select the **Add All Students** link.
	2. Select the **Student’s Name** from the list.
5. **Name the group** in the Group Name section.
6. Edit the **subjects** included as needed.
7. Select the **Save** button.

#### CAST: Find the Achievement Levels by Domain

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the **Search by Group** section.
	* The CAST is administered in grades five, eight, and ten, eleven, or twelve. Ensure one of those grade level groups is selected.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select the **CAST Summative**.
4. **Deselect** the default assessment inSelected Assessments by selecting the
**x button** in the default assessment.
5. Select the **Show Results** expansion link in the Resultssection under the Student Score Distribution.
6. Use the **Overall**, **Composite**, and **Domain** buttons (located on right side of the Resultssection) to toggle between data shown.

#### Smarter Balanced ELA: Find the Writing Trait Scores

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the **Search by Group** section.
	* The Smarter Balanced Summative Assessments are administered in grades three through eight and grade eleven.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select the **ELA Summative**.
	* Please note that writing trait scores are reported only for Smarter Balanced ELA assessments with full-write responses (i.e., summative assessments, Interim Comprehensive Assessments, and performance task Interim Assessment Blocks).
4. **Deselect** the default assessment inSelected Assessments by selecting the
**x button** in the default assessment.
5. Select the **Show Results** expansion link in the Resultssection under the Student Score Distribution.
6. Select the Results by Student drop-down menu and change the selection to **Writing Trait Scores**.

#### Smarter Balanced: Find the Target Reports

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the **Search by Group** section.
	* The Smarter Balanced Summative Assessments are administered in grades three through eight and grade eleven.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select either the **ELA** or **Mathematics Summative**.
4. **Deselect** the default assessment inSelected Assessments by selecting the
**x button** in the default assessment.
5. Select the **Show Results** expansion link in the Resultssection under the Student Score Distribution.
6. Select the Results by Student drop-down menu and change the selection to **Target Report**.

## Video 10—Interim Assessment Data in CERS

[Insert notes here]

## Video 11—Interim Assessment Overview

[Insert notes here]

[Interim Assessment Lookup Tool web page](https://www.caaspp-elpac.org/assessments/interim/caaspp-and-elpac/interim-assessment-lookup)

## Video 12—Demonstration: Interim Assessment Data in CERS

[Insert notes here]

### CERS Sandbox Exploration

#### Access the CERS Sandbox

1. Navigate to the [CAASPP & ELPAC website](https://www.caaspp-elpac.org/).
2. Select the **CERS—California Educator Reporting System** tile.
3. Select the **CERS Sandbox** button.
4. Select one of the **Teacher** roles.
5. Select the **Enter Sandbox** button.

#### View Interim Assessment Results by Item

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the **Search by Group** section.
	* In the CERS Sandbox, Interim Comprehensive Assessments (ICAs) are available when a teacher group for grades three through eleven is selected.
	* In the CERS Sandbox, Interim Assessment Blocks (IABs) are available when a teacher group for grades three through eight, and grade eleven is selected.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select one of the **IABs** or **ICAs** from the list.
4. **Deselect** the default assessment inSelected Assessments by selecting the
**x button** in the default assessment.
5. Select the **Show Results** expansion link in the Resultssection under the Student Score Distribution.
6. Select the Results by Student drop-down menu and change the selection to **Results by Item**.

#### View Interim Assessment Results by Key/Distractor Analysis

From the CERS Sandbox home page for a teacher user:

1. Select a **Group Name** in the **Search by Group** section.
	* In the CERS Sandbox, Interim Comprehensive Assessments (ICAs) are available when a teacher group for grades three through eleven is selected.
	* In the CERS Sandbox, Interim Assessment Blocks (IABs) are available when a teacher group for grades three through eight, and grade eleven is selected.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select one of the **IABs** or **ICAs** from the list.
4. **Deselect** the default assessment by selecting the **x button** in the default assessment, so only the IAB or FIAB shows.
5. Select the **Show Results** expansion link.
6. Change the Results by Student drop-down menu to **Key/Distractor Analysis**.
7. Review the correct answers and the distractors.

#### Explore the Instructional Resources in Tools for Teachers

From the CERS Sandbox home page for a teacher:

1. Select a **Group Name** in the **Search by Group** section.
	* In the CERS Sandbox, instructional resources are available in a link for each Smarter Balanced Interim Assessment Block (IAB) or Focused Interim Assessment Block (FIAB) available in grades three through eight and grade eleven.
2. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
3. Select **an IAB or FIAB**.
4. **Deselect** the default assessment by selecting the **x button** in the default assessment, so only the IAB or FIAB shows.
5. Select the **Show Results** expansion link.
6. Select the **Instructional Resources** button.
7. Select the **Tools for Teachers** link.
8. Logon to Tools for Teachers.

## Video 13—CERS Resources

[Insert notes here]

## CERS Resources

[CERS User Guide](https://ca-toms-help.ets.org/cers-guide/whats-new/%22%20%5Co%20%22CERS%20User%20Guide%20onlline%20manual)

[CERS Sandbox website](http://cerssandbox.smarterreporting.org/%22%20%5Co%20%22CERS%20Sandbox%20website)

[CERS Quick Reference Guides web page](https://www.caaspp-elpac.org/resources/reporting/cers-resources)

[Understanding the California Educator Reporting System (CERS) (Video-10:26)](https://www.youtube.com/watch?v=0SdlokrePAc)

[California Educator Reporting System Resources web page](https://www.caaspp-elpac.org/resources/reporting/cers-resources)

[CAASPP Target Report FAQs](https://www.caaspp.org/rsc/pdfs/CAASPP--Assessment-Target-Reports-FAQs-2022-23.pdf)

[CAASPP & ELPAC website](https://www.caaspp-elpac.org/)

## Contact Info

Contact the California Department of Education for questions on policies, regulations, and requirements.

### CAASPP

Email: caaspp@cde.ca.gov

Web page: <https://www.cde.ca.gov/ta/tg/ca/>

### ELPAC

Email: elpac@cde.ca.gov

Web page: <https://www.cde.ca.gov/ta/tg/ep/>

California Department of Education ● Posted September 2024