# Introduction to the California Educator Reporting System (CERS) for Test Coordinators and Administrators Microlearning Videos—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 the **District Admin: Sample District** role.
5. Select the **Enter Sandbox** button.

## Video 5—Demonstration: CERS Navigation

[Insert notes here]

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

[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 the **District Admin: Sample District** role.
5. Select the **Enter Sandbox** button.

#### Create a Custom Aggregate Report

From the CERS Sandbox home page for a school or district admin:

1. Select the **Custom Aggregate Report** button.
2. Select the **Yearly Report** button.
3. Leave the **Schools and Districts** section as is.
4. In the **Assessment Attributes** section, select the attributes for the report you want to run.
   * Be sure to select a grade level or grade levels, which is the only section without a pre-selection in place for the user.
5. In the **Subgroups and Advanced Features** section, add subgroups or additional filters as needed.
   * Select the **Show** button to view the advanced filters.
6. A **Report Name** can be added or can be left blank.
7. Select the **Create Report** button.
8. Review the results of the report.
9. Select the **Export** button to export results to Excel.

#### Export Data Using the Data Export

From the CERS Sandbox home page for a school or district admin:

1. Select the **District/School Exports** button.
2. Enter a **file name**.
3. Select the **school year**.
4. Select to **show or hide new students**.
   * This toggle will show or hide assessments of current students that were administered outside of the user's assigned institution(s) or district(s).
5. Select a **specific organization** from the dropdown menu or select the **show all** check box.
6. Select the **Create Report** button.
7. When the status column displays “Completed” select the **report name**.
8. Select **Download Report Data**.

#### Search Results for a Student

From the CERS Sandbox home page for a school or district admin:

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

##### Sample SSIDs in the CERS Sandbox for the Sample District

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

#### Search Results by a School or Group

From the CERS Sandbox home page for a school or district admin:

1. Select a school from the **Search by School** drop-down menu.
2. Select a grade level from the **Grade** drop-down menu.
3. Select the **Search** button.
4. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
5. **Deselect** the default assessment in Selected Assessments by selecting the **x button** in the default assessment.

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

From the CERS Sandbox home page for a school or district admin:

1. Select a sample school from the **Search by School** drop-down menu.
2. Select a grade level from the **Grade** drop-down menu.
   * The ELPAC is administered to all grade levels, kindergarten through grade twelve (K–12), so any grade level may be selected.
3. Select the **Search** button.
4. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
5. Select **ELPAC Summative**.
6. **Deselect** the default assessment inSelected Assessments by selecting the   
   **x button** in the default assessment.
7. Select the **Show Results** expansion link in the Resultssection under the Student Score Distribution.
8. Use the **Overall**, **Composite**, and **Domain** buttons (located on right side of the Resultssection) to toggle between data shown.

## Video 9—Demonstration: Accessing Summative 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 the **District Admin: Sample District** role.
5. Select the **Enter Sandbox** button.

#### Export Data Using the Data Export

From the CERS Sandbox home page for a school or district admin:

1. Select the **District/School Exports** button.
2. Enter a **file name**.
3. Select the **school year**.
4. Select to **show or hide new students**.
   * This toggle will show or hide assessments of current students that were administered outside of the user's assigned institution(s) or district(s).
5. Select a **specific organization** from the dropdown menu or select the **show all** check box.
6. Select the **Create Report** button.
7. When the status column displays “Completed” select the **report name**.
8. Select **Download Report Data**.

#### Search Results for a Student

From the CERS Sandbox home page for a school or district admin:

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

##### Sample SSIDs in the CERS Sandbox for the Sample District

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

#### Search Results by a School or Group

From the CERS Sandbox home page for a school or district admin:

1. Select a school from the **Search by School** drop-down menu.
2. Select a grade level from the **Grade** drop-down menu.
3. Select the **Search** button.
4. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
5. **Deselect** the default assessment in Selected Assessments by selecting the **x button** in the default assessment.

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

From the CERS Sandbox home page for a school or district admin:

1. Select a sample school from the **Search by School** drop-down menu.
2. Select a grade level from the **Grade** drop-down menu.
   * The science test is administered in grade five, in grade eight, and once in high school—grade ten, eleven, or twelve.
3. Select the **Search** button.
4. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
5. Select the **Science Summative**.
6. **Deselect** the default assessment in Selected Assessments by selecting the **x button** in the default assessment.
7. Select the **Show Results** expansion link in the Results section under the Student Score Distribution.
8. Use the **Domain** button (located on right side of the Resultssection) to toggle between overall and domain scores.

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

From the CERS Sandbox home page for a school or district admin:

1. Select a sample school from the **Search by School** drop-down menu.
2. Select a grade levelfrom the **Grade** drop-down menu.
   * The Smarter Balanced Summative Assessments are administered in grades three through eight and grade eleven.
3. Select the **Search** button.
4. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
5. Select the **ELA Summative**.
   * Please note that writing trait scores are reported only for Smarter Balanced ELA assessments with full-write responses.
6. **Deselect** the default assessment in Selected Assessments by selecting the **x button** in the default assessment.
7. Select the **Show Results** expansion link in the Results section under the Student Score Distribution.
8. Change the **Results by Student** drop-down menu to **Writing Trait Scores**.

#### Smarter Balanced: Find the Target Reports

From the CERS Sandbox home page for a school or district admin:

1. Select **Custom Aggregate Report** from the Administrator Tools section of the homepage.
2. Select the **Target Report** button.
3. Select **ELA or Math** as the subject.
4. Select a **Grade level** from the Assessment Grade section.
   * The Smarter Balanced Summative Assessments are administered in grades three through eight and grade eleven.
5. Select any **subgroups** or **advanced filters** as needed.
6. Enter a name for the report in the **Report Name** section.
7. Select the **Create Report** button.

## 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" \o "Interim Assessment lookup Tool web page)

## Video 12—Demonstration: CERS Reporting Features Specific to Interim Assessments

[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 the **District Admin: Sample District** role.
5. Select the **Enter Sandbox** button.

#### View Interim Assessment Results by Item

From the CERS Sandbox home page for a school or district admin:

1. Select a sample school from the **Search by School** drop-down menu.
2. Select a grade levelfrom the **Grade** drop-down menu.
   * The Smarter Balanced Interim Assessments are available in grades three through eight and grade eleven.
3. Select the **Search** button.
4. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
5. Select an **Interim Assessment Block (IAB)**.
6. **Deselect** the default assessment by selecting the **x button** in the default assessment, so only the IAB shows.
7. Select the **Show Results** expansion linkin the Results section under the Student Score Distribution.
8. Change the **Results by Student** drop-down to **Results by Item**.

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

From the CERS Sandbox home page for a school or district admin:

1. Select Sample High School from the **Search by School** drop-down menu.
2. Select a grade levelfrom the **Grade** drop-down menu.
   * The Smarter Balanced Interim Assessments are available in grades three through eight and grade eleven.
3. Select the **Search** button.
4. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
5. Select an **IAB**.
6. **Deselect** the default assessment by selecting the **x button** in the default assessment, so only the IAB shows.
7. Select the **Show Results** expansion link.
8. Change the **Results by Student** dropdown to **Key/Distractor Analysis**.
9. Review the correct answers and the distractors.

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

From the CERS Sandbox home page for a school or district admin:

1. Select Sample Elementary School from the **Search by School** drop-down menu.
2. Select a grade levelfrom the **Grade** drop-down menu.
   * The Smarter Balanced Interim Assessments are available in grades three through eight and grade eleven.
3. Select the **Search** button.
4. Select the **Plus** icon in the **Selected Assessments** section to view additional assessments.
5. Select **an IAB or Focused IAB (FIAB)**.
6. **Deselect** the default assessment by selecting the **x button** in the default assessment, so only the IAB or FIAB shows.
7. Select the **Show Results** expansion link.
8. Select the **Instructional Resources** button.
9. Select the **Tools for Teachers** link.
10. Logon to Tools for Teachers.

## Video 13—Managing Access to CERS

[Insert notes here]

[TOMS: Adding and Managing Users by Batch File Upload (Video-06:22)](https://youtu.be/y50ius5jn7E)

[TOMS: Adding and Managing Users One by One (Video-04:50)](https://youtu.be/0eH8yCO38z4)

[CERS User Guide, User Roles and Permissions section](https://ca-toms-help.ets.org/cers-guide/overview/#user-roles-and-permissions)

## Video 14—Creating and Managing Student Groups in CERS (Rostering)

[Insert notes here]

[SIS-CERS Vendor Integration web page](https://www.caaspp-elpac.org/resources/reporting/cers-resources/sis-cers-vendor-integration)

[Manage Student Groups section of the Administrative Features chapter in the CERS User Guide](https://ca-toms-help.ets.org/cers-guide/administrative-features/manage-student-groups)

[Troubleshooting Common Issues in the Manage Student Groups section of the Administrative Features chapter in the CERS User Guide](https://ca-toms-help.ets.org/cers-guide/administrative-features/manage-student-groups/#troubleshooting-common-issues)

## Video 15—Demonstration: Accessing and Loading the Student Groups File into 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 the **District Admin: Sample District** role.
5. Select the **Enter Sandbox** button.

#### Access and Download the Manage Student Groups File Template

From the CERS Sandbox home page for a school or district admin:

1. Select the **Student Groups** button.
2. Select the **Upload Groups** button.
3. Select the **CSV File Format** button.
4. Select the **Template** button to download the file.

#### Upload a Student Group to CERS

From the CERS Sandbox home page for a school or district admin:

1. Select the Student Groups button.
2. Select the **Upload Groups** button.
3. **Drag and drop** the file into the Drag and Drop area or **select the Browse for Files** link.
4. Review the **Upload Status** and correct any errors as needed.

## Video 16—Tips and Tricks for Uploading Student Groups (Rostering)

[Insert notes here]

[Troubleshooting Common Issues in the Manage Student Groups section of the Administrative Features chapter in the CERS User Guide](https://ca-toms-help.ets.org/cers-guide/administrative-features/manage-student-groups/#troubleshooting-common-issues)

## Video 17—CERS Resources

[CERS User Guide](https://ca-toms-help.ets.org/cers-guide/whats-new/" \o "CERS User Guide onlline manual)

[CERS Sandbox website](http://cerssandbox.smarterreporting.org/" \o "CERS Sandbox website)

[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)

[Creating Groups in the California Educator Reporting System (CERS) (Video-06:50)](https://www.youtube.com/watch?v=xGTQqtmUboU&feature=youtu.be)

[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)

[SIS Vendor Integration web page](https://www.caaspp-elpac.org/resources/reporting/cers-resources/sis-cers-vendor-integration)

[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](mailto:caaspp@cde.ca.gov)

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

### ELPAC

Email: [elpac@cde.ca.gov](mailto:elpac@cde.ca.gov)

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

### Success Agents

LEA coordinators can contact their Success Agent for questions on assessment coordination, development, and administration. To find your Success Agent, visit the [Success Agent Lookup](https://ca-toms-help.ets.org/contact/lea-success-agents/) web page.

California Department of Education ● Posted September 2024