

# How to Create a Custom Aggregate Report as an Administrator

Custom Aggregate Reports summarize student performance in the state, district, or school. These reports are described in the [Query Selections section of the California Educator Reporting System \(CERS\) User Guide](#). This feature is only available for the following roles in the Test Operations Management System (TOMS): LEA Coordinator, Site Coordinator, Educator—District, and Educator—Site.

- 1 Navigate to the [CAASPP & ELPAC Website](#).
- 2 Select the **CERS—California Educator Reporting System** tile.
- 3 Select the **CERS—California Educator Reporting System Logon** button.
- 4 Log on with your TOMS credentials.
- 5 Select the **Custom Aggregate Report** button.
- 6 Select the button of the desired report.
- i* *The custom aggregate reports available in CERS are Yearly Report, Claim/Domain Report, Target Report, Longitudinal Report, ELPAC Composite Score Report, and ELA & Math Composite Claim Report.*
- 7 Enter a district or school name into the **Search a School or District** search box.
- 8 In the Assessment Attributes section, select the desired grade level(s) and any additional attributes to be included in the report.
- 9 In the Subgroups and Advanced Filters section, add subgroups or filters as needed. If additional filters are needed, select the **Show** button in the Advanced Filters section.
- 10 Enter a name for the report in the **Report Name** text field.
- 11 Preview the Report Layout Reference.
- 12 Select the **Create Report** button.
- 13 Select the **Export** button to download the report.
- i* *For additional information, access [Appendix A: Custom Aggregate Report Types in the CERS User Guide](#).*