

How to Create Individual Student Reports in Bulk

For instructions to create a single report in the California Educator Reporting System (CERS), refer to the How to Create Single Individual Student Reports document on the [California Department of Education Quick Reference Guides web page](#).

- 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 Test Operations Management System credentials.
 - 5 Select results based on your role:
 - Teacher—Select a **Group Name** in the Assigned Groups panel.
 - Administrator—Select a school from the **Search by School** drop-down menu and a grade level from the **Grade** drop-down menu. Make sure the desired school year is displayed, then select the **Search** button.
 - 6 Select the **Printable Reports** button.
 - 7 Enter a name for the report in the **Report Name** text field.
 - 8 Select the attributes for the Individual Student Reports (ISRs) that will be generated using the **School Year**, **Assessment Type**, **Subject**, and **Sort Order** drop-down menus.
 - 9 Select the **Create Report** button.
 - 10 When the Status column displays “Completed,” select the **report name**.
 - 11 Select **Download Report Data** from the Context Menu drop-down menu.
- i** For additional information, access [Appendix B: Sample Individual Student Reports section of the CERS Interpretive Guide](#).