

How to Access Smarter Balanced Target Reports as an Administrator

Target reports provide information about the grade-specific knowledge, skills, or abilities within an area in either English language arts/literacy (ELA) or mathematics. Target reports are available for groups of 30 or more students in the California Educator Reporting System (CERS). 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. Teachers should refer to the How to Access Smarter Balanced Target Reports as a Teacher 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 TOMS credentials.
 - 5 Select the **Custom Aggregate Report** button in the Administrator Tools section.
 - 6 Select the **Target Report** button.
 - 7 Enter a district or school name into the Search a School or District search box.
 - 8 In the Assessment Attributes section, select the **Math** or **ELA** button in the Subject section.
 - 9 Select a **grade level** button in the Assessment Grade section.
 - 10 Select any Subgroups and Advanced Filters as needed.
 - 11 Enter a name for the report in the **Report Name** text field.
 - 12 Select the **Create Report** button.
 - 13 Select the **Export** button to download the report.
- i** For additional information, access the [Smarter Balanced Summative Target Reports section of the CERS User Guide](#).