

How to Access Smarter Balanced Target Reports as a Teacher

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 available only to educators with assigned student groups. Administrators should refer to the How to Access Smarter Balanced Target Reports as an Administrator 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 a **Group Name** in the Assigned Groups panel.
 - 6 Select the **Select Assessments** button or **Plus** icon in the Selected Assessments section to view additional assessment results.
 - 7 Select either the ELA or mathematics summative assessment.
 - 8 Select the **Show Results** expansion link in the Results section under the Student Score Distribution.
 - 9 Change the **Results by Student** drop-down menu selection to **Target Report**.
 - 10 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](#).