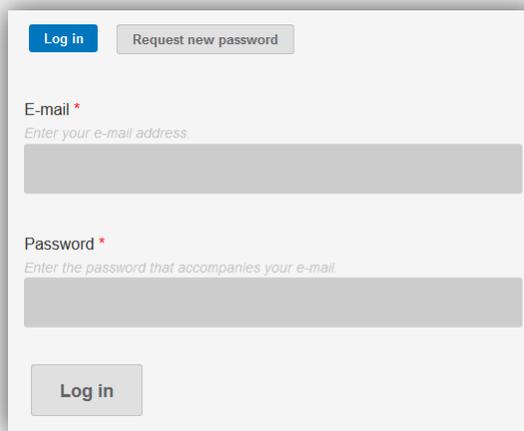


# Using the Reporting Portal

## Instructions for Test Coordinators

- Step 1** Log into the platform at <https://www.ncscassessment.org/> during the reporting window, which ends on November 6, 2015, at 7:00PM CST
- use your *username* & *password* from the 2015 operational administration or (for new users) that has been recently assigned to you
  - if you can't remember your password, click the **Request new password** button



- Step 2** Select the **My Reports** tab



- Step 3** Note that access to reports is permissions-based. This means that what you see in My Reports will depend on the organizations (districts and/or schools) that are associated with you. Find your expected access level below for a description of what you can see and do based on your permissions.

► **TCs With District-Level Access**

If you are associated with a district(s), you will see only the districts to which you're

associated. Additionally, you may click on the district name to view the schools in that district. You may download the associated reports and data files at these levels. See Step 5 for instructions on downloading your files.

### My Reports

For questions about reports, please call your State NCSC Coordinator.

**Download Files for a specific District or School**

State: AA

District: All

Filter all columns

Org ID	Code	Organization Name	
930	81176	4 Success Schools LLC	<input type="checkbox"/>
459	4192	Flagstaff Unified District	<input type="checkbox"/>

(2 items)

### TCs With School-Level Access

If you are associated with a school(s) and not an entire district, you will only see the schools to which you are associated. You may download the associated reports and data files at this level. See Step 5 for instructions on downloading your files.

### My Reports

For questions about reports, please call your State NCSC Coordinator.

**Download Files for a specific School**

State: AA

District: 91st Psalm Christian

Filter all columns

Org ID	Code	Organization Name	Select up to 5 Items at a time
4842	89986	91st Psalm Christian	<input type="checkbox"/>

(1 item)

### Note: School-Level Access in Multiple Districts

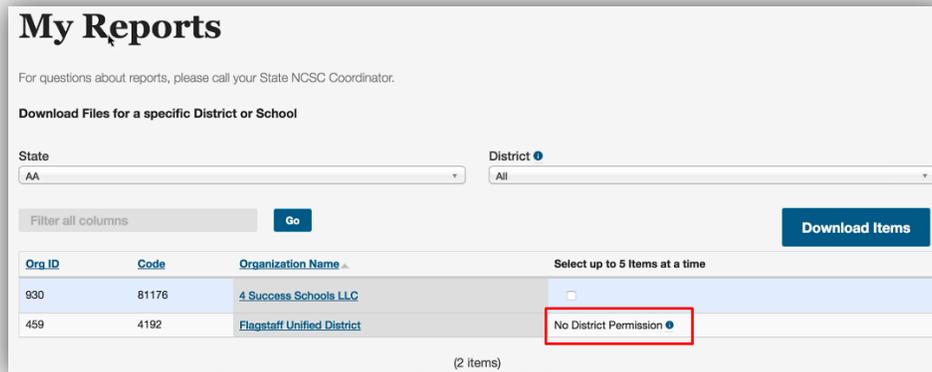
If you have school-level access in multiple districts, you will see a “No District Permission” message at the district level. In these cases, you may click the district name (in the **Organization Name** column) to see your permissioned schools.

Org ID	Code	Organization Name	Select up to 5 Items at a time
994	89959	91st Psalm Christian	No District Permission ⓘ
804	79004	Academic Behavioral Alternatives	No District Permission ⓘ
1018	90199	Academy Del Sol Inc.	No District Permission ⓘ
501	4241	Paradise Valley Unified District	No District Permission ⓘ

(4 items)

► **TCs with Both District-Level Access and School-Only Access in Another District**

Users with this unique permissions structure will have full access to your permissioned district(s) and school-only access in the additional district(s). You will see a “No District Permission” message for districts where you have school-only access. In these cases, you may click the district name (in the **Organization Name** column) to see your permissioned schools.



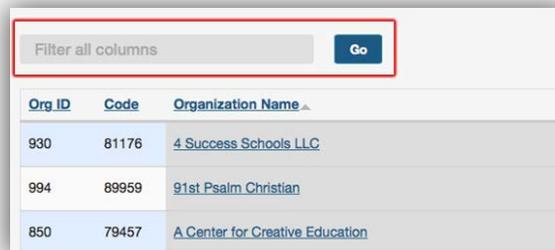
You may download the associated reports and data files for the district(s) and school(s) you are associated with. See Step 5 for instructions on downloading your files.

**Step 4** Navigate to your desired district or school.

For users with many associated organizations, you may want to use the navigation features of My Reports:

**Filter**

The table list of districts and schools can be filtered by any characters or words typed into the **Filter all Columns** text field. Enter the identifying information and select **Go**. This will search the entire table.



**Sort**

The table list may also be sorted by Organization Name, Org ID, or Code simply by clicking on the header for each column. By default, the list is sorted by Organization Name.

Filter all columns Go

Org ID	Code	Organization Name
930	81176	<a href="#">4 Success Schools LLC</a>
994	89959	<a href="#">91st Psalm Christian</a>
850	79457	<a href="#">A Center for Creative Education</a>

### Click-Thru & Drop-Down Select

To navigate from district view to school view, you may either click on the hyperlinked district name or select the desired district from the District drop-down menu above the table, which will open a list of schools in the district.

**Download Files for a specific District or School**

State: AA District: All

Filter all columns Go Download Items

Org ID	Code	Organization Name	Select up to 5 Items at a time
930	81176	<a href="#">4 Success Schools LLC</a>	<input type="checkbox"/>
994	89959	<a href="#">91st Psalm Christian</a>	<input type="checkbox"/>
850	79457	<a href="#">A Center for Creative Education</a>	<input type="checkbox"/>
944	87344	<a href="#">A Child's View School Inc.</a>	<input type="checkbox"/>

### Step 5 Download your reports and data files, using the following steps:

1. tick the checkbox next to the district(s) or school(s) you want (up to 5 per download)
2. click the **Download Items** button. See the section marked "B" in the image below.

State: AA District: All

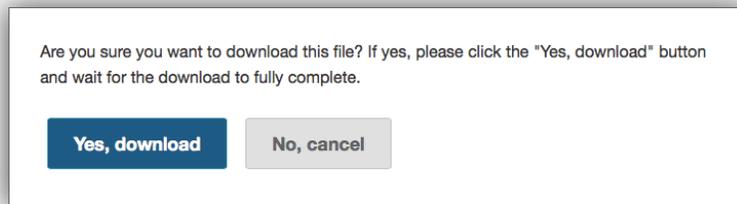
Filter all columns Go Download Items

Org ID	Code	Organization Name	Select up to 5 Items at a time
930	81176	<a href="#">4 Success Schools LLC</a>	<input checked="" type="checkbox"/>
994	89959	<a href="#">91st Psalm Christian</a>	<input type="checkbox"/>
850	79457	<a href="#">A Center for Creative Education</a>	<input type="checkbox"/>
944	87344	<a href="#">A Child's View School Inc.</a>	<input type="checkbox"/>
804	79004	<a href="#">Academic Behavioral Alternatives</a>	<input type="checkbox"/>
1018	90199	<a href="#">Academy Del Sol Inc.</a>	<input type="checkbox"/>
938	85540	<a href="#">Academy of Building Industries Inc.</a>	<input type="checkbox"/>

Reports Not Available

*Note: If there are no district-level files for a district or school-level files for a school, you will see "Reports Not Available" instead of having the option to download (see above).*

- click **Yes, Download** to confirm your desire to download the selected files. Then choose a location to save your download. Your files will be prepared for download based on your selections, which may take up to a minute.



**Step 5** Review the contents of your downloaded file. Reports and data files for the organizations you select will be zipped into a single file, using an intuitive folder structure for easy access.

#### Folder Structure

When the .zip file is opened, you will see

- a folder for each district
- a sub-folder for each school within the district

Each folder will contain the reports and data files appropriate to that organization.

#### Naming Conventions

Folders will follow the naming convention **OrgID\_OrgName**. Files will follow the naming convention **Year\_OrgID\_ReportType.extension**. See the following sample report file list:

Org Level	Report Type	File Name <i>Year_OrgID_ReportName.extension</i>
School	Summary Report (PDF)	2015_4_SchoolSummaryReport.pdf
School	Roster Student (PDF)	2015_4_SchoolRosterStudent.pdf
School	Student Report (PDF)	2015_4_SchoolStudentReport.pdf
School	Student Results (CSV)	2015_4_SchoolStudentResults.csv
District	Summary Report (PDF)	2015_3_DistrictSummaryReport.pdf
District	Student Results (CSV)	2015_3_DistrictStudentResults.csv



#### Working With CSV Files

In order to avoid errors when working with data (CSV) files, we recommend

- never open CSV files in Excel (doing so will cause changes and potentially errors in the file, such as **#NAME?** and **#VALUES!**)
- if you inadvertently open the file in Excel, discard the file and use a fresh copy.
- best practice after downloading the file from the FTP is to save a separate copy (in case the file is accidentally opened in Excel)
- if a quick peek is needed, right-click on the file and select **Open with...** and use Notepad or another text editor

**Step 6** How to find the help you need:

- [Contact the Measured Progress Service Center](#) for questions about utilizing the My Reports functionality of the platform. They can be reached at

1 (866) 239-0708

[NCSCServiceDesk@measuredprogress.org](mailto:NCSCServiceDesk@measuredprogress.org)

- [Contact your state NCSC lead](#) to report suspected data errors or questions.

*\*Please note that the Service Center is not authorized to change TC permissions to districts or schools, or to add or remove users from the platform. Contact your state NCSC lead with concerns of this nature.*