

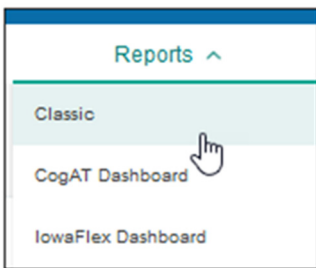
## South Carolina Grade 2 Gifted & Talented Assessments DataManager Reporting Quick Guide

DataManager Reporting is a dynamic online application that allows you to:

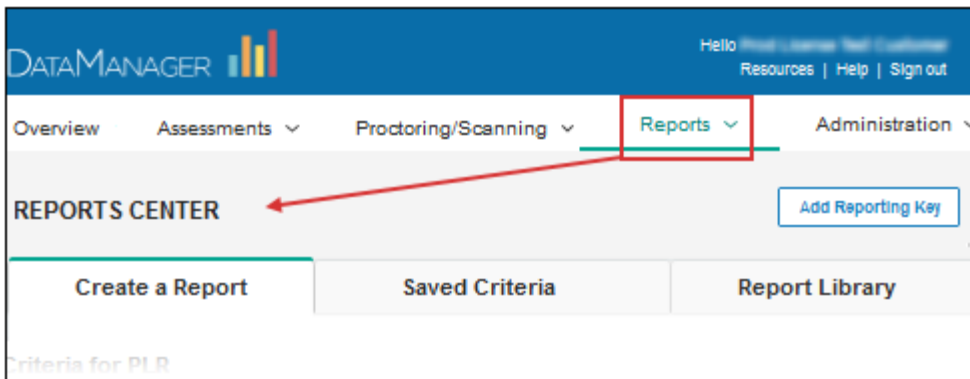
- Create customized reports using the options available for your account
- View and edit reports online
- Save, edit, and re-use report criteria
- Print reports
- Export reports to PDF, RTF, or Microsoft Excel® format
- Export the full assessment results for a test event (Account Holders and Administrator roles only)

### To open the Reports Center:

→ Click the Reports menu in the header of DataManager. If you have one or more options on the Reports menu, select Classic to reach the REPORTS CENTER.



The Reports Center opens to the default tab, Create a Report.



### Creating the following reports:

- Data export (also known as data file)
- List of Student Scores
- Group Summaries

## Data Export

Available to users with Account Holder and Administrator roles only. Provides a file in a standard or custom template containing data on test results.

These files contain data for a test event and can be exported as .txt files in the following formats:

- ASCII Fixed-Width *\*format provided to SC districts in previous years*
- ASCII Tab-Delimited
- ASCII Comma-Delimited
- ASCII Pipe-Delimited

When you create a Data Export file, you can choose to export it using a standard or a custom format.

The standard format, shown below, details how information is organized in the Data Export file. Make the selections you see in the screenshot below and click **Run Report in Background**. To download the Iowa Data Export simply change the Assessment type to *Iowa Assessments*.

The screenshot shows the 'REPORTS CENTER' interface with the 'Create a Report' tab selected. The 'Report Criteria for SC District' section includes the following fields:

- ASSESSMENT: CogAT Assessments
- TEST ADMIN DATE: 10/26/2020 - South Carolina Fall 2020
- REPORT TYPE: Data Export
- GRADE: 1 selected
- EXPORT TEMPLATE: Standard
- EXPORT FORMAT: ASCII Fixed-Width (.txt file)
- SCHOOL: All

Buttons at the bottom include 'Reset Criteria', 'Save Criteria', and 'Run Report in Background'.

Retrieve your data export(s) from the Report Library

The screenshot shows the 'Report Library' tab with a table of completed reports. The table has columns for Report Name, Result, Finished, and Delete. The reports listed are:

Report Name	Result	Finished	Delete
Data Export- Iowa	✓ Succeeded	Dec 2, 2020 10:44:43 AM	✗
Data Export- CogAT	✓ Succeeded	Dec 2, 2020 10:14:26 AM	✗

The data is available to be downloaded. To do this, click the link on the report page as shown below.

REPORT VIEWER

Edit This Report

Close

First Prev Next Last Goto Page 1 of 1 Export to PDF/RTF Print

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Data Export  
Iowa Assessments™

Test Date: 10/26/2020  
Norms: 09/23 2017

District: SC District Name

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Data Export- Iowa\_10734045 is available to download by clicking the link below:

[Data Export- Iowa\\_10734045\\_02-Dec-20\\_t101330.txt](#) 

Export Format: ASCII Fixed-Width

Grade: 2

Field	Length	Field Name
1	30	Order Number
2	8	Test
3	30	State Name
4	30	Region Name
5	15	Region Code
6	30	System Name
7	15	System Code
8	30	District Name
9	15	District Code
10	30	Building Name
11	15	Building Code
12	30	Class Name
13	15	Class Code
14	2	Class Grade
15	8	Date Tested
16	20	Student Last Name

## List of Student Scores (Scoring Service Print Style)

Provides a list of each student's test and composite scores for the selected content areas.

For CogAT make the selections you see in the screenshot below and click **Run Report in Background**.

**REPORTS CENTER** Add Reporting Key

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**Create a Report**      **Saved Criteria**      **Report Library**

---

**Report Criteria for SC District**

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ASSESSMENT: CogAT Assessments

TEST ADMIN DATE: 10/26/2020 - South Carolina Fall 2020

REPORT TYPE: List of Student Scores (Scoring Service Print Style)

GRADE: 1 selected

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DISPLAY OPTIONS: Confidence bands

SCORE(S): 6 selected

COMPOSITE TYPE(S): 1 selected

SORT DIRECTION: A-Z by Student last name

SORT TYPE: Age Scores

SCHOOL: 29 selected

POPULATION FILTERS: None selected [Change](#)

6 selected

Select none

Age Percentile Rank

Age Stanine

Grade Percentile Rank

Grade Stanine

Universal Scale Score

Standard Age Score

Reset Criteria      Save Criteria      Run Report in Background

## List of Student Scores (Scoring Service Print Style) cont'...

For *Iowa* make the selections you see in the screenshot below and click **Run Report in Background**.

**REPORTS CENTER**
[Add Reporting Key](#)

**Create a Report**
**Saved Criteria**
**Report Library**

**Report Criteria for SC District**

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ASSESSMENT

TEST ADMIN DATE

REPORT TYPE

GRADE

---

SCORE(S)

Select none

National Percentile Rank

National Percentile Rank/2011 norms

Raw Score

National Percentile Rank/Predicted National Percentile Rank/DIFF

National Stanine

Include Math Computation in Math Total     Include Extended ELA Total in Core and Complete Composite Calculation

SHOW READING TOTAL

SORT DIRECTION

SCHOOL

POPULATION FILTERS  [Change](#)

DISPLAY ACTUAL/PREDICTED SCORES

[Reset Criteria](#)
[Save Criteria](#)
[Run Report in Background](#)

## Retrieve your Reports from the Report Library

**Create a Report**
**Saved Criteria**
**Report Library**

Completed reports are available for 5 days. Print or download important reports before they are deleted.

Filter: On | Off

Pending   Running   **Completed**

Report Name	Result	Finished	Delete
<a href="#">List of Student Scores (Scoring Service Print Style)</a>	Succeeded	Dec 2, 2020 3:13:28 PM	<a href="#">X</a>
<a href="#">Data Export- Iowa</a>	Succeeded	Dec 2, 2020 10:44:43 AM	<a href="#">X</a>
<a href="#">Data Export- CogAT</a>	Succeeded	Dec 2, 2020 10:14:26 AM	<a href="#">X</a>

## Group Summary (Scoring Service Print Style)

Provides the average test and composite scores for the selected group. Make the selections you see in the screenshot below for both *Iowa* and *CogAT* and click **Run Report in Background**.

**REPORTS CENTER** Add Reporting Key

Create a Report | Saved Criteria | Report Library

**Report Criteria for SC District**

ASSESSMENT: CogAT Assessments

TEST ADMIN DATE: 10/26/2020 - South Carolina Fall 2020

REPORT TYPE: Group Summary (Scoring Service Print Style)

GRADE: 1 selected

SCORE(S): 6 selected

Include Students Coded in Office Use

COMPOSITE TYPE(S): 1 selected

SCHOOL: 29 selected

POPULATION FILTERS: None selected [Change](#)

6 selected

Select none

Avg. APR

Avg. AS

Avg. GPR

Avg. GS

Avg. USS

Avg. SAS

1 selected

Select all | Select none

Composite (VQ)

Composite (VN)

Composite (GN)

Composite (VQN) / Total Score

Create a Report | Saved Criteria | Report Library

**Report Criteria for SC District**

ASSESSMENT: Iowa Assessments

TEST ADMIN DATE: 10/26/2020 - South Carolina Fall 2020

REPORT TYPE: Group Summary (Scoring Service Print Style)

GRADE: 1 selected

SCORE(S): 2 selected

Include Students Coded in Office Use

Include Math Computation in Math Total

Include Extended ELA Total in Core and Complete Composite Calculation

SHOW READING TOTAL: No

SCHOOL: 22 selected

POPULATION FILTERS: None selected [Change](#)

SHOW PREDICTED SCORES: Yes

Select none

NPR of Avg. SS

National Percentile Rank/2011 norms

Normal Curve Equivalent

GE of Avg. SS

Grade Equivalent/2011 norms

Avg. SS

Standard Score/2011 norms

NS of Avg. SS

## Retrieve your Reports from the Report Library

Create a Report
Saved Criteria
Report Library

Completed reports are available for 5 days. Print or download important reports before they are deleted.

Filter: [On](#) | [Off](#)

Pending
Running
Completed

Report Name	Result	Finished	Delete
<a href="#">Group Summary (Scoring Service Print Style)</a>	Succeeded	Dec 2, 2020 3:24:48 PM	✘
<a href="#">List of Student Scores (Scoring Service Print Style)</a>	Succeeded	Dec 2, 2020 3:15:45 PM	✘
<a href="#">List of Student Scores (Scoring Service Print Style)</a>	Succeeded	Dec 2, 2020 3:13:28 PM	✘
<a href="#">Data Export- Iowa</a>	Succeeded	Dec 2, 2020 10:44:43 AM	✘
<a href="#">Data Export- CogAT</a>	Succeeded	Dec 2, 2020 10:14:26 AM	✘

## Score Descriptions

Score descriptions for *CogAT*<sup>®</sup> are provided below.

Score Type	Description
<b>Ability Profile</b>	Captures the level and pattern of a student's scores on the three CogAT batteries
<b>Percentile Rank (PR)</b>	A score from 1 to 99 that indicates the percentage of students in the same age or grade group who obtained lower scores on a test than a particular student did
<b>Raw Score (RS)</b>	The number of questions a student answers correctly on a test
<b>Standard Age Score (SAS)</b>	A normalized standard score with a mean of 100 and standard deviation of 16
<b>Stanine (S)</b>	Normalized standard scores that range from 1 to 9 and have an average value of 5
<b>Universal Scale Score (USS)</b>	A scale score based on a continuous growth scale from K–12; used to convert to other score types
<b>Age Norms</b>	Allow you to compare a student's performance on the test with that of a national sample of students in the same age group
<b>Grade Norms</b>	Allow you to compare a particular student's performance on the test with that of a national sample of other students in the same grade group

Score descriptions for *Iowa Assessments*<sup>™</sup> are provided below.

Score Type	Description
<b>National Percentile Rank (NPR)</b>	A percentile rank indicating the status or relative rank of a student's score compared with a nationally representative sample of examinees
<b>National Stanine (NS)</b>	A stanine indicating the status or relative rank of a student's score compared with a nationally representative sample of examinees
<b>Predicted National Percentile Rank (PNPR)</b>	The national percentile rank that the student can be expected to receive on the Iowa Assessments based on his or her performance on CogAT