



# Dynamic Score Reporting Site User Guide

A guide for accessing and navigating score reports for

- M-STEP
- MI-Access
- Early Literacy and Mathematics Benchmark Assessments

# TABLE OF CONTENTS

<b>Introduction .....</b>	<b>3</b>
<b>Accessing Reports.....</b>	<b>3</b>
<b>Accessing Preliminary Reports .....</b>	<b>8</b>
<b>Report Components .....</b>	<b>9</b>
<b>Report Body.....</b>	<b>10</b>
<b>Report Functionality.....</b>	<b>12</b>
<b>Search Results Header.....</b>	<b>12</b>
<b>Filter Pane.....</b>	<b>12</b>
<b>Go to Student Link .....</b>	<b>14</b>
<b>Choose an Action Dropdown Menu.....</b>	<b>14</b>
<b>Drill Down Feature .....</b>	<b>15</b>
<b>Exiting the Dynamic Score Reporting Site .....</b>	<b>16</b>

## Introduction

This document is a guide for navigating Michigan’s Dynamic Score Reporting Site. The Dynamic Score Reporting Site will provide Michigan score reports for the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark test administrations.

Student-Level data is data from one student’s performance. It provides the educator with information about how one student performed relative to Michigan’s standards at one point in time. It is a snapshot of what one student knows and is able to do, at one point in time.

Aggregate data measures groups of students’ performance relative to Michigan’s standards at one point in time. This data can be used to look at program effectiveness, how a building’s program is serving students in different demographic groups, or how a program serves students in one grade level over time. It can also be used to compare program effectiveness within one building compared to another building in the district, compared against the district as a whole, the ISD, or even the state.

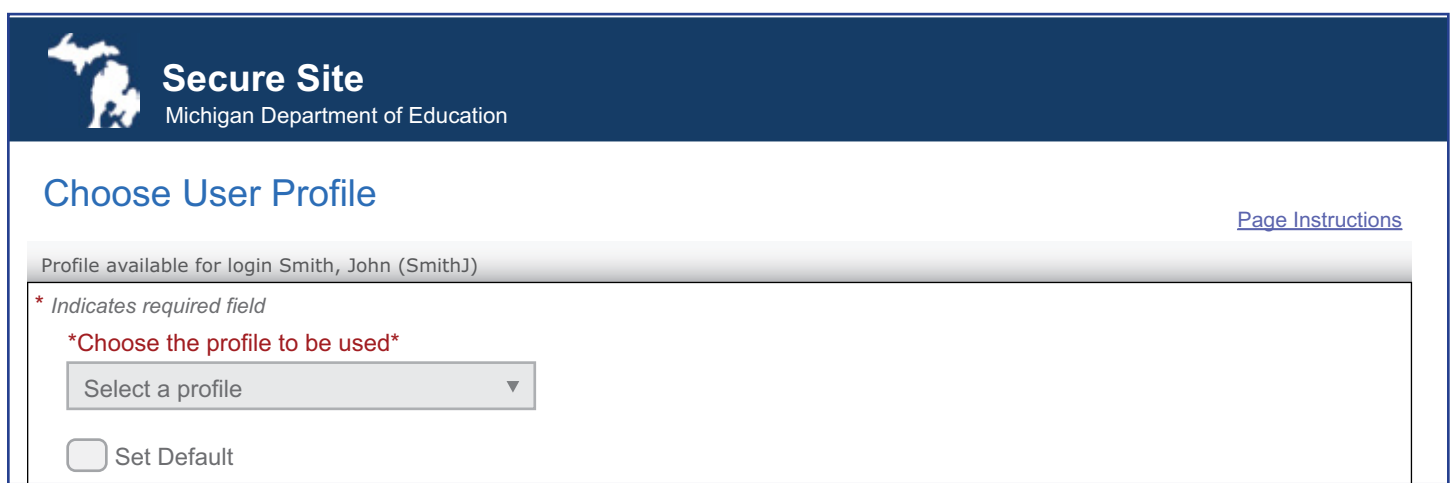
## Accessing Reports

The Dynamic Score Reporting Site must be accessed through the Secure Site using your MEIS login. Supported browsers for the Dynamic Score Reporting Site are Chrome, Internet Explorer, and Firefox.

Reports are available through the [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) under the Reports tab. Secure Site access is only available to district and school employees with authorized user roles and permissions granted by their district. You must have a Michigan Education Information System (MEIS) login in order to access the Secure Site. For instructions on how to obtain a MEIS login, go to the [Secure Site Training web page](http://www.mi.gov/securisitetraining) (www.mi.gov/securisitetraining) and click **How do I get access to the Secure Site?**

**STEP 1:** Log in to the Secure Site using your MEIS login. Choose the appropriate profile that allows access to the desired school or district assessment data from the required **Choose the profile to be used** dropdown (see Figure 1). Once the profile is selected, click the OK button.

**Note:** If a user does not have access to multiple profiles, this option will not be provided. These users will go directly to Step 2.



The screenshot shows the 'Secure Site' header with the Michigan Department of Education logo. Below the header is the 'Choose User Profile' section. It includes a 'Page Instructions' link, a message 'Profile available for login Smith, John (SmithJ)', and a red asterisk indicating a required field: '\*Choose the profile to be used\*'. A dropdown menu is present with the text 'Select a profile' and a downward arrow. Below the dropdown is a checkbox labeled 'Set Default'.

Figure 1

**STEP 2:** Click on **Reports** in the menu bar and select **Dynamic Score Reports** (see Figure 2).

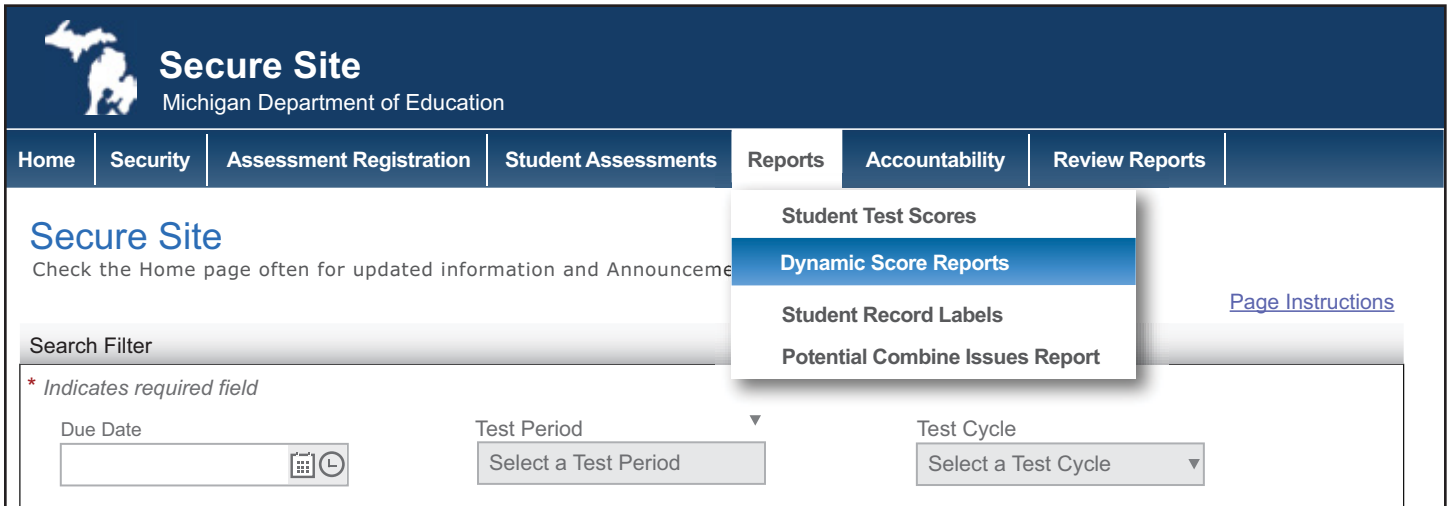


Figure 2

**STEP 3:** On the Search Criteria page section, select the appropriate test cycle (i.e., Spring 20XX M-STEP, Spring 20XX MI-Access, etc.) from the required Test Cycle dropdown (see Figure 3).

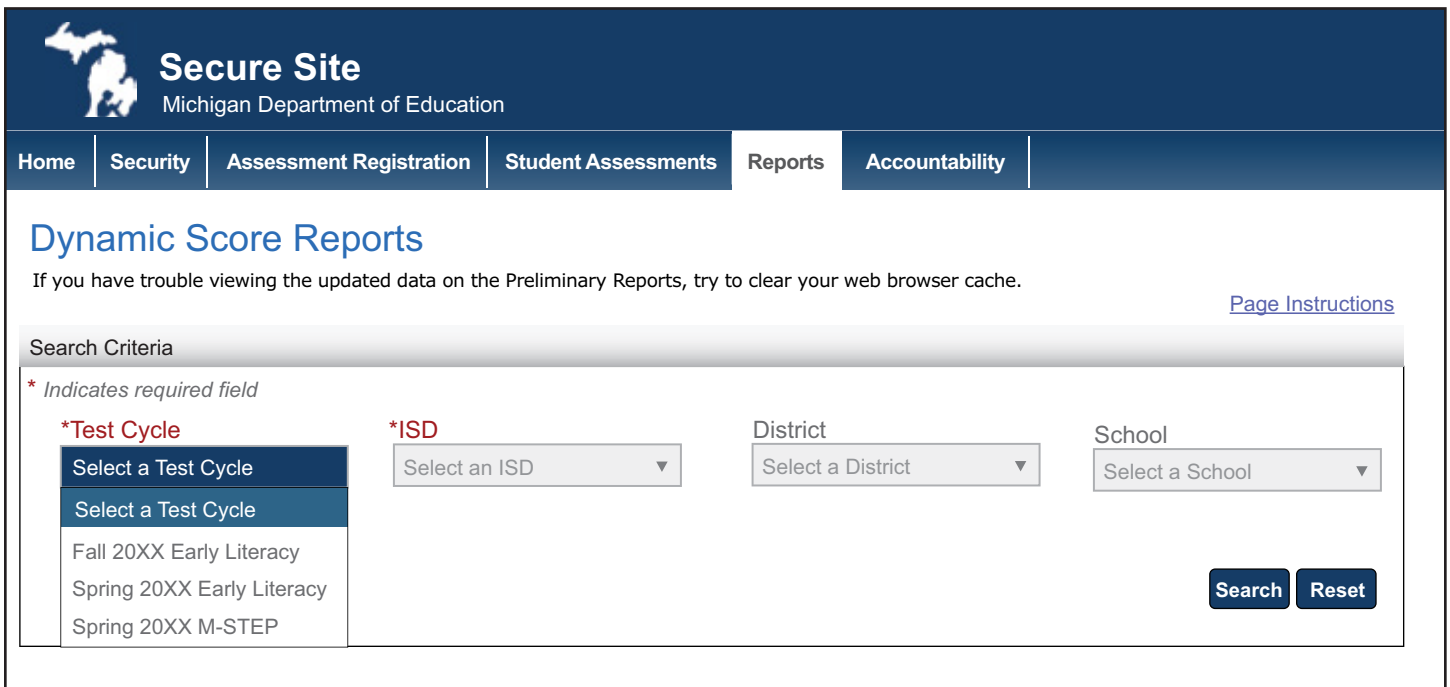


Figure 3

**STEP 4:** Next, select the appropriate ISD in the required **ISD** dropdown. If you only have access to one ISD, that ISD will be pre-populated in the dropdown (see Figure 4).

The screenshot shows the 'Dynamic Score Reports' page on the 'Secure Site' of the Michigan Department of Education. The navigation bar includes 'Home', 'Security', 'Assessment Registration', 'Student Assessments', 'Reports', and 'Accountability'. The page title is 'Dynamic Score Reports' with a sub-header: 'If you have trouble viewing the updated data on the Preliminary Reports, try to clear your web browser cache.' A link for 'Page Instructions' is on the right. The 'Search Criteria' section contains four fields: '\*Test Cycle' (text input), '\*ISD' (dropdown menu), 'District' (text input), and 'School' (text input). The '\*ISD' dropdown is open, showing 'Demo ISD (00000)' as the selected option. There are 'Search' and 'Reset' buttons at the bottom right of the search criteria section.

Figure 4

The Search Criteria of **District** and **School** are optional (See figure 5). If you have access to more than one district within the ISD selected and search without selecting a specific district, all districts that you have access to will be returned in the search results. If you only have access to one district within the ISD selected, that district will be pre-populated. Similarly, if you have access to more than one school within the ISD and district selected, all schools that you have access to will be returned in the search results if you don't select a specific school in the search criteria. If you only have access to one school, that school will be pre-populated. Click **Search**.

The screenshot shows the 'Dynamic Score Reports' page on the 'Secure Site' of the Michigan Department of Education. The navigation bar includes 'Home', 'Security', 'Assessment Registration', 'Student Assessments', 'Reports', and 'Accountability'. The page title is 'Dynamic Score Reports' with a sub-header: 'If you have trouble viewing the updated data on the Preliminary Reports, try to clear your web browser cache.' A link for 'Page Instructions' is on the right. The 'Search Criteria' section contains four fields: '\*Test Cycle' (text input), '\*ISD' (text input), 'District' (dropdown menu), and 'School' (text input). The 'District' dropdown is open, showing 'Demo School District' as the selected option. There are 'Search' and 'Reset' buttons at the bottom right of the search criteria section.

Figure 5

After you select the test cycle and ISD (required), and district and/or school (optional), a Search Results grid (Figure 6) will be returned with all the options that you have access to within your searched criteria. Both district-level records and school-level records will be returned if you have district-level access. If you do not have district-level access, only school records will be returned. You will be able to see: **(A)** which schools or districts have score data in the **Data Available** column; **(B)** whether the scores are suppressed in the **Suppressed** column; **(C)** the report level (school or district) in the **Report Level** column; **(D)** the district name in the **District** column; **(E)** the school name (or “—All Schools—” for district-level records) in the **School** column; **(F)** and the date that scores were last modified in the **Scores Last Modified Date** column. All columns are filterable and sortable.

**STEP 5:** To access the report for a specific school or district, you will need to select the check box in the far left column of the record **(G)** and then click the **“Open Report”** button in the bottom right corner of the Search Results grid **(H)**. Only one record can be selected at a time (see Figure 6).

**Secure Site**  
Michigan Department of Education

Home | Security | Assessment Registration | Student Assessments | **Reports** | Accountability

### Dynamic Score Reports

If you have trouble viewing the updated data on the Preliminary Reports, try to clear your web browser cache. [Page Instructions](#)

Search Criteria

\* Indicates required field

\*Test Cycle: Select a Test Cycle | \*ISD: Demo ISD (00000) | District: Demo School District | School: Select a School

Search Reset

	DATA AVAILABLE	SUPPRESSED	REPORT LEVEL	DISTRICT	SCHOOL	SCORES LAST MODIFIED DATE
<input type="checkbox"/>	Yes	No	School	Demo Public Schools District (00000)	Demo Elementary School (00001)	
<input checked="" type="checkbox"/>	Yes	No	School	Demo Public Schools District (00000)	Demo Elementary School (00002)	
<input type="checkbox"/>	No	Yes	School	Demo Public Schools District (00000)	Demo Elementary School (00003)	
<input type="checkbox"/>	Yes	Yes	School	Demo Public Schools District (00000)	Demo Elementary School (00004)	
<input type="checkbox"/>	Yes	No	School	Demo Public Schools District (00000)	Demo Elementary School (00005)	
<input type="checkbox"/>	Yes	No	School	Demo Public Schools District (00000)	Demo Elementary School (00006)	
<input type="checkbox"/>	No	No	School	Demo Public Schools District (00000)	Demo Elementary School (00007)	

Clear Filters and Sort | Print | Download | **Open Report**

Figure 6

**STEP 6:** While the system is retrieving data, you will see a message letting you know that you are connecting to the Dynamic Score Reporting Site. (see Figure 7).

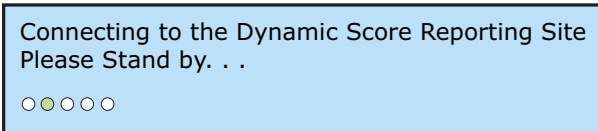


Figure 7

**IMPORTANT:** Please be sure that your Pop-up Blocker is set to allow the Dynamic Score Reports. If your browser is configured to block all pop-ups, you will not be able to access the Dynamic Score Reporting Site until your browser's Pop-up Blocker is disabled. In the event that further assistance is needed, please contact your district's network administrator to configure your browser settings to allow access to the Dynamic Score Reporting Site.

**STEP 7:** The Welcome page provides detailed directions for accessing the reports, based on the chosen assessment and your user role. (see Figure 8).

**Michigan Dynamic Score Reporting Site**

Year: 2018 → Assessment: M-STEP → Report: **Welcome Page**

→ **ISD:** Demo ISD → **District:** Demo Public Schools District → **School:** Demo School

## Welcome to Michigan's Dynamic Score Reporting Site!

**To access your reports:**

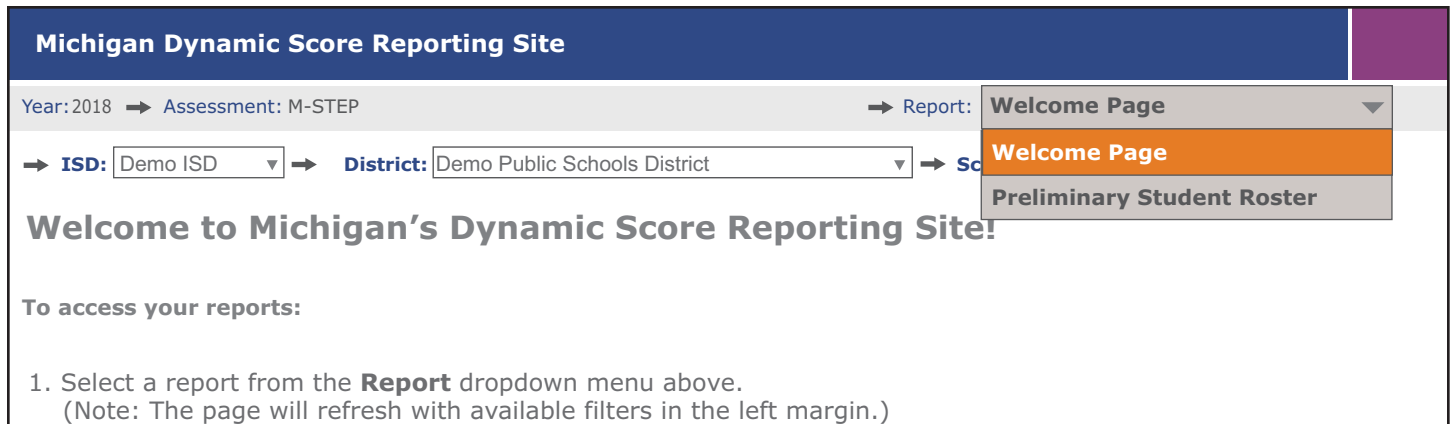
1. Select a report from the **Report** dropdown menu above.  
(Note: The page will refresh with available filters in the left margin.)
2. District users may need to select the desired school to display the report.
3. Select from the filters on the left margin.
4. Select the blue **Generate Reports** button to generate and open the requested report.  
(Note: your filter selections will remain in place until you select different options.)

Important Family Educational Rights and Privacy Act (FERPA) reminder: Many reports available through the Michigan Dynamic Score Reporting Site contain protected student data. It is imperative that all users understand the sensitive and confidential nature of the data available on these reports and ensure compliance with all Family Educational Rights and Privacy Act (FERPA) regulations: [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Figure 8

## Accessing Preliminary Reports

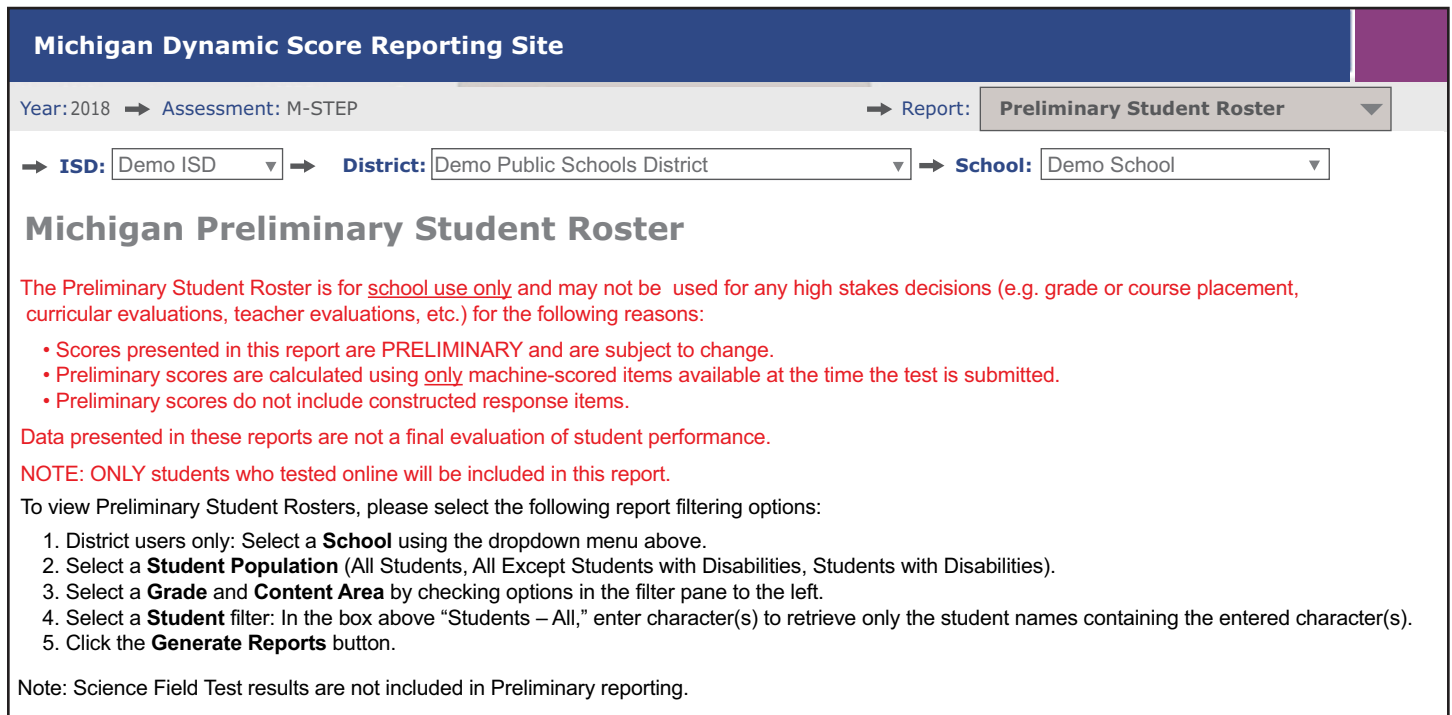
**STEP 8:** For M-STEP and MI-Access, the only reports available during testing, and up until the Secure Site downloadable Student Data Files are released, are the Preliminary Student Roster Reports. When Final Reports are released, this dropdown will include all available reports (see Figure 9).



The screenshot shows the Michigan Dynamic Score Reporting Site interface. At the top, the title "Michigan Dynamic Score Reporting Site" is displayed. Below the title, there are navigation elements: "Year: 2018", "Assessment: M-STEP", and "Report: Welcome Page". A dropdown menu is open under "Report", showing options: "Welcome Page" (highlighted in orange), "Welcome Page", and "Preliminary Student Roster". Below the navigation, there are filters for "ISD: Demo ISD" and "District: Demo Public Schools District". The main heading is "Welcome to Michigan's Dynamic Score Reporting Site!". Below this, there is a section titled "To access your reports:" with a numbered list: "1. Select a report from the **Report** dropdown menu above. (Note: The page will refresh with available filters in the left margin.)"

Figure 9

**STEP 9:** To access the Preliminary Student Roster Report, select this report from the Report drop down menu. The Michigan Preliminary Report Student Roster landing page will load (see Figure 10). To generate a report, follow the onscreen instructions. For more information about the Preliminary Student Roster Reports, please see the M-STEP and MI-Access 20XX Guide to Preliminary Reports document.



The screenshot shows the Michigan Preliminary Student Roster landing page. At the top, the title "Michigan Dynamic Score Reporting Site" is displayed. Below the title, there are navigation elements: "Year: 2018", "Assessment: M-STEP", and "Report: Preliminary Student Roster". Below the navigation, there are filters for "ISD: Demo ISD", "District: Demo Public Schools District", and "School: Demo School". The main heading is "Michigan Preliminary Student Roster". Below this, there is a red warning message: "The Preliminary Student Roster is for school use only and may not be used for any high stakes decisions (e.g. grade or course placement, curricular evaluations, teacher evaluations, etc.) for the following reasons:" followed by a bulleted list: "• Scores presented in this report are PRELIMINARY and are subject to change.", "• Preliminary scores are calculated using only machine-scored items available at the time the test is submitted.", "• Preliminary scores do not include constructed response items." Below this, there is a red note: "Data presented in these reports are not a final evaluation of student performance." and another red note: "NOTE: ONLY students who tested online will be included in this report." Below these notes, there is a section titled "To view Preliminary Student Rosters, please select the following report filtering options:" followed by a numbered list: "1. District users only: Select a **School** using the dropdown menu above.", "2. Select a **Student Population** (All Students, All Except Students with Disabilities, Students with Disabilities).", "3. Select a **Grade** and **Content Area** by checking options in the filter pane to the left.", "4. Select a **Student** filter: In the box above "Students – All," enter character(s) to retrieve only the student names containing the entered character(s).", "5. Click the **Generate Reports** button." Below this list, there is a note: "Note: Science Field Test results are not included in Preliminary reporting."

Figure 10



# Report Components

Michigan’s Dynamic Score Reporting Site presents data for a variety of reports, including individual student reports (ISR), student rosters, and aggregate-level reports such as school and district demographic reports. Regardless of the report selected, users will encounter the following components in each report type (see Figure 11). M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessment reports will display unique features associated with each of those assessments.

- 1. Search Results Header:** The Search Results Header allows the user to see selected assessment and entity information, such as **Year, Assessment, ISD, District, and School**. MI-Access reports will allow you to select the type of assessment, such as FI, SI, or P.
- 2. Filter Pane:** This section allows the user to filter by report characteristics such as grade, content area, and students. This pane also allows the user to generate reports. The options available in the Filter Pane will vary depending on the report.
- 3. Go to Student Link:** This allows the user to jump to a specific student in the generated report.
- 4. Choose an Action dropdown menu:** These actions allow the user to view detailed information about the reports, request a PDF of the generated reports, download a file to print all reports based on the search criteria, or for some reports, download a CSV file that can be opened in Microsoft Excel. **Note:** PDFs generated from the Chrome browser cannot be saved.
- 5. Report Body:** The report body contains the results of the filtered input.

**Michigan Dynamic Score Reporting Site** | Welcome Jane Doe | Choose Application

Year: Spring 2017 | Assessment: Early Literacy and Mathematics Benchmark | Report: Individual Student Report | Actions: Choose an Action

ISD: Demo ISD | District: Demo District | School: Demo School | Student: Go to Student

**Individual Student Report**  
 Year: Spring 2017 | Assessment: Early Literacy and Mathematics Benchmark | ISD Code: 00000 | ISD Name: Sample ISD | District Code: 00000 | District Name: Sample District  
 School Name: Sample School | Reporting Code: None

**Smith, John | Grade 01 | English Language Arts**

UIC: 999999999 Student ID: 000000000 Gender: F DOB: 10/26/XXXX Ethnicity: Two or More Races Student with Disability: Y English Learner: N Former LEP: Y Designated Supports: N

English Language Arts Overall Performance Level and Scale Score

1519  
 Gray margin of error

Subject	Scale Score	Margin of Error	Performance Level	Student Growth Percentile
English Language Arts	1519	±7	Proficient	NA

▼ Most at risk of falling behind | ○ Attention may be indicated | ▲ Adequate progress

Claims	Claim Performance Indicators
1: Reading	▲ Adequate
2: Writing	▲ Adequate
3: Listening	○ Attention
4: Research	○ Attention

Figure 11

## Report Body

The **Report Body** is the main section of the report and contains the result of the user input from all filter tools. Depending on the type of report, the **Report Body** will contain different sections. In order to see all sections of the **Report Body**, users may need to scroll down using the scroll bar on the right side of the screen.

The **Report Heading** (see Figure 12) is displayed at the top of the report. This heading is a static bar that provides the same information as the Search Results Heading, but also contains the name of the report, the ISD, district, and school codes, and where applicable, the reporting code.

### Individual Student Report

Year: 20XX | Assessment: MSTEP | ISD Code: 00000 | ISD Name: ABC ISD | District Code: 00000 | District Name: ABC School District | School Code: 00000 | School Name: Demo School | Reporting Code: None

Figure 12

In some reports, such as the Student Roster report, data may be sorted. The **Sort Function** is available in data columns where the header text at the top of the column is blue. This function is especially useful when sorting students by scale score, claim, or discipline performance in ascending or descending order (see Figure 13).

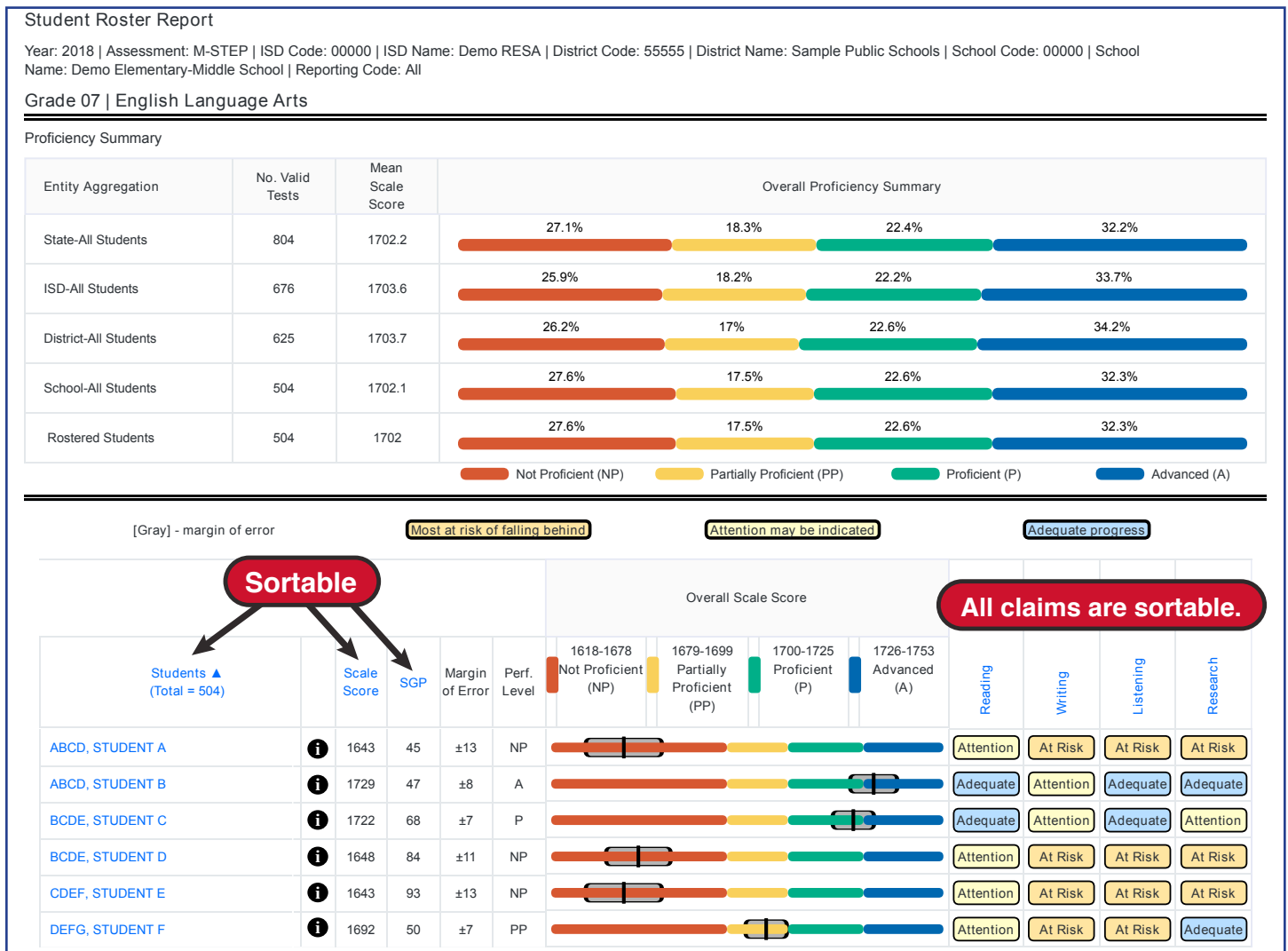


Figure 13

When you hover over the **Student Information** **i** symbol next to a student's name, minimally the student's Unique Identification Code (UIC) and Date of Birth (DOB) will be displayed. (see Figure 14).

Grade 07   English Language Arts						Overall Scale Score				Reading	Writing	Listening	Research
Students ▲ (Total = 504)	Scale Score	SGP	Margin of Error	Perf. Level	1618-1678 Not Proficient (NP)	1679-1699 Partially Proficient (PP)	1700-1725 Proficient (P)	1726-1753 Advanced (A)					
UIC: 999999999   DOB: 09/05/2003													
ABC, STUDENT A	<b>i</b> 1643	45	±13	NP	[Progress bar]				Attention	At Risk	At Risk	At Risk	
ABC, STUDENT B	<b>i</b> 1729	47	±8	A	[Progress bar]				Adequate	Attention	Adequate	Adequate	
BCD, STUDENT C	<b>i</b> 1722	68	±7	P	[Progress bar]				Adequate	Attention	Adequate	Attention	
CDE, STUDENT D	<b>i</b> 1648	84	±11	NP	[Progress bar]				Attention	At Risk	At Risk	At Risk	
CDE, STUDENT E	<b>i</b> 1643	93	±13	NP	[Progress bar]				Attention	At Risk	At Risk	At Risk	
FGH, STUDENT F	<b>i</b> 1692	50	±7	PP	[Progress bar]				Attention	At Risk	At Risk	Adequate	

Figure 14

Some sections of the **Report Body** are dynamic, and will allow the user to customize the view (see Figure 15). For example, in the District Demographic Report, users can expand and/or collapse this table as desired. Some reports will allow the user to click on a row and obtain comparison data.

### District Demographic Report

Year: 2017 | Assessment: M-STEP | ISD Code: 00000 | ISD Name: Sample ISD | District Code: 11111 | District Name: Sample District | School Code 55555 | School Name: Sample School

#### Grade 05 | English Language Arts Students

Grade 05: All Students

Demographic Subgroups	No. of Students Assessed	Mean Scale Score	% at NP	% at PP	% at P	% at A	% at P & A*
All	883	1486	51	16	15	18	33
<b>Gender</b>							
Male	455	1487	51	17	14	18	33
Female	428	1486	52	15	15	18	33
<b>Ethnicity</b>							
American Indian or Alaska Native	151	1486	52	20	10	18	28
Asian	109	1486	40	27	22	11	33
Black or African American	123	1482	55	15	15	15	29
Hispanic or Latino	143	1493	36	23	24	17	41
Native Hawaiian or Other Pacific Islander	114	1495	48	10	12	30	42
Two or More Races	133	1472	74	7	5	14	20
White	110	1489	53	10	16	21	37
<b>Additional Reporting Groups</b>							
Economically Disadvantaged: Yes	185	1482	56	18	14	12	26
Economically Disadvantaged: No	698	1487	50	16	15	19	34
English Learner: Yes	195	1482	58	11	15	15	31
English Learner: No	688	1487	49	17	15	19	33
Former English Learner: Yes	185	1482	57	17	10	16	26
Former English Learner: No	698	1487	50	16	16	18	34
Migrant: Yes	182	1480	62	13	11	14	25
Migrant: No	701	1488	49	17	16	19	35
Homeless: Yes	189	1483	56	15	15	14	29
Homeless: No	694	1487	50	16	15	19	34
<b>Accommodation</b>							
Standard Accommodation—all students	203	1491	43	24	14	19	33
Nonstandard Accommodation—all students	94	1490	43	18	26	14	39

Figure 15

## Report Functionality

The following sections will describe in detail the functionality and purpose of each component in the Dynamic Score Reporting Site. NOTE: The actual report visuals may be different depending on user role and/or report.

### Search Results Header

The **Search Results Header** at the top of the report screen displays the search criteria that was selected in the Secure Site (see Figure 16). The header displays the **Year**, the **Assessment**, the selected **Report**, the **ISD** name, the **District** name, and the **School** name. Users who have access to multiple schools will be able to select the schools within their districts using the Search Results Header. However, school-level users will only have access to the specific school's data for which they are authorized.

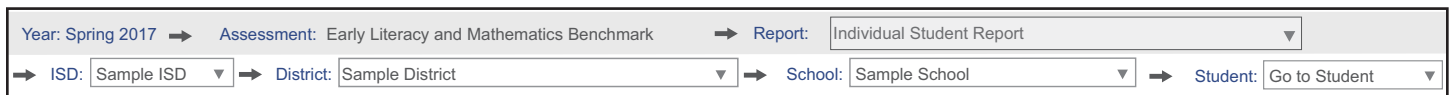


Figure 16

In some reports, there is also a **Go to Student** link. This function will be discussed later in this guide.

### Filter Pane

The Filter Pane allows the user to select the content that will appear on the report. Once filters have been selected, click on the **Generate Reports** button at the top of the filter to view the requested report (see Figure 17).

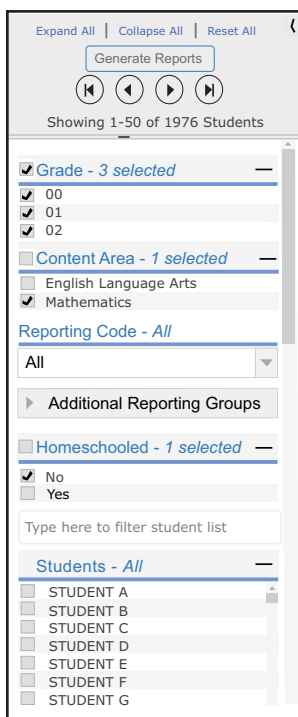


Figure 17

Filter options vary by report and assessment, but can include the following:

- Grade
- Content Area
- Reporting Code
- Additional Reporting Groups
  - Gender
  - Economically Disadvantaged
  - Former English Learner
  - Homeless
  - Tested in Enrolled Grade
  - Ethnicity
  - English Learner
  - Migrant
  - Students with Disabilities
  - Designated Supports
- Home-schooled
- Performance Level
- Predictive Student Search
- Student Population
  - All Students
  - Students with Disabilities
  - All Students Except Students with Disabilities

The available values under the filters will update to reflect only valid values based on current selections. For example, if grade 06 is selected, then the Content Area values will refresh and allow the selection of English Language Arts and Mathematics only.

The **Reset All** button resets all filter selections to the default setting. The buttons **Expand All** and **Collapse All** allow the user to expand all input filter tables, or collapse all input filter tables. To collapse one of the filter tables, click on the **minus sign (–)** on the right side of the Filter Pane, directly above the scroll bar. Once the filter table is collapsed, the minus sign will become a **plus sign (+)**, indicating that the table may be expanded. Users can also minimize the entire filter pane of the selected report by clicking on the “Expand/Collapse Filter” arrow symbol (⏏) in the upper right corner of the Filter Pane. To expand the filter pane again, click the Expand/Collapse symbol (⏏) a second time and the Filter Pane expands (see Figure 18).

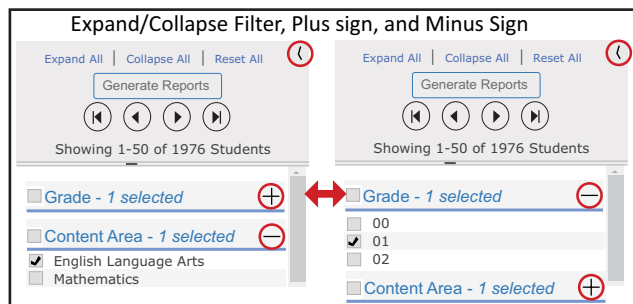


Figure 18

To generate reports:

1. Select the grade level of the report to be generated. As each grade level is selected, there will be a brief pause as the system works to populate the filtered data. Most reports allow only one grade to be selected at a time. When allowed, to select all grade levels, select all by clicking in the box to the left of **Grade**.
2. Select the content area for the report to be generated. As each content area is selected, there will be a brief pause as the system works to populate the filtered data. To select all content areas, select all by clicking in the box to the left of **Content Area**.

**Note:** Report generation is more efficient when only one grade and content area is selected at a time.

3. In some reports, the user may select the students whose reports are to be generated. The **Filter Pane** defaults to listing students alphabetically by last name, in each grade level. If two or more grade levels/content areas are selected, the **Filter Pane** displays students in alphabetical order for all grade levels and content areas selected. To select all students, click in the box to the left of **Students**.

**Reminder:** Available filters will vary by report.

4. After choosing all desired filters, click the **Generate Reports** button (see Figure 18), and the filtered results will be displayed in the **Report Body** section. If any search criteria are changed in the Filter Pane, users must click the **Generate Reports** button to refresh the results.
5. Predictive Student Search: In the open text field above “Students -- All,” users can enter letters and some special characters, such as hyphens, apostrophes, periods, etc. to search for a student name. The search will begin immediately and the system will retrieve only the student names containing the entered characters. To remove the search criteria, users must manually delete the data or click the “Reset All” link at the top of the Filter Pane.

## Go to Student Link

When individual student-level reports such as the ISR and the Student Overview have been generated, the **Go to Student** (see Figure 19) link will allow the user to go directly to the selected student, similar to the Filter Pane, and display the student results in the **Report Body**.



Figure 19

## Choose an Action Dropdown Menu

These actions allow the user to access additional information about the report, generate PDF files from the reports, and in some reports, export a CSV file that may be opened in Microsoft Excel. Selectable actions will vary by report. (see Figure 20).

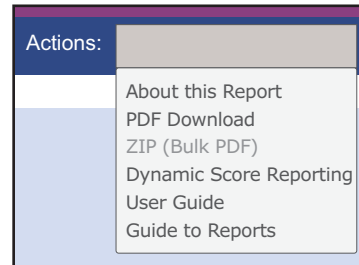


Figure 20

### 1. About this Report

When selected from the menu, this action will open a pop-up window containing a document called “About This Report.” This explains in detail the purpose and content of the report, and offers guidance on how to understand the information and data presented in the report. Each report will have its own specific “About This Report” document.

### Print Options

The Individual Level Reports provide two different print options, dependent upon your needs:

- 2. PDF Download:** To view a PDF of the selected reports, click the PDF Download link icon in the Choose an Action menu dropdown. This will open a PDF document of the generated reports, according to your selections in the filter area. Reports will open in a separate browser window, and can then be printed individually or in small groups and/or downloaded and saved to the user’s computer.
- 3. ZIP (Bulk PDF):** To print all of a large group of reports, use this action. This selection downloads a zip file that contains reports for all students in the selected grade and content area.

**Note:** The PDF Download function may take some time to generate a PDF, depending on the number of pages being produced.

### File Download

- 4. CSV Download:** The CSV File Download option allows users to download a Comma Delimited File (CSV) that can be opened in Microsoft Excel.
- 5. CSV File Format:** To view the fields and their formats available in the CSV file, users may choose the CSV File Format option, which will provide the layout of the CSV file.
- 6. Dynamic Score report User Guide:** (this document) user guide that describes how to access and navigate the Dynamic Score Reporting Site.
- 7. Guide to Reports:** the Interpretive Guide to Reports for the assessment reports selected

## Drill Down Feature

The Dynamic Score Reporting Site has a drill down feature for the reports. This table shows the drill down path for each assessment.

Assessment	Report with Drill-Down Feature	Drill-Down Path
M-STEP	Comprehensive – District	Comprehensive Report > Demographic Report–School > Student Roster Report–Female > Individual Student Report
M-STEP	Demographic – School	Demographic Report–School > Student Roster Report–Male > Individual Student Report
M-STEP	Student Roster	Student Roster Report > Individual Student Report
MI-Access	Demographic – School	Demographic Report–School > Student Roster Report–Male > Individual Student Report
MI-Access	Student Roster	Student Roster Report > Individual Student Report
Early Literacy and Mathematics Benchmark	Demographic – School	Demographic Report– School > Student Roster Report–All > Individual Student Report
Early Literacy and Mathematics Benchmark	Student Roster	Student Roster Report > Individual Student Report
Early Literacy and Mathematics Benchmark	Domain Analysis – School	Domain Analysis Report–School > Individual Student Report
Early Literacy and Mathematics Benchmark	Fall to Spring Change – School	Fall to Spring Change Report–School > Student Roster Report > Individual Student Report

The drill-down feature enables the user to select the blue link in the Number of Students Assessed column to open a Student Roster Report or Individual Student Report (see Figure 21).

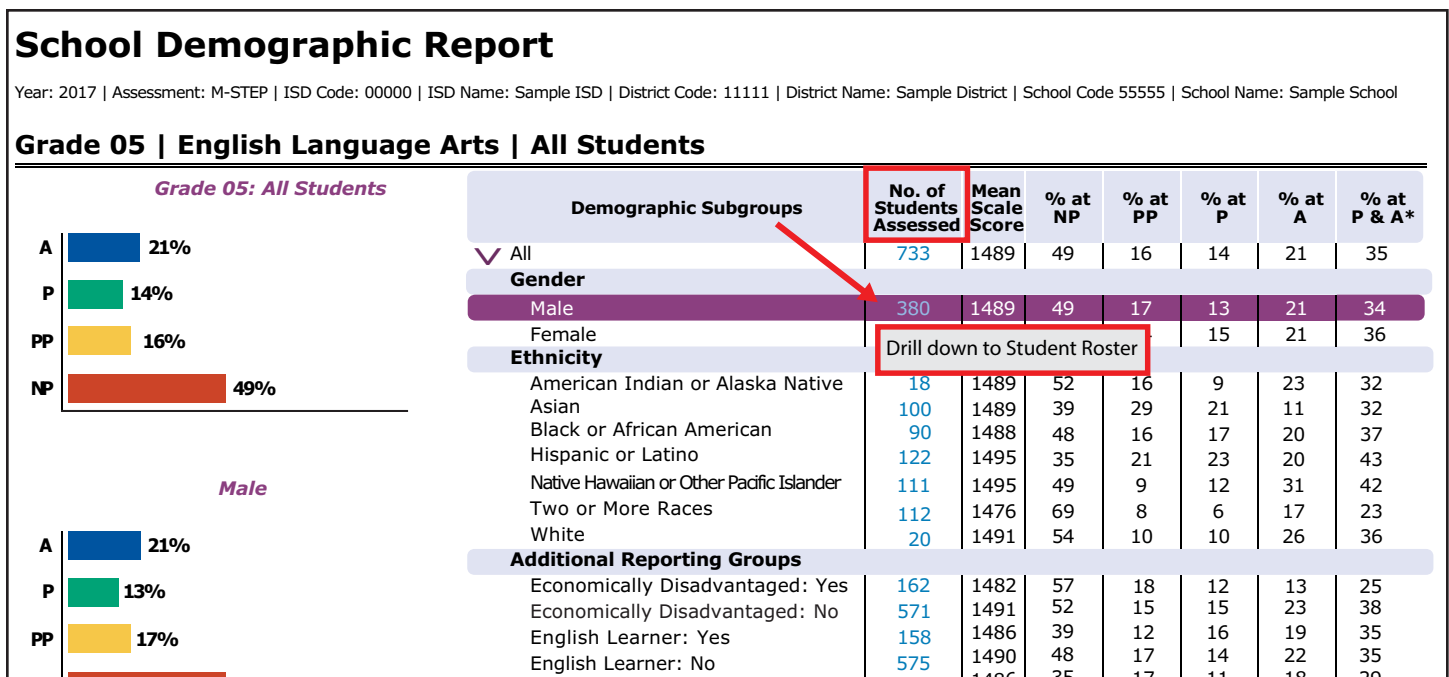


Figure 21

On the School Demographic Report, when the Number of Students Assessed is zero, the < sign is not an active link. If the Number of Students Assessed is not zero, but less than 10, the user will be able to drill down to the Student Roster Report, even though no data is displayed in the School Demographic Report because no aggregate scores are provided for groups of students less than 10.

**NOTE:** In some instances, the number of students displayed may differ between the School Demographic Report and the generated Student Roster Report. This is because the School Demographic Report does not include invalid tests, while the Student Roster Report does include invalid tests.

After a user has selected the link to drill down into the represented aggregate group, a breadcrumb area appears below the ISD/District/School entity information (see Figure 22). Each report in the breadcrumb is an active link.

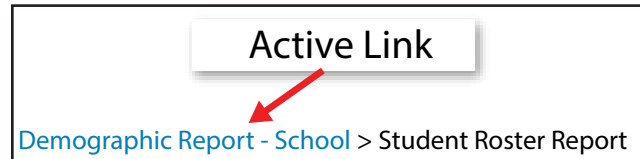


Figure 22

When a user drills down, the user cannot make any additional filter selections in the new report. The filter pane will not be displayed. The user can view the report and use its sorting functionality or drill-down further. However, to use the filter options in the new report, the user must select the desired report from the report drop-down menu (see Figure 23). The Drill Down feature is not available on all reports.

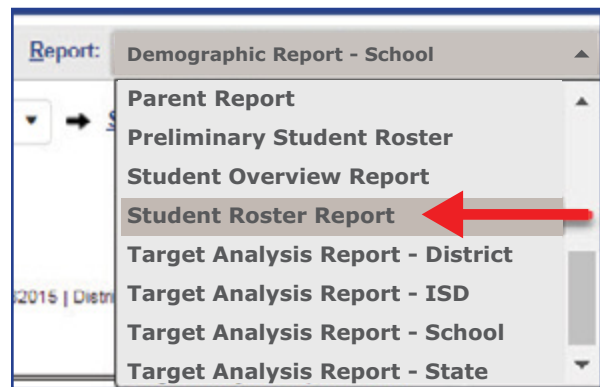


Figure 23

## Exiting the Dynamic Score Reporting Site

To return to the Secure Site, click **Close Application** (see Figure 24) in the upper right corner of the Dynamic Score Reporting screen.

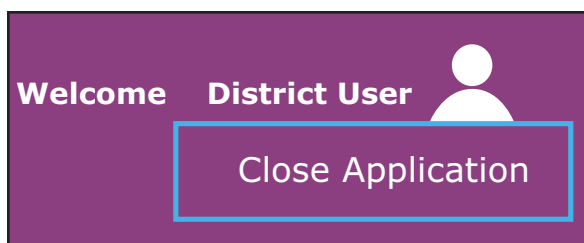


Figure 24

When finished in the Secure Site, be sure to log out of your account.

For additional assistance, please contact [mde-oaaa@michigan.gov](mailto:mde-oaaa@michigan.gov) or call (877) 560-8378, option 3.