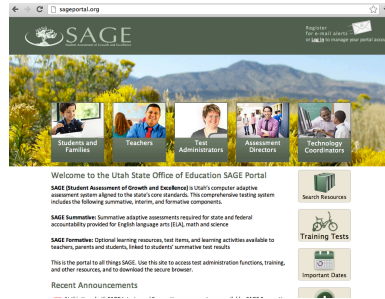


# Accessing Reports from SAGE Portal

1. Go to [www.sageportal.org](http://www.sageportal.org)



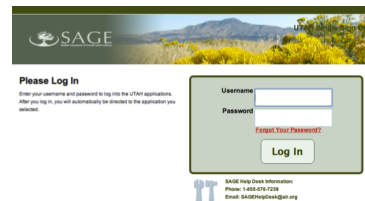
2. Click on Teachers



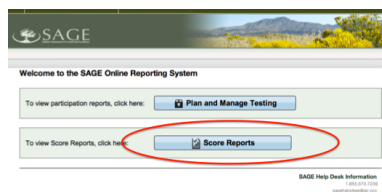
3. Click on Online Reporting Systems (ORS)



4. Enter in username (email address) and password (individually created).  
*If you don't have an account contact Cindy Perry in the Assessment Department. If you are unable to access your existing account click "Forgot Password" or the SAGE help desk.*



5. Click on Score Reports



6. Choose 2013-2014 as the administration year

7. Choosing scores (2 Options)

- Option 1: "Scores for students who were mine at the end of the selected administration"
- Option 2: "Scores for my current students"

8. Select test

- ELA
- Mathematics
- Science

Click on a grade and subject to view more information.

**Percent of Students Tested and Percent of Students Proficient for Students in CANYONS DISTRICT, Summative 2013-2014**

ELA			Mathematics			Science		
Grade	Percent of Students Tested	Percent of Students Proficient	Grade	Percent of Students Tested	Percent of Students Proficient	Grade	Percent of Students Tested	Percent of Students Proficient
Grade 3	93%	98%	Grade 3	49%	98%	Grade 4	48%	98%
Grade 4	93%	98%	Grade 4	50%	98%	Grade 5	50%	98%
Grade 5	93%	98%	Grade 5	44%	98%	Grade 6	51%	97%
Grade 6	91%	97%	Grade 6	44%	97%	Grade 7	51%	97%
Grade 7	93%	98%	Grade 7	52%	98%	Grade 8	51%	98%
Grade 8	93%	98%	Grade 8	48%	94%	Earth Science	50%	98%
Grade 9	44%	98%	Secondary Math 1	38%	94%	Biology	36%	98%
Grade 10	46%	97%	Secondary Math 2	23%	97%	Chemistry	47%	97%
Grade 11	43%	95%	Secondary Math 3	0%	19%	Physics	38%	93%

Report generated: 11/03/2014 9:24:00 PM AET

SAGE Help Desk Information: 1-800-476-7228

9. Select grade level or subject

Click on a grade and subject to view more information.

**Percent of Students Tested and Percent of Students Proficient for Students in CANYONS DISTRICT, Summative 2013-2014**

ELA			Mathematics			Science		
Grade	Percent of Students Tested	Percent of Students Proficient	Grade	Percent of Students Tested	Percent of Students Proficient	Grade	Percent of Students Tested	Percent of Students Proficient
Grade 3	93%	98%	Grade 3	49%	98%	Grade 4	48%	98%
Grade 4	93%	98%	Grade 4	50%	98%	Grade 5	50%	98%
Grade 5	93%	98%	Grade 5	44%	98%	Grade 6	51%	97%
Grade 6	91%	97%	Grade 6	44%	97%	Grade 7	51%	97%
Grade 7	93%	98%	Grade 7	52%	98%	Grade 8	51%	98%
Grade 8	93%	98%	Grade 8	48%	94%	Earth Science	50%	98%
Grade 9	44%	98%	Secondary Math 1	38%	94%	Biology	36%	98%
Grade 10	46%	97%	Secondary Math 2	23%	97%	Chemistry	47%	97%
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Report generated: 11/03/2014 9:24:00 PM AET

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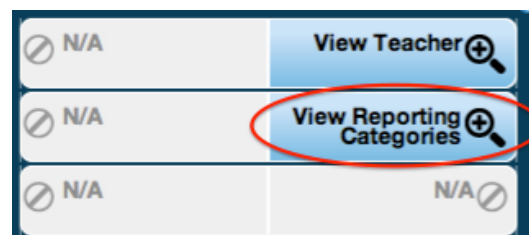
10. **Exporting:** At almost every screen you are able to export the data into an excel file. By exporting the data you can more easily sort and the data.

## Viewing by Reported Categories

1. After selecting test and grade level or subject, click on the percent proficient (Steps 1-9). You will then need to select a teacher\*.

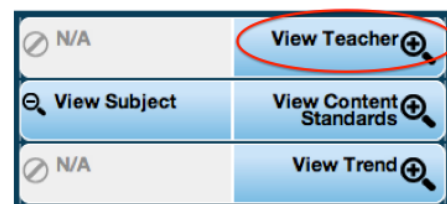
\* In the Secondary schools, teachers who administered the SAGE exam are listed under all subject matters that were tested at the given grade level. For example, a 7<sup>th</sup> grade science teachers name will appear under the 7<sup>th</sup> grade math and 7<sup>th</sup> grade ELA test. The proficiency scores for the science teacher under the math and ELA tests refer to the proficiency rates of the students that were in the science teacher's classes. Depending on how special educators classes are entered into Skyward it is possible that co-taught class data will be under both the special educator and general educator.

2. After you select the teacher click on reported categories.

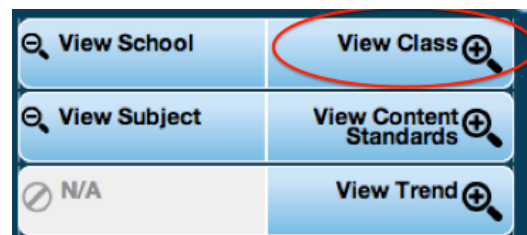


3. The reported categories are broken down by State, District, and school. Click on View Teacher to see individual teacher data on each reported category.

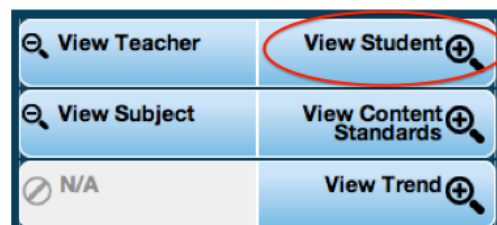
<b>Mathematics</b>	<b>337</b>
Operations and Algebraic Thinking	334
Number and Operations in Base Ten	340
Number and Operations - Fractions	341
Measurement and Data & Geometry	333



3. To view by specific class click on View Class















4. To view reported categories click on View Student



5. Strength & Weakness Indicator – Symbols are available on individual reports and teacher reports. The indicators are only relative to the individual student or teacher data.

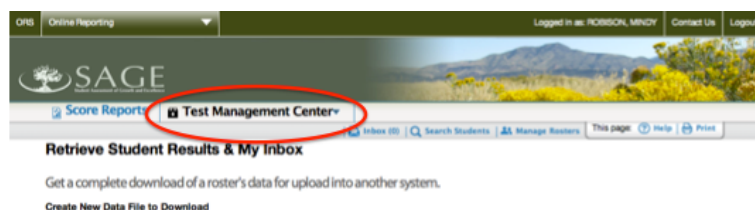
### Legend: Strength And Weakness Indicator

	Better than performance on the test as a whole		Similar to performance on the test as a whole
	Worse than performance on the test as a whole		Too Few Items or Too Few Students

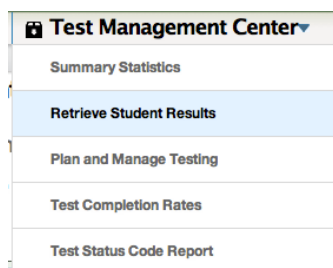
Reporting Categories		
Reporting Category	Scale Score	Relative Strength and Weakness Indicator
Chemical and Physical Changes	929	
Processes that Reshape Earth's Surface	929	
Magnetism	892	
Electricity	853	
Inheritance of Traits	856	
ILO1 Science Process and Thinking	868	
ILO3 Science Concepts and Principles	907	
ILO4 Scientific Communication	920	
ILO5/6 Social and Historical Aspects of Science and Nature of Science	888	

## Downloading School/Class Data

1. On the main page, click on Test Management Center



2. Click on Retrieve Student Results



3. Step 1 – This step allows you to narrow down the data you want downloaded into one file. Choose the grade or grades. Determine if you want an Excel or CSV file, and filter by Ethnicity, Special Education, or LEP.

Step 2: Select School.

### Retrieve Student Results & My Inbox

Get a complete download of a roster's data for upload into another system.

Create New Data File to Download

#### Step 1: Choose What

Test:	<input type="text" value="SAGE Summative"/>
Administration:	<input type="text" value="Summative 2013-2014"/> <input type="button" value="Date Range"/>
Tested Grade:	<input type="text" value="All Grades"/>
Download Format:	<input type="text" value="Excel"/>
Filter By:	<input type="text" value="ALL"/>

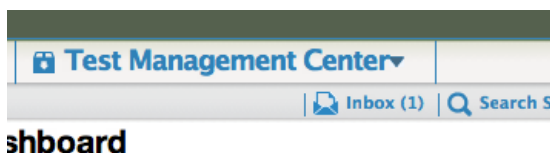
#### Step 2: Choose Who

Lea	<input type="text" value="CANYONS DISTRICT (42)"/>
School	<input type="text" value="All"/>

4. The following pop-up will appear and an email will be sent when your file is ready to download. When you receive the email it will give instructions to download your file – the easiest way is to just login to SAGE and it will be available in your inbox.

#### Please Note

Your download has been queued. You will receive an email when your download is ready.



shboard