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

9. Select grade level or subject

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 7th grade science teachers name will appear under the 7th grade math and 7th 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.

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

<table>
<thead>
<tr>
<th>Reporting Category</th>
<th>Scale Score</th>
<th>Relative Strength and Weakness Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical and Physical Changes</td>
<td>929</td>
<td></td>
</tr>
<tr>
<td>Processes that Reshape Earth’s Surface</td>
<td>929</td>
<td></td>
</tr>
<tr>
<td>Magnetism</td>
<td>892</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>853</td>
<td></td>
</tr>
<tr>
<td>Inheritance of Traits</td>
<td>855</td>
<td></td>
</tr>
<tr>
<td>ILO1 Science Process and Thinking</td>
<td>868</td>
<td></td>
</tr>
<tr>
<td>ILO3 Science Concepts and Principles</td>
<td>907</td>
<td></td>
</tr>
<tr>
<td>ILO4 Scientific Communication</td>
<td>920</td>
<td></td>
</tr>
<tr>
<td>ILO5/6 Social and Historical Aspects of Science and Nature of Science</td>
<td>888</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.