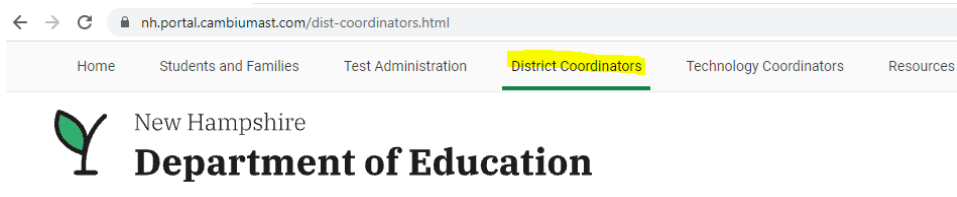


# New Hampshire Statewide Assessment (NH SAS)

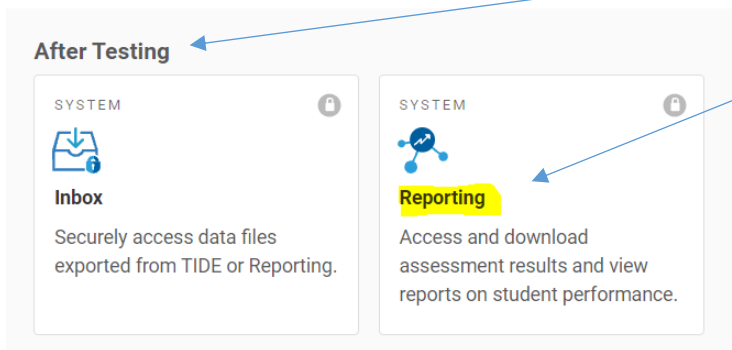
## How to Generate and Print Individual Student Reports (ISR)

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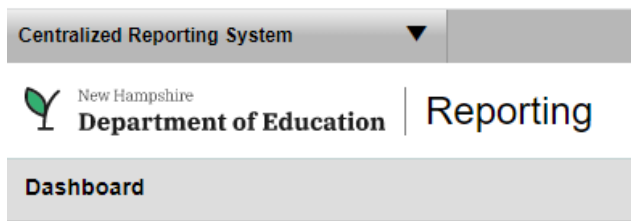
1. Navigate to the [NH SAS portal](#)
2. Choose District Coordinators or Test Administration



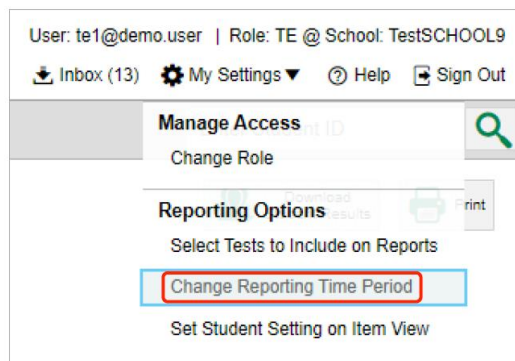
3. Scroll down to bottom of the page – locate **After Testing** and select the **Reporting** icon



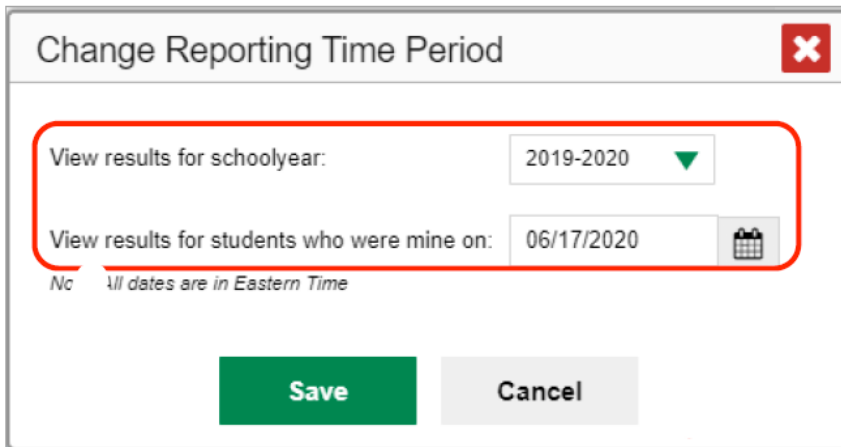
4. The Login page will appear
  - o Enter your TIDE username and password. If you have not yet reset your password for this school year, click 'Request new one for this school year' and follow prompts.
5. You will now see the Reporting Dashboard (Centralized Reporting System)



6. At top right hand corner of screen, from the **My Settings** menu:
  - o Select **Change Reporting Time Period** from dropdown menu



7. The **Change Reporting Time Period** window appears. Select school year from the dropdown menu and click Save.



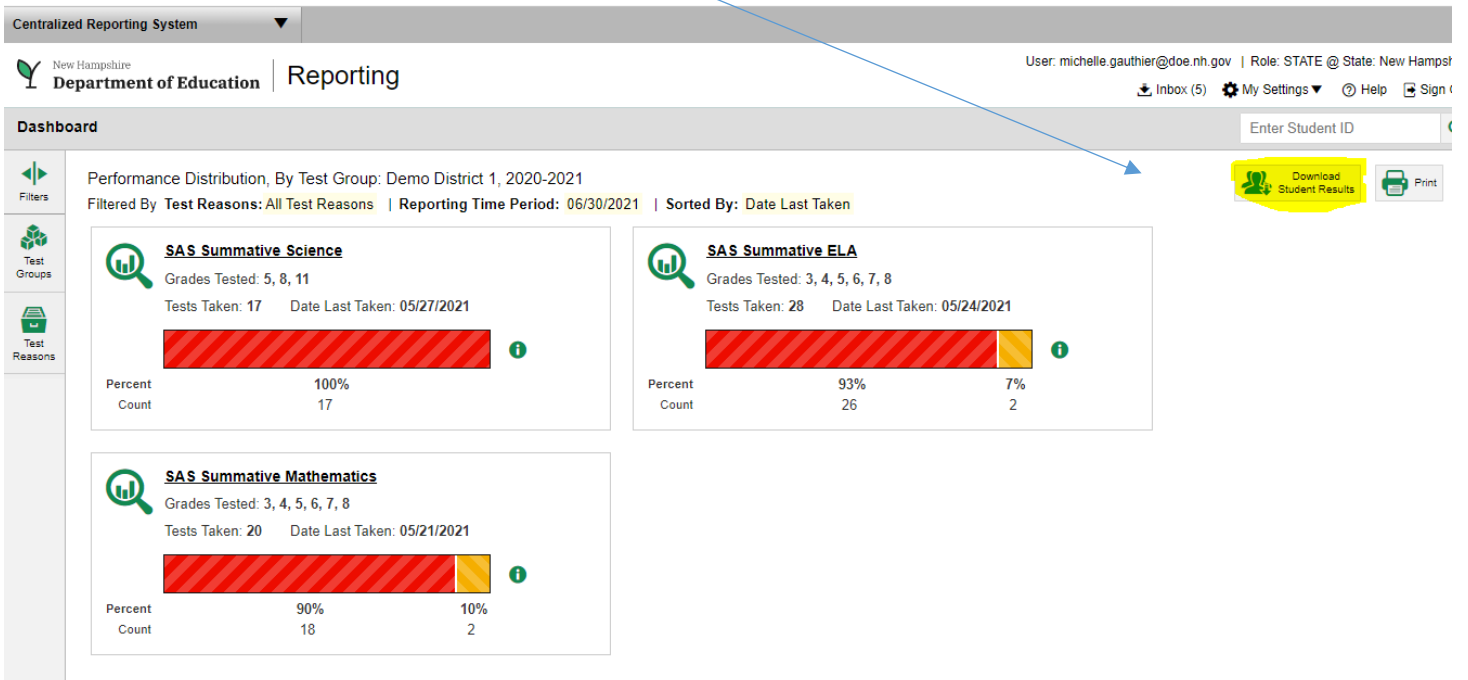
The dialog box titled "Change Reporting Time Period" has a red close button in the top right corner. It contains two input fields: "View results for schoolyear:" with a dropdown menu set to "2019-2020", and "View results for students who were mine on:" with a date field set to "06/17/2020" and a calendar icon. Below these fields is a note: "No All dates are in Eastern Time". At the bottom are two buttons: "Save" (green) and "Cancel" (grey).

If needed, in the 'View results for students who were mine on' field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy (06/30/2021). You will be viewing all the students who were associated with you on that date, and only those students.

- To view your current students' past performance, keep the date set to today.
- To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

Click **Save**. All reports are now filtered to show only data for the selected school year and date.

8. Then, select **Download Student Results** icon



The screenshot shows the "Reporting" dashboard in the Centralized Reporting System. The header includes the New Hampshire Department of Education logo and the user "michelle.gauthier@doe.nh.gov". The dashboard title is "Performance Distribution, By Test Group: Demo District 1, 2020-2021". It is filtered by "Test Reasons: All Test Reasons", "Reporting Time Period: 06/30/2021", and "Sorted By: Date Last Taken". There are three data cards for "SAS Summative Science", "SAS Summative ELA", and "SAS Summative Mathematics". Each card shows a bar chart with a red section for the percentage of students and a yellow section for the remaining percentage. A "Download Student Results" icon is highlighted in yellow in the top right corner of the dashboard.

Test Group	Grades Tested	Tests Taken	Date Last Taken	Percent	Count
SAS Summative Science	5, 8, 11	17	05/27/2021	100%	17
SAS Summative ELA	3, 4, 5, 6, 7, 8	28	05/24/2021	93%	26
SAS Summative Mathematics	3, 4, 5, 6, 7, 8	20	05/21/2021	90%	18

9. You will now see the **Student Results Generator**

- Select Test Reasons – see example below. Click **Next** when done

The screenshot shows the 'Student Results Generator' window. At the top right, there is a search bar labeled 'Enter Student ID'. The main area is divided into three vertical panels. The first panel, '1. Select Test Reasons', contains a list of options: 'All Test Reasons' (unchecked), 'Spring 2021 (SAS Summative)' (checked), and 'Unassigned' (unchecked). A yellow 'Next' button is at the bottom right of this panel. The second panel, '2. Select Assessments', is currently empty. The third panel, '3. Select Students', shows 'Students: 0' and 'ISRs: 0'. It contains options for 'Report Type' (Individual Student Report selected, Student Data File unselected), 'Report Format' (Single PDF selected, Multiple PDFs in a ZIP file unselected), and 'PDF Type' (Simple unselected, Detailed selected). At the bottom right of the third panel are 'Generate' and 'Cancel' buttons.

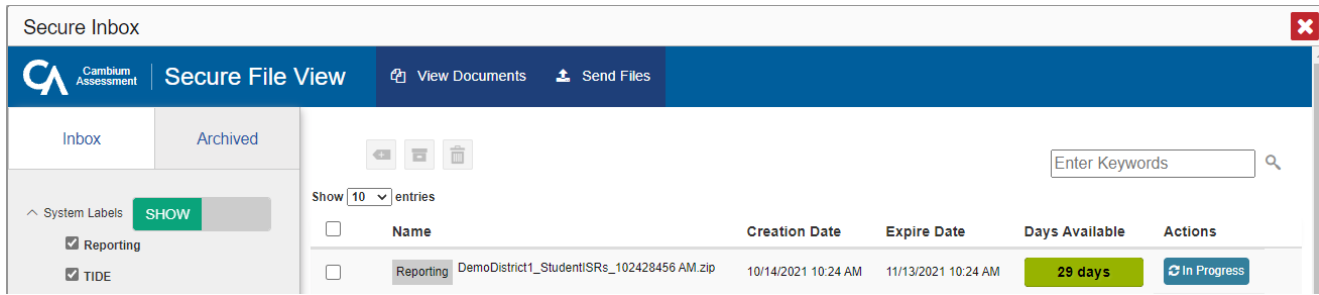
10. Next, Select the assessments – see screenshot below. Click **Next** when done.

The screenshot shows the 'Student Results Generator' window. The first panel, '1. Select Test Reasons', is now collapsed. The second panel, '2. Select Assessments', contains a list of options: 'All Subjects' (checked), 'ELA' (checked), 'Mathematics' (checked), and 'Science' (checked). 'Previous' and 'Next' buttons are at the bottom of this panel. The third panel, '3. Select Students', shows 'Students: 0' and 'ISRs: 0'. It contains options for 'Report Type' (Individual Student Report selected, Student Data File unselected), 'Report Format' (Single PDF selected, Multiple PDFs in a ZIP file unselected), 'PDF Type' (Simple unselected, Detailed selected), and 'Supplemental Materials' (Do Not Include unselected, Include selected). At the bottom right of the third panel are 'Generate' and 'Cancel' buttons.

11. Select students and click **Generate**

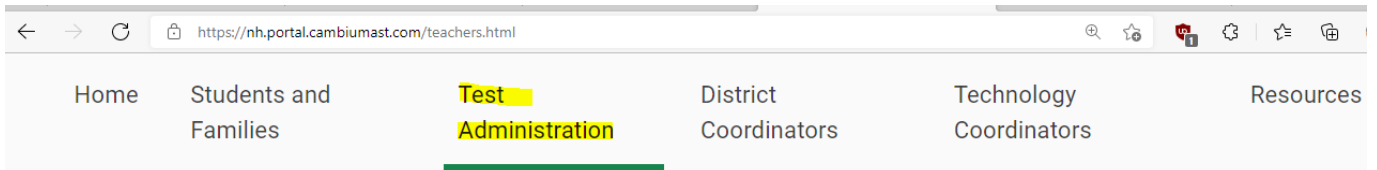
The screenshot shows the 'Student Results Generator' window. The first panel, '1. Select Test Reasons', is collapsed. The second panel, '2. Select Assessments', is collapsed. The third panel, '3. Select Students', contains a list of options: 'All Students' (checked), 'Demo School 1' (checked), and 'Demo School 2' (checked). A 'Filters' dropdown and a 'Previous' button are at the top of this panel. The right panel, '4. Generate Report', shows 'Students: 49' and 'ISRs: 49'. It contains options for 'Report Type' (Individual Student Report selected, Student Data File unselected), 'Report Format' (Single PDF selected, Multiple PDFs in a ZIP file unselected), 'PDF Type' (Simple unselected, Detailed selected), and 'Supplemental Materials' (Do Not Include selected, Include unselected). At the bottom right of the right panel, the 'Generate' button is highlighted with a hand-drawn circle.

12. Individual student score reports will be available in your secure **Inbox** to print



Or, access the secure **Inbox** from the [NH SAS portal](#):

➤ Select **Test Administration**



➤ Scroll down to bottom of page. Select **Inbox** from the After Testing menu

