

How to View Summative Assessment Target Group Reports

The California Educator Reporting System (CERS) provides interim assessment data and summative assessment data for the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC). Customizable reports are available to view or download by following the instructions in this quick reference guide. If you experience any difficulties accessing these reports, contact your local educational agency or site test coordinator.

- 1 Navigate to <https://www.caaspp.org> or <https://www.elpac.org>.
- 2 Select the **California Educator Reporting System (CERS)** button.
- 3 Log on to CERS using your Test Operations Management System username and password.

- 4 Select the **Custom Aggregate Report** button.

A blue rectangular button with a white grid icon on the left and the text "Custom Aggregate Report" in white.

- 5 Select the **Target Report** button.

A light blue rectangular button with a thin border and the text "Target Report" in dark blue.

i *Target reports are only available for the Smarter Balanced Summative Assessments.*

- 6 Enter the desired **School** or **District** in the appropriate field.
- 7 Select the desired assessment attributes including the subject, grade, and year for the report.
- 8 Select **Subgroups** and **Advanced Filters** if desired.
- 9 Enter a name for the report.
- 10 Select the **Create Report** button.

- 11 To download the report, select the **Export** button, which will provide this option.

A light blue rectangular button with a thin border, a download icon on the left, and the text "Export" in dark blue.