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.

i *Users assigned the role of educator will not have access to the **Custom Aggregate Report** button. This button is available on the Administrator Tool Bar.*

5 Select the **Target Report** button.

i *Target reports are only available for the Smarter Balanced Summative Assessments. Target reports are unavailable for the 2019–20, 2020–21, and 2021–22 administrations. Confirm that there are no results in CERS for 2019–20 before testing was stopped.*

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 Check required attributes before generating report.

9 Enter a name for the report in the **Report Name** field.

10 Select the **Create Report** button.

11 Select the **Export button** to download the report.