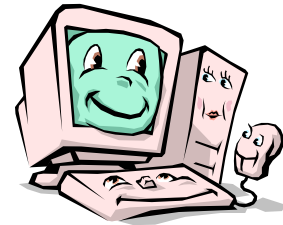


CSAP Performance Analyzer







Before you start, you need:

1. a PC that is connected to the PSD Network and Internet Explorer (5.5 or higher)
2. an active Keystone account to access CSAP Analyzer



CSAP Analyzer provides access to information regarding all students in Poudre School District. Please protect the confidentiality of all students.

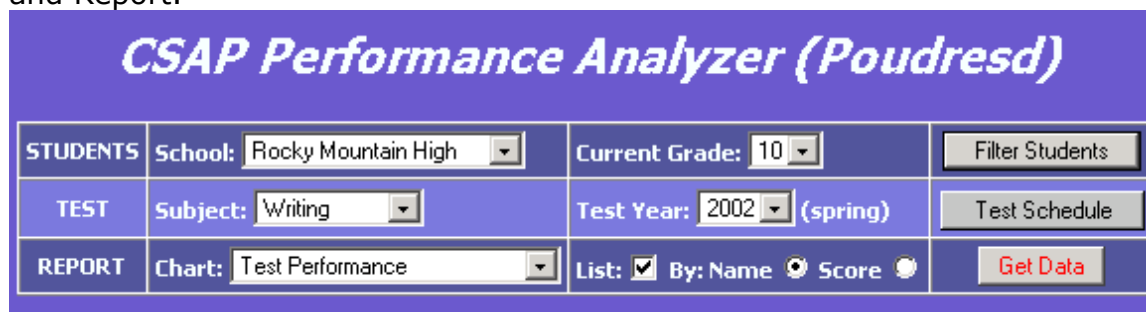
Getting there...

<p>Turn on your computer, log in using your PSDnet account, and launch the Internet Explorer web browser.</p>	 Internet Explorer
<p>Go to the PSD Home Page.</p>	
<p>Click on the Intranet tab, located on the top menu.</p>	
<p>Enter your employee security information.</p>	
<p>Click on the <u>Student Information Systems</u> link from the left menu.</p>	
<p>Click on the <u>CSAP Analyzer</u> link under the Applications heading.</p>	<ul style="list-style-type: none"> • CSAP Analyzer (Password Required)
<p>Enter your PSDnet username (the username you use when logging on to your computer) and choose "Production."</p>	

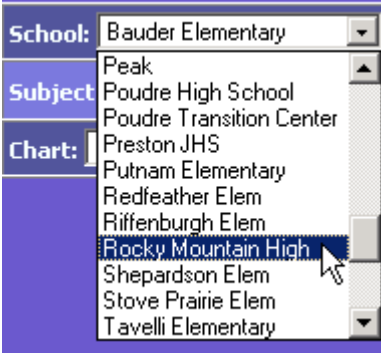
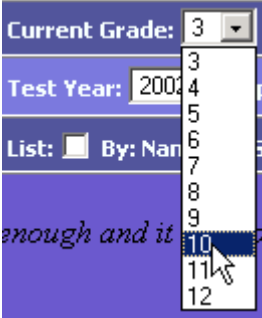
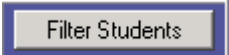
Click "Enter."	
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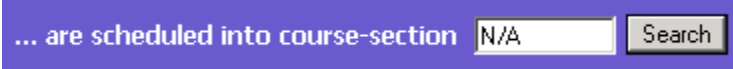
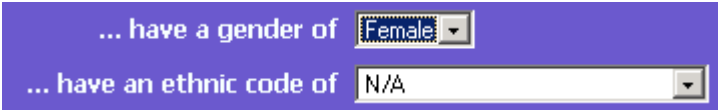
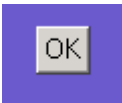
Now that you're in...

The CPA Control Panel has 7 controls, divided into 3 areas: Students, Test, and Report.

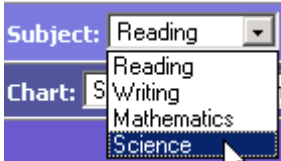
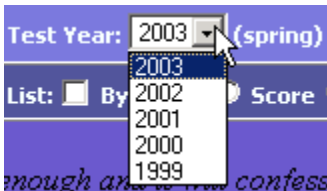
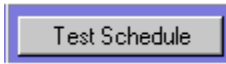


STUDENTS

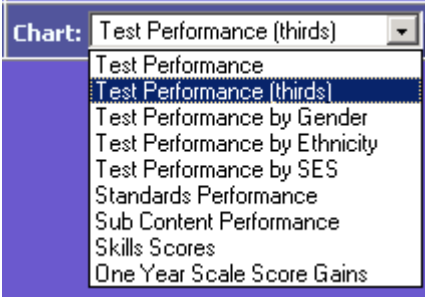





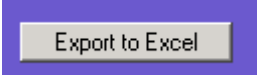
<p>In the "STUDENTS" row, find the "School" drop-down menu and choose Rocky Mountain High School.</p>	
<p>In the "Current Grade" field, select the appropriate grade level of the students you would like to include in your report.</p>	
<p>Click "Filter Students" in order to select specific criteria regarding your student groups.</p>	

<p>Once within the Filter options page, click "Search" to add the courses/students you wish to view.</p>	
<p>Click on additional sorting fields (gender, etc.) to specify the criteria of the student population you would like to view.</p>	
<p>Click "OK."</p>	

TEST

<p>In the "TEST" row, find the "Subject" drop-down menu and choose the appropriate subject.</p>	
<p>Next, find the "Test Year" drop-down menu and select the year for the CSAP test results you would like to view.</p>	
<p>If you are not sure about which tests were administered in a specific year, click "Test Schedule" for a chart.</p>	

REPORT

<p>In the "REPORT" row, find the "Chart" drop-down menu and select the type of analysis to be performed on the data.</p>	 <p>The screenshot shows a dropdown menu titled "Chart:" with the following options: Test Performance, Test Performance (thirds) (highlighted), Test Performance by Gender, Test Performance by Ethnicity, Test Performance by SES, Standards Performance, Sub Content Performance, Skills Scores, and One Year Scale Score Gains.</p>
<p>If you would like a list of students in addition to the chart, check the "List" option.</p>	 <p>The screenshot shows a checkbox labeled "List:" which is checked.</p>
<p>You may use the radio buttons to sort the students by name or test score. The default is to sort by test score.</p>	 <p>The screenshot shows two radio buttons under the label "By:". The "Name" radio button is selected, and the "Score" radio button is unselected.</p>
<p>Click "Get Data" when you are ready to view your report.</p>	 <p>The screenshot shows a button labeled "Get Data".</p>
<p>On most charts, placing your mouse cursor on a column or bar will display additional information about that statistic. Click on the  icon to report specific test results for a single student.</p>	 <p>The icon shows a hand cursor pointing to a bar chart with three bars of increasing height.</p>
<p>To export the data to an Excel spreadsheet, click on the Export to Excel button ... that's it!</p>	 <p>The screenshot shows a button labeled "Export to Excel".</p>