



## **MCAP Government and LS MISA Reporting Guide**

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2025 – 2026 MCAP Government & LS MISA Test Administrations  
*Updated September 12, 2025*



## **Important Contact Information and Resources**

If you experience any difficulty accessing the MCAP Government and LS MISA Portal, see the Portal user guide, which is available on the [Maryland Help & Support page](#).

If you experience any difficulty downloading or installing the kiosk, contact Cognia Technical Support at [LSMISA.GovHelpDesk@cognia.org](mailto:LSMISA.GovHelpDesk@cognia.org) or (866) 207-8804.

For questions about the latest administration or other technical information, contact the Cognia Maryland Service Desk at [LSMISA.GovHelpDesk@cognia.org](mailto:LSMISA.GovHelpDesk@cognia.org) or (866) 207-8804

For questions or information regarding MCAP government and LS MISA policy and testing procedures, contact the Maryland State Department of Education at (410) 767-0083

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## I. Introduction

MCAP Government and LS MISA reports are provided by the Data Interaction reporting platform. Users can search for, view, and analyze student records and results for both assessments.

For more information on assessments, please refer to the [MCAP Government and LS MISA Help & Support page](#).

Users can use the search feature to find records for an individual student or look at all students within a school or LEA on a roster report. The data tools provided in Data Interaction allow a user to review common analytics such as summary statistics, distribution frequencies, and cross-tabs.

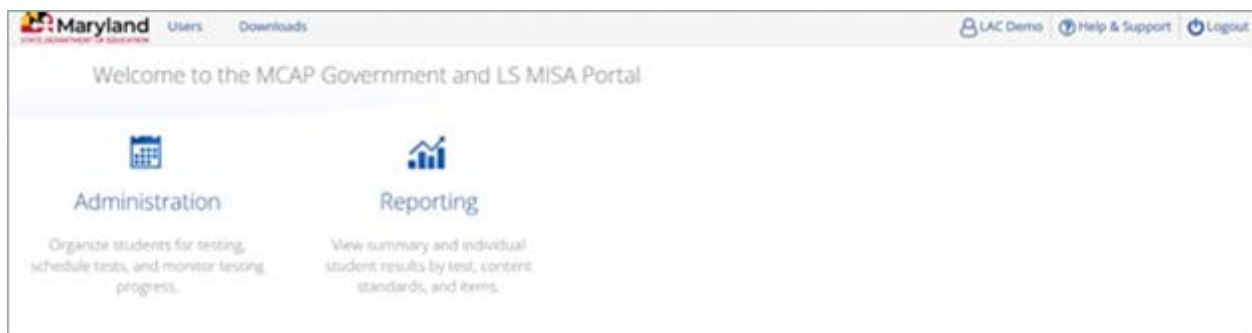
In addition to the student level results displayed in the roster and individual student reports, summary level information will be provided. In the summary reports, users will have the ability to disaggregate results and view statistics in graphical views

If you experience any difficulty accessing the MCAP Government and LS MISA Portal, contact the Cognia Service Desk at [LSMISA.GovHelpDesk@cognia.org](mailto:LSMISA.GovHelpDesk@cognia.org) or (866) 207-8804.

## II. Getting Started

### A. Accessing Reporting

The Reporting component can be accessed in the **MCAP Government and LS MISA Portal**.



Access to Reporting is granted based on your assigned role and organization(s). Refer to the Roles & Responsibilities table in the *Portal User Guide*, which is available on the [MCAP Government and LS MISA Help & Support page](#).

## B. High Level Navigation Options



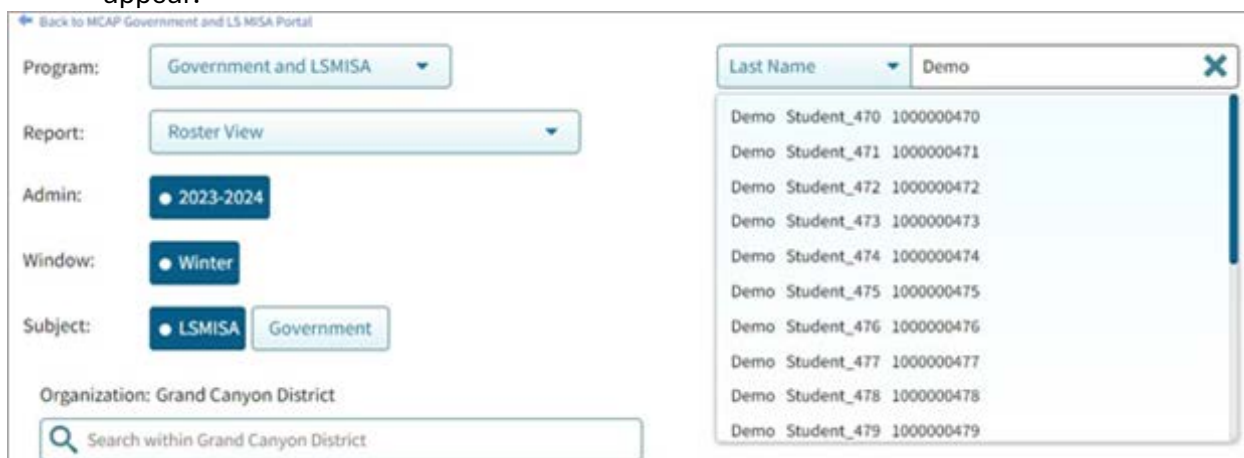
1. The MSDE icon serves as a Home link. This link will redirect you to the reporting home page.
2. The Back to Portal link will redirect you back to the MCAP Government and LS MISA Portal home page.
3. Shared Reports: This button will open the Shared Reports menu, containing any reports that have been shared with your organization(s).
4. Download Center: This button will open the Download Center, containing any queued PDFs requested and the Static PDFs.
5. Help: This button will open a new window containing the MCAP Government and LS MISA Reporting User Guide.
6. Saved Reports: This button will open the Saved Reports menu.
7. User Dropdown Menu: This button will provide access to the logout link

## C. Student Search

The Student Search feature provides access to individual student results for all students who have tested in your LEA or school for the selected program.

From the reporting home page:

1. Select the desired program from the drop-down menu.
2. Use the Student Search drop-down menu to select Last Name, First Name, or State Student ID, and enter the search criteria in the text box provided, a list of potential matches will appear.



3. Selecting a student from the list of potential matches will take you to a cumulative list of that student's test results.

The screenshot shows the 'Student Search Cumulative Report' for 'Demo, Student\_471'. The header includes the Maryland State Department of Education logo, a 'Back to MCAP Government and LS MISA Portal' link, and a 'Demo LAC' dropdown menu. The report lists two test events for the student:

Test Event	District Name	School Name	Student Grade	Scale Score	Performance Level	Test Grade Conversion Scale Score	Letter Grade Equivalent
2023-2024, Winter, Government	Grand Canyon District	Grand Canyon Elementary School	Grade 10	421	Level 2 Developing Learner	70	C
2023-2024, Winter, LSMISA	Grand Canyon District	Grand Canyon Elementary School	Grade 10	721	Level 1 Beginning Learner	59	F

4. Click on a test event in the cumulative search report (e.g., 2023-2024, Winter, Government) to view a detailed individual student report:

The screenshot shows the 'Individual Report' for 'Demo, Student\_471'. The header includes the Maryland State Department of Education logo, a 'Back to MCAP Government and LS MISA Portal' link, and a 'Demo LAC' dropdown menu. The report title is 'Individual Report : Government and LSMISA, Grand Canyon Elementary School, 2023-2024, Winter, Government'. Below the title, it says 'Drill To Selection: Students whose Last Name is Demo, First Name is Student\_471'. The report displays the following information:

**Student Information:**


Field	Value
State Student ID	1000000471
Date of Birth	01/22/2000
District Name	Grand Canyon District
School Name	Grand Canyon Elementary School
Student Grade	Grade 10

**Overall Performance:**


Scale Score	Performance Level
500	Level 1 Beginning Learner

**Social Studies Standards:**

Standard	Performance Level
Standard One: Civics	Beginning Learner
Standard Two: Peoples of the Nation and World	Beginning Learner
Standard Three: Geography	Beginning Learner
Standard Four: Economics	Beginning Learner
Standard Six: Skills and Processes	Beginning Learner

Click on the **Roster** icon  at the top-right of the individual student report to navigate to a roster view and continue your analysis and/or select another student.


## D. Recent Reports

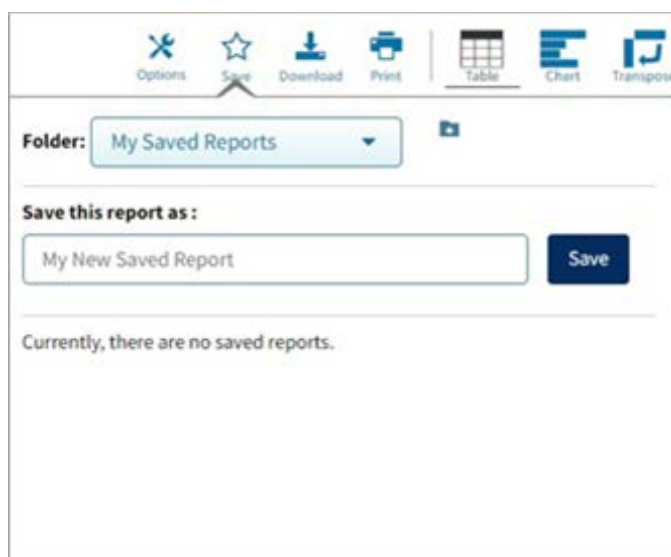
Click on the **Recent** icon  in the top right corner of the Reporting home page to view a list of recently viewed reports. You can select a recent report to jump to the view as described. The program, report title, and list of the columns last viewed will display.



**Note:** Recent reports are temporarily saved based on the program and report type. For example, if you view a Performance Level Summary report for LS MISA and then later view a Performance Level Summary report for MCAP Government, when you click on Recent Reports you will see only the most recent version of the Performance Level Summary report, in this case the LS MISA report. When you change the criteria on a report type, it will overwrite the previous report.

## E. Saved Reports

You can save your Report by clicking on the **Save** icon  in the top right corner of the report. To save a report, first select a folder or add a new folder. Then, name the report and click **Save**. Clicking outside the box or on the save icon will close the window and cancel the save action.



Once the report has been saved, it can be retrieved from any device if you are logged in to the portal with the same credentials. To retrieve a saved report, click on the **Saved Reports** icon button in the

top right section of the page. You will see a list of saved report names; click on the report name and the desired report will open.

**Note:** You are also able to delete reports from the same window by clicking on the trash can icon



## F. Shared Reports

Reports can be shared with users within the organization(s) to which you have access. To share a report, navigate to any report and customize it as desired, for example, you can add scores and/or fields and disaggregate a Summary Report, as shown in the example below:

Maryland STATE DEPARTMENT OF EDUCATION					Demo LAC			
Back to MCAP Government and LS MISA Portal					Options	Save	Download	Print
Performance Level Summary: Government and LSMISA, Grand Canyon District, 2023-2024, LSMISA					Table			
					% in each Performance Level			
					Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner
Group	Admin	Subject	Number Valid	Average Scale Score	%	%	%	%
Grand Canyon District	2023-2024	LSMISA	4	700	25	25	25	25
No Gender Information Specified	2023-2024	LSMISA	1	700	0	0	0	100
Male	2023-2024	LSMISA	1	700	0	0	100	0
Female	2023-2024	LSMISA	1	700	0	100	0	0
Non-Binary	2023-2024	LSMISA	1	700	100	0	0	0

Save the report as described in the section above. From the **Saved Reports** window, click on the **share icon**.

Options
Save
Download
Print
Table
Chart
Transpose

Folder: My Saved Reports

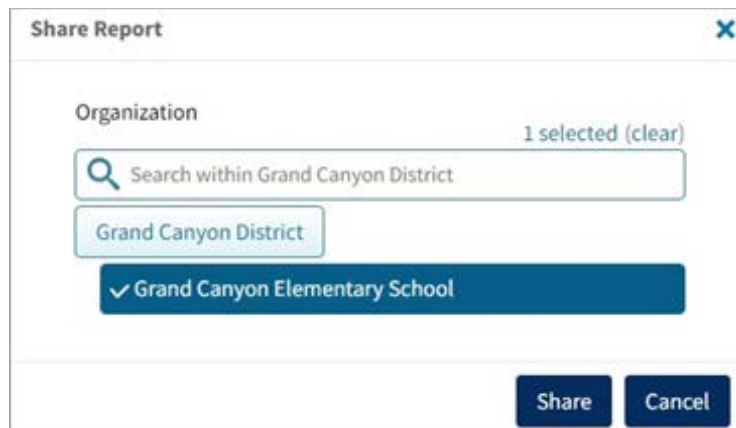
Save this report as :

My New Saved Report
Save

Shared Report Demo

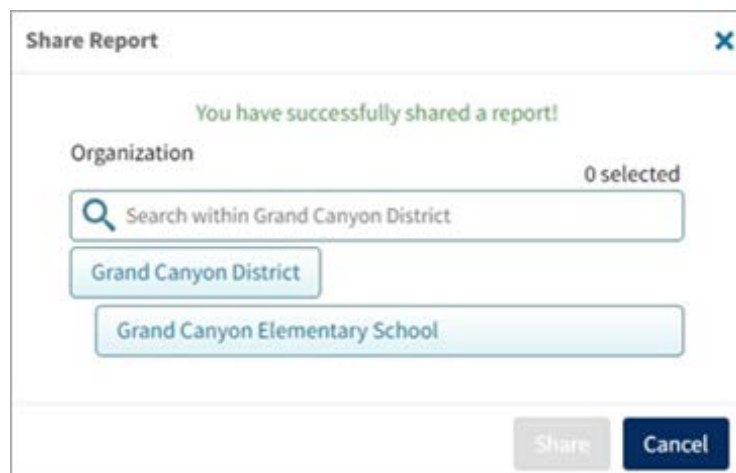


A window will open showing organizations with whom you can share the saved report. Choose any or all **organizations** with whom you want to share the report and click **Share**.



The 'Share Report' dialog box features a title bar with a close button. Below the title bar, the 'Organization' section shows '1 selected (clear)'. A search bar with a magnifying glass icon contains the text 'Search within Grand Canyon District'. Below the search bar, two organization names are listed: 'Grand Canyon District' and 'Grand Canyon Elementary School'. The 'Grand Canyon Elementary School' entry is highlighted with a dark blue background and a white checkmark on the left. At the bottom right, there are two buttons: 'Share' and 'Cancel'.

*Note:* A success message will display once a report has been shared




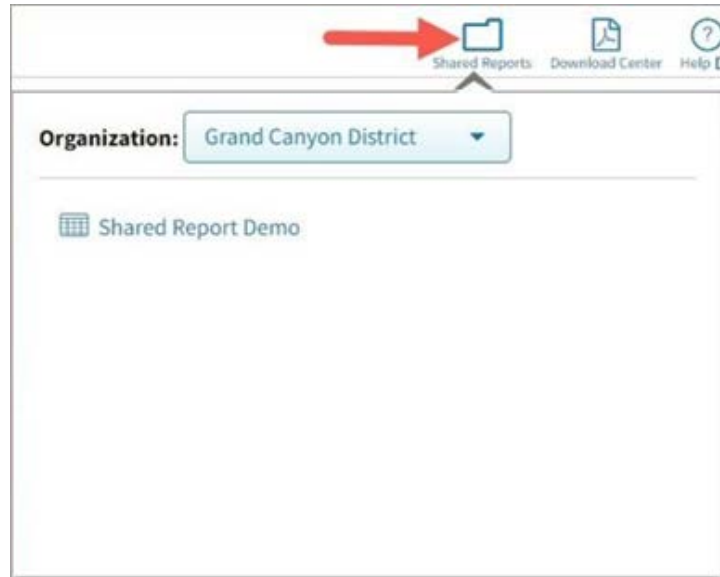
The 'Share Report' dialog box displays a green success message: 'You have successfully shared a report!'. The 'Organization' section now shows '0 selected'. The search bar remains the same. Below the search bar, the same two organization names are listed: 'Grand Canyon District' and 'Grand Canyon Elementary School'. At the bottom right, the 'Share' button is now disabled (grayed out), while the 'Cancel' button remains active (dark blue).

## G. Accessing Shared Reports


Once the report has been shared, users within the organizations you shared with will be able to access the report.

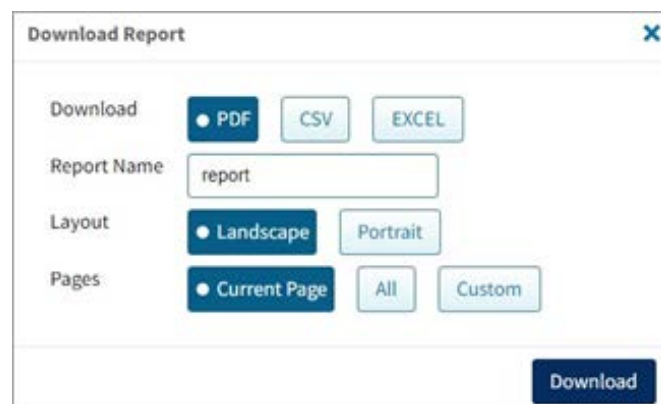
Once a user logs in, they can access reports shared with their organization(s) by clicking on

 in the upper right-hand corner of the header. Upon clicking, a box will open that provides a list of reports that have been shared with the user's organization(s). The desired report may be retrieved by clicking on the report name




## H. Download Reports

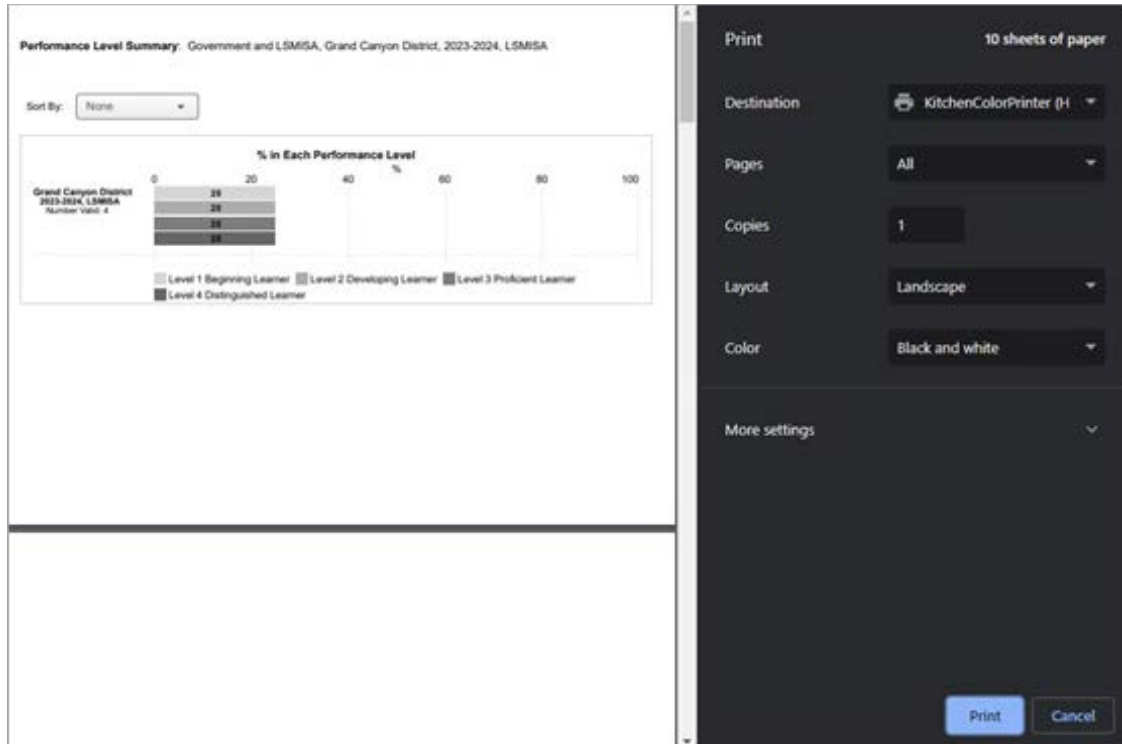
To download a report, click on the **Download** icon  at the top of the report. A pop-up box will appear allowing you to select between three formats (PDF, CSV, or Excel), type your Report Name, select your Layout, and choose which pages to appear. Once your selections are made, click the Download button.

A screenshot of a 'Download Report' pop-up box. The box has a title bar with a close button (X). Inside, there are four sections: 'Download' with three radio buttons for 'PDF', 'CSV', and 'EXCEL'; 'Report Name' with a text input field containing 'report'; 'Layout' with two radio buttons for 'Landscape' and 'Portrait'; and 'Pages' with three radio buttons for 'Current Page', 'All', and 'Custom'. At the bottom right, there is a 'Download' button.

## I. Print Reports



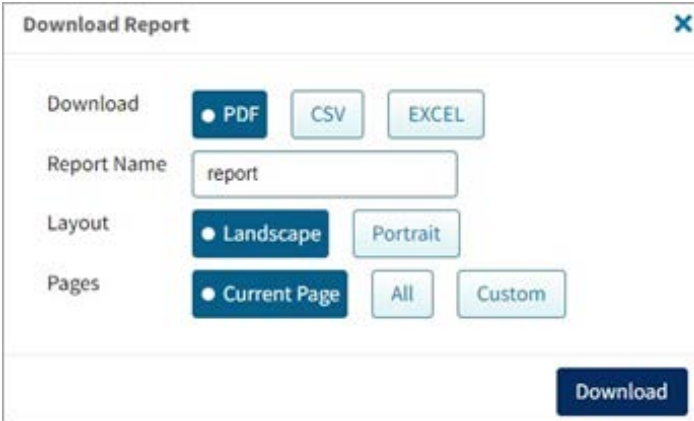
To print a report, click on the **Print** icon  at the top of the report. The print dialog screen will appear based on your browser.



Report information will be printed as displayed in the print preview. If many columns are selected, the printed report may be difficult to read. If so, reduce the number of columns in the report.

## J. Download Center

**Queued PDF** is a feature that allows the user to download several PDFs at a single time. When the download report icon is selected after generating a report, the Download Report box will appear.

A dialog box titled "Download Report" with a close button (X) in the top right corner. It contains four sections: "Download" with buttons for PDF (selected), CSV, and EXCEL; "Report Name" with a text input field containing "report"; "Layout" with buttons for Landscape (selected) and Portrait; and "Pages" with buttons for Current Page (selected), All, and Custom. A "Download" button is located at the bottom right.

Download Report

Download: ☒ PDF ☐ CSV ☐ EXCEL

Report Name:

Layout: ☒ Landscape ☐ Portrait


Pages: ☒ Current Page ☐ All ☐ Custom

Download

When downloaded, if the number of records is greater than 200 for a Roster report, or greater than 100 for Individual Student Reports, you will receive a message like the one below.



## K. Created By Me

To access the report, click on the  [Download Center](#) button in the upper right corner of the portal home page to navigate to the **Download Center**. The **Created By Me** table will appear.

[Back to MCAP Government and LS MISA Portal](#)

Created By Me

Download	Report Name	Status	Date	Pages
	report	Ready	09/01/2023 16:44:13	35

Click the  button to download the generated PDFs to your computer. Open the downloaded file to view your PDFs.

report.pdf 1 / 35 90%

**Roster View: Government and LSMISA, 2023-2024, Winter, LSMISA**

Last Name	First Name	Scale Score	Performance Level
		750	Level 3 Proficient Learner
		745	Level 2 Developing Learner
		741	Level 2 Developing Learner
		737	Level 3 Proficient Learner
		734	Level 3 Proficient Learner
		728	Level 1 Beginning Learner
		722	Level 1 Beginning Learner
		718	Level 3 Proficient Learner
		719	Level 2 Developing Learner
		745	Level 2 Developing Learner
		725	Level 1 Beginning Learner
		734	Level 3 Proficient Learner
		735	Level 3 Proficient Learner
		761	Level 3 Proficient Learner
		749	Level 2 Developing Learner
		737	Level 1 Beginning Learner
		741	Level 2 Developing Learner
		730	Level 1 Beginning Learner
		735	Level 3 Proficient Learner
		730	Level 3 Proficient Learner

## L. Created For Me

In the **Download Center**, the **Created For Me** tab will provide several reports available to download based on your user role, including the LEA Summary of Schools, LEA Performance Level Summary, School Performance Level Summary, Student Roster, Student Labels, and a Student Report. To access, click the **Created For Me** tab in the **Download Center** and the following report table will appear.

Back to HCAF Government and LSMISA Report

Created By Me Created For Me

Program: Government and LSMISA

Report: LEA Summary of Schools

Admin: 2023-2024

Window: Summer Spring Winter

Subject: LSMISA Government

Organization: Grand Canyon District

Search within Grand Canyon District

Grand Canyon District

Download

2024MCAP\_L5-MISA\_LEASummarySummerGC.pdf

1 / 1 — 00% + [ ] [ ]

LEA SUMMARY OF SCHOOLS

CONFIDENTIAL - DO NOT DISTRIBUTE

DEMONSTRATION DISTRICT A  
MARYLAND  
ADMIN 2023

LIFE SCIENCE ASSESSMENT, 2022-2023

PERFORMANCE DISTRIBUTION BY %	NUMBER OF SCHOOLS	AVERAGE SCHOOL SCORE	SCIENCE AND ENGINEERING PRACTICES			LIFE SCIENCE TOPICS																				
			Investigating Practice	Developing Practice	Engaging Practice	Structure and Function	Matter and Energy in Organisms and Ecosystems	Interdependent Relationships in Ecosystems	Interactions and Mechanisms of Change	Evolution and Speciation																
STATE	1,170	408	4	18	80	4	10	86	3	19	79	33	33	34	34	31	35	33	32	35	32	34	34	8	30	59
LEA	102	403	8	13	81	4	13	83	6	22	75	27	41	23	40	28	32	39	26	33	34	37	26	3	38	53
DEMONSTRATION SCHOOL 1	76	401	6	8	85	5	15	80	8	17	77	33	41	28	38	25	27	39	30	38	33	36	30	8	75	25
DEMONSTRATION SCHOOL 2	27	407	11	18	78	4	7	89	7	25	69	44	41	15	44	11	44	37	22	41	37	47	26	3	19	78

1 Beginning Learner (40-49%) 2 Developing Learner (50-59%) 3 Proficient Learner (60-69%) 4 Distinguished Learner (70-79%)

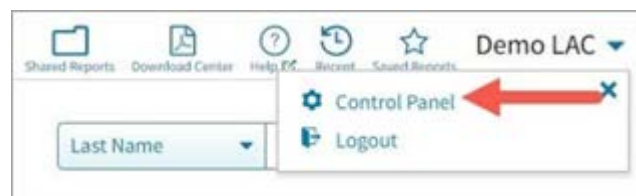
1 Beginning Learner 2 Developing Learner 3 Distinguished and Proficient Learners

This report is NOT for public review. Distribution within your school/district must be in accordance with state and federal privacy laws, and local school board policy.

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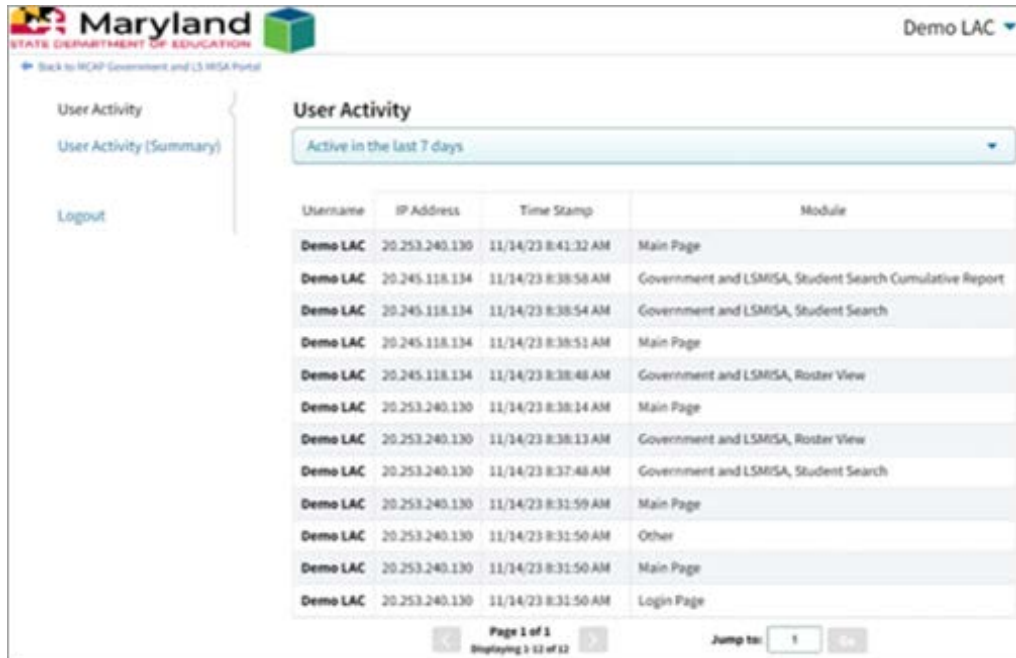
Page 1 of 1

The **Control Panel** provides access to Data Interaction user activity reports. These reports allow users to see who at their organization has been accessing online reporting and the number and types of reports they are viewing for a given time period. To navigate to the **Control Panel**, select the user drop-down in the top right corner of the page and click **Control Panel**.



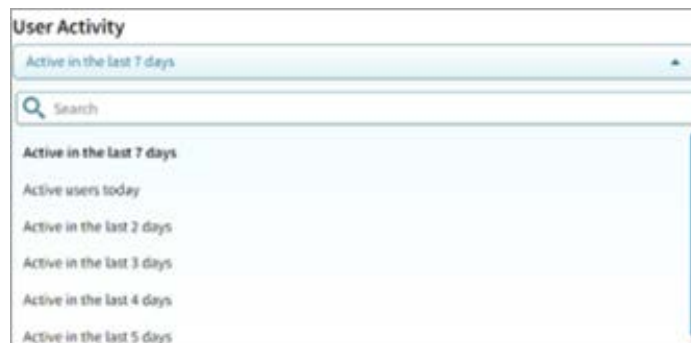
## N. User Activity

View user activity by clicking on the **User Activity** link. By default, user activity for the previous 7 days will be shown. User activity details include username, IP address, time stamp, and module visited.



Username	IP Address	Time Stamp	Module
Demo LAC	20.253.240.130	11/14/23 8:41:32 AM	Main Page
Demo LAC	20.245.118.134	11/14/23 8:38:58 AM	Government and LSMISA, Student Search Cumulative Report
Demo LAC	20.245.118.134	11/14/23 8:38:54 AM	Government and LSMISA, Student Search
Demo LAC	20.245.118.134	11/14/23 8:38:51 AM	Main Page
Demo LAC	20.245.118.134	11/14/23 8:38:48 AM	Government and LSMISA, Roster View
Demo LAC	20.253.240.130	11/14/23 8:38:14 AM	Main Page
Demo LAC	20.253.240.130	11/14/23 8:38:13 AM	Government and LSMISA, Roster View
Demo LAC	20.253.240.130	11/14/23 8:37:48 AM	Government and LSMISA, Student Search
Demo LAC	20.253.240.130	11/14/23 8:31:59 AM	Main Page
Demo LAC	20.253.240.130	11/14/23 8:31:50 AM	Other
Demo LAC	20.253.240.130	11/14/23 8:31:50 AM	Main Page
Demo LAC	20.253.240.130	11/14/23 8:31:50 AM	Login Page

To view user activity details for a different period of time, click on the drop-down menu and make a different time window selection.



User Activity

Active in the last 7 days

Search

Active in the last 7 days

Active users today

Active in the last 2 days

Active in the last 3 days

Active in the last 4 days

Active in the last 5 days

## O. User Activity (Summary)

The **User Activity (Summary)** report shows summary-level data for user activity within the reporting component. There are four tabs within the report: Summary, By User, By Report, and By Organization.

The **Summary** tab shows three metrics:

- **# of Unique Logins:** The number of unique users that logged in for the given time period. A single user that logs in multiple times in one day will be counted once.
- **# of Total Logins:** The number of total logins for a given time period. A single user that logs in five times in one day will be counted five times.
- **# of Reports Accessed:** The total number of reports that were accessed for a given time period

Additionally, users are able to select one of four displays for each metric: Daily, Weekly, Monthly, and Yearly. Daily and Weekly metrics will be shown as a bar graph while Monthly and Yearly will be shown in a table. Users can mouse hover on the bars within the Daily and Weekly view to see exact numbers.





The **By User** tab allows users to see summary statistics for site usage by user. The information shown can be filtered by date range or username. The following pieces of information can be seen in this tab:

- User: Username
- Home Orgs: a list of orgs that the user belongs to
- Role: the level of user access
- Login Page: the number of times a user logged in
- Report Page: the number of reports a user generated
- Main Page: the number of times a user navigated to the home page (excluding initial login)
- Other: the number of times a user accessed a page other than the three previously mentioned pages.

**User Activity (Summary)**

Summary By User By Report By Organization

Page Views

Date Range: 08/22/2023 to 09/05/2023 Filter by Username Filter

Username	Home Orgs	Role	Login Page	Report Page	Main Page	Other
Demo LAC	Grand Canyon District	Admin	2	4	10	4

Page 1 of 1  
Displaying 1-1 of 1

Jump to: 1 Go

The **By Report** tab gives users insight into which reports are most commonly created at their organization(s). The information in this table can be filtered by program, report, and date range. This view shows four pieces of information:

- Program: the test the report was being generated for
- Report: the generic name of the report being generated
- Report Type: the type of report being generated (e.g., roster, summary, etc.)
- Count: the number of times this report was generated

**User Activity (Summary)**

Summary By User By Report By Organization

Program: Any Report: Any Date Range: 08/22/2023 to 09/05/2023

☐ Disaggregate by Page Views

Program	Report	Report Type	Count
Government and LSMISA	Performance Level Summary	summary	4

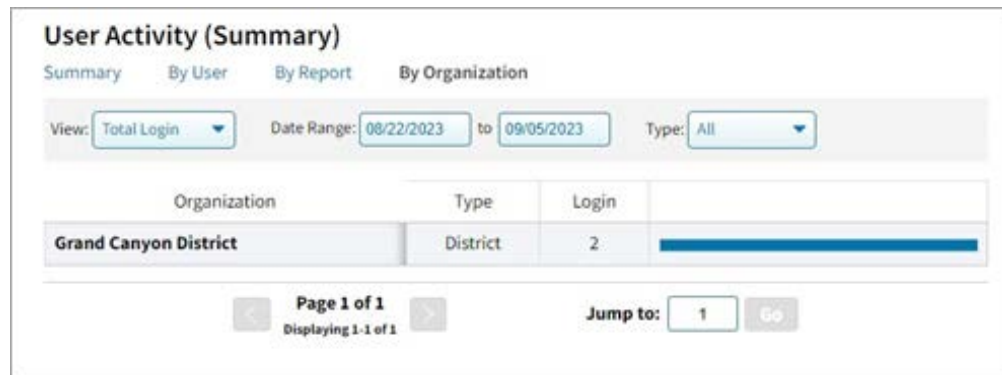
Page 1 of 1  
Displaying 1-1 of 1

Jump to: 1 Go

Users also have the option to select the **Disaggregate by Page Views** checkbox to add the report views that the user was accessing, such as chart view versus table view.

The **By Organization** tab allows users to view usage statistics based on the organization that the user belongs to. The data in this table can be filtered by view, date range, and org type. This view shows four pieces of information:

- Organization
- Type: the org-level of the organization (state, district, or school)
- View (Login, Report, Main, Other): the number of times that organization accessed the selected page.
- Bar Visual: a visual representation of the data provided in the View column.



### III. Working with Summary Reports

There are two types of summary reports available in the reporting component for MCAP Government and LS MISA.

1. Performance Level Summary provides school, LEA, and state group performance data in a table or graphical format and allows customization using various summary statistics. (e.g., number of students tested, average scale score, etc.)
2. Performance Level Summary By Window provides the same data as the Performance Level Summary report but allows the user to specify the testing window

#### A. Generating a Summary Report

The screenshot shows the Maryland State Department of Education reporting interface. At the top, there is a header with the Maryland logo and navigation links: Shared Reports, Download Center, Help, and Saved Reports. A user profile dropdown shows 'Demo LAC'. Below the header, there are six numbered steps for generating a report:

1. Program: A dropdown menu with 'Government and LSMISA' selected.
2. Report: A dropdown menu with 'Performance Level Summary' selected.
3. Admin: A dropdown menu with '2023-2024' selected.
4. Subject: Two buttons, 'LSMISA' (selected) and 'Government'.
5. Organization: A search box with 'Search within Grand Canyon District.' and a list of organizations. 'Maryland' is selected, and 'Grand Canyon District' is highlighted in the list. Below it, 'Grand Canyon Elementary School' is listed.
6. Get Report: A blue button to generate the report.

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data is available.
4. Select a Subject.
5. Use the **Organization** menu to select a District or School(s) to which you have access.
6. Click **Get Report** to generate a report with the default selections. Reports can be customized on the next page

The report page displays the report data. The selected parameters appear at the top of the page

Maryland  
STATE DEPARTMENT OF EDUCATION

Help
Demo LAC

Back to MCAP Government and LSMISA Portal

Performance Level Summary: Government and LSMISA, 2023-2024, LSMISA

Options
Save
Download
Print
Table
Chart
Transpose

Group	Admin	Subject	Number Valid	Average Scale Score	% in each Performance Level			
					Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner
					%	%	%	%
Grand Canyon District	2023-2024	LSMISA	4	700	25	25	25	25
Grand Canyon Elementary School	2023-2024	LSMISA	4	700	25	25	25	25

Page 1 of 1
Jump to: 1

## B. Viewing Options

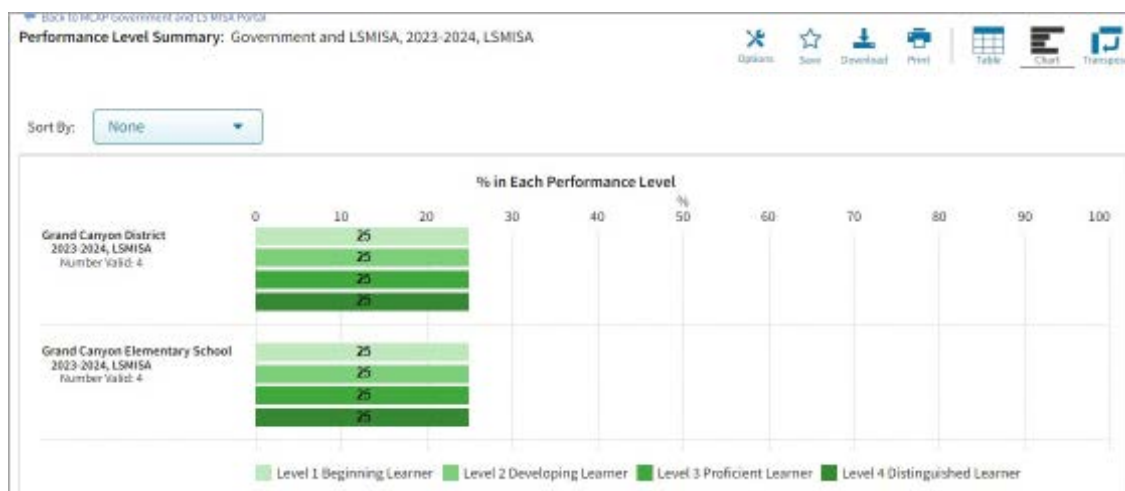
Select one of the available buttons to change to a chart or transpose view of your selected data options.

(Note: Table is the default view shown above).

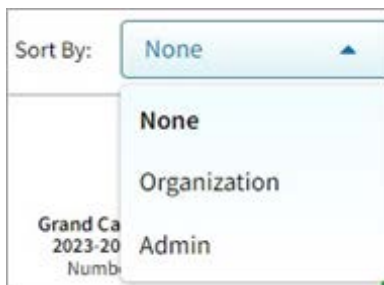


### Chart View:

Select the Chart button to view a graphical representation of the selected data:



**Note:** When in Chart View, you can choose to sort the table by Organization or Admin using the **Sort By:** drop-down menu.



### Transpose View:

Select the Transpose button to view a transposed view of your selected data options (columns rearrange to rows):



Back to MCAP Government and LS MISA Portal

Performance Level Summary: Government and LSMISA, 2023-2024, LSMISA

Options Save Download Print Table Chart Transpose

Group	Subject	Admin	Number Valid	Average Scale Score	% in each Performance Level			
					Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner
					%	%	%	%
Grand Canyon District	LSMISA	2023-2024	4	700	25	25	25	25
Grand Canyon Elementary School	LSMISA	2023-2024	4	700	25	25	25	25

## C. General Functionality

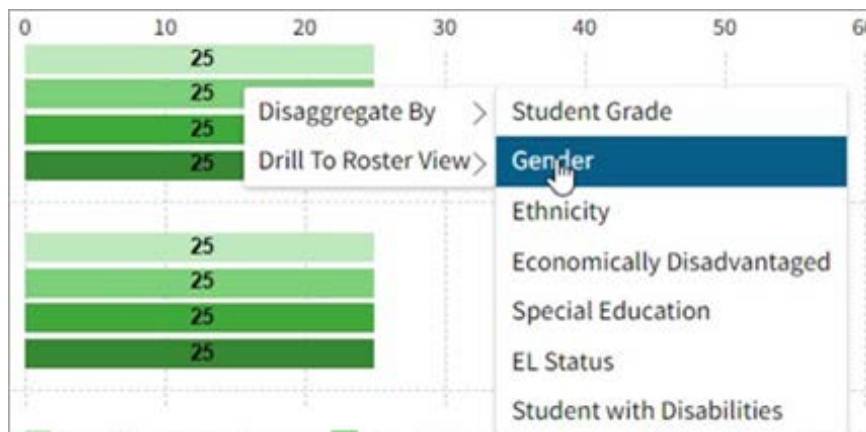
- Clicking on a group's name will allow you to disaggregate the group or drill to a roster report.
  - Disaggregate By: This functionality allows you to disaggregate a specific group by the different demographic variables.

Group	Admin	Subject	Number Valid
Grand Canyon District	2023-2024	LSMISA	4
Grand Canyon Elementa	Disaggregate By > Student Grade Drill To Roster View > Gender		
	Ethnicity Economically Disadvantaged Special Education EL Status Student with Disabilities		



Group	Admin	Subject	Number Valid	Average Scale Score	% in each Performance Level			
					Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner
					%	%	%	%
Grand Canyon District	2023-2024	LSMISA	4	700	25	25	25	25
No Gender Information Specified	2023-2024	LSMISA	1	700	0	0	0	100
Male	2023-2024	LSMISA	1	700	0	0	100	0
Female	2023-2024	LSMISA	1	700	0	100	0	0
Non-Binary	2023-2024	LSMISA	1	700	100	0	0	0

- From the Chart view, clicking the bar(s) will reveal the option to Disaggregate By:






- Drill to Roster View: Clicking on a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster Report or set of Individual Student Reports for that group/test/content area combination.

Group	Admin	Subject	Number Valid
Grand Canyon District	2023-2024	LSMISA	4
Grand Canyon Elementary			4

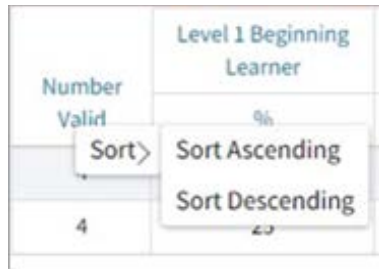
Disaggregate By >
Drill To Roster View >
Roster Report
Individual Report




- Download: Clicking on the download button  allows you to download the Performance Level Summary report as a PDF, CSV, or Excel file.







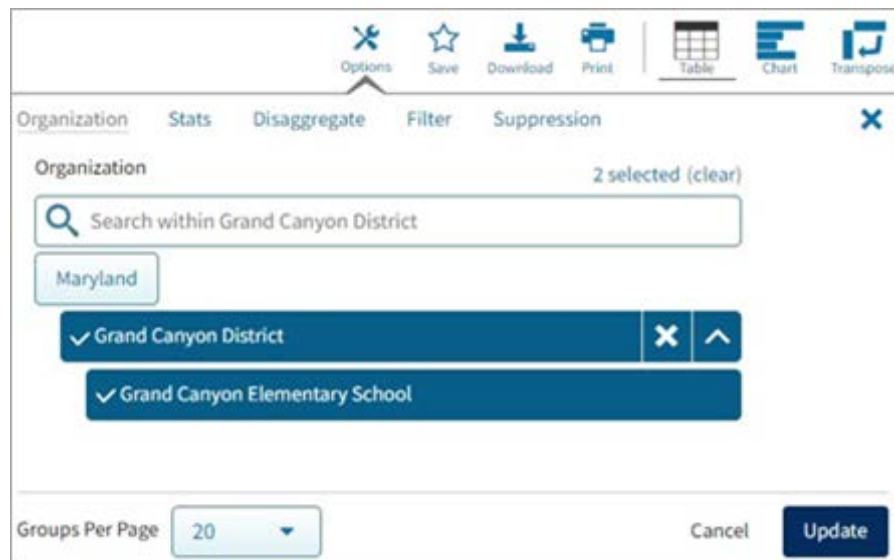
## D. Customize your Summary Report

Click the **Options** icon  in the top-right corner for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

**Note:** Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu

### Organization:

The Organization tab allows you to update the report with data from different organizations that are available to you. Select the desired organization and click Update to refresh the report.



## Stats:

The Stats tab can be used to select stats or scores to view on the report. Select a checkbox to choose a specific stat or score. To view all stats, click the Select All link, to clear click Reset. Click Update to view the selections in the report.

The screenshot shows the 'Stats' tab interface. At the top, there are icons for Options, Save, Download, Print, Table, Chart, and Transpose. Below these are tabs for Organization, Stats, Disaggregate, Filter, and Suppression. The 'Stats' tab is active. Under 'Overall Scores', there are four columns: 'Number Valid', 'Average Scale Score', '% in Each Performance Level', and '% Distinguished and Proficient Learners'. The 'Number Valid' column has a 'Select All / Reset' link. Below this, there is a section for 'Reporting Categories - LSMISA' with a 'Select All / Reset' link. Under this section, there is a list of categories: Investigating Practices, Sensemaking Practices, Critiquing Practices, Structure and Function, Matter and Energy in Organisms and Ecosystems, Interdependent Relationships in Ecosystems, Inheritance and Variation of Traits, and Natural Selection and Evolution. Each category has a checkbox. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

**Note:** The options on the Stats tab adjust based on the report view. For example, when viewing the Chart View, you will have the option to adjust the stats graphed as well as the chart type.

The screenshot shows the 'Stats' tab interface. At the top, there are icons for Options, Save, Download, Print, Table, Chart, and Transpose. Below these are tabs for Organization, Stats, Disaggregate, Filter, and Suppression. The 'Stats' tab is active. Under 'Average Scale Score', there is a 'Select All / Reset' link. Below this, there is a section for '% in Each Performance Level' with a 'Select All / Reset' link. Under this section, there is a list of categories: Overall Subject, LSMISA, and Chart Type. Each category has a checkbox. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

## Disaggregate:

Use this tab to disaggregate the report by different subgroups.

The screenshot shows the 'Disaggregate' tab selected in a report interface. At the top, there is a navigation bar with icons for Options, Save, Download, Print, Table, Chart, and Transpose. Below this, the 'Disaggregate' tab is active, showing a 'Subgroups' section. Under 'Subgroups', there are buttons for 'Student Grade', 'Gender' (which is selected with a checkmark), 'Ethnicity', 'Economically Disadvantaged', 'Special Education', 'EL Status', and 'Student with Disabilities'. Below these buttons is a checkbox labeled 'Display disaggregate combinations' which is currently unchecked. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

## Filter:

The Filter tab can be used to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Click on the word “And” or “Or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all selected characteristics, whereas “Or” will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or Female, select Female and Hispanic. Then, click “Or” link and Update.

The screenshot shows the 'Filter' tab selected in a report interface. At the top, there is a navigation bar with icons for Options, Save, Download, Print, Table, Chart, and Transpose. Below this, the 'Filter' tab is active, showing an 'Add Filter' section. Under 'Add Filter', there is a dropdown menu labeled 'Showing students who are'. Below this, there is a 'Relationship' section with two buttons: 'And' and 'Or' (which is selected with a radio button). Below the 'Relationship' section, there are two rows of filter selections: 'Female' and 'Hispanic or Latino'. Each row has a trash can icon to its right. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

Selection displays as boxes under “Showing students who are”. Click on the trash can icon displayed to remove the selection.

## Suppression:

The Suppression tab allows you to apply dynamic data suppression when viewing data on the summary report.

The screenshot shows the 'Suppression' tab in a software interface. At the top, there are icons for Options, Save, Download, Print, Table, Chart, and Transpose. Below these are tabs for Organization, Stats, Disaggregate, Filter, and Suppression. The 'Suppression' tab is active, showing a 'Suppression' section with a 'Reset' link. A dropdown menu labeled 'LSMISA Number Valid' is highlighted with a black circle and the number 1. To its right is a dropdown menu labeled 'less than' highlighted with a black circle and the number 2. Below these is a text input field containing the number '5', highlighted with a black circle and the number 3. To the left of this field is a blue 'Add' button highlighted with a black circle and the number 4. Below the input field, the text 'LSMISA Number Valid less than "5"' is displayed. At the bottom, there is a 'Groups Per Page' dropdown set to '20', a 'Cancel' button, and an 'Update' button. A black circle with the number 5 is positioned over the 'Update' button.

1. Click on the desired variable from the drop-down list to select the valid number of students tested.
2. Choose **Less Than**, **Greater Than**, or **Equal To** to specify the logical relationship between the subgroup selected.
3. Enter an N count in the text box provided to suppress data if the group is less than, greater than, or equal to the N count.
4. Click **Add** to add the Suppression rule.
5. Click **Update**. The summary level data will be suppressed according to the rule selected.

## E. Data Tools Features

Access data tool options by clicking on any blue text within the column headers.

### Show N Count for Percentages

To view how many students scored in each performance level under a particular subject, ensure that % in Each Performance Level is shown on the report. Click the % column header and select Show N Count.

% in each Performance Level		
Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner
%	%	%
25	25	25
25	25	25




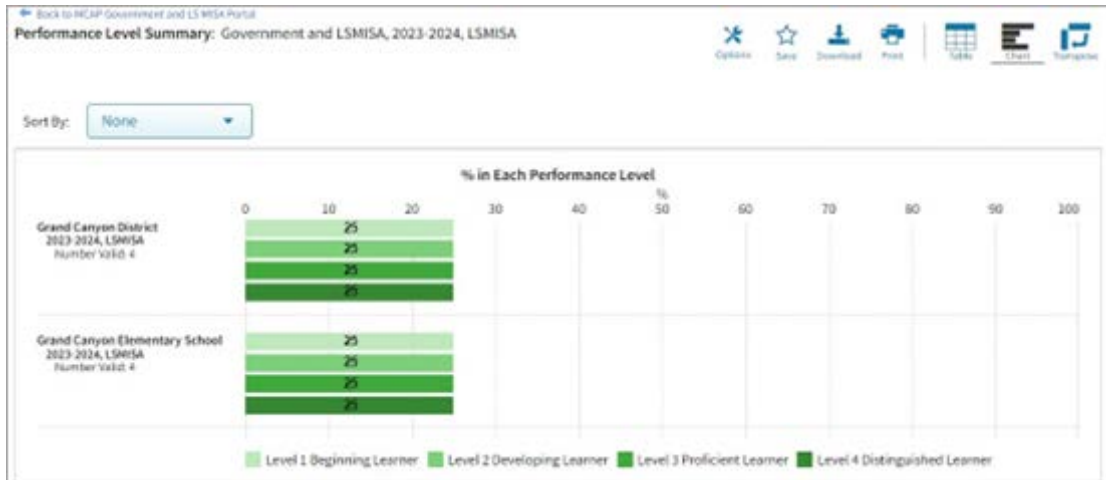
Number Valid	Average Scale Score	% in each Performance Level							
		Level 1 Beginning Learner		Level 2 Developing Learner		Level 3 Proficient Learner		Level 4 Distinguished Learner	
		N	%	N	%	N	%	N	%
4	700	1	25	1	25	1	25	1	25
4	700	1	25	1	25	1	25	1	25

### Graph

View a graph by clicking on the header of a score column of interest, then on Graph. This will display the chart view, allowing further analysis and customization as desired.

% in each Performance Level		
Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner
%	%	%
25	25	25
25	25	25





**Note:** When viewing the Chart view, you will have the option to adjust the stats graphed as well as the chart type in the Stats tab.

Options Save Download Print Table Chart Transpose

Organization Stats Disaggregate Filter Suppression

☐ Average Scale Score

☒ % in Each Performance Level

Overall Subject Select All / Reset

☒ LSMISA

Chart Type

☒ basic ☐ centered

☐ % Distinguished and Proficient Learners

☐ % in Each Subscore Performance Level

Groups Per Page 20 Cancel Update

## IV. Working with Roster Reports

The **Roster View** report provides dynamic access to individual student results. Interactive data tools features allow users to dig deeper into the data.

### A. Generating a Roster Report

The screenshot shows the Maryland State Department of Education's Roster View report generation interface. The interface includes a header with the Maryland logo and navigation links. The main form has several sections: Program (Government and LSMISA), Report (Roster View), Admin (2023-2024), Window (Winter), Subject (LSMISA and Government), and Organization (Grand Canyon District). A search bar is also present. A 'Get Report' button is at the bottom right. Numbered callouts 1 through 7 highlight specific steps in the process.

To generate a report:

1. Select the desired program.
2. Select **Roster View** from the Report drop-down menu.
3. Select the administration from the Admin section.
4. Select a testing window from the Window section.
5. Select **LS MISA** or **Government** from the Subject section.
6. Use the organization menu to choose an LEA or School, depending on your level of access. Choose a single organization to view a roster report for that organization.
7. Click **Get Report** to generate a report with the default selections. Reports can be customized on the next page.

The Report page displays the report data. The selected parameters appear at the top of the page.

Back to MCAIF Government and LS MISA Portal

Roster View: Government and LSMISA, Grand Canyon District, 2023-2024, Spring, LSMISA

Options Save Download Print Roster Student

Last Name	First Name	Scale Score	Performance Level	Test Grade Conversion Scale Score	Letter Grade Equivalent
STUDENT 101	DEMO	733	Level 2 Developing Learner	61	D
STUDENT 102	DEMO	741	Level 2 Developing Learner	66	D
STUDENT 105	DEMO	732	Level 2 Developing Learner	60	D
STUDENT 106	DEMO	716	Level 1 Beginning Learner	57	F
STUDENT 107	DEMO	733	Level 2 Developing Learner	61	D
STUDENT 108	DEMO	753	Level 3 Proficient Learner	77	C
STUDENT 109	DEMO	740	Level 2 Developing Learner	66	D
STUDENT 11	DEMO	738	Level 2 Developing Learner	64	D
STUDENT 111	DEMO	743	Level 2 Developing Learner	68	D
STUDENT 113	DEMO	756	Level 3 Proficient Learner	80	B
STUDENT 117	DEMO	748	Level 2 Developing Learner	72	C
STUDENT 118	DEMO	739	Level 2 Developing Learner	65	D
STUDENT 119	DEMO	726	Level 1 Beginning Learner	59	F
STUDENT 122	DEMO	727	Level 1 Beginning Learner	59	F
STUDENT 125	DEMO	724	Level 1 Beginning Learner	59	F
STUDENT 126	DEMO	740	Level 2 Developing Learner	66	D
STUDENT 127	DEMO	729	Level 1 Beginning Learner	59	F
STUDENT 128	DEMO	727	Level 1 Beginning Learner	59	F
STUDENT 13	DEMO	691	Level 1 Beginning Learner	45	F
STUDENT 131	DEMO	670	Level 1 Beginning Learner	25	F

Page 1 of 22  
Displaying 1-20 of 422

Jump to: 1 Go

## B. Viewing Options

Select one of the available buttons to change the view to a set of individual reports or a view a roster list for all students in the selected group.

**Note:** Table view is the default view.



### Individual Report View

Select the Student button to view a detailed student report for each student in the Roster View report.





[Back to MCAP Government and LS MISA Portal](#)  
**Individual Report**: Government and LSMISA, Grand Canyon District, 2023-2024, Spring, LSMISA

[Options](#)
[Save](#)
[Download](#)
[Print](#)
[Roster](#)
[Student](#)

---

**STUDENT 101, DEMO**

State Student ID: 2000000101      District Name: Grand Canyon District      School Name: Grand Canyon High School  
 Date of Birth: 12/31/2007      Student Grade: Grade 09

---

**Overall Performance**

Scale Score: **733**      Performance Level: **Level 2 Developing Learner**      Test Grade Conversion Scale Score: **61**  
 Letter Grade Equivalent: **D**

---

**Science and Engineering Practices**

Investigating Practices: **Beginning Learner**      Sensemaking Practices: **Developing Learner**      Critiquing Practices: **Developing Learner**


---


**Life Science Topics**

Structure and Function: **Developing Learner**      Matter and Energy in Organisms and Ecosystems: **Beginning Learner**  
 Interdependent Relationships in Ecosystems: **Beginning Learner**      Inheritance and Variation of Traits: **Developing Learner**  
 Natural Selection and Evolution: **Developing Learner**

---

[<](#) Page 1 of 422 [>](#)      Jump to:  [Go](#)

- From the Individual Report view, use the navigation arrows  at the bottom of the report to page through each report. You may also jump to a specific page/report.
- Utilize the Search and Filter tables to refine the group of individual reports being viewed based on score and/or demographic criteria. (See the “Customize your Roster Report” section of this guide for further details.)
- 

Download one or more individual reports as PDF files. Select the **Download** icon  at the top of the page and enter the download criteria as desired

Download Report

Download

PDF

CSV

EXCEL

Report Name

report

Layout

Landscape

Portrait


Pages

Current Page

All

Custom

Download

- Clicking on the **Print** icon  at the top of the report to print. Information will be printed as displayed in the print preview.

Individual Report : Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

**Demo, Student\_470**

State Student ID: 1000000470      District Name: Grand Canyon District      School Name: Grand Canyon Elementary School  
Date of Birth: 01/22/2000      Student Grade: Grade 10

**Overall Performance**

Scale Score: Withdrew before test completion      Performance Level: Withdrew before test completion


**Science and Engineering Practices**

Investigating Practices: Withdrew before test completion      Sensemaking Practices: Withdrew before test completion  
Critical Thinking Practices: Withdrew before test completion

**Life Science Topics**

Structure and Function: Withdrew before test completion      Matter and Energy in Organisms and Ecosystems: Withdrew before test completion  
Interdependent Relationships in Ecosystems: Withdrew before test completion  
Inheritance and Variation of Traits: Withdrew before test completion      Natural Selection and Evolution: Withdrew before test completion

**Print**      2 sheets of paper

Destination:  KitchenColorPrinter (H) ▼

Pages: All ▼

Copies: 1

Layout: Landscape ▼

Color: Black and white ▼

More settings ▼

**Print**      **Cancel**

## C. General Functionality

- In addition to selecting the Individual Report view button to see a set of individual reports for all students in the group, you can click on a student name in the roster report in order to view an individual report for only that student.

Last Name	First Name	Scale Score
Demo	Student_470	Withdrew before test completion
Demo	Student_471	700
Demo	Student_472	700
Demo	Student_473	700
Demo	Student_474	700




[← Back to MCAP Government and LS MISA Portal](#)

**Individual Report : Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA**

Drill To Selection: Students whose Last Name is Demo, First Name is Student\_470

**Demo, Student\_470**

State Student ID: 1000000470      District Name: Grand Canyon District  
Date of Birth: 01/22/2000      Student Grade: Grade 10

- Click the **Download** icon  to download a Roster View report as a PDF, CSV, or Excel file.

Download Report

Download

PDF

CSV

EXCEL

Report Name

report

Layout

Landscape

Portrait


Pages

Current Page

All

Custom

Download


- Clicking on the **Print** icon  at the top of the report to print. Information will be printed as displayed in the print preview.

[illegible]

- Columns can be sorted into ascending or descending order by clicking on the column header and selecting Sort.

Scale Score	
Withdrew before tes	Sort > Sort Ascending
700	Sort Descending
700	Summarize
700	Summarize By >
700	Distribute
700	Distribute By >

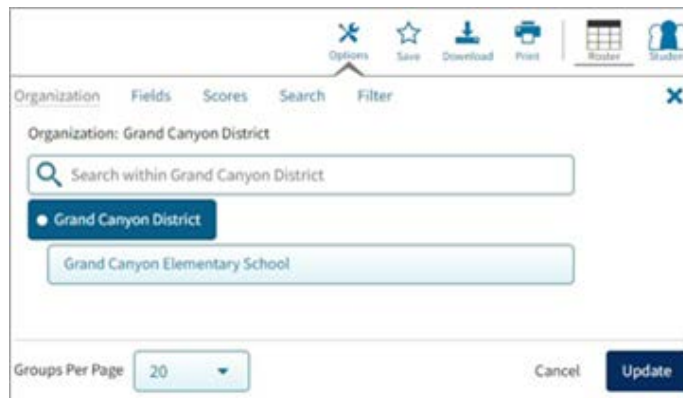
## D. Customize Your Roster Report

Click the **Options** icon  in the top-right corner for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

**Note:** Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

### Organization

The **Organization** tab allows you to update the report with data from different organizations that are available to you and provides the ability for you to view only data for a selected class. Select the desired organization and click Update to refresh the report



Options Save Download Print Roster Student

Organization Fields Scores Search Filter

Organization: Grand Canyon District

Search within Grand Canyon District

Grand Canyon District

Grand Canyon Elementary School

Groups Per Page 20

Cancel Update

## Fields

The **Fields** tab allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click update to add these fields as columns to the report.

The screenshot shows the 'Fields' tab interface. At the top, there are icons for Options, Save, Download, Print, and a Student icon. Below these are tabs for Organization, Fields, Scores, Search, and Filter. The 'Fields' tab is active. The interface is divided into four sections: General Information, Student Information, Demographics, and Test Information. Each section has a 'Select All / Reset' link. The General Information section includes buttons for District Name, District Number, School Name, School Number, Admin Date, and Class Name. The Student Information section includes buttons for Middle Initial, State Student ID, Date of Birth, and Student Grade. The Demographics section includes buttons for Gender, Ethnicity, Economically Disadvantaged, Special Education, EL Status, and Student with Disabilities. The Test Information section includes a button for Test Mode. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

## Scores

The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Scale Scores, Performance Level, Test Grade Score, Letter Grade and/or Reporting Categories. To view all scores and reporting categories, click the Select All link. Click Update to view the selections in the report.

The screenshot shows the 'Scores' tab interface. At the top, there are icons for Options, Save, Download, Print, and a Student icon. Below these are tabs for Organization, Fields, Scores, Search, and Filter. The 'Scores' tab is active. The interface is divided into two main sections: Overall Scores and Reporting Categories - LSMISA. The Overall Scores section has a 'Select All / Reset' link and four columns: Scale Score, Performance Level, Test Grade Conversion Scale Score, and Letter Grade Equivalent. Each column has a checkbox, all of which are checked. The Reporting Categories - LSMISA section has a 'Select All / Reset' link and a list of categories with checkboxes. The categories are: Investigating Practices, Sensemaking Practices, Critiquing Practices, Structure and Function, Matter and Energy in Organisms and Ecosystems, Interdependent Relationships in Ecosystems, Inheritance and Variation of Traits, and Natural Selection and Evolution. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons.

## Search

The **Search** tab allows you to search for students by name, Student ID, scores, or other research options. For example, to find students in the LEA or school Roster View report with a specific LSMISA Performance Level, select (1) the LSMISA Performance Level from the drop-down menu, then (2) select the desired performance level, (2) click Add, and finally (4) choose the relationship if selecting more than one variable, and click Update. The report will refresh showing only the students matching the search criteria

The screenshot shows the 'Search' tab in the application. At the top, there are icons for Options, Save, Download, Print, Roster, and Student. Below these are tabs for Organization, Fields, Scores, Search, and Filter. The 'Search' tab is active. It features a 'Search' button and a 'Reset' link. A dropdown menu is set to 'LSMISA Performance Level'. Below this, four buttons represent performance levels: 'Level 1 Beginning Learner' (selected with a checkmark), 'Level 2 Developing Learner', 'Level 3 Proficient Learner', and 'Level 4 Distinguished Learner'. An 'Add' button is positioned below these. A 'Relationship' section has 'And' selected over 'Or'. A text box contains the search criteria: 'LSMISA Performance Level is one of Level 1 Beginning Learner'. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons. A large white arrow points from the 'Update' button towards the resulting Roster View below.

[Back to MCAP Government and LSMISA Portal](#)

**Roster View:** Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

Search: LSMISA Performance Level is one of Level 1 Beginning Learner

Last Name	First Name	Scale Score	Performance Level
Demo	Student_473	700	Level 1 Beginning Learner

## Filter

The **Filter** tab allows you to include or exclude students based on demographic statistics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click “And” or “Or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all selected characteristics, whereas “Or” will show students who fall under any one of more of the selected characteristics.

For example, to view students who are either Hispanic or Female, select Female and Hispanic/Latino, then, click the “Or” button and click Update.

The screenshot displays the 'Filter' tab interface. At the top, there is a navigation bar with icons for Options, Save, Download, Print, Roster, and Student. Below this, the 'Filter' tab is selected, showing a sub-header with 'Add Filter' and 'Reset'. A dropdown menu labeled 'Showing students who are' is open. Below the dropdown, the 'Relationship' section shows 'And' and 'Or' buttons, with 'Or' selected. A list of selected filters includes 'Female' and 'Hispanic or Latino', each with a trash can icon for removal. At the bottom, there is a 'Groups Per Page' dropdown set to '20', and 'Cancel' and 'Update' buttons.

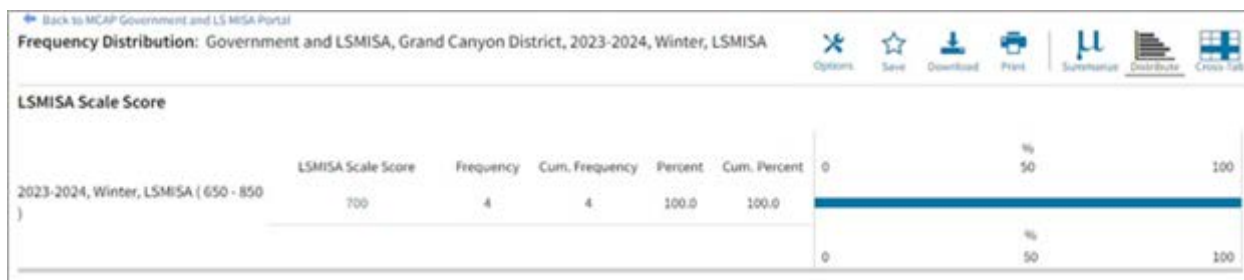
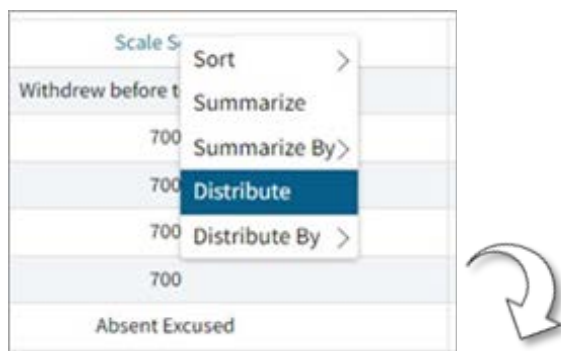
Selections display as boxes under “Showing students who are”. Click on the trash can icon displayed to remove the selection.

## E. Data Tools Features

Click on column headers in the Roster Report to reveal data tool options or choose to view the Data Tools report from the main selections page. Both options will provide a special view intended to streamline data analysis. The Data Tools report view displays the roster of students within a selected organization/group and allows you to view frequency distributions, summary statistics, and cross-tab reports across available score and field data point all within a single report view.

### Data Tools Report View

Navigate to the Data Tools view by selecting an analysis option from the Roster View, such as Distribute.



Alternatively, you can navigate directly to the Data Tools report from the main selections page. Selection options are the same as the Roster View selections. (See Generate Roster View report for further details).



From the Data Tools report view, select from three analysis options indicated by the buttons below:

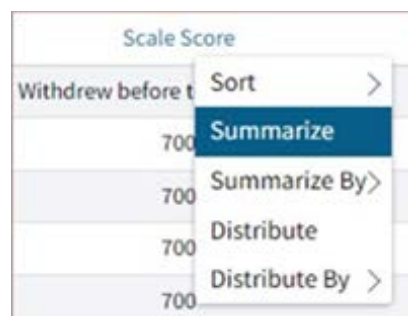


#### 1. Summarize:

Instantly see summary statistics, such as mean and standard deviation, by clicking on the Summarize button or by selecting Summarize or Summarize By from the Roster View report.



or



Back to MCAP Government and LSMISA Portal


Summary Statistics: Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

Options Save Download Print Summarize Distribute Cross-Tab

LSMISA Scale Score

Population	Valid N	Mean	S.D.	Minimum	Maximum
20	4	700.0	0.0	700	700

You can also view summary statistics by demographic subgroups, such as gender and ethnicity

by clicking the **Options** icon , selecting the Disaggregate tab and then clicking on a demographic group and choosing Update

Options Save Download Print Summarize Distribute Cross-Tab

Organization Stats Disaggregate Search Filter

Subgroups

Student Grade ☒ Gender Ethnicity Economically Disadvantaged

Special Education EL Status Student with Disabilities Class Name

Test Mode

Cancel Update

Or from the Roster View report by clicking on a demographic under Summarize By:

Scale Score		Performance Level
Withdrew before	Sort	Withdrew before test completion
71	Summarize	Level 3 Proficient Learner
71	Summarize By >	Distinguished Learner
71	Distribute	1 Beginning Learner
700	Distribute By >	2 Developing Learner
	Gender	Absent Excused
	Ethnicity	Dual Enrollment Exempt
Absent Excused	Economically Disadvantaged	ed to Certificate Bound
APs/IB/Dual Enrollment Exempt	Special Education	Duplicate Test
Changed to Certificate Bound	EL Status	homebound/incarcerated
Duplicate Test	Student with Disabilities	
Hospital/homebound/incarcerated	Test Mode	

Back to MCAP Government and LS MISA Portal

Summary Statistics: Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

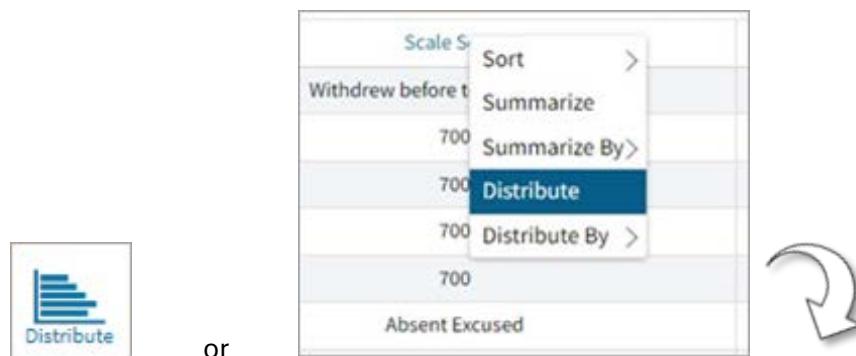
Options Save Download Print Summarize Distribute Cross-Tab

**LSMISA Scale Score**

Gender	Population	Valid N	Mean	S.D.	Minimum	Maximum
Not Specified	4	1	700.0		700	700
Male	5	1	700.0		700	700
Female	7	1	700.0		700	700
Non-Binary	4	1	700.0		700	700

## 2. Distribute:

Generate a frequency distribution for a score or performance level by clicking on the Distribute button in the Data Tools report view, or by clicking on a column header in the Roster Report view and selecting Distribute or Distribute By:



Back to MCAP Government and LS MISA Portal

Frequency Distribution: Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

Options Save Download Print Summarize Distribute Cross-Tab

**LSMISA Scale Score**

	LSMISA Scale Score	Frequency	Cum. Frequency	Percent	Cum. Percent
2023-2024, Winter, LSMISA ( 650 - 850 )	700	4	4	100.0	100.0

0 50 100

0 50 100

View a frequency distribution by demographic subgroups by clicking on a demographic group in the Disaggregate tab, or from the Roster View report by clicking on a demographic option under Distribute By:

Organization Stats **Disaggregate** Search Filter

Subgroups

Student Grade **Gender** Ethnicity Economically Disadvantaged

Special Education EL Status Student with Disabilities Class Name

Test Mode

Cancel **Update**

Scale Score

Sort >

Summarize

Summarize By >

Distribute

Distribute By >

Class Name

Student Grade

**Gender**

Ethnicity

Economically Disadvantaged

Special Education

EL Status

Student with Disabilities

Test Mode



Back to MCAP Government and LS MISA Portal

**Frequency Distribution: Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA**

Options Save Download Print Summaries Distribute Cross Tab

**LSMISA Scale Score**

	LSMISA Scale Score	Frequency	Cum. Frequency	Percent	Cum. Percent	
2023-2024, Winter, LSMISA ( 650 - 850 )						0 50 100
No Gender Information Specified	700	1	1	100.0	100.0	0 50 100
2023-2024, Winter, LSMISA ( 650 - 850 )						0 50 100
Male	700	1	1	100.0	100.0	0 50 100
2023-2024, Winter, LSMISA ( 650 - 850 )						0 50 100
Female	700	1	1	100.0	100.0	0 50 100
2023-2024, Winter, LSMISA ( 650 - 850 )						0 50 100
Non-Binary	700	1	1	100.0	100.0	0 50 100

### 3. Cross-Tab:

Generate a Cross-Tab report based on subject standards or demographics by selecting the Cross-Tab button from the Data Tools report view or by clicking Cross-Tab and the desired variables from the Roster View report. Licking any of the blue number links in the cross-tab will display the corresponding roster of students.



Back to MCAP Government and LS MISA Portal  
Cross-Tab: Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

Options Save Download Print Summarize Distribute Cross-Tab

LSMISA Performance Level by Investigating Practices

Number Tested

Investigating Practices	LSMISA Performance Level				Total
	Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner	
Beginning	1	0	0	0	1
Developing	0	1	0	0	1
Distinguished and Proficient	0	0	1	1	2
Total	1	1	1	1	4

**Note:** If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will pop-up instructing you to add a second variable (score or field) in order to view a cross-tab report.

Options Save Download Print Summarize Distribute Cross-Tab

Organization Stats Fields Search Filter

This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available.

Overall Scores

Performance Level

Reporting Categories - LSMISA

Investigating Practices Sensemaking Practices Critiquing Practices

Structure and Function Matter and Energy in Organisms and Ecosystems

Interdependent Relationships in Ecosystems Inheritance and Variation of Traits

Natural Selection and Evolution

Cancel Update

From the Roster Report view, choose Cross-Tab and the desired score and/or demographic variables for which to view a cross-tab report:

Performance Level	Investigating Practices	Sens
Withdrew before test completion	Withdrew before test completion	Withdrew
Level 3 Distinguished and Proficient	Distinguished and Proficient	Distingu
Level 4 Distinguished and Proficient	Distinguished and Proficient	Distingu
Level 1 Beginning Learner	Beginning	
Level 2 Developing Learner	Developing	
Absent/Excused	Investigating Practices	
APs/IB/Dual Enrollment Exempt	Sensemaking Practices	
Changed to Certificate Bound	Critiquing Practices	
Duplicate Test	Structure and Function	
Hospital/homebound/incarcerated	Matter and Energy in Organisms and Ecosystems	
Other - Unexcused	Interdependent Relationships in Ecosystems	
Accommodation/Accessibility Feature Applied	Inheritance and Variation of Traits	
Local decision	Natural Selection and Evolution	



Back to MCAP Government and LS MISA Portal

**Cross-Tab:** Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

Options Save Download Print Summarize Distribute Cross-Tab

LSMISA Performance Level by Investigating Practices

Number Tested

Investigating Practices	LSMISA Performance Level				Total
	Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner	
Beginning	1	0	0	0	1
Developing	0	1	0	0	1
Distinguished and Proficient	0	0	1	1	2
Total	1	1	1	1	4

Adjust the variables displayed on the Cross-Tab report by choosing from the drop-down menu.

You can also change cross-tab selections in the Stats and/or Fields tabs listed under the



**Options** . Filter the results shown on the Cross-Tab report using the Filter tab.

**Note:** You can make selections among various tabs before clicking Update to refresh the report with new selections.