

The following steps are to assist school administration in creating 2019-2020 student projection reports. If you have any questions, please email assessment@cmcss.net.

1. Log into evaas.sas.com
2. On the top right side of the page, after you log in, there is a link titled 'Export'



3. Put your mouse over the word Export and a new drop-down menu will open
 - a. In this drop down click on 'Data'
4. Click in the circle in front of 'Student Projections' under '**Report Type**' then click the button 'Continue'

Teacher Value-Added

Student Projections

- a. After clicking continue, you will be on a new page titled 'Data File Exporter'
 - i. Under '**Data Formats**' put a check in front of '.xlsx (Excel workbook)'

Data Formats [select all](#) [clear all](#)

- .csv (comma-separated values)
- .txt (tab-delimited)
- .xlsx (Excel workbook)
- .xls (Excel 97-2003 workbook)

- ii. If you have access to more than one school select the school you wish to review
- iii. Put a check in front of 'Report based on enrolled data'

Report based on enrolled data

- iv. Under '**Projection Groups**' select the content you wish to review

Projection Groups [select all](#) [clear all](#)

- 5th English Language Arts
- 5th Math
- 6th English Language Arts
- 6th Math
- 6th Social Studies
- 7th English Language Arts
- 7th Math
- 7th Social Studies
- 8th English Language Arts

- v. Click on the '**Submit Request**' button at the top of the page
- vi. A box will open reminding you the export files are confidential
 1. Click on the OK button in this box

- b. You will now be on a new page titled 'Exported Files'
 - i. This page will show recently requested reports with the one you just created at the top of the list not set up as a link

Exported Files

Your request is being processed.

File Name	Description	Status	Created	Expires*
Student Projections	1 school in 1 district 1 projection group	Processing	Oct 12, 2019 11:27 AM EDT	
Student_Projections_136487.xlsx	1 school in 1 district 1 projection group	Finished	Oct 12, 2019 10:51 AM EDT	Oct 26, 2019 10:51 AM EDT
Student_Projections_136486.xlsx	1 school in 1 district 1 projection group	Finished	Oct 12, 2019 10:38 AM EDT	Oct 26, 2019 10:38 AM EDT

- c. Click on the top left button 'Refresh List' after a minute and your report should be ready

Exported Files

File Name	Description	Status	Created	Expires*
Student_Projections_136489.xls	1 school in 1 district 1 projection group	Finished	Oct 12, 2019 11:27 AM EDT	Oct 26, 2019 11:27 AM EDT
Student_Projections_136487.xlsx	1 school in 1 district 1 projection group	Finished	Oct 12, 2019 10:51 AM EDT	Oct 26, 2019 10:51 AM EDT
Student_Projections_136486.xlsx	1 school in 1 district 1 projection group	Finished	Oct 12, 2019 10:38 AM EDT	Oct 26, 2019 10:38 AM EDT

- d. Click on your new report and you will be able to open and save a spreadsheet
 - i. In the spreadsheet under the column 'Probability of Success' is each student's probability of reaching proficiency based on prior TNReady results and without added intervention in the current school year
 1. Students listed as greater than 70% are likely to reach proficiency
 2. Students listed between 50% and 70% may or may not reach proficiency (fence sitters)
 3. Students listed as less than 50% are not likely to reach proficiency