

# BIE Assessment Report

Last Modified on 12/14/2025 8:45 pm CST

## Tool Search: Assessment Report

The BIE Assessment Report provides BIE district-level and NASIS state-level administrators the ability to analyze and interpret student assessment data previously collected by the BIE Assessment Data Mart tool. This tool relies on data collected by the Assessment Data Mart and does not retrieve data from any other sources or locations in Campus. Once generated, data represented in the report can be filtered, manipulated and viewed in a variety of formats that a user can externally export and share. Before using this report, review the following:

- [Assessment Report Editor](#)
- [Report Logic](#)
- [Assessment Report Editor Field Descriptions](#)
- [Generate the Report](#)
- [Understand the Assessment Report](#)
- [Filtering](#)
- [Charts and Graphs](#)
- [Format and Layout Options](#)
- [Export and Share](#)

The Assessment Report uses pivot table functionality. A pivot table is a data summation tool often found in spreadsheets and other business intelligence software. Pivot table tools can sort, count, and total the data stored in a table or spreadsheet, and then display the data in a new table or chart. See the [Pivot Designer](#) article for more information on pivot tables.

This report only uses data stored on the BIE Assessment Data Mart table. Any data not collected by the Assessment Data Mart is **not** included.

## Assessment Report ☆

[Reporting](#) > [Ad Hoc Reporting](#) > [Assessment Report](#)

### Assessment Report

The report will appear in spreadsheet format. Information on the tables can be exported into CSV, Excel, HTML, PDF or as an image.

Note the following:

- Students marked as No Show are not included.
- Students marked as State Exclude are included.

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Data Source (Select only one) \*Required

BIEDMAssessmentCertification  
BIEDMAssessmentVerification

Years to include in report (Use shift to select multiple) \*Required

2020  
2021

Schools (Use shift to select multiple)

Knox Appalachian School  
Knox County Middle School  
Knox County Learning Academy  
DEWITT ELEMENTARY SCHOOL  
Flat Lick Elementary School  
GIRDLER ELEMENTARY SCHOOL

Test Subjects (Use shift to select multiple)

Math  
Science  
ELA

Add filters to include in report

☐ Disability  
☐ English Learner  
☐ Disadvantaged  
☐ Migrant  
☐ Homeless  
☐ Foster Care  
☐ Military Connection Status  
☐ FAY  
☐ Section 504  
☐ Special Ed Setting  
☐ Test Category

Generate Report

View Share Links

Delete Share Links

*Assessment Report Editor*

**Read** - Select and view Assessment Report links

**Write** - Save and share Assessment Report links.

**Add** - View all shared Assessment Report links.

**Delete** - Delete shared Assessment Report links.

Users must also have tool rights to the [Pivot Designer](#) tool. Recipients of a shared URL link must have at least **Read** rights to Assessment Report and Pivot Designer to follow and view a link that was shared with them. For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

# Assessment Report Editor

Before generating the Assessment Report, review and select all data elements and filters the report should include from the report editor. Selections made here determine which of the BIE Assessment Data Mart's data tables the report uses and provides additional filtering options to cross reference and analyze the student data. If the report has already been generated, and important data or filtering selections were missed, close the window where the report generated and run a new report after all desired selections are made.

## Report Logic

► [Click here to expand...](#)

### BIE Assessment Data Mart

- This report ONLY uses student data records from the BIE Assessment Data Mart table. If no records exist, or the data mart has not been created, this report will not work.
- Student data records contained in a data mart are year specific. To include a year in the Assessment Report, there must be a BIE Assessment Data Mart created for that year.

### Students:

- Students marked as No Show are not included.
- Students marked as State Exclude are included.

## Assessment Report Editor Field Descriptions

Field	Description
<b>Data Source</b> <i>*Required</i>	<p>Identifies the data table the report will use to generate results. Only one Data Source can be selected.</p> <p><b>BIEDMAssessmentVerification</b></p> <ul style="list-style-type: none"> <li>• Data generates from the Validation table of the BIE Assessment Data Mart.</li> </ul> <p><b>BIEDMAssessmentCertification</b></p> <ul style="list-style-type: none"> <li>• Data generates from the Authentication table of the BIE Assessment Data Mart. <ul style="list-style-type: none"> <li>◦ The authentication data table is a <u>snapshot</u> of the records in the validation data table. Reporting outputs may be different if the validation table was updated with a more recent snapshot and the authentication table was not.</li> </ul> </li> </ul> <p><i>**Only student data stored in the BIE Assessment Data Mart is included in this report.</i></p>

Field	Description
<b>Years to include in report</b> <i>*Required</i>	Identifies all the school years the report should include. When the report generates, years will display as an expandable dimension and can be filtered to a specific year(s).  <i>Each year requires it's own BIE Assessment Data Mart. If a data mart does not exist for a year a report can not be generated.</i>
<b>Schools</b>	Identifies which schools the report should include. When the report generates, each selected school will display as an expandable dimension. Filtering is available to include/exclude specific schools when viewing the report.
<b>Test Subjects</b>	Identifies which assessment test subjects to include in the report. When the report generates, each Test Subject selected will display as an expandable dimension. Filtering is available to include/exclude specific test subjects when viewing the report.
<b>Add filters to include in report</b>	Select any additional filters you would like to use when viewing the report. Filters selected here are become an available filter option in the report but are not automatically applied.
<b>Generate Report</b>	When generated, the Assessment Report opens in Pivot Designer in a new window.
<b>View Share Links</b>	Populates a list of all shared links in CSV format.
<b>Delete Share Links</b>	Deletes all shared links. Selecting Delete Share Links will override the URL's expiration date. Expiration dates are entered at the time the URL was generated and automatically delete on the specified date and time.

## Generate the Report

1. Select one **Data Source**.
2. Select a year from the **Years to Include** list. Use the CTRL or SHIFT keys to make multiple selections.
3. Select a school from the **Schools** list. Use the CTRL or SHIFT keys to make multiple selections.
4. Select a **Test Subject**. Use the CTRL or SHIFT keys to make multiple selections.
5. Select a **filter** or multiple filters to add to the report (optional).
6. Select **Generate Report**. Report opens in a new window on a pivot table.

Export	Grid	Charts	Share	Format	Options	Fields	Fullscreen
TESTNAME	NASISID	GRADE	GENDER	RACEETHNICITY	PARTICIPATIONSTATUS		
1	2	3	4	5	6		
1	ENDYEAR						
2	DISTRICTNAME						
3	SCHOOLNAME						
4	TESTSUBJECT	Total Count of Students	Count of Well Below Performance Level	Count of Below Performance Level	Count of Meets Performance Level	Count of Exceeds Performance Level	
5	▼ 2021	5652	3325	1460	677	98	
6	▼ Grant County	5652	3325	1460	677	98	
7	▶ G R Elementary School	657	396	159	78	8	
8	▶ G W ELEMENTARY SCHOOL	984	560	255	137	25	
9	▶ Grant Appalachian School	165	83	54	19	4	
10	▶ Grant Central High School	2434	1508	588	265	30	
11	▶ Grant County Middle School	1412	778	404	178	21	
12	▶ 2020	5	3	2	0	0	
13	Grand Total	5657	3328	1462	677	98	

Grid View of Generated Assessment Report

## Understand the Assessment Report

The Assessment Analysis Report opens in Pivot Designer where pivot table functionality can be used to sort, group, summarize, and count student assessment records pulled from the BIE Assessment Data Mart's data tables. By default, the report generates in grid view using default formats. Reporting **dimensions** (School Year, District, School, Test Subject) display in the first column along the left side of the grid. Each dimension can be expanded and filtered on to narrow down, manipulate and focus on specific data points. Additional dimensions, or labels, display in a row along the top of the report and include any previously selected filters from the report editor.

TESTNAME	NASISID	GRADE	GENDER	RACEETHNICITY	PARTICIPATIONSTATUS		
1	2	3	4	5	6		
1	ENDYEAR						
2	DISTRICTNAME						
3	SCHOOLNAME						
4	TESTSUBJECT	Total Count of Students	Count of Well Below Performance Level	Count of Below Performance Level	Count of Meets Performance Level	Count of Exceeds Performance Level	
5	▼ 2021	4668	2765	1205	540	63	
6	▼ Grant County	4668	2765	1205	540	63	
7	▶ G R Elementary School		396	159	78	8	
8	▶ Grant Appalachian School		83	54	19	4	
9	▶ Grant Central High School		1508	588	265	30	
10	▶ Grant County Middle School	1412	778	404	178	21	
11	▶ 2020	5	3	2	0	0	
12	Grand Total	4673	2768	1207	540	63	

Assessment Report in Pivot Designer

## Filtering

Filtering options are available and provide a way for a user to cross-reference and analyze specific data points. Users may find filtering necessary to compare yearly totals, understand the impacts demographics play in overall counts, and simply reduce the amount of data being displayed.


When a filter is applied, excluded data is hidden until the filter is either removed, or the report is

closed. Filters are not automatically applied when the report generates and are not saved when the report is closed.

More information on filtering can be found in the Pivot Designer article under the section [Understand Pivots](#).

► [Click here to expand...](#)

## Add a Filter



The screenshot shows the 'testSubject' filter dialog box. The 'VALUES' tab is selected, and 'Math' and 'Science' are checked. The 'APPLY' button is highlighted. Callouts provide additional context: 'Select Apply after all selections are complete.', 'Adjust the sort order using these options.', 'Provides additional filtering options.', and 'Data filters to only the selected fields.'

*Filtering a Dimension*

1. Select the gear icon to the right of the dimension header.
2. Remove the check mark from the fields the filter should not include.
3. Select Apply. All report counts will filter to only include student's who meet the criteria of the filter.

## Remove a Filter

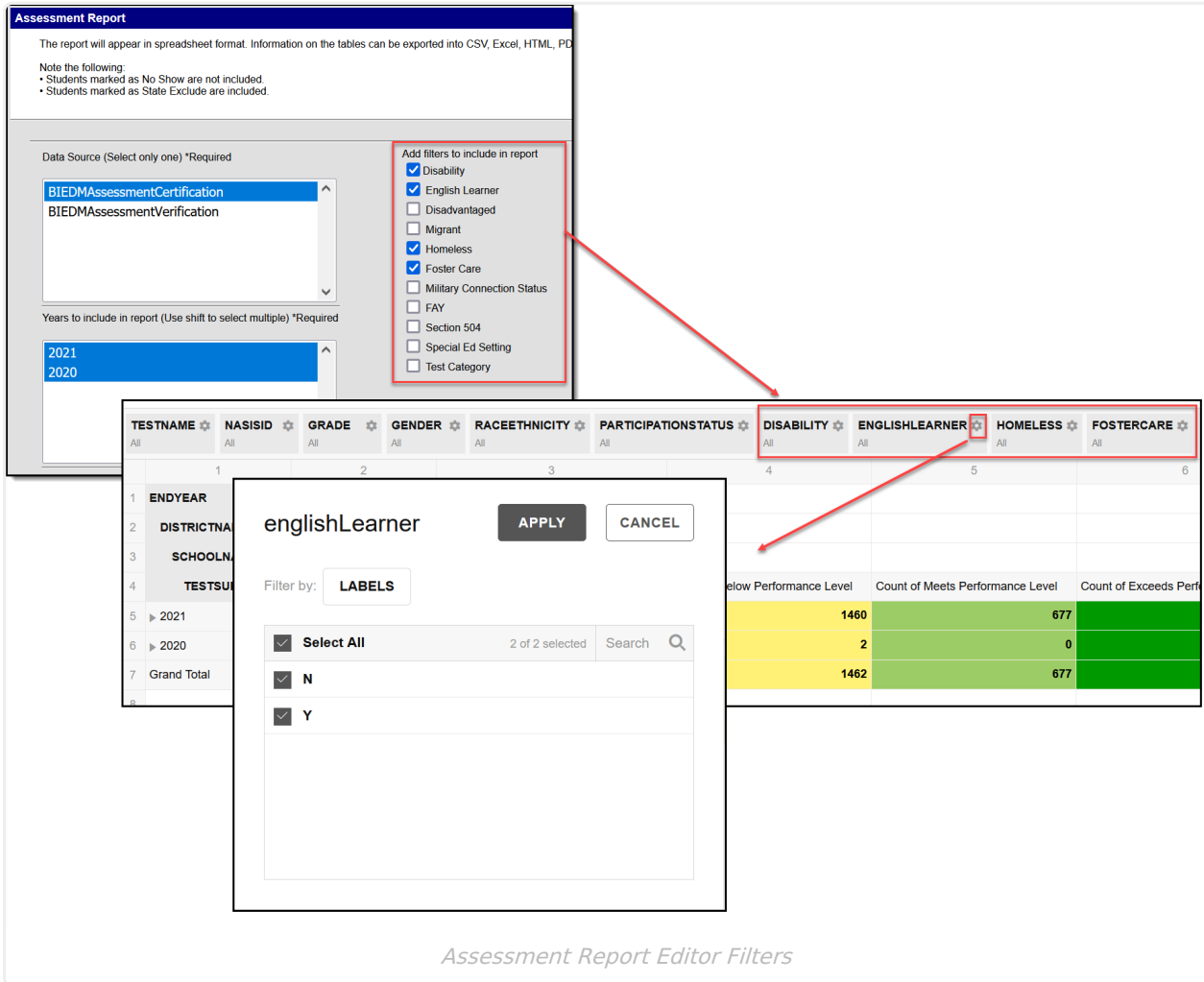
1. Select the gear icon associated to the dimension you wish to remove the filter from.
2. Select the "Select All" check box to mass select all boxes. The filter is removed when all boxes are selected.
3. Select Apply.

## Assessment Report Editor Filter Options

Before generating the report, additional filters are available for selection from the Assessment

Report editor. Filters selected here are optional and are not required for the report to generate.

When the report is generated, any filters selected here will display along the top of the report as a 'Label'. A user must select the gear icon to the right of the label's name to apply a filter.



The screenshot shows the 'Assessment Report' editor. On the left, there's a 'Data Source' dropdown with 'BIEDMAssessmentCertification' selected, and 'Years to include in report' with '2021' and '2020' selected. A red box highlights the 'Add filters to include in report' section, which includes checkboxes for 'Disability', 'English Learner', 'Disadvantaged', 'Migrant', 'Homeless', 'Foster Care', 'Military Connection Status', 'FAY', 'Section 504', 'Special Ed Setting', and 'Test Category'. Below this, a table shows the report data with columns for 'TESTNAME', 'NASISID', 'GRADE', 'GENDER', 'RACEETHNICITY', 'PARTICIPATIONSTATUS', 'DISABILITY', 'ENGLISHLEARNER', 'HOMELESS', and 'FOSTERCARE'. A red box highlights the 'ENGLISHLEARNER' column header, which has a gear icon. A pop-up window titled 'englishLearner' is shown, with a 'Filter by: LABELS' section. It has a 'Select All' button and two checkboxes, 'N' and 'Y', both of which are checked. The 'APPLY' button is highlighted. Below the table, the text 'Assessment Report Editor Filters' is visible.

## Add a Report Editor Filter

The following steps only apply to the additional filter options available for selection in the report editor. Selections must be made prior to generating the report. Additional filter options can not be added once the report has generated. If a filter is missed, close the window the report generated in and start over.

1. From the *Assessment Report* editor screen, select all additional filters you wish to include. Once all data and filter selections have been made, select **Generate Report**.
2. After the report has generated, select the gear icon for the label you wish to apply a filter to. A pop-up window displays with available filtering options.
  - 'All' displays below the name of a label when a filter is not applied. By default, filters are not applied when the report is generated.
3. Remove the check mark from the fields you do not want the filter to include.

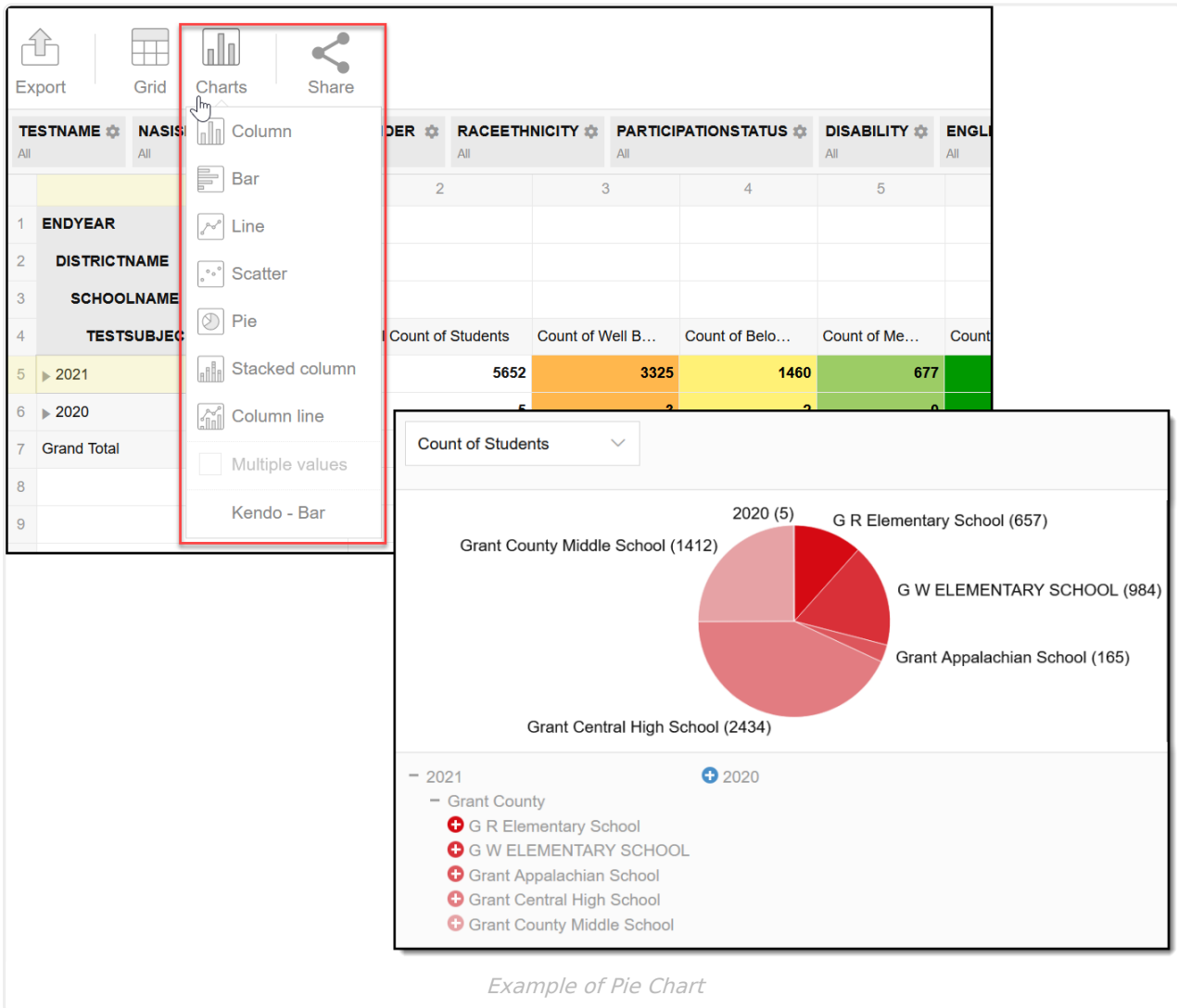




Charts and graphs provide a way for users to analyze and interpret the data by viewing it in different formats. To view the information in a chart, click on the Charts icon and select from the options listed. Additional information on charts and graphs can be found in the [Create Charts from Pivot Data](#) section of the [Pivot Designer](#) article.

*Charts and graphs respect any filtering that has been applied to the report.*

Select **Grid** to return to the report's default format.



## Format and Layout Options

Formatting and layout options are available to customize how the data in the report displays. Default selections are applied when the report is first generated. Additional information about Format, Options and Fields can be found in the [Format and Layout Options](#) section of the [Pivot Designer](#) article.

Export

Grid

Charts

Share

Format

Options

Fields

Fullscreen

TESTNAME	NASID	GRADE	GENDER	RACEETHNICITY	PARTICIPATIONSTATUS	
All	All	All	All	All	All	
1	2	3	4	5	6	
1	ENDYEAR					
2	DISTRICTNAME					
3	SCHOOLNAME					
4	TESTSUBJECT	Total Count of Students	Count of Well Below Performance Level	Count of Below Performance Level	Count of Meets Performance Level	Count of Exceeds Performance Level
5	▼ 2021	5652	3325	1460	677	88
6	▼ Grant County	5652	3325	1460	677	88
7	▶ G R Elementary School	657	396	159	78	8
8	▶ G W ELEMENTARY SCHOOL	984	560	255	137	26
9	▶ Grant Appalachian School	165	83	54	19	4
10	▶ Grant Central High School	2434	1508	588	265	30
11	▶ Grant County Middle School	1412	778	404	178	21
12	▶ 2020	5	3	2	0	0
13	Grand Total	5657	3328	1462	677	88

## Fields

*Fields* allow you to manipulate the order of how data displays in the report. Using the drag and drop method, users have control over the placement of all reported fields.

► [Click here to expand...](#)

**Fields**

Drag and drop fields to arrange

All Fields  
Expand All
☐ authenticationTimes...
☐ BIEDMAssessment...
☒ **BIEDMAssess...**
☐ birthdate
☐ disability
☐ disadvantaged
☐ districtGUID
☐ districtID

Report Filters
testName
nasisID
grade

Columns
Σ Values
Drop field here

Rows
endYear
districtName
schoolName

Values
Count of BIEDMA...
Count of L1 Perf...
Count of L2 Perf...

Format Options Fields Fullscreen

## Values

To get a count of a data set, drag and drop the selected field(s) into *Values* and select Apply. A new column for the field will display in the report with student subtotals. To remove a field, drag and drop the field back to the All Fields list.

### Fields

Drag and drop fields to arrange

All Fields  
Expand All

☒ gender  
☒ **grade**  
☐ homeless  
☐ L1  
☐ L2  
☐ L3  
☐ L4  
☐ testName

Add calculated value

APPLY

CANCEL

Report Filters

testName  
nasisID  
**grade**

Rows

endYear  
districtName  
schoolName

Columns

Σ Values  
Drop field here

Values

Sum of grade  
Count of Students  
Count of Well Bel...

1	ENDYEAR				
2	DISTRICTNAME				
3	SCHOOLNAME				
4	TESTSUBJECT	Total Sum of grade	Total Count of Students	Count of Well B...	Co
5	▶ 2021	34122	5652	3325	
6	▶ 2020	35	5	3	
7	Grand Total	34157	5657	3328	
8					

Editing Field Values

## Rows and Columns

Using drag and drop, users can add and reorder fields to display the data in different ways when viewing the report. To remove a field, drag and drop the field back to the All Fields list.

### Fields

Drag and drop fields to arrange

All Fields  
Expand All

☐ authenticationTimes...  
☐ BIEDMAssessment...  
☐ birthdate  
☒ disability  
☐ disadvantageded  
☐ districtGUID  
☐ districtID  
☒ districtName

Add calculated value

APPLY

CANCEL

Report Filters

testName  
nasisID  
grade

Columns

testSubject  
districtName  
schoolName

Rows

endYear  
Σ Values  
Drop field here

	TESTSUBJECT	DISTRICTNAME	SCHOOLNAME	
1	ELA	Math	Science	Grand Total
2	2021			
3	Sum of grade			
4	10523	10595	13004	34122
5	Count of Students			
6	1885	1885	1882	5652
7	Count of Well Below Performance Level			
8	1076	1205	1044	3325
9	Count of Below Performance Level			
10	470	453	537	1460
11	Count of Meets Performance Level			
12	248	157	272	677
13	Count of Exceeds Performance Level			
14	32	27	29	88
15	2020			
16	Sum of grade			
17	14		21	35
18	Count of Students			
19	2	0	3	5
20	Count of Well Below Performance Level			
21	1		2	3
22	Count of Below Performance Level			
23	1		1	2
24	Count of Meets Performance Level			
25	0		0	0

## Report Filters

Using drag and drop, users can add fields to *Report Filters* as additional filtering options to use in the report. Fields added to Report Filters display as a label at the top of the report. To remove a field, drag and drop the field back to the All Fields list.

Refer to the Filtering section of this article on how to apply a filter.

### Fields

Drag and drop fields to arrange

All Fields  
Expand All

☒ firstName  
☒ fosterCare  
☒ gender  
☒ grade  
☐ homeless  
☐ L1  
☐ L2

Add calculated value

APPLY

CANCEL

Report Filters

firstName  
testName

Columns

Σ Values  
Drop field here

Rows

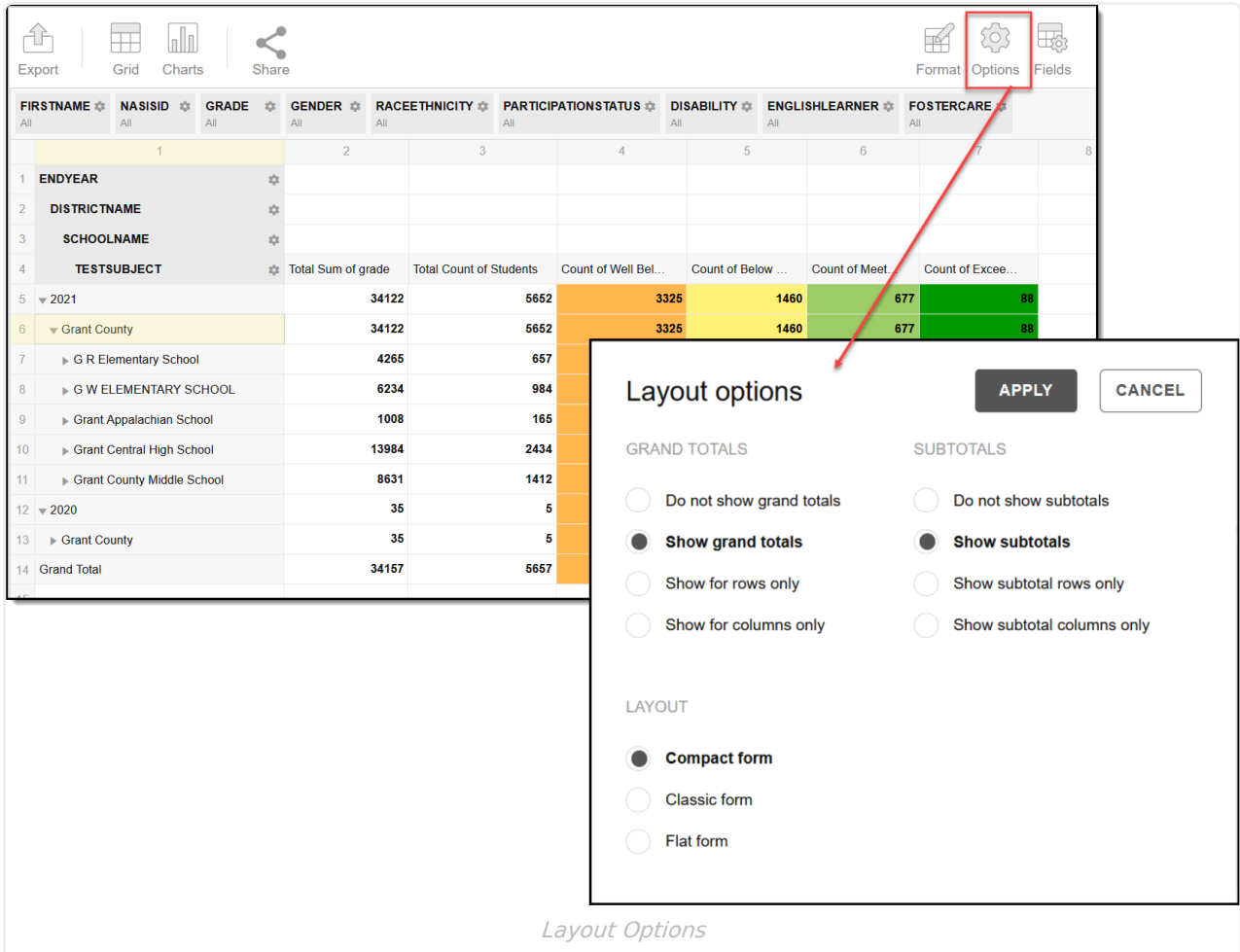
endYear  
districtName  
schoolName

	FIRSTNAME	TESTNAME	NASISID	GRADE	GENDER	RACEETHNICITY	PARTICIPATION
1	1						
2	2						
3	3						
4	4						
5	ENDYEAR						
6	DISTRICTNAME						
7	SCHOOLNAME						
8	TESTSUBJECT						
9	Total Count of Students						
10	Count of Well Below Performance Level						
11	Count of Below Performance Level						
12	2021						
13	12271						
14	7276						
15	2020						
16	8						
17	4						
18	Grand Total						
19	12279						
20	7280						

## Options

Options allows a user to adjust the layout of the report including the display of subtotals and grand totals. More information about Options can be found in the [Format and Layout Options](#) section of the [Pivot Designer](#) article.

► [Click here to expand...](#)



The screenshot shows the Pivot Designer interface with a table of data. The table has columns for various attributes like FIRSTNAME, NASISID, GRADE, GENDER, RACEETHNICITY, PARTICIPATIONSTATUS, DISABILITY, ENGLISHLEARNER, and FOSTERCARE. The table is filtered by ENDYEAR (2021) and DISTRICTNAME (Grant County). The table shows data for various schools, including G R Elementary School, G W ELEMENTARY SCHOOL, Grant Appalachian School, Grant Central High School, and Grant County Middle School. The 'Options' dialog box is open, showing settings for grand totals, subtotals, and layout. The 'Options' button in the top toolbar is highlighted with a red box and a red arrow points to the dialog box.

**Layout options**

**GRAND TOTALS**

- ☐ Do not show grand totals
- ☒ Show grand totals
- ☐ Show for rows only
- ☐ Show for columns only

**SUBTOTALS**

- ☐ Do not show subtotals
- ☒ Show subtotals
- ☐ Show subtotal rows only
- ☐ Show subtotal columns only

**LAYOUT**

- ☒ Compact form
- ☐ Classic form
- ☐ Flat form

*Layout Options*

## Format

Format options allow you to modify how cells represent data within the pivot table.

► [Click here to expand...](#)

To access format options, click the Format button and select one of the following options:

- **Format cells** - This editor allows you to control how text within the cell is aligned, what value is reported in the cells, how decimals are used, the current symbol used, any default null value you want the table to display, and whether or not you want data displayed as a percentage.
- **Conditional formatting** - This editor allows you to set cell value thresholds as to whether or not the data is reported for each cell (less than or greater than a certain value) as well as

modify the cell text size and font.

Refer to the [Format Options and Layout](#) section of the [Pivot Designer](#) article for additional information.

The screenshot shows the Pivot Designer interface with a table of student data. The 'Format' menu is open, showing options for 'Format cells' and 'Conditional formatting'. The 'Format cells' dialog box is open, showing options for 'CHOOSE VALUE', 'Text align', 'Thousand separator', 'Decimal separator', 'Decimal places', 'Currency symbol', 'Null value', and 'Format as percent'. The 'Conditional formatting' dialog box is also open, showing options for 'Value', 'Greater than...', and 'Format'.

*Format Options*

## Other Formatting Options

Right-click on any of the column headers to select from a list of additional formatting options.

To change the reported values from displaying as a **Count** to display as a **Percent**, right-click on any of the column headers and select "As Percent".

The screenshot shows a table of student data with columns for 'SCHOOLNAME', 'TESTSUBJECT', 'Total Count of Students', 'Count of Well Below Performance Level', 'Count of Below Performance Level', 'Count of Meets Performance Level', and 'Count of Exceeds Performance Level'. A right-click context menu is open over the 'Count of Meets Performance Level' column header, showing options such as 'As Percent', 'Sort column desc', 'Sort column asc', 'Number Formatting', 'Conditional Formatting', 'Edit Count of Meets Performance Level', and 'Remove Measure'.

*Formatting Options - Right-click on Column Header*

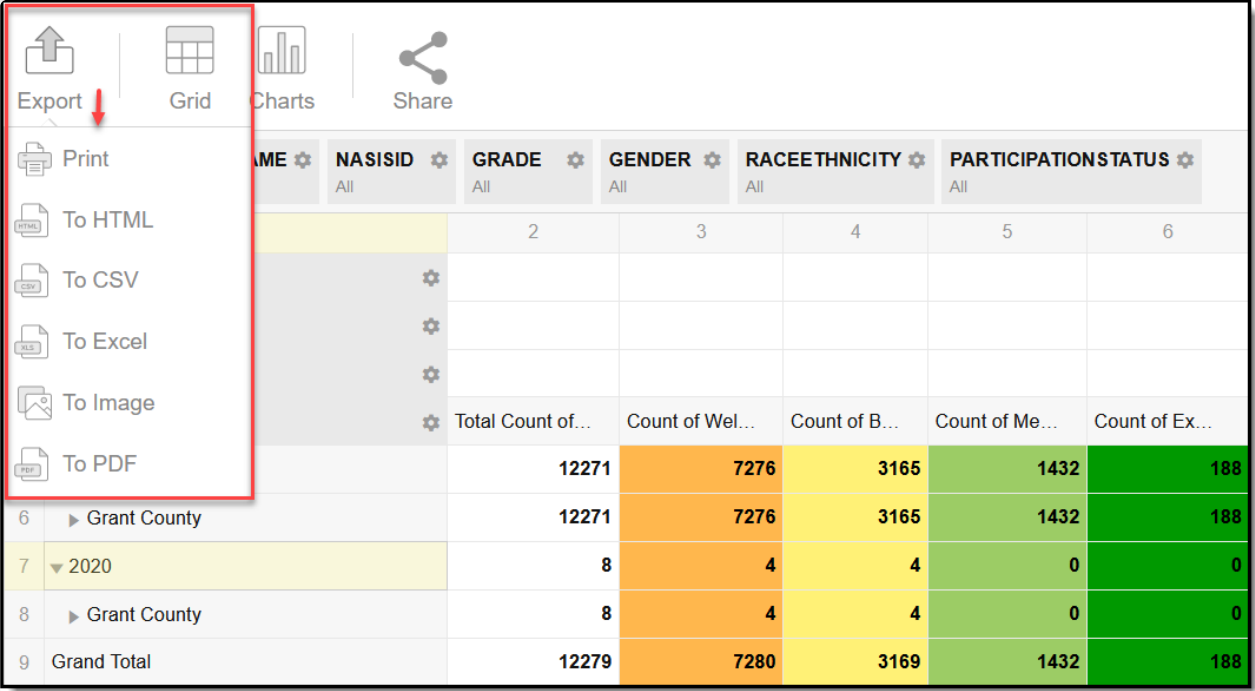
# Export and Share

Users may choose to *Export* the report to a number of external formats, or *Share* the report's URL with another Campus user. More information about Export and Share can be found in the [Export and Share Pivots](#) section of the [Pivot Designer](#) article.

► [Click here to expand...](#)

## Export

When a report is exported to another format such as PDF, CSV or HTML, the reported data elements are no longer linked to Campus' data tables. At this point, exported data is static and only represents the state of the data at the time the report was generated. Using the Export option, reported findings can be added to non-Campus tools for purposes of outside reporting or sharing with stakeholders who may not otherwise have access to it. Export can be used with any of the Charts formats.



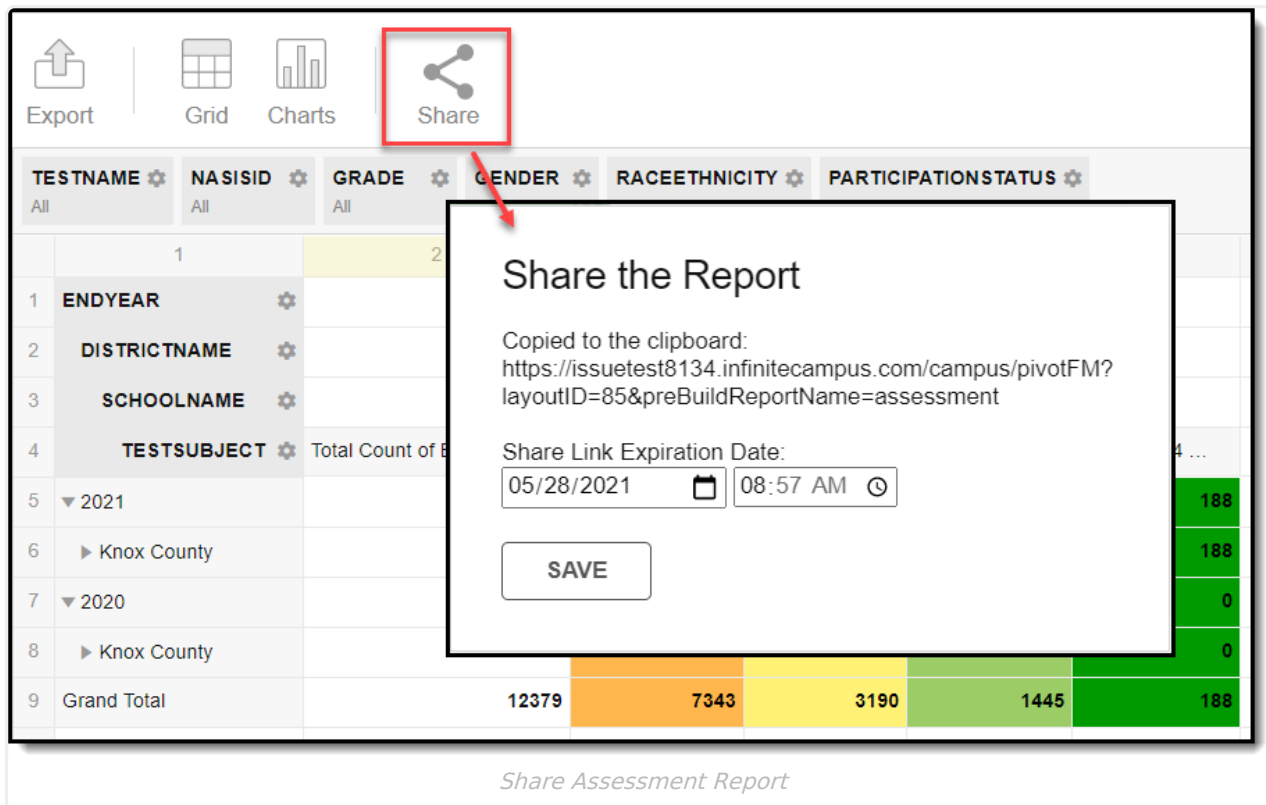
The screenshot shows the 'Export Assessment Report' interface. At the top, there are four icons: 'Export' (an upward arrow), 'Grid' (a table icon), 'Charts' (a bar chart icon), and 'Share' (a share icon). The 'Export' icon is highlighted with a red box and a red arrow pointing to it. Below the 'Export' icon, a dropdown menu is open, showing the following options: 'Print', 'To HTML', 'To CSV', 'To Excel', 'To Image', and 'To PDF'. The 'To PDF' option is highlighted. Below the dropdown menu, there is a table with the following columns: 'NAME', 'NASISID', 'GRADE', 'GENDER', 'RACEETHNICITY', and 'PARTICIPATIONSTATUS'. The table contains data for 'Grant County' and '2020'. The 'Grand Total' row shows the following values: 12279, 7280, 3169, 1432, and 188.

	NAME	NASISID	GRADE	GENDER	RACEETHNICITY	PARTICIPATIONSTATUS
		All	All	All	All	All
			2	3	4	5
						6
			Total Count of...	Count of Wel...	Count of B...	Count of Me...
			12271	7276	3165	1432
6	► Grant County		12271	7276	3165	1432
7	▼ 2020		8	4	4	0
8	► Grant County		8	4	4	0
9	Grand Total		12279	7280	3169	1432

Export Assessment Report

## Share

Use the Share option to share a link of the current view of the Assessment Report with another user. The recipient of the URL must (minimally) have **Read** rights to the Assessment Report and Pivot Designer tool to view what was shared. Access to the report using a shared link will expire based on the date and time entered in the *Share Link Expiration Date* fields.



**Share the Report**

Copied to the clipboard:  
<https://issuetest8134.infinitecampus.com/campus/pivotFM?layoutID=85&preBuildReportName=assessment>

Share Link Expiration Date:  
 05/28/2021 08:57 AM

**SAVE**

TESTNAME	NASISID	GRADE	GENDER	RACEETHNICITY	PARTICIPATIONSTATUS
1	2				
1	ENDYEAR				
2	DISTRICTNAME				
3	SCHOOLNAME				
4	TESTSUBJECT	Total Count of B			
5	▼ 2021				188
6	► Knox County				188
7	▼ 2020				0
8	► Knox County				0
9	Grand Total	12379	7343	3190	1445

*Share Assessment Report*

## View Share Links

From the Assessment Report editor, users who have been assigned (W)rite tool rights to the report can view a CSV list of only the links they have created by selecting the *View Share Links* button. If a user is also assigned (A)dd and (D)elete tool rights they will be able to see all shared links created by any user in a CSV list.

## Delete Share Links

Users who have (D)elete tool rights or who hold the *Student Information System* Product Security role can delete all shared links by selecting the Delete Share Links button (all links will be deleted if *Delete Share Links* is selected).



Schools (Use shift to select multiple)

K County Elementary School  
K County High School  
K County Intermediate School  
K County Middle School

Test Subjects (Use shift to select multiple)

Math  
Science  
ELA

Generate Report View Share Links Delete Share Links