



How to Navigate & Interpret Value-Added Reports

QUICK START GUIDE

[Home](#) [Search](#) [Admin](#) [My Account](#) [Help](#) [Contact Us](#) [Logout](#)

[▶ Reports](#) [▶ Schools](#) [▶ Tests](#) [▶ Subjects](#) [▶ Grades](#) [▶ Projections](#)

How to Navigate & Interpret Value-Added Reports

QUICK START GUIDE

The following four-page excerpt comes from pages 20-23 of your spiral bound Quick Start Guide, "How to Navigate & Interpret Value-Added Reports." This resource will help you understand access levels in EVAAS Value-Added Reporting so you can better assist your superintendent with assigning access accounts in your district. You can find the Quick Start Guide resource in its entirety in the *Understanding & Using Value-Added Analysis Toolkit*. In addition, administrators are encouraged to take course GL113 on the Value-Added Learning Network, titled "Providing Access to Value-Added Reports." Here are the four levels of access:

District Administrator

- One per district
- Usually the superintendent
- Superintendents should write to EVAAS_Support@sas.com to find out their username & password
- Can create School Administrators and District Users

School Administrator

- One per building
- Usually the principal
- Should use the "Forgot Password" Feature or contact the District Administrator to find out their username & password
- Can create School Users

School Users

- Unlimited number of users
- Usually teachers
- Should use the "Forgot Password" Feature or contact the School Administrator to find out their username & password
- Cannot create any accounts

District User

- Unlimited number of users
- Appropriate for DVAS or central office staff
- Should use the "Forgot Password" Feature or contact the District Administrator to find out their username & password
- Cannot create any accounts



Home Search Admin My Account Help Contact Us Logout

• Back • Print

- List / Modify Users
- Add New User
- Usage Reports
- Send Email

▶ Reports

1 Select an administrative option from the menu. The *Add New User* feature allows a district administrator to add a district user or a building administrator to add a new building user.

Remember to modify the prefix and include the user's e-mail address.

Administrator Update

Enter the user's contact information:

Name (First/Last): Ms. [] []

Email Address: []

Cancel Next

2 Select the user type, then click *Next*.

Administrator Update

Select what type of user you want this user to be:

District User School Admin

Previous Cancel Next

3 Select user permissions, then click *Next*.

Administrator Update

Select User Permissions:

District, School and Student Reports for All Schools

District Reports, School Reports and Student Reports for Selected School(s)

District Reports and School Reports for Selected School(s)

Previous Cancel Next

Navigation Tips:

- ▶ To hand deliver the account information, enter the user's e-mail address. The user can change it after he/she logs in the first time.
- ▶ The highest level of access is the top option, and the most restricted access is at the bottom.

District Site Administrator

The security system is designed to allow a district administrator, usually the superintendent, to create and permission different levels of access to district users. The district administrator also can create building administrators and permission different levels of access to reports outside that building.

Building Site Administrator

The security system is designed to allow a building administrator (once assigned), usually the principal, to create and permission different levels of access to building users and to create building administrators with different levels of access to reports. The building administrator also can create custom reports to be viewed by permissioned-only users.

SYSTEM ADMINISTRATION



Home Search Admin My Account Help Contact Us Logout

• Back • Print

- List / Modify Users
- Add New User
- Usage Reports
- Send Email

▶ Reports

1 To add a building administrator, select *School Adminis* from the menu. Then, click *Add New User*.

List of Users

2 Click on the assigned school for this administrator. This shortcut allows users to add a group of building administrators.

Select User Type School Adminis ▼ Select User Status Active Users ▼ Update List

Name	E-mail Address	Username	Access Level	Assigned School	Schools User can Access
				Chi Middle	
				Delta Middle	
				Kappa Middle	
				Mu Middle	
				Omega Middle	

3 Select the user permissions. Then, click *Next*.

Navigation Tip: The highest level of access is the top option, and the most restricted access is at the bottom.

Administrator Update ? ✕

Select User Permissions:

- All Reports for Admin's Own School, District Reports, School and Student Reports for Selected School(s)
- All Reports for Admin's Own School, District Reports and School Reports for Selected School(s)
- All Reports for Admin's Own School and District Reports
- School and Student Reports for Admin's Own School Only

Previous Cancel Next

4 To notify the user by e-mail, check send e-mail. Then, click *Next*.

Administrator Update ? ✕

Send e-mail to user indicating your actions

Send e-mail

Previous Cancel Next

5 Receive confirmation.

Administrator Update ? ✕

Done! User has been added/modified successfully.
E-mail was sent to the user.

Close

1 To modify a user, select the *User Type* from the menu.

List of Users

Select User Type **District Admins** Select User Status **Active Users** [Update List](#)

Name	E-mail Address	Username	Assigned District
Steven Hollis	shollis@Battelle.org	Steven.Hollis	Battelle School District
Rosanna Cortez	rcortez@Battelle.org	Rosanna.Cortez	Battelle School District
Jay Sievers	jsievers@Battelle.org	Jay.Sievers	Battelle School District
Betsy Jiricko	bjiricko@Battelle.org	Betsy.Jiricko	Battelle School District

2 Select the user.

3 To select a new level of access, click *Modify User Permissions*, then click *Next*.

Administrator Update

Select the action you want to perform for **Mr. Principal 8-1**

- Modify User Contact Information
- Deactivate User
- Send Account Information to User
- Change User to District Level User
- Change User's Assigned School
- Modify User Permissions**

[Previous](#) [Cancel](#) [Next](#)

4 Change user permissions. Then, click *Next*.

Administrator Update

Select User Permissions:

- All Reports for Admin's Own School, District Reports, School and Student Reports for Selected School(s)
- All Reports for Admin's Own School, District Reports and School Reports for Selected School(s)**
- All Reports for Admin's Own School and District Reports
- School and Student Reports for Admin's Own School, Only

[Previous](#) [Cancel](#) [Next](#)

Tip: Users can be assigned to access only selected schools.

5 View new permissions, then click *Next*.

Administrator Update

Verify Your Changes.

Name (First, Last): Gary Peterson
E-mail Address: gpeterson@chi.org
Account Type: School Admin
Access Level: Chi + District + Delta, Kappa, Mu
Assigned District: Battelle District
Assigned School: Chi Middle

[Previous](#) [Cancel](#) [Next](#)

Administrator Update

Select the school(s) for this user.

Schools: Delta, Kappa, Mu
Assigned School: Chi

[Previous](#) [Cancel](#) [Next](#)

List of Users

Select User Type **School Admins** Select User Status **Active Users** [Update List](#)

Name	E-mail Address	Username	Access Level	Assigned School	Schools User Can Access
Gary Peterson	gpeterson@chi.org	Principal.8-1	Own school + District + Selected Schools Reports	Chi	Delta, Kappa, Mu
				Delta	
				Kappa	
				Mu	

SYSTEM ADMINISTRATION



Home Search Admin My Account Help Contact Us Logout

• Back • Print

- List / Modify Users
- Add New User
- Usage Reports
- Send Email

▶ Reports

1 Principals can add building users by clicking *Add New User*.

2 Enter user's name and e-mail address. Then, click *Next*.

Administrator Update

Enter the user's contact information:

Name (First/Last):

E-mail Address:

3 Select *User Permissions*. Then, click *Next*.

Administrator Update

Select User Permissions:

- School Reports, Student Reports and Assigned Custom Student Reports
- School Reports and Assigned Custom Student Reports
- Assigned Custom Student Reports, Only

▶ **Tip:** Prior to assigning access, you will need to create custom reports.

Administrator Update

Do you want to assign any Custom Student Reports to this user?

Yes No, not at this time

5 To notify the user by e-mail, check send e-mail. Then, click *Next*.

Administrator Update

Send e-mail to user indicating your actions.

Send e-mail

6 Receive confirmation.

Administrator Update

Done! User has been added/modified successfully.
E-mail was sent to the user.