



Multiple Measures, LLC
www.k12multiplemeasures.com

MMARS™ Report Inbox

Pre-built reports for all your stakeholders; No Training Required ***Inbox Concepts, Actions, and Search Terms***

The new MMARS Report Inbox offers a nearly exhaustive collection of pre-built reports for all your stakeholders, including teachers, principals, and district administrators. Secure, role-based access is available to everyone, on your timeline. You no longer need to create reports; you simply need to find & click.

The Inbox also includes electronic delivery to all your stakeholders. All they need to do is login to MMARS, then click the links to open their reports. If there are many reports, the list can quickly be filtered to show just what you are seeking – using a few keywords in the (google-like) search bar. This relieves you from the task of report creation and distribution, and ensures that everyone gets the content they need, including teachers. It's our goal to make these data (including term-to-term growth metrics) available in the classroom, to inform instruction, and to provide summary and subgroup achievement and growth data/trends for administrators.

If you choose to setup teacher accounts, we'll need both rosters and a user list, both containing unique teacher ID numbers. To add many administrators, an electronic user list is helpful. We will provide specifications upon your request. You currently have the ability, within MMARS, to create parallel or subordinate administrator accounts yourself, one at a time.

Concepts:

- **Entity keywords:** In general, MMARS “knows” any word that pertains your school district, such as school names, teacher names, etc. It also knows test names, report titles, subgroup names, grade levels, roster names, dates, and department/course/period for middle and high schools. You can use any word that you see in the Search grid/display.
- **Internal keywords:** If a word is internal to the report, or an entity in a comparison, or contained in the test name or group name, it is understood. For example, if you use a school name, and the report contains “Each School”, the Search will find it, even if not shown in the Inbox grid/display.
- **Multiple distinct keywords:** **Entering multiple words in the search bar, separated by commas, will further refine and restrict your search to just those reports you want** (using the *intersection of ALL Words*). For example, a search of “**sbac,summary,df13**” will yield a very specific set of Smarter Balanced summary reports. Note that you can create a less restrictive search, by using fewer words, or by using the *union of ANY Word* option (switch the choice next to the Search button).
- **Multiple word keyword:** A multiple word entry, without commas, is searched exactly as entered, without the quotes (e.g. “**growth list**”).
- **Partial keyword:** You don't need to enter the whole word or phrase; a sub-string is fine ... just enough characters to be unique.
- **Search Scope:** Words are searched throughout the Inbox. They are not column specific, so if the word is not unique, the returned rows may be more than you intended. For example, if you enter **2017-18**, it could be found in the year column, the roster column, or internal to a report.

- **Grade Levels:** Grade levels are always represented in MMARS as the grade the students were in, *when tested*, regardless of whether you are viewing students with a new school year roster.
- **Sharing:** A report that is not shared is visible only to the author, even if other people would normally have role-based permission to these students or group. If you are the author (or we created the reports on your behalf), they can be un-shared, if you want to (even temporarily) conceal these from others. When you are ready to reveal to authorized users, simply re-share.
- **Dynamic/Batch Reporting:** Although we've created a thorough library of pre-built reports for you, you have the option to request additional reports (just ask) and/or create them yourself, using our familiar Dynamic and Batch reporting options, available from the menu icon (3 horizontal bars on the upper-left-hand side of the Inbox). Report creation tools are available to administrators only.
- **(old) Library:** We have not abandoned our prior Library and Report Queue. Those tools are still available from the menu. Once you experience the power and speed of the Inbox Search, we're sure you'll switch.
- **Browse Mode:** The Inbox page also includes a *Browse* pane, a tree-style hierarchy that functions independently from the Search. While the Search is, by far, the most efficient and fastest way to locate your content, Browse is available for those who prefer to be "walked down the garden path" to find their reports. This document is not intended to describe the Browse functionality.
- **Filter Mode:** In a subsequent release, the Inbox will offer a 3rd mode – *Filter*. This will look like the Search, but without a search bar. Instead, you will filter column content by making selections in dropdown lists, per column. This will be fast, like the Search, but will reduce typing. Your filters will be limited to the precise selections available in each column (*nearly identical to filtering in Excel*).
- **Display / Screen Resolution:** *The MMARS Report Inbox is designed to be viewed in medium or high resolution on your display monitor.* If you have a low resolution monitor, the Inbox will be difficult to use, because you will have far less "real estate" to view the context/parameters of the report list, causing a lot of horizontal scrolling. If you need to change your resolution, and don't know how, contact your local PC technician. If you are unwilling or unable to change your display resolution to at least 1024 x 768, you can either scroll, or use our legacy Library display, available via the menu.

Actions:



- Search : use the currently displayed keywords to search and filter the Inbox
- Refresh : refresh the Inbox, using the currently displayed keywords
- Delete : if you are the author, you may delete the selected reports from the Inbox
- Download : download the selected reports to a ZIP file on your computer
- Email : ZIP and email the selected reports (as an attachment) to an individual *with a MMARS account* whose role-based permission allows access to this content.
- Share : if you are the author, you may share and un-share selected reports in the Inbox
- Reset : resets the Inbox view to its initial state, as if you just logged in

Search

e.g. sbac, summary, dfl3 --OR-- elpac, pupil

ALL Words (intersection of search items)
 ANY Word (union of search items)

Search Keywords:

Below is a brief list of keywords you should know, to help with quick filtering. Keywords are not case-sensitive. Typically, a teacher will have only a handful of pupil list reports, so no filtering will be necessary.

- **Status** : [Ready Pending](#)
- **Shared** : [Shared Private Personal "my reports"](#)
- **Test** : [SBAC ELPAC iReady NWEA Renaissance](#), etc. (name or acronym)
- **Type** : [Summary Pupil](#)
- **Report** : enter a portion of a report name (e.g. [claim achievement fpl dfl3 apd eap "growth list"](#))
- **Roster** : [publisher "18 rosters" "19 rosters"](#)
- **School** : enter a unique portion of the school name (e.g. [wilson "jefferson elem"](#))
- **Teacher** : enter a unique portion of the teacher name (e.g. [valdez "smith m"](#))
- **Category** : enter a unique portion of the subgroup category (e.g. [ethnicity "parent education"](#))
- **Subgroup** : enter a unique portion of the specific subgroup (e.g. [filipino farsi male](#))
- **Grade** : enter the unique grade level (e.g. ["grade 11"](#))
- **Year** : enter the unique year span (e.g. [15-18](#))
- **Term** : enter a portion of the unique term name (e.g. [winter, "window 1"](#))
- **Content** : enter a unique portion of the content area name (e.g. [science math](#))
- **Subject** : enter a unique portion of the subject name (e.g. [math ela](#))
- **Claim** : enter a unique portion of the claim/cluster name (e.g. [listening concepts](#))
- **Department:** enter a unique portion of the department name (e.g. [social "fine arts"](#))
- **Course** : enter a unique portion of the course name (e.g. ["english 3h" geometry](#))
- **Period** : enter a unique portion of the period number (e.g. ["period 5"](#))
- **Matching** : enter a unique portion of the summary match type (e.g. [cohort](#))
- **Sorting** : enter a unique portion of the pupil list sorting method (e.g. [ranked alpha](#))
- **File** : enter a unique portion of the filetype (e.g. [PDF XLS Excel](#))
- **Created** : enter a unique portion of the date (e.g. [7/22](#))
- **Author** : enter a unique portion of the author's name (e.g. [ernst](#))

If you have questions, please ask. Once you use the Inbox a bit, we're sure you'll find it intuitive, powerful, and fast. We will soon be posting videos and additional documents to help guide you.



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Example Report Inbox:

The example below shows the default view for a district administrator. This is filtered by: [summary,district](#) and shows only districtwide summaries. To see school reports, remove the [district](#) keyword. To see pupil reports, remove the [summary](#) keyword. Then, add other keywords to filter the view as desired.

Search

ALL Words (intersection of search items)
 ANY Word (union of search items)

Items Per Page: 20

↺
🗑️
↓
✉️
↶
RESET

☐	Status	Shared	Test	Type	Report	Roster	School	Teacher
<input type="checkbox"/>	Ready	Yes	NWEA	Summary	NWEA MAP Average Percent Correct	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	NWEA	Summary	NWEA MAP Average Percent Correct	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	NWEA	Summary	NWEA MAP Average RIT Score	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	NWEA	Summary	NWEA MAP Average RIT Score	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	NWEA	Summary	NWEA MAP NPR Quintiles	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC ± Distance From Level 3 (DFL3) Change	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC ± Fractional PL™ (FPL™) Change	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Achievement Levels	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Achievement Levels	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Achievement Levels	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Achievement Levels	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Achievement Levels	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Achievement Levels	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Achievement Levels	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Average Point Difference (APD)	Per Publisher Data File	All Schools	All Teachers
<input type="checkbox"/>	Ready	Yes	SBAC	Summary	Preliminary SBAC Average Scale Score	Per Publisher Data File	All Schools	All Teachers

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18 items in 1 pages