

MSAA System Online Reporting Preview (State Reps)

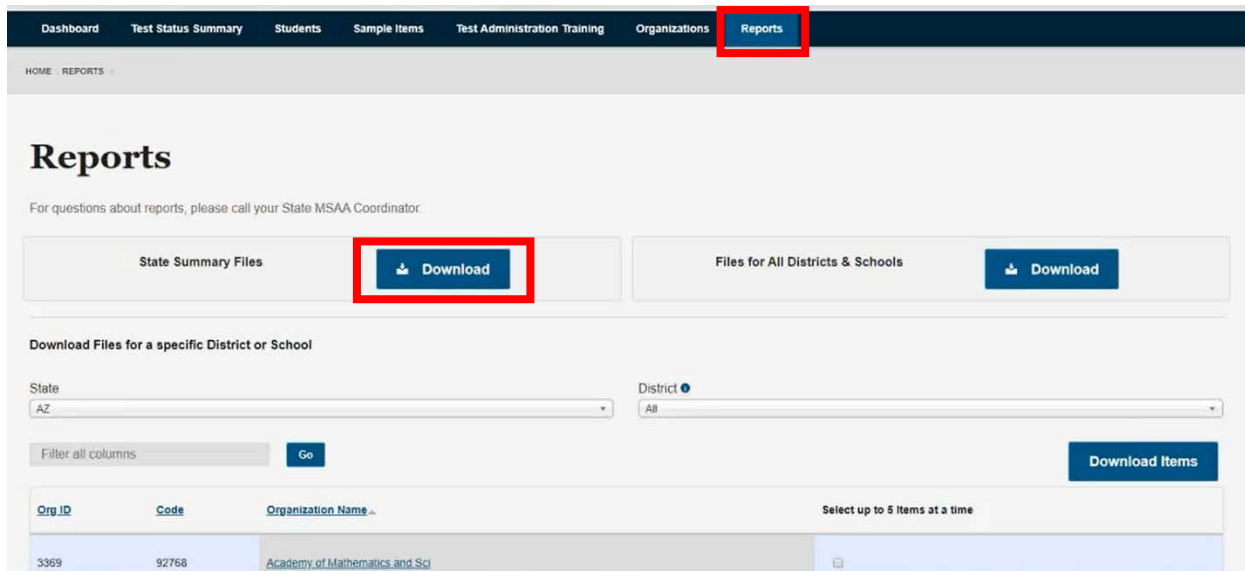
Once logged on to the MSAA System, click on the **Reports** tab on the toolbar located at the top of the screen.



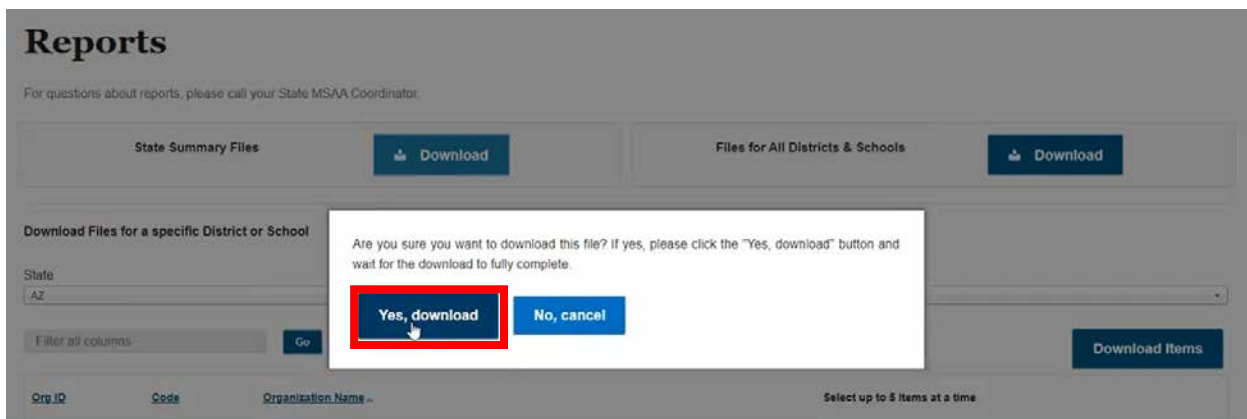
Inside the reporting tab there are three options for downloading Reports.

Option 1: Download State Summary Files

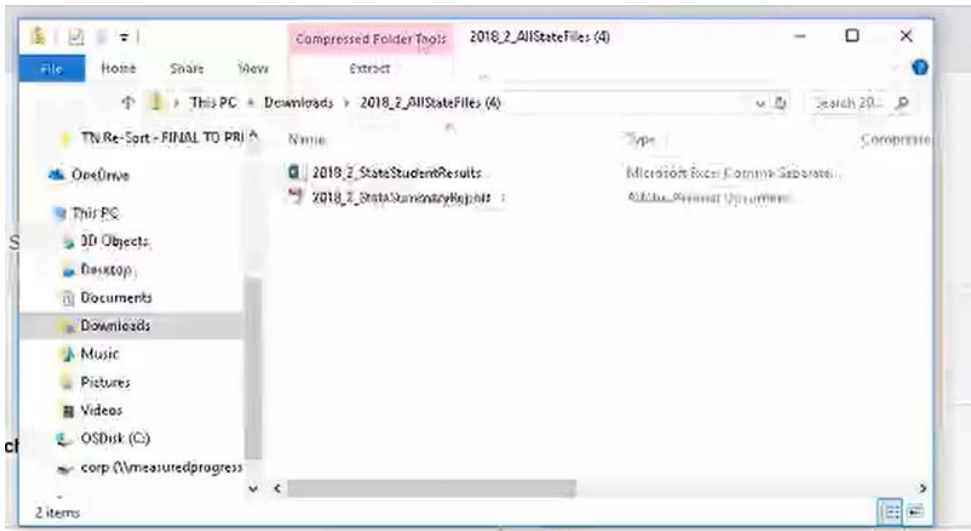
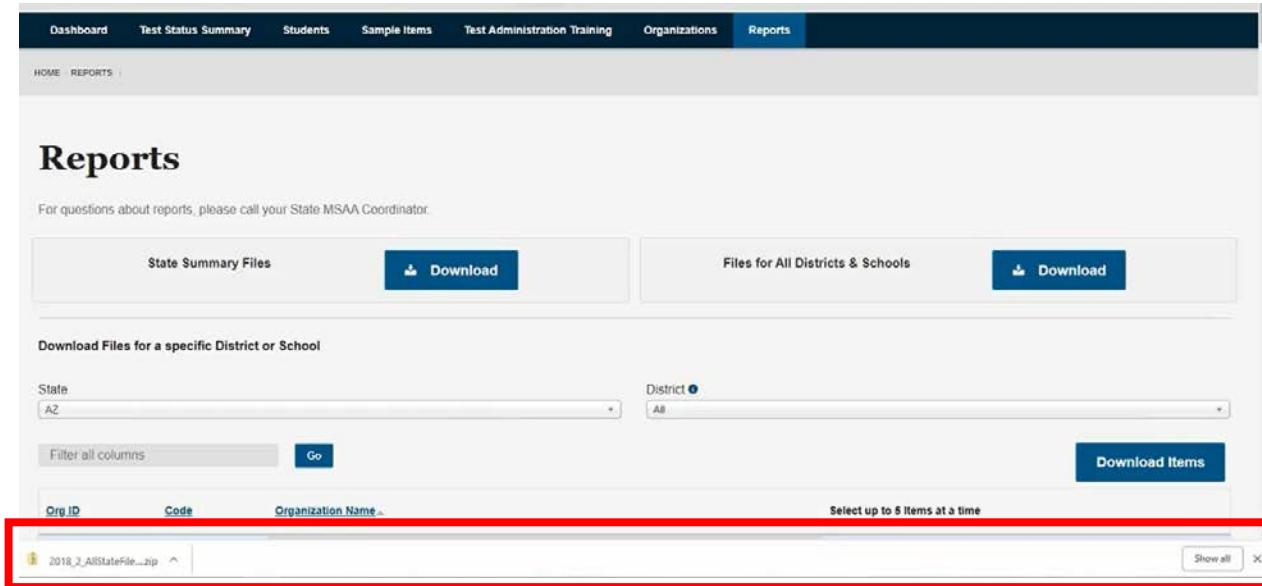
- Click the **Download** button next to State Summary Files.



- A pop up will ask to confirm the download. Click on **Yes, download**.

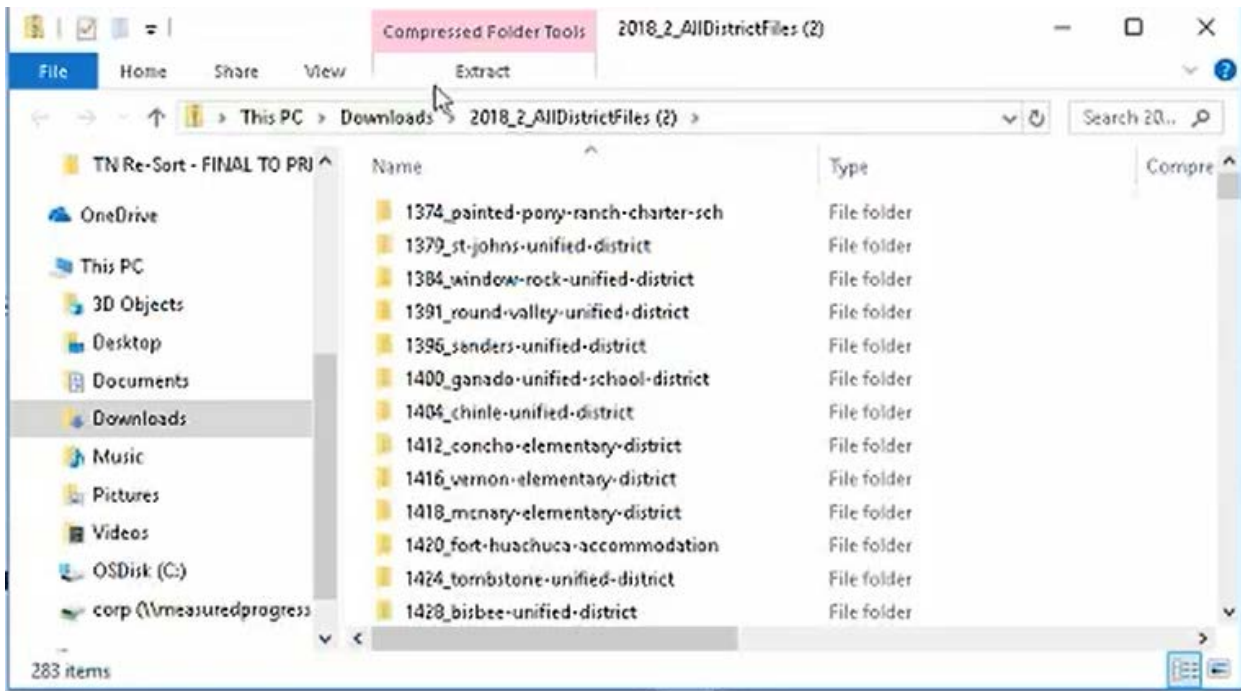
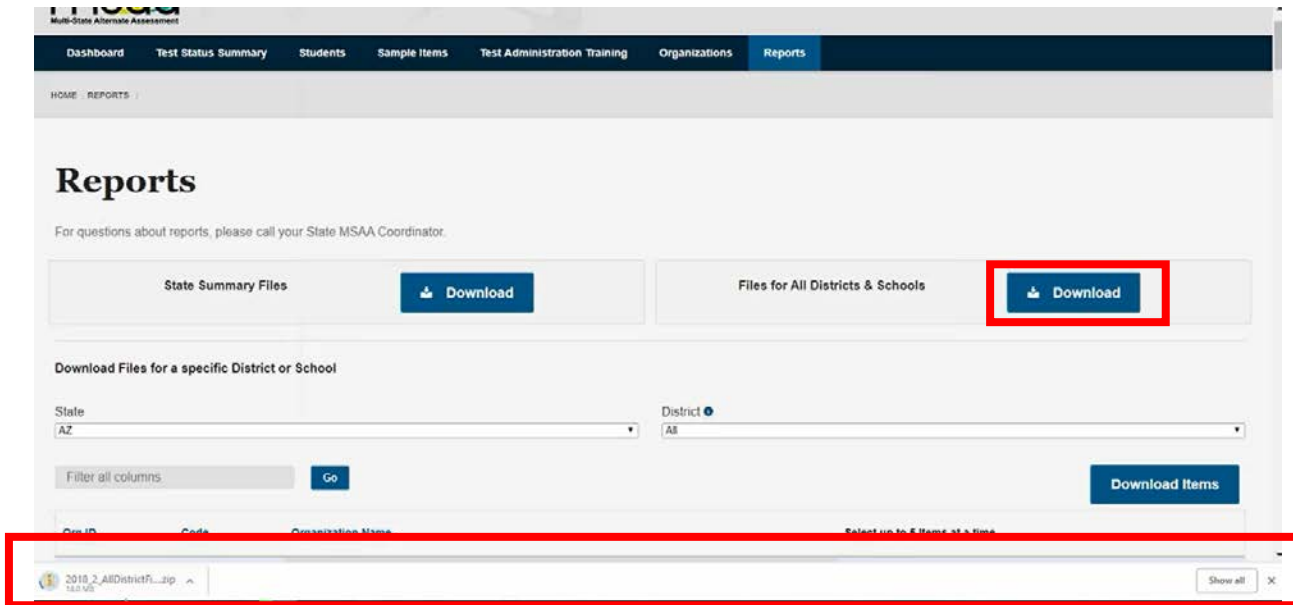


The files will download to the browser. Once completed the zip file can be opened and saved to an appropriate/ approved location.

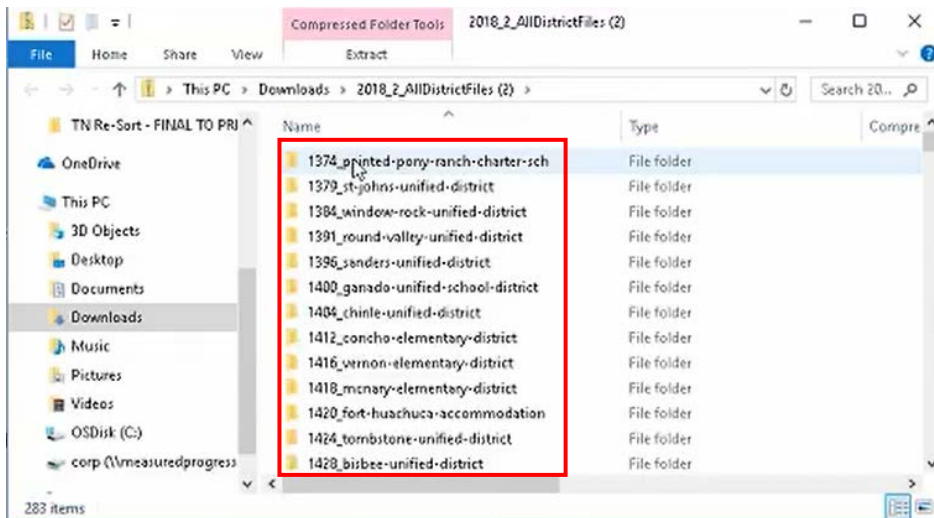


Option 2, download all District & School Reports

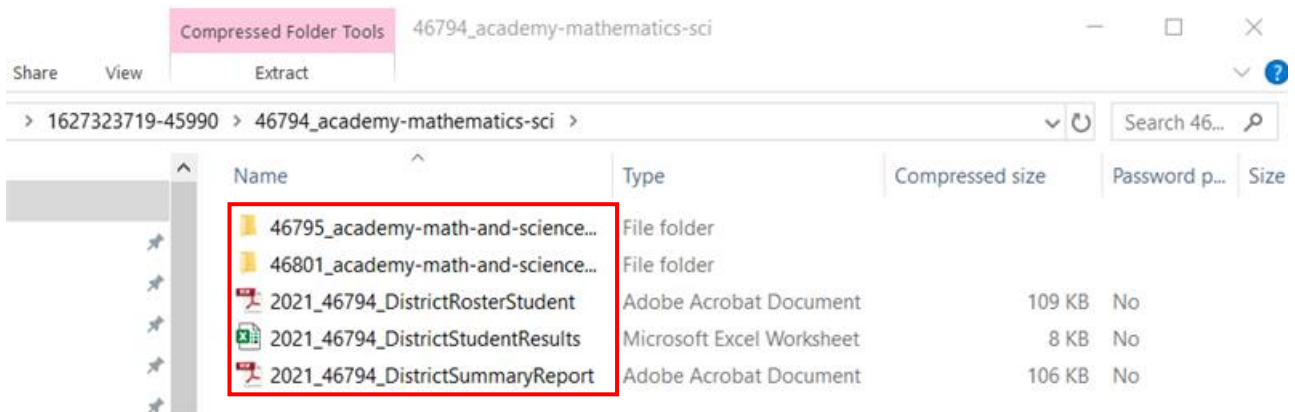
- State TCs will use the same process as in Option 1 (State Summary Files) to download their district and school files to the browser.



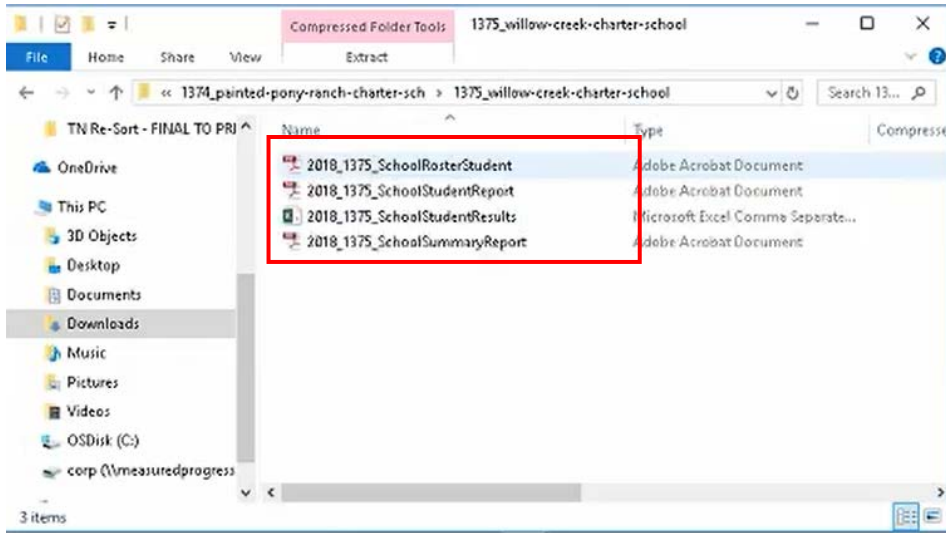
- This zip file will provide subfolders all the Districts that have reports.
 - The naming convention for each file will be the Org ID(system-generated)_Org Name.



- Inside the district folder is:
 - District Students Result File (Excel)
 - District Summary Report (PDF)
 - District Roster Report (PDF)
 - Subfolders of each school who participate in MSAA administration and has reports available



- Inside the school folders are:
 - School Roster Report (PDF)
 - School Student Report (PDF)
 - School Student Results (Excel)
 - School Summary Report (PDF)



Option 3: Using the State and District drop down menus

- This option is most frequently used for downloading specific districts/schools. The state dropdown selection will default to the TC's specific State.
 - The Districts for the State will display below.
 - Select the District(s) using the check boxes and then select download items.
 - Or use the dropdown to search a specific District.
 - Once a specified District is selected in the dropdown, the page will refresh to provide the School(s) with reports available for that District.

Download Files for a specific District or School

State: AZ | District: All

Filter all columns | Go | Download Items

Org ID	Code	Organization Name	
3369	92768	Academy of Mathematics and Sci	<input type="checkbox"/>
3057	7355	ACCEL	<input checked="" type="checkbox"/>
3113	79437	Acorn Montessori Charter Sch	<input type="checkbox"/>
10469	86334	ACSF Charters	<input type="checkbox"/>
2375	4289	Agua Fria Union High Sch Dis	<input type="checkbox"/>
1992	4249	Aguila Elementary District	<input type="checkbox"/>

District

All

All

Academy of Mathematics and Sci

ACCEL

Acorn Montessori Charter Sch

ACSF Charters

Agua Fria Union High Sch Dis

Aguila Elementary District

Ajo Unified District

Akmei O'Otham Pee Posh Chart

Alhambra Elementary District

- A max of 5 orgs (Districts or Schools) can be selected for downloading at a time from the list provided.
 - An error message will display if more than 5 have been selected and prompted for download.

Download Files for a specific School

State: AZ District: Florence Unified School Dis

Filter all columns Go Download Items

Org ID	Code	Organization Name	Select up to 5 items at a time
2754	00400	Anthem Elementary School	<input type="checkbox"/>
2755	00507	Circle Cross Ranch K8 School	Reports Not Available
2752	05853	Copper Basin	Reports Not Available
2749	5897	Florence High School	<input type="checkbox"/>
2748	5895	Florence K-8	Reports Not Available
2760	90781	Florence Virtual Academy	Reports Not Available
2755	88658	Magma Ranch K8 School	Reports Not Available

State: AZ District: Florence Unified School Dis

You cannot download more than five items at one time.

Download Items

Org ID Code Organization Name Select up to 5 items at a time

- A confirmation message will appear that your files have begun downloading.
 - These files will be downloaded to your browser and available to open once complete.

Your files are being downloaded. Once done, they will appear in your browser's download bar.

Your download of the files should begin shortly. If the download does not start, please click [here](#) to start download.
Performed Download Items on 5 Items.

Reports

For questions about reports, please call your State MSAA Coordinator.

State Summary Files

Download

Files for All Districts & Schools

Download

Download Files for a specific School

State

AZ

District

Florence Unified School Dis

Filter all columns

Go

Download Items

Org ID

Code

Organization Name

Select up to 5 items at a time

Opening 1537451663-30552

Show all

