

# **Rhode Island and Vermont Multi-State Science Assessment**

**2018–2019**

## **Volume 6: Score Interpretation Guide**



**RIDE** Rhode Island  
Department  
of Education



**VERMONT**  
AGENCY OF EDUCATION

## TABLE OF CONTENTS

1.	MULTI-STATE SCIENCE ASSESSMENT SCORE REPORTS .....	1
1.1	Overview of MSSA Score Reports .....	1
1.2	Overall Scores and Discipline-Level Scores.....	1
1.3	AIRWays Reporting System.....	3
1.4	Available Reports on the Rhode Island and Vermont Reporting Systems .....	3
1.4.1	Reporting by Subgroup .....	4
1.4.2	Overall Performance Dashboard .....	6
1.4.3	Aggregate-Level Subject Report .....	7
1.4.4	Aggregate-Level Discipline-Level Report.....	9
1.4.5	Aggregate-Level Items and Disciplinary Core Ideas Level Report .....	10
1.4.6	Student-Level Subject Report.....	11
1.4.7	Student-Level Discipline-Level Report .....	13
1.4.8	Individual Student Report .....	14
1.4.9	Data File .....	18
1.5	Test Information Distribution Engine.....	18
1.6	Paper Individual Student Reports for Families.....	19
2.	INTERPRETATION OF REPORTED SCORES.....	19
2.1	Scale Score.....	19
2.2	Standard Error of Measurement.....	20
2.3	Achievement Level .....	20
2.4	Achievement Category for Discipline Levels.....	20
2.5	Cut Scores .....	21
2.6	Aggregated Scores .....	21
2.7	Relative Strength and Weakness for Disciplinary Core Ideas .....	21
2.8	Appropriate Uses for Scores and Reports.....	22
3.	SUMMARY.....	23

**LIST OF TABLES**

Table 1. Disciplines for Science ..... 3  
Table 2. Rhode Island and Vermont Score Reports Summary ..... 4  
Table 3. Rhode Island List of Subgroups..... 5  
Table 4. Vermont List of Subgroups..... 5  
Table 5. Rhode Island and Vermont MSSA Achievement Level Cut Scores ..... 21

## LIST OF FIGURES

Figure 1. Rhode Island District-Level Overall Performance Dashboard.....	6
Figure 2. Vermont District-Level Overall Performance Dashboard.....	7
Figure 3. Rhode Island District Aggregate-Level Subject Report for Grade 8 Science .....	8
Figure 4. Vermont District Aggregate-Level Subject Report for Grade 8 Science .....	8
Figure 5. Rhode Island District Aggregate-Level Subject Report for Grade 8 Science by Gender	8
Figure 6. Vermont District Aggregate-Level Subject Report for Grade 8 Science by Gender .....	9
Figure 7. Rhode Island District Aggregate-Level Discipline-Level Report for Grade 8 Science	10
Figure 8. Vermont District Aggregate-Level Discipline-Level Report for Grade 8 Science .....	10
Figure 9. Rhode Island District Aggregate-Level Disciplinary Core Idea Report for Grade 8 Science .....	11
Figure 10. Vermont District Aggregate-Level Disciplinary Core Idea Report for Grade 8 Science .....	11
Figure 11. Rhode Island Student Subject Report for Grade 8 Science .....	12
Figure 12. Vermont Student Subject Report for Grade 8 Science .....	12
Figure 13. Rhode Island Student Discipline Report for Grade 8 Science .....	13
Figure 14. Vermont Student Discipline Report for Grade 8 Science .....	14
Figure 15. Rhode Island Individual Student Report for Grade 5 Science .....	16
Figure 16. Vermont Individual Student Report for Grade 5 Science .....	17
Figure 17. Rhode Island Data File .....	18
Figure 18. Vermont Data File .....	18

## LIST OF APPENDICES

Appendix A. AIRWays Reporting User Guide	
Appendix B. Sample Printed Individual Student Report	



## 1. MULTI-STATE SCIENCE ASSESSMENT SCORE REPORTS

In spring 2019, the Multi-State Science Assessment (MSSA) was administered to Rhode Island and Vermont students in grades 5, 8, and 11 science. The purpose of the Score Interpretation Guide is to document the features of the Rhode Island and Vermont AIRWays Reporting System, which is designed to assist stakeholders in reviewing and downloading the test results and understanding and appropriately using the results of the state assessments. Additionally, this volume describes the score types reported for the spring 2019 assessments, the appropriate uses of those score types, the inferences that can be drawn from them, and the features of the score report.

### 1.1 OVERVIEW OF MSSA SCORE REPORTS

The MSSA was first administered operationally in Rhode Island and Vermont in spring 2019. Test scores from the spring 2019 assessments were provided to districts and schools through AIRWays on October 1, 2019 for Vermont and November 12, 2019 for Rhode Island after the standard-setting workshop that occurred on August 5–6, 2019. AIRWays provided information on student achievement and aggregated summaries at three levels—district, school, and roster.

AIRWays (<https://ri.portal.airast.org/> and <https://vt.portal.airast.org/>) is a web-based application that provides Rhode Island and Vermont MSSA results at various levels. Test results are available for users based on their roles and the privileges they receive, which are based on the authentication granted to them. There are four basic levels of user roles: the state, district, school, and teacher levels. Each user is granted drill-down access to reports in the system based on his or her assigned role. This means teachers can access data for their rosters of students only, schools can access data for the students in their school only, and districts can access data for all schools and students in their district.

The following users have access to the system:

- **State Users.** Access to all data at the state, district, school, teacher, and student levels
- **District Administrator (DA) and District Test Coordinator (DC) Users.** Access to all data for their district and the schools and students in their district
- **School Coordinator (SC) Users.** Access to all data for their school and the students in their school
- **Teacher Examiner (TE) and Test Administrator (TA) Users.** Access to all aggregate data for their rosters and the students within their rosters

Access to reports is password-protected, and users can access data at and below their assigned level only. For example, an SC user can access the school report of students for his or her school, but not for another school.

### 1.2 OVERALL SCORES AND DISCIPLINE-LEVEL SCORES

Each student receives a single scale score for each subject tested if there is a valid score to report. A student's score is based on only the operational items on the assessment. A scale score is used

to describe how well a student performed on a test and can be interpreted as an estimate of the student’s measured knowledge and skills. The scale score is transformed from a theta score, which is estimated based on mathematical models. Low scale scores can be interpreted as an indication that the student does not possess sufficient knowledge and skills as measured by the test. Conversely, high scale scores can be interpreted as an indication that the student has proficient knowledge and skills as measured by the test. Interpretation of scale scores is more meaningful when the scale scores are used along with achievement levels and Achievement-Level Descriptors (ALDs).

Based on the scale score, students will receive an overall achievement level. Achievement levels are proficiency categories on a test, which students fall into based on their scale scores. For the MSSA, scale scores are mapped into four achievement levels:

1. *Beginning to Meet Expectations*
2. *Approaching Expectations*
3. *Meeting Expectations*
4. *Exceeding Expectations*

ALDs are a description of content area, knowledge, and skills that students at each achievement level are expected to possess. Thus, achievement levels can be interpreted based on ALDs. Generally, students performing on the Rhode Island and Vermont MSSA at Levels 3 and 4 are considered on track to demonstrate progress toward mastery of the knowledge and skills necessary for college and career readiness.

In addition to an overall score, students will receive discipline-level scores. For the MSSA, student achievement on each discipline level is reported on three achievement categories:

1. *Below Mastery*
2. *At/Near Mastery*
3. *Above Mastery*

Unlike the achievement levels for the overall test, student achievement on each of the discipline levels is evaluated with respect to the *Meeting Expectations* achievement standard (cut scores; see Section 2.5). Student achievement at either *Below Mastery* or *Above Mastery* can be interpreted as student achievement clearly below or above the *Meeting Expectations* cut score for a specific discipline. Student achievement that is *At/Near Mastery* can be interpreted as student achievement that does not provide enough information to tell whether students reached the *Meeting Expectations* mark for the specific discipline.

Table 1 displays the disciplines for science, by grade and subject.

Table 1. Disciplines for Science

Grade	Discipline
5, 8, 11	Earth and Space Sciences Life Sciences Physical Sciences

### 1.3 AIRWAYS REPORTING SYSTEM

AIRWays generates a set of online score reports that describe student performance for students, families, educators, and other stakeholders. The online score reports are produced after the tests are submitted by the students, hand-scored and machine-scored, and finally processed into AIRWays. In addition to each individual student’s score report, AIRWays produces aggregate score reports for teachers, schools, districts, and states.

Furthermore, to facilitate comparisons, each aggregate report contains the summary results for the selected aggregate unit, as well as all aggregate units above the selected aggregate. For example, if a school is selected, the summary results of the district to which the school belongs are provided so the school performance can be compared with the district performance. If a teacher is selected, the summary results for the school and the district above the teacher are also provided for comparison purposes.

### 1.4 AVAILABLE REPORTS ON THE RHODE ISLAND AND VERMONT REPORTING SYSTEMS

The Rhode Island and Vermont AIRWays is hierarchically structured. An authorized user is able to view reports at his or her own aggregated unit and any lower level of aggregation. For example, a school user can view only the reports and data at the school and student levels of his or her school. DA users can view the reports and data for their districts and the student-level results for all of their schools.

Table 2 summarizes the types of score reports that are available in AIRWays and the levels at which the reports can be viewed. A description of each report is also provided below. Data files are accessible for district to download.

For detailed information on available reports and available features, educators are able to refer to the AIRWays User Guide. The 2018–2019 *AIRWays Reporting User Guide* is included in Appendix A.

Table 2. Rhode Island and Vermont Score Reports Summary

Report	Description	Level of Ability				
		State	District	School	Roster	Student
Summary Performance	Summary of performance (to date) across grades and subjects or courses for the current administration	✓	✓	✓	✓	
Aggregate-Level Subject Report	Summary of overall performance for a subject and a grade for all students in the defined level of aggregation	✓	✓	✓	✓	
Aggregate-Level Discipline-Level Score Report	Summary of overall performance on each discipline level for each grade across all students within the selected level of aggregation	✓	✓	✓	✓	
Aggregate-Level Disciplinary Core Ideas Report	Summary of overall performance on each disciplinary core idea for a given subject and grade across all students within the selected level of aggregation	✓	✓	✓	✓	
Student-Level Subject Report	List of all students who belong to a school, teacher, or roster with their associated subject or course scores for the current administration			✓	✓	
Student-Level Discipline-Level Score Report	List of all students who belong to a school, teacher, or roster with their associated discipline-level performance for the current administration			✓	✓	
Individual Student Report	Detailed information about a selected student's performance in a specified subject or course. Includes overall subject and discipline-level results					✓
Data Files	Text/CSV file containing overall and discipline-level scale scores and performance levels along with demographic information		✓	✓	✓	

### 1.4.1 Reporting by Subgroup

The aggregate score reports provide overall student results by default but can also be analyzed by subgroups based on demographic data at any time. When used on aggregate-level reports, an additional level of analysis will be provided by aggregating students based on subgroup. For example, when the Gender subgroup is selected, AIRWays will display aggregate results for all students, male students, and female students. When used on student-level reports, subgroups can instead be used to filter individual results. For example, a user will have the option to select Male or Female after the Gender subgroup is selected.

Users can see student assessment results by any subgroup at any time by selecting the desired subgroup from the *Breakdown Assessment* pie chart button available. Table 3 and Table 4 present the types of subgroups and subgroup categories provided in AIRWays for Rhode Island and Vermont, respectively.

*Table 3. Rhode Island List of Subgroups*

<b>Breakdown by Category</b>	<b>Displayed Category</b>
Race/Ethnicity	American Indian or Alaskan Native
	Asian
	Hispanic or Latino
	Black or African American
	White
	Native Hawaiian or Other Pacific Islander
Gender	Male
	Female
Special Education	Special Education
	Not Special Education
Low Income Status	Yes
	No
English Learner	Yes
	No
Enrolled Grade	Grade 5
	Grade 8
	Grade 11

*Table 4. Vermont List of Subgroups*

<b>Breakdown by Category</b>	<b>Displayed Category</b>
Race/ Ethnicity	Two or More Races
	American Indian or Alaskan Native
	Asian
	Hispanic or Latino
	Black or African American
	White
	Pacific Islander
Gender	Male
	Female

Breakdown by Category	Displayed Category
IDEA Indicator	IDEA
	Not IDEA
Economic Disadvantage Status	Yes
	No
Limited English Proficiency Status	Yes
	No
Enrolled Grade	Grade 5
	Grade 8
	Grade 11

### 1.4.2 Overall Performance Dashboard

Homepage-authorized users can log on to AIRWays to view summaries of students’ performance across grades and subjects. State personnel and district personnel can access district summaries, school personnel can access school summaries, and teachers can access summaries of their students. The Overall Performance Dashboard has the following features:

- Displays summary data separated by grade and subject
- Level of aggregation based on a user’s role
- Reports number of students tested and percent meeting expectations

Figure 1 and Figure 2 present sample Overall Performance Dashboard at the district level for Rhode Island and Vermont, respectively.

Figure 1. Rhode Island District-Level Overall Performance Dashboard

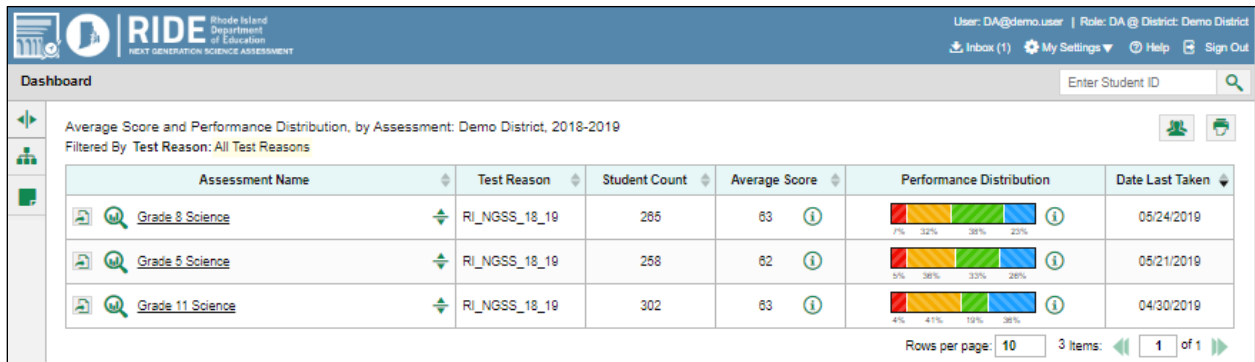
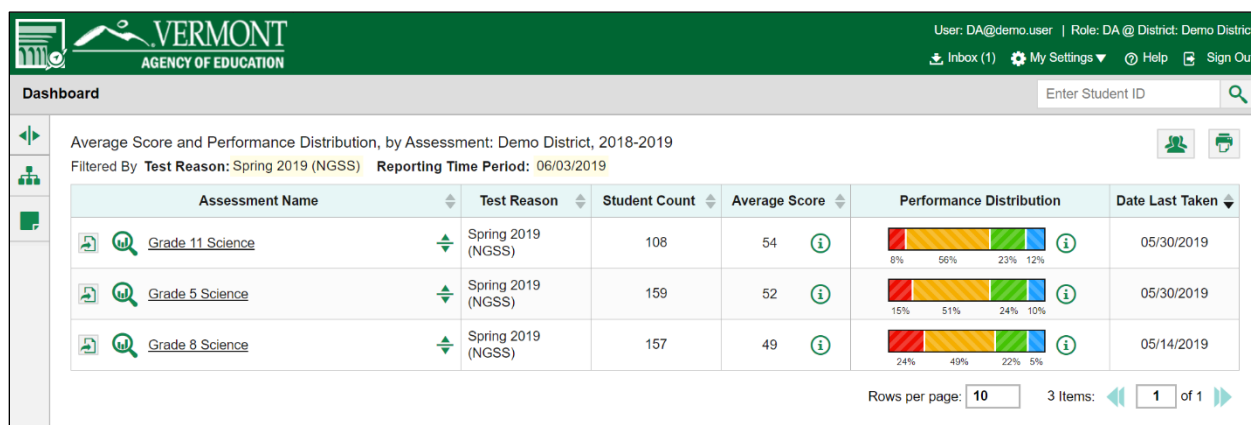


Figure 2. Vermont District-Level Overall Performance Dashboard



### 1.4.3 Aggregate-Level Subject Report

Detailed summaries of student achievement within a grade and subject area are made available in the Aggregate-Level Subject Report. The Aggregate-Level Subject Report presents results for the aggregate unit as well as the results for any higher-level aggregate units. For example, a school's Aggregate-Level Subject Report will also contain the summary results of the school's district so that school performance can be compared with district performance.

The Aggregate-Level Subject Report provides the aggregate summaries on a specific subject area, including the

- number of students;
- average scale score and standard error of the average scale score;
- percentage of students meeting expectations; and
- percentage of students in each achievement level.

The summaries are also presented for overall students and by subgroups. Figure 3 and Figure 4 present examples of Aggregate-Level Subject Reports for grade 8 science at the district level without subgroups for Rhode Island and Vermont, respectively. Figure 5 and Figure 6 highlight grade 8 science at the district level when a user selects a subgroup of gender for Rhode Island and Vermont, respectively.

Figure 3. Rhode Island District Aggregate-Level Subject Report for Grade 8 Science

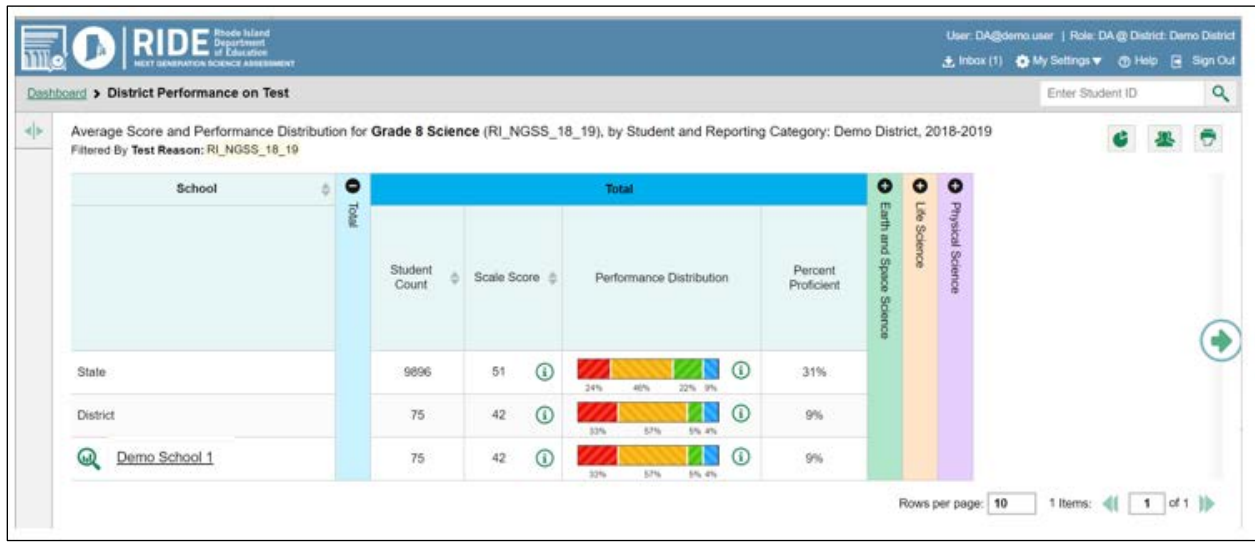


Figure 4. Vermont District Aggregate-Level Subject Report for Grade 8 Science

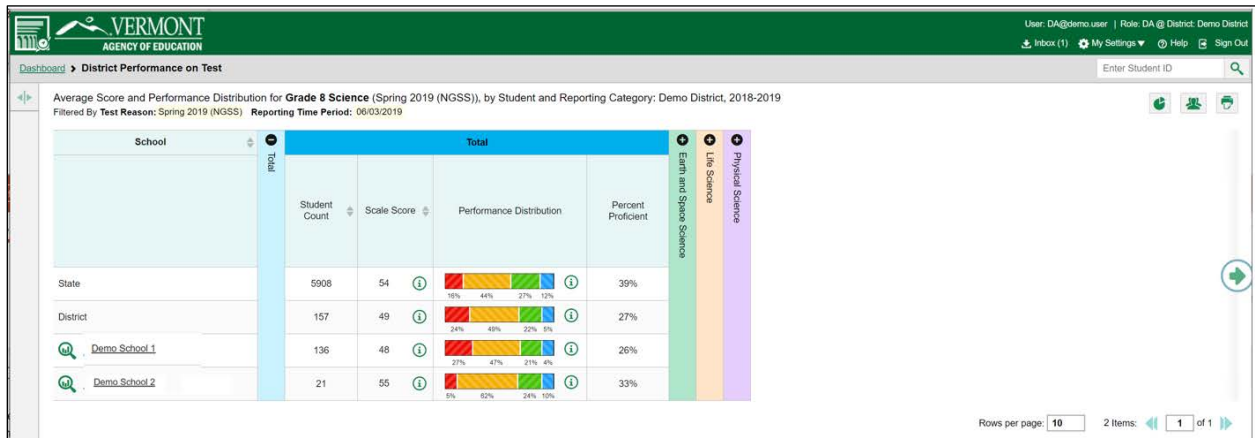


Figure 5. Rhode Island District Aggregate-Level Subject Report for Grade 8 Science by Gender

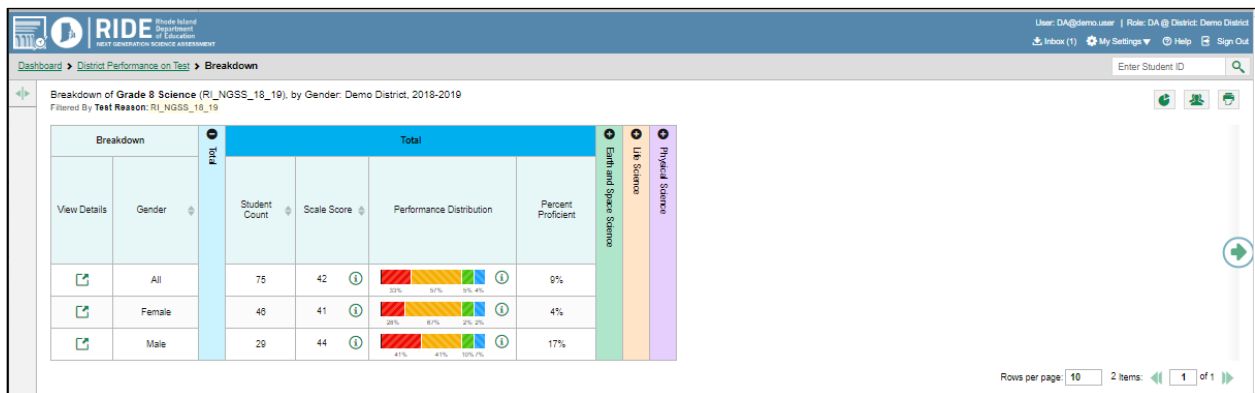
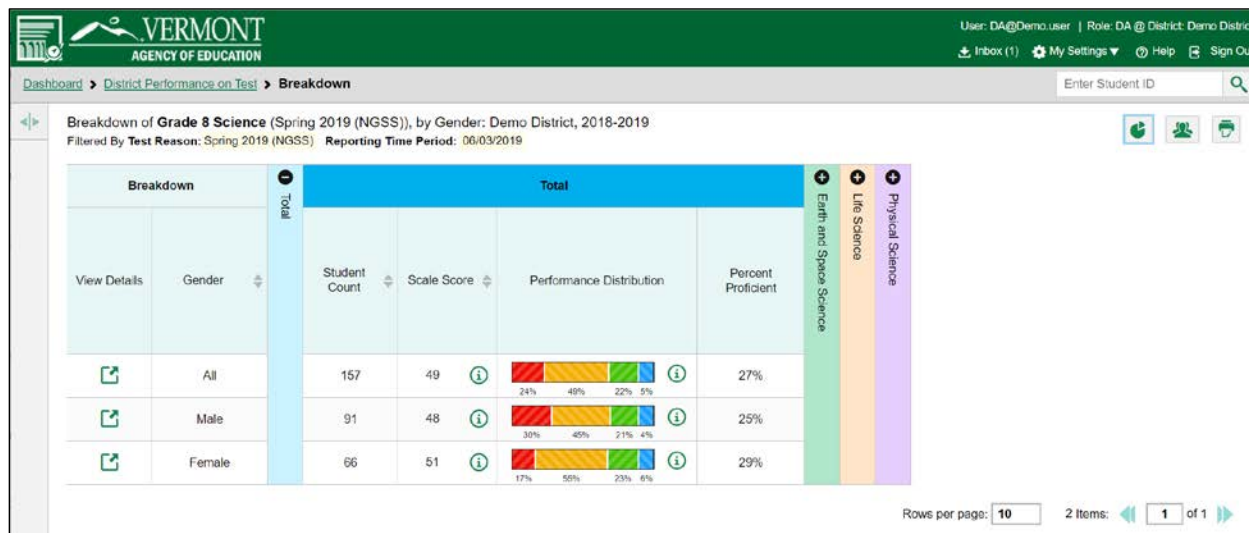




Figure 6. Vermont District Aggregate-Level Subject Report for Grade 8 Science by Gender



#### 1.4.4 Aggregate-Level Discipline-Level Report

The Aggregate-Level Discipline-Level Report provides the aggregate summaries on student achievement in each discipline level for each grade. The summaries on the Aggregate-Level Discipline-Level Report include

- number of students;
- average scale score and standard error of the average scale score;
- percentage of students meeting expectations; and
- percentage of students in each achievement category for each of the disciplines.

Similar to the Aggregate-Level Subject Report, the Aggregate-Level Discipline-Level Report presents the summary results for the selected aggregate unit, as well as the summary results for the aggregate unit above the selected aggregate. In addition, summaries can be presented for all students within an aggregate and by students within a defined subgroup. Figure 7 and Figure 8 present examples of the District Aggregate-Level Discipline-Level Report for grade 8 science in Rhode Island and Vermont, respectively. Reports by subgroups are also available for the Aggregate-Level Discipline-Level Report, similar to Figure 5 and Figure 6.

Figure 7. Rhode Island District Aggregate-Level Discipline-Level Report for Grade 8 Science

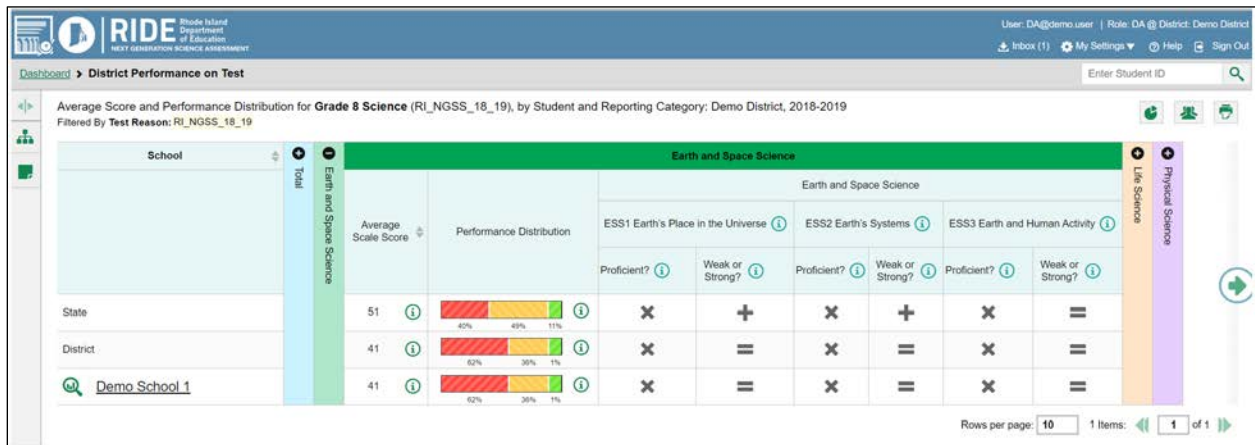
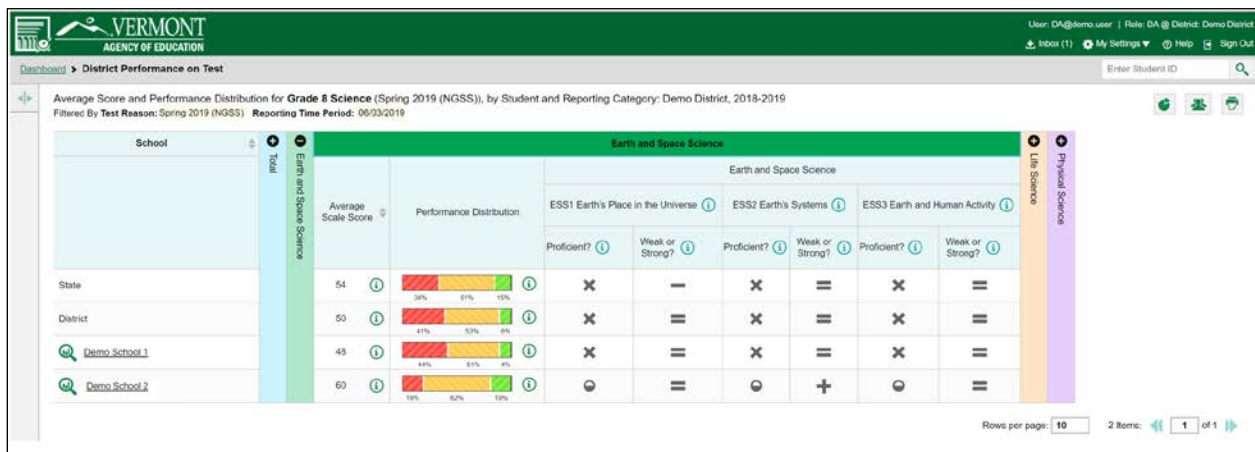


Figure 8. Vermont District Aggregate-Level Discipline-Level Report for Grade 8 Science



### 1.4.5 Aggregate-Level Items and Disciplinary Core Ideas Level Report

The Aggregate-Level Disciplinary Core Ideas Report lists data on the achievement of student groups on each standard of a subject for the current window and reports “Areas Where Performance Indicates Proficiency” and “Areas of Strongest and Weakest Performance.” For Areas Where Performance Indicates Proficiency, a performance indicator produces information on how a group of students in a class, school, or district performed on the standard compared to the proficiency cut scores. It shows whether achievement on this standard for this group was above, no different than, or below what is expected of students at the proficient level. This indicator shows strengths and weaknesses for a group of students and is only provided at an aggregate level, as it is unstable at the individual level. For Areas of Strongest and Weakest Performance, the expected performance is determined based on the students’ overall achievement on the entire test.

Figure 9 and Figure 10 demonstrate examples of the Aggregate-Level Disciplinary Core Idea Report for grade 8 science in Rhode Island and Vermont, respectively.

Figure 9. Rhode Island District Aggregate-Level Disciplinary Core Idea Report for Grade 8 Science

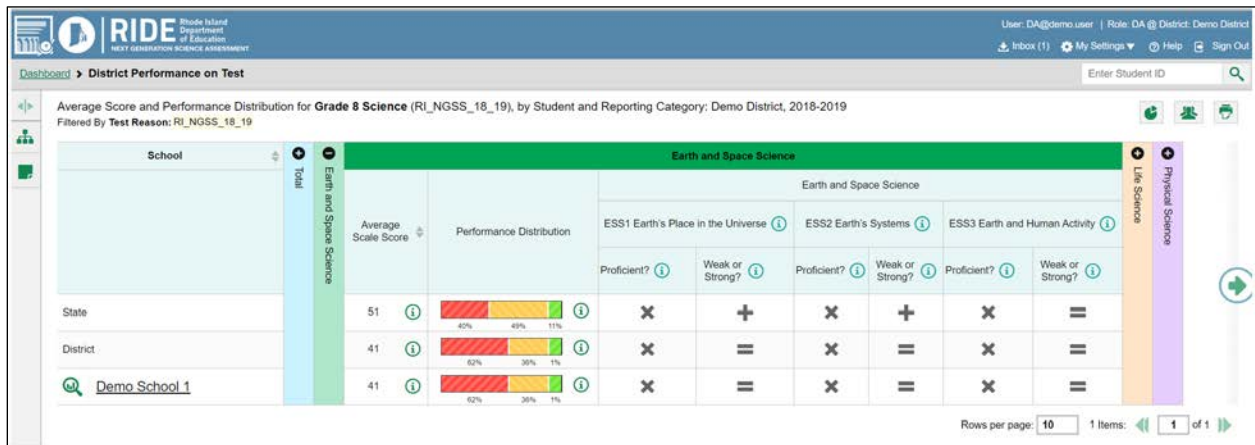
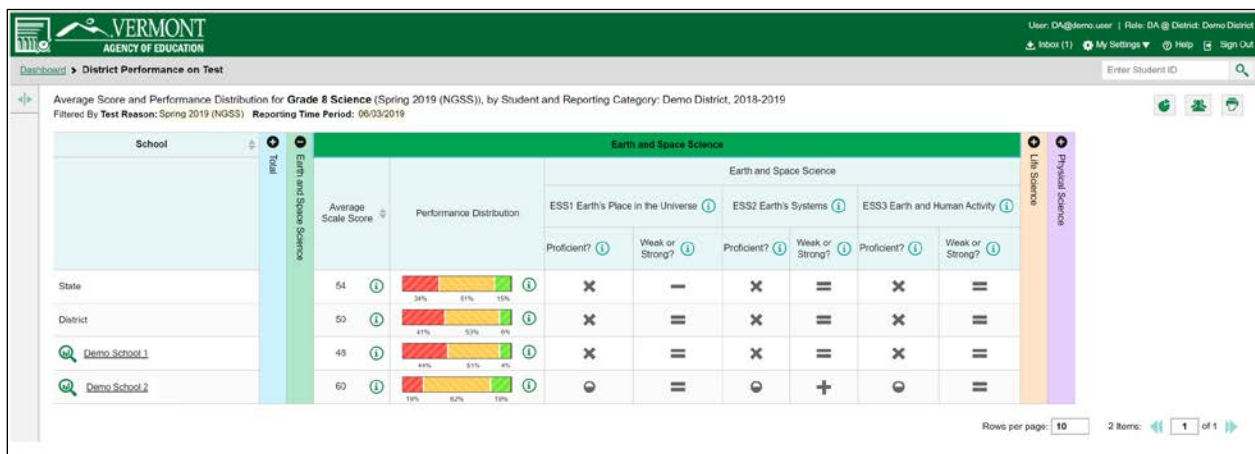


Figure 10. Vermont District Aggregate-Level Disciplinary Core Idea Report for Grade 8 Science



### 1.4.6 Student-Level Subject Report

The Student-Level Subject Report lists all students who belong to the selected aggregate level, such as the school-level, and reports the following measures for each student:

- Scale score
- Overall subject achievement level

Figure 11 and Figure 12 demonstrate examples of the Student-Level Subject Report for grade 8 science in Rhode Island and Vermont, respectively.

Figure 11. Rhode Island Student Subject Report for Grade 8 Science

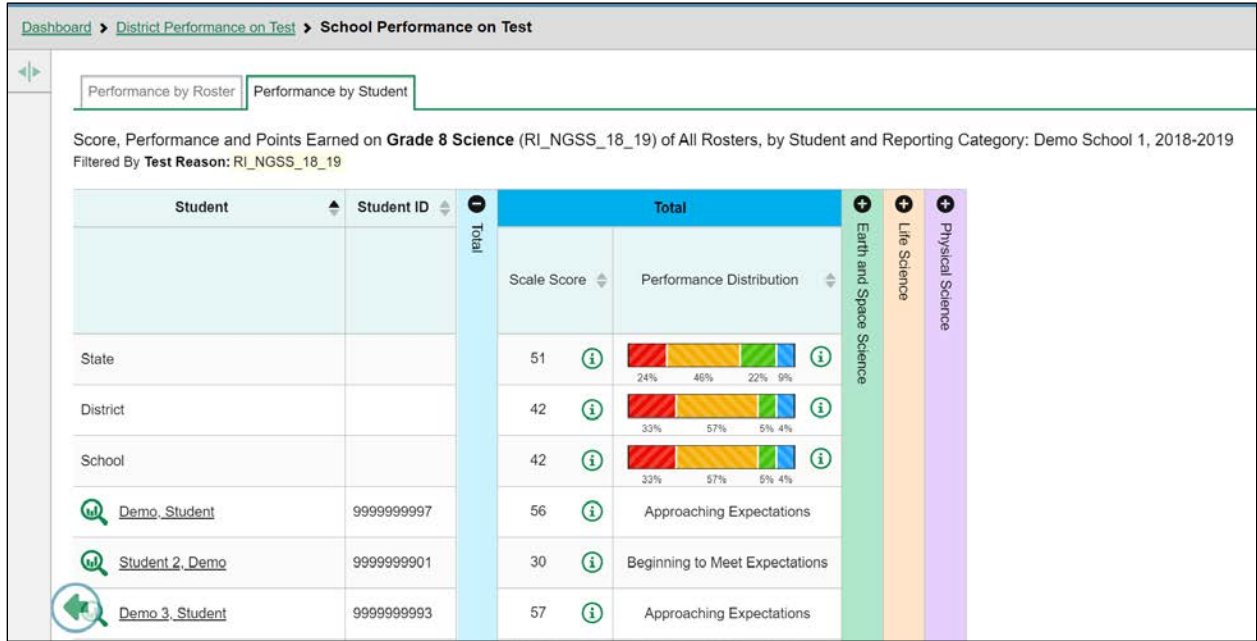
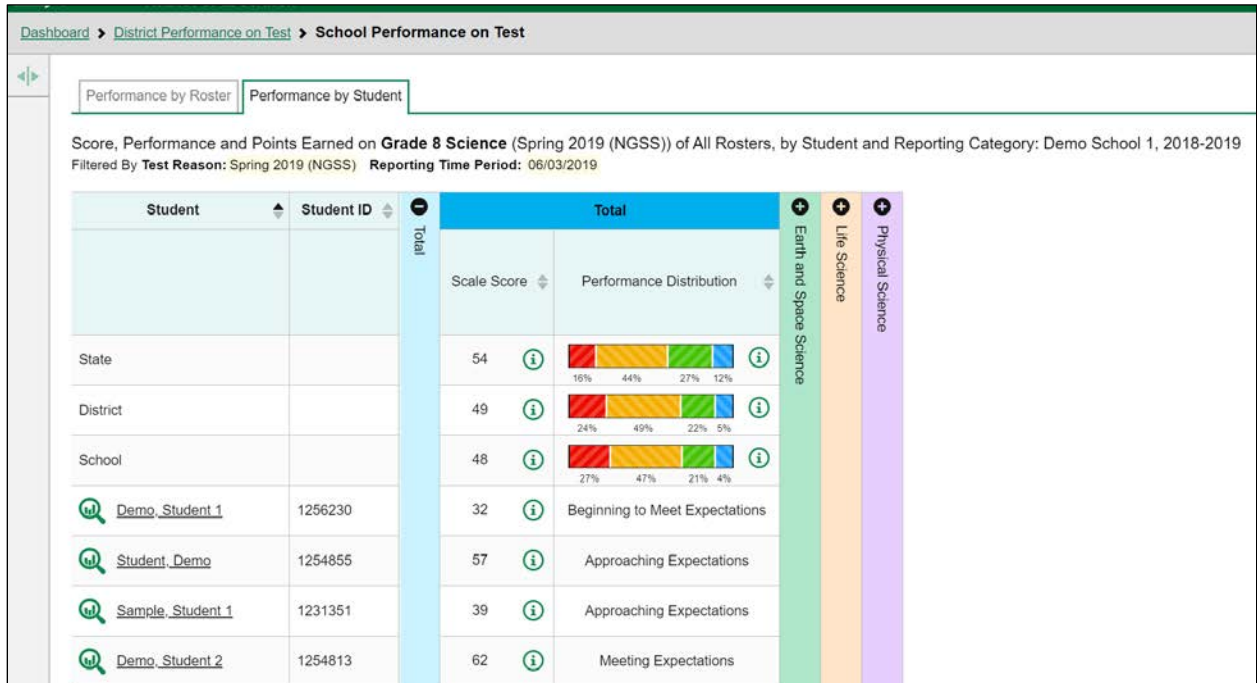


Figure 12. Vermont Student Subject Report for Grade 8 Science



### 1.4.7 Student-Level Discipline-Level Report

The Student-Level Discipline-Level Report lists all students who belong to the selected aggregate level, such as a school, and reports the following measures for each student:

- Scale score
- Overall subject achievement level
- Discipline achievement category (i.e., Earth and Space Sciences, Life Sciences, Physical Sciences)

Figure 13 and Figure 14 present examples of the Student-Level Discipline Report for grade 8 science in Rhode Island and Vermont, respectively.

Figure 13. Rhode Island Student Discipline Report for Grade 8 Science

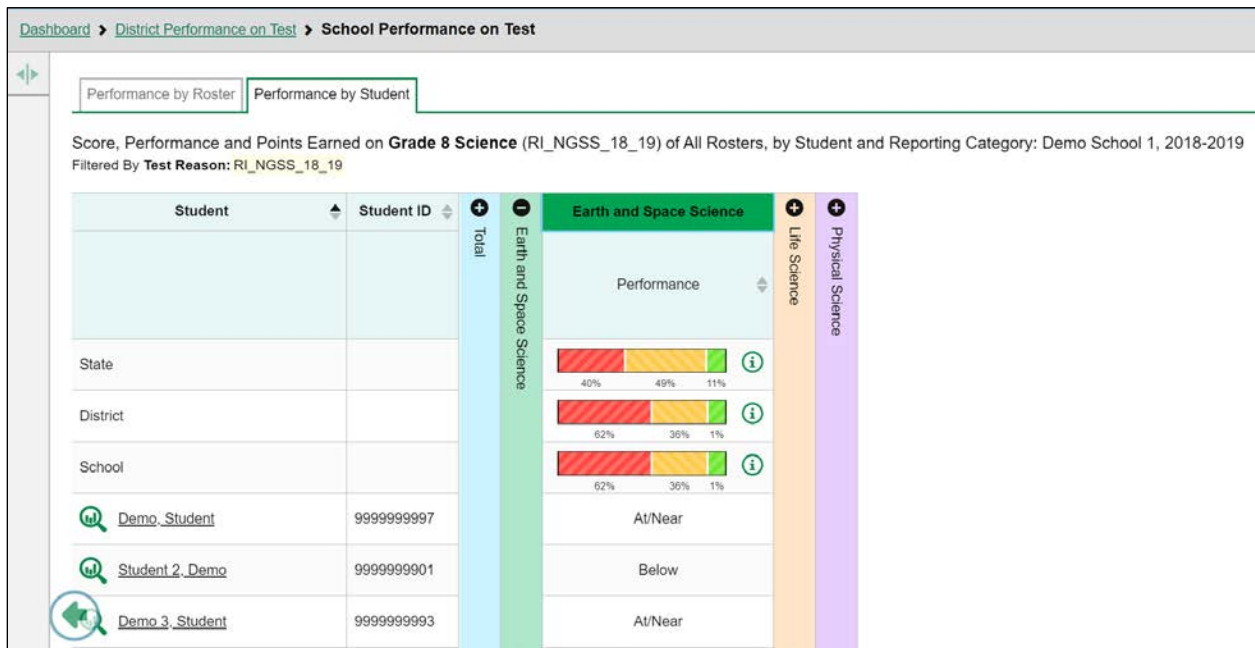
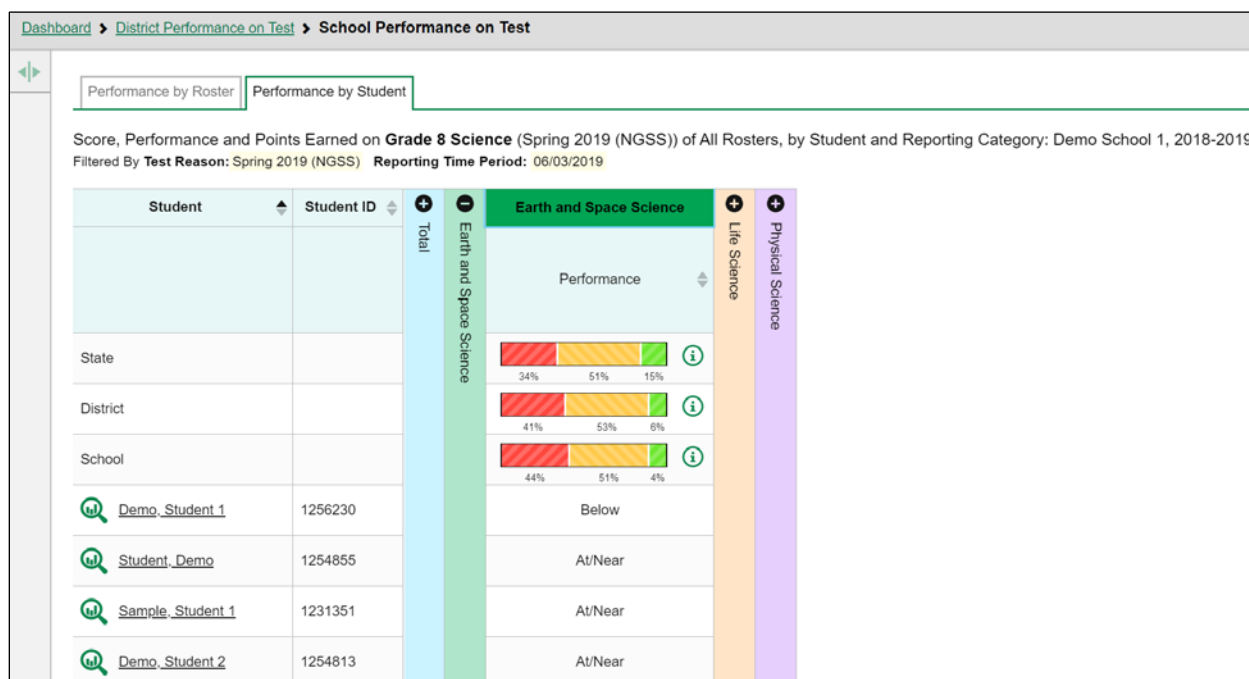


Figure 14. Vermont Student Discipline Report for Grade 8 Science



### 1.4.8 Individual Student Report

When a student receives a valid test score, an Individual Student Report (ISR) can be generated in the AIRWays Reporting System. The ISR contains the following measures:

- Scale score and standard error of measurement (SEM)
- Overall subject achievement level
- Average scale scores for student’s district and school
- Achievement category in each discipline (e.g., science)

On the top of the report:

- Student’s name
- Scale score with SEM
- Achievement level

In the middle section of the report:

- Barrel chart with student’s scale score and SEM (using a sign of “±”)
- ALDs with cut scores at each achievement level
- Average scale scores and standard errors for district and school aggregation levels

- Note: the “±” next to the student’s scale score is the SEM of the scale score, whereas the “±” next to the average scale scores for aggregate levels represents the standard error of the average scale scores.

On the bottom of the report:

- Detailed information on student achievement on each discipline level
  - Note: bar charts in the Discipline table show how students performed on each discipline (black bar), relative to the discipline-level achievement standard (dashed white line). Green boxes show the score range the student would likely fall within if they took the test multiple times.

Figure 15 and Figure 16 present example ISRs for grade 5 science in Rhode Island and Vermont, respectively. An example of the printed ISRs is displayed in Appendix B.



Figure 15. Rhode Island Individual Student Report for Grade 5 Science

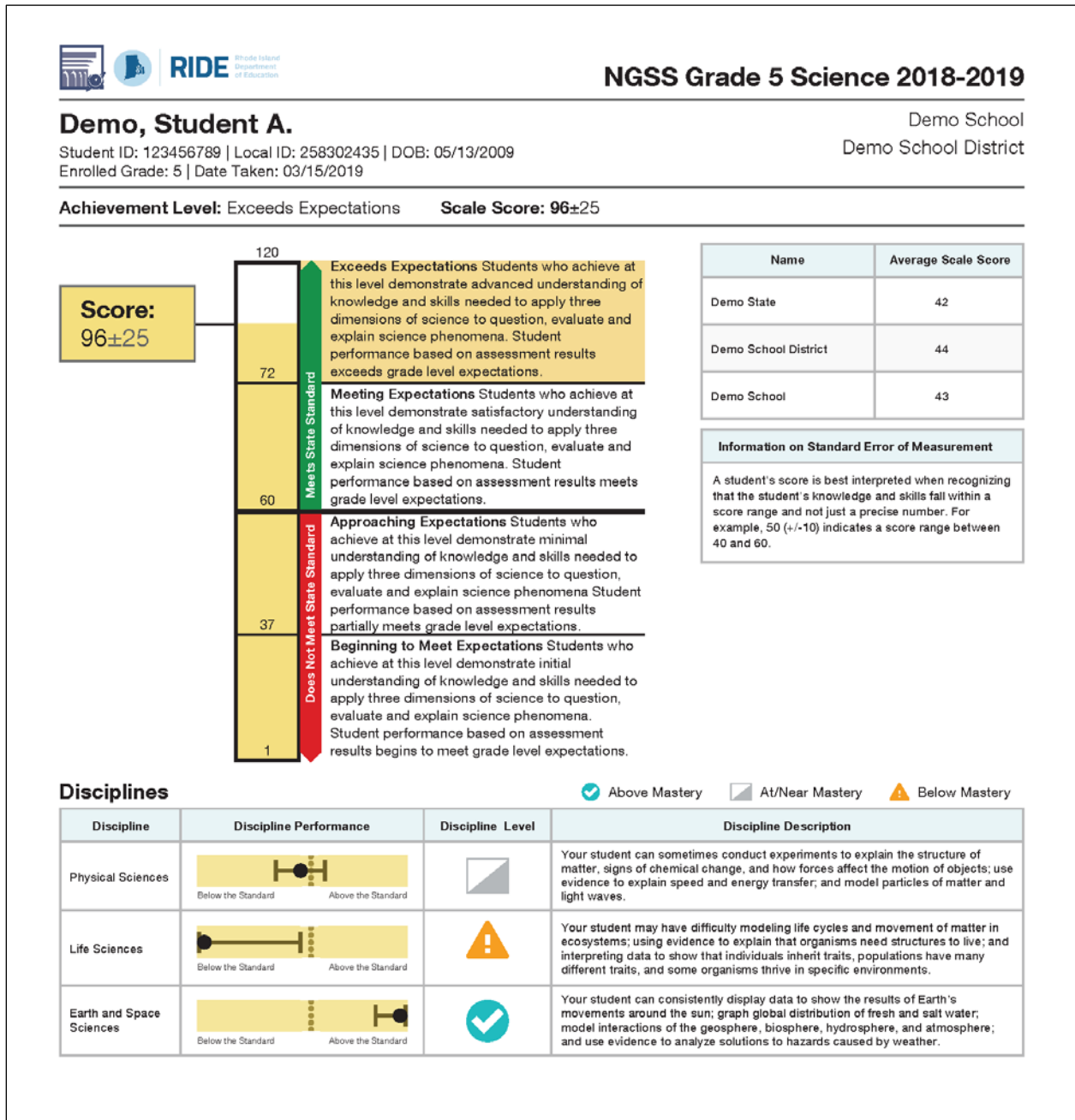
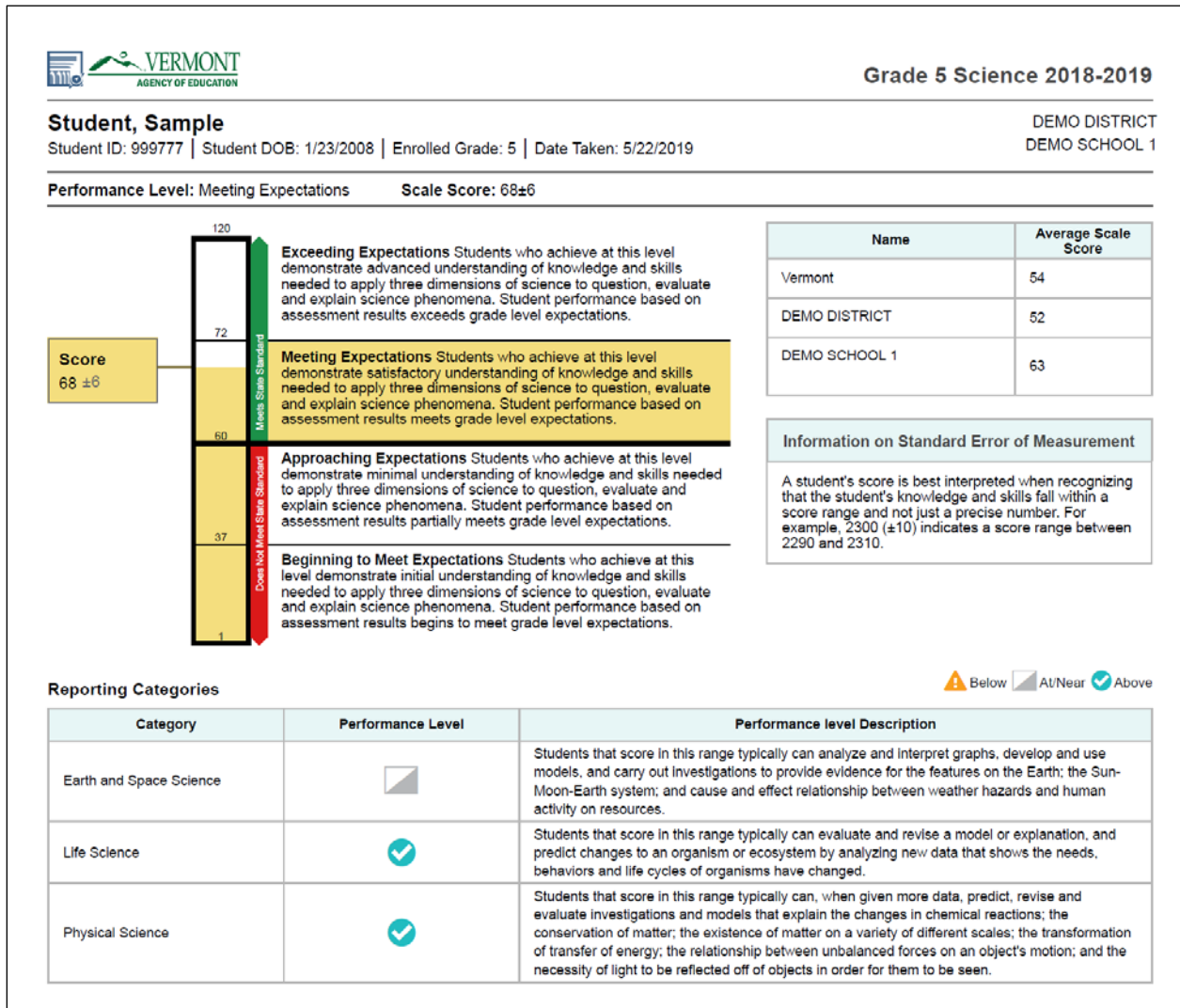




Figure 16. Vermont Individual Student Report for Grade 5 Science



### 1.4.9 Data File

AIRWays users have the option to quickly generate a comprehensive data file of their students’ scores. Data files (see Figure 17 and Figure 18) can be downloaded in Excel or CSV format and contain a wide variety of data, including scale scores, reporting discipline scores, demographic data, and achievement levels. Data files can be useful as a resource for further analysis. Data files can be generated at the district, school, teacher, or roster level.

Figure 17. Rhode Island Data File

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Student N:Student ID	Enrolled G	Race/Ethn	Gender	English Lex	Special Ed	Low Incom	Enrolled D	Enrolled S	Test Reasc	Test OppN	Date Take	Grade 8 Sc	Grade 8 Sc	Grade 8 Sc	Earth and	Life Scienc	Physical Sci	
2	Demo, Stu	999999991	09	African An	Female	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/20/20	12	6	Beginning	Below	Below	Below
3	Student 1,	999999997	09	Hispanic	Female	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/22/20	14	5	Approachi	At/Near	Below	At/Near
4	Demo 2, S	999999913	09	Hispanic	Female	Yes	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/22/20	14	5	Approachi	Below	At/Near	Below
5	Sample, St	999999999	09	African An	Female	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/22/20	15	5	Approachi	At/Near	At/Near	At/Near
6	Student 4,	999999973	09	Hispanic	Female	Yes	Yes	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/07/20	12	7	Beginning	Below	Below	Below
7	Sample 2,	999999990	09	African An	Male	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/07/20	14	5	Approachi	Below	At/Near	At/Near
8	Test, Stud	999999911	09	Hispanic	Female	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/20/20	14	5	Approachi	Below	At/Near	At/Near
9	Test 4, St	999999909	09	White	Male	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/08/20	13	6	Beginning	Below	Below	Below
10	Student 1C	999999999	09	Hispanic	Male	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/07/20	14	5	Approachi	At/Near	Below	Below
11	Demo 5, S	999999904	09	Hispanic	Female	Yes	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/24/20	14	8	Beginning	Below	Below	Below
12	Student 11	1000290042	09	African An	Female	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/21/20	14	5	Approachi	Below	At/Near	Below
13	Test 22, S	1000290083	09	Hispanic	Male	BLANK	BLANK	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	05/24/20	17	10	Beginning	Below	Below	Below
14	Sample 11	1000290084	09	Hispanic	Female	BLANK	Yes	BLANK	Demo Dist	Demo Sch	RI_NGSS_	:Most rece	04/30/20	18	7	Beginning	Below	Below	Below

Figure 18. Vermont Data File

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Student Na	Student ID	Student DC	Enrolled G	Ethnicity/R	Gender	Limited Enj	IDEA Indica	Economic I	Enrolled Di	Enrolled Sc	Test Reaso	Test OppN	Date Taker	Grade 5 Sc	Grade 5 Sc	Grade 5 Sc	Earth and S	Life Scienci	Physical Science
2	Sample, St	9999997	11/21/200	05	White	Female	No	No	No	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	18	7	Exceeding	Above	At/Near	Above
3	Demo, Stuc	9999999	7/23/2008	05	White	Male	No	No	No	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	17	7	Exceeding	At/Near	Above	At/Near
4	Student, Di	9999993	11/29/2008	05	White	Female	No	No	No	Demo Dist	Demo Sch	Spring 201	:Most rece	05/23/20	15	5	Approachi	At/Near	At/Near	At/Near
5	Test, Stude	9999990	5/1/2008	05	Hispanic	Female	No	Yes	Yes	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	16	5	Meeting Ex	Below	Above	At/Near
6	Demo 1, St	9999977	4/3/2008	05	White	Female	No	No	Yes	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	15	6	Approachi	Above	Below	At/Near
7	Student 3,	9999913	7/11/2008	05	American I	Female	No	No	No	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	16	6	Meeting Ex	At/Near	At/Near	At/Near
8	Demo 8, St	9999911	3/7/2008	05	White	Female	No	No	No	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	16	5	Meeting Ex	At/Near	At/Near	At/Near
9	Student 2,	9999994	11/5/2007	05	White	Male	No	No	Yes	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	17	6	Exceeding	At/Near	At/Near	Above
10	Test 1, Stuc	9999996	9/22/2006	05	White	Female	No	No	No	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	15	6	Approachi	At/Near	At/Near	Below
11	Sample 5, t	9999966	9/5/2008	05	American I	Female	No	No	No	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	14	6	Meeting Ex	At/Near	At/Near	At/Near
12	Sample, De	9999901	5/16/2008	05	White	Female	No	Yes	Yes	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	15	6	Beginning	Below	Below	At/Near
13	Test 3, Stuc	9999954	4/30/2008	05	White	Female	No	No	No	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	16	6	Meeting Ex	At/Near	At/Near	At/Near
14	Student 5,	9999944	12/17/200	05	White	Male	No	No	Yes	Demo Dist	Demo Sch	Spring 201	:Most rece	05/22/20	18	7	Exceeding	At/Near	Above	Above

### 1.5 TEST INFORMATION DISTRIBUTION ENGINE

Test Completion Rate Reports are available on the Test Information Distribution Engine (TIDE) website (<https://vt.tide.airast.org> and <https://ri.tide.airast.org>). These reports indicate the students who completed or need to complete computer-based testing (CBT) and allow users to view participation summary statistics (counts and percentages) of students who have tested.

Once a user logs in, he or she is directed to the homepage, which allows users to access the Test Completion Rate Reports.

The Test Completion Rate Report allows teachers, principals, and district staff to see which students have not yet completed their tests. Users can select from a series of options to customize the group of students whose participation status is to be reviewed for a particular grade and subject, such as those who started but have not completed their test or those who have not yet begun their test. Users can export the list into an Excel file and download the file.

## 1.6 PAPER INDIVIDUAL STUDENT REPORTS FOR FAMILIES

In Rhode Island, Student Reports were delivered as printed materials to the districts where students were enrolled as of May 31, 2019, at 11:59:59 p.m. The primary purpose of the ISR was to provide a document that enabled families to understand their child’s performance in the subject in which he or she tested. The ISR also presented information that indicated how a student’s performance compared to that of other students who took the same test. The report is organized as follows:

- **Top of Report.** The student’s name, student ID, test grade, test date, school, and district are identified. Science reports included a frequently asked questions section at the top of their report.
- **MSSA Scores.** The student’s scale score and corresponding achievement level are displayed graphically and explained in accompanying text. A range of scores that is  $\pm$ SEM is given with explanatory text.
- **Student Achievement Compared.** Included with the MSSA scores graphic, this section provides a comparison between the student’s scale score and that of the student’s school, district, and state.
- **Discipline-Level Scores.** Discipline Level tables show how students performed on each discipline level. This section includes graphical displays of the Achievement Category (*Below Mastery*, *At/Near Mastery*, or *Above Mastery*), or relative strength/weakness, for each of the discipline levels assessed. These results are explained in greater detail next to the graphics.

## 2. INTERPRETATION OF REPORTED SCORES

A student’s performance on a test is reported as a scale score and an achievement level for the overall test, and as an achievement level for each discipline level. Students’ scores and achievement levels are summarized at the aggregate levels. This section describes how to interpret these scores.

### 2.1 SCALE SCORE

A scale score is used to describe how well a student performed on a test and can be interpreted as an estimate of a student’s knowledge and skills as measured by their achievement on the test. A scale score is the student’s overall numeric score. These scores fall on a continuous scale. The Multi-State Science Assessment (MSSA) scale scores are not expressed on a vertical scale, which means that scores from different grades cannot be compared.

Scale scores can be used to illustrate a student’s current levels of achievement. Low scale scores can indicate that a student does not possess sufficient knowledge and skills as measured by the test. Conversely, high scale scores can indicate that a student has proficient knowledge and skills as measured by the test. When combined across a student population, scale scores can also describe school- and district-level changes in performance and reveal gaps in performance among different groups of students. In addition, scale scores can be averaged across groups of students, allowing educators to use group comparison. Interpretation of scale scores is more meaningful when the

scale scores are used along with achievement levels and Achievement-Level Descriptors (ALDs). It should be noted that the utility of scale scores is limited when comparing smaller differences among scores (or averaged group scores), particularly when the difference among scores is within the standard error of measurement (SEM). Furthermore, the scale score of individual students should be cautiously interpreted when comparing two scale scores, because small differences in scores may not reflect real differences in performance.

## 2.2 STANDARD ERROR OF MEASUREMENT

An individual student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and are not just precise numbers. A scale score (the observed score on any test) is an estimate of the true score. If a student takes a similar test several times, the resulting scale scores will vary across administrations; sometimes the scores will be a little higher, a little lower, or the same. The SEM represents the precision of the scale score, or the range in which the student would likely score if a similar test were administered several times. The SEM can be interpreted as the degree of uncertainty of a student's score based on a statistical analysis of the student's answers on a test. When interpreting scale scores, it is recommended to always consider the range of scale scores along with the SEM of the scale score.

The “±” next to a student's scale score provides information about the certainty, or confidence, of the score's interpretation. The boundaries of the score band are one SEM above and below the student's observed scale score, representing a range of score values that is likely to contain the true score. For example, “680 ± 10” indicates that if a student were tested again, it is likely that he or she would receive a score between 670 and 690.

## 2.3 ACHIEVEMENT LEVEL

Achievement levels are proficiency categories on a test that students fall into based on their scale scores. For the MSSA, scale scores are mapped into four achievement levels (*Beginning to Meet Expectations*, *Approaching Expectations*, *Meeting Expectations*, and *Exceeding Expectations*) using achievement standards. ALDs are a description of content-area knowledge and skills that students at each achievement level are expected to possess. Thus, achievement levels can be interpreted based on ALDs. Students performing on the MSSA test at *Meeting Expectations* and *Exceeding Expectations* are considered on track to demonstrate progress toward mastery of the knowledge and skills necessary for college and career readiness.

## 2.4 ACHIEVEMENT CATEGORY FOR DISCIPLINE LEVELS

Students' performance on each reporting discipline is reported for three achievement categories: *Below Mastery*, *At/Near Mastery*, and *Above Mastery*. Unlike the achievement levels for the overall test, student performance on each of the discipline levels is evaluated with respect to the *Meeting Expectations* achievement standard. Students performing at either *Below Mastery* or *Above Mastery* can be interpreted as having student performance that is clearly below or above the *Meeting Expectations* cut score for a specific discipline level. Students performing at *At/Near Mastery* can be interpreted as having student performance that does not provide enough information to tell whether students reached the *Meeting Expectations* mark for the specific discipline level.

## 2.5 CUT SCORES

For all grades in the MSSA, scale scores are mapped onto four performance levels (*Beginning to Meet Expectations*, *Approaching Expectations*, *Meeting Expectations*, and *Exceeding Expectations*). For each achievement level, there is a minimum and a maximum scale score that define the range of scale scores students in each achievement level have achieved. Collectively, these minimum and maximum scale scores are defined as *cut scores* and are the cut-off points for each achievement level. Table 4 presents the cut scores for science for all grades.

Table 5. Rhode Island and Vermont MSSA Achievement Level Cut Scores

Grade	Beginning to Meet Expectations	Approaching Expectations	Meeting Expectations	Exceeding Expectations
Grade 5	1–36	37–59	60–71	72–120
Grade 8	1–37	38–59	60–73	74–120
Grade 11	1–35	36–59	60–70	71–120

## 2.6 AGGREGATED SCORES

Students’ scale scores are aggregated at roster, teacher, school, and district levels to represent how a group of students perform on a test. When students’ scale scores are aggregated, the aggregated scale scores can be interpreted as an estimate of knowledge and skills that a group of students possesses. This interpretation makes aggregated scores a powerful tool when comparing performance across different groups of students, whether it be at a similar level of aggregation (e.g., school to school) or an analysis of a subgroup (e.g., comparing a teacher’s roster to the overall school).

Given that student scale scores are estimates, the aggregated scale scores are also estimates and are subject to measures of uncertainty, as expressed using the calculated SEM for an aggregate average scale score. In addition to the aggregated scale scores, the percentage of students in each achievement level is reported at the aggregate level to represent how well a group of students performed overall and by discipline level.

## 2.7 RELATIVE STRENGTH AND WEAKNESS FOR DISCIPLINARY CORE IDEAS

For “Disciplinary Core Idea” performance, relative strengths and weaknesses at each standard are reported for aggregate levels (e.g., classroom, school, district) only. Because an individual student responds to too few items within a standard to generate reliable data, the standard achievement is produced by aggregating all items within a standard across students at an aggregate level.

The “Areas Where Performance Indicates Proficiency” section for a reported standard shows how a group of students performed in each standard relative to the expected achievement for proficiency. For summative tests, this is the expected level of achievement necessary to meet the *Meeting Expectations* achievement. This section compares the group performance in each standard to the standards-based expectations. Similar to the achievement levels provided for the total test, this is an indication of students’ achievement in the standard with respect to the standard-based expectations

Since the “Areas Where Performance Indicates Proficiency” data for each standard is a comparison to the standards-based expectations, performance across groups can be compared.

For “Areas of Strongest and Weakest Performance,” the expected performance is determined based on the students’ overall achievement on the entire test. It shows how a group of students performed in each standard relative to their performance on the test overall. Rather than comparing across groups, “Areas of Strongest and Weakest Performance” provides more information regarding the relative strength and weakness on different standards on the test within a group.

## **2.8 APPROPRIATE USES FOR SCORES AND REPORTS**

Assessment results can be used to provide information on individual student performance on the assessment. Overall, assessment results tell what a student knows and is able to do in certain subject areas and gives further information on whether a student is on track to demonstrate the knowledge and skills necessary for college and career readiness. Additionally, assessment results can be used to identify a student’s relative strengths and weaknesses in certain content areas. For example, achievement categories for reporting disciplines can be used to identify an individual student’s relative strengths and weaknesses among reporting categories within a content area.

Assessment results on student performance on the assessment can also be used to help teachers and/or schools make decisions on how to support students’ learning. Aggregate score reports at the teacher and school level provide information about the strengths and weaknesses of students and can be used to improve teaching and student learning. For example, a group of students may have performed very well overall but did not perform as well in several individual standards compared to their overall performance. In this case, teachers or schools can identify the strengths and weaknesses of their students through the group’s performance by standard and promote instruction in specific areas where student achievement is below their overall performance. Further, by narrowing down the student performance result by subgroup, teachers and schools can determine what strategies may be needed to improve teaching and student learning, particularly for students from disadvantaged subgroups. For example, teachers might see student assessment results by gender and observe that a particular group of students is struggling with Physical Sciences. Teachers can then provide additional instructions for these students that focus on the Physical Sciences.

In addition, assessment results can be used to compare student performance among different students and groups. Teachers can evaluate how their students perform compared with other students in schools and districts by overall scores and by discipline level. Although all students are administered different sets of items under the linear-on-the-fly test (LOFT) design, scale scores are comparable across students.

While assessment results provide valuable information needed to understand student performance, these scores and reports should be used with caution. It is important to note that scale scores are estimates of true scores, and therefore do not represent the precise measure of student performance. A student’s scale score is associated with measurement error, and thus users need to consider measurement error when using student scores to make decisions about student performance. Moreover, although student scores may be used to help make important decisions about student placement and retention, or teachers’ instructional planning and implementation, the assessment results should not be used as the only source of information. Given that assessment results provide

limited information, other sources on student performance, such as classroom assessment and teacher evaluation, should be considered when making decisions on student learning. Finally, when student performance is compared across groups, users need to take into account the group size. The smaller the group, the larger the measurement error related to these aggregate data, thus requiring a more cautious interpretation.

### **3. SUMMARY**

The Rhode Island and Vermont Multi-State Science Assessment (MSSA) results are reported online via AIRWays Rhode Island also sends printed Individual Student Reports (ISRs) to families. The results were released after the testing window closed and standard setting had been completed.

The AIRWays Reporting System is interactive. When educators or administrators log in, they see a summary of data about the students for whom they are responsible (e.g., a principal will see the students in the school; a teacher will see students in his or her class). Users can then drill down through various levels of aggregation all the way to ISRs. The system allows users to tailor the content more precisely, moving from subject area through reporting categories, and even to standards-level reports for aggregate reports. Aggregate reports are available at every level, and authorized users can print or download these reports (or the data on which they are based). ISRs can be produced individually or batched as PDF reports.

All authorized users can download files, including data about students for whom they are responsible, at any time. The various available reports may be used to inform stakeholders (e.g., teachers, parents) regarding student performance and instructional strategies.

## **Appendix A**

### **AIRWays Reporting System User Guide**



*Exhibit A-1. Rhode Island AIRWays Reporting System User Guide*

# AIRWays Reporting System User Guide

*For Summative Assessments*

2018–2019

*Prepared by the American Institutes for Research®*



## Table of Contents

<b>Introduction to the User Guide.....</b>	<b>5</b>
<b>How to Navigate Reports.....</b>	<b>6</b>
How to Understand the AIRWays Reporting Dashboard .....	6
How can I use the dashboard to view my overall test results? .....	6
For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters).....	8
How can I view a list of all my students and their performance on a particular test? .....	8
How to View Test Results for Classes (Rosters) on a Particular Test.....	10
How can I access test results for all my classes (rosters)? .....	10
How can I see which classes (rosters) performed best on this assessment? .....	11
How can I see how well classes (rosters) performed in each area on the test? .....	12
How can I access test results for an individual class (roster)? .....	13
How can I see how well students in my class (roster) performed in each area on the test? .....	13
For School- and District-Level Users: How to View Test Results for a School on a Particular Test.....	14
How can I access test results for a school? .....	14
How can I see which classes (rosters) performed best on this assessment? .....	15
For District-Level Users: How to View Test Results for a District on a Particular Test .....	16
How can I access test results for a district? .....	16
How can I see which schools in the district performed best on this assessment? .....	17
How can I see how well schools in the district performed in each area on the test? .....	17
How to View Test Results Broken Down by Demographic Sub-Groups.....	18
How can I view test results broken down by demographic sub-groups? .....	19
How can I view test results for a particular demographic sub-group or combination? .....	20
How to View Test Results for Individual Students .....	21
How can I access test results for an individual student on a particular test? .....	21
How to Generate and Export Individual Student Reports (ISR) .....	23
What does an Individual Student Report (ISR) look like and how can I read it? .....	23
How can I generate and export Individual Student Reports (ISR)? .....	24
How to Generate and Export Student Data Files.....	30
How can I generate and export student data files? .....	30
How to Compare Students' Data with Data for Your State, District, School, and/or Total Students.....	35

How can I compare my students' performance with that of my state, district, and/or school? .....	35
How can I compare a student's performance with that of my state, district, school, and/or total students? .....	36
<b>How to Set Up Your Reports So They Make Sense .....</b>	<b>38</b>
For Teachers: How to Set Preferences for Tests to Display .....	38
How can I set preferences for tests to display? .....	38
For School- and District-Level Users: How to Set Preferences for Classes (Rosters) to Display .....	39
How can I set preferences for classes (rosters) to display? .....	39
How to Filter Tests to Display .....	40
How can I filter reports by test? .....	40
For Teachers: How to Filter Classes (Rosters) to Display .....	41
How can I filter reports by class (roster)? .....	41
How to View Data from a Previous Point in Time .....	44
How can I view data from a previous point in time? .....	45
<b>How to Export and Print Data .....</b>	<b>46</b>
How can I export or print a report I'm viewing? .....	46
How can I export an assessment report directly from the dashboard? .....	48
<b>Appendix .....</b>	<b>51</b>
Appendix A .....	51
Class (Roster) Management .....	51
How can I add a class (roster)? .....	51
How can I modify a class (roster)? .....	54
How can I upload classes (rosters)? .....	58
Appendix B .....	62
Help .....	62
How can I access the online user guide? .....	62
Appendix C .....	63
Inbox .....	63
How can I use the Inbox? .....	63
Appendix D .....	66
Login Process .....	66
How can I log in to the AIRWays Reporting System? .....	66
How can I set or reset my password? .....	68

Appendix E .....	70
Non-Scorable Test Opportunities .....	70
Appendix F .....	71
Performance Data .....	71
What kinds of performance data are displayed in the AIRWays Reporting System? .....	71
How can I learn more about what scores and performance levels are? .....	72
Appendix G .....	74
Report Tables.....	74
How can I sort a table? .....	74
How can I specify the number of rows displayed? .....	74
How can I view additional table rows? .....	74
How can I view additional table columns? .....	74
How can I expand all accordion sections in a table? .....	74
Appendix H .....	75
User Support .....	75

## Introduction to the User Guide

This user guide gives instructions on using the AIRWays Reporting System for accessing summative assessment data.

The guide includes the following sections:

- **How to Navigate Reports**
- **How to Set Up Your Reports So They Make Sense**
- **How to Export and Print Data**

# How to Navigate Reports

This section explains how to navigate your reports.

## How to Understand the AIRWays Reporting Dashboard

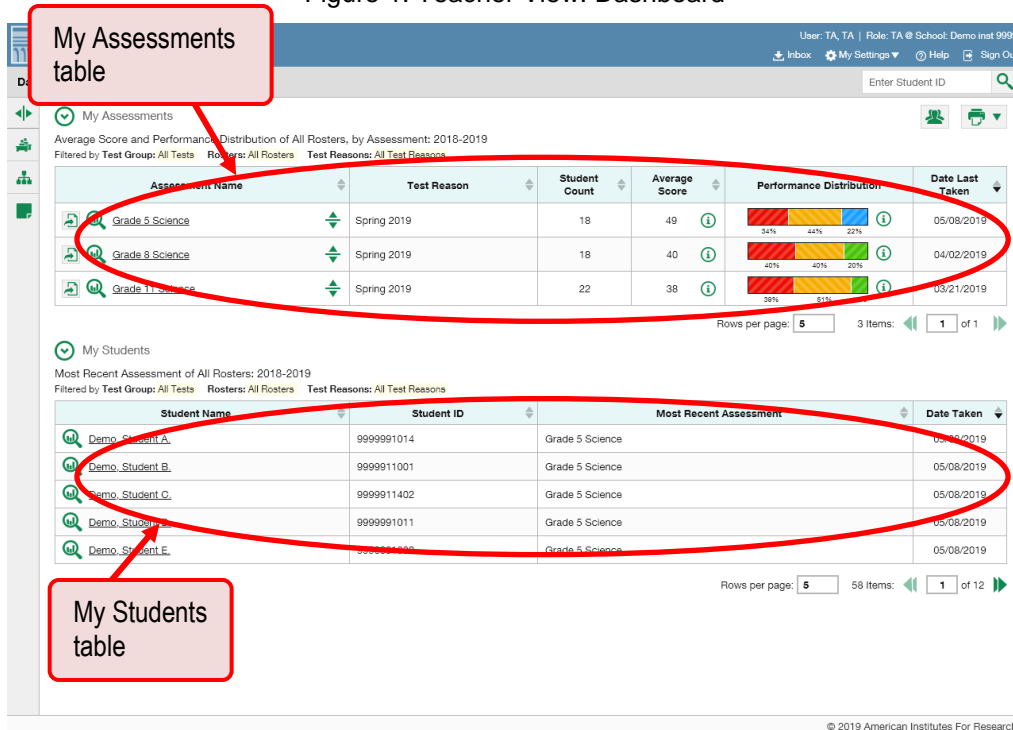
When you log in to the AIRWays Reporting System, the first thing you see is the dashboard where you can view overall test results for all your tests, listed by test. Teachers can also view a list of their students.

### How can I use the dashboard to view my overall test results?

On the dashboard, teachers see two tables, as in [Figure 1](#):

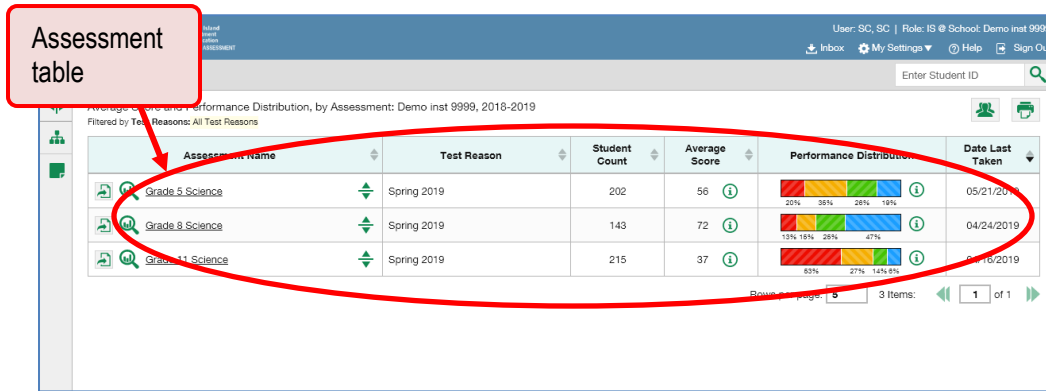
- The My Assessments table, listing all your assessments.
- The My Students table, listing all your students.

Figure 1. Teacher View: Dashboard



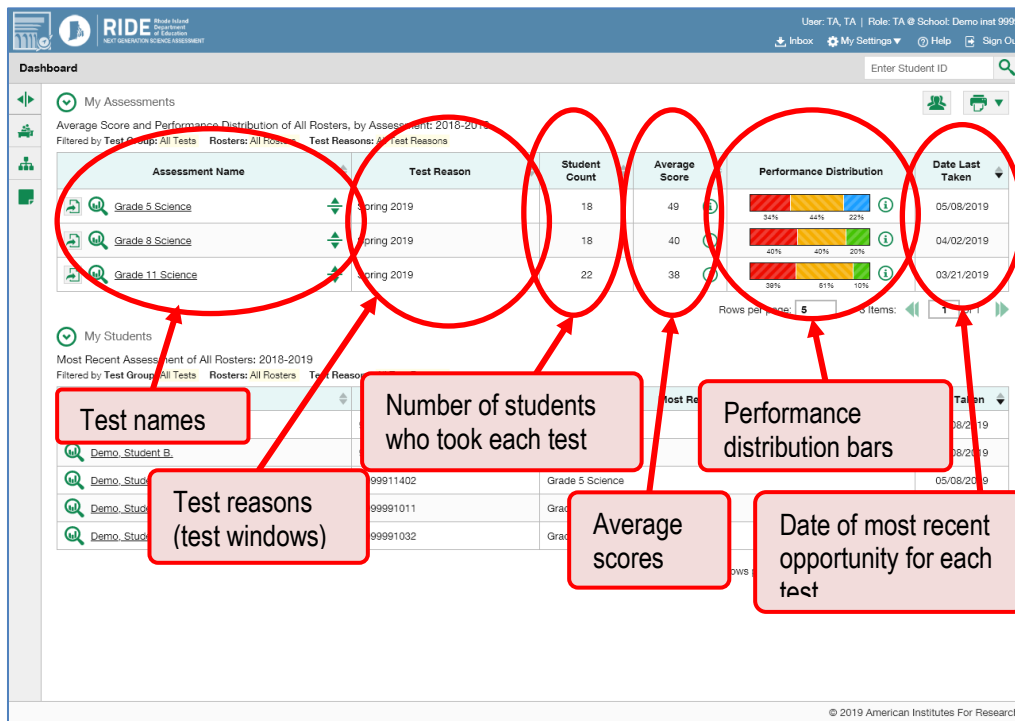
District- and school-level users see just one table, as in [Figure 2](#). Like the first table on the teacher dashboard, this table lists all your assessments.

Figure 2. School-Level User View: Dashboard



For each test, the assessments table shows the test reason (the name of the test window), number of students who took the test, average score, performance distribution, and date the test was last taken. You will see similar data in other reports in the AIRWays Reporting System.

Figure 3. Teacher View: Dashboard





## For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters)

You can view all of your students across classes (rosters).

### How can I view a list of all my students and their performance on a particular test?

The **Performance by Student** tab (Figure 4) displays test results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.


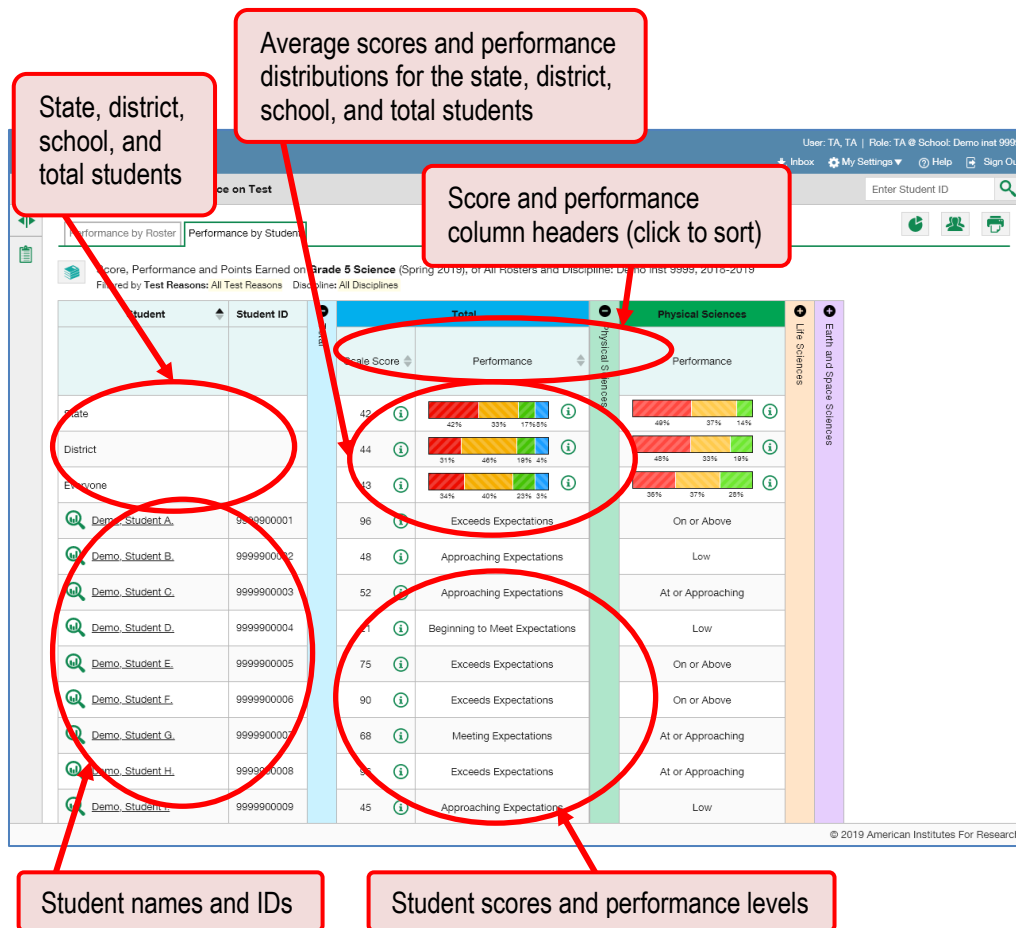
1. Starting from the dashboard that appears when you log in, click a test name (or  beside it) in the table at the top of the page.
2. In the report that appears, select the **Performance by Student** tab. You will see results for all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.

Figure 4. My Students' Performance on Test Report: Performance by Student Tab








## How to View Test Results for Classes (Rosters) on a Particular Test

You can view a list of classes (rosters) that took a particular test, and you can also view the test results for a particular class.

### How can I access test results for all my classes (rosters)?

The **Performance by Roster** tab (Figure 6) displays test results for each class (roster). To view this tab, follow the instructions for your user role below. Please note that District Administrators or School Coordinators will need to create rosters in order for teachers to see rosters.

- **Teachers and school-level users:** From the dashboard that appears when you log in, click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role.
- **District-level users** can view all classes (rosters) in a school. To do so, follow these instructions:
  - a. From the dashboard that appears when you log in, click a test name (or  beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
  - b. Click a school name (or  beside it). The School Performance on Test report appears.

The report shown here (Figure 6) displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 6. My Students' Performance on Test Report: Performance by Roster Tab

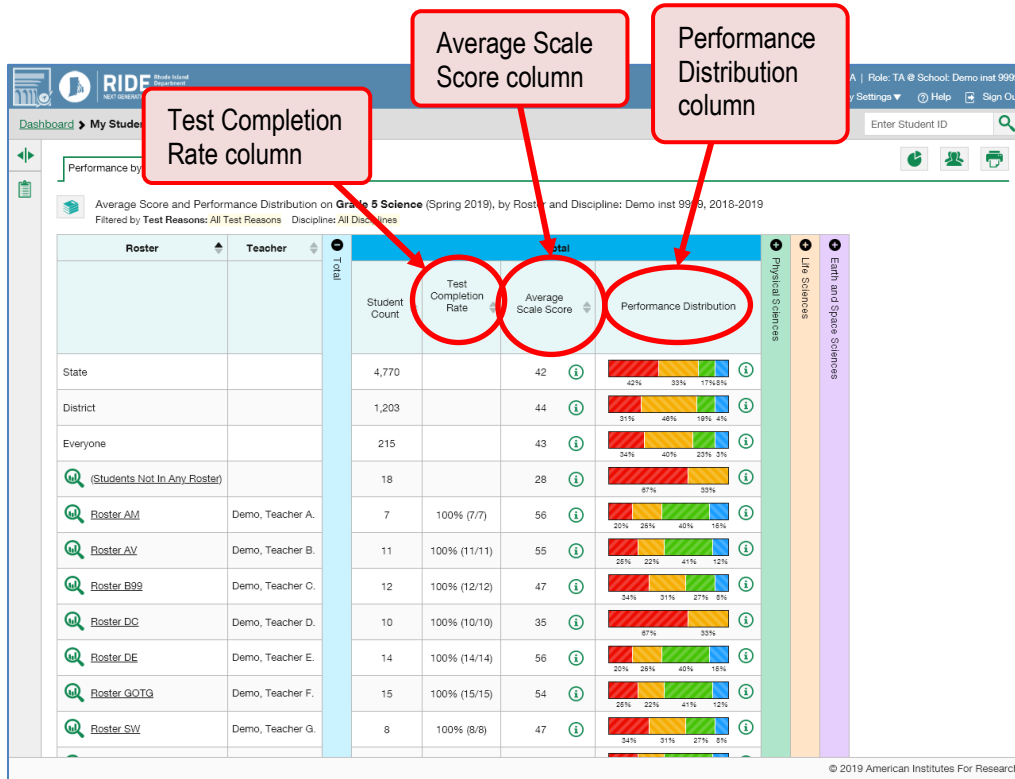


**How can I see which classes (rosters) performed best on this assessment?**

To see which classes performed best on the test, do either of these things:

- Click the score column header to sort by score.
- Look at the bars in the Performance Distribution column.

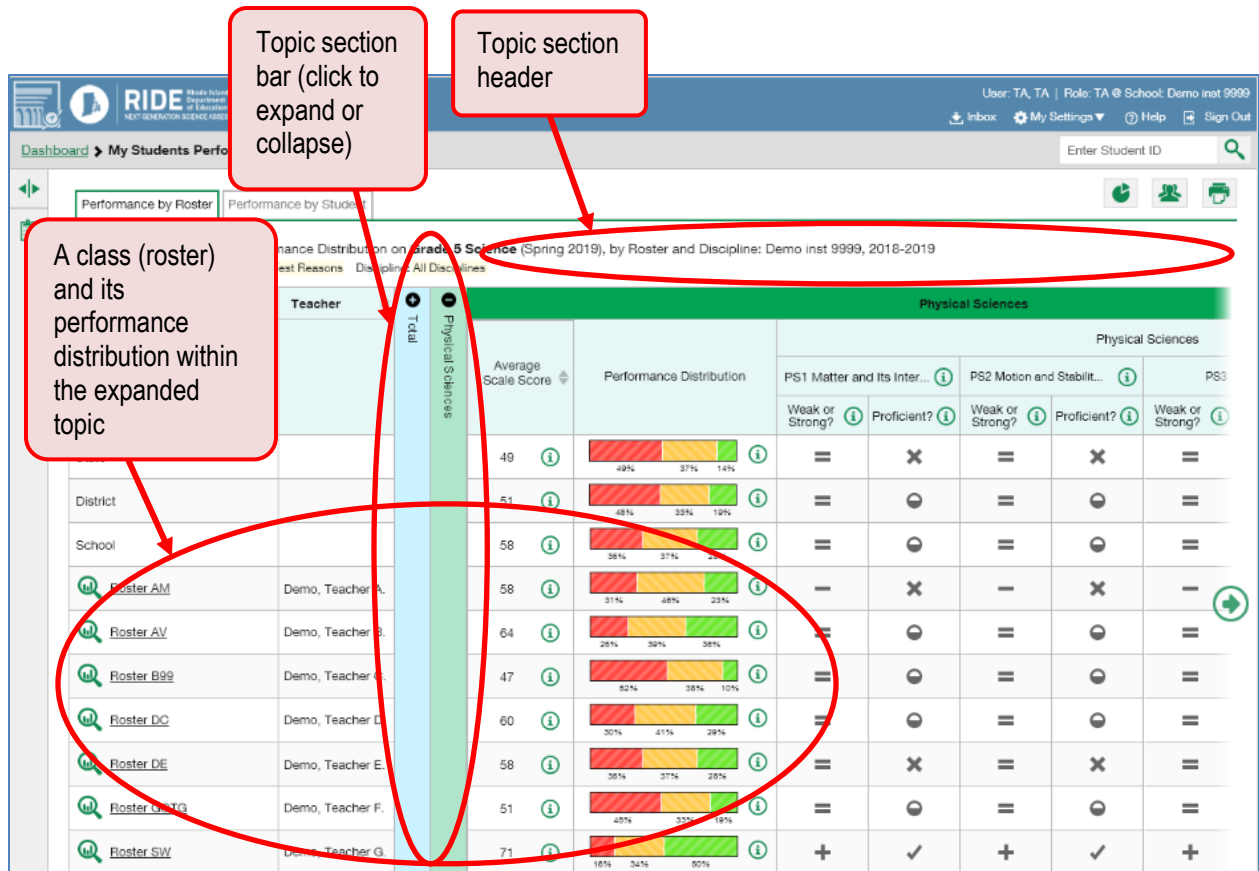
Figure 7. School Performance on Test Report: Performance by Roster Tab



**How can I see how well classes (rosters) performed in each area on the test?**

For tests with topic sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 8), you can view a performance distribution bar for each class (roster) under the topic Physical Sciences.

Figure 8. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Topic Section



**How can I access test results for an individual class (roster)?**


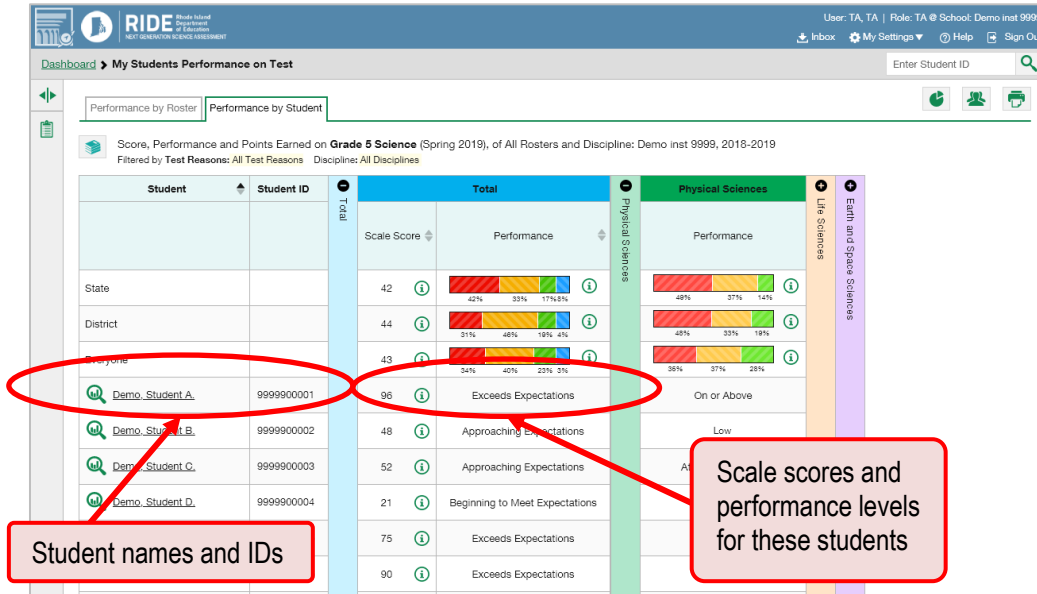
The prior section explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear ([Figure 9](#)).

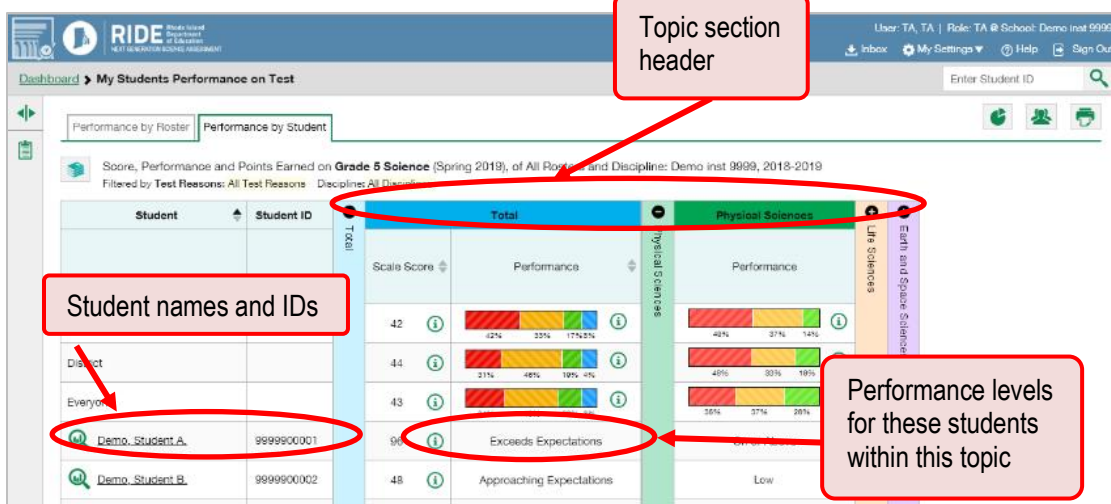
Figure 9. Teacher View: Roster Performance on Test Report



**How can I see how well students in my class (roster) performed in each area on the test?**

You can compare the performance of your students in each area of the test using the topic sections, as shown in [Figure 10](#). Click the vertical section bar to expand each section.




Figure 10. Teacher View: Roster Performance on Test Report with Expanded Topic Section



## For School- and District-Level Users: How to View Test Results for a School on a Particular Test

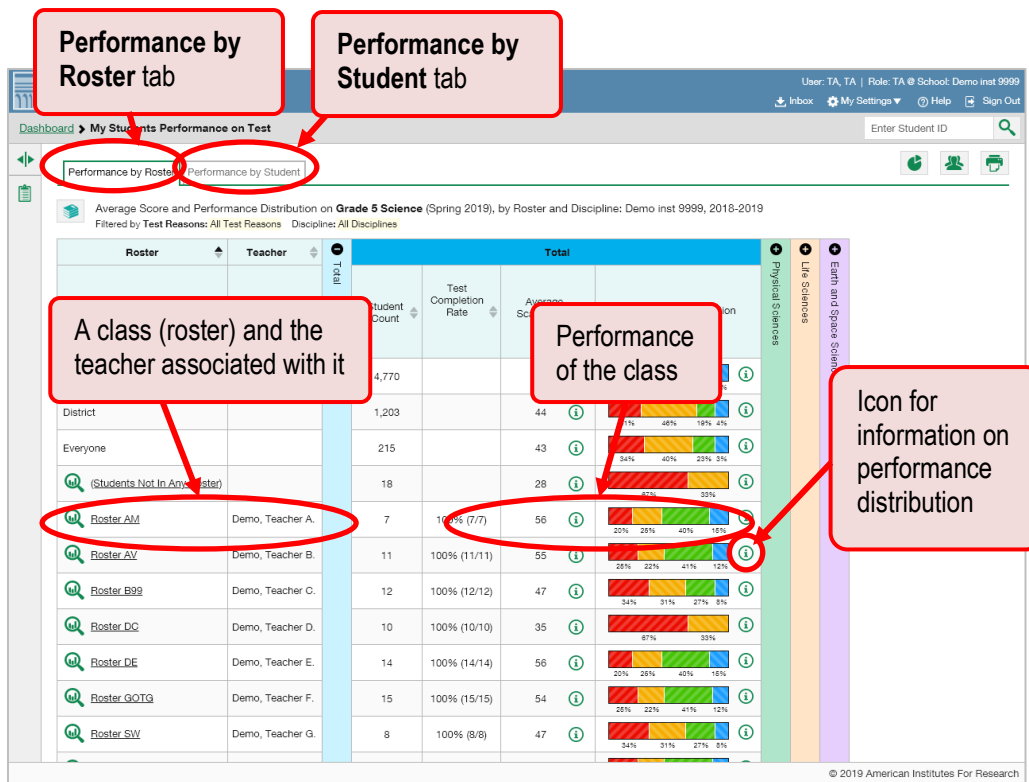
You can view test results for all the students in a school on a particular test.

### How can I access test results for a school?

- **School-level users:** Starting at the dashboard that appears when you log in, click the name of the test (or  beside it).
- **District-level users:**
  - a. Starting at the dashboard that appears when you log in, click the name of the test (or  beside it). A table listing test results by school appears.
  - b. Click the name of the school (or  beside it) for which you would like to see results.

The test results for the school appear. The **Performance by Roster** tab is open by default.

Figure 11. School Performance on Test Report: Performance by Roster Tab

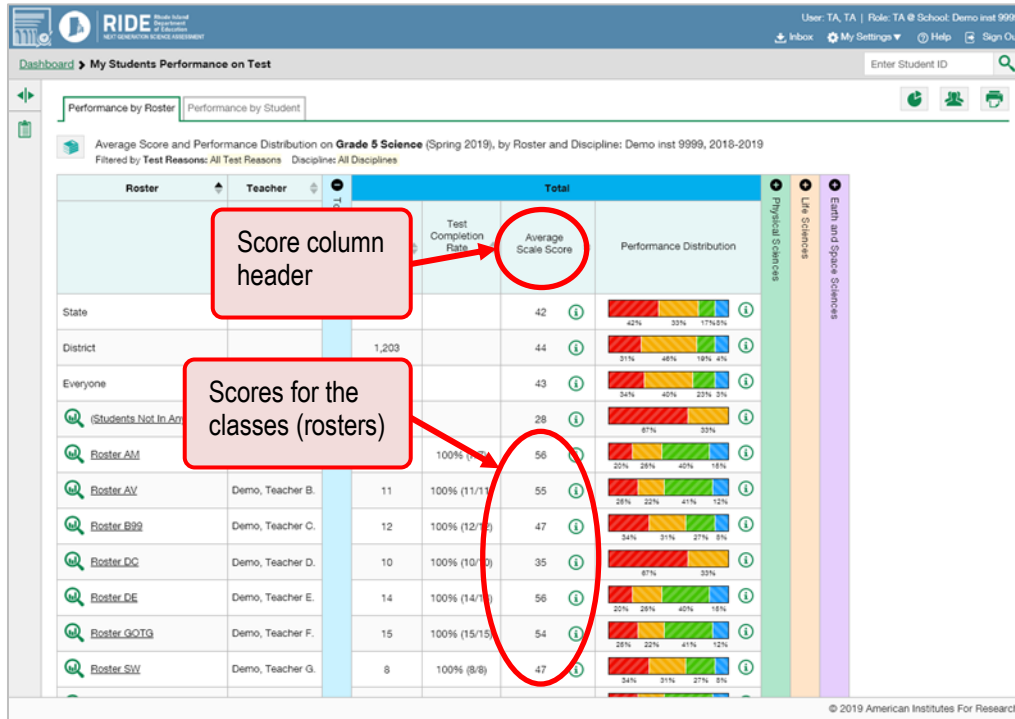


**How can I see which classes (rosters) performed best on this assessment?**

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see

[Figure 12](#)). If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 12. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Average Scale Score





## For District-Level Users: How to View Test Results for a District on a Particular Test

You can view test results for a district on a particular test.

### How can I access test results for a district?


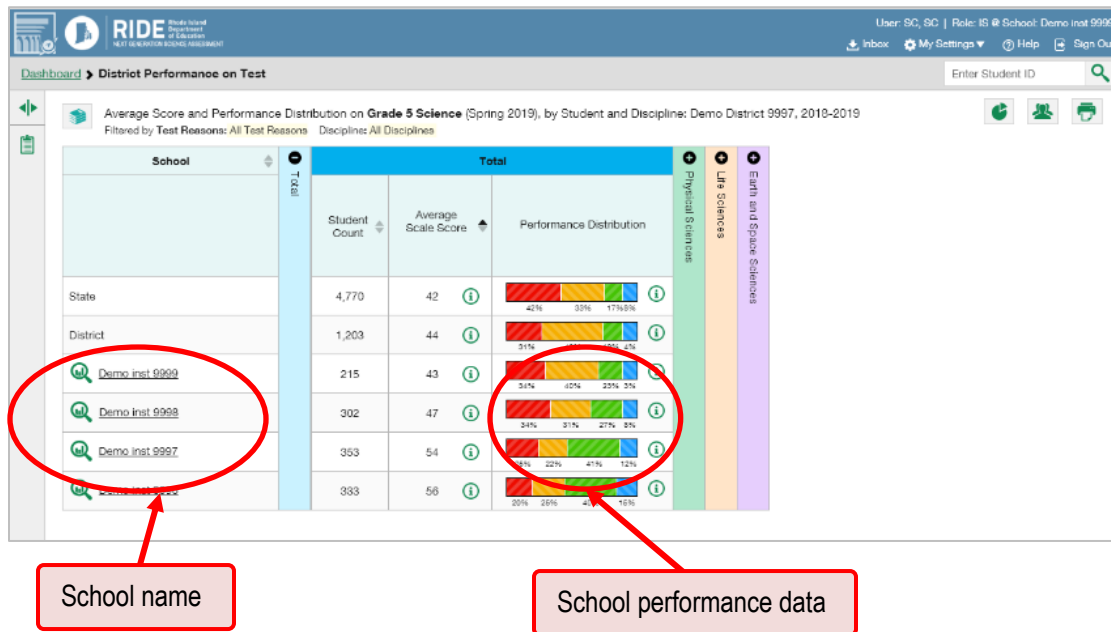
On the dashboard that appears when you log in, click the name of a test (or  beside it). A list of the schools in your district appears, with data.

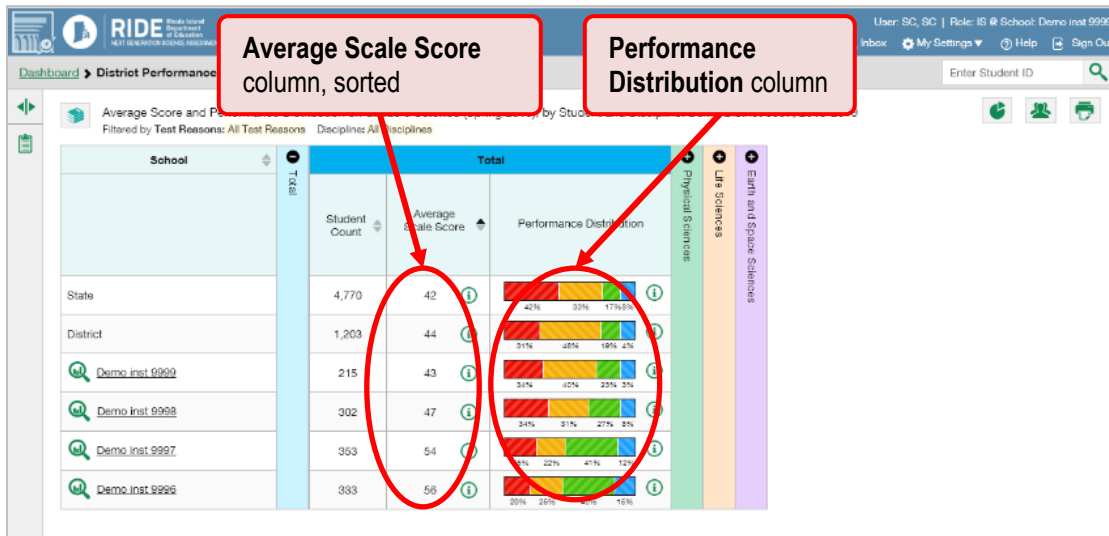
Figure 13. District Performance on Test Report



**How can I see which schools in the district performed best on this assessment?**

Look at the score column and/or Performance Distribution column, and click the score column to sort by it (as in [Figure 14](#)).

Figure 14. District Performance on Test Report Sorted by Score



**How can I see how well schools in the district performed in each area on the test?**

Click the vertical section bars to expand the topic sections.

Figure 15. District Performance on Test Report with Expanded Topic Section



## How to View Test Results Broken Down by Demographic Sub-Groups


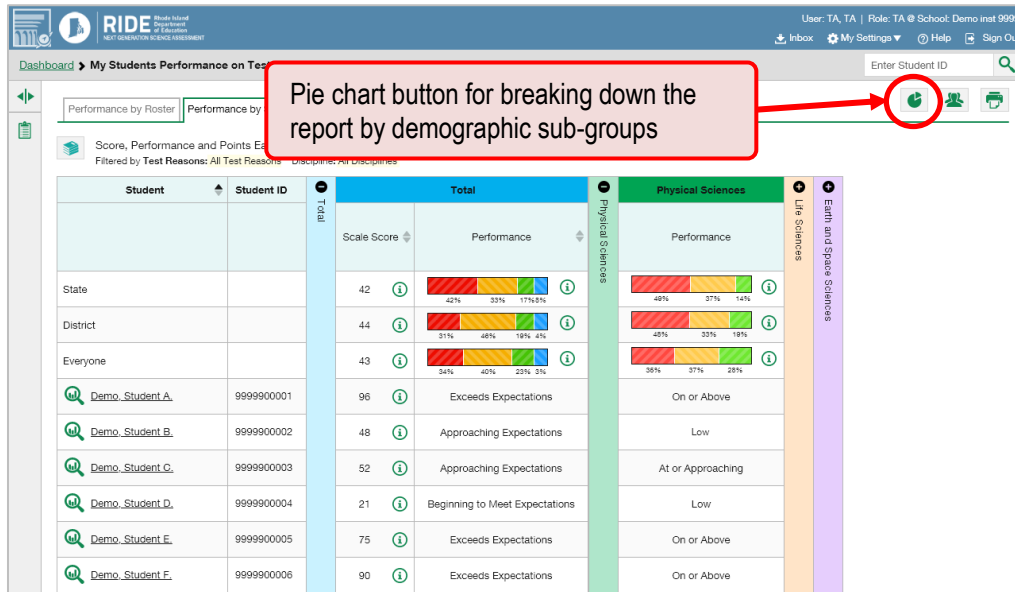

You can use the pie chart button  at the upper-right corner of a report (see [Figure 16](#)) to compare performance between different demographic sub-groups. This pie chart button is available for most aggregate test results.

Figure 16. My Students' Performance on Test Report



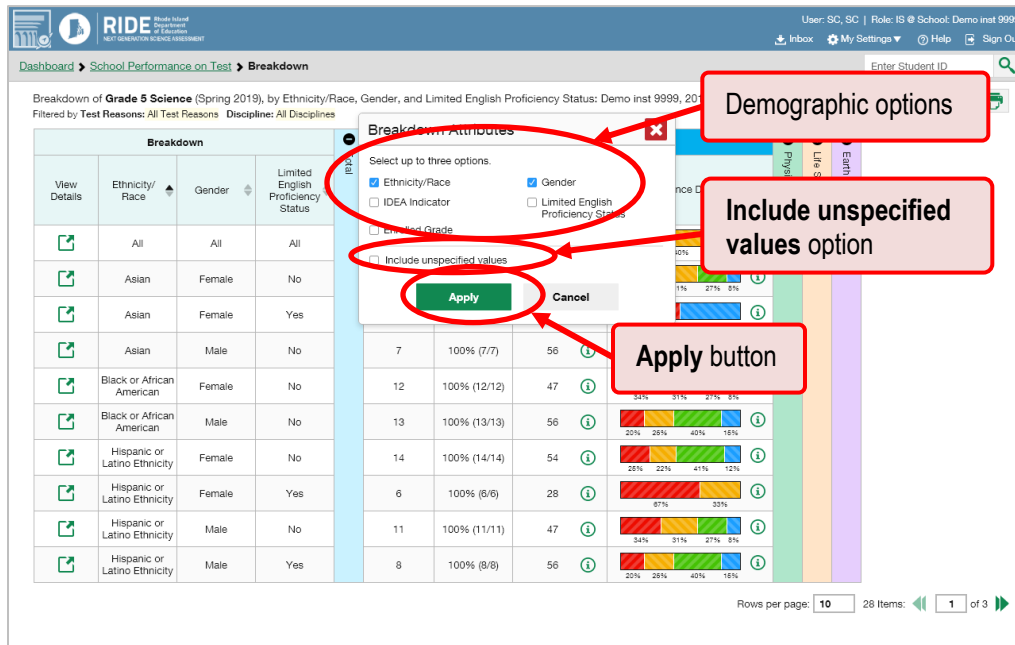
## How can I view test results broken down by demographic sub-groups?

To view test results broken down by demographic sub-groups, do the following:

1. Click the pie chart button  at the upper-right corner (see [Figure 16](#)).

The **Breakdown Attributes** window opens (see [Figure 17](#)).

Figure 17. Breakdown Attributes Window



2. Select up to three student demographic categories.

There is also an **Include unspecified values** checkbox, explained below:

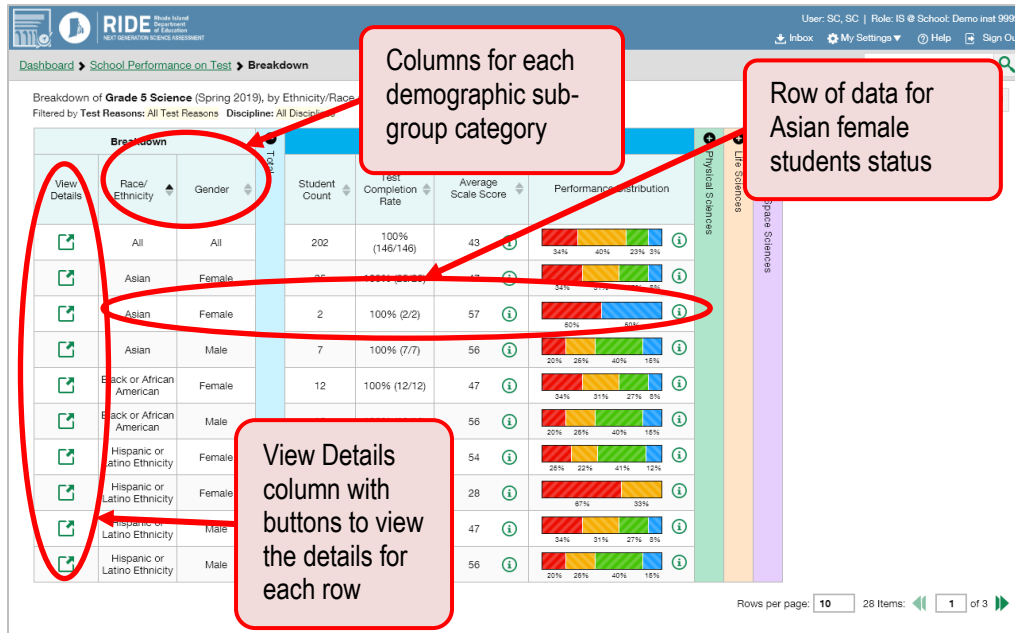
- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
- To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see

[Figure 18](#)).

Figure 18. Demographic Breakdown of a My Students' Performance on Test Report



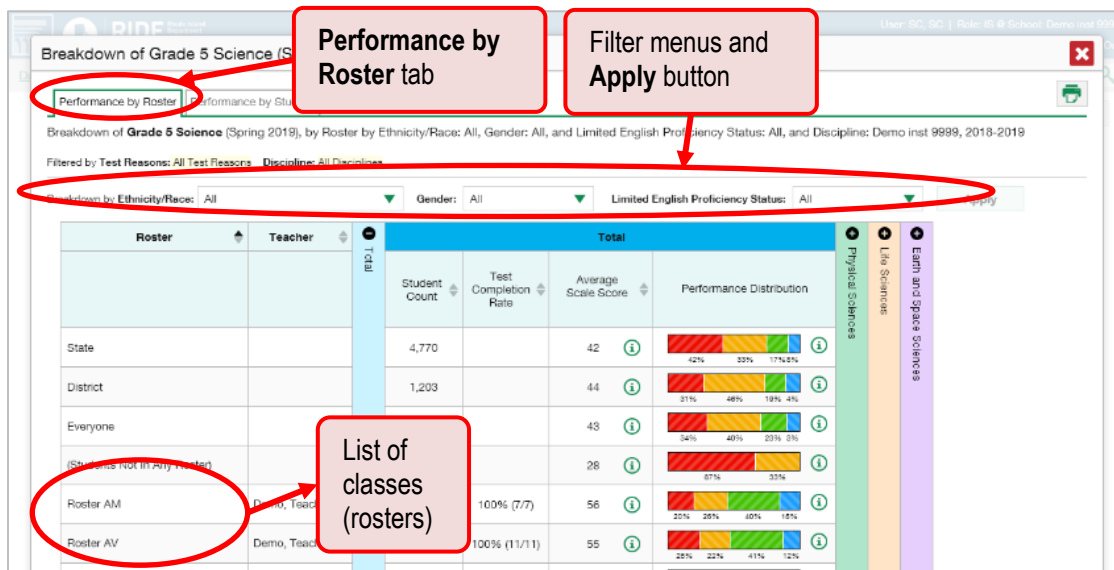
**How can I view test results for a particular demographic sub-group or combination?**

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see

[Figure 18](#)).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups. See [Figure 19](#).

Figure 19. Demographic Combination Breakdown Window (from School Performance on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.

You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which schools are most successful at teaching girls in the first grade.

## How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken. And you can generate and export both Individual Student Reports (ISRs) and student data files.

### How can I access test results for an individual student on a particular test?

Teachers and school-level users:

1. Go to the dashboard and click a test name (or beside it) in the table of assessments. A page of test results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student (or beside it) in the report. The Student Performance on Test report appears ([Figure 20](#)).

**District-level users:**



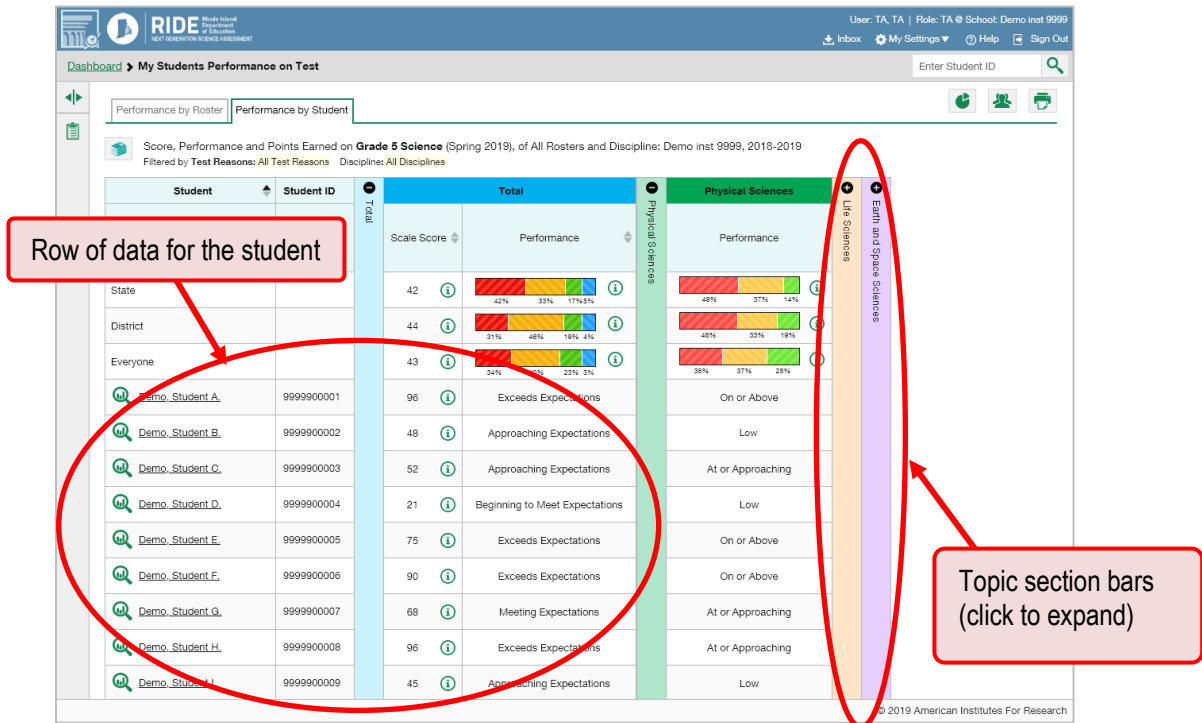
1. Go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of district test results appears (the District Performance on Test report).
2. Click a school name (or  beside it). The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting with step 2.

Figure 20. Teacher View: Student Performance on Test Report



You can view the student’s performance in each area of the test using the topic sections, which you can click to expand.

## How to Generate and Export Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test opportunity (an instance of a student taking a test). ISRs are useful for sharing performance information with students and their parents.

### What does an Individual Student Report (ISR) look like and how can I read it?

An ISR is a PDF that displays data on a test opportunity. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Sample ISRs are shown below.

- At the top of each ISR are the student name and SSID, the name of the test, district, and school, and any other relevant information.
- Below that is a summary of the student’s performance. An ISR for a scale-scored test displays the student’s performance on a vertical scale that includes all the cut scores and performance levels.
- Each ISR includes a comparison table showing the average performance of the state, district, and/or school.
- Many ISRs include a table detailing the student’s performance in each topic.
- Some ISRs include item-level data, scoring assertions, and scoring assertion outcomes.

Figure21. Sample Individual Student Report (ISR): NGSS Science

**Student name and ID**

**Name of the test**

**Student's district and school**

**Summary of performance**

**Comparison table showing average performance of the state and district**

**Vertical scale showing student's overall score and performance level**

**Student's performance in each topic**

Entity	Average Scale Score
Demo State	42
Demo School District	44
Demo School	43

Discipline	Discipline Performance	Discipline Level	Discipline Description
Physical Sciences	Below the Standard	Above the Standard	Your student can sometimes conduct experiments to explain the structure of matter, signs of chemical change, and how forces affect the motion of objects; use evidence to explain speed and energy transfer; and model particles of matter and light waves.
Life Sciences	Below the Standard	Above the Standard	Your student may have difficulty modeling life cycles and movement of matter in ecosystems; using evidence to explain that organisms need structures to live; and interpreting data to show that individuals inherit traits, populations have many different traits, and some organisms thrive in specific environments.
Earth and Space Sciences	Above the Standard	Above the Standard	Your student can consistently display data to show the results of Earth's movements around the sun; graph global distribution of fresh and salt water; model interactions of the geosphere, biosphere, hydrosphere, and atmosphere; and use evidence to analyze solutions to hazards caused by weather.



## How can I generate and export Individual Student Reports (ISR)?

To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student’s overall performance on their test plus a breakdown of performance by topic. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any AIRWays Reporting page.


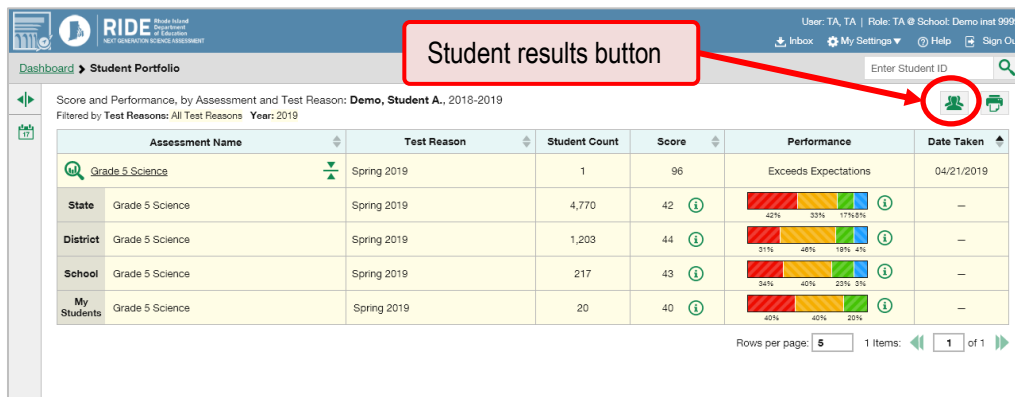
1. Click the student results button  in the upper-right corner of the page (see [Figure 22](#)).

Figure 22. Student Portfolio Report

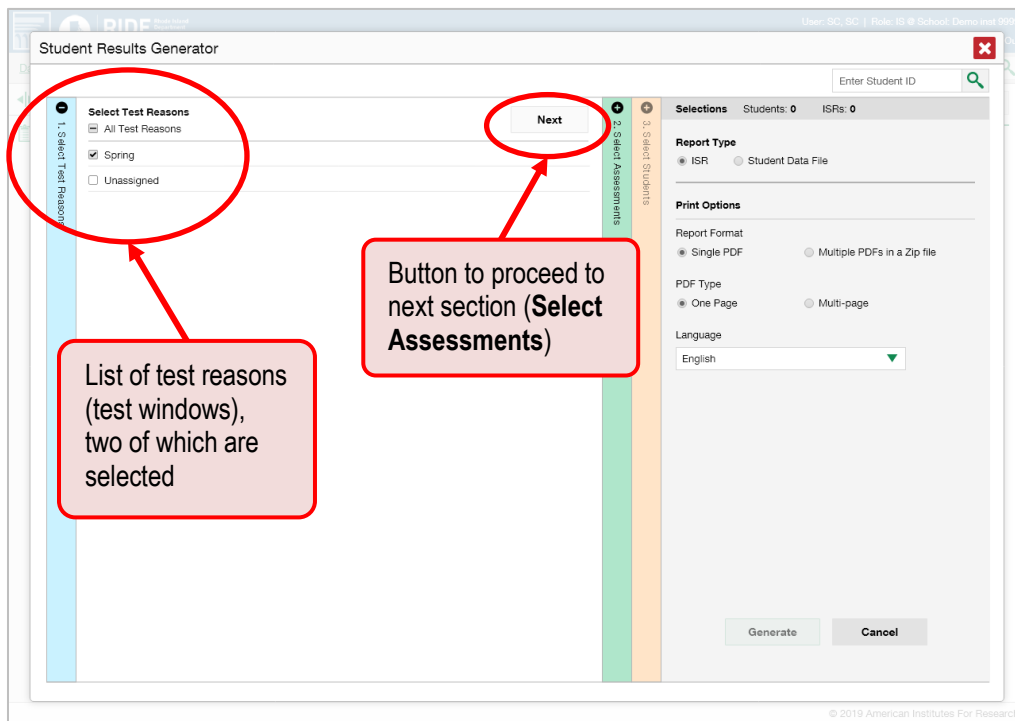


The **Student Results Generator** window opens ([Figure 23](#)).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

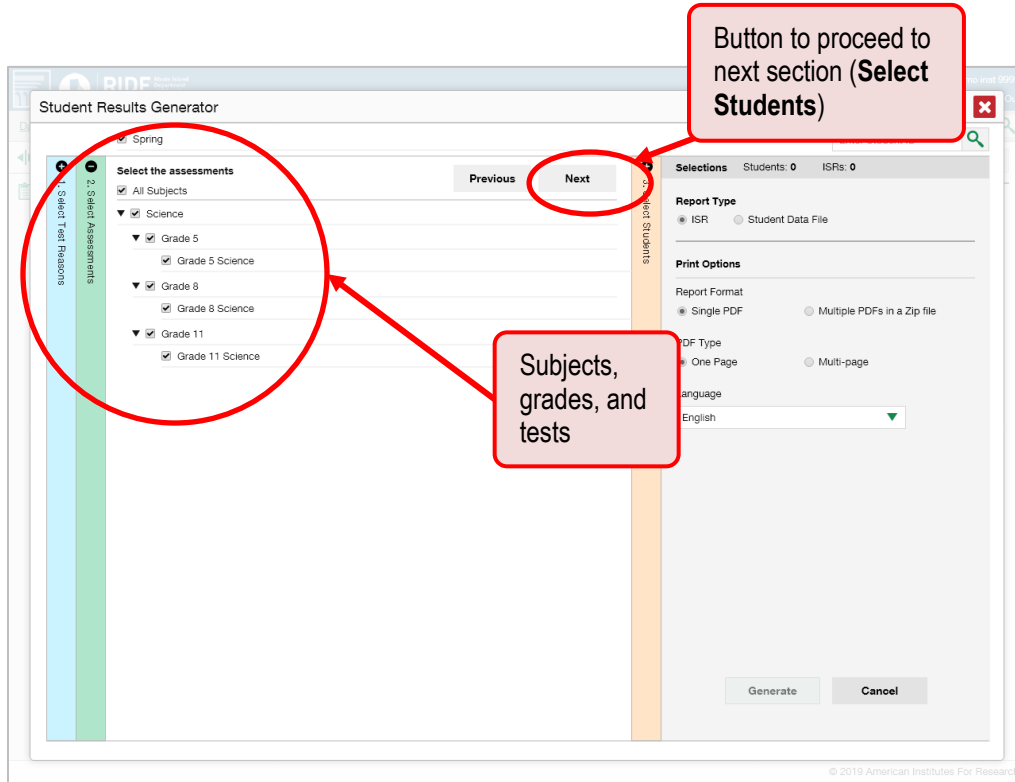
2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
  - a. In the **Select Test Reasons** section ([Figure 23](#)), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are test windows.

Figure 23. Student Results Generator Window: Select Test Reasons Section



- b. The **Select Assessments** section (Figure 24) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Assessments**.

Figure 24. Student Results Generator Window: Select Assessments Section




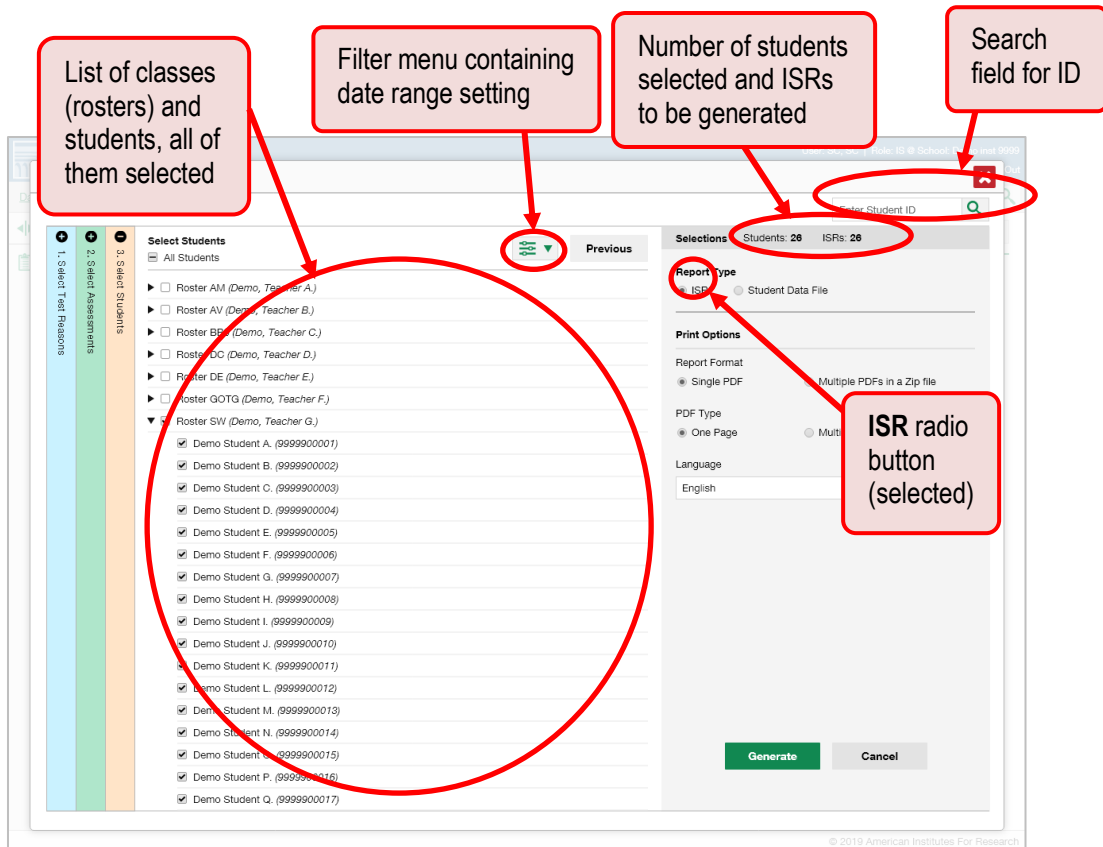
- c. The **Select Students** section (Figure 25) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.
  - Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
  - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
  - To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 25. Teacher View: Student Results Generator Window: Select Students Section



The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated (see [Figure 25](#)).

d. *Optional*: To set a date range for which to generate results, use the filter menu as follows:


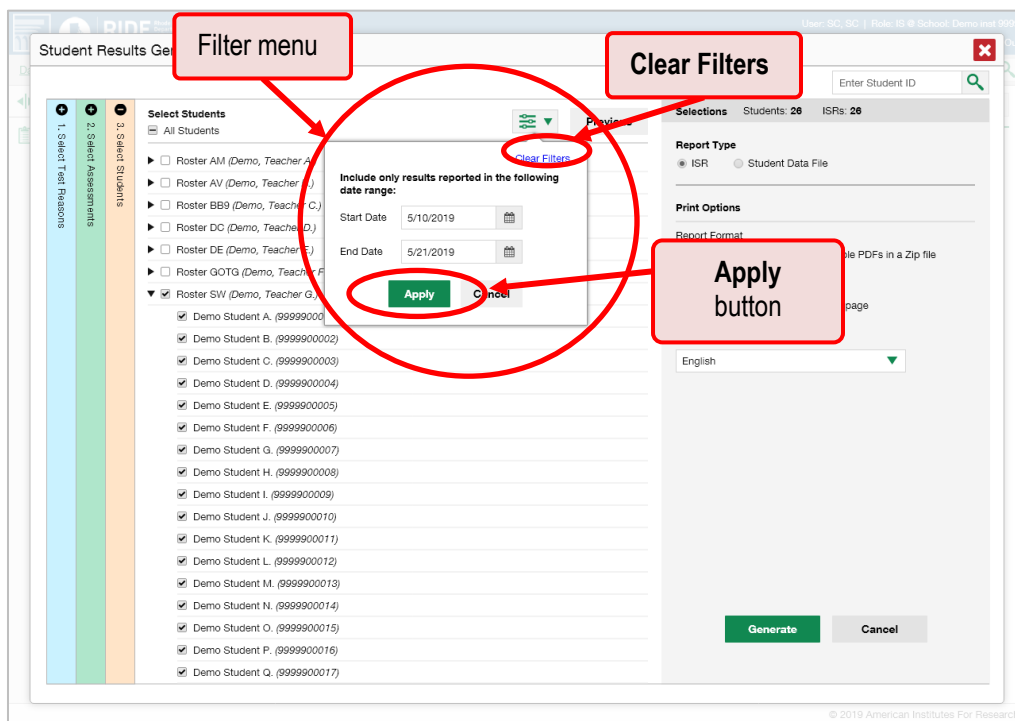
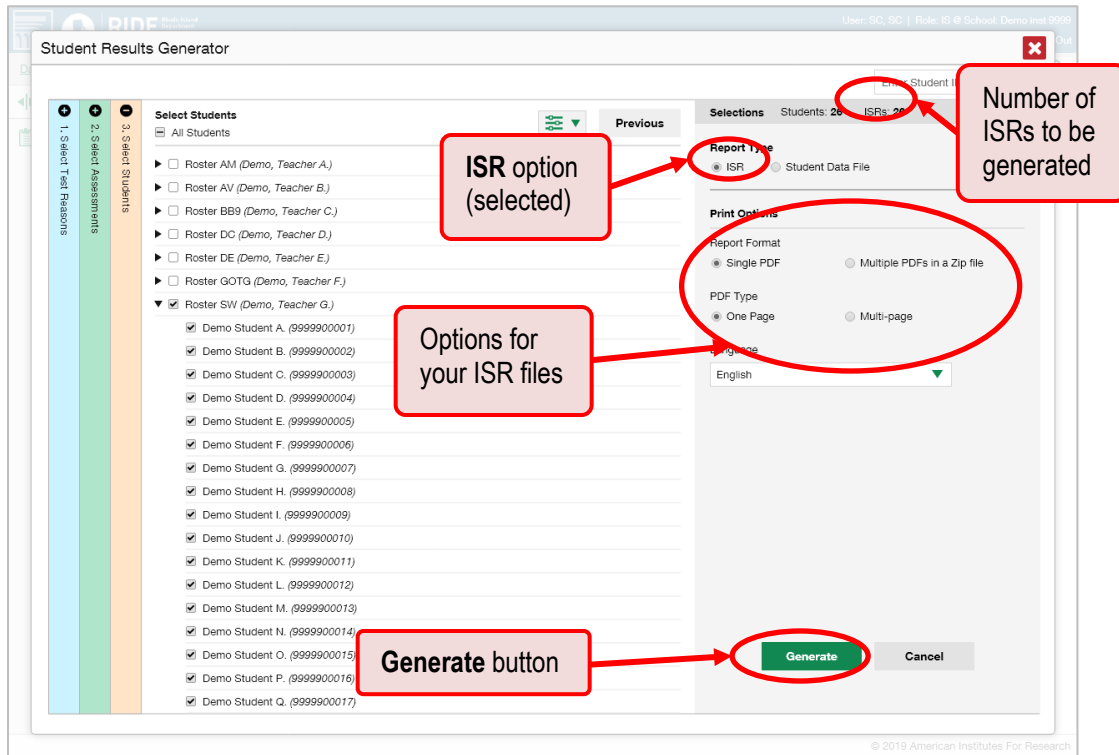
- i. Click the filter menu button . The filter menu opens, displaying two date fields.
- ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
- iii. Click **Apply**.
- iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 26. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



- From the two Report Type options in the panel on the right, select **ISR**. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see [Figure 27](#)).

Figure 27. School-Level User View: Student Results Generator Window: Select Students Section



- If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one.
- Under PDF Type, select either a one-page or a multi-page PDF.
- Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

To view an example of an ISR PDF (containing sample data) in a new browser tab, click the name of a sample in the *Student Results Generator* window under the PDF Type options. Depending on the assessment, your ISR(s) may not include all the sections that appear in the sample.

## How to Generate and Export Student Data Files

This section discusses student data files, which are useful for analysis.

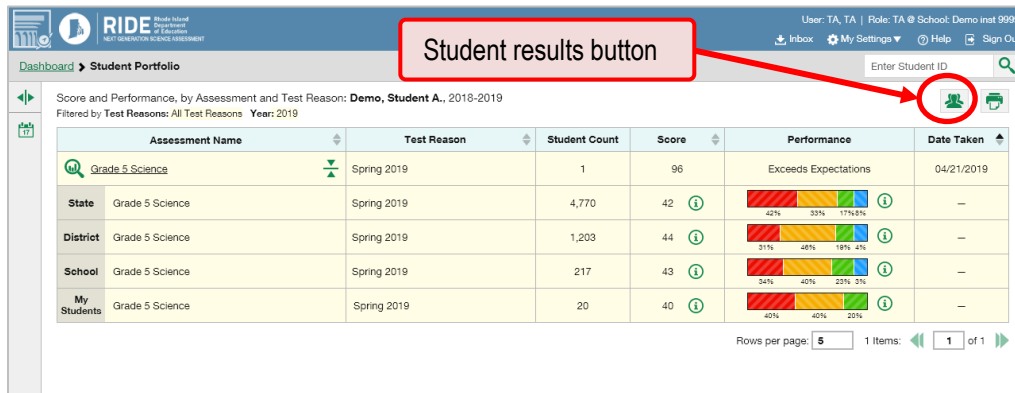
### How can I generate and export student data files?

To generate and export a student data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files.

You can generate student data files from almost any report page.

1. Click the student results button  in the upper-right corner of the page.

Figure 28. Student Portfolio Report

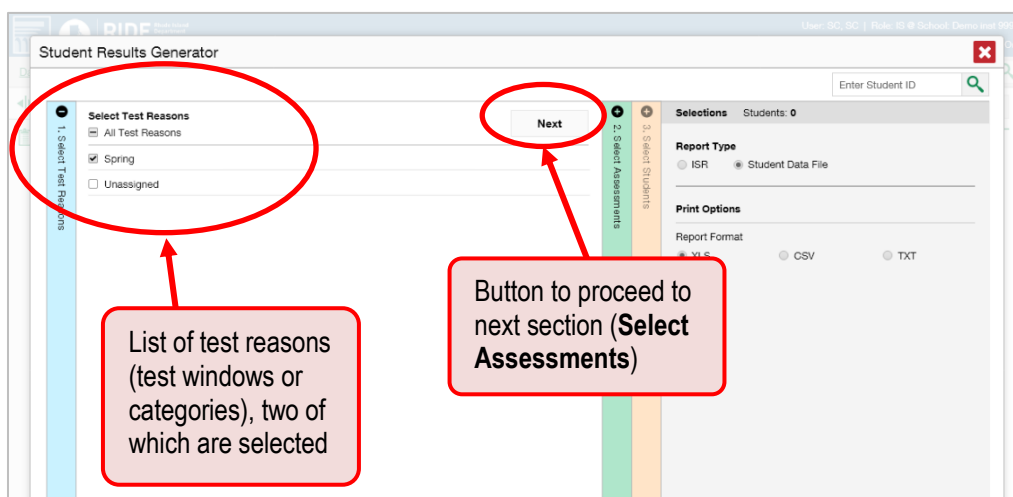


- The **Student Results Generator** window opens (see [Figure 29](#)).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

- Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
  - In the **Select Test Reasons** section, mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are simply test windows.

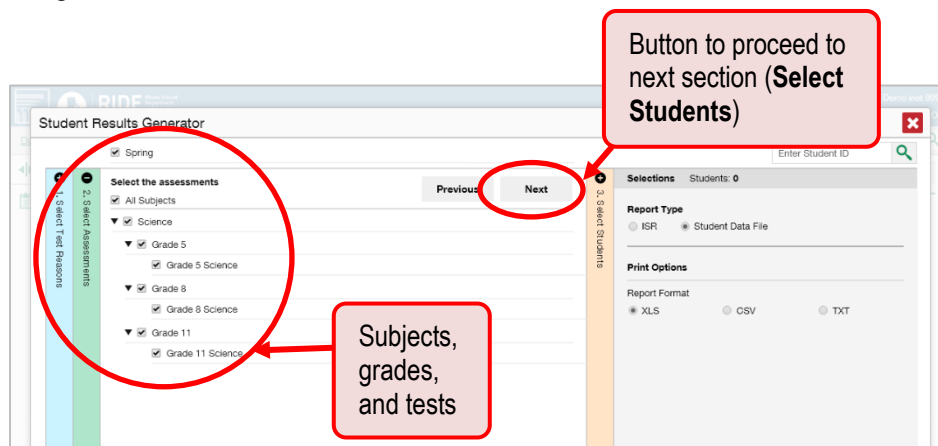
Figure 29. Student Results Generator Window: Select Test Reasons Section



The expandable sections to the right are now populated with only the tests and students available for your test reason selections.

- The **Select Assessments** section groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Assessments**.

Figure 30. Student Results Generator Window: Select Assessments Section






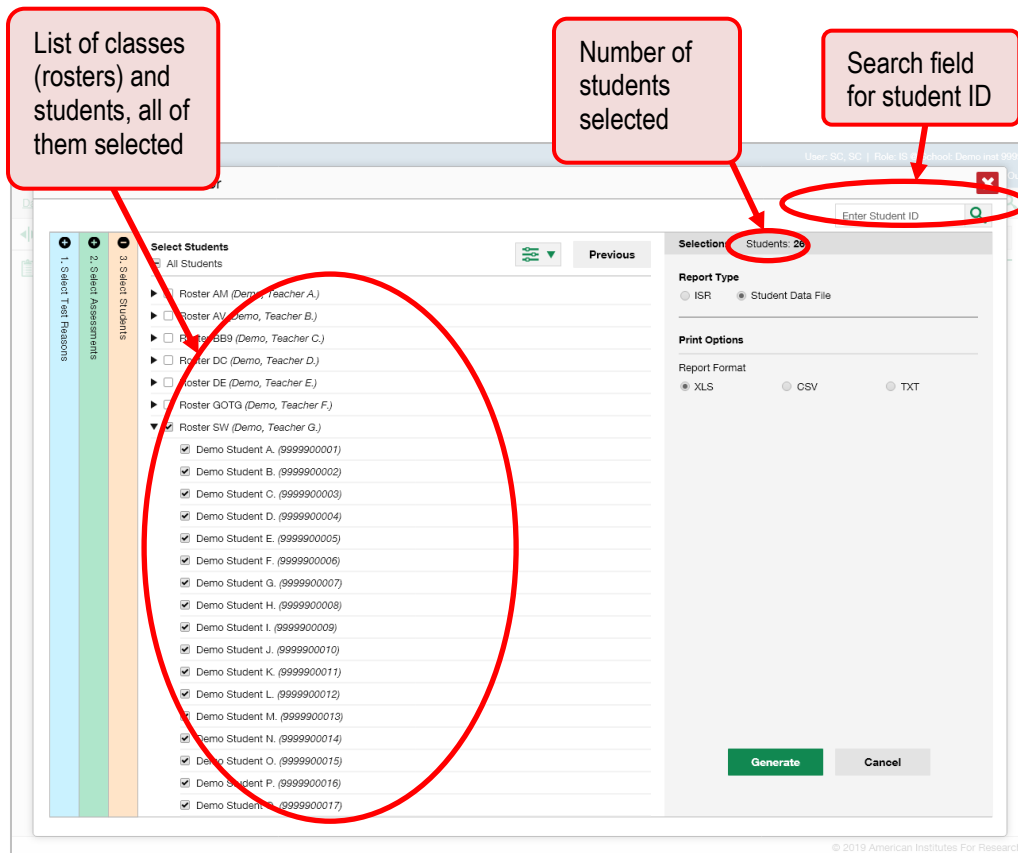
- c. The **Select Students** section contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.
  - Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
  - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
  - To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 31. School-Level User View: Student Results Generator Window: Select Students Section



The *Selections* section displays a count indicating the total number of students for whom student data files will be generated.


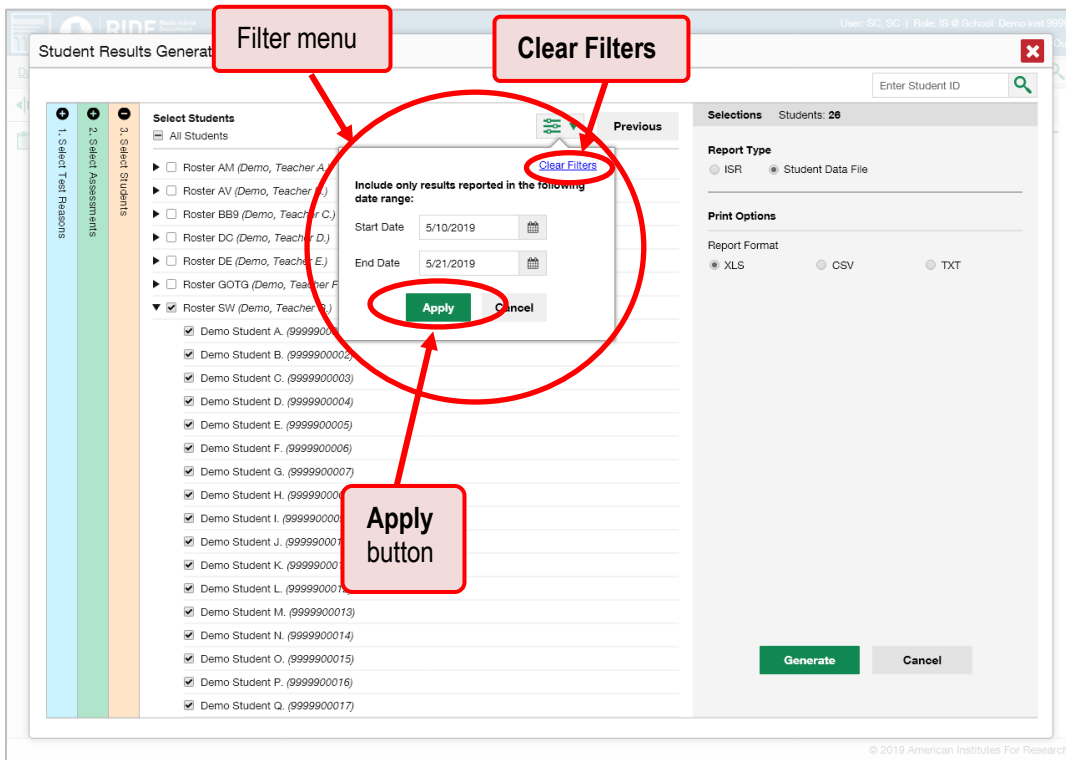
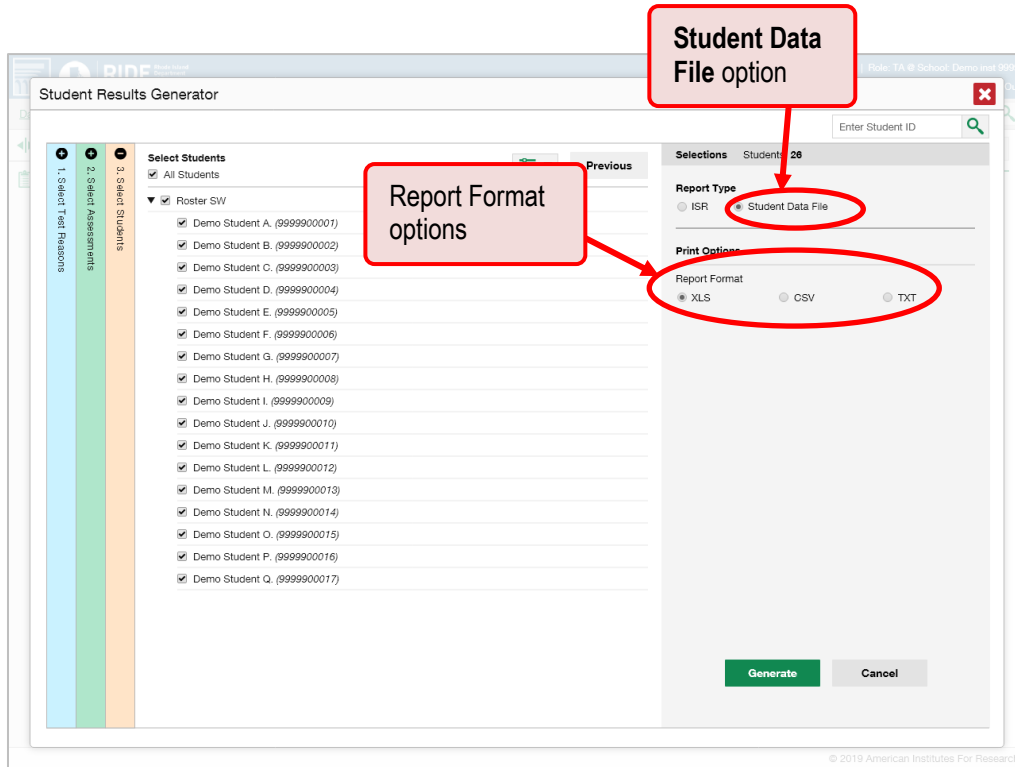
- d. *Optional:* To set a date range for which to generate results, use the filter menu as follows:
  - i. Click the filter menu button . The filter menu opens, displaying two date fields ([Figure 32](#)).
  - ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
  - iii. Click **Apply**.
  - iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 32. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Opened



- From the two Report Type options in the panel on the right, select **Student Data File**. More options appear below.

Figure 33. Teacher View: Student Results Generator Window: Select Students Section



- Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
- Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

## How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

On the dashboard and in the Student Portfolio Report, you can access performance data for your state, district, school, and/or total students.

**How can I compare my students' performance with that of my state, district, and/or school?**


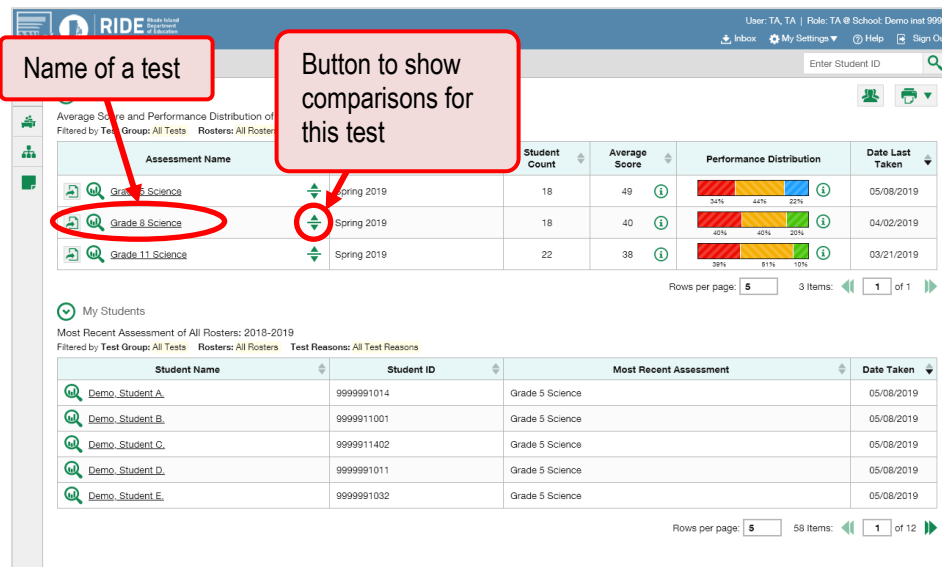
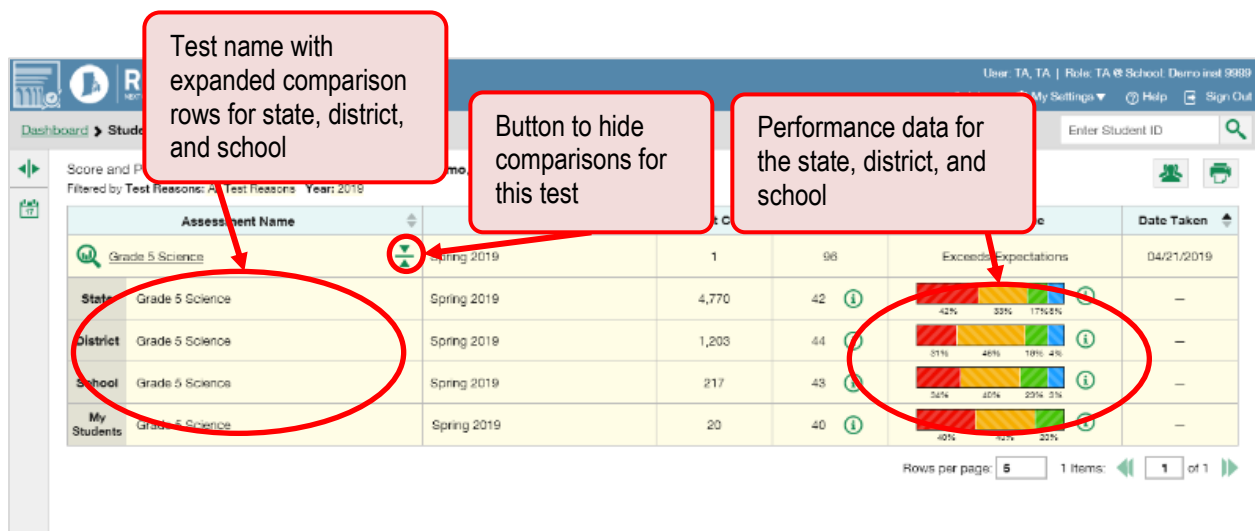
On the dashboard that appears when you log in, click  to the right of a test name.

Figure 34. Teacher View: Dashboard



Rows containing data for the state, district, and/or school appear below.


Figure 35. Teacher View: Dashboard with Expanded Comparison Rows



To hide the comparison rows, click  to the right of the test name.

**How can I compare a student's performance with that of my state, district, school, and/or total students?**

In the Student Portfolio Report, you can compare a student's performance on any test with that of your state, district, school, and/or total students. To do so, follow the instructions below:

1. Enter the student's SSID in the search field in the upper-right corner and click  (see [Figure 36](#)). The Student Portfolio Report appears.


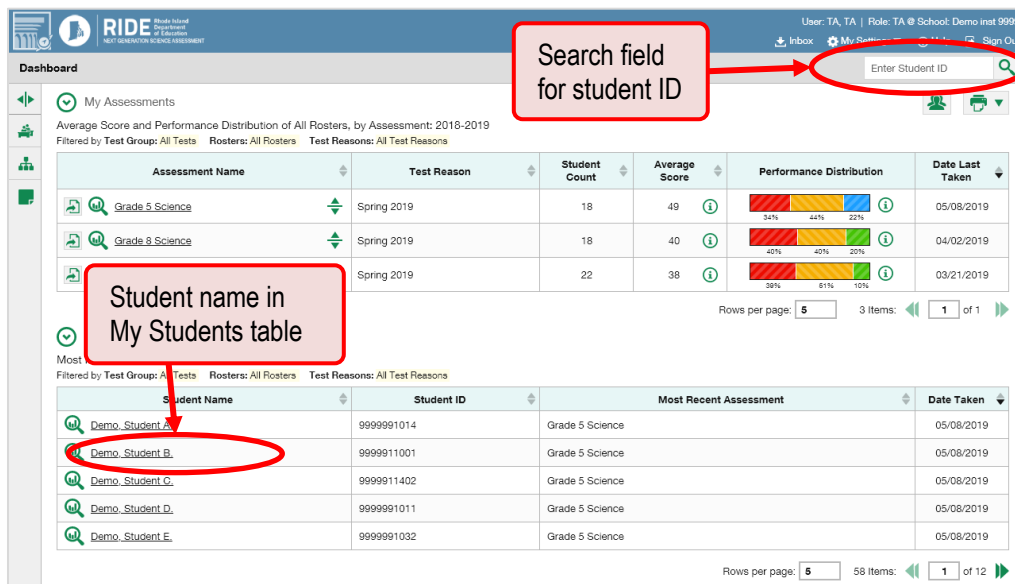
Teachers can also access this report from the dashboard by going to the My Students table at the bottom of the page and clicking a student's name (or  beside it).

Figure 36. Teacher View: Dashboard



The screenshot shows the 'Teacher View: Dashboard' interface. At the top right, there is a search field labeled 'Enter Student ID' with a magnifying glass icon. A red box and arrow point to this field with the text 'Search field for student ID'. Below this, the 'My Assessments' table is visible, showing columns for Assessment Name, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. Below the 'My Assessments' table is the 'My Students' table, which has columns for Student Name, Student ID, Most Recent Assessment, and Date Taken. A red box and arrow point to the 'Demo\_Student B' entry in the 'My Students' table with the text 'Student name in My Students table'.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 5 Science	Spring 2019	18	49	34% 44% 22%	05/08/2019
Grade 5 Science	Spring 2019	18	40	45% 40% 20%	04/02/2019
Grade 5 Science	Spring 2019	22	38	30% 61% 10%	03/21/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_Student A	999991014	Grade 5 Science	05/08/2019
Demo_Student B	9999911001	Grade 5 Science	05/08/2019
Demo_Student C	9999911402	Grade 5 Science	05/08/2019
Demo_Student D	999991011	Grade 5 Science	05/08/2019
Demo_Student E	999991032	Grade 5 Science	05/08/2019


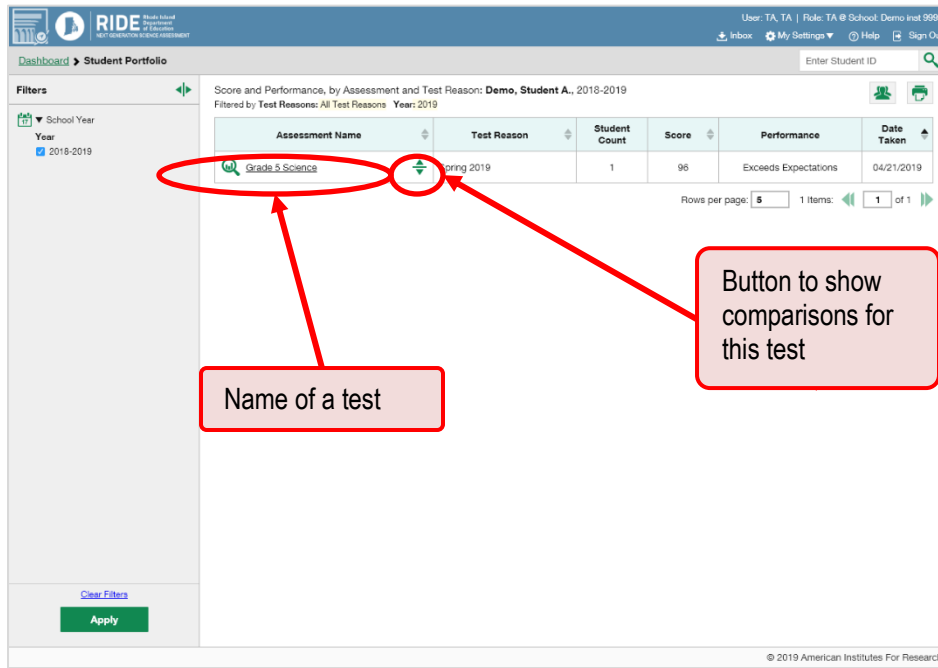
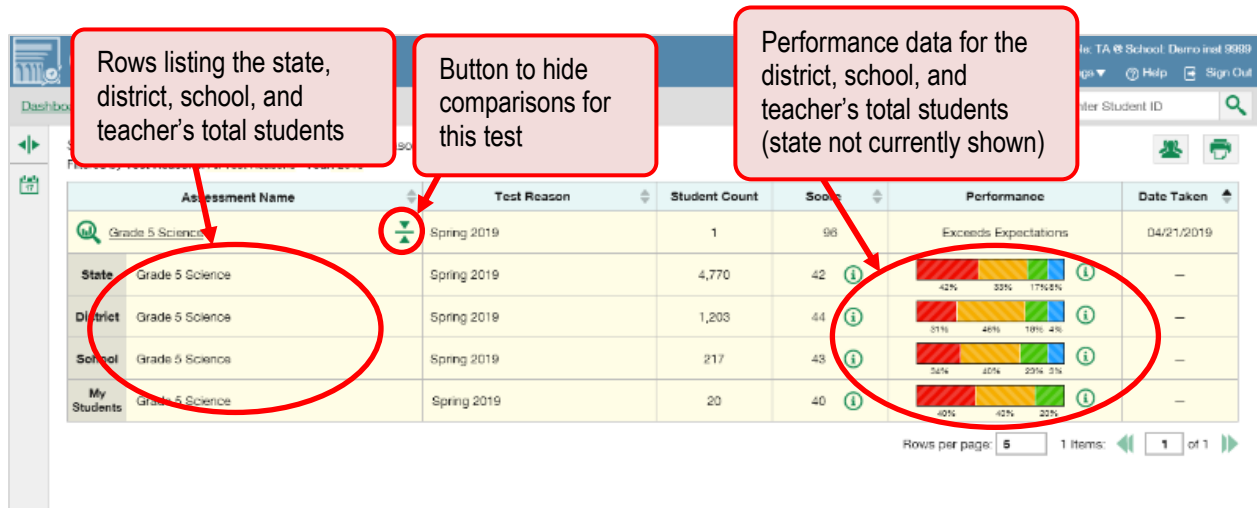
- Click  to the right of a test name.

Figure 37. Student Portfolio Report



Rows containing data for your state, district, school, and/or total students appear below.

Figure 38. Teacher View: Student Portfolio Report with Expanded Comparison Rows



To hide the comparison rows, click  to the right of the test name.

## How to Set Up Your Reports So They Make Sense

You can set up your reports so it's easier to access the data that are most important to you. For example, if you're a teacher, you may want to hide certain tests in subjects you don't teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: filtering to show only the tests you're interested in; filtering to show only the classes (rosters) you're interested in; and viewing data from a previous point in time.

### For Teachers: How to Set Preferences for Tests to Display

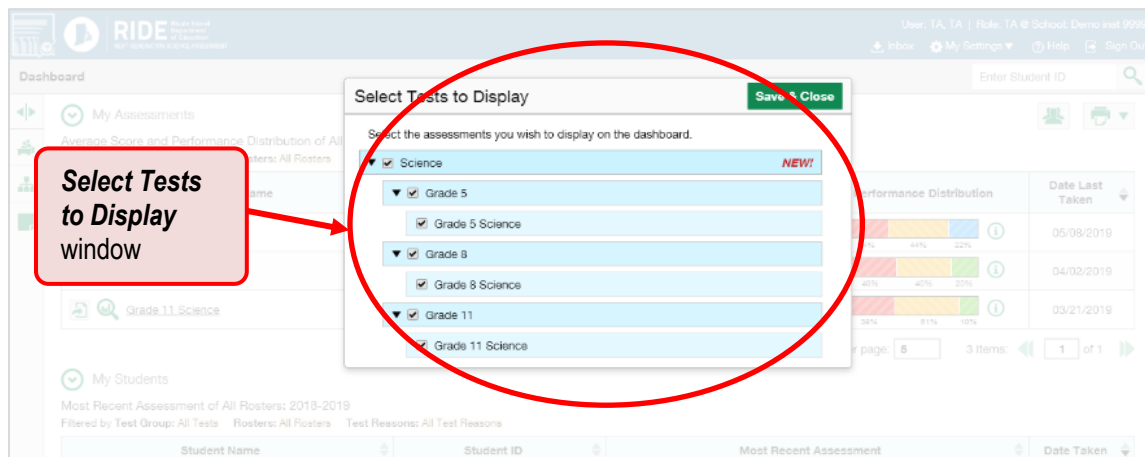
If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out.

Once you've set your persistent test preferences, higher-level users will have the option of using them too. That means that when you've excluded certain test results from your preferences, they will not see any rosters belonging to you in those test results.

#### How can I set preferences for tests to display?

1. Open the **My Settings** menu and choose **Select Tests to Display**. A window appears (see [Figure 39](#)), showing tests organized hierarchically by subject, grade, and assessment name.

Figure 39. Select Tests to Display Window



2. Select the checkboxes beside the tests or groups of tests you want to display.
3. Click **Save & Close** at the upper-right corner of the window.

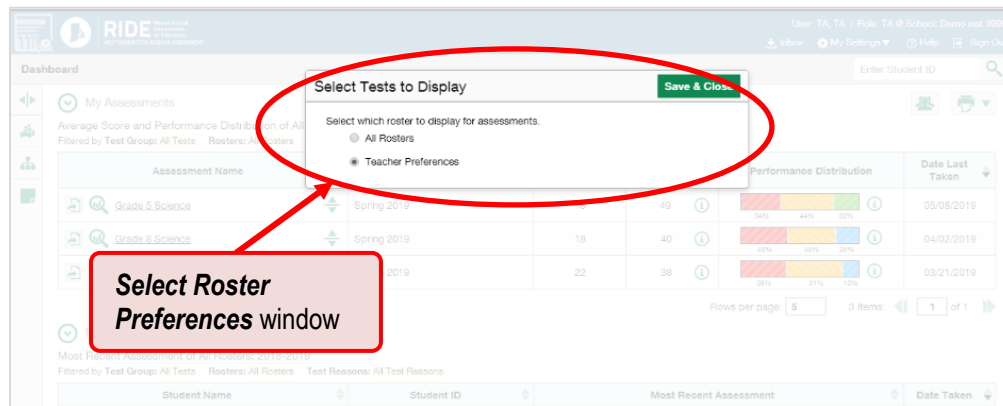
## For School- and District-Level Users: How to Set Preferences for Classes (Rosters) to Display

School- and district-level users can also narrow down their data based on class (roster). To do so, update your preferences to specify which classes appear in your reports.

### How can I set preferences for classes (rosters) to display?

1. From the **My Settings** drop-down list in the banner, select **Select Tests to Display**. The **Select Roster Preferences** window appears.

Figure 40. Select Roster Preferences Window



2. Mark one of these two options:

- **All Rosters:** This is the default option. When this option is selected, all data for all classes (rosters) appear in all your reports.
- **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment.

Click **Save & Close** at the upper-right corner of the window.



## How to Filter Tests to Display

### How can I filter reports by test?

You can temporarily filter which tests you want to see in your reports.



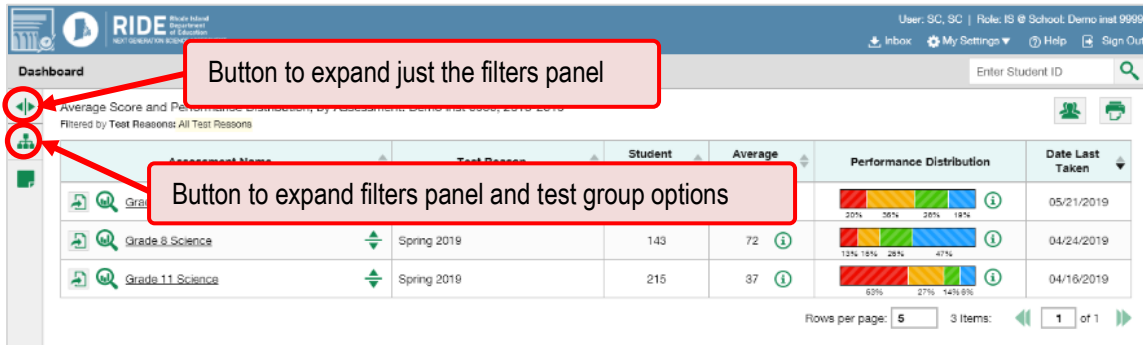
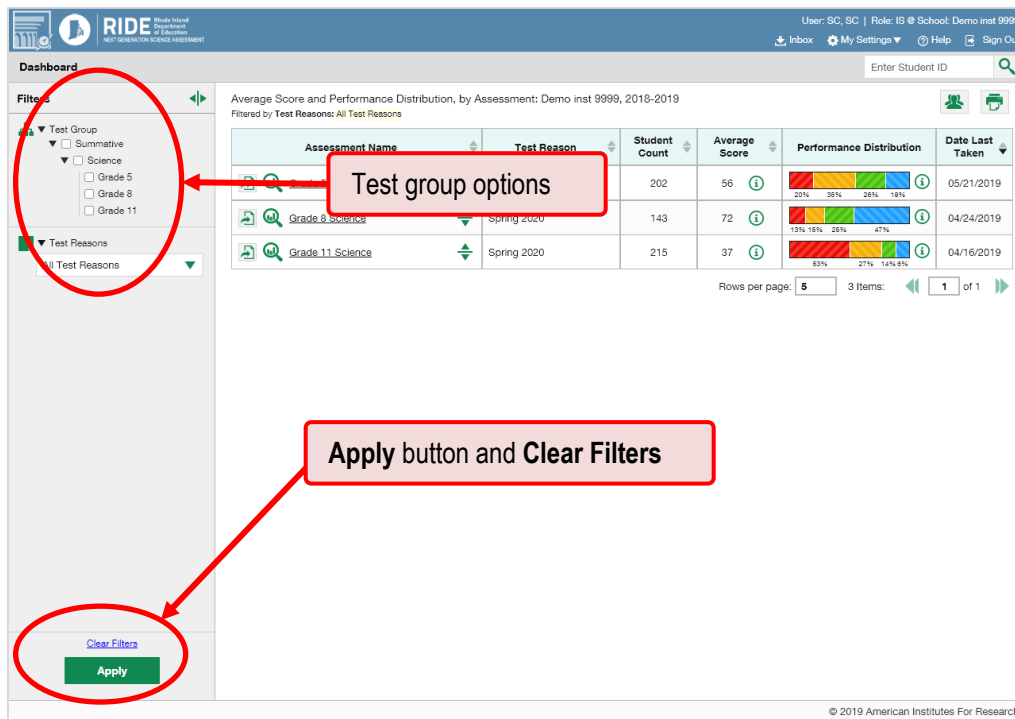
1. On the left side of the dashboard, click either the expand button  or the test group button . The filter panel expands.

Figure 41. Teacher View: Dashboard



2. Mark as many selections as you like in the **Test Group** section of the filters panel. Tests are organized by test type, subject, and grade.

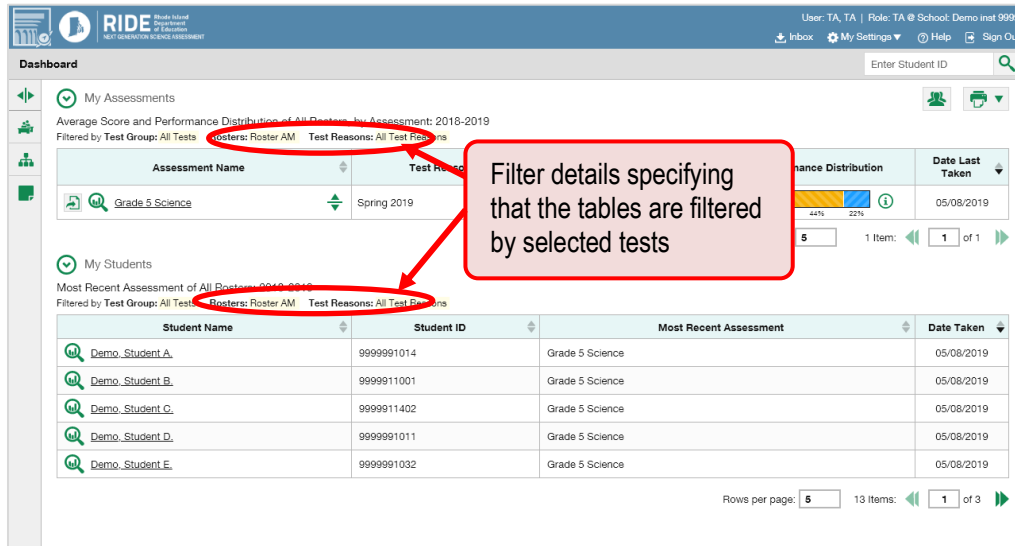
Figure 42. Teacher View: Dashboard with Filters Panel Expanded



3. Click **Apply**. The dashboard updates to show only data for those tests.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

When a table is filtered by test, the row of filter details below the table header reads “Selected Tests”.

Figure 43. Teacher View: Dashboard Filtered to Show Selected Tests



## For Teachers: How to Filter Classes (Rosters) to Display

Rosters usually represent classes, but can represent any group that’s meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. On the dashboard, teachers can filter by roster. Please note that District or School Level users need to create rosters for teachers to be able to see scores.

### How can I filter reports by class (roster)?

When you filter, you eliminate students not in the selected class from the data you’re viewing.

Filtering by roster makes it easy to focus on a particular class’s performance. And by switching filters, you can easily compare it with another class. If you don’t filter by roster, the reports default to showing data for all classes. You may find data for a single class easier to understand.



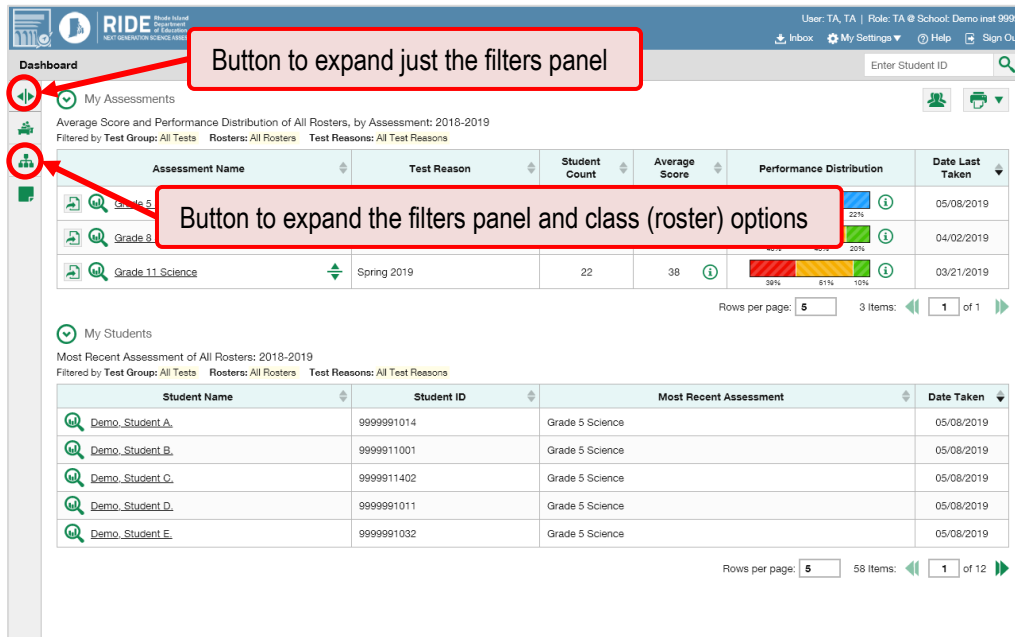
1. On the left side of the page, click either the expand button  or the roster button . The filter panel expands.

Figure 44. Teacher View: Dashboard



The screenshot shows the 'Teacher View: Dashboard' interface. At the top, there is a header with the RIDE logo and user information. Below the header, the 'Dashboard' section is visible. On the left sidebar, there are two icons circled in red: an expand icon and a roster icon. Two callout boxes with red arrows point to these icons. The first callout box points to the expand icon and contains the text 'Button to expand just the filters panel'. The second callout box points to the roster icon and contains the text 'Button to expand the filters panel and class (roster) options'. The main content area displays 'My Assessments' with a table of assessment data. Below that, there is a 'My Students' section with a table of student information.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 5				22%	05/08/2019
Grade 6				20%	04/02/2019
Grade 11 Science	Spring 2019	22	38	38% 61% 10%	03/21/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_Student A.	9999991014	Grade 5 Science	05/08/2019
Demo_Student B.	9999911001	Grade 5 Science	05/08/2019
Demo_Student C.	9999911402	Grade 5 Science	05/08/2019
Demo_Student D.	9999991011	Grade 5 Science	05/08/2019
Demo_Student E.	9999991032	Grade 5 Science	05/08/2019

2. Make a selection from the drop-down list in the **Rosters** section.

Figure 45. Teacher View: Dashboard with Filters Panel Expanded

The screenshot shows the AIRWays Reporting Dashboard. At the top, there is a header with the RIDE logo and user information. Below the header is a navigation bar with 'Inbox', 'My Settings', 'Help', and 'Sign Out'. The main content area is divided into sections. On the left, a 'Filters' panel is expanded, showing a 'Rosters' dropdown menu. A red box highlights this dropdown menu with the label 'Roster drop-down list'. Below the dropdown menu are buttons for 'Clear Filters' and 'Apply'. A red box highlights these buttons with the label 'Apply button and Clear Filters'. The main dashboard area displays a table of assessments and a table of students. The assessment table has columns for 'Assessment Name', 'Test Reason', 'Student Count', 'Average Score', 'Performance Distribution', and 'Date Last Taken'. The student table has columns for 'Student Name', 'Student ID', 'Most Recent Assessment', and 'Date'.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 5 Science	Spring 2019	18	49	34% 44% 22%	05/08/2019
Grade 8 Science	Spring 2019	18	40	45% 45% 20%	04/02/2019
Grade 11 Science	Spring 2019	22	38	20% 51% 10%	03/21/2019

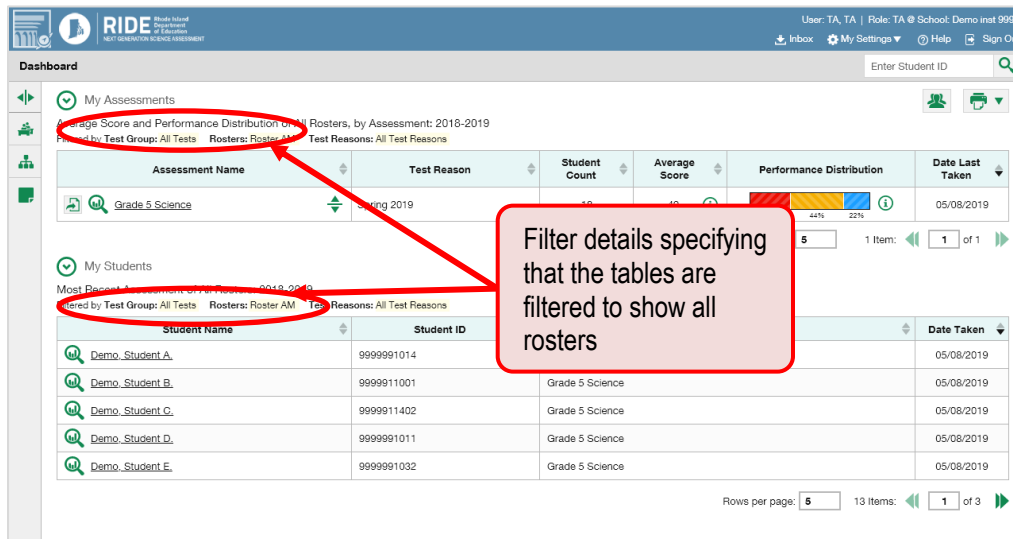
Student Name	Student ID	Most Recent Assessment	Date
Demo_Student_A	9999991014	Summative Science Grade 5	05/21/2019
Demo_Student_B	9999911001	Summative Science Grade 5	05/15/2019
Demo_Student_C	9999911402	Summative Science Grade 5	05/15/2019
Demo_Student_D	9999991011	Summative Science Grade 5	05/15/2019
Demo_Student_E	9999991032	Summative Science Grade 5	05/15/2019

3. Click **Apply**. The affected report updates to show only data for that class (roster).
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header shows the rosters you're viewing.

Figure 46. Teacher View: Dashboard Filtered by All Rosters



## How to View Data from a Previous Point in Time

You can select a reporting date to view test results from a previous point in time.

When you set the reporting date to a date in the past, the reports show data for the students who were associated with you *as of that date*, including their enrollment information, demographic information, and completed test opportunities as of that date.

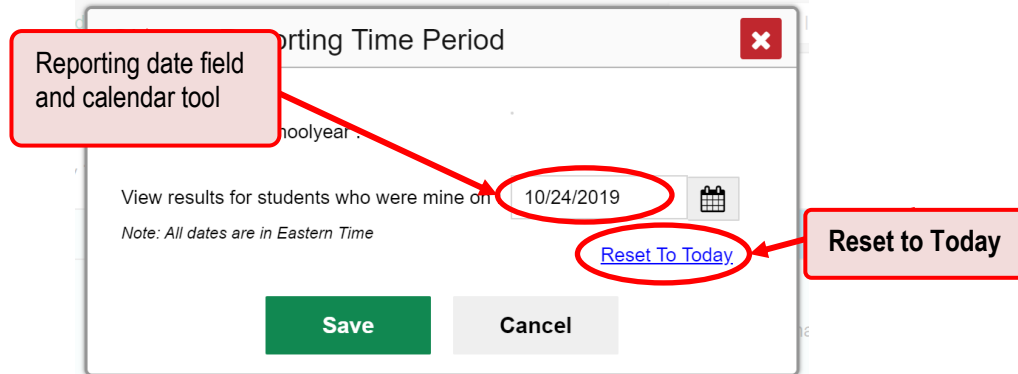
If you don't select a reporting date, or if you reset it to the default, all the reports show test opportunities only for the current school year (except for the Longitudinal Report and the Student Portfolio Report, which always retain the ability to show multiple years), with current student data.

You may find that switching between past data and more recent data is useful for comparing performance over time. For example, if you're a district- or school-level user, you may want to compare students' performance in their current classes with their performance in previous ones.

## How can I view data from a previous point in time?

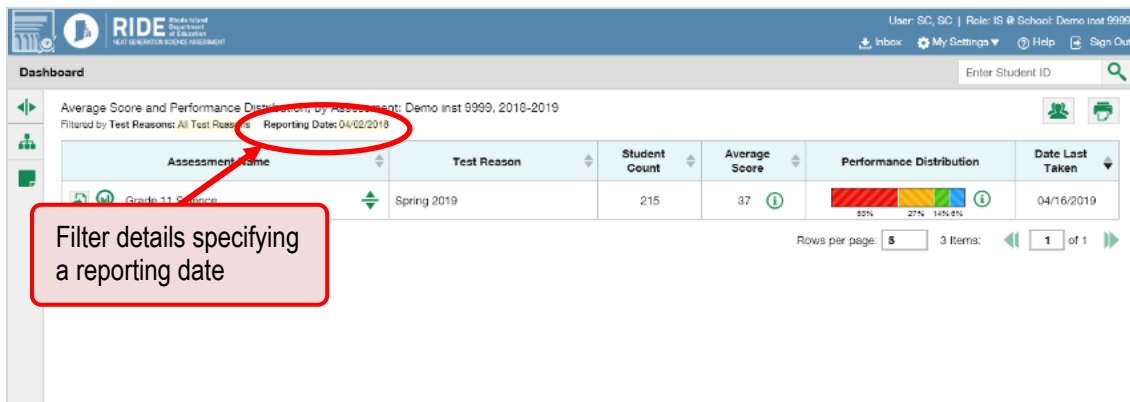
1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period**. The **Reporting Time Period** window appears (see [Figure](#)).

Figure 47. Reporting Time Period Window



2. Use the calendar tool in the *Pick reporting date* field to select a date, or enter it in the format mm/dd/yyyy.
3. Click **Save**. All reports are now filtered to show data as of that date. The row of filter details under the header of each report shows the reporting date. All other filters are cleared.

Figure 48. Row of Filter Details



4. *Optional:* To go back to viewing the current data, open the **Reporting Time Period** window again, click **Reset to Today**, then click **Save**. The date resets and all filters are cleared. The reporting date also resets when you log out, but persists when you switch user roles.

## How to Export and Print Data

You can export or print any report you see in the AIRWays Reporting System. Some can be exported directly from the dashboard. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing.

### How can I export or print a report I'm viewing?


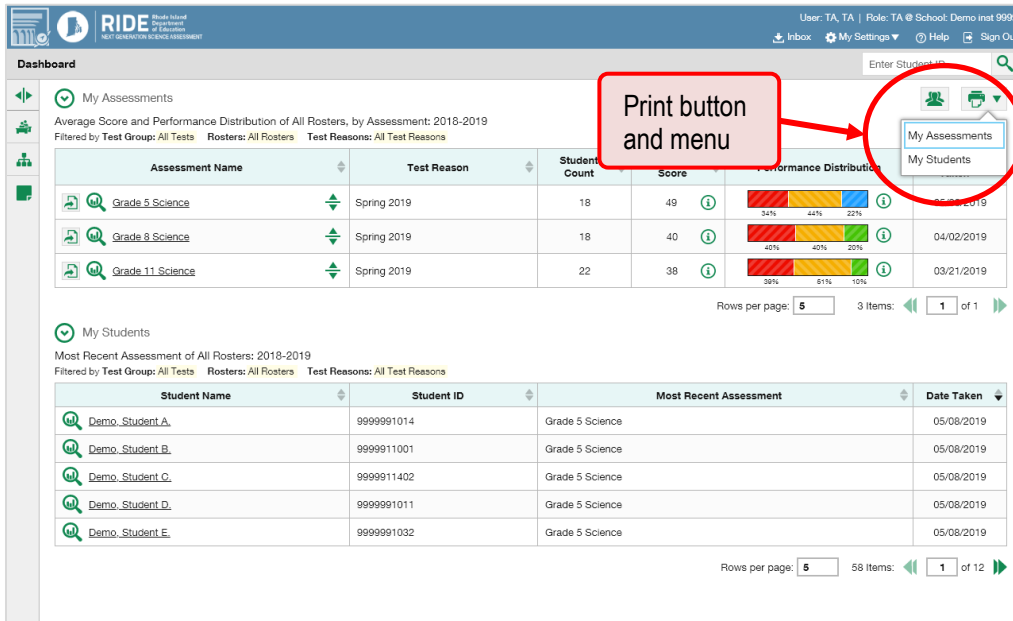
1. Click the print button  in the upper-right corner of the report.
  - If there are multiple report tables on the page, select the table you wish to print from the menu that appears (see [Figure](#)).

Figure 49. Teacher View: Dashboard with Expanded Print Menu



The screenshot shows the 'My Assessments' section of the dashboard. It contains a table with the following data:

Assessment Name	Test Reason	Student Count	Score	Performance Distribution	Date Taken
Grade 5 Science	Spring 2019	18	49	34% 44% 22%	05/08/2019
Grade 8 Science	Spring 2019	18	40	40% 40% 20%	04/02/2019
Grade 11 Science	Spring 2019	22	38	30% 61% 10%	03/21/2019

Below the table, there is a 'My Students' section with a table of student information:

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_Student A.	9999991014	Grade 5 Science	05/08/2019
Demo_Student B.	9999911001	Grade 5 Science	05/08/2019
Demo_Student C.	9999911402	Grade 5 Science	05/08/2019
Demo_Student D.	9999991011	Grade 5 Science	05/08/2019
Demo_Student E.	9999991032	Grade 5 Science	05/08/2019

A red box highlights the print button and the expanded menu options 'My Assessments' and 'My Students'.

A print preview page opens (see [Figure](#)).

- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 50. Print Preview Page

The screenshot shows the 'Print Preview Page' for RIDE (Rhode Island Department of Education). The page title is 'Average Score and Performance Distribution of All Rosters, by Assessment: 2018-2019'. The filters are 'Rosters: All Rosters' and 'Test Reasons: All Test Reasons'. The table below shows the data for three assessments.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 6 Science	Spring 2019	18	49	24% 44% 22%	05/08/2019
Grade 8 Science	Spring 2019	18	40	45% 45% 25%	04/02/2019
Grade 11 Science	Spring 2019	22	38	39% 51% 15%	03/17/2019

The sidebar on the left contains the 'Zoom Level (Display Only)' section with a dropdown menu set to 'Normal'. Below it is the 'Print Options' section with radio buttons for 'Print', 'Save to PDF', and 'Save to CSV'. The 'Print' option is selected. There are 'Confirm' and 'Cancel' buttons at the bottom of the sidebar.

2. Do one of the following under the *Print Options* section:

- To print the report, select the **Print** radio button.
- To download a PDF version of the report, select **Save to PDF**. Then select an option from the **Page Layout** drop-down list that appears.
- To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

3. Click **Confirm**.

If you saved the report as a PDF or CSV, the **Inbox** window appears, displaying the generated report. CSV reports may be zipped.



**How can I export an assessment report directly from the dashboard?**


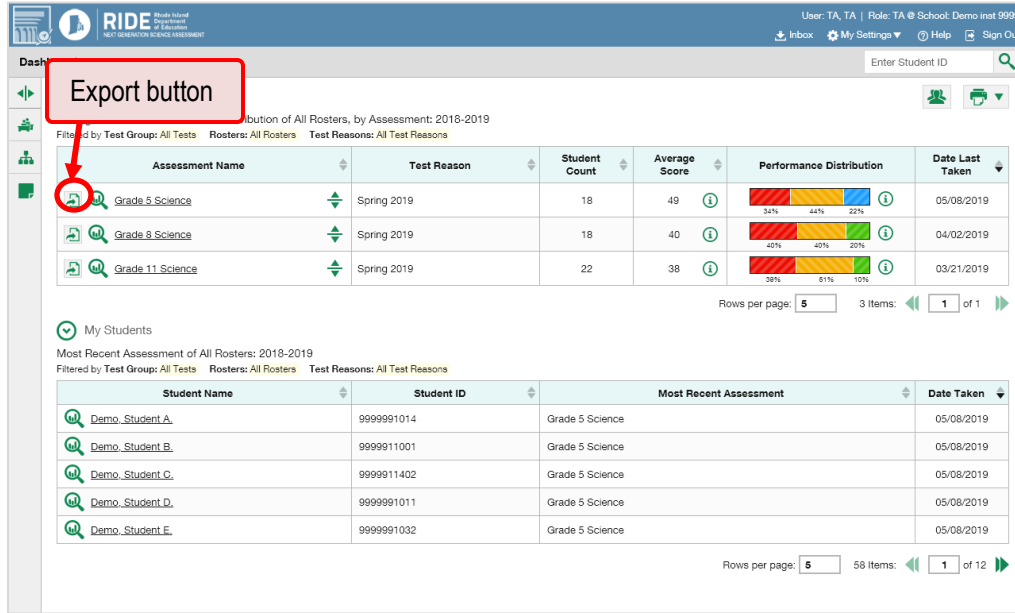
1. Click the export button  to the left of the assessment whose report you wish to export.

Figure 51. Teacher View: Dashboard



The **Export Report** window opens. The options in this window vary according to your user role.

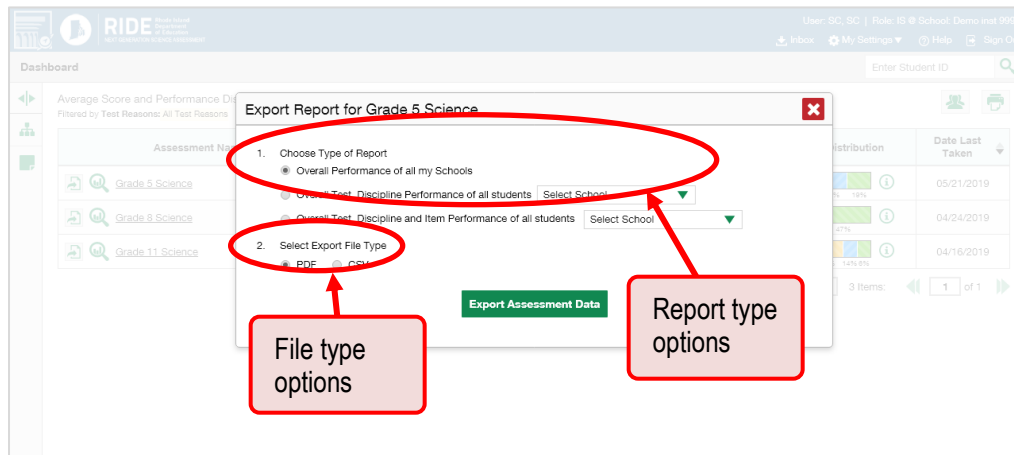
## AIRWays Reporting User Guide

## 2. Select which report to export for the assessment.

- **District-level users:**

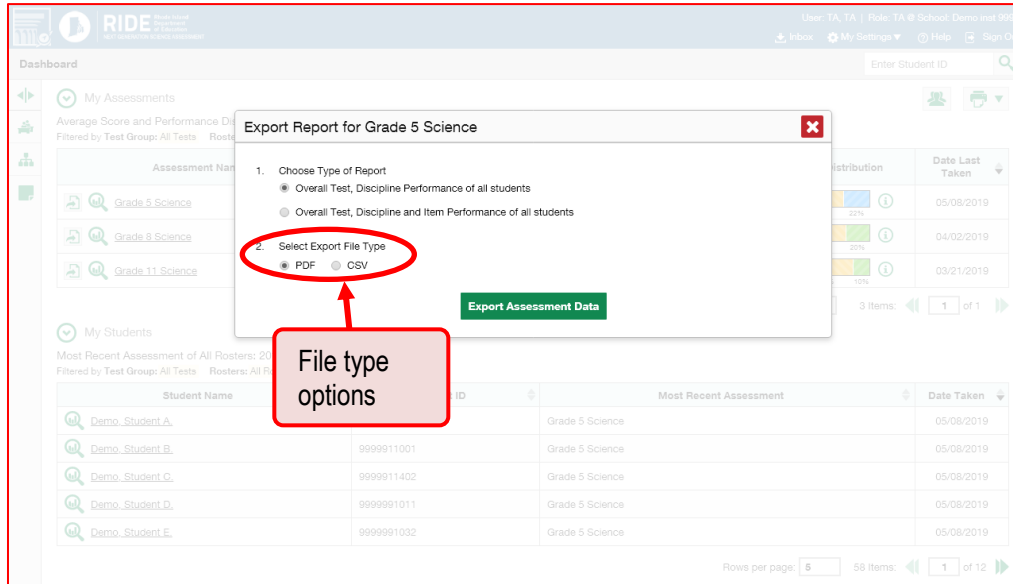
- To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button. (This is the District Performance on Test report.)
- To export the school test results, mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list. (This is the School Performance on Test report.)

Figure 52. District-Level User View: Export Report Window



- **School-level users and teachers:** Mark the **Overall Test, Reporting Category Performance of all students** radio button. (This is either the My Students' Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 53. Teacher View: Export Report Window



3. Do either of the following:

- To export the report in PDF format, mark the **PDF** radio button.
- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

4. Click **Export Assessment Data**. A confirmation window appears.

5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download. The file lists results by student, unless you selected **Overall Performance of all my Schools**, in which case it lists results by school.

# Appendix

## Appendix A

### Class (Roster) Management

School-level users, and district-level users can add, edit, and delete classes (rosters). Classes are a great way to organize students, allow teachers to view their students' performance, and allow other users to compare the performance of different classes.

#### How can I add a class (roster)?

You can create new classes (rosters) from students associated with your school or district.

1. From the **My Settings** menu in the banner, select **Add Roster**. The **Roster Manager** window appears, showing the Add Roster form.

Figure 54. Roster Manager Window: Add Roster Form

2. In the *Search for Students to Add to the Roster* panel, do the following:
  - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
  - b. *Optional:* In the *SSID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.

- c. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
- d. *Optional:* In the *Advanced Search* panel, select additional criteria:
  - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
  - ii. In the related fields, select the additional criteria.
  - iii. Click **Add**.
  - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

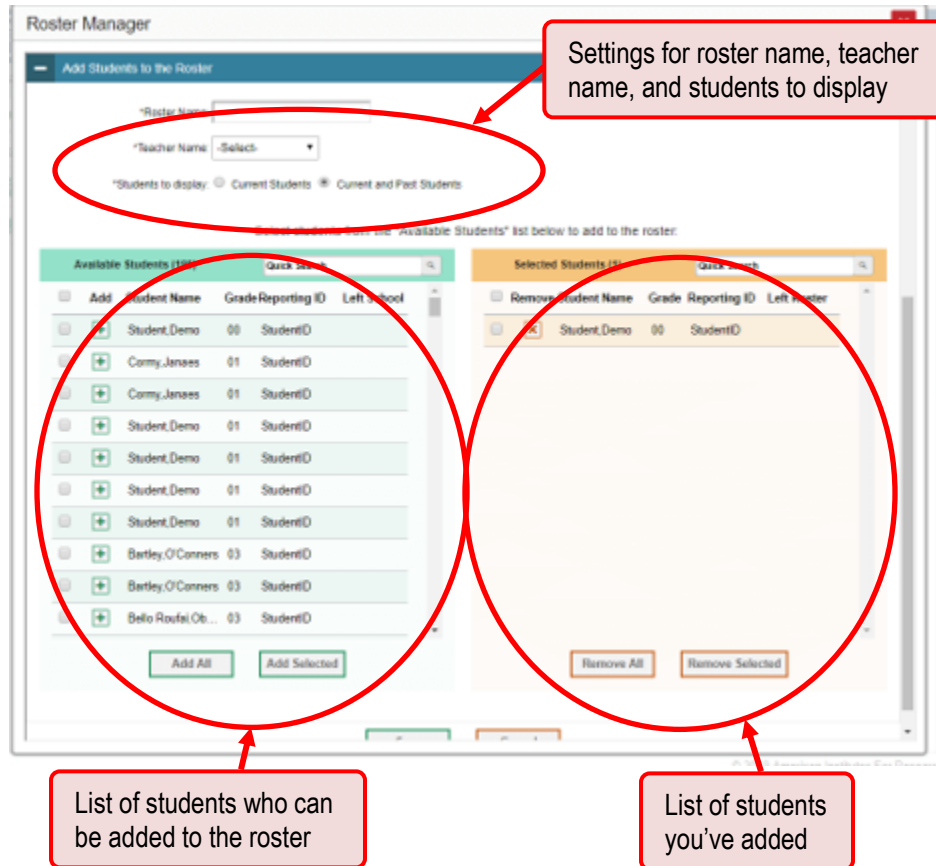
Figure 55. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use



The screenshot displays the 'Roster Manager' window with the 'Add Roster' form. The form includes a 'Search for Students to Add to the Roster' section with fields for District, School, Student's First Name, Grade, and Year. Below this is the 'Advanced Search' panel, which is highlighted with a red oval and a red arrow pointing to it from a text box labeled 'Advanced Search panel'. The Advanced Search panel contains a 'Search Fields' dropdown set to 'Gender', radio buttons for 'Male' and 'Female' (with 'Female' selected), an 'Add' button, and an 'Additional Criteria Chosen' section with a checkbox for 'Gender: Female' and 'Remove All' and 'Remove Selected' buttons. At the bottom of the form is the 'Add Students to the Roster' section with fields for Roster Name, Teacher Name, and a 'Students to display' section with radio buttons for 'Current Students' and 'Current and Past Students'. The copyright notice '© 2019 American Institutes For Research' is visible at the bottom right of the window.

- e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.

3. In the *Add Students to the Roster* panel, do the following:
  - a. In the *Roster Name* field, enter the roster name.
  - b. From the **Teacher Name** drop-down list, select a teacher.
  - c. *Optional:* To include former students in the Add Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school.

Figure 56. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel



- d. **To add students**, do one of the following in the list of available students:
  - To move one student to the roster, click  beside that student's name.
  - To move all the students in the *Available Students* list to the roster, click **Add All**.
  - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
- e. **To remove students**, do one of the following in the list of students in this roster:
  - To remove one student from the roster, click  beside that student's name.
  - To remove all the students from the roster, click **Remove All**.

- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

4. Click **Save**, and in the affirmation dialog box click **Continue**.

### How can I modify a class (roster)?

You can modify a class (roster) by changing its name, changing its associated teacher, adding students, or removing students.

1. From the **My Settings** menu in the banner, select **View/Edit Rosters**. The **Roster Manager** window appears, showing the View/Edit/Export Roster form.

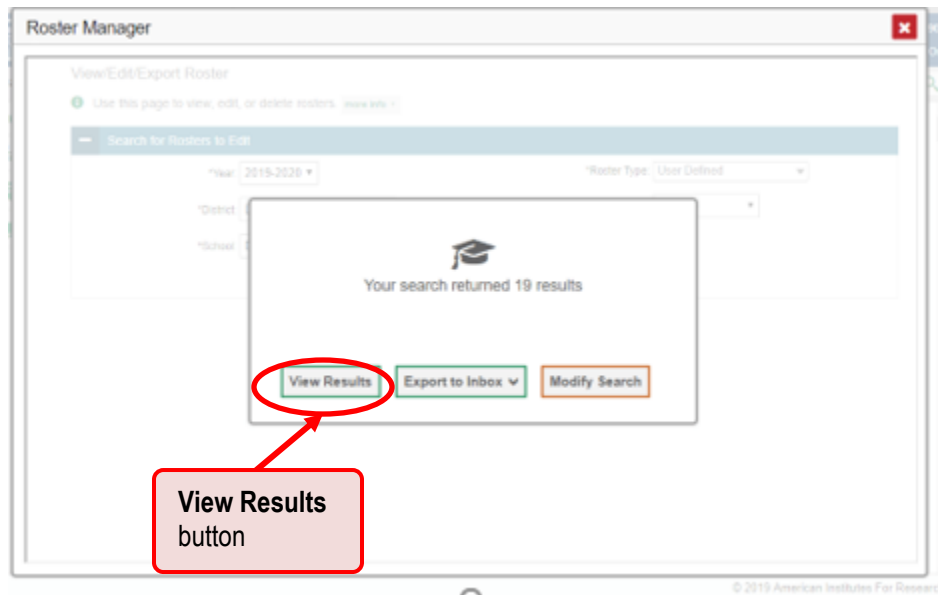
Figure 57. Roster Manager Window: View/Edit/Export Roster Form

The screenshot shows a window titled "Roster Manager" with a sub-header "View/Edit/Export Roster". Below the header is a search panel titled "Search for Rosters to Edit". This panel contains several dropdown menus: "Year" (set to 2018-2019), "Roster Type" (set to User Defined), "District" (set to Demo district 9999 - 9999), "Teacher Name" (set to -Select-), and "School" (set to select a School). A "Search" button is located at the bottom of the search panel. A red oval highlights the search panel, and a red arrow points from the oval to a callout box labeled "View/Edit/Export Roster form".

2. In the *Search for Rosters to Edit* panel, select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.

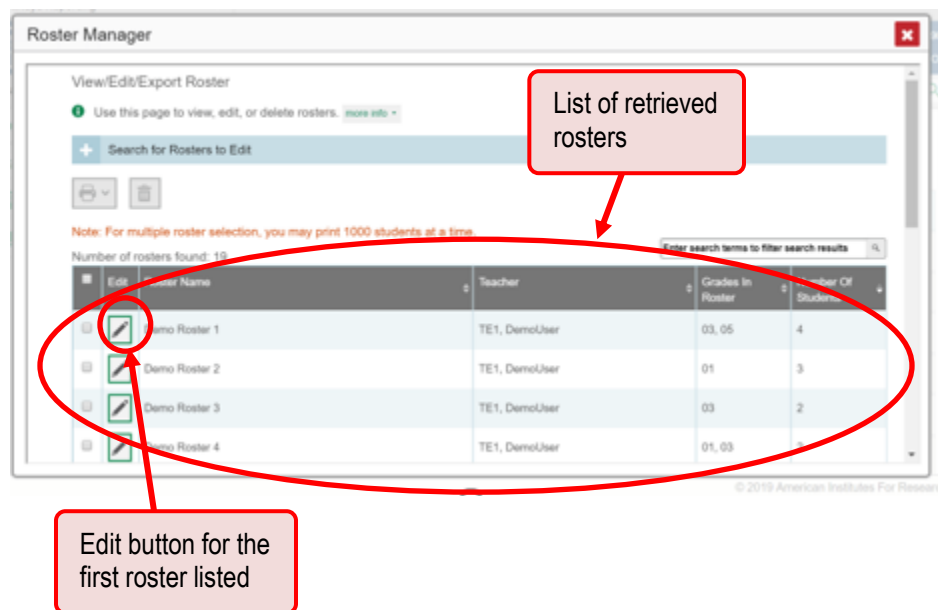
## AIRWays Reporting User Guide


3. Click **Search**. A search results pop-up appears. Click **View Results** to view the results in your browser.



4. A list of retrieved rosters is generated.

Figure 58. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters



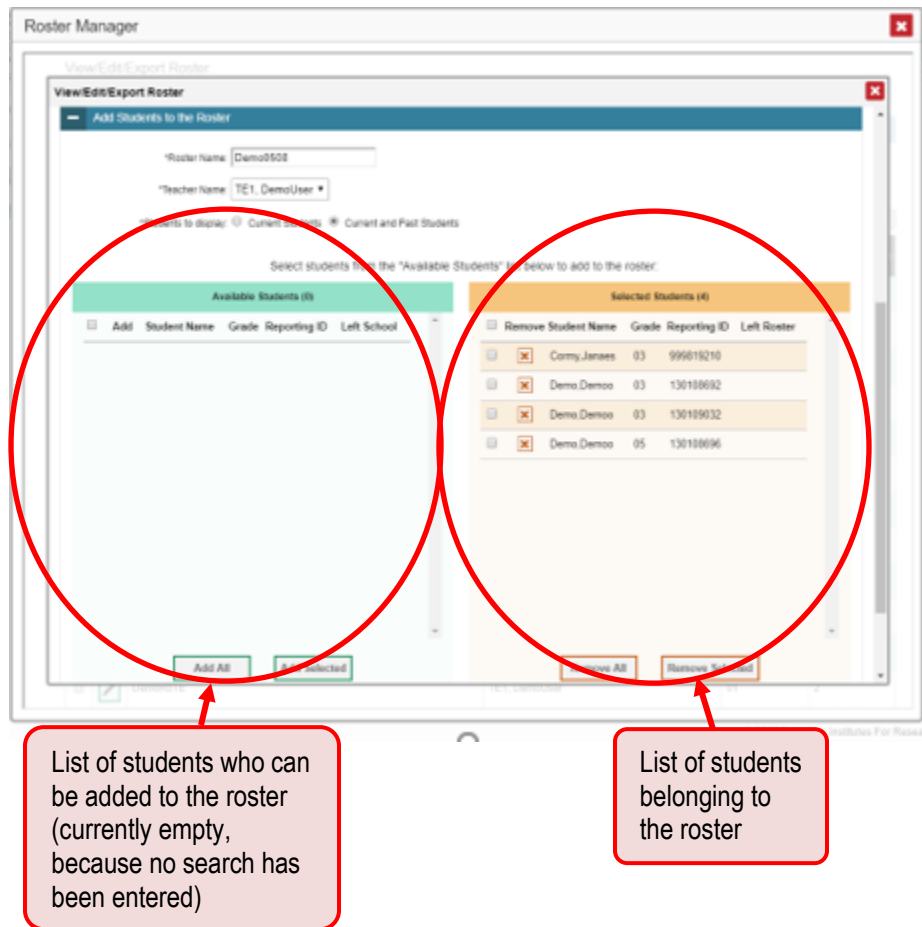
5. In the list of retrieved rosters, click  for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.



6. *Optional:* To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
  - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
  - b. *Optional:* In the *SSID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
  - c. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
  - d. *Optional:* In the *Advanced Search* panel, select additional criteria:
    - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
    - ii. In the related fields, select the additional criteria.
    - iii. Click **Add**.
    - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
  - e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.

7. Scroll down to view the *Add Students to the Roster* panel.


Figure 59. Roster Manager Window: View/Edit/Export Roster Window Scrolled Down to the Add Students to the Roster Panel



8. *Optional:* In the *Add Students to the Roster* panel, do the following:

- a. In the *Roster Name* field, enter a new name for the roster.
- b. From the **Teacher Name** drop-down list, select the roster's new teacher.
- c. *Optional:* To include former students in the Edit Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
- d. To add students, do one of the following in the list of available students:
  - To move one student to the roster, click  beside that student's name.
  - To move all the students in the *Available Students* list to the roster, click **Add All**.
  - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

## AIRWays Reporting User Guide

- e. To remove students, do one of the following in the list of students in this roster:
  - To remove one student from the roster, click  beside that student’s name.
  - To remove all the students from the roster, click **Remove All**.
  - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

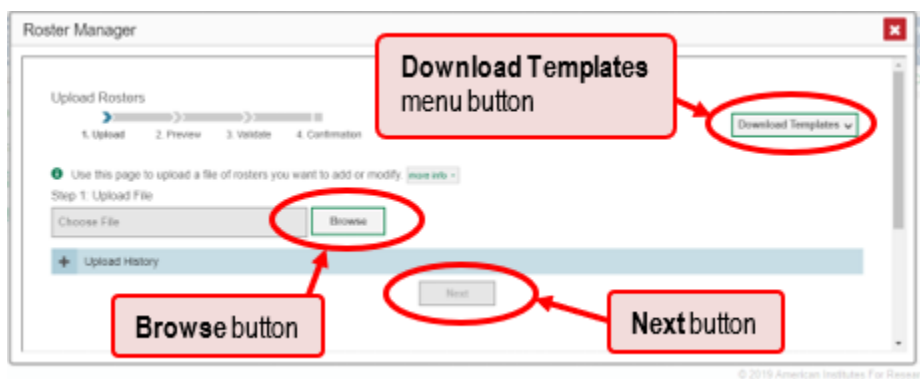
9. At the bottom of the page, click **Save**, and in the affirmation dialog box click **Continue**.

### How can I upload classes (rosters)?

If you have many classes (rosters) to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **My Settings** menu in the banner, select **Upload Rosters**. The **Roster Manager** window appears, showing the Upload Rosters: Upload page.

Figure 60. Roster Manager Window: Upload Rosters: Upload Page



2. On the Upload Rosters: Upload page, click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
3. Open the template file in a spreadsheet application.
4. Fill out the template and save it.

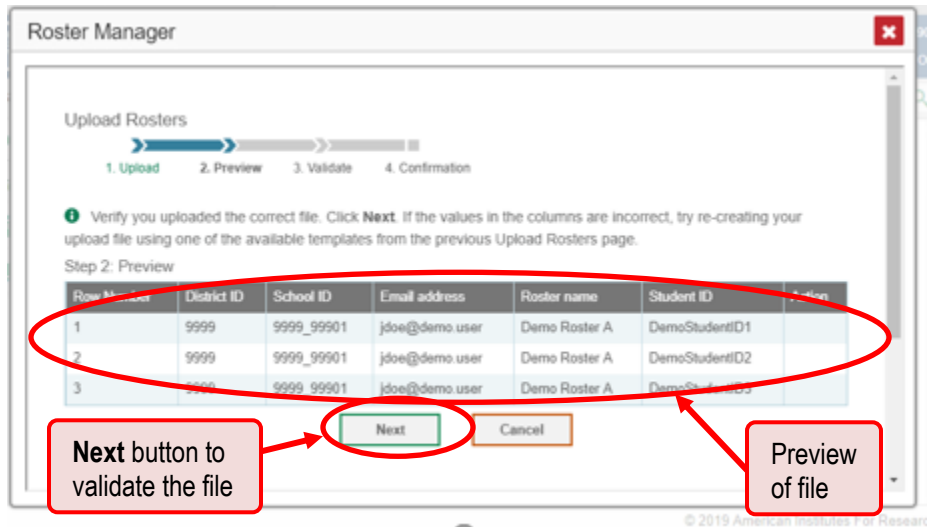
Figure 61. Filled-Out Roster Upload Template

	A	B	C	D	E	F
1	District ID	School ID	User Email ID	Roster Name	SSID	ACTION
2	DemoDistrictID1	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID1	Add
3	DemoDistrictID1	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID2	Add
4	DemoDistrictID1	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID3	Add
5						
6						
7						
8						

## AIRWays Reporting User Guide

- On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The Upload Rosters: Preview page appears (see [Figure](#) ). Use the file preview on this page to verify you uploaded the correct file.

Figure 62. Roster Manager Window: Upload Rosters: Preview Page





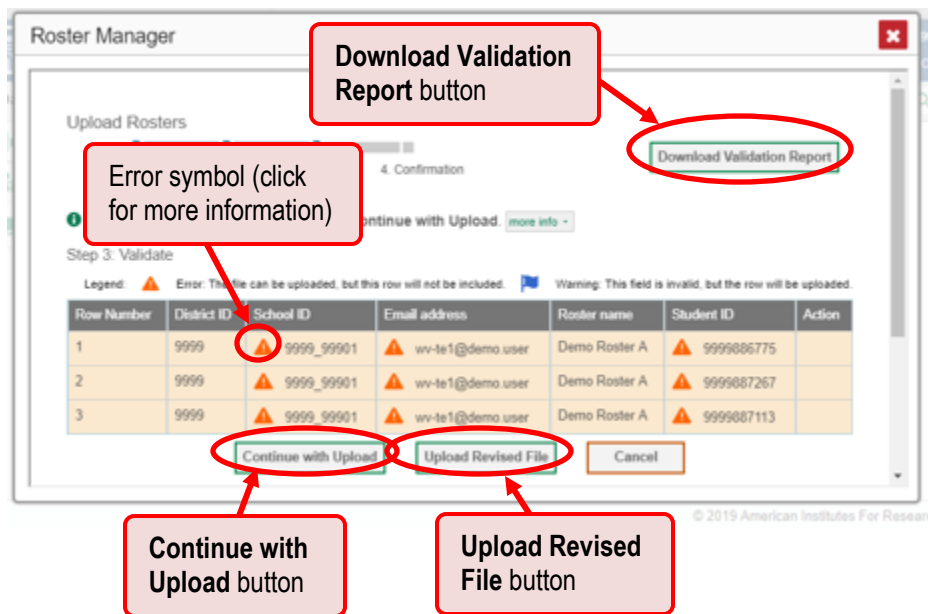
- Click **Next** to validate the file. Any errors  or warnings  are displayed on the Upload Rosters: Validate page. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 63. Roster Manager Window: Upload Rosters: Validate Page



## AIRWays Reporting User Guide

- *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

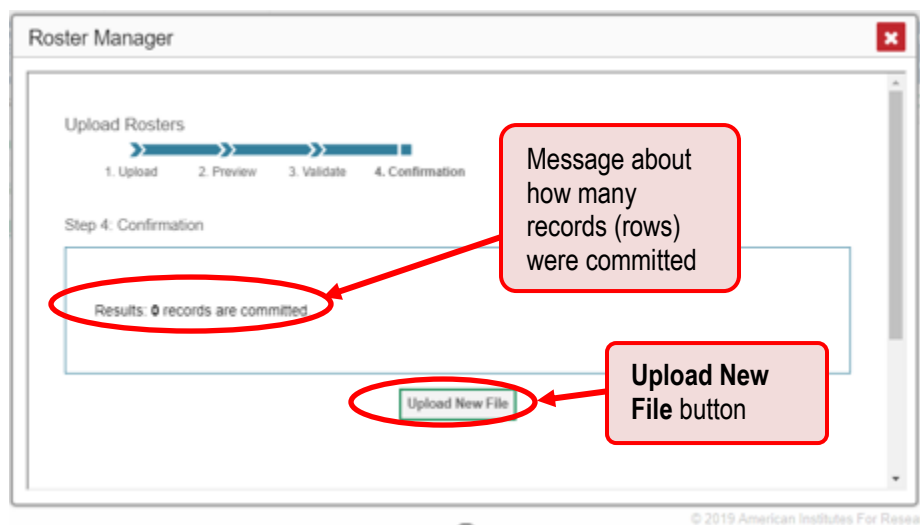
If your file contains a large number of records, the AIRWays Reporting System processes it offline and sends you a confirmation email when it's complete. While the AIRWays Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

- Click **Continue with Upload** at the bottom of the page. The AIRWays Reporting System commits those records that do not have errors. If there are too many errors, you won't be able to do this.
- Click **Upload Revised File** at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears, displaying a message about how many records (rows) were committed.

Figure 64. Upload Rosters: Confirmation Page



9. *Optional:* To upload another roster file, click **Upload New File**.

[Table 1](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 1. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
ACTION	Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.	Add or Delete.

\*Required field.

## Appendix B

### Help

The AIRWays Reporting System includes an online user guide.

#### How can I access the online user guide?

In the banner, click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 65. Teacher View: Dashboard

The screenshot shows the Teacher View Dashboard. At the top right, the user information is 'User: TA, TA | Role: TA | Demo Inst: 9999'. In the navigation bar, the 'Help' button is circled in red. A red box with the text 'Help link' points to this button. The dashboard is divided into two main sections:

**My Assessments**  
 Average Score and Performance Distribution of All Rosters, by Assessment: 2018-2019  
 Filtered by Test Group: All Tests | Rosters: All Rosters | Test Reasons: All Test Reasons

Assessment Name	Test Reason	Student Count	Average Score	Performance	Date Taken
Grade 5 Science	Spring 2019	18	49	34% 44% 22%	05/08/2019
Grade 8 Science	Spring 2019	18	40	40% 40% 20%	04/02/2019
Grade 11 Science	Spring 2019	22	38	30% 61% 10%	03/21/2019

Rows per page: 5 | 3 Items | 1 of 1

**My Students**  
 Most Recent Assessment of All Rosters: 2018-2019  
 Filtered by Test Group: All Tests | Rosters: All Rosters | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_Student_A	9999991014	Grade 5 Science	05/08/2019
Demo_Student_B	9999911001	Grade 5 Science	05/08/2019
Demo_Student_C	9999911402	Grade 5 Science	05/08/2019
Demo_Student_D	9999991011	Grade 5 Science	05/08/2019
Demo_Student_E	9999991032	Grade 5 Science	05/08/2019

Rows per page: 5 | 58 Items | 1 of 12

© 2019 American Institutes For Research

## Appendix C

### Inbox

#### How can I use the Inbox?

The Inbox in the AIRWays Reporting System banner stores any PDF versions of reports you print from a report page. These files automatically expire after a designated period.

The Inbox also stores any file exports you create in TIDE, as well as secure files uploaded by admin users. You can also access the Inbox from the portal.

Figure 66. Teacher View: Dashboard

The screenshot shows the Teacher View Dashboard with the following data:

**My Assessments**  
 Average Score and Performance Distribution of All Rosters, by Assessment: 2018-2019  
 Filtered by Test Group: All Tests | Rosters: All Rosters | Test Reasons: All Test Reasons

Assessment Name	Test Reason	Student Count	Average Score	Distribution	Date Last Taken
Grade 5 Science	Spring 2019	18	49	34% 44% 22%	05/08/2019
Grade 8 Science	Spring 2019	18	40	42% 42% 22%	04/02/2019
Grade 11 Science	Spring 2019	22	38	38% 51% 10%	03/21/2019

Rows per page: 5 | 3 Items | 1 of 1

**My Students**  
 Most Recent Assessment of All Rosters: 2018-2019  
 Filtered by Test Group: All Tests | Rosters: All Rosters | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_Student_A.	9999991014	Grade 5 Science	05/08/2019
Demo_Student_B.	9999911001	Grade 5 Science	05/08/2019
Demo_Student_C.	9999911402	Grade 5 Science	05/08/2019
Demo_Student_D.	9999991011	Grade 5 Science	05/08/2019
Demo_Student_E.	9999991032	Grade 5 Science	05/08/2019

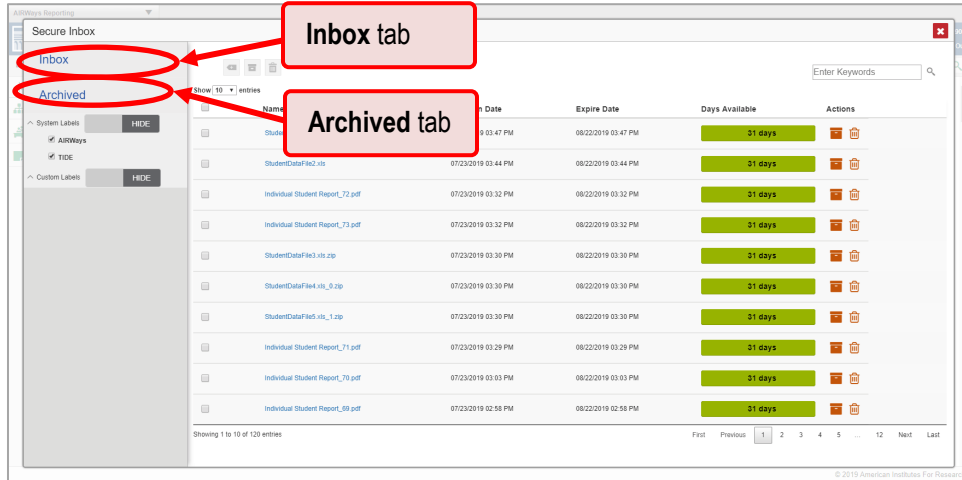
Rows per page: 5 | 58 Items | 1 of 12

© 2019 American Institutes For Research



1. In the banner, click **Inbox**. The **Secure Inbox** window appears, listing the available files (see [Figure](#) ).

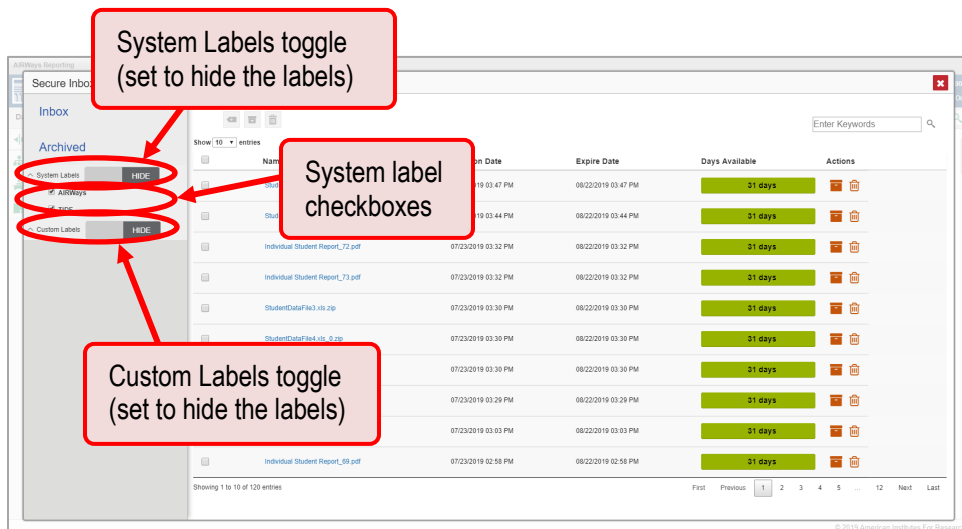
Figure 67. Secure Inbox Window: Inbox Tab



2. Choose either of the available tabs:

- **Inbox:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
- **Archived:** Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

Figure 68. Secure Inbox Window: Inbox Tab



## AIRWays Reporting User Guide


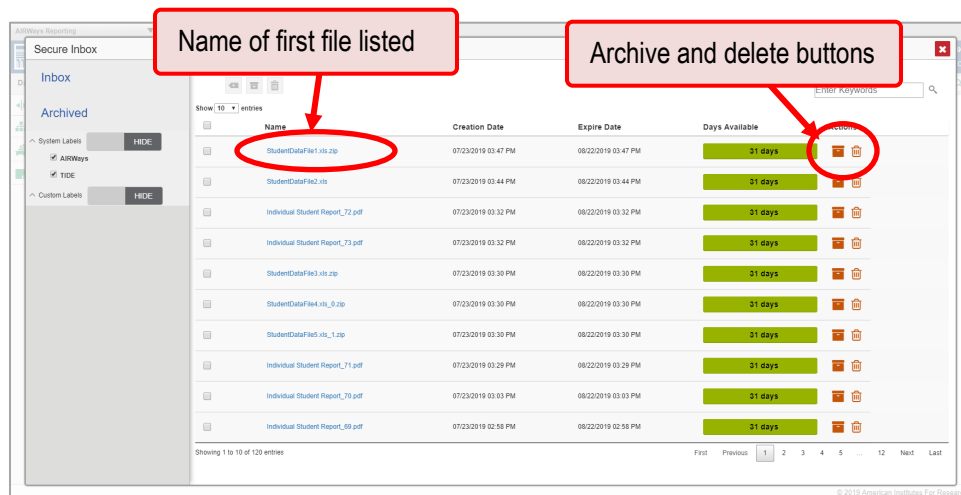





3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
4. *Optional:* To hide or display system labels, click the System Labels toggle.
5. *Optional:* To hide files with a particular system label, unmark the checkbox for that system label.
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle.
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.

Figure 69. Secure Inbox Window: Inbox Tab

8. *Optional:* Do one of the following:

- To download a file, click the name of the file.
- To apply a custom label, follow these instructions:
  - To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
  - To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
- To archive a file, click .
- To unarchive a file, click . The file is moved back to the Inbox.
- To delete a file, click .

You cannot delete or archive secure documents uploaded to the Inbox by admin users.

## Appendix D

### Login Process

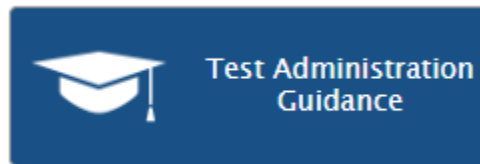
This section describes how to log in to the AIRWays Reporting System.

Do not share your login information with anyone. All AIRWays systems provide access to student information, which must be protected in accordance with federal privacy laws.

#### How can I log in to the AIRWays Reporting System?

1. Navigate to the portal.
2. Select the Test Administration card from the portal homepage. .

Figure 70. Test Administration Card



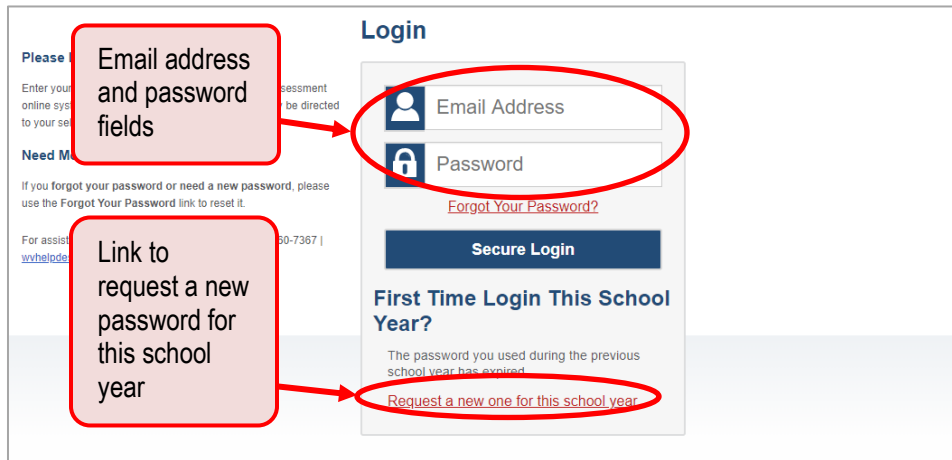
3. Click the **AIRWays Reporting** card. The login page appears.

Figure 71. AIRWays Reporting Card



4. On the login page, enter the email address and password you use to access all AIR systems.

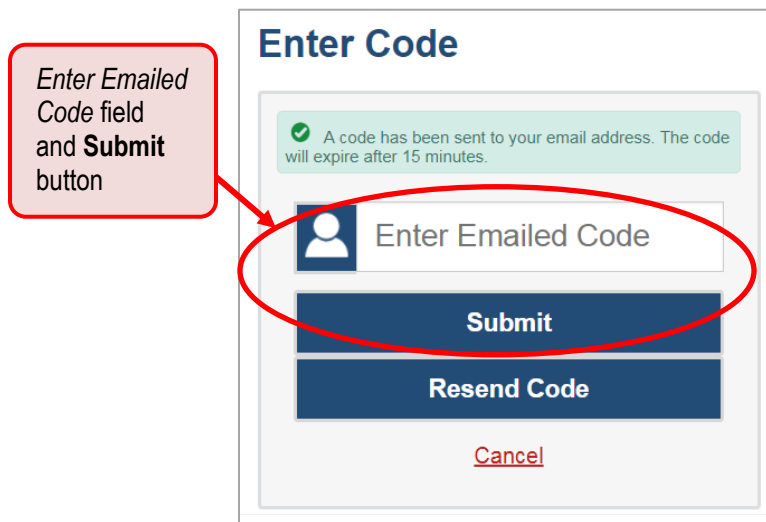
Figure 72. Login Page



5. Click **Secure Login**.

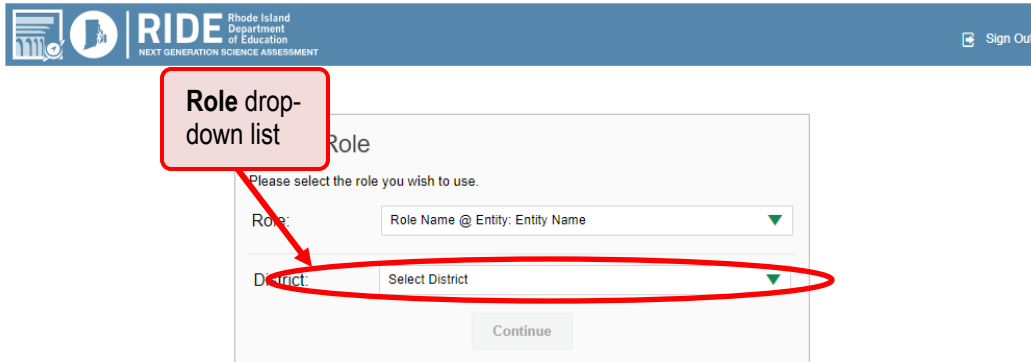
- a. If the **Enter Code** page appears, an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes.
  - If the authentication code has expired, click **Resend Code** to request a new code.

Figure 73. Enter Code Page



- b. If your account is associated with multiple institutions, you are prompted to select a role. From the **Role** drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 74. Select Role Window



The dashboard for your user role appears.

### How can I set or reset my password?

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set your password within 15 minutes.

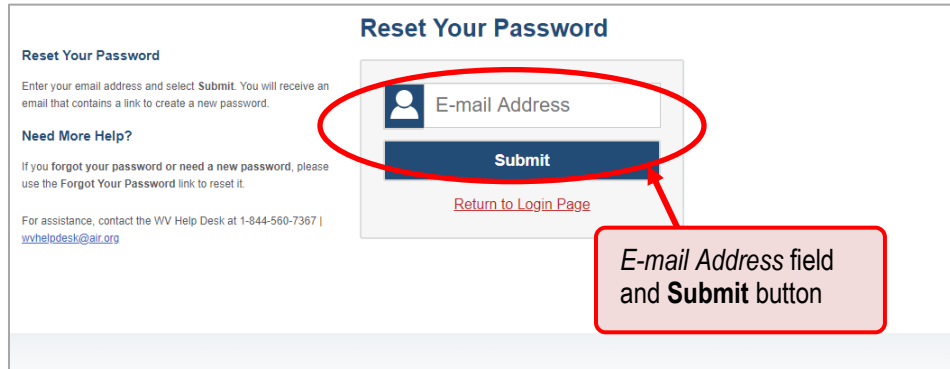
All users are required to do a one-time password reset at the beginning of every school year, for security purposes.

- If your first temporary link expired:  
In the activation email you received, click the second link provided and request a new temporary link.

- If you forgot your password:

On the **Login** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.


Figure 75. Reset Your Password Page



- If you did not receive an email containing a temporary link or authentication code:  
Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.
- Additional help:  
If you are unable to log in, contact your help desk for assistance. You must provide your name and email address.

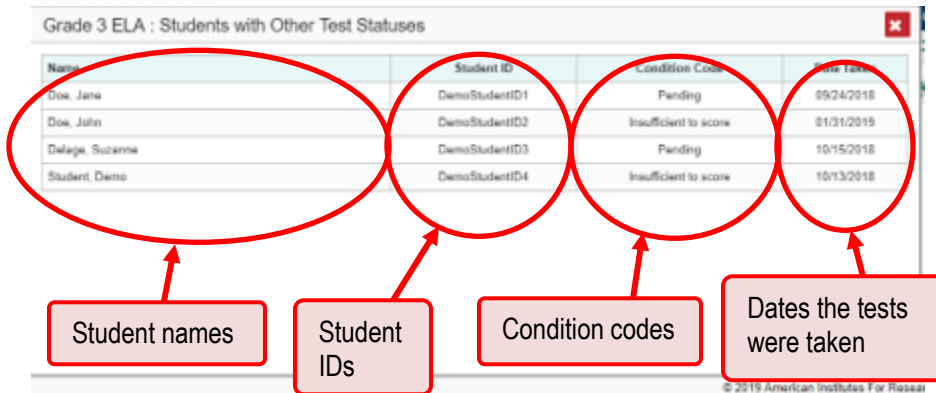
## Appendix E

### Non-Scorable Test Opportunities

The reports in AIRWays Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated." If a test opportunity is non-scorable, a notification  appears below the report for that assessment.

You can click **More Info** on the notification to view the **Students with Other Test Statuses** window. This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 76. Students with Other Test Statuses Window



Name	Student ID	Condition Code	Date Taken
Doe, Jane	DemoStudentID1	Pending	09/24/2018
Doe, John	DemoStudentID2	Insufficient to score	01/31/2019
Delage, Suzanne	DemoStudentID3	Pending	10/15/2018
Student, Demo	DemoStudentID4	Insufficient to score	10/13/2018

© 2019 American Institutes For Research

## Appendix F

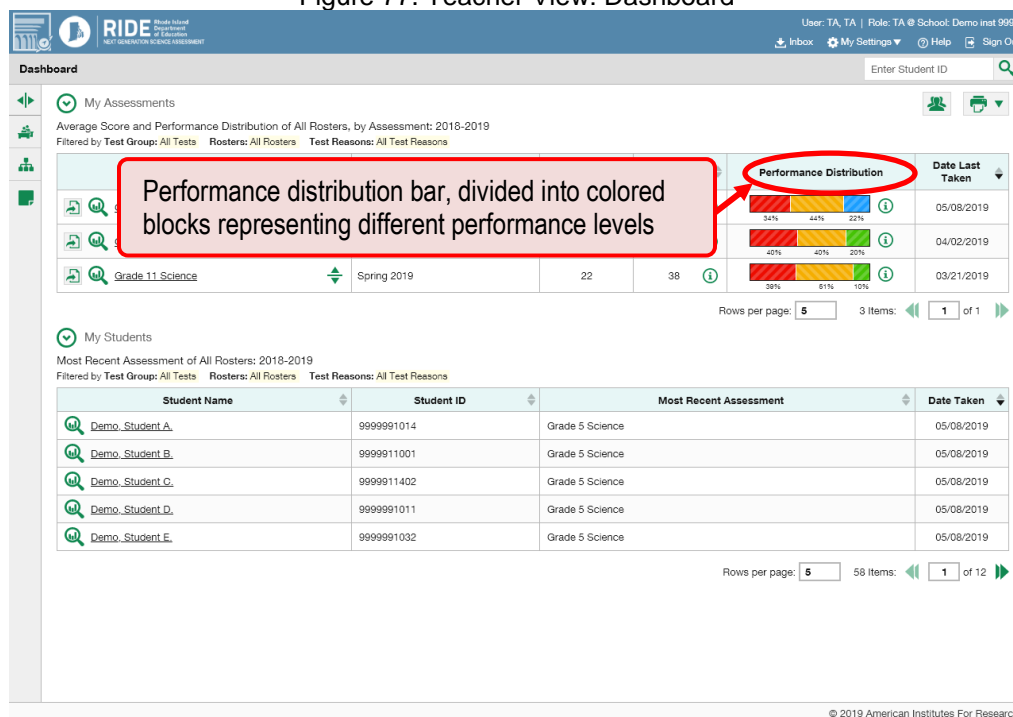
### Performance Data

#### What kinds of performance data are displayed in the AIRWays Reporting System?

Depending on the test, a report may display different kinds of performance data:

- Score data.
- Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.
- Performance level data, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some reports include performance distribution bars (see [Figure](#)) showing the percentage of students who achieved each performance level.

Figure 77. Teacher View: Dashboard

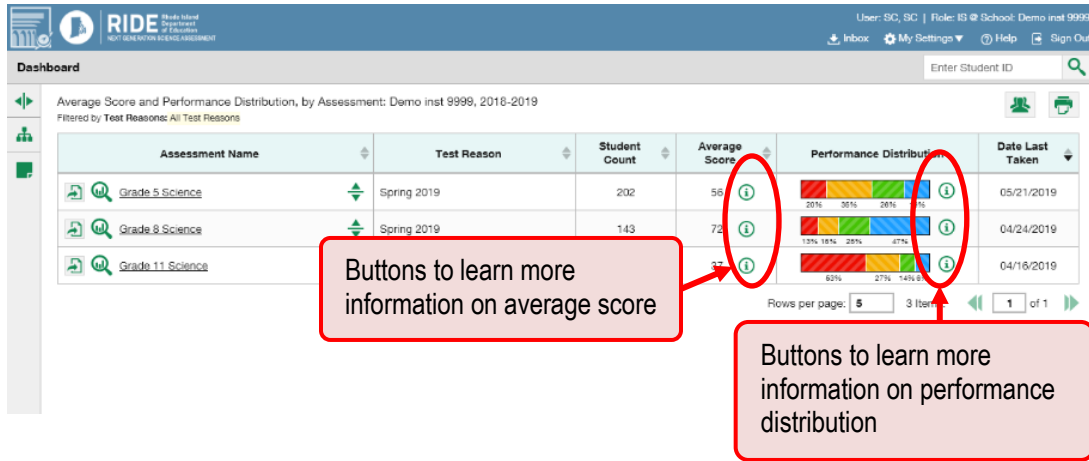




**How can I learn more about what scores and performance levels are?**

In a report, click the more information button  in the score or Performance Distribution columns.

Figure 78. School-Level User View: Dashboard



A legend appears (see [Figure](#) and [Figure](#) ), explaining what the scores or performance levels indicate.

Figure 79. Teacher View: Dashboard with Expanded Average Score Legend

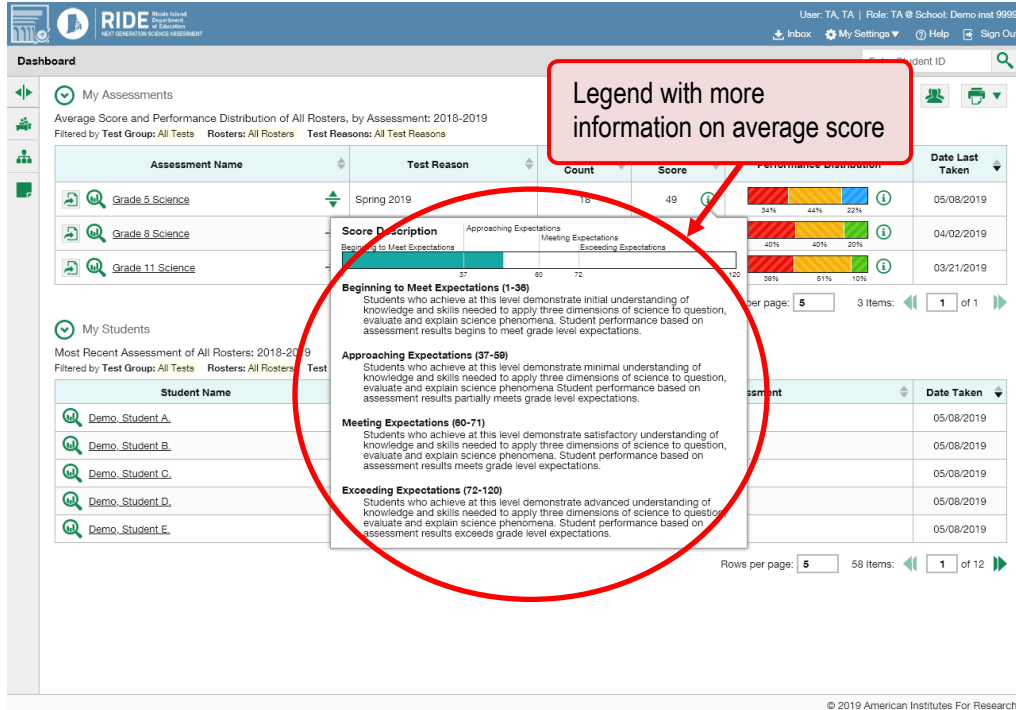
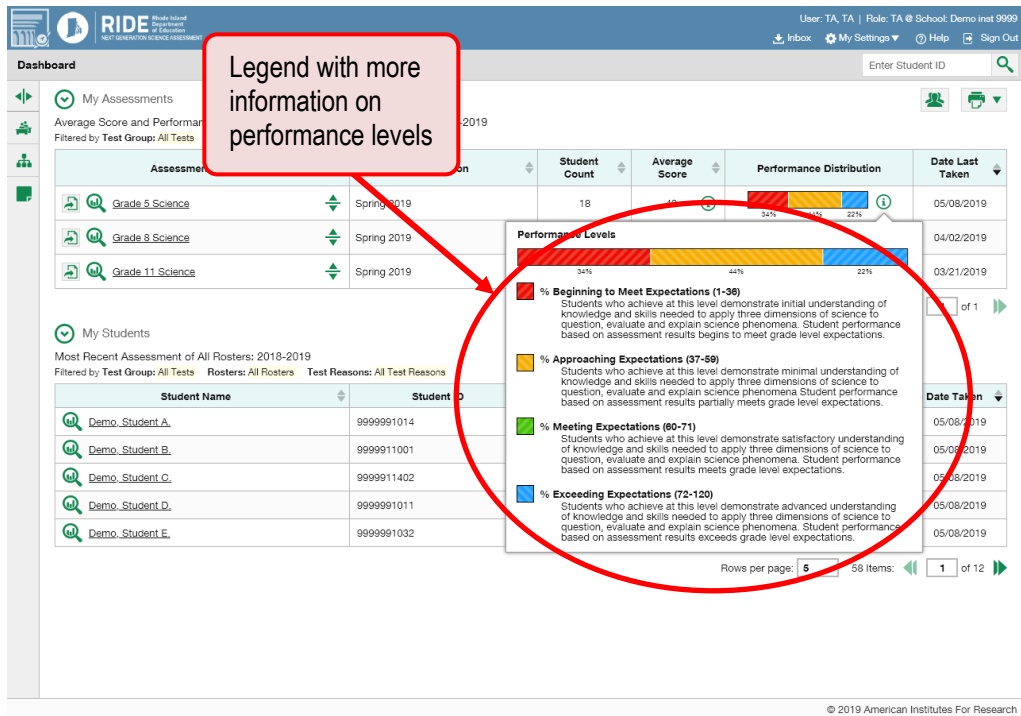



Figure 80. Teacher View: Dashboard with Expanded Performance Distribution Legend





You will find similar buttons  in reports throughout the AIRWays Reporting System.

## Appendix G

### Report Tables

#### How can I sort a table?



1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.
2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker  when the column is sorted in ascending order.

#### How can I specify the number of rows displayed?



In the *Rows per page* field  below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.



You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

#### How can I view additional table rows?

- To move to the next and previous pages in a table, click the arrow buttons   at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field  at the lower-right corner of the table.

#### How can I view additional table columns?

To scroll the table to the right or left, click the arrow buttons   on the right and left sides of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or  and  to expand and collapse them.

#### How can I expand all accordion sections in a table?

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.
2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

## Appendix H

### User Support

For additional information and assistance in using the AIRWays Reporting System, contact the Rhode Island Next Generation Science Assessment's Help Desk.

The Help Desk is open Monday – Friday from 7:00 a.m. to 7:00 p.m. Eastern Time (except holidays or as otherwise indicated on the Rhode Island Next Generation Science Assessment Portal).

**Rhode Island Next Generation Science  
Assessment Help Desk**

Toll-Free Phone Support: 1-866-757-9437

Email Support: [rihelpdesk@air.org](mailto:rihelpdesk@air.org)

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8).

*Exhibit A-2. Vermont AIRWays Reporting System User Guide*

# AIRWays Reporting System User Guide

*For Summative and Interim Assessments*

2019–2020

Published May 14, 2020

*Prepared by the American Institutes for Research®*



## Table of Contents

<b>Introduction to the User Guide.....</b>	<b>1</b>
<b>How to Navigate Reports for Summatives and Interims .....</b>	<b>2</b>
How to Understand the AIRWays Reporting Dashboard .....	2
How can I use the dashboard to view my overall test results? .....	2
For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters).....	4
How can I view a list of all my students and their performance on a particular test? .....	4
How to View Test Results for Rosters on a Particular Test.....	5
How can I access test results for all my rosters? .....	5
How can I see which rosters performed best on this assessment? .....	6
How can I see which rosters had the highest test completion rates? .....	7
How can I see how well rosters performed in each area on the test? .....	7
How can I access test results for an individual roster?.....	8
How can I see how well students in my roster performed in each area on the test? .....	8
For School- and District-Level Users: How to View Test Results for a School on a Particular Test.....	9
How can I access test results for a school? .....	9
For District-Level Users: How to View Test Results for a District on a Particular Test .....	9
How can I access test results for a district? .....	10
How can I see how well schools in the district performed in each area on the test? .....	10
How to Track Student Performance Over Time .....	11
How can I access a Longitudinal Report comparing related assessments? .....	11
How can I view students' overall performance data on the assessments over time? .....	14
How can I switch between score data and performance level data? .....	15
How can I see students' performance in different areas over time? .....	16
How can I show some test opportunities and not others in the report? .....	17
How to View Test Results Broken Down by Demographic Sub-Groups.....	18
How can I view test results broken down by demographic sub-groups? .....	18
How can I view test results for a particular demographic sub-group or combination? .....	19
How to View Test Results for Individual Students .....	20
How can I access test results for an individual student on a particular test? .....	20
How can I view a report for all the assessments a student has completed over time? .....	22
How can I use the Student Portfolio Report to view only the tests I'm interested in? .....	23

How can I view a student’s performance on tests taken in a previous school year or years? .....	25
How can I see how a student performed on their most recent assessments? .....	26
How to Generate and Export Individual Student Reports (ISR) .....	26
What does an Individual Student Report (ISR) look like and how can I read it? .....	26
How can I generate and export Individual Student Reports (ISR)? .....	28
How to Generate and Export Student Data Files .....	34
How can I generate and export student data files? .....	34
How to Compare Students’ Data with Data for Your State, District, School, and/or Total Students .....	39
How can I compare my students’ performance on any tests with that of my state, district, and/or school? .....	39
How can I compare a student’s performance on any of their tests with that of my state, district, school, and/or total students? .....	40
<b>How to Set Up Your Reports for Summatives and Interims So They Make Sense .....</b>	<b>43</b>
For Teachers: How to Set Preferences for Tests to Display .....	43
How can I set preferences for tests to display? .....	43
For School- and District-Level Users: How to Set Preferences for Rosters to Display .....	44
How can I set preferences for classes (rosters) to display? .....	44
How to Filter Tests to Display .....	45
How can I filter reports by test? .....	45
For Teachers: How to Filter Rosters to Display .....	46
How can I filter reports by roster? .....	46
How to View Data from a Previous Point in Time .....	48
How can I view data from a previous point in time? .....	49
<b>How to Export and Print Data on Summatives .....</b>	<b>50</b>
How can I export or print a report I’m viewing? .....	50
How can I export an assessment report directly from the dashboard? .....	52
<b>More About How to Use Interim Reports .....</b>	<b>55</b>
How to Access Item-Level Data on Interims .....	55
How can I view item scores? .....	55
How can I view item scores within a particular topic? .....	56
How can I find out which items students performed on the best or struggled with the most? .....	57
How can I view an item? .....	58



How can I view items with and without the students' visual settings? .....	62
What does it mean when a student response contains highlighted text? .....	63
How can I navigate to other items from the Item View window? .....	63
How can I view another student's response to the current item? .....	63
What does it mean when an item score reads "n/a"? .....	63
How to Score Items on Interims .....	64
How to Score Unscored Items .....	64
How can I enter scores for unscored items? .....	65
How to Modify Scores for Items.....	68
How can I review and modify scores?.....	69
How to Set Up Your Interim Reports So They Make Sense.....	71
How to Assign Test Reasons (Categories) to Interim Test Opportunities.....	71
How can I assign test reasons in the AIRWays Reporting System?.....	72
How to Filter by Test Reason (Category).....	74
How can I filter reports by test reason?.....	75
How to Filter Item-Level Data on Interims by Standards and Standard Categories.....	76
How can I filter reports by standards or standard categories? .....	77
How to Export and Print Data on Interims .....	78
How can I export or print a report I'm viewing? .....	79
How can I export an assessment report directly from the dashboard? .....	81
<b>Appendix .....</b>	<b>84</b>
C.....	84
Roster Management.....	84
How can I add a class (roster)? .....	84
How can I modify a roster? .....	86
How can I upload rosters? .....	90
Condition Codes.....	93
H.....	95
Help.....	95
How can I access the online user guide?.....	95
I.....	96
Inbox .....	96
How can I use the Inbox? .....	96
L.....	99

Login Process .....	99
How can I log in to the AIRWays Reporting System? .....	99
How can I set or reset my password? .....	101
M.....	103
Multiple Interim Test Opportunities .....	103
What does it mean when interim test results include multiple rows for the same student? .....	103
N.....	104
Non-Scorable Test Opportunities .....	104
P.....	105
Performance Data .....	105
What kinds of performance data are displayed in the AIRWays Reporting System? ....	105
How can I learn more about what scores and performance levels are? .....	106
R.....	108
Report Tables.....	108
How can I sort a table? .....	108
How can I specify the number of rows displayed? .....	108
How can I view additional table rows? .....	108
How can I view additional table columns? .....	108
How can I expand all accordion sections in a table? .....	108
T.....	109
Test Resources .....	109
How can I access additional information on an assessment? .....	109
U.....	110
User Support.....	110

## Introduction to the User Guide

This user guide gives instructions on using the AIRWays Reporting System for the following:

- Accessing summative assessment data.
- Accessing interim assessment data.
- Scoring interim assessments.

- **How to Navigate Reports for Summatives and Interims**

- **How to Set Up Your Reports for Summatives and Interims So They Make Sense**

- **How to Export and Print Data on Summatives**

The guide also includes additional information on accessing your interim data and scoring interims:

- [How to Access Item-Level Data on Interims](#)
- [How to Score Items on Interims](#)
- [How to Set Up Your Interim Reports So They Make Sense](#)
- [How to Export and Print Data on Interims](#)

# How to Navigate Reports for Summatives and Interims

This section explains how to navigate your reports for both summative and interim assessments.

## How to Understand the AIRWays Reporting Dashboard

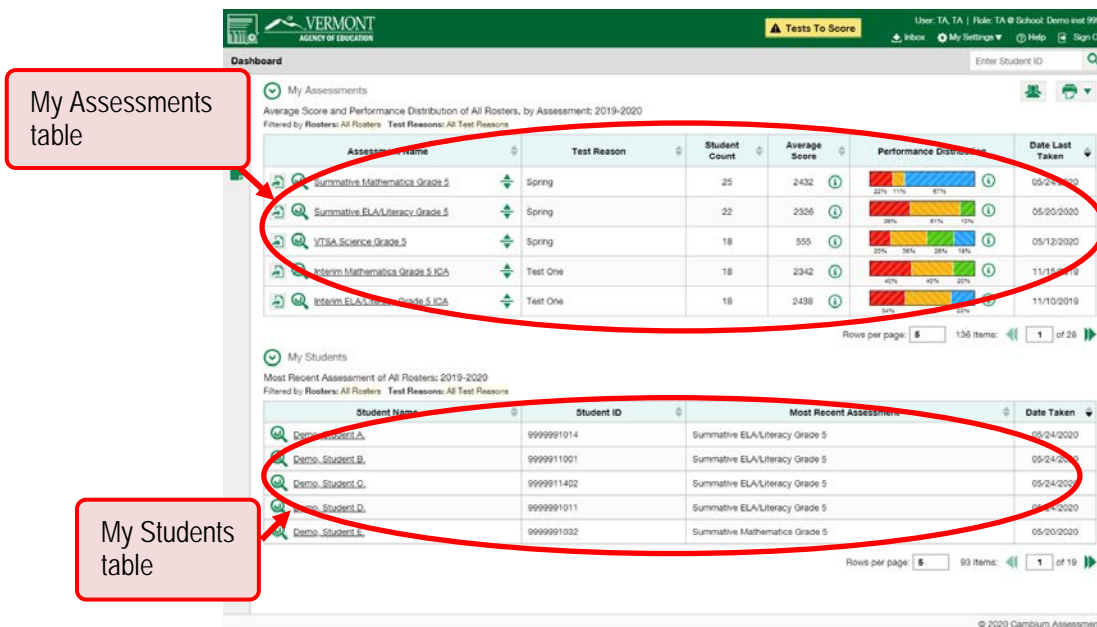
When you log in to the AIRWays Reporting System, the first thing you see is the dashboard where you can view overall test results for all your tests, listed by test. Teachers can also view a list of their students.

How can I use the dashboard to view my overall test results?

On the dashboard, teachers see two tables, as in [Figure 1](#):

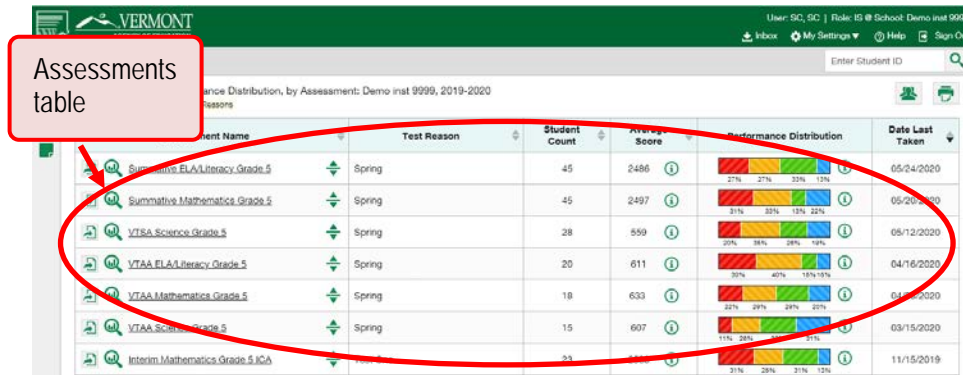
- The My Assessments table, listing all your assessments.
- The My Students table, listing all your students.

Figure 1. Teacher View: Dashboard



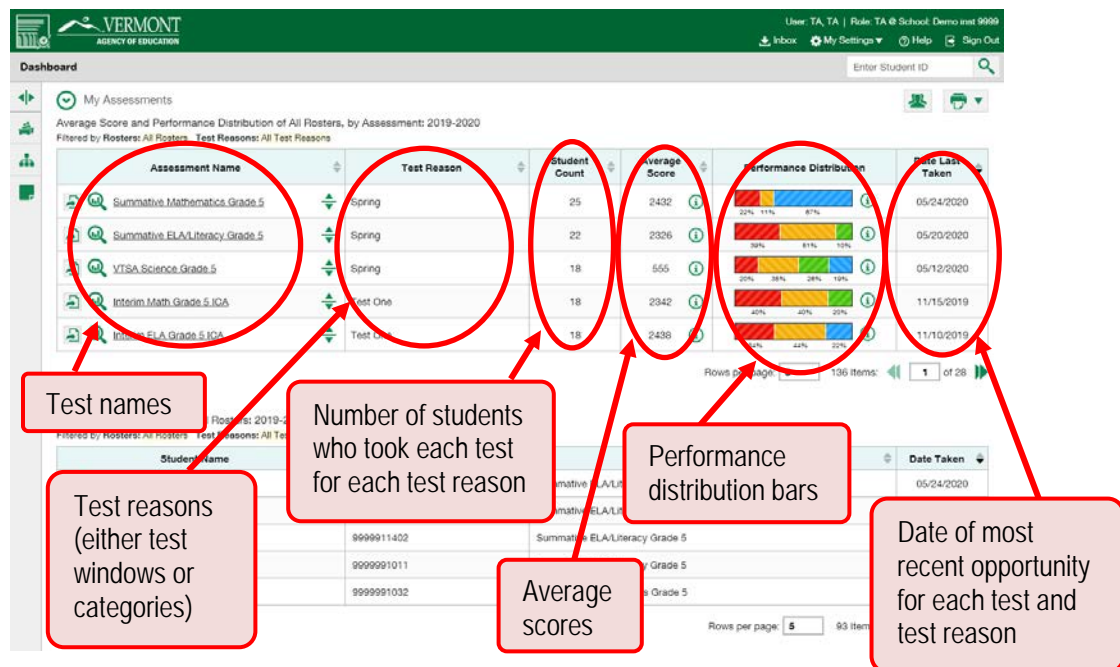
District- and school-level users see just one table, as in [Figure 2](#). Like the first table on the teacher dashboard, this table lists all your assessments.

Figure 2. School-Level User View: Dashboard



For each test, the assessments table shows the test reason (the name of the test window of a summative assessment, or a category assigned to an interim assessment), number of students who took the test, average score, performance distribution, and date the test was last taken. You will see similar data in other reports in the AIRWays Reporting System.

Figure 3. Teacher View: Dashboard



## For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters)

You can view all of your students across classes (rosters).

### How can I view a list of all my students and their performance on a particular test?

The **Performance by Student** tab (Figure 4) displays test results for each of your students across rosters. In order to see the results for all your students, follow the instructions below.


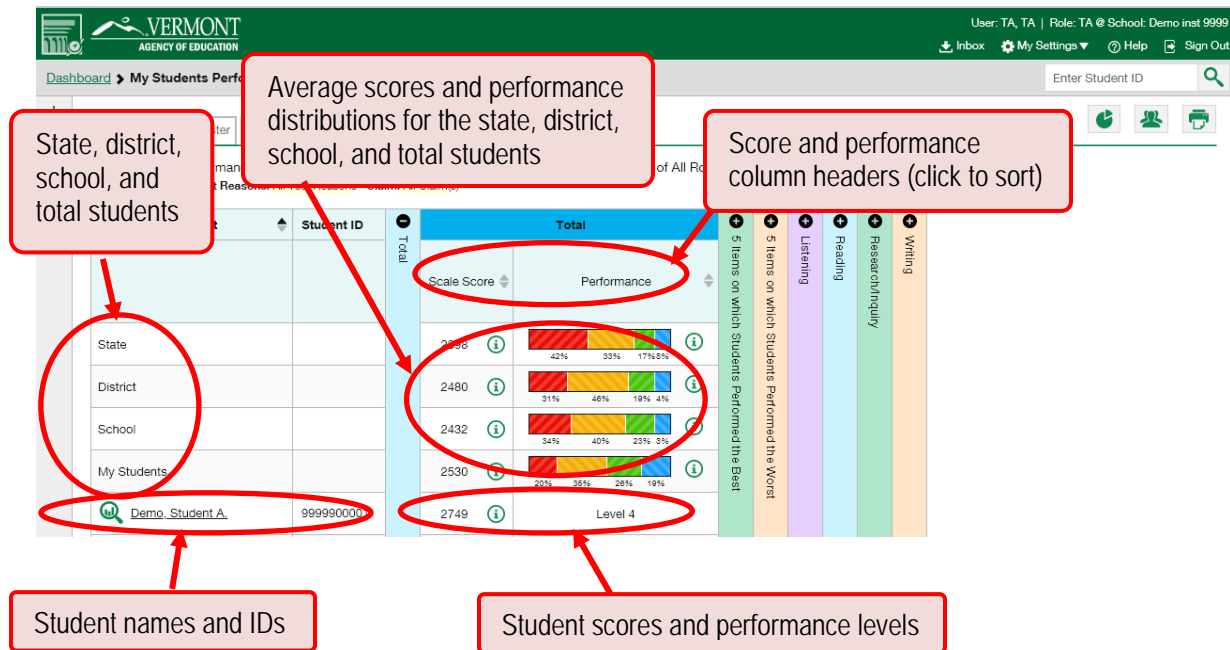
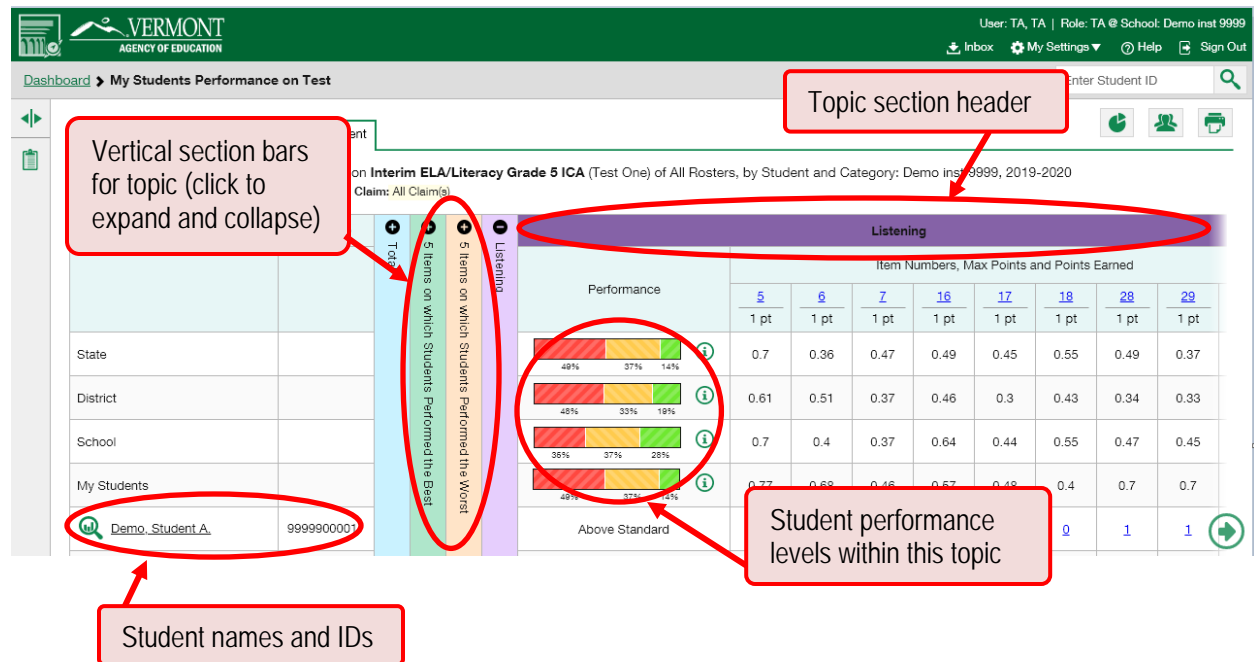
1. Starting from the dashboard that appears when you log in, click a test name (or  beside it) in the table at the top of the page.
2. In the report that appears, select the **Performance by Student** tab. You will see results for all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.

Figure 4. My Students' Performance on Test Report: Performance by Student Tab



To see which students performed best, click the score or Performance columns to sort them. You can view your students' performance in each area of the test by clicking the topic section bars to expand them.

Figure 5. My Students' Performance on Test Report: Performance by Student Tab: Topic Section





## How to View Test Results for Rosters on a Particular Test

You can view a list of rosters that took a particular test, and you can also view the test results for a particular roster.

### How can I access test results for all my rosters?

The **Performance by Roster** tab (Figure 6) displays test results for each roster. To view this tab, follow the instructions for your user role below.

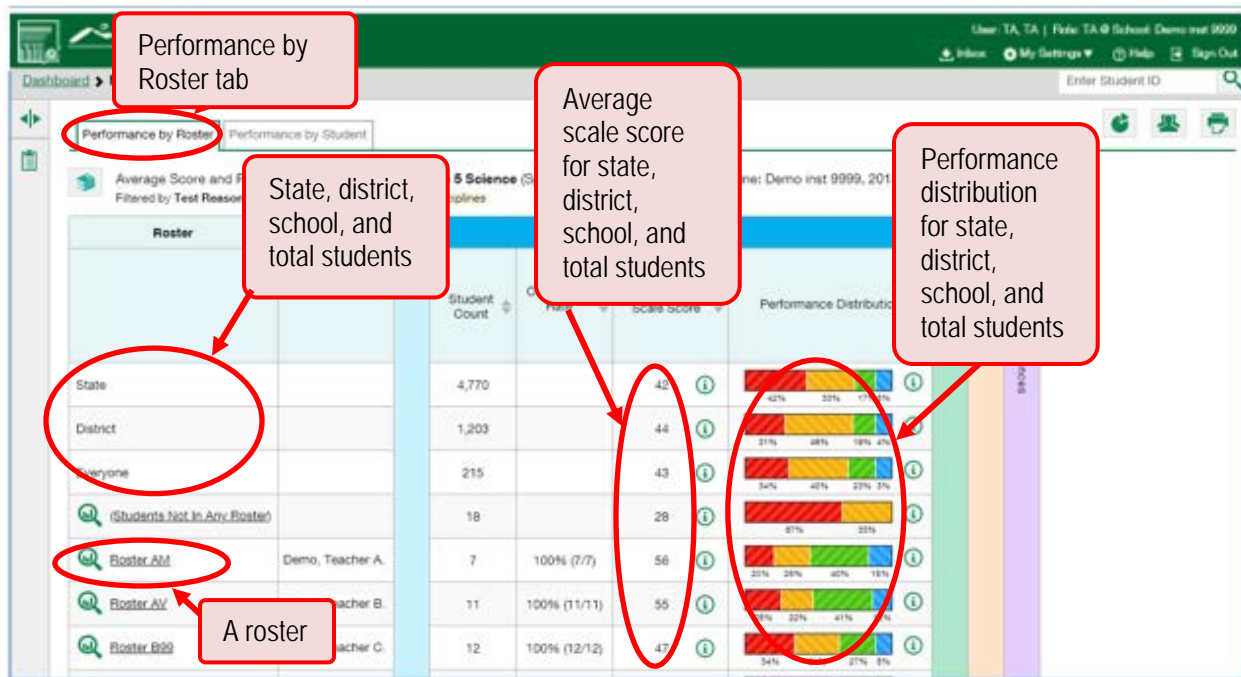
- **Teachers and school-level users:** From the dashboard that appears when you log in, click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role.
- **District-level users** can view all rosters in a school. To do so, follow these instructions:

From the dashboard that appears when you log in, click a test name (or  beside it) in the table of assessments. A page of district test results appears, listing schools within the district.

Click a school name (or  beside it). The School Performance on Test report appears.

The report shown here (Figure 6) displays a list of your rosters and each class's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 6. My Students' Performance on Test Report: Performance by Roster Tab

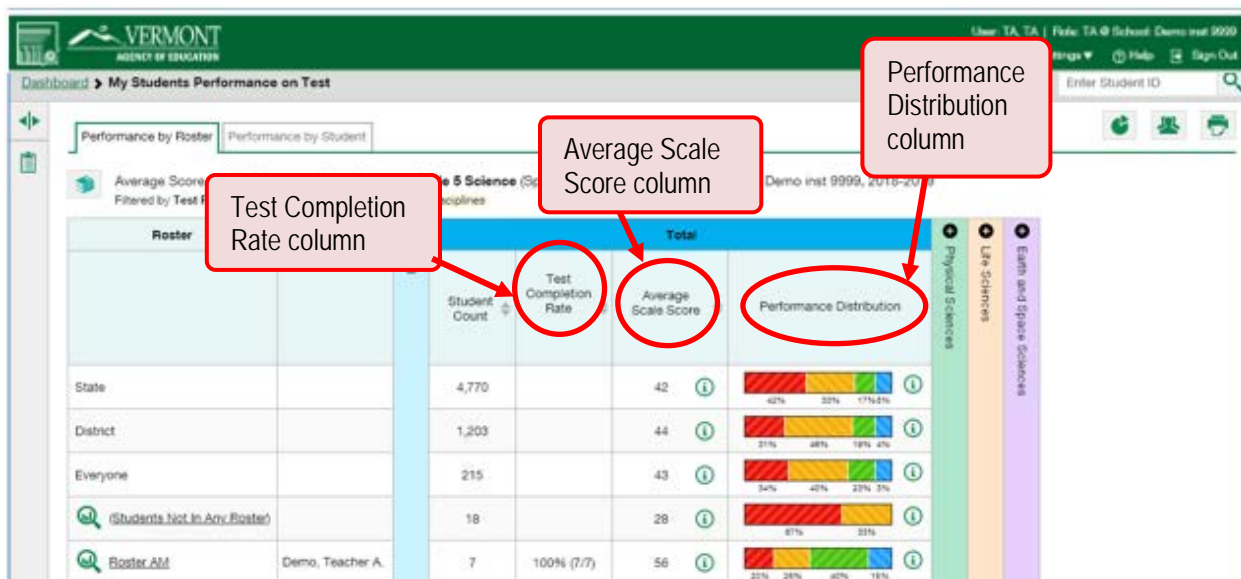


How can I see which rosters performed best on this assessment?

To see which rosters performed best on the test, do either of these things:

- Click the score column header to sort by score.
- Look at the bars in the Performance Distribution column.

Figure 7. My Students' Performance on Test Report: Performance by Roster Tab





**How can I see which rosters had the highest test completion rates?**

To see which rosters had the highest test completion rate, click the Test Completion Rate column header to sort the column (see [Figure 7](#)).

**How can I see how well rosters performed in each area on the test?**

For tests with topic sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example ([Figure 8](#)), you can view a performance distribution bar for each roster under the topic Listening.

Figure 8. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Topic Section



Summative and interim tests cover multiple topics, while a benchmark test covers only one.

How can I access test results for an individual roster?


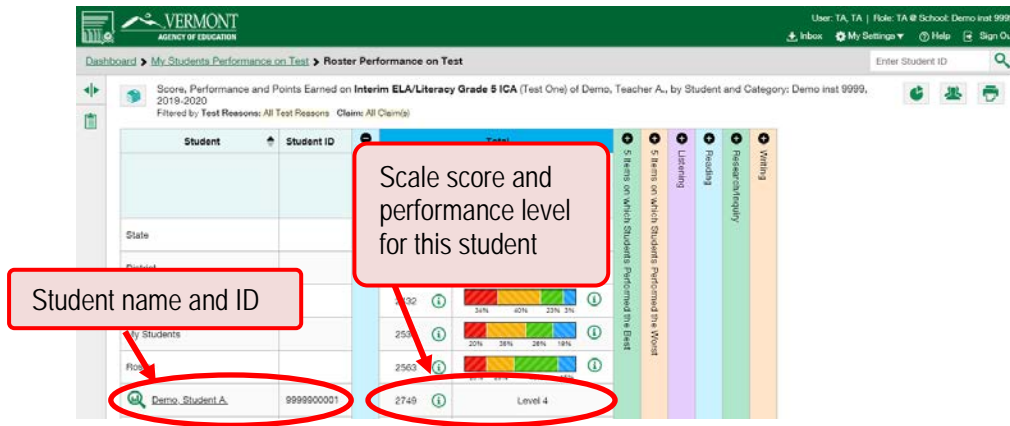
The prior section explained how to access test results for all your rosters. To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear ([Figure 9](#)).

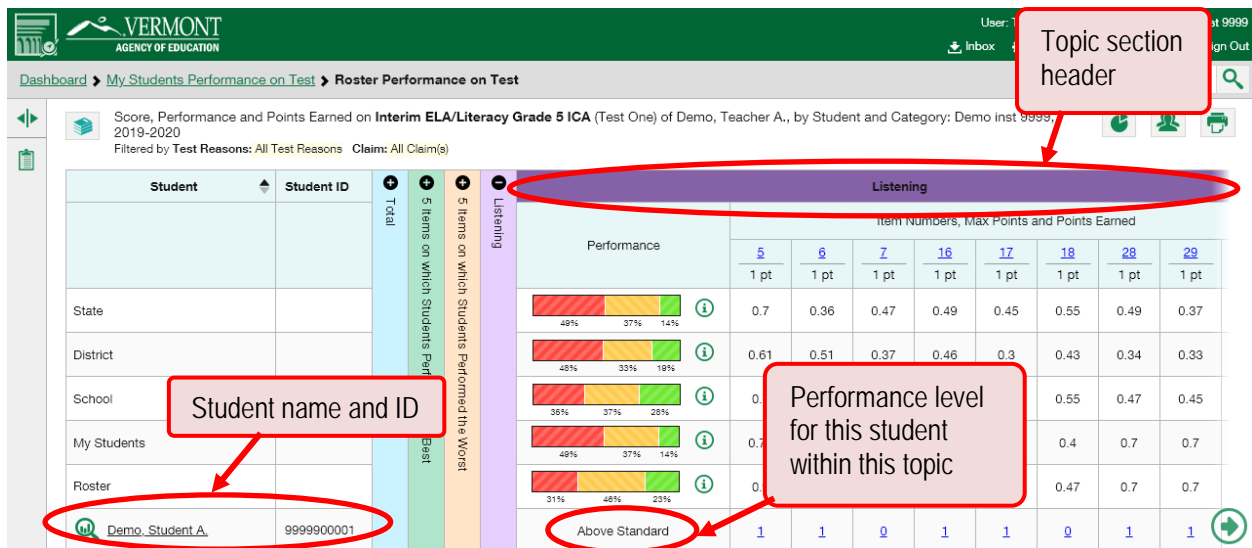
Figure 9. Teacher View: Roster Performance on Test Report



How can I see how well students in my roster performed in each area on the test?

You can compare the performance of your students in each area of the test using the topic sections, as shown in [Figure 10](#). Click the vertical section bar to expand each section.




Figure 10. Teacher View: Roster Performance on Test Report with Expanded Topic Section



## For School- and District-Level Users: How to View Test Results for a School on a Particular Test

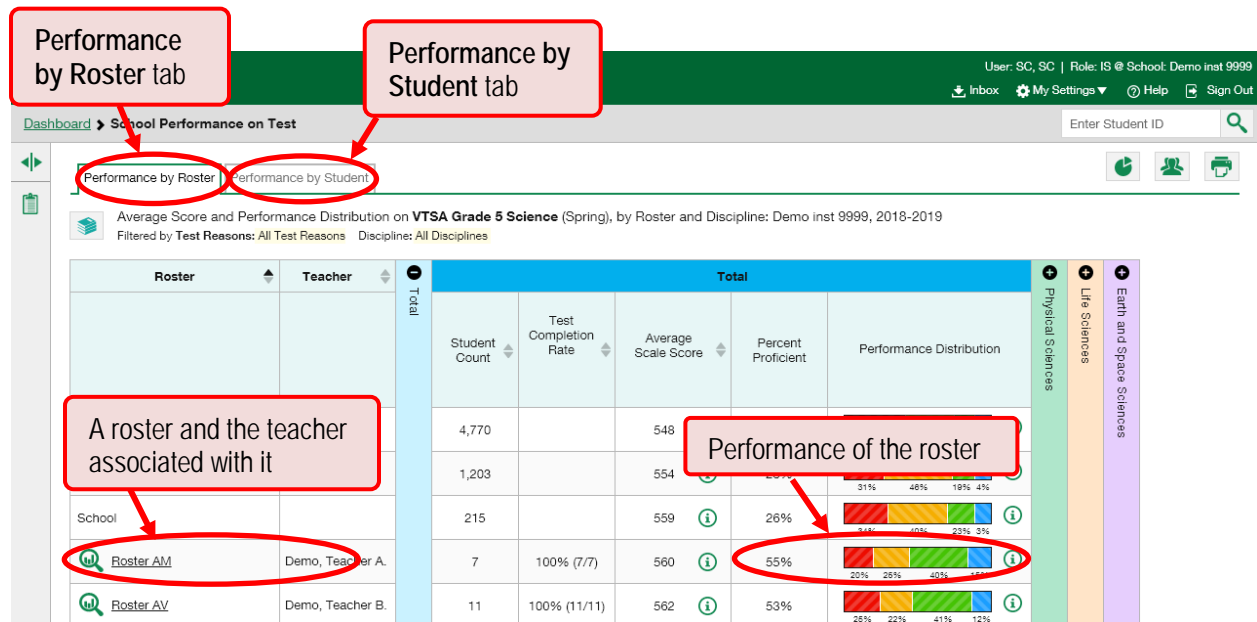
You can view test results for all the students in a school on a particular test.

### How can I access test results for a school?

- **School-level users:** Starting at the dashboard that appears when you log in, click the name of the test (or  beside it).
- **District-level users:**
  - a. Starting at the dashboard that appears when you log in, click the name of the test (or  beside it). A table listing test results by school appears.
  - b. Click the name of the school (or  beside it) for which you would like to see results.

The test results for the school appear. The **Performance by Roster** tab is open by default.

Figure 11. School Performance on Test Report: Performance by Roster Tab



## For District-Level Users: How to View Test Results for a District on a Particular Test

You can view test results for a district on a particular test.

How can I access test results for a district?


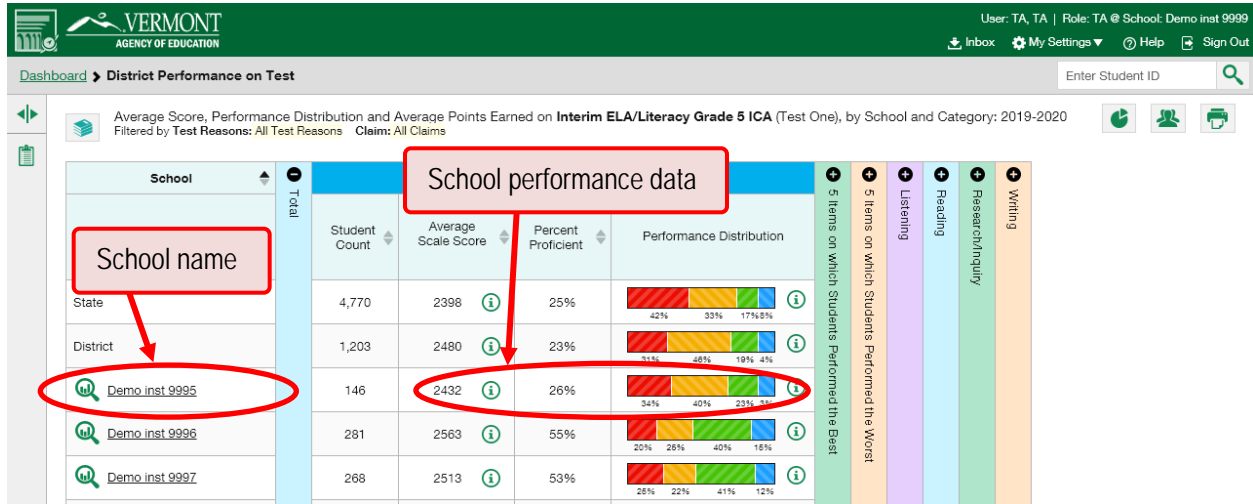
On the dashboard that appears when you log in, click the name of a test (or  beside it). A list of the schools in your district appears, with data.

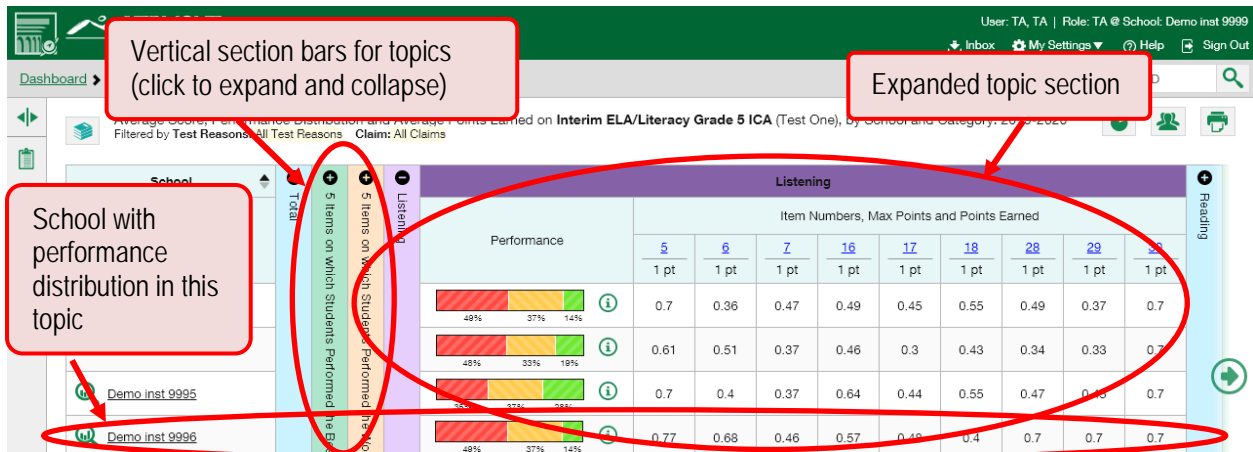
Figure 12. District Performance on Test Report



How can I see how well schools in the district performed in each area on the test?

Click the vertical section bars to expand the topic sections.

Figure 13. District Performance on Test Report with Expanded Topic Section



## How to Track Student Performance Over Time

You can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' performance has improved or declined. Each Longitudinal Report displays performance data for one of the following:

- A group of students who completed every assessment available in the report.
- An individual student.

### How can I access a Longitudinal Report comparing related assessments?

When the student(s) in your test results have completed multiple related assessments, a Longitudinal Report is available in the reports for each of those assessments.



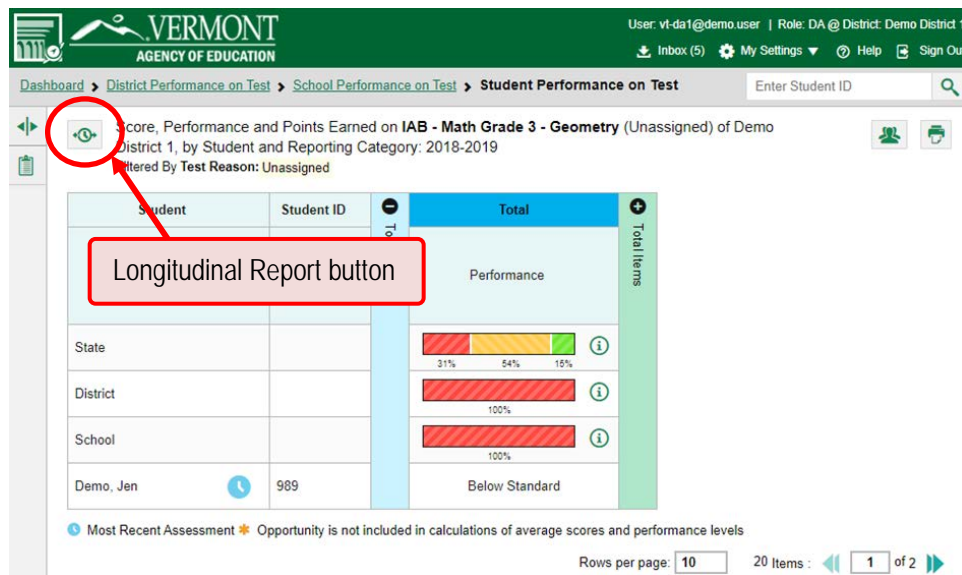
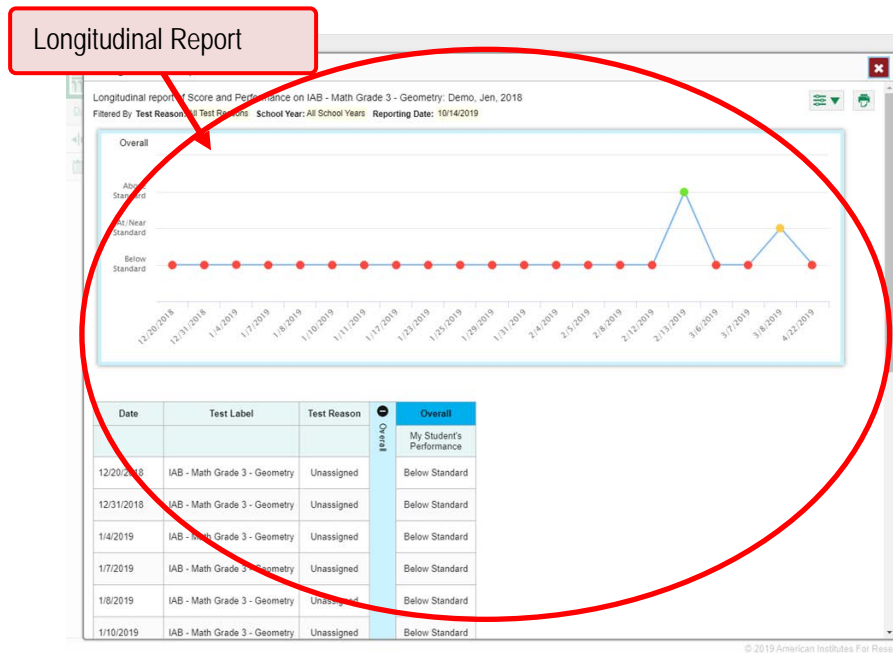
On a page of test results, click the clock button  in the upper-left corner (either directly on the page or within a context menu , depending on whether additional assessment resources are available).

Figure 14. School Performance on Test Report: Student Performance on Test



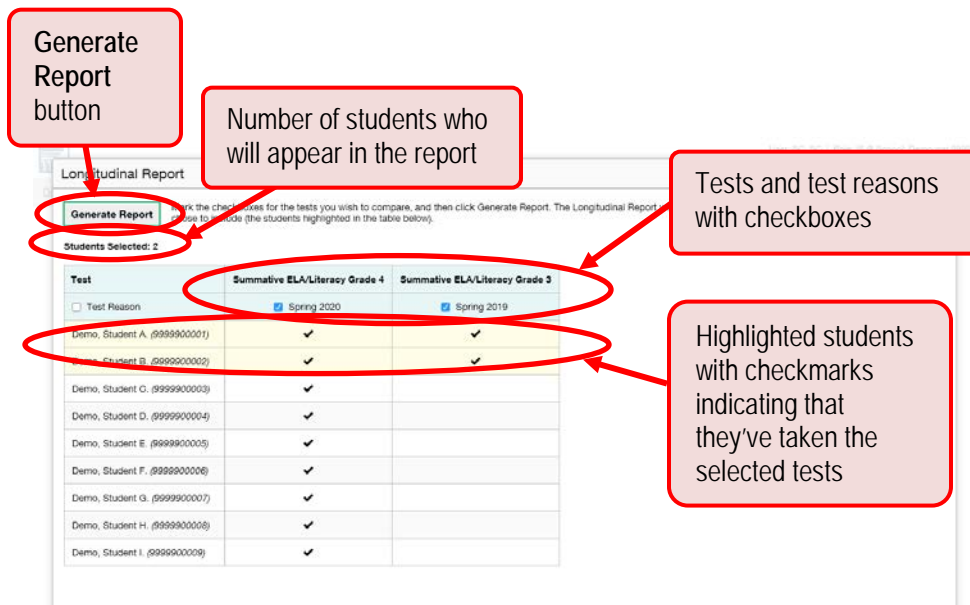
- In most cases, the Longitudinal Report appears immediately.


Figure 15. Longitudinal Report Window: Report for a Single Student



- If you're a teacher and the test results you're looking at are for multiple students, a report options page appears (see [Figure 18](#)).
- The report options page lists columns for each related test completed by students in the report. The columns display checkmarks to indicate which students completed each test.
- If students completed the same tests with separate test reasons (categories of tests, or, for summatives, test windows), a column appears for each test reason.

Figure 16. Longitudinal Report Window: Report Options Page



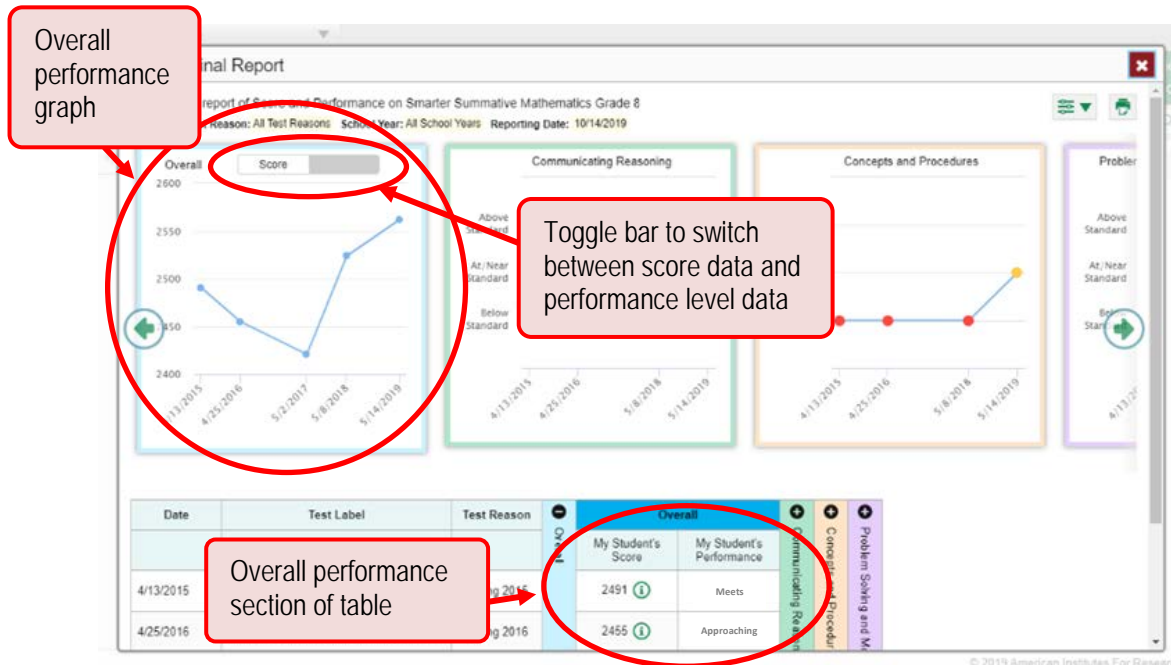
- Mark the checkbox for each test and test reason you wish to include. Note that only tests taken by all the students will be included in the report. Click **Generate Report** to view the Longitudinal Report. You can always modify your selections by clicking the **Report Options** button  in the upper-right corner of the report.

How can I view students' overall performance data on the assessments over time?

Look at the graph in the upper-left corner of the Longitudinal Report. It shows the scores or performance levels of the student or students each time they took the test.

Score data are plotted along a line with the dates on the x axis and the scores on the y axis (see [Figure 19](#)). A slope inclining upwards indicates improvement, a slope downwards indicates a decline in performance, and a flat line shows that performance has remained roughly the same.

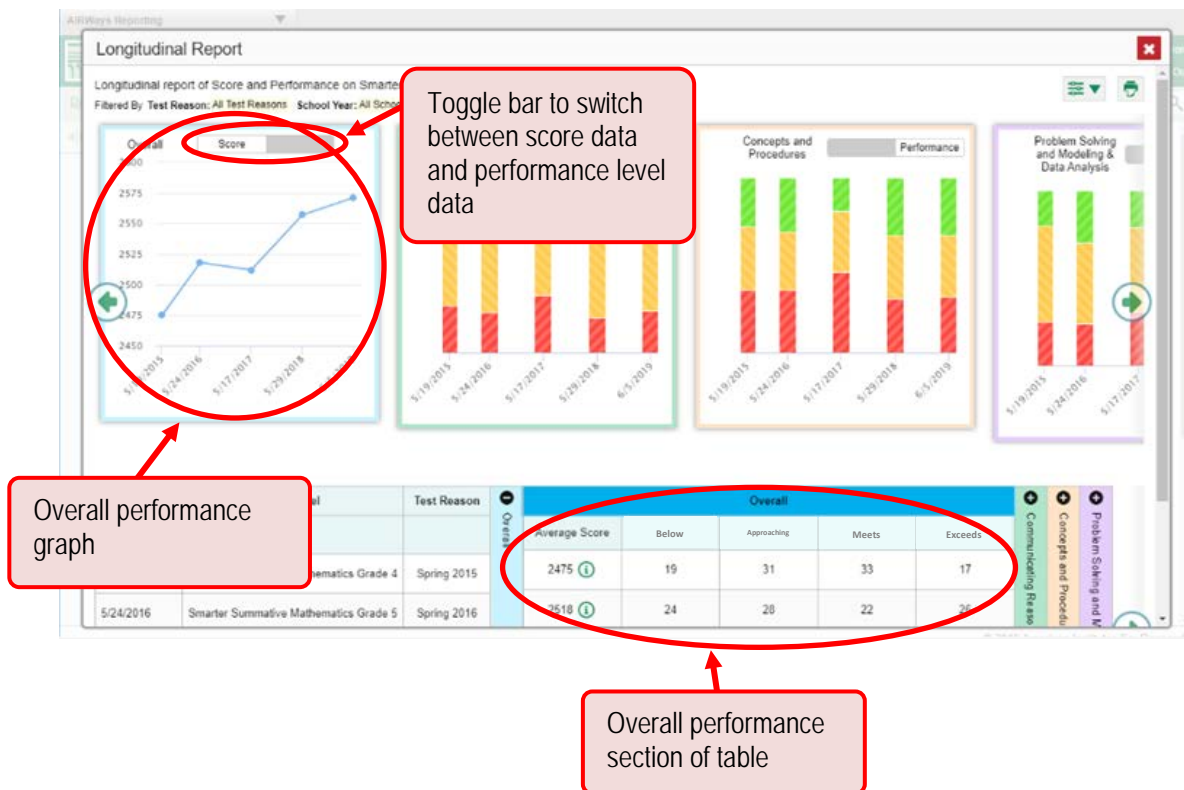
Figure 17. Longitudinal Report Window: Report for a Single Student with Multiple Topics



Performance level data are shown either the same way or, for multiple students, in performance distribution bars.



Figure 18. Longitudinal Report Window: Report for Multiple Students with Multiple Topics



Mouse over the points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, look at the **Overall** section.

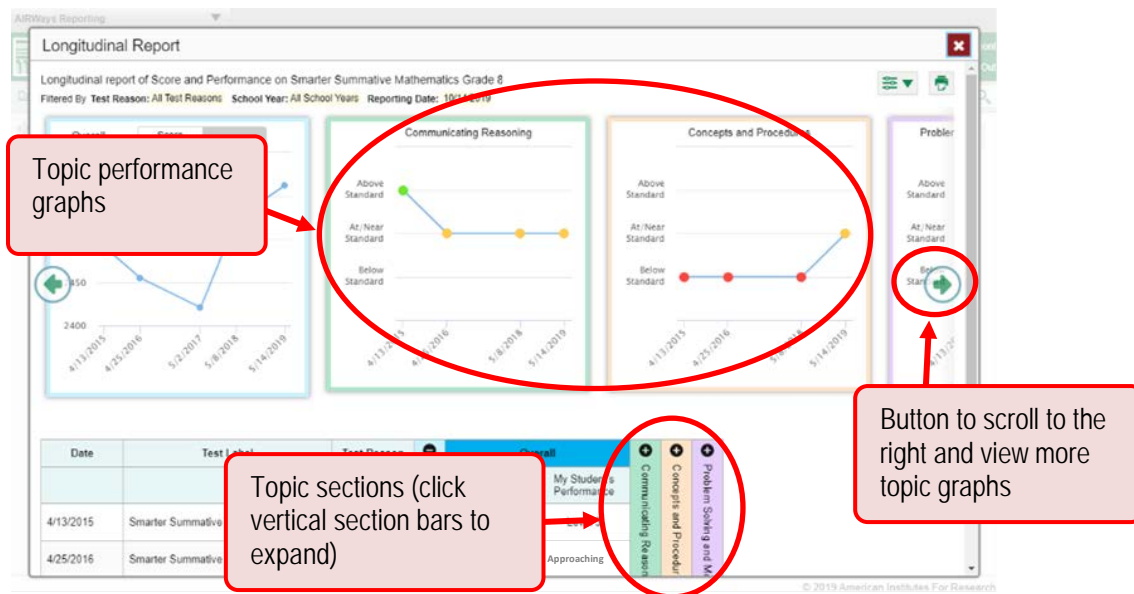
### How can I switch between score data and performance level data?

When a graph offers both score and performance level data, a toggle bar appears at the top of it (see [Figure 20](#)). Click the toggle bar to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.

How can I see students' performance in different areas over time?

Look at the topic graphs to the right of the overall performance graph, or look at the expandable topic sections in the table at the bottom (see [Figure 21](#)). Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

Figure 19. Longitudinal Report Window: Report for a Single Student with Multiple Topics



## How can I show some test opportunities and not others in the report?

You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others.


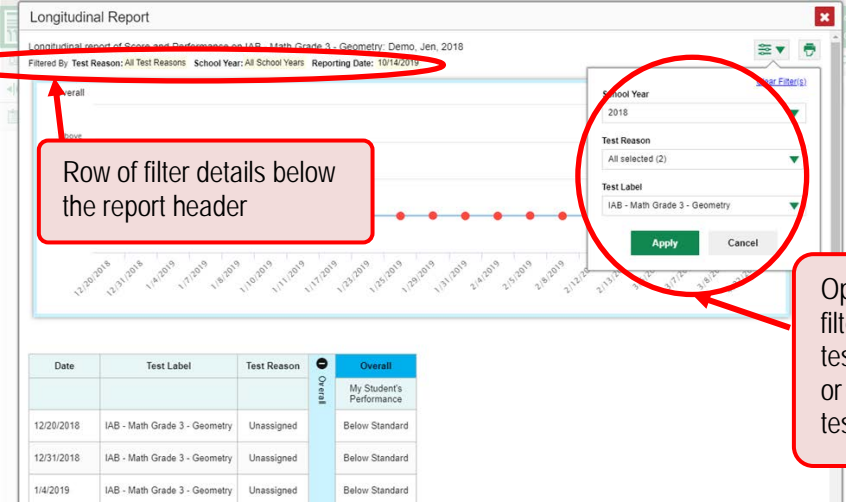
1. Open the filter menu  at the upper-right corner and select the filter options you prefer from the drop-down lists.

Figure 20. Longitudinal Report Window: Report for a Single Student with Multiple Topics



Row of filter details below the report header

Open filter menu with filters for school year, test reason (category or test window), and test label (name)


Date	Test Label	Test Reason	Overall
			My Student's Performance
12/20/2018	IAB - Math Grade 3 - Geometry	Unassigned	Below Standard
12/31/2018	IAB - Math Grade 3 - Geometry	Unassigned	Below Standard
1/4/2019	IAB - Math Grade 3 - Geometry	Unassigned	Below Standard

- You may want to filter by a particular school year or years. Note that years are not calendar years. “2019” refers to the 2019–2020 school year. By default, Longitudinal Reports show data for all years.

Unlike most reports in the AIRWays Reporting System, Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students’ performance on last year’s sixth-grade tests.

- If the report includes interim or benchmark assessments, you may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring. For summative assessments, test reasons are the same as test windows and are not useful.
- Finally, you may find that certain tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don’t want to see.

2. Click **Apply**. Filtering tests may affect the set of students whose data is included in the report.

3. *Optional:* To revert all filters to their defaults, open the filters menu  again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header (see [Figure 22](#)), showing the test reasons and school years included in the report.

## How to View Test Results Broken Down by Demographic Sub-Groups


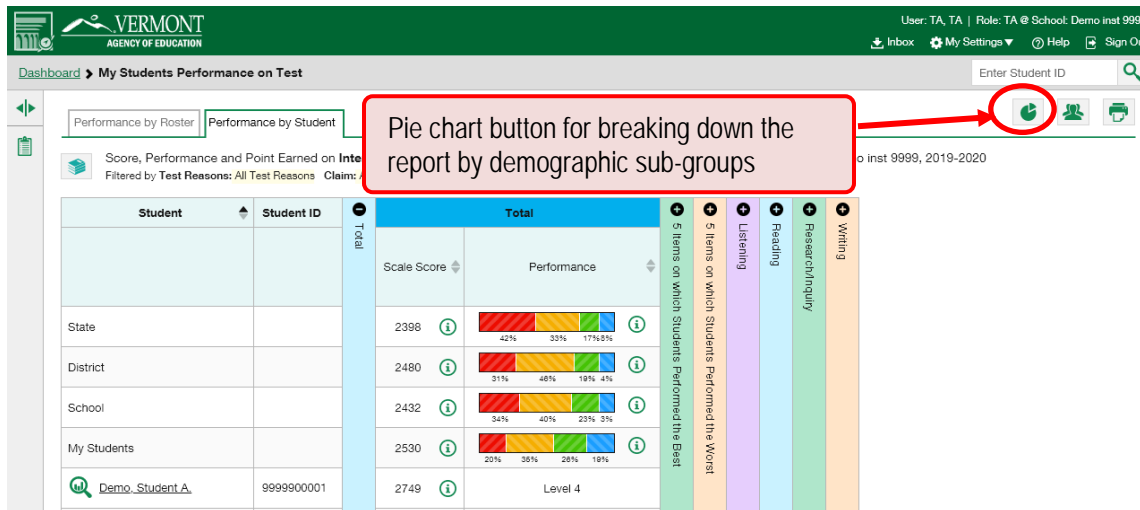

You can use the pie chart button  at the upper-right corner of a report (see [Figure 23](#)) to compare performance between different demographic sub-groups. This pie chart button is available for most aggregate test results.

Figure 21. My Students' Performance on Test Report



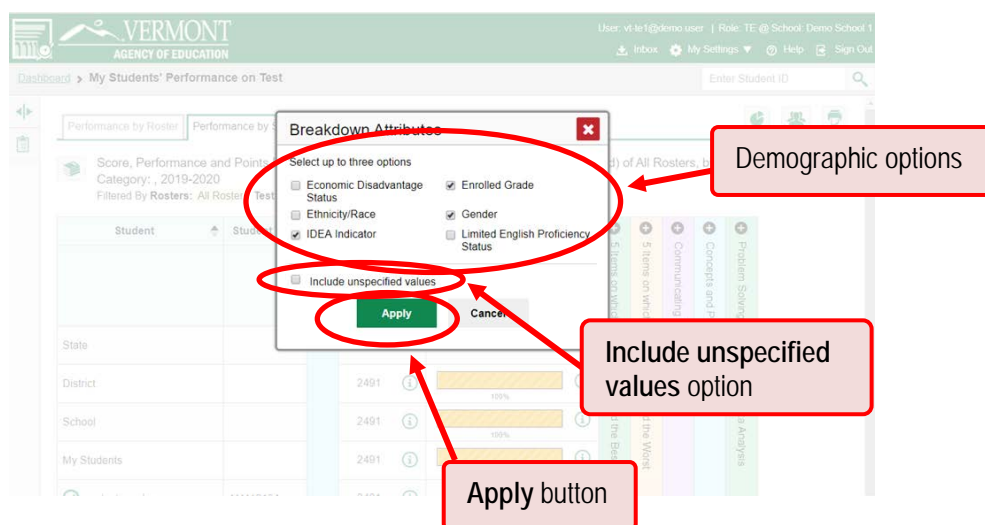
### How can I view test results broken down by demographic sub-groups?

To view test results broken down by demographic sub-groups, do the following:

1. Click the pie chart button  at the upper-right corner (see [Figure 23](#)).

The **Breakdown Attributes** window opens (see [Figure 24](#)).

Figure 22. Breakdown Attributes Window



2. Select up to three student demographic categories.

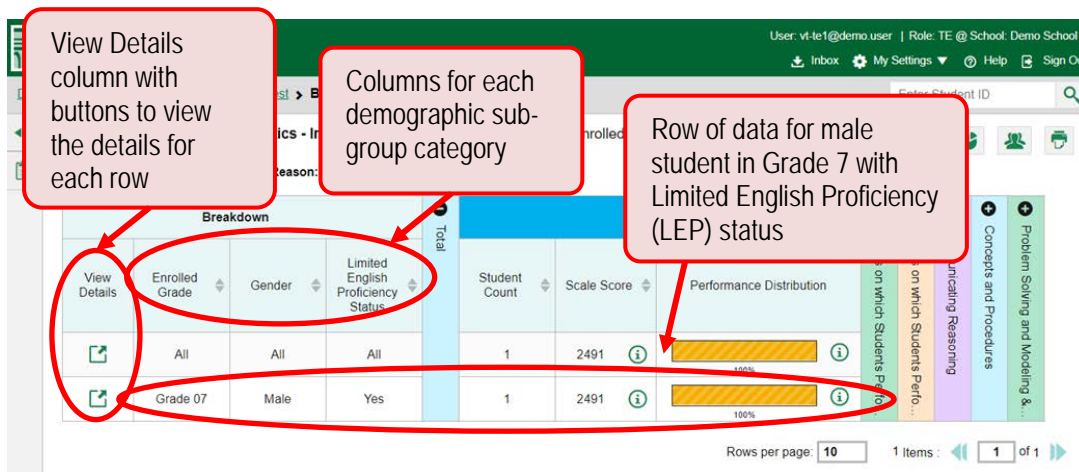
There is also an **Include unspecified values** checkbox, explained below:

- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
- To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 25](#)).

Figure 23. Demographic Breakdown of a My Students' Performance on Test Report

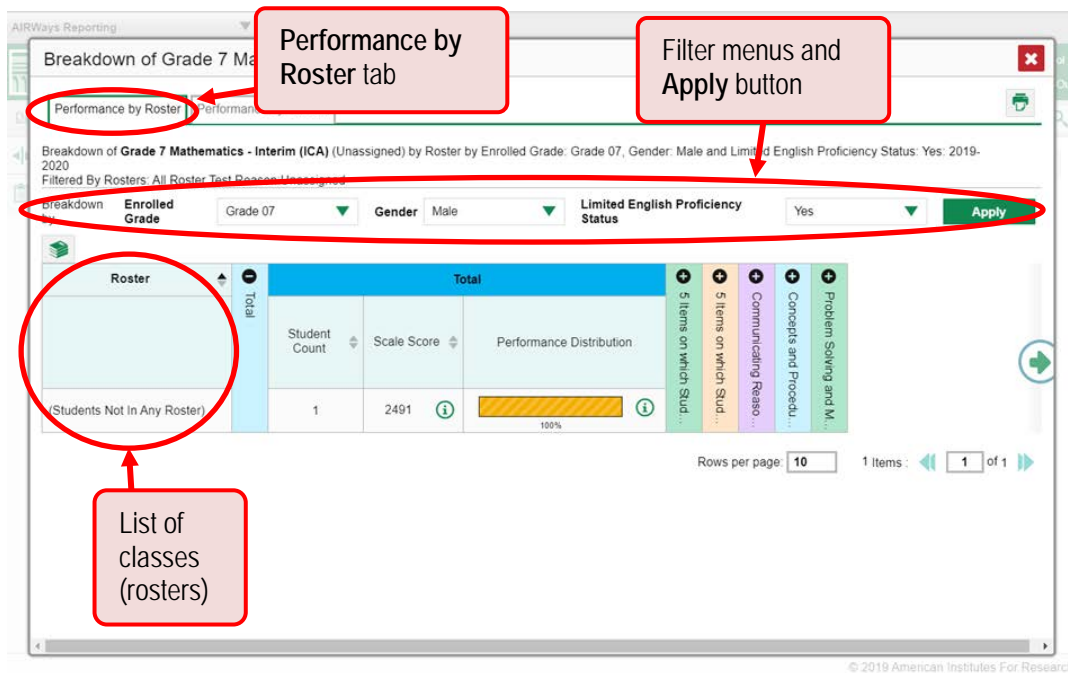


**How can I view test results for a particular demographic sub-group or combination?**

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see [Figure 25](#)).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups. See [Figure 26](#).

Figure 24. Demographic Combination Breakdown Window (from School Performance on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.



You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which schools are most successful at teaching girls in the first grade.

## How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken. And you can generate and export both Individual Student Reports (ISRs) and student data files.

### How can I access test results for an individual student on a particular test?

#### Teachers and school-level users:

1. Go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of test results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears ([Figure 27](#)).

#### District-level users:



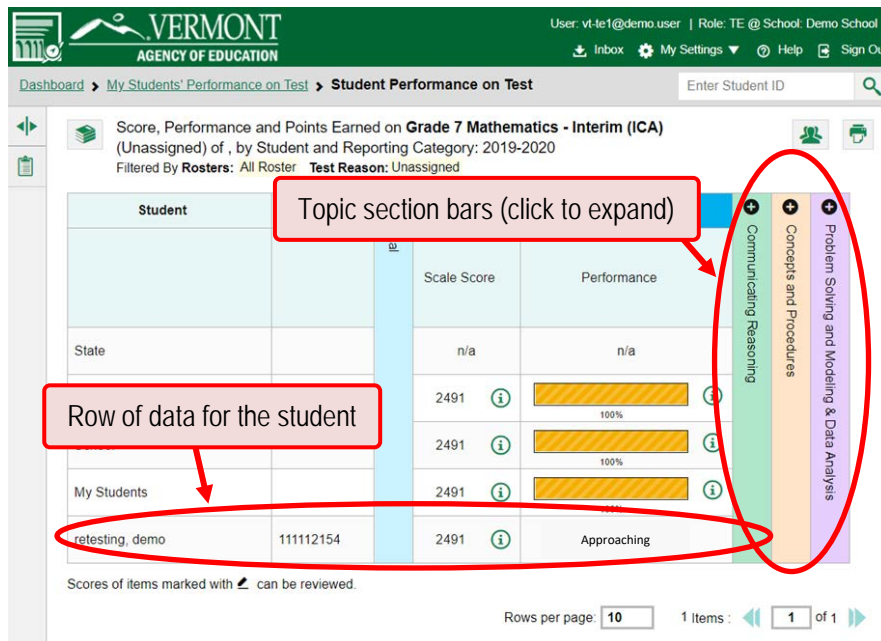
1. Go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of district test results appears (the District Performance on Test report).
2. Click a school name (or  beside it). The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting with step [2](#).

Figure 25. Teacher View: Student Performance on Test Report



You can view the student's performance in each area of the test using the topic sections, which you can click to expand.



**How can I view a report for all the assessments a student has completed over time?**

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for interim tests that were administered multiple times throughout the year.


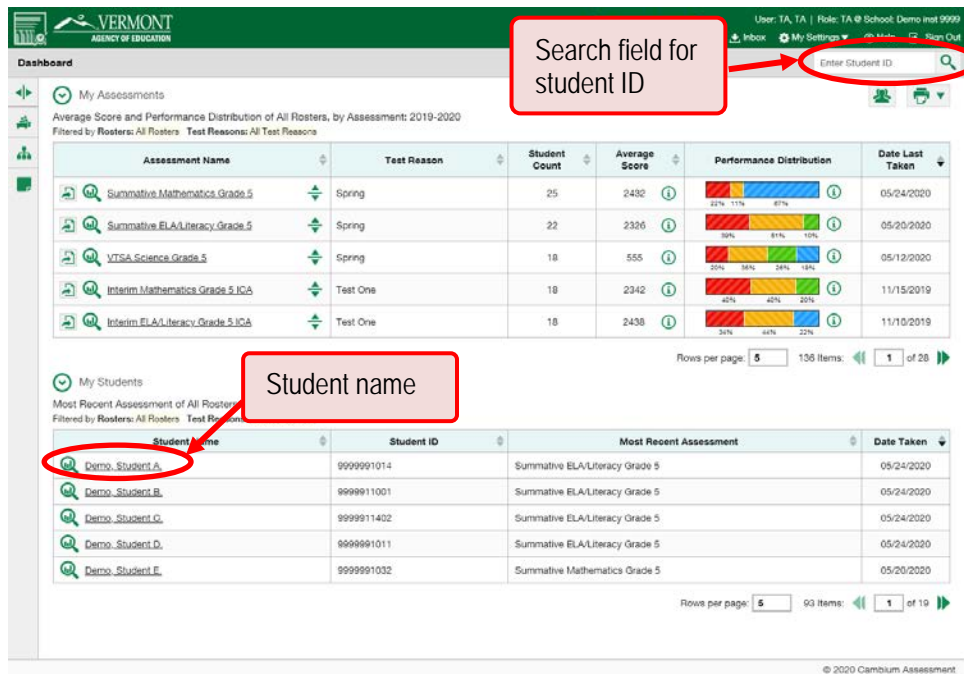
To access this report, enter the student's SSID in the search field in the upper-right corner and click  (see [Figure 28](#)). The Student Portfolio Report appears (see [Figure 29](#)).

Figure 26. Teacher View: Dashboard




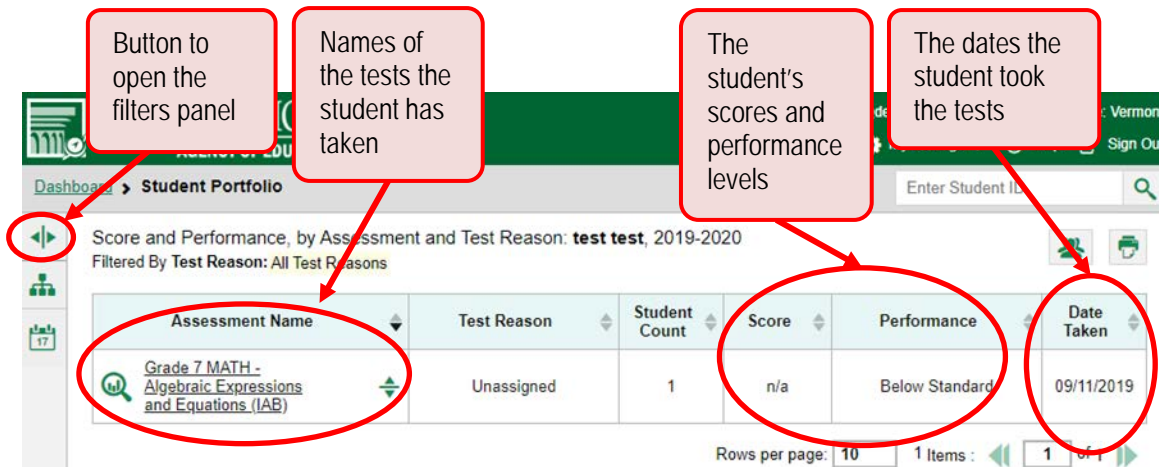
Teachers can also access this report from the dashboard by going to the My Students table below the main assessments table and clicking a student's name (or  beside it).

Figure 27. Student Portfolio Report

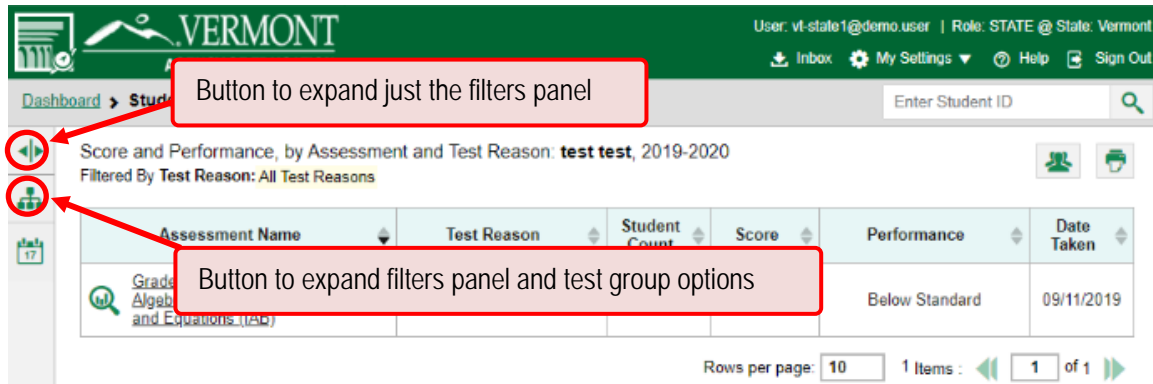




**How can I use the Student Portfolio Report to view only the tests I'm interested in?**

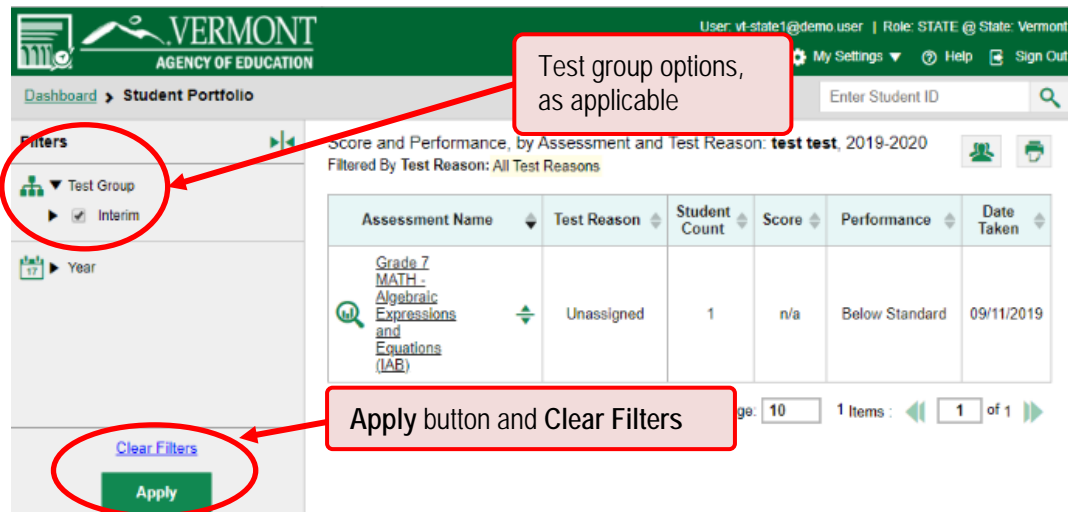
You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 28. Student Portfolio Report



1. On the left side of the Student Portfolio Report, click either the expand button or the test group button . The filter panel expands.

Figure 29. Student Portfolio Report with Expanded Filter Panel

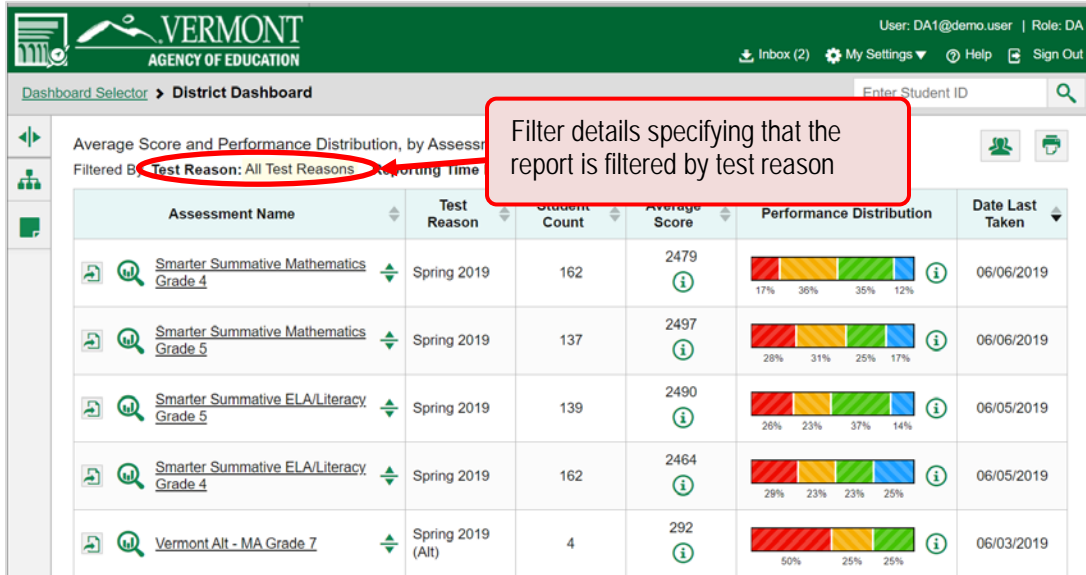


2. Mark as many selections as you like in the **Test Group** section of the filters panel. Tests are organized by test type, subject, and grade.
3. Click **Apply**. The dashboard updates to show only data for those tests.

4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

The row of filter details below the table header shows how the table is filtered. In this case, it is filtered by Test Reason.

Figure 30. Student Portfolio Report Filtered by Selected Tests



**How can I view a student’s performance on tests taken in a previous school year or years?**

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student’s progress. Unlike most reports in the AIRWays Reporting System, Student Portfolio Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student’s performance on last year’s sixth-grade tests.



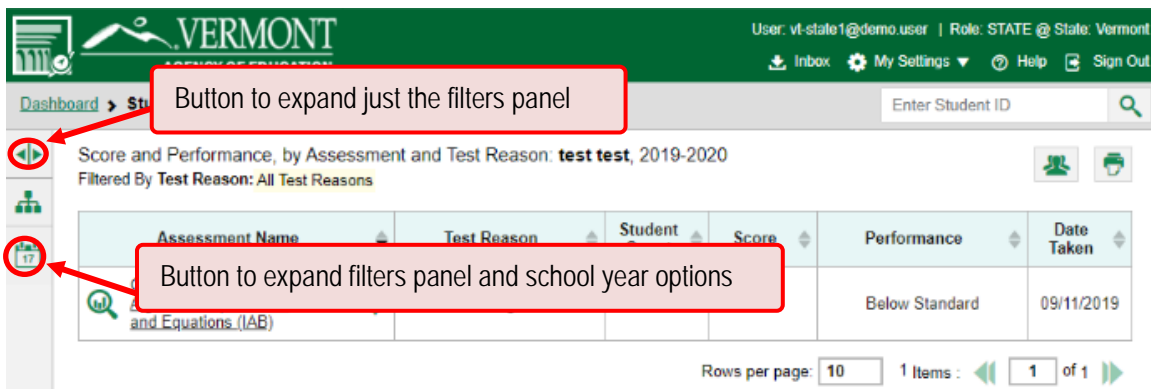
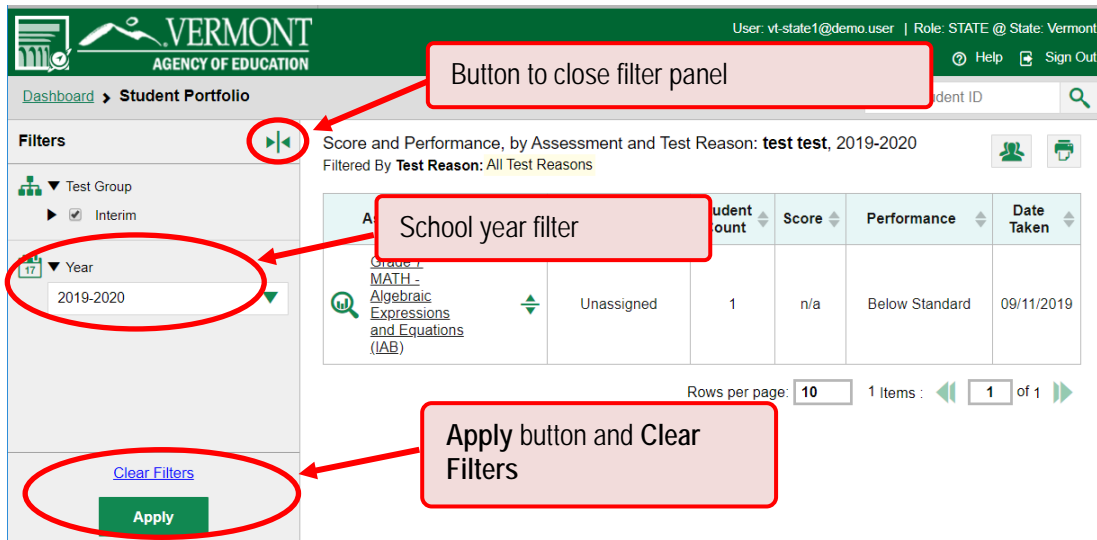
1. On the left side of the page, click either the expand button  or the school year button . The filter panel expands.

Figure 31. Student Portfolio Report



2. Under **Year**, select a year or years.

Figure 32. Student Portfolio Report with Opened Filter Panel



3. Click **Apply**.

To switch back to the current year:

1. Open the filters panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

### How can I see how a student performed on their most recent assessments?

In the Student Portfolio Report, click the Date Taken column header to sort by date. If you know what the performance levels on the various tests mean, you can even get a rough idea of how the student is performing over time.

Figure 33. Student Portfolio Report Sorted by Date Taken Column

Assessment Name	Test Reason	Student Count	Score	Performance	Date Taken
Grade 6 ELA - Brief Writes (IAB)	Unassigned	1	n/a	Below Standard	09/06/2019
Grade 5 ELA - Research: Analyze Information (IAB)	Unassigned	1	n/a	Below Standard	09/06/2019

## How to Generate and Export Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test opportunity (an instance of a student taking a test). ISRs are useful for sharing performance information with students and their parents.

### What does an Individual Student Report (ISR) look like and how can I read it?

An ISR is a PDF that displays data on a test opportunity. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Sample ISRs are shown below.

- At the top of each ISR are the student name and SSID, the name of the test, district, and school, and any other relevant information.
- Below that is a summary of the student's performance. An ISR for a scale-scored test displays the student's performance on a vertical scale that includes all the cut scores and performance levels.
- Each ISR includes a comparison table showing the average performance of the state, district, and/or school.
- Many ISRs include a table detailing the student's performance in each topic.
- Some ISRs include item-level data, scoring assertions, and scoring assertion outcomes.

Figure 34. Sample Individual Student Report (ISR): Mathematics

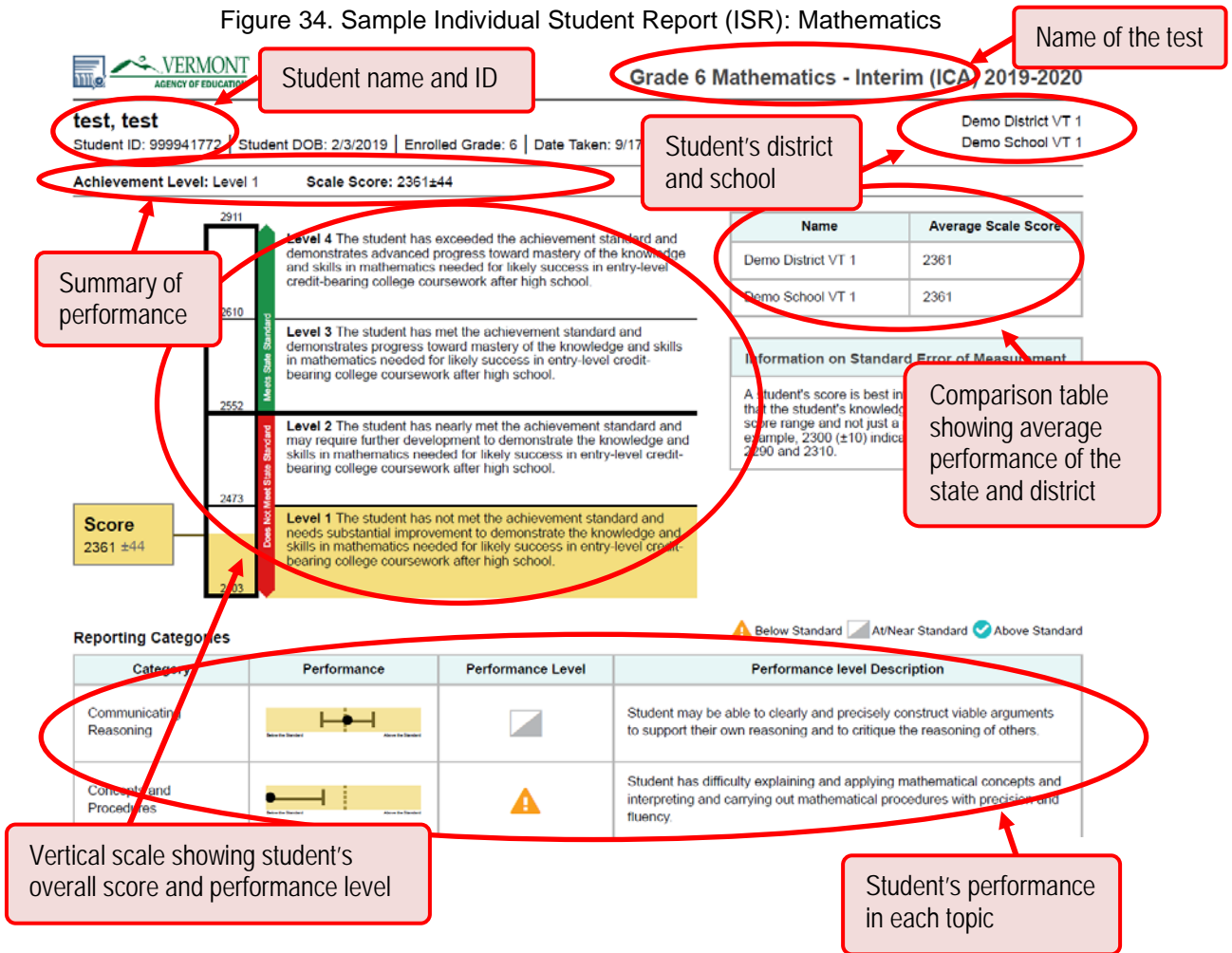
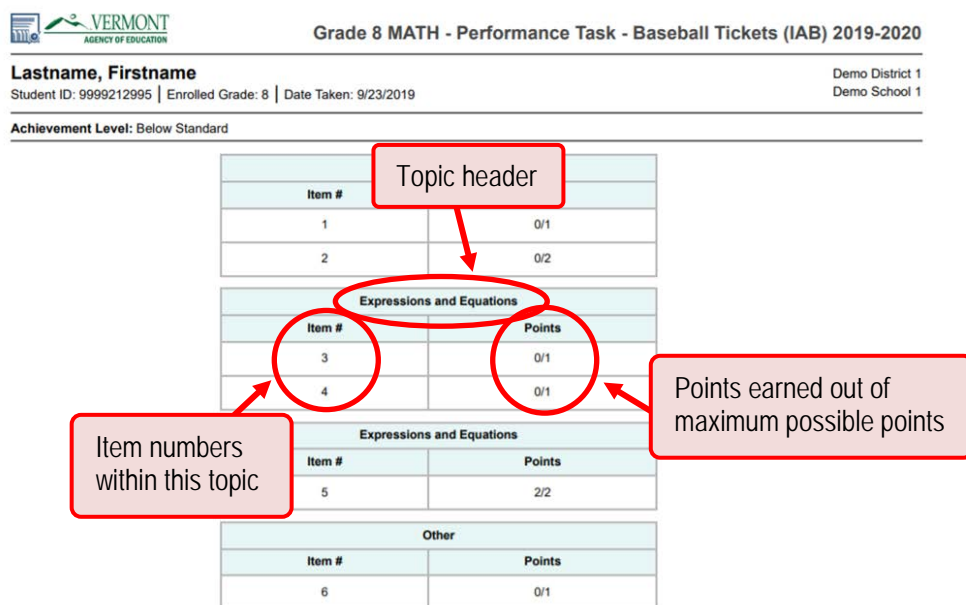


Figure 35. Second Page of Sample Individual Student Report (ISR) with Item-Level Data: Grade 8 Math



## How can I generate and export Individual Student Reports (ISR)?

To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student’s overall performance on their test plus a breakdown of performance by topic. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any AIRWays Reporting page.


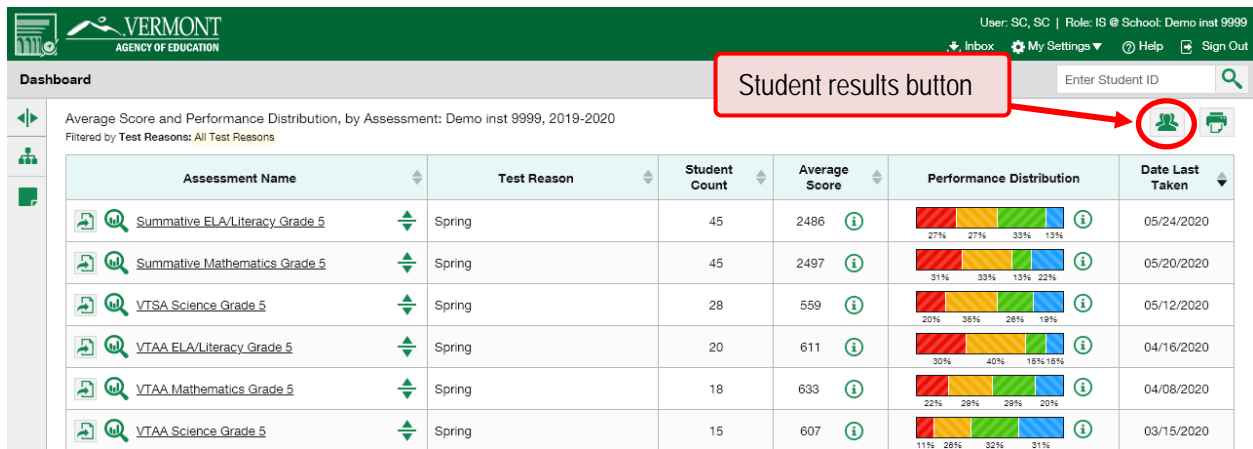
1. Click the student results button  in the upper-right corner of the page (see [Figure 40](#)).

Figure 36. Student Portfolio Report

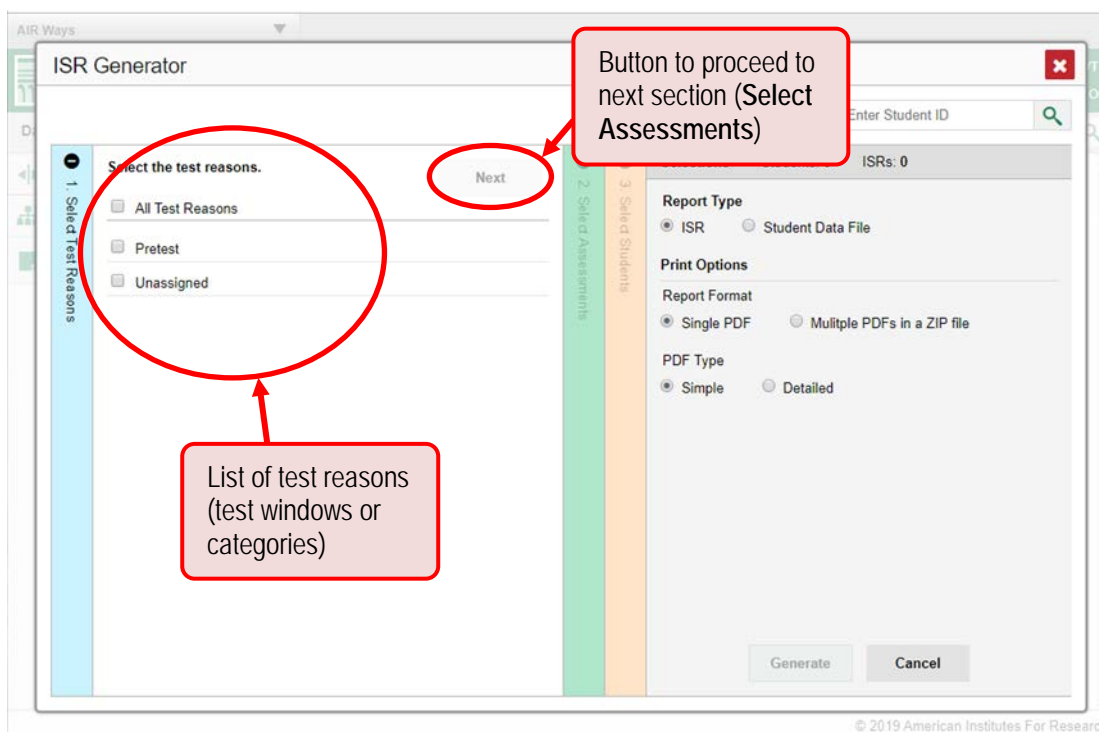


The **Student Results Generator** window opens ([Figure 41](#)).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

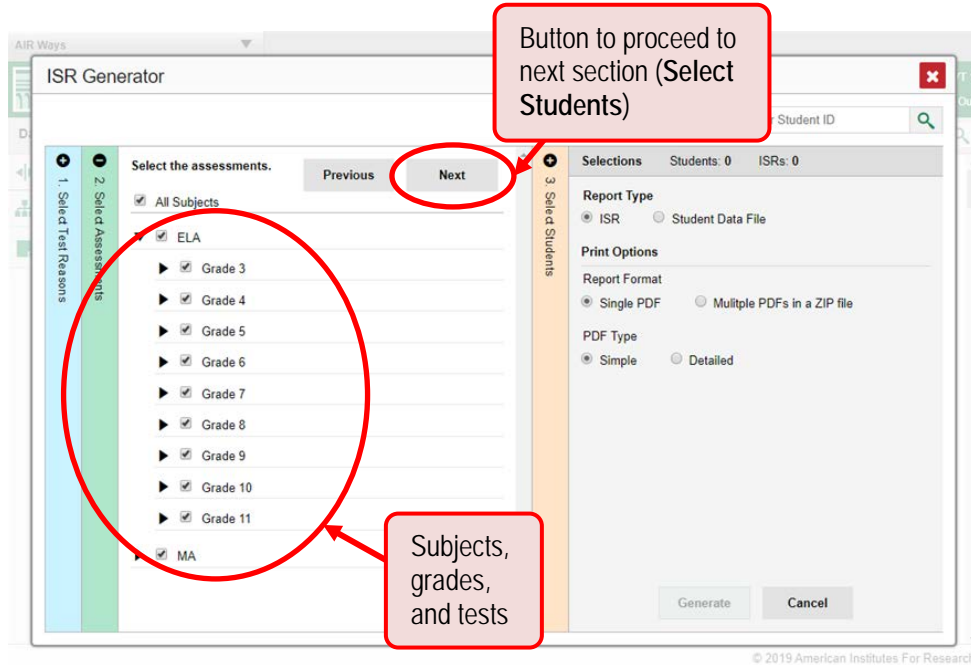
2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
  - a. In the **Select Test Reasons** section ([Figure 41](#)), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are either test windows or categories for tests.

Figure 37. Student Results Generator Window: Select Test Reasons Section



- b. The **Select Assessments** section (Figure 42) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

Figure 38. Student Results Generator Window: Select Assessments Section






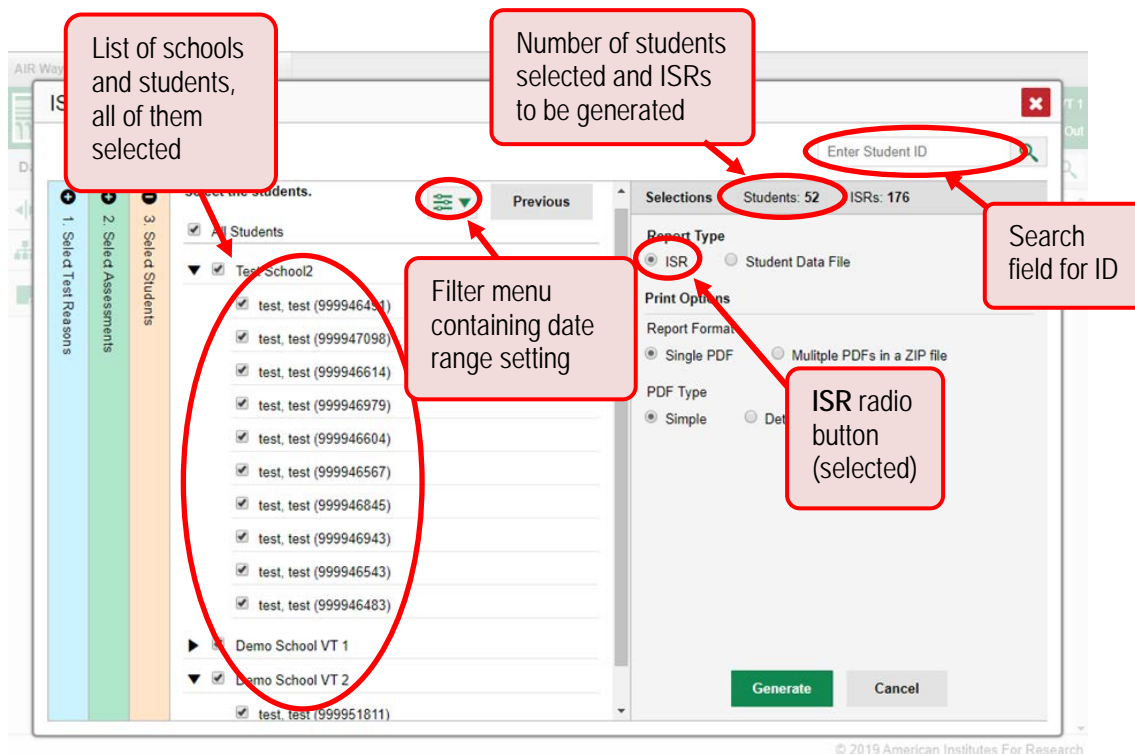
- c. The **Select Students** section (Figure 43) contains a list of rosters (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, rosters, and/or individual students you want to include in the ISRs.
  - Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
  - Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
  - To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 39. District-Level User View: Student Results Generator Window: Select Students Section



The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated (see Figure 43).


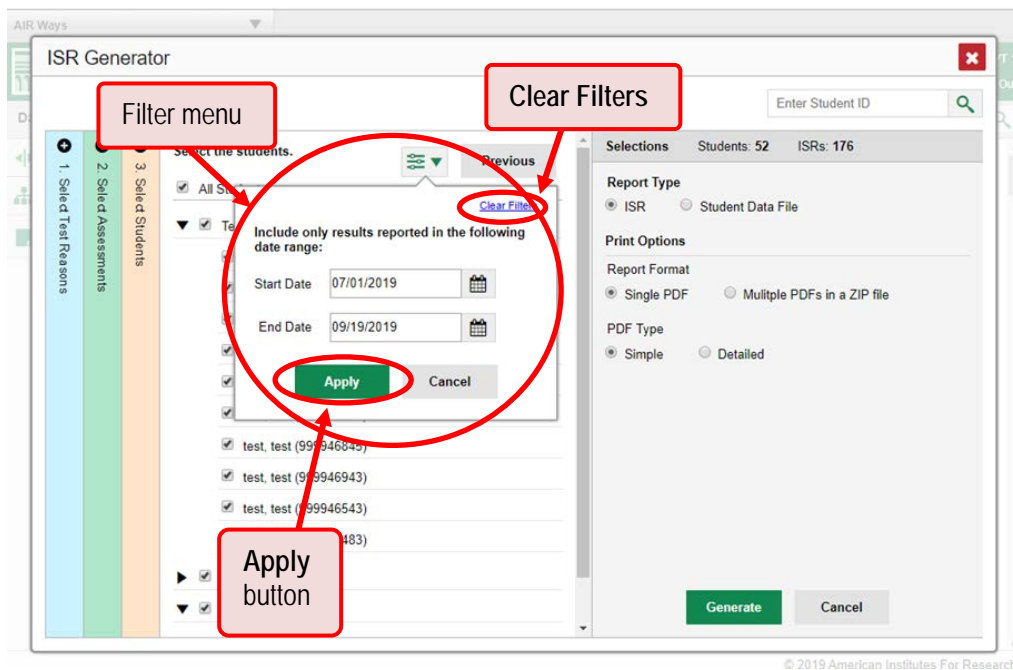
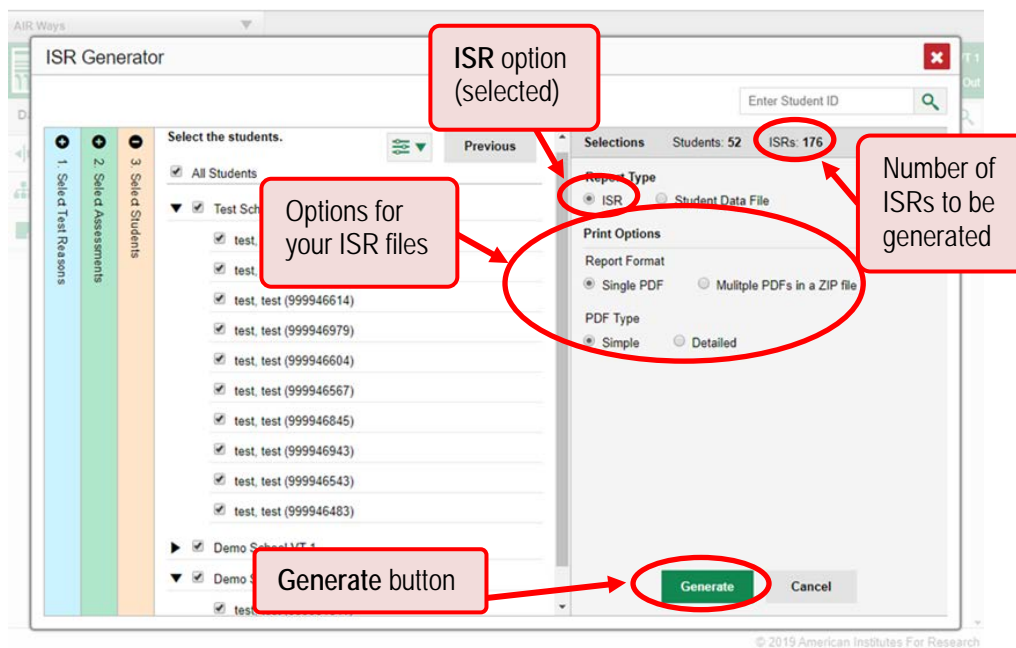
- d. *Optional:* To set a date range for which to generate results, use the filter menu as follows:
  - i. Click the filter menu button . The filter menu opens, displaying two date fields.
  - ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
  - iii. Click **Apply**.
  - iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 40. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



- From the two Report Type options in the panel on the right, select **ISR**. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see [Figure 45](#)).

Figure 41. District-Level User View: Student Results Generator Window: Select Students Section



- If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one.
- Under PDF Type, select either a simple or detailed PDF.
- Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

To view an example of an ISR PDF (containing sample data) in a new browser tab, click the name of a sample in the **Student Results Generator** window under the PDF Type options. Depending on the assessment, your ISR(s) may not include all the sections that appear in the sample.

Note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only the most recent test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers ① in reports, starting with the earliest.

## How to Generate and Export Student Data Files

This section discusses student data files, which are useful for analysis.

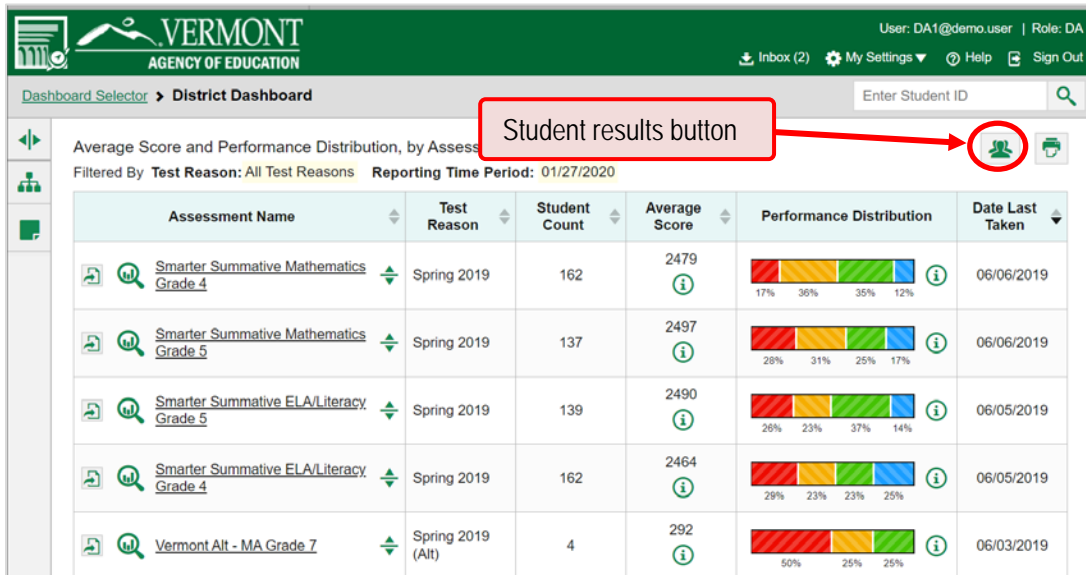
### How can I generate and export student data files?

To generate and export a student data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files.

You can generate student data files from almost any report page.

1. Click the student results button  in the upper-right corner of the page.

Figure 42. Student Portfolio Report

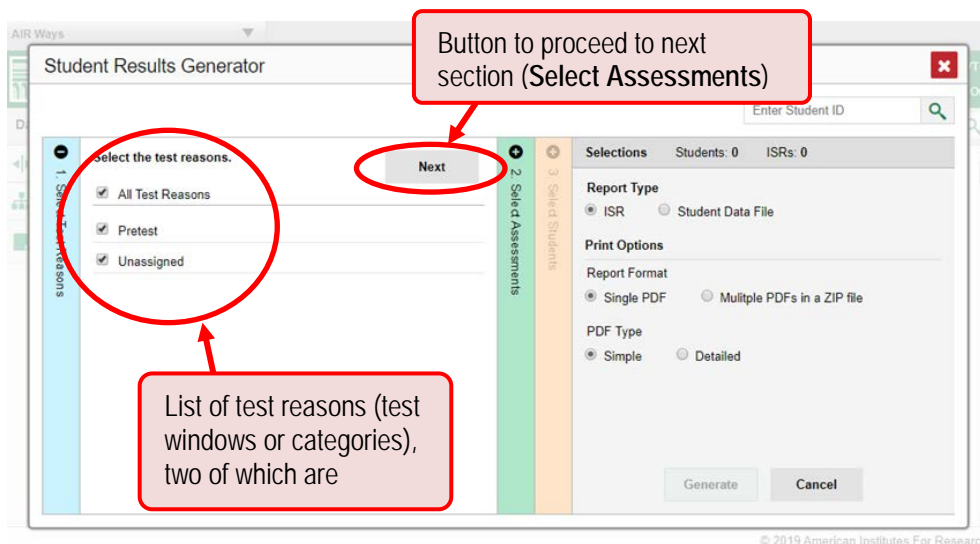


2. The **Student Results Generator** window opens (see [Figure 47](#)).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

3. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
  - a. In the **Select Test Reasons** section, mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests or, for summatives, simply test windows.

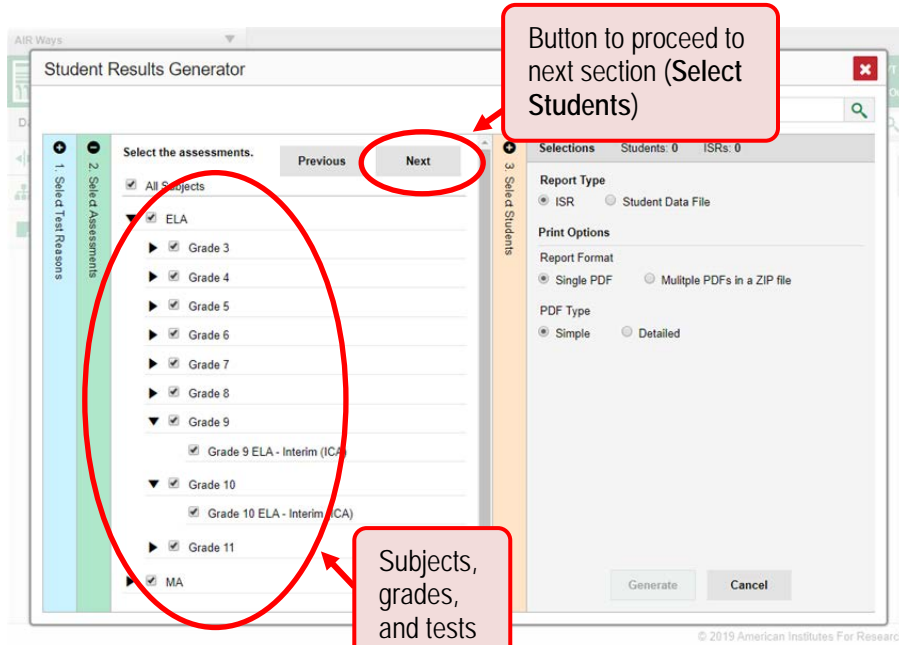
Figure 43. Student Results Generator Window: Select Test Reasons Section



The expandable sections to the right are now populated with only the tests and students available for your test reason selections.

- b. The **Select Assessments** section groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

Figure 44. Student Results Generator Window: Select Assessments Section




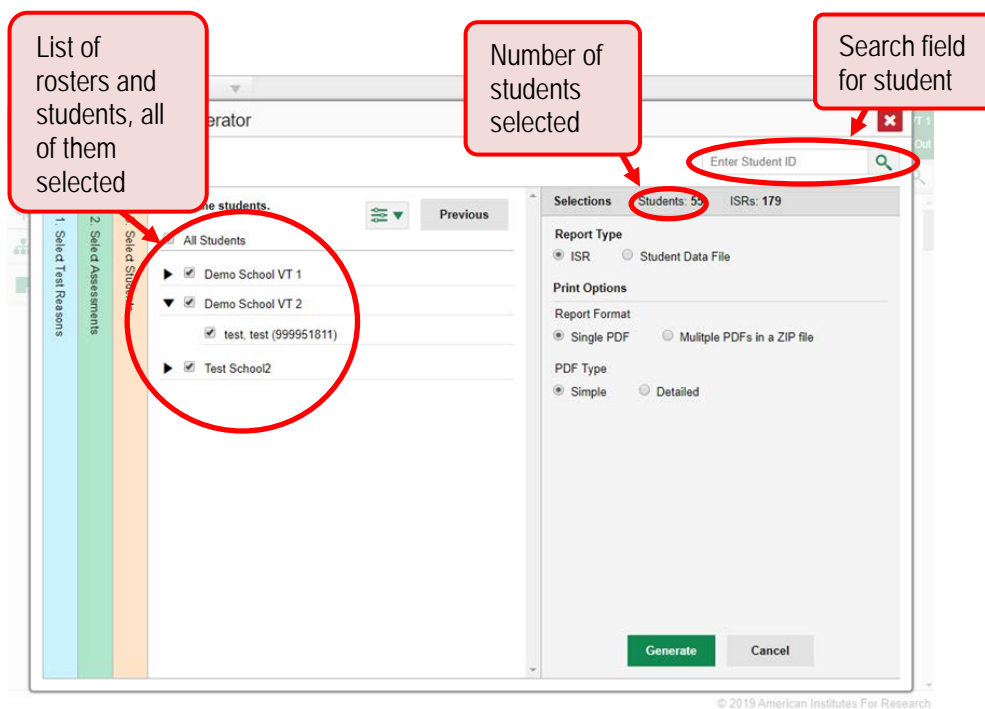

- c. The **Select Students** section contains a list of rosters (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.
  - Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
  - Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
  - To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 45. District Level User View: Student Results Generator Window: Select Students Section



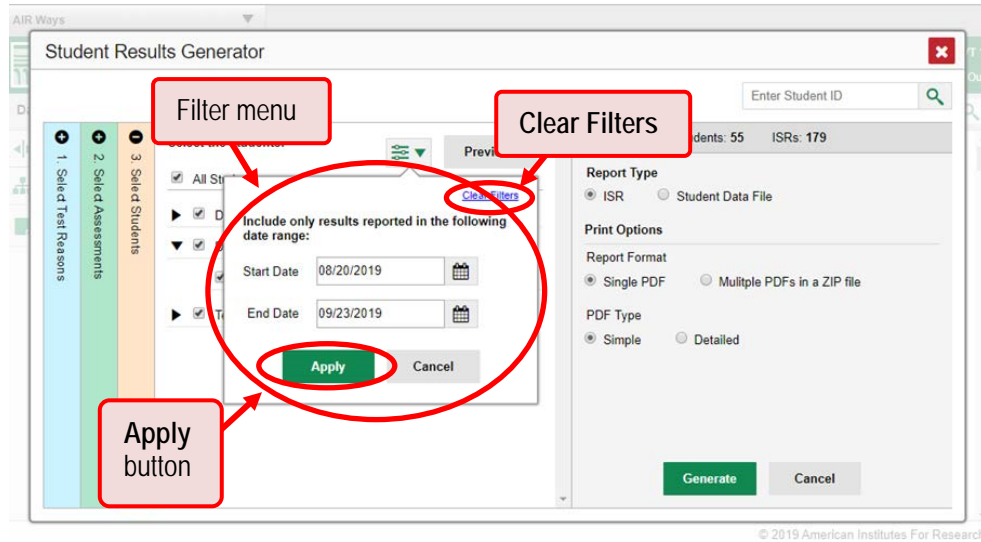
The *Selections* section displays a count indicating the total number of students for whom student data files will be generated.

- d. *Optional:* To set a date range for which to generate results, use the filter menu as follows:
  - i. Click the filter menu button . The filter menu opens, displaying two date fields ([Figure 50](#)).
  - ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.

iii. Click **Apply**.

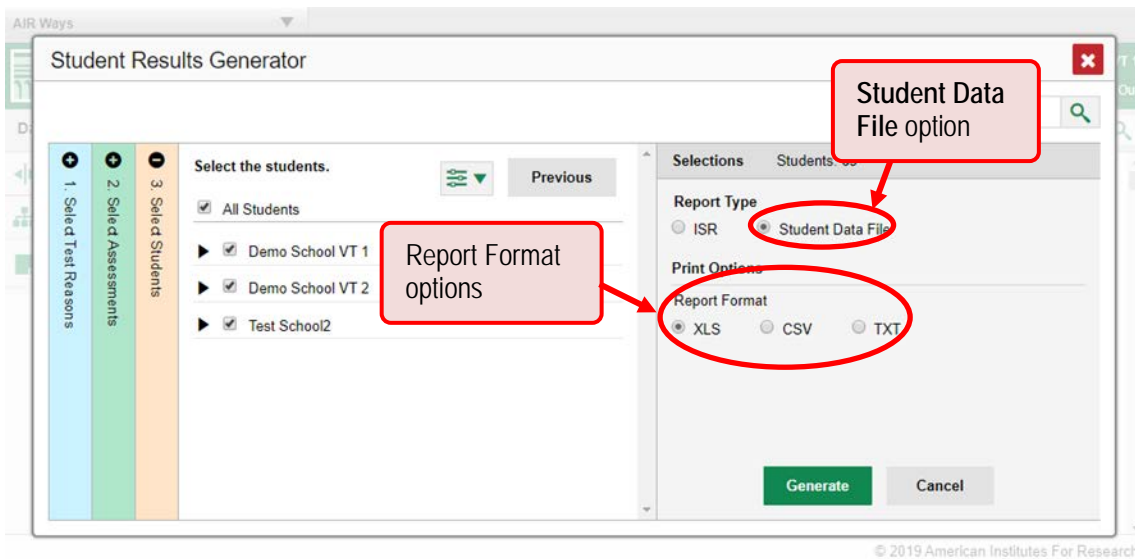
iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 46. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Opened



4. From the two Report Type options in the panel on the right, select **Student Data File**. More options appear below.

Figure 47. District-Level User View: Student Results Generator Window: Select Students Section



5. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).



- Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

Note that if a student took a test multiple times, the files will include each test opportunity.

## How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

On the dashboard and in the Student Portfolio Report, you can access performance data for your state, district, school, and/or total students.

How can I compare my students' performance on any tests with that of my state, district, and/or school?


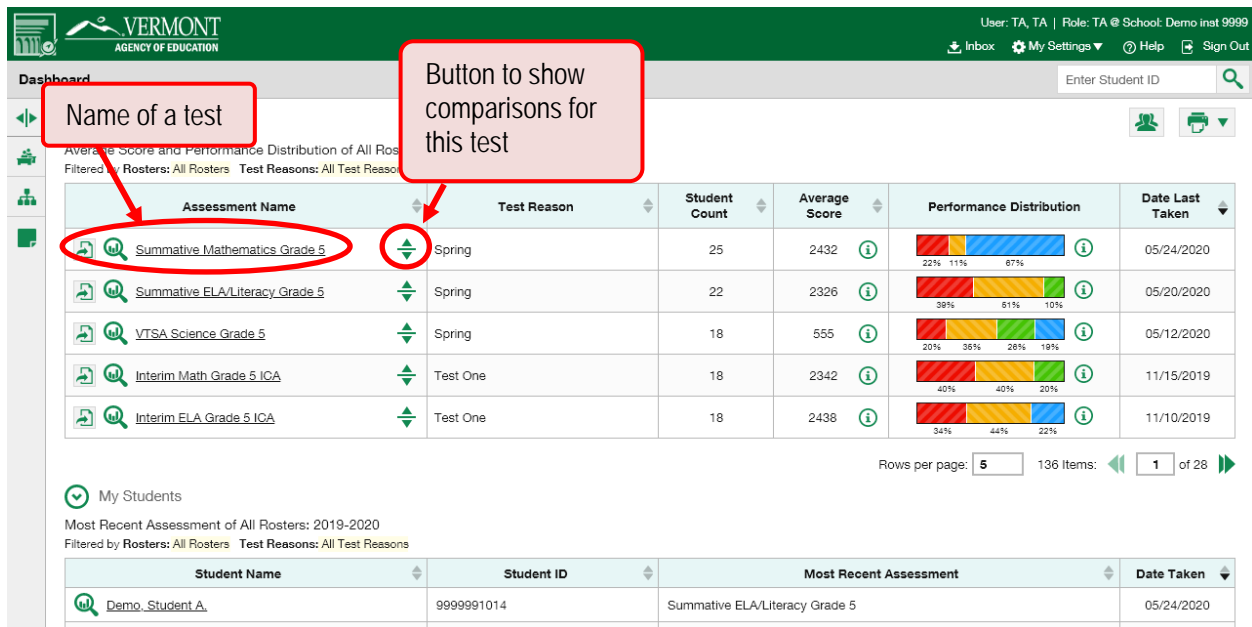
On the dashboard that appears when you log in, click  to the right of a test name.

Figure 48. Teacher View: Dashboard



The screenshot shows the 'Teacher View: Dashboard' interface. At the top, there is a header for 'VERMONT AGENCY OF EDUCATION' and user information: 'User: TA, TA | Role: TA @ School: Demo inst 9999'. Below the header, there is a search bar for 'Enter Student ID' and navigation icons. The main content area displays a table titled 'Average Score and Performance Distribution of All Rosters' with the following columns: Assessment Name, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. The first row is 'Summative Mathematics Grade 5' with a 'Spring' test reason, 25 students, and an average score of 2432. A red circle highlights the 'Summative Mathematics Grade 5' text, and another red circle highlights the comparison icon (two diamonds) to its right. Below the table, there is a 'My Students' section showing a table with columns for Student Name, Student ID, Most Recent Assessment, and Date Taken. The first row shows 'Demo\_Student A' with ID '9999991014' and 'Summative ELA/Literacy Grade 5' taken on '05/24/2020'.

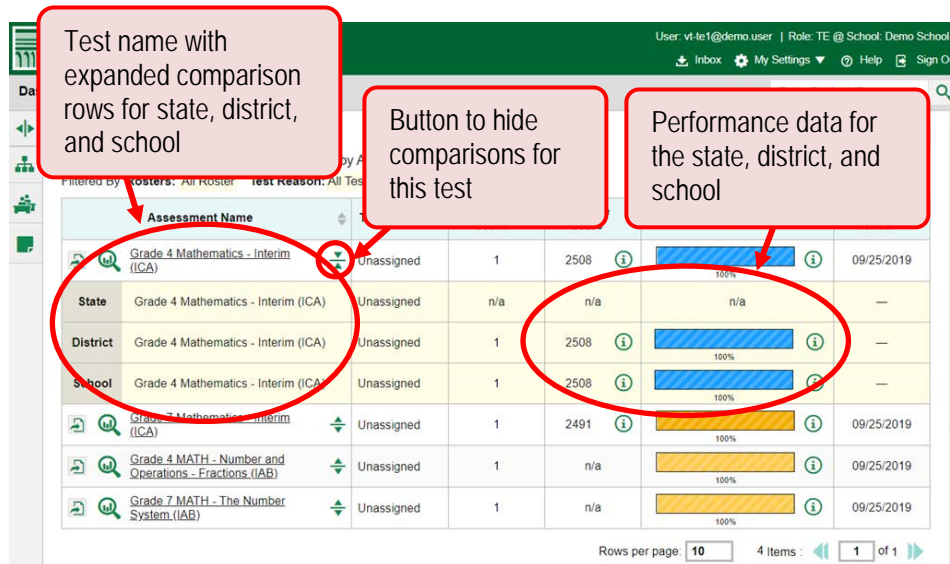
Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Summative Mathematics Grade 5	Spring	25	2432	22% 11% 87%	05/24/2020
Summative ELA/Literacy Grade 5	Spring	22	2326	38% 61% 10%	05/20/2020
VTSA Science Grade 5	Spring	18	555	20% 36% 26% 19%	05/12/2020
Interim Math Grade 5 ICA	Test One	18	2342	40% 40% 20%	11/15/2019
Interim ELA Grade 5 ICA	Test One	18	2438	34% 44% 22%	11/10/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_Student A	9999991014	Summative ELA/Literacy Grade 5	05/24/2020

Rows containing data for the state, district, and/or school appear below.


Figure 49. Teacher View: Dashboard with Expanded Comparison Rows



To hide the comparison rows, click  to the right of the test name.

**How can I compare a student's performance on any of their tests with that of my state, district, school, and/or total students?**

In the Student Portfolio Report, you can compare a student's performance on any test with that of your state, district, school, and/or total students. To do so, follow the instructions below:

1. Enter the student's SSID in the search field in the upper-right corner and click  (see [Figure 54](#)). The Student Portfolio Report appears.


Teachers can also access this report from the dashboard by going to the My Students table at the bottom of the page and clicking a student's name (or  beside it).

Figure 50. Teacher View: Dashboard

The screenshot shows the 'My Assessments' section of the dashboard. It contains a table with the following data:

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Summative Mathematics Grade 5	Spring	25	2432	22% 11% 87%	05/24/2020
Summative ELA/Literacy Grade 5	Spring	22	2326	38% 61% 10%	05/20/2020
VTSA Science Grade 5	Spring	18	555	20% 38% 26% 19%	05/12/2020
Interim Math Grade 5 ICA	Test One	18	2342	40% 40% 20%	11/15/2019
Interim ELA Grade 5 ICA	Test One	18	2438	34% 44% 22%	11/10/2019

Below this table is the 'My Students' section, which includes a table with the following data:

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_Student_A	9999991014	Summative ELA/Literacy Grade 5	05/24/2020
Demo_Student_B	99999911001	Summative ELA/Literacy Grade 5	05/24/2020

Red callouts in the image point to the 'Enter Student ID' search field at the top right and the 'Demo\_Student\_A' entry in the 'My Students' table.

2. Click to the right of a test name.

Figure 51. Student Portfolio Report

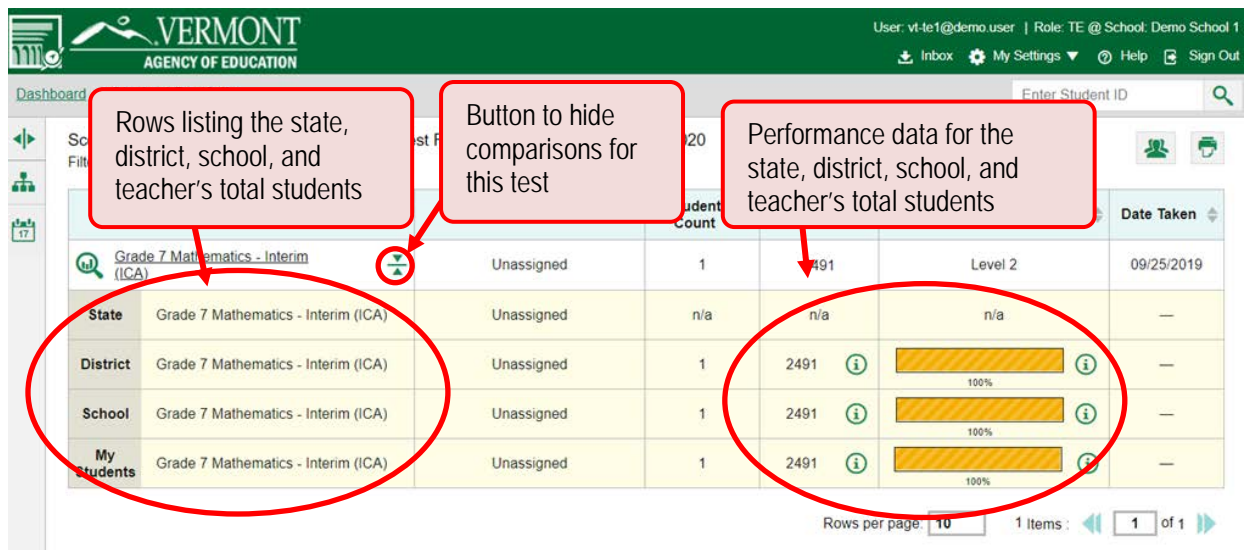
The screenshot shows the 'Student Portfolio' report for a specific student. It features a table with the following data:

Assessment Name	Test Reason	Student Count	Score	Performance	Date Taken
Grade 7 Mathematics - Interim (ICA)	Unassigned	1	2491	Level 2	09/25/2019

Red callouts in the image point to the 'Grade 7 Mathematics - Interim (ICA)' assessment name and the dropdown arrow icon to its right.

Rows containing data for your state, district, school, and/or total students appear below.

Figure 52. Teacher View: Student Portfolio Report with Expanded Comparison Rows



To hide the comparison rows, click  to the right of the test name.

## How to Set Up Your Reports for Summatives and Interims So They Make Sense

You can set up your reports so it's easier to access the data that are most important to you. For example, if you're a teacher, you may want to hide certain tests in subjects you don't teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: filtering to show only the tests you're interested in; filtering to show only the classes (rosters) you're interested in; and viewing data from a previous point in time.

### For Teachers: How to Set Preferences for Tests to Display

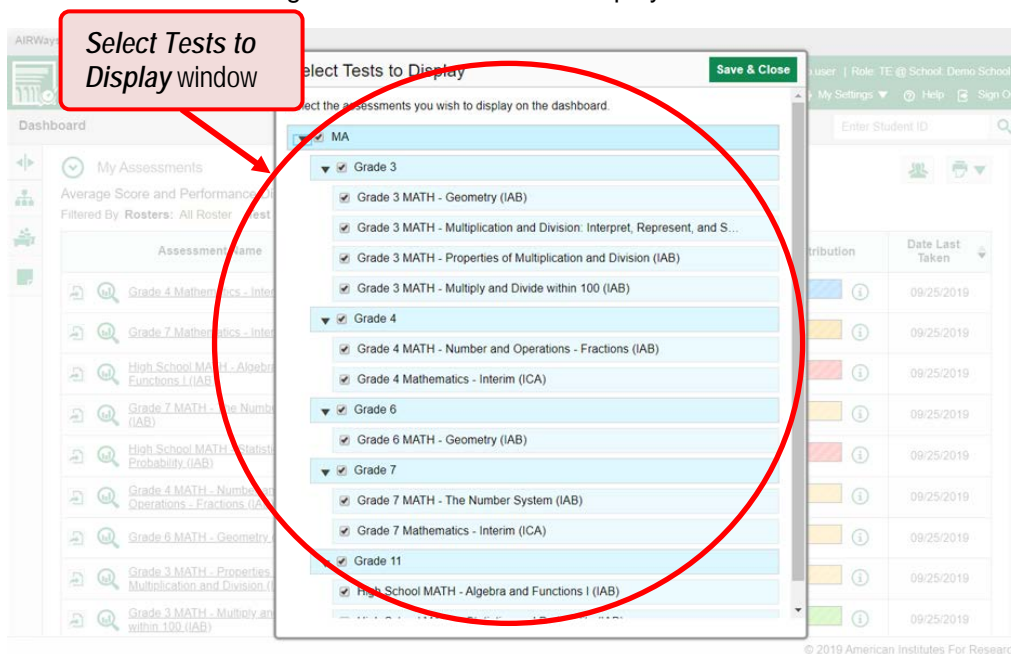
If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math scores. By default, the data for those math assessments appear in your reports, but you can exclude them.

Once you've set your persistent test preferences, higher-level users will have the option of using them too. That means that when you've excluded certain test results from your preferences, they will not see any rosters belonging to you in those test results.

#### How can I set preferences for tests to display?

1. Open the **My Settings** menu and choose **Select Tests to Display**. A window appears (see [Figure 57](#)), showing tests organized hierarchically by subject, grade, and assessment name.

Figure 53. Select Tests to Display Window



2. Select the checkboxes beside the tests or groups of tests you want to display.
3. Click **Save & Close** at the upper-right corner of the window.

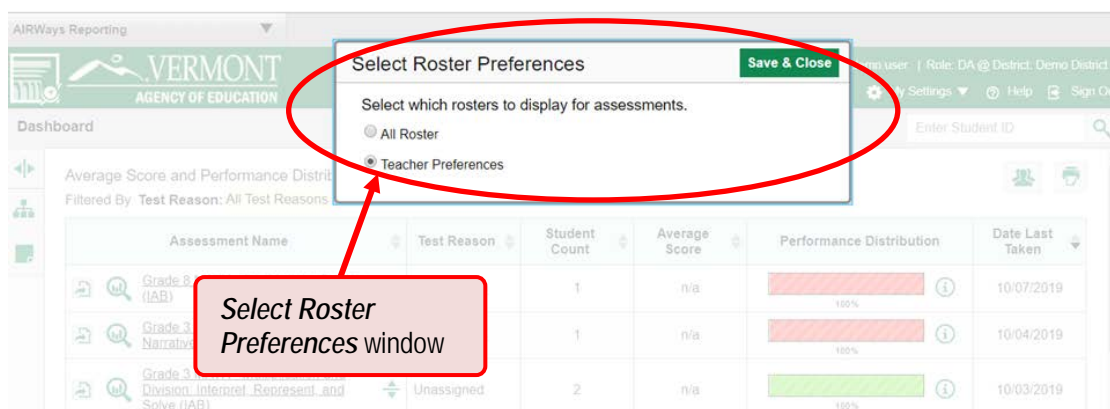
## For School- and District-Level Users: How to Set Preferences for Rosters to Display

School- and district-level users can also narrow down their data based on roster. To do so, update your preferences to specify which classes appear in your reports.

### How can I set preferences for classes (rosters) to display?

1. From the **My Settings** drop-down list in the banner, select **Select Roster Preferences**. The **Select Roster Preferences** window appears.

Figure 54. Select Roster Preferences Window



2. Mark one of these two options:

- **All Rosters:** This is the default option. When this option is selected, all data for all rosters appear in all your reports.
- **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment. This option can be useful when you want to exclude classes a teacher didn't teach.

For example, suppose Teacher A and Teacher B are both associated with a student who took a Grade 7 ELA assessment. Teacher A is a math teacher, so they updated their test preferences to exclude all ELA assessments. If you are a school-level user and you update your roster preferences to Teacher Preferences, you will see data for Teacher B in the test results for your school for Grade 7 ELA, but you will not see data for Teacher A's classes in this report.

3. Click **Save & Close** at the upper-right corner of the window.

## How to Filter Tests to Display

### How can I filter reports by test?

You can temporarily filter which tests you want to see in your reports. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math scores. By default, the data for those math assessments appear in your reports, but you can exclude them.



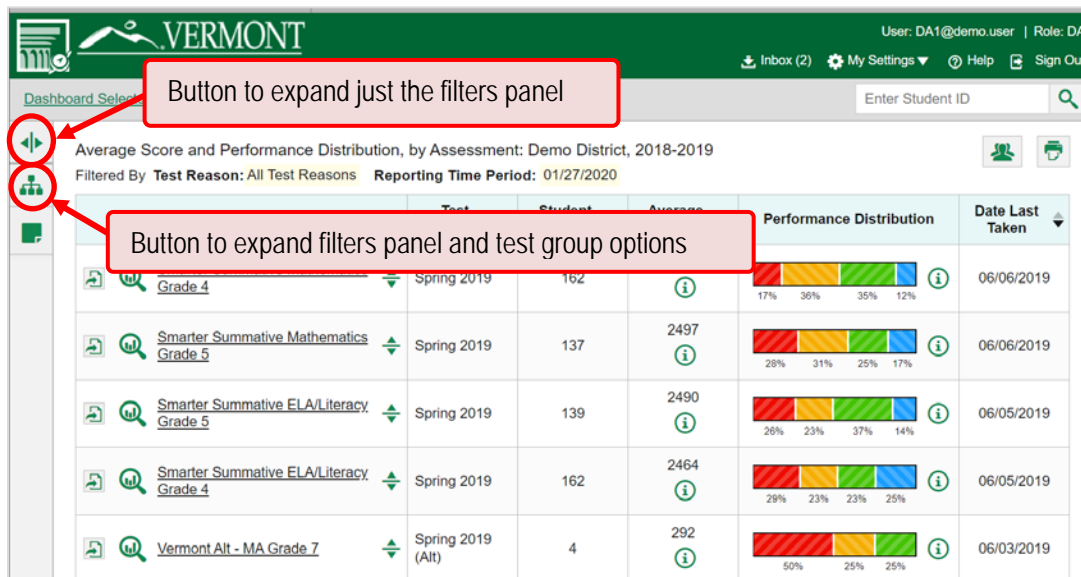
1. On the left side of the dashboard, click either the expand button  or the test group button . The filter panel expands.

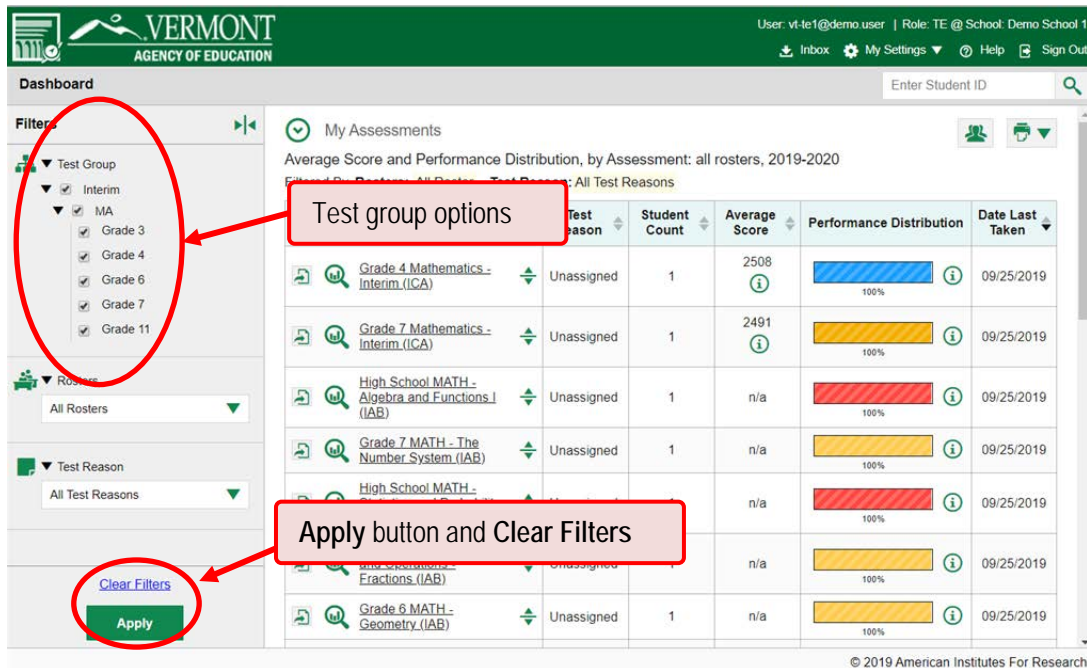
Figure 55. District-Level View: Dashboard



2. Mark as many selections as you like in the **Test Group** section of the filters panel. Tests are organized by test type, subject, and grade.

Figure 56. Teacher View: Dashboard with Filters Panel Expanded





3. Click **Apply**. The dashboard updates to show only data for those tests.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

## For Teachers: How to Filter Rosters to Display

Rosters usually represent classes, but can represent any group that’s meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. On the dashboard, teachers can filter by roster.

### How can I filter reports by roster?

When you filter, you eliminate students not in the selected class from the data you’re viewing.

Filtering by roster makes it easy to focus on a particular class’s performance. And by switching filters, you can easily compare it with another class. If you don’t filter by roster, the reports default to showing data for all classes. You may find data for a single class easier to understand.





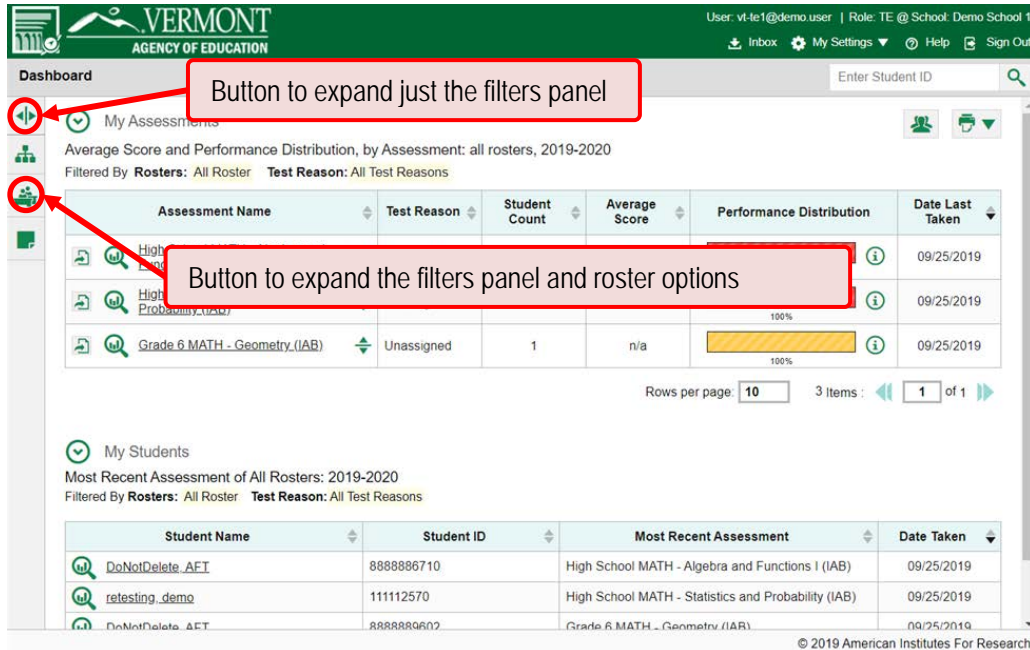
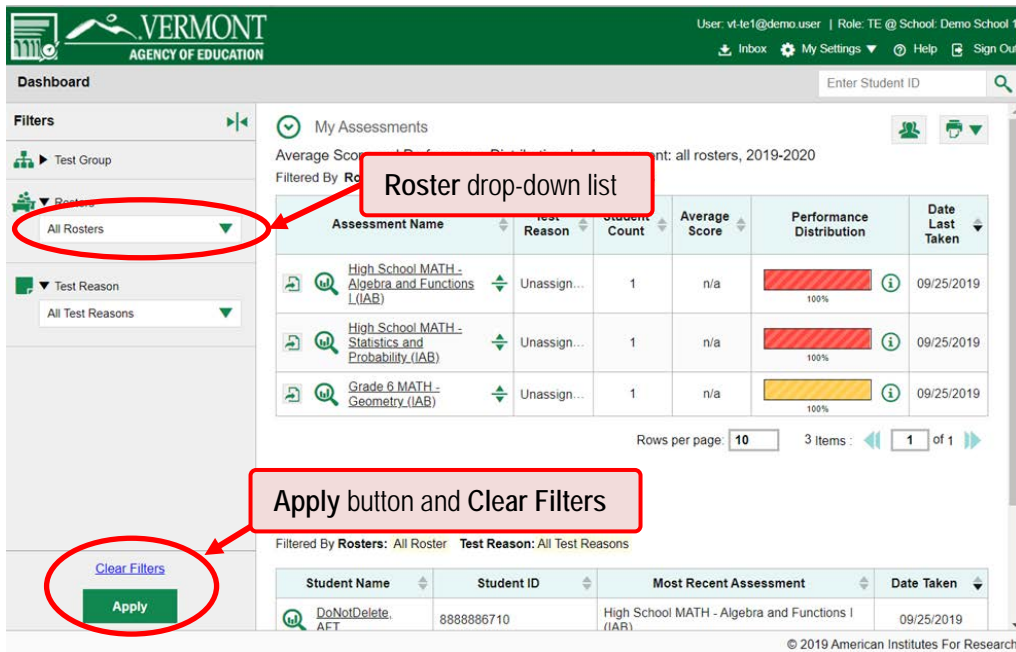
1. On the left side of the page, click either the expand button  or the roster button . The filter panel expands.

Figure 57. Teacher View: Dashboard



2. Make a selection from the drop-down list in the **Rosters** section.

Figure 58. Teacher View: Dashboard with Filters Panel Expanded



3. Click **Apply**. The affected report updates to show only data for that roster.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header shows the rosters you’re viewing.

Figure 59. Teacher View: Dashboard Filtered by All Rosters

The screenshot shows the AIRWays Reporting dashboard for a user named TA. The dashboard is filtered to show data for all rosters. The main section, 'My Assessments', displays a table of assessment results. The filter details below the table header are 'Rosters: All Rosters' and 'Test Reasons: All Test Reasons'. The 'My Students' section also shows filter details 'Rosters: All Rosters' and 'Test Reasons: All Test Reasons'. A callout box points to these filter details, stating: 'Filter details specifying that the tables are filtered to show all rosters'.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Summative Mathematics Grade 5	Spring	25	2432	22% 11% 87%	05/24/2020
Summative ELA/Literacy Grade 5		22	2326	38% 51% 10%	05/20/2020
VTSA Science Grade 5		18	555	20% 35% 28% 18%	05/12/2020
Interim Math Grade 5 ICA		18	2342	40% 40% 20%	11/15/2019
Interim ELA Grade 5 ICA		18	2438	34% 44% 22%	11/10/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo Student A	9999991014	Summative ELA/Literacy Grade 5	05/24/2020

## How to View Data from a Previous Point in Time

You can select a reporting date to view test results from a previous point in time.

When you set the reporting date to a date in the past, the reports show data for the students who were associated with you *as of that date*, including their enrollment information, demographic information, and completed test opportunities as of that date.

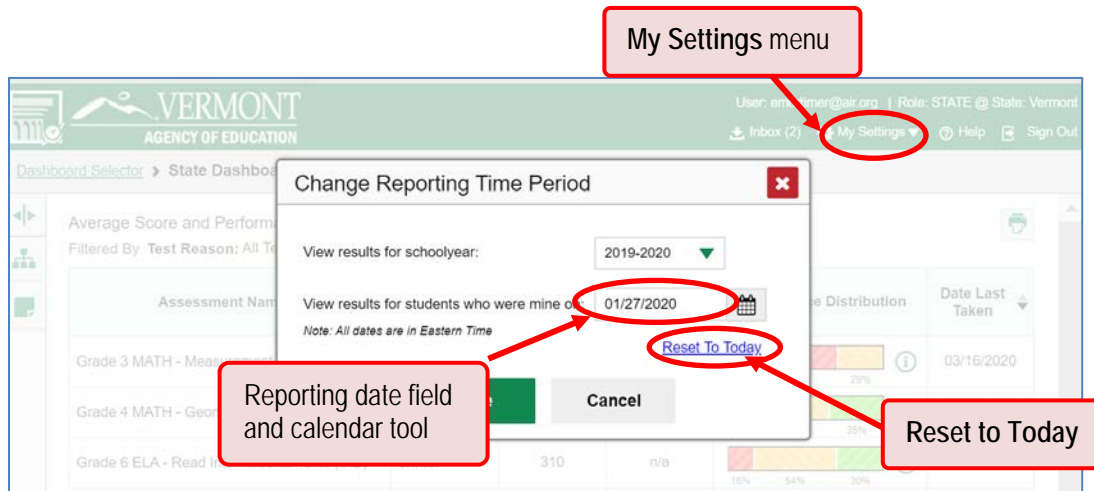
If you don’t select a reporting date, or if you reset it to the default, all the reports show test opportunities only for the current school year (except for the Longitudinal Report and the Student Portfolio Report, which always retain the ability to show multiple years), with current student data.

You may find that switching between past data and more recent data is useful for comparing performance over time. For example, you may want to compare a previous school year with the current one. Or, if you’re a district- or school-level user, you may want to compare students’ performance in their current classes with their performance in previous ones.

## How can I view data from a previous point in time?

1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period**. The **Reporting Time Period** window appears (see [Figure 65](#)).

Figure 60. Reporting Time Period Window

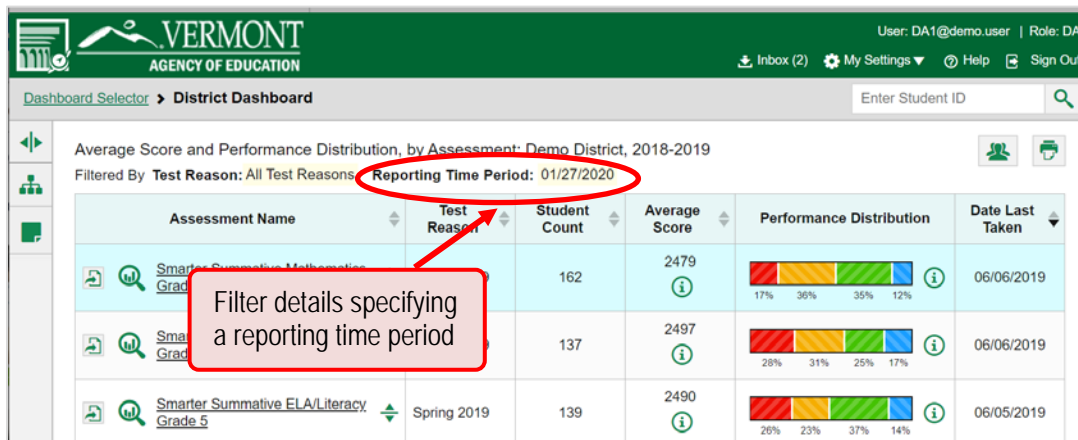


2. Use the calendar tool in the *View results for students who were mine on* field to select a date, or enter it in the format mm/dd/yyyy.

In some cases, a drop-down list of school years appears. Select the year you want to view data for.

3. Click **Save**. All reports are now filtered to show data as of that date. The row of filter details under the header of each report shows the reporting date. All other filters are cleared.

Figure 61. Row of Filter Details



4. *Optional:* To go back to viewing the current data, open the **Reporting Date** window again, click **Reset to Today** in the upper-right corner, then click **Save**. The date resets and all filters are cleared. The reporting date also resets when you log out, but persists when you switch user roles.

# How to Export and Print Data on Summatives

You can export or print any report you see in the AIRWays Reporting System. Some can be exported directly from the dashboard. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing.

## How can I export or print a report I'm viewing?


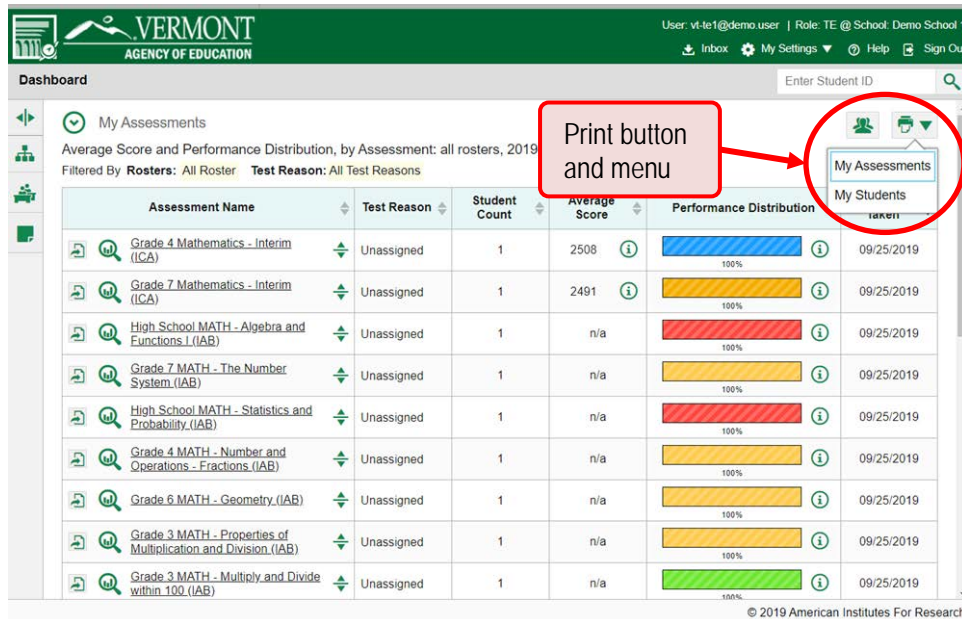
1. Click the print button  in the upper-right corner of the report.
  - If there are multiple report tables on the page, select the table you wish to print from the menu that appears (see [Figure 67](#)).

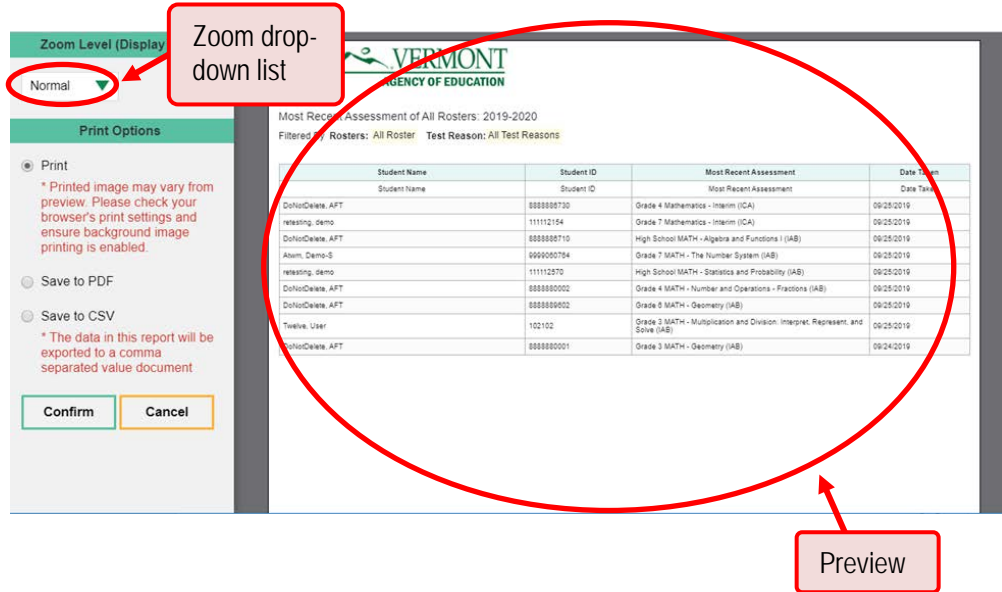
Figure 62. Teacher View: Dashboard with Expanded Print Menu



A print preview page opens (see [Figure 68](#)).

- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 63. Print Preview Page



2. Do one of the following under the *Print Options* section:

- To print the report, select the **Print** radio button.
- To download a PDF version of the report, select **Save to PDF**. Then select an option from the **Page Layout** drop-down list that appears.
- To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

3. Click **Confirm**.

If you saved the report as a PDF or CSV, the *Inbox* window appears, displaying the generated report. CSV reports may be zipped.

## How can I export an assessment report directly from the dashboard?


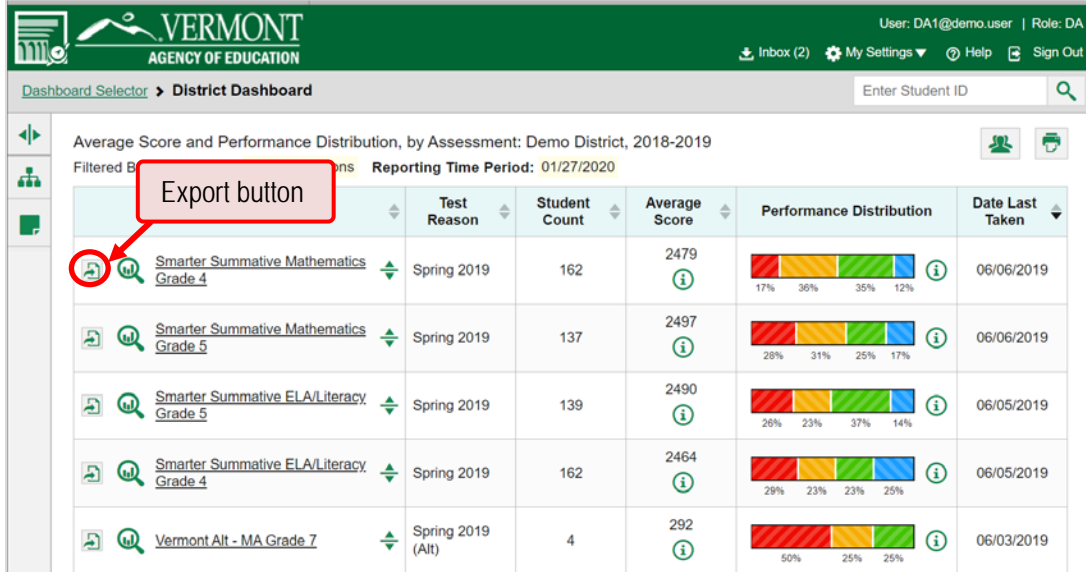










1. Click the export button  to the left of the assessment whose report you wish to export.

Figure 64. District-Level User View: Dashboard



The screenshot shows the Vermont Agency of Education dashboard. At the top, it says 'VERMONT AGENCY OF EDUCATION' and 'User: DA1@demo.user | Role: DA'. Below that, there's a search bar for 'Enter Student ID'. The main content area is titled 'Average Score and Performance Distribution, by Assessment: Demo District, 2018-2019'. It shows a table with columns for 'Test Reason', 'Student Count', 'Average Score', 'Performance Distribution', and 'Date Last Taken'. A red box highlights the 'Export button' icon in the first row of the table.

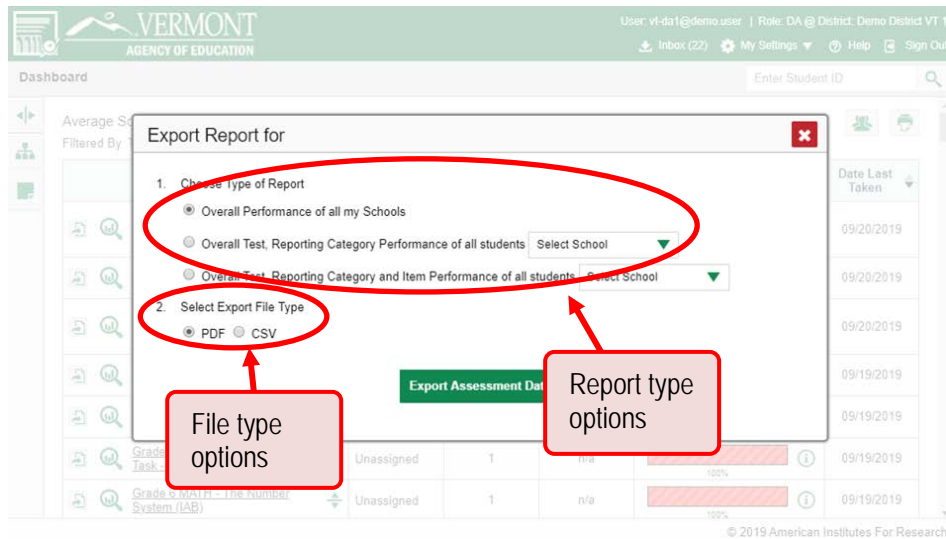
	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
  Smarter Summative Mathematics Grade 4	Spring 2019	162	2479	17% 36% 35% 12%	06/06/2019
  Smarter Summative Mathematics Grade 5	Spring 2019	137	2497	28% 31% 25% 17%	06/06/2019
  Smarter Summative ELA/Literacy Grade 5	Spring 2019	139	2490	26% 23% 37% 14%	06/05/2019
  Smarter Summative ELA/Literacy Grade 4	Spring 2019	162	2464	29% 23% 23% 25%	06/05/2019
  Vermont Alt - MA Grade 7	Spring 2019 (Alt)	4	292	50% 25% 25%	06/03/2019

The **Export Report** window opens. The options in this window vary according to your user role.

2. Select which report to export for the assessment.
  - **District-level users:**
    - To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button. (This is the District Performance on Test report.)
    - To export the school test results, mark the **Overall Test, Reporting Category Performance of all Students for [School Name]** radio button, then select a school from the drop-down list. (This is the School Performance on Test report.)

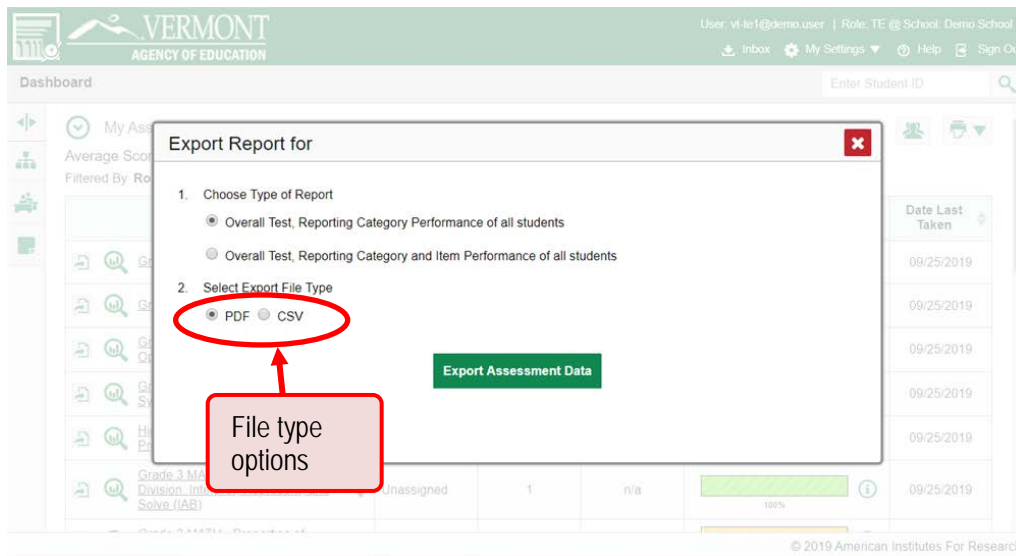


Figure 65. District-Level User View: Export Report Window



- **School-level users and teachers:** Mark the **Overall Test, Reporting Category Performance of all students** radio button. (This is either the My Students’ Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 66. Teacher View: Export Report Window



3. Do either of the following:

- To export the report in PDF format, mark the **PDF** radio button.
- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

4. Click **Export Assessment Data**. A confirmation window appears.

5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download. The file lists results by student, unless you selected **Overall Performance of all my Schools**, in which case it lists results by school.



## More About How to Use Interim Reports

This section explains some AIRWays Reporting System features and functions that are specific to interim and benchmark assessment reports. These features cannot be used with summative assessment reports.

### How to Access Item-Level Data on Interims

Unlike summatives, interim and benchmark assessments contain non-secure, non-public items. Reports for specific interim and benchmark tests include the following:

- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

Test results for adaptive assessments include item-level data only on the individual student level.

#### How can I view item scores?

To expand sections containing item data, such as the **Total Items** section, click the vertical section bars.

Figure 67. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

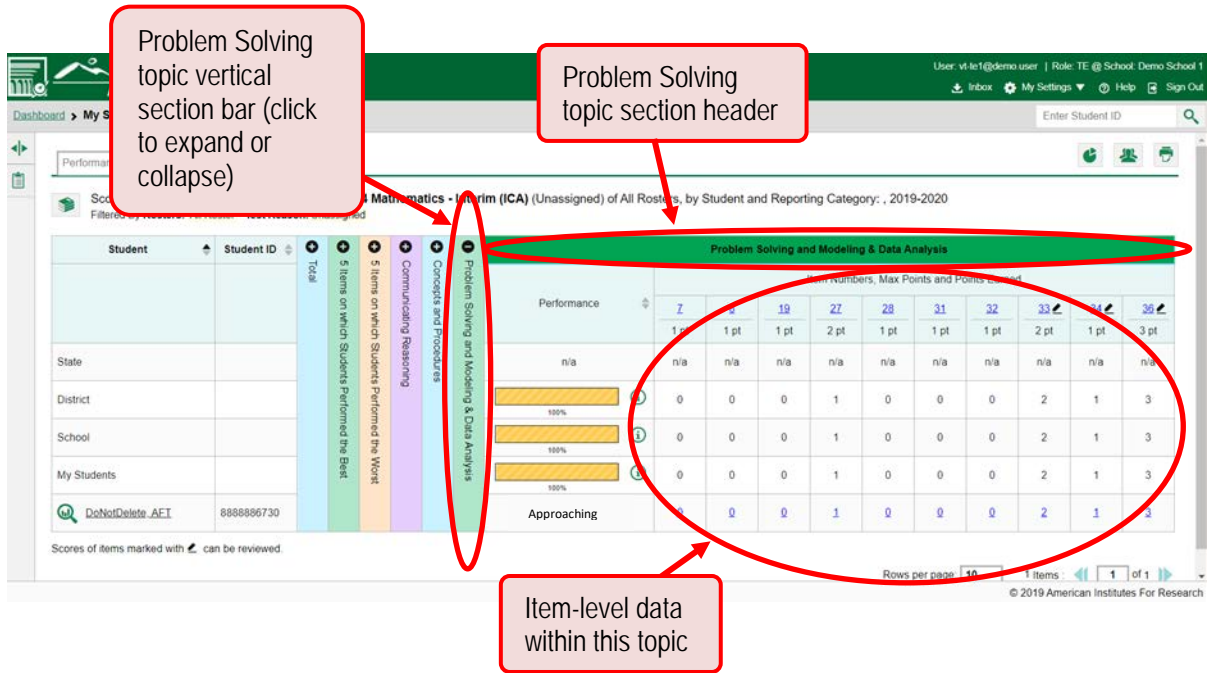
The screenshot displays the 'Performance by Student' tab for a 'Grade 7 ELA - Write and Revise Narratives (IAB)' test. The 'Total Items' section is expanded, showing a table of item-level data. The table has columns for item numbers (1-7) and points earned. The 'Total Items' section bar is highlighted in purple, and the item-level data table is highlighted in blue.

Student	Student ID	Total	5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Total Items	Item Numbers, Max Points and Points Earned						
						1	2	3	4	5	6	7
State						1 pt	1 pt	1 pt	1 pt	2 pt	1 pt	1 pt
District						n/a	n/a	n/a	n/a	n/a	n/a	n/a
School						0	0	0	0	1	0	0
test_test	999941640					0	0	0	0	1	0	n/a
test_test	999941664					0	0	0	0	1	0	0

How can I view item scores within a particular topic?

Look in the topic sections. You can click the vertical section bars to expand them, just like the **Total Items** section.

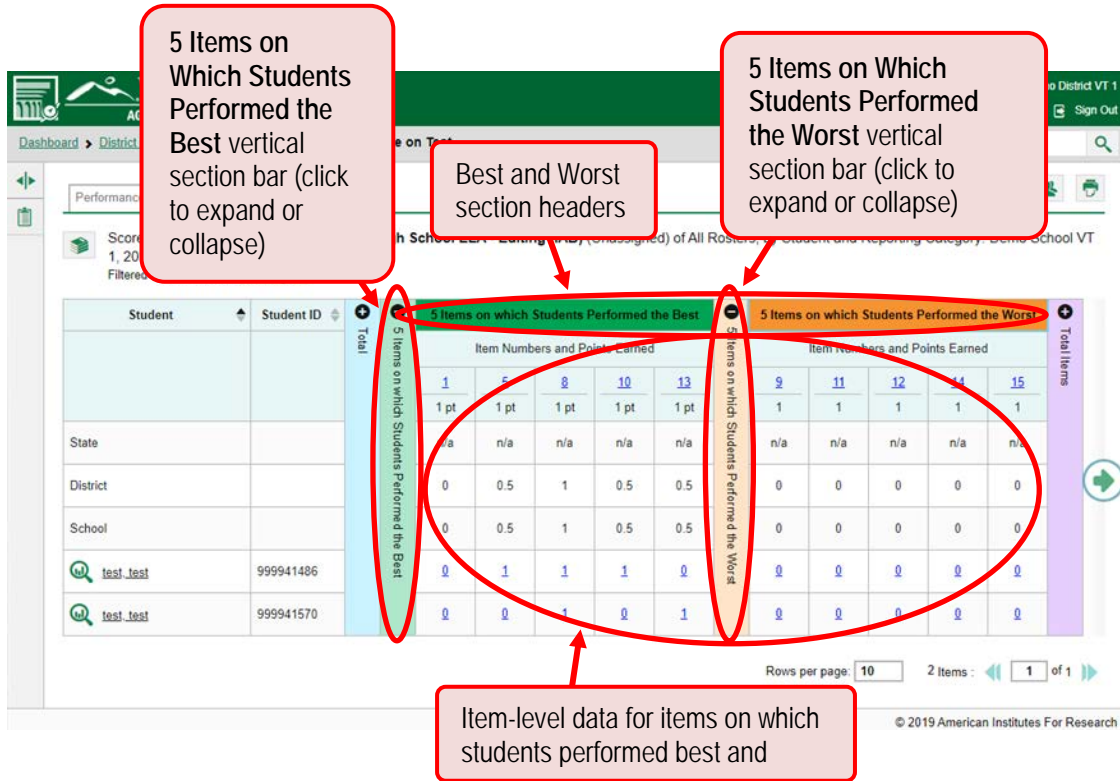
Figure 68. My Students' Performance on Test Report: Performance by Student Tab with Topic Section Expanded



How can I find out which items students performed on the best or struggled with the most?

Look in the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst**. You can click the vertical section bars to expand them, just like other sections.

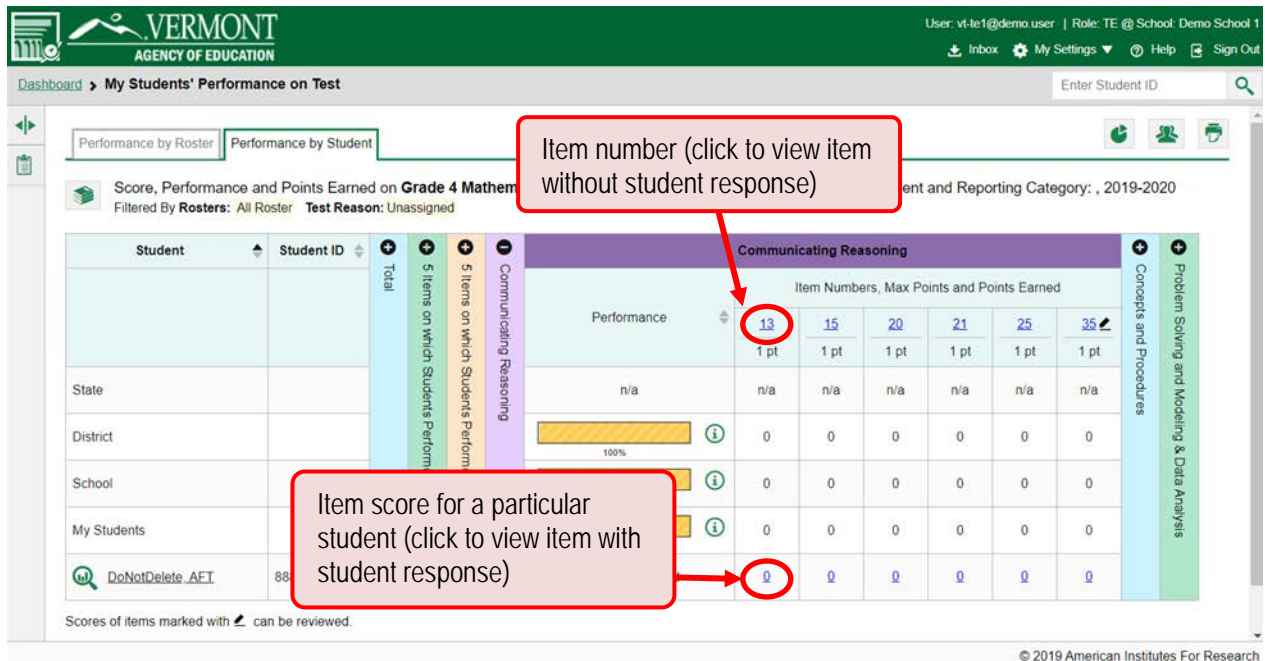
Figure 69. My Students' Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections



## How can I view an item?

You can view the actual items themselves, along with student responses to those items.

Figure 70. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

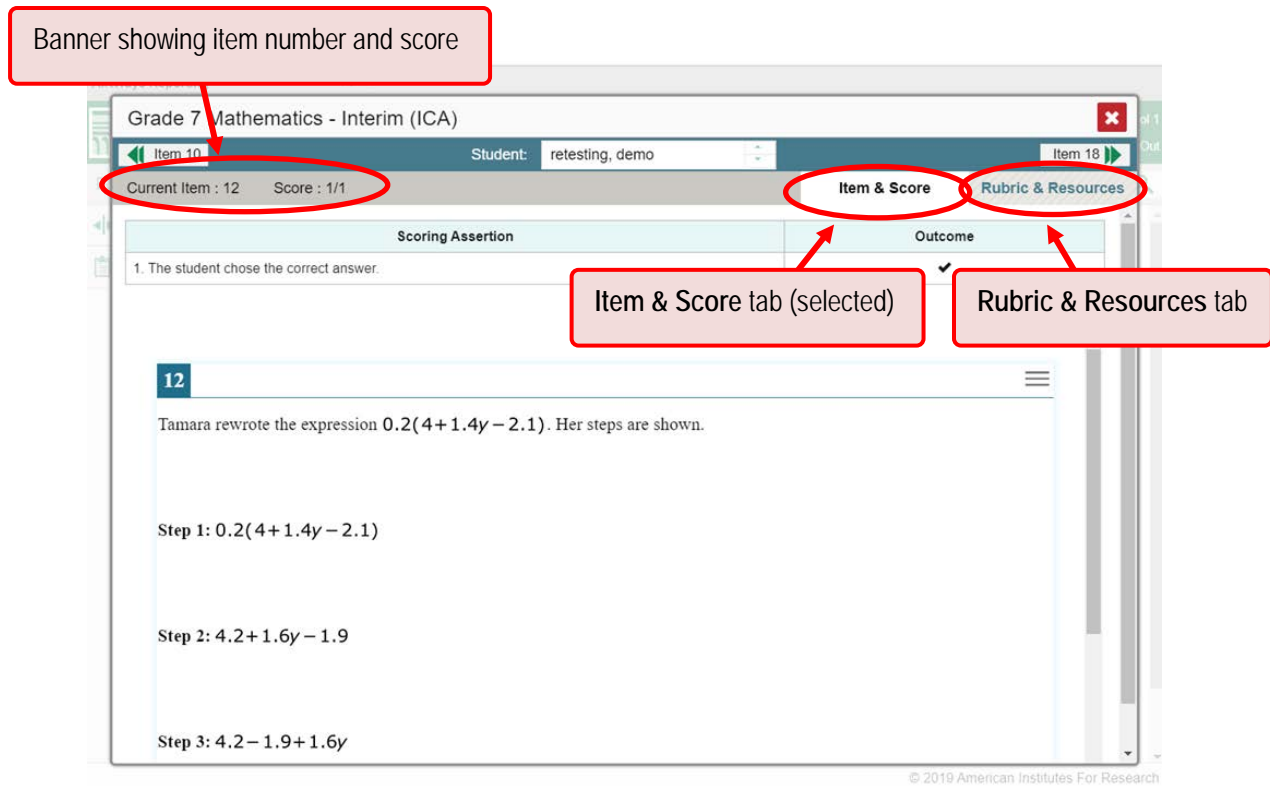


Do either of the following:

- To view the item in a blank state, click the item number in the first row of the report table.
- To view the student's response to the item, find that student's name in the Student column on the left. Then click the score the student obtained on that item.

The **Item View** window appears. It contains an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item's number, score (when the item includes the student's response), and confidence level (when a machine-suggested score has a low confidence level). The **Item & Score** tab shows the item, and the example shown in [Figure 76](#) includes a particular student's response.

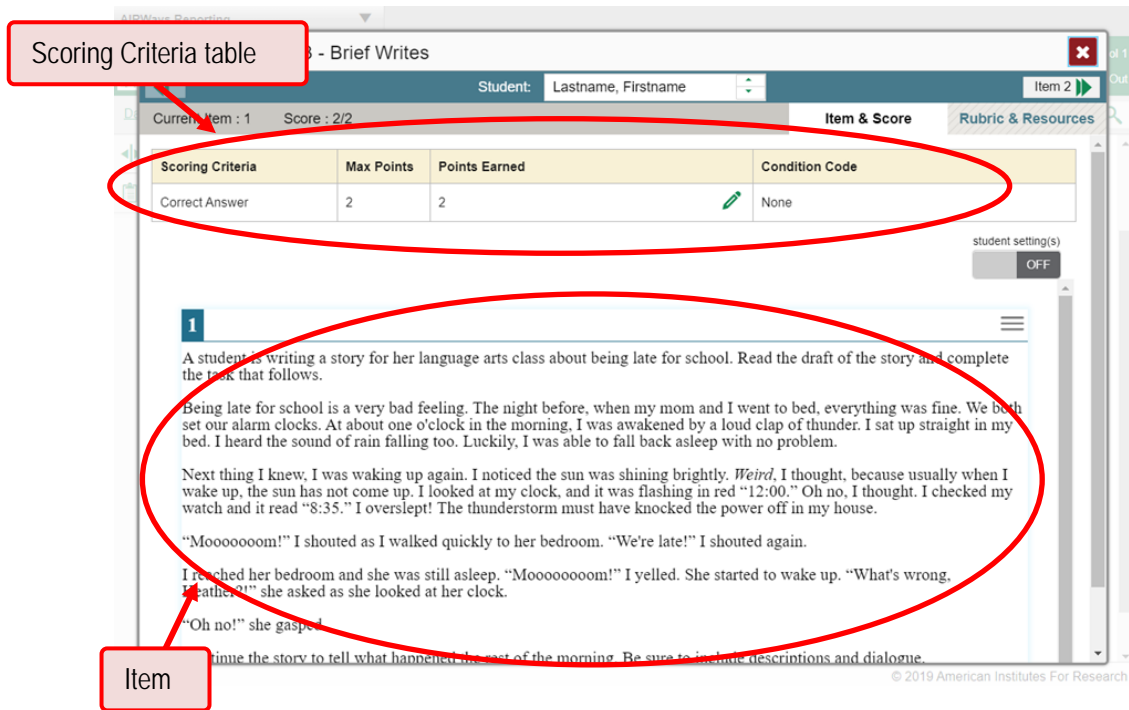
Figure 71. Item View Window: Item & Score Tab with Student Response



The **Item & Score** tab may include the following sections.

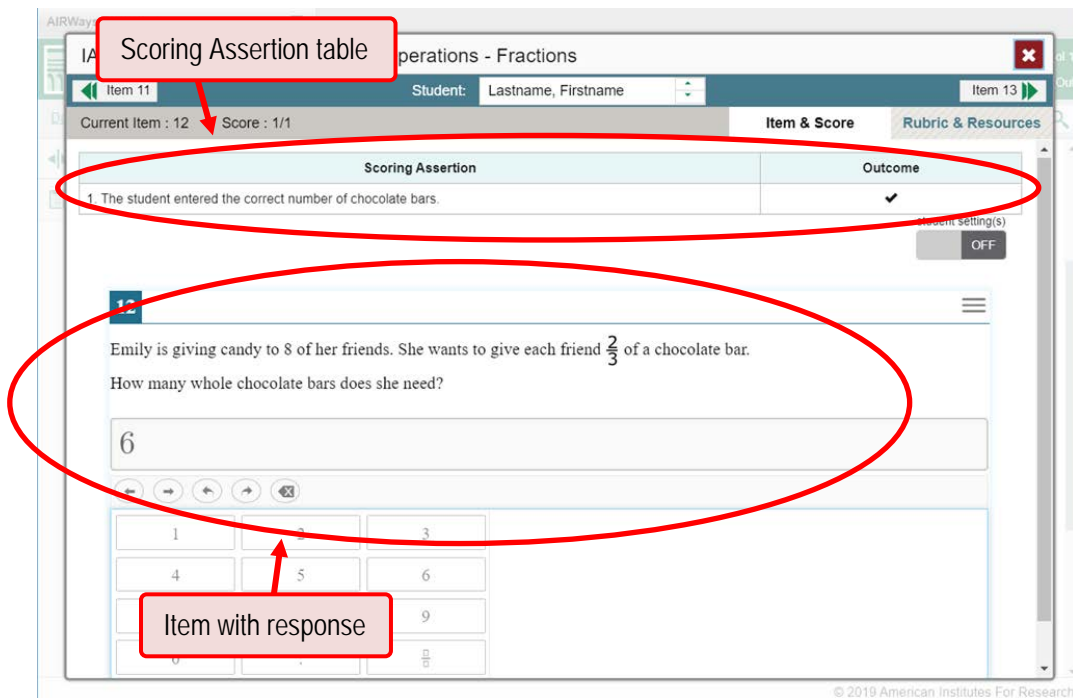
- **Scoring Criteria:** When you're viewing a student's response and the item has scoring criteria, the Scoring Criteria table lists the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for items with editable scores. Note that for some items, a second Scoring Criteria table appears, displaying transformed scores.

Figure 72. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table



- **Scoring Assertion:** When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see [Figure 78](#)).

Figure 73. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table



- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.



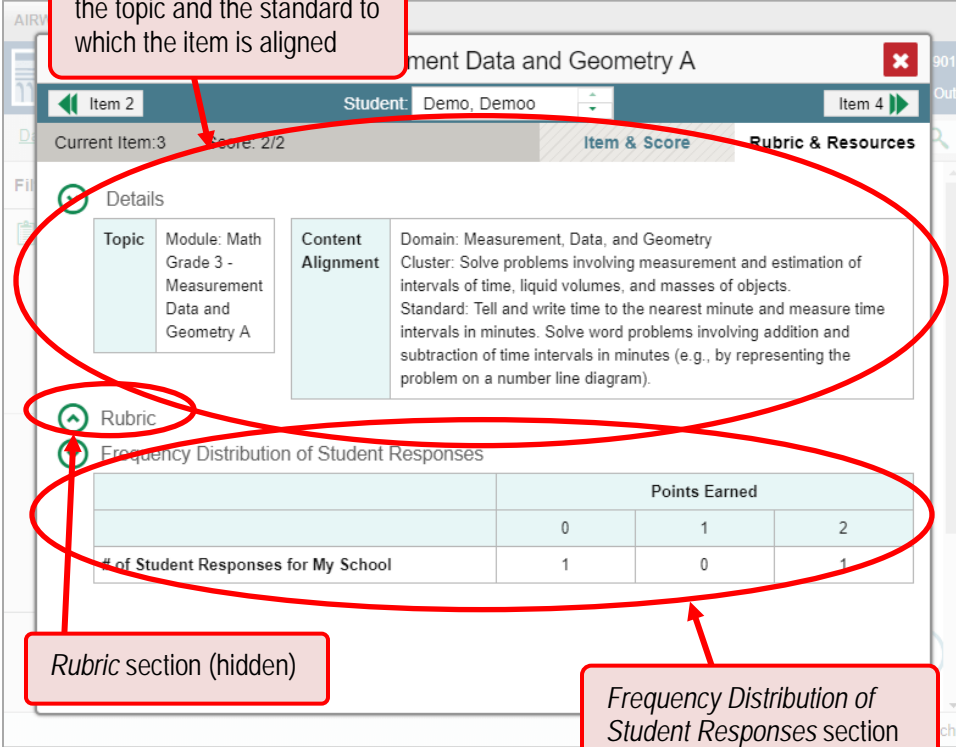
The **Rubric & Resources** tab may include the following sections, which you can expand and collapse by clicking  and , respectively.

Figure 74. Item View: Rubric & Resources Tab



Details section, providing the topic and the standard to which the item is aligned

Rubric section (hidden)

Frequency Distribution of Student Responses section

	Points Earned		
	0	1	2
# of Student Responses for My School	1	0	1

- **Details:** Provides the following information:
  - **Topic:** Skill area to which the item belongs.
  - **Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.
  - **Content Alignment:** Describes the standard to which the item is aligned.
- **Resources:** Provides links to any exemplars or training guides available for the item.
- **Rubric:** Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable rubric, or an exemplar, which provides an example of a response for each point value.
- **Frequency Distribution of Student Responses:** The table in this section provides a breakdown of how many students earned each possible point value available for the item. It appears in two cases:



## AIRWays Reporting User Guide

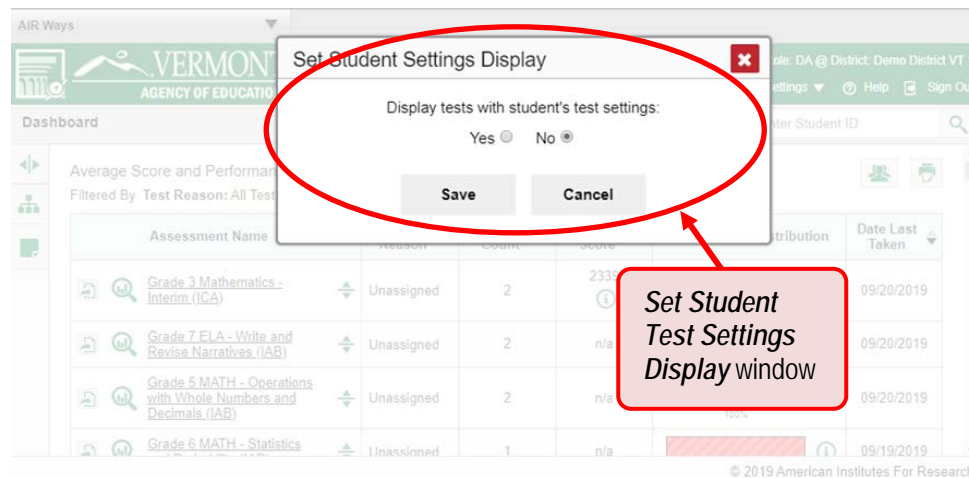
- If you're a teacher, the table displays data for all your students.
- If you navigated to this item from school test results, the table displays data for all the students in the school.

### How can I view items with and without the students' visual settings?

When viewing items with students' responses, you may or may not want to see the items exactly the way the students saw them on the test. For example, some students' tests are set to use large fonts, different color contrast, or Spanish.

1. Click the **My Settings** menu in the banner and select **Set Student Settings Display**. The **Student Test Settings Display** window appears.

Figure 75. Dashboard with Set Student Test Settings Display Window Open

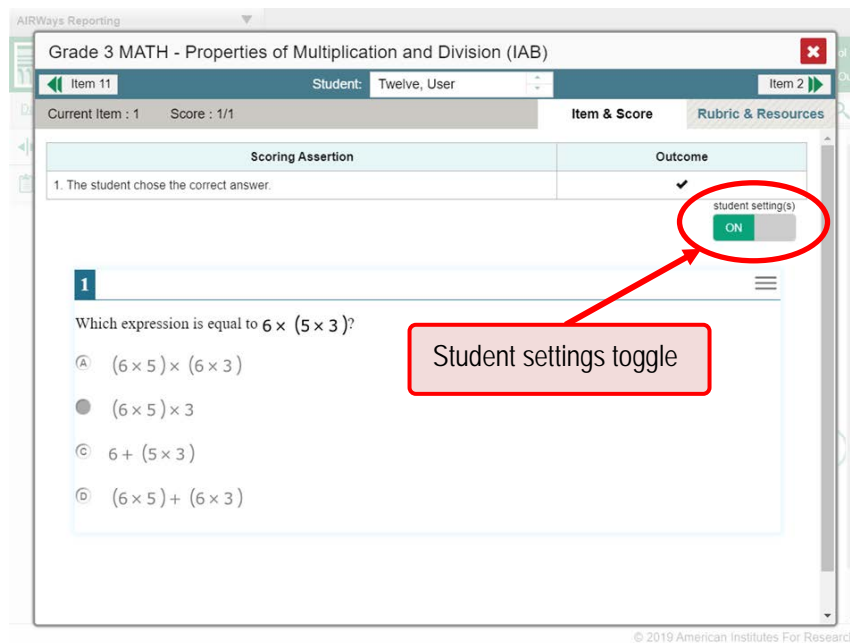


2. Select **Yes** to show students' visual settings on all items or **No** to hide them.
3. Click **Save**.

You can also show or hide visual settings on a per-item basis. To do so, click the toggle at the upper right of the item you're viewing. This action has no effect on your global setting.



Figure 76. Item View Window: Item &amp; Score Tab with Student Response



### What does it mean when a student response contains highlighted text?

When a student's text response contains too much text copied from the item prompt and a condition code of Insufficient Original Text to Score has been applied, the copied portion is automatically highlighted.

### How can I navigate to other items from the Item View window?

Use the buttons ◀ ▶ labeled with the previous and next item numbers at the upper corners of the **Item View** window.

### How can I view another student's response to the current item?

If you have accessed the student's response from a report showing multiple students, you can click the arrows beside the *Student* field  at the top of the window. The students are listed in the same order in which they are sorted in the report.

### What does it mean when an item score reads "n/a"?

You may sometimes see "n/a" instead of a score for an item. In some cases, the student did not respond to the item, or the item was not included in that form of the test.

## How to Score Items on Interims

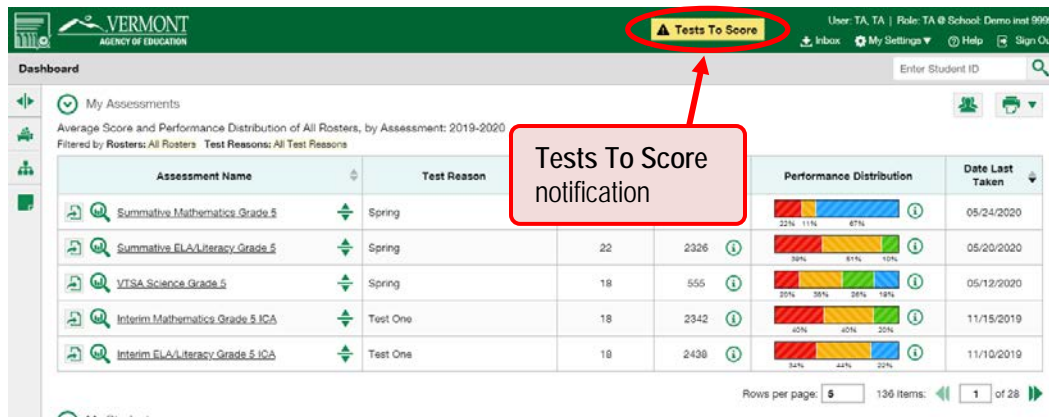
The AIRWays Reporting System allows authorized users to score certain items on interim and benchmark tests.

- Some items that require hand scoring arrive in the AIRWays Reporting System without any scores. For example, all short answer items require hand scoring. If a test contains unscored items, its performance data is excluded from your dashboard and test results until an authorized user scores all the unscored items in at least one opportunity of that test.
- Other items arrive in the AIRWays Reporting System with automated scores suggested by the machine scoring system, which authorized users can override if necessary. For example, all full write items have machine-suggested scores that can be overridden.

## How to Score Unscored Items

When you have tests with unscored items, a **Tests To Score** notification appears in the banner.

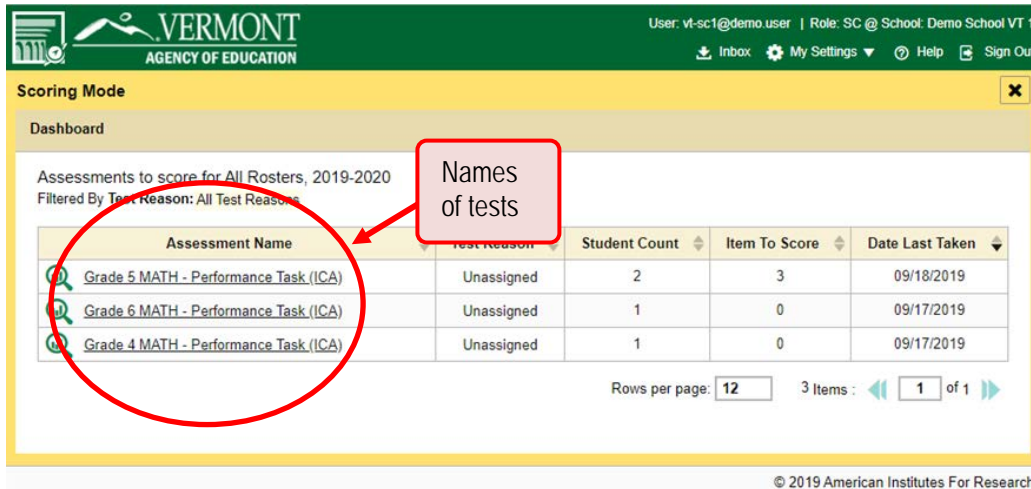
Figure 77. School Test Coordinator View: Dashboard with Tests To Score Notification



**How can I enter scores for unscored items?**

1. In the banner, click **Tests To Score** (see [Figure 84](#)). The **Scoring Mode** window opens, displaying a list of tests with unscored items. The table on the **Scoring Mode** dashboard indicates how many test opportunities and unscored items are available for each test. You can navigate this table just as you would any table of assessments.

Figure 78. Scoring Mode Window: Dashboard




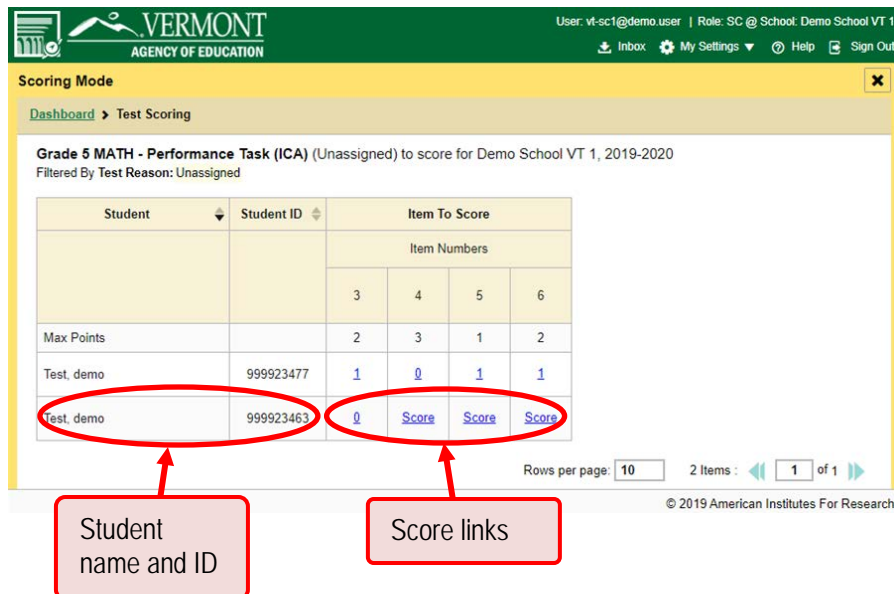
2. Click the name of the test you wish to score (or  beside it). The Test Scoring page appears, displaying a list of students and items awaiting scoring for the selected test. You can navigate this table the same way as the previous one.

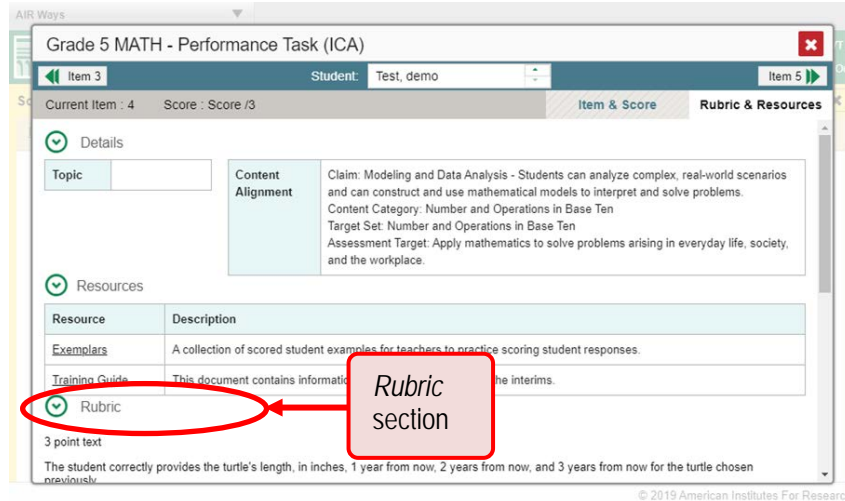
Figure 79. Scoring Mode Window: Test Scoring Page



3. To enter scores for an item, click the **score** link for the required item in the required student's row. The **Item View** window opens.

4. In the **Rubric & Resources** tab (see [Figure 87](#)), review the item’s rubric and available resources, if necessary.

Figure 80. Item View: Rubric & Resources Tab




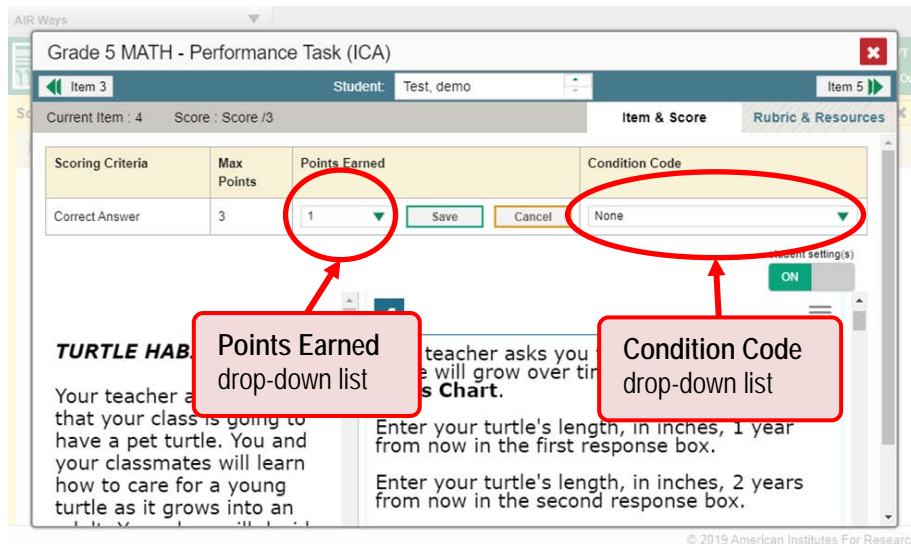
5. In the **Item & Score** tab (see [Figure 88](#)), click the edit  button in the Scoring Criteria table at the top of the window.
6. Review the student’s entered response and do one of the following:
  - To enter a score, select the appropriate score from the **Points Earned** drop-down list.
  - To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list.

Figure 81. Item View: Item & Score Tab



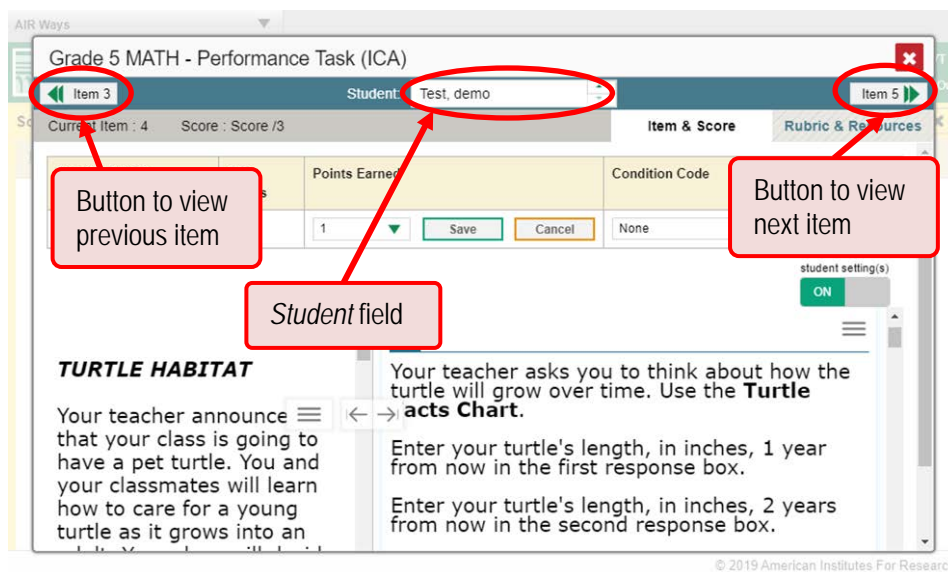
7. If the item has multiple scoring criteria, repeat step [6](#) for each criterion.

8. Click **Save**.

9. To continue scoring items, do one of the following:

- To view another unscored item for the same student, use the buttons ◀▶ labeled with the previous and next item numbers at the upper corners of the **Item View** window.
- To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field  at the top of the window.
- To return to the **Scoring Mode** window and select another item manually, close the **Item View** window.

Figure 82. Item View: Item & Score Tab



10. Repeat steps 4–9 until you have entered scores for all the unscored items for the test.

Note that for some items, two Scoring Criteria tables appear, with the top one allowing you to set scores and the bottom one displaying transformed scores (see [Figure 90](#)). When you set a score, the new scores are automatically transformed, and the transformed scores automatically appear in reports. You will need to refresh or navigate away from the item or the report before you can view the transformed scores, and there may be a delay before they appear.

Figure 83. Item View Window: Item & Score Tab with Two Scoring Criteria Tables

Scoring Criteria table allowing you to set scores

Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Evidence/Elaboration	4	Condition Code Selected	Off Purpose
Organization/Purpose	4	Condition Code Selected	Off Purpose


Scoring Criteria table displaying transformed scores

Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Organization, Purpose, Evidence and Elaboration	4	Condition Code Selected	Off Purpose
Overall	2	2	None

After you enter scores for all the unscored opportunities of a test, that test is removed from the **Scoring Mode** window. You can still modify the item scores on that test directly from the reports by following the procedure in the section [How to Modify Scores for Items](#).

## How to Modify Scores for Items

You can modify scores for some items directly from the **Item View** window.

Reports display a pencil icon  in the column header for each item with a modifiable score.


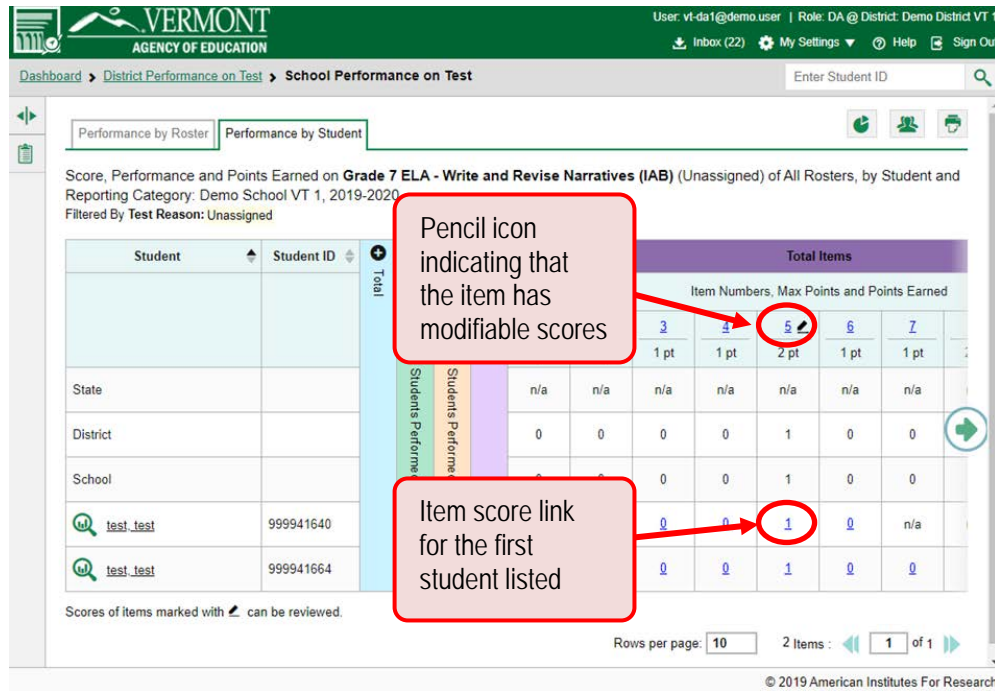
If a machine-suggested score has a low confidence level,  appears next to that score number. It is highly recommended that you review low-confidence scores.



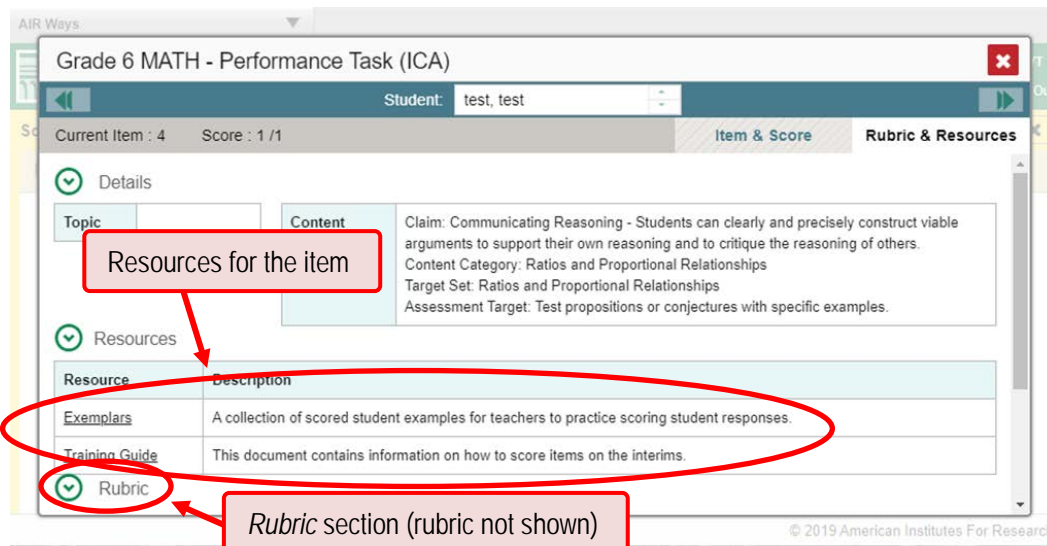
Figure 84. My Students' Performance on Test Report: Performance by Student Tab with Expanded Topic Section



### How can I review and modify scores?

1. On a report with modifiable scores, click the item score link in the student's row of the report (see [Figure 91](#)). The **Item View** window opens.
2. On the **Rubric & Resources** tab (see [Figure 92](#)), review the item's rubric and available resources, if necessary.

Figure 85. Item View Window: Rubric & Resources Tab




- On the **Item & Score** tab, review the student’s entered response and click  in the Scoring Criteria table at the top of the window.

Figure 86. Item View Window: Item & Score Tab

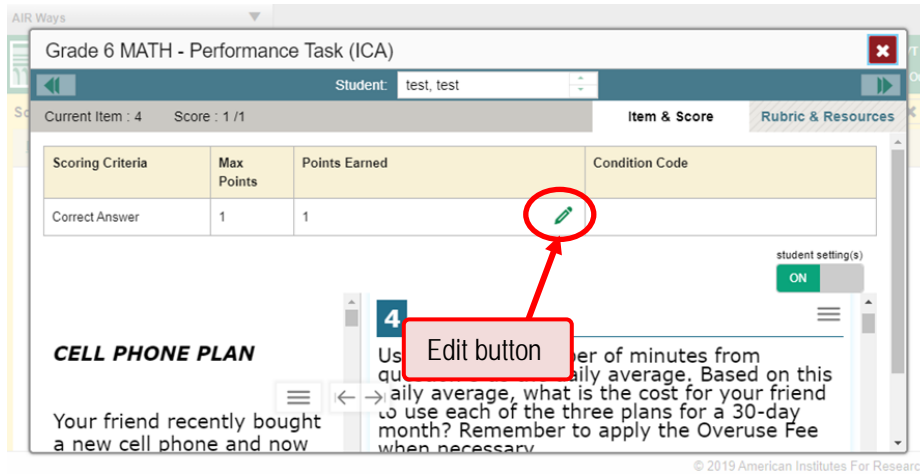
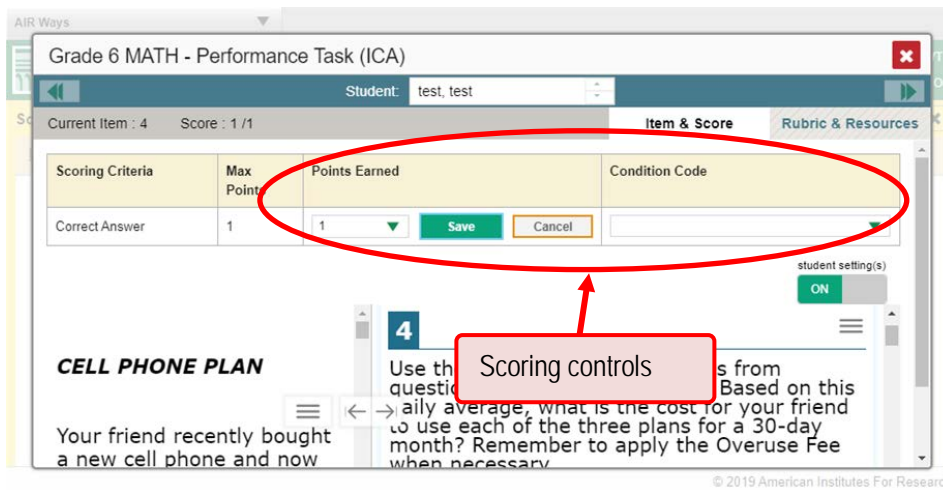


Figure 87. Item View Window: Item & Score Tab



- Do one of the following:
  - To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.
  - To assign a condition code to the response, select one from the **Condition Code** drop-down list.
- If the item has multiple scoring criteria, repeat step [4](#) for each criterion.
- Click **Save**.



7. To continue modifying scores, do one of the following:

- To view another item for the same student, use the buttons ◀ ▶ labeled with the previous and next item numbers at the upper corners of the **Item View** window.
- To view the same item for another student, use the up or down arrow buttons on the right side of the *Student* field  at the top of the **Item View** window.

The performance data in the test results update automatically when you close the **Item View** window.

Note that for some items, two Scoring Criteria tables appear, with the top one having modifiable scores and the bottom one displaying transformed scores. When you modify a score, the new scores are automatically transformed, and the transformed scores automatically appear in reports. You will need to refresh or navigate away from the item or the report before you can view the transformed scores, and there may be a delay before they appear.

Figure 88. Item View Window: Item & Score Tab: Two Scoring Criteria Tables

Scoring Criteria table allowing you to set scores

Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Evidence/Elaboration	4	Condition Code Selected	Off Purpose
Organization/Purpose	4	Condition Code Selected	Off Purpose

Scoring Criteria table displaying transformed scores

Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Organization, Purpose, Evidence and Elaboration	4	Condition Code Selected	Off Purpose
Overall	10	7	None

## How to Set Up Your Interim Reports So They Make Sense

There are three ways of setting up your interim reports that are different from summatives. You can assign test reasons to interim test opportunities, filter them by test reason, and filter them by standard.

## How to Assign Test Reasons (Categories) to Interim Test Opportunities

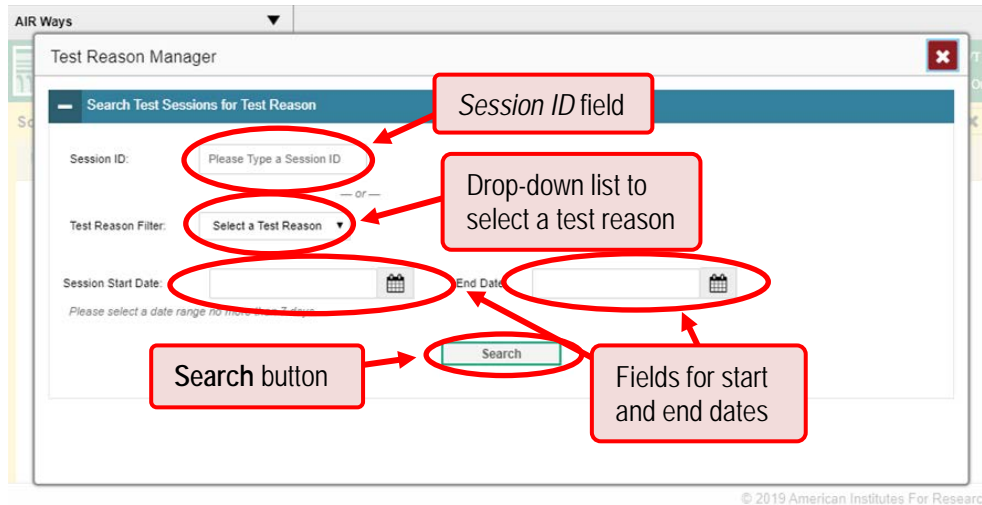
Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they're a good way to organize tests into groups.

Test reasons should ideally be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the AIRWays Reporting System to assign a different test reason to an interim or benchmark test opportunity after the test is completed. Summative test reasons cannot be reassigned.

## How can I assign test reasons in the AIRWays Reporting System?

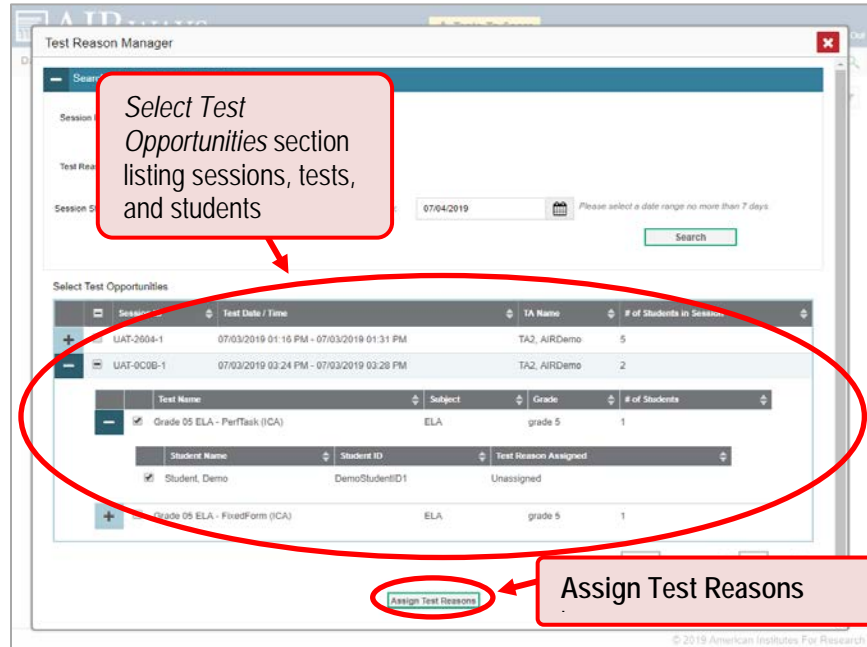
1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons**. The **Test Reason Manager** window opens.

Figure 89. Test Reason Manager Window



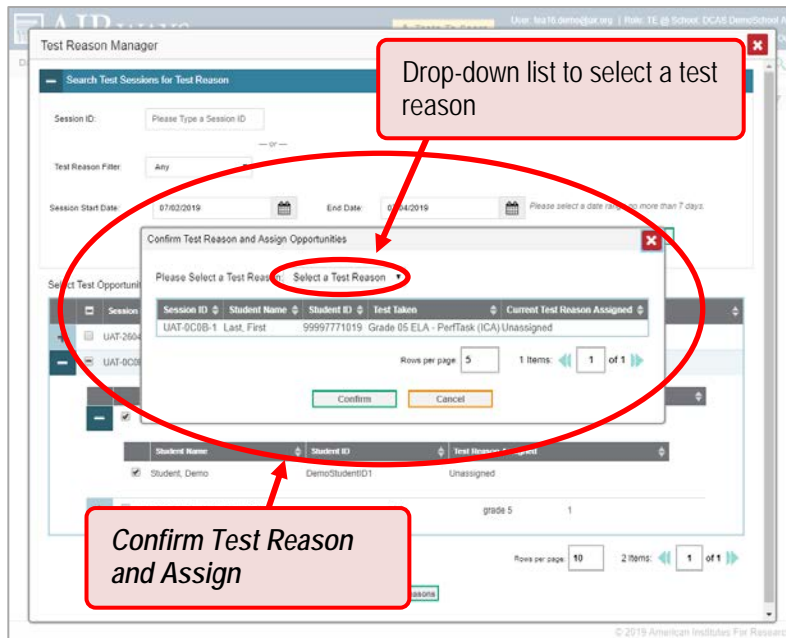
2. To search for the test opportunities you wish to categorize, do either of the following:
  - In the *Session ID* field, enter the session ID in which the opportunities were completed in TDS.
  - Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.
3. Click **Search**.
4. A list of retrieved test sessions appears in the section *Select Test Opportunities*. You can click the **+** buttons to expand the list of tests in each session and the list of students who took each test (that is, individual test opportunities). To navigate through a long list, use the controls in the upper-right and lower-right corners.

Figure 90. Test Reason Manager Window: Select Test Opportunities



5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.
6. Click **Assign Test Reasons** below the list of retrieved sessions.
7. In the window that appears, select a new test reason to assign to the selected opportunities and click **Confirm**.

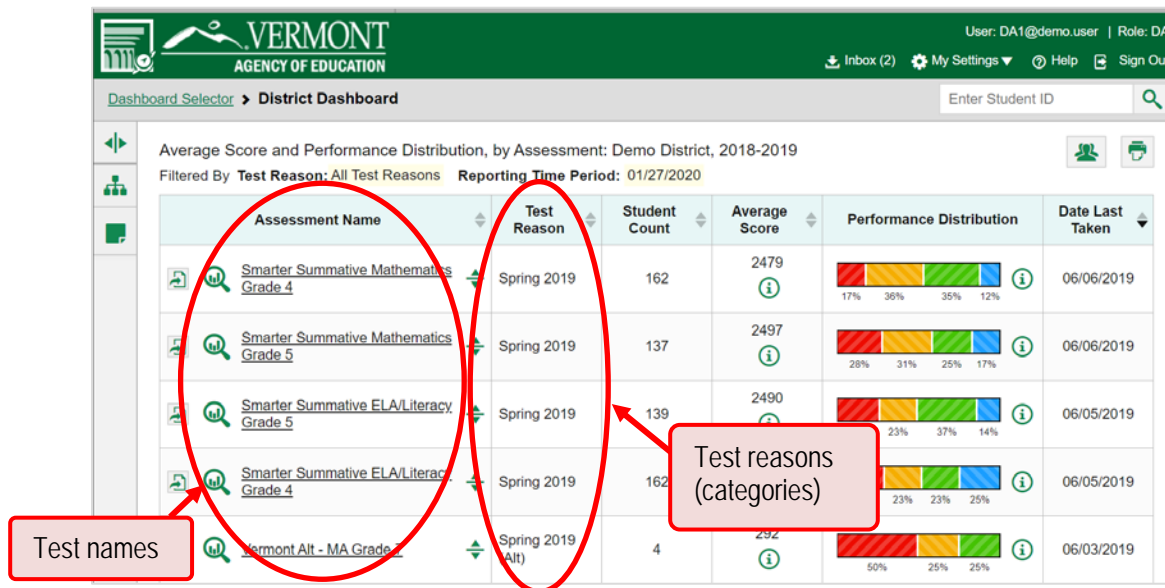
Figure 91. Confirm Test Reason and Assign Opportunities Window



## How to Filter by Test Reason (Category)

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which interim and benchmark tests were taken, and they can be a good way to focus on specific groups of tests. For summative assessments, test reasons are simply test windows and are not useful.

Figure 92. District-Level User View: Dashboard



When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards for teachers as well as for school- and district-level users.

## How can I filter reports by test reason?



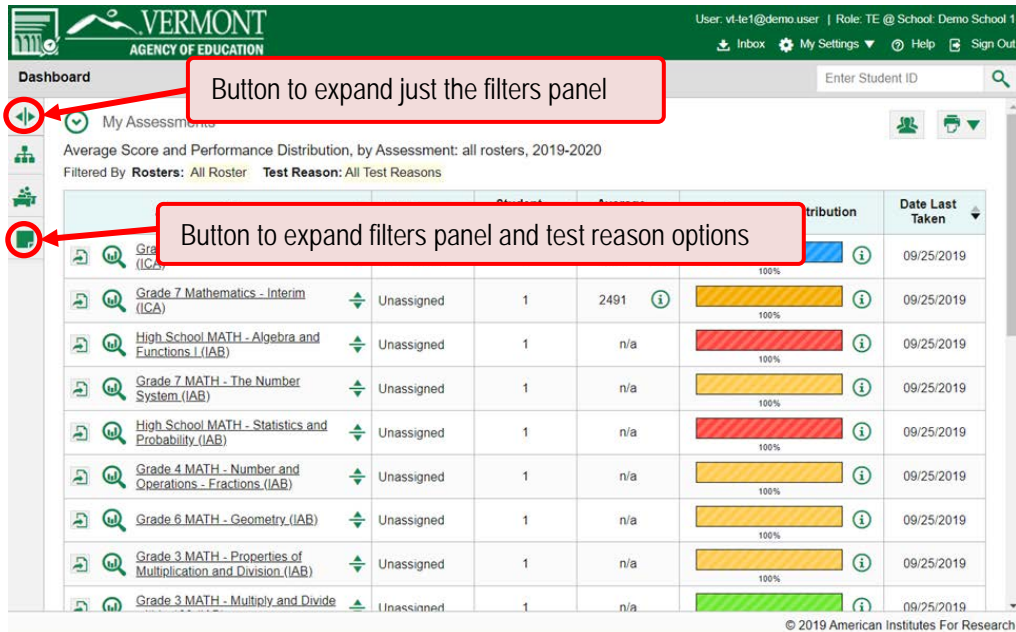
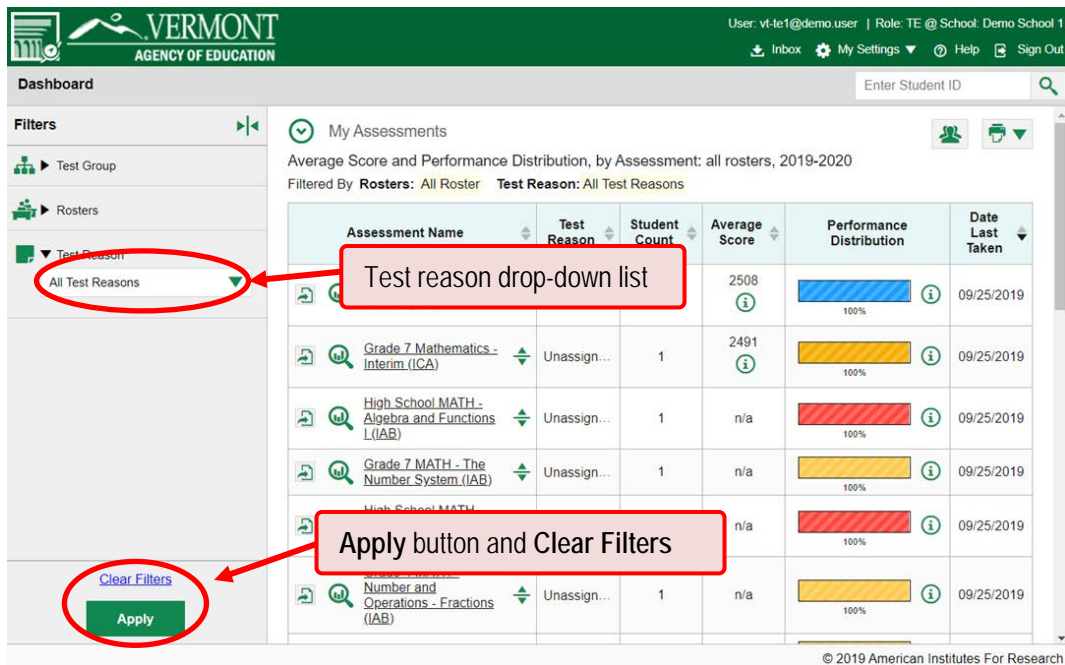
1. On the left side of the dashboard, click either the expand button  or the test reason button . The filter panel expands.

Figure 93. Teacher View: Dashboard



2. Make a selection from the drop-down list in the **Test Reasons** section.

Figure 94. Teacher View: Dashboard with Filter Panel Expanded

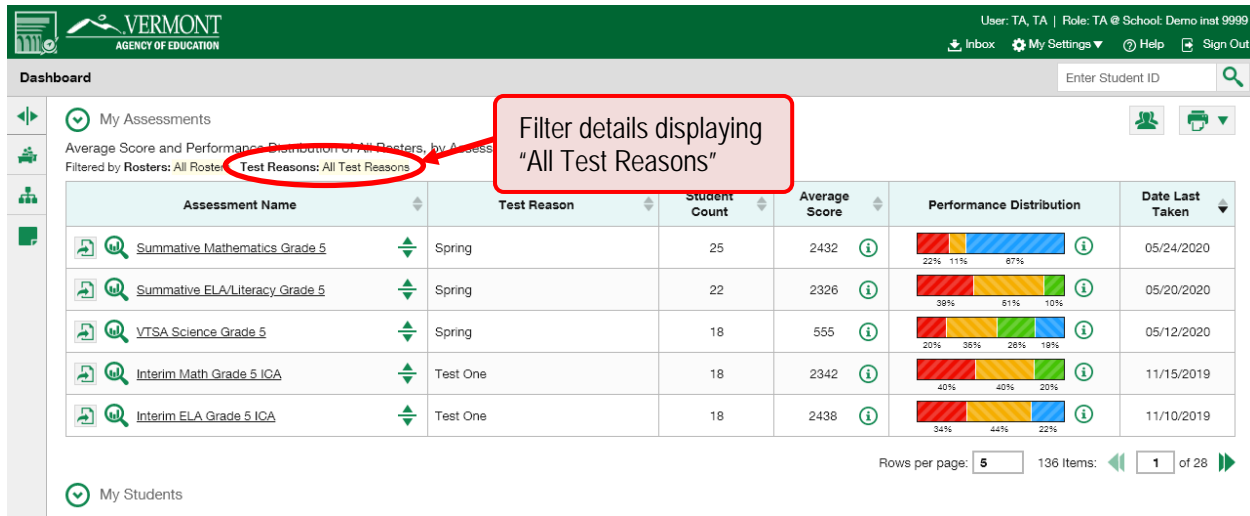


3. Click **Apply**. The affected report updates to show only data for that test reason.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header ([Figure 102](#)) shows the test reason selected, if any.

Figure 95. Teacher View: Dashboard



## How to Filter Item-Level Data on Interims by Standards and Standard Categories

An educational standard, sometimes called an assessment target, describes the skill the item measures. An example of a math standard is “At later grades, determine conditions under which an argument does and does not apply. (For example, area increases with perimeter for squares, but not for all plane figures.)”

You may want to see how your students performed on a particular standard or category of standards. In certain reports, you can filter by the standard to which items are aligned. That way you can view your students’ performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill. If you don’t filter by standard, the reports will show results for all standards by default. You may find that comparing different sets of standard data helps you understand students’ abilities better.

Standard filters are available in any report showing item-level data for a particular test. The available standards vary by assessment.



How can I filter reports by standards or standard categories?



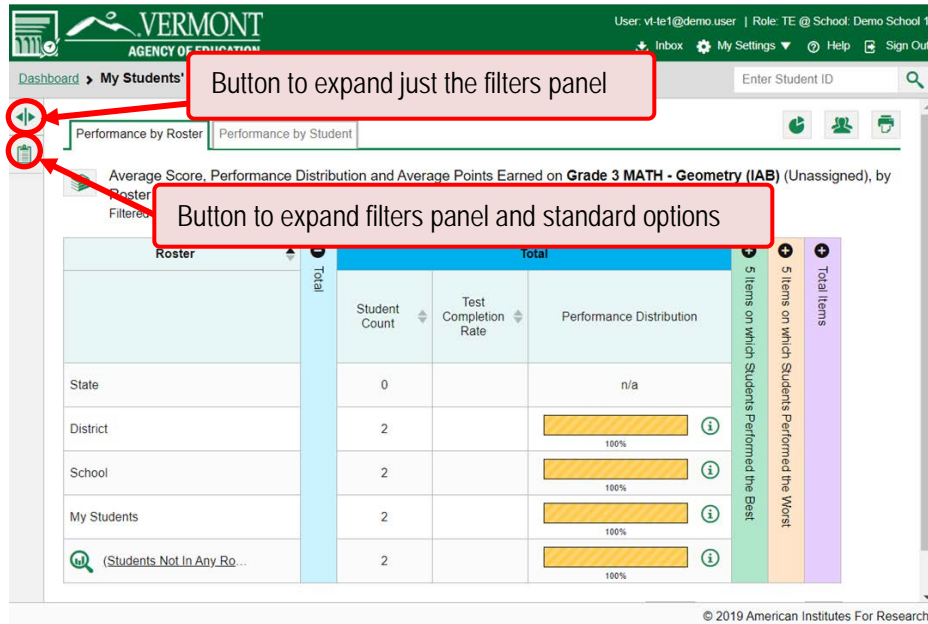
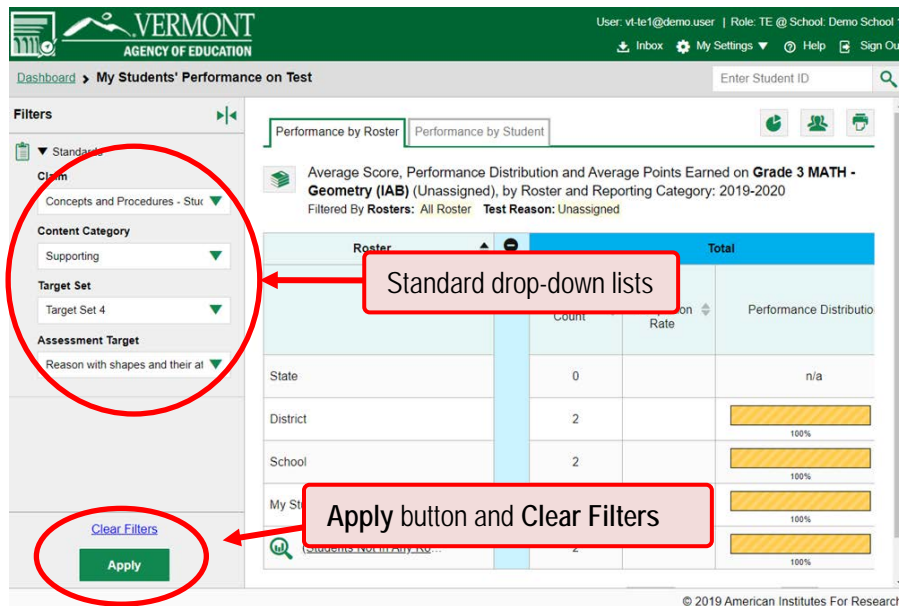
1. On the left side of the page, click either the expand button  or the standard button . The filter panel expands.

Figure 96. My Students' Performance on Test Report: Performance by Roster Tab



2. Use the drop-down list in the **Standards** section to select a top-level standard category. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 97. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filter Panel



## AIRWays Reporting User Guide

4. Click **Apply**. The affected report updates to show only the items that belong to those standards.
5. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header specifies the standards selected, if any.

Figure 98. My Students' Performance on Test Report: Performance by Roster Tab Filtered by Standard

The screenshot shows the 'My Students' Performance on Test' report for 'Grade 3 MATH - Geometry (IAB)'. The report is filtered by 'Rosters: All Roster' and 'Test Reason: Unassigned'. A 'Target Set' of '1|S|TS04' is selected. The table below shows performance data for various items, with columns for item numbers and points earned. A red circle highlights the table, and a red box highlights the filter details row above it.

Roster		Item Numbers and Points Earned						
Total	5 Items on which Students Performed the Worst	1	2	3	4	5	6	7
n/a	n/a	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt
0.5	0.5	0	0	0	0	1	1	1
0.5	0.5	0	0	0	0	1	1	1
0.5	0.5	0	0	0	0	1	1	1

## How to Export and Print Data on Interims

You can export or print any report you see in the AIRWays Reporting System. Some can be exported directly from the dashboard. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing. Some interim and benchmark reports can be exported with item-level data.



How can I export or print a report I'm viewing?


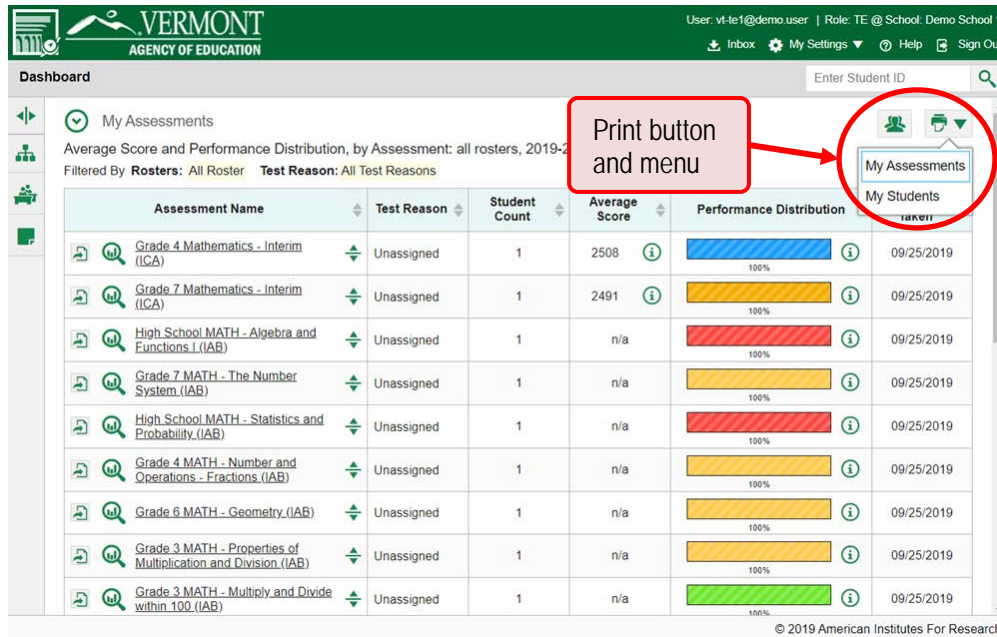
1. Click  in the upper-right corner of the report.
  - If there are multiple report tables on the page, select the table you wish to print from the menu that appears.

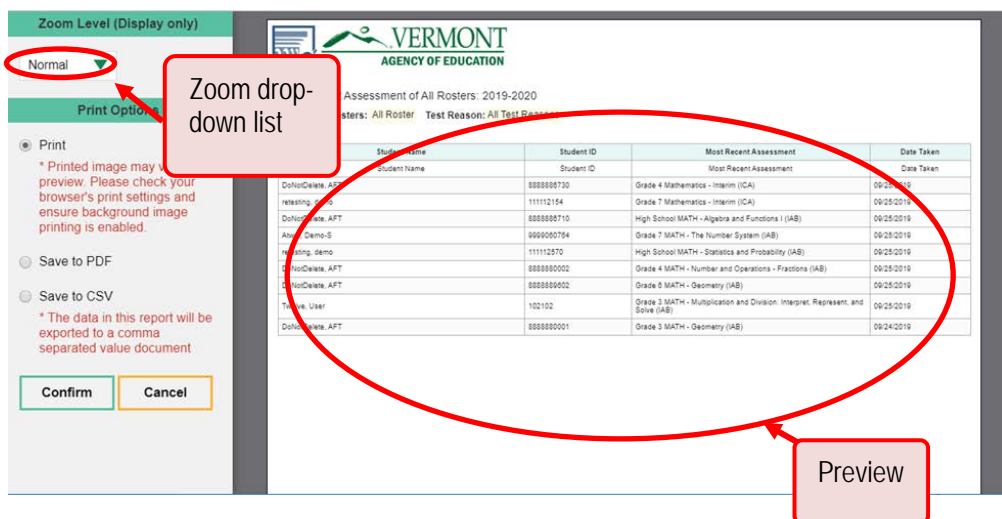
Figure 99. Teacher View: Dashboard with Expanded Print Menu



A print preview page opens.

- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 100. Print Preview Page



- If the report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, the printed report includes data for the individual assessment items.

Figure 101. Print Preview Page with Summary and Item Scores Option Selected

Summary and Item Scores option, selected

Report Options

- Summary Only
- Summary and Item Scores

Print Options

- Print
  - \* Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.
- Save to PDF
- Save to CSV
  - \* The data in this report will be exported to a comma separated value document

Confirm Cancel

Roster		Total			
Item Numbers and Points Earned	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	
State	0		n/a	n/a	
District	1		2500		100%
School	1		2500		100%
My Students	1		2500		100%
(Students Not in Any Roster)	1		2500		100%

Roster		Communicating Reasoning					
Item Numbers and Points Earned	Performance Distribution	13	15	20	21	25	35
		TPT	TPT	TPT	TPT	TPT	TPT
State	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District	n/a		0	0	0	0	0
School	n/a		0	0	0	0	0
My Students	n/a		0	0	0	0	0
(Students Not in Any Roster)	n/a		0	0	0	0	0

Item data

- Do one of the following under the *Print Options* section:
  - To print the report, select the **Print** radio button.
  - To download a PDF version of the report, select **Save to PDF**.
    - Optional:* If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student's responses.
    - Select an option from the **Page Layout** drop-down list that appears.
  - To download a comma-separated value (CSV) version of the report, select **Save to CSV**.
- Click **Confirm**.

If you saved the report as a PDF or CSV, the *Inbox* window appears, displaying the generated report. CSV reports may be zipped.

How can I export an assessment report directly from the dashboard?


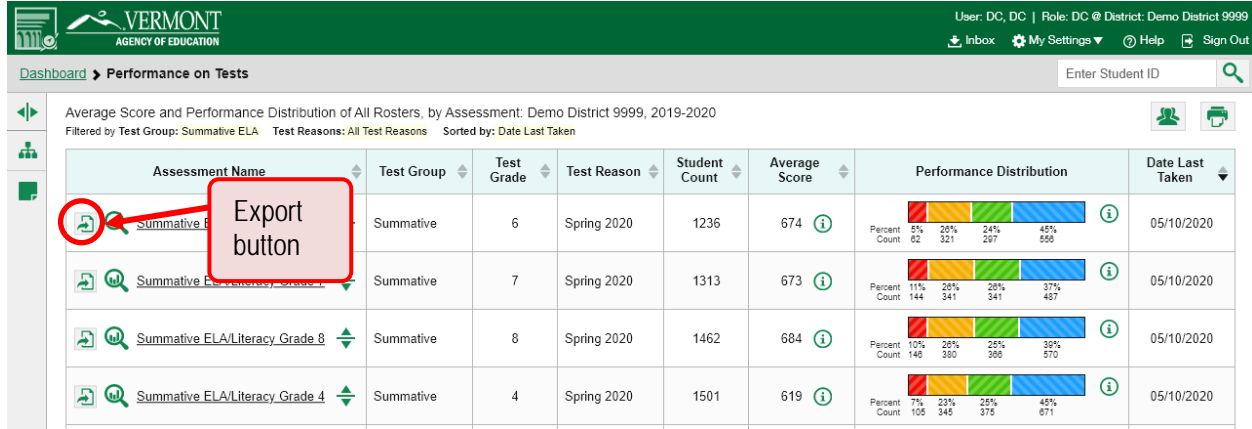
1. Click  to the left of the assessment whose report you wish to export.

Figure 102. District-Level User View: Dashboard

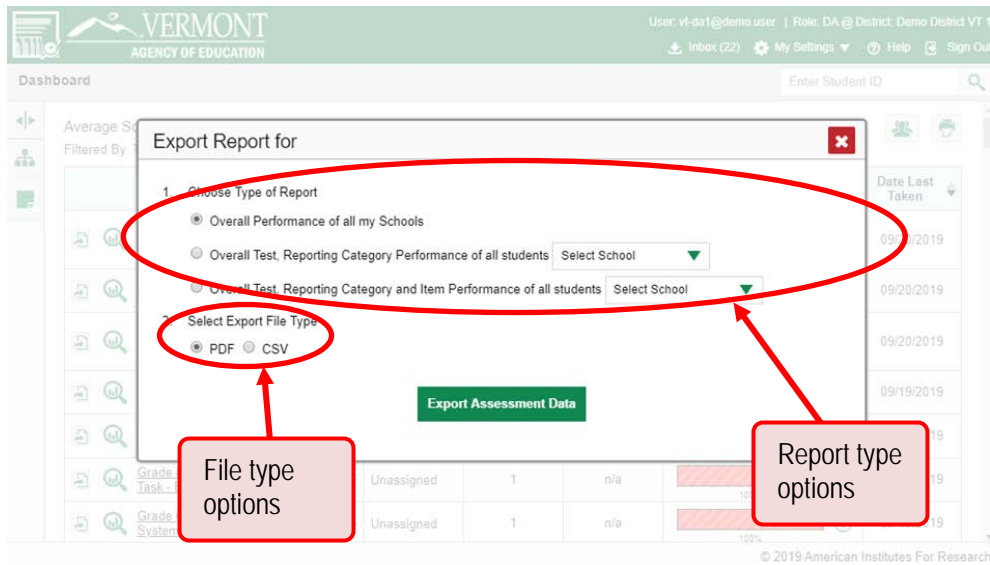


Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Summative ELA/Literacy Grade 6	Summative	6	Spring 2020	1236	674	Percent Count: 5% (62), 20% (321), 24% (297), 45% (556)	05/10/2020
Summative ELA/Literacy Grade 7	Summative	7	Spring 2020	1313	673	Percent Count: 11% (144), 20% (341), 20% (341), 37% (487)	05/10/2020
Summative ELA/Literacy Grade 8	Summative	8	Spring 2020	1462	684	Percent Count: 10% (148), 20% (350), 25% (366), 39% (570)	05/10/2020
Summative ELA/Literacy Grade 4	Summative	4	Spring 2020	1501	619	Percent Count: 7% (105), 23% (345), 25% (375), 45% (676)	05/10/2020

The **Export Report** window opens. The options in this window vary according to your user role.

2. Select which report to export for the assessment.
  - **District-level users:**
    - To export the district test results, mark the **Overall Performance of all my Schools** radio button. (This is the District Performance on Test report.)
    - To export the school test results (excluding data for individual items), mark the **Overall Test & Reporting Category Performance of all Students for [School Name]** radio button, then select a school from the drop-down list. (This is the School Performance on Test report.)
    - To export the school test results (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all Students for [School Name]** radio button, then select a school from the drop-down list. (This is the School Performance on Test report.)

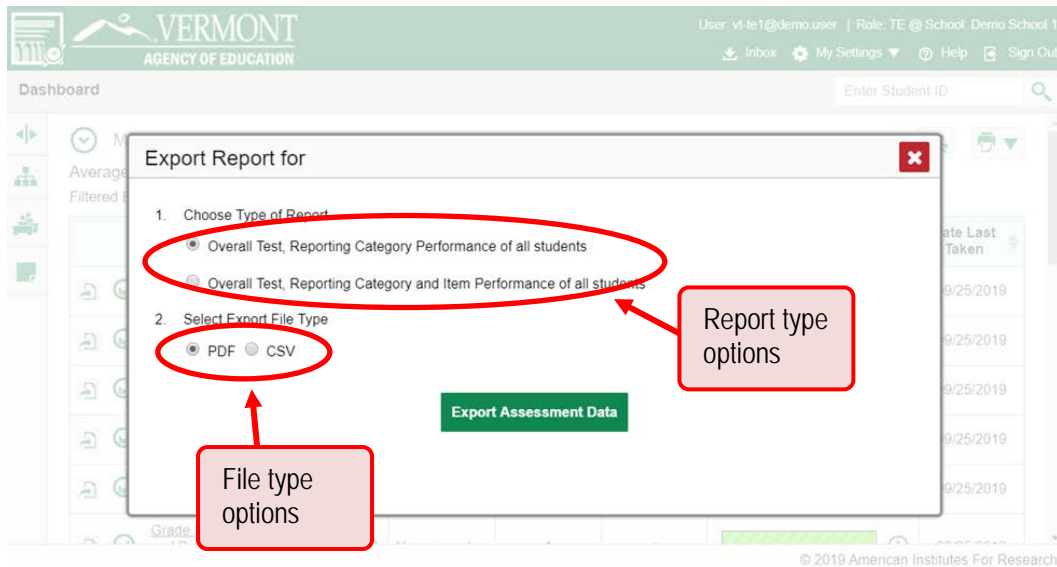
Figure 103. District-Level User View: Export Report Window



▪ **School-level users and teachers:**

- To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students.** radio button. (This is either the My Students’ Performance on Test report or the School Performance on Test report, depending on your role.)
- To export results for all your associated students (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all students.** radio button. (This is either the My Students’ Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 104. Teacher View: Export Report Window



3. Do either of the following:
  - To export the report in PDF format, mark the **PDF** radio button.
  - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download. The file lists results by student.

# Appendix

## C

### Roster Management

Teachers, school-level users, and district-level users can add, edit, and delete rosters. Rosters are a great way to organize students, allow teachers to view their students' performance, and allow other users to compare the performance of different classes.

#### How can I add a class (roster)?

You can create new classes (rosters) from students associated with your school or district.

1. From the **My Settings** menu in the banner, select **Add Roster**. The **Roster Manager** window appears, showing the Add Roster form.

Figure 105. Roster Manager Window: Add Roster Form

2. In the *Search for Students to Add to the Roster* panel, do the following:
  - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
  - b. *Optional:* In the *SSID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
  - c. *Optional:* In the **Grade Level When Assessed** drop-down list, select the grade levels for the students in the roster.

## AIRWays Reporting User Guide

- d. *Optional:* In the *Advanced Search* panel, select additional criteria:
  - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
  - ii. In the related fields, select the additional criteria.
  - iii. Click **Add**.
  - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

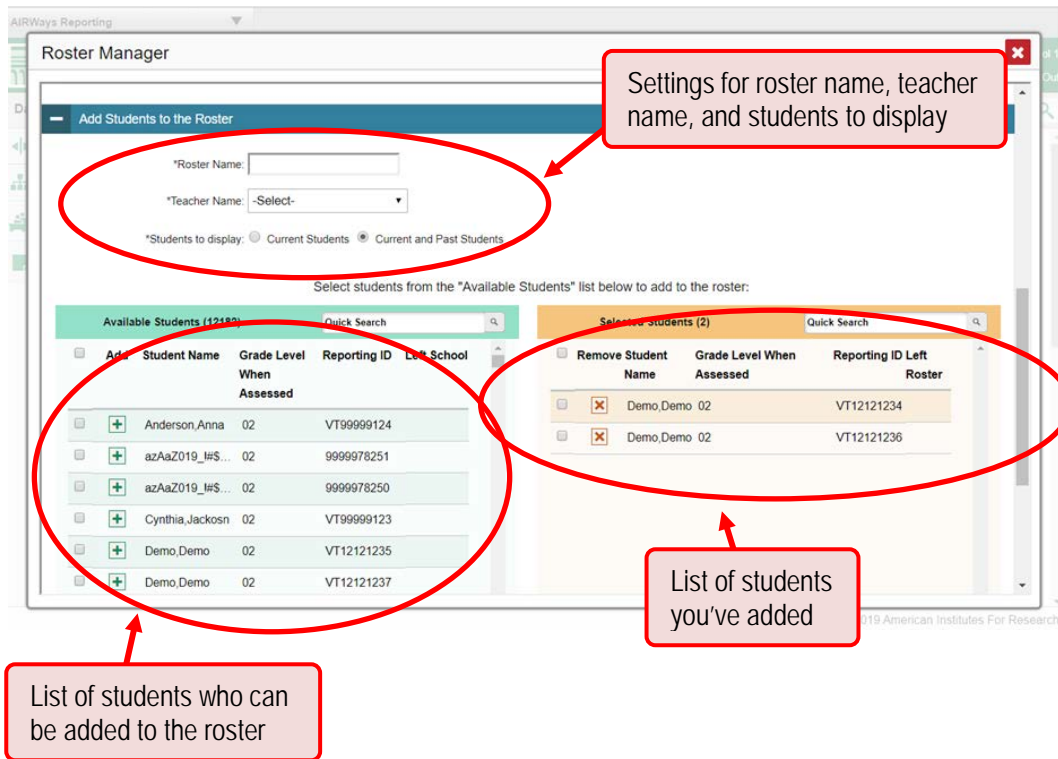
Figure 106. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

The screenshot shows the 'Roster Manager' window with the 'Add Roster' form. The 'Advanced Search' panel is highlighted with a red oval and a red callout box labeled 'Advanced Search panel'. The panel includes a 'Search Fields' dropdown menu set to 'Gender', radio buttons for 'Male' and 'Female', and buttons for 'Add', 'Remove All', and 'Remove Selected'. The form also includes fields for 'Student's Last Name', 'Student's First Name', and 'Grade Level When Assessed'. The 'Save' and 'Cancel' buttons are visible at the top of the form.


- e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.
3. In the *Add Students to the Roster* panel, do the following:
    - a. In the *Roster Name* field, enter the roster name.
    - b. From the **Teacher Name** drop-down list, select a teacher.
    - c. *Optional:* To include former students in the Add Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school.




Figure 107. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel



d. **To add students**, do one of the following in the list of available students:

- To move one student to the roster, click  beside that student's name.
- To move all the students in the *Available Students* list to the roster, click **Add All**.
- To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

e. **To remove students**, do one of the following in the list of students in this roster:

- To remove one student from the roster, click  beside that student's name.
- To remove all the students from the roster, click **Remove All**.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

4. Click **Save**, and in the affirmation dialog box click **Continue**.

### How can I modify a roster?

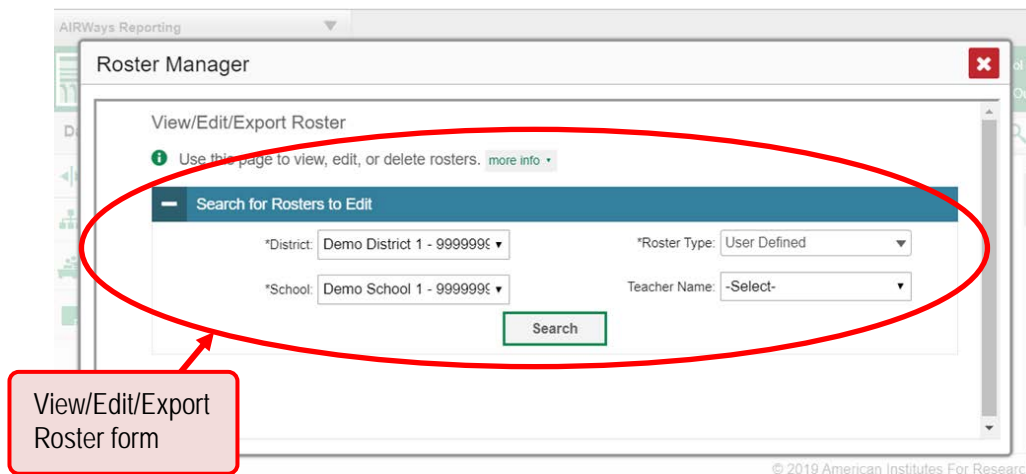
You can modify a roster by changing its name, changing its associated teacher, adding students, or removing students.



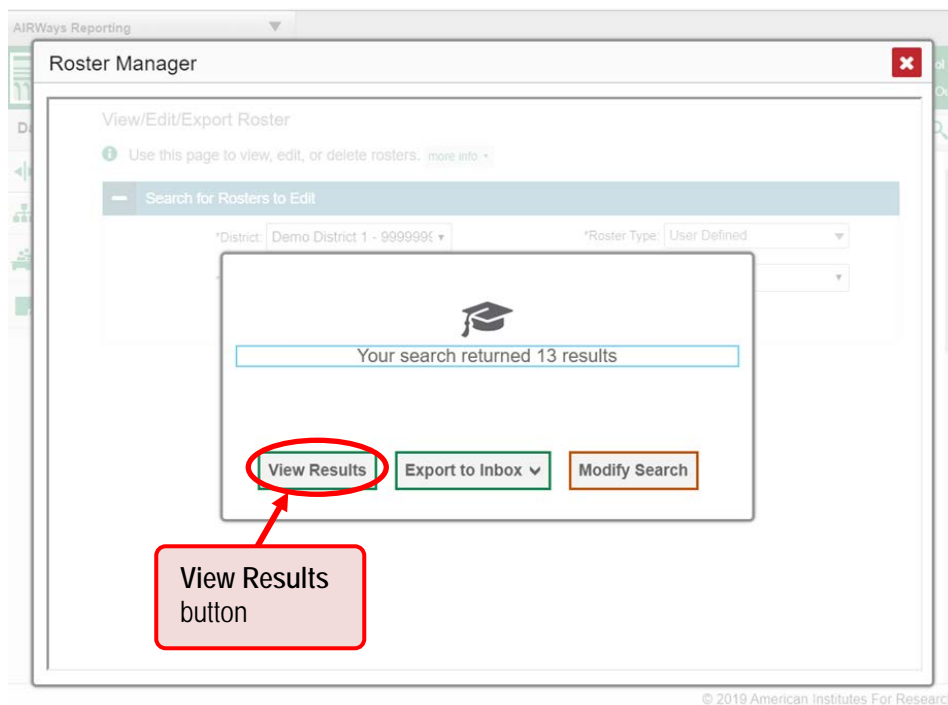
## AIRWays Reporting User Guide

1. From the **My Settings** menu in the banner, select **View/Edit Rosters**. The **Roster Manager** window appears, showing the View/Edit/Export Roster form.

Figure 108. Roster Manager Window: View/Edit/Export Roster Form

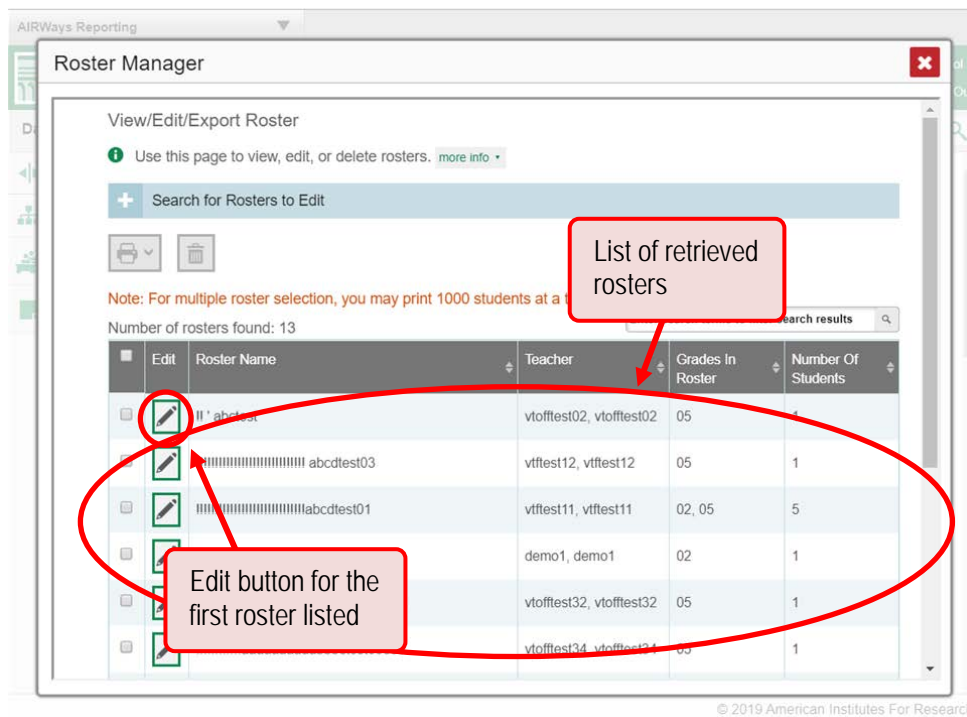


2. In the *Search for Rosters to Edit* panel, select the district, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears. Click **View Results** to view the results in your browser.



4. A list of retrieved rosters is generated.

Figure 109. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters

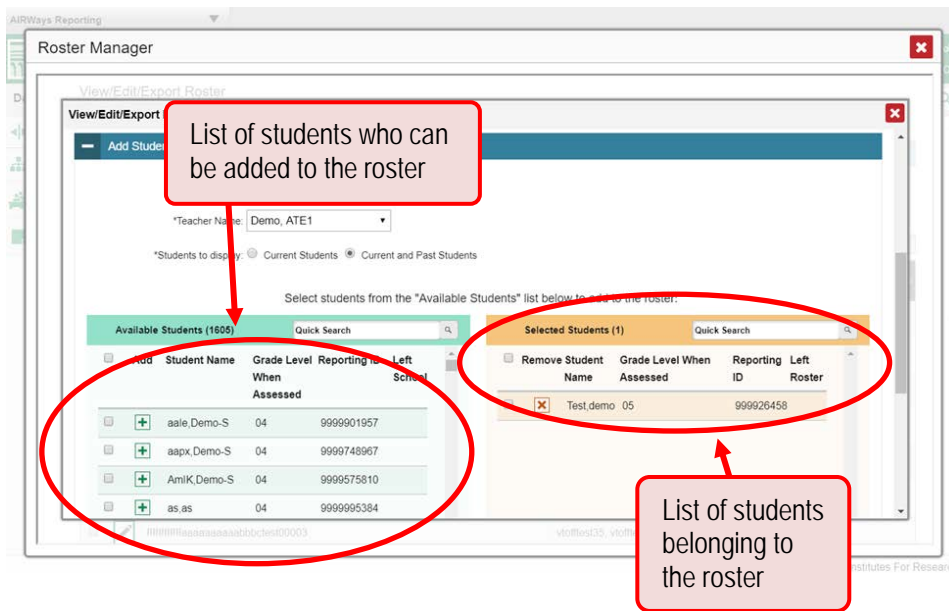


5. In the list of retrieved rosters, click for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.
6. *Optional:* To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
  - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
  - b. *Optional:* In the *SSID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
  - c. *Optional:* In the **Grade Level When Assessed** drop-down list, select the grade levels for the students in the roster.
  - d. *Optional:* In the *Advanced Search* panel, select additional criteria:
    - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
    - ii. In the related fields, select the additional criteria.
    - iii. Click **Add**.
    - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

## AIRWays Reporting User Guide

- e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.
7. Scroll down to view the *Add Students to the Roster* panel.

Figure 110. Roster Manager Window: View/Edit/Export Roster Window Scrolled Down to the Add Students to the Roster Panel



8. *Optional*: In the *Add Students to the Roster* panel, do the following:
- a. In the *Roster Name* field, enter a new name for the roster.
  - b. From the **Teacher Name** drop-down list, select the roster's new teacher.
  - c. *Optional*: To include former students in the Edit Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
  - d. To add students, do one of the following in the list of available students:
    - To move one student to the roster, click  beside that student's name.
    - To move all the students in the *Available Students* list to the roster, click **Add All**.
    - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
  - e. To remove students, do one of the following in the list of students in this roster:
    - To remove one student from the roster, click  beside that student's name.
    - To remove all the students from the roster, click **Remove All**.

## AIRWays Reporting User Guide

- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

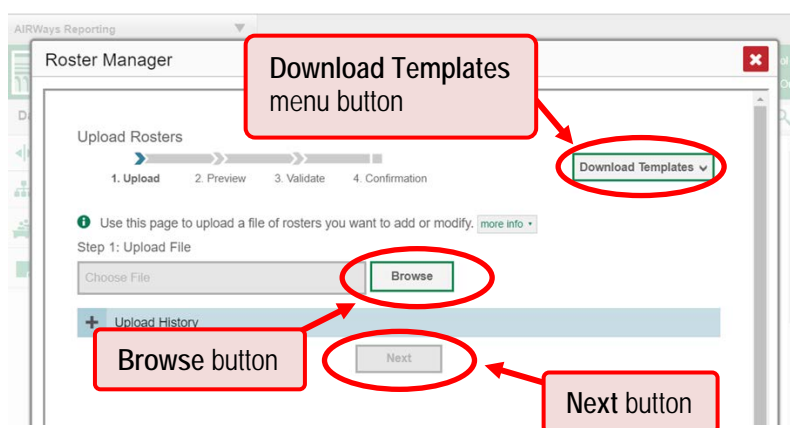
9. At the bottom of the page, click **Save**, and in the affirmation dialog box click **Continue**.

### How can I upload rosters?

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **My Settings** menu in the banner, select **Upload Rosters**. The **Roster Manager** window appears, showing the Upload Rosters: Upload page.

Figure 111. Roster Manager Window: Upload Rosters: Upload Page



2. On the Upload Rosters: Upload page, click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
3. Open the template file in a spreadsheet application.
4. Fill out the template and save it.

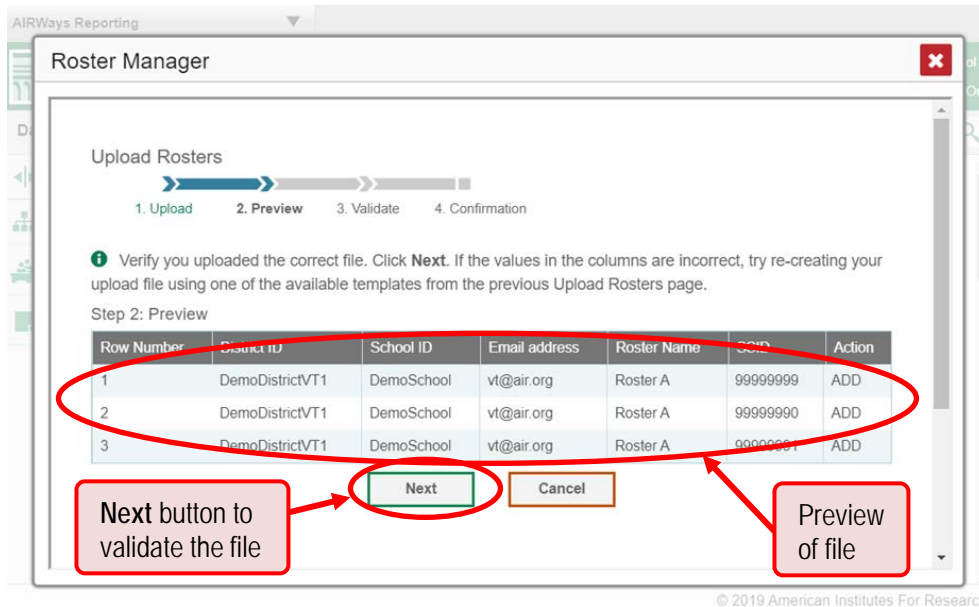
Figure 112. Filled-Out Roster Upload Template

	A	B	C	D	E	F
1	<b>District ID</b>	<b>School ID</b>	<b>Email Address</b>	<b>Roster Name</b>	<b>SSID</b>	<b>Action</b>
2	DemoDistrictVT1	DemoSchool	<a href="mailto:vt@air.org">vt@air.org</a>	Roster A	99999999	ADD
3	DemoDistrictVT1	DemoSchool	<a href="mailto:vt@air.org">vt@air.org</a>	Roster A	99999990	ADD
4	DemoDistrictVT1	DemoSchool	<a href="mailto:vt@air.org">vt@air.org</a>	Roster A	99999991	ADD
5						
6						
7						
8						
9						

## AIRWays Reporting User Guide

- On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 120](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 113. Roster Manager Window: Upload Rosters: Preview Page





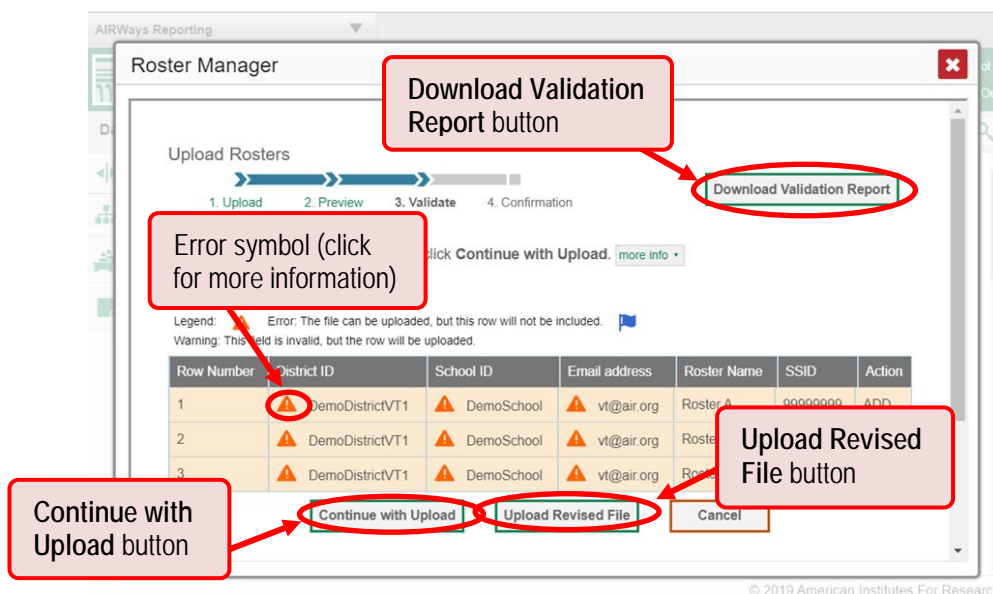
- Click **Next** to validate the file. Any errors  or warnings  are displayed on the Upload Rosters: Validate page. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 114. Roster Manager Window: Upload Rosters: Validate Page



## AIRWays Reporting User Guide

- *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

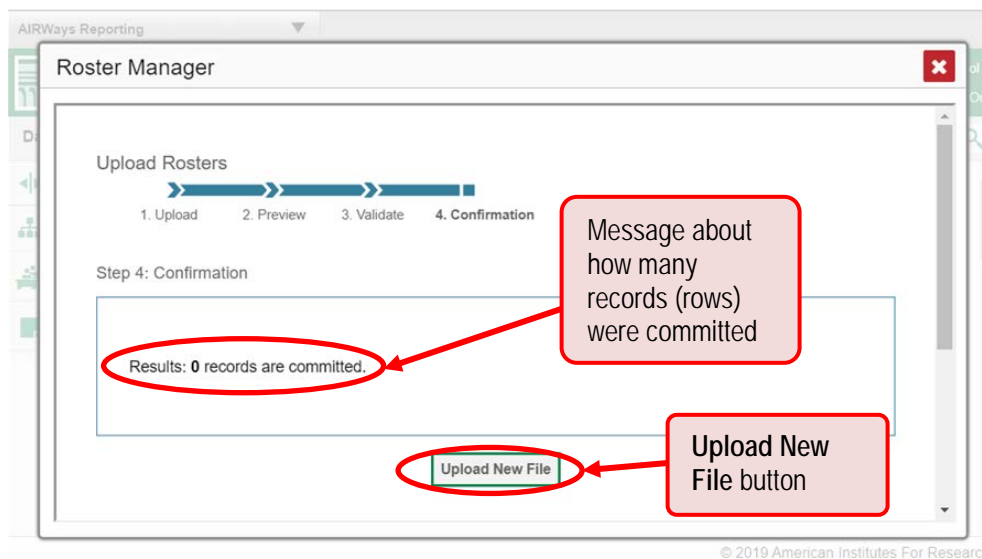
If your file contains a large number of records, the AIRWays Reporting System processes it offline and sends you a confirmation email when it's complete. While the AIRWays Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

- Click **Continue with Upload** at the bottom of the page. The AIRWays Reporting System commits those records that do not have errors. If there are too many errors, you won't be able to do this.
- Click **Upload Revised File** at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears, displaying a message about how many records (rows) were committed.

Figure 115. Upload Rosters: Confirmation Page



9. *Optional:* To upload another roster file, click **Upload New File**.

[Table 1](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 1. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
Email Address*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
Action	Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.	Add or Delete.

\*Required field.

## Condition Codes

[Table 2](#) provides an overview of the various condition codes that may be entered for a machine- or hand-scored item when a traditional score cannot be entered for the student's response.

Table 2. Condition Codes

Condition Code	Description
Blank	<ul style="list-style-type: none"> <li>Student did not enter a response.</li> </ul>
Insufficient Original Text to Score	<ul style="list-style-type: none"> <li>Response is largely composed of text copied from the prompt.</li> </ul>
Non-Scorable Language	<ul style="list-style-type: none"> <li>ELA/literacy: Language other than English.</li> <li>Mathematics: Language other than English or Spanish.</li> </ul>

Condition Code	Description
Off Purpose	<ul style="list-style-type: none"> <li>• For ELA Full Writes Only:               <ul style="list-style-type: none"> <li>▪ A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task.</li> <li>▪ An off-purpose response addresses the topic of the task but not the purpose of the task.</li> <li>▪ Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose.</li> </ul> </li> <li>• Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.</li> </ul>
Non-Specific	<ul style="list-style-type: none"> <li>• This condition code is assigned to machine-scored responses when TDS identifies that the response requires a condition code but cannot determine which specific condition code it requires.</li> </ul>
Off Topic	<ul style="list-style-type: none"> <li>• For ELA Full Writes Only:               <ul style="list-style-type: none"> <li>▪ A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative).</li> <li>▪ Off-topic responses are generally substantial responses.</li> </ul> </li> </ul>
Student Refused to Answer	<ul style="list-style-type: none"> <li>▪ Student refused to answer.</li> </ul>
Spanish Response	<ul style="list-style-type: none"> <li>▪ Response is in Spanish.</li> </ul>
Uninterpretable Language	<ul style="list-style-type: none"> <li>▪ Response is in a language other than English or Spanish.</li> </ul>



## AIRWays Reporting User Guide

## H

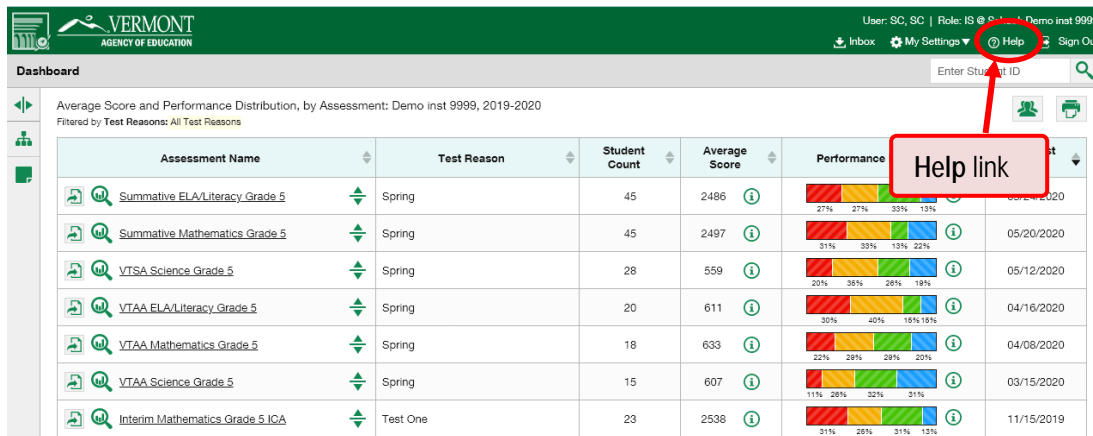
## Help

The AIRWays Reporting System includes an online user guide.

### How can I access the online user guide?

In the banner, click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 116. District-Level User View: Dashboard



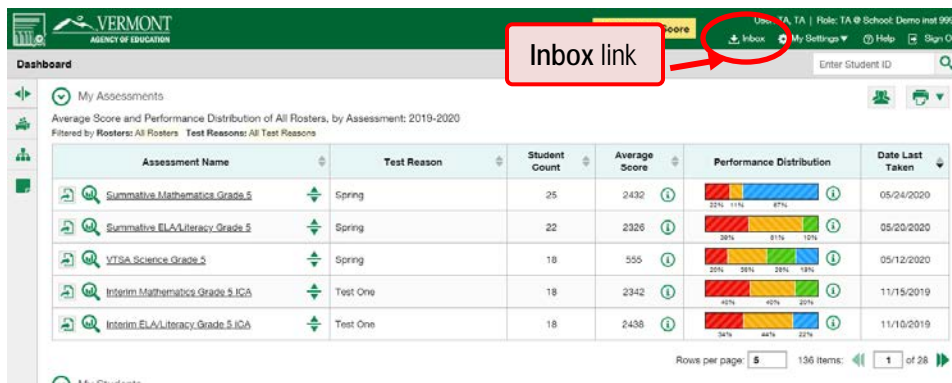
## Inbox

### How can I use the Inbox?

The Inbox in the AIRWays Reporting System banner stores any PDF versions of reports you print from a report page. These files automatically expire after a designated period.

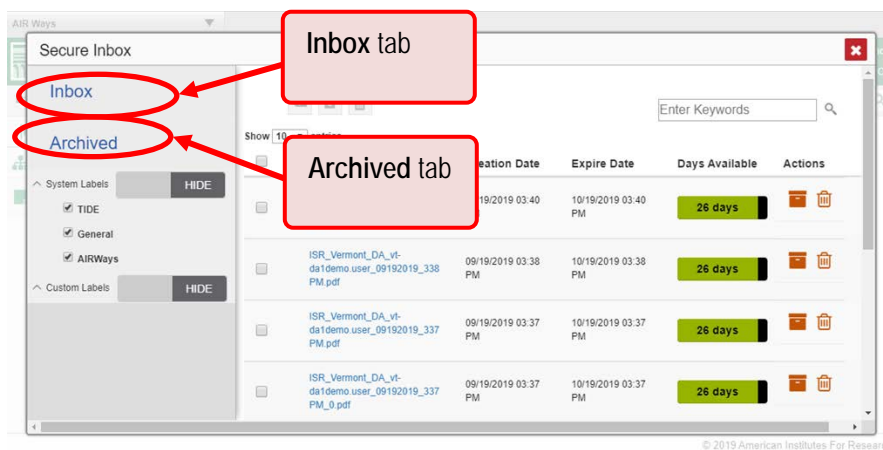
The Inbox also stores any file exports you create in TIDE, as well as secure files uploaded by admin users. You can also access the Inbox from the portal.

Figure 117. District-Level User View: Dashboard



1. In the banner, click **Inbox**. The **Secure Inbox** window appears, listing the available files (see [Figure 125](#)).

Figure 118. Secure Inbox Window: Inbox Tab

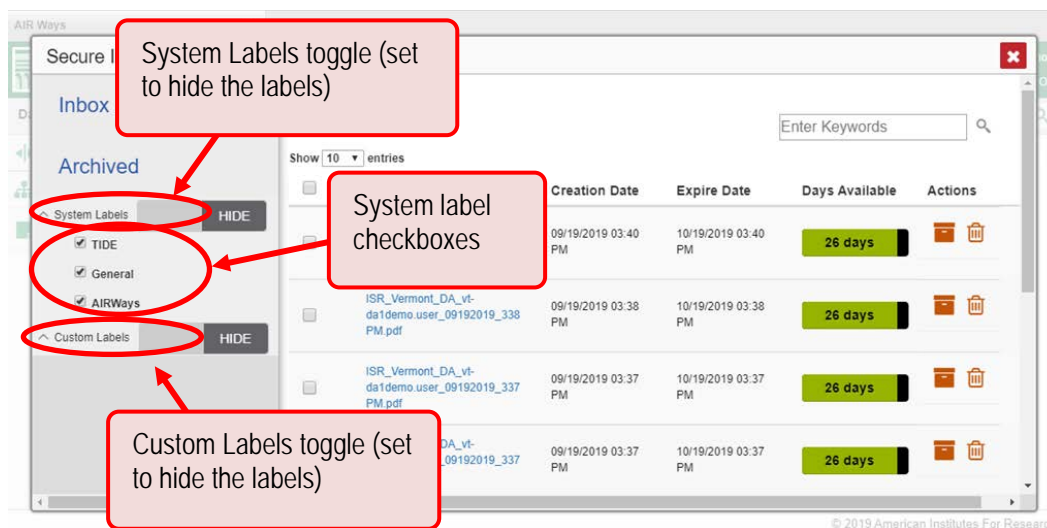


## AIRWays Reporting User Guide

## 2. Choose either of the available tabs:

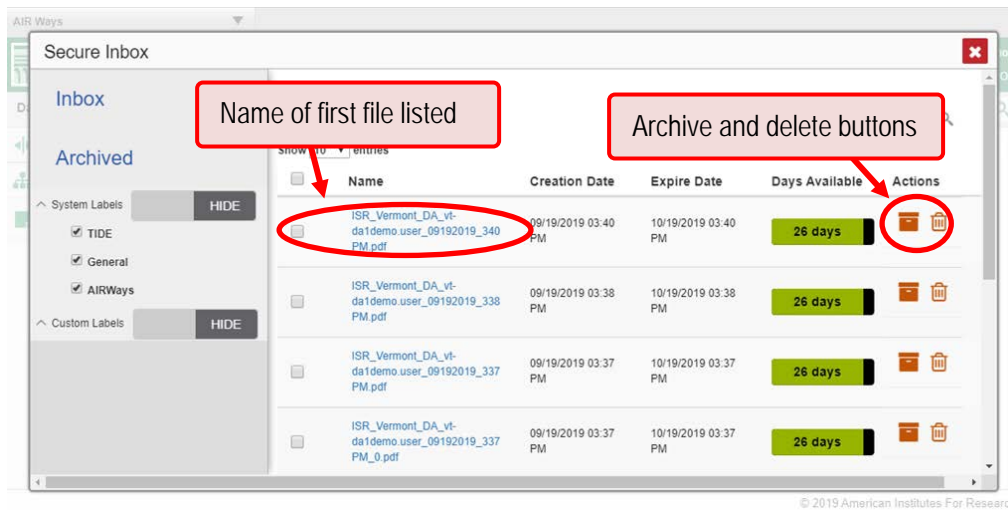
- **Inbox:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
- **Archived:** Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

Figure 119. Secure Inbox Window: Inbox Tab








3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
4. *Optional:* To hide or display system labels, click the System Labels toggle.
5. *Optional:* To hide files with a particular system label, unmark the checkbox for that system label.
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle.
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.

Figure 120. Secure Inbox Window: Inbox Tab



8. *Optional:* Do one of the following:

- To download a file, click the name of the file.
- To apply a custom label, follow these instructions:
  - To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
  - To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
- To archive a file, click .
- To unarchive a file, click . The file is moved back to the Inbox.
- To delete a file, click .

You cannot delete or archive secure documents uploaded to the Inbox by admin users.

## L

## Login Process

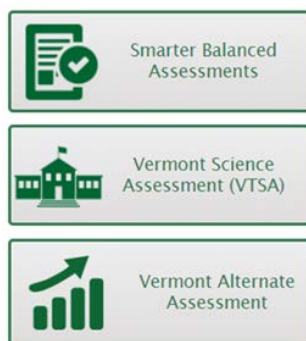
This section describes how to log in to the AIRWays Reporting System.

Do not share your login information with anyone. All AIRWays systems provide access to student information, which must be protected in accordance with federal privacy laws.

### How can I log in to the AIRWays Reporting System?

1. Navigate to the portal.
2. Select a program card from the cards displayed.

Figure 121. User Role Cards



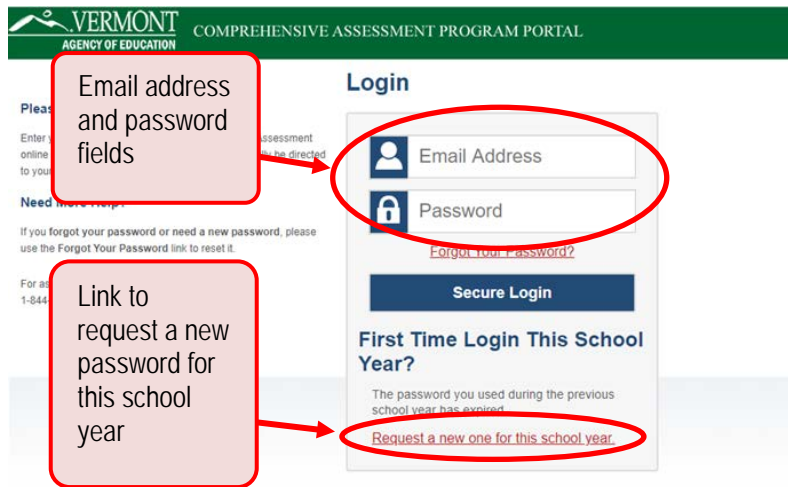
3. Click the **AIRWays Reporting** card. The login page appears.

Figure 122. AIRWays Reporting Card



4. On the login page, enter the email address and password you use to access all AIR systems.

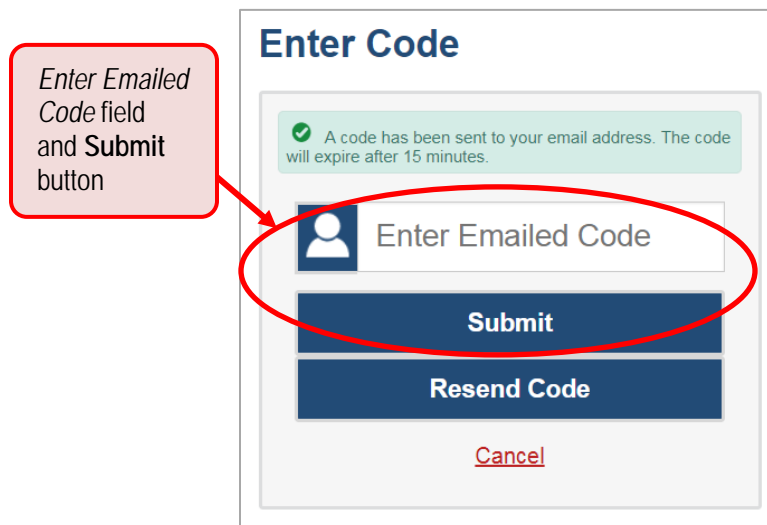
Figure 123. Login Page



5. Click **Secure Login**.

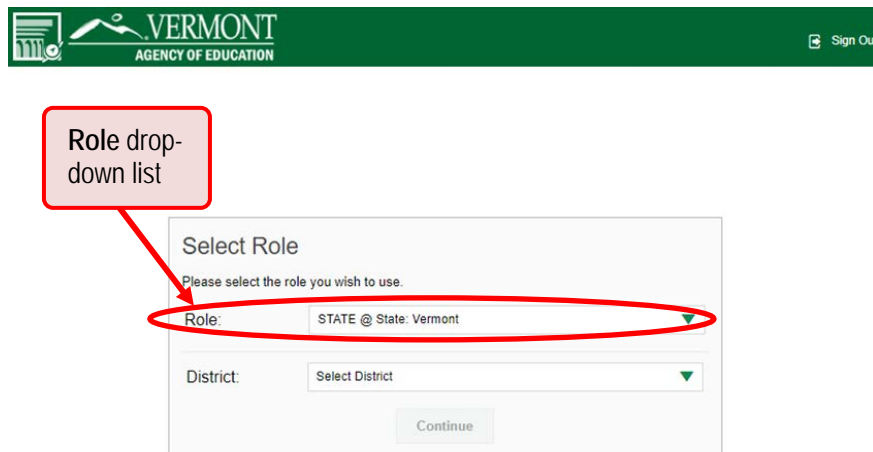
- a. If the **Enter Code** page appears, an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes.
  - If the authentication code has expired, click **Resend Code** to request a new code.

Figure 124. Enter Code Page



- b. If your account is associated with multiple institutions, you are prompted to select a role. From the **Role** drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 125. Select Role Window



The dashboard for your user role appears.

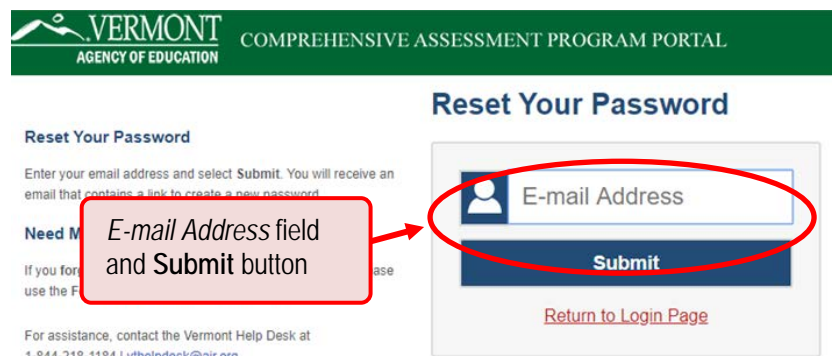
### How can I set or reset my password?

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set your password within 15 minutes.

All users are required to do a one-time password reset at the beginning of every school year, for security purposes.

- If your first temporary link expired:  
In the activation email you received, click the second link provided and request a new temporary link.
- If you forgot your password:  
On the **Login** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

Figure 126. Reset Your Password Page



## AIRWays Reporting User Guide

- If you did not receive an email containing a temporary link or authentication code:  
Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.
- Additional help:  
If you are unable to log in, contact your help desk for assistance. You must provide your name and email address.



## M

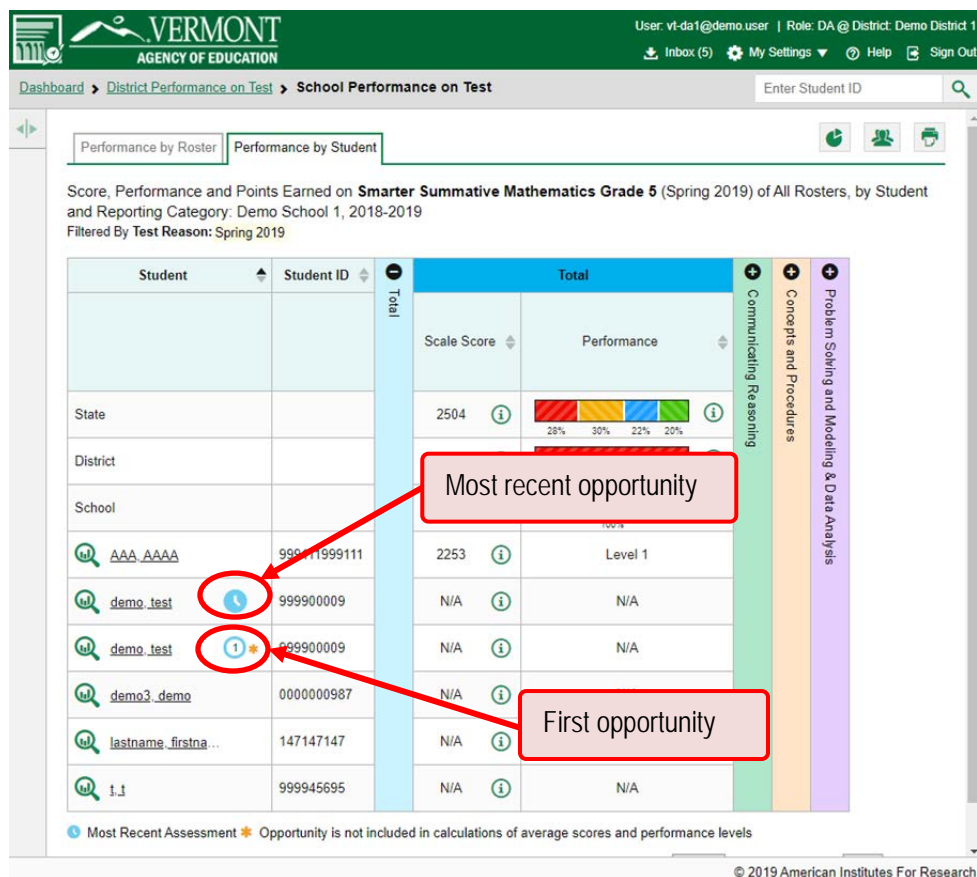
## Multiple Interim Test Opportunities

Sometimes interim test results will include multiple rows for the same student.

**What does it mean when interim test results include multiple rows for the same student?**

When a student completes multiple test opportunities for a single assessment, reports display a row of data for each opportunity. As in [Figure 134](#), a clock icon 🕒 appears next to the most recent opportunity. Previous opportunities are marked with numbers ①, starting from the earliest test taken.


Figure 127. District Performance on Test Report: Performance by Student Tab



Only data for the most recent opportunity are used to calculate the average scores and performance levels.

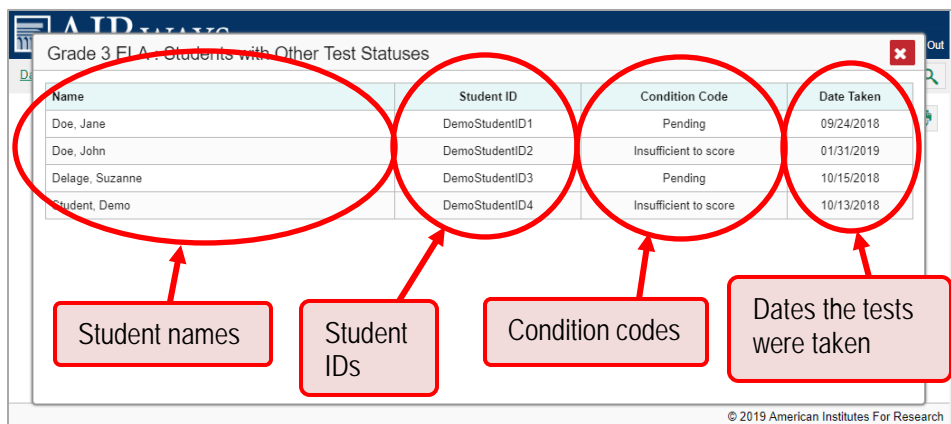
## N

## Non-Scorable Test Opportunities

The reports in AIRWays Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated", or when it includes blank or empty topics (topics without items). If a test opportunity is non-scorable, a notification  appears below the report for that assessment.

You can click **More Info** on the notification to view the **Students with Other Test Statuses** window. This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 128. Students with Other Test Statuses Window



Name	Student ID	Condition Code	Date Taken
Doe, Jane	DemoStudentID1	Pending	09/24/2018
Doe, John	DemoStudentID2	Insufficient to score	01/31/2019
Delage, Suzanne	DemoStudentID3	Pending	10/15/2018
Student, Demo	DemoStudentID4	Insufficient to score	10/13/2018

© 2019 American Institutes For Research

## P

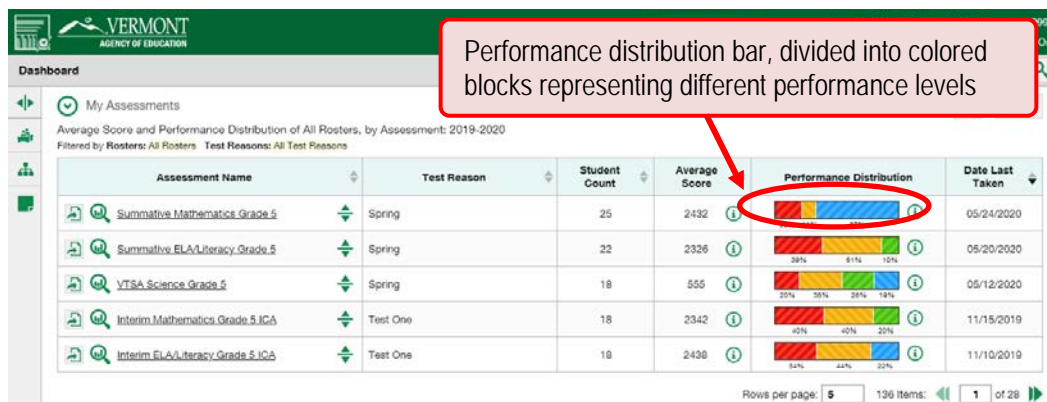
### Performance Data

#### What kinds of performance data are displayed in the AIRWays Reporting System?

Depending on the test, a report may display different kinds of performance data:

- Score data:
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.
- Performance level data, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some reports include performance distribution bars (see [Figure 136](#)) showing the percentage of students who achieved each performance level.

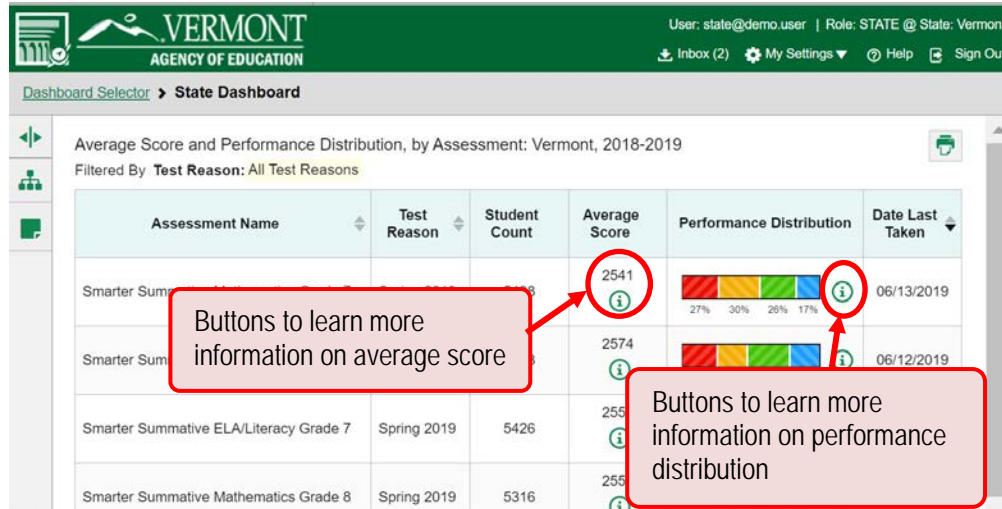
Figure 129. School-Level User View: Dashboard



How can I learn more about what scores and performance levels are?

In a report, click the more information button  in the score or Performance Distribution columns.

Figure 130. State-Level User View: Dashboard



A legend appears (see [Figure 138](#) and [Figure 139](#)), explaining what the scores or performance levels indicate.

Figure 131. State-Level User View: Dashboard with Expanded Average Score Legend

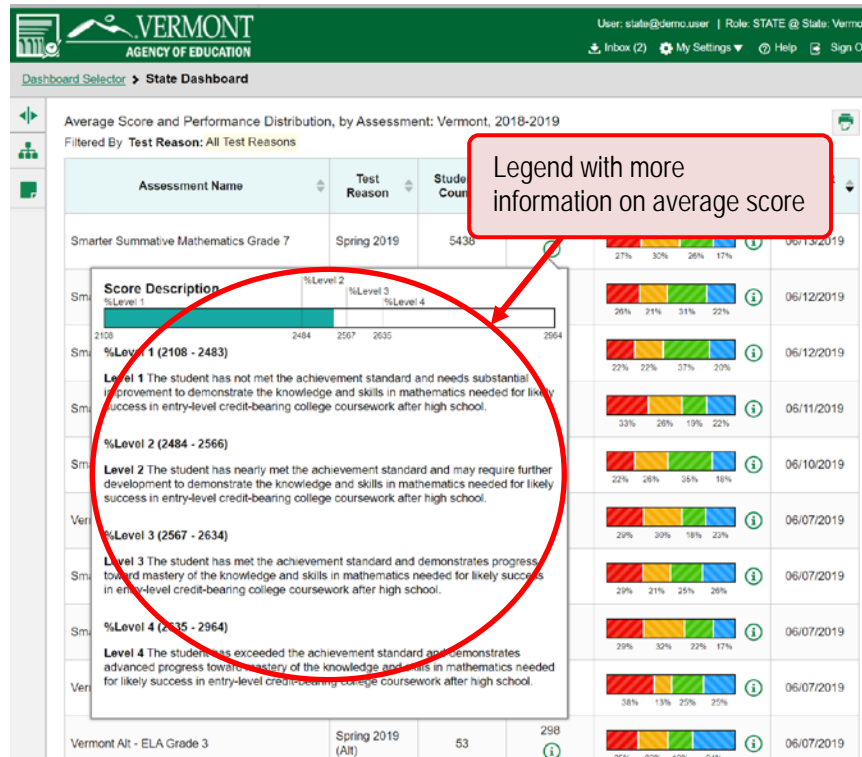
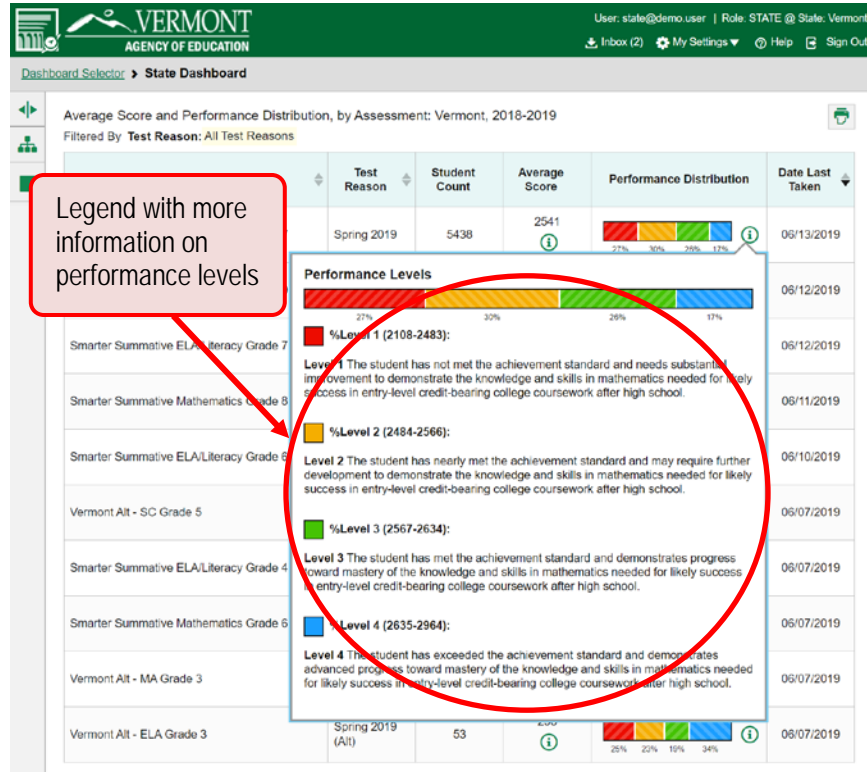



Figure 132. State-Level User View: Dashboard with Expanded Performance Distribution Legend





You will find similar buttons  in reports throughout the AIRWays Reporting System.

## R

## Report Tables

## How can I sort a table?



1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.
2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker  when the column is sorted in ascending order.

## How can I specify the number of rows displayed?



In the *Rows per page* field  below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.



You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

## How can I view additional table rows?

- To move to the next and previous pages in a table, click the arrow buttons   at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field  at the lower-right corner of the table.

## How can I view additional table columns?

To scroll the table to the right or left, click the arrow buttons   on the right and left sides of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or  and  to expand and collapse them.

## How can I expand all accordion sections in a table?

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.
2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

# T

## Test Resources

### How can I access additional information on an assessment?

Some test results in the AIRWays Reporting System include supplementary information that you can access, such as resources provided for the assessment in the Digital Library.



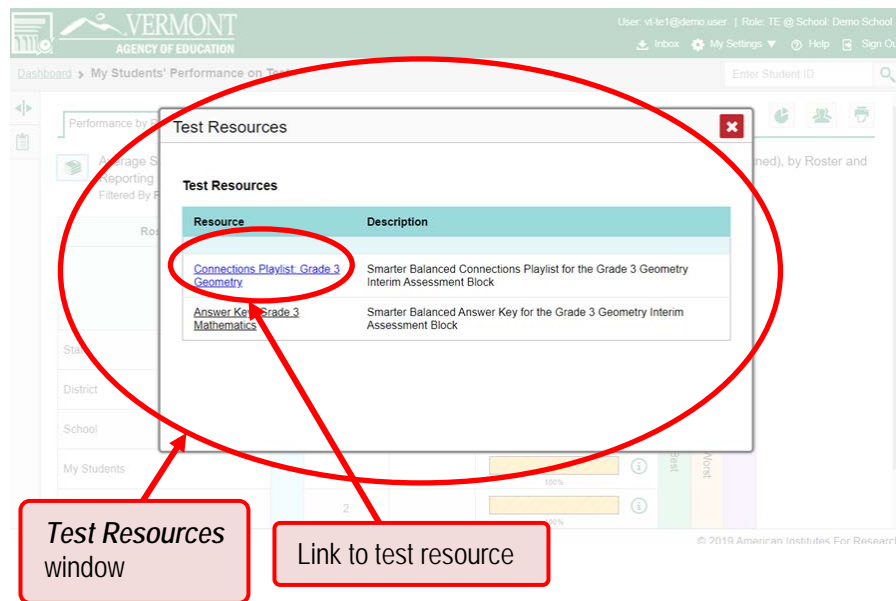
If additional assessment information is available, click the books button  in the upper-left corner of the report table. If the Assessment Report also includes a Longitudinal Report, this link will appear in a context menu . A **Test Resources** window opens. It displays resource links that open in a new browser tab or window.

Figure 133. Test Resources Window



## U

### User Support

For additional information and assistance in using the AIRWays Reporting System, contact the AIRWays Help Desk.

The Help Desk is open Monday-Friday 7:00 a.m. to 7:00 p.m. Eastern Time (except holidays or as otherwise indicated on the VCAP portal).

Vermont Comprehensive Assessment Program Help Desk

Toll-Free Phone Support: 1.844.218.1184

Email Support: [ythelpdesk@air.org](mailto:ythelpdesk@air.org)

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8).



## **Appendix B**

### **Sample Printed Individual Student Report**

# Sample Printed Individual Student Reports

## Exhibit B-1. Rhode Island Sample Printed Individual Student Report

### Spring 2019 Rhode Island Next Generation Science Assessment Individual Student Report



**RIDE** Rhode Island  
Department  
of Education

**Name:** Doe, Jennifer A.  
**SASID:** 9999991234  
**Date of Birth:** 04/29/2008

**District:** Demo District (9999)  
**School:** Demo Elementary School (99999999)  
**Grade:** 5

#### What is the Next Generation Science Assessment? (NGSA)

This report provides your child's results from the 2019 Next Generation Science Assessment (NGSA). This is the first year of administration for this assessment. The NGSA is a new assessment that measures student knowledge and skills on the Next Generation Science Standards (NGSS) that Rhode Island adopted in 2013 ([www.RIDE.ri.gov/NGSS](http://www.RIDE.ri.gov/NGSS)). NGSA is administered to students in grades 5, 8, and 11 and provides information on student knowledge and skills in the areas of life science, physical sciences, and earth and space sciences.

The report shows:

- Your child's score between 37 and 59 and their achievement level
- Your child's achievement compared to school, district, and state averages
- How your child performed in the different areas of science measured by this assessment

#### Your Child's Overall Results in Grade 5

##### Science

Achievement Level

#### Approaching Expectations

Score

**49**

(Score range: 37-59)

#### State tests provide valuable information for you and your child's teacher

These results give you the ability to compare your child's school to schools across the state. They also let you track your child's progress over time. We hope this report can help inform and empower you as you advocate for your child. You know your child best.

For more information on how to understand the results, visit [www.RIDE.ri.gov/Assessment-Results](http://www.RIDE.ri.gov/Assessment-Results).

#### What Do I Do Next?

After reviewing this report, it is critical that you attend family-teacher conferences and discuss with your child's teachers your questions and concerns. Don't be afraid to speak up. Children whose families stress the value of education are more likely to find it important, as well.

#### How Can I Support My Child's Education?

- School attendance matters, every single day. Missing just two days of school a month is chronically absent, so make it a priority to get your child to school on time daily.
- Establish daily reading routines, let your child see you read, and encourage your child to read for fun all year long.
- Get involved and stay connected to your child's school, however and whenever you can.
- Share your voice! Help improve your child's school by participating in SurveyWorks every year.
- Start a conversation. Ask questions. Talk to your child about what they're learning and show an interest in the subjects that excite them.

Remember, you are your child's first teacher, and you play an important role in setting your child up for success.

**Did you know that establishing family routines can help your child succeed?**

Make a habit of setting up designated times for homework, reading, mealtimes, family conversations, bedtime, and leaving for school each day.

66 6666 6666



**Join us to improve education!**  
Scan the QR code to access important information and resources for your family

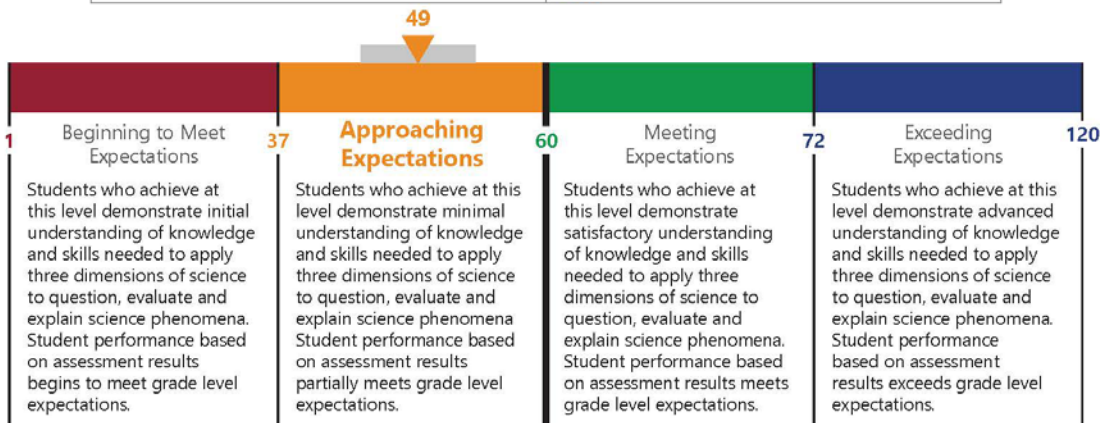
Name: Doe, Jennifer A.  
SASID: 9999991234

Grade 5  
Spring 2019

Science

Computer-based Test

Your Child's Achievement Level: **Approaching Expectations**  
Your Child's Score: **49**



The horizontal gray bar shown in the graphics above shows the range of likely scores your child would receive if he or she took the test multiple times. The score range for your child is between 44 and 54.

Jennifer's Science Score

**49**  
Approaching Expectations

Jennifer's Science score is 49. This score is **lower than** the average score of fifth graders in the school, **lower than** that of fifth graders in the district, and **similar to** that of fifth graders statewide.

Achievement

How your child performed compared to students in their school, district, and state.

Year	Your Child's Score	Average Score		
		School	District	State
2019	49	65	60	50

How Did Your Student Perform in the Different Areas of Science?

Life Sciences



Your student can consistently model life cycles and movement of matter in ecosystems; use evidence to explain that organisms need structures to live; and interpret data to show that individuals inherit traits, populations have different traits, and some organisms thrive in specific environments.

Physical Sciences



Your student can sometimes conduct experiments to explain the structure of matter, signs of chemical change, and how forces affect the motion of objects; use evidence to explain speed and energy transfer; and model particles of matter and light waves.

Earth and Space Sciences



Your student may have difficulty presenting data to show the results of Earth's movements around the sun; graphing where fresh and salt water exist on Earth; modeling interactions of the geosphere, biosphere, hydrosphere, and atmosphere; and using evidence to analyze solutions to hazards caused by weather.

0000000000

## Exhibit B-2. Vermont Sample Printed Individual Student Report



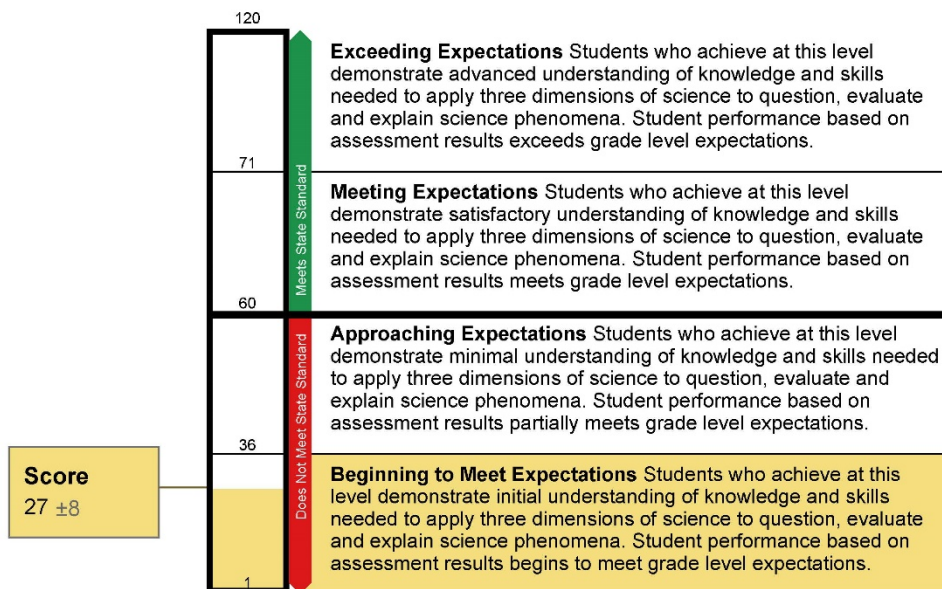
Grade 11 Science 2018-2019

### Demo, Student

Student ID: 99900011 | Student DOB: 5/2/2003 | Enrolled Grade: 11 | Date Taken: 5/15/2019

Demo School District 3  
Demo School 2

Performance Level: Beginning to Meet Expectations      Scale Score: 27±8



Name	Average Scale Score
Vermont	55
Demo School District 3	59
Demo School 2	59

**Information on Standard Error of Measurement**

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, 2300 (±10) indicates a score range between 2290 and 2310.



Grade 11 Science 2018-2019

**Demo, Student**

Student ID: 99900011 | Student DOB: 5/2/2003 | Enrolled Grade: 11 | Date Taken: 5/15/2019

Demo School District 3  
Demo School 2

**Performance Level:** Beginning to Meet Expectations      **Scale Score:** 27±8

**Reporting Categories**

Below  At/Near  Above

The table and the graph below indicate student performance on individual claims. The black dot indicates the student's score on each claim. The lines to the left and right of the dot show the range of likely scores your student would receive if he or she took the test multiple times.

Category	Performance	Performance Level	Performance level Description
Earth and Space Science			<p><b>What These Results Mean</b> Students that score in this range typically can develop and use mathematical models, analyze and interpret computational data, and construct explanations for the characteristics and life cycles of objects in the solar system; Earth's formation and history, Earth system interactions; and the relationship between human society on Earth's systems and natural resources. .</p> <p><b>Next Steps</b> Consider creating opportunities for your student to study and model the life cycle of objects in the universe. Use the stages of baking cookies to represent the different life stages of stars and planets. Encourage students to analyze and record observed changes in local wildlife populations (earlier or later harvests, moose and deer populations, etc.) and compare it to recorded climate data.</p>
Life Science	N/A	N/A	N/A
Physical Science			<p><b>What These Results Mean</b> Students that score in this range can typically use models, investigations, and mathematical concepts to identify evidence for the chemical properties and characteristics of matter; energy system transfers and transformations; the relationship between force, mass, and acceleration; and the relationship between wavelength, amplitude, and frequency.</p> <p><b>Next Steps</b> Consider creating opportunities for your student to investigate falling objects of different weights. (Note: mass and weight on Earth are the same.) Create a ramp with wood, a book, or cutting board and let objects slide down with the ramp at different angles. Discuss what relationships can be seen between the weight, distance the object moves, and the acceleration of the object.</p>