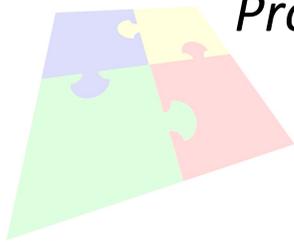




Instructional Management System (IMS)

Progress Report (RI Interim Assessments)



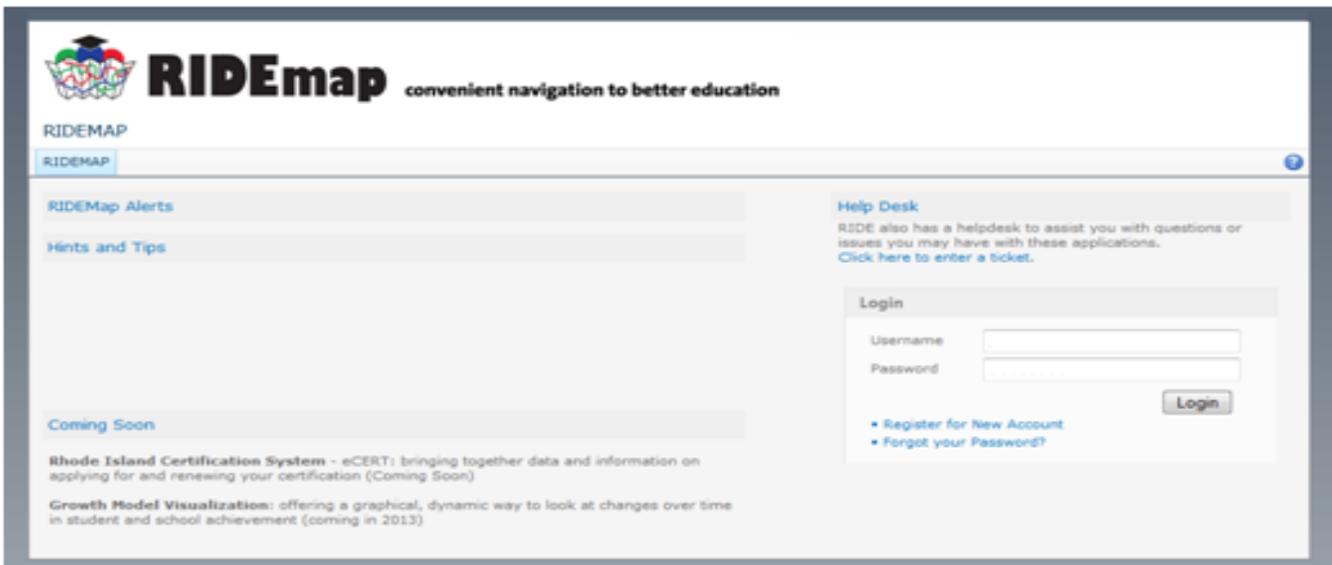
The Rhode Island Instructional Management System (IMS) brings data, curriculum, assessments, and professional development together into one place for educators. Various reports populated with data from statewide and some district wide assessments are available to educators through the IMS. This guide is meant to assist educators with accessing and understanding the **Progress Report** at district/school levels for the RI Interim Assessments (RIIA) project.

IMPORTANT NOTE: In order for the IMS to function properly, your district must have completed a deployment process that includes several system configurations and data loads. If you are unsure whether or not your district has deployed the IMS or you are having trouble accessing reports, contact your school or district technical administration.

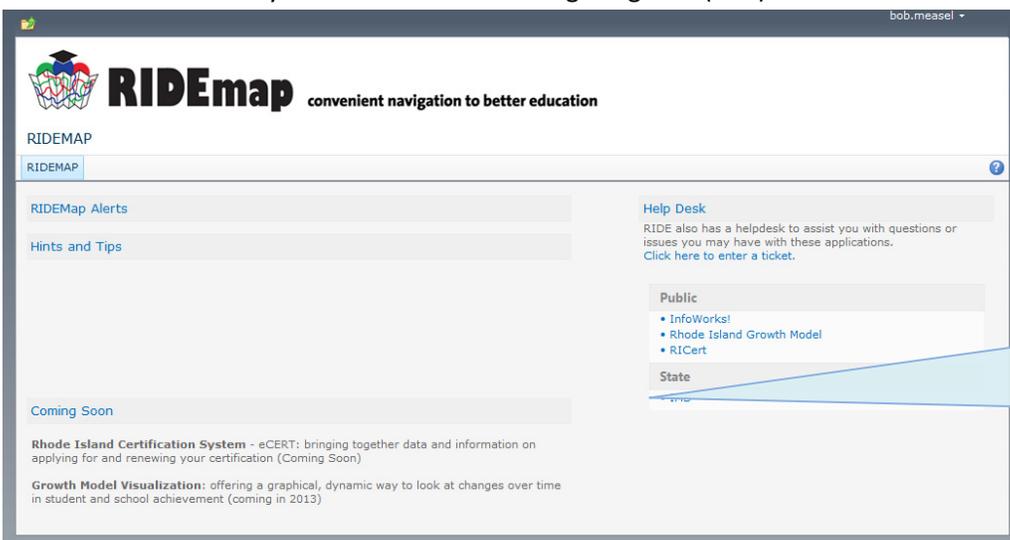
Certain domain restrictions apply to all reports. This prevents teachers from seeing test results for students who they do not have on their roster or administrators from seeing student data for schools they do not work in or schools in other districts. There are four levels in the domain restriction hierarchy: state level user, district level user, school level user, and classroom level user. Each user in the hierarchy can see data for the level(s) below. For example, a district level user can see students' results at the district, school, and classroom level, but a classroom level user (teacher) can only see those students assigned to him/her.

Educators can access the IMS through the RIDemap Portal:

<https://ridemap.ride.ri.gov/default.aspx>



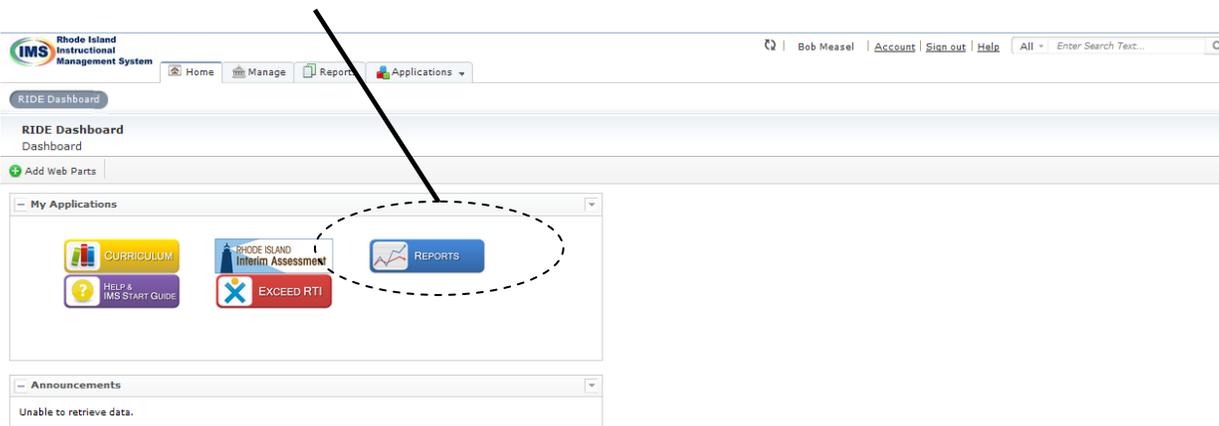
If you do not have login credentials for the RIDemap Portal, contact your school or district single-sign-on (SSO) administrator or technical administrator.



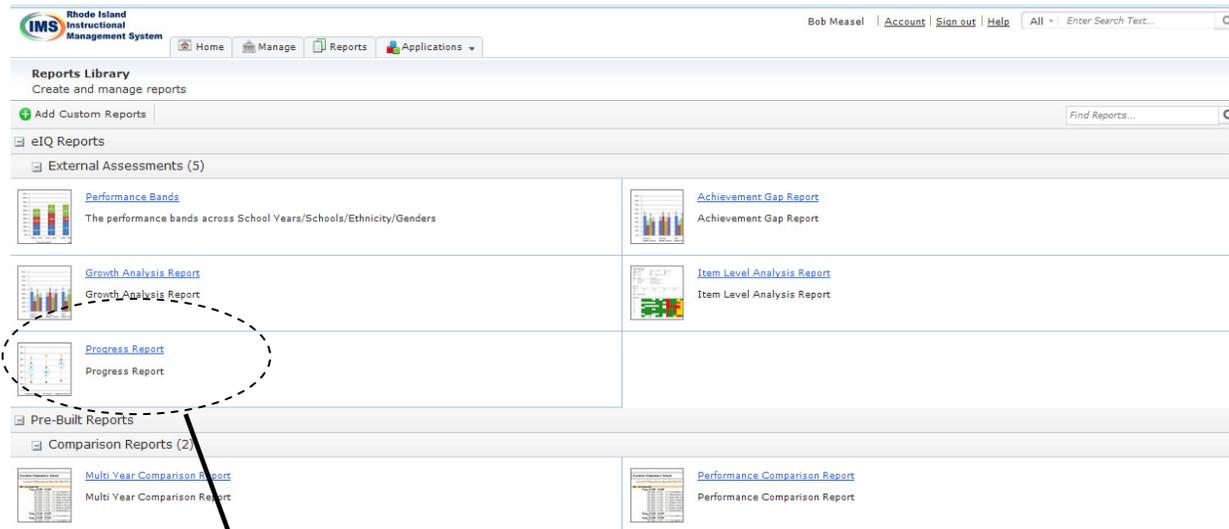
Once you login, you will see all of the applications that you have been given access to by your district. If you do not see the IMS link here, contact your district technical admin.

When you click the IMS link from RIDEmap, you will be taken to the IMS Landing Page.

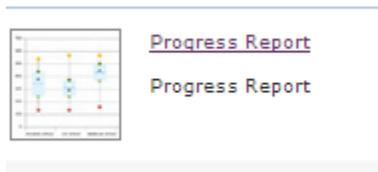
From here, click the 'Reports' button.



This will take you to the reports library page:



Click on Progress Report



When you click on Progress Report, you will be taken to the filter screen to begin building your report.

Once in this tool, you will be able to create reports at the district and/or school level, depending on your role in the IMS.

District or School Level Report

You cannot run the report until all required filters have been selected. The filters must be selected sequentially, beginning with organization. The filter options available to you depend on your role in the IMS. For example, district level administrators will see all of the schools in their district in the 'organization' drop-down menu, but teachers will only see their school.

This guide will walk through the creation of reports for the RI Interim Assessments (RIIA) project.

The screenshot shows the 'Progress Report' filter interface in the IMS. The interface includes a navigation bar with 'Home', 'Manage', 'Reports', and 'Applications'. The main content area has a 'Filters' section with the following options:

- Roster Option: Select Manually, From Group
- Organization: Select Organization (dropdown)
- Roster Year: Select the Roster Year (dropdown)
- Test Series: Select Test Series (dropdown)
- Test Year: Select the Test Year (dropdown)
- Terms: Select the Terms (dropdown)
- Test Grade: Select the Test Grade (dropdown)
- Include State Calculations: Yes, No

Demographics filters are also available:

- ELL: Show All (dropdown)
- Economically Disadvantaged: Show All (dropdown)
- Ethnicity: Show All (dropdown)
- Gender: Show All (dropdown)
- IEP: Show All (dropdown)
- Migrant: Show All (dropdown)

Two callout boxes are present:

- A dashed oval encircles the Organization, Roster Year, Test Series, Test Year, and Terms filters. A callout box below it states: "All filters must be specified before a report can be run."
- A dashed oval encircles the Demographics filters. A callout box below it states: "You may also select from these additional / optional filters for the report if you choose."

Buttons for 'Run Report' and 'Reset Filters' are located at the bottom left.

- 1) Ensure that 'Roster Option' is set to 'Select Manually'. It is possible to create groups in the IMS which you can use to create reports, but that is an advanced function that requires training from your district.
- 2) Select District from Organization drop down menu.
For school level reports, select a school instead of a district from the drop-down menu.

This close-up shows the 'Organization' dropdown menu. The 'Select Manually' radio button is selected. The dropdown menu is open, showing the following options:

- Select Organization
- Barrington School District
- Barrington High School
- Barrington Middle School
- Barrington Professional Developm...

Other filters visible include Roster Year, Test Series, Test Year, Terms, Test Grade, and Include State Calculations.

Each filter determines the options available for the next filter.

3) Select the roster year

Roster Option: Select Manually From Group

Organization: School District

Roster Year: Select the Roster Year

Test Series: 2012-2013

Test Year: Select the Test Year

Terms: Select the Terms

Test Grade: Select the Test Grade

Include State: Yes No

Calculations:

Run Report | [Reset Filters](#)

4) From Test Series drop down menu, select the RIIA content

Roster Option: Select Manually From Group

Organization: School District

Roster Year: 2012-2013

Test Series: Select Test Series

Test Year: Select the Test Year

Terms: Select two or more

Test Grade: Select the Test Grade

Include State: Yes No

Calculations:

Run Report | [Reset Filters](#)

- The five content options are:
- Algebra 1
 - Algebra 2
 - Geometry
 - Math (grades 3-8)
 - Reading (grades 3-11)

5) Select the Test Year

Roster Option: Select Manually From Group

Organization: School District

Roster Year: 2012-2013

Test Series: RIIA-Geometry

Test Year: Select the Test Year

Terms: 2012-2013

Test Grade: Select the Test Grade

Include State: Yes No

Calculations:

Run Report | [Reset Filters](#)

6) Select the terms (at least two) to be compared:

Roster Option: Select Manually From Group

Organization: School District

Roster Year: 2012-2013

Test Series: RIIA-Geometry

Test Year: 2012-2013

Terms: Select the Terms

Test Grade: Select the Test Grade

Include State: Yes No

Calculations:

Run Report | [Reset Filters](#)

7) Select the grade from Test Grade menu

Roster Option: Select Manually From Group

Organization:

Roster Year:

Test Series:

Test Year:

Terms:

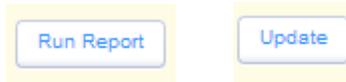
Select two or more

Test Grade:

Include State Calculations:

| [Reset Filters](#)

8) Click Run Report (if new session) or Update (if you have created reports prior to this one in this session)



Depending on your RIIA content selection:

- Algebra 1, Algebra 2, Geometry: select 'Other'
- Math: select the grade
- Reading: select the grade

District and school level reports look like this. Please note: district reports will not include the average score at the school level.



[<Back To Reports Library](#)
Progress Report

Export this report as PDF or Excel.

1 of 1 | Export to Format

Progress Report

Organization: School Test Series: RIIA-Reading Test Year: 2012-2013
 Test Grade: 3rd Grade Term: Fall, Winter Migrant: All
 IEP: All Ethnicity: All Gender: All
 ELL: All Economically Disadvantaged: All

Term	Fall	Winter
Points Possible	32.00	32.00
Avg. Score: School	11.29	9.04
Avg. Score: District	12.05	9.25
Avg. Score: State	13.18	10.04