Rhode Island and Vermont Multi-State Science Assessment

2021-2022

Volume 6: Score Interpretation Guide





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1. MULTI-STATE SCIENCE ASSESSMENT SCORE REPORTS

In spring 2022, the Multi-State Science Assessment (MSSA) was administered to Rhode Island and Vermont students in grades 5, 8, and 11. The purpose of the *Score Interpretation Guide* is to document the features of the Centrailized Reporting System, which is designed to assist stakeholders in reviewing and downloading test results, and in understanding and appropriately using the state assessment results. Additionally, this volume describes the score types reported for the spring 2022 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 2022 assessments were available to districts and schools through the Centralized Reporting System (CRS) on March 15, 2022, for Vermont, and on May 23, 2022, for Rhode Island. The CRS provided information on student achievement and aggregated summaries at the district, school, and roster levels.

The CRS (https://ri.portal.cambiumast.com/ and https://vt.portal.cambiumast.com/) is a webbased 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: (1) state, (2) district, (3) school, and (4) teacher. Each user is granted drill-down access to reports in the system based on his or her assigned role. This means that 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 only. However, for comparative purposes, users do have access to aggregate-level data for their role. For example, a teacher can see the aggregate performance of the school and district to compare the performance of their students with other students in the state as a whole.

The following users have access to the CRS:

- *State Users*, who have access to all data at the state, district, school, teacher, and student levels
- *District Administrator (DA)* and *District Test Coordinator (DC) Users*, who have access to all data for their district and the schools and students in their district
- *School Coordinator (SC) Users*, who have access to all data for their school and the students in their school
- *Teacher (TE)* and *Test Administrator (TA) Users*, who have access to all aggregate data for their rosters and individual student data for 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 the assessment 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 assessment. Conversely, high scale scores can be interpreted as an indication that the student has proficient knowledge and skills as measured by the assessment. Interpretation of scale scores is more meaningful when the scale scores are used along with achievement levels and achievement-level descriptors (ALDs).

Based on their scale scores, 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 the following four achievement levels:

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

ALDs are a description of the 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. The following are the three achievement categories for the MSSA for student achievement on each discipline level:

- 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 (refer to Section 2.5, Cut Scores). Student achievement at either *Below Mastery* or *Above Mastery* can be interpreted as clearly below or above the *Meeting Expectations* cut score for a specific discipline. Student achievement that is *At/Near Mastery* can be interpreted as not providing enough information to tell whether a student has reached the *Meeting Expectations* mark for the specific discipline.

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

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

Table 1. Disciplines for Science

1.3 CENTRALIZED REPORTING SYSTEM

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

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 for the district the school belongs to are also provided so that school performance can be compared with 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 Reporting System is hierarchically structured. An authorized user can view reports at his or her own aggregated unit and any lower level of aggregation. For example, school users can view the reports and data at the school and student levels of their school only, while DA users can view the reports and data for their districts and the student-level results for all their schools.

Table 2 summarizes the types of score reports that are available in the Reporting System and the levels at which the reports can be viewed. A description of each report is also provided. Data files are accessible for districts to download. For detailed information on available reports and features, educators can refer to the *Reporting System User Guide*. The 2021–2022 *Reporting System User Guide* is included in Appendix A-1 and Appendix A-2.

			Level of Ability							
Report	Description	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 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 (DCIs) Report	Summary of overall performance on each DCI 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					V				
Data Files	Text/CSV file containing overall and discipline-level scale scores and performance levels along with demographic information		√	√	~	V				

Table 2. Rhode Island and Vermont Reports Summary

1.4.1 Reporting by Subgroup

The aggregate reports provide overall student results by default, but results can also be analyzed by subgroups based on demographic data at any time. For example, when the Gender subgroup is selected, the Reporting System will display aggregate results for all students, male students, and female students. When used on student-level reports, subgroups can be used to filter individual group 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. Table 3 and Table 4 present the types of subgroups and subgroup categories provided in the Reporting System for Rhode Island and Vermont, respectively.

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

Table 3. Rhode Island List of Subgroups

Table 4. Vermont List of Subgroups

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

Breakdown by Category	Displayed Category
Individuals with	IDEA
Disabilities Education Act (IDEA) Indicator	Not IDEA
Economic	Yes
Disadvantage Status	No
Limited English	Yes
Proficiency Status	No
	Grade 5
Enrolled Grade	Grade 8
	Grade 11

1.4.2 Overall Performance Dashboard

Homepage-authorized users can log in to the CRS to view summaries of students' performance across grades and subjects. Using the CRS Overall Performance Dashboard, state and district personnel can access district summaries, school personnel can access school summaries, and teachers can access student performance summaries. The dashboard has the following features:

- Summary data displays separated by grade and subject
- Level of aggregation based on a user's role
- The number of students tested and percentage meeting expectations

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

			de Island artment diacation ICE ASSESSMENT				ι	Jser: erica.gray@car	mbiumassessment.com		strict: Demo Dist 9999 ஒ Help 📑 Sign Out
Select R	ole 🕨	Dashboar	rd Generator > Dashboard > Pert	ormance on Test	5					Enter Studer	nt ID 🔍
Filters			re and Performance Distribution, hool: <mark>All Schools</mark> Test Reasons			9, 2021-2022					Features & Tools
Test Groups			Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Di	stribution	Date Last Taken
Test	Ð	Q 1	NGSA Grade 11	Summative	11	Spring 2022 (NGSA)	9	23 ± 5 🚯	Percent 89% Count 8	11% 1	04/25/2022
Reasons	Ð	<u>a</u>	NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	11	13±3 🚯	Percent 100% Count 11	0	04/22/2022
Schools	Ð	Q 1	NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	10	15±4 🚯	Percent 100% Count 10	0	04/21/2022
								Ro	ws per page: 10	3 Items:	1 of 1

Figure 1. District-Level Overall Performance Dashboard, Rhode Island

~	AGENCY OF EDUCATION					User: erica.gr	ay@cambiumassessment.com		GRAM @ State: \ ⊘ Help 🕞 S	
Select F	Role > Dashboard Generator > Dashboard > Performan	ce on Tests						Enter Stu	dent ID	٩
+ Filters	Average Score and Performance Distribution, by Ass Filtered By School: All Schools Test Reasons: All Test		District 1, 2021-20	22					Features &	. Tools
Rest Groups	Assessment Name 🔶	Test Group 🍦	Test Grade	Test Reason 👙	Student Count \$	Average Score \$	Performance Distribution	ition	Date Last Taken	¢
Test	D Q VTSA Grade 5	VTSA	5	Spring 2022 (NGSS)	11	10 ± 3 🚯	Percent 100% Count 11	Ø	03/23/202	2
Reasons	D Q VTSA Grade 8	VTSA	8	Spring 2022 (NGSS)	8	19±4 🚯	Percent 100% Count 8	0	03/15/202	.2
Schools	D Q VTSA Grade 11	VTSA	11	Spring 2022 (NGSS)	6	23±7 🚯	Percent 67% 33 Count 4 2) %	03/14/202	:2
							Rows per page: 10	3 Items:	1 of 1	1 🌗

Figure 2. District-Level Overall Performance Dashboard, Vermont

1.4.3 Aggregate-Level Subject Report

Detailed summaries of student achievement within a grade and subject area are available in the Aggregate-Level Subject Report. This report presents results for the aggregate unit, as well as results for any higher-level aggregate units. For example, a school's Aggregate-Level Subject Report will 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 all students and by subgroups. Figure 3 and Figure 4 present examples of Aggregate-Level Subject Reports for grade 11 science at the district level without subgroups (for Rhode Island and Vermont, respectively). Figure 5 and Figure 6 present grade 5 science for Rhode Island and grade 11 science for Vermont at the district level when a user selects the gender subgroup.

User: erica.gray@cambiumassessment.com | Role: DA@ District: Demo Dist 9999 RIDE Reporting h Select Role > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test Enter Student ID ٩ Average Score and Performance Distribution for NGSA Grade 11 (Spring 2022 (NGSA)), by School and Reporting • Features & Tools Category: Demo Dist 9999, 2021-2022 Filtered By School: All Schools | Test Reasons: Spring 2022 (NGSA) | School ÷ O 0 0 0 Physical Earth and Space _ife Science otal Average Scale Sdence Student Percent Performance Distribution Count Proficient Score 11% District 9 23 ± 5 🚯 0% Perce 0 Demo School 1 9 23 ± 5 🚯 0% Perce

Figure 3. District Aggregate-Level Subject Report, Rhode Island, Grade 11 Science

Figure 4. District Aggregate-Level Subject Report, Vermont, Grade 11 Science,

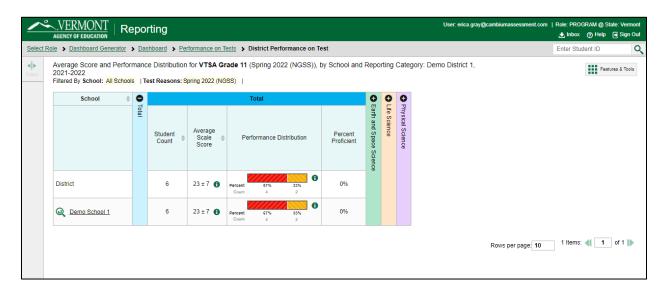


Figure 5. District Aggregate-Level Subject Report, Rhode Island, Grade 5 Science by Gender

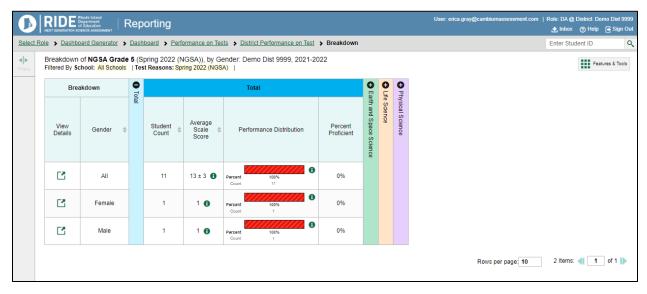


Figure 6. District Aggregate-Level Subject Report, Vermont, Grade 11 Science by Gender

	VERM	UCATION	por											🛃 Inbox 🕜 Help	
Select Ro	ole > Dashbo	oard Generator	Dash	board > Perfe	ormance on Tes	<u>ts</u> > <u>Di</u>	strict Perforn	nance on Test	Breakdown					Enter Student ID	C
Filters		of VTSA Grad hool: All Schools					Demo Distr	ict 1, 2021-2	022					Featu	res & Tools
	Brea	akdown	Total				Total			0	0	0	Get More Insights		^
			otal							arth ar	Life Science	Physical Science	Breakdown by		
	View	Gender		Student 🔺	Average Scale \$	Po	rformance D	istribution	Percent	ld Spa	ince	Scien	Reporting Options		^
	Details	Centrel		Count 👻	Score	10	Performance Distribution		n Percent Proficient			ê	Change Reporting Time Period	Change Role	
										nce			Download & Print		^
		All		6	23 ± 7 🚯	Percent Count	67% 4	33% 2	0%				Download Student Results	t 📑 Print	
	ß	Female		3	29 ± 4 🚯			0	0%				Test Options		^
	Ľ	Female		3	2914	Percent Count	67% 2	33% 1	0%				Set Student Settin on Item View	g	
		Male		3	18 ± 15 🚯	Percent	67% 2	33%	0%				Roster Settings		^
						- Jun	2						Add Roster	View/Edit Ro	ster
													Upload Roster		

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 Aggregate-Level Discipline-Level Report summaries 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. Summaries can be presented for all students within an aggregate and for 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 what is seen in Figure 5 and Figure 6; however, they are not illustrated here.

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

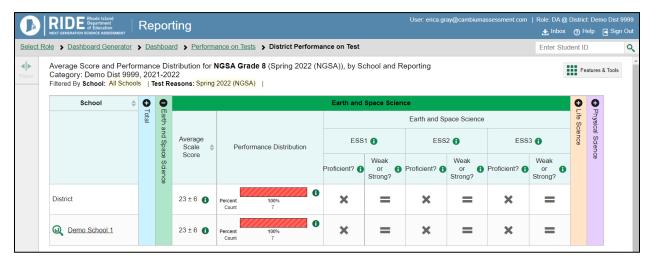
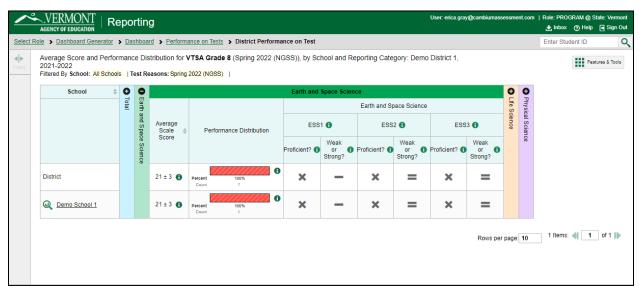


Figure 8. District Aggregate-Level Discipline-Level Report, Vermont, Grade 8 Science



1.4.5 Aggregate-Level Items and Disciplinary Core Ideas Level Report

The Aggregate-Level Disciplinary Core Ideas (DCIs) Report lists data on the achievement of student groups on each standard of a subject for the current testing window. It 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 provided only 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 assessment.

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. District Aggregate-Level Disciplinary Core Idea Report, Rhode Island, Grade 8 Science

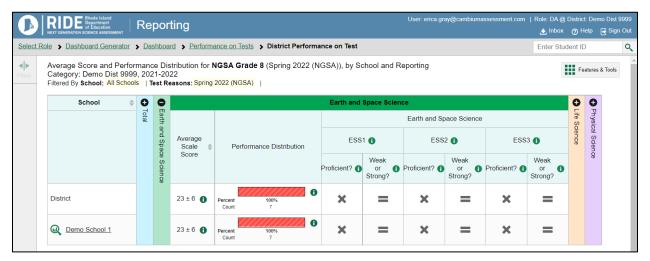


Figure 10. District Aggregate-Level Disciplinary Core Idea Report, Vermont, Grade 8 Science

Average Score and 2021-2022 Filtered By School: A					/TSA Grade 8 (Spring 2022 (N 2022 (NGSS)	IGSS)), by So	chool and Re	eporting Cate	gory: Demo	District 1,					Fea	atures
School	¢	0	•		,	Earth and	Space Scien	се				0	0			
		Total	Earth					Earth and S	pace Science			Life Science	Physic			
			and Spa	Average Scale \$	Performance Distribution	ESS	61 🚹	ESS	2 🕦	ESS	3 🚯	cience	Physical Science			
			Earth and Space Science	Score		Proficient?	Weak or Strong?	Proficient?	Weak or Strong?	Proficient? ()	Weak or Strong?		ce			
District				21 ± 3 🚯	Percent 100% Count 7	×	-	×	=	×	=					
Q Demo School 1	1			21 ± 3 🚯	Percent 100% Count 7	×	-	×	=	×	=					
											Rows per		40	1 Items:	∢[1	٦,

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 details 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.

	RIDE Rhode Island Department of Education	Reporting								User: erica gray@cambiumassessment.com	Role: DA @ District: Demo 🛃 Inbox 🕜 Help 🖶	
Select Ro	ble > Dashboard Generator >	Dashboard > F	Perform	nance on Tests	> District Performance on Test	Scl	hool F	Perfo	orma	nce on Test	Enter Student ID	٩
Filters	Performance by Roster Perf	ormance by Stud	ent								Features & T	ools
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			Total	Scale Score \$	Performance		arth and Sha	Life Science	Physical Science			
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	School			23 ± 5 🚯	Percent 89% 11% Count 8 1							
-	(u) demo, demo	1116		27 ± 8 🚯	Beginning to Meet Expectations							
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	Q DemoLast, Demo	333333342		7 ± 12 🚯	Beginning to Meet Expectations							

Figure 11. Student-Level Subject Report, Rhode Island, Grade 11 Science

ect Role > Dashboard Generate	or > Dashboard	> Perfor	mance on Tests	<u>District Performance on Test</u>	Sch	ool Pe	rforma	ance on Test	Enter Student ID	Q
Performance by Roster	Performance by	Student							Features & Tools	
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Student	Student			Total	0					
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District			19 ± 4 🚯	Percent 100% Count 8			ce			
School			19±4 🚯	Percent 100% Count 8	Ð					
asdasd, asd	99990042	86	7±9 🚯	Beginning to Meet Expectations	3					
Q Demo, Demo	() 1515		8±9 🚯	Beginning to Meet Expectations	5					
Q Demo, Demo	1 * 1515		8 ± 11 🚯	Beginning to Meet Expectations						

Figure 12. Student-Level Subject Report, Vermont, 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.

	RIDE Rhode Island Department of Education ext generation science assessment	eporting							User: erica.gray@cambiumassessment.com	Role: DA @ District: Demo Dist 	
lect Role	Dashboard Generator Dashboard Generator	ashboard > F	Perform	mance	on Tests > Distric	t Performance o	n Tes	<u>t</u> > !	School Performance on Test	Enter Student ID	٩
9	Performance by Roster Perfor	mance by Stud	lent							Features & Tools	
	Score, Performance and Poin iltered By School: All Schools					022 (NGSA)) o	f All I	Roste	rs, by Student and Reporting Category: Demo School 1, 2021-2022		
	Student 🔶	Student ID 🖨		0	Earth and Spa	ice Science	0	0			
			Total	Earth and Space Science	Perform	ance 🔶	Life Science	Physical Science			
C	District			ace Science	Percent 83% Count 5	17% 1		nœ			
4	School				Percent 83% Count 5	17% 1					
(🔍 demo, demo	1116			Belo	w					
(Q DemoLast, Demo	33333341			n/a						
(Q DemoLast, Demo	333333342			Belo	w					

Figure 13. Student-Level Discipline Report, Rhode Island, Grade 11 Science

Figure 14. Student-Level Discipline Report, Vermont, Grade 8 Science

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Select R	ole > Dashboard Generator > I	Dashboard > F	Perform	nance	on Tests > District Performance of	n Test	> :	School Performance on Test	Enter Student ID	٩
Filters	Performance by Roster Perfo	rmance by Stud	lent						Features & Tools	Í
	Score, Performance and Poin Filtered By School: All Schools					All Ro	sters	s, by Student and Reporting Category: Demo School 1, 2021-2022		
	Student	Student ID 🖨		0	Earth and Space Science	0	0			
			Total	Earth and Spa	Performance \$	Life Science	Physical Science			
	District			Space Science	Percent 100% Count 7		Ice			ļ
	School				Percent 100% Count 7					
	Q asdasd, asd	9999004286			n/a					
	Q <u>Demo, Demo</u>	1515			Below					
	Q Demo, Demo	1515			n/a					

1.4.8 Individual Student Report

When a student receives a valid test score, an individual student report (ISR) can be generated in the 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)

The following is found at the top of the report:

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

The following is found 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
 - \circ 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.

The following is found at the bottom of the report:

• Detailed information on student achievement for each discipline level

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, Sample Printed Individual Student Report.

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

	Phode Island Department of Education Iclance Assessment	Reporting			Indiv	vidual Student Repo		
DemoLast, Student ID: 3333		irst rolled Grade: 11 Date Tak	en: 4/21/2022		NGSA	Grade 11 2021-202 Demo Dist 999 Demo School		
Scale Score: 13:	±9	Performance: Beginni	ng to Meet Expectations					
How Did Your (Child Do o	n the Test?			How Does Your Child	's Score Compare?		
	120	Exceeding Expectations St	tudents who achieve at this level de	monstrate	Name	Average Scale Score		
		advanced understanding of dimensions of science to que	knowledge and skills needed to app estion, evaluate and explain science on assessment results exceeds gra	ly three phenomena.	Demo Dist 9999	23±5		
	71	expectations.		Demo School 1	23±5			
		Meeting Expectations Stud satisfactory understanding of						
		Student performance based expectations.	phenomena.	Information on Standard Error of Measurement				
	60	Approaching Expectations	Students who achieve at this level	demonstrate		t interpreted when recognizing		
		minimal understanding of kn dimensions of science to que	owledge and skills needed to apply estion, evaluate and explain science on assessment results partially mee	three phenomena.	score range and not just	edge and skills fall within a t a precise number. For licates a score range between		
	36		tions Students who achieve at this ding of knowledge and skills neede					
Score		three dimensions of science phenomena. Student perform	to question, evaluate and explain s nance based on assessment results	cience				
13 ±9	1	meet grade level expectation	15.					
The table and the gra	ph below indica ch reporting ca	egory. The lines to the left and right of t	f the Test? porting categories. The black dot indicate he dot show the range of likely scores yo	es the ur student	A	Below 📝 At/Near 🔗 Abov		
Categor	y	Performance	Performance Level		Performance level D	escription		
Earth and Spa Science	ace	N/A	N/A	N/A				
Life Science		Below the Standard Above the Standard	the role of DN/ matter, energy					
Physical Scie	nce	Below the Standard Above the Standard	Your student may have difficulty modeling atomic structure, properties of waves in various media, and the effects of energy and forces on systems; explaining changes in matter, reactions, and energy as conditions are modified, and planning experiments to collect data on relationships of force, mass, and acceleration.					

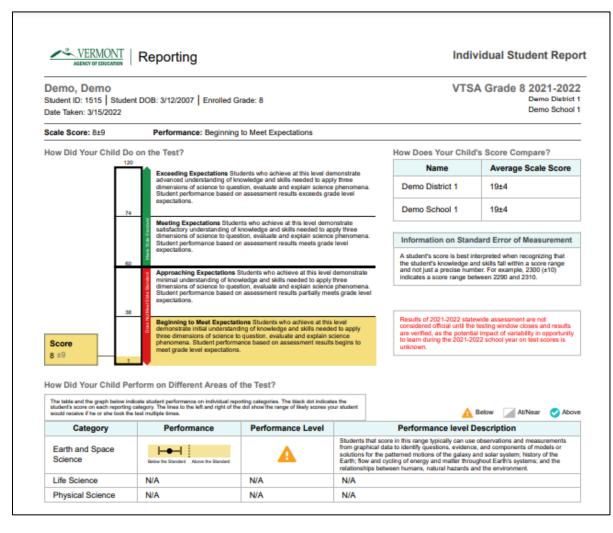


Figure 16. Individual Student Report, Vermont, Grade 5 Science

1.4.9 Data File

Reporting System users have the option to quickly generate a comprehensive data file of their students' scores. Data files (refer to Figure 17 and Figure 18) can be downloaded in Microsoft 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 and can be generated at the district, school, teacher, or roster level.

Figure 17. Rhode Island Data File

	А	В	С	D	E	F	G	н	1	J	К	L	М	N	0	P	Q	R	S	Т	-
1	Student I	Student IE	Enrolled (GRace/Ethr	Gender	English Le	Special Ed	Low Incon	Enrolled [Enrolled	Test Reaso	Test Opp	Date Take	NGSA Gra	NGSA Gra	NGSA Gra	Earth and	Life Scien	Physical So	ience Perf	
2	DemoLas	t 333333333	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	12	8	Beginning	Below	Below	Below		
3	DemoLas	t 3333333331	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	24	6	Beginning	Below	Below	Below		
4	DemoLas	t 333333333	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	28	6	Beginning	Below	Below	Below		
5	DemoLas	t 333333345	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/20/202	16	7	Beginning	Below	Below	Below		
6	DemoLas	t 333333346	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/22/202	19	6	Beginning	Below	Below	Below		
7	DemoLas	t 333333347	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	1	11	Beginning	Below	n/a	Below		
8	DemoLas	t 333333348	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	18	6	Beginning	Below	Below	Below		
9	DemoLas	t 333333349	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	1	10	Beginning	Below	Below	Below		
10	DemoLas	t 333333363	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Scł	Spring 202	Most Rece	04/21/202	20	6	Beginning	Below	Below	Below		

Figure 18. Vermont Data File

1	Student N Student IE Student D	Enrolled CEth	hnicity/	Gender	Limited Er	IDEA Indic	Economic	Enrolled [Enrolled S	Test Reas	Test OppN	Date Take VTSA	Grac VTSA Gra	c VTSA Grac Earth and	Life Scien	Physical Science
2	DemoLast 9990001212/3/2010	5 W	hite	Female	No	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rece	04/26/202 13	8	Beginning Below	Below	n/a
3	James, W 999999583 1/1/1999	5 His	spanic c	Female	Yes	Yes	Yes	Demo Dis	Demo Sch	Spring 202	Most Rece	06/01/202 35	6	Beginning At/Near	Below	Below
4	LastName 999991113	5 Wł	hite	Female	Yes	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rece	03/15/202 24	6	Beginning Below	Below	Below
5	LastName 999991113	5 Wh	hite	Female	Yes	Yes						03/15/202 22	6	Beginning n/a	Below	Below
6	LastName 999991113	5 Wł	hite	Female	No	No	No	Demo Dis	Demo Sch	Spring 202	Most Rece	03/14/2021	14	Beginning n/a	Below	n/a
	LastName 999991113		hite	Female	Yes	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rece	03/15/2021	9	Beginning Below	Below	n/a
	Mary, Scot 9999999611/1/2000		spanic c	Female	Yes	Yes	Yes	N/A	N/A	Spring 202	Most Rece	03/14/202 16	7	Beginning n/a	Below	Below
	Mary, Scot 999999961 1/1/2000		spanic c	Female	Yes	Yes	Yes	N/A				03/14/2021	13	Beginning n/a	Below	n/a
	Mary, Scot 999999953 1/1/2000	5 His	spanic c	Female	Yes	Yes						03/14/202 16	7	Beginning Below	Below	n/a
11	retesting, 111111489	5 Am	nerican	Female	Yes	Yes	N/A	Demo Dis	Demo Sch	Spring 202	Most Rece	04/23/2024	9	Beginning Below	n/a	n/a
12	retesting, 111111493	5 Am	nerican	Female	Yes	Yes	N/A	Demo Dis	Demo Sch	Spring 202	Most Rece	04/23/2028	9	Beginning n/a	n/a	Below
13	Test, dem 999924468	5 Asi	ian	Male	Yes	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rece	03/13/202 21	7	Beginning Below	Below	Below

1.5 TEST INFORMATION DISTRIBUTION ENGINE

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

Once users log in, they are directed to the homepage, which allows them 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 to Microsoft Excel and download the file.

1.6 PAPER INDIVIDUAL STUDENT REPORTS FOR FAMILIES

In Rhode Island, ISRs were delivered as printed materials to the districts where students were enrolled as of August 5, 2022, 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 assessment. The report was organized as follows:

- **The top of the report** displayed the student's name, student ID, test grade, test date, school, and district. Science reports included a frequently asked questions section.
- The MSSA Scores section graphically displayed the student's scale score and corresponding achievement level and explained the scores in the accompanying text. A range of scores that were ± SEM was given with explanatory text.
- The Student Achievement Compared section, which was included with the MSSA scores graphic, provided a comparison between the student's scale score and that of the student's school, district, and state.
- **The Discipline-Level Scores** section displayed discipline-level tables that showed how students performed on each discipline level. This section included 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 were explained in greater detail next to the graphics.

2. INTERPRETATION OF REPORTED SCORES

A student's test performance is reported as a scale score and an achievement level for the overall test, and as an achievement level for each discipline level. A student's 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 an assessment and can be interpreted as an estimate of a student's knowledge and skills as measured by their performance on the assessment. 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 level of achievement. 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 test 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 " \pm " 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 \pm 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 an assessment that 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*, and (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. Students performing on the MSSA 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: (1) *Below Mastery*, (2) *At/Near Mastery*, and (3) *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: (1) *Beginning to Meet Expectations*, (2) *Approaching Expectations*, (3) *Meeting Expectations*, and (4) *Exceeding Expectations*. For each achievement level, there is a minimum and a maximum scale score that defines the range of scale scores that students in each achievement level have achieved. Collectively, these minimum and maximum scale scores are defined as *cut scores* and are the

cutoff points for each achievement level. Table 5 presents the cut scores for the MSSA for all grades.

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

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

2.6 AGGREGATED SCORES

Students' scale scores are aggregated at the roster, teacher, school, and district levels to represent how a group of students performs on an assessment. When students' scale scores are aggregated, the aggregated scale scores can be interpreted as an estimate of the 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 aggregated 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 OF DISCIPLINARY CORE IDEAS

For Disciplinary Core Idea (DCI) performance, relative strengths and weaknesses at each standard are reported for aggregate levels (e.g., classroom, school, district) only. Since 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 of a reported standard shows how a group of students performed in each standard relative to the expected achievement for proficiency; for summative assessments, this is the expected level of achievement necessary to meet the *Meeting Expectations* achievement level. 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 are a comparison to the standards-based expectations, performance across groups can be compared.

For the Areas of Strongest and Weakest Performance section, the expected performance is determined based on the students' overall achievement on the entire test. It shows how a group of students performed on 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 in 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. Overall, assessment results tell what a student knows and can 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 within a content area.

Individual student assessment results can also be used to help teachers and schools make decisions on how to support student learning. Aggregate score reports at the teacher and school level provide information about the strengths and weaknesses of a student 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. Furthermore, by narrowing 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 specific 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 instruction for these students that focuses 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 students in other 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 (LOFT) test design, scale scores are comparable across students.

While assessment results provide the 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 and 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 consider 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 the Reporting System. Rhode Island also sends printed individual student reports (ISRs) to families. The results are released after the testing window closes and standard setting has been completed.

The 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 all the students in his or her school only, a teacher will see students in his or her class only). Users can then drill down through various levels of aggregation all the way to the ISRs. The system allows users to more precisely tailor the content, moving from subject area to reporting categories, to disciplinary core ideas (DCIs), and even to standards-level reports for aggregate data. 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 file 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.

Reporting System User Guide

For Summative Assessments

2021-2022

Published Fall 2021

Prepared by Cambium Assessment, Inc.



Descriptions of the operation of Reporting and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

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Introduction to the User Guide

This user guide provides instructions on using the Reporting System to access 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

Reporting User Guide

How to Navigate Reports

This section explains how to navigate your reports.

How to Understand the Reporting Dashboard

When you log in to the 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?

The teachers dashboard displays two tables, as in Figure 1:

- The My Assessments table lists all your assessments.
- The My Students table lists all your students.

								10)	
	ibution of All Rosters, by Assessment:								.0.
Filtered by Test Group: All Tests Robers	All Rosters Test Reasons: All Test Reasons		Student	 Average 		Performance	e Distribution	Date	
Grade 5 Science	Spring 2019		Count	Score 49	(i)		.	Tak 05/08	en 8/2019
S Q Grade 8 Science	Spring 2019		18	40	(i)	34% 44	i	04/0	2/2019
The second se						40% 4	016 2016		
Orade Transco My Students Most Recent Assessment of All Roster Fitred by Test Group; All Tests Rosters	Spring 2019 rs: 2018-2019 All Rostera Test Reasons: All Test Reason	na	22	38	Rov	sese vs per page: 5	3 Items:		1/2019
 My Students Most Recent Assessment of All Roste 	rs: 2018-2019 All Rosters Test Reasons: All Test Reaso	ona lent ID 🔶	22		Rov		6196		of 1
My Students Most Recent Assessment of All Roster Fitered by Test Group: All Tests Rosters	rs: 2018-2019 All Rosters Test Reasons: All Test Reaso	lent ID 🔶	22 rade 5 Science	Most	Rov	vs per page: 5	6196	Date T	of 1
My Students Most Recent Assessment of All Roste Fitered by Test Group: All Tests Roster: Student Name	rs: 2018-2019 All Rosters Test Reasons: All Test Reasons Stud	lent ID 🔶	113	Most 28	Rov	vs per page: 5	6196	 1 Date T 05.05] of 1
My Students Most Recent Assessment of All Roste Fittered by Test Group: All Tests Student Name Demo Scient A.	rs: 2018-2019 All Rostera Test Ressons: All Test Resso 9999991014	lent ID 🔶 Gr	rade 5 Scienc	Most se	Rov	vs per page: 5	6196	 Date T 05/08 	of 1
My Students Most Recent Assessment of All Roste Fittered by Test Group: All Tests Student Name Demo. Student B.	rs: 2018-2019 All Rosters Test Ressons: All Test	lent ID 🔶 Gr Gr Gr	rade 5 Scienc	Most ce ce	Rov	vs per page: 5	6196	Date T 05/06 05/06	of 1

Figure 1. Teacher View: Dashboard

The dashboard for district- and school-level displays only one table, as in <u>Figure 2</u> listing all the assessments like the first table on the teacherdashboard.

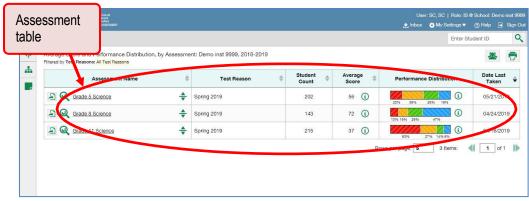


Figure 2. School-Level User View: Dashboard

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 Reporting System.

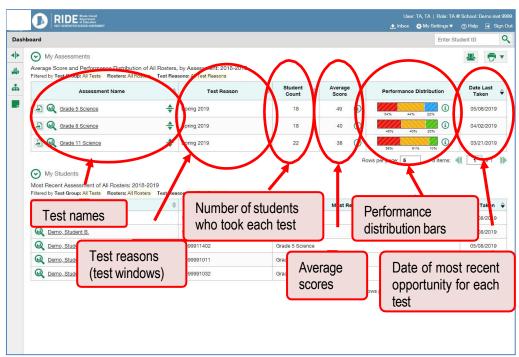


Figure 3. Teacher View: Dashboard

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 4 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.

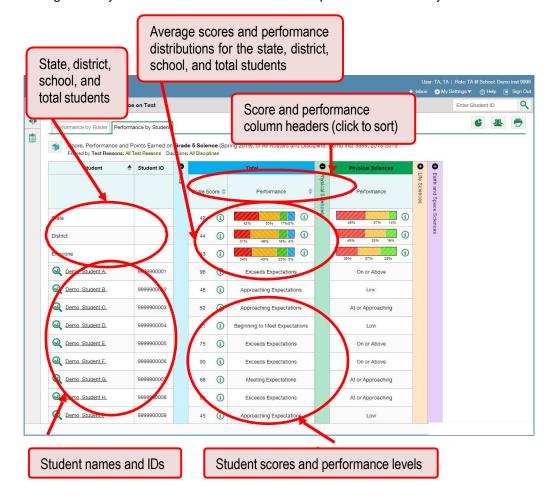


Figure 4. My Students' Performance on Test Report: Performance by Student Tab

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.

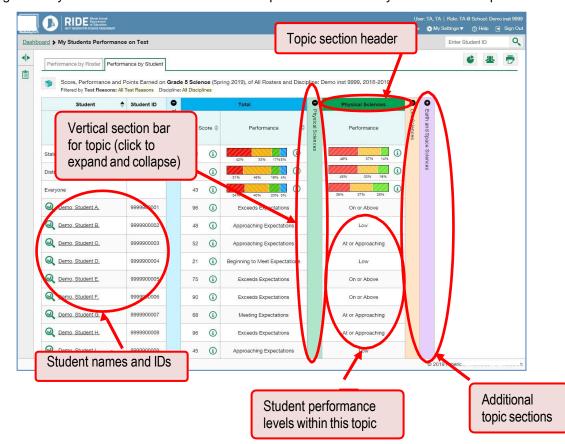


Figure 5. My Students' Performance on Test Report: Performance by Student Tab: Topic Section

How to View Test Results for 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 (<u>Figure 6</u>) 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 \mathbf{Q} beside it). The School Performance on Test report appears.

The report shown here (<u>Figure 6</u>) 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.

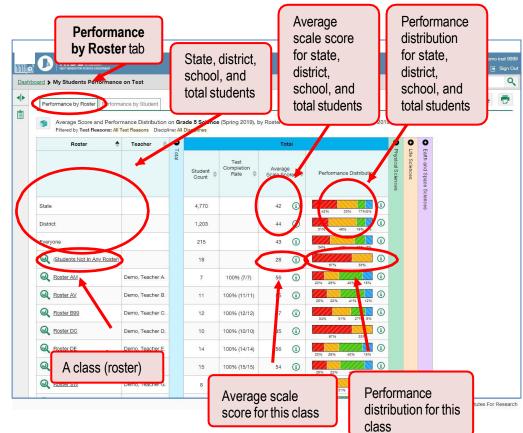


Figure 6. My Students' Performance on Test Report: Performance by Roster Tab

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

NOT REDE Production				Avera Score				Perform Distribu		e	A Role: TA @ School: Demoinst 995 y Settings ❤ _ (?) Help _ ➡ Sign O
	Completic column	n						column			Enter Student ID
Performance by		~	J		+						6 & 7
Average Score and Perform Filtered by Test Reasons: All T				(Spring 2019), b	oy Roster ar	d Discip	line: Demo	inst 99 9, 2018-201	9		
Roster 🔶	Teacher 👙	Total	Student Count	Test Completion Rate	Averag Scale Sca		Perform	nance Distribution	Physical Sciences		Earth and Space Sciences
State			4,770		42	(i)	42%	33% 17%8%			ciences
District			1,203		44	(i)	3196	40% 19% 4%			
Everyone			215		43	í	34%	40% 23% 3%			
(Students Not In Any Roster)			18		28	í	679	33%			
Roster AM	Demo, Teacher A.		7	100% (7/7)	56	i	20% 25%	40% 15%			
Roster AV	Demo, Teacher B.		11	10096 (11/11)	55	í	2516 221	5 41% 12% (
Roster B99	Demo, Teacher C.		12	100% (12/12)	47	í	34%	3156 2756 856			
Roster DC	Demo, Teacher D.		10	100% (10/10)	35	í	87%	33%			
Roster DE	Demo, Teacher E.		14	100% (14/14)	56	(i)	20% 25%	40% 15%			
Roster GOTG	Demo, Teacher F.		15	100% (15/15)	54	i	28% 22%	5 41% 12%			
Roster SW	Demo, Teacher G.		8	100% (8/8)	47	(i)	34%	3155 2755 855			

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 within each area of the test by clicking each vertical section bar to expand or collapse it. In this example (Figure 8), you can view aperformance 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 \bigcirc beside it). The class results listed by student appear (Figure 9).

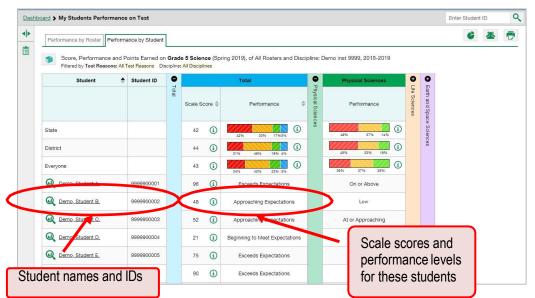


Figure 9. Teacher View: Roster Performance on Test Report

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 <u>Figure 10</u>. 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 through your dashboard.

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 Q 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 \mathbf{Q} 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.

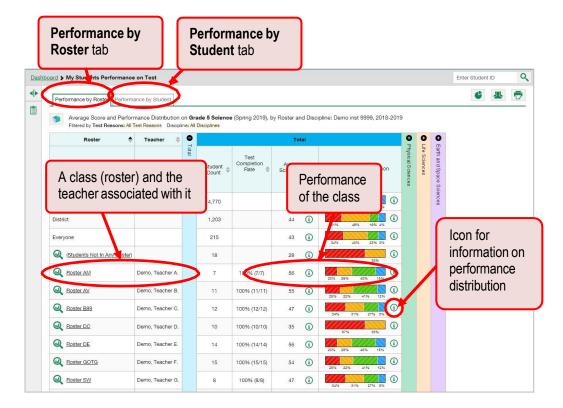


Figure 11. School Performance on Test Report: Performance by Roster Tab

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

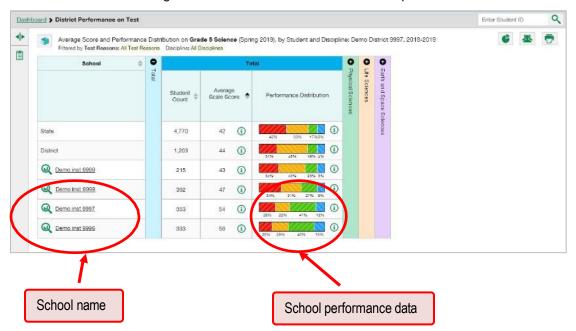
oard > My Students Perfo	rmance on Test									Enter Studen	(ID)	C
Average Score and	Performance by Student		ce (Spring 2019), b	y Roster and D	Hiscipline	: Demo inst 9999, 2018-201	Ð			C	<u>#</u>	•
Roster		•		Totai			0	0	0			
	Score co	Student	test Completion Rate ⊕	Average Scale Score	0	Performance Distribution	hysical Sciences	Life Sciences	Earth and Space Sciences			
State	header	i anni		42 0		42% 33% 17%5%			ences			
District	noudor			44 🤇		21% 48% 19% 4%						
Everyone		215		43		34% 40% 23% 3%						
(Students Not In An	Coore for			28 🤇		57% 32%						
Roster AM	Scores for		100% (7/7)	56 (25% 26% 42% MM						
Roster AV	classes (ros	sters)	10090 (11/11)	55								
Roster B99	Demo, Teacher C.	12	10096 (12/12)	47 (245 215 275 EN						
Roster DC	Demo, Teacher D.	10	10096 (10/1)	35 🤇		87% 23%						
Roster DE	Demo, Teacher E.	14	10096 (14/14)	56 (25% 28% 40% 14%						
Roster GOTG	Demo, Teacher F.	15	10096 (15/16)	54 (205 225 415 125						
Roster SW	Demo, Teacher G.	8	10096 (8/8)	47		0						
				2.8	- 1	34% 01% 27% 8%						

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?

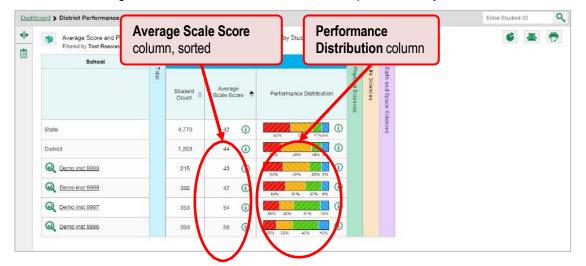
On the dashboard that appears when you log in, click the name of a test (or \bigcirc beside it). A list of the schools in your district appears with the overall school performance data section open.

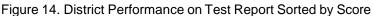




How can I see which schools in the district performed best on this assessment?

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





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.

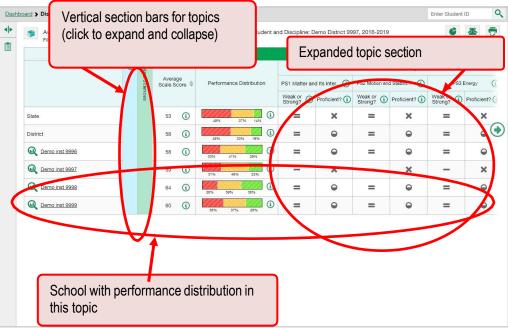
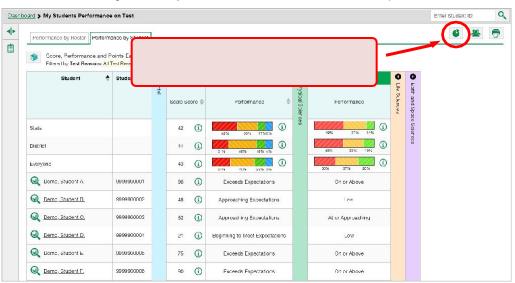


Figure 15. District Performance on Test Report with Expanded Topic Section

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

You can use the pie chart button \checkmark 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.





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 **e** at the upper-right corner (see Figure 16).

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

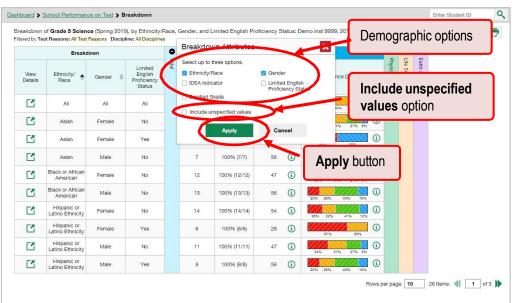


Figure 17. Breakdown Attributes Window

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).

Columns for each Dashboard > School Performance on Test > Breakdown Row of data for demographic sub-Breakdown of Grade 5 Science (Spring 2019), by Ethnicity/R Filtered by Test Beasons: All Test Beasons D Asian female group category student status Student Count Average Scale Score Gender Completion Rate Ľ All 202 100% (146/146) **(i)** Ľ **(** Asian Fema C Asian Female 2 100% (2/2) 57 **(i)** i Male i (i Asian 56 7 100% (7/7) ck or African 1 Female 12 100% (12/12) 47 1 (i) ck or African American Ľ (i) (1) Male 56 View Details 2 Hispanic or tino Ethnicit Female 54 i 1 Hispanic or tino Ethnicity Ľ column with 1 **(i)** Femal 28 buttons to view Male 47 **(i) i** Latino Ethnicity the details for lispanic or ino Ethnicity 56 (i) **(i)** ~ Male each row Rows per page: 10 28 Items: 4 1 of 3 🕨

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 \square in the View Details column on the left (see Figure 18).

A window opens to display 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)

Performance by Roster		R		r mance r tab	by		er menus bly buttor				
reakdown of Grade 5 Solen		of a constant of a			All, Gender: All,	and Limited Er	nglish Proficiency	Status: All, and Disc	ipline	Demo in:	at 9999, 2018-2019
eakdown by Ethnicity/Race:	vi		8	Gender:	All	▼ Lim	ited English Profic	iency Status: All			Apr 1
Roster	+	Teacher	• •			Totai			0	0 0	
			Total	Student Count 0	Test Completion Rate	Average Scale Score	\$ Perform	ance Distribution	Physical Science	Earth and Space	
State				4,770		42 (3	175 UNIS	Des	e Sciences	
District				1,203		44 🤇	D	48% 10% 4%		C8S	
Everyone		(43	D 🐖	40% 23% 3%			
(Students Not In Any Roster			List			28	D	()			
Roster AM		Demo Tr	clas		100% (7/7)	56 (D 205 205				
Roster AV	J	Demo, Teac	(ros	ters)	100% (11/11)	55 (D 200 200	(

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Filter menus for each demographic category you chose are found at the top of the report table. To change thedemographic 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 find out which schools have the highest performance for a particular subgroup and then follow-up with them to learn more about their instructional practices and curricular choices.

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 by accessing the student's test results. You can also view a report for all the assessments a student has taken. And youcan 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 \bigcirc 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 Q 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 \bigcirc 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 $\underline{2}$.

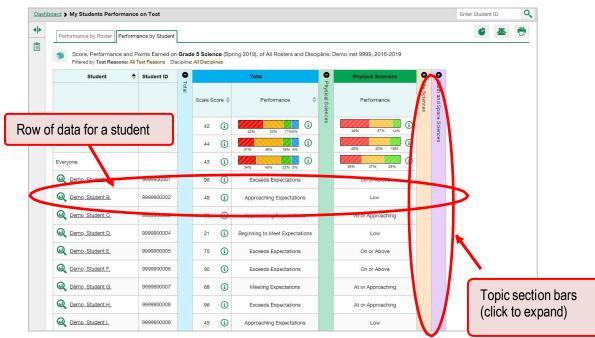


Figure 20. Teacher View: My Students' Performance on Test Report

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)

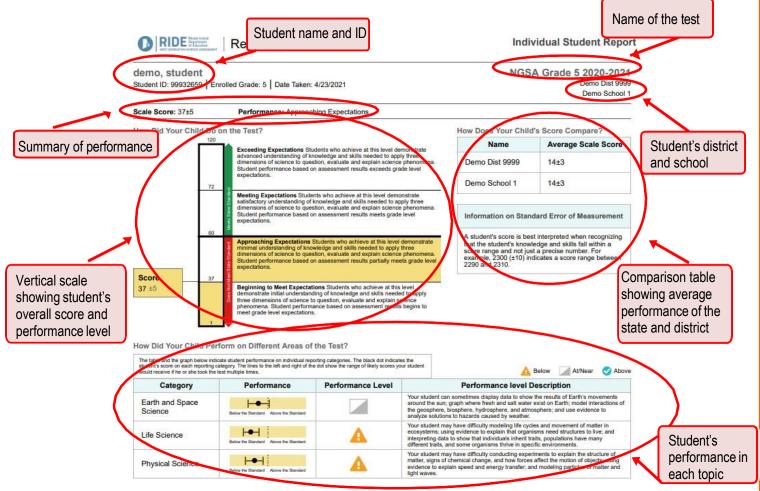
This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test opportunity (an instance of a student taking a test). ISRs are useful for sharing performance information with students and their parents.

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

An ISR is a PDF that displays data about a particular 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 21. Sample Individual Student Report (ISR): NGSS Science



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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 in a batch.

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

ISRs can be generated from almost any Reporting page.

1. Click the student results button |⁴ in the upper-right corner of the page (see <u>Figure 22</u>).

Dash	board > Stu	udent Portfolio						Enter S	tudent ID
4 ►		d Performance, by Assessment and T Test Reasons: <mark>All Test Reasons</mark> Year: 20		Demo, Student A., 2018-201	19				
17		Assessment Name	\$	Test Reason	\$	Student Count	Score 🔶	Performance	Date Taken 🗍
		ade 5 Science	V	Spring 2019		1	96	Exceeds Expectations	04/21/2019
	State	Grade 5 Science		Spring 2019		4,770	42 🚺	42% 33% 17%8%	-
	District	Grade 5 Science		Spring 2019		1,203	44 (i)	3196 4876 1996 456 3	-
	School	Grade 5 Science		Spring 2019		217	43 (j)	3476 4076 2376 376	-
	My Students	Grade 5 Science		Spring 2019		20	40 (i)	40% 40% 20%	-

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.

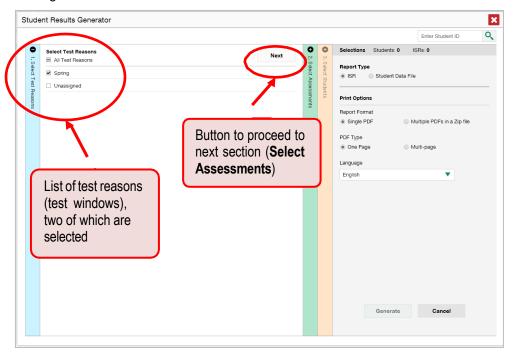


Figure 23. Student Results Generator Window: Select Test Reasons Section

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**.

Select the assessments Previous Next I Subjects I Subjects I Subjects I Grade 5 I Grade 5 I Grade 5	Selections Students: 0 Report Type ISR Student Data File Print Options Report Format
 Grade 8 Science Grade 11 Grade 11 Science Subjects, grades, and tests 	e Single PDF In a Zip file DF Type To One Page anguage English Generate Cancel

Figure 24. Student Results Generator Window: Select Assessments Section

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- 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.

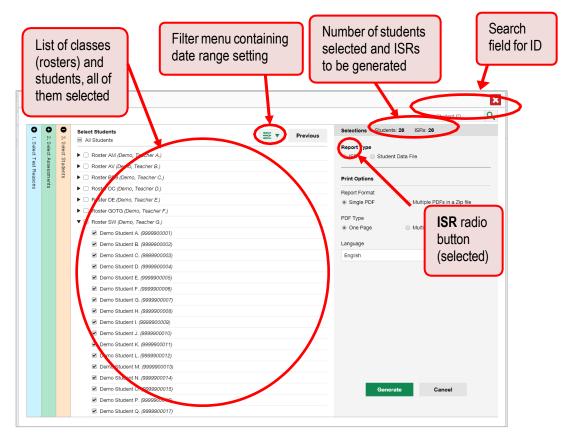


Figure 25. Teacher View: Student Results Generator Window: Select Students Section

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

udent Resul	ts Ge Filter menu		Clear Filters	Enter Student ID
0 3.5 1 .5	Select Students	± .	evious Students: 26	ISRs: 26
3. Select Students 2. Select Assessments 1. Select Test Reasons	Roster AM (Demo, Teacher A Roster AV (Demo, Teacher I) Roster AV (Demo, Teacher I) Roster B9 (Demo, Teacher D) Roster DC (Demo, Teacher D) Roster COTG (Demo, Teacher E) Roster COTG (Demo, Teacher G) Demo Student A (99999000) Demo Student B (99999000)		Report Type * ISR • Student Data F Print Options Report Format Apply button	lie Vie PDFs in a Zip file page
	Demo Student C. (89999000) Demo Student D. (99999000) Demo Student E. (99999000) Demo Student F. (89999000) Demo Student A. (89999000) Demo Student H. (89999000) Demo Student I. (89999000) Demo Student I. (89999000) Demo Student K. (89999000) Demo Student R. (89999000)	y y y y y y y y y y y y y y	English	Cancel

3. 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).

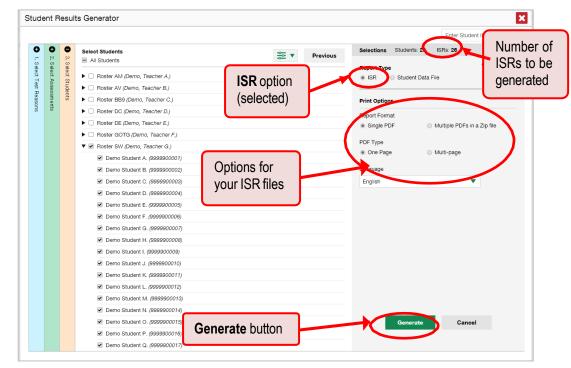


Figure 27. School-Level User View: Student Results Generator Window: Select Students Section

- **4.** 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.
- 5. Under PDF Type, select either a simple or detailed PDF.
- 6. 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 an individual student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export thefiles.

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.

	nd Performance, by Assessment and Test Reas y Test Reasons: All Test Reasons Year: 2019	Demo, St Student re	esuits dutt	on		2
	Assessment Name	Test Reason	Student Count	Score 🔶	Performance	Date Taken
	rade 5 Science	- Spring 2019	1	96	Exceeds Expectations	04/21/2019
State	Grade 5 Science	Spring 2019	4,770	42 🚺	42% 33% 17%8%	-
District	Grade 5 Science	Spring 2019	1,203	44 (i)	3176 4876 1876 476	-
School	Grade 5 Science	Spring 2019	217	43 (i)	34% 40% 23% 3%	-
My Student	Grade 5 Science	Spring 2019	20	40 🚯	40% 40% 20%	-

Figure 28. Student Portfolio Report

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2. 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.

- **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 simply test windows.

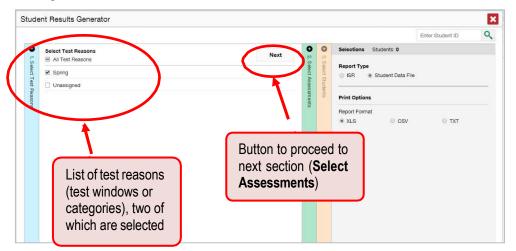


Figure 29. Student Results Generator Window: Select Test Reasons Section

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

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 Assessments**.

Student F	esuits Generator	Button to proceed to next section (Select Students)
	Select the assessments Previou Next	Selections Students: 0
	All Subjects	C Report Type
Select Assessments Select Test Reasons	V Science	Report Type ISR * Student Data File Plint Onlines
ssess Best R	V Grade 5	
easo	Grade 5 Science	Print Options
18	🔻 🗹 Grade 8	Report Format
	Grade 8 Science	XLS CSV TXT
	v @ Grade 11 Science 1 Subjects,	
	grades, and tests	

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.

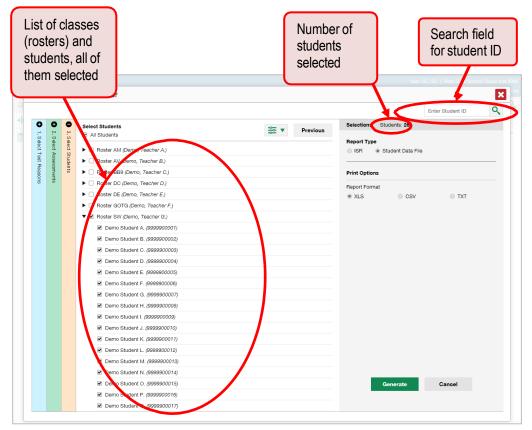


Figure 31. School-Level User View: Student Results Generator Window: Select Students Section

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

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- 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 (<u>Figure 32</u>).
- 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

Stud	ent P	Resul	ts Generat Filter menu		Clear Filters		E
					orear r mero		Enter Student ID
0	0	•	Select Students		Selections	Students: 26	
1. Select Test Reasons	2. Select Assessments	3. Select Students	det r det r	Date 5/10/2019	Clear Filters Following Print Options Report Forma		TXT
			 Demo Student N. (9999900014) Demo Student O. (9999900015) 			Generate	Cancel
			Demo Student P. (9999900016)				
			Demo Student Q. (9999900017)				

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

					Student Data File option
Stud	ent F	lesul	ts Generator		
					Enter Student ID
0 1. s	0 2. 9	0 3. S	Select Students	Previous	Selections Stude ts: 26
1. Select Test Reasons	Select Assessments	elect	▼ 🗹 Roster SW	Report Format	Report Type ISR Student Data File
Test	Asse	Students	 Demo Student A. (9999900001) 	options	
Reas	ssme	ents	Demo Student B. (9999900002)		Print Options
suo	ints		 Demo Student C. (9999900003) 	`	Report Format
			Demo Student D. (9999900004)		XLS CSV TXT
			Demo Student E. (9999900005)		
			Demo Student F. (9999900006)		
			Demo Student G. (9999900007)		
			Demo Student H. (9999900008)		
			Demo Student I. (9999900009)		
			Demo Student J. (9999900010)		
			Demo Student K. (9999900011)		
			Demo Student L. (9999900012)		
			 Demo Student M. (9999900013) 		
			Demo Student N. (9999900014)		
			Demo Student O. (9999900015)		
			Demo Student P. (9999900016)		
			 Demo Student Q. (9999900017) 		
					Generate Cancel

Figure 33. Teacher 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).
- 6. 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 \Rightarrow to the right of a test name.

Figure 34.	Teacher	View:	Dashboard
i igui c o+.	reaction	v 10 vv.	Dushbourd

Enter Student ID

Q

ame			ton to show						2	•
	Assessment Name		test	Student \$	Average Score	\$	Performance Distribution		Date L Take	
-	Grade 5 Science			18	49	(i)	345 445 225)	05/08	/2019
1	Grax 3 Science	÷	pring 2019	18	40	(i)	40% 40% 20%	>	04/02	/2019
My Most Ree	Grade 11 Science	2018-2019	pring 2019 Is: All Test Reasons	22	38	Rov	3845 0115 1015 (s per page: 5 3 item:		03/21.	
My Most Ree	Students cent Assessment of All Rosters:	2018-2019		22		Rov	39% 61% 10%			of 1
My Most Ren Filtered by	r Students cent Assessment of All Rosters: Test Group: All Tests Rosters: Al	2018-2019 Rosters Test Reason	is: All Test Reasons	22 Grade 5 Science		Rov	38% 01% 10% Is per page: 5 3 Item		1	of 1 aken
Miy Most Rei Filtered by	' Students cent Assessment of All Rosters: A Test Group: All Tests Rosters: Al Student Name	2018-2019 I Rosters Test Ressor \$	is: All Test Reasons Student ID	\$		Rov	38% 01% 10% Is per page: 5 3 Item		Date Ta	of 1 aken /2019
Most Ref Filtered by	' Students cent Assessment of All Rosters: A Test Group: All Tests Rosters: A Student Name emo_Student A.	2018-2019 I Rosters Test Ressor 9 9	is: All Test Reasons Student ID 999991014	Grade 5 Science		Rov	38% 01% 10% Is per page: 5 3 Item		1 Date Ta 05/08	of 1 aken /2019 /2019
My Most Rei Filtered by	Students cert Assessment of All Rosters: .Test Group: All Tests Rosters: Al Student Name emo. Student A. emo. Student B.	2018-2019 I Rosters Test Reason 9 9	Is: All Test Reasons Student ID 999991014 999911001	Grade 5 Science Grade 5 Science		Rov	38% 01% 10% Is per page: 5 3 Item		Date Ta 05/08	of 1 aken /2019 /2019

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

Figure 35. Teacher View: Dashboard with Expanded Comparison Rows

ind	nparison rows for state, district, d school	comparisons f		the state, dis school	trict, and	4 0
	Assessment Name	*	to		,e	Date Taken 🍦
	Grade 5 Science	Spring 2019	1	96	Excends Expectatio	ns 04/21/2019
	State Grade 5 Science	Spring 2019	4,770	42 (1)	42% 53% 17%3	- 0
	District Grade 5 Science	Spring 2019	1,203	44 0	STN 46N 105 4	- 0
	Socool Grade 5 Science	Spring 2019	217	43 🛈	54% 40% 20% T	0 -
	My Grade Statence	Spring 2019	20	40 🚯	40% 42% 23%	- 0

To hide the comparison rows, click \mathbf{X} 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 \bigcirc (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 \bigcirc beside it).

Dashb	oard				Search fie for studer			Enters	Student ID
•	Wy Assessments Average Score and Performance Distribution of Filtered by Test Group: All Tests Rosters: All Roste)		2 👼
h	Assessment Name	\$	Test Reason	\$	Student Count	Average Score	\$	Performance Distribution	Date Last Taken
	E Grade 5 Science	\$	Spring 2019		18	49	(i)	34% 44% 22%	05/08/2019
	A Q Grade 8 Science	*	Spring 2019		18	40	(i)	40% 40% 20%	04/02/2019
			Spring 2019		22	38	(i)	(1)	03/21/2019
	Student name in	-					-	3896 6196 1096	
	Student name in My Students table	e	sons: All Test Reasons				Rov	39% 61% 10% vs per page: 5 3 items:	1 of 1
	ON Students table Most	e	ions: All Test Ressons Student ID	\$		Most Re		vs per page: 5 3 Items:	1 of 1 Date Taken
	OMAN Students table	C Frs Test Reas		\$	Grade 5 Science	Most Re		vs per page: 5 3 Items:	
	OMY Students table	C Frs Test Reas	Student ID	\$	Grade 5 Science Grade 5 Science	Most Re		vs per page: 5 3 Items:	Date Taken
	My Students table Most Pitered by Test Group: A Tests Sudent Name Demo. Student A	C Frs Test Reas	Student ID 9999991014	\$		Most Re		vs per page: 5 3 Items:	Date Taken 05/08/2019
	My Students table	C Frs Test Reas	Student ID 9999991014 9999911001	*	Grade 5 Science	Most Re		vs per page: 5 3 Items:	Date Taken 05/08/2019 05/08/2019



2. Click \Rightarrow to the right of a test name.



Dashboard > Student Portfolio						Enter Stude	nt ID	٩
Filters 4	Score and Performance, by Assessment Filtered by Test Reasons: All Test Reasons Y		ent A., i	2018-2019			2	₽
	Assessment Name	🔶 🛛 Test Reason	\$	Student Count	Score	\$ Performance	Date Taken	•
2018-2019	Grade 5 Science	🔶		1	96	Exceeds Expectations	04/21/2	019
<u>Citar Films</u> Aprily	Name of a test				Ro	Button to sho comparisons this test		

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

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

Rashb 4	Rows listing the state, district, school, and teacher's total students	Button to hide comparisons for this test		Performance district, schoo teacher's tota (state not curr	ol, and I students	ter Student ID 🔍
(14) (17)	As essment Name	Test Reason 🛛 🍦	Student Co	unt Soore 🌲	Performance	Date Taken 🌲
	Grade 5 Science	Spring 2019	1	.96	Exceeds Expectations	04/21/2019
	State Grade 5 Science	Spring 2019	4,770	42 🕕	425 335 17545	- 0
	Dirtrict Grade 5 Science	Spring 2019	1,203	44 (i)	STIS 26% 10% 2%	D - 0
	Sofpol: Grade 5 Science	Spring 2019	217	43 (j)	5474 40% 22% 3%	D
	My Students Group 5 Science	Spring 2019	20	40 🚺	40% 40% 20%	- 9
					Rows per page: 5 1 He	ms: 📢 🚺 of 1 🌗

To hide the comparison rows, click $\stackrel{\scriptstyle \star}{\leftarrow}$ 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.

Deah	board	Select Tests to Display	Save & Close		
41			Save & Close		8 Ø 1
	Fitzyed by Test Group: Al Tasta Rosters: Al Rosters	V 🗹 Science	NEN"		
-	Attestment Name	▼ 🖉 Grade 5	Perf	ormance Distribution	Date Last Taken
	Select Tests	Grade 5 Science			
L		🔻 🗹 Grade 8	1.1		
	to Display	Grade 8 Science			
l	window	🔻 🗹 Grade 11			
		Grade 11 Science	1 P P 8	e 6 3 neme	1 1 jots)
	Most Recent Assessment of All Rosteral 2018-201 Filand by Test Broop: All Tests Rostera: All Rostera				
	Student Name	0 Student to 0	Most Recent Assessmen	1 1	Date Taken 💂

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.

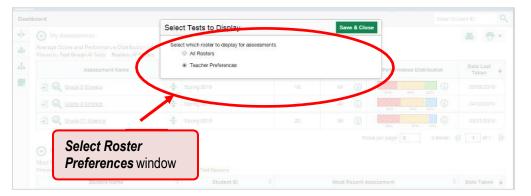


Figure 40. Select Roster Preferences Window

- 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 \clubsuit or the test group button \clubsuit . The filter panel expands.

Figure 41. Teacher View: Dashboard

Average Score and Performance Distribut Filtered by Test Reasons: All Test Ressons	tion, by Assessment: Demo inst 9999, 2018-20	19			&
Assassment Name	A Test Basson	🛦 Student 🗼	Average	Performance Distribution	Date Last Taken
	1.610 1.10				
Eutton to ex	xpand filters panel and te	est group option	IS	2015 2615 2015 1815	05/21/2019
E Carace Button to ex	spring 2019	est group option	72 (j)		05/21/2019

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

Dashboard												Enter S	Student	ID	a
filters	< >		core and Per		ribution, by A	ssessment: Demo ins	t 9999, 2	2018-2019						*	7
Test Group ▼ □ Summative ▼ □ Science			Assessn	ment Name	¢	Test Reason	\$	Student Count \$	Average Score	Perf	ormance D	Distribu	tion	Date L Take	
Grade 5 Grade 8		2 🔍	Grade 5 Sci	ience	*	Spring 2020		202	56 (j	20%	35% 2	856 195	(05/21/	2019
Grade 11		2 64	Grade 8	Test a	roup c	options		143	72 (i)	1356 169	6 26%	47%	i	04/24/	2019
▼ Test Reasons All Test Reasons		2	Grade 1				J	215	37 🚺	65	96 27	96 1496 85	(04/16/	2019
									Rows per p	age: 5	3 Ite	ms:		1 of 1	1 10
			A	. pply b	utton a	and Clear	Filte	ers]						
		/	A	pply b	utton a	and Clear	Filte	ers]						
		/	A	pply b	utton a	and Clear	Filte	ers]						
			A	. <mark>pply</mark> b	utton a	and Clear	Filte	ers]						
Ciear Filtera			A	pply b	utton a	and Clear	Filte	ers]						

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".

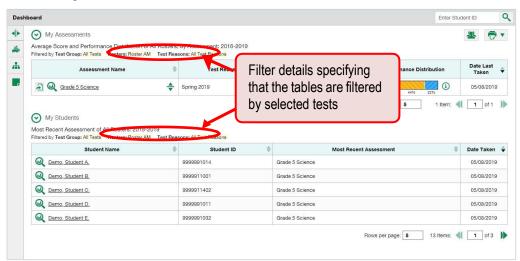


Figure 43. Teacher View: Dashboard Filtered to Show Selected Tests

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

Rosters usually represent classes, but can represent any group that would be 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. Displaying data for a single class may be easier to analyze.

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

bard	Button to exp	pand just the filters	panel		Enter S	Student ID
My Assessments Average Score and Performance Filtered by Test Group: All Tests						* 👼
Assessment		Test Reason 🗍	Student 🔶	Average Score	Performance Distribution	Date Last Taken
A Q Grave 5		al the filters were l				05/08/2019
BU Grade 8	tion to expar	nd the filters panel	and class	s (roster		04/02/2019
Grade 11 Science Grade 11 Science My Students Most Recent Assessment of All	▲	Spring 2019	22	38		03/21/2019
My Students Most Recent Assessment of All Filtered by Test Group: All Tests	Rosters: 2018-2019 losters: All Rosters Test Re	asons: All Test Reasons	22		39% 81% 10% 3 Rows per page: 5 3 items:	1 of 1
My Students Most Recent Assessment of All Fitered by Test Group: All Tests Student Na	Rosters: 2018-2019 losters: All Rosters Test Re		22		39% 91% 10% Rows per page: 5 3 items:	
My Students Most Recent Assessment of All Filtered by Test Group: All Tests	Rosters: 2018-2019 losters: All Rosters Test Re	asons: All Test Reasons	22 Grade 5 Science		39% 81% 10% 3 Rows per page: 5 3 items:	1 of 1
My Students Most Recent Assessment of All Fitered by Test Group: All Tests Student Na	Rosters: 2018-2019 losters: All Rosters Test Re	asons: All Test Reasons Student ID			39% 81% 10% 3 Rows per page: 5 3 items:	1 of 1 Date Taken
My Students Most Recent Assessment of All Fitared by Test Group: All Tests F Student Ni Demo. Student A	Rosters: 2018-2019 losters: All Rosters Test Re	asons: Al Test Reasons Student ID 9999991014	Grade 5 Science		39% 81% 10% 3 Rows per page: 5 3 items:	1 of 1 Date Taken 05/08/2019
My Students Most Recent Assessment of All Fitared by Test Group: All Tests Student Ni Demo.Student A Demo.Student B.	Rosters: 2018-2019 losters: All Rosters Test Re	asons: Al Test Reasons Student ID \$ 9999991014 \$ 9999911001 \$	Grade 5 Science Grade 5 Science		39% 81% 10% 3 Rows per page: 5 3 items:	1 of 1 Date Taken 05/08/2019 05/08/2019
My Students Most Recent Assessment of All Fitared by Test Group: All Tests F Student Ni Demo.Student A Demo.Student B. Demo.Student C.	Rosters: 2018-2019 losters: All Rosters Test Re	acons: Al Test Reasons Student ID \$ 9999991014 \$ 9999911001 \$ 9999911402 \$	Grade 5 Science Grade 5 Science Grade 5 Science		39% 81% 10% 3 Rows per page: 5 3 items:	 Date Taken 05/08/2019 05/08/2019

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

ashboard					Enter Student	
lters 📣	⊘ My Assessment Roste	r drop-down list			1	
r ▼ Rostera	Average Score and Performance Distribution Filtered by Test Group: All Tests Rosters: All Ros					
All Rosters			Student	Average		Date Last
All Rosters	Assessment Name	Test Reason	Count 🗣	Score 🗘	Performance Distribution	Taken
Roster AM Roster AV	🛃 😡 Grade 5 Science	Spring 2019	18	49 (i)	(i)	05/08/201
Roster B99	Grade 8 Science	Spring 2019	18	40 (1)	34% 44% 22%	04/02/201
	Grade 11 Science	Spring 2019	22	38 (1)	40% 40% 20%	03/21/201
	Most Recent Assessment of All Rosters: 2018					
	Filtered by Test Group: All Tests Rosters: All Ros	1		Most Recent A	ecocomont A	Data
	Filtered by Test Group: All Tests Rosters: All Ros Student Name	Student ID 9999991014		Most Recent A	ssessment 🔶	Date 05/21/201
	Student Name	Student ID	2	ience Grade 5	ssessment 🔶	05/21/2019
	Student Name	Student ID 4 9999991014 4	Summative Sc	ience Grade 5 ience Grade 5	ssessment 📥	05/21/201
	Student Name	Student ID 4 9999991014 9999911001	Summative Sc Summative Sc	ience Grade 5 ience Grade 5 ience Grade 5	ssessment 🔶	Date 05/21/2019 05/15/2019 05/15/2019
	Student Name	Student ID 4 9999991014 9999911001 99999911402 9999911402	Summative Sc Summative Sc Summative Sc	ience Grade 5 ience Grade 5 ience Grade 5 ience Grade 5	ssessment \$	05/21/2019 05/15/2019 05/15/2019 05/15/2019
Citer Filters Apply	Student Name Image: Construction of the student of	Student ID 4 9999991014 999991101 9999911001 9999911402 99999911402 99999911402	Summative Sc Summative Sc Summative Sc Summative Sc Summative Sc	ience Grade 5 ience Grade 5 ience Grade 5 ience Grade 5		05/21/2019 05/15/2019 05/15/2019

Figure 45. Teacher View: Dashboard with Filters Panel Expanded

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- 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

 My Assessments 			2
A erage Score and Performance Distribution o Finance by Test Group: All Tests Rosters: Roster A			
Assessment Name	A Test Reason		e Distribution Date Last Taken
Grade 5 Science	♣ Spring 2019		(i) 05/08/201
-		Filter details specifying	1 Item: 机 1 of 1
My Students Most Base of Accounter of Non-Rosen 2019 ered by Test Group: All Tests Rosters: Roster A Student Name	M Treasons: All Test Reasons	that the tables are filtered to show all	1 Item: 1 of 1
Most Beson Cooperation of Art notice 2019 tered by Test Group: All Tests Rosters: Roster A	M Te Reasons: All Test Reasons	that the tables are	
Most Beeset Consorment of Air Noncourt 2010 Gared by Test Group: All Tests Roster & Student Name	M Te Reasons: All Test Reasons	that the tables are filtered to show all	🔶 Date Taker
Most Bace of Second and Control Add 2010 Gered by Test Group: All Tests Roster A Student Name	Student ID 9999991014	that the tables are filtered to show all rosters	Date Taker 05/08/201
Most December 2019 ered by Test Group: All Tests Rosters: Roster A Student Name Demo. Student A Q Demo. Student B.	Comparison of the second	that the tables are filtered to show all rosters	Date Taker 05/08/201 05/08/201

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 47).

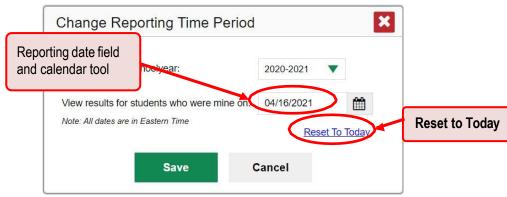


Figure 47. Reporting Time Period Window

- 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.

Das	hboard					Enter	Student ID
*	Average Score and Performance distribution, by Filtered by Test Reasons: Al Test Reason Reporting Date		* 👼				
ф.	Assessment Name	\$	Test Reason 🔅	Student 0	Average Score	Performance Distribution	Date Last Taken ♥
ſ	Filter details specifying a reporting date	*	Spring 2019	215	37 🛈	83% 27% 14% 8%	04/16/2019
					Rov	vs per page: 5 3 lterns:	1 of 1

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 Reporting System. Some reports can be exported directly from the dashboard. You may want to export or print in order to save a snapshot of data to consult later, or to share data securely with another authorized viewer. 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 $\overline{\mathbf{r}}$ 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 <u>Figure 49</u>).

-	My Assessments	-	te sa anatan senata							
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				ſ	Print b	ttor		_ /	My Assessmer	
	Assessment Name	\$	Test Reason		and m			Distribut on	My	Students
	A Grade 5 Science	*	Spring 2019	18	anu n	ienu	3475 447	22%		05/08/201
	Grade 8 Science	*	Spring 2019	18	40	(i)	40% 40	N 20%		04/02/201
						~				
C N	Grade 11 Science My Students tost Recent Assessment of All Rosters: 2018 lired by Teet Group: All Tests		Spring 2019 sons: All Test Reasons	22	38	Row	s per page: 5	196 1096 (i) 3 Items:	-	03/21/201
C	My Students tost Recent Assessment of All Rosters: 2018	3-2019		22			s per page: 5	196 1096		1 of 1
C N	My Students Nost Recent Assessment of All Rosters: 2018 litered by Test Group: All Tests Rosters: All Rost	3-2019	sons: All Test Reasons		Most I	Row	s per page: 5	196 1096		1 of 1 Date Taken
Fi	My Students fost Rocent Assessment of All Rosters: 2018 ittered by Test Group: All Tests Rosters: Al Rost Student Name	3-2019	sons: All Test Reasons Student ID	•	Most I	Row	s per page: 5	196 1096		1 of 1 Date Taken 05/08/201
FI	My Students fost Rocent Assessment of All Rosters: 2018 litered by Test Group: All Tests Rosters: Al Rost Student Name	3-2019	sons: All Test Reasons Student ID 9999990114	Grade 5 Scien	Most I ce	Row	s per page: 5	196 1096		1 of 1 Date Taken 05/08/201 05/08/201
FI	My Students foot Rocent Assessment of All Rosters: 2018 itered by Test Group: All Tests Rosters: All Rost Student Name Demo. Student A. Demo. Student B.	3-2019	sons: All Test Reasons Student ID 9999991014 9999911001	Grade 5 Scien Grade 5 Scien	Most I ce ce	Row	s per page: 5	196 1096		

Figure 49. Teacher View: Dashboard with Expanded Print Menu

A print preview page opens (see Figure 50).

• 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.

Print Ontions	Preview DE Reference Average Score and Performance D		rs, by Asse	ssment: 20	18-2019	
Print Pr	Assessment Name 👙	Test Reason 🛛 💠	Student ¢	Average Score	Performance Distribution	Date Last Taken
pre Zoom drop-	d ade 5 Science	Spring 2019	18	49 (j)	34% 44% 22%	06/08/2019
ens down list	Grate 5 Science	Spring 2019	18	40 (i)	40% 40% 20%	04/02/2019
Save to PDF	Grade 11 Schooe	Spring 2019	22	38 (Ì)	3255 5155 1055	03/07/2019
 Save to CSV The data in this report will be exported to a comma separated value document. 						
Confirm Cancel						

Figure 50. 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.

		by Assessment: 2018-2019 sons: All Test Reasons				*
Assessment name	\$	Test Reason 🔶	Student Count 🗘	Average Score	Performance Distribution	Date Last Taken
Grade 5 Science	*	Spring 2019	18	49 (i)	3456 4456 2236	05/08/2019
Grade 8 Science	*	Spring 2019	18	40 (i)	40% 40% 20%	04/02/2019
W Students		Spring 2019	22	38 (j) R	3875 8176 1076 3 3895 8176 1076 3 2008 per page: 5 3 items:	03/21/2019
Grade 11 Science My Students	018-2019		22	0	39% 91% 10% 39% 31% 30% 33 Items:	
Wy Students Most Recent Assessment of All Rosters: All R	018-2019	sone: All Test Réesons	22 Grade 5 Science	R	39% 91% 10% 39% 31% 30% 33 Items:	1 of 1
Wy Students Most Recent Assessment of All Rosters: 21 Fitered by Test Group: All Tests Student Name	018-2019	sons: All Test Ressons Student ID 🔶		R	39% 91% 10% 39% 31% 30% 33 Items:	Date Taken
Wy Students My Students Most Recent Assessment of All Rosters: 20 Fitered by Test Group: All Tests Student Name Demo.Student A.	018-2019	sons: All Test Ressons Student ID \$ 9999991014.	Grade 5 Science	R	39% 91% 10% 39% 31% 30% 33 Items:	1 of 1 Date Taken 05/08/2019
Wy Students My Students Most Recent Assessment of All Rosters: 2(Rered by Test Group: All Tests Student Name Demo, Student A. Demo, Student B.	018-2019	sons: Al Test Ressons Student ID \$ 999999114 9999911001	Grade 5 Science Grade 5 Science	R	39% 91% 10% 39% 31% 30% 33 Items:	Date Taken 05/08/2019

Figure 51. Teacher View: Dashboard

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

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.)

Dash	board					
4	Average Score and Performance Dr Filtered by Test Reasons: All Test Reasons	Export Report for Grade 5	Science		×	24 👼
**	Assessment Nar	Choose Type of Report			istribution	Date Last Taken 🗣
	🗿 🔍 Grade 5 Science	Overall Performance of all n Overall Test, Discipline Perf	ny Schools		N. 19%	
			Select S	Schol V	47N	
	🗿 🔍 Grade 11 Science	 Select Export File Type PDF CSV 			1446 85%	
		File type options	Export Assessment Data	Report type options] 3 items:	(<u>1</u> efi))-

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.)

Dasł	board					
4Þ					* .	v .
die.	Average Score and Performance Dis Filtered by Test Group: All Tests Roste	Export Report for Grade 5 Science	×			
å	Assessment Nan	1. Choose Type of Report	istr	ribution	Date Last Taken	÷
	E Grade 5 Science	 Overall Test, Discipline Performance of all students Overall Test, Discipline and Item Performance of all students 	itudents			
	E Grade 8 Science	2. Select Export File Type				
	E Grade 11 Science	PDF CSV				
	My Students Most Recent Assessment of All Rost Filtered by Test Group: All Tests	пала Гіне цуре	sment Data		1_of1	
	Student Name	options	Most Recent Assessment		Date Taken	Ŷ
	Demo, Student A.		Grade 5 Science			
	Q Demo, Student B					
	Q Demo Student C					
	Q Demo Student D		Grade 5 Science			
	Demo, Student E					
			Rows per page: 5		1 of 12	1

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

Both school-level users and district-level users can add, edit, and delete classes (rosters). Classes are a greatway to organize students, allow teachers to view their students' performance, and allow other users tocompare 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.

Search for Students to Add to Roster panel	Canod
 Search for Bladents to Add to the Rent 	GROOM
Statut: Come District 5999 - 5991 •	Bulerix Frat Nate
"School 959501 - 91 •	Order Norw satisfied
sab	"Year" 2015-2020 •
Photorif's Last Nerver	
Advanced Search	
- Add Students to the Rosav	
-Ratar Kana	
*Teacher Name -Select-	
"Students to display Current Students 🏶 Current and Part Stu	Serto
Select students from the "Availat	ble Bludents" list below to add to the noster
Available Modernie (0)	Selected Statests (I)
Add Sturkert Name Grade Reporting ID Left School	Remove Student Name Grade Reporting ID Left Roster

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

this page to add roaters. www.whi.v	
Serv	Cancal
Smarch for Students to Add to the Roster	
"Dartist Dartis District 9999 - 9991 •	Student's First Norms
Terner Dame School 999901 - 91 •	Grade: Norw selected 🔹
Advanced Search panel	"Year 2019-2020 +
Advanced Search	
	Additional Criteria Chosen:
Sector ests Center •	Center Fenale
Danster 😳 Mate 🛎 Familie	
	Remove All Remove Selected
Acid	
_	-
	Search
Add Students to the Ronter	
Add Students to the Render	

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

		"Reacher Name -		rent Students * Current and Pact St.		1.000000000	1445			
	velete	Statem of the		Quint and data and	rbie Students' list be	nee Students (1)	rester	uns forth		1
8	Add	Student Name	Grad	leReporting ID Len School	Remo	e Student Name	Grade 6	Reporting ID	Let Roster	
1	۲	Student.Demo	88	Student0		Student.Demo	00 3	StudentIC		
	1	Corrry.Janaes	11	Student0						
0	•	Correy.Janaes	81	StudentD	\mathbf{N}					
0	•	Student,Demo	81	StudentO	V					
0	•	Student,Demo	81	StudentD						
0	•	Student,Demo	11	StudentO						
0	•	Student,Demo	81	StudentD						
60	Ð	Battey,OConners	43	StudentO	Λ					
0	•	Batley,OConners	43	StudentD						
1	•	Bello Roufai Ob.	43	StudentO						1.
		AdJ AB		Add Selected		Remove A		lamovę Soluci	•	

- d. To add students, do one of the following in the list of available students:
 - To move one student to the roster, click I 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 key 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.

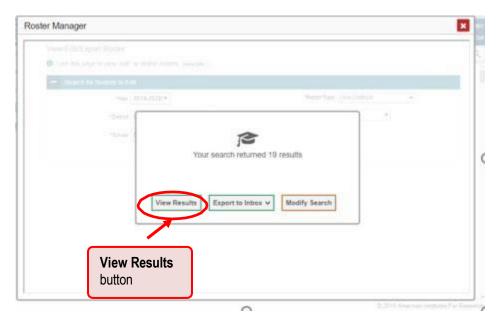
	/Edit/Export R	oster ew. edit, or delete	osters. more inte	(4)		
F	Search for Rost	ers to Edit				
	*District	2018-2019 • Demo district 9991 select a School	• - 9999 • • Sear	Teacher Name	User Defined -Select. •	•
Vi	ew/Edit/Exp	port			© 2019 Ameri	Si can Institutes For Ra

Figure 57. Roster Manager Window: 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.

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

View/Edit/Export Roster Use this page to view, edit, or defeto roxters, more etc Search for Rosters to Edit	List of r rosters	etrieved	
89 0			
Note: For multiple router selection, you may prost 1000 up Norther of routers found: 10	identa at a time	Enter search terms to	filter search results
· to: · · · · · ·	+ Teater	t Gradas in Roster	1 Suder Cl
🔍 📝 Demo Rossier 1	TET, Darreichaer	401.05	4
Demo Roster 2	TE1, Dervid,har	.01	(b)
O Sense Rooker 3	TE1. Demoliser	03	1
II Zamaranara	TET, Darrei Unan	01,03	
Edit button for the first roster listed		+ 20	1) Adaman Telilaine

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

Reporting User Guide

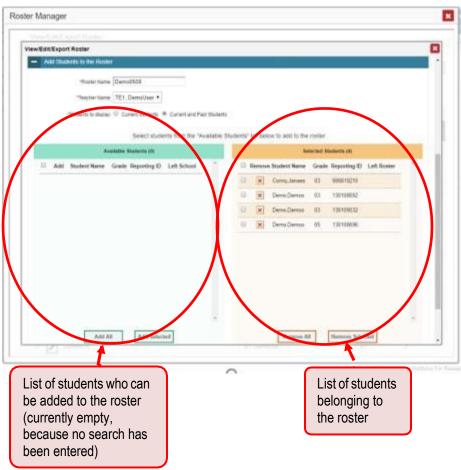
- 6. *Optional*: To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
 - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - b. *Optional*: In the *SSID*, *Student's First Name*, and/or *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.

Appendix

Reporting User Guide

7. Scroll down to view 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 k 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 do so through fileuploads. 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.

Roster Manager		
Upicad Rostors	Download Templates menu button	Download Templates
Use this page to upload a file of rosters you want to add or mo Step 1. Upload File Choose File Browne	xoffy more web -	
+ Upload Hastory Browse button	Nex	t button

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	В	с	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							

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- 5. On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- 6. Click Next. The Upload Rosters: Preview page appears (see <u>Figure 62</u>). Use the file preview on this page to verify you uploaded the correct file.

Upload Rost	ters					
>=	>>	>				
1. Upload	Z. Preview	a 1. Valdale	4. Continuation			
0.00	Se la como				19.5	
					correct, try re-creating y	rour
	1.0	varable template	es from the previous 1	nbioad isostess bage		
Step 2: Previe	tw:					
RowManner	District ID	School ID	Email address	Roster name	Student ID	t dat
4	9999	9999_99901)doe@demo.user	Demo Roster A	DemoStudentiD1	A
1.57			jdoe@demo user	Demo Roster A	DemoStudentID2	
2	9999	9999_99901	and the second s			
2	9999	9999 99901	idoe@demo.user	Demo Roster A	Demo@t-da-803	

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

7. 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

Error symbol (click for more information) A. Confirmation The field is invalid but the row will not be included A. Confirmation The field is invalid but the row will not be included The field is invalid but the row will not be included The Mandeer Disblet ID School ED Error Disblet ID Error Dis	idation Report
Step 3. Validate Legen: A Error Tricle can be upbaced, but this row will not be included. Warning: This field is invalid, but the row will be from the field is invalid. Row Number District 10. School ED Errori address. Rootier name Student ED 1 9999 9999_99901 A wv-te1@demo.user Demo Rootier A A 9999626775	
Legend A Error The fee can be uploaded, but the row will not be included. Warning: This field is swalld. but the row will be Row Number Warning: This field is swalld. but the row will be Row Number Row Number District 10 School ID Error II address Row	
1 9999 🙆 9999_99901 🔺 wv-te1@demo.user Demo Roster A 🔺 9999825775	row will be uploaded.
	Action
2 9999 🛕 9999_99901 🛕 wv-te1@demo.user Demo Roster A 🛕 9999867267	16775
	37267
3. 9999 🛕 9999_99901 🛕 wv-tet@domo.sper Demo Roster A 🛕 9999687113	17113
Continue with Upload D Upload Revised File Cancel	

- *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 Reporting System processes it offline and sends you a confirmation email when it's complete. While the Reporting System is validating the file, do not press **Cancel** because some records may have already started processing.

- 8. Once you have validated the file, do one of the following:
 - Click Continue with Upload at the bottom of the page. The Reporting System commits those records that do not have errors to the TIDE system. 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**.

<u>Table 1</u> provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

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 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.





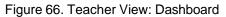
Appendix C

Inbox

How can I use the Inbox?

The Inbox in the 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.





1. In the banner, click Inbox. The Secure Inbox window appears, listing the available files (see Figure 67).

ecure Inbox	Inbox tab)				
	ΞÓ				Enter Keywords	٩
Archived Show 10		n Date	Expire Date	Days Available	Actions	
Vystem Labels HIDE	Archived	1 TAD 9 03:47 PM	08/22/2019 03:47 PM	31 days	a	
Custom Labels HIDE	StudentDataFile2.xts	07/23/2019 03:44 PM	08/22/2019 03:44 PM	31 days	a	
	Individual Student Report_72.pdf	07/23/2019 03:32 PM	08/22/2019 03:32 PM	31 days	a	
0	Individual Student Report_73.pdf	07/23/2019 03:32 PM	08/22/2019 03:32 PM	31 days	a	
	StudentDataFile3.xis.zip	07/23/2019 03:30 PM	08/22/2019 03:30 PM	31 days	a	
	StudentDataFile4.xts_0.zip	07/23/2019 03:30 PM	08/22/2019 03:30 PM	31 days	a	
0	StudentDataFile5.xts_1.zip	07/23/2019 03:30 PM	08/22/2019 03:30 PM	31 days	a	
	Individual Student Report_71.pdf	07/23/2019 03:29 PM	08/22/2019 03:29 PM	31 days	a	
	Individual Student Report_70.pdf	07/23/2019 03:03 PM	08/22/2019 03:03 PM	31 days	i	
	Individual Student Report_69.pdf	07/23/2019 02:58 PM	08/22/2019 02:58 PM	31 days	a û	

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

Secure Inbo			els toggle he labels)						×
Inbox		Show 10 v ent	Ties					Enter Keywords	٩,
Archived					Date	Expire Date	Days Available	Actions	
AIRWays	HIDE		System		03:47 PM	08/22/2019 03:47 PM	31 days	a 🖻	
Custom Labels	HIDE		checkbo	ixes	03:44 PM	08/22/2019 03:44 PM	31 days	i	
			Individual Student Report_72.pdf	07/23/2019	03:32 PM	08/22/2019 03:32 PM	31 days	🖬 🗎	
			Individual Student Report_73.pdf	07/23/2019	03:32 PM	08/22/2019 03:32 PM	31 days	•	
			StudentDataFile3.xis.zip	07/23/2019	03:30 PM	08/22/2019 03:30 PM	31 days	i	
	_		StudentDataFile4.xls 0.zip	07/23/2019	03:30 PM	08/22/2019 03:30 PM	31 days	i	
	Custom	1 Labe	ls toggle	07/23/2019	03:30 PM	08/22/2019 03:30 PM	31 days	i	
			e labels)	07/23/2019	03:29 PM	08/22/2019 03:29 PM	31 days	a û	
	(07/23/2019	03:03 PM	08/22/2019 03:03 PM	31 days	💼 💼	
			Individual Student Report_69.pdf	07/23/2019	02:58 PM	08/22/2019 02:58 PM	31 days	i	
		Showing 1 to 10 of	120 entries				First Previous 1 2	3 4 5 12	Next Last

- 3. *Optional*: To filter the files displayed, enter a search term in the text box in the upper-right corner and click \bigcirc . 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.

Secure Inbox	Name of first file listed		Archive	and delete bu	uttons
Archived	Show 10 + entries	Creation Date	Expire Date	Days Available	Enter Keywords
System Labels HIDE	StudentDataFile1:xks.zip	07/23/2019 03:47 PM	08/22/2019 03:47 PM	31 days	
Custom Labels HIDE	StudentDataFile2.xis	07/23/2019 03:44 PM	08/22/2019 03:44 PM	31 days	
	Individual Student Report_72.pdf	07/23/2019 03:32 PM	08/22/2019 03:32 PM	31 days	a û
	Individual Student Report_73 pdf	07/23/2019 03:32 PM	08/22/2019 03:32 PM	31 days	
	StudentDataFile3.xis.zip	07/23/2019 03:30 PM	08/22/2019 03:30 PM	31 days	
	StudentDataFile4 xls_0 zip	07/23/2019 03:30 PM	08/22/2019 03:30 PM	31 days	
	StudentDataFile5.xk_1.zb	07/23/2019 03:30 PM	08/22/2019 03:30 PM	31 days	
	Individual Student Report_71 pdf	07/23/2019 03:29 PM 07/23/2019 03:03 PM	08/22/2019 03:29 PM	31 days 31 days	
	Individual Student Report_69 pdf	07/23/2019 03:05 PM	08/22/2019 03:03 PM	31 days	
	Showing 1 to 10 of 120 entries			First Previous 1 2 3	4 5 12 Next Last

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 anter 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 delete a file, click ml.

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

Reporting User Guide

Appendix D

Login Process

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

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

How can I log in to the Reporting System?

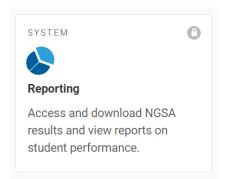
- **1.** Navigate to the portal.
- 2. From the portal homepage, School-level and District-level users, select the Administrators card and Teachers, select the Teachers card.



Figure 70. Administrators and Teachers Cards

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

Figure 71. Reporting Card



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

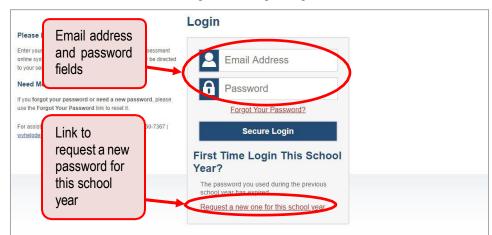


Figure 72. Login Page

- 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.

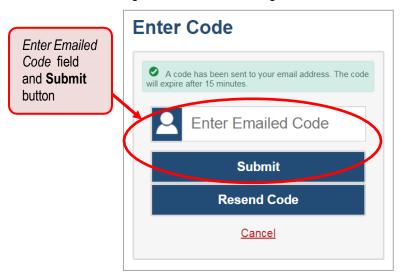


Figure 73. Enter Code Page

- b. If the *Terms and Conditions* pages appears, you should review the terms on this page and click **Accept** to proceed
- c. 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.

Role drop- down list	Figure 74. Select Role Window
Select I Please selec Role:	Role the role you wish to use. Role Name @ Entity: Entity Name
District:	Select District Continue

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.

R	eset Your Password
Reset Your Password	
Enter your email address and select Submit . You will receive an email that contains a link to create a new password.	E-mail Address
Need More Help?	
If you forgot your password or need a new password, please	Submit
use the Forgot Your Password link to reset it.	Return to Login Page
For assistance, contact the WV Help Desk at 1-844-560-7367	<u>Retain to Login rage</u>
wvhelpdesk@air.org	E-mail Address field
	and Submit button
	and Submit button

Figure 75. Reset Your Password Page

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 from <u>DoNotReply@cambiumast.com</u>, contact your School or District Test Coordinator to make sure you are listed in TIDE. If you are listed in TIDE and still have not received an email, it is possible that your internet network has not been added to the Cambium Assessment Allowlist. You may need to check with your school- or district-level technology coordinator to verify. These domain addresses can be found on the <u>Technology Requirements for Online Testing Module</u>.

• Additional help:

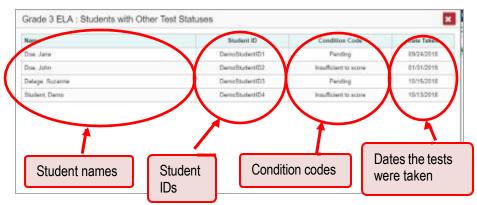
If you are unable to log in, contact the NGSA help desk for assistance. You must provide your name and email address.

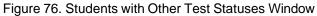
Appendix E

Non-Scorable Test Opportunities

The reports in 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.





Appendix F

Performance Data

What kinds of performance data are displayed in the 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 77) showing the percentage of students who achieved each performance level.

Figure 77. Teacher View: Dashboard	

My Asse	essments									192 —	
Average Score	and Performance Distribution Group: All Tests Rosters: All Ros										
	Assessment Name	\$	Test Reason		ident 🍦	Average Score	Performa	nce Distribution		Date Last Taken	,
- Q	Dorformonoo	diatributia	n har divid	ad inta	alarad	i).				05/08/2019	9
	Performance					10		(i	0	04/02/2019	9
	blocks represe	enting dif	terent perto	rmance	levels		4036	40% 20%	-		
						_			>		
My Stud						J.	38% lows per page:	61% 10%		03/21/2019	9
My Stud	lents Assessment of All Rosters: 201			\$		i F Most Recent	lows per page:	6196 1096	15:		
My Stud Most Recent A Filtered by Test	lents Assessment of All Rosters: 201 Group: All Tests Rosters: All Ros	sters Test Reasons: 	All Test Reasons	\$	5 Science		lows per page:	6196 1096	15:	1 of 1	1
My Stud Most Recent A Filtered by Test	lents Issessment of All Rosters: 201 Group: All Tests Rosters: All Ro Student Name	sters Test Reasons:	All Test Reasons Student ID	Grade			lows per page:	6196 1096	15:	1 of 1 Date Taken	1
My Stud Most Recent A Filtered by Test (Comparison of the second secon	lents Assessment of All Rosters: 201 Group: All Tests Rosters: All Ros Student Name Student A.	sters Test Reasons:	All Test Reasons Student ID 9991014	Srade Grade	5 Science		lows per page:	6196 1096	15:	1 of 1 Date Taken 05/08/2019	1 9
My Stud Most Recent A Filtered by Test	lents Assessment of All Rosters: 201 Group: All Tests Rosters: All Ros Student Name Student A. Student B.	sters Test Reasons:	All Test Reasons Student ID 99991014 9911001	Grade Grade Grade	5 Science 5 Science		lows per page:	6196 1096	15:	1 of 1 Date Taken 05/08/2019 05/08/2019	1 9 9
My Stud Most Recent A Filtered by Test 1 Demo. S Q Demo. S Q Demo. S	lents kssessment of All Rosters: 201 Group: All Tests Rosters: All Ros Student Name Student A. Student B. Student C.	Test Reasons: • <	All Test Reasons Student ID 99991014 9911001 9911402	Crade Grade Grade Grade Grade Grade Grade	5 Science 5 Science 5 Science		lows per page:	6196 1096	15:	1 of 1 Date Taken 05/08/2019 05/08/2019	n 9 9 9
My Stud Most Recent A Filtered by Test I W Demo. S W Demo. S W Demo. S	lents kssessment of All Rosters: 201 Group: All Tests Rosters: All Ros Student Name Student D. Student D.	Test Reasons: • <	All Test Reasons Student ID 99991014 99911001 9991102 9991011	Crade Grade Grade Grade Grade Grade Grade	5 Science 5 Science 5 Science 5 Science 5 Science	Most Recent	Assessment	6196 1096	s: ∢	1 of 1 Date Taken 05/08/2019 05/08/2019 05/08/2019	9999999

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

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

Dash	board				Enter St	udent ID
•	Average Score and Performance Distribution, by Assessm Filtered by Test Ressons All Test Ressons	ent: Demo inst 9999, 2018-2019				* 🖻
ф.	Assessment Name	Test Reason 🔶	Student Count	Average Score \$	Performance Distribution	Date Last Taken ♀
7	🗿 🔍 Grade 5 Science 🔶	Spring 2019	202	56 (j)	2016 3616 2016 11	05/21/2019
	🔄 🔍 Grade 8 Science 🔶	Spring 2019	143	72 (1)	125 105 225 475	04/24/2019
		uttons to learn more formation on average	e score.	37 🛈 Ro	63% 27% 14% 1 ws per page: 5 3 item	04/16/2019
				in	uttons to learn mo formation on perfo stribution.	-

Figure 78. School-Level User View: Dashboard

A legend appears (see <u>Figure 79</u> and <u>Figure 80</u>), explaining what the scores or performance levels indicate.

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

oard				Enter S	itudent ID
\odot	My Assessments				28 👼
	age Score and Performance Distribution of All Ro ad by Test Group: All Tests Rosters: All Rosters Ter		Legend with m	ore information	
	Assessment Name	💠 Test Reason 🗍	on average sco		Date Last Taken
-	Grade 5 Science	Spring 2019		34% 44% 22%	05/08/2019
Ð	Grade 8 Science	- Score Description Approaching Exce Beginning to Meet Expected as	Meeting Departments Exceeding exceeding	40% 40% 20%	04/02/2019
Ð	Q Grade 11 Science			(i)	03/21/2019
\sim	My Students	evaluate and explain science phenor assessment results begins to meet g	emonstrate initial understanding of y three dimensions of science to question, mena. Student performance based on	20 38% 61% 10% per page: 5 3 items:	1 of 1
Most	Recent Assessment of All Rosters: 2018-2019 ed by Test Group: All Tests Rosters: All Rosters	Students who achieve at this level of knowledge and skills needed to appl evaluate and explain science phenor assessment results begins to meet g Approaching Expectations (37-59) at Students who achieve at this level do appl knowledge and skills needed to appl	emonstrate initial understanding of y three dimensions of science to question hera. Student performance based on rade level expectations. emonstrate minimal understanding of y three dimensions of science to question,	per page: 5 3 Items:	
Most	t Recent Assessment of All Rosters: 2018-2019 ed by Test Group: All Tests Rosters: All Rosters Student Name	Students who achieve at this level of knowledge and skills readed to appl valuate and explain science phenor assessment results begins to meet grade Approaching Expectations (37-59) at Shadents who achieve at this world walkate and explain science phenor assessment results partially meets g	emonstrate initial understanding of y three dimensions of science to questions mean. Student performance based on rade level expectations. amonstrate minimal understanding of y three dimensions of science to question, rana Student performance based on	3876 6176 1076	Date Taken
Most	t Recent Assessment of All Rosters: 2018-2019 d by Teat Group: All Tests Rosters: All Rosters of Student Name DemoStudent A.	Students who achieve at this level of knowledge and skills needed to appl valuate and explain science phenor assessment results begins to meet g Approaching Expectations (37-59) at Students who achieve at this level of knowledge and skills needed to appl assessment results partially meets g assessment results partially meets g Meeting Expectations (60-71) Students who achieve at this level of	emonstrate initial understanding of ty three dimensions of science to question thema. Student performance based on rade level expectations. emonstrate minimal understanding of ty three dimensions of science to question, mena Student performance based on rade level expectations. emonstrate satisfactory understanding of	per page: 5 3 Items:	Date Taken 05/08/2019
	t Recent Assessment of All Rosters: 2018-2019 d by Test Group: All Tests Rosters: All Rosters or Student Name Demo. Student A. Demo. Student B.	Students who achieve at this level of knowledge and skills readed to appli valuate and dege and skills readed to appli assessment results begins to meet ge Approaching Expectations (37-59) Students who achieve at this level of knowledge and skills needed to appl veliate and explain science phenor assessment results partially meets g Meeting Expectations (60-71) Students who achieve at this level of knowledge and skills needed to appl	emonstrate initial understanding of y three dimensions of science to question man. Student performance based on rade level expectations: unmonstrate minimal understanding of y three dimensions of science to question, mena Student performance based on rade level expectations.	per page: 5 3 Items:	Date Taken 05/08/2019 05/08/2019
Most	t Recent Assessment of All Rosters: 2018-2019 d by Test Group: All Tests Rosters: All Rosters or Student Name Demo. Student A. Demo. Student B.	Students who achieve at this level of knowledge and skills readed to applive valuate and explain science prierior assessment results begins to meet grade Approaching Expectations (37-59) Students who achieve at this level of knowledge and skills needed to applive assessment results partially meets grade knowledge and skills needed to applive assessment results meets grade level assessment results meets assessment results meets grade level assessment results meets assessment results meets a	emonstrate initial understanding of y three dimensions of science to question man. Student performance based on rade level expectations: unmonstrate minimal understanding of y three dimensions of science to question, mena Student performance based on rade level expectations.	per page: 5 3 Items:	Date Taken 05/08/2019
Most Filtere	t Recent Assessment of All Rosters: 2018-2019 d by Test Group: All Tests Rosters: All Rosters or Student Name Demo. Student A. Demo. Student B.	Students who achieve at this level of workedge and skills readed to applive valuate and explain science phenor assessment results begins to meet grade Approaching Expectations (37-59) at Shudents who achieve at this level of weakuate and explain science phenor assessment results partially meets grade weakuate who achieve at this level of knowledge and akills needed to appl valuate stude achieve at this level of knowledge and akills needed to appl Students who achieve at this level of knowledge and akills needed to appl Students who achieve at this level of knowledge and skills needed to appl	emonstrate initial understanding of y three dimensions of science to question man. Student performance based on rade level expectations: unmonstrate minimal understanding of y three dimensions of science to question, mena Student performance based on rade level expectations.	per page: 5 3 Items:	Date Taken 05/08/2019 05/08/2019

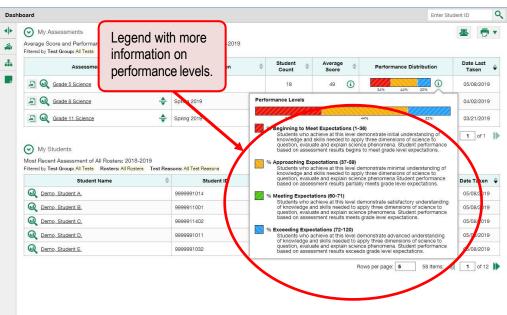


Figure 80. Teacher View: Dashboard with Expanded Performance Distribution Legend

You will find similar buttons (1) in reports throughout the Reporting System.

Appendix G

Report Tables

How can I sort a table?

- 2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker

How can I specify the number of rows displayed?

In the *Rows per page* field Rows per page: 25 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 **I** at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field 1 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 Reporting System, contact the Rhode Island Next Generation Science Assessments 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@cambiumassessment.com

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 or any other personally identifiable information.
- 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 (for example, Windows 8.1 and Firefox 60 or macOS 11 and Safari 11).



Reporting System User Guide

For Summative and Interim Assessments

2021-2022

Published January 2022

Prepared by Cambium Assessment, Inc.



Descriptions of the operation of the Reporting System and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

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Introduction to the User Guide

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

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

It includes the following sections:

- 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 Which Students Appear in Your Reports

- Teachers can view data for all students in their classes (rosters) who have completed assessments. They can also view data for students to whom they have administered assessments in the current school year.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.

How to View High-Level Aggregate Test Results

When you log in to the Reporting System, the first thing you see is the dashboard where you can view overall test results for some or all of your test groups. From there, you can navigate to a report listing individual tests.

How to Use the Dashboard to View Aggregate Test Results

The standard dashboard displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the second card shown in <u>Figure 1</u> is for Summative ELA).

Each aggregation card displays the test group name, a list of grades included, the number of students who took tests in the group, the date of the test last taken, and a performance distribution bar displaying both percentages and student counts below it. You may sometimes see the message "Data cannot be aggregated together for this group of tests" instead of the performance distribution bar for tests that do not report performance distribution, or that use different sets of performance levels. Test group cards are sorted by date last taken.

Clicking the **1** button beside the performance distribution bar displays a legend with more information about performance levels.

Performance Distribution, By Test Group: Demo District 1, 2020-2 illtered By Test Reasons: All Test Reasons Sorted By: Date Last T	
Interim Assessment Blocks (IAB) Mathematics	VISA Science
Grades Tested: 3, 4, 5, 6, 7, 8, 11	Grades Tested: 5,8, 11
Tests Taken: 53 Date Last Taken: 06/11/2021	Tests Taken: 28 Date Last Taken: 06/01/2021
Percent 51% 32% 17%	Percent 75% 21%
Count 27 17 9	Count 22 6
Summative Mathematics	(interim Assessment Blocks (IAB) ELA
Grades Tested. 7	Grades Tested: 3, 4, 6, 7, 8, 11
Tests Taken: 1 Date Last Taken: 03/14/2021	Tests Taken: 35 Date Last Taken: 03/13/2021
Percent 100%	Percent 66% 34%
Count 1	Count 23 12
Interim Comprehensive Assessment (ICA) Mathematic	s (interim Comprehensive Assessment (IGA) ELA
Grades Tested 3, 5, 6, 9, 10	Grades Tested 3, 9, 10
Tests Taken: 5 Date Last Taken: 12/03/2020	Tests Taken 4 Date Last Taken: 09/28/2020
0	0

Figure 1. Teacher View: Dashboard

By default, the dashboard is filtered to display only summative assessments, unless no summatives are available, in which case all assessments are displayed. You can change the test groups and test reasons that appear using the **Filters** panel on the left. For more information on filtering, see <u>How to Set Up Your</u> <u>Reports for Summatives and Interims So They Make Sense</u> and <u>How to Set Up Your Interim Reports So</u> <u>They Make Sense</u>.

If a message appears saying "There are no assessments to display", there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

How to View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group (or \bigcirc beside it). The Performance on Tests report appears. It is filtered to display only the test group you selected. In the Performance on Tests report, teachers see two tables, as in Figure 2:

- The My Assessments table, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

Figure 2. Teacher View: Performance on Tests Report

hboard	> Performance on Tests								Enter Student ID
3	Average Score and Performance Distribution, by Assessment: De Filtered By School: All Schools Test Reasons: All Test Reasons	emo Distri	ct 1, 2020-2021						Dearlised Student Results
9 1 24	Assessment Name	0	Test Group 🛛 🕀	Test Grade 🕴	Test Reason	Student Count	Average Score 0	Performance Distribution	Date Last Taken 🏺
28	Grade 6 ELA - Write and Revise Narratives (EIAB)	*	Interim Assessment Blocks (IAB)	6	Unassigned	2	n/a	Percent S20% Court 2	03/13/2021
	Grade 3 ELA - Brief Wittes (IAB)	\$	Interim Assessment Blocks (IAB)	3	Unassigned	2	nía	Percent 100% Court 2	03/11/2021
a Na	Q Grade 6 ELA - Listen/Interpret/FIAB)	\$	Interim Assessment Blocks (IAB)	6	Unassigned	2	n/a	Parcent 100% Court 2	03/04/2021
	A High School ELA - Write and Revise Narratives (FIAB)	\$	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	Percent 192% Court 1	02/06/2021
	Grade 4 ELA - Brief Writes (IAB)	÷	Interim Assessment Blocks (IAB)	4	Unassigned	1	n/a	Persent 550% Count 1	01/17/2021
	Grade 7 ELA - Brief Wittes (IAB)	÷	Interim Assessment Blocks (IAB)	7	Unassigned	2	n/a	Percent 50% 50% 0	01/08/2021
	Q Grade 6 ELA - Revision (IAB)	÷	Interim Assessment Blocks (IAB)	6	Fall	а	n/a	Percent 1995	12/13/2020
	Q Grade 3 ELA - Revision (IAB)	÷	Interim Assessment Blocks (IAB)	3	Unassigned	2	n/a	Pettert 1994 Court 2	11/17/2020
	Grade 3 ELA - Research (IAB)	÷	Interim Assessment Blocks (IAB)	3	Unassigned	1	nia	Percent 1994	11/13/2020

District- and school-level users see just one table, as in <u>Figure 3</u>. Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

								🛓 Inbax	🏚 My Settings 🔻 🕥 Help 📑 S
ashboa	> Performance on Tests								Enter Student ID
	Average Score and Performance Distribution, by Assessment: De Filtered By School: Demo School 1 Rosters: All Roster Test Re								Download Student Results
Test Test	Assessment Name	÷	Test Group 🗘	Test Grade 🛛 🕴	Test Reason 🔅	Student Count 🛛 🕸	Average Score	Performance Distribution	Date Last Taken 👙
Test Insupa	S Grade 6 ELA - Write and Revise Narratives (FIAB)	*	Interim Assessment Blocks (IAB)	6	Unassigned	2	n/a	Percent S004 Court 2	03/13/2021
	A Grade 3 ELA - Brief Writes (IAB)	*	Interim Assessment Blocks (IAB)	3	Unassigned	2	n/a	Percent 500% Count 2	03/11/2021
A	Grade 6 ELA - Listen/Interpret.(FIAB)	*	Interim Assessment Blocks (IAB)	6	Unassigned	2	n/a	Percent 533% Count 2	03/04/2021
	E High School ELA - Write and Revise Narratives (FIAB)	*	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	Percent 533% Court 1	02/06/2021
	Grade 4 ELA - Brief Writes (IAB)	*	Interim Assessment Blocks (IAB)	4	Unassigned	1	n/a	Percent 532% Court 1	01/17/2021
	Srade 7 ELA - Brief Writes /(AB)	*	Interim Assessment Blocks (IAB)	7	Unassigned	2	n/a	Percent 50% 50% 0	01/08/2021
	Grade 6 ELA - Revision (IAB)	÷	Interim Assessment Blocks (IAB)	6	Fall	1	nia	Percent 50%	12/13/2020

For each test, the assessments table (see Figure 4) shows the test group, grade, 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.

_		Reporting								user Role: DA @ District: Demo
hboar	> Per	formance on Tests								Enter Student ID
4		ge Score and Performance Distribution, by Assessment: De I By School: Demo School 1 Rosters: All Roster Test Re						_	_	Dominand Brudent Results
		Assessment Name	φ	Test Group 🛛 🗄	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Lost Taken
	Ð	Grade 6 ELA - Write and Revise Narratives (FIAB)	*	Interim Assessment Blocks (IAB)	6	Unassigned	2	Na	2 Persent 180% Count 2	03/13/2021
	Ð	Grade 3 ELA - Brief Writes (IAB)	*	Interim Assessment Blocks (IAB)	3	Unassigned	2	nia	Percent 100% Court 2	03/11/2021
	Ð	Q Grade 6 ELA - Listen/Interpret (FIAB)	\$	Inter E		Unassigned	2	n/a	Percent 100% Court 2	03/04/2021
	Ð	Q High School ELA - Write and Revise Narratives.(FIAB)	*	Inter	11	Unassigned	21:	n/a	Percent	02/06/2021
	Ð	Q Grade 4 ELA - Brief Writes (IAB)	*	Interim Assessment Blocks (IAB)	.4	Unassigned	э.	n/a	Percen Court 3	01/17/2021
	Ð	Q Grade 7 ELA - Brief Writes (IAB)	*	Interim Assessment Blocks (IAB)	7	Unassigned	2	n/a	Percent 50% 0	01/08/2021
	Ð	Grade 6 ELA - Revision (IAB)	÷	Interim Assessment Blocks (IAB)	6	Fall	1	n/a	Percent 100%	12/13/2020

Figure 4. Teacher View: Performance on Tests Report

Table 1. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (either test windows or categories)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

You can use the filters to view a different set of assessments. For more information on filtering, see <u>How</u> to Set Up Your Reports for Summatives and Interims So They Make Sense and <u>How to Set Up Your</u> Interim Reports So They Make Sense.

If a message appears saying "There are no assessments to display" or "There are no students to display", there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

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

The **Performance by Student** tab 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 group name (or Q beside it).
- 2. Click a test name (or 🔍 beside it) in the assessments table at the top of the page.

3. In the report that appears, select the **Performance by Student** tab, as in <u>Figure 5</u>. You will see results listing all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.

Performance by Roster Perf	ormance by Student]			U	Breakdo	wn By	2	Dow Student	nload Results
Score, Performance and Poi Reporting Category: Demo S Filtered By School: All Schools	School VT 1, 12020				narter Summati	ve)) of	f All R	osters	, by St	udent a
Student	Student ID	1		Total		0	0	0	0	
2		<u>w</u>	Scale Score 🌩	Performan	ce	Listening	Reading	Research/Inquiry	Writing	
State			n/a	n/a						
District			2314±8 🚯	Percent 100% Count 5	0					
School			2314±8 🚯	Percent 100%	0	J				
DemoLast_Demo	9999990098		2310 ± 34 🚯	Level	1					
Itest, demo	999925491		2340 ± 31 🚯	Level	1					
Test, demo	999923474		2293 ± 32 🚯	Level		-				

Figure 5. School Performance on Test Report: Performance by Student Tab

Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Performance column header (click to sort)
2	Data for district and school (state data not available)
3	Student data

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 reporting category section bars to expand them, as shown in <u>Figure 6</u>.

Figure 6. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

	Performance on Tests >	erformance by Stud		Jen			By .	Enter S
St	core, Performance and F udent and Reporting Ca tered By School: All Schoo	tegory: Demo 🌱		2020)-2021			mative))
	Student	🔶 Student	1	C	0	•	Research/Inquiry	
			Total	Listening	Reading	esearch/Inquiry	Performance	\$
s	tate						n/a	
D	istrict						ercent 100% Count 5	0
s	chool						ercent 100% Count 5	0
G	DemoLast_Demo	999999009	3				Below Standard	
6	Test, demo	999925491					Below Standard	
6	Test, demo	999923474					Below Standard	

Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Reporting category section (expanded)
2	Additional reporting category sections (not expanded)

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 to Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab (Figure 7) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

- **1.** From the dashboard that appears when you log in, click a test group name (or \bigcirc beside it).
- 2. Click a test name (or Q 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. It is open to the **Performance by Roster** tab.

District-level users can view all classes (rosters) in a school. To do so, follow these instructions:

- 1. From the dashboard that appears when you log in, click a test group name (or \bigcirc beside it).
- 2. Click a test name (or 🔍 beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
- 3. Click a school name (or Q beside it). The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in <u>Figure 7</u> 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.

Performance by Roster	rformance t	oy Student				Breakdown By	2	Dov Studer	wnload nt Result	3
Average Score, Performand and Reporting Category: 2 Filtered By Rosters: All Roster	020-2021			1	alanced Summative English La 9	anguage Arts Grad	de 7 (S	pring	2021)), by
Roster	÷ •				Total		0	0	0	C
	Total	Student Count	Test Completion . Rate	Scale Score 🖨	Performance Distribution	Percent Proficient	Listening	Reading	Research/Inquiry	Writing
State		n/a		n/a	n/a	n/a				
District 2		3		2421 🚯	Percent 100% Count 3	0%				
School		3		2421 🚯	Percent 100% Count 3	0%				
My Students		3		2421 🚯	Percent 100% Count 3	0%				
sdpt uat roster - 2		3	0% (3/3593)	2421 🕦	Percent 100%	0%				

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

Table 4. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Performance by Roster tab
2	Performance data for a class (roster)

How to See Which Classes (Rosters) Performed Well on This Assessment

To see which classes performed best on the test, do either of these things (see Figure 8):

- Click the score column header to sort by score and look for rosters with high average scores.
- Look at the bars in the Performance Distribution column to see where the percentage of students at or above proficient is high.

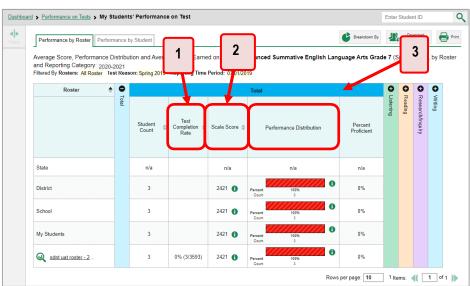


Figure 8. My Students' Performance on Test Report: Performance by Roster Tab



#	Element
1	Test Completion Rate column (click to sort)
2	Scale Score column (click to sort)
3	Performance Distribution column

How to See Which Classes (Rosters) Had the Highest Test Completion Rates

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see Figure 8).

How to See How Well Classes (Rosters) Performed in Each Area on the Test

For tests with reporting category 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 9), you can view average score and a performance distribution bar for each class (roster) under the reporting category Communicating Reasoning.

Figure 9. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

Performance by Roster Performan	ce by Student			Breakdown By	Download Student Results
Average Score, Performance Distr (Spring 2021), by Roster and Rep Filtered By Rosters: <mark>All Roster</mark> Test R	orting Ca 1 st	SCHOOL9	ned on Smarte 2020-2021 - Poriodi <mark>07017</mark>	r Balanced Summative	e Mathematics
Roster 🔶	Teacher	Corr Tota	Co	mmunicating Reasoning	
		Communicating Reasoning Total	Average Claim Scale Score	Performance Distr	ibution
State		ۍ	n/a	n/a	
District			2336 🔒	Percent 50% Count 1	50% 1
School			2336 🕦	Percent 50% Count 1	50% 1
Roster ABC 123 for 2	Demo User, TE1		2336 🚯	Percent 50%	50%

Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

#	Element
1	Reporting category section
2	More reporting category section bars (click to expand)

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

How to View and Interpret Standard Measures Within Reporting Category Sections

Aggregate test results for adaptive tests may include detailed performance measures within standards within reporting categories.

An educational standard, sometimes called an assessment target, describes the skill the item measures. Standards are nested within clusters (groups of standards).

Reporting System User Guide

The Standards sub-section (shown in Figure 10) contains the following:

- **Clusters** within the reporting category.
 - Standards within each cluster.
 - Measures within each standard.

To learn more about each standard, click the more information button **1** to the right of the standard name.

Figure 10. School Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

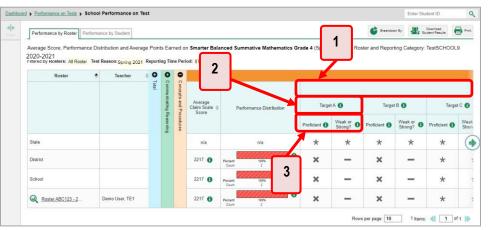


Table 7. School Performance on Test Report: Performance by Roster Tab: Reporting Category Section Elements

#	Element
1	Cluster header within a reporting category (header label not shown)
2	Standard header within the cluster column
3	Weak or Strong? and Proficient measures within the standard

Each standard column consists of sub-columns displaying performance measures:

- Weak or Strong?: You may want to identify strengths and weaknesses in different standards within the reporting category so you can focus instruction on very specific areas where improvement is needed. This column displays icons indicating how students' average performance on the standard compares with their average performance on the overall test. Note that these icons indicate only relative performance and not proficiency.
- **Proficient:** This column displays icons indicating whether students have on average attained proficiency in the standard. Low percentages in cells that are not highlighted may not be statistically significant.

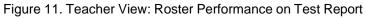
To learn more about these measures and the symbols they use, click the more information button ① to the right of each measure.

How to Access Test Results for an Individual Class (Roster)

Prior sections 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 \bigcirc beside it). The class results listed by student appear (see Figure 11).

Summative)) of (students not Filtered By School: All Schools						ory:2020-2021						Download Student Results	
Student	Stud	lent ID 👙	•			Total		0	0	0	0		
			Total	Scale Score	÷	Performance	\$	Listening	Reading	Research/Inquiry	Writing		
State				2379 ± 18 🕚	Percent Count	100% 3	0			Y			
District				2350 ± 24 🚯	Percent	100% 5	0						
School				2350 ± 24 🚯	Percent Count	100% 5	0						
My Students				2350 ± 24 🚺	Percent	100%	0						
Q DemoLast Demo	9999	990061		2346 ± 40 🚺	(Level 1							
DemoLast_Demo	9999	990074		2385 ± 39 🚯	ß	Level 1							
DemoLast_Demo	9999	990115		2407 ± 37 🚯		Level 1							
Lastname, Firstna	9999	99003 <mark>0</mark>		2267 ± 215 🚺		Level 1							

Rows per page: 10 5 Items: 41 1 of 1



How to See How Well Students in Your Class (Roster) Performed in Each Area of the Test

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in Figure 12. Click the vertical section bar to expand each section.

Figure 12. Teacher View: Roster Performance on Test Report with Expanded Reporting Category Section

Dashbo	ard > Performance on Tests > Distric	t Performance on	Test >	Scho	ool Per	forma	ance on Test	Enter	Student ID
Filters	Performance by Roster Perform	nance by Student					Breakdown E		Download dent Results
	Score, Performance and Points Student and Reporting Categor Filtered By School: All Schools Te	y: Demo Schoo	I VT 1	, 202	0-2021			Summative)) of All Ros
	Student 🌲	Student ID 👙	0	0	0	9	Research/Inqu	iiry	8
			Total	Listening	Reading	Decostobilization	Performance	e	Binnia
	State					L	n/a		
	District					L	Percent 100% Count 5	0	
	School					L	Percent 100% Count 5	0	
	DemoLast_Demo	9999990098				L	Below Standa	rd	
	Q Test_demo	999925491					Below Standa	rd	
	Q Test_demo	999923474					Below Standa	rd	J

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. This gives you a high-level look at how the school is performing.

How to Access Test Results for a School

School-level users:

- 1. From the dashboard that appears when you log in, click a test group name (or \mathbf{Q} beside it).
- 2. Click a test name (or 4 beside it) in the table of assessments. The School Performance on Test report appears.

District-level users:

- **1.** From the dashboard that appears when you log in, click a test group name (or \bigcirc beside it).
- 2. Click a test name (or 🔍 beside it) in the table of assessments. A table listing test results by school appears.

3. Click the name of the school (or 🔍 beside it) for which you would like to see results. The test results for the school appear.

Note that district-level users can also access the test results from a school directly from the Performance on Tests report, by first filtering by school.

The **Performance by Roster** tab is open by default, as in Figure 13.

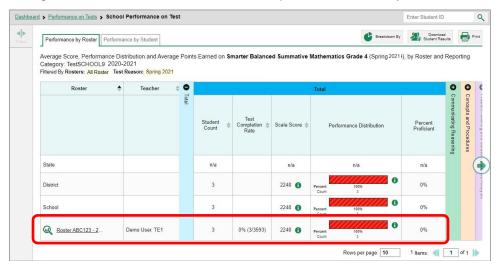


Figure 13. School Performance on Test Report: Performance by Roster Tab

How to See Which Classes (Rosters) Performed Well 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 14). Rosters with a high average scale score, and with a high percentage of students performing at or above proficient in the performance distribution bar, performed well on the assessment. If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 14. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score

Roster	Teacher	\$ •				Total		0	0	0	0	0
		Total	Student Count	Test Completion Rate	Scale Score 🗅	Performance Distribution	Percent Proficient	5 Items on which	5 Items on which	Communicating Reasoning	Concepts and Procedures	Problem Solving
State			n/a		n/a	n/a	n/a		Student	Reasonir	ocedure	and Modeling
District			1		2412 🚯	Percent 100% ①	0%	Students Performed the	Students Performed	Bı	ø	20
School			1		2412 🚯	Percent 100% Count 1	0%	ed the Best	ed the Worst			Data Analysis
(students not in any ros			1		2412 🚯	Percent 100%	0%	st	rst			<u>.</u>

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. This gives you a high-level view of how the district is performing.

How to Access Test Results for a District

- 1. From the dashboard that appears when you log in, click a test group name (or \bigcirc beside it).
- 2. Click a test name (or 4 beside it) in the table of assessments. The District Performance on Test report appears, listing schools in the district (see Figure 15).

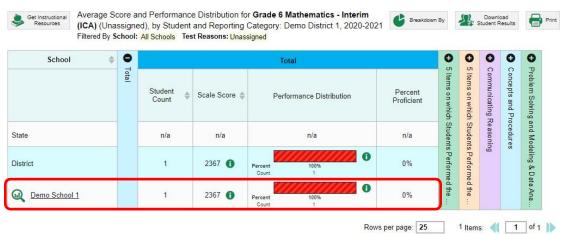
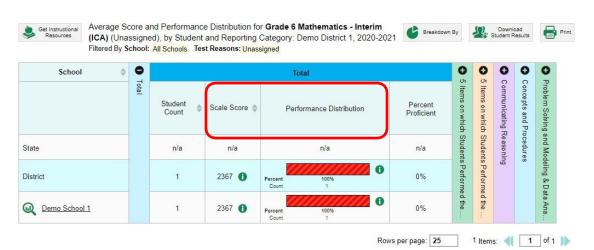
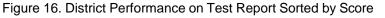


Figure 15. District Performance on Test Report

How to See Which Schools in the District Performed Well 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 16).

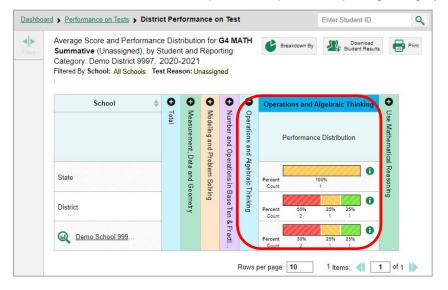




How to See How Well School Is in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (as in Figure 17).

Figure 17. District Performance on Test Report with Expanded Reporting Category Section



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

You can use the **Breakdown By** button \checkmark at the upper-right corner of an assessment report (see <u>Figure 18</u>) to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

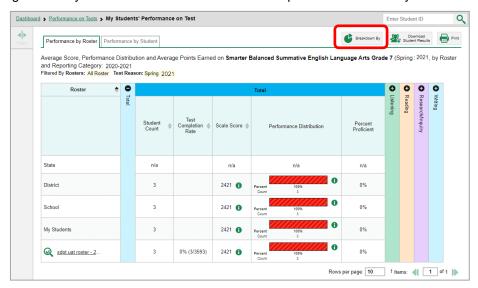


Figure 18. My Students' Performance on Test Report: Performance by Roster Tab

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

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

1. Click Breakdown By 🔮 at the upper-right corner (see Figure 18).

The Breakdown Attributes window opens (see Figure 19).

Figure 19. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

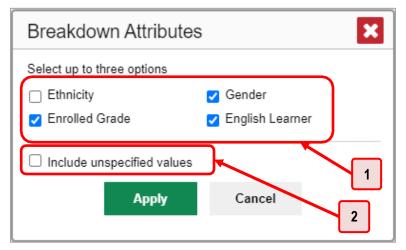


Table 8. Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	Include unspecified values option

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 20).

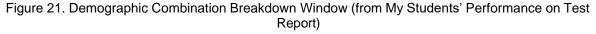
Figure 20. Demographic Breakdown of a My Students' Performance on Test Report



How to 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 \square in the View Details column on the left (see Figure 20).

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 21).



Breakdown of Module: (Grac	le 3 Math -	Operations and <i>i</i>	Algebraic T	hinking A	A 🔀
Performance by Roster Perform	nance	by Student				Print
Report (Posttest) b 2020-2021	by Ro	ster by Gender	3 Math - Operations : all, Enrolled Grade: st Reason: <mark>Posttest</mark>	-	-	
Breakdown Gender All		Enrolled _{All} Grade	▼ English Learner	All 🔻	Ар	oply
Roster 🔶	•		Total		0	
	Total	Student Count	Performance Dis	stribution	Total Items	
Demo Roster A		2	Percent 100% Count 2	0		
Four Students		4	Percent 75% Count 3	25% 1		
Students		1	Percent 100% Count 1	6		
			Rows per page: 9	3 Items:	1	of 1 🍺

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 classes (rosters) have the highest-performing girls in the third 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.

How to Access Test Results for an Individual Student on a Particular Test

Teachers and school-level users:

- **1.** From the dashboard that appears when you log in, click a test group name (or \bigcirc beside it).
- 2. Click a test name (or 🔍 beside it) in the table of assessments. A page of test results appears.
- 3. Select the Performance by Student tab.

 Click the name of an individual student (or Q beside it) in the report. The Student Performance on Test report appears (see Figure 22).

District-level users:

- 1. From the dashboard that appears when you log in, click a test group name (or \bigcirc beside it).
- 2. Click a test name (or Q beside it) in the table of assessments. A page of test results by school appears.
- 3. Click a school name (or 🔍 beside it). The School Performance on Test report appears.
- 4. Perform the same steps as teachers and school-level users, starting at step 3.

Mathe of , by	, Performance and ematics - Interim (Student and Repo By Rosters: All Rost	ICA) - orting C	Combined (Un ategory: 2020.	nassigned) -2021	2		nload Results	
Student	Student ID	•		Total		0	0	(
		Total	Scale Score	Performance Distribution		Communicating Reasoning	Concepts and Procedures	FILID CONTRACT TO PROVIDE
State			n/a	n/a		Reason	ocedure	ding ives
District			2716 🚯	Percent 14% 86% Count 1 6	0	ing	89 S	8
Sch.			2716 🕚	Percent 14% 86% Count 1 6	0			Data Milaiy sis
My Student			2716 🕚	Percent 14% 86%	0 🛛			0
Jackson, Cynthia	99996727		2746 🚯	Level 4				

Figure 22. Teacher View: Student Performance on Test Report

Table 9. Teacher View: Student Performance on Test Report Elements

#	Element
1	Row of data for the student
2	Reporting category section bars (click to expand)

You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand (see Figure 22).

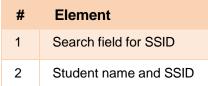
How to View a Report for All the Assessments a Student Has Completed Over Time

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 \bigcirc (see Figure 23). The Student Portfolio Report appears (see Figure 24).

Q Test A Q Grade 5 ELA - Listen n'a 08/10/2020 ol ELA - Read Inf n/a 1 A n/a 08/10/2020 11 Unassinne 1 A n/a 08/04/2020 Ð n/a 2 (1 of 1) My Students Q DemoLast, Demo 08/28/2020 08/10/2020 Q DemoLast DemoFirs Grade 6 ELA - Re Table 10. Teacher View: Performance on Tests Report Elements





Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name (or \bigcirc beside it), also shown in Figure 23.

Figure 24. Student Portfolio Report

Filters	Score and Performance, by Assess	ment ar	d Test Reason	Jane Doe 2020-	2021			Download Student Results	Print
Test	Assessment Name	\$	Test Group 🖨	Test Grade 🜲	Test Reason 🔶	Student Count	Score \$	Performance \$	Date Taken
iroups	Interim ELA Grade 3 Revision IAB	*	Interim	3	Unassigned	1	n/a	Below Standard	06/01/2021

To view individual test results for this student, click a test name (or \mathbb{Q} beside it).

How to Use the Student Portfolio Report to View Only the Tests You're 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.

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∢ ► Fiters	Score and Performance, by / Filtered By Reporting Time Peric	1 ^{ar}	d Test Reason	Jane Doe, 2020	-2021			Download Student Results	Print
Test Groups	Assessment Name	¢	Test Group 💠	Test Grade 🗅	Test Reason \$	Student ¢	Score \$	Performance 🔶	Date Taken 🗘
aroups	Revision I/	+	Interim	3	Unassigned	1	n/a	Below Standard	06/01/2021

Table 11. Student Portfolio Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and Test Group options

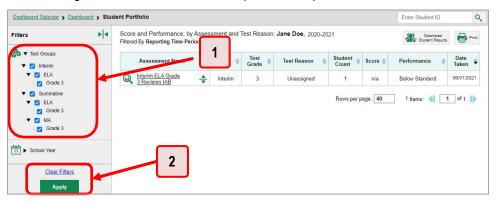


Figure 26. Student Portfolio Report with Expanded Filters Panel

Table 12. Student Portfolio Report Elements

#	Element
1	Test Group options (all selected)
2	Apply button and Clear Filters

- 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 Student Portfolio Report 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.

How to 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. 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 **Filters** panel expand button ^I→ or the school year button ^I→ (see Figure 27). The **Filters** panel expands.

Score and Performance, by A	and Test Reason: Jane Doe, 2020-2021					Download Student Results	Print
Assessment Name	Test Group 4	🗧 Test Grade 🜲	Test Reason 🌲	Student ¢	Score \$	Performance 👙	Date Taken
 Revision IAB	🔶 Interim	3	Unassigned	1	n/a	Below Standard	06/01/2021

Figure 27. Student Portfolio Report

Table 13. Student Portfolio Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and school year options

2. Under School Year, select a year or years (see Figure 28).

Figure 28. Student Portfolio Report with Expanded Filters Panel

There d by Reporting Thile Perio 1 6	Download ident Results	Print
Test Groups		-
Assessment Name Group Group Test Grade Student Student Score Performan	ce 🌲	Date Taken ♥
2020-2021 ▼ Interim ELA Grade <u>3 Revision IAB</u> ↓ Interim 3 Unassigned 1 n/a Below Star	ıdard	06/01/2021

Table 14. Student Portfolio Report Elements

#	Element
1	School Year filter
2	Apply button and Clear Filters

3. Click Apply.

To switch back to the current year:

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

How to Use Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test. If a student took tests multiple times, an ISR will be available for each instance of a test the student took. ISRs are useful for sharing performance information with students and their parents and guardians.

What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that displays test results for an instance of test that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in Figure 29, Figure 30, and Figure 31.

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- 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 reporting category (as in Figure 30).
- Some ISRs include item-level data, scoring assertions, and/or scoring assertion outcomes (as in Figure 31).

Figure 29. Detail of Individual Student Report (ISR): Math Interim (ICA)

AGENCY OF EDUCAT		eporting	Indi	vidual Student Repor	
DemoLast, De Student ID: 9990001 Date Taken: 8/30/202	66 DOB	st Grade 5 : 05/13/2010 Enrolled Grade: 5	Mathematics - Interim (ICA) 2020-202 Demo District Demo School		
Performance: Level	1 5	Scale Score: 2412±29 Reported Quantile® Measure: 520Q			
How Did Your Chil		the Test?	How Does Your Child	d's Score Compare?	
	2891	Level 4 The student has exceeded the achievement standard and	Name	Average Scale Score	
		demonstrates advanced progress toward mastery of the knowledge and skills in mathematics needed for likely success in future coursework.	Demo District 1	2412	
	2579		Demo School 1	2412	
	2528	Level 3 The student has met the achievement standard and demonstrates progress toward mastery of the knowledge and skills in mathematics needed for likely success in future coursework.	Information on Stan	dard Error of Measurement	
	2455	Level 2 The student has nearly met the achievement standard and may require further development to demonstrate the knowledge and skills in mathematics needed for likely success in future coursework.	that the student's know score range and not just	st interpreted when recognizing ledge and skills fall within a st a precise number. For idicates a score range between	
Score		Level 1 The student has not met the achievement standard and needs substantial improvement to demonstrate the knowledge and skills in			
	ê	mathematics needed for likely success in future coursework.	Quantile® Information		
	2025	m on Different Δreas of the Test?	approach to measuring r mathematical skills and i measures: the Quantile skill and concept measu represents a person's m scale. A Quantile skill or skill or concept's difficult When used together, the	rk for Mathematics is a scientific nathematical achievement and concepts. There are two Quantile student measure and the Quantile student measure and the Quantile athematical ability on the Quantile concept measure represents that y level on the Quantile scale. y can help a student determine his new mathematical skills and	

Figure 30. Detail of Individual Student Report (ISR): Math Interim (ICA) with Reporting Categories

he table and the graph indicates the student's si	erform on Different Areas of below indicate student performanc core on each claim. The lines to th ur student would receive if he or st			
Claim	Performance	Performance Category	Performance Category Description	
Concepts and Procedures	Below the Standard Above the Standard	A	Student has difficulty explaining and applying mathematical concepts and interpreting and carrying out mathematical procedures with precision and fluency.	
Communicating Reasoning	Below the Standard Above the Standard		Student may be able to clearly and precisely construct viable arguments to support their own reasoning and to critique the reasoning of others.	
Problem Solving and Modeling & Data Analysis	Eelow the Standard Above the Standard	A	Student has difficulty solving a range of complex well-posed problems in pure and applied mathematics, making productive use of knowledge and problem solving strategies. Student has difficulty analyzing complex, real-world scenarios and has difficulty constructing and using mathematical models to interpret and solve problems.	

Figure 31. Detail of Individual Student Report (ISR): Math Interim (ICA) with Item- and Standard-Level
Data

construct viable arguments to support their own reasoning and to critique the reasoning of others.				
ltem #	Standard	Difficulty	Points	
3	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Moderate	2/2	
5	Distinguish correct logic or reasoning from that which is flawed, and—if there is a flaw in the argument— explain what it is.	Easy	1/1	
12	Test propositions or conjectures with specific examples.	Difficult	1/1	
17	State logical assumptions being used.	Moderate	1/1	
18	Use the technique of breaking an argument into cases.	Moderate	1/1	
28	Distinguish correct logic or reasoning from that which is flawed, and—if there is a flaw in the argument— explain what it is.	Difficult	1/1	
36	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Moderate	1/1	
37	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Difficult	2/2	

How to 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 reporting category. 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 Reporting page.

1. Click the **Download Student Results** button 2 in the upper-right corner of the page (see Figure <u>32</u>).

Figure 32. Teacher View: Performance on Tests Report

The Student Results Generator window opens (Figure 33).

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 (<u>Figure 33</u>), 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.

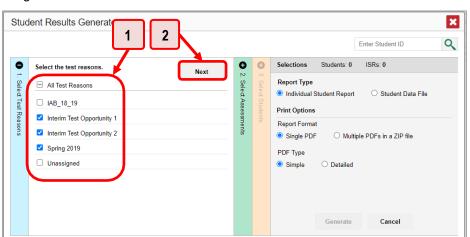


Figure 33. Student Results Generator Window: Select Test Reasons Section

Table 15. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (test windows or categories), some of which are selected
2	Button to proceed to next section (Select Assessments)

b. The Select Assessments section (Figure 34) 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.

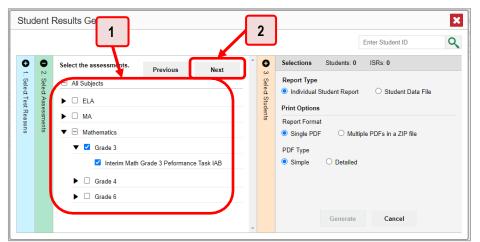
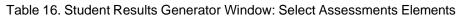


Figure 34. Student Results Generator Window: Select Assessments Section



#	Element
1	List of subjects, grades, and tests, one test of which is selected
2	Button to proceed to next section (Select Assessments)

c. The **Select Students** section (Figure 35) 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 <a>. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 35. Teacher View: Student Results Generator Window: Select Students Section

Student Res	sults Generator	×
9 1	Filters V Previous	Enter Student ID Q Selections Students: 2 ISRs: 2
Seled Students Seled Assessments Seled Test Reasons	 All Students Roster A Smith, Alex (777777001) Smith, Joan (99992032) Roster B Roster C Roster D 	Report Type Individual Student Report Student Data File Print Options Report Format Single PDF Multiple PDFs in a ZIP file PDF Type Simple Detailed Detailed
		Generate Cancel

Table 17. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of classes (rosters) and students (all selected)
2	Search field for SSID

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

- d. *Optional*: To set a range of processing dates for which to generate results, use the filter menu as follows:
 - i. Open the **Filters** menu 🚞. The menu displays two date fields, as in <u>Figure 36</u>.
 - ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - iii. Click Apply. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.
 - iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 36. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

Student Re	sults Generator	Enter Student ID
 2. Seled Assessments 1. Seled Test Reasons 	All Structure Clear Filters Clear Filters	Image: students: 2 ISRs: 2 Report Type Image: student Report Student Data File Print Options Image: student Report Student Data File Report Format Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image: student Report Image
	2	Generate Cancel

Table 18. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

3. From the two Report Type options in the panel on the right, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see Figure 37).

Figure 37. School-Level User View: Student Results Generator Window: Select Students Section

		Enter Student ID
-	 3. Select Students 2. Select Assessments 	Select the students. Selections Students: 2 ISRs: 2 All Students Individual Student Report Student Data File Smith, Alex (7777777001) Print Options Report Format Smith, Joan (99992032) Omega Decision and Comparison of the print options Multiple PDEs in a 7/P file
8		 Smith, Joan (99992032) Single PDF O Multiple PDFs in a ZIP file Roster B Roster C Roster D

Table 19. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Individual Student Report option (selected)



- 4. 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. If you select Single PDF, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
- 5. Under PDF Type, select either a simple (one-page) or detailed (multiple-page) PDF.
- 6. *Optional*: If you selected a detailed ISR, then to add any supplemental materials that are available, such as a cover page or addendum, select **Include** under Supplemental Materials.

7. Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

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.

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 **Download Student Results** button 24 in the upper-right corner of the page.

► ers	My Assessments Average Score and Performance Distribution, by Assess		021				A sub	ent Reculta	
at ups	Filtered By Rosters: All Roster Test Reasons: All Test Rea Assessment Name	🗘 Test Group 💠	Test Grade 🎄	Test Reason 👙	Student Count 👙	Average Score 👙	Performance Distribution	Date Last Taken	
Y	Grade 6 ELA - Interim (ICA)	Comprehensive Assessment (ICA)	6	Fall	1	2425 🕚	Percent 100% Count 1	08/25/2020	
1	Grade 3 ELA-Interim.(ICA)	Comprehensive Assessment (ICA)	3	Fail	1	2326	Percent 100% Court 1	08/25/2020	
	Grade 7 ELA - Interim (ICA)	Comprehensive Assessment (ICA)	7	Fall	1	2342 🚺	Percent 100% Court 1	08/20/2020	
	Rows per page 14 3 Itoms: 4(1 of 1)) My Students Student Name Student ID Most Recent Assessment Date Taken								
	Q DemoLast DomoFirst					0063	Grade 7 ELA - Interim (ICA)	08/28/2020	
	DemoLast DemoFirst					0058	Grade 6 ELA - Interim (ICA)	08/25/2020	
	DemoLast DemoFirst					0047	Grade 3 ELA - Interim (ICA)	08/25/2020	

Figure 38. Teacher View: Performance on Tests Report

2. The Student Results Generator window opens (see Figure 39).

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.
 - e. In the **Select Test Reasons** section (see <u>Figure 39</u>), 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.

Student Results Generator × Enter Student ID 9 Selections Students: 0 elect the test reasons Report Type All Test Re Pretes Print Option Spring C Test Fou 2 O CSV O TXT XLS Test One Output Test Thre Data File for Each Test Test Two

Figure 39. Student Results Generator Window: Select Test Reasons Section

Table 20. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (test windows or categories), some of which are selected
2	Button to proceed to next section (Select Assessments)

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

f. The Select Assessments section (see <u>Figure 40</u>) 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.

-	Select the assessments.	Selections Students: 0
	All Subjects	Previous Next Report Type O Individual Student Report ® Student Data File
	▶ □ ELA	8
	▼	Print Options Report Format
	▼ Z Grade 3	2 • xLs O CSV O TXT
	Grade 3 Mathematics - Interim (ICA)	Output
	Grade 4	Data File for Each Test O Single Combined Data File
	Grade 5	Sub-scores will not be available in the continned data file, only overall scores/measures will be
	Grade 7	included.
	F Grade 8	1
	Grade 11	

Figure 40. Student Results Generator Window: Select Assessments Section

Table 21. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, some of which are selected
2	Button to proceed to next section (Select Students)

g. The **Select Students** section (see <u>Figure 41</u>) 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 <a>. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 41. Teacher View: Student Results Generator Window: Select Students Section

 Student F 2. Seled Assessments 1. Seled Test Reasons 	Select the students Select the students All Students C All Students C All Students C Roster A S mith, Alex (7777777001) S Smith, Joan (99992032) C Roster B C Roster C C Roster C	Selections Students: 0 Selections Students: 0 Selections Students: 0 Selections Student Report @ Student Data File Print Options Report Format XLS OCSV OTXT Output Data File for Each Test Ostpoer Student Data File Store correstmensures with the evolutions Store correstmensures with the
	Roster D	Generate Cancel

Table 22. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	List of classes (rosters) and students (all selected)
2	Search field for SSID

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

- h. *Optional*: To set a range of processing dates for which to generate results, use the filter menu as follows:
 - i. Open the **Filters** menu 🗱 (see <u>Figure 42</u>). The menu displays two date fields.
 - Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - iii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.

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

	1	Enter Student ID
 3. Selection 3. Selection 3. Selection 4. Selection 	Select the students.	
Seled Students Seled Assessments Seled Test Reasons	Clear Files Print Options Report Format Report Format Include only results reported in the following Main Sector Start Date 06/01/2020 Start Date 07/01/2020 Image: Compute Cancel	TXT Single Combined Data FI Side scores will not ke available or the combined label file, only orestall accessfreasures will b anotucled.

Table 23. Teacher View: Student Results Generator Window: Select Students Section Elements



4. From the two Report Type options in the panel on the right (see <u>Figure 43</u>), select **Student Data File**. More options appear below.

Figure 43. Teacher View: Student Results Generator Window: Select Students Section

Student Res	ults Generator						2
 3. Seled Students 2. Seled Assessments 1. Seled Test Reasons 	Select the students.	Inny Roster)	Previous 2	Print Option Report For XLS Output	ual Student Report ons rmat	Enter Student ID Student Data F	Data File e available file: only

Table 24. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Student Data File option (selected)

Figure 42. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open



- 5. Under Report Format, select XLS (Excel .xlsx), CSV (comma-separated values), or TXT (tab-delimited text).
- 6. 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

In the Performance on Tests report and the Student Portfolio Report, you can access performance data for your state, district, school, and/or total students.

How to Compare All Your Students' Performance on Any Test with Larger Groups'

In the Performance on Tests report (see Figure 44), click \Rightarrow to the right of a test name.

Role: PROGRAM @ State: Verm Settings 🔻 🔿 Help 📑 Sign (User: mackenzie worn@cambiumassessment.com						leporting	VER GENCY 0
nter Student ID						2	formance on Tests	elector >
Download Student Results 🚽 Print						1, 2020-2021	mance Distribution, by Assessment: Demo District	
Date Last Taken 🍦	Performance Distribution	Average Score 0	Student Count 🔅	Test Reason 💠	Test Grade 🛛 🕴	st Group 🕴	ssessment Name 🕴	
06/01/2021	Percent 16% 14% Cours 6 1	29 ± 3 🚯	7	Spring 2021 (NGSS)	8	VTSA	÷	D Q VISA Grade 3
06/01/2021	Percent 000% Count 12	13 ± 3 O	12	Spring 2021 (NGSS)	5	VTSA	5 \$	VISA Grade
05/15/2021	Percent 40% 50%	36±3 ()	9	Spring 2021 (NGSS)	11	VTSA	<u>11</u>	D Q VISA Grade

Figure 44. Teacher View: Performance on Tests Report

Table 25. Teacher View: Performance on Tests Report Elements

#	Element
1	Test name
2	Button to show comparisons for this test

Rows containing data for the state, district, and/or school appear below, as in Figure 45.

Figure 45. Teacher	View: Performance on	Tests Report with	Expanded Comparison Rows

and > Perfor	mance on Tests							Enter Student ID
Ð	Grade 6 ELA - Research (IAB)	nterrossessn Blocks (IAB)	6	Unassigned	1	n/a	Percent 100% Count 1	08/10/2020
State	Grade 6 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	n/a	n/a	n/a	-
District	Grade 6 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	1	n/a	Percent 100% Count 1	0 _
School	Grade 6 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	1	n/a	Percent 100%	0
Ð	Q G a 8 ELA - Edit/Revise (IAB)	Interim Assessment Blocks (IAB)	8	Unassigned	2	n/a	Percent 50% 50% Count 1 1	08/10/2020
1	Grade 5 ELA - Listen/Interpret (FIAB)	Interim Assessment Blocks (IAB)	5	Unassigned	1	n/a	Percent 100% Count 1	08/10/2020

Table 26. Teacher View: Performance on Tests Report Elements

#	Element
1	Expanded comparison rows for state (no data shown), district, and school
2	Button to hide comparisons for this test

To hide the comparison rows, click \mathbf{X} to the right of the test name.

How to Compare a Student's Performance on Any of Their Tests with Larger Groups'

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.

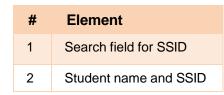
1. Enter the student's SSID in the search field in the upper-right corner and click \bigcirc (see Figure 46). The Student Portfolio Report appears.

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

Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC)) Image: State ELA-Last (Monte (LAC))<	05/20/2021
Index (AB) Index (AB) Index Index Index Index Index Index	05/15/2021
D Q High School EA-Language and Vocabulary ↓ Interim Assessment Biodis (IAE) 11 Unassigned 1 n/a tests, Coart 1	05/10/2021
Q Grade Z ELA-Bassarch (AB) Interim Assessment Bitods (AB) 7 Unassigned 1 n/a Percent son count 1	05/04/2021
D Q Grade & ELA - Brief Utimes (JAB) 2 Interim Assessment Blocks (AB) 8 Unassigned 1 m/8 Percent 100 October	04/07/2021

Figure 46. Teacher View: Performance on Tests Report

Table 27. Teacher View: Performance on Tests Report Elements



2. Click \Rightarrow to the right of a test name (see Figure 47).

Figure 47. Student Portfolio Report

Filters	Score and Performance, by Assess	sment an	d Test Reason	Jane Doe 2020	-2021			Download Student Results	Prins
Fest	Assessment Name	¢	Test Group 🌲	Test Grade	Test Reason 👙	Student \$	Score \$	Performance 🔶	Date Taken
iroups	Interim ELA Grade 3 Revision IAB	÷	Interim	3	Unassigned	1	n/a	Below Standard	05/04/2021

Rows containing data for your state, district, school, and/or total students appear below, as in Figure 48.

Figure 48. Student Portfolio Report with Expanded Comparison Rows

ilters	Score and Performance, by J Filtered By Reporting Time Perio						Download Student Results		
Test		Assessment Name 🔶	Test Group 🤿	Test Grade 👙	Test Reason	♦ Student ♦	Score \$	Performance 🔶	Date Taken
	Inter IAB	tim ELA Grade 3 Pevision	Interim	3	Unassigned	Ť	n/a	Below Standard	05/04/202
hool ear	State	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent 100% Count 1	-
	District	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent 100% Count 1	-
	School	Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent 100% Count 1	

Table 28. Student Portfolio Report Elements

#	Element
1	Expanded comparison rows for state, district, and school
2	Button to hide comparisons for this test

To hide the comparison rows, click $\stackrel{\scriptstyle \star}{\prec}$ 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: showing only the tests you're interested in; showing only the classes (rosters) you're interested in; showing only the schools 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 set which tests you want to view, you can also make that setting 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.

Once you've set your persistent test preferences, school- and district-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.

 Open the My Settings menu in the banner and choose Select Tests to Include on Reports (see <u>Figure 49</u>). A window appears, showing tests organized hierarchically by subject, grade, and assessment name (see <u>Figure 50</u>).

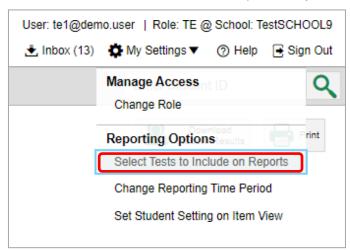


Figure 49. Teacher View: Detail of Banner with Expanded My Settings Menu

Sele	ct Tests to Include on Reports						
Select	Select the assessments you wish to display on the dashboard.						
•	ELA						
	🗸 🗹 Grade 3						
	Grade 3 ELA - Listen/Interpret (FIAB)						
	Grade 3 ELA - Interim (ICA)						
	🗸 🗹 Grade 5						
	Grade 5 ELA - Listen/Interpret (FIAB)						
	🗸 🗹 Grade 6						
	Grade 6 ELA - Read Literary Texts (IAB)						
	✓ Grade 6 ELA - Research (IAB)						
	Grade 6 ELA - Revision (IAB)						
	Grade 6 ELA - Interim (ICA)						

Figure 50. Teacher View: Select Tests to Include on Reports Window

- 2. Select the checkboxes beside the tests or groups of tests you want to display (see Figure 50).
- 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 narrow down their data based on class (roster) by using the teachers' preferences setting.

For example, suppose a math class belongs to a math teacher who has excluded ELA tests from their reports. By using teacher preferences, you can view a set of ELA test results without that math teacher's class. All students who took the ELA test will still appear in the report, whether or not they belong to the math teacher's class, but the **Performance by Roster** tab will not list them as belonging to that math teacher's class. By hiding classes that are not relevant to the test, and by preventing a student from appearing more than once in the same report, this setting makes reports easier to read.

From the My Settings drop-down list in the banner, select Use Teachers' Test Selections (see Figure 51). The Use Teachers' Test Selections window appears (see Figure 52).

Figure 51. School-Level User View: Detail of Banner with Expanded My Settings Menu

User: sc1@den	no.user Role: SC @ School: TestSCHOOL9
📩 Inbox	🛟 My Settings 🔻 🕜 Help 📑 Sign Out
	Manage Access Change Role
	Reporting Options Print Manage Test Reasons
	Use Teachers' Test Selections
	Change Reporting Time Period
	Set Student Setting on Item View

Figure 52. Use Teachers' Test Selections Window

Use Teachers' Test Selections	Save & Close
Select which rosters to display for assessments.	
◯ All Roster	
Teacher Preferences	

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

How to Filter Tests to Display

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.

On the left side of the dashboard or the Performance on Tests report, click either the Filters panel expand button
 or the Test Groups button (see Figure 53). The Filters panel expands (see Figure 54).

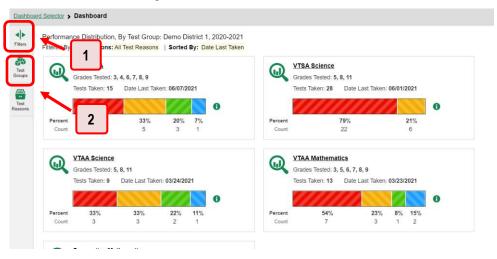


Figure 53. Teacher View: Dashboard

Table 29. Teacher View: Dashboard Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the Test Groups filter

 Mark as many selections as you like in the Test Groups section of the filters panel (see Figure 54). Tests are organized by test type, subject, and grade.

Figure 54. Teacher View: Dashboard with Expanded Filters Panel

Dashboard Selector > Dashboard	d	Enter Student ID	C
Filters	Performance Distribution, By Test Group: Demo District 1, 2020-2021 Filtered By Test Reasons: All Test Reasons: Sorted By: Date Last Taken	Download Student Results	Print
Interim Assessment Blocks (IAB)	VTAA ELA Grades Tested: 3, 4, 6, 7, 8, 9 Tests Taken: 15 Date Last Taken: 06/07/2021 0		
 ✓ VTAA ✓ VTSA 	Percent 79% 21% Count 1 5 3 1 Count 22 6		
▼ Test Reasons All Test Reasons	VTAA Science VTAA Mathematics Grades Tested: 5, 8, 11 Grades Tested: 3, 5, 6, 7, 8, 9 Tests Taken: 9 Date Last Taken: 03/24/2021		
-	33% 33% 22% 11% Percent 54% 23% 8% 15% Count 7 3 1 2	1	
Apply	hative Mathematics		

Table 30. Teacher View: Dashboard Elements

#	Element
1	Test Group options
2	Apply button and Clear Filters

- 3. Click Apply. The report 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 and School-Level Users: 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. To learn how to create and modify rosters in the Reporting System, see <u>Classes (Roster)</u> Management.

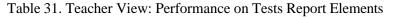
In the Performance on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected class from the data you're viewing.

Filtering by roster makes it easy to focus on a particular class's performance. And by switching filters, you can easily compare one class with another. 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.

 On the left side of the Performance on Tests report, click either the Filters panel expand button or the Rosters button (see Figure 55). The Filters panel expands (see Figure 56).

Figure 55. Teacher View: Performance on Tests Report

	Average Score and Performance Distribution, by Assessment: Demo School 1, 2020-2021 Itered By Ros r Test Reasons: Al Test Reasons											
	1	nt Name	\$	Test Group	💠 🛛 Test Grade 👙	Test Reason 👙	Student Count 👙	Average Score 💠	Performance Distribution	on	Date Last Taken	
Ą	WTSA Grade	e 8	*	VTSA	8	Spring 2021 (NGSS)	7	29±3 🚺	Percent 86% 1 Count 6	0 1	06/01/2021	
Ą	Q VTSA Grade	<u>e 5</u>	*	VTSA	5	Spring 2021 (NGSS)	12	13±3 🚺	Percent 100% Count 12	0	06/01/2021	
F.	@ ∞ 2	,	*	VTSA	11	Spring 2021 (NGSS)	9	36 ± 3 🚯	Percent 44% 58% Count 4 5	0	05/15/2021	



#	Element
1	Button to expand the Filters panel
2	Button to expand the class (roster) filter

- 2. Make a selection from the drop-down list in the **Rosters** section (see Figure 56).
 - If you're a school-level user, you must first select a teacher from the drop-down list, and then select a particular class (roster) from the second drop-down list that appears. By default the first class listed is selected.

Figure 56. Teacher View: Performance on Tests Report with Expanded Filters Panel

filters	*	Average Score and Performance Distribut		Download Student Result					
 Test Groups 		Assessment Name	0 Test Group 0	Test Grade 单	Test Reason 0	Student 0	Average Score 0	Performance Distribution	Date Last Taken
 Test Reasons Rosters 		E Q VISA Grade 8	VTSA	8	Spring 2021 (NGSS)	7	29±3 🚯	Percent 00% 14% Court 6 1	06/01/2021
Select a Teacher All Teachers	•	VISA Grade 5	VTSA	5	Spring 2021 (NGSS)	12	13±3 ()	Parcent 108% Count 12	06/01/2021
		E VISA Grade 11	🔶 VTSA	11	Spring 2021 (NGSS)	9	36 ± 3 🚯	Percent 44% 56% 0	05/15/2021
Clear Ellers Apply	-	2					Rows p	er page: 46 3 items: 4(1 of 1 🌗

Table 32. Teacher View: Performance on Tests Report Elements

#	Element
1	Rosters drop-down list
2	Apply button and Clear Filters

3. Click Apply. The 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 each table header shows the classes (rosters) you're viewing (see <u>Figure</u> <u>57</u>).

ars	My Assessments Average Distribution, by Intered ly Rosters: All Roster st Reasons: All		All Rosters, 2020-20	21				Student	foad Racults 🖶 Pret 🔻
1	Assessment Name	\$	Test Group 👙	Test Grade 👙	Test Reason 👙	Student Count 👙	Average Score 💠	Performance Distribution	Date Last Taken 🍦
ne	Grade 6 ELA - Interim (ICA)	\$	Interim Comprehensive Assessment (ICA)	6	Fall	1	2425 🚯	Percent 10%. Count 1	08/25/2020
19 1	Grade 3 ELA - Interim (ICA)	\$	Interim Comprehensive Assessment (ICA)	3	Fall	1	2326 🚯	Percent 100%. Count 1	08/25/2020
•	Grade 7 ELA - Interim (ICA)	*	Interim Comprehensive Assessment (ICA)	7	Fall	1	2342 🚯	Percent 100%. Count 1	08/20/2020
								Rows per page 14 3 Items:	📢 🚺 of 1 🄰
	O My Students								
	My Students DemoLast DemoFirst	Studer	nt Name			\$ Student		Most Recent Assessment (Grade 7 ELA - Interim (ICA)	Date Taken

Figure 57. Teacher View: Performance on Tests Report Filtered by All Rosters

For District-Level Users: How to Filter Schools to Display

Filtering the Performance on Tests report by school makes it easy to focus on a particular school's performance. And by switching filters, you can easily compare it with another school. If you don't filter by school, the Performance on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

On the left side of the Performance on Tests report, click either the expand button
 or the

 Schools button
 (see Figure 58)

 The Filters panel expands (see Figure 59)

5	Average Score a Pribred By Schoo I I I Second I I I Second I I I I I I I I I I I I I I I I I I I													
t ps	Assessment Name	\$	Test Group	Test Grade 👙	Test Reason 👙	Student Count 👙	Average Score 💠	Performance Distribution	Date Last Taken					
t ons	D Q VTAA Grade 4 ELA	*	VTAA	4	Spring 2021 (VTAA)	3	298 ± 15 🚯	Percent 33% 33% 33% Count 1 1 1	06/07/2021					
5		\$	VTAA	7	Spring 2021 (VTAA)	2	284 ± 1 🚺	Percent 100% Count 2	03/23/2021					
J		*	VTAA	8	Spring 2021 (VTAA)	4	278±4 🕚	Percent 50% 50% Count 2 2	03/23/2021					
	A VIAA Grade 9 ELA	÷	VTAA	9	Spring 2021 (VTAA)	3	301 🚯	Percent 100% Count 3	03/22/2021					
	E Q VTAA Grade 6 ELA	*	VTAA	6	Spring 2021 (VTAA)	2	293 ± 2 🚺	Percent 100%	03/15/2021					

Figure 58. District-Level User View: Performance on Tests Report

Table 33. District-Level User View: Performance on Tests Report Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the Schools filter

2. Make a selection from the drop-down list in the Schools section (see Figure 59).

Filters	Average Score and Performance Dist Filtered By School: All Schools Test				t 1, 2020-2021			Downloar Student Res	uts 🖶 Pr
So F Test Groups	Assessment Name	¢	Test Group 💠	Test Grade 👙	Test Reason 💠	Student Count	Average Score	Performance Distribution	Date Last Taken
Test Reasons All Test Reasons	A Q VTAA Grade 4 ELA	*	VTAA	4	Spring 2021 (VTAA)	3	298 ± 15 🚯	Percent 33% 33% 33% Count 1 1 1	06/07/2021
All Schools		*	VTAA	7	Spring 2021 (VTAA)	2	284 ± 1 🚺	Percent 100% Count 2	03/23/2021
All Schools	D Q VIAA Grade 8 ELA	*	VTAA	8	Spring 2021 (VTAA)	4	278±4 🚺	Percent 50% 50% Count 2 2	03/23/2021
	D Q VTAA Grade 9 ELA	*	VTAA	9	Spring 2021 (VTAA)	3	301 🚯	Percent 100% Count 3	03/22/2021
	J Q VTAA Grade 6 ELA	*	VTAA	6	Spring 2021 (VTAA)	2	293 ± 2 🚯	Percent 100% Count 2	03/15/2021
Clear Filters	D G 2 13ELA	÷	VTAA	3	Spring 2021 (VTAA)	1	169 🚯	Percent 100%	03/13/2021

Figure 59. District-Level User View: Performance on Tests Report with Expanded Filters Panel

Table 34. District-Level User View: Performance on Tests Report Elements

#	Element
1	Schools drop-down list
2	Apply button and Clear Filters

3. Click Apply. The report updates to show only data for that school.

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.

If you click the name of a test (or local deside it) when you've filtered by a single school, the link will take you to the School Performance on Test report and not to the District Performance on Test report.

The row of filter details below the table header shows the schools you're viewing (see Figure 60).

Figure 60. District-Level User View: Performance on Tests Report Filtered by All Schools

Filters	1.		tion, by Asse sons: All Test	ssment: Demo Reasons	Distric	et 1, 2020-2	02	1				Dow Studen	nload t Results Pr
Test Groups		Assessment Name	¢	Test Group	ф т	est Grade	¢	Test Reason	Student Count 🖨	Average Score 💠	Performance Distrit	oution	Date Last Taken
Test easons	Ð	Q VTAA Grade 4 ELA	*	VTAA		4		Spring 2021 (VTAA)	3	298 ± 15 🚯	Percent 33% 33% Count 1 1	33% 1	06/07/2021
asons	Ą	VTAA Grade 7 ELA	*	VTAA		7		Spring 2021 (VTAA)	2	284 ± 1 🚯	Percent 100% Count 2	0	03/23/2021
hools	Ð	VTAA Grade 8 ELA	\$	VTAA		8		Spring 2021 (VTAA)	4	278 ± 4 🕚	Percent 50% 50	0	03/23/2021

How to View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: you can select a school year for which to view tests, and you can enter a date for which to view students.

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.
- When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view data for students who have left or recently entered your classes (rosters), school, or district. You can even view students who have left your state.

If you don't change the reporting time period, or if you reset it to the default, all the reports show test opportunities only for the current school year with current student data.

Some examples of how you can use this feature:

- You may want to view the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.
- You may want to view the performance of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students belonged to

you and had started testing, and set the school year to the same time. Then switch back to the present to compare.

 From the My Settings menu in the banner, choose Change Reporting Time Period (see Figure 61). The Change Reporting Time Period window appears (see Figure 62).

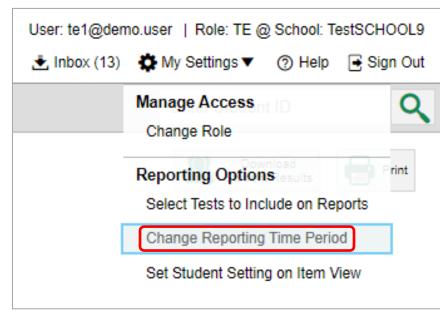


Figure 61. Teacher View: Detail of Banner with Expanded My Settings Menu



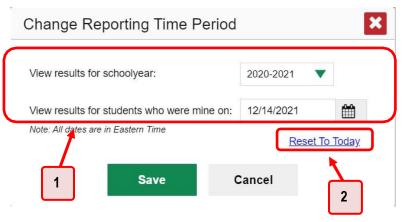


Table 35. Change Reporting Time Period Window Elements

#	Element
1	School year and student date selectors
2	Reset To Today

2. From the school year drop-down list, select a school year (see Figure 62). This is the year for which you will view test results.

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- **3.** In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.
 - To view your current students' past performance, keep the date set to today.
 - To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.
- **4.** Click **Save**. All reports are now filtered to show only data for the selected school year and date. The selected date displays in the filter details below the report headings. All other filters are cleared.
- 5. Optional: To go back to viewing the latest data, open the **Change Reporting Time Period** window again, click **Reset To Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out, but persists when you switch roles.

How to Export and Print Data on Summatives

You can export or print any data you see in the Reporting System. Some can be exported directly from the Performance on Tests report. 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 to Export or Print a Report You're 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 <u>Figure 63</u>).

Figure 63. Teacher View: Performance on Tests Report with Expanded Print Menu

Avera	Ny Assessments ge Score and Performance Distribu d By Rosters: <mark>All Roster</mark> Test Reas			Rosters, 2019-20	020			Downer R	esuits Prin
	Assessment Name	\$	Test Group	Test Grade 💠	Test Reason 👙	Student Count	♦ Average Score ♦	Performance Distribution	My Students
Ð	Grade 4 ELA - Interim (ICA) - Combined	*	Interim	4	Unassigned	3	2442 🚯	Percent 33% 33% 33% Count 1 1 1	02/26/202
Ð	Interim ELA Grade 4 - Brief Writes (IAB)	*	Interim	4	Interim Test Opportunity 1	1	n/a	Percent 100% Count 1	11/19/201
Ð	Interim ELA Grade 5 - Listen/Interpret (IAB)	-	Interim	5	Interim Test Opportunity 2	1	n/a	Percent 100% Count 1	11/14/201
-	My Students Recent Assessment of All Rosters:						Rows	; per page: 3 88 Items: 4	1 of 30
Most F	By Rosters: All Roster Test Reason:		5015	A	Student I	n 🔺	Most D	acant Assassmant 🔺	Date Taken
Most Filtered	l By Rosters: All Roster Test Reason: Student		3013	\$	Student II			ecent Assessment 🔶	Date Taken
Most Filtered	By Rosters: All Roster Test Reason:			\$	Student II 9955564 9999483	71	Interim ELA Grade	ecent Assessment 3 - Read Informational Texts (IAB) A - Performance Task (ICA)	Date Taken 02/27/2020 02/27/2020

A print preview page opens (see Figure 64).

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 64. Print Preview Page

Datage. Suarre State	Print	Student Name	Student ID	Most Recent Assessment	Date Taken
Decome Specific and manuse background image Virtual of a sum of a grant of	*Printed image may vary from	Doe, John	WA99596487	INTERM: G5-Math-IAB-Fractions	07/30/2018
Parkak, Perioda, Parkak, Perioda, Parkak, Parka	preview. Please check your	Doe, Jane	9999989218	INTERIM: G4-Math-IAB-OpAlgThin	11/15/2018
printing is enabled. Datage. Suarre 99911735 9781100 00 Main V6 Tabuyta 1122031 Save to PDF Save to APDF 102031 NTTRE 10 Main V6 Tabuyta 1122031 Save to CSV Transactive Main Value 999903154 NTTRE 10 Main Value Transactive Main Value 1122031 Save to CSV Transactive Main Value 999903154 NTTRE 10 Main Value Transactive Appart 1202019		Parlack, Parlack	9999993114	INTERIM: G5-Math-IAB-OpAlgThin	11/27/2018
Save to PDF Smith. Septimus. 999993118 NITERAL Hold March Hold GoodMessandholder 11282018 Nave to PDF Provat, Marcal 99999318 NITERAL Go Main Hold GoodMessandholder 11282018 Save to CSV "The data in this respont will be exponded to a comma 999993184 NITERAL Goade Mathematics ICA 19042019	printing is enabled	Delage, Suzanne	9998111215	INTERIM: G6-Math-IAB-RatPropRe	11/27/2018
Save to CSV "The data in this report will be exported to a comma	F	Smith, Septimus	9999993118	INTERIM: HS-Math-IAB-GeoMeasureModel	11/28/2018
) Save to CSV "The data in this report will be exported to a comma	Save to PDF	Proust, Marcel	9999993186	INTERIM: G5-Math-IAB-PTTurtHab	11/28/2018
exported to a comma		Karamazov, Alyostia	9999993184	INTERIM: Grade 3 Mathematics ICA	12/04/2018
	exported to a comma				

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- 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 to Export an Assessment Report Directly from the Performance on Tests Report

1. Click the export button it to the left of the name of the assessment whose report you wish to export (see Figure 65).

Figure 65. Teacher View: Performance on Tests Report

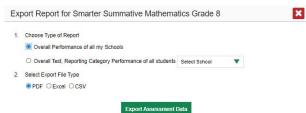
•			and Performance Distribution				021				Dow Studen	nicad t Results
5 N			Assessment Name	0	Test Group	Test Grade	Test Reason 0	Student Count	Average Score 0	Performance Distrib	ution	Date Last Taken
	A	Q	Grade 5 ELA - Summative	*	Summative	5	Spring 2021 (Smarter Summative)	5	2314±8 🚺	Percent 100%. Crist 8	0	03/23/2021
ons ols	Ą	Q	Grade 3 ELA - Summative	*	Summative	3	Spring 2021 (Semilerter Summative)	4	2243 ± 33 🚯	Percent 199%. Court 4	0	03/23/2021
ola	A	Q	Grade 8 ELA - Summative	*	Summative	8	Spring 2021 (Smarter Summative)	5	2350 ± 24 🕚	Percent 100% Crient 8	0	03/22/2021
	Ą	Q	Grade 7 ELA - Summative	*	Summative	7	Spring 2021 (Smarter Summative)	5	2333 ± 23 🚺	Percent 102% Count 6	0	03/15/2021
	Ą	Q	Grade 6 ELA - Summative	*	Summative	6	Spring 2021 (Smarter Summative)	5	2316 ± 16 0	Percent 102% Court fi	0	03/13/2021
	Ą	Q	Grade 4 ELA - Summative	*	Summative	4	Spring 2021 (Smarter Summative)	з	2276±31 🗿	Percent 500%	0	03/13/2021

The *Export Report* window opens. The options in this window vary according to your user role (see Figure 66 and Figure 67).

2. If necessary, select which report to export for the assessment.

Teachers and school-level users: The exported report will contain test results for all your students.

Figure 66.	Teacher	View: Ex	port Rep	port Window



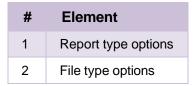
District-level users: Select which report to export for the assessment (see Figure 67).

- To export the district test results for the assessment, mark the Overall Performance of all my Schools radio button.
- To export 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.

Figure 67. District-Level User View: Export Report Window

Overall Performance of all my Schools Overall Test, Reporting Category Performance of all students Select School Select Export File Type	- 1			ose Type of Report	Choo
		Γ	Schools	overall Performance of all my S	0 0
Select Export File Type	•	elect School	ry Performance of all student	overall test, Reporting Categol	00
		٦	ſ	ct Export File Type	Selec
			←	DF O Excel O CSV	● PI

Table 36. District-Level User View: Export Report Window Elements



- 5. 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.
- 6. Click Export Assessment Data. A confirmation window appears.
- 7. 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.

More About How to Use Interim Reports

This section explains some 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 individual interim and benchmark tests include the following:

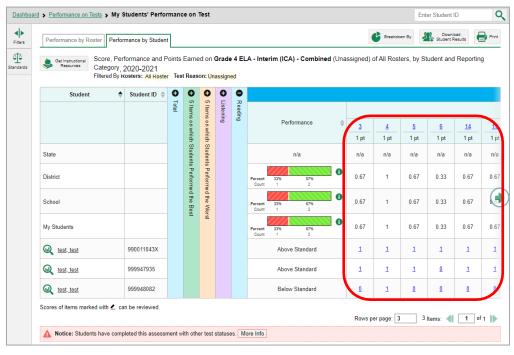
- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

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

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in Figure 68.

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



How to 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** (see Figure 69). 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

	Performance by Roster	erformance by Studen									Breakdown By	12	Download Student Res	i (Print
ra L Inda	Get Instructional Resources Catego	Performance and F IV, 2020-2021 By Rosters: All Roste	oints Earn			- Interim	(ICA) - Co	ombined (I	Unas	isigned) of	f All Rosters, I	by Stu	dent and F	Reporting	2
	Student	🔶 Student ID 🔅	0 /	5 Items	on which	Students P	erformed	the Best	0 5	5 Items	on which Stude	ents Pe	erformed th	e Wolst	0
					Item Numb	ers and Po	ints Earned	1	5 Items		Item Numbers a	and Pol	ints Earned		Listening
			on wh	1	2	4	35	38	onwh	12	22	33	34	41	ē
			id St	1 pt	1 pt	1 pt	1 pt	1 pt	ich St	1	1	1	1	6	
	State		udents	n/a	n/a	n/a	n/a	n/a	udents	n/a	n/a	n/a	n/a	n/a	
	District		Performe	0.67	0.67	1	1	Ť.	Performe	0	0	0	0.33	0.33	
	School		Items on which Students Performed the Best Ital	0.67	0.67	1	1	1	Items on which Students Performed the Worst	0	0	0	0.33	0.33	(
	My Students			0.67	0.67	1	1	1	(SI	0	0	0	0.33	0.33	
	Q test_test	990011043X		1	1	1	1	1		Q	0	0	1	0	
	Q test_test	999947935		1	1	1	1	1		Q	Q	۵	٩	1	
	(a) test test	999948082		0	۵	1	1	1		۵	٥	٥	۵	2	
	Scores of items marked with	can be reviewed								David and	r page: 3	1.2.	ems: 41 [1 of	1

How to 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 Reporting Category Section

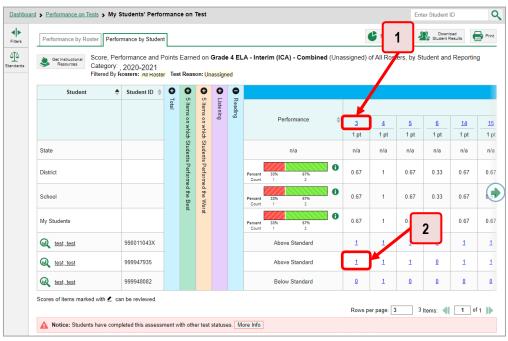


Table 37. My Students' Performance on Test Report: Performance by Student Tab Elements

1	#	Element
1	1	Item number (click to view item without student response)
2	2	Item score for a particular student (click to view item with student response)

Reporting System User Guide

Do either of the following (see Figure 70):

- 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 (see Figure 71). 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 (see Figure 71) shows the item and may include a particular student's response.

Sample Ass	essment: English Langua	ge Arts		×
Item 2	Student	Demo, Demo	÷	Item 4 🌗
Current Item:3	Score: 2/2		item & Score	Rubric & Resources
	Scoring Assertio	n		Outcome
1. The student co	rrectly identified a synonym of the wor	d.		· 🗖
2. The student co	rrectly identified an antonym of the wo	rd.		✓
				student setting(s)
				ON A
3				
Choose t	the best synonym for "ava	ricious."		
le hung	Jry			
gree	dy			
© vicio	us			

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

Table 38. Item View Window Elements

#	Element
1	Item & Score tab (selected)
2	Rubric & Resources tab

The Item & Score tab may include the following sections.

• Scoring Assertion: Each scoring assertion contains both a statement that provides information about what the student did in their response, and the content knowledge, skill, or ability that is

evidenced by their response. 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 72).

Sample Asse	essment: English Language	e Arts		×
Item 2	Student:	Demo, Demo		Item 4
Current Item:3	Score: 2/2		Item & Score	Rubric & Resources
	Scoring Assertion		(Outcome
1. The student co	rrectly identified a synonym of the word.			•
2. The student con	rrectly identified an antonym of the word			~
				ON
3				=
Choose t	he best synonym for "avar	icious."		
le hung	Iry			
gree	dy			
© vicio	us			Ţ

Figure 72. 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 (see Figure 73) may include the following sections, which you can expand and collapse by clicking \bigcirc and \bigcirc , respectively.

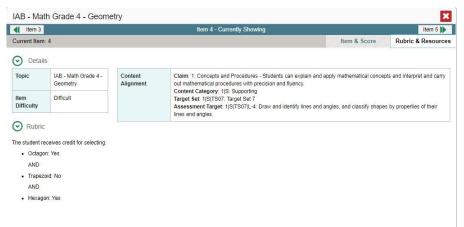


Figure 73. Item View Window: Rubric & Resources Tab

- **Details**: May provide the following information:
 - Topic: Skill area to which the item belongs.
 - Item 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 in the school earned each possible point value available for the item.

How to 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.

Click the My Settings menu in the banner and select Set Student Setting on Item View (see Figure 74). The Set Student Setting on Item View window appears (see Figure 75).

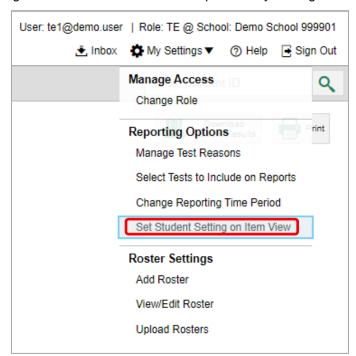


Figure 74. Detail of Banner with Expanded My Settings Menu

Set Student Setting on Ite	m View
Display tests with st	udent's test settings:
Yes 🖲	No O
Save	Cancel

Figure 75. Set Student Setting on Item View Window

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 (see Figure 76). This action has no effect on your global setting.

Item 2	Student: Demo, Demo			Item 4
Current Item:3 Score: 2	2/2	ite	m & Score	Rubric & Resour
	Scoring Assertion			Outcome
1. The student correctly ident	ified a synonym of the word.			*
2. The student correctly ident	ified an antonym of the word.			*
				ON
3				
	synonym for "avaricious."			
	synonym for "avaricious."			
Choose the best	synonym for "avaricious."			

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

What It Means 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 to 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 to 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 remostudent at the top of the window. The students are listed in the same order in which they are sorted in the report.

What It Means 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.

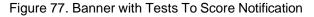
How to Score Items on Interims

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

- Some items that require hand scoring arrive in the 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 reports until an authorized user scores all the unscored items in at least one opportunity of that test.
- Other items arrive in the 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.

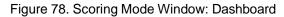
How to Score Unscored Items

When you have tests with unscored items, a **Tests To Score** notification appears in the banner (see Figure 77).





In the banner, click Tests To Score (see Figure 77). The Scoring Mode window opens (see Figure 78), 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.



shboard								
ssessments to score for All Rosters, 2020-2021 Itered By Rosters; All Roster Test Reasons; All Test Reasons								
Assessment Name	\$ Te	st Reason	4	Student Count	4	Item To Score 💠	Date Last Taken	4
Grade 3 MATH - Performance Task - Order Form (IAB)	1	Jnassigned		1		4	05/11/2021	
		Spring		1		2	01/06/2021	
Grade 7 MATH - Performance Task - Camping Tasks (IAB)								

Reporting System User Guide

2. Click the name of the test you wish to score (or Q beside it). The Test Scoring page appears (see <u>Figure 79</u>), 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

oring Mode						
ashboard > Test Scoring						
Grade 4 MATH - Perfor Filtered By Rosters: All Ros					e for Dem	o School
Student	÷	Student ID 👙		Item To	Score	
				Item N	umbers	
			3	4	5	6
Max Points			2	1	1	3
DemoLast, DemoFirst		999000117	Score	Score	Score	Score

- **3.** To enter scores for an item, click the **score** link for the required item in the required student's row (see Figure 79). The *Item View* window opens.
- 4. In the **Rubric & Resources** tab (see Figure 80), review the item's rubric and available resources, if necessary.

1	tem 13		Student:	Demo-Student L		Item 15
Curre	ent Item:14	Score: 1/1		Item	& Score	Rubric & Resources
C	Details Topic	INTERIM: G5-Math- IAB-	Content Alignment	Claim: Concepts and Pro apply mathematical conc mathematical procedures	epts and interpr with precision	et and carry out
	Item Difficulty	NumBase10 Moderate		Content Category: Priorit Target Set: Target Set 3 Assessment Target: Perfinumbers and with decima	orm operations	

Figure 80. Item View: Rubric & Resources Tab

- 5. In the Item & Score tab (see Figure 81), 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.

Max Points Earned		Item & Score	Rubric & Resource
Max Points Earned			
Points	1	Condition Code	
2 1 🔻	Save Cancel	None	•
a paragraph explaining ok.) how the opening sets t	the tone for	
	passage of the novel a paragraph explaining ok.	passage of the novel Jacob's Room, by Virgin a paragraph explaining how the opening sets took.	passage of the novel <i>Jacob's Room</i> , by Virginia Woolf, a paragraph explaining how the opening sets the tone for ok.

Figure 81. Item View: Item & Score Tab

Table 39. Item View: Item & Score Tab Elements



- 7. If the item has multiple scoring criteria, repeat step <u>6</u> 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 Demo Student = at the top of the window.
 - To return to the *Scoring Mode* window and select another item manually, close the *Item View* window.

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

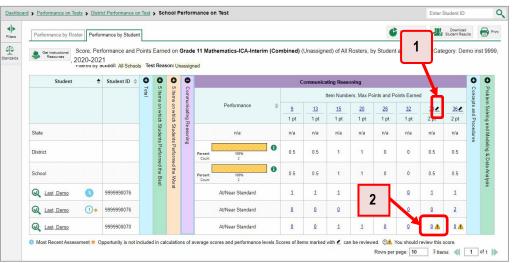
After you enter scores for all the unscored opportunities of a test, that test is removed from the *Scoring Mode* window. You can still modify the item scores on that test directly from the reports by following the procedure in the section <u>How to Modify Scores for Items</u>.

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 (see Figure 82). When a machine-suggested score has a low confidence level, or when a condition code of Non-Specific or Uninterpretable Language has been assigned by machine, 化 displays next to the score. It is highly recommended that you review items flagged with this icon.







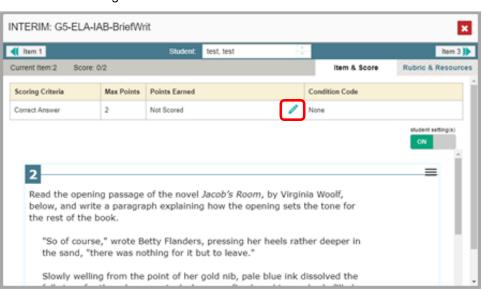
#	Element
1	Pencil icon indicating that the item has modifiable scores
2	Item score link for a student, with alert icon

1. On a report with modifiable scores, click the item score link in the student's row of the report. The *Item View* window opens.

 On the Rubric & Resources tab (see Figure 83), review the item's rubric and available resources, if necessary.

Figure 83. Item View Window: Rubric & Resources Tab

4	tem 1		Sh	udent	Lastnm, Firstnm	1	
Cuth	ent Nem:2	Score: 0/2				Item & Score	Rubric & Resources
0	Details						
	Topic		Content Alignment		m: Conduct Research- Studen cs and to analyze, integrate, an	Sector and the sector of the s	suiry to investigate
	Item Difficulty	Difficult		and and Star the other	ossment Target: EVALUATE IN evidence to gather and select analyses roded: Gather relevant informat credibility of each source; and es while avoiding plagiarism as roots.	information to support inferen tion from multiple print and dig guote or paraphrase the data	oes, interpretations, stal sources; assess and conclusions of
\odot	Resource	18					
	Resource			Descr	iption		
	Training G	uide		Trainin	g Guides for item 70064		
	Exemplars			Exerc	plans for item 70064		





Item 1		Student:	test, test	*		Item 3 🕽
rent Item:2 Score:	0/2				Item & Score	Rubric & Resource
Scoring Criteria	Max Points	Points Earned		Cond	lition Code	
a	2	1 🔻	Save Cance	el Non	e	_
Correct Answer	2					student setting(s)
2 Read the openir	ng passage		Jacob's Room, by '	-	,	
2 Read the openir	ng passage :e a paragra			-	,	

Figure 85. Item View Window: Item & Score Tab

- 4. Do one of the following (see Figure 85):
 - To enter a score for the response, select a numerical score from the **Points Earned** dropdown list.
 - To assign a condition code to the response, select one from the Condition Code drop-down list.
- 5. If the item has multiple scoring criteria, repeat step 4 for each criterion.
- 6. 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 Demo Student = at the top of the *Item View* window.

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

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 Reporting System to assign a different test reason to an interim or benchmark test opportunity that was completed in the present school year. Summative test reasons cannot be reassigned.

 From the My Settings drop-down list in the banner, select Manage Test Reasons (see Figure 86). The Test Reason Manager window opens (see Figure 87).

User: te1@demo.user	Role: TE @ School: Demo School 9	9990
🛓 Inbox	🌣 My Settings 🔻 🕐 Help 💽 Sig	gn Ou
	Manage Access	Q
	Change Role	
-	Reporting Options	rint
(Manage Test Reasons	
	Select Tests to Include on Reports	
	Change Reporting Time Period	
	Set Student Setting on Item View	
_	Roster Settings	_
	Add Roster	
	View/Edit Roster	
	Upload Rosters	

Figure 86. Teacher View: Detail of Banner with Expanded My Settings Menu

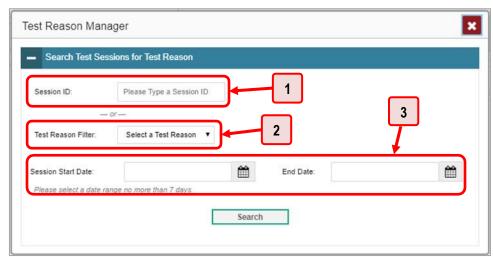


Figure 87. Test Reason Manager Window

Table 41. Test Reason Manager Window Elements

#	Element
1	Session ID field
2	Drop-down list to select a test reason
3	Fields for start and end dates

- 2. To search for the test opportunities you wish to categorize, do either of the following (see Figure 87):
 - 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.

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A list of retrieved test sessions appears in the section *Select Test Opportunities* (see Figure 88). 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.

Test Reason Manag	ger					×
 Search Test Sessi 	ons for Test Reason					
Session ID:	Please Type a Session ID					
Test Reason Filter:	Any v					
Session Start Date:	07/02/2019	End Date:	07/04/2019	Ple Ple	ease select a date range no	more than 7 days.
					Searc	ch
Select Test Opportuniti	A.C.					
Session II				🜲 TA Name	# of Students in Sector	ession 🔶
+ UAT-2604-	1 07/03/2019 01:16 PM -	07/03/2019 01:31 PM		TA2, AIRDemo	5	
- UAT-0C0B	-1 07/03/2019 03:24 PM -	07/03/2019 03:28 PM		TA2, AIRDemo	2	
	Test Name	4	Subject	🔶 Grade	# of Students	\$
— 🗹 🖸	Grade 05 ELA - PerfTask (ICA)		ELA	grade 5	1	
	Student Name	Student ID	\$	Test Reason Assigned		\$
×	Student, Demo	DemoStudentID1		Unassigned		
+ 🗆 a	Grade 05 ELA - FixedForm (ICA)		ELA	grade 5	1	
				Rows p	er page: 10 2 Ite	ms: 📢 🚺 of 1 🌗
		Assig	n Test Reasons			

Figure 88. 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 (see <u>Figure 89</u>), select a new test reason to assign to the selected opportunities and click **Confirm**.

Figure 89. Confirm Test Reason and Assign Opportunities Window

Test Reason Mana	ger	×
 Search Test Sess 	ions for Test Reason	I Í
Session ID:	Please Type a Session ID	
Test Reason Filter:	Any 🔻	
Session Start Date:	07/02/2019 End Date: 07/04/2019 Please select a date range no more than 7 days.	
	Confirm Test Reason and Assign Opportunities	
Select Test Opportunit	Please Select a Test Reason V	1
Session	Session ID & Student Name & Student ID & Test Taken & Current Test Reason Assigned &	
+ 🔲 UAT-2604	UAT-0C0B-1 Last, First 99997771019 Grade 05 ELA - PerfTask (ICA) Unassigned	
- UAT-0C08	Rows per page: 5 1 Items: 4 1 of 1	
_ Ø	Confirm Cancel \$	
	Student Name 💠 Student ID 💠 Text Reason Assigned 🗢	
×	Student, Demo DemoStudentID1 Unassigned	
+	Grade 05 ELA - FixedForm (ICA) ELA grade 5 1	
	Rows per page: 10 2 Hems: 4([1 of 1])	
	Assign Test Reasons	

How to Filter by Test Reason (Category)

Test reasons (shown in Figure 90) 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.

		e and Performance D hool: All Schools Tes					0-2021			Download Student Res	ats Prir
		ssessment Name	\$	Test Group 🖨	Test Grade 💠	Test Reason ♦	Student Count \$	Average Score	Performan	ce Distribution	Date Last Taken
Ð	Q	Smarter Summative Mathematics Grade 3	*	Summative	3	Spring 2021 (Summative)	4	2265 ± 16	Percent Count	100% 4	06/07/2021
Ð	Q	Smarter Summative ELA/Literacy Grade 3	*	Summative	3	Spring 2021 (Summative)	4	2226 ± 14	Percent Count	100% 4	03/23/2021
Ð		Smarter Summative Mathematics Grade 8	*	Summative	8	Spring 2021 (Summative)	1	2266 🚯	Percent Count	100% 1	03/23/2021
Ą	Q	Smarter Summative ELA/Literacy Grade 8	*	Summative	8	Spring 2021 (Summative)	1	2396 🕚	Percent Count	100%	03/22/2021
Ð	Q	Smarter Summative ELA/Literacy Grade 4	*	Summative	4	Spring 2021 (Summative)	2	2238 ± 20	Percent Count	100% 2	03/15/2021
Ð	Q	Smarter Summative Mathematics Grade 4	\$	Summative	4	Spring 2021 (Summative)	1	2236 🚯	Percent	100%	03/13/2021



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 and Performance on Tests reports for teachers as well as for school- and district-level users.

On the left side of the dashboard or Performance on Tests report, click either the Filters panel expand button
 Image: or the Test Reasons button Image: (see Figure 91). The Filters panel expands (see Figure 92).

shboard > P	Performance on Tests								Enter St	udent ID
Aver		/ Assessment: Test Reasons	All Rosters, 2020-20	21				4	Downlo Student Ro	ad Hults 🖶 Print 🕈
Filter	Assessment Name	¢	Test Group 👙	Test Grade	\$ Test Reason 🛭 👙	Student Count	Average Score 👙	Performance Distribution		Date Last Taken
t ons	Grade 6 ELA - Interim (ICA)	*	Interim Comprehensive Assessment (ICA)	6	Fall	1	2425 🕦	Percent 110% Count 1	0	03/23/2021
ens ens	(Crado 2)	*	Interim Comprehensive Assessment (ICA)	3	Fall	1	2326 🚯	Percent \$10% Count 1	0	03/23/2021
Ð	Grade 7 (b)	\$	Interim Comprehensive Assessment (ICA)	7	Fall	1	2342 🕕	Percent 110% Count 1	0	03/22/2021
\odot	My Students								3 items	((1 of 1)
		Studen	it Name			\$ Student		Most Recent Assessment	÷	Date Taken
Q						999990	0063	Grade 7 ELA - Interim (ICA)		08/28/2020
Q	DemoLast. DemoFirst					999990	0058	Grade 6 ELA - Interim (ICA)		08/25/2020
Q	DemoLast. DemoFirst					999990		Grade 3 ELA - Interim (ICA)		08/25/2020

Figure 91. Teacher View: Performance on Tests Report

Table 42. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the Test Reasons filter

2. Make a selection from the drop-down list in the Test Reasons section (see Figure 92).

Figure 92. Teacher View: Performance on Tests Report with Expanded Filters Panel

lters ▼ Test Groups		My Assessments Average Score and Performance Distribut Elered By Rosters: Al Roster	on, by Ass All Test		rs, 2020-2021				Download Brudent Res	ats Pret 🔻
Interim Assessment Blocks (IAB)		Assessment	¢	Test Group 💠	Test Grade 💠	Test Reason 💠	Student Count 🔅	Average Score \$	Performance Distribution	Date Last Taken 🜩
Interim Comprehensive Assessme	ant J	E Q Grate 6 ELA-IT	÷	Interim Comprehensive Assessment (ICA)	6	Fall	1	2425	Percent 102% Count 1	03/23/2021
All Test Reasons	•	Creade 3 ELA Interim (ICA)	\$	Interim Comprehensive Assessment (ICA)	3	Fall	1	2326 👩	Porcent 100% Count 1	03/23/2021
Rosters	•	Grade 7 ELA - Interim (ICA)	÷	Interim Comprehensive Assessment (ICA)	7	Fall	1	2342 🚯	Percent 107% Count 1	03/22/2021
		My Student	udent Nam	•		0	Student ID		Rows per page: 14 3 Items: 4	Date Taken
		Construction and the second se					9999900053	G	ade 7 ELA - Interim (ICA)	08/28/2020
		DomoLast Do					999990058	G	ado 6 ELA - Interim (ICA)	06/25/2020
Apply		Q DemoLast De					9999900017		ade 3 ELA - Interim (ICA)	08/25/2020

Table 43. Teacher View: Performance on Tests Report Elements

#	Element
1	Test Reasons drop-down list
2	Apply button and Clear Filters

- 3. Click Apply. The 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 (see Figure 93) shows the test reason selected, if any.

shboard	> Performance on Tests						Enter Stud	lent ID
	My Assessments Average Score and Perform	AI Ros	ler 2020-2021)				Downing Ducket Re	tura 🖶 Prot 🔻
	Filtered By Rosters: Al Rost / Test Reason: Al T							
	Assessment Name	0 Test Group 0	Test Grade 🔅	Test Reason 0	Student 0	Average 0 Score 0	Performance Distribution	Date Last Taken
~	Smarter Balanced Summative Mathematics Grade 11	+ Summative	11	Spring 2021	2	2411 0	Percent 50% 0	03/23/2021
k.	Smarter Balanced Summative Mathematics Grade 8	-	8	Spring 2021	2	2309 🕚	Percent 100% Court 2	03/23/2021
	Smarter Balanced Summative Mathematics Grade 7	🔶 Summative	7	Spring 2021	2	2288 ()	Persent 100% Court 2	03/22/2021
	My Students Most Recent Assessmen of the transmission of the Fitned By Rosters: All Rost Test Reason: All Test Student N	Reasons Reporting Tim	e Period: 07/01/201		dent ID 🗘		Rous per page: 500 3 items: 4	[1 of 1)]≽
	(a) test_test			990010091X		Smarter Balance	d Summative Mathematics Grade 11	01/18/2019
				990010143X		Constant Robusto	d Summative Mathematics Grade 11	
	Q test_test			990010143X		omarter parance		01/15/2019
	test-test test test Smith_Alex			990010143A 990009653X 777777031		Smarter Balance	d Summative Mathematics Grade 8 d Summative Mathematics Grade 11	01/15/2019 01/11/2019 12/12/2018

Figure 93. Teacher View: Performance on Tests Report

How to Filter Item-Level Data on Interims by Standards and Clusters of Standards

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 Reporting System User Guide

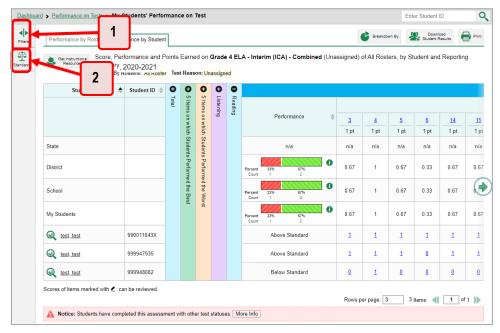
and does not apply. (For example, area increases with perimeter for squares, but not for all plane figures.)"

You may want to see how your students performed on a particular standard or cluster 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 switching between different sets of standard data and comparing them helps you understand students' abilities better.

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

1. On the left side of the page, click either the **Filters** panel expand button ◀▶ or the **Standards** button ④ (see Figure 94). The **Filters** panel expands (see Figure 95).

Figure 94. My Students' Performance on Test Report: Performance by Roster Tab: with Expanded Reporting Category Section





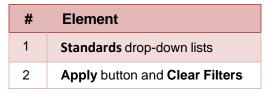
#	Element
1	Button to expand the Filters panel
2	Button to expand the Standards filter

- 2. Use the drop-down list in the **Standards** section (as in Figure 95) to select a cluster. An additional drop-down list appears.
- **3.** *Optional*: Keep making selections from the drop-down lists as they appear.

Figure 95. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel

	Students' Perf								Enter	Student ID		(
N	Performance	mance by Studen	t				Ċ	Breakdown	By 🤬	Download Student Res	its 🖶	Pri
indards aim	Resources Reporting	formance and F Category: 2020 Rosters: All Roste	-2021				A - Interim (ICA) - Combined (Una	issigned) (of All Ros	ters, by St	udent and	d
1-IT: Read Analytically: Infor 🔻	Student	Student ID 👙		0 0		•						
essment Target IT[10-4: WORD MEANING 🔻						Reading						
				ms on	ning	ding	Performance \$	3	4	5	6	
				which				1 pt	1 pt	 1 pt	1 pt	
	State		5 Items on which Students Performed the Best Total	Studen			n/a	n/a	n/a	n/a	n/a	
	District			5 Items on which Students Performed 5 Items on which Students Performed			Percent 33% 67% Count 1 2	0.67	1	0.67	0.33	
	School		ed the Worst red the Best			Percent 33% 67% Count 1 2	0.67	1	0.67	0.33	(
	My Students		st	81 <u>56</u>			Percent 33% 67% Count 1 2	0.67	1	0.67	0.33	
	(test.test	990011043X					Above Standard	1	1	1	1	
	(test_test	999947935					Above Standard	1	1	1	٥	
	(test, test	999948082					Below Standard	Q	1	Q	Q	
	Scores of items 2 ca	in be reviewed.					Rows per	nage: 3	3.04	ims: 省 [1 of 1	

Table 45. My Students' Performance on Test Report: Performance by Roster Tab Elements



- 4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard (see Figure 96).
- 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.

Reporting System User Guide

The row of filter details below the table header specifies the standards selected, if any.



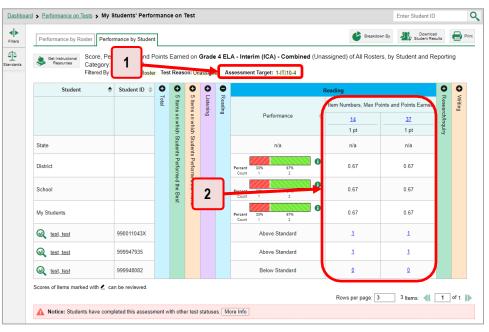


Table 46. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Row of filter details specifying the standards
2	Data for items that belong to the specified standards

How to Export and Print Data on Interims

You can export or print any report you see in the Reporting System. Some reports on individual tests can be exported directly from the Performance on Tests report. 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 to Export or Print a Report You're 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 drop-down menu that appears (see <u>Figure 97</u>).

Figure 97. Teacher View: Performance on Tests Report with Expanded Print Menu

5	0		essments re and Performance Distri	bution, by	Assessment: All	Rosters, 2020-21	021			a stu	Downland ident Fusi	uits 🖶 Prin	nt
15	Filtered	By Ro	sters: All Roster Test Rea	son: All Te	st Reasons Test Group 🔶	Test Grade	Test Reason 💠	Student Count	♦ Average Score ♦	Performance Distribut	ion	My Assessme My Students	2.8
ns	Ð	Q	Grade 4 ELA - Interim (ICA) Combined	- +	Interim	4	Unassigned	3	2442 🚯	Percent 33% 33% 33% Court 1 1 1	0	03/23/202	21
1	Ð	Q	Interim ELA Grade 4 - Brief Writes (IAB)	-	Interim	4	Interim Test Opportunity 1	1	n/a	Percent 100% Count 1	0	03/23/202	21
	Ð	Q	Interim ELA Grade 5 - Listen/Interpret (IAB)	*	Interim	5	Interim Test Opportunity 2	1	n/a	Percent 100% Count 1	0	03/22/202	21
	Most R		Assessment of All Roster ters: All Roster Test Reaso			¢	Student I	D 🌢	1000550	per page: 3 88 Item	is: ∢	1 of 30 Date Taken	
		ack Fi	in				9955564	171		3 - Read Informational Texts (I		00/20/202	
	G 2						9999483	132	Grade 4 ELA	- Performance Task (ICA)		03/23/202	1
	-	est, tes	t										

A print preview page opens (see Figure 98).

• 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 98.	Print Preview	Page
------------	---------------	------

we to CSV he data in this report will be ported to a comma	Print	Student Name	Student ID	Most Recent Assessment	Date Taken
www.exe /s print settings and print settings and ning is enabled. www.exe /s upper/settings and /www.exe /s PDF www.exe /s upper/settings and /www.exe /s PDF www.exe /s upper/settings and /s upper/settings and /s	rinted image may vary from	Doe, John	WA99596487	INTERM: G5-Math-IAD Fractions	67/30/2018
sure background image inting is enabled. Protect. Protect Protect. Protect 1122018 bitus, Sure W 9661125 Protect. Protect 122018 bitus, Sure W 9661125 Protect. Protect 122018 bitus, Sure W 96601216 Protect. Protect 1202018 bitus, Sure W 96600216 Protect. Protect 1202018 bitus, Sure W 96600216 Protect Mode Code 1202018 bitus, Sure W 96600216 Protect Mode Code 1202018 bitus, Sure W 96600216 Protect Mode Code 1202018 bitus, Sure W 966602164 Protect Mode Code 1202018	eview. Please check your	Doe, Jane	9999909216	INTERM: G4-Mult-IAB-OpAlgThin	11/15/2018
Initing is enabled. Desp: Summe WHT015 PHTDM 06 Mebb Vol Bull-syder 1122029 we to PDF Software WH002196 APTDM 105 Mebb Vol Bull-syder 1122039 we to PDF Pault Memil WH002196 APTDM 105 Mebb Vol Bull-syder 1120293 we to CSV Reamace. Agents WH002196 MPTDM 05 Mebb Vol Bull-syder 1120293 be data in this report will be ported to a corma Software WH002194 MPTDM 05 Meb Vol Bull-syder 1020293		Parlack, Parlack	9009993114	INTERM: G5-Math-MB-OpAlgThin	11/27/2018
Series, Systema 960000116 APTEM 16 Main-Mid-Gashimum-Model 1105001 Invasit, Mareal 986080106 MPTEMA 05 Main-Mail 1105001 Invasit, Mareal 986680106 MPTEMA 05 Main-Main 1105001 Invasit, Mareal 986		Delage, Suzame	99968111215	INTERM, G6-Math-VAB-RatPropRet	11/27/2018
we to CSV he data in this report will be ported to a comma		Smith, Septimus	9009993118	INTERM. HS Math IAB Geo/AreaureModel	11/28/2018
ive to CSV he data in this report will be ported to a comma	ave to PDF	Proust, Marcel	9000993156	INTERM, 05-Math-IAB-PTTurPado	11/26/2018
he data in this report will be ported to a comma		Karamazov, Alyosha	9000003154	INTERM. Grade 3 Mathematics ICA.	12/04/2018
parated value document.	*The data in this report will be exported to a comma separated value document.				

 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, as in Figure 99, the printed report includes data for the individual assessment items.

	Zoom Level (Display only)										
N	lormal 🔻	Auszana Saara Darfarr	ine an Distri	aution and Autom	aaa Daiata Carr	red on Module: Math Grade 3 - I		- ment	Data a	ad Caa	mate: A
	Report Options	(Spring), by Roster and				ied on Module. Main Grade 3 - I	vieasure	ementi	Data ar	10 060	meuy A
0	Summary Only		ers Test Rea								
۲	Summary and Item Scores	1			Tobal				Total form		
		Rem 1 Carned	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	1	2	3 2 pt	4 1 pt	5 2 pt
	Print Options	State	0		nia	nia	nia	nia	nia	nia	nia
۲	Print *Printed image may vary from	District	2		435	50 50 ST	٥	1	1	0.5	0.5
	preview. Please check your browser's print settings and ensure background image	School	2		435	5h 5h	٥	1	1	0.5	0.5
	printing is enabled.	My Students	2		435	10% 10%	0	1	1	0.5	0.5
0	Save to PDF	Demo0508	2	50% (214)	435	5/5 5/5	0	1	1	0.5	0.5
0	Save to CSV *The data in this report will be	demo0529	1	100% (1/1)	482		0	1	2	1	1
	exported to a comma separated value document.	dema0606	2	100% (2/2)	435		•	1	1	0.5	6.5
	Confirm Cancel					2					

Figure 99. Print Preview Page with Summary and Item Scores Option Selected

Table 47. Print Preview Page Elements

#	Element
1	Summary and Item Scores option (selected)
2	Item data

- 3. 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.
- 4. 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 to Export an Assessment Report Directly from the Performance on Tests Report

1. Click to the left of the name of the assessment whose report you wish to export (see Figure 100).

Dashboard > Performance on Tests							Enter St	udent 1D
ilters • 4	My Assessments Average Score and Performance Distribution, Filtered By Rosters: All Roster Test Reasons:		ers, 2020-2021				Downson Buildent Re	d suits 🖶 Print 🔻
Interim Assessment Blocks (IAB)	Assessment Name	🔅 Test Group 🔅	Test Grade 👙	Test Reason 👙	Student Count 💠	Average Score	Performance Distribution	Date Last Taken
Interim Comprehensive Assessment (ICA)	Grade 6 ELA - Interm (IGA)	Comprehensive Assessment (ICA)	6	Fall	з	2425 🕚	Percent 100% Court 1	08/25/2020
All Test Reasons	D Q Grade 3 ELA - Interm (ICA)	Comprehensive Assessment (ICA)	3	Fall	1	2326 🚯	Percent 100%	08/25/2020
r ▼ Rosters Rosters Al Rosters	E Grade 7 ELA - Interm (ICA)	Comprehensive Assessment (ICA)	7	Fall	3	2342 0	Percent 190% Court 1	08/20/2020
	My Students	ent Name		*	Student ID		Rows per page 14 3 Items	Date Taken
	DemoLast DemoFirst	THE PRAINS			9999900063		rade 7 ELA - Interim (ICA)	08/28/2020
Clear Filters	DemoLast DemoFirst				9999900058		rade 6 ELA - Interim (ICA)	08/25/2020
Apply	DemoLast DemoFirst				9999900047		rade 3 ELA - Interim (ICA)	08/25/2020

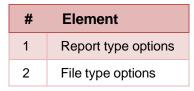
The *Export Report* window opens (see Figure 101 and Figure 102). The options in this window vary according to your user role.

- 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.
 - To export school test results (excluding data for individual items), 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.
 - To export school test results (including data for individual items), mark the Overall Test, Reporting Category and Item Performance of all my Students for [School Name] radio button, then select a school from the drop-down list.

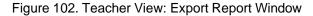
Figure 101. District-Level User View: Export Report Window

1,	Choose Type of Report Overall Performance of all my Schools
	Overall Test, Reporting Category Performance of all my Students for Select School
	Overall Test, Reporting Category and Item Performance of all my Students for Select School
2.	Select Export File Type PDF © CSV

Table 48. District-Level User View: Export Report Window Elements



- 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.
 - 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.



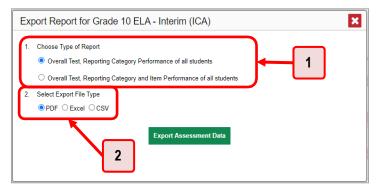
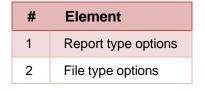


Table 49. Teacher View: Export Report Window Elements



- **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.
- 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.

Appendix

Appendix sections are alphabetized for your convenience.

С

Classes (Roster) Management

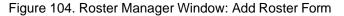
Teachers, school-level users, and district-level users can add, edit, and delete classes (rosters). Classes are a great way to organize students, allow teachers to view their students' performance, and allow other users to compare the performance of different classes.

How to Add a 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** (see Figure 103). The **Roster Manager** window appears, showing the Add Roster form (see Figure 104).

Figure 103. Teacher View: Detail of Banner with Expanded My Settings Menu



Dunion's Last Name Dunion's Pers Name Grade Level 'Rhos Assessed Tables selected
Suder Firel Same
Suder Firel Same
Suder First Same
Suder First Same
Crode Level (Theor Advanced Trace a volume of a volume
De rostar.
Be rotar.
Be rotac
Dhe rostar.
Be rotar.
Be rotac
the roster:
the roster:
the roster:
the roster:
Selected Students (0)
me Grade Level When Assessed Reporting ID *

- 2. In the Search for Students to Add to the Roster panel (see Figure 104), 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 (see Figure 105), 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 105. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

Roster Manager		
Add Roster		
O Use this page to add rosters. more info		
		Save
 Search for Students to Add to the Ro 	ster	
"District:	Demo District 1 - 999999! ~	Student's Last Name:
"School:	Demo School 1 - 9999999! ~	Student's First Name:
SSID:	<u></u>	Grade Level When Assessed. None selected
Advanced Search		
Search Fields:	Gender 🗸	Additional Criteria Chosen:
Gender:	🔿 Male 🖲 Female	Remove All Remove Selected
	Add	
		Search

- 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 (see Figure 106), 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 106. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel

		*Roster Name: *Teacher Name: Students to display: 0			Current and Pa	st Students] +	-(1			
A	vailable	e Students (195)	3	Select student Quick Search	ts from the "A	vailable Stu	dents"		ow to add to the d Students (1)	roster:	Quick Search	
	Add	Student Name	Grade	Reporting ID	Left School			Remove	Student Name	Grade	Reporting ID	Left Roster
3	+	Student,Demo	00	StudentID				×	Student,Demo	00	StudentID	
0	+	Cormy, Janaes	01	StudentID								
0	+	Cormy, Janaes	01	StudentID								
1	+	Student,Demo	01	StudentID								
8	+	Student,Demo	01	StudentID								
8	+	Student, Demo	01	StudentID								
	+	Student,Demo	01	StudentID								
8	+	Bartley,O'Conners	03	StudentID								
0	+	Bartley,O'Conners	03	StudentID								
	+	Bello Roufai,Ob	03	StudentID		1.						

Table 50. Roster Manager: Add Roster Form Elements

#	Element
1	Settings for roster name, teacher name, and students to display
2	List of students who can be added to the roster
3	List of students you've added

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 key 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 to Modify a Roster

You can modify a 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 Roster** (see <u>Figure 107</u>). The **Roster Manager** window appears, showing the View/Edit/Export Roster form (see <u>Figure 108</u>).

Figure 107.	Teacher View:	Detail of Banner	with Expanded My	Settings Menu

User: te1@demo.user	Role: TE @ School: Demo School 999901
🛓 Inbox	🔅 My Settings 🔻 🕜 Help 📑 Sign Out
	Manage Access
_	Reporting Options
_	Roster Settings Add Roster View/Edit Roster Upload Rosters

Figure 108. Roster Manager Window: View/Edit/Export Roster Form

ter Manager	
View/Edit/Export Roster	
Use this page to view, edit, or delete rosters. more info •	
Search for Rosters to Edit	
*District: Demo District 1 - 999999! 🗸	*Roster Type: User Defined 👻
*School: Demo School 1 - 999999! V	Teacher Name: -Select-
	Search

- 2. In the *Search for Rosters to Edit* panel (see Figure 108), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
- **3.** Click **Search**. A search results pop-up appears (see <u>Figure 109</u>). Click **View Results** to view the results in your browser.

Use this page to view, edit, or delete rosters. mor	
*Year: 2019-2020 🔻	*Roster Type: User Defined 🐨
"District:	
*School:	
	Your search returned 19 results
View Result	Its Export to Inbox V Modify Search

Figure 109. Roster Manager Window: Search Results Pop-Up

Reporting System User Guide

4. A list of retrieved rosters is generated (see Figure 110).

Figure 110. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters

View/E	dit/Export Roster			
0 Use	this page to view, edit, or delete rosters	S. more info •		
+ S	earch for Rosters to Edit			
	Ê			
		A LONG A LA L		
	r multiple roster selection, you may prir of rosters found: 19	nt 1000 students at a time.	Enter search terms to filt	ter search results
	of rosters found: 19	t 1000 students at a time.	Enter search terms to filt	ter search results
Number	of rosters found: 19		Grades In	. Number Of
Number	of rosters found: 19 lit Roster Name	¢ Teacher	⇔ Grades In Roster	* Number Of Students
Number	of rosters found: 19 Roster Name Demo Roster 1	teacher Teacher TE1, DemoUser	Grades In Roster 03, 05	Number Of Students

- 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, as in Figure 111.



New/Edit/Export Roster	
Add Students to the Roster	
"Roster Name: Demo0508 "Teacher Name: TE1, DemoUser • "Students to display: O Current Students (* Current and Past Stu	udents
Select students from the "Available Students (0)	able Students" list below to add to the roster: Selected Students (4)
Add Student Name Grade Reporting ID Left School	Remove Student Name Grade Reporting ID Left Roster
	Cormy,Janaes 03 999819210
	Demo,Demoo 03 130108692
	Demo,Demoo 03 130109032
	E Demo,Demoo 05 130108696

Table 51. Roster Manager Window: View/Edit/Export Roster Form Elements

#	Element
1	List of students who can be added to the roster (currently empty, because no search has been entered)
2	List of students belonging to the roster

- 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 k 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 to 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.

 From the My Settings menu in the banner, select Upload Rosters (see Figure 112). The Roster Manager window appears, showing the Upload Rosters: Upload page (see Figure 113).

Figure	112.	Teacher	View:	Detail of	of Banner	with E	xpanded N	Ay Settings	s Menu

User: te1@demo.user	Role: TE @ School: Demo School 999901
🛓 Inbox	😫 My Settings 🔻 Help 📑 Sign Out
	Manage Access
	Reporting Options
	Manage Test Reasons
	Select Tests to Include on Reports
	Change Reporting Time Period
	Set Student Setting on Item View
-	Roster Settings
	Add Roster
	View/Edit Roster
(Upload Rosters

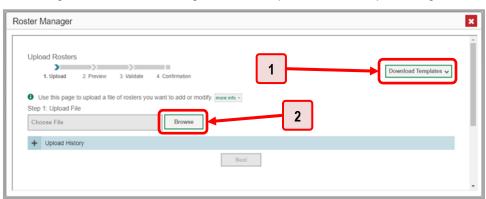


Figure 113. Roster Manager Window: Upload Rosters: Upload Page



#	Element
1	Download Templates menu button
2	Browse button

- 2. On the Upload Rosters: Upload page (see <u>Figure 113</u>), 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.
- **5.** On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- 6. Click Next. The Upload Rosters: Preview page appears (see <u>Figure 114</u>). Use the file preview on this page to verify you uploaded the correct file.

Figure 11/	Roster Manager	Window: I	Inload Roster	s. Proviow Page
i iyure i i4.	NUSLEI Mahayer		Jpillau Rusiel	S. FIEVIEW Faye

Upload Roste	ers					
	>>	\rightarrow				
1. Upload	2. Preview	v 3. Validate	4. Confirmation			
	g one of the av	orrect file. Click /ailable template	es from the previous l			
upload file using Step 2: Preview	g one of the av	vailable template	es from the previous l	Jpload Rosters page	2.	
upload file using	g one of the av					Action
upload file using Step 2: Preview	g one of the av	vailable template	Email address	Upload Rosters page	e. Student ID	

7. Click Next to validate the file.

Any errors \triangle or warnings \bowtie are displayed on the Upload Rosters: Validate page (see <u>Figure 115</u>). 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.

Upload Rost	ters				_		
>=	>>>		1		→	Download Validation	Report
1. Upload	2. Previ	riew 3. Validate	4. 0				
	s validation n	esults then click Co	ntinu	bload men btolo	(a		
	e validation n	esults, then click Co	ntini 2	pload. more inf	fo -		
		esults, then click Co	ntini 2	pload. more inf	fo -		
0 Review the	ite	esults, then click Co	Ļ			s invalid, but the row will	be uploaded.
Review the Step 3: Valida	ite		Ļ	ncluded. 📜		s invalid, but the row will Student ID	be uploaded.
Review the Step 3: Valida Legend: A	te Error: The fil	le can be uploaded, but t	his row yr not be i Ei ail address	ncluded. 📜	Warning: This field i		
Review the Step 3: Valida Legend: A	tte Error: The fil District ID	le can be uploaded, but ti	his row yr not be i E tail address wv-te1@	ncluded. 🏴	Warning: This field i Roster name	Student ID	

Figure 115. Roster Manager Window: Upload Rosters: Validate Page

Table 53. Roster Manager Window: Upload Rosters: Validate Page Elements

#	Element
1	Download Validation Report button
2	Error symbol (click for more information)

- *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 Reporting System processes it offline and sends you a confirmation email when it's complete. While the 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 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 (see <u>Figure 116</u>), displaying a message about how many records (rows) were committed.

Figure 116. Upload Rosters: Confirmation Page

Roster Manager	×
Upload Rosters 1. Upload 2. Preview 3. Validate 4. Confirmation Step 4: Confirmation	Î
Results: 0 records are committed.	
Upload New File	•

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

_

<u>Table 54</u> provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Element	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.

Table 54.	Columns	in the	Rosters	Upload File
-----------	---------	--------	---------	-------------

*Required field.

Condition Codes

<u>Table 55</u> 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.

Source of Code	Condition Code	Description
Human	Blank	The student did not enter a response.
Human	Insufficient Text	 The student has not provided a meaningful response. Some examples: Random keystrokes Undecipherable text "I hate this test" "I don't know", "IDK" "I don't care" "I like pizza!" (in response to a reading passage about helicopters) Response consisting entirely of profanity For ELA Full Writes, use the "Insufficient Text" code for responses described above and also if The student's original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics. The response is too brief to make a determination regarding whether it is on purpose or on topic.
Human	Non-Scorable Language	ELA/literacy: Language other than English.Mathematics: Language other than English or Spanish.
Human	Off Purpose	 For ELA Full Writes only: A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task. An off-purpose response addresses the topic of the task but not the purpose of the task. 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. Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.

Table 55. Condition Codes

Reporting System User Guide

Source of Code	Condition Code	Description
Human	Off Topic	 For ELA Full Writes only: 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). Off-topic responses are generally substantial responses.
Machine	Blank	The student did not enter a response.
Machine	Insufficient Text (Duplicated Text)	• The response contains a significant amount of text repeated over and over.
Machine	Insufficient Text (Too Few Words)	 The response contains too few words to be considered a valid attempt.
Machine	Insufficient Text (Copied Text from the Prompt)	 The response is largely composed of text copied from the prompt.
Machine	Insufficient Text (Refused to Answer)	 The response is a refusal to respond, in a form such as "idk" or "I don't know."
Machine	Non-Specific	 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.
Machine	Non-Scorable Language (Spanish Response)	The response is in Spanish.
Machine	Non-Scorable Language (Uninterpretable Language)	 The response is in a language other than English or Spanish.

Η

Help

The Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see <u>Figure 117</u>), 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.





I

Inbox

The Reporting System allows you to access a Secure Inbox feature that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

Each user's Secure Inbox is personal to them and not shared among other users. Users can easily manage the files in their Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users' Inboxes.

How to Access and Manage Files in the Inbox

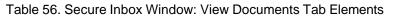


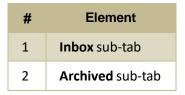


1. In the banner (see <u>Figure 118</u>), click **Inbox**. The *Secure Inbox* window appears (see <u>Figure 119</u>). By default, the Inbox window displays the **View Documents** tab.

Figure 119. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

Secure Inbox									
	Secure File View	신 View Documents	1 Send Files						
Inbox Archived	show	10 v entries					Enter Keyw	vords	٥
	low	Nam	-			Creation Date	Expire Date	Days Available	Actions
Reporting		Longitudinalreportof: Reporting	anceonGrade11	1MathematicsInterimICAComt	vinedSmithAlex20182019.pdf	05/29/2020 01:33 PM	06/28/2020 01:33 PM	29 days	<u>الله</u>
	Showing	1 to 1 of 1 entries					First Previ	ous 1 N	iext Last





- 2. Choose either of the available tabs (see Figure 119):
 - 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 120. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

Reporting	Secure File View	ℓ) View Documents ▲ Send Files			
Actived Creation Expire Days Date Date Date Actions Creation Expire Days Date Date 2022220 05222020 29 03295	Inbox		Enter Keyw	vords	٩
Congression Candor en Ionando en Hanando en	Archived				Actions
				29 days	

Table 57. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	System Labels toggle (set to show the labels) and checkboxes
2	Custom Labels toggle (set to show the labels) and checkboxes

Reporting System User Guide

- 4. Optional: To hide or display system labels, click the System Labels toggle (see Figure 120).
- 5. *Optional*: To hide files with a particular system label, clear the checkbox for that label (see Figure <u>120</u>).
- 6. Optional: To hide or display custom labels, click the Custom Labels toggle (see Figure 120).
- **7.** *Optional*: To hide files with a particular custom label, clear the checkbox for that label (see <u>Figure 120</u>).

Figure 121. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

Secure Inbox									-			E
S	ecure File View	션) View Docum	1	end Files						2		
Inbox		a 5 🗊	Т						Enter Key	words	٩	
Archived		v 10 ∨ entries Name	Ļ					Creation Date	Expire Date	Days Available	Aupus	
System Labels SHOW Reporting Custom Labels SHOW		LongitudinalreportofSc Reporting	oreandPerformar	nceonGrade11N	lathematicsInterimit	CACombinedSmithAi	ex20182019.pdf	05/29/2020 01:33 PM	06/28/2020 01:33 PM	29 days		
	Show	ing 1 to 1 of 1 entries							First Prev	ious 1 N	ext Last	

Table 58. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	Name of a file, with label indicating the system it's from
2	Delete and archive buttons

- **8.** *Optional*: Do one of the following:
 - To download a file, click the name of the file (see Figure 121).
 - 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
 (see Figure 121).

 - To delete a file, click in (see Figure 121).

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

How to Use the Inbox to Send Files to Other Users' Inboxes

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

1. From the banner (see Figure 122), select Inbox. The Inbox page appears (see Figure 123). By default, the View Documents tab displays.

Figure	122.	Banner
--------	------	--------

	Role: TE @ Sci	hool: Demo	Scho	ol 999901
🛃 Inbox (10)	🏠 My Settings 🔻	Help		Sign Out

Figure 123. Secure Inbox Window: View Documents Tab

Secure Inbox		
Secure File V	W 🖞 View Documents 土 Send Files	
Inbox	a <u>n</u>	Enter Keywords
Archived	Norw 10 v entries Name	Creation Expire Days Date Date Available Actions
Custom Labels SHOW	Long/tudinateportofScoreandPerformanceonGrade11MathematicsInterimiCACombinedSmithAler2018201 Reporting	9.pdf 05/29/2020 06/28/2020 29 days
	Showing 1 to 1 of 1 entries	First Previous 1 Next Last

- 2. Select the Send Files tab. The Send Files page appears (see Figure 124).
- 3. In the Select Recipients field, do one of the following:
 - Select **By Role** to send a file or files to a group of users by user role.
 - Select **By Email** to send a file or files to a single recipient by email address.

If you select **By Email**, skip to step 7.

Secure Inbox	×
Secure File View & View Documents & Send Files	
Select Recipients	
Select Role(s) School roles • Select Organization(s)	
Add File	
0 of 10 documents	
* By clicking Send, you agree that Cambium Assessment cannot be held liable for data shared as a result of sending these files.	

Reporting System User Guide

- 4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
- 5. From the drop-down list (see Figure 125), select the role(s) to which you want to send a file or files. You can choose Select all to send a file or files to all roles in the selected role group.

Figure 125. Secure Inbox Window: Send Files Tab

Secure Inbox Carecter Inbox Secure File View Select Recipients By Role By Email Select Role(s) District roles School roles School Roles: Select all Select all Select (TE) State: Verm School Test Administrator (ATA) Sch

6. From the *Select Organization(s)* drop-down lists (see Figure 126), select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 126.	Secure	Inbox	Window:	Send Fil	es Tab
-------------	--------	-------	---------	----------	--------

Secure Inbox	×
School roles	
* School Roles: None selected w	
 Select Organization(s) 	
* State: - 000000 w	
* District: demo999 - 999 *	
* Schoot: None selected *	
Add File	
0 of 10 documents	
]
* By clicking Send, you agree that Cambium Assessment cannot be held liable for data shared as a result of sending these files.	
Send	

- 7. If you selected **By Role** in step <u>3</u>, skip this step. If you selected **By Email**, enter the email address of the recipient to whom you wish to send a file or files.
- 8. To select a file or files to send, in the Add File field, select Browse. A file browser appears.
- 9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.

Reporting System User Guide

10. Select Send.

L

Login Process

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

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

How to Log In to the Reporting System

- **1.** Navigate to the portal.
- 2. Select your user assessment from the cards displayed (see Figure 127).

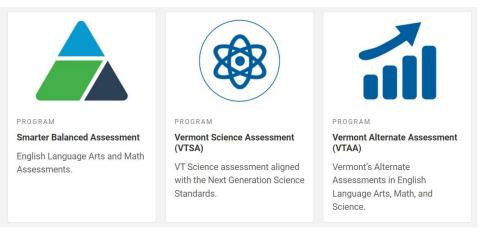
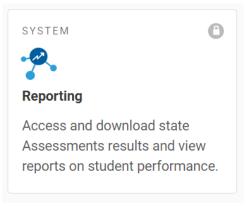


Figure 127. Assessment Cards

3. Click the **Reporting** card (see Figure 128). The login page appears.

Figure 128. Reporting Card



On the login page (see <u>Figure 129</u>), enter the email address and password you use to access all CAI systems.

Figure 129. Login Page
Login
Email Address
Password Forgot Your Password?
Secure Login
First Time Login This School Year?
The password you used during the previous school year has expired.
Request a new one for this school year.

- a. Click Secure Login.
- b. If the Enter Code page appears (see <u>Figure 130</u>), 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 130. Enter Code Page

c. If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 131. 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 131. Select Role Window

Select R	ole	
Please select th	ne role you wish to use.	
Role:	Role Name @ Entity: Entity Name	•
	Continue	

The dashboard for your user role appears.

How to Set or Reset Your 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 (see <u>Figure 132</u>). 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.

	Reset Your Password
eset Your Password	
ter your email address and select Submit . You will receive an nail that contains a link to create a new password.	E-mail Address
eed More Help?	
you forgot your password or need a new password, please the Forgot Your Password link to reset it.	Submit
	Return to Login Page
r assistance, contact the WV Help Desk at 1-844-560-7367 /helpdesk@air.org	

Figure 132. 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:

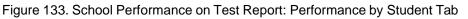
If you are unable to log in, contact your Helpdesk for assistance. You must provide your name and email address.

Μ

Multiple Interim Test Opportunities

Sometimes interim test results will include multiple rows for the same student.

When a student completes multiple test opportunities for a single assessment, as in Figure 133, reports display a row of data for each opportunity. A clock icon s appears next to the most recent opportunity. Previous opportunities are marked with numbers s, starting from the earliest test taken. An asterisk icon s indicates that an opportunity is not the most recent and therefore is not included in calculations of average scores or performance distributions.



Performance by R		mance by Student		Earned o	Breakdown By		Downlo tudent Ro Math	esults
Report	and Algeb Category:	oraic Thinking , : 2020-2021 Rosters: <mark>All Rost</mark> e				by Stude	nt and	Rep
Student	t	Student ID 💠	0		Total			0
			Total	Perf	formance Distr	ibution	¢	Total Items
State					n/a			
District				Percent Count	75% 3	25% 1	0	
School				Percent Count	75% 3	25% 1	0	
My Students			1	Percent Count	75% 3	25% 1	0	
Bartley. O'Co	onneis 🕓	091005028	•		Above Mast	tery		
Bartley, O'Co	onners (1 *	091005028	2		Above Mast	tery		

Table 59. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Most recent opportunity
2	First opportunity

Ν

Non-Scorable Test Opportunities

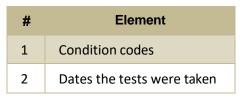
The reports in Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated", or when it includes blank or empty reporting categories (reporting categories without items). If a test opportunity is non-scorable, a notification Λ appears below the report for that assessment.

You can click **More Info** on the notification to view the **Students with Other Test Statuses** window (see <u>Figure 134</u>). 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.

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
			2

Figure 134. Students with Other Test Statuses Window





Ρ

Performance Data

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 aggregate reports include performance distribution bars, as in Figure 135, showing the percentage and number of students who achieved each performance level. These bars are color-coded, with three performance levels being coded red-

yellow-green, four being coded red-yellow-green-blue, and five being coded red-yellow-green-bluepurple.

• Percent proficient, also shown in some aggregate reports (see <u>Figure 135</u>), represents the total percentage of students who achieved proficiency. It typically includes those who fell into the top one to three performance levels.

Figure 135. School-Level User View: School Performance on Test Report: Performance by Roster Tab

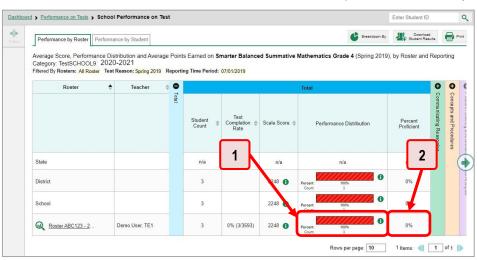


Table 61. School-Level User View: School Performance on Test Report Elements

#	Element
1	Performance distribution bar, divided into colored blocks representing different performance levels
2	Percent proficient

 Measures in aggregate reports for adaptive tests may also include Weak or Strong?, Proficient?, and % Correct.

In a report, click the more information button ① in the score or Performance Distribution columns (see Figure 136).

Figure 136. School-Level User View: School Performance on Test Report: Performance by Roster Tab

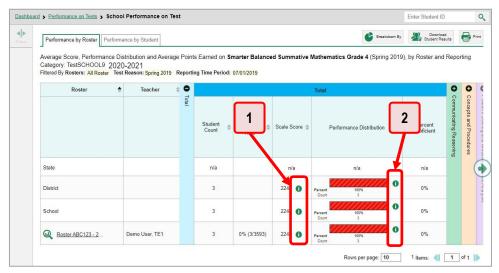


Table 62. School-Level User View: School Performance on Test Report Elements

#	Element
1	Buttons to learn more information on average score
2	Buttons to learn more information on performance distribution

A legend appears (see <u>Figure 137</u> and <u>Figure 138</u>), explaining what the scores or performance levels indicate.

Figure 137. My Students' Performance on Test Report with Expanded Scale Score Legend

Roster	•	Teacher	¢	•			TR	otal			0 0 0			
				Total	Student Count \$	Test Completion ≑ Rate	Scale Score \$	Performance Distribution	Percent Proficient	Communicating Reasoning	Concepts and Procedures	Problem Solving and Modeling & Data A		
State					n/a		n/a	n/a	n/a	uies	Ires	fodeling & I		
District					4		2265 ± 16	(095			Data A aly		
School					4				2 %Level 3 %Level 4					

Figure 138. My Students' Performance on Test Report with Expanded Performance Distribution Legend

	<u>2</u>	Student Count	Test Completion Rate	Scale Score \$	Performance Distribution	Percent Proficient	nmunicating Reasoning	roepts and Procedure
State		n/a		n/a	n/a	n/a	8	8
District		_		2200 1 10 0 0,	1005.	0%		
School	(Performan	ce Levels 1 (2071-2380):			0%		
(students not in any ros		improvement			tandard and needs substantial Its in mathematics needed for likely	0%		
		Level 2 The s	2 (2381-2435): student has nearly to demonstrate th ture coursework.	met the achievemer e knowledge and ski	it standard and may require further Ils in mathematics needed for likely			,
		Level 3 The :	3 (2436-2500): student has met th	e achievement stand	dard and demonstrates progress ematics needed for likely success			

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

R

Report Tables

How to Sort a Table

- 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.
- 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 to 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 to View Additional Table Rows

- To move to the next and previous pages in a table, click the arrow buttons IP at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field 1 at the lower-right corner of the table.

How to 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 to 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.

S

State-Level Features

State-level users have a special landing page called the Dashboard Selector. You can use the Dashboard Selector to access an Reporting dashboard at the state level or the district level.

How to Access Overall Test Results for Your State

You can view a state dashboard showing results for the tests taken in your state. This helps you understand how your state is performing overall.

1. Log in to Reporting. The Dashboard Selector page appears (see Figure 139).

2. From the state and district view options, select State View.

Figure 139. State-Level User View: Dashboard Selector Page

Dashboard Selector	
Tell Us What You Want to	Do
At what level do you want to see the	e report?

- **3.** The options that appear (see Figure 140) allow you to select any number of test types (such as summatives or interims), subjects, and grade levels. Select the test grouping you want to view. You will be able to change this grouping later.
- 4. Select View below the test grouping options.

Figure 140. State-Level User View: Dashboard Selector Page

Dashboard Selector	
Tell Us What You Want to Do	
At what level do you want to see the report? State View District View	
Which test grouping do you want to look at?	
▶ □ Interim	
V Summative	
V Z ELA	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
Grade 9	
Grade 10	
Grade 11	
► □ Math	
View	

The state dashboard appears, looking similar to a Performance on Tests report (see <u>Figure 141</u>). It displays an assessments table with up to 10 of the tests you selected, sorted by Date Last Taken with the most recent tests first.

Figure	141.	State	Dashboard
--------	------	-------	-----------

Dashboa	ard Selector > State Dashboard								
Filters									
Test Groups	Assessment Name	Test Reason 👙	Student Count	Average Score	Performance Distribution	Date Last Taken ♥			
Test	INTERIM: G3-ELA-IAB-Revise	Unassigned	1	n/a	Percent 100% Count 1	03/24/2021			
Reasons	INTERIM: G3-ELA-IAB-BriefWrit	Unassigned	1	n/a	Percent 100% Count 1	03/14/2021			
			(2 of 2 Total Tests)						

Unlike other reports, the state dashboard does not allow you to drill down into the results for any individual test, nor does it allow you to generate Individual Student Reports (ISR).

- 5. *Optional*: To load 10 more tests at a time, click the link below the table that says **Click here to view more tests in this test group**.
- 6. *Optional*: To view a different set of tests, use the **Filters** panel on the left to filter by test group or test reason, much the way you would as a lower-level user.
- 7. Optional: To sort, click the column headers that have sorting arrows 🔷. Sorting affects the whole list, not just the tests currently displayed.

If you print or export the table, it will include the whole list, not just the tests currently displayed in the UI.

To return to the Dashboard Selector, select **Dashboard Selector** in the upper-left corner.

How to Access Reporting at the District Level

As a state-level user, you can use Reporting exactly as though you were a district-level user.

- 1. Log in to Reporting. The Dashboard Selector page appears.
- 2. From the state and district options, select **District View** (see Figure 142).
- **3.** Do either of the following:
 - From the drop-down list that appears, select a district.
 - In the search field that appears, enter a district ID.
- 4. Select View.



The district dashboard appears. From here, you can use the Reporting System at the district level.

To return to the Dashboard Selector, select **Dashboard Selector** in the upper-left corner.

Т

Test Resources

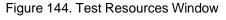
Some test results in the Reporting System include supplementary information that you can access, such as resources provided for the assessment in Tools for Teachers.

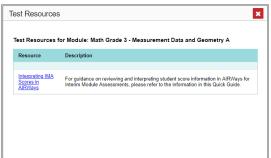
If additional assessment information is available, click the **Get Instructional Resources** button sin the upper-left corner of the report table (see Figure 143). If the test results also include a Longitudinal Report, this link will appear in a **More Tools** menu.

Figure 143. My Students' Performance on Test Report: Performance by Student Tab

Performance by Ros	ster Performan	ce by Student			Breakdown	By	N _{r sh}	Downloa Jdent Rei	d sults
Resources	(Unassigned),	, Performance D by Roster and Re rs: All Roster Tes	eporting Catego	ry 2020-2021	Earned on Grade 5 Mathematics	Interii	m (IC/	A) - Ca	ombined
Roster	¢C			Total		0	0	0	0
	otal	Student Count	Test Completion Rate	Scale Score 👙	Performance Distribution	5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Communicating Reasoning	Concepts and Procedures
State		n/a		n/a	n/a	Studen	Student	Re aso ni	ocedure
District		7		2716 🚺	Percent 14% 86% Count 1 6	ts Performs	ts Perform	βu	6
School		7		2716 🕚	Percent 14% 86% Count 1 6	ed the Bes	ed the Wor		
My Students		7		2716	Percent 14% 86% Count 1 8	4	Ř		
Roster A		2	1% (2/156)	2521 🚯	Percent 50% 50%				

A window opens (see <u>Figure 144</u>), displaying resource links that either download or open in a new browser tab or window.





U

User Role Change

If your account is associated with multiple user roles or institutions, you can switch between them at any time to view the dashboard and reports for your other roles and institutions.

1. From the **My Settings** menu in the banner (see Figure 145), select **Change Role**. The **Change Role** window appears.

Figure 145. Teacher View: Detail of Banner with Expanded My Settings Menu

User: te1@demo.user Role: TE @ School: Demo School 999901
🛓 Inbox (7) 🔅 My Settings 🔻 🕜 Help 📑 Sign Out
Manage Access at ID Q Change Role
Reporting Options
Select Tests to Include on Reports Change Reporting Time Period
Set Student Setting on Item View
Roster Settings
View/Edit Roster

2. From the Role drop-down list, select the desired role and institution (entity name) combination.

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3. Click **Continue**. The window closes and the dashboard page for the selected role and institution appears.

User Support

For additional information and assistance in using the Reporting System, contact the VTCAP Helpdesk.

The Helpdesk is open Monday-Friday from 7:00 a.m. to 4:00 p.m. ET (except holidays or as otherwise indicated on the VTCAP Portal).

- VTCAP Helpdesk
- Toll-Free Phone Support: 1-844-218-1184
- Email Support: vthelpdesk@cambiumassessment.com

Please provide the Helpdesk 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 (for example, Windows 8.1 and Firefox 60 or macOS 11 and Safari 11).